



Bridgeport Public Schools

**CURRICULUM DESIGN/
DEVELOPMENT**

Policy No. 6100

July 25, 2012

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**Instruction
Curriculum Design/Development**

The curriculum shall be understood to be the planned sequence of educational experiences for grades Pres K-12. Implementation of the curriculum at each grade and at each level shall be planned, integrated, and coordinated to provide for the continuous development of the pupil. The evaluation and development of the curriculum as a whole shall be under the general direction of the Superintendent's designee. He/she shall be assisted in this process by principals, instructional leaders, teachers, and other members of the professional staff, selected in such a way as to give broad representation to subject areas, grade levels, and special services.

**BRIDGEPORT PUBLIC SCHOOLS
Bridgeport, Connecticut**

**Adopted:
Revised:
Cross Reference: Policy No./Regulation
Related Superintendent Procedure:**



Bridgeport Public Schools

**REPRODUCTIVE HEALTH
EDUCATION AND
SERVICES**

Policy No. 6102

July 25, 2012

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REVISED/DRAFT

Instruction

Reproductive Health Education and Services

The Bridgeport Public Schools will provide developmentally appropriate reproductive health education to all students grades K through 12 with particular emphasis on grades 7 through 9. The Bridgeport Public Schools, in collaboration with the Health Department, will make available reproductive and preventative health information, including contraception, counseling and testing for sexually active youth.

**BRIDGEPORT PUBLIC SCHOOLS
Bridgeport, Connecticut**

Adopted:

Revised:

Cross Reference: Policy No./Regulation

Related Superintendent Procedure:



Bridgeport Public Schools

**HONORS/ADVANCED
PLACEMENT CLASSES**

Policy No. 6200

July 25, 2012

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Instruction

Honors/Advanced Placement Classes

The Board encourages students to advance academically at a pace appropriate for them. Therefore, it shall permit advanced placement in college, either on a full or part-time basis, for eligible high school juniors and seniors.

In grades 9 through 12, honors division classes shall be available in several subjects. Advanced placement classes are also available in grades 11 and 12. Specific information about a student's achievement and placement should be obtained from the school counselor.

(AP) Advanced Placement: Courses offered at the 10th through 12th grades for which students may receive high school and college credit provided they score high enough on the Advanced Placement examination for those courses.

(H) Honors: Courses offered at a higher level of difficulty for students who intend to go on to post secondary education.

**BRIDGEPORT PUBLIC SCHOOLS
Bridgeport, Connecticut**

Adopted:

Revised:

Cross Reference: Policy No./Regulation

Related Superintendent Procedure:



Bridgeport Public Schools

HOMEWORK

Policy No. 6202

July 25, 2012

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Instruction

Homework

It is the policy of the Board of Education to ensure that all students comply with the homework requirements imposed by the school in which the child is enrolled. It is also the policy of the Board of Education that any imposition of homework should be related to the standards recognized as appropriate for the student's grade and appropriate to the curriculum. Homework should only be assigned as practice and reinforcement of skills and concepts already taught.

Suggested daily time allocations recommended for homework are:

Grades 1 -2 15 – 20 minutes

Grades 3 – 4 6 Minutes

Grades 5 – 6 60 Minutes

Grades 7 – 8 60 Minutes

Grades 9 – 10 120 Minutes (30 minutes per academic area)

Time required for assignments should be reasonable, with teachers taking into consideration that areas other than theirs also demand homework.

Legal Reference: Connecticut General Statutes §10-221 (b)

**BRIDGEPORT PUBLIC SCHOOLS
Bridgeport, Connecticut**

Adopted:

Revised:

Cross Reference: Policy No./Regulation

Related Superintendent Procedure:



Bridgeport Public Schools

SCHOOL READINESS

Policy No. 6203

July 25, 2012

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Instruction

School Readiness

The critical importance of the early years in determining the educational development of children is recognized by the Board of Education. Programs designed to help meet the physical, emotional, social and intellectual needs of preschool children ages three and four are encouraged. In addition, programs developed in conjunction with appropriate community agencies that serve students from birth to age 3 shall be encouraged. These programs, which may be housed in public schools or in approved off-site facilities, should be aligned with the regular school curriculum to create a seamless "cradle to classroom" experience that ensures school readiness. Such programs shall promote the health and safety of children and prepare them for formal schooling and will support the education and involvement of parents. In the utilization of resources, however, including available space, first priority is assigned to the regular school program for Grades K-12.

The Board regards parental involvement and community cooperation as an integral part of this program. A local school readiness council, its composition and duties specified by statute, shall be formed to address the needs of three and four year olds. Community capacity, student participation and community standards are reviewed and updated as needed.

Legal Reference: Connecticut General Statutes
17b-749a Establishment of school readiness programs
Council as amended by PA 97-259 An Act Concerning
School Readiness and Child Day Care

Adopted: March 30, 2012

Revised:

Cross Reference: Policy No./Regulation

Related Superintendent Procedure:



Bridgeport Public Schools

**PROMOTION, RETENTION,
INTERVENTION POLICY**

Policy No. 6300

July 23, 2012

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DRAFT

Instruction

Promotion, Retention, Intervention Policy

The Bridgeport Public Schools are dedicated to the continuous academic, social, emotional and physical development of all students. The school system will provide qualified staff with a well defined curriculum that is aligned to Common Core Standards at each grade level and throughout all grades from Pre-Kindergarten through Grade 12.

The promotion of students will be directly related to their demonstrated proficiency or developmentally appropriate progress toward achieving performance standards. Bridgeport Public Schools will provide educational interventions for students who need additional support through a well articulated Scientific Research Based Interventions (SRBI) program based on benchmarked assessments. If a student does not demonstrate proficiency after being provided all appropriate educational interventions, that student may be retained in the same grade. However, educational interventions will be provided regardless of whether a student is promoted or retained if warranted. Each school will be responsible for providing services to each child who is not demonstrating proficiency in achieving the performance standards

In order to determine the level of each child's proficiency, the teacher must review the student's academic progress in the regular curriculum and as a result of all interventions and supports provided. Further, the teacher shall consider the attendance of the student in deciding whether he/she shall be promoted.

By February 1st of each year, parents shall be notified if the promotion of their child is in doubt based on his/her progress toward meeting standards and the consistency of his/her attendance in school. The final decision about whether to promote to the next grade will be made at the end of the school year and will reflect the student's total growth, development and attendance during the course of the entire school year. While all of the subject areas are important to the development of a well-educated individual, it is the students' degree of proficiency in the core subject areas which shall be used to determine promotion.

Legal Reference: Connecticut General Statutes 10-221(b)

BRIDGEPORT PUBLIC SCHOOLS
Bridgeport, Connecticut

Adopted:

Revised:

Cross Reference: Policy No./Regulation

Related Superintendent Procedure:



Bridgeport Public Schools

ADULT EDUCATION EXPECTATIONS

Policy No. 6301.1

July 25, 2012

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ADULT EDUCATION EXPECTATIONS

All students in the Adult Education Credit Diploma program prior to graduation are expected to:

- **Take the GED practice test in English and Mathematics;**
- **Assure at least 10th grade reading , writing and math level (Students not achieving this level will be given appropriate remedial services);**
- **Increase reading commensurate with grade level expectations;**
- **Be at least 18 years old;**
- **Have been out of school for at least six (6) months and;**
- **Four years have passed from their original enrollment in high school (this reflects a similar requirement for students seeking to take the GED exam);**
- **Students 16 and 17 years old must be withdrawn from high school with parental permission.**

Adopted:

Revised:

Cross Reference: Policy No./Regulation

Related Superintendent Procedure:



Bridgeport Public Schools

**PROMOTION, RETENTION,
INTERVENTION
REGULATION**

Policy No. 6301R

July 23, 2012

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DRAFT

Promotion, Retention, Intervention Regulation

Guidelines for Promotion in Grades K-8

Promotion to the next grade level is based primarily upon the degree to which students meet the Bridgeport Public Schools promotion criteria. In order to determine the degree of reading proficiency set by the State of Connecticut, the teacher must review and evaluate the student's total growth and development during the course of the entire school year.

At the elementary level, particular emphasis is placed upon mastery of the academic core subjects including reading/language arts, mathematics, science and social studies. While all of the subject areas are important to the development of a well-educated individual, it is the students' degree of proficiency in the core subject areas that is used to determine promotion.

Teachers are expected to maintain ongoing communication with parents regarding the academic progress of each student with special emphasis on students in danger of being retained. Teachers must continuously inform the principal of the progress of every student who is in danger of being retained, but certainly no later than February 1st of each year. Students in Grades K-3 who achieve a level below Proficient on the Winter Developmental Reading Assessment (DRA) Administration are automatically considered as students whose promotion is "in doubt".

GRADES K-3

The overall growth and development of young children varies widely in the early grades. To provide for each child's individual differences in his/her rate of growth, a developmental approach is necessary in grades K-3 to determine student progress. At the K-3 levels, promotion is based upon demonstration of appropriate reading and math skills necessary to meet Common Core standards. The State Department of Education has developed "deficiency" benchmarks (minimum criteria) for standards in reading using the Developmental Reading Assessment (DRA). Bridgeport has based its minimum standards to that of indicating proficiency. Further the Developmental Reading Assessment (DRA) should not be the sole consideration for promotion. Guidelines for promotion are listed below.

Kindergarten – Grade 3

- Demonstrates mastery of Bridgeport Public Schools' curricula in literacy and mathematics as evidenced by student work and report card grades
- Achieves the level of Proficiency or above on the district's Spring administration of the Benchmarked Assessments
- Achieves the level of Proficiency or above in the Spring Developmental Reading Assessment (DRA) administration
- As appropriate, for students with disabilities, achieves the level of Meeting Goal or above

GRADES 4-8



Bridgeport Public Schools

**PROMOTION, RETENTION,
INTERVENTION
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In Grades 4-8, letter grades are currently used as the measure of performance. The lowest passing grade is D (65) . In order to be promoted to the next grade, students in grades 4-8 must meet the following criteria.

Grades 4-8

- Meets minimum standards on the Connecticut Mastery Test or successfully completes summer school
- Demonstrates mastery of Bridgeport Public Schools' curricula in literacy and mathematics as evidenced by student work and report card grades
- Achieves the level of Proficiency or above on the district's Spring administration of the Benchmarked Assessments
- Receive a final passing grade in reading/language arts, mathematic and either science or social studies
- Appropriate students with disabilities will receive grades that are reflective of his/her progress toward Individualized Education Program (IEP) goals and Common Core standards.

The following interventions must be available to assist in the achievement of these standards:

- Identification of students in danger of failing to meet standards and whose promotion is in doubt
- Ongoing in-school assistance for students in danger of failing to meet standards through differentiated instruction and Scientific Research Based Interventions (SRBI)
- Additional intensive instruction through tutoring in school, after school and/or on Saturdays
- Intensive academic summer program

Adopted:

Revised:

Cross Reference: Policy No./Regulation

Related Superintendent Procedure:



Bridgeport Public Schools

WELLNESS POLICY

Policy No. 6303

July 23, 2012

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Instruction

Wellness Policy

Policy Intent

The Bridgeport School District is committed to promoting clear and consistent messages that explain and reinforce healthy eating and physical activity habits. The Bridgeport School District will engage students, families, the community and the media in promoting a healthier school environment

The promotion of consistent messages in the school environment reinforces the district's commitment to student's health. Marketing materials in the cafeteria shall support the concepts and practice in the district's nutrition and physical activity policies. Families have a significant influence on student's eating and physical activity habits. Parents and Guardians must be engaged to spread the message of wellness into their households.

The Board of Education expects that all students possess the knowledge and skills necessary to make nutritious food choices for a lifetime. The Bridgeport School District will provide nutrition experiences that positively influence student's behaviors and help develop lifelong healthy habits.

As recommended by the National Association for Sport and Physical Education, school leaders of physical activity and physical education shall guide students through a process that will enable them to achieve and maintain a high level of personal fitness.

School Foods and Beverage Component:

All Bridgeport school breakfast, lunch and snack food and beverage selections will comply with the Richard B. Russell National School Lunch Act and the State of Connecticut Child Nutrition Regulations. Bridgeport Food & Nutrition Services will strive to offer the students a diversified menu reflecting the cultural and ethnic food preferences of the Bridgeport Community.

Bridgeport Food & Nutrition Services menus will strive to offer healthy nutritious and appealing food selections that meet the student's health and nutritional needs.

School Meals

- All school meals will offer a variety of fruits and vegetables and 100% fruit juices. Whenever possible, students will be offered locally grown, seasonal fresh fruits and vegetables.
- Only Low-Fat milk or skim milk products will be served with school meals. Chocolate milk will not be offered in the elementary schools.
- Only whole grain bread products will be served in the school meals.
- Breakfast in the Classroom will be offered in every elementary school at the start of the school day.
- Food & Nutrition Services will strive to create innovative ways of encouraging high school students to participate in the breakfast program before the start of the school day.
- School Meals shall be planned to incorporate the basic menu concepts of balance, variety, contrast, color and eye appeal.



Bridgeport Public Schools

WELLNESS POLICY

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Policy Recommendation for Other Foods and Beverages

- All a la carte selections offered in the high school snack kiosks will reflect healthy snacks and beverages that have been selected and listed by the Snacks Meeting Connecticut's Healthy Snack Standards published by the State of Connecticut Child Nutrition Offices.
- All beverages, except water, will have portion sizes of no larger those 12 ounces.
- Students will be offered single-serving portion size or portions.
- Snacks made of whole grains and food-containing fiber will be offered.
- All beverages and foods sold in school vending machines or school stores or school sponsored stores or school sponsored events during the school day shall follow the State of Connecticut general statutes.
- School Fund Raising Activities are encouraged to use non-food and beverage items or foods and beverages that meet the Connecticut's Healthy Snack Standards.
- It is encouraged that classroom and school celebration snacks be selected from Connecticut's Healthy Snack Standards.

Activities to Promote Student Wellness

- The cafeteria staff will strive to maintain a pleasant dining environment for all students.
- Schools are encouraged to permit all full day students a daily lunch period of not less than (20) twenty minutes.
- A Qualified Food Operator (QFO) shall be assigned to each school cafeteria as required by state health regulations.
- Food & Nutrition Services shall comply with the state and local food safety and sanitation regulations.
- Bridgeport schools will continue to participate in the Provision II universal meal program offering every student breakfast, lunch and snack at no cost.
- Schools in which Summer School is conducted shall sponsor the Seamless Summer Meals Program.

Communication of Wellness

- Students shall receive positive, motivational messages, both verbal and nonverbal about healthy eating and physical activity throughout the school environment.
- Families are encouraged to support and promote healthy eating and physical activity at home.
- Schools shall partner with community organizations to provide ongoing health messages to students, parents and faculty.
- Monthly school menus will include nutritional information on a range of topics.

Social and Emotional Wellness

- Mental health counseling services shall be available for all students.
- Confidential Employee Assistance Programs will be available to all employees.
- Confidential screening for stress, depression and other mental health conditions shall be available to all students.

Physical Activity Component

- All schools will provide all full day students in grades kindergarten to six grades a 30-minute period of physical exercise each week.
- All schools will provide all full day students in grades seventh and eighth a 40-minute period of physical education twice a week.
- All elementary school students are encouraged to participate in at least 20 minutes a day of supervised recess, preferably outdoors. This period shall not be viewed as a reward or punishment.



Bridgeport Public Schools

WELLNESS POLICY

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- Supervising adults will encourage students to participate in moderate to vigorous physical activity during recess. Supervising adults shall strive to monitor student's activities in the playground to encourage individual student physical activity.
- The school is encouraged to provide the space, equipment and an environment that is conducive to safe and enjoyable activity.
- The schools will discourage extended periods of inactivity (periods of three or more hours.) Schools are encouraged to provide students periodic breaks during which they are encouraged to get up from their chairs and be moderately active.
- It is recommended that children 5 to 12 years of age have 60 minutes of daily physical activity, especially during daytime hours.
- The District shall strive to offer a range of activities that meet the needs, interests and abilities of all students, including boys, girls and students with physical and cognitive disabilities and students with special health care needs.

School Based Activities

- Extracurricular physical activity programs shall be encouraged at the middle school level.
- After school and enrichment programs shall encourage a daily period of moderate to vigorous physical activity for all after school participants.
- Classrooms shall complement physical education by reinforcing the knowledge and self-management skills needed to maintain a physically active lifestyle.
- Health education shall encourage students to reduce time spent on sedentary activities, such as watching television or playing video games.
- Schools will encourage students to participate in physical education classes.
- The Bridgeport school district will adhere to the Connecticut Physical Fitness Education Framework.
- The District will strive to assign only a certified Physical Education teacher for physical education instruction.
- The District will strive to maintain an adequate teacher/student ratio in all physical education classes.
- The district will promote lifelong physical activity.
- The District will strive to provide professional development for physical education teachers.

Nutrition Education and Promotion

The District will strive to implement a comprehensive health education program to insure that nutrition education is taught at all grade levels in an appropriate manner. Key concepts will be taught to empower students with the skills necessary to develop individual physical and nutritional choices for life.

The Administration will strive to pursue a plan for all students to receive adequate instruction and training in nutrition education. The goal of the schools will be to teach healthy and safe food choices. Schools shall strive to plan an interdisciplinary instruction, with the goal of increasing nutrition education instruction in all course study.

- The core subjects such as math, science, social studies, language arts, and consumer and family sciences will strive to infuse nutrition education lessons into the curriculum to complement and enhance the comprehensive school health education objective.
- Schools are encouraged to seek enhancement of nutrition education through the many opportunities that exist within the school and the community. Examples may include coordinated school health initiative, cafeteria based nutrition education, after school programs and nutrition promotions, events and initiative such as school/community health fairs and school gardens.



Bridgeport Public Schools

WELLNESS POLICY

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Nutrition Procedures

- Food & Nutrition Services has, since 1997, required all new cafeteria employees be required to take and pass the Connecticut Food Operators Examination. Terms for permanent employment require a passing grade within the first six-month of employment.
- The cafeteria staff will maintain a pleasant dining environment for students. Cafeteria assistants (2 hour employees) will be hired as needed to facilitate this standard
- School Administrators are encouraged to allocate a daily lunch period of not less than (20) twenty minutes for all full day students.
- School Administrators are encouraged to schedule lunch waves to allow 5 to 8 minutes between lunch waves to allow cafeteria staff time to properly clean the dining room tables.
- Parents must be partners in the Wellness Policy. Parents will be made aware of the meal programs, especially breakfast, through PTO meeting, report card conference days and menus.

Physical Activity Procedures

- All schools will strive to offer all full day students in kindergarten to fifth grade a recess period daily rain or shine.
- The Administrators will strive to schedule the recess period in the school day for 20 minutes. It is encouraged that students have their recess period prior to their scheduled lunch wave. Studies indicate that physical activity prior to lunch can increase the nutrient intake and reduce food waste.
- The District will encourage an exercise activity, such as stretching, for students who have remained indoors for extended periods of time. This exercise is particularly important on district testing days. Students need to stretch their bodies as well as their minds on these days
- Elementary schools with a middle school component will offer intramural sports for both boys and girls. Coaches and faculty should encourage all students to participate in tryouts.
- The schools will offer and faculty will encourage students to participate in extracurricular activities.
- Schools will work in conjunction with neighborhood community to encourage students to use outdoor facilities such as a basketball courts and the school playgrounds after the school day is over.

Measurement and Evaluation

The Superintendent or designee shall ensure compliance with the established district-wide Wellness Policy.

- In each school building the principal or designee shall ensure compliance with the Wellness Policy and shall report on their school's compliance to the Wellness Policy Committee annually.
- The Bridgeport Wellness Committee will monitor, review and revise as necessary the Wellness Policy.
- The Bridgeport Wellness Committee will provide an evaluation report annually to the Bridgeport Board of Education.

Adopted:

Revised:

Cross Reference: Policy No./Regulation

Related Superintendent Procedure:



Bridgeport Public Schools

**EQUIPMENT, BOOKS
AND MATERIALS**

Policy No. 6400

July 25, 2012

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**Instruction
Equipment, Books and Materials**

Provision/Selection

The Board of Education has ultimate responsibility for educational curriculum and the selection of texts to support the curriculum. The Board of Education delegates this responsibility to the Superintendent or his/her designee for the development of appropriate curriculum and the supportive texts.

The Board of Education recognizes that appropriate texts, on-line courses and instructional programs, library reference facilities, maps, globes, laboratory equipment, audio visual equipment, art supplies, athletic equipment, current periodicals, tests and questionnaires and similar materials are the tools of the teaching profession. The teaching staff will serve on curriculum committees and consult with the administration for the purpose of recommending improvements in curriculum and materials. The Board of Education believes that the schools should have and maintain all necessary resources needed to ensure that students receive a full education.

Textbooks, instructional supplies, library materials and teaching aides shall be judged in view of their contribution to the educational needs of the pupils and in alignment with the content curriculum and to the Common Core standards. In selecting textbooks, due consideration shall be given to those textbooks that positively portray diversity. They may be purchased subject to the approval of the building principal and with the approval of the Chief Academic Officer or designee.

According to provisions of law, regular and supplementary textbooks, library books and such supplies, materials and equipment as shall be necessary to meet the needs of instruction in the schools shall be purchased by the Board of Education and loaned or furnished free of charge to pupils.

The Board of Education may provide for the loan of textbooks to non-public schools in the district as provided by law.

The disposition of old and obsolete textbooks shall be accomplished under the direction of the Superintendent of Schools or his designee in accordance with state and district regulations.

The Superintendent or his/her designee shall be responsible for developing procedures in furtherance of this policy.

Legal Reference: Connecticut General Statutes
10-228a Free textbooks, supplies, materials and equipment
10-228a Free textbook loans to pupils attending non-public schools

**BRIDGEPORT PUBLIC SCHOOLS
Bridgeport, Connecticut**

See Regulation 6400

**Adopted:
Revised:
Cross Reference: Policy No./Regulation
Related Superintendent Procedure:**



Bridgeport Public Schools

FIRE EMERGENCY

Policy No. 6501

July 25, 2012

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Instruction

Fire Emergency

Each school must have an evacuation plan for every physically handicapped student and for students with special medical needs. These plans must be individualized and reviewed on a yearly basis. Cooperation with the fire department is required.

In the event that fire is discovered in any of the school plants, the fire department shall be called immediately following giving the signal to evacuate the building.

The principal of each school shall hold at least one fire drill each month in which all students, teachers and other employees shall be required to leave the school building with the assistance of security staff.

Students must leave the building in an orderly and rapid manner. Security staff and teachers are required to check to ascertain that no student remains in the building.

Real emergencies often call for alternate exits to be used. School security staff and teachers must be prepared to select and direct their classes to these alternate exits in the event the designated escape route is blocked.

A record shall be kept in the principal's office of each fire drill conducted. A copy of the record shall also be filed in the offices of the Director of School Security and in the Office of the Superintendent. Those records shall be sent monthly.

Principals, teachers and school security staff shall recognize that the essential element in any emergency is prevention of panic. Principals and teachers shall afford students such confidence as clarity of direction and supervision can contribute.

**Legal Reference: Connecticut General Statutes
10-231 Fire drills.**

**BRIDGEPORT PUBLIC SCHOOLS
Bridgeport, Connecticut**

Adopted:

Revised:

Cross Reference: Policy No./Regulation

Related Superintendent Procedure:



Bridgeport Public Schools

SPECIAL EDUCATION STUDENTS

Policy No. 6301.3

July 25, 2012

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SPECIAL EDUCATION STUDENTS

In addition to the standard promotion requirements, as appropriate, the promotion/ retention of a special education pupil will be based upon a Planning and Placement Team (PPT) review. The educational program designed in the Individual Education Program plan must be used to measure satisfactory progress of the goals and objectives. These goals must be evident and measurable by progress in the general education curriculum.

SPECIAL CONSIDERATIONS

- Primary consideration shall be given to educational and functional performance in determining promotion or retention in grade. The overriding factor is the best interest of the student. Age and ability are important considerations whenever retention is considered.
- Generally, a pupil will not repeat more than two years in the elementary grades (K-6).
- Generally, a pupil will not repeat more than one year in middle school.
- Occasionally, there may be circumstances, such as the age of the student, which will warrant the decision by the principal, after reviewing all relevant information, to promote a pupil who does not meet all promotion requirements.
- Outcome of Student Study Team (SST Meeting): A comprehensive SST meeting must take place to consider the outcomes of an implemented Intervention Prevention Protocol prior to any request for special consideration.
- Students may continue to receive special education services, as determined by Planning and Placement Team (PPT) review, until they reach the age of 21 or graduate with a regular diploma. If they graduate with a regular diploma, they lose eligibility for a free, appropriate, public education. If they graduate with any other type of diploma or certificate, they may retain eligibility for special education services. *
- Bridgeport Public Schools must notify them, or their parents/guardians, if students are under the age of 18 before proposing to graduate them because it is considered a change in placement. *

Source: Connecticut State Department of Education
"A Student Guide to Understanding Your Rights and
Responsibilities Under IDEA"

Adopted:

Revised:

Cross Reference: Policy No./Regulation

Related Superintendent Procedure: