

# BRIDGEPORT ELEMENTARY SCHOOL

April Cody, Principal  
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## STUDENT & PARENT HANDBOOK

### Purpose Statement

Bridgeport Elementary School supports the purpose of the Cocke County School System which is to achieve educational excellence by preparing its students with the necessary knowledge and skills that empowers them to achieve their academic and personal goals, to realize their postsecondary ambitions, and to become productive citizens in a global community.

## **ADMISSION REQUIREMENTS**

A child must be five (5) years of age on or after August 15<sup>th</sup> of the year they plan to register for kindergarten. The following information is required for initial kindergarten enrollment:

- ✓ **Physical Examination** – Proof of this examination, which must have been completed within six (6) months of enrollment of Kindergarten year. The signature of the physical doing the exam will be on the shot record/TWIS form.
- ✓ **Tennessee Certificate of Immunization (TWIS form)** – The immunization certificate must be signed and dated by a licensed health care provider. *No other record of immunization will be accepted.*

Students transferring into any Tennessee public school from an out-of-state school must obtain a Tennessee Certificate of Immunization (TWIS) before enrolling. These forms can be obtained from the local Health Department or at your pediatrician's office. We always ask that a copy of the child's birth certificate and social security card is provided to us but is not required. Exceptions to this may include students experiencing homelessness, students in foster care, immigrant students, migrant students, and English Language Learners. There will be no barriers to enrollment for these student groups

## **AFTER-SCHOOL PROGRAMS**

Bridgeport Elementary School offers an after-school and in-school reading program sponsored by a substantial literacy grant from Save the Children, Inc. Students are invited to join the reading improvement program based on their STAR reading assessment, which is given at the beginning of every school year at every grade level. Parents may also request information about the program. The program is Monday through Thursday 3:15-5:15 throughout the school year and transportation is provided for students in the program that live in the school's district. We also offer other after-school tutoring programs in math and reading/language arts throughout the school year and permission forms are sent home for parents to fill out if they want their child to attend. Sometimes we offer after-school programs to parents and families such as library nights/computer nights, computer-education classes for adults, etc. Programs for both students and adults may be available according to interest and need.

## **ATHLETICS**

Bridgeport Elementary School depending on interest offers both boys and girls *basketball* teams, girls' *volleyball*, and *basketball cheerleading*. The *basketball* season runs from September to February. The *volleyball* season lasts from August to September. There are also recreation league and middle school league basketball, baseball, softball, football, soccer, and cheerleading programs that students can participate in. Recreation league sports are not a part of the school athletic programs, the schools simply agree to allow the recreation teams to use their athletic facilities.

*Students who receive more than one "F" (2 or more) at the end of a grading period may not participate in any athletic practices, scrimmages, or games – or be with the team during any games or trips until the next 4 ½-week progress report is issued. If a student has made satisfactory improvement, with no more than 1 F on the progress report, then they can return to play.*

*Students who have been retained in 6<sup>th</sup>, 7<sup>th</sup>, or 8<sup>th</sup> grade may not participate in athletics. In addition, no student may participate in elementary school athletics if he/she reaches age fifteen (15) on or before August 1 of the current school year.*

## **ATTENDANCE**

- Student school hours are from 8:15 – 3:15.
- Parents/guardians should see that their children are on time to school every day. Any student not in their classroom at 8:15 must receive a tardy slip from the office before going to their classroom.
- To have an excused absence, a student or must turn in a doctor's excuse, dentist's excuse, or funeral pamphlet to the office or to their teacher. In addition, parents may write five (5) parent notes per school year that will be accepted as an excused absence. Parent notes cannot be used for tardies or leave earlys. Parent notes will be assigned by the principal of the school to any absences that remain unexcused after a 3-day or 5-day attendance letter has been sent. This is done in an effort to prevent the parent and student from being referred to the Truancy Board. We want to ensure all parent notes are used before doing a referral to Truancy Board.
- Any time a student leaves early, the sign-in/sign-out sheet in the office must be *completely* filled out by the person picking up the child. The sheet must include (a) the name of the student, (b) the name of the person picking up the child, (c) the reason for leaving early, and (d) the time of departure. *Any school time missed will be counted against the student.* Any combination of three (3) unexcused tardies or leave earlys will result in a one-day unexcused absence.
- A student with unexcused absence for any portion of the school day may not be allowed to make up missed work (including quizzes and tests). A zero (0) may be recorded for missed work and/or assignments. Missed class time includes being absent, tardy, and/or leaving early. If allowed to make up their work, students are usually given three days to complete any missed class work and even more if the students has missed several days but please talk to your child's teacher or make sure your child is responsible enough to make up all missed work.
- Parents/guardians are required to complete a form listing those persons authorized to pick up their child from school. If you send someone to pick up your child who has not been identified on your list, please send a *signed note* giving your permission and a *phone number* where you can be reached for confirmation.
- Students will not be allowed to leave school by any other means other than by the method regularly used by the student unless permission is given by the parent. If your child is to ride a different bus, get off the bus at a different place, or go home with another student, a *signed note of permission from the parent* must be taken to the principal, or designee, to be signed and dated. If riding a different bus, the note is to be given to the bus driver upon entering the bus in the afternoon after it has been signed by the principal or designee.

A student who has an excessive number of tardies, leave earlys, or absences will have his/her name report to the Attendance Supervisor who will then contact the parent/guardian. The third and fifth unexcused absences will result in a letter sent by the student or mailed to the home along with a copy to the Attendance Supervisor. On the 5<sup>th</sup> unexcused absence, the school will develop an Attendance Contract with the parent. The sixth unexcused absence will result in a referral to Truancy Board. Parents are petitioned to court, not the students, in all cases of truancy with the exception of students that are 18 years or older. Parent can ultimately be sentenced to jail for educational neglect due to their child's truancy. In addition, any student that missed 10% or more of the school year at any point during the school year will be flagged as Chronically Absent. Please note that it doesn't matter whether the absences are excused or unexcused, the student is still flagged. A letter will be sent to the parents when a student is flagged as chronically absent and the student will be identified in our student data management system as "at risk". Students who are flagged as Chronically Absent are considered for retention.

This policy is especially important for parents who choose to bring their student to school instead of riding a bus. If you bring your child to school, you must understand that students must get to school on time. Being on time means that they are in their classroom at 8:15. As referred to in the policy, any student who receives more than 3 office referrals during the school year cannot attend any field trips unless special concessions are made by the principal through an extensive appeal process.

### AWARDS/RECOGNITIONS

- **Honor Roll**  
Students in grades one through eight will be eligible for the honor roll each grading period if they met the following criteria:  
**High Honors** – A student must not have received any grade less than an “A” in any subject area.  
**Honors** – A student must not have received any grade less than a “B” in any subject area.
- **Perfect Attendance**  
The names of the students with perfect attendance at the end of the school year will be entered into a special drawing for gifts and prizes donated by community businesses. Perfect Attendance means that a student has received no absences, tardies, or leave earlys.
- **Student of the Month**  
Students of the month are chosen by their teacher in every classroom and are recognized by a picture being placed on the bulletin board at the main entrance of the school for that entire month.
- **Classroom Awards**  
At the awards program held at the end of each school year, teachers are given the opportunity to present special awards to students in their class. These awards are given to recognize achievements in subject areas, accomplishments, etc.
- **Valedictorian and Salutatorian Awards**  
These awards are given at the end of the school year to the eighth grade students who have earned the highest and second highest grade point average throughout their entire elementary school years.

### BUS DUTY – MORNING AND EVENING

- ❖ Students are to report to an assigned area in the hallways after getting off of the bus (or out of a vehicle) every morning.
- ❖ **Please remember that students are not supervised at school until 7:30am and that the gym doors are locked until 7:30am. The doors open at 7:30am and are locked again at 8:05am. Anyone entering the building after 8:05am must enter through main entrance at the office.**
- ❖ After finishing breakfast, students should clean up, throw away their tray, and return directly to the assigned section in the hallway.
- ❖ Students will be dismissed from the hallway to their classrooms at 8:05am.
- ❖ Car riders will be called out by intercom at 3:10pm and can be picked up at that time. Bus riders will be sent to the gym at 3:20pm and should sit in their bus section. Students are to remain seated until called to their bus or car by the teacher in charge by two-way radio. Parents do not enter the building to get their children; they will be called out by two-way radio to their cars. Parents should stay in the car line until your child comes to your car.
- ❖ Students will not be allowed to go back to their classroom for forgotten items or go to the restroom without permission from the teacher on duty.
- ❖ Students will follow all directions given by the teacher on duty.

### CAFETERIA/SCHOOL MEALS

Breakfast is served from 7:30-8:15am every day and lunch is served from 10:30am and 12:30pm every day. Students are served healthy meal choices every day. Currently, all students are provided free breakfast and lunch through Community Eligibility status with our Food Services Department and Department of Education. Students currently receive free breakfast and lunch every day but they have to pay if they get extra food. There will be no charges or accounts in the cafeteria, students must have cash if they wish to purchase extra food.

Students may bring a lunch from home but they are not permitted to leave the school for lunch or have their lunch catered (no restaurant meals or fast food, etc.). Beverages (water, milk, juice) brought from home should be brought in appropriate packaging or a thermos or throwaway container. *Carbonated beverages (soft drinks) or beverages in cans or bottles are not allowed.*

### COMMUNICATION

This handbook includes many but not all policies and procedures of the Coker County School System but additional information is available through the system and school’s websites. The school system website is [www.coker.k12.tn.us](http://www.coker.k12.tn.us) and the school’s website is [www.coker.k12.tn.us/bridgeportelementary/](http://www.coker.k12.tn.us/bridgeportelementary/). The school’s improvement plan is available to anyone who requests a copy and is also available online at our school website.

Most teachers send a weekly newsletter which includes information about what the students are studying and what events are upcoming in the classroom and throughout the school. The newsletter and other essential information will be sent home in a customized Bridgeport Elementary Homework Folder. We encourage parents to look for information in the folder every day. We want open lines of school/home communication and the folder is the most consistent way that we communicate with our families. All teachers use the Class Dojo phone app as a way of communicating with parents.

Teachers are available for conferences from 8:00-8:15 and from 3:15-3:45. If you need to schedule a conference with your child’s teacher, just call the school and leave a message and the teacher will return your call as soon as possible but messaging them on Class Dojo is the best way to reach your teacher. Conferences cannot be scheduled during the school day because teachers are teaching.

**ELEMENTARY (GRADES K-8) DRESS CODE**  
**(Coke County Board of Education Policy 6.310)**

Students shall dress and groom in a clean, neat and modest manner so as not to distract or interfere with the operation of the school. More specific guidelines appropriate for each level of school (elementary or high school) may be developed. Principals, faculty members and students shall be involved in the development of each appropriate set of guidelines. When a student is attired in a manner which is likely to cause disruption or interference with the operation of the school, the principal shall take appropriate action, which may include suspension.

1. Shirts/blouses must not be cut below the normal arm pit (boys and girls) and must not come below the top of the breast. All shirts must reach below the top of the pants, shorts, or skirts at all times (no skin showing at any time).
2. Shorts may be worn by both males and females as long as the length is fingertip length.
3. The length of skirts and dresses must meet the same guidelines as shorts.
4. When leggings are worn, the shirt (or outermost garment) must adhere to the fingertip rule.
5. Clothes may not be worn with holes above the knees.
6. Appropriate undergarments are to be worn and must not be visible.
7. The waist of pants is not to be worn below the hips.
8. Clothing with inappropriate language or graphics is not permitted.
9. No clothing may have beer, whiskey, tobacco, drug labels or suggestive pictures or language written or printed on them.
10. Hats and/or caps are not to be worn during instructional time or at academic functions.
11. Students will not dress, groom or wear or use emblems, insignias, badges or other symbols where the effect thereof is to distract unreasonably the attention of other students or employees, or otherwise cause disruption or interference with the operation of the school.
12. Any accessory that is studded, spiked, contains chains or can tabs or in any way presents a potential danger or harm to self or others is prohibited.
13. Tattoos whether permanent or temporary will be covered if possible.
14. Visible body piercings are limited to the ear only. Eyebrow, nose, lip, tongue, belly button, etc. piercings are not permitted.
15. Anything in question will be at the discretion of the administrator.

**FINANCIAL POLICIES**

Different types of payments to the school can be made with either cash or check including field trips fees, pictures, library books, or any other fees. If a check is returned due to lack of funds, the person whose name is on the check will be charged a \$30 return check fee by the school. In addition, all debts to the school must be cleared before a student will be allowed to enroll in any school the following school year. This includes, but is not limited to, lost or damaged textbooks, vandalism, money owed to the cafeteria, classroom, or office, etc. If a student is not allowed to enroll because of outstanding debts, the Coke County Attendance Officer and/or juvenile court will consider him/her truant and will be subject to court referral.

**FIELD TRIPS**

Opportunities for educational field trips will be provided for all grades. Each teacher is allowed three (3) field trips per year. Students whose behavior has been uncooperative, insubordinate, or unpredictable may be required to stay at school on field trip days. A student not allowed on a trip and who does not come to school on the day of the trip will be given an unexcused absence. Students who are not allowed to participate in field trips will be supervised by another teacher. Parents/guardians will not be allowed to ride the bus with the students.

**GRADING**

In grades 3-8, grade cards are sent home every 9 weeks and progress reports are sent home every week. Letter grades of A, B, C, D, and F reflect the child's performance compared to grade-level requirements. If there are any questions about your child's grade card or progress report, please contact his/her teacher immediately. The grade cards and progress reports are to be signed by a parent/guardian and returned to school promptly.

*The Coke County School System grading scale is:*

90-100	A
80-89	B
70-79	C
60-69	D
Below 60F	

Students in grades K-2 are graded differently during the first 9-weeks according to different proficiency/achievement levels as written below:

**E** -Indicates that your child is working consistently beyond expected grade level for that standard. Your child knows the how and why behind what he/she does and can transfer learning to new situations

**S** – Indicates that your child is working consistently and independently achieves the standard. He/she may not accomplish this until the fourth 9-weeks.

**P** – Indicates that your child is progressing toward achievement of the standard. He/she is beginning to understand the concept but needs a little more guidance.

**N** – Indicates that your child is making limited or minimal progress toward achievement of the standard.

At the end of the second, third, and fourth 9-weeks, your child will receive a letter grade for Mathematics, English/Language Arts, and Spelling in addition to the E, S, P, N proficiency levels.

## HOMWORK

Students will be assigned homework as a means of encouraging independent study, establishing good study habits, and reinforcing basic subject skills through practice. All homework assignments may not be written, but could be in the form of study or review for a test, research for projects, or book reports.

Parents should be aware of the purpose of homework and encourage and support the school in timely completion of all assignments. Every student is provided with a customized Bridgeport Elementary Homework Folder. Parent also have access to ASPEN student data via internet. All parents are provided with a username and password in order to access their child's information at all times.

## ILLNESS

Students who become sick while in school and whose attendance in school would endanger their health, or the health of others, may be excused from attendance by the principal for that day. If the child's teacher or a nurse determines that the child is sick enough to have the child picked up, then they will contact the home and it will be excused. Students who call home without permission from their teacher, principal, or a nurse will not be excused.

Head lice are an easily treated condition that is generally not associated with any serious medical complications. Many parents have the impression that only persons who are unclean become infested with lice. This is not true. Frequent bathing will neither prevent head lice nor eliminate an infestation once it has become established. If you find head lice on your child, or the school alerts you to such, you **MUST** keep your child at home until he/she has been treated with a special medicated shampoo. Your child may return to school after the proper treatment.

## LOCK DOWN PROCEDURES AND DRILLS

If a threatening situation happens during school hours, the school will be put in Lock Down. A Lock Down means that all students will be locked in classrooms until the threat is gone. Also during this time, no one can enter the school and no one can go out. We have drills during the year to practice this type of situation so students and teachers will know what to do if an actual threat occurs.

## LOST AND FOUND

It is recommended that clothing (especially coats and jackets) and personal belongings **be labeled with the child's name**. Clothing items that are found are turned in to the office and are taken to a designated area of the building. Unlabeled or unclaimed property is turned over to a local charity at the end of the school year.

## MEDICATIONS

If a child needs to take medication at school, please follow these guidelines:

- Medications must be brought in the *original* container.
- The container must be given to the teacher for safekeeping and dispensing. If refrigeration is required, it will be taken to the faculty refrigerator. The student cannot carry medication of any kind on their person.
- Written directions or instructions about the dispensing of the medication must accompany the medication.

## PARENT RESOURCE CENTER

Different types of parenting resource brochures are available for free through the school's Parent Resource Center. The resource center is located in the main lobby of the school near the office. Title I funds allow us to purchase these materials so that they can be given to parents and students at no cost.

## PARENT ADVISORY GROUP

The Parent Advisory Group is organized to encourage community involvement in our school and to provide information between school and home. Meetings are held periodically to analyze, plan, and carry out activities and events and to assist in the physical, mental, and social development of our students. If any parent is interested in being a member of the Parent Advisory Group for the current school year, please contact the principal of the school for guidelines and procedures.

## PERSONAL PROPERTY/ELECTRONICS/CELL PHONES

Students are cautioned not to bring large amounts of money to school. If a student wears glasses or watches, we ask that the student take responsibility for the care of them. Students should not leave any valuables in their desks. Cell phones, iPods, MP3 players, radios, CD/tape players, electronic games, and other electronic devices/toys should be left at home unless an arrangement has been made with the student's teacher on a special occasion to use one. If students are caught with these items, they will be confiscated kept in the principal's office for an amount of time determined by the principal according to board policy. Cell phones are permitted for emergency use only, any electronic device brought to school must be in the "OFF" position during the regular school day and cannot be kept on their person. This means that any device cannot be carried by the student, it must be placed in a purse or backpack during the school day and can only be used with permission. A student who uses a cell phone without permission for any reason during the regular school day will be in violation of the cell phone policy. The student will be disciplined and the cell phone confiscated according to board policy. The policy is sent home to parents to be signed and returned to school at the beginning of every school year. The signed cell phone policy is kept on file by the student's homeroom teacher.

## PICTURES/YEARBOOKS

Parents have the opportunity to purchase school pictures twice a year – in the fall and in the spring. Sports pictures are also taken for school teams. Annuals are also offered for students to purchase each year and are usually delivered in the spring. A deposit is required to reserve a yearbook.

## PROMOTION / RETENTION

Students will normally progress annually in sequential order from grade to grade. Teachers are expected to promote or place students at the grade level best suited to them academically, socially, and emotionally. Retentions occur when, in the judgment of the teacher(s), it is necessary and in the best interest of the student to repeat a grade.

## SCHOOL-RELATED ACTIVITIES

~ Scholars Bowl	~ Honors Day	~ 4-H	~ Band
~ Spelling Bee	~ Walters State T.A.G. (Talented And Gifted)	~ Field Day	
~ Varsity Basketball	~ Student of the Month	~ Talent Show	~ Builders Club
~ Junior Deputy (car duty)	~ Gifted Student Program	~ Cheerleading	~ Plays/Programs
~ Varsity and JV Volleyball (girls)	~ Poster Contests	~ Speech Contests	
~ Writing Contests	~ Recycling Team	~ Tusculum College Talent Search	
~ Adventure Quest	~ Recreation Basketball, Football, Baseball, Softball, Cheerleading, Soccer		

## SCHOOL SECURITY ACT

Students and their possessions are subject to searches on reasonable suspicions of drugs, weapons, etc., of illegal nature. All school property, such as desks, lockers, etc., is also subject to search. All vehicles brought on campus are also subject to search. Searches may be conducted by physical means, metal detectors, and/or by law enforcement officers/animals. The school is under constant video surveillance. School Security Act TCA 49-6-4201 through 49-6-4401 will be used as a reference.

## SCHOOL VOLUNTEERS AND CHAPERONES

The school encourages parents and guardians to volunteer in school or chaperone field trips and/or special school events. It is a required that all volunteers and/or chaperones complete a form for approval by the principal and the school board. These forms must be completed and turned in to the school one week before any school board meeting of any particular month, which is on the second Thursday of every month. Chaperones for overnight field trips must have a TBI background check.

## STUDENT INFORMATION

In the event that we must contact parents during the school day, it is very important that we have **current** home, work, and cell phone numbers for every student. It is also necessary for you to provide the *name and phone number* of someone else we can contact if you cannot be reached (please get their permission). If you move, change jobs, or have your telephone number changed, please contact the school office immediately so we can make the necessary corrections on your child's emergency sheet and in the computer information system.

## STUDENT RECORDS and the FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

The Family Educational Rights and Privacy Act (FERPA) affords parents and students (over eighteen years of age) certain rights with respect to the student's educational records. They are:

- The right to inspect and review the student's educational records within forty-five days of the day the school receives a written request for access;
- The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate or misleading;
- The right to consent to disclosures of personally identifiable information contained in the student's educational records, except to the extent that FERPA authorizes without consent; and
- The right to file a complaint with the U.S. Department of Education concerning alleged failures by the school system to comply with the requirements of FERPA.

*The school or district may disclose certain information, known as directory information, in its discretion without consent. Parents or eligible students may refuse to let the school or district release any or all of this information but this must be done in writing within the first two weeks of the school year or within the first two weeks of enrollment at Bridgeport Elementary School.*

*The following information regarding students is considered directory information: (1) name; (2) address; (3) telephone number; (4) date and place of birth; (5) major field of study; (6) participation in officially recognized activities and sports; (7) weight and height of members of athletic teams; (8) dates of attendance; (9) degrees and awards received; (10) the most recent previous educational agency or institution attended by the student; and (11) other similar information that would not generally be considered harmful or an invasion of privacy if disclosed, such as a photograph.*

Non-custodial and non-resident parents may request in writing a copy of any records customarily available to parents. [TCA 49-6-902]

## **STUDENT BEHAVIOR, RESPONSIBILITIES AND DISCIPLINE**

The educational purpose of the school is accomplished best in a climate of student behavior that is socially acceptable and conducive to the learning and teaching process. Student behavior which disrupts this process or which infringes on the rights of other individuals will not be tolerated. Our school has three basic behavior expectations for our students and we refer to them as the *Rocket Rules*.

*Rocket Rules:  
Respectful Rockets  
Responsible Rockets  
Ready Rockets*

Students are expected to:

- Attend all classes on time.
- Prepare for class with completed assignments and appropriate materials.
- Be neat, clean, and well-groomed.
- Show respect for all individuals and property.
- Seek help from school personnel when having school or personal problems.
- Follow the rules and regulations established by the Board of Education, the school, and their teacher.
- Students are expected to participate in all classroom activities and to exhibit behavior that does not distract from other students' learning opportunities. Responsible student behavior is essential to a successful school program.
- It is the responsibility of all students to cooperate with the teachers, staff, and other school personnel to help maintain safety and order within the school. Teachers and administrators are authorized to take just and reasonable measures to establish effective school discipline and to develop in the students a self-disciplined, self-directed, and emotionally mature behavior.
- The authority to control student conduct will include all activities of this school, including athletic events, public performances, trips, or any other school events, regardless of the venue.
- Consequences of irresponsible and/or unacceptable behavior may include, but not limited to, *isolation from other students, exclusion from participation in special activities (including field trips), penalties, in-school suspension, out-of-school suspension, expulsion, alternative school placement, and even juvenile court referral and /or referral to the school's resource officer.*
- *Students who maintain good behavior throughout the school year will be rewarded in a variety of ways.*

## **SUPPLIES**

The homeroom teacher will inform the students of the supplies needed for the school year. Each student needs to be prepared for every class every day, not only with completed assignments, but also with the materials needed to actively participate in class on a daily basis. The school is able to provide some basic school supplies but it is encouraged that all parents provide the necessary supplies for their child.

## **TEACHER CONFERENCES/MEETINGS**

Parent/Teacher conferences/meetings can be scheduled any time before or after school. Teachers or parents can request a conference. If you feel a conference is necessary, please make arrangements to meet with your child's teacher at a mutually agreeable time any time before or after regular school hours or during when your child's teacher has planning time. Please do not call your child's teacher during class time to schedule appointment. Instructional time cannot be interrupted by phone calls or unscheduled visits but you can call and leave a message for the teacher to call you back to schedule a conference. Required Parent/Teacher Conferences are Open Houses, which are scheduled in a 3-hour block after school twice per year – once in the fall and once in the spring.

## **TELEPHONE USE AND CALLS**

The office telephone and classroom telephones are for school business calls only. After school plans should be made with your child before leaving home in the morning. Students will not be called out of class to the office to receive a phone call and calls will not be transferred to classrooms except in an emergency. The office staff will take a message from any caller and the message will be delivered to the student at an appropriate time frame. Students may be allowed to make emergency phone calls only if approved by the classroom teacher. Students who have cell phones may use them to make these calls but only with the permission of a teacher or administrator.

## **TESTING/ASSESSMENTS**

All students take the STAR Early Literacy or the STAR Reading test three times each year. Students also take AIMSweb tests in Reading and Math three times each year. These tests are used to benchmark and monitor student improvement throughout the year. Students are placed into RTI groups according to their scores on the AIMSweb assessments. All students will also take FocalPointK12 benchmark tests at the end of the 1<sup>st</sup> and 2<sup>nd</sup> 9-week grading period. Students will take end-of-year state required academic achievement tests called TNReady in English/Language Arts and Math, Science, and Social Studies. These tests are designed to evaluate student mastery of academic skills according to state approved standards at each grade level. The tests are required for all students in 3<sup>rd</sup> through 8<sup>th</sup> grade and are given in May.

## **TEXTBOOKS**

Textbooks and library books are provided at no charge to the student and are the property of the Coker County Board of Education but if textbooks or library books are lost, stolen, or damaged beyond reasonable use, parents and/or guardians will be charged the full replacement price of the book.

## **THREE RIVERS LEARNING CENTER**

Three Rivers Learning Center (TRLIC) is an educational facility in which students are placed in order to develop academic and behavioral skills of students in grades six through twelve who are unable to accept their responsibilities of school citizenship, do not fit in traditional school roles, or who are unable to succeed from the efforts made on their behalf in school. Unacceptable student behaviors may result in a short-term or long-term placement at Three Rivers Learning Center (TRLIC).

### **TRANSFER / WITHDRAWAL**

If a student transfers to another school, all library books, textbooks, classroom or school materials must be turned in before records are released to the new school. All debts to the school must also be paid before records are released.

Transfers to Bridgeport Elementary School occurring because a change of address to the Bridgeport school district is easily done at any time during the school year but any student transferring from another school at any time from another school in the Cocks County school system or the Newport City school system must complete transfer request papers. *Transfers occurring without a change of address will be granted only by written permission of the Principal and approval of the Cocks County Board of Education.*

### **TRANSPORTATION**

Students who ride buses are under school rules and regulations from the time they board the bus in the morning and until they arrive at their appropriate destination in the afternoon.

In the opinion of the bus driver and the principal, any student whose conduct is creating a hazard to the health and/or safety of the others on the bus, will be temporarily suspended from riding the bus. If violations continue, the student may be prohibited from riding the bus for the remainder of the school year. Transportation on the school bus is a *privilege* – not a right – given to all students of the Cocks County School System.

### **VISITORS**

We welcome all visitors to our school but to ensure safety, minimize disruptions, and maintain order, all visitors and guests of the school are required to use the new buzzer system at the main door of the school upon entering the school. There is a camera and a microphone so that visitors may identify themselves before being allowed to enter the school. The office staff will deliver items to a student when needed but students will not be called out of class unless it is an emergency. If it is necessary for a visitor to go to another room in the building, a badge will be given to each visitor and signed out for the guest to wear while in the building. All badges must be returned to the office before exiting the school. Casual classrooms visits are considered interruptive are not allowed but if you need to meet with a teacher, you must schedule a time with that teacher.

### **WEATHER RELATED DISMISSALS AND CLOSINGS**

If you have any questions as to whether or not school will be in session or dismissed early due to inclement weather, please listen to the two local radio stations – WLIK and WNPC and/or watch the three (3) local television channels 6, 8 and 10. The Director of Schools will contact the media immediately when any decision is made concerning school dismissal or closings. You may also call the Central Office to get this information at 423-623-7179, extension 39.



## **Bridgeport Elementary School Family Engagement Plan**

It is important that families and schools work together to help students achieve high academic standards. For all students to reach their highest potentials of intellectual, emotional, and physical development, the home and school must work with the students and agree upon the responsibilities of each in the learning process. Family engagement is essential to improving student achievement.

Families help their children realize academic success by daily...encouraging, listening, monitoring, praising, reacting, and discussing school. Families are not expected to teach school subjects but there are several areas which address how parents and schools can work together for optimal student achievement and overall success.

### **Communication**

In order to build consistent and effective communication between the home and school in a timely manner with families, regular communication from our school may include, but not be limited to, the following:

- Assistance for preschool/pre-kindergarten skills prior to the Kindergarten Readiness Assessment
- Welcome letters sent to parents by teacher at the beginning of the school year
- Student/Parent Handbook
- Annual school calendar
- Report cards, interim progress reports, access to ASPEN online parent portal
- Parent/School Compacts
- Grade-level newsletters
- Special events/reminder notices and memos
- Newspaper articles/pictures/announcements
- Telephone calls
- Parent/Teacher conferences, family engagement nights
- Other conferences, as needed
- Annual Title I Parent Meeting and Open House (fall and spring)
- Bulletin board/marquee board outside the school
- Updated school website, school library website, and school system website
- Remind 101
- ClassDojo

### **Family Support**

Families can support the school and their child's success by helping with homework in the following ways:

- Organization – Reminding the child to bring home the necessary materials
- Study time – An agreed upon, regular time for study
- Suitable study place – A well-lighted area with plenty of room and no distractions
- Interest – Review homework assignments and show interest in what your child is learning in school and how your child is performing in school
- Optimism – Being supportive, positive and encouraging to your child and your child's school

### **Family Participation**

Families can help their children and their school by participating in:

- School functions (sports, special programs, lunch, tutoring)
- Library visits
- Scheduling classroom visits with your child's teacher
- Chaperone field trips
- Fund raisers
- Volunteering

*Non-Discrimination Policy*

*The Coker County Board of Education is committed to equal employment and educational opportunities. No person on the basis of race, color, religion, sex, national origin, age, or handicap unrelated to program performance requirements will be excluded from participation or denied any benefits of, or otherwise be subjected to discrimination in, the participation in any educational program or activity. The Coker County Board of Education does not discriminate in employment on the basis of race, color, sex, religion, national origin, age, handicap, or citizenship. The Board complies with all laws and regulations pertaining to equal opportunity employment and equal opportunity education to all individuals.*

*Contact:*

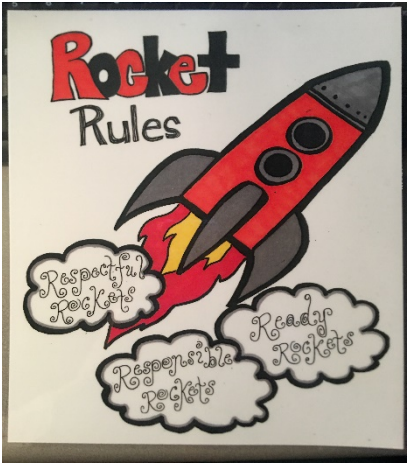
*Casey Kelley, Assistant Director of Schools  
Coker County Board of Education  
305 Hedrick Drive  
Newport, Tennessee 37821  
(423)623-7821*

*Politica No Discriminatoria Del Sistema Escolar De Coker County*

*“Es la politica del Sistema Escolar de Coker County no discriminar por motivo del sexo, color, raza, origen social, creencia, edad, estado civil o incapacidad en sus programas educativos, actividades o politicas de empleo como asi es requerido por el Titulo VI y VII del Acto de los Derechos Civiles de 1964, el Titulo IX de la Enmienda Educativa de 1972 y la Seccion 504 del Acto Federal de Rehabilitacion de 1973”.*

*Informacion de contacto,*

*Casey Kelley, Assistant Director of Schools  
Sistema Escolar de Coker County  
305 Hedrick Drive  
Newport, TN 37821  
(423)623-7821*



Bridgeport Elementary School  
Parent Compact  
2023-2024

**As a parent/guardian I will:**

- Attend and participate in parent involvement activities.
- Practice consistent communication with my child, my child’s teacher, and the school.
- Ensure that homework assignments are completed.
- Ensure that my child attends school regularly and arrives to school on time.

Parent Signature \_\_\_\_\_

**As a teacher I will:**

- Provide meaningful and quality instructional activities.
- Provide a classroom environment that is positive and supports student learning and growth.
- Provide consistent information to families and the students concerning academic progress.
- Maintain ongoing communication between school and home.

Teacher Signature \_\_\_\_\_

**As a student I will:**

- Attend school regularly and get to school on time.
- Do my very best to be successful in school.
- Obey all school and classroom rules.

Student Signature \_\_\_\_\_

**Bridgeport Elementary School**

**Parent/Family Involvement Form**

All teachers and other employees of Bridgeport Elementary School are excited about the upcoming school year and hope that you are as well. We know that it is important to the school and to families to be able to be involved with your child's school so we would like all parents and/or guardians to complete this form as soon as possible and return it to your child's teacher.

Please write a check beside any that apply:

\_\_\_\_\_ I would like to be a chaperone for school events, fundraisers, and/or field trips.

\_\_\_\_\_ I would like to serve as a member of the Parent Advisory Group, which requires attending periodic meetings at the school.

\_\_\_\_\_ I would like to be a volunteer for the school (we appreciate your willingness to help us but we do not allow parents/guardians to volunteer in their child's room).

\_\_\_\_\_ I would like to help the school by: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_.

Parent(s)/Guardian(s) Name(s) \_\_\_\_\_

Student(s) Name(s) \_\_\_\_\_ Grade \_\_\_\_\_

\_\_\_\_\_ Grade \_\_\_\_\_

\_\_\_\_\_ Grade \_\_\_\_\_

Student(s) Teacher(s) \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

School Year \_\_\_\_\_ - \_\_\_\_\_

Fill out this form, tear it out, and return it to the school office.

For School Office Use Only: School Board Approved \_\_\_\_\_ (checkmark when approved)