

BRIDGEPORT PUBLIC SCHOOLS



CODE OF CONDUCT STUDENT HANDBOOK 2011-2012

**Approved by the Board of Education 7/6/2009
Revised 2011**

Bridgeport Board of Education

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“It is the policy of the Bridgeport Board of Education not to discriminate on the basis of race, color, gender, sexual orientation, marital status, religion, age, national origin, ancestry, disability, mental disorder or mental retardation, in any of its educational programs, activities or employment policies.”

Affirmative Action Officer

Title IX and Title V:

Carole Pannozzo

Executive Director of Human Resources

Bridgeport Public Schools

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Dear Student(s) and Parent(s):

As we begin our new school year, we want to emphasize that education is too important to be the sole responsibility of the schools. The success of school discipline depends upon a collaborative effort among home, school and community. By working together we can achieve the goals we all want - safe, orderly schools and a quality education for our children. This Code of Conduct has been developed to provide employees, parents and students with shared expectations for student conduct. Please read this Code of Conduct and discuss it with your child. New items or items that have been revised are shown in bold throughout this document. We are looking forward to an educationally stimulating school year.

Warm regards,

Bridgeport Board of Education

OUR COMMITMENT

The Bridgeport Public School system recognizes that students achieve their best when they feel safe, nurtured, welcomed, respected and included. We are committed to providing a healthy learning and working environment that supports student success by promoting responsibility, respect, civility, academic excellence and good citizenship. For learning to be successful, schools must be free of negative factors such as bullying, discrimination, intimidation, hateful words and actions, as well as physical violence in any form.

We believe that parents, schools and community must all work together to help students learn to become responsible members of society, while being sensitive to the diversity,

cultural and special needs of individual students. We must clearly demonstrate respect for social justice and human rights, and promote the values needed to develop responsible members of a democratic society.

PREFACE

This STUDENT HANDBOOK contains a summary of rules governing Conduct in the Bridgeport Public Schools. The STUDENT HANDBOOK is intended to provide a clear and concise description of student disciplinary offenses, course of action for those offenses and the procedures to be followed in handling disciplinary problems. Because of space limitations, the HANDBOOK does not contain the complete description of the disciplinary offenses, penalties and procedures. These complete descriptions, along with details and examples, can be found in the CODE OF CONDUCT STAFF MANUAL. The MANUAL is available for inspection in the Board of Education offices at City Hall or in the principal's office in any school.

“It is the policy of the Bridgeport Board of Education not to discriminate on the basis of sex in any of its educational programs, activities and employment policies as required by Title IX of the 1972 Education Amendments.”

EQUAL EDUCATIONAL OPPORTUNITY

No student shall be excluded by removal, suspension or expulsion or otherwise disciplined on the basis of race, sex, color, religion, national origin, poverty, pregnancy, parenthood, marriage, handicap condition, special needs or language difficulty.

CODE OF CONDUCT POLICY

The policy of the Bridgeport Board of Education is that school discipline and due process are essential to equality of educational opportunity and to a safe and effective educational environment. It is the Board's policy to encourage teachers to handle discipline problems in the classroom and to employ all possible avenues prior to the imposition of disciplinary penalties.

The Bridgeport Board of Education further views school discipline as a partnership of shared responsibilities among the student's, the school and the parents. Parents are encouraged to play an active role and will be called upon by the school to assist in and attend proceedings. Parental cooperation is critical to promoting positive behavior. The schools cannot do the job alone.

The Code is to be implemented in a fair, consistent and equitable manner, mindful of the rights of students, as well as the security, safety and educational interests of the schools. Accordingly, the Board believes this Code is one step in creating an atmosphere in the schools to improve learning, build morale and teach students responsibility and accountability for their own conduct and education. Established rules and regulations as defined in this Manual shall also apply to persons enrolled in adult education and continuing education programs.

The Board recognizes that students of different grades and ages are at different developmental levels, thus their behavior will be different and may call for different responses. In determining the appropriate level of interventions and consequences, in addition to mitigating circumstances, school officials should consider the grade level and age of the student. This approach may result in a less severe intervention and consequence for a lower grade or younger student as compared to a higher grade or older student.

STUDENT RESPONSIBILITIES

Students have the responsibility to conduct themselves in a responsible, mature manner in the school and around the campus, which will promote an educational climate free from interference and interruptions. Students' responsibilities are to:

1. Be informed of and adhere to this Code and other reasonable rules and policies established by the Board, school authorities, administrators and teachers.
2. Be respectful of the rights of fellow students, school personnel, and school guests.
3. Be respectful the educational process and learning environment by refraining from tardiness, truancy and unexcused absences, and by fully participating in the academic life of the school.
4. Be responsible and reasonable while in attendance at all school or school related functions held on or off school grounds.
5. Come to school prepared for class, complete assignments, and make up work on time.
6. Initiate and inquire of the appropriate teacher as to when and how class work, including examinations missed during absences, can be completed.

PARENT RESPONSIBILITIES

Parents have the responsibility to:

1. Be informed of the school rules and policies.
2. Insure that their children attend school regularly.
3. Keep in regular communication with the school concerning their children's conduct and progress.
4. Be knowledgeable of and have access to all educational, medical, and similar records of their children.
5. Inform, instruct, and assist their children to behave in a reasonable manner in conformity with this Code, respecting the rights and property of others.
6. Bring to the attention of school authorities any academic or disciplinary problems and assist school authorities in the correction of such problems.
7. Attend and participate fully in the disciplinary proceedings and school conferences arranged for the benefit of their children.

SCHOOL RESPONSIBILITIES

School administrators and teachers have the responsibility to:

1. Be informed of state law, school rules, and school policies set forth in the Code of Conduct.
2. Inform students and parents of their rights under the Code of Conduct.
3. Maintain behavior in the school in a fair, consistent, and equitable manner.
4. Conduct disciplinary hearings and conferences in an impartial, objective, and professional manner.
5. Attempt to resolve disciplinary problems by reasonable means (short of exclusion from school) and reach productive solutions to problems of student conduct through developmentally appropriate forward-thinking Conduct.
6. Encourage parental participation, cooperation, and communication with the school.
7. Provide students with the opportunity to complete any class work, including examinations missed because of absences.
8. Utilize the services of special personnel, pupil services staff, and community agencies to assist with re-teaching identified behavioral weaknesses in a developmentally appropriate manner.

Removal from Class

A student may not be removed from a particular class more than six times in any year or more than twice in one week unless the student is referred to the building principal and granted an informal hearing as described in the paragraph on suspensions.

Suspensions

According to new legislation, all suspensions from school shall be in-school suspensions unless the administration determines that the pupil being suspended poses such a danger to persons or property or such a serious disruption to the educational process that the suspension should be out-of-school.

In-School Suspensions (I.S.S)

In-school suspension (I.S.S.) is a procedure in which the assigned student spends the full school day in a restricted area away from the rest of the students. It is a consequence for committing certain types of offenses and is not counted as truancy.

The in-school suspension class will be held in an appropriate location in the school and will be properly supervised. The students will be assigned a date to report to I.S.S. This will allow them to receive parental acknowledgement of the assignment and allow teachers to provide meaningful assignments. The school will also supply pertinent material with which the I.S.S. supervisor can make assignments. All assignees to I.S.S. will be considered present for the day. The supervisor will be allowed to assign only one additional day of I.S.S.

After serving I.S.S., the students can return to school without a parent or guardian. A student who intentionally misses I.S.S., is disruptive in I.S.S. or has been continually assigned I.S.S. may be subject to further administrative action.

Out of School Suspensions (O.S.S)

An Out of School Suspension is an exclusion from school privileges for no more than 10 consecutive school days. Except in emergency situations described above, before a suspension is imposed on a student, the student is entitled to:

1. Written or oral notice of the charges;
2. An opportunity to explain the situation to the building principal during an informal hearing.

Each day of suspension shall be considered a day of excused absence. No student can be suspended more than 10 times or a total of 50 days in one school year, whichever happens first, unless the student is given an opportunity for a formal hearing as described below in the paragraph on expulsions.

Emergency Suspensions

A student may be excluded from school attendance whenever the continued presence of the student in school poses a danger to persons or property or a disruption of the educational process. The hearing may be delayed until a time as soon after the exclusion of the student as possible.

Expulsions

An expulsion is an exclusion from school privileges for more than 10 consecutive days. Except for emergency situations, a student is entitled to the following safeguards prior to an expulsion:

1. Written notice of the charges;
2. A formal hearing before the Bridgeport Board of Education or designated hearing officer;
3. The right to introduce documentary evidence and question witnesses during the hearing;
4. A written decision within 10 days of the hearing.

Special Notation: Pursuant to Connecticut Statutes, a student who is between the ages of sixteen and eighteen who is expelled because of conduct which endangers persons and involves possession of a firearm, deadly or dangerous weapons or sale or distribution of drugs on school property or at a school sponsored activity is not required to receive an alternative educational opportunity. A student who has been previously expelled and who is between the ages of sixteen and eighteen is not required to receive an alternative educational opportunity during any subsequent expulsion.

PROCEDURAL SAFEGUARDS

Students with Disabilities

Students previously identified as having a disability under the IDEA and/or Section 504 of the Rehabilitation Act who engage in behavior that violates any rule or code of conduct of the school district can be disciplined by suspension, transfer to an appropriate interim alternative education setting or other setting, including expulsion (if such

disciplinary action would also apply to students without disabilities) with the following stipulations:

A student with disabilities must not be suspended for more than ten days per school year, without the district's conducting a review of/or development of a Behavior Intervention Plan(BIP). In case of a recommendation for expulsion, or suspension for more than 10 school days per school year, the district shall convene a PPT within 10 school days after the recommendation for such discipline was made in order to review the relationship between the student's disability and the behavior that led to the recommendation for such discipline, and to determine whether the student's behavior was a manifestation of his/her disability. During the process of manifestation review, a student may be suspended for up to 10 school days. Subsequent suspension (days) must be closely monitored by the building administrator in order to ensure the accumulated total days do not constitute a change in placement. A PPT should be convened in all cases upon the 16-17th day of suspension in order to review the appropriateness of the student's placement.

In cases of possession of a dangerous weapon or an illegal drug, or the use, sale, or solicitation for sale of controlled substances on school grounds or at a school sponsored activity, the student can be transferred to an appropriate interim alternative educational setting for up to 45 calendar days.

DISCIPLINARY OFFENSES

Disciplinary offenses for the purposes of the Bridgeport Public Schools Code of Conduct include acts committed:

1. On school grounds.
2. During or shortly before or shortly after regular school hours.
3. During a school-sponsored activity on or off school grounds.

4. While awaiting transportation or traveling on a school bus or other forms of school-provided transportation en route to or from the school for a school-sponsored activity.
5. Off school grounds and during non-school time, whether or not the incident was initiated in the school or on school grounds, if such conduct is violative of publicized policy of the Board of Education and seriously disruptive of the educational process.

The disciplinary offenses listed in this Code do not address every situation, and students will be disciplined for any conduct on grounds or during school sponsored activities which is seriously disruptive to the educational process or endangers persons or property. Intent, frequency, and severity of the violation are factors that determine the categorization of the offenses as Type I, II, or III. School administrators or hearing officers may consider the student's past disciplinary problems in **determining the length of any suspensions. Consideration should be given to the lack of correlation between the length of suspension and improved student behavior.**

TYPE I DISCIPLINARY OFFENSES

1. Engaging in Pranks which Endanger Persons or Property
2. Throwing Food or Other Objects
3. Leaving a Classroom Without Permission
4. Refusing to Identify Oneself to School Personnel
5. Turning off Corridor, Classroom or Stairwell Lights
6. Entering or Remaining in a Classroom, in a School Building or on the Grounds Without an Authorized Purpose
7. Directing Profane, Vulgar or Disrespectful Language at any School Staff Member or other Students
8. Blocking or Interfering with the Smooth Flow of Traffic in the Corridors
9. Disrupting Class, including but not limited to, Electronic Devices
10. Display of Inappropriate Affection (i.e. kissing, etc.)

11. Violation of the Dress Code

PENALTIES FOR TYPE I OFFENSES

1. The Student Will Be Removed from Class if the Offense Took Place During the Class
2. The Principal May Warn the Student and Send a Notice to the Parent(s)
3. The Principal May Deprive the Student of School Privileges (3 day maximum)
4. The Principal May Refer the Student for Appropriate Counseling
5. The Principal May Assign the Student to Detention
6. **Uniform Policy Penalties – see p. 19**

TYPE II DISCIPLINARY OFFENSE

1. Fighting
2. Intentionally Defying a Valid Request of a School Staff Member
3. Intentionally Threatening Another Person with Physical Injury or Property Damage
4. Forcing Other Persons to Engage in Conduct Which They Have a Legal Right to Refuse To Do.
5. Disrupting the Educational Process in an Area Larger than a Single Classroom
6. Harassing Conduct, Including Physical, Written or Verbal Conduct, Directed at a Person Because His/Her Sex, Race, Ethnicity or Sexual Preference
7. Stealing, Damaging or Defacing School Property or the Property of Others
8. Vandalism by Minors
9. Vandalism by an Adult Student
10. Violating Emergency Evacuation Regulations
11. Recklessly Driving on School Property in Parking Lots or in Areas Directly Adjacent to the School
12. Being Found With Any Type of Paraphernalia Normally Associated With the Use of Drugs, e.g. Tobacco Rolling Papers, Bongs, Clips, Pipes and Needles
13. Leaving School Building or Grounds Without Permission

14. Engaging in Inappropriate Sexual Behavior
15. Possessing, Using or Being Under the Influence of Any Contracted Drug, Hallucinogenic Substance, Barbiturate, Amphetamine, Marijuana, Alcoholic Beverage or Intoxicant
16. Using a Remotely Activated Paging Device or Cellular Telephone While in School or While Attending Any School Sponsored Function On or Off School Property
17. Smoking On School Grounds/School Buses

PENALTIES FOR **TYPE II** DISCIPLINARY OFFENSES

1. The Student Will be Removed From Class if the Offense Took Place During Class
2. The Principal Will Request a Conference With The Student and Parent(s)
3. **The Student Will Repair, Restore, or Provide Restitution for Any Damaged or Stolen Property**
4. The Principal May Deprive the Student of School Privileges (5 day maximum)
5. The Principal May Require the Student's Attendance Before or After the Regular School Day Not to Exceed One Hour Per Day for Five School Days – **the principal may require the student to serve detention**
6. The Principal May Refer the Student to Law Enforcement Officials, School Security Staff, the In-School Program and/or the Community Counseling Program
7. The Principal Suspend the Student or, in the Even of Repeated, Aggravated, or Flagrant Offenses, May Recommend the Student for Expulsion
8. In the Case of Possession of Drugs, the Principal May Recommend Interventions as Outlined in the Bridgeport Public Schools Code of Conduct Staff Manual
9. Referral to Counseling Interventions with Support Staff
10. Re-focus Room

TYPE III DISCIPLINARY OFFENSES

1. Threatening Staff or Using Threats or Force to Make Other Persons Give up Money or Property They Have a Right to Possess.

2. Stealing School Property or the Property of Others by Using Force Against Another Person
3. Causing Serious Injury to Another Person
4. Starting a Fire or Causing an Explosion With Intent to Damage School or Personal Property
5. Possessing or Transmitting Any Firearm, Knife, Explosive or Other Dangerous Object of No Reasonable Use to the Student at School
6. Selling, Giving, Possessing With Intent to Sell or Administering to Someone of Any Controlled Substance or Drug, Hallucinogenic Substance, Barbiturate, Amphetamine, Marijuana, Alcoholic Beverage or Intoxicant. Prescribed Drugs May be Administered by School Nurse or Designee
7. Engaging in Violent Conduct That Intentionally or Recklessly Causes Physical Injury or Substantial Property Damage
8. Physical or Sexual Assault on Another Person, Any School Staff Member or Volunteer
9. Sounding or Reporting a False Emergency Alarm
10. Hazing

PENALTIES FOR TYPE III DISCIPLINARY OFFENSES

1. The Student Will be Removed From Class if the Offense Took Place During the Class
2. The Student Will Repair, Restore or Provide Restitution For Any Damaged or Stolen Property – Restorative Justice
3. The Principal Will Refer the Student to Law Enforcement Officials and/or to the School Security Staff
4. The Principal Will Recommend the Student For Expulsion
5. The Principal May Suspend the Student and/or Recommend the Student For Expulsion. Students Who Engage in Type III Misconduct May Be Expelled by the Board of Education or its Hearing Officer
6. The Principal May Deprive the Student of School Privileges (10 school days max.)

DRUG OFFENSES AND WEAPONS

Pursuant to Connecticut statute, students who are in possession of a firearm on school grounds or who use a dangerous or deadly weapon in the commission of a crime or offer for sale or distribution illegal drugs on or off school grounds shall be expelled for one calendar year. The Board of Education or the Hearing Officer may modify the length of the expulsion on a case by case basis. **The Bridgeport Board of Education has a zero tolerance policy for students who are in possession of a firearm and/or a dangerous or deadly weapon. Any student who threatens a staff member or assaults any student or staff member will be subject to expulsion.**

OFF-SCHOOL PROPERTY MISCONDUCT

Students are subject to discipline, up to and including suspension and expulsion for misconduct of the types set forth in the Handbook's "DISCIPLINARY OFFENSES," even if such misconduct occurs off school property and during non-school time as outlined below.

Such discipline shall result when:

1. the incident was initiated in the school or on school grounds, or occurred during a school sponsored activity or while waiting or receiving transportation;
2. the incident occurred or was initiated off school grounds and non-school time; if the misconduct is seriously disruptive of the educational process in that it markedly interrupts or severely impacts the day-to-day operation at the school;
3. the student used or possessed a firearm or used a deadly or dangerous weapon in committing a crime off school property;
4. the student offered for sale or distributed to another person any illegal drug off school property.

In making a determination as to whether the off-school conduct is seriously disruptive of the educational process, the Board or its Hearing Officer may consider:

- a. the proximity to the school;

- b. involvement of other students or gangs;
- c. the use of violence or weapons and any injuries;
- d. involvement of alcohol;
- e. bullying
- f. cyber bullying
- g. any other relevant factors.

OTHER RULES RELATED TO CONDUCT

Searches

All lockers and desks are the property of the Bridgeport Board of Education and their use by students is a privilege.

Students shall not place, keep or store in their lockers or desks any firearm, knife, explosive, other dangerous object or any other items prohibited in the *Code of Conduct Student Handbook*. Students shall not have any expectation of privacy relative to the contents of their lockers or desks. Accordingly, school officials retain the right to open and search lockers and desks at any time to enforce school policies, rules or regulations or for any other reason.

School officials may also search students or their belongings when there is reasonable suspicion that such students are in possession of any object or substance prohibited in the Code of Conduct Student Handbook. **Objects would include those listed as prohibited in the “TYPE II or TYPE III DISCIPLINARY OFFENSES” sections of the Code of Conduct Student Handbook. Any search may include the use of electronic and/or mechanical devices.**

Confiscation

School officials shall confiscate any object or substance considered to be contraband prohibited by the Code of Conduct.

Reporting Crimes to the Police

School officials will notify the police of any criminal conduct and make a reasonable effort to notify parents of a student suspected of criminal behavior.

Physical Force

School personnel may use reasonable and prudent physical force upon a student when necessary to:

1. Protect themselves or others from immediate injury;
2. Take a dangerous instrument or illegal drugs away from a student;
3. Protect property;
4. Restrain or remove a student to maintain order.

Cheating

All forms of cheating are not acceptable. The misrepresenting by students of homework, class work, tests, reports or other assignments as if the material were entirely their own work shall be considered forms of cheating. Consequences of cheating shall be academic in nature unless repeated incidences require disciplinary action.

ATTENDANCE

The Bridgeport Board of Education is committed to working with students and their families to promote regular attendance, which in turn encourages personal growth by preparing the student to accept similar responsibilities in the world outside of the high school setting. These attendance regulations are designed to help students understand that the benefits of regular attendance will be gained through responsibility and commitment.

High school students must be present in school for a minimum of 160 days to receive graduation credit (toward the 225 credits required for graduation from high school) for full year courses and for a minimum of 80 days for semester courses at the high school level.

Students who do not meet this minimum requirement may appeal their loss of graduation credit to an Attendance Review Team comprised of administrators, teachers and student support staff. The Team will review the student's attendance record and may consider reasons for absences such as the following:

1. Medical problems (documentation may be required; an attempt to schedule doctor appointments after school is expected).
2. Family emergencies
3. Court appearances
4. Deaths in the family
5. College interviews or visits
6. Religious holidays
7. Other specific excuses such as serious medical illness or other serious extenuating circumstances dependent on the judgment of the building administrator.

Students in Grades K-8 are mandated by the Connecticut legislature to have no more than 20 unexcused absences in any school year. Students who exceed that number shall be referred to Juvenile Court as required by state law. In addition, parents of those students with more than 20 unexcused absences may be referred to the Department of Children and Families (DCF) for educational neglect.

High School Summer School Program

Students will be permitted to attend summer school if they have been in attendance a minimum of 150 days for full year courses and 75 days for semester courses. Students who do not meet this minimum requirement may appeal their loss of summer school enrollment to the Attendance Review Team.

Class Cutting

It is imperative for students to be present in class in order to benefit from the process of teaching and learning. It is the student's responsibility to be present for every class when

present in school. The following regulations are intended to promote the development of this responsible attitude:

1. A class cut is a day's absence from class.
2. A class cut to study period will be referred within one day to the administrator for the appropriate action.
3. The classroom teacher will refer any class cut in excess of two in the marking period to the administrator.
4. Five points will be deducted from the student's grade for each of the first three class cuts in a marking period. High school students will lose course credit for classes in which they have three or more cuts.
5. High school students who lose course credit in a class due to excessive class cuts will be given the option of agreeing to a contract that will allow passing grades to be restored if they do not cut that class for the remainder of the school year. This contract must be in force prior to May 1 of each school year.

Any Conduct imposed on a student as a result of class cutting will be accomplished in a manner consistent with procedural safeguards described elsewhere in this manual.

TARDINESS

Tardies to school will be separated from tardies to class with penalties for both as follows:

Tardies to Class

1. **Tardies to class will be managed by classroom teachers. Three tardies to an individual class during the marking period may result in the student's referral to the administration for further disciplinary action.**
2. **Any student entering class unexcused after ten minutes will be given a class cut.**
3. **Each marking period is to be considered a separate entity.**

Tardies to School

1. **Tardies to school will continue to be an administration responsibility. If students are tardy to school, the administrator will offer intervention programs such as referrals to the guidance counselor and before-school or after-school detention. If these programs do not improve the student's attendance, the principal may make a referral to the Student Assistance Team.**
2. **Students who come to school 45 minutes after the start of the school day will be required to be accompanied by a parent or guardian or the parent or guardian must telephone the school or provide a written note. If contact is not made with the parent, the student will be admitted to school but subject to disciplinary action by the administrator. Chronic tardy behavior must be referred to the Student Assistance Team.**

Attendance Procedures

1. Students who are tardy must report to the administrative office first and their homeroom teacher will be notified of their presence through the administrative office.
2. In the case of an absence, parents or guardians must call their child's school on the day of the absence – no later than 10 a.m.
3. In the event of no notification of absence by the parent or guardian, the school will make a reasonable attempt by phone to contact the parent or guardian at home or work concerning the student's absence on the day of the absence.
4. On the morning a student returns to school, it is expected that the student will bring a written note signed by a parent/guardian with the reason for the absence(s). (Without a note, all absences become unexcused absences.)
5. Each school must alert parents to the possibility of failure because of a serious absence record.

6. Staff will immediately notify the office with any questions concerning a child's absence, especially when the staff or another student may recall seeing the child at school or on school grounds.
7. **Every effort should be made to make appointments for students after school hours. No child will be dismissed early without prior written notification to the school with approval of the administrator.**

Principals must inform all parents/guardians, via a letter, of the above attendance procedures. That letter must be signed by the parent/guardian and returned back to school.

The letter must also request that a parent/guardian include updated emergency information on each child, e.g., where parents work, home address, current home telephone number, work telephone number, cell phone number, pager, as well as the names of individuals who will be picking up student(s).

UNIFORM POLICY

All students in grades PK-12 are required to wear mandatory uniforms.

- (1) **First Offense: Verbal counseling and notification to parent/legal guardian.**
- (2) **Second Offense: Written warning and notification to parent/legal guardian.**
- (3) **Third Offense: Written warning and a mandatory meeting between the Principal and the parent/legal guardian to explain School Attire Policy and obtain compliance.**
- (4) **Fourth and Subsequent Offenses: At the principal's discretion, attendance at special programs and activities may be forfeited or withheld until the student comes to school in uniform. If the foregoing**

disciplinary measures do not achieve compliance with the School Attire Policy, the principal may impose stronger discipline, including in-school suspension.

- (5) The principal of each school will provide standardized letters to be utilized for student warnings and notifications to parent/legal guardian.
- (6) There will be a one-time grace period of 7 days at the start of the 2011-2012 school year, during which current enrolled students will not be disciplined for failing to wear the mandatory uniform clothing. Any student transferring into the Bridgeport School District from another school district during the course of a school year will also be allowed the same grace period. During this grace period, students will be encouraged to obtain and wear clothing that meets the uniform requirements. After the completion of this one-time grace period, the foregoing disciplinary procedures will go into effect to address any continuing non-compliance.

Mandatory School Uniform for students in grades PK-12:

- **PANTS** – Navy or Tan dress or docker-style pants must be worn with a belt at the waist. Jeans are prohibited.
- **SKIRTS, JUMPERS OR SKORTS** – Navy or Tan, must be knee level or longer. Blouse or polo shirts must be worn under the jumper. Jeans are prohibited.
- **SHORTS** – Navy or Tan knee length or docker-style shorts. Shorts must be worn with a belt. Jeans are prohibited. Shorts may be worn only between April 1 and November 1.
- **SHIRTS** – White plain collared polo shirt, dress shirt, long or short sleeve. Two

additional colors may be selected by each school's leadership team. Shirts must be tucked into pants. Every school has an option to create a school logo, if desired. Logos must be approved by the Superintendent or his/her designee. Schools that already have a logo must send it to the Superintendent or his/her designee for review and documentation.

- **SWEATSHIRT OR SWEATERS** – Can be pullover, zippered or cardigan sweaters in solid colors of Navy or Tan (no patterns) without, hoods, decorations, or wording will be allowed. Individual schools may choose an additional authorized color for sweaters, vest and blazers.
- **SHOES OR SNEAKERS** – Shoes are strongly recommended over sneakers. In addition to shoes, white or black sneakers are permitted, and appropriate everyday boots. Laces on shoes, sneakers or boots must be tied.
- **PHYSICAL EDUCATION DAY ATTIRE** – Students may wear sweats to school on scheduled physical education day. School approved t-shirts and shorts are permitted. Physical Education attire colors will be chosen by individual schools.
- *Refer to the Bridgeport Public Schools Code of Conduct for further dress code restrictions which can be obtained from the Principal's office.*

Exceptions for Designated Days or Events

Each school principal may designate specific days or events during which deviations from the approved uniform will be permitted.

Clothing and Items Prohibited for All Grades.

Please refer to the Bridgeport Public Schools Code of Conduct handbook, Dress Code section

Accommodation of Protected Expression

Students may wear jewelry, accessories, necklaces, wristbands, or pins/buttons that contain expressive messages as long as they do not violate the uniform policy or dress code.

Disruptive Clothing

Any clothing or accessory which is likely to cause a disruption or distraction from school activities is considered inappropriate for students to wear during the school day as outlined in the Code of Conduct. The principal will decide if clothing is disruptive.

Religious and Health Accommodations

When the religious beliefs or health needs of a student conflict with the school attire policy, the schools will provide reasonable accommodation. The parent/legal guardian of any student desiring uniform policy exceptions will notify their school principal in writing of the requested accommodation and the factual basis for the request. Approved coverings worn as part of a student's religious practices or beliefs will not be prohibited under this policy. Medical documentation will be required for health accommodations. The procedures for this process are set forth in the paragraph below.

Procedures for Exemption

A parent/legal guardian may request an exemption from a mandatory school uniform policy for medical or religious

reasons. A request for an exemption must be made within ten (10) operational days of the beginning of the school year or within ten (10) operational days of being enrolled in any given school for the first time (note: The term, “operational days” is defined as days when school is in session). Medical exemption requests must be signed by a medical doctor. See your school principal for further information on exceptions. A written request for an exemption must be submitted to the school principal using the Application for Exemption Form that can be obtained from the school.

The school principal or his/her designee must meet with the parent/legal guardian within five (5) school days. The principal will discuss the Bridgeport School Uniform policy and verify the accuracy of the information on the Exemption form. The parent/legal guardian will be notified in writing of the outcome of the conference within three (3) school days. A copy of said notice that the application has been granted or denied shall be attached to the application. The application shall also be initialed by the principal and a copy of the initialed application and the notice sent to the parent/legal guardian shall be forwarded to the Superintendent or his/her designee.

The Superintendent or his/her designee will affirm or deny the principal’s decision. If the parent/legal guardian does not agree with the decision, they have a right to appeal to the Board of Education within five (5) school days by submitting a letter to the Superintendent. Consideration will be reviewed on a case by case basis.

Clothing Assistance

It is the policy of the Board of Education that no student will be denied an education due to genuine financial inability to obtain clothing that complies with the Board’s Attire Policy. Any student, for whom compliance with the school attire policy poses a genuine financial burden, may submit a written request for clothing assistance to their school

principal specifying the clothing needed together with a statement of financial need. The Superintendent will provide principals with standardized forms to be completed by parents/legal guardians seeking clothing assistance. School principals or their designees will assist families in financial need to obtain clothing that complies with the school attire policy. In meeting requests for assistance, principals or their designees will consider community resources such as clothing or financial donations from corporations, members of the community, local businesses, parent organizations, and charitable organizations; clothing discounts from local merchants; and providing additional time for a student to obtain clothing that complies with the School Attire Policy.

Legal Reference: This policy is authorized by Section 10-221f of the General Statutes of Connecticut, which provides in salient part that: “[a] local or regional board of education may specify a school uniform for students under its jurisdiction.”

Violation of the mandatory uniform policy is a Type I Offense

Dress Code

The dress code is specific to all students, but particularly to students in grades 9 -12. It is the responsibility of all students and their parents to ensure that students wear appropriate school dress. Any school dress which impairs safety or increases the risk of injury to self or others, causes discomfort to others (e.g., uncleanliness, obscene, offensive language, or symbols), causes distraction or disruption of the learning environment (e.g., gang insignia), advertises or advocates the use of alcohol or drugs, or is pornographic, libelous or inherently likely to upset others is prohibited.

In furtherance of the security, safety and educational interests of the schools, the following are among clothing which may not be worn in school:

- Coats (designed for outdoor wear)
- Halters/bare midriff
- Hats/headwear
- Head or face coverings
- Transparent clothing
- Pants with undergarment visible
- Any non-prescription eyewear

Violation of the Dress Code is a Type I offense

Hazing Policy

1. Purpose

The purpose of this policy is to maintain a safe learning environment for students and staff that are free from hazing. Hazing activities of any type are inconsistent with the educational goals of the school district and are prohibited at all times.

2. Statement of Policy/Definition

Hazing in any form is prohibited. Hazing is regarded as a Code of Conduct Type III offense and will subject the student to Conduct appropriate for Type III offenses. In addition, students should be aware that hazing can also constitute a violation of Connecticut Criminal Statutes as a form of assault and can make the student liable for arrest and prosecution, as well as for civil liability.

Bullying

As the Bridgeport schools are committed to providing an educational environment where the rights and dignity of all students are respected, any acts of bullying by one or more students against another is prohibited. This includes any physical or verbal conduct which is demeaning, intimidating, and hostile or which could result in physical or emotional harm to another student.

Bullying is defined as the **repeated use** by one or more students of a written, verbal, or electronic communication, such

as cyberbullying, or a physical act or gesture directed at another student in the same school district that: (A) Causes **physical or emotional harm** to the student or damage to the student's property, (B) places the student in **reasonable fear of harm** to himself or herself, or of damage to his or her property, (C) creates a **hostile environment** at school for such student (a hostile environment is a situation in which bullying among students is sufficiently severe or pervasive as to alter the conditions of the school climate), (D) infringes on the **rights** of the student at school, or (E) **substantially disrupts the education process or the orderly operation** of a school.

Bullying generally involves a real or perceived imbalance in power between the bully and the victim. The behaviors which are prohibited include:

1. physical violence and attacks;
2. verbal taunting, name calling and put downs;
3. threats and intimidation;
4. extortion or stealing of money or things;
5. exclusion from peer groups;
6. racially, ethnically or gender based abuse.

Cyber-bullying involves the use of information and communication technologies to support deliberate, repeated, and hostile behavior by an individual or group that is intended to harm others."^[1] It is any act of bullying through the use of the Internet, interactive and digital technologies, cellular mobile telephone or other mobile electronic devices, or any electronic communications. Cyber-bullying can be as simple as continuing to send e-mail to someone who has said they want no further contact with the sender, but it may also include threats, sexual remarks and hate speech. Though the use of sexual remarks and threats are sometimes present in cyber-bullying, it is not the same as sexual harassment and does not involve sexual predators.

Cyber-bullies may disclose victims' personal data (e.g. real name or workplace/schools) at websites or forums, or may

attempt to assume the identity of a victim for the purpose of publishing material in their name that defames or ridicules them. Some cyber-bullies may also send threatening and harassing emails and instant messages to the victims. Some may post victims' photos, or victims' edited photos like defaming captions or pasting victims' faces on nude bodies.

www.cyberbullying.org -conceived of, and created by Bill Belsey, creator and facilitator of www.bullying.org

Violations of this policy may constitute a Type I, II or III disciplinary offense. Where the underlying conduct is not specifically categorized, the responsible administrator shall determine the appropriate Conduct based upon the severity of the act.

Network/Internet/E-Mail Policy

The Bridgeport Public School District has an acceptable use Internet Policy to promote the exchange of information that supports learning and encourages research. This goal is accomplished by providing users access to 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. The use of the Internet is a privilege not a student right and should be used for educational purposes only. Students who abuse this privilege will have their access revoked and may face disciplinary action.

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 and 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 computer systems and/or damaging of software components are prohibited.
7. Subscriptions to list servers, 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.
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.
12. Profanity or obscenity will not be tolerated. All community members shall use language which is appropriate for school situations as indicated by the Code of Conduct.

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.

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 Conduct, 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.

DRUG AND ALCOHOL POLICY

Preface

The Bridgeport Board of Education strongly endorses the concept of prevention through education and intervention, and will implement this policy with the cooperative efforts of faculty and administration, students and parents and the entire six-town Greater Bridgeport community. We recognize and affirm the individual value and potential of each member of the school community. We also recognize that drug abuse and dependency seriously impair the ability of individuals to develop their full potential.

School and local law enforcement officials will work as a team to help students understand the serious legal, social and medical consequences of alcohol and drug abuse and to help students overcome alcohol and drug abuse.

We believe that it is essential for adults to set good examples for students to follow; therefore, the members of the Bridgeport school community, including the Board of Education, the administration, the teaching staff and other support staff, will comply with all the laws that govern the use of drugs and will exercise prudent judgment when legally using any drugs or alcoholic beverages. This policy is based on the belief that drug dependency is a life-threatening illness that affects individuals in all areas of their lives – spiritual, emotional, physical, intellectual and social.

DRUG AND ALCOHOL POLICY

Upon review by the Superintendents of the six-town Greater Bridgeport region, the chiefs of police of those municipalities, and the representative administrators, teachers support staff, parents, and students in the Bridgeport School System, the Bridgeport Board of Education has adopted the following policies:

- 1. It is the policy of the Bridgeport Board of Education to prevent and prohibit the possession, use, and/or distribution of any drug or drug paraphernalia on school property, at school-sponsored events, on school buses, and en route to and from school by any mode of travel.**
- 2. All violations of this policy, including the possession, use, and distribution of any drug, will be dealt with in accordance with the procedures described herein. The consequences of such violations may ultimately result in expulsion from school.**
- 3. Recognizing that drug use and abuse may be indicative of serious, underlying problems, every**

effort will be made to offer a student help and assistance, including early identification, referral for treatment and aftercare support. Disciplinary procedures will be administered with the best interests of the student, school population, and community in mind.

4. Due consideration will be given to the rights of students: questioning of a student on school premises will take place only in the presence of a school official; a student's right to remain silent or to speak through an attorney or parent/guardian may not be abridged; a school official will maintain a record of all proceedings under this policy, which shall be available to the student.
5. School personnel will apply the following terms and articles, or combinations thereof, in enforcing these policies.

PROCEDURES FOR STUDENT ATHLETES

I. Tobacco

First Violation Penalty

1. After confirmation by school personnel of the first violation, the student-athlete will be suspended immediately for one week.

Second Violation Penalty

1. After confirmation by school personnel for the second violation, the student-athlete will be dismissed from the team.

II. Alcohol and Illegal Drugs

Selling or distributing any alcohol or drug:

1. 1st offense: one week suspension from all athletic competition. The athlete will also be required to participate in an intervention program recommended by school's Student Assistance Team. Failure to meet this requirement will result in immediate dismissal from the team for the remainder of the season, and will prohibit the

- athlete from participation on any other team until the obligation has been met.
2. **1st offense: immediate dismissal from team for the remainder of season. Regular code of Conduct procedures will be followed. Possession or use of alcohol, non-prescribed drugs (i.e., steroids or anabolic substances) or any other mood-altering chemicals.**
 3. **2nd offense: immediate dismissal from the team for the remainder of the season. Regular code of Conduct procedures will be followed.**

SELF-REFERRAL BY STUDENTS

Students may take advantage of a self-referral procedure to seek information, support and assessment in regard to the use of tobacco, alcohol and other drugs. Voluntary referrals do not carry punitive consequences. In the case of student athletes, however, treatment in a certified drug and alcohol program must begin prior to the next practice or contest. Medical approval must be secured prior to continued participation. See below for conditions:

1. Self-referral is allowed only once in a student's four year high school career.
2. Self-referral must be only by student or a member of the immediate family.
3. Self-referral must be prior to the first confirmed violation of use.
4. Self-referral cannot be used by students as a method to avoid consequences once a confirmation of a violation has been made.

COMPLAINTS AND GRIEVANCES

It is the policy of the Bridgeport Public Schools that all students and/or parents shall have the right to present for solution any problem arising within their status as students and parents and shall be encouraged to exercise this right without fear of recrimination. It is for this purpose that a grievance procedure is established. To ensure that any problem is corrected as soon as possible, time limits have been established to assure prompt attention to each problem. If the student/parent does not process his grievance within the set time limit, it shall be considered settled and not open to appeal.

Student Grievance Procedure

The grievance procedure may be used to address any situation occurring within the operation or normal procedures of the school which causes a student and/or parent to believe he/she has been wronged. Students and their parents are encouraged to discuss their concerns informally with the person(s) involved before invoking formal grievance procedures.

A. Initiation

A parent or student may initiate a grievance proceeding when either the student or his parent or guardian believes that a violation or misapplication of the Code of Conduct, Board of Education Policy or state or federal law or regulation has occurred.

B. Procedure

The procedure for initiation and conduct of a grievance shall be:

Step 1 - Principal Conference

A student, parent, or guardian wishing to invoke the grievance procedure shall make a written request for a conference with the principal to discuss the grievance and seek resolution. The following guidelines shall be observed in Step 1:

- 1. A grievance shall be filed as soon as possible but in no event longer than thirty (30) days after disclosure of the facts giving rise to the grievance.**
- 2. The principal shall grant the conference within five (5) school days following receipt of the request.**
- 3. The request shall include a statement describing the grievance and naming the specific policy, rule or law believed to be violated.**
- 4. The principal will state his position of the question in writing to the student/parent within five (5) school days following the conference.**
- 5. Only the parent or guardian or someone acting in loco parentis shall be permitted to join or represent the student in the conference with the principal.**

Step 2 - Appeal to the Assistant Superintendent

If the grievance is not resolved at Step 1, the student may appeal the principal's decision in writing to the appropriate Assistant Superintendent. The appeal must be made within five (5) school days following receipt of the principal's position statement on Step 1.

The Assistant Superintendent shall review the grievance within five (5) school days following receipt of the appeal. A written response shall be made to the student, the parent, or the guardian and the principal from the Assistant Superintendent within ten (10) school days following the Assistant Superintendent's review.

Step 3 - Appeal to the Superintendent of Schools

If the grievance is not resolved at Step 2, the student may appeal the Assistant Superintendent's decision in writing to the Superintendent of Schools. The appeal must be made within five (5) school days following receipt of the Assistant Superintendent's position statement on Step 2.

The Superintendent or his designee shall review the grievance within five (5) school days following receipt of the appeal. A written response shall be made to the student, the parent, or the guardian and the principal from the

Superintendent or his designee within ten (10) school days following the Superintendent's review.

Step 4 - Appeal to the Board of Education

If the grievance is not resolved at Step 3, the student may appeal the Superintendent's decision to the Bridgeport Board of Education in writing within (10) school days following the response from the Superintendent at Step 3. The Board's decision shall be determined to be final.

STUDENT/STAFF SEXUAL HARRASSMENT POLICY

I. Policy

It is the policy of Bridgeport Public Schools that unlawful gender discrimination in any form, including sexual harassment of staff or other forms of gender discrimination as referenced by Title VII of the Civil Rights Act of 1964 and Title IX of the Education Amendments of 1972 is prohibited in the workplace and in the recruitment, appointment and advancement of employees. Gender discrimination of students, including sexual harassment, as referenced by Title IX, is prohibited in and out of the classroom and in the evaluation of students' academic work performance. This policy is in keeping with the spirit and intent of various federal guidelines which address the issue of fair employment practices, ethical standards and enforcement procedures.

It is the policy of the Bridgeport Board of Education that sexual harassment is unlawful conduct and wrongful discrimination against the rights of others. The Board will not condone or tolerate any verbal or physical conduct by students, employees or other individuals doing business or volunteering in the Bridgeport Public Schools, male or female, which would constitute sexual harassment. Individuals who engage in sexual harassment will be subject to appropriate action, including but not limited to educational counseling, reprimand, probation, suspension, expulsion, termination from the Bridgeport Public Schools or civil or criminal action.

Employees and students are encouraged to prevent, report and correct any occurrences of sexual harassment within the Bridgeport Public Schools. Students are expected to adhere to a standard of conduct that is respectful and courteous to fellow students. Further, any romantic or sexual relationship between employees of the Board and students is highly inappropriate and unacceptable, whether or not such conduct constitutes sexual harassment as defined in this policy.

II. Definitions

- A. Sexual harassment is defined as any unwelcome sexual advances, requests for sexual favors, and other verbal, visual or physical conduct of a sexual nature, made by someone within the work or educational setting. Sexual harassment occurs when:**
 - a. Submission to the conduct is explicitly or implicitly made a term or condition of an individual's employment, academic status, or progress.**
 - b. Submission to, or rejection of, the conduct by the individual is used as the basis for employment and/or educational decisions affecting the individual.**
 - c. The conduct has the purpose or effect of having a negative impact upon the individual's work or academic performance, or of creating an intimidating, hostile, or offensive working or educational environment.**
- A. Sexual harassment as set forth in Section II-A, may include but is not limited to the following:**
 - a. Suggestive or obscene letters, notes, derogatory comments, slurs, jokes, epithets, spreading sexual rumors, obscene gestures, display of sexually**

- suggestive objects, pictures, cartoons, or graffiti.
- b. Unwelcome or unwanted sexually oriented verbal comments, suggestions, requests, physical contacts or attention.
- c. Coercive sexual behavior used to control, influence or threaten other students to participate in activities.
- d. Coercive sexual behavior used to control, influence, or affect the educational opportunities, grades, and/or learning environment of a student.
- e. Students in predominantly male/female classes being subjected to sexual remarks.

III. Complaint Procedures

Any employee, student or other individual within the school community who is the victim of sexual harassment by a student should promptly report the matter to a teacher, guidance counselor or administrator who will direct them to the designated Title IX Coordinator/Officer. The complainant will be requested to complete a complaint form.

If the complainant is a minor student, the Title IX Coordinator/Officer will assess whether the conduct constitutes the basis for a child abuse report and, if so, will follow district child abuse reporting procedure. The Title IX Coordinator/Officer shall conduct any necessary investigation and refer the alleged harasser to the administrator for further action, which may include referral to counseling or disciplinary procedures.

A substantiated charge against a student shall subject the student to disciplinary action including suspension or expulsion. As a general rule, verbal or written sexual harassment shall constitute a Type I Disciplinary offense, and physical sexual harassment shall constitute a Type II

or Type III Disciplinary offense, depending on severity of misconduct. Repeated misconduct may constitute a Type III Disciplinary offense.

The Title IX Coordinator/Officer shall make a written report summarizing the results of any investigation and the action taken within fifteen (15) days, and the complainant and the alleged harasser shall be advised of the outcome of any investigation and the action taken.

If the complainant is not satisfied with the resolution, he or she shall file a written appeal to the appropriate Assistant/Associate Superintendent of Elementary or Secondary Schools, who shall review the Title IX Coordinator/Officer's written report, and may conduct further investigation. The Assistant/Associate Superintendent shall determine if further actions are warranted, and shall file a report as to action taken on the appeal. A copy of the report shall be provided to the complainant and the alleged harasser.

Any student who is the victim of sexual harassment by an employee or other individual doing business or volunteering in the Bridgeport Public schools should promptly report the matter to a teacher, guidance counselor, administrator, or the Personnel Office of the Bridgeport Public Schools. If the complainant is a minor student, the Director of Personnel will determine whether the conduct constitutes the basis for a child abuse report, and, if so, will follow district child abuse reporting procedures. All such complaints shall be promptly investigated by the Director of Personnel, or his or her designee, and appropriate action taken. The complainant shall be advised of the outcome of the investigation, and action taken by the administration.

If the complainant is not satisfied with the resolution, he or she may file a written appeal within ten (10) working days to the Superintendent of Schools who shall review the

record of investigation, and may conduct further investigation. The Superintendent shall prepare a report of investigation and recommend a decision to the Board of Education. In all cases, any retaliation against an individual making a complaint is prohibited.

IV. Notifications

Notice of this policy shall be circulated to all schools and departments in the Bridgeport Public Schools and incorporated in student handbooks. It will also be distributed to all organizations in the community having cooperative agreements with the public schools. Failure to comply with this policy may result in termination of the cooperative agreement.

V. Age Appropriate Conduct

The Board recognizes that students of different grades and ages are at different developmental levels, thus their behavior will be different and may call for different responses. In determining the appropriate level of interventions and consequences, in addition to mitigating circumstances school officials should consider the grade level and age of the student. This approach may result in a less severe intervention and consequence for a lower grade or younger student as compared to a higher grade or older student.

FERPA
BRIDGEPORT BOARD OF EDUCATION
948 Main Street Bridgeport, Connecticut 06604
Carla D’Orio, Chief Custodian of Records/Telephone: 275-
1320

**Annual Notification of Parental Rights Related To School
Records under FERPA**

The Family Educational Rights and Privacy Act (FERPA), 20 U.S.C. § 1232g, et seq., affords parents and eligible students (i.e., students over 18, emancipated minors, and those attending post-secondary educational institutions) certain rights with respect to the students education records. They are:

(1) The right to inspect and review the student's education records within forty-five (45) calendar days of the day the District receives a request for access.

Parents or eligible students should submit to the school principal a written request that identifies the record(s) they wish to inspect. The principal will make arrangements for access and notify the parents or eligible student of the time and place where the records may be inspected.

(2) The right to request the amendment of the student's education records that the parents or eligible student believe are inaccurate or misleading, or otherwise violates the student's privacy rights.

Parents or eligible students may ask the District to amend a record that they believe is inaccurate, misleading, or otherwise violates the student's privacy rights. Parents or an eligible student should write:

BRIDGEPORT BOARD OF EDUCATION
948 Main Street Bridgeport, Connecticut 06604
Carla D’Orio, Chief Custodian of Records/Telephone: 275-
1320

They should clearly identify the part of the record the parents or eligible student want changed, and specify why it is inaccurate or misleading, or otherwise violates the student's privacy rights.

If the District decides not to amend the record as requested by the parents or eligible student, the District will notify the parents or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parents or eligible student when notified of the right to a hearing.

(3) The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.

One exception that permits disclosure without consent is disclosure to a school official with legitimate interests. A school official is a person employed by the District as an administrator, supervisor, instructor or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the Board of Education; a person or company with whom the District has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Upon request, the District will disclose a student's education record without consent to officials of another public school, including a public charter school, in which the student seeks or intends to enroll.

(4) The right to file a complaint with the U.S. Department of Education concerning alleged failures by the District to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is:

**Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, S.W.
Washington, DC 20202-4605**

Unless notified in writing by a parent or eligible student to the contrary within two weeks of the date of this notice, the school district will be permitted to disclose "Directory Information" concerning a student. Directory Information means information contained in an education record of a student that would not generally be considered harmful or an invasion of privacy if disclosed. It includes, but is not limited to, the parent's name and/or e-mail address, the student's name, address, telephone number, e-mail address, photographic and video images, date and place of birth, major field(s) of study, grade level, participation in school-sponsored activities or athletics, weight and height (if the student is a member of an athletic team), dates of attendance, degrees and awards received, and the most recent previous educational agency or institution attended. Directory Information may also be disclosed for college tracking purposes.

The written objection to the disclosure of directory information shall be good for only one year. School districts are legally obligated to provide military recruiters and institutions of higher learning, upon request, with the names, addresses and telephone numbers of secondary school students, unless a parent or eligible student objects to such disclosure in writing. Such objection shall be in writing and shall be effective for one year. In all other circumstances, information designated as directory information will not be released when requested by a third party unless the release of such information is determined by the administration to be in the educational interest of the school district and is consistent with the district's obligations under both state and federal law.

GLOSSARY

For the purpose of understanding and implementing the policy and administrative regulations on drugs and alcohol, the following terms are defined:

1. **Administration or designee** – an employee of the Board of Education required holding an intermediate administrator’s certification. Designee – any employee of the Board of Education acting in place of an administrator.
2. **Alcohol** – any intoxicating liquid. (Also see definition of drugs.)
3. **CIAC** – The Connecticut Interscholastic Athletic Conference
4. **Confidentiality** – school administrators, teachers, guidance counselors, nurses and psychologists who hear confidential communications may or may not disclose them in accordance with Connecticut General Statutes § 10-154a. However, if in the course of such confidential student communications, physical evidence is obtained, such evidence must be turned over to a school administrator who shall in turn, turn the evidence over to the police within three days. However, the name of the student turning over such evidence shall not be disclosed in accordance with Connecticut General Statutes § 10-154(a), (b), (c) as amended. Confidentiality shall be strictly maintained. Individuals will be identified only to those with a need to know.
5. **Confiscation** – when there are reasonable grounds to believe that a student is in possession of drugs there is an obligation on the part of school personnel to search for and seize such drugs. Such search and seizure may involve school lockers, cars on school property, clothing, purses, book bags, books and other personal property. Reasonable efforts will be made to secure the student’s voluntary agreement to the search and to have the student present at the time of the search. All confiscated drugs will be turned over to the police as soon as possible, certainly within three days in accordance with Connecticut General Statutes

§ 10-154c.

6. **Distribution** – to give possession of a drug to another person, whether or not for compensation.
7. **Drugs** – any alcoholic beverage, controlled substance, illegal substance or prescribed medication for which the student does not have a prescription from a licensed physician or dentist.
8. **Drug paraphernalia** – any object or device used, intended for use or designed for use in ingesting, inhaling, injecting or otherwise introducing controlled substances into the human body (e.g., razor blades, bongos, pipes, roach clips, tobacco rolling papers) or any object or container used, intended for use or designed for use in storing, concealing or distributing controlled substances.
9. **Hearing (Administrative)** – a meeting with a school administrator at which charges are made and an opportunity for explanation provided.
10. **Hearing before the Board of Education** – such a hearing is usually for consideration of a recommendation for expulsion of the student (see Connecticut General Statutes § 10-233d).
11. **In-School program** – any special program as may be established by the school to provide Conduct and counseling to students who are found to be in violation of this and other school policies.
12. **Possession** – any possession which is unlawful under Connecticut State Law (e.g., holding or having on one’s person or belongings including automobile, locker, backpack, carry case and the like, any drug or alcoholic beverage).
13. **Principal** – administrator responsible for the students, building and/or activity.
14. **Punitive Action** – a punishment by school authorities in accordance with Connecticut General Statutes § 10-233 and published school regulations approved by the Board of Education.
15. **Restorative Justice: a way of thinking and responding to conflict and problems that involves all participants determining what took place and how to create a logical**

and balanced resolution which is aligned with the rules of the law. The goals include repairing, restoring or providing restitution for any damaged or stolen property.

16. **Social Service Agencies** – town, state or private social or psychological individuals or agencies which provide counseling assistance to individuals with concern related to alcohol or drugs.
17. **Support Team** – Student Assistance Team consists of the school principal/assistant principal, support services and other staff as required.
18. **Use** – to ingest, inject or otherwise cause a drug to reach the bloodstream or digestive tract.
19. **Law Enforcement Authorities** – any legally constituted local, state or federal agency authorized to enforce the law of the community, state or federal government.

**Bridgeport Public Schools
Student Agreement**

I, _____ (print student’s name) have received and read the Student Code of Conduct (“SCC”) for the Bridgeport Public Schools. I am aware of my rights and responsibilities under the SCC. Furthermore, I understand that acts of misconduct or inappropriate student behavior will result in interventions and consequences as stated under the SCC.

Student Signature

Date

Parent/Guardian Agreement

Dear Parent or Guardian:

Bridgeport Public Schools believes that you should be informed regarding our effort to create and maintain a safe and secure learning environment for all students. Please read the SCC and sign the document below to acknowledge your receipt and understanding of the SCC.

I am the parent or guardian of the above named student. I have received and read the SCC. I understand that by signing this document, I agree to support and promote the goals of the SCC and make every effort to work with the school in resolving all disciplinary matters.

Parent/Guardian Signature

Date