

## THE BRIDGE ACADEMY

*The Bridge Academy Charter School is committed to a policy of equal opportunity/affirmative action for all qualified persons and does not discriminate in any employment practice, education program, or educational activity on the basis of race, color, national origin, sex, disability, age, religion, sexual orientation or any other basis provided by Connecticut State and/or Federal nondiscrimination laws. Inquiries regarding The Bridge Academy's nondiscrimination policies should be directed to the school administration at The Bridge Academy, 401 Kossuth St., Bridgeport, CT 06608, (203)-336-9999.*



## **Welcome to The Bridge Academy!**

Starting a new job is exciting, but at times can be overwhelming. This Employee Handbook has been developed to help you become acquainted with our school and answer many of your initial questions.

As an employee of The Bridge Academy, you are very important. Your contribution cannot be overstated. Our goal is to provide the finest-quality services to our students and to do so more efficiently and economically than our competitors. By satisfying our students' needs, we ensure they will continue to do business with us and will recommend us to others.

You are an important part of this process because your work directly influences our school's reputation.

We are glad you have joined us, and we hope you will find your work to be both challenging and rewarding.



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# **The Way We Work**

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## **A Word About This Handbook**

This Employee Handbook contains information about the employment policies and practices of the school. We expect each employee to read this Employee Handbook carefully, as it is a valuable reference for understanding your job and the school. The policies outlined in this Employee Handbook should be regarded as management guidelines only, which in a developing business will require changes from time to time. The school retains the right to make decisions involving employment as needed in order to conduct its work in a manner that is beneficial to the employees and the school. This Employee Handbook supersedes and replaces any and all prior Employee Handbooks and any inconsistent verbal or written policy statements.

Except for the policy of at-will employment, which can only be changed by the director of the school in a signed written contract, the school reserves the right to revise, delete and add to the provisions of this Employee Handbook at any time without further notice. All such revisions, deletions or additions to the Employee Handbook must be in writing and must be signed by the director of the school. No oral statements or representations can change the provisions of this Employee Handbook.

The provisions of this Employee Handbook are not intended to create contractual obligations with respect to any matters it covers. Nor is this Employee Handbook intended to create a contract guaranteeing that you will be employed for any specific time period.

Nothing in this Employee Handbook is intended to unlawfully restrict an employee's right to engage in any of the rights guaranteed them by Section 7 of the National Labor Relations Act, including but not limited to,

the right to engage in concerted protected activity for the purposes of their mutual aid and/or protection. Nothing in this Employee Handbook will be interpreted, applied or enforced to interfere with, restrain or coerce employees in the exercise of Section 7 rights.

**OUR SCHOOL IS AN AT-WILL EMPLOYER. THIS MEANS THAT REGARDLESS OF ANY PROVISION IN THIS EMPLOYEE HANDBOOK, EITHER YOU OR THE SCHOOL MAY TERMINATE THE EMPLOYMENT RELATIONSHIP AT ANY TIME, FOR ANY REASON, WITH OR WITHOUT CAUSE OR NOTICE. NOTHING IN THIS EMPLOYEE HANDBOOK OR IN ANY DOCUMENT OR STATEMENT, WRITTEN OR ORAL, SHALL LIMIT THE RIGHT TO TERMINATE EMPLOYMENT AT-WILL. NO OFFICER, EMPLOYEE OR REPRESENTATIVE OF THE SCHOOL IS AUTHORIZED TO ENTER INTO AN AGREEMENT—EXPRESS OR IMPLIED—WITH ANY EMPLOYEE FOR EMPLOYMENT FOR A SPECIFIED PERIOD OF TIME UNLESS SUCH AN AGREEMENT IS IN A WRITTEN CONTRACT SIGNED BY THE DIRECTOR OF THE SCHOOL.**

This Employee Handbook refers to current benefit plans maintained by the school. Refer to the actual plan documents and summary plan descriptions if you have specific questions regarding the benefit plan. Those documents are controlling.

Likewise, if a written contract is inconsistent with the Employee Handbook, the written contract is controlling.

## Building for the Future

As with any business, revenues are an absolute necessity for maintaining jobs and building for the future. Rather than look at generating sales and revenue as an "undesirable task", we look at it as a "must" situation. How do we continue to generate revenues to ensure a secure future and continued opportunities for all employees? With teamwork. Together we must meet the challenges we face on a daily basis.

In general, we have mentioned benefits, responsibilities and operations. We have saved the most crucial component of this business for last -- You.

At all times, you represent the school, and it is up to each one of you to take this responsibility seriously. Our school exists with your joint efforts. Don't underestimate your contribution to it. A great many people outside the business who invest their time, money and faith in us are part of that equation. They are our students who will determine how fast we grow, how many people we will employ, how much service we render and the profit we make. In order to retain these students, we want to ensure that our good service continues by always giving our students the best possible value and quality. Working together and working well provides us with a bright future and with the most important commodity, a good reputation.

## **Mission Statement**

*The Bridge Academy is a small, caring, public charter school with a rigorous learning environment.*

*All members of The Bridge Academy community listen to and communicate with each other, are able to respond to diverse needs and give the consistent effort necessary for personal and academic growth.*

## **Equal Employment Opportunity**

Our school is committed to equal employment opportunity. We will not discriminate against employees or applicants for employment on any legally-recognized basis ["protected class"] including, but not limited to: veteran status, uniform servicemember status, race, color, religion, sex, national origin, age, physical or mental disability, genetic information or any other protected class under federal, state, or local law.

In Connecticut, the following are a protected class: race; color; religious creed; age; sex; pregnancy, child-bearing capacity, sterilization, fertility or related medical conditions; marital status; national origin; ancestry; present or past history of mental disabilities; mental retardation; learning disability or physical disability; blindness; sexual orientation; gender identity or expression; off duty tobacco usage; and genetic information.

You may discuss equal employment opportunity related questions with your supervisor or any other member of management.

## **Americans with Disabilities Act**

Our school is committed to providing equal employment opportunities to qualified individuals with disabilities. This may include providing reasonable accommodation where appropriate in order for an otherwise qualified individual to perform the essential functions of the job. It is your responsibility to notify your supervisor of the need for accommodation. Upon doing so, your supervisor may ask you for your input or the type of accommodation you believe may be necessary or the functional limitations caused by your disability. Also, when appropriate, we may need your permission to obtain additional information from your physician or other medical or rehabilitation professionals. The school will not seek genetic information in connection with requests for accommodation. All medical information received by the school in connection with a request for accommodation will be treated as confidential.

## **Life Threatening Illnesses**

Employees occasionally develop serious or life threatening illnesses. Our school is committed to supporting such employees' efforts to continue their normal pursuits, including working. When necessary and where required by law, the school will provide reasonable accommodations to otherwise qualified individuals with disabilities, including employees with serious or life threatening illnesses. All employees, including employees with serious or life threatening illnesses, must maintain acceptable performance standards.

The school will not seek genetic information in connection with requests for accommodation. An employee's medical information is confidential. Disclosure of employee medical information is restricted to limited situations where a manager or supervisor has a job-related reason to know it. Employees who disclose employee medical information without proper authorization will be subject to disciplinary action, up to and including discharge.

Employees with questions or concerns about life threatening illnesses are encouraged to contact their supervisor for information and referral to appropriate services and resources.

## **A Word About our Employee Relations Philosophy**

We are committed to providing the best possible climate for maximum development and goal achievement for all employees. Our practice is to treat each employee as an individual. We seek to develop a spirit of teamwork; individuals working together to attain a common goal.

In order to maintain an atmosphere where these goals can be accomplished, we provide a comfortable and progressive workplace. Most importantly, we have a workplace where communication is open and problems can be discussed and resolved in a mutually respectful atmosphere. We take into account individual circumstances and the individual employee.

We firmly believe that with direct communication, we can continue to resolve any difficulties that may arise and develop a mutually beneficial relationship.

## **Non-Harassment**

We prohibit harassment of one employee by another employee, supervisor or third party for any reason based on a “protected class” including, but not limited to: veteran status, uniform servicemember status, race, color, religion, sex, national origin, age, physical or mental disability, genetic information or any other protected class under federal, state, or local law. Harassment of third parties by our employees is also prohibited.

In Connecticut, the following are a protected class: race; color; religious creed; age; sex; pregnancy, child-bearing capacity, sterilization, fertility or related medical conditions; marital status; national origin; ancestry; present or past history of mental disabilities; mental retardation; learning disability or physical disability; blindness; sexual orientation; gender identity or expression; off duty tobacco usage; and genetic information.

The purpose of this policy is not to regulate the personal morality of employees. It is to ensure that in the workplace, no employee harasses another for any reason or in any manner. The conduct prohibited by this policy includes conduct in any form including but not limited to e-mail, voice mail, chat rooms, Internet use or history, text messages, pictures, images, writings, words or gestures.

While it is not easy to define precisely what harassment is, it includes: slurs, epithets, threats, derogatory comments or visual depictions, unwelcome jokes and teasing.

Any employee who believes that (s)he has been harassed should report the situation immediately to the following member of management who has been designated to receive such complaints: Timothy Dutton, Director at (203) 336-9999 x8 and 401 Kossuth Street, Bridgeport, CT 06074. If an employee makes a report to this member of management and the manager either does not respond or does not respond in a manner the employee deems satisfactory or consistent with this policy, the employee is required to report the situation to any other member of management.

The school will investigate all such reports as confidentially as possible. Adverse action will not be taken against an employee because he or she, in good faith, reports or participates in the investigation of a violation of this policy. Violations of this policy are not permitted and may result in disciplinary action, up to and including discharge.

## **Sexual Harassment**

Any type of sexual harassment is against school policy and may be unlawful.

We firmly prohibit sexual harassment of any employee by another employee, supervisor or third party. Harassment of third parties by our employees is also prohibited. The purpose of this policy is not to regulate the morality of employees. It is to ensure that in the workplace, no employee is subject to sexual harassment. While it is not easy to define precisely what sexual harassment is, it may include: unwelcome sexual advances, requests for sexual favors, and/or verbal or physical conduct of a sexual nature including, but not limited to, sexually-related drawings, pictures, jokes, teasing, e-mails, text messages, uninvited touching or other sexually-related comments. The conduct prohibited by this policy includes conduct in any form including but not limited to e-mail, voice mail, chat rooms, Internet use or history, text messages, pictures, images, writings, words or gestures.

Sexual harassment of an employee will not be tolerated. Violations of this policy may result in disciplinary action, up to and including discharge. There will be no adverse action taken against employees who report violations of this policy in good faith or participate in the investigation of such violations.

Any employee who believes that (s)he is a victim of sexual harassment should immediately report such actions in accordance with the following procedure. All complaints will be promptly and thoroughly investigated as confidentially as possible.

1. Any employee who believes that (s)he is a victim of sexual harassment or has been retaliated against for complaining of sexual harassment, should report the situation immediately to the following member of management who has been designated to receive such complaints: Timothy Dutton, Director at (203) 336-9999 x8 and 401 Kossuth Street, Bridgeport, CT 06074. If an employee makes a report to this member of management and the manager either does not respond or does not respond in a manner the employee deems satisfactory or consistent with this policy, the employee is required to report the situation to any other member of management.
2. The school will investigate every reported incident immediately. Any employee, supervisor or agent of the school who has been found to have violated this policy may be subject to appropriate disciplinary action, up to and including immediate discharge.
3. The school will conduct all investigations in a discreet manner. The school recognizes that every investigation requires a determination based on all the facts in the matter. We also recognize the serious impact a false accusation can have. We trust that all employees will continue to act responsibly.
4. The reporting employee and any employee participating in any investigation under this policy have the school's assurance that no reprisals will be taken as a result of a sexual harassment complaint. It is our policy to encourage discussion of the matter, to help protect others from being subjected to similar inappropriate behavior.

## **Categories of Employment**

FULL-TIME EMPLOYEES regularly work at least a 30-hour workweek.

PART-TIME EMPLOYEES work less than 30 hours each week.

In addition to the preceding categories, employees are also categorized as "exempt" or "non-exempt."

NON-EXEMPT EMPLOYEES are entitled to overtime pay as required by applicable federal and state law.

EXEMPT EMPLOYEES are not entitled to overtime pay and may also be exempt from minimum wage requirements pursuant to applicable federal and state laws.

Upon hire, your supervisor will notify you of your employment classification.

## **Driver's License/Driving Record**

Employees in positions where the operation of a motor vehicle is an essential duty of the position must present and maintain a valid driver's license and acceptable driving record to our insurer. Changes in your driving record must be reported to your supervisor immediately. Violations of this policy may result in immediate termination of your employment.

**4112.5**  
**4212.5**

## Personnel -- Certified/Non-Certified

### Security Check/Fingerprinting

In order to create a safe and orderly environment for students, all offers of employment will be conditional upon the successful outcome of a criminal record check. In addition, any person applying for employment with the Board shall submit to a record check of the Department of Children and Families Child Abuse and Neglect Registry before the person may be hired.

***Note:** Applicants for positions requiring a state certificate, authorization or permit must submit to a check of DCF's Abuse and Neglect Registry, effective July 1, 2011. Applicants for positions not requiring state certification are required to submit to the DCF Abuse and Neglect Registry beginning July 1, 2012.*

District employees shall within 30 days after they are hired submit to state and national criminal checks. District students employed by the school system are exempted from this requirement. ***Optional:** After 40 days of continuous employment in the District, the employee will be reimbursed for the cost of the State and National criminal check.*

Workers placed in a school under a public assistance employment program shall also submit to the criminal check if such individuals will have direct contact with students.

School nurses and nurse practitioners appointed by the Board or under a contract with the Board shall also submit to a criminal history check pursuant to C.G.S. 29-17a.

Student teachers placed in District schools as part of completing preparation requirements for the issuance of an educator certificate, effective July 1, 2010, shall also be required to undergo the same criminal background checks already required for school employees.

Legal Reference:

Connecticut General Statutes

10-221d Criminal history records checks of school personnel. Fingerprinting. Termination or dismissed. (as amended by PA 01-173, PA 04-181, June 19 Special Session, Public Act No. 09-1 and PA 11-93)

29-17a Criminal history checks. Procedures. Fees

Policy adopted:

## **Personnel -- Certified/Non-Certified**

### **Security Check/Fingerprinting**

Each applicant for a position within the public school system shall be asked whether he/she has ever been convicted of a crime and whether there are any criminal charges pending against him/her at the time of application. Each person hired by the school system shall be required to submit to state and national criminal record checks. In order to process such record checks, the following procedure will be followed:

1. No later than ten calendar days after the Superintendent or his/her designee has notified a job applicant of a decision to hire the applicant, or as soon thereafter as practicable, the Superintendent or his/her designee will supply the applicant with a packet containing all documents and materials necessary for the applicant to be fingerprinted by the Regional Service Center. This packet shall also contain all documents and materials necessary for the Regional Service Center to submit the completed fingerprints to the State Police Bureau of Identification for the processing of state and national criminal record checks.
2. No later than ten calendar days after the Superintendent or his/her designee has provided the successful job applicant with the fingerprinting packet, the applicant must arrange to be fingerprinted. Failure of the applicant to have his/her fingerprints taken within such ten-day

period, without good cause, will be grounds for the withdrawal of the offer of employment.

3. Any person for whom criminal records checks are required to be performed pursuant to this policy must pay all fees and costs associated with the fingerprinting process and/or the submission or processing of the requests for criminal record checks.
4. Upon receipt of a criminal record check indicating a previously undisclosed conviction, the Superintendent or his/her designee will notify the affected applicant/employee in writing of the results of the record check and will provide an opportunity for the affected applicant/ employee to respond to the results of the criminal record check.
5. Decisions regarding the effect of a conviction upon an applicant/employee, whether disclosed or undisclosed by the applicant/employee, will be made on a case-by-case basis. Notwithstanding the foregoing, the falsification or omission of any information on a job application or in a job interview, including, but not limited to information concerning criminal convictions or pending criminal charges, shall be grounds for disqualification from consideration for employment or discharge from employment.

## **Personnel -- Certified/Non-Certified**

### **Security Check/Fingerprinting (continued)**

6. Adult education teachers and substitute teachers, if they are continuously employed by the district, do not have to be refingerprinted after fulfilling the initial requirement.
7. School nurses and nurse practitioners appointed by the Board or under contract with the Board shall also submit to a criminal history check pursuant to C.G.S. 29-17a.
8. Student teachers placed in District schools as part of completing preparation requirements for the issuance of an educator certificate shall also submit to a criminal history check. The criminal history check shall be done prior to being placed in a school for clinical experiences such as field experiences, student teaching or internship. Candidates are required to be fingerprinted at one of the RESCs and not through local police stations or the school district. The District is required to notify the State Board of Education if notice is received that a student teacher has been convicted of a crime.
9. Each applicant for a certified position must submit to a records check of the Department of Children and Families (DCF) Child Abuse and Neglect Registry established pursuant to C.G.S. 17a-101k before the applicant may be hired. The Superintendent or his/her designee shall request

the required records check of DCF in accordance with the procedures established by DCF.

10. On or after July 1, 2012, each applicant for a non-certified position must submit to a records check of the Department of Children and Families (DCF) Child Abuse and Neglect Registry established pursuant to C.G.S. 17a-101k before the applicant may be hired. The Superintendent or his/her designee shall request the required records check of DCF in accordance with the procedures established by DCF.

Legal Reference:

Connecticut General Statutes

10-221d Criminal history records checks of school personnel. Fingerprinting. Termination or dismissed. (as amended by PA 01-173, PA 04-181 and June 19 Special Session, Public Act No. 09-1 and PA 11-93)

17a-101k

Registry of findings of abuse or neglect of children maintained by Commissioner of Children and Families. Notice of finding of abuse or neglect of child. Appeal of finding. Hearing procedure. Appeal after hearing. Confidentiality. Regulations.

29-17a Criminal history checks.

Procedure. Fees.

## **Certification, Licensing and Other Requirements**

You will be informed by your supervisor if there are any licensing, certification or testing requirements for your job. Failure to qualify or to maintain a certification or license may be sufficient cause for discharge.

## **Immigration Reform and Control Act**

In compliance with the federal Immigration Reform and Control Act of 1986 (IRCA), as amended, and any state law requirements, if applicable, our school is committed to employing only individuals who are authorized to work in the United States.

Each new employee, as a condition of employment, must complete the Employment Eligibility Verification Form I-9 and present documentation establishing identity and employment eligibility.

If an employee is authorized to work in this country for a limited time period, the individual will be required to submit proof of renewed employment eligibility prior to expiration of that period to remain employed by the school.

## **New Employee Orientation**

Upon joining our school, you were given this copy of our Employee Handbook. After reading this Employee Handbook please sign the receipt page and return it to your supervisor. You will be asked to complete personnel, payroll and benefit forms.

If you lose your Employee Handbook or if it becomes damaged in any way, please notify your supervisor as soon as possible to obtain a replacement copy.

Your supervisor is responsible for the operations of your department. (S)he is a good source of information about the school and your job.

## Talk to Us

We encourage you to bring your questions, suggestions and complaints to our attention. We will carefully consider each of these in our continuing effort to improve operations.

If you feel you have a problem, present the situation to your supervisor or principal that the problem can be settled by examination and discussion of the facts. We hope that your supervisor or principle is able to satisfactorily resolve most matters.

If you still have questions after meeting with your supervisor or principal or if you would like further clarification on the matter, request a meeting with the school director. (S)he will review the issues and meet with you to discuss possible solutions.

Finally, if you still believe that your problem has not been fairly or fully addressed, request a meeting with the board of directors.

Your suggestions and comments on any subject are important, and we encourage you to take every opportunity to discuss them with us. Your job will not be adversely affected in any way because you choose to use this procedure.

If at any time you do not feel comfortable speaking with your supervisor or principle or the next level of management, discuss your concern with any other member of management with whom you feel comfortable.



## Your Pay and Progress

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## Recording Your Time

Non-exempt employees must record their hours on our timekeeping system.

Accurately recording all of your time is required in order to be sure that you are paid for all hours worked. You are expected to follow the established procedures in keeping an accurate record of your hours worked. Time must be recorded as follows:

- Immediately before starting your shift.
- Immediately after finishing work before your meal period.
- Immediately before resuming work after your meal period.
- Immediately after finishing work.
- Immediately before and after any other time away from work.

Exempt employees may be required to accurately record their time worked in accordance with federal and state wage and hour law.

All employees subject to this policy are required to accurately record all time worked.

The workweek starts on Monday and ends on Sunday.

## **Paycheck Deductions**

The school is required by law to make certain deductions from your paycheck each pay period. Such deductions typically include federal and state taxes and Social Security (FICA) taxes. Depending on the state in which you are employed and the benefits you choose, there may be additional deductions. All deductions and the amount of the deductions are listed on your pay stub. These deductions are totaled each year for you on your Form W-2, Wage and Tax Statement.

It is the policy of the school that exempt employees' pay will not be "docked," or subject to deductions, in violation of salary pay rules issued by the United States Department of Labor and any corresponding rules issued by the state government, as applicable. However, the school may make deductions from employees' salaries in a way that is permitted under federal and state wage and hour rules. Employees will be reimbursed in full for any isolated, inadvertent, or improper deductions, as defined by law.

Thus, exempt employees may be subject to the following salary deductions, except where prohibited by state law, but only for the following reasons:

- Absences of one or more full days for personal reasons, other than sickness or disability; or
- Absences of one or more full days due to sickness or disability, if there is a plan, policy, or practice providing replacement compensation for such absences; or
- Absences of one or more full days before eligibility under such a plan, policy, or practice or after replacement compensation for such absences has been exhausted; or

- Suspensions of one or more full days for violations of safety rules of major significance; or
- Suspensions of one or more full days for violations of written workplace conduct rules, such as rules against sexual harassment and workplace violence; or
- Payment of actual time worked in the first and last weeks of employment, resulting in a proportional rate of an employee's full salary; or
- Any unpaid leave taken under the Family and Medical Leave Act; or
- Negative paid-time-off balances, in whole-day increments only.

If questions or concerns about any pay deductions arise, employees may discuss and resolve them with the director.

## **Garnishment/Child Support**

When an employee's wages are garnished by a court order, our school is legally bound to withhold the amount indicated in the garnishment order from the employee's paycheck. Our school will, however, honor applicable federal and state guidelines that protect a certain amount of an employee's income from being subject to garnishment.

## **Direct Deposit**

You have the option of receiving your pay in a payroll check or having your pay deposited into your bank account through our direct deposit program.

## **Performance Reviews**

Your performance is important to our school. Once each year, generally in June, the school principle and/or the director will review your job progress within our school and help you set new job performance plans.

Our performance review program provides the basis for better understanding between you and the school principle and/or the director, with respect to your job performance, potential and development within the school.

## **General Evaluation Procedure**

All employees at The Bridge Academy will be evaluated in writing at least once per year. The evaluations will be completed by January 1<sup>st</sup> of the school year, and presented to the board at the March board meeting. The evaluator will recommend to the board either continued employment, probation, or termination. If an employee is recommended for a probationary year they will be given help necessary to improve their job performance. The formal evaluation policy is separate from this document and should be consulted for detailed evaluation information.

## **Job Descriptions**

The school maintains a job description for each position in the school. The job description outlines the essential duties and responsibilities of the position. When the duties and/or responsibilities of a position change, the job description is revised to reflect those changes. If you have any questions or wish to obtain a copy of your position's job description, please see your supervisor.

## **Pay Advances**

Pay advances will not be granted to employees.

## **Overtime**

There may be times when you will need to work overtime so that we may meet the needs of our students. Non-exempt employees must have all overtime approved in advance by the director.

Non-exempt employees will be paid at a rate of time and one-half their regular hourly rate for hours worked in excess of 40 hours in a workweek, unless state law provides a greater benefit in which case, we will comply with the state law.

Only actual hours worked count toward computing weekly overtime.

If you have any questions concerning overtime pay, check with the director.



## Time Away From Work and Other Benefits



## **Employee Benefits**

Our school has developed a comprehensive set of employee benefit programs to supplement our employees' regular wages. Our benefits represent a hidden value of additional income to our employees.

This Employee Handbook describes the current benefit plans maintained by the school. Refer to the actual plan documents and summary plan descriptions if you have specific questions regarding the benefit plan. Those documents are controlling.

The school reserves the right to modify its benefits at any time. We will keep you informed of any changes.

## **Holidays**

Please refer to the yearly school calendar for a list of holidays in which the school will be closed.

## **Sick Days Certified Staff**

1. Beginning with the opening of school in September 1997, each teacher at The Bridge Academy shall be entitled to sick leave with full pay of fifteen school days in each school year.
2. Once each year after the beginning of the school year, but no later than November 15, each teacher shall receive a statement of sick leave credit.
3. Upon retirement or death, after a minimum of 15 years in the Bridge Academy system, a teacher or her estate shall be entitled to a retirement award equal to an amount calculated by dividing the total accumulated sick leave days remaining by ten, then multiplying the resulting quotient (up to a maximum quotient of 20) by the teacher's daily rate of pay during the last year's work. No payment will be made for partial days. The daily rate will be calculated by dividing the yearly salary by two hundred.
4. Any absence of five school days or of three days or more in a holiday or vacation week may need to be validated by a doctor's certificate. During a continued absence, a certificate must be submitted each month thereafter. If after 10 days such certificate is not submitted, the teacher will be removed from the payroll.
5. Any situation involving sick leave, which in the opinion of the Board needs investigation, may be so investigated by medical authority sent by the board.
6. Sick leave shall be subtracted from a teacher's account only for those days missed while school was in session.
7. In case of death in the immediate family, the teacher is allowed full pay for three days absence. (Immediate family shall be construed

to mean Father, Mother Brother, Sister, Husband, Wife, Son, Daughter, and Father-in-law, Mother in-law).

8. In case of death of a near relative, teachers shall be allowed one day's absence without deduction. (Near relative means: aunt, uncle, niece, nephew, grandfather, grandmother, brother-in-law, sister-in-law, and first cousins).
9. The above days (7 and 8) are not to be deducted from the teacher's accumulated sick leave.
10. In case of illness in the immediate family residing in the same household, teachers may be allowed up to three days absence per year without loss of pay per approval of the governing board. These days will be deducted from accumulated sick leave.
11. Teachers shall be allowed to attend educational conferences, conventions and meetings upon approval of the governing board without loss of pay. These absences shall not be deducted from a teacher's accumulated sick leave.
12. Each teacher is allowed one personal day for necessary reasons without seeking approval of The Governing Board. It is understood and agreed, however, that the Governing Board must receive written notice forty eight (48) hours in advance from any teacher taking a personal day except in the case of emergency, and it is further understood and agreed that this day shall not be used with another teacher or teachers for the purpose of a concerted refusal to render service to The Bridge Academy.
13. Teachers may be allowed an additional three (3) days of absence per year for emergency and other necessary reasons upon the approval of the Governing Board. Such approval shall not be unreasonably withheld.

14. Before taking this absence or making requests for absences of this nature, a teacher should bear in mind that his professional and moral responsibility is to be in the classroom. A teacher's record of attendance will be considered as a determining factor in the approval or disapproval by the Governing Board.
15. Examples of this nature are as follows:
16. Emergency days over which the teacher has no control will be allowed with out loss of pay and shall not be deducted from accumulated sick leave.
17. Attendance at weddings.
18. Religious Holidays- Those religious groups observing obligatory religious observances.
19. Funeral of a close friend.
20. Teachers are expected to arrange for their own weddings in other than school time. It appears reasonable that plans should be made which will not require loss of time from teaching assignments. Any teacher who seeks such a deviation from this policy should discuss it with the Governing Board.
21. Requests must be received by the Governing Board, in writing one week in advance. An appropriate form will be provided for the application of personal days under this article. In the event of any emergency as noted in Item A above, a letter must be sent later, explaining the circumstances of such absence.
22. Any member of the bargaining unit who becomes disabled due to pregnancy or medical complications related to pregnancy and is unable to perform her normally assigned duties, shall submit a written statement from her physician indicating her present physical condition, the expected date of her childbirth, the nature of disability, the limitations which that disability imposes upon her ability to continue

with her normally assigned duties, and the probable duration of that incapability

23. Any bargaining unit members so disabled shall be granted paid sick leave to the extent accrued, after which time the employee shall be placed on unpaid sick leave, provided that either such leave shall be granted only for the duration of such pregnancy or pregnancy related disability.
24. Any bargaining unit member disabled as a result of pregnancy or medical complications related to pregnancy shall be entitled to receive all compensations which has been accrued under the various provisions of this Agreement, and, upon returning to work, shall receive full credit for accumulated seniority, retirement, fringe benefits, and other service credit.
25. Any bargaining unit employee previously disabled as a result of pregnancy or medical complications related to pregnancy must return to her position when she is physically able to perform her duties. The Board of Directors may require medical proof of any disability which it considers unduly long in duration.
26. Jury Duty- Any teacher who is called for jury duty shall receive the necessary leave to fulfill this legal obligation. This leave shall not be deducted from sick leave or from personal days. The staff member shall receive a rate of pay equal to the difference between the professional salary and the jury fee. Despite the worthy purpose of jury duty, it also recognized that the Governing Board and Board of Directors have the responsibilities of preserving quality education through teacher presence and they will make necessary appeals to appropriate authority for teacher excusal when necessary. Teachers shall comply with the Governing Board and Board of Directors in these circumstances when requested to do so.

27. Military Duty- Any teacher with an obligation to render military obligations shall receive leave necessary to fulfill this obligation. This leave shall not be deducted from sick leave or personal days. In the event the military duty occurs during the school year, the staff member shall receive a rate of pay equal to the difference between the professional salary and whatever salary and/or fees may be received from the military.
28. Teachers subject to military obligation shall so notify the Governing Board of that fact in writing during the first month of school, annually, and if any teacher joins or otherwise becomes subject to military obligation subsequent to the start of the school year, the teacher shall similarly notify the Governing Board as soon as the teacher becomes subject to said obligation.
29. The teacher's notification shall include the name and address of the military unit to which he is subject and the name and address of the teacher's commanding officers. Said notice will authorize the Board to contact the commanding officer to determine the dates of said annual military service. In the event the teacher fails to notify the board as set forth above, the teacher shall not be compensated for the difference between his professional salary and the fees he receives from the military as provided in the paragraph above.
30. It is also recognized that the Governing Board and Board of Directors have the responsibility of preserving quality education through teacher presence. They will make necessary appeals to appropriate authorities for rescheduling of the obligation or teacher excusal when, in the judgment of the Board of Directors such action is necessary. Teachers shall actively cooperate

with Governing Board and the Board of Directors in this regard when requested to do so.

31. Unexcused Absence: A teacher who is absent before and after a school holiday is presumed to be absent for the holiday for the same reason as she is absent for the school days, unless excused by the Governing Board Schools after presentation of a physician's certificate of legitimate incapacity of the teacher. Teachers may not be absent from school for any reason other than those allowed in the above regulations, even without pay, without permission of the Governing Board. Such permission should be requested in writing prior to the absence when possible, or as soon as possible in the event of an emergency.
32. A doctor's certificate may be required for absences for illness of five (5) days or of three (3) days or more in a holiday or vacation week. A certificate from the attending physician shall be presented to the Governing Board immediately upon completion and should also include the possible length of absence.
33. General Leaves of Absence: At the discretion of the Board of Directors and upon the recommendation of the Governing Board, a teacher may be granted a general leave of absence or extension thereof, without pay or benefits, but any such leave and extensions shall not exceed two years and may be for such lesser period as the Board of Directors may decide.
34. Teachers requesting such leave shall submit a written application to the Governing Board setting forth the reason for said leave and its proposed duration. This written application must be received at least one (1) month prior to the proposed commencement of the leave. For the purpose of this section only, the school year

shall be assumed to begin September 1 and end August 31. Any request for an extension of a leave must be submitted in writing, to the Governing Board at least three months prior to the expiration of the leave. Notification of intent to return must be submitted in writing, at least one (1) month prior to the expiration of the leave and failure to do so may be regarded as a resignation or voluntary quit by the teacher. Exceptions to timelines in this article shall be made for unusual or extenuating circumstances.

35. All teachers granted such leave will be notified by the Board of Directors in writing at the commencement of the leave, of all timeline and written notification requirements.
36. Upon the granting of such leave by the Board all disability insurance, retirement and fringe benefits, seniority and other service credit shall cease to be paid or further accumulated or the duration of said leave. However, to the extent allowed by the policies, hospitalization and medical benefits may be continued at the group rate, if the teacher pays the premiums, in advance at such intervals as may be directed by the Board's business office provided that such intervals are concurrent with those for teachers not on leave and provided further, that payments shall not be required more frequently than monthly.
37. Under ordinary circumstances, it is expected that the duration of any leave shall end on the last day of any given semester, so that return from leave will not result in a teaching change in the middle of a semester. Upon the expiration of a leave, and in the event the leave does not extend beyond the school year in which the leave commences, the teacher shall return to the same position which had been originally vacated by the teacher, provided that there has

not been any program change or reduction in the number of teaching positions within his /her certification or school during the period of such leave. If any such change or reduction has occurred, the teacher will be reinstated to the first vacant position for which he/she is qualified by certification and seniority. In the event the leave is granted for an additional semester or school year, or in the event the leave is extended, the teacher will return to the first vacant position for which he/she is qualified by certification and seniority and shall have no prior teacher. Failure of a teacher to return to her teaching position at the end of said leave, or failure of the teacher to return to the first vacant position to which she is recalled and for which she is certified, as set forth above, will be regarded as a resignation or a voluntary quit by the teacher.

38. Teachers returning from leave will be granted the same accumulated seniority, retirement benefits, fringe benefits, and other service credits which they possessed at the commencement of such leave. Further teachers will return to the same step on the contract schedule that they occupied at the commencement of such leave if such leave is commenced prior to February 1<sup>st</sup> of the school year. If such leave commenced after February 1<sup>st</sup> of the school year, they will be advanced one step beyond the step they had obtained prior to the commencement of such leave, unless the teacher was already at maximum.

## **Sick Leave- NonCertified**

**General Sick leave policy for employees not specifically identified by title below.**

Non-certified employees will be paid for up to five sick days per year. Employees must mark on timesheet "sick" during days missed. Employees will be paid normal per diem/or hourly pay for days labelled as sick days. Employees sick for three or more consecutive days may be required to submit a Doctor's note for verification. Sick days for non-certified staff will not accrue from year to year.

### **Administrative Clerical (high school and middle school secretary)**

Employees will work 183 school days plus regular (Monday to Friday except Holidays) work days in the summer.

If contracted for full year employee will be allowed 10 vacation days in the summer

These employees will get 15 sick days per school year. Three consecutive sick days will require a Doctor's note.

Employees are to provide notice of sick days to school director in writing. This should be done upon returning to school. (If appropriate on timesheet).

Sick days will accumulate from year to year, up to a total maximum of 99.

Upon leaving the Bridge Academy employment we will pay one day's pay for 10 sick days accumulation.

### **Lunch Director**

Employee will work 183 school days.

Any school vacation, summer vacation or snow days that lunch director covers, will be compensated with additional vacation days or pay.

Employee will get 15 sick days per school year. Three consecutive sick days will require a Doctor's note.

Lunch Director is to provide notice of sick days to school director in writing. This should be done upon returning to school. (If appropriate on timesheet).

Sick days will accumulate from year to year, up to a total maximum of 99.

Upon leaving the Bridge Academy employment we will pay one day's pay for 10 sick days accumulation.

Sick days cannot be used in the summer. Sick days taken in the summer will be deducted from pay.

### *Lunch Assistant Director*

Employee will be given two weeks off when the YMCA daycare is shutdown, plus additional 2 weeks off during school year. (4 weeks total) (If vacation taken in the summer, it must be approved and scheduled with lunch director.)

These employees will get 15 sick days per school year. Three consecutive sick days will require a Doctor's note.

Employees are to provide notice of sick days to school director in writing. This should be done upon returning to school. (If appropriate on timesheet).

Sick days will accumulate from year to year, up to a total maximum of 99.

Upon leaving the Bridge Academy employment we will pay one day's pay for 10 sick days accumulation.

Sick days cannot be used in the summer. Sick days taken in the summer will be deducted from pay.

## **Jury Duty**

Employees who have completed at least 90 days of employment and who regularly work 30 hours or more each week who are summoned for jury duty receive their regular wages for the first five days. Thereafter, you will be granted an unpaid leave in order to serve. All other employees summoned for jury duty will be granted an unpaid leave in order to serve.

Exempt employees may be provided time off with pay when necessary to comply with state and federal wage and hour laws.

Make arrangements with the director as soon as you receive your summons.

We reserve the right to request proof of jury service issued by the Court upon return.

We expect you to return to your job if you are excused from jury duty during your regular working hours.

An employee who has served eight hours of jury duty in any one day will not be required to return to work that same day.

## **Military Leave**

Employees who are required to fulfill military obligations in any branch of the Armed Forces of the United States or in state military service will be given the necessary time off and reinstated in accordance with federal and state law.

The time off will be unpaid, except where state law dictates otherwise. Exempt employees may be provided time off with pay when necessary to comply with state and federal wage and hour laws.

Accrued vacation may be used for this leave if the employee chooses. Military orders should be presented to the director and arrangements for leave made as early as possible before departure. Employees are required to give advance notice of their service obligations to the school unless military necessity makes this impossible. You must notify the director of your intent to return to employment based on requirements of the law. Your benefits may continue to accrue during the period of leave in accordance with state and federal law.

Additional information regarding military leaves may be obtained from the director.

## Volunteer Firefighter Leave

Employees who serve as a volunteer firefighter or member of a volunteer ambulance service are entitled to an unpaid leave when late or absent from work in order to respond to an emergency call received prior or during to the employee's regular hours of employment.

To be eligible for leave under this policy, an employee must:

- Submit to the school a written statement signed by the chief of the volunteer fire department or the medical director or chief administrator of the ambulance service or company, no later than 30 days after the date on which the employee is certified as a volunteer, notifying the school of the employee's status as a volunteer;
- Make every effort to notify the school that they may report to work late or be absent from work in order to respond to an emergency fire or ambulance call prior to or during their regular hours of employment;
- When necessary, submit to the school a written statement signed by the chief of the volunteer fire department or the medical director or chief administrator of the volunteer ambulance service or company, explaining why the employee was unable to provide prior notification of a late arrival to work or an absence from work in order to respond to an emergency fire or ambulance call;
- Submit a written statement from the chief of the volunteer fire department or the medical director or chief administrator of the volunteer ambulance service verifying that the employee responded to a fire or ambulance call and

specifying the date, time and duration of such response; and

- Promptly notify the school of any change to the employee's status as a volunteer firefighter or member of a volunteer ambulance service, including, the termination of such status.

For more information regarding this leave, please see the director.

Exempt employees may be provided time off with pay when necessary to comply with state and federal wage and hour laws.

## **Witness Leave**

Employees are given the necessary time off without pay to attend or participate in a court proceeding in accordance with state law. We ask that you notify the director of the need to take witness leave as far in advance as is possible.

Exempt employees may be provided time off with pay when necessary to comply with state and federal wage and hour laws.

## **Domestic Violence Leave**

An employee who is a victim of domestic violence may receive up to 12 days of unpaid leave during any calendar year in which such leave is reasonably necessary (1) to seek medical care or psychological or other counseling for physical or psychological injury or disability for the victim, (2) to obtain services from a victim services organization on behalf of the victim, (3) to relocate due to such family violence, or (4) to participate in any civil or criminal proceeding related to or resulting from such family violence.

Leave under this policy shall not affect any other leave provided under state or federal law.

Employees may substitute accrued, but unused paid time off in lieu of unpaid leave.

If the employee's need for leave under this policy is foreseeable, they must notify the school at least seven days prior to the date such leave is to begin.

If the employee's need for leave is not foreseeable, they must give the school notice as soon as is practicable.

An employee who takes leave under this policy shall provide the school with a signed written statement certifying that the leave is for a purpose authorized by this policy. The statement may be a police or court record related to the family violence or a signed written statement that the employee is a victim of family violence from an employee or agent of a victim services organization, an attorney, an employee of the Judicial Branch's Office of Victim Services or the Office of the Victim Advocate, or a licensed medical professional or other licensed professional from whom the employee

has sought assistance with respect to the family violence.

The school will keep all information provided by an employee concerning leave under this policy confidential, including the employee's request and approval for leave, the fact that the employee or employee's family member was involved in a domestic incident, and verification documentation for leave. The school will only disclose such information if requested or consented to by the employee, ordered by a court or administrative agency, or otherwise required by state or federal law.

## **Victims of Crime Leave**

The school will grant reasonable and necessary leave from work, without pay, to employees who are victims of a crime to attend or participate in legal proceedings pertaining to the crime. Affected employees must give the school reasonable notice that leave under this policy is required.

Exempt employees may be provided time off with pay when necessary to comply with state and federal wage and hour laws.

## COBRA

You and your covered dependents will have the opportunity to continue medical benefits for a period of up to 36 months under the provisions of the Consolidated Omnibus Budget Reconciliation Act (COBRA) when group medical coverage for you and your covered dependents would otherwise end due to your death or because:

- your employment terminates, for a reason other than gross misconduct; or
- your employment status changes due to a reduction in hours; or
- your child ceases to be a "dependent child" under the terms of the medical plan; or
- you become divorced or legally separated; or
- you become entitled to Medicare.

In the event of divorce, legal separation, or a child's loss of dependent status, you or a family member must notify the plan administrator within 60 days of the occurrence of the event.

The plan administrator will notify the individuals eligible for continuation coverage of their right to elect COBRA continuation coverage.

For more information regarding COBRA, you may contact the director.

## **Maternity Leave**

Employees are granted a reasonable leave of absence due to a pregnancy-related disability. An employee returning from maternity leave is reinstated to her original position with equivalent pay and accumulated seniority, retirement and fringe benefits, unless the school's circumstances have changed making reinstatement impossible or unreasonable.

If you are pregnant and reasonably believe that continuing to work in your present position may cause injury to you or your fetus, you may request a temporary transfer to another position. After giving the school written notice of your pregnancy and request for transfer the school will make a reasonable effort to transfer you to a suitable temporary position if one is available. You may appeal any such transfer to the Connecticut Commission on Human Rights and Opportunities (CHRO).

This leave may run concurrently with any other leave where permitted by state and federal law.

## **Social Security**

During your employment, you and the school both contribute funds to the federal government to support the Social Security program. This program is intended to provide you with retirement benefit payments and medical coverage once you reach retirement age.

## **Unemployment Insurance**

Upon separation from employment, you may be entitled to state and federal unemployment insurance benefits. Information about unemployment insurance can be obtained from the director.

## **Workers' Compensation**

On-the-job injuries are covered by our Workers' Compensation insurance policy. This insurance is provided at no cost to you. If you are injured on the job, no matter how slightly, report the incident immediately to the director. Consistent with applicable state law, failure to report an injury within a reasonable period of time could jeopardize your claim. We ask for your assistance in alerting management to any condition that could lead to or contribute to an employee accident.

## **Professional Development**

Our school believes in supporting the individual growth of its employees. To encourage employee development, our school offers a professional development reimbursement program to eligible employees who attend job-related seminars.

To participate in this program, you must be a full-time or part-time employee.

Approval from the director must be received prior to registration for the seminar. Our school will pay the full cost of approved job-related seminars.

In an effort to keep our school informed of new developments, we ask that you share any new information presented at the seminar with the rest of the staff.

## **Employee Assistance Program**

Eligible full-time and part-time employees may participate in our employee assistance program immediately upon hire.

Our *BalanceWorks*®, Employee Assistance Program (EAP), and Work/Life Benefit help eligible employees and their immediate families with a wide range of problems. Situations addressed by the EAP include marriage and family problems, emotional problems, alcoholism and alcohol abuse, drug abuse and dependency, financial problems, compulsive gambling and eating disorders. Your conversations and all records are strictly confidential.

The administrative cost of this program is fully paid by the school.

Additional information regarding this program is available at [www.eniweb.com](http://www.eniweb.com) or by calling 1-800-EAPCALL. Complete details of this program may be obtained from the director.



## **On the Job**

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## **Confidentiality of Student Matters**

Our professional ethics require that each employee maintain the highest degree of confidentiality when handling student matters.

To maintain this professional confidence, no employee shall disclose student information to other students, friends, or members of one's own family.

Questions concerning student confidentiality may be addressed with your supervisor.

## **Care of Student Records**

The impression that students have of our school is based, in part, on the way we care for their records. If we are careless with their files and records, students may conclude that we have the same attitude toward our technical work. As professionals, we must respect the confidence in which we are entrusted and ensure that student files are handled with care.

When possible, obtain all material from student files and then return the material back to the files. Material should be returned in the same condition or better than when it was received.

Under no circumstances will outside requests for student material be fulfilled unless prior written permission is received from your supervisor.

## **Social Security Number Privacy and Protection of Personal Information**

To ensure to the extent practicable the confidentiality of our employees' and applicants' Social Security Numbers (SSNs) and confidential personal information, no employee may acquire, disclose, transfer, or unlawfully use the SSN or personal information of any employee except in accordance with school policy. The release of employee SSNs, driver's license numbers, or financial account numbers to external parties is prohibited except where required by law. Internal access to employee SSNs, driver's license numbers, or financial account numbers is restricted to employees with a legitimate business need for the information.

Employee SSNs and personal information may be collected in the ordinary course of business for the purpose of identity verification or to administer benefits and in accordance with state and federal laws. Records that include Social Security numbers and personal information will be maintained in accordance with federal and state laws.

Any documents that include employee SSNs or personal information which are to be discarded must be destroyed by shredding paper documents and running a data scrubbing program before disposing of electronic storage media.

Any violation of this policy will result in disciplinary action up to and including discharge.

Where this school policy and operating procedures may conflict with state law, the state law shall supersede this policy.

For more information about this policy and the school's operating procedures, please contact your supervisor.

## **Attendance and Punctuality**

Attendance and punctuality are important factors for your success within our school. We work as a team and this requires that each person be in the right place at the right time.

If you are going to be late for work or absent, notify your supervisor and the director as far in advance as is feasible under the circumstances, but before the start of your workday.

Personal issues requiring time away from your work, such as doctor's appointments or other matters, should be scheduled during your nonworking hours if possible.

If you are absent for two days without notifying the school, it is assumed that you have voluntarily abandoned your position with the school, and you will be removed from the payroll.

## **Meal Time**

A 30-minute, paid meal break should be taken each day. Your supervisor is responsible for approving the scheduling of this time.

## **Lactation Breaks**

The school will provide a reasonable amount of break time to accommodate a female employee's need to express breast milk for the employee's infant child. The break time should, if possible, be taken concurrently with other break periods already provided. Non-exempt employees should clock out for any time taken that does not run concurrently with normally scheduled rest periods, and such time generally will be unpaid in accordance with state law. The school will also make a reasonable effort to provide the employee with the use of a room or other location in close proximity to the employee's work area, for the employee to express milk in private.

Employees should notify their supervisor to request time to express breast milk under this policy. The school reserves the right to deny an employee's request for a lactation break if the additional break time will seriously disrupt operations.

No provision of this policy applies or is enforced if it conflicts with or is superseded by any requirement or prohibition contained in a federal, state, or local law or regulation. Anyone with knowledge of such a conflict or potential conflict should contact their supervisor.

## **Standards of Conduct**

Each employee has an obligation to observe and follow the school's policies and to maintain proper standards of conduct at all times. If an individual's behavior interferes with the orderly and efficient operation of a department, corrective disciplinary measures will be taken.

Disciplinary action may include a verbal warning, written warning, suspension with or without pay, and/or discharge. The appropriate disciplinary action imposed will be determined by the school. The school does not guarantee that one form of action will necessarily precede another.

Among other things, the following may result in disciplinary action, up to and including discharge: violation of the school's policies or safety rules; insubordination; unauthorized or illegal possession, use or sale of alcohol or controlled substances on work premises or during working hours, while engaged in school activities or in school vehicles; unauthorized possession, use or sale of weapons, firearms or explosives on work premises; theft or dishonesty; physical harassment; sexual harassment; disrespect toward fellow employees, visitors or other members of the public; performing outside work or use of school property, equipment or facilities in connection with outside work while on school time; poor attendance or poor performance. These examples are not all inclusive. We emphasize that discharge decisions will be based on an assessment of all relevant factors.

**Nothing in this policy is designed to modify our employment-at-will policy.**

## **Access to Personnel Files**

Upon written request, employees may inspect their own personnel files during regular business hours up to two times each year on school premises and in the presence of a school official. Inspection includes relevant employment information, with the exceptions of medical records, references from third parties and certain other documents as allowed by state law. If you disagree with information in your personnel file you may get it removed or changed if the school agrees, or you may file a statement explaining your position.

Upon written request, the school will permit the inspection of an employee's medical records during regular business hours on or reasonably near the school's premises by a physician chosen by the employee or by a physician chosen by the school with the employee's consent.

For more information, contact your supervisor.

## **Student and Public Relations**

Our school's reputation is built on excellent service and quality work. To maintain this reputation requires the active participation of every employee.

The opinions and attitudes that students have toward our school may be determined for a long period of time by the actions of one employee. It is sometimes easy to take a student for granted, but if we do we run the risk of losing not only that student, but his or her associates, friends or family who may also be students or prospective students.

Each employee must be sensitive to the importance of providing courteous treatment in all working relationships.

## **Solicitation and Distribution**

In the interest of maintaining productivity and a proper business environment, employees may not distribute literature or other materials of any kind or solicit for any cause during the working time of any employee involved.

Employees may not distribute literature or other materials of any kind in working areas, at any time, whether or not the employees are on working time. Likewise, employees may not solicit for any cause during the working time of any employee involved.

Non-working time includes, but is not limited to, a lunch or break.

Non-employees are prohibited from soliciting or distributing materials on school premises at any time.

## **Changes in Personal Data**

To aid you and/or your family in matters of personal emergency, we need to maintain up-to-date information.

Changes in name, address, telephone number, marital status, number of dependents or changes in next of kin and/or beneficiaries should be given to your supervisor promptly.

## Care of Equipment

You are expected to demonstrate proper care when using the school's property and equipment. No property may be removed from the premises without the proper authorization of management. If you lose, break or damage any property, report it to your supervisor at once.

## Bus Use Policy

- a) Driver must be a Bridge Academy employee who holds a CT Bus License.
- b) There must be at least 4 or 5 Bridge Academy students participating on the field trip to use the school's buses.
- c) School buses will not be used or loaned to any group or persons other than a Bridge Academy employee.
- d) A written proposal must be submitted to the Governing Board for approval of any trips made overnight and out of state.
- e) Seatbelts must be worn by both driver and passengers at all times!!!!
- f) At least a half tank of gas should be in the tank at all times.
- g) Driver is responsible for interior clean up of the bus after his/her trip.

## **Financial Procedures**

Detailed financial procedures are contained in The Bridge Academy's Accounting manual. This manual should be consulted when questions arise concerning financial accounting. In addition to all other financial policies and procedures contained in the Accounting Manual, Bridge Academy has adopted the following procedures encompassing purchasing, credit card use and expense reimbursements:

This procedure applies to all persons making purchases on behalf of The Bridge Academy

### **Advance Purchase Authorization**

For any purchase transaction on behalf of The Bridge Academy in excess of \$100 authorization in advance from the Bridge Academy Business Office is needed. An exception for this policy exists for office supplies. In this case the authorization limit is \$1,000 for the purchasing officer. Otherwise, please use the following procedure:

1. Email or write the purchase authorization request to the Bridge Academy Business Office using the electronic form provided separately for this purpose.
2. The Business Office will advise the sender of the request (the same day if possible) if there are funds available in the corresponding budget line item for the purchase, and will provide any other pertinent information (% of budget used to date, etc.).
3. Any purchase requests that will exceed available funds or do not conform to the approved use of the particular budget line item will not be authorized and will be sent by the Business

Office to the Director for reconsideration with a copy to the Bridge Academy Treasurer who has ultimate approval authority.

### **The Bridge Academy Credit Cards – Staff Use**

Designated employees will have access to The Bridge Academy credit cards. When making a purchase using the Bridge Academy credit card the employee must have an original dated receipt from the merchant indicating the amount of the purchase and a description of the items purchased. The employee is responsible for writing the Bridge Academy account to be charged on each receipt along with any event/purpose details.

The Business Office will provide each employee with the monthly statement for the credit card for which they are responsible. The employee will reconcile the monthly statement with the accumulated receipts, indicating the Bridge Academy account to be charged for each transaction on the statement. The employee will attach the receipts and return the statement to the Business Office within three days.

The Director will hold The Bridge Academy credit cards. When given a card by the Director, then under no circumstances will an employee share the number of a credit card for which they are responsible, nor will the employee give their card to any other individual. The Bridge Academy credit cards are not permitted to be used for personal purchases.

Employees desiring to make a Bridge Academy purchase using a Bridge Academy credit card who are not holders of a The Bridge Academy credit card have the following options:

1. Complete an Advance Purchase Request form (see below) and email it to the Business Office. If the purchase is approved, the Business Office

will make the purchase on the employee's behalf.

2. Contact the Bridge Academy credit card holding employee who oversees the corresponding budget (as assigned by the Bridge Academy Treasurer) to request they make the purchase using their Bridge Academy credit card. This option is available only for transactions of \$100 or less without advance purchase approval (please see above).

For guidelines on using personal credit cards for The Bridge Academy purchases please see "Expense Reimbursement" below.

#### **The Bridge Academy Credit Cards – Volunteer Use**

The Bridge Academy Credit Cards are not available for use by volunteers. Please see the volunteer purchase and reimbursement procedure below. For guidelines on using personal credit cards for The Bridge Academy purchases please see "Expense Reimbursement" below.

#### **House Accounts at Local Merchants – Staff Use**

The Bridge Academy maintains house accounts at certain merchants who then invoice The Bridge Academy directly. All such accounts are established in advance by the Business Office. No individual employee is authorized to initiate the opening of or charging purchases to a merchant house account on The Bridge Academy behalf. The Business Office will provide each merchant with a list of The Bridge Academy employees who are authorized to make purchases using those accounts. Unauthorized persons are not permitted to make purchases using The Bridge Academy house accounts. Any purchase transaction in excess of \$100 requires authorization in advance (please see above).

### **House Accounts at Local Merchants – Volunteer Use**

Under special circumstances volunteers may, from time-to-time, receive special authorization to make purchases using house accounts at certain merchants that will invoice The Bridge Academy directly. All these transactions are authorized in advance by the Business Office. No volunteers are authorized to initiate the opening of or charging purchases to a merchant house account on The Bridge Academy behalf. Any purchase transaction in excess of \$100 requires authorization in advance (please see above).

### **Staff and Volunteer Expense Reimbursement**

Authorized purchases on The Bridge Academy behalf made in cash or charged to employee or volunteer personal credit cards will be reimbursed as follows. Reimbursement for purchases on The Bridge Academy behalf over \$100 is subject to advance approval (please see above).

1. The individual making the purchase will provide the Business Office with an Expense Reimbursement Request Form provided separately for this purpose along with an original dated receipt from the merchant indicating the amount of the purchase and a description of the items purchased to the Business Office. The purchaser is responsible for writing the Bridge Academy account to be charged on each receipt along with any event/purpose details. Receipts for reimbursement must be submitted within two weeks of the purchase date, with the exception of June purchases which must be submitted not later than June 20th of the purchase fiscal year. For special circumstances please make arrangements with the Business Office in advance.

2. By the following business day the Business Office will send a copy of the reimbursement request to the Bridge Academy employee who is responsible for overseeing the account to which the purchase will be charged.
3. Upon reimbursement approval by the employee with budget responsibility the Business Office will issue a reimbursement check within three business days after receiving reimbursement approval.

## **Visitors**

If you are expecting a visitor, please notify the director. All visitors must first check in at the reception area. Visitors are not allowed in any area of the building without being accompanied by an authorized employee. Under no circumstances will visitors be allowed in confidential, unauthorized or potentially hazardous areas.

## **Personal Telephone Calls**

It is important to keep our telephone lines free for student calls. Although the occasional use of the school's telephones for a personal emergency may be necessary, routine personal calls should be kept to a minimum.

Personal cellular telephones must be turned off or set to a silent alert during working hours while on school premises.

Employees are prohibited from using cellular telephones to text message during working hours while on school premises.

## **Acceptable Use of Electronic Communications**

This policy contains guidelines for Electronic Communications created, sent, received, used, transmitted, or stored using school communication systems or equipment and employee provided systems or equipment used either in the workplace, during working time or to accomplish work tasks. "Electronic Communications" include, among other things, messages, images, data or any other information used in e-mail, instant messages, voice mail, fax machines, computers, personal digital assistants (including Blackberry, iPhone or similar devices), text messages, pagers, telephones, cellular and mobile phones including those with cameras, Intranet, Internet, back-up storage, information on a memory or flash key or card, jump or zip drive or any other type of internal or external removable storage drives. In the remainder of this policy, all of these communication devices are collectively referred to as "Systems."

Employees may use our Systems to communicate internally with co-workers or externally with students, suppliers, vendors, advisors, and other business acquaintances for business purposes.

All Electronic Communications contained in school Systems are school records and/or property. Although an employee may have an individual password to access our Systems, the Systems and Electronic Communications belong to the school. The Systems and Electronic Communications are accessible to the school at all times including periodic unannounced inspections. Our Systems and Electronic Communications are subject to use, access, monitoring, review, recording and disclosure without further notice. Our Systems and Electronic Communications are not

confidential or private. The school's right to use, access, monitor, record and disclose Electronic Communications without further notice applies equally to employee-provided systems or equipment used in the workplace, during working time, or to accomplish work tasks.

Although incidental and occasional personal use of our Systems that does not interfere or conflict with productivity or the school's business or violate policy is permitted, personal communications in our Systems are treated the same as all other Electronic Communications and will be used, accessed, recorded, monitored, and disclosed by the school at any time without further notice. Since all Electronic Communications and Systems can be accessed without advance notice, employees should not use our Systems for communication or information that employees would not want revealed to third parties.

Employees may not use our Systems in a manner that violates our policies including but not limited to Non-Harassment, Sexual Harassment, Equal Employment Opportunity, Confidentiality of Student Matters, Care of Student Records, Protecting School Information, and Solicitation and Distribution. Employees may not use our Systems in any way that may be seen as insulting, disruptive, obscene, offensive, or harmful to morale. Examples of prohibited uses include, but are not limited to, sexually-explicit drawings, messages, images, cartoons, or jokes; propositions or love letters; ethnic or racial slurs, threats, or derogatory comments; or any other message or image that may be in violation of school policies.

In addition, employees may **not** use our Systems:

- To download, save, send or access any discriminatory or obscene material;

- To download, save, send or access any music, audio or video file;
- To download anything from the internet (including shareware or free software) without the advance written permission of the Systems Supervisor;
- To download, save, send or access any site or content that the school might deem “adult entertainment;”
- To access any “blog” or otherwise post a personal opinion on the Internet;
- To solicit employees or others;
- To attempt or to gain unauthorized or unlawful access to computers, equipment, networks, or systems of the school or any other person or entity;
- In connection with any infringement of intellectual property rights, including but not limited to copyrights; and
- In connection with the violation or attempted violation of any law.

An employee may not misrepresent, disguise, or conceal his or her identity or another’s identity in any way while using Electronic Communications; make changes to Electronic Communications without clearly indicating such changes; or use another person’s account, mail box, password, etc. without prior written approval of the account owner and without identifying the actual author.

Employees must always respect intellectual property rights such as copyrights and trademarks. Employees must not copy, use, or transfer proprietary materials of the school or others without appropriate authorization.

All Systems passwords and encryption keys must be available and known to the school. Employees may not install password or encryption programs without the written permission of their supervisor. Employees may

not use the passwords and encryption keys belonging to others.

Numerous state and federal laws apply to Electronic Communications. The school will comply with applicable laws. Employees also must comply with applicable laws and should recognize that an employee could be personally liable and/or subject to fine and imprisonment for violation of applicable laws.

Nothing contained herein shall preclude an employee from engaging in conduct protected by Section 7 of the National Labor Relations Act.

Violations of this policy may result in disciplinary action up to and including discharge as well as possible civil liabilities or criminal prosecution. Where appropriate, the school may advise legal officials or appropriate third parties of policy violations and cooperate with official investigations. We will not, of course, retaliate against anyone who reports possible policy violations or assists with investigations.

If you have questions about the acceptable use of our Systems or the content of Electronic Communications, ask your supervisor for advance clarification.

## **Social Media**

The school has in place policies that govern use of its own electronic communication systems, equipment, and resources which employees must follow. The school may also have an interest in your electronic communications with co-workers, students, vendors, suppliers, competitors, and the general public on your own time. Inappropriate communications, even if made on your own time using your own resources, may be grounds for discipline up to and including immediate termination. We encourage you to use good judgment when communicating via blogs, online chat rooms, networking internet sites, social internet sites, and other electronic and non-electronic forums (collectively “social media”). The following is a general and non-exhaustive list of guidelines you should keep in mind:

1. Make it clear that the views expressed in social media are yours alone. Do not purport to represent the views of the school in any fashion.
2. Do not disclose confidential or proprietary information regarding the school, your co-workers or the school's vendors and suppliers. Use of copyrighted or trademarked school information, trade secrets, or other sensitive information may subject you to legal action. If you have any doubt about whether it is proper to disclose information, please discuss it with your supervisor.
3. Do not use school logos, trademarks, web addresses, email addresses or other symbols in social media. You may not use the school name or other identifying information to endorse, promote, denigrate or otherwise comment on any product, opinion, cause or person.

4. Be respectful of the privacy and dignity of your co-workers. Do not use or post photos of co-workers without their express consent.
5. Harassing or discriminatory comments, particularly if made on the basis of gender, race, religion, age, national origin, or other protected characteristic, may be deemed inappropriate even if the school name is not mentioned. If social media communications in any way may adversely affect your relationships at work or violate school policy, you may be subject to discipline up to and including immediate termination under various school policies.
6. Ensure that engaging in social media does not interfere with your work commitments.
7. Social media and similar communications have the potential to reflect on both you and the school. We hope that you will show respect for our employees, students, affiliates and competitors.

Nothing contained herein shall preclude an employee from engaging in conduct protected by Section 7 of the National Labor Relations Act.

## **Dress Policy**

Employees are expected to maintain the highest standards of personal cleanliness and present a neat, professional appearance at all times.

Our students' satisfaction represents the most important and challenging aspect of our business. Whether or not your job responsibilities place you in direct student contact, you represent the school with your appearance as well as your actions. The properly-attired individual helps to create a favorable image for the school, to the public and fellow employees.

The school maintains a business casual environment. All employees should use discretion in wearing attire that is appropriate for the office and student interaction.

## **Personal Hygiene**

Maintaining a professional, business-like appearance is very important to the success of our school. Part of the impression you make on others depends on your choice of dress, personal hygiene and courteous behavior. A daily regimen of good grooming and hygiene is expected of everyone. Please ensure that you maintain good personal hygiene habits. While at work, you are required to be clean, dressed appropriately and well groomed.

## **Recycling and Waste Prevention**

The school is committed to the environment and its future. Therefore, recycling containers are located throughout the building for the collection of recyclable materials. Waste of time, materials and utilities is costly to the school. If you have any waste prevention ideas, please advise your supervisor in writing.

## **Protecting School Information**

Protecting our school's information is the responsibility of every employee, and we all share a common interest in making sure information is not improperly or accidentally disclosed. Do not discuss the school's confidential business or proprietary business matters, or share confidential, personal employee information with anyone who does not work for us such as friends, family members, members of the media, or other business entities.

All telephone calls regarding a current or former employee's position/compensation with our school must be forwarded to your supervisor.

The school's address shall not be used for the receipt of personal mail.

## **Conflict of Interest/Code of Ethics**

A school's reputation for integrity is its most valuable asset and is directly related to the conduct of its officers and other employees. Therefore, employees must never use their positions with the school, or any of its students, for private gain, to advance personal interests or to obtain favors or benefits for themselves, members of their families or any other individuals, corporations or business entities.

The school adheres to the highest legal and ethical standards applicable in our business. The school's business is conducted in strict observance of both the letter and spirit of all applicable laws and the integrity of each employee is of utmost importance.

Employees of the school shall conduct their personal affairs such that their duties and responsibilities to the school are not jeopardized and/or legal questions do not arise with respect to their association or work with the school.

## **Whistleblower Policy**

The Bridge Academy's Code of Ethics ("Code") requires Board Members and Employees to observe high standards of business and personal ethics in the conduct of their duties and responsibilities and comply with all applicable laws and regulations. It is the responsibility of all Board Members and Employees to comply with this Code and to report violations or suspected violations in accordance with this Code.

No Employee who in good faith reports a violation of the Code shall suffer harassment, retaliation or adverse employment consequence. A Board Member or Employee who retaliates against someone who has reported a violation in good faith is subject to discipline up to and including termination of employment or relationship with the school. This "Whistleblower Policy" is intended to encourage and enable Employees and others to raise serious concerns within The Bridge Academy prior to seeking resolution outside The Bridge Academy.

Employees should share their questions, concerns, suggestions or complaints with someone who can address them properly. In most cases, the Director is in the best position to address an area of concern. However, if an Employee is not comfortable speaking with the Director or is not satisfied with his/her response, the Employee is encouraged to speak with the Executive Board President or anyone else on the Executive Board he or she is comfortable approaching. The Director, or members of the Executive Board, as the case may be, has specific and exclusive responsibility to investigate all reported violations. For suspected fraud, individuals should contact, either in writing or by telephone, the Director and a member of the Executive Board.

Anyone filing a complaint concerning a violation or suspected violation of the Code must be acting in good faith and have reasonable grounds for believing the information disclosed indicated a violation of the Code. Any allegations that prove not to be substantiated and which prove to have been made maliciously or knowingly to be false will be viewed as a serious disciplinary offense.

The Director will notify the sender and acknowledge receipt of the reported violation or suspected violation within five business days after receiving it. All reports will be promptly investigated and appropriate corrective action will be taken if warranted by the investigation.

Violations or suspected violations of this Code may be submitted on a confidential basis by the complainant or may be submitted anonymously. Reports of violations or suspected violations will be kept confidential to the extent possible, consistent with the need to conduct an adequate investigation.

## **Office Supplies**

Our school maintains a stock of basic office supplies such as pens, paper clips, staples, note pads, etc. used on a day-to-day basis by employees. All office supplies can be located in the supply room.

If you need additional items not regularly stocked, please speak to the school secretary to place a special order.

All office supplies are for business use only and should not be removed from the office for non-business use. Violations of this policy may result in disciplinary action up to and including discharge.

## **Recording Devices in the Workplace**

Employees are prohibited from having any form of recording or photography device in the workplace and from recording or photographing fellow employees in the workplace or during working time. Violations of this policy may result in discipline (including the possibility of discharge), immediate removal of the recording device and/or the employee from the workplace, and retention of the recording device for inspection by the school and/or legal authorities. Limited exceptions will apply when the employee in possession of the recording device has been provided advance written authorization to use the recording device by an authorized member of school management and the recording device is being used in an authorized manner to further school business.

Prohibited “recording devices” under this policy include but are not limited to cameras, camcorders, video devices, picture or video capable cellular telephones, cassette recorders, and digital voice or image recorders. Cellular telephones, PDAs, MP3 and DVD devices, portable computers, and other devices are covered if they are equipped with any device or technology that has the capability to record images or sounds. This prohibition applies irrespective of whether the recording capability is activated or not.

Nothing contained herein shall preclude an employee from engaging in conduct protected by Section 7 of the National Labor Relations Act.

## **If You Must Leave Us**

Should you decide to leave your employment with us, we ask that you provide the director with at least two weeks' advance written notice. Your thoughtfulness is appreciated and will be noted favorably should you ever wish to reapply for employment with the school.

Generally, we will confirm upon request our employees' dates of employment, salary history, and job title.

Additionally, all resigning employees should complete a brief exit interview prior to leaving. All school property, including this Employee Handbook, must be returned upon discharge. Otherwise, the school may take action to recoup any replacement costs and/or seek the return of school property through appropriate legal recourse.

You should notify the school if your address changes during the calendar year in which discharge occurs so that your tax information will be sent to the proper address.



## **Safety in the Workplace**

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## Each Employee's Responsibility

Safety can only be achieved through teamwork at our school. Each employee, supervisor and manager must practice safety awareness by thinking defensively, anticipating unsafe situations and reporting unsafe conditions immediately.

Please observe the following precautions:

1. Notify the director of any emergency situation. If you are injured or become sick at work, no matter how slightly, you must inform the director immediately.
2. The use of alcoholic beverages or illegal substances during working hours will not be tolerated. The possession of alcoholic beverages or illegal substances on the school's property is forbidden.
3. Use, adjust and repair machines and equipment only if you are trained and qualified.
4. Know the proper lifting procedures. Get help when lifting or pushing heavy objects.
5. Understand your job fully and follow instructions. If you are not sure of the safe procedure, don't guess; just ask the director.
6. Know the locations, contents and use of first aid and fire fighting equipment.
7. Comply with OSHA standards and/or applicable state job safety and health standards as written in our safety procedures manual.

A violation of a safety precaution is in itself an unsafe act. A violation may lead to disciplinary action, up to and including discharge.

## Reporting Suspected Child Abuse/Neglect

The Bridge Academy recognizes that a student's mental and physical health will have an affect on the student's ability to obtain the most benefit from attending school. In order to increase the student's ability to learn while in school, The Bridge Academy recognizes the importance of identifying students who may be suffering from abuse, neglect, or placed in an imminent danger of harm. When any school nurse, teacher, director, psychologist, paraprofessional, coach of intramural or interscholastic athletics or social worker has reasonable cause to suspect abuse, neglect or that a child has been placed in an imminent danger of harm, he/she shall within twelve (12) hours make an oral report by telephone or in person to the Department of Children and Families (DCF), or a law enforcement agency.

Reports of abuse or neglect by the above-mentioned personnel ("mandatory reporters") shall include the following information, if known:

1. the names and addresses of the child and his/her parents or other person responsible for the child's care;
2. the age of the child;
3. the gender of the child;
4. the nature and extent of the child's injury or injuries, maltreatment or neglect incurred;
5. the approximate date and time the injury or injuries, maltreatment of or neglect occurred;
6. information concerning any previous injuries to, maltreatment of or neglect to the child or his/her siblings;
7. the circumstances in which the injuries, maltreatment or neglect came to be known to the mandatory reporter;

8. the name of the person or persons suspected to be responsible for causing such injury or injuries, maltreatment or neglect; and
9. what ever action, if any, was taken to treat, provide shelter or otherwise assist the child.

The mandatory reporter shall submit a written report to DCF containing the above-mentioned information within 48 hours of making the oral report. The reporter shall also submit a written report containing such information to the Administrator. If the report concerns abuse or neglect by a certified school employee, the Administrator shall then send the written report to the Commissioner of Education. The Administrator shall also immediately notify the child's parent or other person responsible for the child's care that a report of abuse or neglect has been made. In making all written reports required under this policy, the reporter may use the "DCF-136" form.

Reports under this policy should be made where a mandatory reporter in his/her professional capacity, has reasonable cause to suspect or believe that any child under the age of eighteen:

1. has had non-accidental physical injury, or injury which is at variance with the history given of such injury inflicted upon him/her by a person responsible for such child's health, welfare, or care or by a person given access to such child by such responsible person;
2. has been neglected in one or more of the following ways:
  - a) has been abandoned;
  - b) is being denied proper care and attention, physically, educationally, emotionally, or morally;

- c) is being permitted to live under conditions, circumstances, or associations injurious to the child's well-being; or
- 3. has been abused.

When an investigation by DCF produces evidence of child abuse by a certified school employee in a position requiring a certificate, the school Director shall suspend the certified professional employee with pay and without termination of benefits, and shall notify the Bridge Academy Board of Education and the Commissioner of Education or his representative of the reasons for and conditions of the suspension within seventy-two (72) hours after the suspension. If the contract of employment of a certified school employee is terminated as the result of an investigation of abuse, the Bridge Academy Board of Directors shall notify the Commissioner of Education or his representative within seventy-two (72) hours after such termination.

The Bridge Academy Board of Directors will delegate their responsibilities for receiving and making reports, notifying and receiving notification, and conducting investigations to the school administrator. Under state law, the Bridge Academy Board of Directors is authorized to receive notice from the State's Attorney or Assistant Attorney of convictions of certified school employees for crimes involving an act of child abuse or neglect or sexual assault.

### **Penalty**

Under state law, any person who is required to report suspected child abuse/neglect and fails to make such a report shall be fined between \$500.00 and \$2500.

Under state law, any person who knowingly makes a false report of child abuse or neglect shall be fined no more than \$2,000 or imprisoned not more than one year

or both. However, under state law, any person who in good faith does not makes a report of suspected child abuse/neglect is immune from any civil or criminal liability.

### **Emergency Health Care and Reasonable Inquiry**

When reasonable cause to suspect or believe that a child has been abused or neglected exists or when a child has a visible injury, public school personnel may make reasonable inquiry of the child regarding such suspicion or visible injury.

If a school nurse or school medical advisor is not readily available and the rendering of emergency first aid is necessary, other public school personnel who have completed a course in first aid offered by the American Red Cross, the American Heart Association, or the Connecticut Department of Health Services may render such emergency first aid to a child. In accordance with state law, any person providing such aid is not liable for civil damages for any personal injuries which result from acts or omissions by such person rendering the emergency first aid, which constitute ordinary negligence. The immunity does not apply to acts or omissions constituting gross, willful or wanton negligence.

### **Interviewing the Child**

School personnel who believe that an interview in the school setting may be necessary in order to protect the child must notify DCF as early in the day as possible to provide both DCF and the school administration ample time to coordinate appropriate activities and actions. Upon receipt of such notice, DCF will advise school personnel whether the child must be interviewed in the school. If school personnel retain the child after the scheduled school day in order to ensure an interview by DCF or local or state police, school personnel must

attempt to notify the parents of the child, except where the alleged abuse involves the parents.

### **Preparation for the Interview**

If DCF determines that a school interview is appropriate, the DCF social worker shall be required to notify the School Director prior to the school visit with as much advance notice as possible. The DCF social worker shall provide the school Director with a DCF identification. If the DCF social worker is not known to school personnel, a verifying call to the local DCF office shall be made. If deemed appropriate by DCF or the administration, the parent or guardian of the child will be notified prior to the interview. DCF personnel are solely responsible for scheduling such interviews. If the DCF social worker does not arrive as scheduled and school personnel decide that the retention of the child beyond the school day is necessary to protect the child's physical well-being, school personnel must attempt to notify the parents of the child that the child will be late, except where the alleged abuse involves the parents.

### **The Interview**

To ensure confidential communication, the school administration shall provide a private place to interview the child. As part of the investigative process, the DCF social worker may request that school personnel be present during the interview. The investigation is to be conducted solely by the DCF social worker.

The removal of clothing as part of an investigation into an injury which may have been caused by child abuse shall be done only at the request and in the presence of the school medical advisor.

Legal Reference: 17a-101 et seq of the Connecticut General Statutes, as amended by Public Act 96-246, Public Act 00-220, and PA 02-106)

## **Fire Drills**

Fire drills are scheduled periodically throughout the year. These drills are an important aspect in employee safety. We expect your complete cooperation during these drills. If you have any questions concerning evacuation procedures, see the director.

## **Workplace Violence**

Violence by an employee or anyone else against an employee, supervisor or member of management will not be tolerated. The purpose of this policy is to minimize the potential risk of personal injuries to employees at work and to reduce the possibility of damage to school property in the event someone, for whatever reason, may be unhappy with a school decision or action by an employee or member of management.

If you receive or overhear any threatening communications from an employee or outside third party, report it to the director at once. Do not engage in either physical or verbal confrontation with a potentially violent individual. If you encounter an individual who is threatening immediate harm to an employee or visitor to our premises, contact an emergency agency (such as 911) immediately.

All reports of work-related threats will be kept confidential to the extent possible, investigated and documented. Employees are expected to report and participate in an investigation of any suspected or actual cases of workplace violence and will not be subjected to disciplinary consequences for such reports or cooperation.

Violations of this policy, including your failure to report or fully cooperate in the school's investigation, may result in disciplinary action, up to and including discharge.

## **Workplace Searches**

To protect the property and to ensure the safety of all employees, students and the school, the school reserves the right to conduct personal searches consistent with state law, and to inspect any packages, parcels, purses, handbags, brief cases, lunch boxes or any other possessions or articles carried to and from the school's property. In addition, the school reserves the right to search any employee's office, desk, files, locker, equipment or any other area or article on our premises. In this regard, it should be noted that all offices, desks, files, lockers, equipment, etc. are the property of the school, and are issued for the use of employees only during their employment. Inspection may be conducted at any time at the discretion of the school.

Persons entering the premises who refuse to cooperate in an inspection conducted pursuant to this policy may not be permitted to enter the premises. Employees working on or entering or leaving the premises who refuse to cooperate in an inspection, as well as employees who after the inspection are believed to be in possession of stolen property or illegal substances, will be subject to disciplinary action, up to and including discharge, if upon investigation they are found to be in violation of the school's security procedures or any other school rules and regulations.

## **Smoking in the Workplace**

Our school is committed to providing a safe and healthy environment for employees and visitors. Smoking is not permitted.

Violations of this policy may result in disciplinary action, up to and including discharge.

## **No Weapons in the Workplace**

Possession, use or sale of weapons, firearms or explosives on work premises, while operating school machinery, equipment or vehicles for work-related purposes or while engaged in school business off premises is forbidden except where expressly authorized by the school and permitted by state and local laws. This policy applies to all employees, including but not limited to, those who have a valid permit to carry a firearm.

Employees who are aware of violations or threats of violations of this policy are required to report such violations or threats of violations to the director immediately.

Violations of this policy will result in disciplinary action, up to and including discharge.

## **Drug and Alcohol Free Workplace**

The school has vital interests in ensuring a safe, healthy and efficient working environment for our employees, their co-workers and students we serve. The unlawful or improper use of controlled substances or alcohol in the workplace presents a danger to everyone. In addition, as a federal grantee we have a duty to comply with the requirement of the Drug-Free Workplace Act of 1988. For these reasons, we have established as a condition of employment and continued employment with the school the following drug and alcohol free workplace policy.

The school has implemented a drug testing program in compliance with local, state and federal laws. Employees are prohibited from reporting to work or working while using illegal or unauthorized substances. Employees are prohibited from reporting to work or working when the employee uses any controlled substance, except when the use is pursuant to a doctor's orders and the doctor advised the employee that the substance does not adversely affect the employee's ability to safely perform his or her job duties. Employees are also prohibited from reporting for duty or remaining on duty with any alcohol in their systems. Employees are also prohibited from consuming alcohol during working hours, including meal and break periods. This does not include the authorized use of alcohol at school-sponsored functions or activities.

In addition, employees are prohibited from engaging in the unlawful or unauthorized manufacture, distribution, sale or possession of illegal or unauthorized substances and alcohol in the workplace including: on school paid time, on school premises, in school vehicles or while engaged in school activities.

In accordance with the Drug-Free Workplace Act of 1988, employees must notify the director of any criminal drug statute conviction for a violation occurring within the workplace within five days of such conviction.

Your employment or continued employment with the school is conditioned upon your full compliance with the foregoing drug and alcohol free workplace policy. Any violation of this policy may result in disciplinary action, up to and including discharge. Furthermore, any employee who violates this policy and is subject to discharge may be permitted in lieu of discharge, at the school's sole discretion, to participate in and successfully complete an appropriate treatment, counseling, or rehabilitation program as recommended by a substance abuse professional as a condition of continued employment and in accordance with applicable federal, state, and local laws.

Consistent with its fair employment policy, the school maintains a policy of non-discrimination and reasonable accommodation with respect to recovering addicts and alcoholics, and those having a medical history reflecting treatment for substance abuse conditions. We encourage employees to seek assistance before their drug and alcohol use renders them unable to perform their essential job functions or jeopardizes the health and safety of themselves, or others. The school will attempt to assist its employees through referrals to rehabilitation, appropriate leaves of absence and other measures, consistent with the school's policies and applicable federal, state or local laws.

The school further reserves the right to take any and all appropriate and lawful actions necessary to enforce this drug and alcohol free workplace policy including, but not limited to, the inspection of school issued lockers, desks or other suspected areas of concealment, as well as an employee's personal property when the school has

reasonable suspicion to believe that the employee has violated this drug and alcohol free workplace policy.

This policy represents management guidelines. For more information, please speak to the director.

### Drug and Alcohol Free Awareness Program

In order to maintain a drug and alcohol free workplace, the school has established a drug and alcohol free awareness program to educate employees on 1) the danger of drug abuse and alcohol in the workplace; 2) the school's drug and alcohol free workplace policy; 3) the availability of any drug and alcohol counseling, rehabilitation, and employee assistance programs; and 4) the penalties that may be imposed upon employees for drug abuse and alcohol violations, and violations of the school's drug and alcohol free workplace. Such education includes: inclusion of the company's drug and alcohol free workplace policy in the Employee Handbook and any other personnel policy publications.

## **Student Policies**

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## **Bullying and Non-Discrimination**

The Bridge Academy promotes nondiscrimination and an environment free of harassment based on an individual's race, color, religion, sex, sexual orientation, national origin, disability, marital status or age or because of the race, color, religion, sex, sexual orientation, national origin, disability, marital status or age of any other persons with whom the individual associates.

In keeping with requirements of federal and state law, The Bridge Academy strives to remove any vestige of discrimination in employment, assignment, and promotion of personnel; in educational opportunities and services offered to students; in student assignment to schools and classes; in student discipline; in location and use of facilities; in educational offerings and materials; and in accommodating the public at public meetings.

The Board encourages staff to improve human relationships within the schools and to establish channels through which citizens can communicate their concerns to the administration and the Board.

The School Director shall appoint and make known the individuals to contact on issues concerning the Americans with Disabilities Act (ADA), Section 504 of the Rehabilitation Act of 1974, Title VI, Title VII, Title IX and other civil rights or discrimination issues. The Board will adopt and the school will publish grievance procedures providing for prompt and equitable resolution of student and employee complaints.

Federal civil rights laws prohibit discrimination against an individual because he/she has opposed any discrimination act or practice or because that person has filed a charge, testified, assisted, or participated in an

investigation, proceeding, or hearing. ADA further prohibits anyone from coercing, intimidating, threatening or interfering with an individual for exercising the rights guaranteed under the Act.

- (cf. 4 - Recruitment and Selection)
- (cf. 41UJ/4211.1 - Affirmative Action)
- (cf. - Nondiscrimination)
- (cf. - Grievance Procedure-Title IX)
- (cf. 18.113 - Harassment)
- (cf. 5145.4 - Nondiscrimination)
- (cf. - Sexual Harassment)
- (cf. - Peer Sexual Harassment)
- (cf. 5145.52 - Harassment)
- (cf - Student Grievance Procedure)
- (cf. - Nondiscrimination)
- (cf. - Equal Educational Opportunity)

Legal Reference: Title VII, Civil Rights Act, 42 US.c. 2000e, et seq.

EEOC Guidelines on Sex Discrimination.

Title IX of the Educational Amendments of 1972, 20 US. C. 1681 et seq.

OCR Guidelines for Title IX.

Definitions, OCR Guidelines on Sexual Harassment, Fed. Reg. Vol 62, #49,

SCaO 62 Fed Reg. 12033 (March 13, 1997) and 66 Fed. Reg. 5512 (January 19, 2001)

Meritor Savings Bank. FSB v. Vinson, 477 US. 57 (1986)

Faragher v. City of Boca Raton, No. 97-282 (US. Supreme Court, June 26,1998)

Gebbs v. Lago Vista Indiana School District, No. 99-1866, (US. Supreme Court, June 26, 1998)

Davis v. Monro County Board of Education, No. 97-843, (US. Supreme Court, May 24, 1999.)

Connecticut General Statutes

16a-60 Discriminatory employment practices prohibited.

15c Discrimination in public schools prohibited.  
School attendance by five-year olds. (Amended by P.A.  
97-247 to include "sexual orientation")  
153 Discrimination on account of marital status.  
101 Protection of children from abuse.

## **Grievance Procedure**

The Board of Education does not knowingly condone discrimination on the basis of race, color, national origin, sex, sexual orientation, or handicap in admission or access to, or treatment, or employment in its programs or activities.

Inquiries regarding compliance, including receipt and investigation of any complaint alleging noncompliance may be directed to the School Director or in the Director's absence, the Middle School Co-Principals.

### **Definitions**

- A "grievance" is a complaint by an employee, or group of employees, or a student or group of students based upon an alleged violation of the provisions of Section 504, Title IX, or Title VII.
- The term "employee" is considered to apply to any employee of the Bridge Academy.
- The term "student" is considered to apply to any student enrolled in the Bridge Academy.
- The term "teacher" is considered to apply to any teacher employed by the Bridge Academy.
- NOTE: The "teacher", "employee", or "student" may include a group of teachers or a group of employees or a group of students who are similarly affected by a grievance.

- An "aggrieved person" is the person or persons making the claim.
- The term "days", when used in this article, shall, except when otherwise indicated, mean working days.

### **Purpose**

The purpose of this procedure is to secure, at the lowest possible administrative level, equitable solutions to the problems which may arise under the provisions of Section 504, Title IX, or Title VII.

The parties agree that these proceedings shall be kept as informal and confidential as may be appropriate at any level of the procedure.

Nothing herein contained shall be construed as limiting the right of the complainant having a problem to discuss the matter informally with any appropriate member of the administration.

Any complainant shall have the right at any time to present any grievance to such persons and through such channels as are designated for that purpose in this article.

### **Time Limits**

Since it is important that grievances be processed as rapidly as possible, the number of days indicated at each level should be considered as a maximum, and every effort should be made to expedite the process. The time limits specified may, however, be extended by mutual agreement in writing.

If a complainant does not file a grievance in writing as provided herein within 30 days after the aggrieved person knew or should have known of the act or condition on which the grievance is based, then the grievance shall be considered waived.

**Informal Procedure**

Any student, employee or applicant to a program who feels that he/she has been discriminated against on the basis of race, color, national origin, sex, sexual orientation or handicap shall contact the building Principal/supervisor within 30 days of the alleged occurrence to discuss the nature of the complaint.

The Principal/supervisor shall maintain a written record which shall contain the following:

1. Full name and address of complainant.
2. Full name and position of person(s) who allegedly discriminated against the complainant.
3. A concise statement of the facts constituting the alleged discrimination.

**Dates of the Alleged Discrimination**

At the time the alleged discrimination complaint is filed, Principal/supervisor shall review and explain the grievance procedures with the complainant and answer any questions. An investigation of the complaint shall begin as soon as practical, but in no case, more than ten (10) working days from the time the complaint was received. Within this time limit, the Principal/supervisor shall meet informally with the complainant and the individual(s) against whom the complaint was lodged and shall provide confidential counseling where advisable and shall finally seek an informal agreement between the parties concerned. Every attempt shall be made to seek a solution and resolve the alleged discrimination complaint at this level.

If the complainant is not satisfied with these initial informal procedures, within twenty (20) school days from the date of the original discussion with the principal/supervisor, more formal procedures may be

initiated by the complainant to further explore and resolve the problem.

### **Formal Procedure**

#### **1. Level One - School Director**

If a complainant is not satisfied with the disposition of the problem through informal procedures, he/she may submit his/her claim as a formal grievance in writing to the Principal. (If the Principal also holds the role of Director, then the complaint will automatically escalate to level two.)

The Principal shall within five (5) days render a decision and the reasons therefore in writing to the complainant, with a copy to the School Director.

#### **2. Level Two – School Director**

If the complainant is not satisfied with the disposition of his/her grievance at Level One, or if no decision has been rendered within five (5) days after presentation of the grievance in writing, the complainant may file a written appeal for a hearing by the school Director within five (5) days.

The school director shall represent the administration at Level Two of the grievance procedure. Within ten (10) days after receipt of the written appeal for a hearing by the Director, the Director shall meet with the complainant for the purpose of resolving the grievance. A full record of such hearing shall be kept by the Director. The Director shall within three (3) days of the hearing render the decision and the reasons therefore in writing to the complainant.

#### **3. Level Three – Governing Board Committee of the Board of Education**

If the complainant is not satisfied with the disposition of the grievance at Level Two, or if no decision has been rendered within three (3) days after first meeting with the

Superintendent, the person may file the grievance again with the Board of Education within five (5) days.

Within fifteen (15) days after receiving the written appeal, the Board shall meet with the complainant for the purpose of resolving the grievance. The decision of the Board shall be rendered in writing within three (3) days.

### **General Provisions**

- Decisions rendered at all levels of the formal grievance shall be in writing setting forth the decision and the reasons therefore.
- All documents, communications, and records dealing with the processing of a grievance shall be filed separately from the existing files of the participants.
- Any person may also file a complaint of illegal discrimination with the Office for Civil Rights, Washington, D.C., at the same time he/she files the grievance during or after use of the grievance process, or without using the grievance process at all. If a complaint is filed with the Office for Civil Rights, it must be filed in writing no later than 180 days after the occurrence of the possible discrimination.
- The School Director is the Title VII, Title IX and Section 504 Coordinator and he/she may be contacted at 336-9999.

## **Bullying**

The Bridge Academy promotes a secure and happy school climate, conducive to teaching and learning in which students are appreciative and accepting of individual differences and behave responsibly toward others. Therefore it shall be the policy of the Board that bullying of a student or group of students by another student or group of students is prohibited.

In accordance with Connecticut State law, “Bullying” is defined as any overt acts by a students or group of students directed against another student or groups of students with the intent to ridicule, harass, humiliate, or intimidate the other student(s) while on school grounds, on the school bus or at a school sponsored activity, which acts are committed more than once against any student(s) during the school year. This policy may include provisions addressing bullying outside of the school setting if it has a direct and negative impact on a student's academic performance or safety in school.

Examples of bullying include, but are not limited to:

1. Physical violence and attacks
2. Verbal taunts, name-calling, and put-downs including ethnically-based or gender based verbal put-downs
3. Threats or intimidation
4. Extortion or stealing of money and/or possessions
5. Exclusion from peer groups within the school
6. Any mean behavior

Students who engage in any acts of bullying, while at school, at any school function, or in connection to or with any district sponsored activity or event are subject to appropriate disciplinary action up to and including

suspension, expulsion and/or referral to law enforcement officials. The board expects prompt and reasonable investigations of alleged acts of bullying. The principal of The Bridge Academy or his/her designee is responsible for handling of all complaints of alleged bullying.

A comprehensive program to promote a positive school climate and address bullying is in place at The Bridge Academy, and extends to classrooms, common areas, such as the school bus, cafeteria and hallways. Our program offers:

- An extensive curriculum in grades 7 through 9 that teaches students about acceptance and how to handle mean behavior.
- Numerous activities to promote a positive climate in the school.
- The support of teachers, social workers, and administration for intervention both for those bullied and those bullying.
- Workshops for parents for dealing with the mean behavior of their children.

In addition, the norms that are established by adults through consistent enforcement of all policies pertaining to conduct and modeling appropriate behavior at school and at home will reduce the instances and damage of bullying. It is necessary for students to promote the concept that caring for others is a valued quality, one that is accepted and encouraged.

In accordance with Connecticut anti-bullying statutes, The Bridge Academy's anti-bullying policy includes the following provisions:

1. Students may anonymously report acts of bullying to teachers, social workers and school administrators;

2. Parents or guardians of students may file written reports of suspected bullying;
3. Teachers and other school staff who witness acts of bullying or receive student reports of bullying must notify school administrators;
4. School administration must investigate any report of bullying, written or otherwise, anonymous or not, except no disciplinary action shall be taken **solely** on the basis of an anonymous report. However, an anonymous report will trigger an investigation, and where supported, after adequate investigation, the imposition of appropriate and/or corrective action;
5. The Bridge Academy has developed a prevention and an intervention strategy for school staff to deal with bullying;
6. The student codes of conduct includes language concerning bullying;
7. School administration must notify both the parents or guardians of students who commit any verified acts of bullying and the parents or guardians of students against whom such acts were directed, and invite those to attend at least one meeting concerning the bullying conduct. The notification to the involved parents will include a description of the response of school staff to such acts and any consequences that may result from the commission of further acts of bullying. Any information provided under this policy shall be provided in accordance with the confidentiality restrictions imposed under the Family Educational Rights Privacy Act (FERPA) and the district's Education Records policy and regulations; and
8. The Bridge Academy must maintain a list of the number of verified acts of bullying in the respective school and make such list available for public inspection and report such number to

the Department of Education, annually and in such manner as prescribed by the Commissioner of Education.

Legal reference: Connecticut General Statutes  
PA: 02-119.

### **Bullying Through the Use of Technology**

An emerging form of bullying is the use of technology to threaten, intimidate, ridicule, humiliate, insult, or harass. Technology enables aggressive expression toward others and does not rely on physical strength or physical contact. By using a cell phone or the Internet, a student can quickly and aggressively spread rumors, threats, hate mail, or embarrassing photos through text messages, emails, or instant messages.

There are a number of social networking sites (MySpace, Facebook, Twitter etc.) available to our students that can be misused and/or abused for bullying purposes. Any alleged misuse or abuse must be reported to the School Director. Please note that the Discipline Policy states that misuse of electronic devices, threatening/bullying/hazing or harassment is a violation and can be the basis for discipline on or off campus. When you receive information that a student or students are involved in bullying through the use of technology either as the actor or a member of a group, or the victim, please consider the following:

- If it takes place on campus or at a school sponsored event disciplinary action will be taken.
- If it takes place off campus, the school may take disciplinary action if the incident poses a likelihood of substantial disruption to the educational process or the orderly day to day operations of the school.

Additional steps that may be taken by a school official include the following:

- MySpace provides a guide for school administrators, advising them to contact the site about false or offensive user profiles or to report threats or bullying. There is a hotline, fax and email address for the exclusive use of school officials.
- MySpace also maintains a page for law enforcement to download forms, obtain information and request removal of offending pages.

## **School Ceremonies and Observances**

### **Silent Meditation**

The Bridge Academy directs that the administration shall provide for students and teachers the opportunity to observe an appropriate period of time for silent meditation at the beginning of each school day.

### **Pledge of Allegiance**

The Board further directs that an opportunity to say the Pledge of Allegiance shall be provided each school day. Participation in the recitation of the Pledge is voluntary. If, because of some personal philosophy or belief, a student has made a personal decision not to recite the "Pledge", he/she may choose to remain seated and silent. Students may wish to use this time to reflect on their belief or remember loved ones. In any event, all students must be courteous and respectful to the beliefs of others.

## Internet Users Policy

It is the mission of the Bridge Academy to develop a community of learners in which all students acquire the skills and confidence to meet the challenges of a changing and increasingly diverse society. The school district is committed to providing staff and students with the resources and tools needed to accomplish this mission. The Internet is just such a resource. An electronic highway connecting thousands of computers and millions of users throughout the world, the Internet provides staff and students with opportunities to share resources, communicate ideas, and create innovative projects.

With access to the Internet comes the availability of materials that may NOT be considered of educational value in the school setting. While precautions have been taken to restrict access of controversial and inappropriate materials, it is impossible to control All, materials. Therefore, the user must be charged with the responsibility of adhering to the districts' Internet Telecommunications Acceptable Use Policy.

An Acceptable Use Policy or AUP is a written agreement signed by students, their parents, and their teachers, outlining the terms and conditions of Internet use. These terms and conditions serve to ensure the smooth operation of the network and guide the user to efficient, ethical and legal utilization of network resources.

Since the use of the Bridge Academy Internet connection is privilege, not a right, the user must understand the consequences of inappropriate use of this resource. Any conduct that is in conflict with the responsibilities outlined below is unethical and may result in termination of access to the network.

### Terms and Conditions

Each student will agree in writing to the following:

*I agree to adhere to the following terms and conditions prior to using the Internet facilities in the Bridge Academy. I understand that the Bridge Academy makes no warranties of any kind for the service it is providing. The Bridge Academy will not be responsible for the accuracy or quality of the information obtained through its Internet services. Nor will the Bridge Academy be responsible for any damages suffered by the user, including loss of data resulting from delays, non-deliveries, mis-deliveries or service interruptions.*

*I agree to accept responsibility for my use of the Bridge Academy connection to the Internet. As a user, my responsibilities are:*

- 1. to use the Internet in ways which are legal and not harmful physically, financially or otherwise to others or their property;*
- 2. to refrain from accessing or transmitting information that may be deemed obscene or pornographic;*
- 3. to protect myself and others by not revealing personal addresses or telephone numbers over the Internet as Internet communications are not private;*
- 4. to refrain from using impersonation, anonymity or pseudonyms;*
- 5. to keep all passwords and account numbers confidential and not share a personal account with anyone;*
- 6. to use the Internet only with the permission of the staff members in charge and or a building staff member or an administrator;*
- 7. to secure permission before subscribing to list serves, news groups, bulletin boards and other online promotional services;*

8. *to be polite and considerate of others, utilizing appropriate Internet etiquette and abiding by school rules regarding the use of inappropriate offensive language, discriminatory, defamatory remarks, threatening messages and other anti-social behavior;*
9. *to refrain from commercial, religious or political activities (defined as lobbying, buying, selling, bartering or advertising), including but not limited to the use of credit cards, without the written permission of the building administrator (1)business manager assistant superintendent in the case of staff committing budget funds);*
10. *to avoid disruption of the use of the network by others, including but not limited to tampering with hardware or software, vandalizing data, introducing or using computer viruses, attempting to gain access to restricted information or networks, downloading or sending large files or mass e-mailings;*
11. *to adhere to all institutional and third party copyright laws and license agreements and not install unauthorized software on district computers; and*
12. *to report any problems, security breaches or violations of these responsibilities to the supervising staff member immediately.*

**NOTICE: The Bridge Academy reserves the right to amend the acceptable use policy and procedures without notice in order to protect the rights of users and the integrity of the network.**

Based on the acceptable use guidelines outlined above, the building Internet Administrator will deem what is inappropriate use and his/her decision will be final. Users are advised that all messages transmitted and documents created on the district network are the property of the school system and network administrators have the right to review and edit/remove

any material which they believe may be unlawful obscene, abusive or otherwise objectionable. If a Bridge Academy user violates any of the provisions outlined in the AUP, his/her network access will be terminated and disciplinary action will be taken. The violator will also be held financially responsible for any damages/losses. The signature at the end of this document is binding and indicates that the parties who signed have read the terms and conditions and understand their significance.

Complaints, violations and/or abuse in the use of the Internet must be reported to the building Internet administrator.

## **STUDENT USER**

### **Student**

I understand and will abide by the terms and conditions of the above Internet Telecommunications Acceptable Use Policy. I further understand that any conduct that is in conflict with the responsibilities outlined in the policy is unethical and will result in termination of my access to the network and possible disciplinary or legal action:

Student Name: (please print)\_\_\_\_\_

Home Phone:\_\_\_\_\_

School:\_\_\_\_\_

Grade:\_\_\_\_\_

Age:\_\_\_\_\_

Student Signature:\_\_\_\_\_

Date:\_\_\_\_\_

### **Parent or Guardian**

As parent or guardian of the student named above, I have read the Internet Telecommunications Acceptable Use Policy for accessing Bridge Academy Internet connection. I understand that this resource is designed for educational purposes. I also understand that while

precautions have been taken to restrict access to controversial materials, it is impossible to control all material available on the Internet. I will not hold the school district liable for any direct or indirect, incidental or consequential damages due to information gained and/or obtained via use of the Internet in Bridge Academy. I hereby give my permission for (Name of Student)\_\_\_\_\_ to access the Internet or other telecommunication services and certify that the information on this form is correct.

Parent or Guardian Name: (Please print)\_\_\_\_\_

Signature:\_\_\_\_\_

Date:\_\_\_\_\_

### **Sponsoring Teacher**

I have read the Internet Telecommunications Acceptable Use Policy and agree to review this policy with the student. I agree to instruct the student on acceptable use and proper network etiquette. Because the student may use these resources for individual work or outside the context of my class, I can not be held responsible for student use (misuse of the Internet or other telecommunications Services. I also certify that I will use follow Acceptable Use Policy for the Internet in my use of the telecommunication services at The Bridge Academy.

Teacher's Name and Title: (Please print)\_\_\_\_\_

Signature:\_\_\_\_\_

Date:\_\_\_\_\_

## Rules for Riding a School Bus

Every pupil has the right to ride to and from school without being disturbed by any other pupil's remarks or behavior. Because of safety factors and concern for all pupils, the following rules have been set up for behavior on the bus.

1. LEAVE HOME EARLY ENOUGH TO ARRIVE AT YOUR BUS STOP ON TIME.  
Students should avoid having to run to catch the school bus. Serious accidents can happen rushing to the school bus stop.
2. ENTER Your BUS IN AN ORDERLY MANNER AND TAKE YOUR SEAT.  
To avoid delays to the driver and possible injury to the students, students must enter the bus through the front service door only and proceed immediately to their appropriate seat.
3. NO STUDENT IS TO TAMPER WITH SAFETY DOORS OR EQUIPMENT.
4. REMAIN IN YOUR SEAT WHILE YOUR BUS IS IN MOTION.  
Students must be seated after boarding the school bus. It helps the driver's visibility and assists the driver in maintaining proper control of the students.
5. FOLLOW THE INSTRUCTIONS OF YOUR SCHOOL BUS DRIVER.  
The school bus driver deserves and must receive the same respect that any teacher in the Bridgeport School System receives from the students.
6. BE COURTEOUS TO YOUR SCHOOL BUS DRIVER AND FELLOW PASSENGERS.  
Student by being courteous to the school bus driver and fellow students will assist the driver in

providing and orderly and safe trip to and from school.

7. REMAIN QUIET AND ORDERLY ON THE BUS.  
Loud or boisterous noise distracts the school bus driver and drowns out warning signals from other vehicular traffic, Law Enforcement Personnel or Emergency vehicles.
8. KEEP YOUR HEAD AND ARMS INSIDE THE BUS AT ALL TIMES.
9. NO SMOKING ON THE SCHOOL BUS.  
Connecticut regulations require that the driver of a school bus and the students not smoke on the bus. This rule must be followed to maintain discipline and orderly conduct.
10. BE ALERT TO TRAFFIC WHEN LEAVING THE BUS.  
Students should cross ten (10) to fifteen (15) feet in front of the school bus and at all times be watchful for other vehicles which may not stop for the school bus.
11. ALL STUDENTS MUST RIDE THEIR ASSIGNED BUSES.

ANY PUPIL WHO VIOLATES THESE RULES IS SUBJECT TO DISCIPLINARY ACTION BY THE PRINCIPAL AND MAY BE DENIED TRANSPORTATION. BUS DRIVERS ARE INSTRUCTED TO REPORT VIOLATORS TO THE PRINCIPAL AND THE PRINCIPAL IS INSTRUCTED TO TAKE THE NECESSARY DISCIPLINARY ACTION.

PERMANENT SUSPENSION FROM RIDING A SCHOOL BUS WILL BE THE RESULT OF ANY STUDENT FOUND DAMAGING OR DEFACING SCHOOL BUS EQUIPMENT OR TAMPERING WITH SAFETY EQUIPMENT.

## **Meal Policies**

At the beginning of the school year, students will be given applications for free and reduced lunch. Students who qualify will be given free or reduced lunch. Students who do not qualify will be asked to pay \$2.50. Students who forget lunch money will be given lunch without paying and will be expected to pay at a later date. No hungry student will be denied a meal.

There will be two windows, one for Ala Carte and one for full lunch. Individual milk and fruit can be purchased at the Ala Carte Window. The lunch window is only for those students getting FULL LUNCH.

If for some reason a student forgets their money for lunch, they are to stand at the rear of the line and tell the cashier they do not have their money. An alternative meal might be served.

- NO microwave popcorn is allowed in the school.
- The kitchen cannot hold refrigerated food for the students.
- For students who bring their own lunch, they must bring in all items needed. The kitchen cannot supply individual items to students. (i.e. plates, forks, spoons, etc.)
- Students are required to remove all garbage from their tables and place in proper receptacles. Disciplinary action will be taken for students who cannot keep their eating area clean.
- Gum is to be put in garbage. Gum left other places will result in disciplinary action.
- Tables and chairs are not to be moved in order to keep exits clear in case of emergency.

- Bagged lunches can be provided if a student is going on a field trip or outdoor education trip. The kitchen needs to be notified 48 hours in advance.

### **Food from Home**

Students may bring food from home. Food should be stored in the student's book bag or in a cafeteria refrigerator. The school will have a refrigerator and microwave available unless they become unsanitary. Students are responsible for maintaining the cleanliness of school equipment they use.

Food cannot be delivered to students during school hours. This is a disruption and will not be allowed. If there is a special occasion you would like to celebrate in school, please notify school administration ahead of time.

### **Special Diets**

If your child requires a special diet please let our office know in writing of your needs. The Bridge Academy will seek to accommodate students with diet requests. In addition if your child has a specific food allergy, please alert our school nurse with a doctor's note describing the allergy, and we will make appropriate accommodations. *Because many of our students have nut allergies, please do not send your students to school with any foods that contain nuts. These foods will be confiscated.*

# Student Nutrition and Physical Activity

## Policy Intent/Rationale

The Bridge Academy promotes a healthy school by supporting wellness, good nutrition and regular physical activity as part of the total learning environment. The school contributes to the basic health status of children by facilitating learning through the support: and promotion of good nutrition and physical activity. Improved health optimizes student performance potential and ensures that no child is left behind.

- A. The Bridge Academy provides a comprehensive learning environment for developing and practicing lifelong wellness behaviors.** The entire school environment, not just the classroom, shall be aligned with healthy school goals to positively influence a student's understanding, beliefs and habits as they relate to good nutrition and regular physical activity. A healthy school environment should not be sacrificed because of a dependence on revenue from high-added fat, high-added sugar and low-nutrient foods to support school programs.
  
- B. The Bridge Academy supports and promotes proper dietary habits contributing to students' health status and academic performance.** School meals meet the US Department of Agriculture's nutrition standards and requirements for the National School Lunch Program and School Breakfast Program, and all applicable state statutes and regulations. All foods sold separately from school meals must meet the Connecticut Nutrition Standards and all beverages sold to students on school premises must meet the requirements of state statute. This applies to the sale of food and beverages at all school activities on school grounds

regardless of whether they are sponsored by the school or an outside group. Emphasis should be placed on foods that are naturally nutrient-rich, such as fruits, vegetables, whole grains, low-fat dairy, lean meats, legumes, nuts and seeds. To ensure high-quality nutritious meals, foods should be served with consideration toward variety, appeal, taste, safety, and packaging.

- C. The Bridge Academy provides opportunities for students to engage in physical activity.** A quality physical education program is an essential component for all students to learn about and participate in physical activity. Physical activity will include regular instructional physical education as well as co-curricular activities and recess.
- D. The Bridge Academy is committed to improving academic performance in high-risk groups so that no child is left behind.** Educators, administrators, parents, health practitioners and communities must consider the critical role student health plays in academic stamina and performance and adapt the school environment to ensure students' basic nourishment and activity needs are met. The Board recognizes that healthy eating patterns are essential for students to achieve their academic potential, full physical and mental growth and lifelong health and well-being. The link between nutrition and learning is well documented. Healthy eating is demonstrably linked to reduced risk for mortality and development of many chronic diseases as adults. Our school has a responsibility to help students and staff members establish and maintain lifelong, healthy eating patterns. Well planned and well-implemented school nutrition programs have been shown to positively influence students' eating habits.

### **Cafeteria Environment**

Students will be provided with a pleasant and safe environment for eating meals. In accordance with state statute, a minimum of 20 minutes will be allowed for lunch. The consumption of soda brought from home is strongly discouraged. School dining areas will be periodically reviewed by administration to ensure that the physical structure of the eating area is in good repair, seating is not overcrowded, noise is not allowed to become excessive, rules for safe behavior are consistently enforced, tables and floors are cleaned between meal periods and appropriate supervision is provided.

### **Fundraising**

All fundraising projects involving sale of food and beverages to students on school premises are required to follow the Connecticut Nutrition Standards and the beverage requirements of state statute at all times. The sale of non-food items is strongly encouraged to be used for fundraisers. The Connecticut Nutrition Standards and state beverage statute do not apply to fundraisers occurring off school premises. However, if the student brings in money to school for orders taken in advance, the fundraiser must be structured so that parents/guardians pick up the food/beverage item instead of students.

### **The School Breakfast/Lunch Programs**

Although the Bridge Academy believes that the district's nutrition and food services operation should be financially self-supporting, it recognizes, however, that the nutrition program is an essential educational and support activity. Therefore, budget neutrality or profit generation must not take precedence over the nutrition needs of its students. In compliance with federal law, the District's National School Lunch Program (NSLP) and School Breakfast Program (SBP) shall be Non-profit. The district National School Lunch Program (NSLP) and

School Breakfast Program (SBP) and After-School Snack Program will comply with all the federal requirements for program operation.

### **Nutrition Practices in Classroom**

Healthy snacks in appropriate portion sizes are strongly encouraged. If a fee is collected to cover the cost of snacks, all food and beverages provided must meet the Connecticut Nutrition Standards and the beverage requirements of state statute. The use of food items as part of a student incentive program is strongly discouraged. Nonfood alternatives are strongly encouraged for classroom celebrations.

### **Parent/Guardian Information**

Wherever possible, nutritional information will be provided to parents on healthy snack, breakfast and lunch ideas, nonfood birthday celebration ideas, calcium needs of children, healthy portion sizes, food label reading guidelines, and fun activities to encourage physical activity outside of school. Dissemination vehicles can include, but not be limited to, newsletters, publications, open houses, speakers through the PTO and health fairs.

### **Faculty Information**

Nutritional information will be available to staff members through a variety of means such as in-service training, publications, the school-based health center program, curriculum and publications which will include, but not be limited to, alternative birthday celebrations, activities to increase physical activity in the classroom, healthy snacks, alternative nonfood reward options and alternatives to withholding recess as a consequence for student actions.

## **Nutrition Education**

Nutrition education topics shall be integrated within the health education program and be with the State of Connecticut's health education standards/guidelines/framework. Nutrition education shall be designed to help students learn:

nutritional knowledge, including but not limited to, the benefits of healthy eating, essential nutrients, nutritional deficiencies, principles of healthy weight management, the use and misuse of dietary supplements, and safe food preparation, handling and storage; nutrition-related skills, including but not limited to, planning a healthy meal, understanding and using food labels, and critically evaluating nutritional information, misinformation and commercial food advertising; and how to assess one's personal eating habits, set goals for improvement and achieve these goals. Nutrition education will be supported and supplemented whenever possible by the school health and school-based health center programs.

## **Physical Activity**

The Board recognizes that schools have a responsibility to help students and staff members, establish and maintain lifelong habits of being physically active. According to the U.S. Surgeon General, regular physical activity is one of the most important things people can do to maintain and improve their physical health, mental health, and overall well-being. Regular physical activity reduces the risk of premature death in general and of heart disease, high blood pressure, colon cancer and diabetes in particular. Promoting a physically active lifestyle among young people is important because it can help increase students' capacity for learning, it has substantial health benefits and it helps lay the foundation for being regularly active throughout life. The Bridge Academy shall provide physical activity and physical education opportunities, aligned with the state physical education requirements, which provide students with the knowledge and skills to lead a physically active lifestyle.

### **Physical Education**

Developmentally appropriate components of a health-related fitness assessment will be introduced to students at an early age to prepare them for future assessments. Physical education classes shall be sequential, building from year to year, and content will include movement, personal fitness, and personal and social responsibility. Students should be able to demonstrate competency through application of knowledge, skill and practice. A health-related fitness assessment will be administered with students beginning in grade 7. Students shall receive results and use this as a baseline in understanding their own level of fitness and for creating fitness goals and plans. For students with medical issues, adaptive/alternative plans will be made. Students cannot have physical education withheld for disciplinary reasons. During inclement weather, there is a back-up plan for physical education. Wherever appropriate, physical activity will be incorporated into classroom routines.

### **Extracurricular Physical Activity Programs**

School staff members should encourage and support the participation of all students in extracurricular activities, including but not limited to, interscholastic athletics and intramural sports, yet such participation is a privilege and not a right. The Bridge Academy may establish and equitably enforce reasonable eligibility requirements based on appropriate grade, enrollment status or residency, satisfactory academic performance, acceptable attendance record, good conduct and suitable health status or physical condition. Students denied permission to participate in an extracurricular activity shall receive a prompt explanation of the reasons, have an opportunity to respond and be provided with opportunities to reestablish their eligibility.

**Other Opportunities for Physical Activity: Recess**

Recess provides opportunities for physical activity, which helps students stay alert and attentive in class and provides other educational and social benefits. The schools shall have playgrounds or other facilities and equipment available for free play. Recess shall complement, not substitute for, physical education classes. Staff members shall not deny a student's participation in recess or other physical activity as a form of discipline or punishment, nor should they cancel it for instructional make-up time. School/Community Collaboration The Bridge Academy shall work with other community organizations to coordinate and enhance opportunities available to students and staff members for physical activity during their out-of-school time.

**Staff Wellness**

All school staff members are encouraged to improve their own personal health and wellness. The Bridge Academy will strive to plan, establish and implement activities to promote physical activity among staff members and strive to provide opportunities for staff members to conveniently engage in regular physical exercise.

## Directory Information

The school may disclose any of the items listed as "directory information" without prior written consent unless notified in writing to the contrary.

"Directory Information" means one or more of the following items: Student's name, address, telephone number, date and place of birth, major field of study, participation in officially recognized activities and sports, photograph, grade levels, electronic mail address, weight and height of members of athletic teams, dates of attendance, degrees and awards received, and the most recent public or private school attended by the student.

Military services representatives shall have access to directory information subject to the knowledge and consent of the parent or guardian of the student or the student who has attained majority status.

Any person or organization denied the rights under this policy shall have the right to request a review of the decision by the Board of Education by filing a written request with the Superintendent of Schools.

Legal Reference: Connecticut General Statutes

1 210 (11) Access to public records. Exempt  
Records

10-221B Boards of Education to establish written  
uniform policy re treatment of recruiters.

P.L. 106-398, 2000 H.R. 4205: The National  
Defense Authorization Act for Fiscal Year 2001

## Sample Letter

Dear Parent or Guardian:

Certain directory information may be released to media, colleges, civic, or school-related organizations and state or governmental agencies, including military recruiters, as well as published programs for the athletic, music, and theater presentations of this school district.

Directory Information includes the following kinds of information:

1. Name of Student
2. Address
3. Telephone Number
4. Major field of Study
5. Participation in officially recognized activities and sports
6. Height and weight of members of athletic teams
7. Dates of attendance
8. Degrees and Awards received
9. Most recent school attended
10. Date of Birth
11. Photograph
12. Videotape not used in a disciplinary manner
13. Student work for display at the discretion of the teacher (no grade displayed)

Please circle the categories of information, if any, listed above that you do **not** wish to be released without your specific prior written permission.

\_\_\_\_\_ The release of all Directory Information is denied.

This form must be completed and returned to the school principal within ten (10) days after publication of the notice on "Directory Information".

\_\_\_\_\_  
Name of Student

\_\_\_\_\_  
Grade

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
Date

## **Homeless Students**

The Board shall make reasonable efforts to identify homeless children within the district, encourage their enrollment and eliminate existing barriers to their education, which may exist in district policies or practices.

Homeless students, as defined by Federal and State statutes, residing within the school district shall be entitled to free school privileges. Students residing in a temporary shelter are entitled to free school privileges from the district in which the shelter is located or from the school district where they would otherwise reside if not for the placement in the temporary shelter. The district in which the temporary shelter is located shall notify the district where the student would otherwise be attending. The district so notified may choose to either:

1. Continue to provide educational services, including transportation between the temporary shelter and the school in the same district: or
2. Pay tuition to the district in which the temporary shelter is located.

Homeless students within the district not placed in a shelter remain the district's responsibility to provide continued educational services. Such services for the child may be:

1. Continued in the school that the student attended when permanently housed or the school of last enrollment; or
2. Provided in the school that is attended by other students living in the same attendance area where the homeless child lives.

Homeless children shall be provided educational services that are comparable to those provided to other students enrolled in the district, including but not limited to, transportation services, compensatory educational programs, gifted and talented, special education, ESL, health services, and food and nutrition programs.

The Director of the school shall refer identified homeless children under the age of eighteen who may reside within the school district, unless such children are emancipated minors, to the Connecticut Department of Children and Families.

The school administration shall attempt to remove existing barriers to school attendance by homeless emancipated minors and youth eighteen years of age.

1. Enrollment requirements which may constitute a barrier to the education of the homeless child or youth may be waived at the discretion of the Superintendent. If the district is unable to determine student's grade level due to missing or incomplete records, the district shall administer tests or utilize other reasonable means to determine the appropriate grade level for the child.
2. Fees and charges which may present a barrier to the enrollment or transfer of a homeless child or youth may be waived at the discretion of the director.
3. Customary transportation policies and regulations may be waived at the discretion of the Director.
4. Official school records policies and regulations may be waived at the discretion of the Director.

5. The district shall make a reasonable effort to locate immunization records from information available or shall arrange for students to receive immunizations through health agencies and at district expense if no other recourse is available. Immunizations may, however, be waived for homeless youth only in accordance with provisions of Board of Education Policy on immunizations.
6. Other barriers to school attendance by homeless youth may be waived at the discretion of the Director.

Legal Reference: Connecticut General Statutes

10-253e

17-101

17a-102

17a-103

17a-106

46b-120 Definitions

Stewart B. McKinney Homeless Assistance Act, 20 USC  
123d (PL100-77)

## Title I Parent Involvement

The Bridge Academy endorses the parent involvement goals of Title I and encourages the regular participation by parents of Title I eligible children in all aspects of the program. The education of children is viewed as a cooperative effort among the parents, school and community. In this policy, the term “parent” also includes guardians and other family members involved in supervising the child’s schooling.

The Bridge Academy will annually review jointly with and distribute to parents of children participating in the Title I program a written parent involvement policy.

At the required annual meeting of Title I parents, parents will have opportunities to participate in the design, development, operation and evaluation of the program for the next school year. Proposed activities shall be presented to fulfill the requirements necessary to address the requirements of parental involvement goals.

In addition to the required annual meeting, at least three additional meetings shall be held (at various times in the day or the evening) for parents of children participating in the Title I program. These meetings shall be used to provide parents with:

1. Timely information about programs provided under Title I;
2. A description and explanation of the curriculum in use in the school, the forms of academic assessment used to measure student progress, and the proficiency levels students are expected to meet;
3. Opportunities to formulate suggestions and to participate, as appropriate, in decisions relating to the education of their children; and

4. The opportunity to bring parent comments, if they are dissatisfied with the school's Title I program.

Title I funding, if sufficient, may be used to facilitate parent attendance at meetings through payment of transportation and childcare costs.

The parents of children identified to participate in Title I progress shall receive from the school Principal and Title I staff an explanation of the reasons supporting each child's selection for the program, a set of objectives to be addressed, and a description of the services to be provided. Opportunities will be provided for the parents to meet with the classroom and Title I teachers to discuss their child's progress. Parents will also receive guidance as to how they can assist in the education of their children at home.

The School Parent Compact shall

1. Describe the school's responsibility to provide high-quality curriculum and instruction in a supportive and effective learning environment enabling children in the Title I program to meet the State's academic achievement standards;
2. Indicate the ways in which each parent will be responsible for supporting their children's learning, such as monitoring attendance, homework completion, monitoring television watching, volunteering in the classroom, and participating, as appropriate, in decisions related to their child's education and positive use of extra-curricular time; and
3. Address the importance of parent-teacher communication on an on-going basis, with at minimum, parent-teacher conferences, frequent reports to parents, and reasonable access to staff.

## Removal/Suspension/Expulsion

### I – DEFINITIONS

- A. **“Exclusion”** is defined as any denial of public privileges to a student for disciplinary purposes.
- B. **“Removal”** is defined as an exclusion from a classroom for all or part of a single class period, provided such exclusion shall not extend beyond 90 minutes.
- C. **“Suspension”** is defined as an exclusion from school privileges and/or from transportation services for not more than ten (10) consecutive school days, provided such exclusion shall not extend beyond the end of the school year in which such suspension was imposed.
- D. **“In-school suspension”** is defined as an exclusion from regular classroom activity for not more than five consecutive school days, but not an exclusion from school, provided such exclusion shall not extend beyond the end of the school year in which such in-school suspension was imposed. An in-school suspension shall not constitute a “suspension” or “expulsion” under this policy.
- E. **“Expulsion”** is defined as an exclusion from school privileges for more than ten (10) consecutive school days and shall be deemed to include, but not be limited to, exclusion from the school to which such student was assigned at the time such disciplinary action was taken, provided such exclusion shall not extend beyond a period of one (1) calendar year. Such period of exclusion may extend to the school year following the school year in which such exclusion was imposed.

- F. **“Emergency”** is defined as a situation under which the continued presence of the student in the school imposes such a danger to persons or property or such a disruption of the educational process that a hearing may be delayed until a time as soon after the exclusion of such student as possible.
- G. **“Days”** is defined as days when school is in session.
- H. **“School sponsored activities”** are defined as any activity sponsored, recognized or authorized by The Bridge Academy and includes activities conducted on or off school property.
- I. **“Possess”** means to have physical possession or otherwise to exercise dominion or control over tangible property.
- J. **“Deadly weapon”** means any weapon, whether loaded or unloaded, from which a shot may be discharged, or a switchblade knife, gravity knife, billy, blackjack, bludgeon, or metal knuckles
- K. **“Dangerous instrument”** means any instrument, article or substance which, under the circumstances in which it is used or attempted or threatened to be used, is capable of causing death or serious physical injury, and includes a motor vehicle and a dog that has been commanded to attack.
- L. **“Firearm”** means 1) any weapon (including a starter gun) which will or is designed to or may readily be converted to expel a projectile by the action of an explosive; 2) the frame or receiver of any such weapon; 3) any firearm muffler or firearm silencer; or 4) any destructive device. Firearm does not include any antique firearm. For purposes of this definition “destructive device” means any explosive, incendiary, or poison gas, bomb, grenade, rocket having a propellant charge of more than 4 ounces, missile having an explosive or incendiary charge of

more than  $\frac{1}{4}$  ounce, mine, or device similar to any of the weapons described herein.

- M. **“Vehicle”** means a “motor vehicle” as defined as Section 14-1 of the Connecticut General Statutes, snow mobile, any aircraft, or any vessel equipped for propulsion by mechanical means or sail.
- N. **“Martial arts weapon”** means a nunchaku, kama, kassari-fundo, octagon sai, tonfa or Chinese star.

## II - REMOVAL FROM CLASS

- A. Each teacher shall have the authority to remove a student from class when such student deliberately causes a serious disruption of the educational process with the classroom, provided that no student shall be removed from class more than six times in any year, nor more than twice in one week unless such student is referred to the building administrator, or his/her designee, and granted an informal hearing as set forth in section IV C of this policy.
- B. Whenever any teacher removes a student from the classroom, such teacher shall send the student to a designated area and shall immediately inform the building administrator or his/her designee as to the name of the student against whom such disciplinary action was taken and the reason for dismissing from the classroom.

## III - STANDARDS GOVERNING SUSPENSION AND EXPULSION

Conduct which endangers persons or property or is seriously disruptive of the educational process shall be considered cause for a suspension or expulsion.

Included within such prohibited conduct are the following:

1. Conduct causing a threat of injury to the student or others;
2. Use of physical force against another person which is not reasonably necessary for self-defense;
3. Theft of personal or school property, or taking or attempting to take personal property or money from another person, or from his/her presence, by means of force or fear;
4. Willfully causing, or attempting to cause, damage to school property;
5. Participation in an unauthorized occupancy of any part of any school or school premises or other building owned by any school district, and failure to leave such school premises or other facility promptly after having been directed to do so by the administrator or other person then in charge of such building or facility;
6. Intentional incitement which results in an unauthorized occupation of any part of a school or other facility owned by any school district;
7. Possession, use, transmission or being under the influence of any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, or intoxicant of any kind;
8. Possession or transmission of a facsimile of any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, or marijuana;
9. Knowingly being in the presence of those who are in possession of, using, transmitting, or under the influence of any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, or marijuana, alcoholic beverage, or intoxicant of any kind;

10. Possession or transmission of any firearm, knife, explosive, deadly weapon, martial arts weapon or other dangerous instrument or facsimile thereof;
11. Using or copying the academic work of another and presenting it as his/her own without proper attribution; along with using unauthorized information for a classroom assignment or test without the permission of the teacher.
12. Consuming tobacco products in an unauthorized area;
13. Open defiance of the authority of any teacher or person having authority over the student, including verbal abuse;
14. Intentional and successful incitement of truancy by other students;
15. Violation of any federal or state law which would indicate that the violator presents a danger to any person in the school community or to school property, and;
16. Violation of any other board policy or rule dealing with student conduct including that dealing with conduct on school buses.

#### IV - SUSPENSION PROCEDURE

- A. The school administrator of each school is authorized to invoke suspension for a period of up to ten (10) days, or to invoke in-school suspension for a period of up to five (5) days, of any student for one or more of the reasons stated in section III, above, in accordance with the procedure outlined in Paragraph C of this section. Moreover, the school administrator is authorized to suspend a student from transportation services whose conduct while receiving transportation violates the standards set forth in Section III, above. The school administrator is authorized to immediately

suspend any student when there is an emergency as defined in section I, above.

If an emergency exists, the hearing outlined in Paragraph C of this section shall be held as soon as possible after the suspension.

- B. In the case of suspension, the school administrator shall notify the Governing Board within twenty-four (24) hours of the suspension as to the name of the student who has been suspended and the reason for suspension. Any student who is suspended shall be given an opportunity to complete any class work including but not limited to examinations missed during the period of his/her suspension.
- C. Except in the case of an emergency as defined in section I, above, a student shall be afforded the opportunity to meet with the school administrator and to deny the stated charges prior to the effectuation of any period of suspension or in-school suspension. If at such a meeting the student denies the stated charges he/she may at that time present his/her version of the incident(s) upon which the proposed suspension is based. The school administrator shall then determine whether or not suspension or in-school suspension is warranted. In determining the length of a suspension period, the school administrator may receive and consider evidence of past disciplinary problems which have led to removal from a classroom, in-school suspension, suspension or expulsion.
- D. No student shall be suspended more than ten (10) times or a total of fifty (50) days in one school year, whichever results in fewer days of exclusion, unless a hearing as provided in section V. B. of this policy is first granted.

- E. No student shall be placed on in-school suspension more than fifteen (15) times or a total of fifty (50) days in one school year, whichever results in fewer days of exclusion, unless a hearing as provided in section V.B. of this policy is first granted.
- F. Whenever a student is suspended, notice of the suspension and the conduct for which the student was suspended shall be included on the student's cumulative educational record. Such notice shall be expunged from the cumulative educational record if the student graduates from high school.

#### V - EXPULSION PROCEDURES

The Bridge Academy of education may expel any student for one or more of the reasons stated in Section III, if, in The Bridge Academy's judgment, such disciplinary action is in the best interests of the Academy. The procedures outlined in Paragraphs A and B, below, shall be followed prior to the effectuation of any expulsion unless an "emergency" as defined in section I, above, exists. If an emergency exists, such a hearing shall be held as soon after the expulsion as possible.

- A. The administrator shall notify the student concerned, and his/her parents, or the student if he/she has attained the age of eighteen (18) that expulsion is under consideration. Such notice shall contain the information required under Paragraph B of this section. Three members of the Governing Council shall constitute a quorum for an expulsion hearing. A student may be expelled if a majority of the Board Members sitting in the expulsion hearing vote to expel provided that three affirmative votes shall be required for expulsion.

1. Expulsion proceedings pursuant to this section shall be required whenever there is reason to believe that any student 1) was in possession of a firearm, deadly weapon, dangerous instrument or martial arts weapon, on school grounds or at a school-sponsored activity; 2) off school grounds, did possess a firearm or did possess and use such a firearm, dangerous instrument, deadly weapon or martial arts weapon in the commission of a crime; or 3) on or off school grounds, offered, offered for sale or distribution a controlled substance as defined in Connecticut General Statutes, 21a-240(9), whose manufacture, distribution, sale, prescription, dispensing, transporting or administering is subject to criminal penalties under 21a-277 and 21a-278. A student shall be expelled if the Governing Council finds that the student did so possess or so possess and use, as appropriate, such a firearm, instrument or weapon or did so offer for sale or distribution such a controlled substance for a period of one calendar year, provided the period of expulsion may be modified on a case-by-case basis.
- B. The procedure for any hearing conducted under this section shall be determined by the hearing officer or Governing Council chairperson, as appropriate, but shall include the right to:
  1. Notice of the proposed hearing which shall include:
    - a. a statement of the time, place, and nature of the hearing;
    - b. a statement of the legal authority and jurisdiction under which the hearing is to be held;
    - c. reference to the particular sections of the Connecticut General Statutes or school policies involved;

- d. a short and plain statement of the matters asserted, if such matters have not already been provided they may be limited to a statement of the issues involved if it is not possible to state the issues in detail at the time such notice is served. Upon request from the student concerned a more definite and detailed statement of the issues shall be furnished; and
  - e. a statement, where appropriate, that the Academy is not required to offer an alternative educational opportunity to any student between the ages of sixteen and eighteen who (1) has been expelled previously or (2) is found to have engaged in conduct which endangered persons and involved (a) possession on school property or at a school-sponsored activity a firearm, deadly weapon, dangerous instrument or martial arts weapon, or (b) offering for sale or distribution on school property or at a school sponsored activity a controlled substance as defined by law. (See section VIII on Alternative Educational Opportunity);
    2. The opportunity to be heard;
    3. The opportunity to present witnesses and evidence;
    4. The opportunity to cross-examine adverse witnesses;
    5. The opportunity to be represented by counsel; and
    6. Prompt notification of the decision of the Governing Board which decision shall be in writing if adverse to the student concerned.
- C. The record of any hearing held in an expulsion case shall include the following:
1. All evidence received or considered by the Governing Board, including a copy of the initial

- letter of notice of proposed expulsion, if any, and a copy of all notices of hearing;
2. Questions and offers of proof, objections and rulings on such objections;
  3. The decision of the Governing Council rendered after such hearing; and
  4. The official transcript, if any, of proceedings relating to the case, or, if not transcribed, any recording or stenographic record of the proceeding.
- D. Rules of evidence at expulsion hearings shall include the following:
1. Any oral or documentary evidence may be received by the Governing Board but as a matter of policy irrelevant, immaterial or unduly repetitious evidence shall be excluded;
  2. The Governing Board shall give effect to the rules of privilege recognized by law;
  3. In order to expedite a hearing, evidence may be received in written form, provided the interest of any party is not substantially prejudiced thereby;
  4. Documentary evidence may be received in the form of copies or excerpts if the original is not readily available provided, however, that any party to a hearing shall be given an opportunity to compare the copy with the original;
  5. A party to an expulsion hearing may conduct cross-examination of witnesses where examination is required for a full and accurate disclosure of the facts;
  6. The Governing Board may take notice of judicially cognizable facts in addition to facts within the Governing Board's specialized knowledge provided, however, the parties shall be notified either before or during the hearing of material noticed, including any staff memoranda or data, and an opportunity shall be afforded to any party to contest the material so noted;

7. In determining the length of an expulsion, the Governing Board may receive and consider evidence of past disciplinary problems, which have led to removal from a classroom, in-school suspension, suspension or expulsion; and
  8. A record of any oral proceedings before the Governing Board at an expulsion hearing shall be made provided, however, that a transcript of such proceedings shall be furnished upon request of a party with the cost of such transcript to be paid by the requesting party.
- E. Decision shall be in writing if adverse to the student and shall include findings of fact and conclusion necessary for the decision. Findings of fact made by the Governing Board after an expulsion hearing shall be based exclusively upon the evidence adduced at the hearing.
- F. Any student who is expelled shall be offered an alternative educational opportunity consistent with the requirements of state law as set forth in Section VIII of this policy.
- G. Whenever a student is expelled pursuant to the provisions of this policy, notice of the expulsion and the conduct for which the student was expelled shall be included on the student's cumulative educational record. Such notice, except for notice of an expulsion based upon possession of a firearm or deadly weapon, shall be expunged from the cumulative educational record if the student graduates from high school.
- H. Whenever a student against whom an expulsion hearing is pending withdraws from school after notification of such hearing but before the hearing is complete and a decision rendered, (1) notice of the pending expulsion hearing shall be included on the student's cumulative educational record and (2) the Governing Council shall

complete the expulsion hearing and render a decision.

- I. The Governing Board may adopt the decision of a student expulsion hearing conducted by another school district, provided that the Governing Board shall hold a hearing pursuant to this policy which shall be limited to a determination of whether the conduct which was the basis for the expulsion would also warrant expulsion under the policies of The Bridge Academy. The student shall be excluded from school pending such hearing. The excluded student shall be offered an alternative educational opportunity in accordance with statutory requirements and this policy.
- J. Whenever a student requiring special education services is found to have: (1) been in possession of firearm, deadly weapon, dangerous instrument or martial arts weapon, on school grounds or at school sponsored activity; (2) off school grounds, possessed a fire arm or possessed and used such a fire arm, dangerous instrument, deadly weapon or martial arts weapon in the commission of a crime; or (3) off school grounds offered for sale or distribution a controlled substance as defined in Connecticut General Statutes 21a-240(9), whose manufacture, distribution, sale, prescription, dispensing, transporting or possessing with intent to sell or dispense, offering or administering is subject to criminal penalties under Sections 21a-277 and 21a-278, said student shall be referred to a planning and placement team for a determination of whether the above behavior is a manifestation of the student's disability and, if so, for modification of his/her individualized educational plan in order to prevent the reoccurrence of such behavior

and to ensure the safety of other children in the school.

## VI - NOTIFICATION TO PARENTS OR GUARDIAN

The parents or guardian of any minor student against whom disciplinary action is taken under this policy shall be given notice of such disciplinary action within twenty-four (24) hours of the time the student was excluded.

## VII - SPECIAL EDUCATION STUDENTS

Students requiring special education and related services shall be subject to discipline consistent with state and federal law.

## VIII - ALTERNATIVE EDUCATIONAL OPPORTUNITY

The Governing Board recognizes its obligation to offer any student, under the age of sixteen (16), who is expelled an alternative educational opportunity during the period of expulsion. Any parent or guardian of such a student who does not choose to have his or her child enrolled in an alternative program shall not be subject to the provisions of section 10-184 of the General Statutes. Any expelled student who is between the ages of sixteen (16) and eighteen (18) and who wishes to continue his or her education shall be offered an alternative educational opportunity if he or she complies with conditions established by the Governing Board. Such alternative may include, but shall not be limited to, the placement of such student in a regular classroom program of a school other than the one from which the student has been excluded and, for students at least sixteen (16) years of age, placement in an adult education program. In determining the nature of the alternative educational opportunity to be offered under this section the Governing Board may receive and consider evidence of

past disciplinary problems which have led to removal from a classroom, suspension, or expulsion.

State statutes do not require the Governing Board to offer an alternative educational opportunity to a student between the ages of sixteen (16) and eighteen (18) who has been expelled previously or who is expelled because of conduct which endangers persons and it was determined at the expulsion hearing that the conduct for which the student was expelled involved (a) possession on school property or a school-sponsored activity of a firearm, deadly weapon, dangerous instrument, or martial arts weapon or (b) offering for sale or distribution on school property or at a school sponsored activity a controlled substance as defined in subdivision (9) of C.G.S. 21a-240, whose manufacture, distribution, sale, prescription, dispensing, transporting, or possessing with the intent to sell or dispense, offering, or administration is subject to criminal penalties under C.G.S. 21a-277 and 21a-278. If the Governing Board expels a student for the sale or distribution of such a controlled substance the Governing Board shall refer the student to an appropriate state or local agency for rehabilitation, intervention or job training, or any combination thereof, and inform the agency of its action. If the Governing Board expels a student for possession of a firearm or deadly weapon, the Governing Board shall report the violation to the local police department. The Governing Board shall give the name of the student and a summary of the Governing Board's action in so referring the student, to the commissioner of education within thirty (30) days after the student is expelled.

The provisions of this section shall not apply to students requiring special education who are described in subdivision (1) of subsection (e) of Connecticut General Statutes 10-76a.

## IX GUN FREE SCHOOLS ACT

The Governing Board will submit to the commissioner of education such information on expulsions for the possession of weapons as is required for purpose of the Gun Free Schools Act of 1994, 20 U.S.C. 8921, et seq.

Statutory References:

20 U.S.C. 8921 et seq.

Connecticut General Statutes

4-176e through 4-180a

4-181a

10-76a

10-233a through 10-233g

21a-240

21a-277

21a-278

Public Act 95-304

Public Act 96-

244

### **Community Relations Questioning of Students by Police**

The questioning of students by the police will be conducted with strict regard for the constitutional rights of the student to remain silent. These rights are given to students by the police as standard procedure. During the questioning the administrator or his/her designee shall be present and shall keep a record of the proceedings.

#### **1. Incident on School grounds: Questioning Minor Complainant Witnesses who are Minors**

- a. If an administrator requests an investigation by the police of an incident which occurred on school grounds, he/she shall promptly notify the parent or guardian of the student complainant and/or witnesses that the police have been asked to take statements from their child and shall invite the parent or guardian to be present. If the parent or guardian is unable to be present,

the administrator or his/her designee will be present. The parent or guardian has the right to refuse permission for police questioning of a child who is a minor.

b. Questioning Suspect

When the police have identified a student(s) as a suspect and the police wish to question the student(s), the principal shall notify the parent or guardian and request that they be present during the questioning.

- (1) If the investigation deals with matters of public safety which require speedy investigation, and the parent or guardian cannot be reached, or cannot be present, then the administrator or his/her designee shall be present during the questioning.
- (2) If the investigation deals with incidents other than those involving public safety, the questioning of the student(s) will be delayed until the parent or guardian is present.

## **2. Incident in the Community**

Police questioning of students concerning incidents which occur in the community will normally not be done on school grounds except in matters dealing with public safety and the community interest when the procedures in Section 1.b(1), above will be followed.

## **3. Arrest on School Grounds**

If the police arrest a student on school grounds, then the parents shall be notified by the administrator. A student who has been arrested may be removed from the school grounds by the police department. The parent or guardian must be notified by the administrator of the police action.

Statutory References: Connecticut General Statutes 10-154a

10-221

10-233d

## Cooperation with Police Authorities

The Bridge Academy recognizes the appropriateness of cooperation with law enforcement officials in the investigation of criminal activity. The Bridge Academy also recognizes its responsibility for the welfare of students while they are in attendance at school. In furtherance of these objectives, school officials shall observe the following:

1. Students are not immune from criminal prosecution by virtue of their status as students nor is the school building to be considered a sanctuary from criminal prosecution or a refuge from the proper activities of law enforcement personnel. Consequently, whenever a police officer is in "hot pursuit" of a person suspected of criminal activity based upon probable cause or when an officer has a search warrant or an arrest warrant, the officer shall be admitted to school property in the exercise of his/her official duties.
2. Under other circumstances, however, educational interests may best be served by entrusting primary responsibility for the maintenance of order to school personnel. Thus, the school administrator shall have the authority, except as noted above, to limit police involvement on school property when such involvement is considered unwarranted or inappropriate in light of the educational interests and welfare of students.
3. Consistent with requirements of state law, the school's cooperation with law enforcement officials shall include the obligation of employees to turn over physical evidence indicating the commission of a crime to appropriate law enforcement officials or to the school administrator within two (2) school days after

receipt of such physical evidence. When such evidence is received by the administrator, it shall be then turned over to appropriate law enforcement officials within three (3) school days of the receipt by the administrator.

4. The Bridge Academy will establish lines of communication with local law enforcement officials in order to effect the cooperation needed for the security of schools facilities and the safety of students and staff.
  - a) A criminal act is, by its very nature, a police matter. School personnel who have knowledge of incidents of a criminal nature should report this information to the administrator. The administrator shall report such information to the applicable law enforcement agencies.
  - b) In effecting such cooperation, however, the right of professional employees of the school district to maintain the confidentiality of certain communications with students as set forth in Connecticut General Statutes, 510-154a shall be given recognition.
5. When a pupil is expelled pursuant to Connecticut General Statutes, 510-233d for possession of a firearm or deadly weapon the School Director shall report the violation to appropriate law enforcement officials.

Statutory References:

Connecticut General Statutes 10-154a  
10-221  
10-233d

## Graduation/Promotion Requirements

### Grades 7 - 12

Each student attending the Bridge Academy must pass All classes with at least a 65 or better to be promoted or to graduate. (This is regardless of accumulated points.) Students who do not pass for a second consecutive year may be promoted if the following criteria are met:

- (1) over the two years the student accumulates credit for each class,
- (2) the student has a minimal amount of discipline referrals,
- (3) the student meets the goals established by the Student Assistance Team.

### Reading, Math, Writing, and study skills remediation

Students who score below the standard for their grade on reading, writing, math, and study skills tests will be required to attend a remediation class during the year or in summer school in order to be promoted. The standards will be posted by the school by March 1 of the academic year.

### Diploma Requirements

#### Grades 9 -12

All Bridge Academy students need a total of 200 points to graduate. Points are awarded based on a passing final grade for any individual course. Passed courses that meet for 45 minutes for 180 days are worth ten points. Half-year classes, or classes that do not meet every day receive fewer points based on the amount of time they meet. For comparison purposes, 10 points is considered equivalent to one Carnegie Unit or credit. In addition to 200 total points required, students have to meet the following specific requirements.

Outdoor Education Promotion Requirements -- To be promoted to the next grade students need 2.5 total points at end of Freshman year, 5 total points at end of Sophomore year, 7.5 total points at end of junior year, and 10 total points to Graduate. 30 hours of outdoor education is equivalent to 2.5 credits in outdoor education.

Students who do not reach the mastery (score level 4) on the CAPT test taken their Junior year will have to complete the Senior Interdisciplinary Project.

In addition they need at minimum:

- 40 points in English instruction
- 30 points in Mathematics instruction
- 30 points in Social Studies instruction (10 points must be US History, 5 points must be Civics)
- 20 points in Science instruction (10 points must be a Life Science)
- 10 points in Art or vocational instruction
- 10 points in Physical education

These graduation requirements are written to correspond with section 10-221a and 10-18 of state law. The Bridge Academy will also award credits based on work done at other high schools and community colleges. Points for all courses are listed in our course catalogue.

### **Remediation Requirements**

In an effort to have all students graduate with the ability to read, write, and do math calculations at grade level, The Bridge Academy has adopted a strict remediation program. The program has four components reading, writing, math and study skills. Each component has different requirements for triggering an additional remedial class. Remedial classes for reading and math are in the

summer and remedial classes for study skills and writing are after school. The specific requirements for each component are listed below.

### **Reading**

Students are required to read each year. Students will be given a “points” goal upon entrance to the school. To reach their goal students should expect to read an hour per day. All students will be given a half hour of sustained silent reading each school day. If students do not reach their points goal during the school year they will be required to attend summer school to finish. Students will be promoted if they successfully reach their points goal or by specific permission from the Governing Board.

Some of the Bridge Academy reading books may contain adult material that some parents may find unsuitable for their children. The Bridge Academy cannot judge the maturity level of each student to determine whether a book may be inappropriate. Therefore, we ask parents to inform us if they feel their child is reading material they feel is inappropriate. At that time the school will try and more closely monitor the student’s choices. However, in the end, the parent must be responsible for the content of the books their children may choose.

### **Math**

Students will be required to come to summer school if they fail their final exam in their math class or they do not test at grade level on the end-of-year June STAR math test. 7th - 11th grade students may also need to attend summer school if they do not pass the math facts program in addition to passing their final exam. Students should be able to avoid the summer program by working hard in their math classes. Students will be promoted if they successfully attend summer school.

In an effort to promote math achievement, students who fail mid-quarter and quarter end assessments will be required to stay after school in order to master important objectives. If students do not stay after to school to master un-learned objectives, their grade will be severely impacted. Teachers will give an explanation and schedule for these assessments during the school year.

**WARNING!!!!!!!**

**Bridge Academy Students should not make vacation or morning plans for the end of June and the month of July.**

**Students who do not meet improvement goals for Reading and Math will need to attend a mandatory summer school in order to be promoted to the next grade at The Bridge Academy.**

**There will be no exceptions. We want all our students to graduate reading and calculating at the appropriate grade level.**

## Course Descriptions

### 7th Grade

Language Arts – A workshop model course that emphasizes reading skills and strategies. Students read differentiated texts independently and participate in small group book clubs. Students also write daily. In particular students are taught to: infer meaning, monitor their understanding, ask questions, determine importance, synthesize and summarize text.

Mathematics – This course focuses on problem solving skills, communicating mathematically, and utilizing technology. The class focuses on a review of the operations and fundamental concepts of arithmetic and geometry connected to real world problem situations. The classes use “Accelerated Math”, a computer managed learning system and “Study Island”, an online program.

General Science – A one year science course which works to develop skills such as reading text, identifying, describing, explaining, and communicating through the design and conduct of experiments. Topics covered include: energy, living organisms, earth systems and food technology.

Health – A one marking period course that includes an introduction to nutritional science, a study of the dangers of alcohol, tobacco and drugs, and adolescent human development. The class incorporates creative projects, written examinations, oral presentations, technological resources, and note-taking/organizational skills.

Geography — A one year course centered on answering why people live in certain areas. Students learn the seven geographic factors; culture, language, religion, environment, topography, land uses and history. Special

emphasis is on the value of culture and diversity in society. The class utilizes a wide range of technology-based projects.

Art – A half year course that uses hands-on, project based experiences, through which students learn the basics of drawing and painting. Such elements as line, perspective, depth, color and shading are taught. Students are also exposed, both in the classroom and on regular visits to museums and galleries, to the work of different artists and various types of art.

### **8th Grade**

Language Arts – A continuation of the seventh grade workshop model that emphasizes reading skills and strategies. Students read differentiated texts independently and participate in small group book clubs. In particular students are taught to infer meaning, monitor their understanding, ask questions, determine importance, synthesize and summarize text.

Mathematics – A study of pre-algebraic skills. Students learn about topics including notation, proportional reasoning, graphing, two and three dimensional space and solving basic equations.

General Science – A one year science course which works to develop skills such as reading text, identifying, describing, explaining, and communicating through the design and conduction of experiments. Topics covered include forces and motion, evolution and the creation of life, the solar system and bridge building.

Health – A half year course that includes HIV/AIDS education, sexually transmitted disease prevention, pregnancy and fetal development, and mental health/mental illness. The class incorporates creative projects, written examinations, oral presentations,

technological resources, and note-taking/organizational skills.

Art – A half year course that uses hands-on, project based experiences, through which students learn the basics of drawing and painting. Such elements as line, perspective, depth, color and shading are taught. Students are also exposed, both in the classroom and on regular visits to museums and galleries, to the work of different artists and various types of art.

Social Studies – A study of American History from Colonial times to the Civil War. The class utilizes a wide range of technology as part of the assessment process. Students make movies, web pages, blogs, etc. to illustrate their understanding of important historical concepts.

### **Freshmen**

Algebra 1 – This is the traditional first year Algebra class. In addition to strengthening rudimentary math skills, the following topics are covered: solving complex equations, linear equations, linear inequalities, multiplying binomials, factoring expressions, analyzing and displaying data, and radical equations. (10 points)

Freshman English - Freshman English concentrates on basic reading and writing skills. Students read short stories to improve reading and writing performance. Emphasis is on the structure and organization found in good writing. (10 points)

General Science - A one-year course that is a laboratory based physical science. Topics include heat, electricity, light, atomic structure, and polymers. This course is designed to give students a strong understanding of scientific process. Lab skills and reports are emphasized for preparation for future science classes. (10 points)

World Civilization - A survey course beginning with the birth of Christ and moving on through modern times. The emphasis in this course is on a general understanding of the progress of world history. Throughout the year students will gain an expertise in particular aspects of a culture or historical era by writing an in depth research paper on that topic. (6 points)

Health – A full year course with specific units on birth control and reproduction, the effect of advertising on healthy choices, relationships and conflict resolution and mental illness. Students will use the internet, and will exercise their reading and writing skills to learn important health topics. (6 points)

Spanish 1 - This class emphasizes the practical application of grammatical and conversational skills. To this end, students memorize a series of scripts and complete a number of translations. Students also use Spanish dictionaries and encyclopedias to research various papers and projects. (10 points)

Outdoor Education - This unique course takes the place of regular physical education. Through frequent trips, students work toward competency in hiking, backpacking, camping, caving, rock-climbing, fishing, rafting, and a host of other outdoor activities. Students also become proficient in adult, child and infant CPR and standard first aid. The goals of this program are to give students exposure to healthy, life-enhancing pursuits that they can enjoy for the rest of their lives, to give them practical experience in working alone and with a group, and to inspire in them a sense of responsibility for themselves, others and the world around them. (varying points based on hours completed)

### **Sophomores**

Geometry- This is the standard high school geometry class. Topics covered will include: area, volume, similar

and congruent figures, geometric proofs, special right triangles, geometric probability, and inductive and deductive reasoning. (10 points)

Sophomore English - This course emphasizes the short story and preparation for the CAPT. Students will learn to write well developed 5 paragraph essays around different historical themes. Themes include Ancient Rome and Greece, Slavery in America, the plight of Native Americans, and the Civil Rights Era. Students will learn to write responses to their reading using a variety of prompts and questions. (10 points)

Biology - This course takes a dynamic laboratory based approach and covers the following themes: The chemical basis of life, genetics, evolution, cells and the cell cycle and ecosystems. The learning in this course is hands-on and project based with an emphasis on critical and analytical thinking and writing. (10 points)

Civics - Tenth grade history consists of an exploration of important issues throughout history. Through the study of such varying historical topics as the trials of Socrates and Joan of Arc, the creation of the Constitution and Bill of Rights, and the civil rights movement in America, students will explore such themes as immigration, the death penalty and international human rights. By participating in such exercises as debates, role-plays, mock trials and topic investigations students develop the ability to think critically and write persuasively. Students will learn how to participate in a modern democratic society. (6 points)

Spanish 2 - This class emphasizes the practical application of grammatical and conversational skills in a more advanced manner than Spanish I. To this end, students memorize a series of scripts and complete a number of translations. Students also use Spanish

dictionaries and encyclopedias to research various papers and projects. (6 points)

Art - Through hands-on, project based experience students learn the basics of drawing and painting. Such elements as line, perspective, depth, color and shading are taught. Students are also exposed, both in the classroom and on regular visits to museums and galleries, to the work of different artists and various types of art. (3 points)

Health – A half-year class that teaches human anatomy and sexuality. Students will write essays, prepare presentations and make posters to learn important health topics concerning their own bodies and development. (3 points)

Math Applications – This is a full year, half-time course designed to help students apply math concepts to the world around them. Also designed to improve CAPT performance, the course addresses numerous topics including probability, graphing and data analysis, geometry, and dimensional analysis. (6 points)

Outdoor Education - This unique course takes the place of regular physical education. Through frequent trips, students work toward competency in hiking, backpacking, camping, caving, rock-climbing, fishing, rafting, skiing and a host of other outdoor activities. Students also become proficient in adult, child and infant CPR and standard first aid. The goals of this program are to give students exposure to healthy, life-enhancing pursuits that they can enjoy for the rest of their lives, to give them practical experience in working alone and with a group, and to inspire in them a sense of responsibility for themselves, others and the world around them. (points vary based on hours completed)

## **Juniors**

Algebra II - Topics covered include: polynomial, exponential, logarithmic and parametric equations. standard deviation, z-scores, logic (contra positive and inverse). Sequences, series and limits are also explored. (10 points)

Junior English - Consists of reading, writing about and comparing the novels, poetry, and non-fiction of various authors found in American Literature. Class and homework assignments consist of essays, projects and oral presentations. Students write daily. (10 points)

Chemistry – Topics covered include: the scientific method, properties of matter, the states of matter, mixtures, elements, compounds, scientific measurement, problem solving, atomic structure, chemical names and formulas, chemical qualities, and stoichiometry. (6 points)

U.S. History -Economics - This course covers the European roots of the American experience and places particular emphasis on the economic aspects of the development of the United States. Students research and write several extensive reports most of which focus on analyzing the impact of historical events on the creation of America as we know it today. (6 points)

U.S. History -Conflicts - This course covers the European roots of the American experience and places particular emphasis on the great conflicts that shaped the development of the United States. Students research and write several extensive reports most of which focus on analyzing the impact of historical events on the creation of America as we know it today. (6 points)

Art - Through hands-on, project-based experience students learn the basics of drawing and painting. Such elements as line, perspective, depth, color and shading

are taught. Students are also exposed, both in the classroom and on regular visits to museums and galleries, to the work of different artists and various types of art. (3 points)

Health – A half-year class that focuses on research. Students will research topics in psychology and the theories of personality. Students will write essays, prepare presentations and make posters to learn important health topics concerning their own bodies and development. (3 points)

Spanish 3 - This class emphasizes the practical application of grammatical and conversational skills in a more advanced manner than Spanish 2. To this end, students memorize a series of scripts and complete a number of translations. Students also use Spanish dictionaries and encyclopedias to research various papers and projects. (6 points)

Outdoor Education - This unique course takes the place of regular physical education. Through frequent trips, students work toward competency in hiking, backpacking, camping, caving, rock-climbing, fishing, rafting, skiing and a host of other outdoor activities. Students also become proficient in adult, child and infant CPR and standard first aid. The goals of this program are to give students exposure to healthy, life-enhancing pursuits that they can enjoy for the rest of their lives, to give them practical experience in working alone and with a group, and to inspire in them a sense of responsibility for themselves, others and the world around them. (varying points based on hours completed)

### **Seniors**

Pre-Calculus - A fourth year math class that covers the following topics: functions, inverse functions, linear equations and modeling, polynomial division, finding zeros of a function, fundamental theorem of calculus,

conic sections, inverse trigonometric functions, analytic trigonometry, law of sines, law of cosines, introductory linear algebra, and sequences and series. (10 points)

Senior English - This class reflects what Seniors have learned in History class, but from a literary perspective. During the first half of the year students are immersed in the literature of African and African American writers and during the second the focus is on Hispanic and Hispanic American writers. Through the study of these authors students will explore the elements of culture, the universality of human experience and the impact of history on literature. As in Senior History, strong research and writing skills are emphasized. (10 points)

Physics - A full year college preparatory class covering the basic physics curriculum. Topics include motion, heat, electricity, waves, light, optics and modern physics. A strong understanding of basic algebra is necessary for the course. (6 points)

Art - Through hands-on, project based experiences, students learn the art of film making by designing and editing their own short movies. Students will learn all aspects of film production. (6 points)

College Planning - This course prepares students to take and to do well on the SAT. This course is also designed to assist students with the completion of their college applications and financial aid forms. In addition, students learn how to apply for various scholarships, grants and awards, which will help them allay the costs of college. As in College Planning 1, students meet monthly with a mentor who helps prepare them for both college and the professional world. (10 points)

Business -- This class covers the rudiments of business education. Topics include basic accounting, marketing

and finance. Students will research businesses and complete interdisciplinary projects. (6 points)

Outdoor Education - This unique course takes the place of regular physical education. Through frequent trips, students work toward competency in hiking, backpacking, camping, caving, rock-climbing, fishing, rafting, and a host of other outdoor activities. Students also become proficient in adult, child and infant CPR and standard first aid. The goals of this program are to give students exposure to healthy, life-enhancing pursuits that they can enjoy for the rest of their lives, to give them practical experience in working alone and with a group, and to inspire in them a sense of responsibility for themselves, others and the world around them. (varying points based on hours completed)

## **Student Health Services**

### **School District Medical Advisor**

The Bridge Academy shall appoint a school district medical advisor and appropriate medical support service personnel including nurses.

School health efforts shall be directed toward detection and prevention of health problems and to emergency treatment, including the following student health services:

1. Appraising the health status of student and school personnel;
2. Counseling students, parents, and others concerning the findings of health examination;
3. Encouraging correction of defects;
4. Helping prevent and control disease;
5. Providing emergency care for student injury and sudden illness;
6. Maintaining school health records.

### **Health Records**

There shall be a health record for each student enrolled in the school district, which will be maintained in the school nurse's room. For the purposes of confidentiality, records will be treated in the same manner as the student's cumulative academic record.

### **Regular Health Assessments**

Prior to enrollment, each child shall have a health assessment by one of the following medical personnel of the parents or guardians choosing to ascertain whether the student has any physical disability or other health problem tending to prevent him or her from receiving the full benefit of school work and to ascertain whether such school work should be modified in order to prevent injury

to the student or to secure for the student a suitable program of education:

1. a legally qualified physician;
2. an advanced practice registered nurse;
3. a registered nurse;
4. a physician's assistant.

Such health assessment shall include:

1. Physical examination which shall include hematocrit or hemoglobin tests, height, weight, and blood pressure;
2. Updating of immunizations required under 10-204 and 10-204a;
3. Vision, hearing, postural, and gross dental screenings;
4. If required by the school district medical advisor, testing for tuberculosis and sickle cell anemia or Cooley's anemia;
5. Any other information including a health history as the physician believes to be necessary and appropriate.

Health assessments shall also be required in grade 10 or 11 by a legally qualified physician of each student's parents or guardians own choosing, or by the school medical advisor, or the advisor's designee, to ascertain whether a student has any physical disability or other health problem. Such health assessments shall include:

1. Physical examination which shall include hematocrit or hemoglobin tests, height, weight, and blood pressure;
2. Updating of immunizations required under 10-204 and 10-204a;
3. Vision, hearing, postural, and gross dental screenings;

4. If required by the school district medical advisor, testing for tuberculosis and sickle cell anemia or Cooley's anemia;
5. Any other information including a health history as the physician believes to be necessary and appropriate.

A child will not be allowed as the case may be to begin or continue in district schools unless health assessments are performed as required. Students transferring into the district must provide evidence of required Connecticut vaccinations, immunizations, and health assessments at enrollment and prior to school attendance.

### **Immunizations/Vaccinations**

No student will be allowed to enroll in district schools without vaccination against smallpox and adequate immunization against the following diseases:

1. Measles
2. Rubella
3. Poliomyelitis
4. Diphtheria
5. Tetanus
6. Pertussis
7. Mumps
8. Hemophilus influenza type B
9. Any other vaccine required by section 19a-7f of Connecticut General Statutes.

Before entering the seventh grade, each child shall receive immunization against measles.

Health assessment results and recommendations signed by the examining physician or authorized medical personnel shall be recorded on forms provided by the Connecticut State Board of Education and kept on file in the school the student attends. Upon written

authorization from the student's parent or guardian, original cumulative health records shall be sent to the chief administrative officer of the school district to which such student moves and a true copy of the student's cumulative health records maintained with the student's academic records. The Superintendent of Schools, or designee, shall notify parents of any health-related problems detected in health assessments and shall make reasonable efforts to assure that further testing and treatment is provided, including advice on obtaining such required testing or treatment.

Students who are in violation of Board requirements for health assessments and immunizations will be excluded from school after appropriate parental notice and warning.

### **Vision Screening**

All students in grade 9 will be screened using a Snellen chart, or equivalent screening, by the school nurse or school health aide. Additional vision screenings will also be conducted in response to appropriate requests from parents/guardians or professionals working with the student in question. Results will be recorded in the student's health record on forms supplied by the Connecticut State Board of Education, and the Director shall cause a written notice to be given to the parent or guardian of each student found to have any defect of vision or disease of the eyes, with a brief statement describing such defect or disease.

As necessary, special educational provisions shall be made for students with handicapping conditions.

### **Postural Screening**

School nurses will screen all students in grade 9 for scoliosis or other postural problems. Additional postural screenings will also be conducted in response to appropriate requests from parents/guardians or

professionals working with the student. Results will be recorded in the student's health record on forms supplied by the Connecticut State Board of Education, and the Director shall cause a written notice to be given to the parent or guardian of each student found to have any postural defect of problem, with a brief statement describing such defect or disease.

As necessary, special educational provisions shall be made for students with handicapping conditions.

### **Tuberculin Testing**

In addition to tuberculin testing required by the school district medical advisor as part of regular student health assessments, all new students, including preschool students, will be required to have at least one test for tuberculosis prior to entry into The Bridge Academy.

A test for tuberculosis should be performed if any of the following risk factors prevail:

1. Birth in a high risk country of the world (to include all countries in Africa, Asia, the former Soviet Union, Eastern Europe, Central South America, Dominican Republic and Haiti);
2. Travel to a high risk country staying at least a week with substantial contact with the indigenous population since the previously required examination;
3. Extensive contact with persons who have recently come to the United States since the previously required examination;
4. Contact with persons suspected to have tuberculosis, or
5. Had contact with anyone in a homeless shelter, jail or prison, uses illegal drugs, or has an HIV infection.

## **Immunizations/Vaccinations**

No student will be allowed to enroll in district schools without vaccination against smallpox and adequate immunization against the following diseases:

1. Measles
2. Rubella
3. Poliomyelitis
4. Diphtheria
5. Tetanus
6. Pertussis
7. Mumps
8. Hemophilus Influenza type B
9. Any other vaccine required by 19a-7f of Connecticut General Statutes
10. Hepatitis B
11. Varicella (Chickenpox)

Before entering the 7th grade, each child shall receive a second immunization against measles or show proof of serologic evidence of infection with Hepatitis B.

Students entering the 8th grade must show proof of 3 doses of Hepatitis B vaccine or serologic evidence of infection.

Students shall be exempt from the appropriate provisions of this policy when:

1. they present a certificate from a physician or local health agency stating that initial immunizations have been given and additional immunizations are in process under guidelines and schedules specified by the Commissioner of Health Services; or
2. they present a certificate from a physician stating that in the opinion of such physician, immunization is medically contraindicated

because of the physical condition of such child;  
or

3. they present a statement from their parents or guardians that such immunization would be contrary to the religious beliefs of such child; or
4. in the case of measles, mumps or rubella, present a certificate from a physician or from the Director of Health in such child's present or previous town of residence, stating that the child has had a confirmed case of such disease; or
5. in the case of hemophilus influenza type B has passed his or her fifth birthday; or
6. in the case of pertussis, has passed his or her sixth birthday.

The school nurse will report to the local director of health any occurrence of State of Connecticut defined reportable communicable diseases.

### **Health Assessments/Interscholastic Sports Programs**

Any student participating in an interscholastic sports program must have a health assessment, within one year prior to the first training session for the sport or sports. After the initial examination, repeat examinations are required every two years. Each participant in a sport program must complete a health questionnaire before participating in each sport.

Parents are expected to use the services of their private physician. If a student is unable to obtain a health assessment from his/her personal physician for financial or other reasons, an examination can be arranged with school medical advisor. Health assessment results shall be recorded on forms provided by the Connecticut State Board of Education, signed by the examining physician, school medical advisor or advisor's designee, filed in the student's health folder, and maintained up to date by the school nurse.

Coaches and physical education staff shall insure appropriate monitoring of an athlete's physical condition.

### **Student Medical Care at School**

School personnel are responsible for the immediate care necessary for a student whose sickness or injury occurs on the school premises during school hours or in school-sponsored and supervised activities. Depending upon specific circumstances, Category V issues may also be considered emergencies by attending school personnel. Schools shall maintain files of Emergency Information cards for each student. If a child's injury requires immediate care, the parent or guardian will be called by telephone by the nurse, the building Principal, or other personnel designated by the Principal, and advised of the student's condition. When immediate medical or dental attention is indicated, and when parents or guardians cannot be reached, the student will be transported to the nearest hospital unless otherwise indicated on the student's Emergency Information card. In this event, the family physician/dentist and school district medical advisor will be notified of school district actions.

(cf. 5142 Student Safety)

(cf. 5141 A Child Abuse and Neglect)

(cf. 5141.5 Suicide Prevention)

(cf. 6142.1 Family Life and Sex Education)

(cf. 6142.5 Interscholastic/Intramural Athletics)

(cf. 6159 Special Education)

Legal Reference: Connecticut General Statutes

10-203 Sanitation.

10-204 Vaccination.

10-204a Required immunizations.

10-204c Immunity from liability

10-205 Appointment of school medical advisors.

10-206 Health assessments.

10-206a Free health assessments.

10-207 Duties of medical advisers.

- 10-209 Records not to be public.
- 10-208 Exemption from examination or treatment
- 10-208a Physical activity of student restricted; Boards to honor notice.
- 10-210 Notice of disease to be given parent or guardian.
- 10-212 School nurses and nurse practitioners.
- 10-212a Administration of medicines by school personnel.
- 10-213 Dental hygienists.
- 10-214 Vision, audiometric and postural screenings: When required; notification of parents re defects; record of results. (As amended by PA 96-229, An Act Concerning Scoliosis Screening)
- 10-214a Eye protective devices.
- 10-214b Compliance report by local or regional Board of Education.
- 10-217a Health services for children in private nonprofit schools. Payments from the state, towns in which children reside and private nonprofit schools.

### **Administering Medications**

Medicinal preparations shall be administered in the schools only when it is not possible to achieve the desired effects by home administration during other than school hours and only upon written authorization of the attending physician, dentist, advanced practice registered nurse or nurse anesthetists, or licensed physician assistant and written authorization of the parent or guardian.

Currently there are standing orders for the nurse to administer ibuprofen when appropriate. There are also orders for the nurse and staff to administer epinephrin in emergency situations. The nurse also has orders to administer asthma medication during emergencies.

Personnel authorized to administer medicinal preparations shall be limited to the school district

medical advisor (M.D.), a school nurse (RN), or a licensed practical nurse (LPN), if approved to do so by the school district medical advisor or school nurse. In the absence of these medical personnel, the Principal or a teacher designated in writing by the Principal shall be permitted to administer authorized medicinal preparations upon completion of training in the safe administration of medicinal preparations and be familiar with policy and regulations relating thereto. Coaches are also authorized to administer medication to students participating in intramural and interscholastic athletics. School health aides are not allowed to administer medicinal preparations. In an emergency, if the student's physician or the school district medical advisor is not immediately available, any physician (MD) may be called to take appropriate emergency measures.

Students in grades 7 through 12 may carry and self-administer medicinal preparations, provided that:

1. A physician, dentist, advanced practice registered nurse or nurse anesthetists, or licensed physician assistant provides written orders for self-administration of medication;
2. There is written authorization for self-administration of medication from the student's parent or guardian;
3. The school nurse has evaluated the situation and deemed it to be safe and appropriate; has documented this on the student's cumulative health record; and has developed a plan of general supervision of such self-medication;
4. The student and school nurse have developed a plan for reporting and supervising self-administration of medications by students and teacher notification;
5. The Principal and appropriate teachers are informed that the student is self-administering prescribed medication;

6. Medication is transported and maintained under student control within guidelines. Authorized medicinal preparations may be administered during school activities as well as during school hours.

The Board of Education with the advice and assistance of the school district medical advisor and the school nurse supervisor, shall review and revise this policy, and its attendant regulation, as necessary and at least biennially and submit it to the Connecticut Department of Health Services as required by Connecticut Regulations of State Agencies.

Each school wherein any controlled drug is administered under the provisions of this policy shall maintain such records as are required of hospitals under the provisions of subsections (f) and ('1) of section 21a-254 and shall store such drug in such a manner as the Commissioner of Health Services shall, by regulation, require.

Legal Reference: Connecticut General Statutes

10-212a Administration of medicines by school personnel. (as amended by PA 99-2, An Act Concerning Public Health Expenditures)

52-557b Immunity from liability for emergency medical assistance, first aid or medication by injection. School personnel not required to administer or render

Connecticut Regulations of State Agencies 10-212a-1 through 10-212a-7

### **Administering Medications to Students**

The Board of Education allows students to self administer medication and school personnel to administer medication to students in accordance with the following established procedures. These procedures shall be reviewed and/or revised by the school medical advisor, the school nurse and the Board of Education

and then submitted to the Connecticut Department of Health Services biennially as stipulated in C.O.S. 10-212a-1 to 10-212-7.

A student who is required to receive medication or wants to take aspirin, ibuprofen, or an aspirin substitute containing acetaminophen during school hours must provide:

1. The licensed physician's or dentist's orders for medication or aspirin on a school district form which specifies the student's name, condition for which the drug is being administered, name of drug and method of administration and dosage of drug. For students receiving medicine the time of administration and duration of the order, side effects to be observed (if any) and management of such effects, and student allergies to food and/or medicine is also required on the form. This medical order must be renewed yearly if a student is to be administered medication by school personnel.
2. Written authorization from his or her parent or guardian allowing school personnel to administer said medication. This authorization shall be renewed yearly and shall include parental consent for school personnel to destroy said medication if not repossessed by the parent or guardian within a seven (7) day period of notification by school authorities.
3. The medication must have its original correct label from the pharmacy or manufacturer.

Students who are able to self administer medication may do so provided:

1. A physician or dentist provides a written order for self administration of said medication.

2. There is written authorization for self administration of medication from the student's parent or guardian.
3. The school nurse has evaluated the situation and deemed it to be safe and appropriate; has documented this on the student's cumulative health record, and has developed a plan for general supervision.
4. The student and school nurse have developed a plan for reporting and supervision of self-administration and notification of teachers.
5. The Principal and appropriate teachers are informed that the student is self administering prescribed medication.
6. Such medication is transported to the school and maintained under the student's control within these guidelines.

Medication may be administered by a licensed nurse, or in absence of such licensed personnel, Principals and teachers. They shall not be held liable for any personal injuries which may result from acts or omissions constituting ordinary negligence.

A licensed practical nurse may administer medications to students if she can demonstrate evidence of one of the following:

1. Training in administration of medications as part of their basic nursing program;
2. Successful completion of a pharmacology course and subsequent supervised experience;
3. Supervised experience in medication administration while employed in a health care facility.

Medication will be administered according to the following procedures:

1. The school nurse will develop a medication administration plan for each student before medication may be administered by any staff member. The school nurse will also review monthly all documentation pertaining to the administration of medication for students.
2. The Principals and teachers approved by the school medical advisor and school nurse will be formally trained by the school nurse prior to administering medication. The school nurse, acting as designee and under the direction of the chief medical officer, will annually instruct such staff members in the administration of medication. The training will include:
  - c) Review of state statute and school regulations regarding administration of medication by school personnel.
  - d) Procedure for administering the medication, safe handling and storage of medication, and recording.
  - e) Medication needs of specific students, medication idiosyncrasies, desired effects, potential side effects, untoward reactions and other observations.
3. A list of Principals and teachers successfully trained and approved to administer medication along with documentation of the annual update of trainees shall be submitted to the Superintendent by the nursing supervisor on October 31 of each year.
4. Coaches are also authorized to administer medication to students participating in intramural and interscholastic athletics.

### **Handling and Storage of Medications**

All medication, except those approved for keeping by students for self medication, must be delivered by the parent or other responsible adult and shall be received by the nurse assigned to the school. The school nurse must:

- a) Examine any new medication to insure that it shall be properly labeled with dates, name of student, medication name, dosage and physician's name, and that the medication order and permission form are complete and appropriate.
- b) Develop a medication administration plan for the student before any medication is given by school personnel.
- c) Record on the Student's Individual Medication Record the date the medication is delivered and the amount of medication received.
- d) Store medication requiring refrigeration at 36 F - 46 F.
- e) Store prescribed medicinal preparations in securely locked storage compartment. Controlled substances shall be contained in separate compartments, secured and locked at all times.

All medication, except those approved for keeping by students for self medication, shall be kept in a designated locked container, cabinet or closet used exclusively for the storage of medication. In the case of controlled substances, they shall be stored separately from other drugs and substances in a separate, secure, substantially constructed, locked metal or wood cabinet.

The school Principal or designee (who has been trained to administer medication) shall be responsible for the key/s to the locked cabinets.

No more than a forty-five (45) school day supply of a medication for a student shall be stored at the school. All medications, prescriptions and nonprescription, shall be stored in their original containers and in such a manner as to render them safe and effective.

Access to all stored medications shall be limited to persons authorized to administer medications. Each school shall maintain a current list of those persons authorized to administer medications.

### **Destruction/Disposal of Medication**

At the end of the school year or whenever a student's medication is discontinued by the prescribing physician, the parent or guardian is to be contacted and requested to repossess the unused medication within a seven (7) school day period. If the parent does not comply with this request, all medication is to be destroyed by the school nurse in the presence of witness (school physician, Principal, teacher) according to the following procedures:

1. Medication will be destroyed in a non-recoverable fashion.
  - a) Liquid medication should be poured into a sink or water closet.
  - b) Any medication in pill or tablet form should be crushed and poured into a sink or water closet
2. The following information is to be charted on the student's health folder and signed by the school nurse and witness:
  - a) Date of destruction.
  - b) Time of destruction.
  - c) Name, strength, form and quantity of medication destroyed.
  - d) Manner of destruction of medication.

3. Controlled substances shall not be destroyed by the school nurse. In the event that any controlled substance remains unclaimed, the supervisor of nursing shall contact the Connecticut Commissioner of Consumer Protection to arrange for proper disposition.

### **Documentation and Record Keeping**

Record keeping of medication administration shall be in ink on the individual student's medication record form which, along with the parental authorization form and the physician's order, becomes part of the student's permanent record. Records shall be made available to the Connecticut Department of Health Services upon request.

### **Administering Medications to Students**

A medication administration record shall include the:

- a) Name of the student;
- b) Name of medication;
- c) Dosage of medication;
- d) Route of administration;
- e) Frequency of administration;
- f) Name of prescribing physician, or in the case of aspirin, ibuprofen, or an aspirin substitute containing acetaminophen being given to a student, the name of the parent or guardian requesting the medication to be given;
- g) Date medication was ordered;
- h) Quantity received;
- i) Date medication is to be reordered;
- j) Student allergies to food and/or medicine;
- k) Date and time of administration or omission including reason for omission;
- l) Does of amount of administered;

- m) Full legal signature of the nurse (RN), Principal, or teacher administering the medication.

Record of the medication administered shall be entered in ink on an individual student medication record form and filed in the student's cumulative health folder. If the student is absent, it shall be so recorded. If an error is made in recording, a single line shall be run through the error and initialed.

A physician's verbal order, including a telephone order, for a change in any medication may be received only by a school nurse. Such verbal order must be followed by a written order within three (3) school days.

1. An error in the administration of medication shall be reported to the school nurse who will initiate appropriate action and documentation in a student incident report and on his/her cumulative record.
2. Untoward reactions to medication shall be reported to the school nurse, the parent, and the student's physician.
3. Records of controlled substances shall be entered in the same manner as other medications with the following additions:
  - a) The amount of controlled drug shall be counted and recorded on the individual student medication record form after each dose given.
  - b) A true copy (carbon or NCR) of the forms shall be retained by the school for 3 years and the original filed in the student's permanent health record.
  - c) Loss, theft or destruction of controlled substances shall be immediately, upon discovery, reported to the supervisor of

nursing services who will contact the Connecticut Commissioner of Consumer Protection.

In the absence of a licensed nurse, only Principals and teachers who have been properly trained may administer medication to student. Principals and teachers may administer oral, topical, or inhalant medications. Injectable medications may be administered by a Principal or teacher only to a student with a medically diagnosed allergic condition which may require prompt treatment to protect the student against serious harm or death.

Investigational drugs may not be administered by Principals or teachers.

### **Medication Errors**

An error in the administration of medication shall be reported immediately to the school nurse, the parent and the prescribing physician.

In case of an anaphylactic reaction or the risk of such reaction, a school nurse or any other person trained in CPR and First Aid, may administer emergency oral and/or injectable medication to any student in need thereof on the school grounds, in the school building, or at a school function according to the standing order of the chief medical advisor or the student's private physician.

### **Administration of Emergency Medication under CGS IO-221a**

In the absence of a school nurse, the administrator or teacher may give emergency medication orally or by injection to students with a medically diagnosed allergic condition which would require such prompt treatment to protect the child from serious harm or death so long as

the administrator or teacher has completed training in administration or such medication.

In the event of a medication emergency, the following will be readily available:

- a) The local poison information center;
- b) The physician, clinic or emergency room to be contacted in such an emergency;
- c) The name of the person responsible for the decision making in the absence of the school nurse.

Legal Reference: Connecticut General Statutes  
10-2 12a Administration of medicines by school personnel. (as amended by PA 99-2, An Act Concerning Public Health Expenditures)

52-557b Immunity from liability for emergency medical assistance first aid or medication by injection. School personnel not required to administer or render.

Connecticut Regulations of State Agencies

10-212a-1 - 10-212a-7 Administration of medicines by school personnel.

1307.21 Code of Federal Regulation

## **Receipt of Employee Handbook and Employment-At-Will Statement**

This is to acknowledge that I have received a copy of The Bridge Academy Employee Handbook and I understand that it contains information about the employment policies and practices of the school. I agree to read and comply with this Employee Handbook. I understand that the policies outlined in this Employee Handbook are management guidelines only, which in a developing business will require changes from time to time. I understand that the school retains the right to make decisions involving employment as needed in order to conduct its work in a manner that is beneficial to the employees and the school. I understand that this Employee Handbook supersedes and replaces any and all prior Employee Handbooks and any inconsistent verbal or written policy statements.

I understand that except for the policy of at-will employment, which can only be changed by the director of the school in a signed written contract, the school reserves the right to revise, delete and add to the provisions of this Employee Handbook at any time without further notice. All such revisions, deletions or additions to the Employee Handbook will be in writing and will be signed by the director of the school. I understand that no oral statements or representations can change the provisions of this Employee Handbook.

I understand that this Employee Handbook is not intended to create contractual obligations with respect to any matters it covers and that the Employee Handbook does not create a contract guaranteeing that I will be employed for any specific time period.

**THIS SCHOOL IS AN AT-WILL EMPLOYER. THIS  
MEANS THAT REGARDLESS OF ANY PROVISION IN**

**THIS EMPLOYEE HANDBOOK, THE SCHOOL OR I MAY TERMINATE THE EMPLOYMENT RELATIONSHIP AT ANY TIME, FOR ANY REASON, WITH OR WITHOUT CAUSE OR NOTICE. NOTHING IN THIS EMPLOYEE HANDBOOK OR IN ANY DOCUMENT OR STATEMENT, WRITTEN OR ORAL, SHALL LIMIT THE RIGHT TO TERMINATE EMPLOYMENT AT-WILL. NO OFFICER, EMPLOYEE OR REPRESENTATIVE OF THE SCHOOL IS AUTHORIZED TO ENTER INTO AN AGREEMENT—EXPRESS OR IMPLIED—WITH ME OR ANY EMPLOYEE FOR EMPLOYMENT FOR A SPECIFIED PERIOD OF TIME UNLESS SUCH AN AGREEMENT IS IN A WRITTEN CONTRACT SIGNED BY THE DIRECTOR OF THE SCHOOL.**

I understand that this Employee Handbook refers to current benefit plans maintained by the school and that I must refer to the actual plan documents and summary plan descriptions as these documents are controlling.

I also understand that if a written contract is inconsistent with the Employee Handbook, the written contract is controlling.

If I have questions regarding the content or interpretation of this Employee Handbook, I will ask my supervisor or a member of management.

NAME \_\_\_\_\_

DATE \_\_\_\_\_

EMPLOYEE  
SIGNATURE \_\_\_\_\_

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