Trumbull High School

2025-2026

Education
Achievement
Growth
Life-long learning
Ethical conduct
Social awareness

Mr. Todd G. Manuel
PRINCIPAL

TBD
A HOUSE PRINCIPAL

Ms. Ellen P. Spark
B HOUSE PRINCIPAL

Mr. Michael Hoggatt
C HOUSE PRINCIPAL

Mr. Dennis McLaughlin
DEAN OF STUDENTS

Mr. Michael King
ATHLETIC DIRECTOR

Ms. Jennifer Wolyniec
SUPERVISOR SPECIAL ED 9-12

Mr. Alex Kovachi
DIRECTOR OF SCHOOL COUNSELING

72 Strobel Road ▪ Trumbull ▪ CT 06611

Telephone: 203-452-4555

This handbook belongs to:

NAME_____

ADDRESS_____

CITY/TOWN_____ ZIP_____

PHONE_____ STUDENT NO. _____

Board of Education

Lucinda Timpanelli, Chairperson
Jackie Norcel, Vice Chairperson
Lisa Nuland, Board Secretary
Christopher Bandecchi, Tim Gallo, Julia McNamee,Marie Petitti, Alison Squiccimarro

Board of Education Student Representatives

TBD

Central Office Administration

Superintendent of Schools

Martin Semmel, Ed.D.

Assistant Superintendent
Susan Iwanicki, Ed.D.

Pupil Services

Dean Catalano, Director
Barbara Beaman, Coordinator

Business Administrator

Pierce, Alison

The purpose of this Student Handbook is to give students and their parents/guardians an understanding of the general rules and guidelines for attending and receiving an education in our schools.

In case of a conflict between a Trumbull Board of Education Policy and the provisions of this Handbook, the Board Policy most recently adopted by the Board will prevail. If Board policy changes related to students are enacted during the school year, the administration will communicate such changes immediately to students and their parents/guardians. Trumbull Public Schools policies approved by the Board of Education are maintained on the TPS District website at https://www.trumbullps.org/board-of-education/policy

For the Academic and District calendars, *refer to https://www.trumbullps.org/about-us/calendar*

Dates Disclaimer

Dates are accurate at the time of publication. Any scheduled dates in this handbook are subject to change at any time, in accordance with the guidance from the Governor of CT, the CT Dept. of Health, the Trumbull Public Schools Board of Education, and the Trumbull Health Dept.

Procedures, Policies, And Regulations

A complete list of student and school procedures, policies, and regulations is available in the Main Office, each House Office, Central Office, at www.trumbullps.org and also in the Trumbull Board of Education Policy Manual.

Handbook Cover Design By Isabela Ospina Class of 2028

Trumbull High School Vision of the Graduate

The Trumbull High School Community, which engages in an environment conducive to learning, believes that all students will ***read*** *and* ***write effectively****, therefore communicating in an articulate and coherent manner. All students will participate in activities that address* ***problem-solving through critical thinking****. Students will use* ***technology as a tool in decision making****. We believe that by fostering self-confidence, self-directed and student-centered activities, we will encourage* ***independent thinking and learning****. We believe* ***ethical conduct*** *to be paramount in sustaining our welcoming school climate.*

Trumbull High School 21st Century Learning Expectations

Academic Expectations

Trumbull High School students will:

- Read effectively
- Write effectively
- Problem Solve through Critical Thinking
- Practice Independent Thinking and Learning

Social Expectations

Trumbull High School students will:

- Demonstrate responsibility for self and others

Civic Expectations

Trumbull High School students will:

- Participate actively in community service activities

The New England Association of Schools and Colleges

The New England Association of Schools and Colleges (NEASC) is the accrediting agency for public secondary schools in the New England area. NEASC, in agreement with the State of Connecticut, The Association's purpose is exclusively educational. It serves the public and the educational community by (1) establishing and maintaining high Standards of educational excellence and (2) using Accreditation processes that focus on self-improvement through effective peer review. Schools that voluntarily demonstrate through the Association's Accreditation processes that they meet established Standards are accredited and thus become members of the Association.

Table Of Contents

Board of Education **2**

Central Office Administration **2**

Trumbull High School Core Values and Beliefs **3**

The New England Association of Schools and Colleges **3**

Trumbull High School Staff **7**

Staff Email **10**

Telephone Directory **11**

Bell Schedules **12**

School Traffic **14**

Student Parking (TPS policy 5131.2) **14**

Volunteers (TPS policy 1212.1) **15**

Visitors to Schools (TPS policy 1250) **15**

Health Services **15**

School Counseling Program **16**

Trumbull Community Service Award (TCSA) 17

College and Career Center **17**

Program and/or Schedule Changes **17**

Protocol for Course Drop/Add **18**

Pass/Fail Option 19

Courses and Grading / Graduation Requirements (TPS policy 6146) **19**

Student Records **19**

Change of Address, Phone Number, Email **20**

Reporting To Parents (TPS policy 5124) **20**

Grading System **20**

Advanced Placement (AP): Program and Expectations **22**

Exam Exemptions **23**

Early Graduation (TPS policy 6146.4) **24**

Grade Advancement and Retention **24**

Withdrawal Procedures From Trumbull High School **26**

Academic Support Services **26**

Extra Help 26

Academic Center (B19) 26

Early Intervention Team (EIT) 26

Library Learning Commons **26**

Student Support Services **27**

Cafeteria/Commons/Senior Lounge **28**

School Store **28**

Hall Lockers / Gym Lockers **28**

Student Passes **28**

Study Halls **29**

Student Assemblies **29**

School Dances **29**

Use of Breathalyzers (TPS policy 5115) **29**

Spectator Behavior At Competitive Events / Sportsmanship **29**

Student Obligation List **30**

Fire Drills **30**

Working Papers **30**

Student Use and Possession of Smoking Products, Tobacco Products, Drugs, and Alcohol (TPS policy 5131.6) **31**

Detention, Saturday Morning Detention, and ISS **32**

Academic Integrity Agreement **32**

Science Safety Contract **33**

Technology Education Safety Contract **33**

Clubs, Activities, and Academic Teams **33**

Student Council and Honor Societies **34**

Student Representatives to the Board Of Education **36**

Contests For Students **36**

Student Petitions **36**

Student Publications (TPS policy 5133) **36**

Non-School Sponsored Publications (TPS policy 6145.3) **36**

Students' Rights and Responsibilities **37**

Student Conduct 37

Student Standard of Conduct (TPS policy 5131) **38**

Code of Conduct Disciplinary Chart **46**

High School Attendance Policy (TPS policy 5113) **51**

Tardy to School Procedure 55

Tardy to Class 56

Late Arrival and Early Dismissal 56

Academic Integrity Policy (TPS policy 5121) **57**

Alternative Education Programs (TPS policy 6172) **58**

Guidelines for Alternative Education Settings **58**

Sexual Harassment of Students (TPS policy 5145.5) **59**

Hazing (TPS policy 5131.91) **60**

Student Dress (TPS policy 5132) **62**

Student Network/Internet Use (TPS policy 6141.321) **63**

Bring Your Own Device (BYOD) and Protocol for the Use of Technology in the Schools (TPS policy 6141.328) **63**

Selection of Instructional Material (TPS policy 6161.1) **64**

Integrated Pest Management (TPS policy 3524.1) **64**

Regulations and Personal Rights Violations **64**

Trumbull High School Staff

Principal
Mr. Todd Manuel

Dean of Students
Dennis McLaughlin

Associate to the Dean
Keif Doyle

Athletic Director
Michael King

Supervisor Special Education 9-12
Jennifer Wolyniec

Director of School Counseling
Alex Kovachi

Administrative Assistants
Christine Pavelo, *Principal's Administrative Assistant*
Brooke Jack, *Main Office Administrative Assistant*

Nursing Office
Michelle Ovesny, *School Nurse - A*
Colleen Anderson, *School Nurse - B*
Stephanie Sullivan, *School Nurse- C*

Security Guards
Scott Sikora, *Security Guard Supervisor*
Richard Bernaud, *District Security*
John Carattini, *Security Guard*
Bill Connolly, *Security Guard*
Ralph DeLuca, *Security Guard*
Nicole Natale, *Security Guard*
Sam Pisacreta, *Security Guard*
Wanda Vargas, *Security Guard*

School Resource Officer
Officer Scott Duva, Trumbull Police Department Officer

Custodial
Craig Shairer, *Head Custodian*
Charles Peet, *Night Supervisor*

Food Service
Dia Ruskay, *Food Service Manager*

Trumbull High School Department and House Structure

Trumbull High School is divided into three houses, designated A, B, C. This house plan provides some advantages of a small school while retaining the benefits of a large school. Each house has its own house principal, school counselors, and support staff. Students are assigned to their respective houses alphabetically.

Those students whose name begins with A-F are assigned to A House; those whose name begins with G-N are assigned to B House; and those whose name begins with O-Z are assigned to C House. Classes will meet throughout the building.

A House (Last Names A-F) : TBD, House Principal

B House (Last Names G-N) : Ellen Spark, House Principal

C House (Last Names O-Z) : Michael Hoggatt, House Principal

ADMINISTRATIVE ASSISTANTS
Bekech, Paula, B House Office
Brighindi, Wendy, A House Office
Gonet, Gabriele, Agriscience
Iassogna, Kelli, B House Counseling
Kehley, Jennifer, Athletics
Levitsky, Pattie, C House Counseling
Marr, Christine, Continuing Education
Pekera, Kathleen, C House Office
Sevey, Lisa , A House Counseling
Strizver, Kristin, Special Education

ALTERNATE PROGRAMS
McGrath, Deborah, Chair Alternative Programs
Barbin, Steve, REACH
Brochu, Eugene, REACH
Martins, Jodi, REACH
Presutto, Jean REACH
Roberto, Kim REACH

AGRISCIENCE AND BIOTECHNOLOGY
Boken, Kevin, Chairperson
Acri, Thomas
Bespuda, Lauren
Jasensky, Jenna
Trojanoski, Melissa

BUSINESS, TECHNOLOGY, CONSUMER SCIENCE
Rusate, Christina, Chairperson
Amaturo, Joseph
Bonetti, Andrew
Bracksieck, Matt
Cochrane, Jeff
Daddona, Nicholas
Diaz, Angel
Iaccarino, Matthew
Richards, Diane
Southard, Katelyn
Tartaglia, Alana
Vittorio, Alisha
Voytek, Craig
Yerina, Beth

COUNSELING
Avery, Danielle, A House
Barbato, James, B House
Bevacqua, Lisa, A/C House
Broccolo, Gian, C House
Cintron-Henry, Jessica, B House
Codd, Lindajean, C House
Collins, Samantha, College and Career
Jones, Lauren, A House
Lobdell, Catherine, A House
Skelton, Alice, B House
Thompson, Kristen, B House
Zakim, Judy, C House

ENGLISH
Rizza, Anne, Chairperson
Banks, Nicholas
Brown, Jami
Colombo, Mary
Cooper, Emily
DeNunzio, Jeanette
Evans, John
Gomes, Ashley
Halstead, Garrett
Kravecs, Kristen
Lewis, Saraya
Lobo, Julius
Lorenz, Andrea
Marzialo, Adeline
McFarland, Norma
McNamara, Sheridan
Pacelli, Kevin
Papageorge, Belinda
Serrano, Erica
Shupp, Karlen
Spalla, Hope
Spillane, Jessica

FINE ARTS
Discala, Vincent, Chairperson Wellness / Fine Arts
Durand, Kathleen
Edwards, Lisa
Fattibene, Anthony
Murphy, Joshua
Russo, Chris
Wasko, Christopher
Willett, Kristen
Youngberg, Trevor

LIBRARY LEARNING COMMONS
Pelligra, Dean, Librarian
TBD, Instructional Technology Specialist

MATHEMATICS
Rodriguez, Allison, Chairperson
Ascone, Kelly
Basbagill, Fran
Biegen, Matthew
Bolan, Shannon
Bull, Amanda
Capobianco, Elizabeth
Collado, Olga
Garoffolo, Zachary
Iwaszkiewicz, Lisa
Jones, Kenneth
Kaminski, Scott
Kirk, William
Payne, Jennifer
Rodrigues, Karen
Scerbo, Matthew
Seaman, Scott
Shevlin, Doreen
Trommelen, Nicole
Villano, Delores
Wikander, Allison
Zultowski, Thomas

PUPIL SERVICES
Agostin, Maryann, School Psychologist, C
Baer, Darsi, Psychologist, THS/Out of District
Carattini, Yazmin, Social Worker, District-Wide
Foster, Kimberly, Social Worker, A
Mars, Emily, BCBA
Mecca, William, Social Worker, Alternate
Moore, Bridget, Social Worker, C
Murphy, Brittany, Teacher of the Deaf
Scifo, Jacquelen, School Psychologist, A
Shuttleworth, Jennifer, Social Worker, B
Thompson Maclean, Catherine, School Psych. B

PARAPROFESSIONALS
Adams, Elaine, Language Lab
Barnett, Stephanie
Benedict, Barbara ELITE
Bisciglia Sigona, Stacie
Bradley, Holly
Bray, Frances, Library Learning Commons
Burnham, Kristin ELITE
Graff-Schadlich, Caroline ELITE
Lemire-Bottino, Danielle ELITE
Maces, Blanca
Magi, Arhontoula ELITE
Maresca, Anna
Massaro, Christine ELITE
McDaniel, Donna ELITE
McGill, Rosana
Miron, Jordan
Nadolny, Nancy REACH
Palmer, Mary ELITE
Pikikero, Diane ELITE
Sarullo, Vincent
Schultz-Lepri, Clara, Health Aide
Tavares, Jose
Verzijl-Lippert, Marieke
Watcke, Deb REACH

SCIENCE
Edwards, Thomas, Chairperson
Albers, Jonathan
Beck, Alexandria
Camus, Ally
Cayer, Jeffrey
Cayer, Shari-Ann
Coburn, Daniel
Dushay, Mary (Molly)
Elkins, Steffanie
Fox, Melissa
Giroux, Rebecca
Goodman, Linda
Han, Michelle
Heher, William
Jorge, Kyriaki
Miller, Jordan
Singh, Sonali
Tivadar, Patricia
Winters, Douglas
Xavier, Jenny
Youker, Phil

SOCIAL STUDIES
Intemann, Elizabeth, Chairperson
August, Eric
Basbagill, Gregg
Boland, Kathleen
Braskamp, Rebecca
Brienza, Breanne
Cafferty, Sean
Duda, Sean
Ellis, Sara
Guertin, Gary
Intemann, Elizabeth
Kremzar, Andrea
LaBarca, Jack
Margonis, Michael
McGrath, Martin
Springsteen, Brian
Uhrlass, Daniel
Vitiello, Silverio

SPECIAL EDUCATION
Wolyniec, Jennifer,Supervisor, Special Education 9-12
Ashley, Patricia, ELITE
Champagne, Amy
Conroy, Nancy
DeLuca, Katherine, SRP
Figel, Amanda
Forstrom, Nicole
Gabriel, Paul
Geraghty, Daniel
Grafos, Eleni
Landin, Matthew
Murzak, Michele
Nitsch, Pamela, Adaptive / Unified PE
Paz, Matthew
Plitnick, Kayla
Proctor, Cynthia
Rende, Jack
Tomasiewicz, Carrie
Tsou, Elyse
Wrigley, Jacqueline, Speech and Language

WELLNESS
Discala, Vincent, Chairperson Wellness / Fine Arts
Anderson, Charles
Bray, Clifford
Dankulich, Michelle
Marrone, Jennifer
Mickool, Melynda
Moore, Brendan
Petroccio, Marcellino
Raymond, Lindsay

WORLD LANGUAGES
LaVorgna-Lye, Susanna, Chairperson
Arango, Barbara
Arganese, Rodney, ELL Teacher
Colon, Maria
Espejo, Raquel
Gasparini-Carney, Anita
Giordano, Sarah
Harkenreader, Amy
Jones, Jeffrey
Kopstein, Maria
Liebskind, Shaun
Lombardi, Annalisa
Macfarlane, Laura
Manso-Garcia, Maria
Martin, Breana
Palamara, Joseph
Sevilla, Pablo
Slais, Michele
Vazzano, Rick

Staff Email

Email for all staff is : First initial and seven letters of last name @trumbullps.org
Example:

To send an email to Susanna LaVorgna-Lye, Chairperson of World Languages Department: slavorgn@trumbullps.org

Infinite Campus will also have the contact information for all staff members listed on your student's schedule. Should you have any questions, please contact the main office at 203-452-4532.

Telephone Directory

Trumbull High School Main Number..... 452-4555
Principal..... 452-4531
Main Office..... 452-4532
Main Office Fax..... 452-4593
Dean of Students..... 452-4568
Associate to the Dean of Students.....452-4528
A House Office / Principal / Absentee Line 452-4507
A House Counseling 452-4508
A House Fax..... 452-4590
B House Office / Principal / Absentee Line 452-4513
B House Counseling..... 452-4514
B House Fax..... 452-4591
C House Office / Principal / Absentee Line 452-4518
C House Counseling 452-4519
C House Fax..... 452-4592

Department Offices

Agriscience..... 452-4200
Business/Family & Consumer Science/Tech Ed..... 452-4561
School Counseling..... 452-4510
English..... 452-4587
Mathematics..... 452-4585
Learning Commons..... 452-4581
Science..... 452-4566
Social Studies..... 452-4586
Special Education..... 452-4534
World Languages..... 452-4588

Other Numbers

Aquaculture School..... 275-2926
Athletic Director..... 452-4557
AV/T.C.TV..... 452-4552
College and Career Center..... 452-4427
Continuing Education..... 452-4554
Custodial Office..... 452-4529
Food Service..... 452-4559
RCA..... 365-8857
REACH..... 452-4319
Nursing Office.....452-4556
School Nurse Fax..... 452-4257
Security..... 452-4576
SRO..... 452-4410
Yearbook Office 452-4524

Bell Schedules

Regular Day Schedule
7:27 a.m. – 2:25 p.m.

	A	B	C	D
7:27 am - 8:26 am	**1**	**1**	**1**	**2**
8:31 am - 9:30 am	**2**	**2**	**3**	**3**
9:35 am - 10:34 am	**3**	**5**	**4**	**6**
10:39 am - 12:17 pm **Lunch 1 - 10:39 - 11:09** **Class 11:11 - 12:17**	**5**	**4**	**5**	**4**
Class 10:39 - 11:11 **Lunch 2 - 11:13 – 11:43** **Class 11:45 – 12:17** **Bells Ring 11:11**				
Class 10:39 -11:45 **Lunch 3 - 11:47 - 12:17** **Bells Ring 11:45**				
12:22 pm - 1:21 pm	**6**	**6**	**7**	**7**
1:26 pm - 2:25 pm	**7**	**8**	**8**	**8**
	Drop 4/8	**Drop 3/7**	**Drop 2/6**	**Drop 1/5**

Lunch 1: 10:39 - 11:09 **Lunch 2: 11:13 - 11:43** **Lunch 3: 11:47 - 12:17**
Aqua Dismissal 12:10, RCA Dismissal 1:21

Advisory 2025/2025 Dates: 10/15, 11/12, 12/10, 1/21-tentative, 2/4, 3/11, 4/8, and 5/6.
In the event of a school closure or a delayed opening on any of these dates, the Advisory Day will be scheduled two school days after the original date, if that date is a "regular" full day of school.

Advisory Day Schedule
7:27 a.m. – 12:35 p.m.

	A	B	C	D
7:27 am - 7:57 am	**1**	**1**	**1**	**2**
8:02 am - 8:32 am	**2**	**2**	**3**	**3**
8:37 am - 9:07 am	**3**	**5**	**4**	**6**
9:12 am - 9:42 am	**Advisory**	**Advisory**	**Advisory**	**Advisory**
9:47 am - 11:25 am **Lunch 1 - 9:47 - 10:17** **Class 10:19 - 11:25**	**5**	**4**	**5**	**4**
Class 9:47 - 10:19 **Lunch 2 - 10:21 – 10:51** **Class 10:53 – 11:25** **Bells Ring 10:19**				
Class 9:47 -10:53 **Lunch 3 - 10:55 - 11:25** **Bells Ring 10:53**				
11:30 pm - 12:00 pm	**6**	**6**	**7**	**7**
12:05 pm - 12:35 pm	**7**	**8**	**8**	**8**
	Drop 4/8	**Drop 3/7**	**Drop 2/6**	**Drop 1/5**

Lunch 1: 9:47 - 10:17 **Lunch 2: 10:21 - 10:51** **Lunch 3: 10:55 - 11:25**

Early Dismissal
7:27 a.m. – 12:00 p.m.

	A	B	C	D
7:27 am - 7:57 am	1	1	1	2
8:02 am -8:32 am	2	2	3	3
8:37 am -9:07 am	3	5	4	6
9:12 am - 10:50 am Lunch 1 - 9:12 - 9:42 Class 9:44 - 10:50	5	4	5	4
Class 9:12 - 9:44 Lunch 2 - 9:46 - 10:16 Class 10:18 - 10:50 Bells Ring 9:44				
Class 9:12 - 10:18 Lunch 3 - 10:20 - 10:50 Bells Ring 10:18				
10:55 am -11:25 am	6	6	7	7
11:30 am - 12:00 pm	7	8	8	8
	Drop 4/8	Drop 3/7	Drop 2/6	Drop 1/5

Lunch 1: 9:12 - 9:42 Lunch 2: 9:46 - 10:16 Lunch 3: 10:20 - 10:50

2 Hour Delay Schedule
9:27 a.m. – 2:25 p.m.

	A	B	C	D
9:27 am - 10:02 am	1	1	1	2
10:07 am - 10:42 am	2	2	3	3
10:47 am - 11:22 am	3	5	4	6
11:27 am - 1:05 pm Lunch 1 - 11:27 - 11:57 Class 11:59 - 1:05	5	4	5	4
Class 11:27 - 11:59 Lunch 2 - 12:01 - 12:31 Class 12:33 - 1:05 Bells Ring 11:59				
Class 11:27 - 12:33 Lunch 3 - 12:35 - 1:05 Bells Ring 12:33				
1:10 pm -1:45 pm	6	6	7	7
1:50 pm - 2:25 pm	7	8	8	8
	Drop 4/8	Drop 3/7	Drop 2/6	Drop1/5

Lunch 1: 11:27 - 11:57 Lunch 2: 12:01 - 12:31 Lunch 3: 12:35 - 1:05

Aqua Dismissal 12:10, RCA Dismissal 1:21

School Cancellation Information

In the event of inclement weather, listen to local radio station WICC (600 AM), Trumbull Community Television (Charter Spectrum channel 194/Frontier Vantage channel 6019), or www.trumbullps.org/ths for information regarding school delays or closings.

Parents are encouraged to confirm their email addresses, cell phone numbers, and home phone numbers with their child's school counseling office for the Infinite Campus Messenger System.

School Traffic

Trumbull High School has a clearly defined traffic pattern to maximize the safety of students, staff, parents, and community. Exercise extreme caution when entering or leaving school grounds. A limit of 15 mph is in effect for all school property, and pedestrians always have the right of way. During arrival and dismissal times, drivers are not to interfere with buses and are expected to drop students or pick them up at designated areas. In no instance should a driver pass a bus that is displaying flashing lights or a stop signal.

Student Parking (TPS Policy 5131.2)

For all policies and most recent updates please visit our district website at
https://www.trumbullps.org/board-of-education/policy

The student driving and parking on school premises, whether to drive or to park, is a privilege and governed by Board of Education policy.

In order for the student's vehicle to be driven and/or parked on school grounds, a parking permit will be issued to eligible student drivers and is valid for the academic year, (unless the eligibility is suspended or revoked).

Students must meet and maintain the following eligibility requirements for parking at Trumbull High School:

A. Must be a Trumbull High School student in good standing.

B. A valid driver's license, vehicle registration, and insurance as required under CT law.

C. Maintaining a strong attendance record in accordance with Board of Education Policy 5113/High School Attendance/Loss of Credit.

D. Maintaining slow and safe control of the vehicle on the grounds of the school and surrounding school area.

Trumbull High School Administration may revoke or suspend parking privileges to students who no longer meet the eligibility requirements or violate this policy.

Student parking spaces are limited on campus. Student parking permits for Trumbull High School are available for seniors first, then juniors, as spaces are available. However, nothing prevents administration from assigning parking if extra student parking spaces become available.

The cost of a parking permit is set by the Board of Education. Parking fees are non-refundable.

School Buses

Administrators have the authority to deny bus transportation in the interest of safety to any student who disobeys bus safety regulations. You should conduct yourself in an orderly fashion. Unmannerly behavior will not be tolerated. Of course, potentially dangerous items, as well as any illegal items, are not allowed to be carried on buses. In the interest of safety, you are reminded to leave or enter the bus only when told to do so by the driver and that any crossing of streets should be done in front of the bus. Any students requesting to ride another bus that is not assigned to them must get permission from the bus company at Long Hill.

Volunteers (TPS policy 1212.1)

For all policies and most recent updates please visit our district website at
https://www.trumbullps.org/board-of-education/policy

The Trumbull Board of Education recognizes that volunteers can make many valuable contributions to our schools. Volunteers working within the schools must work under the supervision of District staff. Volunteers must adhere to all policies, regulations, and procedures of the Board of Education and each of its schools, including applicable policies on the confidentiality of student information.

Regulations

Definitions of Tier I & Tier II Volunteers

A volunteer is defined as an individual, other than an employee, who works with the students at any of the Trumbull Public Schools.

- A volunteer shall be considered a "Tier I" volunteer if the individual will be engaging in activities in the presence of a Trumbull Public School employee. Tier I volunteers are those who engage in the following activities: assisting in a classroom, cafeteria, or library when a staff member is present, accompanying a class on a field trip during the school day with a teacher, helping in the school office during regular school hours, assisting in the cafeteria or library during regular school hours, and extra-curricular events, i.e., dances, fairs, open houses, etc.
- A volunteer shall be considered a "Tier II" volunteer if the individual will be providing services to students when not in the direct presence of a Trumbull Public School employee. Tier II volunteers are those who engage in the following activities: chaperoning a field trip when students will be divided into small groups supervised solely by the volunteer chaperone, chaperoning an overnight field trip, working directly with students without the direct presence of a Trumbull Public School employee, coaching.

For further information, please consult Trumbull Public Schools Policy 1212.1, "Volunteers".

Visitors to Schools (TPS policy 1250)

For all policies and most recent updates please visit our district website at
https://www.trumbullps.org/board-of-education/policy

The Trumbull Board of Education permits visitations to the schools by parents and other members of the community. However, in order to avoid interference with the educational program and to protect the safety and welfare of students and staff, the Principal of each school shall administer visitations in accordance with regulations established by the Superintendent of Schools.

All visitors, immediately upon arriving at Trumbull High School, must show proper identification before being admitted to the building, and proceed to the security desk to state their purpose for visiting and to register. It is the preference of the school based security team to inform the school of any visitation in advance.

Health Services

Trumbull High School has registered nurses on-site from 7:10 a.m. to 2:40 p.m. during the school year. Daily records are kept of students reporting to the nurse, the reason for their visit, the care administered, and the time of arrival and departure. A student should request a pass from their teacher in order to visit the health office.

Physical Exam Requirements

Each student, before initial enrollment in the Trumbull Public Schools, shall have had a health assessment within 365 days of enrollment and proof of up-to-date immunizations. Each student transferring from another school out of the district shall produce a cumulative health record or

certified true copy from the previous school district, and must have a valid physical within the last year (365 days) including up-to-date immunizations prior to enrollment.

All grade 9 students must submit an updated proof of immunization and complete health assessment record performed anytime from June 1, 2025 through June 1, 2026. It must be conducted and signed by a qualified practitioner of medicine, which is required by Board of Education policy and Connecticut State Law. By January 31 of each school year, principals will notify the parents and guardians of students in grades three, six and nine of this policy and that a student may not attend classes after June 1 if the health assessment requirements have not been completed. Please note: If the physical form is not on file in our health office by June 1, 2026, the student will not have the ability to attend classes.

All students participating in interscholastic sports at the high school level are required to have an annual physical examination by an outside physician before they are eligible to participate. The forms must be completed properly and must be on file in the health office in order for the nurse to review the results of each student's examination. Physical exams must be on file prior to tryouts.

Medication

A medication administration form for prescription and non-prescription medicine must be filled out and signed by a physician and parent/guardian yearly. A diabetic management plan completed by a physician and signed by a parent/guardian is required yearly for all diabetic students. A food/insect allergy management plan completed by a physician and signed by a parent/guardian is required yearly for students with anaphylactic allergies. Epinephrine, and/or other prescribed emergency medications must be with the student during field trips or students will not be allowed to participate. Medication administration orders for the emergency medication must also be on file in the health office in order to attend field trips.

NO MEDICATION IS TO BE CARRIED, ADMINISTERED OR TAKEN IN SCHOOL WITHOUT PROPER MEDICAL AUTHORIZATION TO BE COMPLETED BY A MD, D.O., APRN, P.A., or DDS. PARENT/GUARDIAN SIGNATURE IS ALSO REQUIRED ON THIS FORM. Students are only allowed to self-carry epinephrine and/or asthma inhalers with a Town of Trumbull medication authorization form completed properly along with a parental signature allowing self-administration of the medication on file in the nurse's office yearly. The school nurse will evaluate each student self-carrying epinephrine and/or an asthma inhaler for competency in order to self-carry the medication.

School Counseling Program

The School Counseling Department is an integral part of the total education program. The counselors exist to further the building and district goals of academic achievement, career planning, and social-emotional development.

The program concentrates on assisting each student to develop:

- positive self-image
- academic potential
- academic and career plans
- communication skills
- change and transition skills
- decision making and problem-solving skills

A school counseling calendar is developed to offer programs throughout the school year to all students. The fall programs are designed to provide orientation to all students new to the high school and to finalize post-high school plans for all seniors. The spring finds counselors meeting each freshman, sophomore, and junior to plan appropriate course selection for the coming academic year. With juniors, special emphasis is placed on developing post-high school plans.

In addition to developmental guidance offered to all students, counselors provide assistance to any student experiencing academic and/or personal concerns. The school counseling staff is available to

students whenever necessary. In non-emergency circumstances, you can make an appointment in the school counselor's Google Classroom, via email, or in the counseling office.

Along with individual appointments with the student's counselor, evening programs are offered to students and parents to help inform and assist in developing post high school plans.

The School Counseling website is updated throughout the year. The site contains information pertaining to programming, college information, and community service opportunities.

Naviance

Naviance is a resource of the school counseling program available to all students. Every student will access Naviance starting in grade 9 to develop personal goals and begin activities and exercises that will count toward their Mastery- Based Diploma Credit. Additionally, Naviance offers a plethora of college research information. When the time comes to apply to college, Naviance is used for the electronic submission of Trumbull High School transcripts and letters of recommendation. It is also a database for student scholarship opportunities. Students logged into their Trumbull public schools account should be able to seamlessly log in to Naviance using the single stream option. Any student having difficulty should contact their school counseling secretary.

Trumbull Community Service Award (TCSA)

The Trumbull Community Service Award (TCSA) is an award encouraging students to engage in service. TCSA was started as a way to thank and honor THS students who, by example, inspire others to engage in community service. In order to qualify, THS students need to fulfill a minimum number of hours to be eligible for the program, the hours must be obtained in the year prior to the deadline, and **students must complete an application. Students can access the application via the school counseling website under the community service tab.**

Eagle Award - min. 100 hours; **Golden Eagle Award** - min. 200 hours

The TCSA application is due by May 1 to be considered for this award. The TCSA committee will meet following the deadline to determine who qualifies.

College and Career Center

The College and Career Center is an integral part of the School Counseling Department, providing information on careers and post high school educational institutions for students and parents. Among its numerous resources, the College and Career Center hosts college representatives to provide college specific information and resources for students during the college search process.

The College and Career Counselor coordinates career exploration opportunities available to all students. Career based field trips, career workshops, and job shadow/internship opportunities are offered throughout the year. Events and opportunities are posted in the daily announcements and on the College and Career website.

Program and/or Schedule Changes

Students will select courses in the early spring of each year for the following academic year. Students and parents must keep in mind that the course selection represents a FINAL CHOICE OF COURSES with the following exceptions:

1. If a student has satisfactorily completed summer school, they may apply for a program change during the summer.
2. If a student's educational objectives have altered significantly, an individual interview with a counselor before the opening day of school MAY result in a recommendation for change.
3. Should new programs be approved subsequent to the selection of courses, those will be properly announced and program changes authorized to accommodate the new offerings.
4. Any changes due to extenuating circumstances may be considered by the principal or his/her

designee.

Any student request for program changes should be accompanied by documented parent communication.

Protocol for Course Drop/Add

Once the school year has begun, students must follow the drop/add protocol. Students must meet the criteria for program or schedule changes and confirm space availability in the newly requested course.

- Program or schedule changes must be completed within the first 5 days of a course.
- Students are to remain in attendance for any course they are assigned until a new schedule has been provided by the school counselor.
- Students are responsible for all content covered in a course regardless of the date they add/drop the course.

A student initiated course LEVEL CHANGE requires that the student, parent, teacher, department chairperson, and counselor are all aware of the request.

PROCESS for a level change:

Step 1: The student should discuss the appropriateness of a change with their teacher.

Step 2: If it is agreed that a change should be considered, the student should see their counselor to determine if they meet the criteria for a schedule change and confirm space availability in the new course.

Step 3: If the request meets the criteria for a change, the counselor will email the teacher and department chairperson to ensure permission is granted.

Step 3: The parent shall email the teacher and counselor granting permission for the change.

Step 4: Once approved, the counselor will make the change and notify the sending and receiving teachers via email.

- Level change requests must be submitted by the mid-quarter reporting deadline of the first semester of the course for a half year course or the midway point of a full year course.

Protocol for Course Withdrawals

Students in grades 9-11 must maintain a 6 or 6.5 credit minimum depending on grade level and current number of credits. Seniors must maintain a 5 credit minimum.

Any student wishing to drop a course, who would not drop below minimum credits, must have the approval of the teacher, counselor and Department Chairperson.

- Students who withdraw prior to the first quarter of the course (i.e. end of Q1 in a full year course, at 21 days in a semester course) will not have the withdrawn course indicated on their transcript.
- Students who withdraw after the first quarter of the course will have a W (Withdrawn) represented on their transcript.
- Students who withdraw from a course after the first half of the course will receive a WP (Withdraw - Pass) or WF (Withdraw - Fail) represented on their transcript.

*Exceptional circumstances are subject to administrative review.

Please note, when withdrawing from a course after the school year is underway, adding a new course is subject to availability. Courses may not be added after the first 10 days of a course. Students adding a course late are responsible for making up missed work.

Pass/Fail Option

1. A student may select ONLY one credit per year in any elective area on a Pass/Fail basis.AP classes may not be taken Pass/Fail.
2. If the minimum requirements for graduation in any particular academic discipline has been met, the student may choose any subject in that particular discipline as an elective on a Pass/Fail basis.
3. The impact of Pass/Fail on GPA can be discussed with the school counselor.
4. An effort mark is to be part of the Pass/Fail grade.
5. When in a Pass/Fail course, students will be responsible for all requirements of that course (attendance, homework, tests, etc.) as though the course were a regularly and traditionally graded course.
6. The student must express an interest in pursuing a Pass/Fail option no later than one week after the mid-marking period in a course.
7. The final decision must be approved by the Administration.

Courses and Grading / Graduation Requirements (TPS policy 6146)

For all policies and most recent updates please visit our district website at https://www.trumbullps.org/board-of-education/policy

Graduation requirements are found in the THS Program of Studies as well as listed in Policy 6146. Please see your school counselor to answer additional questions regarding graduation requirements.

Student Progress Rubrics

At the end of each course Trumbull High School teachers will report each student's progress on rubrics that align with the skills and dispositions as defined in the Trumbull Vision of the Graduate. For more information please visit our district website at:

https://www.trumbullps.org/teaching-learning/vision-of-the-graduate

Community Service Graduation Requirement

Community Service is a requirement for graduation. The minimum community service requirement for graduation is one hour per year or four hours per four years. Please note that in order for community service hours to be verified, forms should be signed by the advisor (who is not the parent/guardian of the student) overseeing the task. A score of "Needs Improvement" or higher, by rubric standards, will fulfill their graduation requirement. Please see your counselor for more information on the rubric. Information is located on the Counseling website, in your Counseling Office, or you may speak with your counselor.

Student Records

Parents, legal guardians, and students who are 18 years or older have the right to all information from all records concerning themselves or their children. Only parents, legal guardians, students of majority age, and Trumbull Board of Education employees with direct responsibility for the educational development of the student may see these records (with the exception of courts and other agencies with subpoena power). These records may be made available to others with written permission from the above parents, legal guardians, and student adults. Student records are the property of Trumbull High School.

The Board of Education recognizes the need to comply with the legal state and federal requirements regarding the confidentiality, access to, and amendment of student records. For additional information about student records please visit TPS policy 5125.

Change of Address, Phone Number, Email

If you have a change of address, please contact the Assistant Superintendent's office to provide updated proof of residency. The Assistant Superintendent's office is located in the Long Hill Administration Building, 6254 Main St., Trumbull, CT 06611, 203-452-4348. Information regarding residency can be found online at: *https://www.trumbullps.org/general/student-registration.html*. If there is a change of phone number or email, please contact the counseling office to provide updated information. Without this information, we would be unable to make important contacts in the event of an emergency.

Reporting To Parents (TPS policy 5124)

For all policies and most recent updates please visit our district website at https://www.trumbullps.org/board-of-education/policy

The Board of Education encourages regular and effective two-way communication between parent and teacher through frequent and varied reporting methods.

Back to School Night and Parent Teacher Conference Dates

Back To School Night - 9/11/25

Parent Teacher Conferences - 11/20/25, 3/5/26

Grading System

At Trumbull High School, the following letter symbols are used to evaluate student progress:

Computation of Cumulative GPA

Only final grades are used in the calculation of a student's cumulative GPA. The calculation is based on the following formula:

GPA $=\left[\frac{SUM(Quality\ Points)}{SUM(Credits\ Attempted)}\right] + SUM(Bonus\ Points \times Credits\ Attempted)$ Quality Points are as follows:

A+	=	4.33
A	=	4.00
A-	=	3.67
B+	=	3.33
B	=	3.00
B-	=	2.67
C+	=	2.33
C	=	2.00
C-	=	1.67
D+	=	1.33
D	=	1.00
D-	=	0.67
F	=	0

- Quality points will vary depending on the credits earned for a class. For example: An 'A' in a full credit course is worth 4.0 quality points, while an 'A' in a half credit course is worth 2.0 quality points.
- Bonus Points are additional weight given to honors and AP level courses. For example:

An honors course adds .05 to a student's cumulative GPA while an AP course adds .07 (.093 for lab science) to a student's cumulative GPA.

In addition to grades and brief comments, report cards also will indicate an effort grade numbered 1, 2, 3, or 4. Attitude is one component of this grade. An explanation of the categories is as follows:

1: OUTSTANDING- Usually works up to or beyond capacity and displays outstanding individual accomplishment. Areas include daily class participation, full completion of assignments, regular preparation, and high self-motivation towards achievement.

2: SATISFACTORY- Performs responsibilities in an acceptable manner, sharing in the characteristics of the outstanding category but to a lesser degree.

3: NEEDS IMPROVEMENT- Indicates the student is in difficulty and not performing up to desired standards. Shows deficiencies in areas of daily preparation and performance. Students are in need of parental-guardian/counselor/teacher attention.

4: UNACCEPTABLE- Indicates unsatisfactory performance in all aspects of student classroom responsibilities throughout the marking period. Areas of concern may include the following: frequently disrupts classes, does not do assignments, and does not make up work. Students placed in this category shall be ineligible to participate in interscholastic and/or extracurricular activities for a period of not less than three (3) weeks following the issuance of report cards. Reassessment of the student's effort may be requested following the three-week period.

Incomplete Grades

Except in extraordinary circumstances, there will be no final grade of Incomplete authorized. Where such a grade (a final incomplete) is authorized—the teacher, chairperson, and the principal will agree that a final grade of incomplete will be entered on your permanent record until such a time that a specified amount of work is made up. This particular procedure would be a rarity.

If your work is incomplete for any particular marking period you will have, at the discretion of your teacher, a maximum of three weeks*, with the exception of Physical Education/Health into the subsequent marking period to make up missed work. Failure to make up the required work authorizes the teacher to change the incomplete to the appropriate grade depending on the nature of the requirement and the nature of the course. In any event, a grade for the marking period will be entered at the completion of the allowed time following the close of an incomplete marking period.

The decision as to whether failure to make up an incomplete within the allotted time results in a grade of F for the marking period or whether it results simply in a closing of what otherwise is a passing grade is a matter of teacher discretion, fairness, and equity.

Under no circumstances should an incomplete for a marking period be carried beyond the three-week limit except in exceptional cases of extended illness or other personal or family problems.

*Fourth marking period incompletes must be resolved by June 30th of the current year.

Makeup Work

If students have a verifiable legitimate reason for being absent, students have the right to a reasonable time to make up for missing work. Students also have an obligation and responsibility to contact their teacher to find out what work was missed and determine when the work is to be

made up. Missed work as a result of unverified absences ("cuts") or unverified tardiness will be averaged as zeros.

Midyear and Final Examinations

In January and June, the school runs a special schedule of shortened days to offer midyear and final examinations. The school calendar lists the specific dates and times well in advance. Students and parents should be aware that if a student has no scheduled examinations on a particular day, the student should not come to school. Students have the option to attend school during open exam periods for quiet study in the commons or Library Learning Commons. Transportation will be provided prior to the first exam of the day and after the last exam of the day. Additional transportation is not provided.

Class Standing on Transcripts

The Trumbull High School-school profile includes a chart showing the distribution of GPAs for the entire class. This type of distribution chart is used widely in high schools throughout the country as a preferred method of reporting class standing. This standard reporting practice has a beneficial impact on how colleges review our students. Colleges will assess each student more carefully based on each student's transcript details. With this distribution chart, colleges can use the data to note a student's approximate standing within the class without the exact rankings that might trigger cutoffs. Trumbull High School will continue to identify the top two students for purposes of determining the valedictorian and salutatorian. The top 2% of students in the graduating class will receive special recognition during the graduation ceremony.

Wellness Education

Physical education and health are graduation requirements. Instructors will provide details about appropriate clothing to be worn in physical education classes. All students who participate in physical education class must remove all jewelry for safety purposes at the discretion of the teacher. Also, all students must bring a combination lock to school for their physical education locker and lock up all personal belongings before reporting to class.

Unable to Participate

If a student is unable to participate in a physical education class, he/she must present notes from a physician to the teacher, then given to the nurse to be excused from class. Any student medically excused from physical education cannot participate in interscholastic athletics or other physically demanding extracurricular activities (e.g. marching band/color guard). A student receiving an exemption from such instruction will be required by the teacher to complete an alternative assignment, such alternative assignment designed to achieve, to the extent possible, the goals and objectives of the relevant curricular area (see TPS Policy 6144.1 for additional information). An exemption from instruction does not excuse a student from the total hours and credits required for graduation. A note from the physician stating that the student may return to physical education class must accompany the student upon his/her return to class.

Lack of Participation

Physical education is an activity-based curriculum requiring participation. If a student does not participate, he/she will lack the required time to earn a grade for credit. Lack of participation due to being unprepared, tardy, or skipping class will negatively impact a student's grade. All students, regardless of extracurricular activities are REQUIRED to participate in physical education class, including on game/event days. Failure to do so will affect a student's grade and his/her participation eligibility.

Advanced Placement (AP): Program and Expectations

AP courses are rigorous academic classes available to students who are interested in the opportunity to pursue challenging college-level classes. Trumbull High School is proud to offer over 25 courses with AP Designation. Through these college-level courses and exams, students can earn college credit and/or advanced standing while also distinguishing themselves in the college

admission process. AP courses can help students acquire the skills and habits necessary to be successful in post-secondary education

The College Board offers a series of examinations each year to students who have enrolled in Advanced Placement course work. AP exams are given in May. **It is expected that students enrolled in an Advanced Placement course participate in the Advanced Placement exam**.

There is a fee for each examination taken. Students who require financial assistance should see their counselor and/or House Principal for additional information.

Exam Exemptions

Senior End-of-Course Exam Exemption Procedure (Non- AP Courses)

Seniors enrolled in **non-AP** courses are eligible for exemption from final exams based on the following criteria:

1. The student must maintain an A- average in semester courses. In full year courses, the student must maintain an A- average for a final grade at the end of the course.
2. The student must maintain a B average or higher during the last graded quarter of the course.
3. The student must earn a 1 or 2 as an effort grade each quarter.
4. The student must have no unverified/unexcused absences (skipping/cuts).
5. Any student electing to take a course " pass/fail" must take the course final exam.

Please note, any senior who meets the aforementioned requirements may elect to take the final exam if they so desire.

Final Exam Exemption Procedure (AP Courses) - All Grade Levels

Final exam exemption for students enrolled in Advanced Placement courses.

1. Any student who registers and participates in the national Advanced Placement examination is exempt from the final exam for that course.
2. Any student who does not participate in the national Advanced Placement examination will take a final exam aligned with the AP exam for the course.
3. For AP Courses that have final exams in the first semester, to be considered for final exam exemption, students must register in the fall and participate in the national exam in the spring. Students who do not take the AP exam in the spring will have the AP designation removed from the course on their transcript.

Please note, any student who meets the aforementioned requirements may elect to take the final exam if they so desire.

Trumbull High School Testing Dates

October 8, 2025 - PSAT Day grades 10, 11

March 25, 2026–School Day SAT grade 11, PSAT 8/9 grade 9

May 4-15, 2026 - ANTICIPATED Advanced Placement (AP) Program Examinations

College Entrance Examination Saturday Dates

(Please note that Trumbull High School is <u>not</u> a testing center for Saturday SAT testing dates.)

SAT Dates

August 23, 2025
September 13, 2025
October 4, 2025
November 8, 2025
December 6, 2025
March 14, 2026
May 2, 2026
June 6, 2026

Testing locations and registration information can be found at www.collegeboard.com

(Please note that Trumbull High School is <u>not</u> a testing center for Saturday ACT testing dates.)

ACT Dates

September 6, 2025
October 18, 2025
December 13, 2025
February 14, 2026
April 11, 2026
June 13, 2026

Testing locations and registration information can be found at www.act.org

Early Graduation (TPS policy 6146.4)

For all policies and most recent updates please visit our district website at https://www.trumbullps.org/board-of-education/policy

Policy Statement

It is the policy of the Trumbull Board of Education to allow any student who wishes to graduate early from Trumbull High School to do so provided the following conditions have been met:

1. The student submits a written request to the principal at least one year in advance. With this request, the student submits a written statement explaining how he/she plans to fulfill the requirements for graduation and a written statement of approval signed by his/her parents.
2. The Graduation Evaluation Committee examines the student's request and bases its recommendation for approval or denial on the desirability of early graduation for that student with respect to his/her academic development, individual circumstance, and emotional as well as social maturity.
3. The student may earn equivalent credit toward graduation by taking high school courses in the Trumbull Board of Education Summer School or in summer schools operated by other public school systems or private schools. He/she may also earn credit through college courses. The principal must approve all such courses in advance if they are to be eligible for credit. The principal, with the advice and counsel of the Graduation Evaluation Committee, will decide whether credit is to be accepted for such courses.

Grade Advancement and Retention

Placement in grade denotes a student's advisory assignment as well as his/her eligibility for corresponding privileges and events. This placement is a result of credit accumulation and progress towards our graduation requirements, listed in the student handbook and the program of studies. Students are responsible for fulfilling all graduation requirements, which is a higher standard than grade advancement. Meeting grade advancement requirements is necessary for promotion between grades, but does not ensure that a student has fulfilled all of the graduation requirements. To move beyond ninth grade, students must meet the following requirements:

A 10th grader, is a student who:

- has earned 4 credits
- has earned at least one humanities credit
- has earned at least one STEM credit
- is a member of a 10th grade advisory and may participate in sophomore class activities.

An 11th grader, is a student who:

- has earned 8 credits
- has earned at least two humanities credits
- has earned at least two STEM credits
- is a member of an 11th grade advisory and may participate in junior class activities.

A 12th grader, is a student who:

- has earned 16 credits
- has earned at least three humanities credits
- has earned at least three STEM credits
- will be able to complete requirements for graduation by June of their 12th grade year
- is a member of a 12th grade advisory and may participate in senior class activities.

The determination for grade placement will be made in June of each school year. Parents and students will be notified by letter if a student must be retained in a grade. If a student completes summer work in summer school, grade placement may be revisited in August.

For any questions regarding grade advancement, credits, or programing please contact your school counselor or House Principal

Summer School Eligibility

Summer makeup courses may be offered to students who have not successfully passed a course. See the qualifications for summer school eligibility below. Contact your school counselor with questions.

- If a student has failed a course, the student must have a passing grade for at least one half of the class OR a final grade greater than 50%.
- If a student has lost credit in a course due to attendance (per BOE policy 5113), the student may need to repeat the course in the following semester or school year in order to obtain credit in that course.
- If the student has not met the above requirements, they may appeal to the school administration for special consideration to partake in summer school.

Withdrawal Procedures From Trumbull High School

If you decide to withdraw from school, you must complete withdrawal forms available in your house school counseling office and you must obtain all necessary signatures. All books, materials, athletic and other equipment lent by the school must be returned and/or paid for. If a student is enrolled in an UCONN/ECE course, they must additionally withdraw from the course through UCONN.

Academic Support Services (Extra Help)

If you need extra help in a particular subject, you may meet with your subject teacher. Please speak with or email your teacher to see when they are available to meet with you for extra help.

Academic Center: Room B19

Jami Brown: Literacy Specialist

Nicole Trommelen: Math Specialist

The **Academic Center** supports students' math and reading success in all content areas and all levels, as a Tier 2 and Tier 3 intervention. The center provides strategies and interventions that meet the specific needs of the students. We collaborate with students to address their unique needs, valuing individual achievements, concerns, and goals.

Students can be referred through their counselors, or subject area teachers, and identified through the EIT process (Early Intervention). When referred through EIT, students are put on an academic plan with goals and have specified times to work with the specialists. When referred by a counselor or teacher, a schedule of support is mutually set up by the specialist and the student. Students are welcome to drop in at the Academic Center without a referral for quick questions or clarifications.

Early Intervention Team (EIT)

Recognizing that our students are unique individuals, The Trumbull High School faculty believes it is in the best interest of our students to offer each student the support, encouragement, and strategies they need in order to achieve success. In order to achieve this goal, the Early Intervention Program, designed to provide specific assistance to those students who are struggling with academics or who are experiencing difficulty with behavior, will be convened to assist students in need.

Each house office has an Early Intervention Team which consists of school counselors, the house principal, a teacher representative, school nurse, school psychologist, and school social worker. The EIT monitors student progress and may develop a plan to address specific instructional or behavioral needs to help a student achieve success. Each specific plan will be reviewed and student progress will be monitored to ensure that the program is working.

Library Learning Commons

The Library Learning Commons is the learning hub of Trumbull High School, providing a space where learners can access support for their academic classes and personal growth. Students can gather to create, collaborate or work individually. Those needing assistance with academic projects can stop in or make an appointment with the school librarian. Support includes identifying research topics, accessing appropriate resources, and assistance with various technologies.

The materials of the Library Learning Commons offer a wide range of topics to satisfy both individual interests and curriculum demands. The center provides the opportunity for you to learn at your own pace through the use of various kinds of materials, such as books, magazines, newspapers, DVDs, as well as various electronic resources.

Library staff members facilitate a collaborative environment where activities, materials, services, and programs support and reinforce the primary objectives of inquiry and personal learning. Their philosophy is to have a creative, innovative space to help students help themselves.

Mr. Dean Pelligra – Library Media Specialist
Ms. Frances Bray – Circulation Services

Using the Library Learning Commons

The Library Learning Commons is an area for independent research, selection of books and materials, use of computers under supervision, and other associated activities. Quiet collaborative projects are encouraged but the area is intended for academic engagement rather than solely socializing. The use of the Learning Commons is a privilege, not a right. Any student causing a disruption may lose privileges for an extended period of time based on the severity of the infraction.

Learners are expected to:

- **Arrive with a pass from a Study Hall**
- **Focus on learning**
- **Not eat or drink**
- **Remain for the entire period, or receive a pass back to study hall**
- **Behave appropriately and use appropriate language**

Circulation of Resources

- Books can be checked out for a 30 day period and may be renewed
- Overdue books carry a fine of five cents a day per item
- Electronic devices (i.e. calculators, cameras, chromebooks) may be checked out for the use for the school day only
- Electronic devices not turned in by the end of the day carry a fine of $1 a day per item
- Lost or damaged materials are considered a student obligation and must be paid for by the student or parent/guardian.

Student Support Services

Student Support Services (School Psychologists and School Social Workers) address a multitude of issues that may interfere with a student's learning. In doing so, Student Support Services (SSS) combine professional knowledge of adolescent behavior, special needs, program planning and evaluation, community resources, behavior management strategies, and expertise in school-based assessment. The purpose also serves to acknowledge the challenges to learning that students experience from home and to ensure Trumbull High fulfills its mission of educating all students.

SSS are the critical component to enabling an effective educational experience. Since SSS are not necessarily confined to the classroom, program or part of the building, SSS staff provides an important school-wide problem-solving component consistent with the philosophy of early intervention. As a result, SSS work collaboratively to reduce the individual and environmental barriers to learning and student achievement.

School Psychologists
Ms. Jacquelen Scifo (A House) 203-452-4219
Ms. Catherine Thompson Maclean (B House) 203-452-4527
Ms. Maryann Agostin (C House) 203-452-4523

School Social Workers
Ms. Kim Foster (A House) 203-452-4253
Ms. Jennifer Shuttleworth (B House) 203-452-4564
Ms. Bridget Moore (C House) 203-452-4589

Mr. Bill Mecca (Trumbull Alternate Program) 203-638-5509

Cafeteria/Commons/Senior Lounge

You are expected to help keep the cafeteria/commons/senior lounge clean. Please dispose of waste material as soon as possible after eating. Numerous trash cans are always available throughout the area. All food and beverages should be consumed in the cafeteria and not carried out to any other part of the building. In order to ensure enjoyable and pleasant dining for all, you should conform to standards of eating etiquette that would be proper in any restaurant setting.

These standards include sitting on chairs and not on tables, waiting courteously in food lines, not throwing food, and avoiding excessive shouting or noise making.

School Store

Located in the Learning Commons hallway, the student-run school store is an extension of the Marketing education courses. Open during certain publicized hours of the school day, the store sells a variety of items for your everyday school needs including pens, pencils, paper, and notebooks. In addition, the store sells healthy snack items, water, and spirit wear.

Hall Lockers/Gym Lockers/Band Lockers

Hall Lockers - At the beginning of the school year, combinations for assigned lockers are listed in the IC portal. During the year, homeroom teachers and house office staff have a record of this combination. If a lock is broken, see the A-House secretary to report the repair. The high school does not assume responsibility for articles taken from lockers. Sharing of lockers is not permitted.

Students are responsible for keeping your locker orderly and sanitary during the school year, and removal of all contents at the end of the year.

Although a locker may be assigned to students, the locker remains the property of the Trumbull School System. Lockers may be opened by school authorities if there is reasonable suspicion that it might contain contraband, dangerous materials or implements. Every effort will be made, however, to ensure student privacy.

Gym Lockers - Students will use the lockers in the physical education area. Students MUST provide a lock to secure their belongings. The school is not responsible for the loss or theft of articles contained in these lockers. The school administration reserves the right to inspect lockers if there is reasonable suspicion. Sharing lockers is not permitted.

Band Lockers - Students will use the lockers in the band room area to lock up their instruments and other valuable items Students MUST provide their own lock to secure their belongings. The school is not responsible for the loss or theft of instruments or other articles contained in these lockers. Lockers may be opened by school authorities if there is reasonable suspicion that it might contain contraband, dangerous materials or implements. Sharing of lockers is not permitted.

Student Passes

If you should leave your class during class time, you are required to obtain an electric or carry a hall pass. Hall monitors will check passes as you travel through the halls.

Study Halls

You will be assigned study halls during all periods in which you are taking no courses or have no scheduled activity. Since study halls are designed to provide an environment conducive to effective quiet study, bring books, magazines, or other study material. Students may ask the study hall teacher to access other school resources at this time (e.g. Learning Commons, Academic Center, Counseling Office). Attendance for study hall is mandatory. Disciplinary action will be taken if students are not in attendance.

Student Assemblies

Student assemblies are scheduled for your benefit. Designed to offer you important information, learning experiences, and/or entertainment, these programs cannot be successful without your cooperation. You should enter and exit the assembly area quickly and quietly. During the program, courtesy demands that you be quiet and conduct yourself with politeness and consideration towards others.

Field Trips

Field trips are an extension of the classroom, school rules, policies, and disciplinary actions apply while you are on a field trip. Individual student participation in a school-sponsored field trip will be a collaborative decision between teachers and administration. Parent(s)/guardian(s) are required to sign a permission slip for each off-campus trip. Students are responsible for all work missed while participating in a field trip. Any suspension or disciplinary issue can be a disqualifier for field trip attendance.

A medication administration form for prescription and non-prescription medications must be filled out by a physician and parent yearly. Epipens must be with the student during a field trip or students will not be allowed to participate. For additional information regarding Field Trips, *refer to TPS Policy 6153.*

School Dances

School organizations and classes offer a number of dances which are open to the Trumbull High School students as it pertains to their grade level. Dates and/or guests must be from Trumbull High School and the same grade level for the Junior Cotillion and the Sophomore Dance. Students will be permitted to bring dates from other grades or other schools to the Senior Prom. This is due to the size of our school and the capacity of the venue holding these events. Students must be in attendance at school on the day of the dance to attend.

Once admitted to the dance, you cannot leave and then expect to be readmitted. Policies for the possession or use of drugs or alcohol are the same as those in effect during the regular school day. Violation of this policy will result in suspension and recommended expulsion. Students are expected to be courteous and to follow accepted rules for good behavior.

Use of Breathalyzers (TPS policy 5115)

For all policies and most recent updates please visit our district website at
https://www.trumbullps.org/board-of-education/policy

Per Trumbull Public Schools Policy 5115, breathalyzers will be used at school-sponsored dances and other selected events both on and off site.

Spectator Behavior At Competitive Events / Sportsmanship

Competition is a symbol of a great ideal: pursuing victory with honor. The values of millions of participants and spectators are directly influenced by the values conveyed by organized sports. Sports are therefore a major social force that shapes the quality and character of American culture. At Trumbull High School we seek to establish a framework of principles and a common language of values that can be adopted and practiced widely by our community.

The essential elements of character-building and ethics in sports are embodied in the concept of sportsmanship and six core principles: trustworthiness, respect, responsibility, fairness, caring, and good citizenship.

Good sportsmanship is viewed by Trumbull High School as a commitment to fair play, ethical behavior and integrity. In perception and practice, sportsmanship is defined as those qualities that are characterized by generosity and genuine concern for others. The ideals of sportsmanship are

critical and apply equally to all athletic disciplines. All individuals, regardless of their role, are expected to be aware of their influence on the behavior of others and will always model good sportsmanship.

Any spectator using or shouting inappropriate or abusive language will be removed from the activity and may be charged with disorderly conduct. The school will cooperate with enforcement personnel provided at these facilities that are hired to ensure spectator and player safety and enjoyment.

If groups of spectators shout profanities or use abusive language, an announcement will be made indicating that continued inappropriate behavior will result in a future game or games being closed to the public.

Any spectator committing an act that in any way could affect the safety of the players or other spectators will be removed from the facility and may be charged with disorderly conduct. This includes the Ice Rinks and contests played away from Trumbull High School. Paying the price of admission to an athletic event does not warrant any act that is contrary to respectful behavior.

Remember to . . .

- accept the decisions of officials without question
- always reflect the good name of the school; ultimately the good name of the school will be more important than a win or loss
- support cheerleader's calls for cheers supporting the team
- be sympathetic to the injured of the other team
- be courteous to visiting teams, coaches, and spectators
- remind others of proper spectator behavior and good sportsmanship

Student Obligation List

At the end of the school year, teachers, librarians, and various departments of the school are directed to give the names of any students who have financial obligations. You have the obligation to return or replace school property before you leave Trumbull Public Schools, regardless of your grade level. Until obligations are met, senior students may be prohibited from participating in end-of-year class activities, up to, and including, the graduation ceremony.

Fire Drills

Each room in the school prominently displays an exit route, which you must follow in the event of a fire. Periodically, as prescribed by law, the school will have fire drills to simulate what should be done in the event of an actual fire. When the drill is completed, teachers will tell you when to return to the building. You should remain silent while leaving the building and then move in a straight line as far from the building as practical. You must remain in class groups and not stray between or enter automobiles in the parking area or block the road path.

Working Papers

The State of CT Department of Labor working papers are issued from the main office throughout the year. The student must be present in the office and provide proof of age from a legal document, such as birth certificate, driver's license/permit, passport, etc. The student must also have a "Promise of Employment" letter from their future employer, on employer's letterhead, stating employee name, job duties, hours of work, rate of pay, and employer's signature.
Go to the link below for the CT Department of Labor's laws and restrictions. https://portal.ct.gov/dol/divisions/wage-and-workplace-standards/employment-of-minors?language=en_US

Student Use and Possession of Smoking Products, Tobacco Products, Drugs, and Alcohol (TPS policy 5131.6)

For all policies and most recent updates please visit our district website at https://www.trumbullps.org/board-of-education/policy

Policy Statement

The Trumbull Board of Education strives to provide a more healthful environment for persons using the Board of Education facilities. The use and/or possession of all smoking products, tobacco products, drugs, and alcohol is prohibited at all times in all school facilities, in all school buildings, on all school property, both inside and outside, and on all buses or other transportation vehicles under the jurisdiction of the Board of Education.

For the purposes of this policy, "tobacco product" is defined to include, but is not limited to, cigarettes, cigars, blunts, bidis, pipes, chewing tobacco and all other forms of smokeless tobacco, rolling papers, and any other items containing or reasonably resembling tobacco or tobacco products, such as electronic cigarettes.

The use and/or possession of electronic nicotine delivery systems and vapor products is also prohibited. "Electronic nicotine delivery system" is defined as an electronic device used in the delivery of nicotine or other substance to a person inhaling from the device, and includes, but is not limited to, an electronic cigarette, electronic cigar, electronic cigarillo, electronic pipe, or electronic hookah, and any related device, and any cartridge or other component of such device, including, but not limited to, electronic cigarette liquid. "Vapor product" is defined as a product employing a heating element, power source, electronic circuit, or other electronic, chemical, or mechanical means, regardless of shape or size, to produce a vapor that may or may not include nicotine that is inhaled by the user of such a product. "Electronic cigarette liquid" is defined as a liquid that, when used in an electronic nicotine delivery systems or vapor product, produces a vapor that may or may not include nicotine and is inhaled by the user of such electronic nicotine delivery system or vapor product.

For the purposes of this policy, "drug" is defined as any substance other than food or water that is intended to be taken or administered (ingested, injected, applied, implanted, inhaled, etc.) for the purpose of altering, sustaining, or controlling the recipient's physical, mental, or emotional state. Drugs may include, but are not limited to, alcoholic beverages; controlled substances such as marijuana, hallucinogens, cocaine, barbiturates, amphetamines, narcotics; and non-authorized prescription drugs. For purposes of this policy, "controlled substances" shall include all controlled substances prohibited by federal and state law, look-alike drugs, alcoholic beverages, anabolic steroids, drug paraphernalia, any volatile solvents or inhalants, such as but not limited to glue and aerosol products, and prescription or patent drugs, except those for which permission for use in school has been granted pursuant to Board policy. Students are prohibited from the use and/or possession of any substance containing cannabidiol (CBD) or tetrahydrocannabinol (THC), regardless of whether it constitutes a controlled substance under federal law.

Notification of this policy will be given to parents/guardians and students annually through the student handbook.
Adopted: 3/4/1992 Revised:10/4/2000, 4/10/2006, 3/27/2012, 10/15/2013, 5/23/2017, 3/27/2018, 8/27/2019, 6/16/2020
References
. Connecticut General Statutes § 19a-342
. Connecticut Public Act 15-206, "An Act Regulating Electronic Nicotine Delivery Systems and Vapor Products"
. Connecticut Public Act 19-13, "An Act Prohibiting the Sale of Cigarettes, Tobacco Products, Electronic Nicotine Delivery Systems, and Vapor Products to Persons under Age Twenty-

One”
. Trumbull Board of Education Policy Code 5131: Student Standard of Conduct
. Trumbull Board of Education Policy Code 5131.1: Student Conduct on School Buses
. Trumbull Board of Education Policy Code 6164.11: Drug and Alcohol Use or Possession by Students

Regulations
Any student found to have violated this policy will be subject to disciplinary action consistent with Board of Education Policy 5131, “Student Standard of Conduct”.
(Also referenced on page 37 in this handbook.)

Detention, Saturday Morning Detention, and ISS

Administrators and the Associate Dean may assign after school or Saturday morning detention, as well as ISS (In School Suspension) to students who warrant such disciplinary action. When assigned, the student will be told when and where to report and it is the student’s responsibility to report as directed. Extracurricular activities are not considered an excuse to miss detention.

Academic Integrity Agreement

At the start of each school year, Advisory teachers will review the agreement regarding Academic Integrity with all students. Students sign the Student Handbook sign off sheet indicating that they know and understand what is considered plagiarism and cheating, and the consequences of these violations.

With the recent news about Artificial Intelligence (AI), we want students and families to be aware that AI can be a useful tool for research and learning; however, students are encouraged to utilize correct citation of sources to ensure a misrepresentation of a student’s skills has not taken place. If a student’s work is suspected of utilizing AI assistance, they will be asked to demonstrate that all of the work is their own.

You are agreeing to the following:

“I have read and understand the Trumbull High School policy on plagiarism and cheating. I understand that if I am caught cheating on an assignment or plagiarizing any part of an assignment I should expect a grade of zero for the assignment and may face additional disciplinary action at the discretion of the teacher and/or administrator. It is my responsibility to consult with my teachers regarding any questions I may have regarding what is or what is not cheating or plagiarism. I understand that this policy covers all my years at Trumbull High School and that offenses carry over and accumulate from one year to the next.”

When cheating or plagiarism is identified in the school community by the instructor, the “Plagiarism and Cheating Report” is completed by the instructor and sent to the appropriate House Principal. A collaborative approach with all House Principals then occurs regarding potential consequences to ensure consistency among the houses. All materials must be attached to the form to provide evidence of the infraction. A call will be made by the instructor to the parent informing him/her of the incident and referral to the House Principal. The House Principal will then meet with the student to discuss the incident, as well as to review the policy and subsequent consequences. If it should occur in the future, the administrator will determine whether to impose any disciplinary action. Communication from the House Principal to the parent will confirm the meeting. The Plagiarism and Cheating Report will be kept in the student’s file until graduation.

Consequences could include but are not limited to a zero for the assignment and other punitive measures. Additional information can be found in TPS policy 5121.
(Also referenced on page 58 of this handbook).

Science Safety Contract

Safety in the science classroom is the #1 priority for students, teachers, and parents. Therefore, all students who enroll in a lab-based science class at Trumbull High School will be required to complete and abide by the Flinn Scientific's Student Safety Contract. Please see any science teacher for more information regarding this contract.

Technology Education Safety Contract

Safety is of the utmost importance in all the Technology Education classrooms. Therefore, students are required to take a general safety quiz for each Technology Education class they take, along with machine/equipment specific safety quizzes on any piece of equipment used in the rooms. Each quiz will need to be passed with a grade of 100% in order for the student to be allowed to use the machine.

Eligibility Requirements for Participation in Interscholastic Athletics and Extracurricular Activities (TPS Policy 5150)

Board of Education policy 5150 (Interscholastic Athletics) details regulations related to interscholastic athletics: eligibility, try-outs, disqualifications and penalties, travel, awards system, and additional rules and procedures. This is maintained on the district website at: https://www.trumbullps.org/board-of-education/policy.

Clubs, Activities, and Academic Teams

In addition to a wide range of course offerings, Trumbull High School offers numerous clubs and activities for your participation. These activities meet after school with a faculty or staff advisor. It is a fact that colleges and universities look favorably on applicants who have participated in co-curricular activities and you are encouraged to take part in those that are of interest to you. Clubs and advisors are listed on the following pages. Announcements will be made when these activities are to begin for the year. If you have questions you should see the appropriate advisor. NEW clubs may be established by requesting permission from the Dean of Students. Students must present an advisor, 10-15 interested students, and a written explanation for the need/purpose of the club. A presentation to the Dean of Students is mandatory. *The TPS district has the ability to alter this list at any time.*

The Club List will be determined by the start of the school year. At that time, the list will be posted on the electronic version of the Student Handbook on the THS website.

Class Advisors

Class Advisors Grade 9	TBD
Class Advisors Grade 10	TBD
Class Advisors Grade 11	Steffanie Elkins, Anne Rizza
Class Advisors Grade 12	Amanda Bull, Mary Colombo

Class Officer Requirements
(These officer rules pertain to Grades 9-12)

Academics

1. A pupil cannot at any time represent a school unless he/she takes at least four (4) units of work or equivalent. During the school year, a pupil must have received a passing mark in at least four (4) units of work or equivalent at the end of the regular marking period preceding the election. For eligibility purposes, the end of the marking period shall be interpreted as the official date on which the school requires grades to be distributed to students or as the tenth (10th) school day following the closing of grades, whichever comes first. No unit for which the pupil has already received credit shall be included in those required by this rule.
2. A student is not eligible if he/she receives in any subject an effort grade of four (4), totally unsatisfactory, as is presently stated on a student's report card.

Disqualifications and Penalties

The school administration retains the right to enforce all rules and regulations and to render final decisions on all matters pertaining to student participation, eligibility, awards, and any other such matters pertaining to officers' activities or school discipline. The following are specific points which are called to the attention of all candidates because they are considered sufficient reason for disqualification or suspension from elected official participation:

- Failure to comply with attendance policy.
- Inappropriate conduct or discourtesy towards administration, faculty, and fellow students.
- Disregard for school property and/or private property.

Suspension/Expulsion

Any elected official who is involved with the use and/or possession of drugs, alcohol, or tobacco at school or any school organized function, or who has been convicted of possession or use of an illegal drug, will be subject to the following:

- First offense: warning and notification and conference with parent/guardian and one week in-school service (10 hours).
- Second offense: dismissal from office.

Class Officers, Student Council Officers and Representatives

A complete list of all Class Officers, Student Council Officers and Student Council Representatives can be found on the Trumbull High School website. Please contact the Student Council Advisors, Eric August or Jack LaBarca with any questions.

NATIONAL HONOR SOCIETY MEMBERSHIP CRITERIA
Trumbull High School Chapter

The National Honor Society is an organization open to eleventh grade students who have demonstrated the qualities of scholarship, leadership, service and character.

Following the completion of the fifth semester, names of eleventh grade students who have earned a 3.95 cumulative GPA and have no disciplinary record are eligible to complete the Candidate Membership packet (application and essay). Students who complete the packet, demonstrating participation in at least three service activities and service in at least one leadership position, are submitted to the faculty and Faculty Selection Council for review.

Candidates who meet all requirements which include Candidate Membership packet, teacher recommendations, meet the deadlines for submission, and Faculty Selection Council approval, will be invited to join the National Honor Society in the spring of their junior year. The National Honor Society induction ceremony will be held in May of their junior year. Students are members during their senior year only (June to June). Students will begin to complete their required community service projects during the summer prior to their senior year. Students are required to complete 40 hours of community service, 20 within the greater Trumbull Community and 20 within Trumbull High School/TPS. Community service hours are due April 1st of their senior year. (If April 1st falls on a weekend, the service hours are due the following Monday.)

As members, students are expected to maintain a 3.95 cumulative weighted GPA, complete service projects, attend NHS meetings, pay membership dues, and uphold the tenets of the National Honor Society which include character, leadership, scholarship, and service. Failure to do so may result in probation and/or dismissal from the organization.

*Beginning with the Class of 2025, the minimum standard for scholarship shall be a 3.95 cumulative GPA. This increase reflects the average of at least a B, or 3.0 (on a 4.0 scale) or equivalent standard of excellence.

Any questions can be directed to advisors: Anne Rizza, Nick Banks

Trumbull High School Honor Society Membership Criteria

Trumbull High School's Honor Societies promote recognition for qualifying students who reflect outstanding accomplishments in the areas of scholarship, leadership, service, and character. Each organizational by-laws outline expectations and requirements, and membership is considered to be a privilege. Each Honor Society member exhibits excellence in academics and leadership, honorable and admirable character, and demonstrates a commitment to service—all of which indicate that the member is willing to use personal talents and skills for the improvement of both self and society.

All members are expected to maintain the listed GPA requirements , complete service projects, pay membership dues, participate in fundraising activities, while attending meetings held through the school year. Students who do not uphold the requirements may result in probation and/or dismissal from the organization.

Additional Honor Society Offerings

English Honor Society - Ashley Gomes, Kristin Kravecs, Karlen Shupp
French Honor Society - Shaun Liebskind
Italian Honor Society - Maria Colon, Susanna LaVorgna-Lye
Latin Honor Society – Amy Harkenreader
Math Honor Society (Mu Alpha Theta) – Doreen Shevlin, Jennifer Payne
Social Studies Honor Society (Rho Kappa) - Katie Boland, Andrea Kremzar
Spanish Honor Society - Maria Manso-Garcia, Laura Macfarlane
Science Honor Society - Molly Dushay, Steffanie Elkins
Thespian Honor Society - Jessica Spillane
Tri-M Music Honor Society - Christopher Wasko

For information regarding criteria for membership indicated through their organizational by-laws or any other questions, please contact the advisor listed above. Membership Criteria will also be posted on the Trumbull High School website.

Student Representatives to the Board Of Education

To encourage participation of high school students on the Board of Education, the Trumbull Board of Education offers seats on the Board to two student representatives who will be in their senior year during the time they serve.

These seats provide students with the opportunity to express their attitudes, opinions and ideas concerning the operation of schools and provide the Board with the opportunity to listen to student opinions on matters that directly affect students. The members of the Student Council elect the two representatives. These two members, after being elected, should be present at student council meetings in order to properly communicate the students' voice to the Board. Listen for announcements for applications at the end of the school year.

Contests For Students

Trumbull High School will cooperate with community organizations and agencies desiring to sponsor contests in the school, but these contests must be consistent with the educational purposes and aims of the school. Contests will be limited to those which can be integrated into the school program without disruption or loss of instructional time for students. If you have any questions regarding the legitimacy of any advertised student competitions, please call the school office for information. All competitions which are offered through the school have been approved by the administration.

Student Petitions

The school administration must approve any petitions prior to its circulation. Once approved, students may circulate petitions for presentation to the school administration and student government. Signatures must be solicited before and after school. Petitions must be free of obscenities and not contain libelous statements.

Requests for use of the Flag Pole

The school administration must approve any requests for use of the Flag Pole. Any student group who wishes to utilize the Flag Pole must schedule an appointment with the building Principal in the main office to learn more about the identified process for approval.

Student Publications (TPS policy 5133)

For this policy in its entirety, and most recent updates please visit
https://www.trumbullps.org/board-of-education/policy

The school administration will not normally place prior restraints on student publications, but students should be well aware that their right to publish is not unlimited. For example:

a. Anything published in a student publication must not cause immediate substantial disruption and a material interference with school activities.
b. Anything published in a school publication must not be defamatory, malicious, or improperly invade the privacy of others. Such libelous material will not be tolerated.
c. Under no conditions should a student publication use obscene statements.
d. Responsible journalism makes accuracy of reportage mandatory.

Non-School Sponsored Publications (TPS policy 6145.3)

For this policy in its entirety, and most recent updates please visit
https://www.trumbullps.org/board-of-education/policy

Non-school-sponsored newspapers and other publications, including student petitions, are subject to the same responsibilities as those for other student publications. Students must gain administrative approval in order to distribute any non-school-sponsored publications. If approved,

distribution must only take place before and after school hours.

Students' Rights and Responsibilities

Student Conduct

Your behavior should promote a productive environment and show respect for all other members of the school. Aimless wandering throughout the building, loitering, and unnecessary noise will interfere with academic progress. Food or beverages are not allowed in classrooms. Students are not permitted to leave school grounds without approval from an administrator and permission from a parent/guardian. No gambling/games of chance or any cards/games associated with gambling/games of chance are allowed. In the halls, you should be careful to avoid pushing, running, and creating loud noise. Students are also reminded that the use of vulgar language and/or gestures is inappropriate and may result in disciplinary action.

Any student accused of violating disciplinary guidelines is entitled to a hearing with a school administrator prior to any disciplinary action.

The procedure to be used depends upon the seriousness of the infraction, the specific circumstances of the situation and the individual's overall pattern of behavior. Possession, use, or distribution of alcohol or other drugs; false fire alarms; assaults; and other major disruptions are serious infractions. A series of minor infractions committed by the same student can also constitute a major infraction. This is proper since the student who repeatedly commits infractions has a demoralizing effect on the general student body and staff. In addition to the usual procedures, criminal infractions must also be reported by the school administrators to the police and other officials.

The following are examples of your rights and your responsibilities as a student and member of Trumbull High School:

- You have a right to a free public secondary school education guaranteed by the Connecticut Constitution. You should be provided an equal educational opportunity.
- You have the responsibility to attend classes and to comply with the educational rules and policies of the school.
- You have a constitutional right to free speech.
- You have the responsibility not to disrupt the educational process, not to coerce others to participate in a particular type of expression, not to violate the rights of other students who disagree with your views, and not to slander someone (malicious speech without regard to truth). A student's freedom is not absolute and may be regulated when the student abuses his or her responsibilities.
- The school has the authority to develop standards for dress and grooming in order to avoid substantial disruption of the educational process or to protect the health and safety of students, school personnel, or school property. You have a responsibility to abide by those standards (see dress code).
- Freedom of the press is guaranteed by the first amendment to the U.S. Constitution and by the Connecticut Constitution. Responsible student publications come under these protections.
- You and school officials have an obligation to maintain an atmosphere conducive to the educational process; thus the school administration may regulate the time, place, and manner of distributing written materials (see student publications).
- The fourth amendment to the U.S. Constitution protects individuals from unreasonable searches and seizures.
- You can be searched when a school administrator has reason to believe that you have on your person anything which might be illegal, dangerous, or disruptive to the school's learning.
- You have the responsibility not to bring illegal or dangerous materials into school. School officials have the responsibility to prohibit the entry of any material which may be disruptive to the school environment (see searches and seizures).
- You have a right to expect a clean and sanitary school facility.
- You have a responsibility to contribute towards keeping the school clean.

- If suspended, you are entitled to specific rights. For example, prior to your suspension, you will have an informal hearing (unless an emergency exists) and you will have the opportunity to complete classwork, including tests, missed during the period of suspension (see student removal).
- You have a responsibility to obey the publicized rules of the school. These rules have been designed to ensure a safe environment conducive to learning. The school will not tolerate any denial of this responsibility.

Student Standard of Conduct (TPS policy 5131)

For this policy in its entirety, and most recent updates please visit
https://www.trumbullps.org/board-of-education/policy

Policy Statement

The Trumbull Board of Education expects the highest standards of conduct from all its students at all times, whether in school, out of school, or at a school-sponsored activity. The District promotes an educational environment that is safe, healthy, and conducive to learning, allowing students to pursue opportunities for growth and achieve their full potential. Students, parents/guardians, and staff have the right to expect mutual courtesy, respect, fair and equitable treatment, and to be informed of their respective rights and responsibilities. These expectations emphasize that proper student behavior is obligatory and that conduct incompatible with the educational process is unacceptable.

Students who infringe on the rights of others, or who violate school policies and regulations, will be subject to corrective disciplinary action including, consistent with relevant state and federal statutes, removal from class, transfer to another class or school, suspension from school, and/or expulsion from school. The District is committed to upholding the use of mandatory expulsion proceedings where applicable under State law with respect to conduct committed on or off school grounds which has been identified by the Legislature of the State of Connecticut as incompatible with the educational process in our schools.

Whenever a disciplinary measure is employed, it shall be fair, reasonable, and consistent. No student shall be suspended, excluded, or otherwise disciplined on the basis of race, color, religious creed, religion, sex, age, national origin, ancestry, marital status, sexual orientation, gender identity or expression, disability (including but not limited to present or past history of mental disability, intellectual disability, learning disability, or physical disability, including but not limited to blindness), genetic information, or any other basis prohibited by Connecticut State and/or Federal non-discrimination laws.

In order to provide this positive school atmosphere and to implement effectively the standards of conduct contained in this policy, the cooperation and mutual support of every facet of the school community, including staff, students, parents and/or guardians, is essential.

Adopted: 8/22/1979

Revised: 3/1992, 1/1994, 7/1995, 10/1998, 2/13/2007, 3/16/2010, 8/21/2012, 2/16/2016, 11/21/2017, 8/27/2019, 5/26/2020

References

- Connecticut Public Act 10-111, “An Act Concerning Education Reform in Connecticut”
- Connecticut Public Act 14-229, “An Act Concerning the Expungement of a Pupil’s Education Record for Certain Expulsions”
- Connecticut Public Act 15-96, “An Act Prohibiting Out-of-School Suspensions and Expulsions for Students in Preschool and Grades Kindergarten to Two”
- Connecticut Public Act 16-147: “An Act Concerning the Recommendations of the Juvenile Justice Policy and Oversight Committee”

- Connecticut Public Act 19-91, "An Act Concerning Various Revisions and Additions to the Education Statutes"
- Connecticut General Statutes §§ 4-177 through 4-180, 10-233a through 10-233f
- P.L. 108-446 The Individuals with Disabilities Education Improvement Act of 2004
- Individuals with Disabilities Education Act, 20 U.S.C. §1400 et seq.
- Rehabilitation Act of 1973, Section 504, 29 U.S.C. §794
- 20 U.S.C. §6301 et seq. The No Child Left Behind Act
- Trumbull Board of Education Policy Code 5113: High School Attendance/Loss of Credit
- Trumbull Board of Education Policy Code 5113.1: Attendance Grades K-8
- Trumbull Board of Education Policy Code 5131.6: Student Use and Possession of Smoking Products, Tobacco Products, Drugs, and Alcohol
- Trumbull Board of Education Policy Code 5131.1: Student Conduct on School Buses
- Trumbull Board of Education Policy Code 5145.5: Sexual Harassment of Students
- Trumbull Board of Education Policy Code 6141.328: Bring Your Own Device (BYOD) and Protocol for the Use of Technology
- Trumbull Board of Education Policy Code 5131.91: Hazing
- Trumbull Board of Education Policy Code 5131.911: Bullying and Teen Dating Violence Prevention and Intervention
- Trumbull Board of Education Policy Code 5132: Student Dress
- Trumbull Board of Education Policy Code 6141.321: Student Network/Internet Use
- Trumbull Board of Education Policy Code 6164.11: Drug and Alcohol Use or Possession by Student

Regulations

The Trumbull Board of Education recognizes that order in the classroom, school, and at school functions is a necessary prerequisite for learning. If students seriously disrupt the educational process, endanger themselves or others, or commit conduct which is incompatible with the educational process, on or off school grounds, it may become necessary to exclude them from the classroom and/or school setting.

I. Conduct Leading to Disciplinary Action

Students may be subject to disciplinary action including suspension or expulsion for conduct on or off school property, on school transportation, at bus stops, or at a school-sponsored activity that endangers persons or property, is seriously disruptive of the educational process, or that violates a policy of the Board of Education. Such conduct includes, but is not limited to, those behaviors found in the *Code of Conduct Disciplinary Chart.* This chart will be included in the Trumbull Public Schools Policy Handbook distributed to all families. It is virtually impossible to anticipate every type of infraction; therefore, the administration reserves the right to address any other infractions not specified in this policy.

II. Disciplinary Actions

Parents/guardians, staff, and students are hereby notified that the appropriate consequence will be determined on a case-by-case basis. Depending on the situation, the severity of the offense, the student's level of involvement in the offense, the student's prior record (for discipline and attendance), and the level of cooperation exhibited by the student at the time of the investigation, the consequence may vary within the Code of Conduct Disciplinary Chart.

The designated administrator will do preliminary fact finding to determine the nature and severity of the offense. An informal hearing will be conducted with the student reported for a violation of a policy of the Board of Education as well as with other students who have knowledge of the incident.

At the high school level, situations requiring additional investigation and attention will involve the office of the Dean of Students.

A. Removal

A student may be removed from class if he/she causes a serious disruption of the educational process within the classroom, provided no student shall be removed from class more than six (6) times in any school year nor more than two (2) times in one week, unless such student is referred to the building principal or his/her designee. If the disruption is significant enough to require referral to the principal, an Early Intervention Team (EIT) meeting will be convened to seek ways to remedy the situation.

Each school shall designate a supervised area to which teachers shall send students who are removed from the classroom. The principal or his/her designee shall be notified immediately of the name of the student removed and the reason for the removal. The principal will determine if the parent/guardian needs to be contacted to assist with interventions to improve student behavior.

B. Suspension

1. A student may be assigned an in-school suspension if his/her conduct endangers persons or property, is seriously disruptive of the educational process, or violates a policy of the Board of Education. No student shall be placed in in-school suspension without an informal hearing before the principal or his/her designee.
2. A student may be assigned an out-of-school suspension if his/her conduct on school grounds or at a school-sponsored activity endangers persons or property, is seriously disruptive of the educational process, or violates a policy of the Board of Education. A student may also be assigned an out-of-school suspension if his/her conduct off school grounds violates a policy of the Board of Education and is seriously disruptive of the educational process. No student shall be placed in out-of-school suspension without an informal hearing before the principal or his/her designee.
3. All suspensions shall be in-school suspensions unless the administration determines, for any student enrolled in grades three through twelve, inclusive, that (a) the student being suspended poses such a danger to persons or property or such a disruption of the educational process that the student shall be excluded from school during the period of suspension; or (b) that an out-of-school suspension is appropriate based on evidence of previous disciplinary problems that have led to suspensions or expulsion of the student and efforts by the administration to address such disciplinary problems through means other than out-of-school suspension or expulsion, including positive support strategies.
4. A student enrolled in grades preschool to two, inclusive, may be given an out-of-school suspension if it is determined by the administration that such a suspension is appropriate based on evidence that the student's conduct on school grounds is of a violent or sexual nature that endangers persons. In addition, a person's duty as a mandated reporter to report suspected child abuse, neglect, or sexual assault is not limited by this section.
5. A student may be suspended from transportation service and/or from school if his/her conduct while on the bus or awaiting transportation to and from school endangers persons or property or violates a policy of the Board of Education.
6. In determining the length of the suspension period, the administration may consider evidence of past disciplinary problems that have led to removal from a classroom, suspension, and/or expulsion of a student.
7. Whenever administration seeks to impose a suspension period on a student with a disability requiring special education or accommodations, the administrator shall determine the number of days of an in-school suspension or suspensions already imposed on said student during the school year, and to initiate compliance with State and Federal special education laws and regulations with respect to holding an Individualized Education Program (IEP) team or 504 team meeting if necessary.
8. Whenever a student is suspended, the principal or his/her designee shall notify the parent/guardian in a timely manner with the reasons which led to the student's suspension.

9. Whenever a student is suspended, the principal or his/her designee shall, within twenty-four hours, notify the Superintendent or his/her designee, in writing, of the name of the student and the reasons for disciplinary action.
10. Any student who is suspended shall be given a reasonable opportunity by the teacher to complete any class work including, but not limited to, quizzes, tests, or examinations that such student missed during the period of suspension.
11. Whenever a student is suspended, notice of the suspension and conduct for which the student was suspended shall be included on the student's cumulative education record, and shall be expunged only if the student graduates from high school. The Connecticut State Department of Education requires all in-school and out-of-school suspensions to be reported annually on the mandated ED166 form.

C. Expulsion

1. An impartial hearing officer or an impartial hearing board, as provided by State Statute, may expel any student in grades three to twelve, inclusive, whose conduct on school grounds or at a school-sponsored activity is violative of a publicized policy of the Board of Education and either seriously disruptive of the educational process or endangering to persons or property, or whose conduct off school grounds is violative of such policy and is seriously disruptive of the educational process.
2. In considering whether a student's conduct is seriously disruptive of the educational process, the administration may consider, but such consideration shall not be limited to:
   a. an incident occurring within close proximity of a school;
   b. an incident that was premeditated;
   c. involvement of a gang member or any student(s) acting in concert with other students;
   d. conduct involving violence, threats of violence, the unlawful use of a weapon, or any injuries;
   e. conduct involving the use of alcohol or drugs;
   f. conduct involving bullying.
3. Expulsion proceedings shall be required, except as provided in Regulation #10 below, whenever there is reason to believe that any student in grades preschool through grade twelve, inclusive:
   a. on school grounds or at a school-sponsored activity was in possession of a firearm, deadly weapon, dangerous instrument, or martial arts weapon; or
   b. off school grounds, unlawfully possessed a firearm, or possessed and used a firearm, deadly weapon, dangerous instrument or martial arts weapon in the commission of a crime; or
   c. on or off school grounds, offered for sale or distribution of a controlled substance whose manufacture, distribution, sale, prescription, dispensing, transporting with intent to sell or dispense, offering, or administering is subject to criminal penalties under applicable laws of the State of Connecticut.

   Any student in grades preschool through grade twelve, inclusive, found by an impartial hearing officer or an impartial hearing board, as provided by State Statute, to have committed such conduct shall be expelled for one calendar year. An impartial hearing officer or an impartial hearing board, as provided by State Statute, may modify the period of expulsion for a student on a case-by-case basis.

   Unless an emergency exists, no student shall be expelled without a formal hearing conducted by an impartial hearing officer or an impartial hearing board as provided by State Statute. If such emergency exists, such a hearing shall be held as soon after the expulsion as possible. The Superintendent or his/her designee shall notify the parent/guardian of any student expelled within twenty-four hours of the decision.
4. In determining the length of the expulsion and the nature of the alternative educational opportunity to be provided to the student during the period of any expulsion imposed, an

impartial hearing officer or an impartial hearing board, as provided by State Statute, may consider evidence of past disciplinary problems which have led to removal from a classroom, suspension or expulsion of the student.

5. Any student under sixteen (16) years of age, and any student between the ages of sixteen (16) and eighteen (18) expelled for the first time, shall be offered an alternative educational opportunity during any period of expulsion imposed, which shall be equivalent to alternative education, as defined by the Connecticut State Department of Education, with an individualized learning plan, provided the parent(s)/guardian(s) of such student who does not choose to have his/her child enrolled in an alternative education program shall not be subject to this provision.
6. The alternative educational opportunity for any student over the age of sixteen (16) may include placement in an adult education program. Any student between the ages of sixteen (16) and eighteen (18) who has previously been expelled from school, and any student over the age of eighteen (18) at the time of expulsion may be offered an alternative educational opportunity at the sole discretion of the Superintendent or his/her designee.
7. If a student is in possession or is expelled for possession of a firearm, deadly weapon, dangerous instrument, or martial arts weapon on school grounds or at a school-sponsored activity, the principal or his/her designee shall report the violation to the Trumbull Police Department or other appropriate authority.
8. If a student is found in possession of or is expelled for offering a controlled substance for sale or distribution on school grounds or at a school-sponsored activity, the principal or his/her designee shall report the violation to the Trumbull Police Department or other appropriate authority. The principal or his/her designee 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 that referral.
9. Whenever a student is expelled, notice of the expulsion and the conduct for which the student was expelled shall be included on the student's cumulative educational record, and, except for notice of an expulsion for possession of a firearm or deadly weapon, shall be expunged from the student's record if the student graduates from high school. The Connecticut State Department of Education requires all expulsions to be reported annually on the mandated ED166 form.
10. Prior to conducting an expulsion hearing for a student requiring special education and related services, the student's Planning and Placement Team shall convene to determine whether misconduct was caused by the disability. If it is determined that the misconduct was caused by the disability, the student shall not be expelled. If it is determined that the misconduct was not caused by the disability, the expulsion hearing may proceed. Notwithstanding the provisions above relating to the provision of an alternative educational opportunity to students who are expelled from school, whenever a student requiring special education and related services is expelled, an alternative educational opportunity consistent with the student's educational needs and applicable State and Federal laws shall be provided during the period of expulsion.
11. Any expelled student may apply to the Superintendent of Schools or his/her designee for early readmission to school. The decision to grant or deny the student's request for readmission shall be at the sole discretion of the Superintendent of Schools or his/her designee, who may grant readmission conditioned on specified criteria.

III. Readmission of Student from a Residential Placement

An expelled student who has participated in a diversionary program or has been detained in a juvenile detention center, the Connecticut Juvenile Training School, or any other residential placement, for one year or more, shall be permitted to return to the appropriate school setting within the District. Further, the District shall not expel the student for any additional time for the offense(s).

IV. Off-Campus Misconduct

Students and parents/guardians are hereby notified that, in addition to the offenses listed under Sale/Distribution of Drugs/Weapons Offenses for which students must be expelled from school, students may also be expelled from school if their conduct off school grounds both violates a policy of the Trumbull Board of Education and is seriously disruptive of the educational process.

In considering whether a student's conduct is seriously disruptive of the educational process, the administration may consider, but such consideration shall not be limited to, the following factors: (1) whether the incident occurred within close proximity of a school; (2) whether other students from the school were involved or whether there was any gang involvement: (3) whether the conduct involved violence, threats of violence, or the unlawful use of a weapon, as defined in Connecticut General Statutes, and whether any injuries occurred; and (4) whether the conduct involved the use of alcohol or drugs.

V. Discipline of Students with Disabilities

Students identified as having disabilities under either the Individuals with Disabilities Education Act ("IDEA") or §504 of the Rehabilitation Act may be suspended from school or assigned to in-school suspension for up to ten (10) days in any given school year under the same conditions that would lead to the suspension of any other student of the Trumbull Public Schools. If the Administration proposes disciplinary action which would lead to the exclusion of a student with a disability for more than ten (10) days in any given school year, including further suspensions or expulsion, the school must convene a meeting of the student's IEP team to determine whether the student's conduct was a manifestation of his/her disability before imposing such disciplinary action. Students with disabilities and parents/guardians of students with disabilities should consult the Procedural Safeguards in Special Education given to parents/guardians at every IEP team meeting or available from the Office of Pupil Personnel Services for more details on this process.

VI. Conduct Leading to Disciplinary Action

Students may be subject to disciplinary action including suspension or expulsion for conduct on or off school property, on school transportation, or at a school-sponsored activity that endangers persons or property, is seriously disruptive of the educational process, or that violates a policy of the Board of Education. Such conduct includes, but is not limited to the following:

1. Willfully striking or assaulting a student, a member of the school staff, or any other individual;
2. Theft, attempted theft, or possession of stolen goods;
3. Use of obscene or profane language or gestures directed towards a student or member of the school staff;
4. Commission of an act of discrimination or harassment toward any student or school staff member based on race, color, religious creed, religion, sex, age, national origin, ancestry, marital status, sexual orientation, gender identity or expression, disability (including but not limited to present or past history of mental disability, intellectual disability, learning disability, or physical disability, including but not limited to blindness), genetic information, or any other basis prohibited by Connecticut State and/or Federal non-discrimination laws;
5. Violation of smoking/tobacco product use, dress, or transportation regulations;
6. Deliberate refusal to obey an order or directive from a member of the school staff, or disruptive classroom behavior;
7. Deliberate refusal by a student to identify himself/herself to a staff member when asked;
8. A walk-out from or sit-in within a classroom or school building;
9. Blackmailing, threatening, or intimidating school staff or students;
10. Possession of any weapon, deadly weapon, pistol, knife, blackjack, bludgeon, metal knuckles, B.B. or pellet gun, explosive device, firearm, whether loaded or unloaded, whether functional or not, or any other dangerous object or facsimile or replica thereof;

11. Unauthorized entrance into any school building or aiding or abetting an unauthorized entrance;
12. Possession or ignition of any fireworks or other explosive materials, or ignition of any material causing fire;
13. Violation of the Trumbull Student Network/Internet Use policy, Policy Code 6141.321;
14. Unauthorized possession, sale, distribution, offering for sale or distribution, or consumption of a controlled substance, drug, narcotic, or alcoholic beverage. Controlled substances, drugs and narcotics may include but are not limited to amphetamine-type, barbiturate-type, cannabis-type, cocaine-type, hallucinogenic, morphine-type, and other stimulant and depressant drugs, and in addition those substances known as Methaqualone. Unauthorized use or possession of such substances shall mean use or possession without a valid prescription.
15. Possession of paraphernalia used or designed to be used in the consumption, sale, or distribution of dangerous drugs or narcotics, as defined in sub-paragraph (14) above;
16. Willful destruction of real, personal or school property, such as cutting, defacing, or otherwise injuring property in any way;
17. Accumulation of minor offenses such as school and class tardiness, class or study hall cutting, or failure to attend detention;
18. Trespassing on school grounds while on out-of-school suspension or expulsion;
19. Falsely reporting an incident (such as "bomb threat" or "tampering with a fire alarm") to schools or to police;
20. Repeated and/or intentional defiance of school rules and the valid authority of teachers, supervisors, or administrators;
21. Repeated and/or intentional defiance of student transportation rules;
22. Class truancy and leaving school without permission;
23. Any other violation of school rules or regulations or a series of violations that makes the presence of the student in school seriously disruptive of the educational process.

VII. Definitions

a. "Dangerous instrument" includes, but is not limited to, 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 serious physical injury or death.
b. "Deadly weapon" includes, but is not limited to, any weapon, whether loaded or unloaded, from which a shot may be discharged, and is designed for violence capable of inflicting serious bodily harm or death, or is a deadly weapon regardless of whether the shot is discharged with gunpowder, or a switchblade knife, gravity knife, billy, blackjack, bludgeon, or metal knuckles.
c. "Destructive device" includes, but is not limited to, any explosive, incendiary, or poison gas bomb, grenade, or similar device, or any combination of parts from which such a device may be readily assembled.
d. "Detention" means denial of the right to leave at dismissal. The student will remain under the supervision of a teacher and/or administrator. Parents/guardians will be given 24 hours notice of detention by the teacher/administrator.
e. "Detention Saturday Morning," at the highschool level, means that students who demonstrate a pattern of misconduct or misbehavior can receive a Saturday Morning Detention given by an administrator.
f. "Emergency" means any situation under which the continued presence of the student in school poses such a danger to persons or property or such a disruption to the educational process that the student may be immediately excluded from school, with a hearing scheduled as soon after the exclusion of the student as possible.
g. "Exclusion" means any denial of school privileges to a student for disciplinary purposes.
h. "Expulsion" means an exclusion from school privileges of any student in grades three to twelve, inclusive, for more than ten (10) consecutive school days, provided such exclusion

shall not extend beyond one calendar year. Such period of expulsion may extend into the school year following the school year in which the exclusion was imposed.

i. "Facsimile of a firearm" means any nonfunctional imitation of an original firearm or any non functional representation of a firearm other than an imitation of an original firearm, provided such representation could reasonably be perceived to be a real firearm.

j. "Firearm" means 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, the frame or receiver of any such weapon, any firearm muffler or firearm silencer, or any destructive device.

k. "Formal hearing" means a hearing before an impartial hearing officer or an impartial hearing board conducted pursuant to Sections 10-233d, 4/176e to 4-180a and 4-181a of the Connecticut General Statutes.

l. "Informal hearing" means an opportunity for the student to meet with an administrator, be informed of the reasons for the disciplinary action proposed, and be given an opportunity to explain the situation orally and/or in writing.

m. "In-school suspension" means an exclusion from regular classroom activity for no more than ten (10) consecutive school days, but not exclusion from school. Such exclusion shall not extend beyond the end of the school year in which such in-school suspension was imposed, and provided further that no pupil shall be placed in 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.

n. "Martial arts weapon" includes, but is not limited to, nunchaku, kama, kusari-fundo, octagon sai, tonfa, or Chinese star.

o. "Police referral" means Police will be notified of the behavior and necessary action will be taken.

p. "Removal" means an exclusion of a student from a classroom for all or part of a single class period, provided such exclusion shall not extend beyond ninety (90) minutes.

q "School-sponsored activity" means any activity sponsored, recognized, or authorized by the Board and includes activities conducted on or off school property.

r. "Seriously disruptive of the educational process" describes but is not limited to describing: an incident occurring within close proximity of a school; an incident that was premeditated; involvement of a gang member or any student(s) acting in concert with other students; conduct involving violence, threats of violence, the unlawful use of a weapon, or any injuries; conduct involving the use of alcohol or drugs; or conduct involving bullying.

s. "Suspension" means an exclusion from school privileges or from transportation services for no more than ten (10) consecutive school days, provided such exclusion shall not extend beyond the end of the school year in which suspension was imposed, and further provided 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 such student is granted a formal hearing.

t. "Teacher Intervention" means discipline without administrative intervention. This may include such actions as conferences, parent/guardian contacts, warnings, detentions, loss of privileges, removal from class, etc.

VIII. Coordination with Other Agencies

1. Where potential violations of criminal law may have occurred as a result of a student's conduct, the designated investigating administrator shall notify the appropriate law enforcement agency.

2. Where a middle school or high school student under the age of eighteen (18) has committed a non-violent misdemeanor act, the designated investigating administrator may offer to the student and his/her parent(s)/guardian(s) the option of referral to the local Juvenile Review Board (JRB), which uses principles from balanced and restorative justice to strengthen a juvenile's ties to the community by providing support and positive role models to encourage positive community behavior. Participation in the JRB process is voluntary and the student

must meet the criteria of the JRB; if the student does not participate in the JRB process, or does participate but does not complete the JRB recommendations, then school-based discipline will be imposed.

Code of Conduct Disciplinary Chart

Preface

This policy provides only a summary of the rules governing student disciplinary procedures used in the Trumbull Public Schools, and is based upon the policies of the Trumbull Board of Education. The Code of Conduct Disciplinary Chart provides a clear, concise description of student offenses, penalties, and procedures for handling disciplinary problems. However, it is virtually impossible to anticipate every type of infraction. Therefore, the Administration reserves the right to address any other infractions not specified in this chart. All disciplinary actions need to reflect the Administration's ability to use best practices and professional judgment under the recognized disciplinary administrative due process guidelines. A copy of the policies of the Trumbull Board of Education, including this policy, can be viewed at the office of the Superintendent of Schools, in the main office at each school and online at www.trumbullps.org. Students are held responsible for their actions and for compliance with both this policy and the policies of the Trumbull Board of Education.

In the Trumbull Public Schools, the following chart shall be used in determining the appropriate disciplinary consequence for a given violation of Board policy. Parents/guardians, staff, and students are hereby notified that the appropriate consequence will be determined on a case-by-case basis, and that, depending on the situation, the severity of the offense, the student's level of involvement, the student's prior record for discipline, academics, and attendance, and the level of cooperation exhibited by the student at the time of the investigation, the consequence may vary within these guidelines. The Administration and the Trumbull Board of Education reserve the right to impose disciplinary consequences up to and including expulsion, depending on the severity of the offense.

Repeat infractions or a course of conduct in any of the categories will result in more severe disciplinary action, including possible expulsion, which may include referral to school and community resources. Where appropriate, guidance counselors or other support staff will be actively involved in all cases. Chronic or particular offenses, in conjunction with administrative review of the student's record, may cause a student to be referred to the Early Intervention Team, PPT/IEP Team. §504 Team, or a Student Assistance Team (SAT) for review of the student's need for additional types of assistance and in extreme cases be recommended for expulsion from school.

Sale/Distribution of Drugs/Weapons Possession

Students and parents/guardians are hereby notified that, pursuant to State law, students who offer a controlled substance for sale or distribution either on or off school grounds, students who are found in possession of a firearm, deadly weapon, or dangerous instrument on school grounds or at a school-sponsored activity, and students who are found to have used a weapon in the commission of a crime either on or off school grounds must be brought before an impartial hearing officer or an impartial hearing board, as provided by State Statute, for an expulsion hearing. If the student is found to have committed one of these offenses, the student will be expelled from school for one full calendar year, provided that an impartial hearing officer or impartial hearing board may modify the period of expulsion on a case-by-case basis. In addition, it is the policy and practice of the Trumbull Public Schools for the Administration to recommend the immediate expulsion of any student in grades three to twelve, inclusive, found in possession of and/or using a controlled substance on school grounds or at a school-sponsored activity, including transportation.

Section I - Respect for Orderly Teaching/Learning Environment		
EXAMPLES OF CONDUCT REQUIRING DISCIPLINE	**DISCIPLINE OPTIONS**	
Attire Inconsistent with Teaching/Learning Environment (Student Dress: Policy Code 5132)	• Teacher intervention • Administrative notification • Parent/guardian notification • Change of attire • Refer to counselor or support staff	• Detention • Saturday Morning Detention (HS only) • 1-5 day in-school suspension • 1-10 day out-of-school suspension
Bringing Unauthorized Visitors to School	• Teacher intervention • Administrative/Security notification • Visitor must leave • Student is given a warning • Parent/guardian notification	• Saturday Morning Detention (HS only) • 1-5 day in-school suspension • 1-10 day out-of-school suspension
Cafeteria Misbehavior	• Teacher/Security/Administrator intervention • Change seat location • Removal from lunch room • Parent/guardian notification • Saturday Morning Detention (HS only)	• Detention • 1-5 day in-school suspension • 1-10 day out-of-school suspension and loss of cafeteria privileges for one week
Cutting Class	• Teacher intervention • Administrative notification • Refer to counselor or support staff • Detention • Parent/guardian notification • Consider alternate placement	• Saturday Morning Detention (HS only) • 1-5 day in-school suspension • 1-10 day out-of-school suspension
Disruption of the Educational Process	• Teacher intervention • Security intervention • Parent/guardian Notification • Administrative notification • Detention • Refer to counselor or support staff • Consider alternate setting	• Saturday Morning Detention (HS only) • 1-5 day in-school suspension • 1-10 day out-of-school suspension • Expulsion possible • Possible Police referral
Failure to Serve Detention	• Teacher intervention • Multiple Detentions • Administrative notification • Saturday Morning Detention (HS only)	• 1-5 day in-school suspension • 1-10 day out-of-school suspension
Failure to Serve In-School Suspension	• Teacher intervention • Parent/guardian notification	• 1-10 day out-of-school suspension
Gambling	• Teacher intervention • Security notification • Parent/guardian notification • Administrative notification • Refer to counselor or support staff	• Written/verbal warning • 1-5 day in-school suspension • 1-10 day out-of-school suspension • Possible Police referral

Inappropriate Physical Contact	• Teacher intervention • Security intervention • Parent/guardian Notification • Administrative notification • Refer to counselor or support staff • Consider alternate setting	• Detention • Saturday Morning Detention (HS only) • 1-10 day out-of-school suspension • Expulsion possible
Leaving School without Permission	• Teacher intervention • Administrative notification • Security notification • Parent/guardian notification • Refer to counselor or support staff	• 1-5 day in-school suspension • 1-10 day out-of-school suspension • Possible Police Referral
Loitering/No Hallway Pass	• Teacher intervention • Administrative/Security notification • 1 detention • Saturday Morning Detention (HS only)	• 1-5 day in-school suspension • 1-10 day out-of-school suspension
Possession of and Use of Electronic Devices (Policy Code 6141.328)	• Teacher intervention • Confiscation (to be returned to parent) • Parent/guardian Notification	• Saturday Morning Detention (HS only) • 1-5 day in-school suspension for repeated offenses
Tardiness to Class/Homeroom (Attendance Grades K-8: Policy Code 5113.1; High School Attendance/Loss of Credit: Policy Code 5113)	• Teacher intervention • Parent/guardian notification • Administrative notification • Detention	• Saturday Morning Detention (HS only) • 1-5 day in-school suspension • Potential loss of course credit
Tardiness to School (Attendance Grades K-8: Policy Code 5113.1; High School Attendance/Loss of Credit: Policy Code 5113)	• Teacher intervention • Verbal warning • Administrative notification • Parent/guardian notification /conference • Refer to social worker • Saturday Morning Detention (HS only)	• 1-5 day in-school suspension • 1-10 day out-of-school suspension • Possible Juvenile Court referral • Potential loss of course credit
Trespassing	• Teacher intervention • Parent/guardian notification • Administrative notification • Security notification • Request to leave	• Warning • Written/verbal warning • Possible Police referral • Recommend arrest
Truancy from School (High School Attendance/Loss of Credit: Policy Code 5113)	• Teacher intervention • Parent/guardian notification • Administrative conference • Refer to social worker	• Referral to DCF • Follow State Statutes • Possible Juvenile Court referral • Possible loss of course credit

Section II - Safety, Freedom From Fear		
EXAMPLES OF CONDUCT REQUIRING DISCIPLINE	**DISCIPLINE OPTIONS**	
Arson, False Alarm, Bomb Threat	• Administrative notification • Police/Fire Marshal referral • Refer to counselor or support staff	• Parent/guardian notification • 10-day out-of-school suspension • Expulsion possible

		• Police/Fire report submitted
Assault, Hazing, Bullying (Bullying and Teen Dating Violence Prevention and Intervention: Policy Code 5131.911; Hazing: Policy Code 5131.91)	• Teacher intervention • Administrative notification • Parent/guardian notification • Refer to counselor or support staff	• 1-5 day in-school suspension • 1-10 day out-of-school suspension • Expulsion possible • Possible Police referral
Bus Misbehavior (Student Conduct on School Buses: Policy Code 5131.1)	• Teacher/Coach/Administrative intervention • Verbal warning • Written warning • Assigned seat • Detention • Parent/guardian notification • 1-5 day in-school suspension	• Suspension or revocation of bus privileges • 1-10 day out-of-school suspension • Consider expulsion from bus/school • Possible Police referral
Fighting	• Teacher intervention • Security notification • Parent/guardian Notification • Administrative notification • Refer to counselor or support staff	• 1-5 day in-school suspension • 1-10 day out-of-school suspension • Expulsion possible • Possible Police referral
Gang Colors, Decoration, or Attire	• Teacher intervention • Parent/guardian notification • Administrative notification • Security notification • Student required to change inappropriate attire	• Refer to counselor or support staff • 1-5 day in-school suspension • 1-10 day out-of-school suspension
Intimidation/Instigation	• Teacher intervention • Administrative notification • Security notification • Parent/guardian notification /conference • Refer to counselor or support staff	• Saturday Morning Detention (HS only) • 1-5 day in-school suspension • 1-10 day out-of-school suspension • Expulsion possible • Potential Police referral
Smoking/Tobacco Products and/or Possession of Lighters and Matches (Student No Smoking and Tobacco Products Use: Policy Code 5116)	• Teacher intervention • Administrative notification • Parent/guardian notification • Refer to counselor or support staff • Potential Police referral	• Saturday Morning Detention (HS only) • 1-5 day in-school suspension • 1-10 day out-of-school suspension
Threats	• Teacher intervention • Administrative notification • Parent/guardian notification • Refer to counselor or support staff • Psychological evaluation, if deemed necessary	• 1-5 day in-school suspension • 1-10 day out-of-school suspension • Potential Police referral • Expulsion possible
Using, Selling, Possessing, Distributing Controlled Substances: Alcohol, Drugs, or Paraphernalia	• Please see Drug and Alcohol Use or Possession by Students: Policy Code 6164.11 for Summarization of Administrative Regulations	• Parent/guardian notification
Weapon Possession and/or Facsimile or Replica (including fireworks)	• Administrative notification • Police/Fire Marshal referral • Refer to counselor or support staff	• Parent/guardian notification • 10-day out-of-school suspension • Expulsion possible

Section III - Respect and Courtesy

EXAMPLES OF CONDUCT REQUIRING DISCIPLINE	DISCIPLINE OPTIONS	
Cheating/Lying/Plagiarism (Refer to Trumbull High School Academic Honesty Agreement	• Teacher intervention • Administrative notification • Parent/guardian notification • Possible grade reduction • Saturday Morning Detention (HS only)	• Possible loss of credit • 1-5 day in-school suspension • 1-10 day out-of-school suspension • Expulsion possible
Harassment	• Teacher intervention • Administrative notification • Parent/guardian notification • Refer to counselor or support staff • Saturday Morning Detention (HS only)	• 1-5 day in-school suspension • 1-10 day out-of-school suspension • Expulsion possible • Possible Police referral
Insubordination	• Teacher intervention • Parent/guardian notification • Refer to counselor or support staff • 1-5 day in-school suspension	• Saturday Morning Detention (HS only) • 1-10 day out-of-school suspension • Expulsion possible
Racial or Other Discriminatory Slurs	• Teacher intervention • Administrative notification • Parent/guardian notification • Refer to counselor or support staff	• 1-5 day in-school suspension • 1-10 day out-of-school suspension • Expulsion possible • Possible Police referral
Refusal to Identify Self When Asked	• Teacher intervention • Parent/guardian notification • Administrative/Security notification	• Saturday Morning Detention (HS only) • 1-5 day in-school suspension • 1-10 day out-of-school suspension
Sexual Harassment (Policy Code 5131.4)	• Teacher intervention • Administrative notification • Parent/guardian notification • Detention (Elementary) • Refer to counselor or support staff	• 1-10 day in-school suspension • 1-10 day out-of-school suspension • Potential Police referral • Expulsion possible
Swearing; Obscene, Vulgar, Abusive, Inflammatory, or Disrespectful Language, Gestures, Attire, or Behavior	• Teacher intervention • Administrative notification • Parent/guardian Notification • Refer to counselor or support staff • Student required to change inappropriate attire	• Saturday Morning Detention (HS only) • 1-5 day in-school suspension • 1-10 day out-of-school suspension • Expulsion possible • Possible Police referral
Verbal or Gestural Abuse towards Staff	• Teacher intervention • Administrative notification • Parent/guardian notification • Refer to counselor or support staff	• 1-10 day in-school suspension • 1-10 day out-of-school suspension • Expulsion possible

Section IV- Respect for Personal and Public Property

EXAMPLES OF CONDUCT REQUIRING DISCIPLINE	DISCIPLINE OPTIONS	
Criminal Mischief/Graffiti	• Security notification • Restitution required • Parent/guardian notification • 1-10 day in-school suspension	• 1-10 day out-of-school suspension • Expulsion possible • Police report submitted

Littering	• Teacher intervention • Administrative notification • Security notification • Parent/guardian notification • Clean-up, removal • Possible Police referral	• 1-5 day in-school suspension • 1-10 day out-of-school suspension • Saturday Morning Detention (HS only)
Tampering with School Records	• Teacher intervention • Administrative notification • Parent/guardian notification • Possible Police referral	• Expulsion possible • 1-10 day out-of-school suspension
Theft or Possession of Stolen Goods	• Teacher intervention • Restitution required • Administrative notification • Security notification • Parent/guardian notification • Detention (Elementary)	• 1-10 day in-school suspension • 1-10 day out-of-school suspension • Expulsion possible • Possible Police referral
Throwing Objects	• Teacher intervention • Administrative notification • Parent/guardian notification • Verbal warning • Saturday Morning Detention (HS only)	• Detention (Elementary) • 1-5 day in-school suspension • 1-10 day out-of-school suspension • Expulsion possible • Possible Police referral
Vandalism	• Teacher intervention • Clean-up, restitution • Administrative notification • Parent/guardian notification	• 1-10 day in-school suspension • 1-10 day out-of-school suspension • Expulsion possible • Potential Police referral

High School Attendance Policy (TPS policy 5113)

For this policy in its entirety, and most recent updates please visit
https://www.trumbullps.org/board-of-education/policy

It is the responsibility of the parent/guardian to monitor his/her child's attendance via the District parent portal at www.trumbullps.org, student report card, and/or contacting the student's House Office.

It is the responsibility of the parent/guardian to report his/her child's absence to the school each day by calling the student's House Office between 7:30 a.m. – 9:30 a.m. and speaking with school staff directly or leaving a message on voicemail. Notification must be sent to the student's House Office upon his/her return within one school day after the student has returned from his/her absence. Notification must include the student's name, date(s) of absence, and reason for the absence along with a daytime phone number where a 3 5113/High School Attendance / Loss of Credit parent/guardian can be reached for verification. In addition, parents/guardians are encouraged to submit official verification of any activity for which verification is required in order for said activity not to count toward the student's absence bank.

Absence Bank and Loss of Credit

For each course, students will have an absence bank, consisting of both excused/verified and unexcused/unverified absences, which is a set number of absences before credit is lost in the course. For more information, please see Appendix A of this policy with calculations for each credit type.

For all courses, the student will lose the amount of credit designated for that particular course once the absent bank reaches more than 11% of the class meeting periods.

Attendance Thresholds	Full Credit Course (1.0)	Half Credit Course (0.5)	Quarter Credit Course (.25)
Number of Classes	169 days: 127 meetings	85 days: 64 meetings	43 days: 32 meetings
Days Missed Threshold 1st Notification (4%)	6 classes (4.7%)	3 classes (4.7%)	2 classes (6.25%)
Days Missed Threshold 2nd Notification (8%)	11 classes (8.7%)	6 classes (9.4%)	3 classes (9.4%)
Days Missed Loss of Credit (11%)	14 classes (11%)	8 classes (12.5%)	4 classes (12.5%)

A student who loses credit for a particular course due to excessive absences will need to seek approval from the student's House Principal and the THS Principal in order to retake said course in summer school.

1. Exclusions from Absence Bank Calculations

School-related activities do not count towards the absence bank limit. These include:

• bus delay or failure confirmed by the transportation provider;

• approved field trips, including curricular, co curricular, and extracurricular trips, as well as athletic and other school-sponsored events;

• extraordinary educational opportunities pre-approved by District administrators in accordance with Connecticut State Department of Education guidelines

• meetings with school personnel such as a school nurse, the student's school counselor, the student's case manager, etc.; and

• suspension or expulsion from school.

Certain other activities also do not count towards the absence bank limit provided that official verification is provided to the school. These include:

• college visitations, up to two per year, for 11th- and 12th-graders (documentation from the college required);

• mandated court appearances (documentation from the court clerk or attorney required);

• death in family (documentation verifying relationship required);

• student illness requiring absence (documentation from treating health care professional required), not including non-illness-related appointments with health care professionals that can be made outside regular school hours; and

• religious observance (documentation of religious observance required)

• mental health days, up to two non-consecutive days, during the school year. Such absence is to permit the student to attend to his/her emotional and psychological well-being in lieu of attending school (documentation from parental/guardian required), such absence(s) shall be identified as a "mental health wellness day."

A student will be exempt from the absence bank provisions of this policy if it is so noted on the student's IEP, Section 504, or Individualized Health Care Plan.

2. Excused/Verified Absences in the Absence Bank

Absences beyond those in Section I.C.1 above will be considered excused/verified provided that a parent/guardian note is presented to the House Office within the previously mentioned one-school-day timeframe.

Students with excused/verified absences from school or class will be given appropriate opportunity to make up class work they have missed in order to complete curriculum requirements. Failure on the part of the student to complete his/her responsibility in making up missed work will impact his/her grade.

3. Unexcused/Unverified Absences in the Absence Bank

Absences beyond those in Section I.C.1 above will be considered unexcused/unverified if a parent/guardian note is not presented to the House Office within the previously mentioned one-school-day timeframe. Class cuts will also count as unexcused/unverified absences. A class cut is defined as any time a student has reported to school but does not report to his/her designated class, and does not have staff permission to be in any other location. Class cuts may not be excused/verified by a parent/guardian phone call or note. Class cuts are subject to disciplinary action as set forth in Board of Education Policy 5131, "Student Standard of Conduct."

As a result of a class cut or an unexcused/unverified absence, a student will not earn credit for class work/assessments missed and will not be provided makeup privileges.

If unexcused/unverified absences, including class cuts, amount to more than 50% of a student's total absences, the student may not be eligible to retake said course in summer school.

Absences and Participation in Extracurricular Activities

Any student who has not reported to school or is not present for at least half of the scheduled school day is considered absent from school. Students who are considered absent from school will not be permitted to participate in any extracurricular activity (e.g., athletic practice, game, rehearsal, performance, etc.). Coaches and advisors will monitor attendance to ensure compliance with this regulation. Exceptions to this policy will be considered by the Principal or his/her designee only upon receipt of a written request from the parent/guardian and will be handled on an individual basis.

Notification of Potential Loss of Credit

The parent/guardian will receive a formal notification letter from the school upon a student's crossing of each attendance threshold.

• The first notification will be sent once a student has missed 4% of the scheduled class meeting periods accumulated to the student's absence bank. See above section 1.C Absence Bank for a table with examples.

• The second threshold notification will be sent once a student has missed 8% of the scheduled class meeting periods accumulated to the absence bank. See above section 1.C Absence Bank for a table with examples.

Appeals Procedure

Once a student loses credit in a course, the student will have the opportunity to appeal the loss of credit through the submission of an appeals packet designed to provide evidence demonstrating that his/her excessive absences were necessary. Whatever is submitted at this time should be supplemental to any documents that were required as per the policy of reporting absences within a one-school-day time period after the student has returned from his/her absence. The completed appeals packet must be received no later than the last class day of the semester in which credit has been lost, unless otherwise notified.

There will be one non-House-specific Appeals Board for the school. The Appeals Board will have five members made up of two general education teachers, one special education teacher, a school counselor, and an administrator. This Appeals Board will review submitted documents, make a decision, and rule on cases. If class cuts (unexcused/unverified) amount to more than 50% of a student's total absences, the student will automatically be disqualified for credit recovery. The Appeals Board will make its decision based on the data provided at the time the absences occurred and any pertinent supplemental documents. The Appeals Board will review pertinent student academic and attendance records maintained by the District before making a decision.

If at least three of the five Appeals Board members vote in favor of credit recovery, the student and parent/guardian will receive a phone call and a letter mailed to the home informing them of the Appeals Board's affirmative decision. If at least three of the five Appeals Board members vote against credit recovery, the student and parent/guardian will receive a phone call and a letter mailed to the home informing them of the Appeals Board's negative decision.

In rare cases of extenuating circumstances, an affirmative decision to grant credit recovery may be made by the student's House Principal after discussion with the THS Principal. The House Principal will document his/her decision in writing in a letter mailed to the home.

Forms to support the implementation of this policy will be developed and reviewed periodically by the Assistant Superintendent or his/her designee.

Regulations for Determining Truancy

Solely for determining truancy, in accordance with Connecticut General Statutes, "absence" means an excused absence, unexcused absence, or disciplinary absence, as those terms are defined by the Connecticut State Board of Education. For purposes of this definition, a student is considered to be "in attendance" if present at his/her assigned school, or an activity sponsored by the school (e.g., a field trip), for at least half of the school day.

The Trumbull Board of Education recognizes the importance of early intervention for students exhibiting truancy behavior, and for that purpose distinguishes between "excused absences" and unexcused absences" as follows:

A student's absence from school shall be considered "excused" if written documentation of the reason for the absence has been submitted within ten (10) school days of the student's return to school or in accordance with Section 10-210 of the Connecticut General Statutes and meets the following criteria:

• For absences one (1) through nine (9) in a school year, a student's absences from school are considered excused when the student's parent/guardian approves such absence and submits appropriate documentation;

• For the tenth (10th) absence and all absences thereafter in a school year, a student's absences from school are considered excused for the following reasons: student illness if verified by an appropriately licensed medical professional; student's observance of a religious holiday; death in the student's family or other emergency beyond the control of the student's family; mandated court appearance if supported by appropriate additional documentation; the lack of transportation that is normally provided by a district other than the one the student attends; or extraordinary educational opportunities pre-approved by District administrators in accordance with Connecticut State Department of Education guidelines and Section IV below.

A student, age five to eighteen, inclusive, whose parent/guardian is an active duty member of the armed forces, as defined in Connecticut General Statutes § 27-103, and has been called to duty for, is on leave from, or has immediately returned from deployment to a combat zone or combat support posting, shall be granted ten days of excused absences in any school year. In the case of excused absences pursuant to this paragraph, such student and parent/guardian shall be responsible for obtaining assignments from the student's teacher prior to any period of excused absence, and for ensuring that such assignments are completed by such student prior to his/her return to school from such period of excused absence.

A student's absence from school shall be considered "unexcused" if it does not meet the criteria to be considered an "excused" absence and if it is not the result of school or District disciplinary action.

Based on the definitions above, a "truant" is a child aged five to eighteen, inclusive, who has four (4) unexcused absences in one month, or ten (10) unexcused absences in one year.

Based on the definitions above, a "chronically absent" student is a child who has accumulated a total number of absences at any time during a school year that is equal to or greater than ten percent of the total number of days that such student has been enrolled at the school during the school year.

Students who arrive late to school or class

Please remind your student that punctuality remains important and vital to student performance. We recognize that the mornings are very busy on our campus; however, students and families are asked to plan for any potential delays where possible.

Our house offices and classroom teachers will track any student tardiness through Infinite Campus in 2025-2026. Students are expected to sign or scan in upon arrival at school. Should a pattern of being tardy (unexcused) become evident, consequences may progress to include parent notification, loss of privileges, detentions (lunch, afterschool, or Saturday morning), or suspension. Please note: Excessive tardies can result in student's being marked absence for a class period which could impact the TPS *High School Attendance Policy (TPS # 5113)*. Students and families must remain mindful of the correlation between attendance in classes and receiving credit towards graduation requirements. Please visit the Absence Bank visual aid for reference in the policy or in this handbook on page 52.

Tardy to School Procedure

Students are expected to be in school at 7:27 a.m. each day.

7:25	Warning Bell
7:27	First Class of the Day
8:26	First Class of the Day ends
8:26-8:31	Passing to Second Class of the Day
8:31	Second Class of the Day begins

In order to encourage punctuality, the following tardiness regulations are used:.

A. Any student who is tardy to the first class of the day needs to sign in on IC at the front of the building or House office. IC will create a pass for students to bring to class. If a student has a hand written note please have them submit the note to House offices.
B. There will not be a reset of (tardy) numbers at the beginning of the second semester. This is a tardy-to-school tracking method, intended to encourage students to arrive on our campus and get to all classes on time.
C. Time Slot 1 Study Hall: Students in grades 11 and 12 with a Time slot 1 study hall may submit the form to have late arrival, which can be found in the House office. Students with late arrival may report directly to their period 2 class. Students excused from 1st time slot study hall must be on time for time slot 2 class.

Tardy to Class

Students are expected to be in your scheduled class when the bell rings to begin the period. Students are considered tardy to class when you arrive after the bell without a written excuse. Students who are tardy (both excused/verified and unexcused/unverified) and miss a good portion of a class will be marked as absent for the class. This absence will count towards the absence bank, and the excused/verified, unexcused/unverified designation will apply towards determining eligibility for making up work missed.

Late Arrival and Early Dismissal

Students are expected to be in school on time and stay until the end of school at 2:25 p.m. If a student must leave before that time, he/she must have permission from your parent/guardian. All requests are made using Infinite Campus (IC) parent portal. The request is then verified by each house office.

When students arrive late, leave school, and/or return to school for any reason, students must report to the House Office. The student will sign in or out using the IC portal and receive a printed pass.

If you become ill during the school day, you report to the school nurse who will then determine whether or not your parent/guardian should be called to arrange for your dismissal. Under no circumstances should you leave school without permission. Students who leave school grounds without permission are subject to disciplinary action.

If an early dismissal request is for an excused/verified absence from an instructional period or periods, the student must submit an electronic request from a parent/guardian using IC. If the request is not received, the absence will be considered a class cut or an unexcused/unverified absence.

Late Arrival/Early Release (Grades 11 and 12 only): Seniors and juniors with assigned study halls either Time Slot 1, 2, 7, or 8 will be excused from school with parental permission and completion of necessary documentation. This privilege may be revoked as a result of disciplinary action or academic need/failure. Forms for this privilege may be obtained in your house office. You must fill in the day, time slot, and class period. The form must be signed by both a parent/guardian and school counselor **each semester.**

Juniors and seniors requesting early release or late arrival from school should do so during course selection in the spring of the preceding year. Please keep in mind that requesting “Early Release” or “Late Arrival” is not a guarantee that it will be included on a student’s final schedule. No Early Dismissal will be granted for underclassmen unless approved by administrative directive due to the unusual circumstances of the request.

It is a privilege to arrive late and leave early. If this privilege is abused or an academic or attendance issue arises, it will be revoked at the discretion of the House Principal and/or Dean of Students.

Academic Integrity Policy (TPS policy 5121)

For this policy in its entirety, and most recent updates please visit
https://www.trumbullps.org/board-of-education/policy

The Academic Integrity Policy will be presented to first-year students via their Advisory in the beginning of the school year. A follow-up lesson will be presented in Freshman Foundations to reinforce the importance of Academic Honesty.

Trumbull High School is dedicated to developing the academic potential of every student. We are committed to promoting ethical conduct appropriate to a responsible individual in a democratic community. Cheating and plagiarism are serious violations that undermine learning, hamper competence, and diminish ethical behavior. This conduct prohibits both teachers and students from knowing a student's true academic ability; furthermore, it erodes the trust that is so vital to any community.

Students are responsible for knowing what is considered acceptable behavior and what a transgression of academic honesty is. If in doubt, they should consult with their teachers. All assigned student work should be done individually, unless the teacher directs otherwise.

Cheating includes:

- Using any unauthorized aid during an exam or any teacher-given assessment;
- Giving or receiving answers during a test as well as securing answers from others;
- Accessing, without permission, a test before it is given;
- Using summaries or other aids to substitute for doing assigned reading (e.g. SparkNotes, Cliff Notes);
- Using a computer to translate text from one language to another and submitting it as your own translation;
- Taking credit for group work when you have not offered an appropriate share of the work;
- Exchanging assignments with other students;
- Turning in any assignment as your own when it is the work of others, wholly or in part, word-for-word or paraphrased;
- Giving another student work that will be copied, paraphrased, or used in any way to represent that student's work;
- Giving the impression that the notes of one student are your own;
- Maintaining knowledge of any cheating without notifying school officials.

Plagiarism is defined as "the act of representing the work, words, images, data, or ideas of others as your own without properly citing the source."

Plagiarism includes:

- Copying or paraphrasing the words or ideas of others from AI rescourses, books, magazine articles, and other sources;
- Copying or paraphrasing the words or ideas of other students, parents, siblings, or other family members and friends;
- Copying or representing the academic work of others including any assignments as if they are your own;
- Submitting purchased papers as your own;
- Submitting your own work that you have done for one class as an original assignment for another class;
- Offering your work to others whether or not you believe it will or will not be copied.

Alternative to plagiarism and cheating:

Trumbull High School provides academic support to students in order to help them achieve success honestly and honorably. Students should seek out help and advice from these resources in order to avoid cheating or plagiarism. Resources include utilizing their teachers and the Library Media specialists, as well as using the program Turnitin.com. True student achievement is a product of the following:

1. Being prepared. Balance your workload, extracurricular, and co-curricular activities with your needs in your personal life in order to best meet your academic obligations.
2. Making every effort to fully understand the assignment and the assessment rubric used to evaluate that assignment. If you have a need for clarification, speak to your teacher. Do not rely solely on the information given to you by other classmates.
3. Gathering your own thoughts before writing a paper. Do not read someone else's paper before writing your own. If you do so, and then use any of the same ideas as that person, you will need to credit him or her for those ideas on your own paper.
4. Being aware of and using all avenues of support available to you. If you need help beyond the classroom, seek out your instructor, other department members, a peer tutor, or another adult with expertise in the subject matter.
5. Consider all assignments to be individual, unless the teacher states otherwise.
6. Being organized. Have your notes in an orderly and accessible format so as to make studying for tests or writing a paper easier.
7. Keeping current of all of your assignments. Do not fall behind in your reading, etc. The need to read an entire novel or chapter the evening before an exam will certainly affect your performance on that assignment.
8. Citing each person or source whose ideas or solutions to a problem you have used or paraphrased in an assignment.
9. Knowing what constitutes cheating and plagiarism so as to avoid an unfavorable situation.

Alternative Education Programs (TPS policy 6172)

For this policy in its entirety, and most recent updates please visit
https://www.trumbullps.org/board-of-education/policy

The Trumbull Board of Education is dedicated to providing educational options for all students within available financial constraints, recognizing that there will be students in the District whose needs and interests are best served by participation in an alternative education program.

"Alternative education" means a school or program maintained and operated by the Board that is offered to students in a nontraditional educational setting and addresses the social, emotional, behavioral, and academic needs of such students. For purposes of this policy and the guidelines of the Connecticut State Department of Education (CSDE), "alternative education" does not include private schools, homeschooling, "School Choice", adult education, approved private special education programs, gifted and talented programs, and schools or programs within the Connecticut Technical High School system.

Guidelines for Alternative Education Settings

The Board shall provide alternative education to students in accordance and compliance with the "Guidelines for Alternative Education Settings" established by the Connecticut State Department of Education (CSDE). For additional information please contact a member of our school counseling department.

Prohibition Against Sexual Harassment of Students and Personnel (TPS Policy 5145.5)

For this policy in its entirety, and most recent updates please visit shttps://www.trumbullps.org/board-of-education/policy

Policy Statement The Trumbull Public Schools recognize that sexual harassment, including sexual assault, is unlawful sex discrimination. The Board of Education (Board) prohibits sex discrimination/sexual harassment in the District's education program or activities. Education program or activity includes locations, events, or circumstances over which the school exercises substantial control over both the respondent (alleged perpetrator of sexual harassment) and the context in which the sexual harassment occurs.

In addition to occurring on school grounds, sexual harassment may potentially occur off campus, in places or situations where athletic and extracurricular activities occur, on field trips, on the school bus, at school related conferences or through use of school technology. Schools shall respond to sexual harassment occurring in the District's education program or activities for which they have "actual knowledge." "Actual knowledge" means notice of sexual harassment or an allegation of sexual harassment brought to the attention of the Title IX Coordinator, any official of the school who has authority to institute corrective measures on the behalf or the school, as well as to any other employee of an elementary and secondary school.

Sexual harassment may take the form of student-on-student, employee-on-student, employee-onemployee, student-on-employee sexual harassment, or may be perpetrated against students or employees by third parties under the control of the District. Students who engage in proven sexual harassment may be subject to discipline, up to and including expulsion. Employees who engage in proven sexual harassment may be subject to disciplinary action, up to and including termination, as well as other action required under the law.

Regulations

This regulation shall govern reports and complaints of sexual harassment made by or against students and employees alike.

Only reports/complaints of sexual harassment in violation of Title IX are governed by this regulation. The grievance process required for formal sexual harassment complaints contained in this regulation does not apply to complaints alleging discrimination based on pregnancy, different treatment based on sex, or other forms of sex discrimination. Reports of sex discrimination other than sexual harassment shall be made and addressed in accordance with the District policies and regulations governing non -discrimination/sex discrimination.

The District will respond to all incidents of sexual harassment: (a) of which it has actual knowledge, and (b) that occurs within the school's education program or activity and (c) occurs against a person in the United States.

"Actual knowledge" means notice of sexual harassment or an allegation of sexual harassment brought to the attention of the Title IX Coordinator, any official of the school who has authority to institute corrective measures on the behalf or the school as well as to any employee of an elementary and secondary school. Accordingly, any District employee with actual knowledge that sexual harassment is occurring shall notify the District's Title IX Coordinator.

Education program or activity includes locations, events, or circumstances over which the school exercises substantial control over both the respondent (perpetrator of sex discrimination/sexual harassment) and the context in which the sex discrimination/sexual harassment occurs. In addition to occurring on school grounds, sex discrimination/sexual harassment may potentially occur off

campus, in places or situations where athletic and extracurricular activities occur, on field trips, on the school bus, at school related conferences or through use of school technology depending upon whether the District exercises control over both the respondent and the context in which the sexual harassment occurs.

Hazing (TPS policy 5131.91)

For this policy in its entirety, and most recent updates please visit
https://www.trumbullps.org/board-of-education/policy

Policy Statement

It is the policy of the Trumbull Public Schools that no student or adult shall participate in or be a member of any secret fraternity, sorority, or secret organization that is in any degree related to the school or to a school activity. No student or adult organization or any person associated with any organization sanctioned or authorized by the Board of Education shall engage or participate in hazing.

"Hazing" is defined as any activity which recklessly or intentionally endangers the mental or physical health or safety of a student for the purpose of initiation into, admission into or affiliation with, or as a condition for continued membership in, any organization sanctioned or authorized by the Board of Education.

"Endanger the mental health" shall include, but is not limited to, any activity, except those activities authorized by law, which would subject the individual to extreme mental stress, such as prolonged sleep deprivation, forced prolonged exclusion from social contact, forced conduct which could result in extreme embarrassment, or any other forced activity which could adversely affect the mental health or dignity of the individual.

"Endanger the physical health" shall include, but is not limited to, any brutality of a physical nature, such as: whipping; beating; branding; forced calisthenics; exposure to the elements; forced consumption of any food, alcoholic beverage, drug, or controlled dangerous substance; or any other forced physical activity which would adversely affect the physical health or safety of the individual.

Any hazing activity upon which the initiation into, admission into or affiliation with, or condition for continued membership in, an organization sanctioned or authorized by the Board of Education is conditioned, directly or indirectly, shall be presumed to be a forced activity, even if the student willingly participates in such activity.

This policy is not intended to deprive appropriate Board employees from taking necessary and appropriate disciplinary action toward any student or employee.

Students or employees who violate this policy will be subject to disciplinary action which may include suspension and expulsion for students and termination for employees.

Regulations

I. Definitions:

"Hazing" is defined as any activity which recklessly or intentionally endangers the mental or physical health or safety of a student for the purpose of initiation into, admission into or affiliation with, or as a condition for continued membership in, any organization sanctioned or authorized by the Board of Education. The term includes, but is not limited to:

A. Requiring indecent exposure of the body;

B. Requiring any activity that would subject the person to extreme mental or physical stress, such as, but not limited to, sleep deprivation, extended isolation from social contact, exposure to inclement weather, or any activity that would adversely affect the mental or physical health or safety of the individual;
C. Confinement of the person to unreasonably small, unventilated, unsanitary, unlighted, or restricted areas;
D. Any assault upon the person, including, but not limited, any type of physical brutality such as whipping, beating, striking, branding, electronic shocking, or placing a harmful substance on the body;
E. Requiring the ingestion of any substance or any other physical activity which could adversely affect the health or safety of the individual.
F. Any activity that intimidates or threatens the student with ostracism, stress, embarrassment, shame or humiliation, adversely affects the mental or physical health or dignity of the student, or discourages the student from remaining in school or in the organization.
G. Any activity that causes or requires the individual to perform a task that involves violation of state or federal law or of Board policies or regulations.

II. Reporting Procedures

A. Any person who believes he/she has been the victim of hazing, or any person with knowledge or belief of conduct which may constitute hazing, shall report the alleged acts immediately to an appropriate Trumbull Public Schools employee designated by this policy.
B. The building principal is the person responsible for receiving reports of hazing at the building level. Any person may report hazing directly to the Assistant Superintendent or to the Superintendent.
C. Teachers, coaches, athletic directors, administrators, volunteers, contractors, and other employees of the school district shall be particularly alert to possible situations, circumstances or events which might include hazing. Any such person who receives a report of, observes, or has other knowledge or belief of conduct which may constitute hazing shall inform the building principal immediately.
D. Submission of a good-faith complaint or report of hazing will not affect the reporter's or potential victim's future grades, activity participation, employment, or work assignments.

III. Investigation Procedure

A. All reports of hazing will be investigated by the school principal. During the investigation, steps should be taken, when necessary, to protect the reporter, potential victim, and/or others. The Superintendent may authorize a third-party investigation instead of or in addition to the school principal's investigation.
B. A written report on the investigation and its results will be submitted to the Superintendent. Where potential violations of criminal law may have occurred, the principal or Superintendent shall notify the appropriate law enforcement agency.
C. Students or employees who violate this policy will be subject to disciplinary action which may include suspension and expulsion for students and termination for employees. Disciplinary consequences will be sufficiently severe to deter violations and to appropriately discipline prohibited behavior.

IV. Reprisal

The District will discipline or take appropriate action against any student, teacher, coach, athletic director, administrator, volunteer, contractor, or other employee of the District who retaliates against any person who makes a good-faith report of alleged hazing or against any person who

testifies, assists, or participates in an investigation, or against any person who testifies, assists, or participates in a proceeding or hearing relating to such hazing. Retaliation includes, but is not limited to, any form of intimidation, reprisal, or harassment.

V. Dissemination of Policy

This policy, in its entirety, must be published in each school's student handbook. It is the responsibility of the lead advisor/coach for each school club, organization, or athletic team to explain this policy to all student and adult participants on a regular basis, including, at minimum, when the club, organization, or athletic team begins its work each year or season.

Student Dress (TPS policy 5132)

For all policies and most recent updates please visit www.trumbullps.org/board-of-education/policy

Policy Statement

To promote a proper learning environment, a dress code for students of the Trumbull Public Schools must be implemented which assures that the student attire and grooming are clean and neat, and do not constitute a threat to the health and safety of others.

Therefore, when a student's appearance or mode of dress conflicts with the regulations of this policy, or constitutes a threat to health or safety, the student shall be required to adhere to the modifications recommended by the building administrator.

The specifics below are not intended to be all-inclusive, but shall apply as basic standards for all students:

1. Caps, hats and bandanas will not be worn in the elementary and middle schools except for religious and medical reasons and not in the classroom or assemblies at the high school, unless permitted by teachers and/or administrators.
2. Footwear is required, must be appropriate and safe for indoor and outdoor activity.
3. Shirts and tops must completely cover the midriff and lower back when sitting or standing. Clothing should also provide appropriate coverage at the neckline. No tank tops, halter tops, spaghetti straps, muscle shirts, or see through clothing shall be worn in school.
4. Outerwear, such as coats, jackets, and windbreakers, shall not be worn in the classroom during the school day.
5. Shorts, skirts, dresses, and other clothing must completely cover the mid-thigh.
6. No clothing or accessories shall be allowed that promote the use of alcoholic beverages, tobacco, and/or controlled substances; display racial, ethnic, and/or gender slurs/symbols; depict violence, profanity, gang involvement or is of a sexual nature; or is otherwise of a disruptive nature.
7. Undergarments shall not be visible at any time.
8. Prohibited items include (1) any attire and/or accessory that may present a safety hazard to the student, other students or the staff, (2) sleepwear, and (3) sunglasses, except for medical reasons.

The school administration shall have the authority to implement the Student Dress Policy in a manner that is age and developmentally appropriate. All students are expected to adhere to the Trumbull Public School Student Dress Policy. Monitoring will be done by all faculty and staff of the Trumbull Public Schools. Student violations of the Student Dress policy shall be handled by the principal or the principal's designee in accordance with the Trumbull Public School Code of Conduct.

Student Network/Internet Use (TPS policy 6141.321)

For this policy in its entirety, and most recent updates please visit
www.trumbullps.org/board-of-education/policy

Policy Statement

The Trumbull Board of Education recognizes the educational value of technology and the benefit of its availability in the schools and, therefore, provides students access to interconnected computer systems within the District and to the Internet. This access will be contingent upon teacher supervision and prior classroom training. The purpose of this access is to promote the exchange of information to further education and research. With this educational opportunity comes the responsibility to protect the safety and welfare of the students. In order for the District to be able to continue to make this access available, all students must take responsibility for its appropriate and lawful use. Students must understand that one student's misuse of the network and Internet may jeopardize the availability of this resource.

All users and their parents/guardians are advised that access to the electronic network includes the potential for access to materials inappropriate for school-aged students. All reasonable efforts will be made to ensure that students are not accessing such material. These efforts will include filtering software and various methods of monitoring including, but not limited to, teacher supervision and electronic monitoring. While teachers and other staff will make reasonable efforts to supervise student use of this technology, they must have student and parent cooperation in exercising and promoting responsible use of this tool.

All students, without exception, will be required to have in place a signed Network/Internet Use Agreement before they are permitted access to the network/Internet. A new agreement will be required at the beginning of each level of school (elementary, middle, and high) or whenever a new student enters the system. Both the student and his/her parent/guardian must sign this agreement. If the student is 18 or older, a parent/guardian signature is not required.
The use of the network/Internet is a privilege, not a right. If any user violates this policy, access will be denied or withdrawn and the user may be subject to additional disciplinary action including, but not limited to, suspension and/or expulsion.

Bring Your Own Device (BYOD) and Protocol for the Use of Technology in the Schools (TPS policy 6141.328)

For this policy in its entirety, and most recent updates please visit
https://www.trumbullps.org/board-of-education/policy

It is the policy of the Trumbull Board of Education to ensure that the use of electronic devices does not interfere with the learning process or environment. The Trumbull Board of Education realizes that technology can be beneficial to the education process when used in an appropriate manner.

Regulations

1. Trumbull High School is not liable for any device that is stolen or damaged. Responsibility to keep the device secure rests with the individual owner. If a device is stolen or damaged, it will be handled through the administrative office as other personal items are stolen or damaged.
2. WITH STAFF PERMISSION, electronic devices may be used in classrooms during instructional time. Use of these devices, both in the classroom and throughout the building, is subject to all district policies regarding electronic devices and network/internet usage.
3. Taking photos or recording a classroom lesson without prior teacher approval is prohibited.
4. Students will be subject to disciplinary action, including confiscation of the electronic device if the device is being used in ways deemed prohibited. For the first offense under the administration's discretion, the student may retrieve said device after the school day concludes. Repeated violations of the regulations will result in further disciplinary action as per the Student Handbook section on "Students Rights and Responsibilities."

Selection of Instructional Material (TPS policy 6161.1)

For this policy in its entirety, and most recent updates please visit www.trumbullps.org/boe/pac/policies

Per TPS Policy 6161.1, parents/guardians have the right to inspect any instructional materials, regardless of format, used as part of the educational curriculum.

Integrated Pest Management (TPS policy 3524.1)

Per TPS Policy 3524, parents/guardians may register for prior notice of pesticide application by submitting a request by first-class or electronic mail to the appropriate school principal.

Regulations and Personal Rights Violations

The Trumbull Public Schools shall promote non-discrimination and an environment free of harassment based upon an individual's race, color, religious creed, religion, sex, age, national origin, ancestry, marital status, sexual orientation, gender identity or expression, disability (including, but not limited to, blindness), genetic information, status as a veteran or any other basis prohibited by Connecticut State and/or Federal non-discrimination laws. The District provides equal access to the Boy Scouts, Girl Scouts, and other designated youth groups.

Inquiries regarding the Civil Rights Act of 1964-Title VI, Education Amendments of 1972-Title IX, or the Rehabilitation Act of 1973-Section 504 should be made to the following persons at the Long Hill Administration Building, located at 6254 Main St., Trumbull, CT 06611:

Title VI	Superintendent of Schools	452-4301
Title IX	Director of Human Capital	452-4343
Section 504	Director of PPS	452-4352

Grievance procedures for Titles VI, IX, and Section 504 are in the Board of Education policy.
https://www.trumbullps.org/board-of-education/policy