

Bridgeport International Academy

STUDENT / PARENT HANDBOOK

2008 – 2009



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2008 – 2009 School Calendar

Dates	Events and Holidays
Fall Semester 2008	
August 20 - 22, Wednesday - Friday	Orientation, testing, and scheduling for new students
August 25, Monday	Classes begin for all students
September 1, Monday	Labor day. The school is closed; no classes.
October 3, Friday	½ day of classes – teacher professional development
October 17, Friday	Educational trip for students and staff. First quarter ends
October 20, Monday	Second quarter begins
October 30, Thursday	Report cards are distributed for first quarter.
November 26, Wednesday	½ day of classes – teacher professional development
November 27– 28, Thursday & Friday	Thanksgiving Day Break. School is closed.
December 5, Friday	½ day of classes – teacher professional development
December 19, Friday	Last day of classes for fall semester
December 22, 2008 – January 5, 2009	Winter Break. BIA is closed until Monday, January 5.
Spring Semester 2009	
January 5, Monday	Third quarter begins. Report cards are distributed
January 19, Monday	Martin Luther King Day Community service program for students.
February 16, Monday	President’s Day. ½ day of classes– teacher professional development
March 6, Friday	The third quarter ends. ½ day of classes – teacher development
March 9, Monday	Fourth quarter begins
March 16, Monday	Report cards distributed for third quarter.
March 16 – March 20, Monday - Friday	Seminar week. Special courses for one week.
April 10, Friday	½ day of classes – teacher professional development
April 13 – 17, Monday - Friday	Spring Break. School is closed.
May 25, Monday	Memorial Day. School is closed.
May 26, Tuesday	Last day for classes. Textbooks returned.
May 27 – 28, Wednesday & Thursday	School Trips for students and staff
May 29, 2008, Friday	The last day of school. Graduation Ceremony during the evening.

WELCOME FROM THE PRINCIPAL

Dear Students and Parents:

As an evolving school, each year we cover new ground, face new challenges, and reach new milestones. This year 2008-2009 will be the 11th year of operation. During the year 2006-2007 Bridgeport International Academy was granted accreditation with the New England Association of Schools and Colleges (NEASC).

Congratulations to all of our students: new, transferring, and returning. This year will provide you with many opportunities to create memories to carry with you throughout your life. You are an important thread in the fabric of our school, and I am confident that we will have a successful year.

Students and teachers together are the foundation of our Academy, establishing new traditions and set ever-higher standards. Our new students and faculty members will add even greater diversity to our Academy. New clubs, sports, and activities will be started, and all students will participate in community service.

Last year we were very proud of the accomplishments of the WAIT Team, an AIDS prevention program in which students perform in local schools. You represent a diverse new generation of leaders who are willing to overcome prejudices and preconceived notions about people of other races, religions, nationalities and ethnic groups. You can be part of the world's hope for peace and compassion for those in need. In the spring of every year we take a week called seminar week in which regular classes are replaced with an exciting week focused on Global Studies. At Bridgeport International Academy, we are a mini-global community where the international relationships which you form will make a lifetime impact on you and on the broader community through you.

During this school year, discover your potential, and experience the excitement of being young. At times you may feel academically or personally challenged or vulnerable. It is at those moments that you will have the greatest opportunity to discover and develop your internal values. As your own moral character evolves, you will know who you are and what you believe as a young adult. I hope that our school will be instrumental in creating a path to help you to find your true self and to understand the world around you.

As we move forward throughout the school year, our plans include new efforts to reach out into the local community, as well as to expand the academic program to help international students learn English and adapt to American culture. As our Academy develops, you will always be a part of its foundation and history.

Sincerely,

Nora M. Spurgin, MSW,
Principal

HISTORY

In 1997, Bridgeport International Academy (BIA) opened its doors on the campus of the University of Bridgeport (UB) under the name of New Eden Academy. On December 3, 1997, the Academy received approval from the Connecticut State Board of Education to operate a residential dormitory for high school students. On June 21, 2001, the Academy obtained state approval from the Department of Education of the State of Connecticut, and on December 29, 2001, BIA received approval from the Immigration and Naturalization Service to issue I-20 forms, which enable international students to obtain F-1 student visas.

In August 2001, the Board of Trustees decided to broaden its mission statement and to reach out to international, as well as to local, students. Based on the re-definition of its mission, the Academy created a close bond with the University of Bridgeport and the diverse community around the BIA/UB campus. In order to clearly reflect an interest in both the local and international communities, a new name, Bridgeport International Academy, was chosen. The Academy was defined as a private, college preparatory high school committed to academic proficiency, moral development, and the advancement of international, intercultural, and inter-religious awareness and understanding.

With its re-defined mission, Bridgeport International Academy opened the 2001-2002 school year as a school for international and local students. Most students lived in the community and attended as day students, while domestic and overseas students lived with Bridgeport families. The focus was on further development of academic and extracurricular programs. The Academy became a member of the Connecticut Debate Association with a few students receiving trophies.

In 2002 the Academy offered a "character education/community service" curriculum, which sought to teach values in a variety of modalities including presentations and discussions conducted by teachers, students, and guests. A community service requirement of twenty-five hours per semester was added.

As a small school, BIA offers students an opportunity to tailor the curriculum and their spiritual and social activities into an environment in which they will thrive. Students are offered classes where their creative abilities were challenged. Qualifying juniors and seniors are able to take four university courses per year, allowing greater diversity in course offerings, as well as the opportunity for dual credits for high school and college. Some students complete internships for credit.

BIA also developed an Intensive English or ELL Curriculum to prepare international students for mainstreaming into regular classes. Through the ELL program, the international component of the school was expanded for international students to study English until such time as they are ready to mainstream.

In 2005, BIA completed a self-study and hosted a site visit from the New England Association of Schools and Colleges (NEASC). In March of 2007, BIA was granted accreditation with NEASC for ten years.

In August 2007, BIA opened school in a completely renovated facility at Seaside Institute Building at 285 Lafayette Street.

LOCATION AND FACILITIES

The Academy is located adjacent to the campus of the University of Bridgeport, fifty-five miles from New York City. Seaside Park and Long Island Sound mark the southern boundary with sand beaches. Its beautiful setting and adjacency to the university provide BIA students with a rich environment for studies in a variety of disciplines and for the enjoyment of recreation and the arts.

Classes are held in the Seaside Institute Building at 285 Lafayette Street. All classes and offices are located there including: Intensive English or ELL classrooms, English classroom, Science classroom and lab, computer laboratories, Assembly room, lunch room, and health center. The Academy's computer laboratories feature networked PC computers connected to the Academy's server and a dedicated line connecting the Academy to learning centers using the Internet.

Through an arrangement with the University of Bridgeport, BIA students, faculty and administrative staff have access to the following university facilities:

The Marina Dining Hall offers lunches catered by Sodexo Food Services.

The Magnus Wahlstrom Library supports student and faculty research with 265,000 volumes of books and bound journals, 1,000,000 microforms, 1,200 periodical/index subscriptions, and a collection of educational videos and music CDs. The Library has open stacks for easy access and browsing. The Library's reference and a circulation departments offer bibliographic instruction to students. An online public access catalog (OPAC) is available, as well as a traditional print card catalog for older materials. The Database Search Room houses networked computers, which provide end-user access to CD-ROM and online databases. Other Resources may be acquired via the interlibrary loan service at the Reference Desk. In addition to the Reference Collection, special collections include the Bibliography, Video, Music CDs, Popular, and the Reserve collections.

The Wheeler Recreation Center offers facilities for students to enjoy recreational sports. Wheeler offers a 25-meter pool with two diving boards as well as sauna and steam room facilities. The field house is a multi-purpose area for tennis, basketball, gymnastics, volleyball, and jogging. New facilities include a martial arts center, racquetball/handball court and exercise room. Physical Education classes and martial arts classes are held there.

The Arnold Bernhard Arts and Humanities Center is the center of cultural life for the Bridgeport community and the academic center for the study and appreciation of art, music, drama, musical theatre, and fashion and industrial design. Facilities include classrooms, studios, the 950-seat Andre and Clara Mertens Theater, the Littlefield Recital Hall, and the Art Gallery. BIA uses its fully equipped ceramics studio and holds occasional musical theater productions at the theatre.

ACADEMIC PROGRAM

Students are encouraged to explore many avenues of learning. BIA's academic program therefore integrates cultural, scientific, artistic, and technological literacy to prepare students for success at a college level. Students are provided with solid academic skills to compete successfully for admission to the best colleges and with practical life skills to support whatever personal and professional paths they choose as an adult. The school encourages students to develop a broad view of the world and of their place in it as active and thoughtful citizens.

BIA students are offered university classes as well as subjects in grades 9 through 12. Efforts are made to bring all students to a basic level of technological literacy, so that they may become independent learners and individualize their own academic programs.

Academic Guidance and Evaluation

Academic guidance is provided to encourage each student to set goals and work strategically to achieve those objectives. The Principal, Vice-principal, and the Guidance Counselor provide academic guidance for students relating to college applications and to examinations such as the SAT and the ACT. Sophomores are encouraged to take the PSAT.

Upon matriculating, each new student is required to take diagnostic exams in English and Mathematics to determine his/her level of achievement. All academic transcripts or report cards, standardized test results, and letters of recommendation from former teachers must be provided for review in order to determine proper placement of students. A course, "College and Careers", is offered to help prepare students for taking the SAT, and special attention is paid to writing in English classes.

Test Scores and Alumni Higher Education

BIA graduates have been accepted by and/or attend Cornell University, Tufts University, Boston University, Boston College, Georgetown University, UC Berkley, Lehigh University, New York University, Ithaca College, Fordham University, George Mason University, Rensselaer Polytechnic Institute, Rochester Institute of Technology, the University of Bridgeport, Mt. Holyoke College, Bucknell University, Temple University, Drexel University, Rutgers University, University of Connecticut, Fairfield University, Stevens, the Montclair State University Honors Program, and others. (Partial list)

While a number of BIA graduates have chosen to do volunteer projects, community service, or take a job immediately following high school before proceeding with their postsecondary education, to date nearly all Academy graduates have attended college or are planning to do so. Many alumni are studying in top graduate schools.

Academic Evaluation Policy

Academic grades are awarded based on a 4-point scale and reflect demonstrated mastery of the subject matter. During each school year, teachers maintain a record of a student's significant achievements to effectively evaluate each student's progress and development. Teachers use GradeBookWizard, a web-based software program for grading which allows for instant access by parents and students to a student's progress at any time.

Letter Grades	Percentage Equivalents	Grade Points	Grading Scale
A	93 to 100	4.0	Outstanding
A-	90 to 92	3.7	Excellent
B+	87 to 89	3.3	Very good
B	83 to 86	3.0	Good
B-	80 to 82	2.7	Satisfactory
C+	77 to 79	2.3	Average +
C	73 to 76	2.0	Average
C-	70 to 72	1.7	*
D+	67 to 69	1.3	*
D	63 to 66	1.0	*
D-	60 to 62	.7	Risks failure
F	Below 60	0.0	No credit awarded

*Academic probation/needs improvement

Testing for Learning Disabilities

If learning disabilities are suspected, either the Principal or Vice-Principal will contact the parents to discuss appropriate testing possibilities through the Bridgeport Board of Education. If the parent(s) or guardian(s) wish to independently hire a qualified professional to evaluate the student, then the parent is responsible to pay the cost.

ADMISSIONS

The director of admissions and the admissions committee are responsible for reviewing all applications for admission. A decision to offer admission relies on a balanced consideration of grades, letters of recommendation, a student questionnaire, an essay, the student's interests, and a personal interview, where possible. Applications and admission materials are available on the BIA website and through the Academy directly. If a student has been dismissed from a previous school, parents must inform the Principal and discuss the situation thoroughly prior to applying for admission. Records or information knowingly withheld, are grounds for subsequent dismissal.

Every effort is made to keep the cost of tuition affordable. Tuition payments do not include private music and/or art lessons, and students who take UB courses will pay a fee of \$ 220 for each university course. There is a technology fee of \$100 per year per student and a \$ 100 textbook fee. It is expected that students will be covered by their family's medical insurance policy, since medical expenses are the responsibility of the parent .

GRADUATION REQUIREMENTS

It is recommended that students take more than the minimum graduation requirements. In order to graduate, the minimum requirements are as follows:

English	4 credits
Social Studies	3 credits
Mathematics	3 credits
Science	3 credits
Foreign Language	2 credits
Physical Education	2 credits
Health and Human Biology	1 credit
Computer Science/Graphic Arts	1 credit
Elective Courses	<u>4 credits</u>
Total Credits	23 credits

Definition of Credit

One credit is based on completion of a course of study for meeting 200 minutes per week for 36 weeks, which equals one full year of study. One half credit is based on completion of a semester course of study for 200 minutes per week for 18 weeks or 100 minutes per week for 36 weeks.

Credit for Physical Education and Martial Arts

Students are required to participate in physical education, which includes team sports, individual sports and martial arts. These activities take place each semester for two hours a week (.25 credits per semester). In addition, students are encouraged to participate in various other co-curricular sports, music, and art programs.

Transfer Credit and Credit for Taking Exams

With a grade of C or higher, credit will be accepted for transfer students from other high school institutions and from recognized home school and distance learning programs. Credits may be given for any course in lieu of class time by passing comprehensive exams in the subject. CLEP examination results, community college, distance-learning courses, independent study or university courses may also be considered to have fulfilled high school credit.

CORE CURRICULUM

Grade 9

ENG-101	English I or Intensive English
HIS-101	World Civilizations I
SCI-101	Earth Science
MA-101	Algebra I or Geometry*
PE-101	Physical Education

CS-101 Introduction to Computers
Foreign Language Electives

Grade 10

ENG-201 English II
HIS-201 World Civilizations II
MA-201 Geometry and/or Algebra II*
SCI-201 Biology
CS-201 Computer Networking and Graphics
PE-201 Physical Education
Foreign Language Electives

Grade 11

ENG-301 English III
MA-301 Algebra II or Pre-Calculus*
SCI Science Elective
HEA-301 Health
HIS-301 US History
PE-301 Physical Education
Electives

Grade 12

ENG-401 English IV
HIS-403 American Government
MA-401 Calculus or Advance Math courses*
SCI Science Elective
PE-401 Physical Education
Electives, Internship, or optional
Senior Project

*Testing and prerequisites will determine the appropriate math placement for each student

Note: Advanced students will be offered the opportunity to take courses at the University of Bridgeport and Housatonic Community College, but each student must buy his/her own books and pay a fee of \$200 for each University of Bridgeport course taken.

Academic Integrity

The purpose of the academic program is to evaluate students in their progress as individuals within an educational system. An authentic educational experience presupposes a context in which honesty is a respected and embodied virtue. Students are expected to honor this virtue at all times.

Unless instructed by the teacher to work in a cooperative mode, students are expected to work independently. Instances of cheating, plagiarism, or infringement of exam rules will be dealt with appropriately in consultation with the student and teacher. A student who is caught cheating during a quiz or test will receive a zero for that particular examination.

Plagiarism

Plagiarism is the unacknowledged use of another's words or ideas. If another's words are used, quotation marks must be used and the author must indicate whose words they are. It is not enough to change the wording of the source. Credit must be given for the ideas of the source. Sources that must be credited are not simply published works, but any other person or any other person's work must be recognized. Computer generated programs, which are copyrighted, fall under plagiarism rules.

Students may avoid the charge of plagiarism or unauthorized assistance by acknowledging sources in one or more of the following four ways:

- a. Formal footnoting;
- b. Internal citation giving credit in the text to the original source for a quote or paraphrase;
- c. Quotation marks when borrowing language of another writer; and/or
- d. Telling the teacher that assistance with written work has been received.

A student caught plagiarizing on any writing project or homework will receive a zero for that particular task.

Infringement of Exam Rules

Using unauthorized notes or other aids in a test, or copying from or being influenced by another student's work during a test, constitute an infringement of exam rules. Submitting the same work for credit to more than one teacher (unless both teachers give their permission) is unacceptable.

Uses of Technology

Respect for intellectual creativity is central to academic discourse and development. This principle applies to works of all authors and publishers in all media. Because electronic information is readily available and easily reproduced, respect for the work of others is especially crucial in a computer environment. Violations of authorial integrity, including plagiarism, invasion of privacy, unauthorized access, and trade secret and copyright violations, may be grounds for sanctions.

The Academy's computer network is to be used for educational purposes only. Any unauthorized use is subject to disciplinary action. The playing of games in the computer laboratory during the school day is prohibited unless either the Principal or the computer administrator gives explicit approval to do so.

Academic Probation

A grade point average (GPA) of 2.0 (C) the minimum for acceptable academic progress. A student who earns less than a 2.0 GPA will be placed on academic probation until improvement to a 2.0 is demonstrated. If the grade point average of a student is less than 2.0 and if that student has not demonstrated improvement by the end of a full school year, the student will be asked to find a school which is less challenging.

Academic Awards

Bridgeport International Academy acknowledges students who have exhibited outstanding academic performance throughout the school year. Certificates of distinction are conferred at the end of the year during the closing ceremony. All recipients must be full-time students.

Honor Roll

For 2006 – 2007 and for subsequent years, students who distinguish themselves with outstanding achievement in their academic classes with a 3.7 cumulative grade point average (GPA) or above are placed on the Honor Roll each grading period. Students who's GPA for each grading period is 3.2 and above are placed on the Academic Honorable Mention List: This is the first time that BIA has set up an Honor Roll, per se.

Earning Academic Credits

Grades for academic courses completed will be reflected on an official student transcript. Certain designated courses are applied to graduation requirements structured to meet the policies of the State of Connecticut. Students must earn a passing grade for each semester in order to earn credit for that course.

Transcripts and Right of Privacy

The school maintains cumulative, academic records, which are available to parents or legal guardians when requested. These academic records will be copied and sent to other schools upon written request when the student's tuition and fees are kept current. A student who is 18 years of age or older may receive copies of his/her academic transcript upon written request if tuition and fees are current and no money is owed to the Academy.

Each transcript costs \$5. If a student is withdrawn or expelled for any reason, all fees must be paid before an academic transcript or the school will issue any records.

STUDENT LIFE AND ACTIVITIES

The Principal and Vice-principal coordinate student life. The Academy encourages an environment conducive to academic excellence and personal growth. It also oversees student leadership, counseling services, community service, and character education activities. The Academy offers opportunities for students to participate in several extracurricular events, including debate contests, science fairs, athletic events, art shows, and educational trips and outings. Events are scheduled for cultural and educational purposes. Additionally, special events such as club activities and sports may be planned.

Character Education

BIA seeks to incorporate character development and education into most aspects of the school. Homeroom teachers begin the day with a short character education lesson, reading, or

discussion with each grade level. A variety of religious materials may be used, respecting the belief of class members. Students are required to fulfill 75 hours of community service during their four-years in high school, working in teams to tutor elementary school students, doing activities with the elderly, working with WAIT, an abstinence-based program which performs in schools, Habitat for Humanity, Groundwork Bridgeport, Bridgeport Hospital, or Service for Peace. A College and Careers Course provides an opportunity for juniors and seniors to prepare for life after high school.

Student Involvement and Community Service

Local students will find service opportunities in cooperation with their parents and are required to keep a signed record of their work. International students will work with the school to fulfill this requirement and provide enhancement of their cultural experience in America.

Students are encouraged to participate and become involved in a variety of functions and activities at the Academy. Students are asked to volunteer by accepting duties, responsibilities or tasks in support of services benefiting student life. In this way, students are challenged to take initiative, to learn positive interaction skills, and to develop a heightened sense of personal and communal responsibility.

Student Council

The Student Council meets weekly; a faculty advisor also attends the meetings. The President of Student Council presides over the meetings and in his/her absence the Vice-president presides. The faculty and administration appoint the president of the Student Council, and an election is held in the autumn for students to elect all other officers.

STUDENT CODE OF CONDUCT

Bridgeport International Academy is dedicated to creating an environment for learning, which emphasizes academic proficiency and moral integrity so that students may become successful and responsible adults and citizens. To further this objective, the Academy has established a Student Code of Conduct that promotes a wholesome and safe educational and social environment for students. Each individual student plays a critical role in supporting this environment by complying with the Student Code of Conduct. An individual student's failure to follow the Student Code of Conduct undermines the environment for the entire student body and is therefore taken seriously by BIA administrators and teachers.

The diversity of the student body in terms of nationality, culture, religion, race, and age makes it incumbent upon the Academy to adopt and implement standards of conduct for all students to follow. Beyond respectful, courteous, and ethical behavior, the Academy insists upon the observance of the highest moral and academic standards by its faculty, staff and students. Alcohol, tobacco and illegal drugs, and dating and romantic relationships, are prohibited on the campus, and acceptable grade point averages must be maintained.

The Academy expects its older students to serve as positive, wholesome role models for younger students. Both students and parents/guardian are expected to have read and agreed with the Student Code of Conduct and to recognize and acknowledge that its provisions shall be binding for all BIA students. All

students are expected to observe the Student Code of Conduct, including the rules, regulations and policies governing student behavior, which are printed in the current edition of the Parent / Student Handbook and a policy handbook, during all classes, events, school trips, sporting events, and tours.

The Administration reserves the right to dismiss a student at such time as the Principal deems necessary, based on recommendations of the Vice-Principal and the Discipline Committee.

Maintenance of student status is contingent upon, but not limited to, the following factors:

- (1) The student's continued satisfactory academic standing, with a 2.0 average or above;
- (2) Observance of the rules and policies of the Academy and of the Student Code of Conduct;
- (3) Maintenance of current and on-time payment of tuition and charges, with on-time payment by parent(s) or guardian(s) of monthly financial fees.

Rules Regarding Proper Conduct and Behavior for BIA Students

I. Attendance

A. Absences and Tardies

1. Daily School Attendance

Each student will report to homeroom at 8:00 A.M. for attendance, uniform check, and a twenty-five-minute "Begin the Day" sharing time. A student who is absent or tardy will be considered unexcused unless a phone call from the parent or guardian is received by the Principal, Vice Principal or School Secretary between 8:00 A.M. and 9:00 A.M. and a written excuse is brought when the student returns to school. A phone call or a note does not necessarily excuse the absence or tardy. Please refer to the sections below for a list of acceptable absences and tardies.

2. Class Attendance

In each class, attendance will be taken and reported to the main office. A student who skips class or arrives late will be marked either absent or tardy respectively.

3. Excused Absences

An absence shall be excused for:

- a. Attendance at an authorized school activity with the prior approval of the Principal or designee.
- b. A medically-documented illness or injury which prevents a student from being physically able to attend school.
- c. Isolation ordered by the county health offices, the State Board of Health, or an appropriate school official.
- d. The death or serious illness of an immediate family member, including children, spouse, grandparents, parents, brothers, sisters, stepbrothers, and stepsisters.
- e. A medical or dental appointment with prior approval of the Principal or designee, except in the case of an emergency.
- f. Attendance at a court proceeding when the student is a party to the action or under subpoena as a witness.

- g. Observance of a religious event, with the prior approval of the Principal or designee.
- h. Participation in a valid educational opportunity, with prior approval by the Principal or designee.
- i. Other conditions sufficient to warrant non-attendance, with prior approval of the Principal or designee.

Absences caused by suspension, expulsion or other disciplinary action are not excused

4. Tardies

Students are tardy if they are not inside the classroom when the bell rings. Tardies shall be excused if they are caused by:

- a. Medical or dental appointments if the student brings a note from the medical professional on office letterhead.
- b. Illness if a student returns to school with a verifiable note from the parent/guardian.
- c. Special circumstances, such as natural disasters, severe weather, traffic accidents, or other causes deemed acceptable by the building administrator.

Consequences: An accumulation of any three unexcused tardies (both morning and class tardies) will result in a detention to be fulfilled on Fridays from 4:00 to 5:00 P.M.

- An accumulation of three detentions will result in an in-school suspension.
- An unexcused school absence for one day will result in detention.
- Any student who skips a class will receive a detention.
- Six unexcused absences in one semester will result in "0" credit for that particular class.
- A student who is suspended from school will also accumulate school absences during the suspension time.

5. Detentions

Both students and parents will be notified when a student must fulfill a detention. The student will be expected to report on Friday from 4:00 to 5:00 P.M. for word detail. An accumulation of three detentions will result in an in-school suspension which will be fulfilled the following Saturday at 8:00 A.M. for four hours.

Please note, a suspension will go on the student's record, therefore the student will not want to allow detentions to accumulate.

II. Dress Code

Student attire must reflect good taste and respect for the standards of the Academy. Modesty in personal dress is expected for all students. Jewelry and make-up may be worn tastefully. Excessive jewelry for girls or earrings for boys are not allowed.

A. Proper Attire during School Hours:

- A black polo shirt with a collar and long or short sleeves for both boys and girls.
- During cold weather: black sweater, V or crew neck, or black fleece, black hoodie or vest, or black sweatshirt, all without printing on them, except for designation as BIA.
- Khaki or tan pants for both boys and girls. All pants must be properly fitted and neat.
- Girls may wear skirts or shorts, which are the khaki or tan color as long as they are not more than two inches above the knees and are modest when sitting.
- During warm weather, boys may wear classic khaki-colored shorts, as long as they cover the knee.
- Designated gym attire for physical education must be purchased from the school.
- Shoes with backs in them. Sneakers are acceptable.
- Footwear must be worn at all times.
- Make up for girls should be tasteful, a light color and natural.
- Jewelry may be worn – if too excessive the student will be notified to remove it.

B. Unacceptable Attire during School Hours:

- No underwear showing, other than black long shirt sleeves. No white T-shirts showing at the bottom of polo shirts.
- No sandals or shoes without backs.
- No caps, hats, or other headgear, (including du-rags) may be worn in the school building.
- No blue jeans or sweat suits, except for designated "T-shirt and jeans" days.
- No earrings for boys.
- No excessive amounts of jewelry.

C. Proper attire on campus after school hours, including extracurricular activities (i.e. after 3:00 P.M. and/or after classes are completed):

- All BIA students are expected to dress modestly and properly while the BIA/UB campus, even after classes are finished for the day, as well as during regular school hours.
- For girls, this means no pajama bottoms, halter tops, deep V neckline, strapless or tank tops, short shorts, or tops which expose the abdomen or bodice.
- For boys, this means not going shirtless, not wearing muscle shirts, and not wearing pants so low on the hips so as to expose underwear or skin.

D. Designs

- A student may not display a design, message or depiction of a sexually explicit, profane, or offensive nature, nor anything that would incite or initiate an illegal, violent or sexual action, including identifiable gang clothing or paraphernalia, or

their depiction on clothing.

E. Hair

- Hair styles are to be neat and not distracting.
- A boy must be clean-shaven (no sideburns, beards, or moustaches are allowed). Boys' hair must not hang on the collar, over the ears or the eyes. For both boys and girls, spikes or unnatural colors are not allowed.
- Girl's hair should be pulled back so as not to hang in the eyes.

Consequences:

Should an administrator or a teacher determine that a student's apparel is inappropriate; they have the authority to exercise discretion in directing a student, or students, to change clothes. Hoodies or sweatshirts or jackets of a different color must be removed while in school. Students will be required to take them to the office until the end of the school day.

If a student is either not properly dressed or out-of-uniform, he/she will be sent home to change clothes. Jewelry that is not acceptable will need to be removed and must be held in the main office until the end of the day. Students and parents will be given notification of a three-day period to correct a hairstyle, hair color, or to get a haircut, after which the student will report to the homeroom teacher for approval. If the hair style is still unacceptable, the student will be sent home.

III. Lockers

Lockers are provided. All personal and school related supplies and books must be kept there. Combination locks are provided and registered in the main office. The school cannot be responsible for possessions which are not locked. Students must not keep in their lockers any items which are inappropriate, objectionable or in any way violate the student rules of conduct. The Academy reserves the right to search lockers, back packs, and any places and articles of private property located on the school premises.

Consequences: Items prohibited either by law or by the school regulations will be confiscated. Staff members are permitted to confiscate objectionable or obscene materials such as personal music with foul language and explicit sexual posters, as well as alcohol, tobacco, illegal drugs, and other types of private property deemed to be in violation of the student rules of conduct.

IV. Lunch

The lunch period is from 12:00 noon until 12:55 P.M. Students may eat in the Marina Cafeteria or bring their own lunches and eat in the lunchroom. With their parents' written permission, local students may go home to eat. Parents should inform the office at the beginning of the year if their child is allowed to eat at home and is allowed to bring friends home.

V. Study Hall

Some students will have a required monitored study hall period during the day. This is a quiet time to concentrate on doing homework, reading books, or writing. Students must bring appropriate study materials and homework assignments to the study hall. All students must remain in the study room under the supervision of a teacher. No talking, listening to music, or speaking on the phone is allowed.

Consequence: Anyone who misuses study hall time will be given a detention to be fulfilled at lunchtime or after school. Repeat offenses will result in a parent conference.

VI. Use of the Student Computer Lab and Technology

The lab hours are from 8:00 A.M. until 4:00 P.M. Research may be done during lunch hour or between 3:00 - 4:00 P.M. To protect the computers, food or drinks are not allowed in the computer lab. The use of the computer lab is a privilege for schoolwork and is for research only.

Such violations include:

- Placing of unlawful information on the computer system.
- Use of abusive and/or objectionable language in either public or private messages.
- The sending of messages that result in the loss of a recipient's work or damage to the computer network system.
- The sending of an inappropriate message or information which causes congestion of the computer network or otherwise interferes with the work of others.
- Any use of a telephone or computer network (e.g. quickmail, e-mail) to insult, demean, distress, or intimidate another person.

Consequence: Specific services of the computer network may be revoked at any time for abusive conduct. Students using computers for games will be asked to leave the computer room. Continued misuse of school computers will result in suspension of the student's account.

VII. Electronic Devices

Students must keep cell phones, CD players and all other electronic devices locked in a locker during classes, unless they are turned off and kept in backpacks. Parents may communicate primarily during lunch time or through the office, if necessary.

Consequences: During class, anyone using or displaying in a visible way these electronic devices will have them confiscated until the end of the school day. Repeat offenders will have these items confiscated for longer periods of time.

VIII. Textbooks

Textbooks are expensive school property on loan to each student for the school year. All books should be covered and protected from marks or other damage. Some of the new textbooks have a CD which students may use to carry back and forth, leaving the

textbook in the classroom. This CD is expensive to replace and must be turned in at the last day of school.

Consequence: A parent/ student will be charged for lost or damaged books.

IX. No Dating Policy

BIA's philosophy is that students perform best academically in an atmosphere where they are not distracted by the social pressures of dating. Exclusive relationships limit a student's opportunity to interact socially with peers who have a wide variety of ethnic and national backgrounds. Furthermore, pre-mature sexual intimacy poses potential serious risks to the emotional and physical health of high school students. Therefore BIA expects that:

- A. Students will treat everyone with equal respect as a friend and co-student, rather than entering into to an exclusive romantic or dating relationship. At BIA there are many international students. It is helpful for everyone's social development and cultural education when we reach out to each other as friends and peers.
- B. Dating, romantic relationships, intimate sexual behavior, any sexually explicit activity, and public displays of affection such as kissing and hugging are considered inappropriate for students while on the BIA/UB campus.

Consequences: Students will be given a warning. Based on the particular activity, they may be brought before the Discipline Committee for further decision. Serious offenses could result in suspension or expulsion.

X. Obscene Language and Materials

- A. It is essential that the school atmosphere is pleasant and spiritually wholesome. No written or spoken obscene language or pornographic materials are allowed.
- B. Viewing of pornographic magazines, posters, books, videos or other such materials (electronic or print) that are demeaning are considered damaging to the well-being of a high school student and prohibited on the UB/BIA campus. Downloading, uploading, storing, distribution or printing of electronic files and messages that are profane, obscene or that use offensive language or language that is degrading to others are all prohibited. No such pornographic material is allowed in the school.
- C. The Academy reserves the right to search lockers, backpacks, and any places where articles of private property are located on the school premises. Teachers and staff members are permitted to confiscate objectionable or obscene materials such as explicit sexual posters and personal music with foul language, as well as alcohol, tobacco, illegal drugs, and other types of private property.

Consequence: Items prohibited either by law or by school regulations will be confiscated

and potentially destroyed. A student violating these policies will be given a detention and asked to report to the lunchroom monitor at the next lunch period. Serious, repeat offenses may result in even more serious disciplinary action, up to and including suspension or dismissal from the Academy.

XI. Substance Abuse

No illegal, recreational drugs, alcohol, or tobacco products are allowed on the school premises. The administration of BIA has the right to search lockers and backpacks, if deemed necessary. Any purchase, possession, distribution, consumption, inhalation, sale, or use of tobacco products, alcoholic beverages, illegal drugs, drug paraphernalia, or controlled or chemical substances at any time, by any student, on the BIA/UB campus is strictly prohibited and cause for immediate suspension and possibly permanent dismissal. If there is a reason to believe that a student has violated this rule, he/she may be tested for drug use in accordance with the law. The school reserves the right to employ random testing under the supervision of the Administration.

Consequences: Any violation of these rules will be brought before the Discipline Committee and may result in assignment to a counselor, a parent conference, a suspension and ultimately expulsion.

XII. Violence

BIA has a "zero tolerance" for violence of any kind. It is not uncommon for disagreements, name-calling, taunting, and other annoying behavior to escalate into fights. Especially in an international environment where cultural misunderstanding may occur, students must be vigilant about seeking peaceful mediation, or leaving the area when it appears that emotions could escalate to cause a physical fight.

Students must not try to intervene or become involved in a physical fight. Instead they should report the incident immediately to a teacher or administrator to prevent anyone from being harmed. A designated mediation committee will explore the complete situation, deal with those involved and report to the Principal, Vice Principal, and Discipline Committee for recommendation.

Consequences: If a student becomes involved, even to intervene, he/she faces consequences, as well as the parties initially involved. Should there be a need, (e.g. the students are in danger of being injured) the Principal will call the police. International students should be aware that such action could result in the loss of their I-20 and they would have to leave the country. Students involved could be given suspension or be dismissed from the school.

XIII. Sexual Harassment, Racial Innuendos, and Verbal Abuse

Sexual harassment, racial innuendoes, and verbal abuse are not tolerated at BIA. Any occurrences will be reported to the homeroom teacher or another teacher who will

determine whether to give the offender a detention or to bring the issue to the Principal, Vice Principal, and/or Discipline Committee.

The following specific behaviors are violations of the Student Code of Conduct.

- Staring or leering at parts of someone else's body.
- Comments, gestures or jokes of a sexual or obscene nature.
- Displaying sexual pictures, objects, and private body parts.
- Either spreading sexual rumors or commenting about sexual behavior.
- Touching, grabbing, pinching or kissing someone else.
- Sexual innuendo, especially if this is repeated behavior.

Consequences: Consequences will be determined by the Discipline Committee based on the seriousness of the offense and may include counseling, community service work or suspension.

XIV. Vandalism

Vandalizing and damaging furniture or other public property is not allowed, including graffiti or putting gum on property. Throwing objects anywhere, including through windows, in stairwells and halls, or at other people is not allowed. Students and their families will be held financially liable for any damages to people or property. The Discipline Committee will determine the amount of remuneration for damaged goods.

Consequences for infractions are given in the following ways:

- (1) Cleaning the defaced furniture, if possible;
- (2) A general cleaning assignment;
- (3) Fixing the broken items or articles;
- (4) Replacing the damaged goods;
- (5) Paying money to fix or replace an item;

XXV. Fire Alarms

Tampering with fire alarms or other safety equipment is forbidden. Students may not engage in dangerous pranks or other activities (such as tampering with smoke detectors) that pose threats to personal safety.

XVI. Use of the Faculty Lounge and Possession of Keys

Areas specifically designated for use by teachers and staff, such as the administrative offices, faculty offices, and storage and maintenance facilities, are off limits to students. Students may use the computer lab as a place to study. The use or possession by a student of a BIA key, is a violation of the Student Code of Conduct.

XVII. Driving Permission

A student may obtain permission to drive a car to and from school. However, motor vehicles may not be driven or used either on or off campus during the school day

from 8:00 A.M. until 3:00 P.M. (or the end of the student's final class for the day). For the safety of all students and minors, no student has permission from the Academy at any time to have another student (or any minor) in his/her car as a passenger during the school day on the UB/BIA campus. A student may take another student by car to and from the Academy only with the express written permission of both sets of parent(s) or guardian(s) for both the driver and the passenger. Also, no student is allowed to teach another student to drive while at or on the UB/BIA campus.

DISCIPLINARY ACTION

Based on the recommendations of the Discipline Committee, the Principal or Vice-Principal may issue a written warning, assign restrictions, or take such disciplinary action as he/she deems necessary, after evaluating the seriousness and consequences of a violation. The Discipline Committee consists of the vice principal, admissions director, and one or more teachers. There will be no corporal punishment, profane or abusive language, ridicule, or ostracizing treatment by any of the teachers or staff towards any student(s). Students will, however, be held accountable for misbehavior or for violation of the Academy' rules and code of conduct.

When deemed appropriate, the Principal may ask other members of the faculty or staff or house parents to attend a particular meeting of the Discipline Committee, in order to solicit input from adults who are knowledgeable about the students and about incidents involved. Students under review for a violation may be required to appear before the entire committee, in order to answer questions. The President of Student Council may be invited to attend some portions of the meeting, in order to represent and discuss student interests and concerns, as well as various disciplinary options. However, the Principal, Vice Principal, and the Discipline Committee render their decisions in private, and the Principal or Vice Principal will communicate those decisions in writing to the parties involved. Parents will be informed of the decision.

While the Discipline Committee may make recommendations, it is the responsibility primarily of the Principal to decide the appropriate form of discipline on a case-by-case basis. Ultimately, the Principal will determine such actions as probation, in-school suspensions, or permanent dismissal or separation from the Academy. In the absence of the Principal, the Vice-Principal or an administrator assumes those disciplinary responsibilities.

A single violation of the Student Code of Conduct or of any one of the basic policies or rules of the Academy may result in one or more of the following disciplinary actions:

(1) Verbal Warning

A student is notified, via verbal warning, when he/she has violated a stated Academy rule, regulation, or policy. A verbal warning is the first line of communication that a student receives and should be acknowledged as a word of caution and/or reminder that further violations may result in more serious restriction(s) or disciplinary actions. This warning may be accompanied by a short counseling session with the assumption that the student will

understand clearly the offensive behavior and know how to correct it.

(2) Restrictions

Certain violations may entail the loss of student privileges. Restrictions may include any combination of the following: Confinement to a classroom or another location, loss of recreational privileges, loss of computer privilege, a cleaning detail on campus, writing assignment(s), and/or exclusion from an activity.

(3) Detention

A detention will be given for minor offences such as three tardies or one absence from classes, or as deemed necessary for unruly classroom behavior. Detentions will be fulfilled on Fridays from 4:00 to 5:00 P.M and will also be reported to a parent or guardian.

(4) Written Warning

An official warning is a written record of a significant violation and is added to the student's permanent record or file. The warning is issued to the student with a copy sent to the parent or guardian. The Academy will inform the parent or guardian of the nature and seriousness of the violation. A student may be issued a written warning if found exhibiting a pattern of disregard for the Academy's rules (for example, repeated missing of classes or activities).

(5) Probation

A student on disciplinary probation is subject to immediate suspension or dismissal from the Academy for any additional violation. The Discipline Committee determines the length of a period of probation and may include restrictions. Students who commit further violations may be recommended for immediate suspension or dismissal.

(6) In-school suspension

When a student accumulates three detentions or has violated a rule for which it is deemed necessary to give an in-school suspension, the student will spend the day on a project at school under a supervisor. The Discipline Committee may decide that an in-school suspension may be resolved coming to school on a Saturday morning from 8:00 – 12:00 for work detail.

(7) Suspension

A student may be suspended out-of-school for one day, three days, one week, or the remainder of the current semester. A student who has been suspended for an entire semester may apply for re-admission for any following term. No credit will be given for tests or any

other school work during the suspension time.

(8) Expulsion

A student may be dismissed from the Academy for either an indefinite period or permanently. A student who has been dismissed must receive written permission from the Academy before making application for re-admission.

Academic Probation and Separation

A grade point average of 2.0 (C) is average and is the minimum for acceptable academic progress. Any student who earns less than 2.0 as a grade point average will be placed on academic probation until his/her average improves to a 2.0 grade level.

Any first year student who earns less than 2.0 as a grade point average for the first quarter (first marking period) will be placed on academic probation, will be expected to improve his/her grades by the end of the first semester, and will receive a warning letter which indicates the possibility of dismissal at the end of the first semester.

If the student earns less than a 1.7 grade average for the first semester, he/she may be dismissed or separated from the Academy. If the student earns less than a 2.0 average for the entire first year, he or she will be dismissed or separated from BIA at the end of the second semester (i.e., at the end of the first year).

For any transfer student who is placed on academic probation (as a condition of acceptance to BIA), the following academic standard applies: If the student earns less than a 2.0 grade point average for the first quarter, then he/she will be given a warning, may be required to attend a mandatory study group, and be expected to pull his/her grades up to a 2.0 point average by the end of the end of the first semester). However, if the student still has not reached a 2.0 average at the end of the first semester, then he/she will be separated from the Academy.

Unless the administration and faculty make an exception which allows the student one more quarter in which to improve to a 2.0 GPA, the school will dismiss the student for academic reasons and recommend that he/she enroll in a high school that is less demanding academically: If the Principal and faculty determine that the student is motivated to improve or if there are special circumstances which temporarily have influenced the student's grades, the student may be allowed to remain in good standing for either one or two quarters, in order to improve his/her grades.

MEDICAL SERVICES & POLICIES

The Health Center

The Health Center is overseen by the school nurse who reports to the Principal. A medical doctor is on 24-hour call to assist all students during school hours and boarding students after hours. Another medical doctor is available for office visits. For all emergency medical services, the Academy draws on the support of Bridgeport Hospital and St. Vincent's Hospital. Various other medical professionals may be consulted and commissioned to assist.

Medical services of BIA include the following:

1. Medical Treatment

The nurse or Principal may dispense over-the-counter and prescription medications to students per orders from a doctor. Students taking medication will be monitored appropriately. The responsibility for payment of all medical expenses is that of the parent/guardian, not of BIA. It is the responsibility of the parent/guardian, not of BIA, to arrange all medical appointments for his/her child to visit either a doctor's or a dentist's office.

2. Illness

It is sometimes unavoidable for students to miss school due to emergencies, inclement weather, illness, or doctor appointments. If a student is sick, parents or guardians must notify the Academy in the morning by 8:00 A.M.

In all instances, students must bring a note from home which explains the reason for the absence and submit this to the Principal within two days of returning to school. Students who fail to submit a written note from a parent, guardian or medical professional will be marked unexcused. The Academy requests a written evaluation of a student's medical status upon his/her examination by a physician.

3. Medical Records on File

A copy of each student's medical records (including the Connecticut Health Assessment Form, medical history information, consent to medical treatment, insurance information, and emergency contact information) is kept in the Health Center and a copy is taken on field trips. A parent or guardian may view the medical records and reports of their child upon written request. A parent/guardian and the student concerned are requested to inform the nurse or Principal immediately if the medical status of a student changes.

4. Mild illnesses and Injuries

If a student is diagnosed to be well despite claiming to be ill and thus is able to take classes, he/she will be given the appropriate medical attention, but be required to attend and participate in all classes as scheduled. If an occasion arises when the teacher sends a student out of class for a medical reason (such as a shortness of breath, weakness or fatigue), the student should report to the health center or school nurse immediately

The school nurse may release a student from participating in a class, if it is found to be medically in the student's best interest to remain in the Health Center to rest. The school nurse will inform the Principal and the teachers of the student's absence.

5. Use of Medical Supplies

All medicines, over the counter or other, are kept in a locked cabinet. Students may not take any medical supplies without permission from the school nurse. Medicines and medical supplies will be dispensed as needed under the supervision of the Principal, doctor or nurse.

SECURITY

Bridgeport International Academy is located adjacent to the campus of the University of Bridgeport which utilizes a state-of –the-art security monitoring and response system, Securitas. Students must have their ID card in their possession at all times. Students are not permitted off the campus during school hours without permission of an adult staff or faculty member. BIA offers the a safe environment for students and staff.

In case of a fire or another emergency, it is imperative that students and staff know the way out of the school building. Teachers, staff, and students are provided with information about fire safety and other emergency procedures. Fire and crisis drills are conducted periodically throughout the year, so everyone can learn evacuation routes and practice them. Failure to cooperate during fire drills will result in disciplinary action.

SCHOOL DELAYS AND CLOSURES

In general, the Academy follows the schedule of the University of Bridgeport (not the Bridgeport public schools) regarding either delays or closures due to inclement weather or catastrophes. Beginning at 6:30 am in the morning, NBC-30 WVIT, WICC Radio 600, and some other radio stations will broadcast closure schedules for the Academy. Parents and students should not assume that there is no school simply because other schools have either a delay or closure.

MAIL

Letters and packages should be mailed or sent to Bridgeport International Academy, 285 Lafayette Street, Suite 202, Bridgeport, CT 06604. The school's phone is (203) 334-3434; the fax number is (203) 334-8651. Incoming mail is distributed to students via individually assigned mail slots.

For security reasons, parents and others sending mail are requested to limit the number of valuables to a minimum. Please do not mail cash to students.