

BRIDGEPORT PUBLIC SCHOOLS

INSTRUCTION	SERIES 6000	
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Instruction

Instruction - General

The Board believes the instructional program of the public schools to be among its highest priorities, and it is therefore important for the Board and the professional staff to work cooperatively in determining educational goals and objectives which meet the needs of students.

Within limitations of budgets made available to it by the City of Bridgeport, the Board will provide personnel, equipment, instructional supplies and materials, and other support required to meet professional staff needs and community goals. The Board, understanding that education requires continuing change, also supports continuing in-service education for certified and non-certified staff.

The Superintendent of Schools shall present regular evidence of student progress and of program modifications based on evaluations which are consistent with district goals and objectives.

Evidence of educational productivity is important in evaluating educational systems, for guiding improvement efforts, and in developing public support for the schools.

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Instruction**Curriculum Design/Development**

The curriculum shall be understood to be the planned sequence of educational experiences for grades Pre K-12. Implementation of the curriculum at each grade and at each level shall be planned, integrated, and coordinated to provide for the continuous development of the pupil.

The evaluation and development of the curriculum as a whole shall be under the general direction of the Superintendent's designee. He/ she shall be assisted in this process by principals, instructional leaders, teachers, and other members of the professional staff, selected in such a way as to give broad representation to subject areas, grade levels, and special services.

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Instruction

Curriculum Design/Development

To the extent practicable, the faculty shall be involved in such areas of curriculum development as:

- a. The design of program goals and objectives;
- b. Instructional strategies to be employed in the instructional program;
- c. Staff accountability for the achievement of stated goals and objectives; and
- d. Evaluation of the instructional program.

To accomplish the involvement of staff in the above areas, the administration shall provide, to the extent practicable, opportunities for the staff to participate in departmental meetings, curriculum and staff improvement seminars and workshops, building faculty meetings, faculty senates, collaborative leadership councils, and any other curriculum development programs involving teachers, principals, and/or central office instructional personnel. Building principals shall invite teacher comments and suggestions concerning the instructional program and, to the extent practicable, offer a variety of opportunities for continuous teacher involvement in the planning, implementation, and evaluation of building and/or city-wide instructional programs.

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Instruction**Acquired Immune Deficiency Syndrome (AIDS)**

In accordance with the provisions of Section 10-19(b) of the Connecticut General Statutes, it is the policy of the Board of Education to provide, during the regular school day, planned, ongoing and systematic instruction on Acquired Immune Deficiency Syndrome (AIDS). The Superintendent of Schools shall develop procedures concerning the exemption of pupils from such instruction upon the written request of the pupil's parent or guardian.

Legal reference: Conn. Gen. Stat. §10-19(b).

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Instruction

Reproductive Health Education and Services

The Bridgeport Public Schools will provide developmentally appropriate reproductive health education to all students grades K through 12 with particular emphasis on grades 7 through 9. The Health Department in collaboration with the Bridgeport Public Schools will make available reproductive and preventative health information: including contraception, counseling and testing for sexually active youth.

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Instruction**School Ceremonies and Observances**

The Board directs that an opportunity to say the Pledge of Allegiance shall be provided each school day. Participation in the recitation of the Pledge is voluntary.

Each school within the district shall provide time each school day for students to recite the Pledge of Allegiance. Such recitation is voluntary. If, because of some personal philosophy or belief, a student has made the personal decision not to recite the "Pledge," he/she may choose to stand and remain silent. Those students may wish to use this time to reflect. Non-participants are expected to maintain order and decorum appropriate to the school environment.

Legal Reference: Connecticut General Statutes

PA 02-119, An Act Concerning Bullying Behavior in Schools and Concerning the Pledge of Allegiance

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Instruction

Honors/Advanced Placement Classes

The Board encourages students to advance academically at a pace appropriate for them. Therefore, it shall permit advanced placement in college, either on a full or part-time basis, for high school juniors or seniors who are exceptionally able and motivated academically.

In grades 9 through 12, honors division classes shall be available in several subjects. Advanced placement classes are also available in grades 11 and 12. Specific information about a student's achievement and placement should be obtained from the school counselor.

(AP) Advanced Placement: Courses offered at the 10th to 12th grade level for which students may receive high school and college credit provided they score high enough on the AP examination.

(H) Honors: Courses offered at a higher level of difficulty for students who intend to go on to post secondary education.

BRIDGEPORT PUBLIC SCHOOLS
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Instruction

Field Trips

1. Instructional travel away from the school grounds is recognized by the Board of Education as a significant part of the educational program of a school, provided that it:
 - a. Is directly related to the stated curriculum
 - b. Enhances student learning
 - c. Assures student safety
 - d. Has been carefully planned by the teacher and building level administration
 - e. School trips must be strictly linked to educational purposes and experiences. Trips to amusement and/or water parks **will not be approved**. Permission for any overnight trip must be submitted to your respective Assistant Superintendent **prior to your requested trip**, for Board of Education approval.
2. Students and parents must be made aware of the purpose of the planned field trip and be involved in the planning process.
3. Field trip plans must include evaluation of the experience with follow-up classroom activities to reinforce the educational value of the trip.
4. The Board of Education recognizes the following types of instructional travel for students in grades K-12:
 - a. Day Field Trips: those in which students leave and return on the same day
 - b. Overnight Field Trips: those in which students are away from home one to five nights
 - c. Trips to Foreign Lands: those that take students outside the geographical limits of the continental United States
5. The procedure for planning and conducting instructional travel away from the school grounds is contained in the accompanying administrative regulation.

Instruction

Field Trips

This policy sets forth the regulations governing school trips by Bridgeport Public Schools, during the school year and in summer programs. The regulations are intended to insure that school trips are enjoyable and safe experiences for students, parents and staff.

1) Definition

A school trip is any authorized field trip off school premises during or after school hours, regardless of the destination or method of transportation used, during the school year or in the summer.

2) Indemnification

Compliance with these procedures will form the basis for determining whether individual staff members are entitled to be indemnified and represented in the event that there is litigation resulting from an incident on a school trip. Staff members who deviate from these procedures may not be entitled to such indemnification by the City of Bridgeport, representation by the Law Department of the City of Bridgeport.

3) Purpose

All trips must have a valid educational purpose and, whenever possible, directly relate to the curriculum. Out of State and international trips will be considered on a case by case basis. Approval of these trips will depend on specific national or state alerts initiated by nation, state and local officials.

4) Planning Considerations

All trips must comply with the regulations, described below, pertaining to the adult to student ratio, parental consent, supervision and emergency preparedness. If transportation (bussing) is required, the Principal should submit/fax the standard bus request form to the Transportation Department at 203-576-8103, and must be funded by school based field trip funds.

The principal is required to monitor adherence to all pertinent regulations of the trip policy, complete the Field Trip Form and compile the proper attachments.

5) RULES APPLICABLE TO ALL TRIPS

a) Adult to Student Ratio

- i) There must be a minimum of one adult (staff members and parents) for every twelve (12) students (1:12) in order to assure adequate supervision of students.
- ii) For trips involving special education students, the ratio of adults to students should be the same as the ratio instructionally mandated for these classes.

b) Parental Notification/Consent

Under no circumstances should principals allow students to attend a trip without a written, signed consent form. **DO NOT ACCEPT VERBAL PERMISSION.**

- i) A student may not be allowed to participate unless his/her parent/guardian or person in parental relation has signed a consent form allowing the student to attend the trip. The consent form shall include, at a minimum, the following:
 - (1) Trip destination
 - (2) Need for parental consent, as a prerequisite

- (3) Time of departure and return
 - (4) Pertinent information; e.g. the types of activities students will be involved in. If a brochure is available, it should be provided.
 - (5) Type of transportation to be used.
 - (6) The opportunity to indicate that the child should not participate in a particular activity due to a medical or other condition.
- c) For overnight and extended trips, it is essential that the consent form indicates the precise nature of the trip and gives the parents an opportunity to indicate that their child should not participate in a particular activity due to a medical or other condition. The form should also indicate that, if a parent feels that it is necessary to limit a student's activity to a great extent, the school might not be able to accommodate the child on the trip.
- d) **Trips sponsored by an outside organization**
If a trip is sponsored by an outside organization, and not by the Bridgeport Public Schools, parents must be explicitly advised of this fact and all documentation relating to the trip must so indicate.
- e) **Trips involving buses**
- i) All buses under contract with the Board of Education carry a minimum insurance coverage of \$5,000,000 per person and \$5,000,000 per accident or combined single limit coverage of at least \$5,000,000.
 - ii) When a non-contracted bus is utilized to transport students on a trip, the bus company must carry the above coverage as a minimum and present proof of this insurance coverage to the school.
- 6) **Person in charge of the trip**
- a) The principal shall designate one staff person accompanying the students as the person in charge, with overall responsibility for the trip.
 - b) The principal must ensure that the staff member in charge of the trip can reach him/her if an emergency occurs before the end of the trip.
- 7) **Staff Responsibilities during the trip**
- a) The person in charge is responsible for knowing the number of students and adults on the trip and for insuring that students remain under authorized adult supervision at all times.
 - b) The person in charge must have in his/her possession a roster of the students, with parents' names and home telephone numbers/emergency telephone numbers.
 - c) All adults going on the trip should be advised of the times students will be departing and returning, and the location from which students will be departing and to which they will be returning. All students must be accounted for before departing for the trip site and before leaving the trip site.
- 8) **Emergency Procedures**
- a) The principal must be available to be reached by telephone either in school or at home until all students have returned from the trip.
 - b) In the event that one or more students cannot be accounted for at the trip site, the person in charge must:
 - i) Notify the authorities at the site immediately to conduct a search.
 - ii) If the student (s) cannot be located, make every effort to contact the parents, as well as the principal of the school (at the school or at home if necessary).
 - iii) Call the local police.
 - c) A staff member must remain at the site until all the students are accounted for. The person in charge shall make the decision as to whether other students and adults should leave the site, in consultation with the principal.

- d) Consideration should be given to have at least one staff member drive to the site in a private car so that, in the event that someone must remain at the site, he/she will have transportation for the return trip.
- e) Parents should be kept updated as to the status of the search for their child.

9) **Overnight Trips/Out of State Trips**

- a) When overnight trips are approved, the person in charge is responsible for assuring that the chaperones continuously supervise the students until they return to their rooms in the hotel or other sleeping facilities. He/she should give students a time schedule showing the supervised activities and meeting places. Students are not permitted to use any hotel facilities that involve activities prohibited by these regulations or that could potentially endanger their health, safety or welfare.
- b) Ratio for overnight trips is 1:10.

10) **ANY TRIPS INVOLVING UNUSUAL PRECAUTIONS AND ALL OUT OF STATE TRAVEL (see below):**

- 11) These trips will encompass local travel involving more stringent safety precautions and all out of state travel. The following items along with the Field Trip Request Form must be submitted to, Acting Assistant Superintendent of Student Support Services prior to approval:
- a) List of students and emergency telephone numbers,
 - b) List of chaperones and telephone numbers,
 - c) Name and telephone number of transportation company and/or overnight accommodations/sites.

Examples:

- (1) Any overnight trip
 - (2) Trips out of Greater Bridgeport - e.g. Boston, New York, Philadelphia, etc.
- d) The principal is directed to submit the appropriate Board of Education Reporting form, with the required attachments to the Assistant Superintendent- for review and authorization. All requests must be submitted at least 30 days in advance. The trip cannot take place unless the Principal receives the form approved by the Assistant Superintendent.
 - e) Overnight/Out of State field trips must receive Bridgeport Board of Education approval.

Instruction**Homework**

It is the policy of the Board of Education to ensure that all students comply with the homework requirements imposed by the school in which the child is enrolled. It is also the policy of the Board of Education that any imposition of homework should be related to the curriculum goals and standards recognized as appropriate for the student's grade.

Daily time allocations recommended for homework should average at least:

Grades 1 – 2	15 – 20 minutes
Grades 3 – 4	60 Minutes
Grades 5 – 6	60 Minutes
Grades 7 – 8	60 Minutes
Grades 9 – 12	120 Minutes (30 minutes per academic area)

Time required for assignments should be reasonable, with teachers taking into consideration that areas other than theirs also demand homework.

Legal Reference: Connecticut General Statutes §10-221(b)

Instruction**School Readiness**

The critical importance of the early years in determining the educational development of children is recognized by the Board of Education. Insofar as resources permit, programs designed to help meet the physical, emotional, social and intellectual needs of preschool children ages three and four are encouraged. Such programs shall promote the health and safety of children and prepare them for formal schooling. In the utilization of resources, however, including available space, first priority is assigned to the regular school program for grades K through 12.

The Board regards parental involvement and community cooperation as an integral part of this program. A local school readiness council, its composition and duties specified by statute, shall be formed to address the needs of three and four year olds. Community capacity, student participation and community standards are reviewed and updated as needed.

Legal Reference: Connecticut General Statutes
 17b-749a Establishment of school readiness program.
 Council as amended by PA 97-259 An Act Concerning
 School Readiness and Child Day Care.

BRIDGEPORT PUBLIC SCHOOLS
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Instruction

Promotion, Retention, Intervention Policy

The Bridgeport Public School System is dedicated to the continuous academic, social, emotional and physical development of all students. The school system will provide qualified staff with a well articulated curriculum where students are expected to achieve academic and behavioral standards at each grade level. These standards are determined by the Bridgeport Public Schools taking into consideration the benchmarks set by the Connecticut State Department of Education.

The promotion of students will be directly related to their demonstrated proficiency or developmentally appropriate progress achieving performance standards. The school system will provide appropriate educational interventions for students who need additional opportunities via ongoing assessment. If a student does not demonstrate proficiency after being provided educational interventions, that student may be retained in the same grade. However, educational interventions will be provided regardless of whether a student is promoted or retained. Each school will be responsible for providing services to each child who is not demonstrating proficiency in achieving these performance standards.

- a means for providing appropriate services for students who require additional support;
- descriptions of school system's and site interventions, including regular school day and extended day/year programs; and
- an evaluation component to assess the effectiveness of each intervention.

Promotion to the next grade level is based primarily upon the degree to which each student becomes proficient with the curriculum. In order to determine the level of proficiency, the teacher must review the student's academic progress in a holistic manner. This review should reflect the student's total growth and development during the course of the entire school year. While all of the subject areas are important to the development of a well-educated individual, it is the student's degree of proficiency in the core subject areas which is used to determine promotion.

This Promotion, Retention, Intervention and the Academic Area Outcomes will be reviewed on alternate years from date of implementation to ensure alignment with State and district standards and new educational research.

Contingencies:

- The effective date will be no later than school year 1999-2000.
- The resulting programs will be implemented to the extent permitted by available funds.
- The administration will provide the board, for their review, a set of regulations promulgated on this policy.

Legal Reference: Connecticut General Statutes 10-221(b)

BRIDGEPORT PUBLIC SCHOOLS
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Instruction

Promotion, Retention, Intervention Regulation

Guidelines for Promotion

MINIMUM EXPECTATIONS FOR GRADES K - 8
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Promotion to the next grade level is based primarily upon the degree to which individuals meet the curriculum-based Student Expectations for Learning at their grade level, and how well the students meet the reading proficiency standards set by the State of Connecticut. In order to determine the degree of proficiency, the teacher must review and evaluate the student's total growth and development during the course of the entire school year.

At the elementary level, particular emphasis is placed upon mastery of the academic core areas including reading / language arts, mathematics, science, and social studies. While all of the subject areas are important to the development of a well-educated individual, it is the student's degree of proficiency in the core subject areas, which is used to determine promotion. Minimum expectations for student proficiency are indicated below.

Teachers are expected to maintain ongoing communication with parents regarding the academic progress of each student with special emphasis on students unable to meet statewide minimum standards and / or in danger of being retained. Teachers must continuously inform the principal of the progress of every student who is in danger of being retained.

GRADES K - 3 EXPECTATIONS

The overall growth and development of young children varies greatly in the early grades. To provide for each child's individual differences in his / her rate of development, a **developmental approach** is necessary in **grades K - 2** to determine student progress. At the **kindergarten level**, promotion is based upon demonstration of appropriate reading and math readiness skills required for success in grade one. In **grades 1, 2 and 3**, promotion to the next grade is based upon the child's demonstration of adequate development of his / her reading / language arts and mathematical skills necessary for success at the next grade level. The State Department of Education has developed "deficiency" benchmarks (minimum criteria) for standards in reading using the **Developmental Reading Assessment**. Bridgeport, however, has raised its minimum standards to that of indicating proficiency. Further, the DRA should not be the sole consideration for promotion. Therefore the following levels are appropriate:

1. For **Kindergarten** students to be eligible for promotion in grade one, they should:
 - ❖ Demonstrate mastery of **Bridgeport Public Schools'** curricula in reading and math as assessed by student portfolios and report card grades.
 - ❖ Achieve district standards on the **Concepts of Print (COP)** assessment with a score of 80% proficiency or a score of 20/25.
 - ❖ Demonstrate **Bridgeport's Developmental Reading Assessment (DRA)** standards listed below:

<u>Grade Level</u>	<u>Mid-Year Standard</u>	<u>End of Year Standard</u>
K	Level 1	Level 3

2. For students in **Grades 1 and 2**, to be eligible for promotion to the next grade, they should:
 - ❖ Demonstrate mastery of **Bridgeport Public Schools'** curricula in reading and math as assessed by student portfolios and report card grades.

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- ❖ Receive a final course grade *** no lower than a D (65) in reading / language arts and mathematics.
- ❖ Demonstrate progress towards Bridgeport’s standards on the **Developmental Reading Assessment (DRA)** as listed below:

<u>Grade Level</u>	<u>Mid-Year Standard</u>	<u>End of Year Standard</u>
1	Level 12	Level 18
2	Level 24	Level 28

3. For students in **Grade 3** to be eligible for promotion to the next grade, they must:

- ❖ Demonstrate mastery of **Bridgeport Public Schools’ curricula** in reading and math as assessed by student portfolios and report card grades.
- ❖ Receive a final course grade *** no lower than a D (65) in reading / language arts and mathematics.
- ❖ Receive a grade no lower than a D (65) in either science or social studies***
- ❖ Demonstrate Bridgeport’s **Developmental Reading Assessment (DRA)** standards listed below:

<u>Grade Level</u>	<u>Mid-Year Standard</u>	<u>End of Year Standard</u>
3	Level 34	Level 38

GRADE 4 - 8 EXPECTATIONS

Successful mastery of reading / language arts and mathematics are required for promotion. State Department of Education has mandated as a necessary component of promotion that students must achieve a minimum **level 2 or basic** in reading and mathematics on the **Connecticut Mastery Test (CMT)** for grades 4 and 6. Students achieving a **level 1 or below basic** must receive intervention instruction.

1. In **Grades 4 - 8**, letter grades are used as the measure of performance. The lowest passing grade is D (65). In order to be promoted to the next grade, students in grades 4-8 must meet the following criteria:
 - ❖ Meet minimum standards on the **Connecticut Mastery Test** or successfully complete Summer School when available
 - ❖ Demonstrate mastery of **Bridgeport Public Schools’ criteria** in reading and math for grades 4-8 as assessed by student portfolios and report card grades
 - ❖ Receive a final passing grade*** in reading / language arts and mathematics.
 - ❖ Receive a final passing grade *** in either science or social studies

* The following interventions must be available to assist in the achievement of these standards:

- ❖ Identification of students in danger of failing to meet standards
- ❖ Ongoing in-school assistance for students in danger of failing to meet standards
- ❖ Additional intensive instruction in tutoring, after school and / or Saturday Academies
- ❖ Intensive academic Summer Program

** Waivers may be granted in special circumstances at the discretion of the Superintendent of Schools.

*** If the student has an IEP, the grades are reflective of his / her progress towards the IEP goals and objectives.

ADULT EDUCATION EXPECTATIONS

All students in the Adult Education Credit Diploma program prior to graduation are expected to:

- Take the GED practice test in English and Math.
- Assure at least a 10th grade reading, writing and math level. (***Students not achieving this level will be given appropriate remedial services.***)
- ***Increase reading commensurate with grade level expectations.***
- Be at least 18 years old.
- Have been out of school for at least 6 months and;
- Four years have passed from their original enrollment in high school (this reflects a similar requirement for students seeking to take the GED exam
- ***Students 16 and 17 years old must be withdrawn from high school with parental permission***

BILINGUAL EDUCATION STUDENTS

In addition to the standard promotion requirements *with the exception of CMT scores*, the promotion/retention for pupils in a bilingual program will be based on standard grade criteria and/or assessment on native language achievement criteria similar to those for pupils in monolingual English classes.

SPECIAL EDUCATION STUDENTS

In addition to the standard promotion requirements, the promotion/retention of a special education pupil will be based upon a Planning and Placement Team (PPT) review. The educational program designed in the Individual Education Plan must be used to measure satisfactory progress of the goals and objectives. These goals must be evident and measurable by progress in the general education curriculum.

SPECIAL CONSIDERATIONS

- ◆ Primary consideration shall be given to educational achievement in determining promotion or retention in grade. The overriding factor is the best interest of the student. Age and ability are important considerations whenever retention is considered.
- ◆ Generally, a pupil will not repeat more than two years in the elementary grades (K-6).
- ◆ Generally, a pupil will not repeat more than one year in middle school.
- ◆ Occasionally, there may be circumstances which will warrant the decision by the principal, after reviewing all relevant information, to promote a pupil who does not meet promotion requirements.
- ◆ Outcome of Student Study Team (SST Meeting). A comprehensive SST meeting must take place (Intervention Prevention Protocol prior to request for special consideration).

RETENTION

When considering retention, the comprehensive promotion/retention regulations must be considered. With regard to retention:

- ◆ Student progress is measured throughout the academic school year, based on comprehensive criteria as outlined.
- ◆ Whenever retention is being considered, promotion-in-doubt status must be communicated via the report card at the end of the second marking period.
- ◆ At the end of marking period three and Spring Parent Teacher conferences or via a separately scheduled parent meeting, no later than May 1, parent notification of retention status must take place.
- ◆ A comprehensive Student Assistance Team/Student Study Team meeting must take place prior to determination of retention status and throughout the academic year to develop and implement additional, individualized intervention strategies to assist with academic growth.

Parents/Guardians of all students who did not meet standards for promotion as outlined must be notified no later than May 1 of each school year, preferably during Spring Parent Teacher Conferences.

Instruction**Report Cards**

Parents shall be kept aware of their children's progress in school throughout the year by means of grades, absences, tardiness and statements on report cards and by parent conferences.

Supplementary reports such as warning notices and letters of commendation shall also be used to inform parents of their children's progress.

It is important for students to understand that marking period grades are calculated taking into account:

1. Daily Attendance and Classroom Participation
2. Homework, Quizzes, Tests, etc.
3. Marking Period Exams

Instruction

Wellness Policy

Policy Intent

The Bridgeport School District is committed to promoting clear and consistent messages that explain and reinforce healthy eating and physical activity habits. The Bridgeport School District will engage students, families, the community and the media in promoting a healthier school environment

The promotion of consistent messages in the school environment reinforces the district's commitment to student's health. Marketing materials in the cafeteria shall support the concepts and practice in the district's nutrition and physical activity policies. Families have a significant influence on student's eating and physical activity habits. Parents and Guardians must be engaged to spread the message of wellness into their households.

The Board of Education expects that all students possess the knowledge and skills necessary to make nutritious food choices for a lifetime. The Bridgeport School District will provide nutrition experiences that positively influence student's behaviors and help develop lifelong healthy habits.

As recommended by the National Association for Sport and Physical Education, school leaders of physical activity and physical education shall guide students through a process that will enable them to achieve and maintain a high level of personal fitness.

School Foods and Beverage Component:

All Bridgeport school breakfast, lunch and snack food and beverage selections will comply with the Richard B. Russell National School Lunch Act and the State of Connecticut Child Nutrition Regulations. Bridgeport Food & Nutrition Services will strive to offer the students a diversified menu reflecting the cultural and ethnic food preferences of the Bridgeport Community.

Bridgeport Food & Nutrition Services menus will strive to offer healthy nutritious and appealing food selections that meet the student's health and nutritional needs.

School Meals

- All school meals will offer a variety of fruits and vegetables and 100% fruit juices. Whenever possible, students will be offered locally grown, seasonal fresh fruits and vegetables.
- Only Low-Fat milk products will be served with school meals.
- Whole grain bread products will be served periodical in the school meals.
- Breakfast will be offered in every school before the start of the school day.

- Food & Nutrition Services will strive to create innovative ways of encouraging students to participate in the breakfast program before the start of the school day. One such program is “Breakfast on the Playground”.
- School Meals shall be planned to incorporate the basic menu concepts of balance, variety, contrast, color and eye appeal.

Policy Recommendation for Other Foods and Beverages

- All a la carte selections offered in the high school snack kiosks will reflect healthy snacks and beverages that have been selected and listed by the [Snacks Meeting Connecticut's Healthy Snack Standards](#) published by the State of Connecticut Child Nutrition Offices.
- All beverages, except water, will have portion sizes of no larger those 12 ounces.
- Students will be offered single-serving portion size or portions.
- Snacks made of whole grains and food-containing fiber will be offered.
- All beverages and foods sold in school vending machines or school stores or school sponsored stores or school sponsored events during the school day shall follow the State of Connecticut general statutes.
- School Fund Raising Activities are encouraged to use non-food and beverage items or foods and beverages that meet the Connecticut's Healthy Snack Standards.
- It is encouraged that classroom and school celebration snacks be selected from Connecticut's Healthy Snack Standards.

Activities to Promote Student Wellness

- The cafeteria staff will strive to maintain a pleasant dining environment for all students.
- Schools are encouraged to permit all full day students a daily lunch period of not less than (20) twenty minutes.
- A Qualified Food Operator (QFO) shall be assigned to each school cafeteria as required by state health regulations.
- Food & Nutrition Services shall comply with the state and local food safety and sanitation regulations.
- Bridgeport schools will continue to participate in the Provision II universal meal program offering every student breakfast, lunch and snack at no cost.
- Schools in which Summer School is conducted shall sponsor the Summer Feeding Program.

Communication of Wellness

- Students shall receive positive, motivational messages, both verbal and nonverbal about healthy eating and physical activity throughout the school environment.
- Families are encouraged to support and promote healthy eating and physical activity at home.

- Schools shall partner with community organizations to provide ongoing health messages to students, parents and faculty.
- Monthly school menus will include nutritional information on a range of topics.

Social and Emotional Wellness

- Mental health counseling services shall be available for all students.
- Confidential Employee Assistance Programs will be available to all employees.
- Confidential screening for stress, depression and other mental health conditions shall be available to all students.

Physical Activity Component

- All schools will provide all full day students in grades kindergarten to six grade a 30-minute period of physical exercise each week.
- All schools will provide all full day students in grades seventh and eighth a 40-minute period of physical education twice a week.
- All elementary school students are encourage to participate in at least 20 minutes a day of supervised recess, preferably outdoors. This period shall not be viewed as a reward or punishment.
- Supervising adults will encourage students to participate in moderate to vigorous physical activity during recess. Supervising adults shall strive to monitor student's activates in the playground to encourage individual student physical activity.
- The school is encouraged to provide the space, equipment and an environment that is conducive to safe and enjoyable activity.
- The schools will discourage extended periods of inactivity (periods of three or more hours.) Schools are encouraged to provide students periodic breaks during which they are encouraged to get up from their chairs and be moderately active.
- It is recommended that children 5 to 12 years of age have 60 minutes of daily physical activity, especially during daytime hours.
- The District shall strive to offer a range of activities that meet the needs, interests and abilities of all students, including boys, girls and students with physical and cognitive disabilities and students with special health care needs.

School Based Activities

- Extracurricular physical activity programs shall be encouraged at the middle school level.
- After school and enrichment programs shall encourage a daily period of moderate to vigorous physical activity for all after school participants.
- Classrooms shall complement physical education by reinforcing the knowledge and self-management skills needed to maintain a physically active lifestyle.
- Health education shall encourage students to reduce time spent on sedentary activities, such as watching television or playing video games.
- Schools will encourage students to participate in physical education classes.
- The Bridgeport school district will adhere to the Connecticut Physical Fitness Education Framework.

- The District will strive to assign only a certified Physical Education teacher for physical education instruction.
- The District will strive to maintain an adequate teacher/student ratio in all physical education classes.
- The district will promote lifelong physical activity.
- The District will strive to provide professional development for physical education teachers.

Nutrition Education and Promotion

The District will strive to implement a comprehensive health education program to insure that nutrition education is taught at all grade levels in an appropriate manner. Key concepts will be taught to empower students with the skills necessary to develop individual physical and nutritional choices for life.

The Administration will strive to pursue a plan for all students to receive adequate instruction and training in nutrition education. The goal of the schools will be to teach healthy and safe food choices. Schools shall strive to plan an interdisciplinary instruction, with the goal of increasing nutrition education instruction in all course study.

- The core subjects such as math, science, social studies, language arts, and consumer and family sciences will strive to infuse nutrition education lessons into the curriculum to complement and enhance the comprehensive school health education objective.
- Schools are encouraged to seek enhancement of nutrition education through the many opportunities that exist within the school and the community. Examples may include coordinated school health initiative, cafeteria based nutrition education, after school programs and nutrition promotions, events and initiative such as school/community health fairs and school gardens.

Nutrition Procedures

- Food & Nutrition Services has, since 1997, required all new cafeteria employees be required to take and pass the Connecticut Food Operators Examination. Terms for permanent employment require a passing grade within the first six-month of employment.
- The cafeteria staff will maintain a pleasant dining environment for students. Cafeteria assistants (2 hour employees) will be hired as needed to facilitate this standard
- School Administrators are encouraged to allocate a daily lunch period of not less than (20) twenty minutes for all full day students.
- School Administrators are encouraged to schedule lunch waves to allow 5 to 8 minutes between lunch waves to allow cafeteria staff time to properly clean the dining room tables.
- Parents must be partners in the Wellness Policy. Parents will be made aware of the meal programs, especially breakfast, through PTO meeting, report card conference days and menus.

- Food & Nutrition Services will offer special promotion breakfast buffets in the cafeteria before the start of the school day. The cafeteria will send announcements/invitations home inviting parents and faculty to participate, at minimal cost. The Breakfast Buffets will be served on rotating bases.
- Food & Nutrition Services will strive to expand the “Breakfast on the Playground” Program to schools that have a significant number of students who report early to school to play in the playground. Breakfast on the Playground offers breakfast to those students who prefer to exercise prior to the start of the school day.

Physical Activity Procedures

- All schools will strive to offer all full day students in kindergarten to fifth grade a recess period daily rain or shine.
- The Administrators will strive to schedule the recess period in the school day for 20 minutes. It is encouraged that students have their recess period prior to their scheduled lunch wave. Studies indicate that physical activity prior to lunch can increase the nutrient intake and reduce food waste.
- The District will encourage an exercise activity, such as stretching, for students who have remained indoors for extended periods of time. This exercise is particularly important on district testing days. Students need to stretch their bodies as well as their minds on these days
- Elementary schools with a junior high component will offer intramural sports for both boys and girls. Coaches and faculty should encourage all students to participate in tryouts.
- The schools will offer and faculty will encourage students to participate in extracurricular activities.
- Schools will work in conjunction with neighborhood community to encourage students to use outdoor facilities such as a basketball courts and the school playgrounds after the school day is over.

Measurement and Evaluation

The Superintendent or designee shall ensure compliance with the established district-wide Wellness Policy.

- In each school building the principal or designee shall ensure compliance with the Wellness Policy and shall report on their school’s compliance to the Wellness Policy Committee annually.
- The Bridgeport Wellness Committee will monitor, review and revise as necessary the Wellness Policy.
- The Bridgeport Wellness Committee will provide an evaluation report annually to the Bridgeport Board of Education.

Instruction**Parent Conferences**

Parents of students in grades K-12 shall be kept aware of their children's progress in school by the use of report cards, and by means of scheduled parent conferences.

In addition, conferences with parents regarding retention of their child shall be considered essential.

Parents are encouraged to visit the schools. The classroom teacher shall be informed as to the day and time of visits so as to avoid any conflicts with the school schedule.

BRIDGEPORT PUBLIC SCHOOLS
Bridgeport, Connecticut

Instruction

Grading/Assessment Systems

It is the philosophy of this district that students respond more positively to the opportunity for success than to the threat of failure. The district seeks to make achievement both recognizable and possible for students. Achievement will be emphasized in the process of evaluating student performance.

Evaluation of student progress is a primary responsibility of the teacher. The highest possible level of student achievement is a common goal of both school and home. A close working relationship between home and school is essential to the accomplishment of this goal. Regular communication with parents or guardians, utilizing a variety of means, about the scholastic progress of their student is a basic component of this working relationship.

Regularly used report cards, combined with scheduled parent-teacher conferences, publication of quarterly honor rolls, and other communication vehicles helps promote a process of continuous evaluation of student performance.

The Board of Education shall approve the grading and reporting systems as developed by the administration and faculty and upon the recommendation of the Superintendent of Schools.

(cf. 5124 - Reporting to Parents)

Legal Reference: Connecticut General Statutes

BRIDGEPORT PUBLIC SCHOOLS
Bridgeport, Connecticut

Weighted Grades

Grades will be weighted as follows to allow for recognition and rewards of various levels of rigor associated with the course offerings.

Level 1 – AP, International Baccalaureate, Tech Prep, & Early College Experience (ECE)

Level 2 – Magnet Honors

Level 3 – Honors, Magnet, & Pre-International Baccalaureate

Level 4 – (A) classes

Weighted Scale

	Level 1	Level 2	Level 3	Level 4
A+	4.6	4.4	4.2	4.0
A	4.4	4.2	4.0	3.8
A-	4.2	4.0	3.8	3.6
B+	4.0	3.8	3.6	3.4
B	3.8	3.6	3.4	3.2
B-	3.6	3.4	3.2	3.0
C+	3.4	3.2	3.0	2.8
C	3.2	3.0	2.8	2.6
C-	3.0	2.8	2.6	2.4
D+	2.8	2.6	2.4	2.2
D	2.6	2.4	2.2	2.0
F	0	0	0	0

Instruction

Equipment, Books, and Materials

Provision/Selection

The Board of Education has ultimate responsibility for educational curriculum and the selection of texts to support the curriculum. The Board of Education delegates this responsibility to the Superintendent or his/her designee for the development of appropriate curriculum and the supportive texts.

The Board of Education recognizes that appropriate texts, library reference facilities, maps and globes, laboratory equipment, audiovisual equipment, art supplies, athletic equipment, current periodicals, tests and questionnaires, and similar materials are the tools of the teaching profession. The teaching staff will serve on curriculum committees and consult with the administration for the purpose of recommending improvements in curriculum and materials. The Board of Education believes that at all times the schools should be as well equipped and maintained as may be possible within existing financial limitations.

Textbooks, instructional supplies, library materials, and teaching aids shall be judged in the light of their contribution to the educational needs of the pupils and in alignment with the content curriculum. In selecting textbooks, due consideration shall be given to the use of textbooks which present the achievements and accomplishments of individuals and groups from all ethnic and racial backgrounds. They may be requisitioned subject to the approval of the building administrator and the appropriate director and purchased by the director of management services within the limits established by the annual budget.

According to provisions of law, regular and supplementary textbooks, library books, and such supplies, materials and equipment as shall be necessary to meet the needs of instruction in our schools shall be purchased by the Board of Education and loaned or furnished free of charge to all pupils.

The Board of Education may provide for the loan of textbooks to non-public schools in the district as provided by law.

The disposition of old and obsolete textbooks shall be accomplished under the direction of the Superintendent of schools in accordance with state and district regulations.

The Superintendent or his/her designee shall be responsible for developing procedures in furtherance of this policy.

Legal Reference: Connecticut General Statutes
 10-228 Free textbooks, supplies, materials and equipment
 10-228a Free textbook loans to pupils attending non-public
 schools

BRIDGEPORT PUBLIC SCHOOLS
 Bridgeport, Connecticut

Instruction

Network/Internet/E-Mail

The purpose of Bridgeport Public School District's Network (LAN and WAN) is to promote the exchange of information that supports learning and encourages research. This goal will be accomplished by providing users access to the software located on the District's file server, the Internet and the ability to send e-mail. This is consistent with the mission of the Bridgeport Public School District. **Note:** Interpretation, application, and modification of this Bridgeport Network Policy is within the sole discretion of Bridgeport Public School District. Any questions or issues regarding this Policy should be directed to Bridgeport Public School District Administration.

RULES

1. Each student requesting access to the Bridgeport Internet link must complete the Student Account Agreement Form and have it signed by a parent or guardian. Any use of the network without authorization is prohibited.
2. Neither Bridgeport's instructional network nor Internet access is to be used for commercial business use, political, religious advocacy or illegal purposes.
3. Users may not use the system in any way that is insulting, disruptive, offensive, objectionable or contrary to the educational goals of the District.
4. Use of Bridgeport's Internet to access or send obscene, pornographic, or sexually explicit messages, cartoons or jokes; unwelcome propositions or love letters, messages advocating violence or threats of any kind; racial, ethnic or religious slurs, or any other message that can be construed to be harassment or disparagement of others based upon their sex, race, sexual orientation, age, national origin, or religious or political beliefs is prohibited.
5. Sending material critical of school administration, teachers, staff, students, or anyone associated with the school district is prohibited.
6. Harassing network users, infiltrating computing systems, and/or damaging of software components is prohibited.
7. Subscriptions to listserves, news groups, bulletin boards and any other on-line promotional services will be subject to review and approval by district staff.
8. Deliberate misuse of the network and its equipment will be considered an act of vandalism and subject the user to disciplinary action. The District will hold the user financially responsible for any damage incurred.
9. No individual shall make any unauthorized entry or alteration of any document, either paper or electronic, not created by such individual(s).
10. E-mail messages should be deleted regularly by each user to conserve storage space.
11. The installation of software on District computers must be pre-approved by the Director of Educational Technology and only performed by technical support staff.

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12. Profanity or obscenity will not be tolerated. All community members shall use language which is appropriate for school situations as indicated by the Bridgeport Schools' Code of Discipline.
13. Impersonation, anonymity, or pseudonyms are not permitted. Individuals shall be held responsible for their actions and words.
14. No individual shall use the District Network for the purpose of on-line shopping.

SECURITY

The District assumes no responsibility or liability if documents stored on District equipment are lost or damaged, nor will the District be responsible for security violations beyond the proper punishment of those persons involved in such violations. The District employs Filtering Software in an effort to block objectionable content, however, no software is 100% foolproof. The District assumes no liability for the access of such material.

1. Users will respect the rights and property of others and will not improperly access, misappropriate or misuse the files, data, or information of others.
2. Users will not share their account with anyone or leave the account open or unattended.
3. Users will keep all accounts and passwords confidential to other users, however all system passwords and/or encryption keys must be available to the District Administration.
4. Users are responsible for content and maintenance and backing up of their own files.
5. Users will be liable for violations occurring under their accounts.
6. If a user suspects his/her account has been violated or accessed, it is his/her responsibility to report it to District personnel.

PROPERTY RIGHTS

The District has the right to specify who uses its equipment and the information contained therein, under what circumstances, and to what purpose. Use of District equipment and software for private or personal business is strictly prohibited and will subject the violator to disciplinary action.

1. The District reserves the right to limit the amount of time a file may be stored on the network system.
2. All electronic material stored on/or sent from the Bridgeport Public Schools network is the property of the district and subject to review at any time.
3. Use of the system is subject to periodic unannounced inspection and may be accessed and copied by the District for monitoring and disciplinary purposes without user's permission. Accordingly, one should not use the system to transmit personal information about oneself or others that one would not want a third party to read.

PENALTIES FOR INAPPROPRIATE USE

1. Any user violating these rules, applicable state and federal laws or posted classroom and district rules, is subject to loss of network privileges and any other District disciplinary options provided by State Statute, Board Policy, or Bridgeport Public Schools' Code of Discipline, including, but not limited to loss of network/Internet privileges, suspension and/or expulsion.
2. Users, who intentionally damage equipment, attempt to load or download unauthorized software, access another user's account or school accounts, or show disregard for these regulations, shall be subject to disciplinary action.
3. Damage caused to other networks accessed, will subject the user to the same disciplinary action as damage to the Bridgeport Network/Internet as well as any possible criminal charges.

WEB GUIDELINES

1. Web pages must comply with school rules, local, state and federal laws and regulations.
2. Building-based, instructional or informational web sites must be approved by the building principal or designee prior to posting.
3. All content, including links to other websites, must be reviewed by the classroom teacher and/or webmaster prior to posting.
4. Personal information about staff and/or students, including, personal telephone numbers addresses, and student e-mail addresses may not be posted on Web sites.
5. The publication of staff or student work on the Bridgeport Public Schools Internet Web sites will require permission of the student, parent or staff member prior to posting. If photos are used, only the first name and last initial will be included for identification.

COPYRIGHT INFRINGEMENT AND PLAGIARISM

1. Users will not plagiarize works that they find on the Network/Internet. Any information obtained over the network/Internet shall not be used without giving proper credit to the original author and is subject to plagiarism and copyright laws.
2. Any information posted on Web sites must be the original material or be in the public domain. In the event information is not derived from an original or public domain source, it cannot be published on the Web, on district Web sites or file servers without the explicit written permission of the author.

Bridgeport Public Schools

Internet Account and Web Publishing Permission Form

Name of Student _____

School _____ Name of Parent _____

1. Student Account Agreement

Student section

I have read the Bridgeport Public Schools Network and Internet Policy. I agree to follow the rules contained in this policy. I understand that if I violate the rules my account can be terminated and I will face other disciplinary measures. I understand it is my responsibility to report any violation of the policy I see to school officials.

Student Signature _____ **Date** _____

Parent or Guardian Section

I have read the Bridgeport Public Schools Network and Internet Policy. I hereby release the district, its personnel, and any institutions with which it is affiliated, from any and all claims and damages of any nature arising from my child's use of, or inability to use, the District system, including, but not limited to claims that may arise from the unauthorized use of the system to purchase products or services.

I will instruct my child regarding any restrictions against accessing material that are in addition to the restrictions set forth in the Bridgeport Public Schools Network and Internet Policy. I will emphasize to my child the importance of following the policy for personal safety.

I give permission I do not give permission (check one)
to issue an account for my child and certify that the information contained in this form is correct.

Parent Signature _____ **Date** _____

2. Parent Permission Form for Web Page Publishing of Student Work

I understand that during the school year our daughter or son's photo, art work or writing may be under consideration for publication on the school's web site. This web site is a part of and viewable to all on the Internet. I further understand that the work will appear with a copyright notice prohibiting the copying of such work without express written permission. In the event anyone requests such permission, those requests will be forwarded to us as parents.

Concerning the conditions of this use I also understand

- ◆ student photos will only be identified with a first name, last initial
- ◆ no home address or telephone number will appear with such work.

I grant permission for the Web Page publishing as described above.

Parent Signature _____ **Date** _____

I, the student, also give permission for such publishing

Student Signature _____ **Date** _____

Instruction**Bomb Threats**

Upon receipt either by telephone call, letter, or other communication indicating that a bomb has been placed in or around a school or other building under the control of the Bridgeport Public School System, the principal or manager or his/her designee will immediately notify the Bridgeport police, Assistant Superintendent, and the Superintendent's office, and will implement the regulations pursuant to this issue. The decision to evacuate the building rests with the principal in consultation with the Superintendent or his/her designee and other authorities as delineated in the following regulations.

A detailed, written report depicting the circumstances prior to and during the occurrence will be submitted to the Superintendent as soon as possible after the matter is resolved.

BRIDGEPORT PUBLIC SCHOOLS
Bridgeport, Connecticut

Instruction

Fire Emergency

Each school must have an evacuation plan for every physically handicapped student and for students with special medical needs. These plans must be individualized and reviewed on a yearly basis. Cooperation with the fire department is required.

In the event that fire is discovered in any of the school plants, the fire department shall be called immediately following giving the signal to evacuate the building.

The principal of each school shall hold at least one fire drill each month in which all students, teachers and other employees shall be required to leave the school building with the assistance of security staff.

Students must leave the building in an orderly and rapid manner. Security staff and teachers are required to check to ascertain that no student remains in the building.

Real emergencies often call for alternate exits to be used. School security staff and teachers must be prepared to select and direct their classes to these alternate exits in the event the designated escape route is blocked.

A record shall be kept in the principal's office of each fire drill conducted. A copy of the record shall also be filed in the office of the Director of School Security.

Principals, teachers and school security staff shall recognize that the essential element in any emergency is prevention of panic. Principals and teachers shall afford students such confidence as clarity of direction and supervision can contribute.

Legal Reference: Connecticut General Statutes
 10-231 Fire drills.

BRIDGEPORT PUBLIC SCHOOLS
Bridgeport, Connecticut

Instruction

Emergency Closing

The Superintendent of schools or his/her designee shall determine the necessity for emergency closing or delayed opening of school due to weather conditions or other emergencies, and shall be responsible for announcing any such decisions to teachers, other staff members and the public.

BRIDGEPORT PUBLIC SCHOOLS
Bridgeport, Connecticut

Instruction

Adult/Continuing Education

The Board recognizes that education is a lifelong process. Therefore, the Board of Education shall establish and maintain a program of adult education classes. The adult education program shall be open to all residents age 16 or over, not attending any public or private elementary, middle or senior high school. The program shall offer a variety of subjects to serve civic, cultural, vocational, and other needs of the community. Course offerings shall be determined by response to courses previously given and by newly arising needs and interests, subject to limitations of the plant, personnel and equipment.

Adults In Day Secondary School Programs

Students enrolled in any Adult Education class will abide by all student rules and regulations established by the Bridgeport Board of Education.

Legal Reference: Connecticut General Statutes
 10-69 and 10-73a Adult education.
 10-71 and 10-71a State grants for adult education
 programs.
 10-73b Grants for adult education services of programs
 conforming to state plan.
 10-73c Basic adult education programs.

BRIDGEPORT PUBLIC SCHOOLS
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