



Parent Handbook

2021-2022

Lindsay A. Davis, Principal
Tina Peloso-Ulreich, Principal on Special Assignment

Linwood Campus
Grades 3-8
203-275-4200
Fax: 203-337-0195

Beechwood Campus
Grades PreK-2
203-275-4250
Fax: 203-337-0080

Attendance Policy

Please be aware **that scholar attendance will be closely monitored, and there are some key points to be mindful of.** Firstly, please provide us written documentation whenever your child(ren) is absent from school. Teachers/Guidance Counselor will make phone calls home for verification, and scheduling parent conferences when necessary. To notify school of an absence please call our school office at 203-275-4200 (3-8 grade) or 203-275-4250 (Pre-K-2 grade) and follow up with a note.

Bridgeport Board of Education has a policy in place that all schools are to enforce in the event a scholar has excessive unexcused absences. After the ninth (9th) written excuse, no more excuses will be accepted unless directly from the physician, or there has been a death in the family. Please refer to Attendance Policy in the Code of Conduct that is available online at BOE webpage.

Scholars are mandated by law to have no more than twenty (20) unexcused absences in a school year. Scholars ages twelve (12) and over who exceed that amount shall be referred to Juvenile Court for Family with Service Needs (FWSN) petition as required by state law. Parents of scholars ages seven (7) and older with more than the twenty (20) unexcused absences may be referred to the Department of Children and Families (DCF) for educational neglect.

Lastly, no trips out of the state or country will be allowed, and if taken, the days will not be excused. Trips of this nature must be planned when school is not in session. Scholars with excessive absences are missing valuable instruction and are also at risk for de-selection from Classical Studies Magnet Academy.

Your cooperation in adhering to this policy is greatly appreciated. We want all of our scholars at CSMA to be as successful as possible.

Bridgeport Board of Education

Elementary Magnet Entrance & Performance Expectations Policy

The magnet schools (Classical Studies, High Horizons, Multicultural, Park City, and Inter-district Discovery) encourage students to pursue academic excellence. Instruction is centered on specific themes: project based learning, language arts, world languages, and science (themes are listed by school as stated in the prior sentence). The magnet programs are rigorous and intended to groom students for college. We expect our students to excel in academic study and demonstrate personal conduct appropriate to an academic learning environment.

Bridgeport Public Magnet Schools are open to all students on an equal basis, including students with disabilities. A student with a disability retains all rights under IDEA in each of these schools. School personnel must ensure that a student's IEP and 504 Plan is implemented and all services are delivered.

The elementary magnet programs expect all students to be successful. However, to maintain academically high standards, elementary students in grades 4-8 who do not meet our minimum academic, attendance and/or behavioral requirements will be supported through a series of interventions. If after the implementation, documentation, and evaluation of intervention practices prove to be unsuccessful the students may be, at a time deemed appropriate, reassigned from the magnet school to their neighborhood schools.

Elementary Entrance Requirements for Inter-district Discovery, Classical Studies, High Horizons, Multicultural, and Park City Magnets

All magnet lotteries will be held in a public setting and all parents of applicants will be notified of the location, date and time.

- A. Pre-Kindergarten
 - Only Inter-district Discovery Magnet has a pre-K lottery which guarantees entrance into the school upon completion.

- B. Kindergarten – Grade 3
 - Selection by lottery.
 - There are no additional entry requirements.

- C. Grades 4 - 8 at Classical Studies, High Horizons, Multicultural, and Park City must meet the following criteria:
 - Selection by lottery.
 - A final grade of C or better in core academic subjects (Reading, Writing, Math, Science, and Social Studies).
 - A conduct/effort grade of 1 or 2 across the report card.

- Student school attendance must be aligned with the Bridgeport Public School Attendance Policy.

Criterion for reassignment from Classic Studies, High Horizons, Multicultural, and Park City Magnets

Grades 4 -8 Reassignment Criteria:

- A. A grade of "D" or below for two consecutive marking periods in a core subject (Reading, Writing, Math, Science & Social Studies).
 - Academic interventions will be put in place through the SRBI process and documented prior to reassignment; See SRBI process attached. [SRBI Link](#)
- B. A behavioral grade of a 3 or higher across the report card.
 - Behavioral interventions will be put in place through the SRBI process and documented prior to reassignment; See SRBI process attached. [SRBI Link](#)
- C. Failure to adhere to the Bridgeport Public School Attendance Policy. See BPS Attendance Policy attached. [\(Include Link\)](#)
 - Attendance supports will be put in place and documented prior to reassignment.
- D. For a Type 3 violation of the Code of Conduct reassignment will coincide with the end of a marking period to assist the student's transition.

Reassignment Process:

- A. A notification letter regarding possible reassignment will be issued at the time of earning a grade of D or below, a behavior grade of 3 or higher, and/or failure to adhere to the BPS Attendance Policy.
- B. A parent/guardian meeting must be scheduled within 10 business days.
- C. Prior to the reassignment to the neighborhood school, the principal must provide the family with written notification which shall include a copy of the Magnet School Policy.
- D. The Assistant Superintendent must be notified of every student reassigned, identifying the school, race, ethnicity, sex, grade and reason. This information will be promptly reported to the Superintendent, who will then report the information to the Board of Education.

Reassignment Timeline:

- A. Students who are reassigned after the second marking period will remain at the magnet school until the end of the year. They will be referred to their neighborhood school for the beginning of the new school year.
- B. Students who surface for potential reassignment during the third marking period, a letter will ~~go home~~ be mailed to the parent/guardian notifying them of possible reassignment. A meeting with the parent/guardian will be scheduled within 10 business days. The Principal will give the parent/guardian notice prior to the beginning of the neighborhood school reassignment. The student will be referred to his/ her neighborhood school for the beginning of the new school year.

- C. Students who surface for potential reassignment during the fourth marking period will remain at the magnet school through the current year. During the first marking period of the next school year, the SRBI process will be implemented with fidelity and documented.

Appeal Process:

- After receiving final notification of reassignment, the parent/guardian may file an appeal with the Assistant Superintendent within ten (10) business days. The Assistant Superintendent must approve or reject the appeal, in writing, within ten (10) business days.
- If the parent/guardian(s) is not in agreement, they may appeal to the Superintendent within ten (10) business days. The Superintendent must approve or reject the appeal in writing within ten (10) business days.
- If the parent/guardian is not in agreement with the Superintendent's decision, the parent/guardian can request in writing, a meeting with the BOE.
- The BOE will schedule a meeting with the parent/guardian to review their appeal and a final decision regarding the appeal will be rendered by the BOE within ten business days after the meeting date.
- The student will be allowed to remain in the designated magnet school pending the completion of the appeal process.
- In the event that the appeal process timelines are not adhered to by administration at the school or district levels, the appeal will be upheld.
- The student will be allowed to remain in the designated magnet school pending the completion of the appeal process.

Waiting List:

- Every effort will be made to fill empty lottery seats by October 1st.
- If empty lottery seats remain after October 15, the district will assist in ensuring all seats are filled.
- Students on the lottery waiting list must apply each year to gain access to a magnet school.
- Once a student accepts a seat at a magnet program, his/her name will be removed from all other magnet school waiting lists for the current school year.

Revised: 11.08.2018

BOE Approved: 11.26.2018

Bus Procedures/Policy

School bus safety is important to the staff and the school bus drivers at Classical Studies Magnet Academy. Scholars are expected to maintain appropriate bus conduct to ensure their safety and the safety of others as they ride to and from school on the bus. The bus driver is the only responsible adult on the bus, and it is difficult for the bus driver to drive safely and monitor scholar behavior. Therefore, scholars need to display appropriate behavior at all times.

A copy of bus rules is also included in this handbook. The bus rules represent the behavior that is expected on the bus ride to school and back home. Please review these rules with your child. If the rules are not followed, the bus driver will issue a bus conduct report. A copy of bus conduct reports will be sent home with your child. If a child receives three or more bus conduct reports, bus privileges will be denied. The amount of time bus privileges will be denied will be determined on an individual basis. Physical altercations will automatically result in a minimum 2 week suspension. At this time, scholars will have to be brought to school by a parent or a designated guardian.

Elementary scholars must be met at the bus stop by a responsible adult. We are requesting that you are at the stop at least 10-15 minutes prior to the designated time. **If your child is returned to CSMA more than 3 times he/she will be returned to his/her neighborhood school.** We do realize that emergencies do arise however scholars should not be returned on a consistent basis. Thank you in advance for your support. Your child's safety on the bus is our concern. If you have questions, please call Main office at Linwood Campus (203) 275-4200 or Beechwood Campus (203) 275-4250.

WE Transport

For questions regarding the whereabouts of the bus or other questions regarding day-to-day bus route operation, AND for questions regarding a student's eligibility for transportation or other questions regarding transportation please contact:

Andrew Ifill

We Transport Supervisor,
Phone 1(203) 883-8081

Schools Submission of Request

For questions regarding your child's address, please contact your school secretary. It is the policy of the district to create bus routes using a student's address as recorded in the district's student database, called PowerSchool.

Bus Rules

Use Self Control...

- Remain in your seat until the bus stops.
- Move up on the bus when directed by the driver.
- Sit on your bottom.
- Wait for the bus in a safe area.

Be Respectful... with others.

- Respect other people's property.
- Keep hands, feet, and objects to self.
- Be courteous by using polite language.

Be a good citizen... at your school.

- Keep food and drink in backpack or lunch bag.
- Prevent and report vandalism.

Note: The driver needs all distractions to be eliminated during the bus route to and from school; therefore, the following behaviors are prohibited:

- Cell phones should not be used in the front area of the bus.
- No loud talking, music, and/or foul language.
- Scholars may not sit on their knees, and they cannot sit with their back to the window or feet in the aisle

CONSEQUENCES

- 1.** Verbal reminder with a copy of the conduct referral sent home for the parent's signature of receipt.
- 2.** Phone call, written notification, and parent's signature of receipt.
- 3.** Suspension from school bus. Scholar will stay on third consequence. At this point, all future bus referrals will lead to an automatic bus suspension.

Dismissal Procedures

*Please consider planning out-of-school activities such as doctor's appointments or family outings after school hours. Scholars lose valuable instructional time when they leave before the school day has ended.

Early Pick Up:

1. If a scholar needs to be released early for appointments, family trips, etc... Parents/guardians are asked to notify the school that morning. **Students are required to bring a note to the office the morning of the early pick-up** in order to be released and provide ample time for your child(ren)'s teacher to provide them with the missed work/homework for that day. **Scholars will not be dismissed during the last 40 minutes of the school day without prior notification.** If notification is received, we will have the scholar waiting in the office for dismissal.
Beechwood Campus –Pick-up will begin at 2:55 pm.
Linwood Campus –Pick-up will begin at 2:50 pm.
2. If someone other than the parent/guardian will be picking up a student, the office **must** be notified in advance with the name of the person picking up the child(ren) if they are not on the pick-up list (Emergency Contact Form). This information should be included in the note submitted to the office for early release. They must have a photo ID to identify themselves.
3. The parent/guardian or other specified adult picking up the student **must** sign the child out for the scheduled time in the office.

Please note: In the **rare** case that you are unable to send a note in the morning regarding an early pick-up, we ask that you **call the office before 1:00 p.m.**

Dismissal Procedures:

1. The Office **must receive a written note for dismissal procedure changes**, in the **rare** case that a note was not given to the student in the morning, you **must contact the office no later than 1:00 p.m.** should a parent decide that their child(ren) will be going home a different way than the normal routine. (Example: If your child rides the bus home every day, and you decide that he/she needs to be picked up that day). No changes will be made after this time, unless it is an extreme emergency.
2. Last minute bus changes create confusion both for your child and the school. It is discouraged to call at the end of the day to make such a request as this is a very busy time for the school office. We want to keep our scholars safe.
3. Please try to make doctor/dentist appointments after school hours. We understand that there are times this may not be possible, therefore, please adhere to the above procedures. When the school and teacher are not made aware of any changes, it causes chaos and confusion, which disrupts the learning process. We appreciate your cooperation and support in ensuring the safety of our scholars.

CLASSICAL STUDIES MAGNET ACADEMY

UNIFORM & DRESS CODE

All scholars in grades PK-12 will wear mandatory uniforms every school day. Any scholar transferring into the Bridgeport School District from another school district during the course of the school year will be allowed a seven (7) day grace period during which students will not be disciplined for failing to wear the mandatory uniform. The mandatory uniform includes:

- **Pants:** Dress or Dockers style pants (**Khaki beige or burgundy**) worn with a belt at the waist;
- **Skirts, jumpers or skorts (Khaki beige or burgundy):** Should be knee level or longer. Blouses or polo shirts must be worn under the jumper.
- **Shorts: Knee length (Khaki beige or burgundy)** style shorts must be worn with a belt. Shorts may only be worn between April 1 and November 1.
- **Shirts: Burgundy or white** collared polo shirt or dress shirt (long or short sleeve). Shirts must be tucked in at all times.
- **Sweatshirt/Sweaters:** Pullover, zippered or cardigan, in **burgundy or white** solid colors, NO patterns, hoods, decorations or wording. A vest or blazer in **burgundy or white** will also be permitted.
- **Shoes/Sneaker:** Shoes, sneakers or boots are strongly recommended. Laces on shoes, sneakers or boots must be tied. No high heels, open toe sandals or flip flops will be allowed.
- **Physical Education Day Attire:** Students may wear sweat pants in Burgundy, or Grey to school on scheduled physical education days. Burgundy, or white solid color tee shirt, or CSMA T-shirts are permitted on PE days.
- **Store/Brand logos are not allowed on clothing.**

School personnel will ensure that all scholars adhere to the Classical Studies Magnet School Uniform Policy. When a scholar fails to comply with the school uniform policy, the following discipline procedures will apply:

First Offense: Verbal warning and notification to parent/guardian

Second Offense: Written warning and notification to parent/guardian

Third and Subsequent Offense: Attendance at special programs and activities will be forfeited or withheld until the student comes to school in uniform. If the foregoing disciplinary measures do not achieve compliance with the uniform policy, the Administrator may impose stronger discipline, but may not impose an out-of-school suspension in compliance with Conn. Gen. Stat. 10-233c(g).

Please note that no scholar should be penalized for the inability to purchase appropriate uniform attire. If a scholar is unable to comply with the uniform policy due to lack of resources, administrators can assist the family in obtaining uniforms.

To ensure the security, safety and educational interests of the schools, the following may not be worn in school: coats designed for outdoor wear, halters or bare midriff, headwear (except for religious reasons), transparent clothing, pants with visible undergarments and non-prescription eyewear.

CLASSICAL STUDIES MAGNET ACADEMY

UNIFORM & DRESS CODE



PLEASE NO

Hoodies, jeans, or leggings



Network/Internet/E-Mail Policy

6401

Instruction

Network/Internet/E-Mail

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

RULES

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

SECURITY

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

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

PROPERTY RIGHTS

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

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

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

WEB GUIDELINES

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

COPYRIGHT INFRINGEMENT AND PLAGIARISM

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

Health Guidelines

Welcome back to school. We look forward to a healthy and successful school year! We would like to inform you that OUR NUTRITION DEPARTMENT IS PEANUT FREE. It will not purchase or serve food with any peanut products. OUR BUILDINGS ARE PEANUT AWARE. Please avoid sending any peanuts or peanut butter items for your child's snack. PLEASE stress with your child the importance of NOT sharing their lunch/snack with a classmate. We encourage parents to send HEALTHY snacks such as fruits or vegetables. We would like to have a junk food free cafeteria.

The following are some guidelines to remind you of our policies regarding illness:

Please update telephone numbers when changes are made so you can be reached in case of emergency or illness.

Please keep your child home when he/she has:

- Cold symptoms with fever, malaise, cough, discolored nasal drainage
- Diarrhea/ vomiting
- Eye drainage (profuse/thick)
- Fever (for any reason)
- Rash (undiagnosed-not seen by M.D.)
- Sore throat with positive culture-24 hrs after antibiotics started
- When child feels too sick to take part in the school day

Your child may return to school when:

- Temperature is normal for 24 hrs after stopping Tylenol or Ibuprofen
- Diarrhea/vomiting has stopped for 24 hrs
- Scholars who have been sent home with vomiting/diarrhea should stay home the next day
- Rash has been seen by M.D. (must bring note to school nurse)
- Children are generally non-infectious 24 hrs after starting antibiotics

Please Note:

- **Children unable to participate in PE class/recess because of injury (wearing cast, splint, or using crutches) or illness, must bring a note to the nurse from the child's M.D. indicating restrictions and the duration of restrictions.**
- Children who have been treated for an injury, have had surgery, or have been hospitalized even overnight must bring a note to the nurse from the child's M.D. stating they may return to school and indicating any restrictions.

Parent Information Handbook

I _____ have received the
(Parent/guardian name – please print)

Classical Studies Magnet Academy Parent Handbook. I will read and discuss the following policies with my child(ren):

- Attendance Policy
- Magnet Entrance & Performance Expectations Policy
- Dismissal Procedures
- Bus Procedures/Rules
- Uniform Policy
- Network/Internet/Email Policy
- Health Guidelines/COVID Health & Wellness
- District Code of Conduct available at:

[http://www.bridgeportedu.com/Board/Policies/2014-2015/CodeOfConduct_2014-2015AbRefManual\(2\).pdf](http://www.bridgeportedu.com/Board/Policies/2014-2015/CodeOfConduct_2014-2015AbRefManual(2).pdf)

Name all scholars that attend Classical Studies Magnet Academy:

_____ Scholar Name - Print	_____ HR # - Grade
_____ Scholar Name - Print	_____ HR # - Grade
_____ Scholar Name - Print	_____ HR # - Grade
_____ Scholar Name - Print	_____ HR # - Grade
_____ Scholar Name - Print	_____ HR # - Grade

Parent Signature

Date