

Bridgeport International Academy

STUDENT / PARENT HANDBOOK

2011 - 2012



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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. Over the years, Bridgeport International Academy (BIA) has gained a growing reputation as an outstanding college preparatory school, with a global student body and a challenging curriculum, while maintaining the individualized attention of a small, select institution. Accredited by the prestigious New England Association of Schools and Colleges, the nation's oldest accrediting association, BIA has continued to forge a path to even stronger programs and personnel, with the student at the center of our concerns.

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

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

We are very proud of the accomplishments of our students. 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. At BIA, we are a mini-global community where the international relationships you form will make a lifetime impact on you and on the broader community.

While at BIA, please try your wings, 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 BIA 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 create an academic program to help international students learn English and adapt to American culture. As the Academy develops, you will always be a part of its foundation and history.

Sincerely,

Nora M. Spurgin, MSW,
Principal

HISTORY

Bridgeport International Academy is a private, college preparatory high school committed to academic proficiency, moral development, and the advancement of international, intercultural and inter-religious awareness and understanding. The name Bridgeport International Academy was adopted to reflect a desire to fulfill its mission as a school for international, as well as local, students. Although many students live in the local community, overseas students are housed either in a BIA dormitory or with a host family.

In 1997, Bridgeport International Academy opened its doors on the campus of the University of Bridgeport (UB). From the beginning, the Academy sought to create a close bond with the University of Bridgeport and the diverse community around the BIA/UB campus. 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. BIA received approval from the Immigration and Naturalization Service on December 29, 2001 to issue I-20 forms, which enable international students to obtain F-1 student visas.

An Intensive English or English Language Learner (ELL) curriculum prepares international students to be mainstreamed into regular classes as soon as possible. Through the ELL program, the international component of the school was expanded.

In 2002, the Academy introduced 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 this curriculum and their spiritual and social activities into an environment in which they can thrive. Students are offered classes where their creative abilities are 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. In some disciplines, these college courses are offered in lieu of AP courses. Some students complete internships for credit.

In 2005, BIA completed a self-study and hosted a site visit from a group of educators associated with the New England Association of Schools and Colleges. In 2007, BIA was accredited by NEASC for ten years. As a prestigious accrediting institution, founded in 1885, NEASC recognizes more than 2,000 public and independent schools, colleges and universities in six states and American and international schools in more than 60 nations worldwide.

In 2004, a large house was purchased and renovated to become a beautiful, family-style dormitory for BIA boarding students and subsequently. In 2006 and 2007, BIA renovated the Seaside Institute Building, and in August 2007 moved into that new facility, which is its primary office and classroom building.

In 2010, an art and digital design studio was added to accommodate a newly formed program called Connecticut Academy of Art and Design. CAD focuses on digital literacy in the 21st Century and preparing students for art schools and careers in the digital arts (digital filmmaking, graphic design, computer-aided design, web design and development, communication arts, etc.).

VISION AND MISSION STATEMENT

Bridgeport International Academy is a diverse global high school community of peace where minds and hearts meet in academic, creative, and character-building pursuits.

Bridgeport International Academy is a college preparatory high school committed to a high standard of academic excellence, shared values, the advancement of cross-cultural and interreligious understanding, and the development of character and personal integrity.

The Academy fulfills its mission by: (1) offering a holistic educational experience, emphasizing the study of core academic subjects, oral and written communication skills, character education, community service, technological skills, character education, community service, technological skills, fine and digital arts, and physical fitness; and (2) seeking to instill in each student a passion for learning while promoting respect for and harmonious relations with other people and cultures in a safe, nurturing, and positive educational environment.

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.

All offices and classes are in the Seaside Institute Building at 285 Lafayette Street. Classrooms include: English classrooms, Intensive English or ELL classrooms, Science classroom and lab, two computer laboratories, language room and social science classrooms, Assembly room, lunch room, health center, state-of-the-art equipment, and an art and computer graphics studio. 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 staff have access to the following university facilities:

Marina Dining Hall offers a selection of cafeteria-style meals catered by Sodexo Food Services. BIA students can purchase a lunch plan.

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. An online public access catalog is available. 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. In 2007, the Library was among the world's first five libraries to implement the Ex Libris Primo® discovery solution (the Library's Σ ureka! searching interface).

Wheeler Recreation Center offers facilities for students to enjoy recreational sports. It includes a 25-meter pool with two diving boards, a sauna and a steam room. The field house is a multi-purpose area for tennis, basketball, gymnastics, volleyball, jogging, exercise machines, and martial arts. BIA Physical Education classes and martial arts classes are held there.

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 holds annual theater productions at the Center.

ADMISSIONS

The admissions committee is responsible for reviewing all applications for admission. A decision to offer admission relies upon 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, as well as 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 for each university course. There is a technology fee of \$100 per year, a \$ 100 textbook fee, and a \$ 50 P.E./activities 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. The school has a student accident insurance policy, which covers injuries sustained while at school.

ACADEMIC PROGRAM

The BIA academic year consists of two semesters, with the first semester during the autumn, and the second semester during the spring. Each of the semesters is split in half, yielding four quarters, with report cards issued quarterly. BIA students are offered university classes in addition to 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.

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. A college and careers class provides guidance and information for this process.

Academic Guidance and Evaluation

Academic guidance is provided to encourage each student to set goals and work strategically to achieve those objectives. The Principal and Academic Dean provide academic guidance for students relating to college applications and to examinations such as the SAT, the ACT, and TOEFL tests. 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.

College Courses

As a college preparatory school, BIA has made easily available, and at greatly reduced cost, the opportunity for its students to take college courses. In particular, many students take advantage of enrolling in courses at the nearby University of Bridgeport campus and the proximate Housatonic Community College. The completion of college courses is a great way to improve one's high school transcript and build one's college transcript. Qualifying juniors and seniors at BIA may take up to two college courses per semester, as long as the times do not conflict with the students BIA schedule. To take college courses, the student must have a GPA of 3.0 or higher and receive parental and administrative permission. Both college credit and high school credit are awarded for completion of a college course with a grade of at least a C.

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.

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	Average -
D+	67 to 69	1.3	*
D	63 to 66	1.0	*
D-	60 to 62	.7	*
F	Below 60	0.0	No credit awarded

* A student who receives these grades is on academic probation and need to improve grades by the end of the school year.

Honor Roll

Students who distinguish themselves with outstanding achievement in their academic classes with a 4.0 cumulative grade point average (GPA) are placed on the High Honor Roll each grading period. Students whose GPA for each grading period is 3.3 and above, and have at least a B+ in every class, are placed on the Honor Roll. Some students are chosen each year to become members of the National Honor Society.

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.

Transcripts and Right of Privacy

Grades for academic courses completed will be reflected on an official student transcript. 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.

There is a fee for the issuing of each transcript. That fee must be paid before an academic transcript or any records will be issued by the school.

Online Student Progress Reports

BIA utilizes an innovative, web-based platform, called Edline, for teachers and administrators to communicate regularly with the students and their parents, showing each student's progress in each class. In addition to regular progress reports, this portal also allows the teachers to upload the class syllabus, homework assignments, materials (powerpoints, etc.), projects, and so forth, and facilitating the students and parents in understanding class expectations and the calendar of upcoming events (tests, quizzes, reading assignments, etc.). Another web-based software program, called GradeQuick, seamlessly integrates with both Edline and the online Rediker student information system, Administrator's Plus®, utilized by BIA to streamline administrative tasks throughout the school. GradeQuick allows teachers to post grades and attendance regularly, allowing greater feedback to the students and parents.

Testing for Learning Disabilities

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

GRADUATION REQUIREMENTS

It is recommended that students take more than the minimum graduation requirements. In order to graduate, a *minimum of 23 credits* must be earned, with the minimum requirements by subject area as follows:

English	4.0 credits
Social Studies	3.0 credits
Mathematics	3.0 credits
Science	3.0 credits
Foreign Language	2.0 credits
Physical Education	2.0 credits
Health	0.5 credits
Computer Science/Graphic Arts	0.5 credits
Fine/Performing Arts	0.5 credits
Elective Courses	<u>4.5 credits</u>
Total Credits	23 credits

Definition of Credit

One credit (1 credit) is earned by completing a course of study where the class meets for 200 minutes per week for 36 weeks, which equals one full year of study (i.e., two semesters). **One half credit** (0.5 credits) is based on completion of one semester course of study for 200 minutes per week for 18 weeks or 100 minutes per week for 36 weeks. For students who do not complete a full semester, such as late transfers to the school, partial credit may be earned for the time invested in class.

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.

Credit for College Courses

For each semester-long college course taken, the student earns one high school credit (1 credit), as well as the college credit; however, the student must achieve a final grade of C or better in the college course for the credit to transfer to BIA. Students may or may not elect to have the college course appear on their high school transcript. BIA students taking college courses typically have done very well at the university level.

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. In some cases, transfer students have coordinated with the administration to arrange for accredited, online programs to achieve high school credit in areas in which they need additional credit to meet the Academy's graduation requirements. International transcripts should be translated when submitted.

THE CORE CURRICULUM

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 for each college course taken.

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 (World Literature and Composition)
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 (American Literature and Composition)
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 (British Literature)
HIS-403	American Government
MA-401	Calculus or Advance Math courses*
SCI	Science Elective
PE-401	Physical Education
	Electives, Internship, etc. (Electives include dance, drama, art, sports, digital media, etc.)

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

Once a week character education classes are mandatory. A mandatory one-week global seminar is offered school-wide for which students earn 0.125 credits.

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 the source. It is not enough to change the wording of the source. Credit must be given for the ideas of the source. Whether deliberate or accidental, plagiarism is not tolerated. Similarly, self-plagiarism, whereby a student submits the same work for credit to more than one teacher (unless both teachers give their permission), is unacceptable. Students are expected to understand what constitutes plagiarism and how to avoid the charge of plagiarism or unauthorized assistance by acknowledging sources, such as by formal citations.

When it is obvious that a student has plagiarized, a teacher will give a "0" for that particular work.

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.

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 are 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. Networking sites such as Facebook and Twitter will be blocked.

STUDENT LIFE AND ACTIVITIES

The Principal supervises 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 and Community Service

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 materials from diverse traditions, reflecting common universal values, may be used.

Students are required to fulfill 75 hours of community service during their four-years in high school. 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 attends the meetings. The president of the 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. Students plan activities, fundraising projects, and events to create and provide enhancement to student life. Representatives from each class and an international representative bring student life concerns to the student council meetings.

STUDENT CODE OF CONDUCT

This section delineates proper student conduct while on the BIA and UB campuses (dress code, attendance, care of textbooks, use of computer equipment and electronic devices, etc.). These rules, regulations, and policies governing student behavior are known as the *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 this *Student Code of Conduct*, which 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. 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, dating and expression of romantic relationships are prohibited on the campus, and an 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 accepted 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*, which are printed in the current edition of the Parent / Student Handbook, during all classes, events, school trips, sporting events, and tours.

After evaluating any misdemeanor, the Administration reserves the right to dismiss a student if the Discipline Committee recommends such action to the principal, who makes the final decision.

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 reports to homeroom at 8:00 A.M. for attendance, uniform check, and a 10 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 before 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. 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 that 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.
- j. Absences caused by suspension, expulsion or other disciplinary action are not excused

3. 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.

4. 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.

Consequences:

Detention*

- An accumulation of any three unexcused tardies will result in a detention.
- An unexcused school absence for one day will result in a detention.
- Any student who skips a class will receive a detention.

Unexcused absences

- For individual classes, five unexcused tardies will result in one unexcused absence and thus a detention
- Six unexcused absences in one semester will result in “0” credit for that particular class.

Suspension*

- An accumulation of three detentions will result in an in-school suspension.**
- A student who is suspended will accumulate school absences during the suspension time.

* Serving detentions and suspensions is discussed in the section on “Disciplinary Action”

**Note: A suspension is reported on the student’s permanent record.

A student who is absent, either excused or unexcused, more than 18 days will have missed a substantial amount of class work and is in danger of failing courses. Absences of 18 or more days will be brought to the administration for review and the student may be denied credit for one or two semesters. The student may need to attend summer school, take independent courses, repeat the year, or be separated from BIA. The student will be advised of the plan of action by the administration.

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.

A. Proper Attire during School Hours:

- A black, yellow, or navy blue 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, shorts, Capri pant, 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 is T-shirts and navy sweat shorts or pants.
- 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 or colored 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 day.
- No excessive amounts of jewelry. No earrings for boys.

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 on 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.

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.

F. Body piercings and tattoos

- Except for pierced ears for girls, no visible body piercings or tattoos are allowed.

Consequences:

A teacher or administrator who determines that a student's apparel is inappropriate has the authority to exercise discretion in directing a student 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 for all personal and school-related supplies. Students need to bring their own combination locks and register them in the main office. The school cannot be responsible for possessions that are not secured with locks. Students must not keep in their lockers any items that 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 11:55 A.M. until 12:40 P.M. Students may eat in the Marina Cafeteria or bring their own lunches and eat in the lunchroom. With written permission from a parent or guardian, 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, speaking on the phone, or playing games is allowed.

Consequences: Anyone who misuses study hall time will be given a detention to be fulfilled 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 4:30 P.M. Research may be done before classes, during lunch hour, during study hall, or between 3:00 - 4:30 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.

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 that 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.

Consequences: 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, portable media players (CD players, iPods, DVD players, MP4 players, walkmans, etc.), and all other electronic devices locked in a locker during classes, unless they are turned off and kept in backpacks. Parents may communicate during lunch time or through the office. In special situations, where the teacher grants permission, IPADs and portable computers may be used to facilitate classroom work.

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 that 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 on the last day of school along with the textbooks.

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, 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) are considered damaging to the well-being of a high school student and are 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 will confiscate objectionable or obscene materials such as explicit sexual posters and personal music with foul language, and other harmful objects.

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. Serious, repeat offenses may result in 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 and Weapons

BIA has a “zero tolerance” for violence of any kind. It is possible for disagreements, name-calling, taunting, and other annoying behavior to escalate into fights. Especially in a diverse 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 committee will explore the complete situation, deal with those involved and report to the Principal, Vice Principal, and Discipline Committee for recommendation.

Students are not allowed to bring on to school property, or to any school-sponsored event, any weapons or other dangerous items that appear to be weapons, including but not limited to firearms, knives, daggers, clubs, explosive devices (including fireworks), metal knuckles, laser lights, chemical inhalants, or any other potentially dangerous devices.

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. If a student becomes involved in a physical fight, 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 Academy.

XIII. Sexual Harassment, Racial Innuendos, and Verbal Abuse

Sexual harassment, racial innuendoes, and verbal abuse are not tolerated. Any occurrences will be reported to a teacher or administrator who will determine whether to give the offender a detention or whether to bring the issue to the Principal, Academic Dean, 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;
- (6) The Discipline Committee may be called upon for a decision, if necessary.

XXV. Fire Alarms

Tampering with fire alarms or other safety equipment is forbidden. Students may not engage in dangerous pranks or activities such as tampering with smoke detectors that pose threats to 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/UB 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's rules and code of conduct.

When deemed appropriate, the Principal may ask other members of the faculty or staff or dorm 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 the 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, it is the Principal's task to determine such actions as probation, in-school suspensions, or permanent dismissal or separation from the Academy. In the absence of the Principal, another administrator will assume 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, a writing assignment, 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 3:30 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) Disciplinary 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 a day on a supervised project in a designated place at the school. In school-suspensions will be fulfilled on Saturdays. Students will report to the Detention Supervisor at 8:00 A.M. on Saturday morning for work detail. A suspension (whether in-school or out-of-school) is reported on the student's permanent record.

(7) Out-of-school 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 (GPA) of 2.0 (C) is average and thus 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 one full school year, the student will not be allowed to return.

The following guidelines apply:

1. A first-year student who receives under a 2.0 GPA for the first quarter will be placed on academic probation and will receive a warning letter indicating that if he/she does not improve by the end of the first semester, he/she is in jeopardy of being dismissed.
2. A student who earns less than a 2.0 GPA for the entire first year will be separated from the academy at the end of the second semester (i.e., at the end of the first year).
3. An incoming student who was placed on academic probation as a condition of acceptance to BIA and earns less than a 2.0 GPA the first quarter will be given a warning letter, may be required to attend a mandatory study group, and is expected to pull up the grade to a 2.0 GPA. If this goal is not met by the end of the second semester, he/she will be asked to enroll in a school that is less academically challenging.

The administration and faculty may consider an exception that allows a student additional time to improve to a 2.0 GPA. If the Principal and faculty determine that the student is motivated to improve or if there are special circumstances that 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 and President. 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, BIA draws on the support of Bridgeport Hospital and St. Vincent's Hospital. Various other medical professionals may be consulted and commissioned to assist, as deemed necessary.

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 9:00 am.

In all instances, students must bring a note from home that explains the reason for the absence and submit this to the nurse or Principal when returning to school. Students who fail to submit a written note from a parent, guardian or medical professional will be marked unexcused.

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

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 on campus of the University of Bridgeport and utilizes UB's 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 a safe environment for students and staff.

In case of a fire or another emergency, students and staff will follow evacuation routes as described in the Crisis Plan. Teachers, staff, and students are provided with information about fire safety and other emergency procedures. Fire 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 necessarily the Bridgeport public schools) regarding either delays or closures due to inclement weather or catastrophes. Beginning at 6:45 A.M. in the morning, several television and radio stations will broadcast closure schedules for the Academy. Weather cancellations and delays appear on television on the local NBC affiliate, and on radio on WICC 600 AM and Star Radio 99.9 FM, as well as online at [www. CTweather.com](http://www.CTweather.com). The administration will send e-mail messages and post information in the morning as soon as the need for a delay or closure can be reasonable determined. 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 sent to Bridgeport International Academy, 285 Lafayette Street, Suite 200, Bridgeport, CT 06604. The school's phone number is (203) 334-3434; the fax number is (203) 334-8651. Incoming mail is distributed to students individually

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.