

Hillcrest Middle School

530 Daniels Farm Road · Trumbull, CT 06611

203-452-4466



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Katie Laird, Assistant Principal

Tracy McCullough, School Nurse

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HILLCREST

MIDDLE SCHOOL

530 Daniels Farm Road
Trumbull, CT 06611
203-452-4466

Dear Hillcrest Hawk,

Welcome to a new school year at Hillcrest Middle School! Whether you're just joining us or returning for another exciting year, we're so glad you're here. At Hillcrest, every student and staff member is an important part of our community, and we're looking forward to the energy, ideas, and leadership you'll bring.

Hillcrest is a place where everyone learns, achieves, and contributes. As Hawks, we hold ourselves to high standards—not only in academics, but also in how we treat one another. With clear expectations and a shared commitment to our core values, we create a welcoming environment where every student can thrive.

This year, we encourage you to embrace every opportunity to learn, grow, and lead. Keep our SOARR values—Safety, Ownership, Attitude, Respect, and Responsibility—at the heart of everything you do. These values are what guide us, lift us, and help us fly higher together.

We believe in you and can't wait to see all the amazing things you'll accomplish this year. Let's go Hawks!

Sincerely,

Mr. Rickert and Mrs. Laird

PBIS BEHAVIORAL EXPECTATIONS:



HILLCREST HAWKS SOARR...	CLASSROOM	CAFETERIA	BATHROOMS/ LOCKER ROOMS	HALLWAYS	BUS
Safety	-Keep hands and feet to self -Use school and personal materials appropriately	-Use designated entrances/exits -Report accidents	-Report problems -Use facilities appropriately	-Keep hands and feet to self -Walk	-Stay in your seat -Enter and exit in an orderly manner -Report problems
Ownership	-Actively participate -Seek help when needed -Do your own work	-Pay your own way -Make healthy choices -Clean up after yourself	-Clean up after yourself -Use facilities in a timely manner	-Secure locker -Keep locker and hall clean -Report accidents	-Check your seat for personal belongings -Keep your area clean
Attitude	-Do your personal best -Accept constructive feedback	-Include all -Be helpful and polite -Be tolerant of personal food choices	-Keep facilities clean	-Listen to adults -Be helpful	-Be kind to classmates and bus drivers -Share seats
Respect	-Follow directions -Use appropriate language -Respect individual differences -Maintain personal space and property	-Follow directions -Use good table manners -Use appropriate language	-Use appropriate language -Maintain privacy of others	-Use inside voice -Use appropriate language -Maintain personal space and property	-Listen to the bus driver -Use appropriate language
Responsibility	-Come prepared -Arrive on time -Complete assignments on time	-Wait your turn -Follow pass procedure -Stay in assigned area	-Use good hygiene -Use pass procedure	-Follow pass procedure -Arrive on time	-Keep your body and belongings to yourself

Student Schedule Day 1				
Time	Period	Subject	Room	Teacher
	1			
	2			
	3			
	4			
	5			
	6			
	7			

Student Schedule Day 2				
Time	Period	Subject	Room	Teacher
	1			
	2			
	3			
	4			
	5			
	6			
	7			

Unified Arts - Trimester 2	
Day 1	
Day 2	

Unified Arts - Trimester 3	
Day 1	
Day 2	

Trumbull Public Schools Calendar 2026-2027



- ☐ No school
- ☐ No school for students; teacher work day
- ☐ Early closing for students and staff
- ☐ Early closing for grades PK-5
- ☐ Early closing for grades PK-8
- ☐ Early closing for grades 6-8
- ☐ Early closing for grades 9-12
- ☐ Early Closing for students
- ☐ 186 Teacher Days, 181 Student Days

AUGUST - 3 days

M	T	W	TH	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28
31				

20,21 New Teacher Orientation
24,25,26 Educator PD Days
27 First Day for Students (full day)

JULY - 0 days

M	T	W	TH	F
1	2	3		
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	31

SEPTEMBER - 20 days

M	T	W	TH	F
1	2	3	4	
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30		

7 Labor Day
15 Early Dismissal
12 Rosh Hashanah
21 Yom Kippur

OCTOBER - 21 days

M	T	W	TH	F
1	2			
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

12 Columbus/
Indigenous Peoples' Day
27 Afternoon Conf. PK-8
29 Afternoon Conf. PK-5

NOVEMBER - 18 days

M	T	W	TH	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30				

3 Election Day
5 Evening Conf. Pre K-5
8 Diwali
10 Aft/Eve Conf. 6-8
12 Aft/Eve Conf. 9-12
17 Early Dismissal
26 - 27 Thanksgiving Recess

DECEMBER - 17 days

M	T	W	TH	F
1	2	3	4	
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30	31	

23 Early Dismissal
24-31 Winter Recess
25 Christmas Day

JANUARY - 19 days

M	T	W	TH	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

1 New Year's Day
18 Martin Luther King, Jr. Day
19 Early Dismissal

FEBRUARY - 17 days

M	T	W	TH	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26

12 Long Weekend
15,16 Presidents' Day
Washington's Birthday
12 Reserved as a "snow" make-up day
26 Good Friday
29 Teacher PD Day

MARCH - 20 days

M	T	W	TH	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30	31		

4 Aft/Eve Conf. Gr 9-12
9 Eid al-Fitr
16 Aft/Eve Conf Gr 6-8
18 Aft/Eve Conf. PK-5
26 Good Friday
29 Teacher PD Day

APRIL - 17 days

M	T	W	TH	F
1	2			
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

12 -16 Vacation Week

MAY - 20 days

M	T	W	TH	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28
31				

18 Early Dismissal
31 Memorial Day

JUNE - 9 days

M	T	W	TH	F
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30		

11 Planned Last Day of School
19 Juneteenth
Last 2 days of school are early closing for students.
14-22 Reserved as "snow" make-up days

June 11 is the planned last day of school. Snow days, up to a maximum of 7, will be added to the end of the school year. If needed, an additional day will be taken from the February Long Weekend: February 12-16. If an 8th day is needed, or if an additional day is needed after the February Long Weekend, that day will be recovered on the March PD Day, which will be a legal day. Teachers will then attend one more day in June.

K-12 progress reporting periods, and report card dates, are maintained and updated on the TPS website: "Teaching & Learning," then "Assessment."

BOE Approved 10/28/25

TRUMBULL PUBLIC SCHOOLS

Mission Statement

The Trumbull Public School System, in partnership with the community, strives to meet the educational needs of all students within a challenging and supportive academic environment that empowers each student to become a life-long learner and to live and participate in a democratic, diverse and global society.

Core Beliefs

The Trumbull Public School System, in partnership with the community, strives to meet the educational needs of all students within a challenging and supportive academic environment that empowers each student to become a life-long learner and to live and participate in a democratic, diverse and global society.

- We believe that all individuals are capable of learning.
- We believe that all individuals should have the resources necessary to achieve success within a challenging curriculum.
- We believe that a family, school, and community partnership is essential to our success.
- We believe that a safe and orderly environment is critical to learning.
- We believe that there is strength in diversity and that all individuals are worthy of our respect and dignity.
- We believe that our school climate must be welcoming, caring, and supportive for all members of the learning community.
- We believe that a reflective evaluation of present practices and processes is necessary in order to plan for our future.



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SECTION ONE - Introduction

WHAT IS A MIDDLE SCHOOL?

PHILOSOPHY

"Middle schoolers benefit from an increasing focus on autonomy, belonging, competence, and identity. Every day, our diverse middle schoolers develop as they engage with the world around them. They socialize with peers and interact with their families and caregivers. They encounter new decisions and make complex life choices. They consume media and express themselves creatively. Along the way, they construct the attitudes, values, and dispositions that will form who they become as adults. Each of these moments is a learning opportunity and the stakes are high; young adolescents' personal development and academic growth during these middle grades years can dramatically impact their futures. The quality of students' middle school experience substantially affects their overall sense of well-being and, in particular, their later chances for high school completion and post-secondary success. Moreover, they need the ability to solve complex interdisciplinary problems, both individually and in collaboration with others." *This We Believe from The Association of Middle Level Education*, by Dr. Penny Bishop and Dr. Lisa Harrison.

We believe our students need strong role models and an opportunity to form close connections with adults and peers. In an atmosphere of trust, honesty, and guidance, our students need to discuss what is important to them. Opportunities for meaningful dialogue will help them understand that they are not alone and will foster a deeper understanding and compassion for the feelings of others. They need clear expectations, limits, and standards of behavior from the important adults in their lives.

The Trumbull Middle Schools aspire to be a community of learners born of respect, trust, and courage. Our team structure allows us to challenge student growth—both academically and personally. Through small communities of learning (teams), flexible groupings, and a diversified program of academic exploration and student activities, we seek to provide opportunities for maximum student growth. We expect students will rise to the challenge of meaningful tasks which demand time, reflection, and research.

Our community of learning promotes independent and creative thinking and responsible decision making. We nurture a responsive awareness of community needs and responsibilities. We believe in the importance of developing and empowering the mind, body, and heart of this child in transition.

INTERDISCIPLINARY TEAMS

"Interdisciplinary" refers to the fact that on any given team, teachers will be found representing different academic areas. This group of teachers (usually four or five) will share the same students, the same schedule, and the same section of the building. They also share the responsibility for planning the total academic instructional program for assigned students. These teachers are not limited by their special area of expertise, but may cross disciplines in an attempt to coordinate and promote the total educational process. Through interdisciplinary teaming, teachers can develop positive strategies for creative teaching. The team approach allows teachers to take a more active role in planning, scheduling, and grouping. In addition to academic team instruction, students receive instruction in the Practical Arts – traditionally identified as Family and Consumer Science and Technology Education, as well as in the Fine Arts – Music and Art. These programs are intended to be exploratory in nature, exposing students to a wide variety of learning experiences and opportunities for personal growth.

SCHEDULE

The middle school schedule is designed to accommodate the cluster concept. Within this structure, students are exposed to interdisciplinary instruction in the academic areas. In addition, students have the opportunity to participate in exploratory courses in the Unified Arts, as well as in student activity experiences. A common planning period for teachers will assure staff communications and appropriate student support. Blocks of learning time are used to build the schedule. Each student participates in an academic block, as well as in an exploratory block. These blocks of time may be rotated throughout the school year.

SPECIAL INFORMATION FOR PARENTS

In order to enhance understanding of school procedures and policies and to improve communication between parents and school personnel, parents are urged to pay special attention to the following:

1. Know the names of your child's teachers.
2. Take advantage of the team structure and learn to communicate with everyone working with your child.
3. Introduce yourself to your child's teachers, guidance counselor, and school administrators. Use the Agenda Book with your child.
4. Monitor your child's study assignments, written work, homework, quiz scores, and test grades on a regular basis.
5. Don't hesitate to call or visit. We are here to help you and your child. If a problem arises, please call the teacher first so good communication can be established at the earliest possible convenience.
6. Newsletters, memos, and similar announcements are sent home to parents regularly throughout the school year regarding activities and events.

TRUMBULL PUBLIC SCHOOLS VISION OF THE GRADUATE

Our mission states, "Trumbull Public Schools, in partnership with the community, strives to meet the educational needs of all students within a challenging and supportive academic environment that empowers each student to become a life-long learner and to live and participate in a democratic, diverse and global society." With this in mind, Trumbull Public Schools believes in a shared, collaboratively created vision of success for all students in our district. We work throughout the year to ensure all instruction is in service of supporting students to achieve a shared vision of knowledge and skills. Below is our collaboratively created Vision of a Graduate – the north star document that defines the skills and knowledge that every graduate of Trumbull Public Schools needs to be successful throughout their lives. We look forward to further integrating this vision into our work in years to come.



SECTION TWO - STANDARD OF CONDUCT

TRUMBULL PUBLIC SCHOOLS
BOARD OF EDUCATION
POLICY MANUAL

SECTION: **5000**
CATEGORY: **Students**
POLICY CODE: **5131/Student Standard
of Conduct**

STUDENT STANDARD OF CONDUCT

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.

A complete copy of the Standard of Conduct Policy can be viewed on-line at:

https://resources.finalsite.net/images/v1671788831/trumbullpsorg/wulyleqzslchytwjnmzq/5131_Student_Standard_of_Conduct.pdf

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 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 5131/Student Standard of Conduct 9 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.

TRUMBULL PUBLIC SCHOOLS 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 the 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.

DRUGS AND WEAPONS OFFENSES

Students and parents 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 the TRUMBULL BOARD OF EDUCATION or Hearing Officer 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 the BOARD or Hearing Officer may modify the period of expulsion on a case-by-case basis.

In addition, it is the policy and practice of the Administration of the TRUMBULL PUBLIC SCHOOLS to recommend the immediate expulsion of any student found in possession of and/or using a controlled substance on school grounds or at a school sponsored activity, including transportation.

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.

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.

Appendix: Code of Conduct Disciplinary Chart

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 • Detention • Parent/guardian notification	• Saturday Morning Detention (HS only) • 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	• Saturday Morning Detention (HS only) • Consider alternate placement • 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

Appendix: Code of Conduct Disciplinary Chart

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

Appendix: Code of Conduct Disciplinary Chart

Truancy from School (Attendance Grades K-8: Policy Code 5113.1; 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
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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

Appendix: Code of Conduct Disciplinary Chart

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 • Saturday Morning Detention (HS only)	• 1-5 day in-school suspension • 1-10 day out-of-school suspension • Potential Police referral
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~~: <u>Drug and Alcohol Use or Possession by Students</u>, 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 Handbook)	• 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 • Saturday Morning Detention (HS only)	• 1-5 day in-school suspension • 1-10 day out-of-school suspension • Expulsion possible

Appendix: Code of Conduct Disciplinary Chart

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 toward 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 • Saturday Morning Detention (HS only)	• 1-5 day in-school suspension • 1-10 day out-of-school suspension • Possible Police referral

Appendix: Code of Conduct Disciplinary Chart

Tampering with School Records	• Teacher intervention • Administrative notification • Parent/guardian notification • 1-10 day out-of-school suspension	• Expulsion possible • Possible Police referral
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

SECTION THREE - General Information

ACTIVITIES PROGRAM

Hillcrest Middle School offers a broad range of school activities that include clubs, sports, musical groups, and additional extracurricular programs. All students are encouraged to take part in at least one activity. In the beginning of the school year, students will attend a club fair to see the offerings and a list describing each of these activities will be posted on the Hillcrest website for students and parents to reference. Any student who is interested in a club or activity not being offered is encouraged to contact an administrator, a school counselor, or a teacher about getting one started.

ASSEMBLIES

There are times when grades, classes, teams, or the entire school may get together for assembly programs. These programs are arranged to bring information, awareness, or entertainment to the student community.

ATTENDANCE

Regular school attendance is essential for an effective and productive learning experience. Excessive absences inhibit both successful learning and the ability to complete course requirements. The Connecticut General Statutes require students five (5) to eighteen (18) years of age to attend school on a regular basis. The primary responsibility for adherence to regular attendance rests with the student's parent(s)/guardian(s) and the individual student.

Students who miss 10% of the school year or more, for any reason, are considered chronically absent by the state and federal government. Students who have four unexcused absences in a month or ten unexcused absences in a school year are considered truant by the same agencies. In an effort to engage families on the importance of student attendance, the school will periodically communicate via email and phone calls with families of students who have exhibited a high number of absences.

A student may not participate in school activities of any nature on the day he/she is absent. This applies to social activities and sports, unless specific administrative permission has been given. A student must be present for at least half of the school day in order to participate in after-school activities, including clubs, music performances, and dances.

The Board of Education believes that family vacations should not take place when school is in session. Teachers are not required to provide tutoring/extra help or make-up work caused by family vacations when school is in session. If extra help or tutoring is needed as a result of such absences, any cost incurred is the responsibility of the parent/guardian, not the district.

The [Trumbull Public Schools Grades K-8 Attendance Policy](#) is available to read in its entirety on the Trumbull Public School district website (Board of Education - Policies - Students - Attendance Grades K-8).

**** ABSENTEE NOTES ****

When a student is absent from school on any given day, it is the responsibility of the parent(s)/guardian(s) to report the absence. We encourage the use of the Infinite Campus Parent Portal to report an absence/late arrival/early dismissal for the current day or for a day in the future. When using the Portal, an absence request can be submitted by clicking **More → Absence Requests**. From this screen, select the student, excuse code, absence type, and write a comment for the absence. The absence request will say "Submitted" until it has been processed by the school. In addition, a parent may call the school's Absentee Line (203-452-4468) prior to 9:00 a.m. that day to initially alert the school of the student's absence.

On the day the student returns to school following his/her absence, a written note signed by the parent must be brought to the main office. 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 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.
- 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.

A student returning to school after a hospitalization must present a note from the physician regarding the hospitalization prior to returning to his/her classes. The note shall also state in detail any physical limitations, treatment programs, or medication changes.

BUS TRANSPORTATION

Bus transportation is provided for middle school students according to Board of Education policy. The privilege of riding the school bus may be withdrawn from any student whose action constitutes a safety hazard or a behavioral problem. It takes only a little effort to ensure a safe and comfortable ride. The bus driver has a great responsibility and cannot be distracted at any time. Bus students are reminded that loss of bus transportation may result from poor behavior on buses. A student may lose bus transportation privileges when a pupil's conduct is in violation of the [discipline policy of the Board of Education](#). The following is a list of practices for safe school bus riding:

1. Leave home early enough to arrive at the bus stop on time.
2. Wait for the bus in a safe place—well off the roadway.
3. Enter the bus in an orderly manner and take a seat.
4. Follow the instructions of the school bus driver.
5. Remain in the seat while the bus is in motion.
6. Nothing should be put in or out of bus windows.
7. Keep aisles clear at all times.
8. Remain quiet and orderly.
9. Be courteous to the school bus driver and fellow passengers.
10. Be alert to traffic when leaving the bus.
11. Eating, drinking, smoking, or the use of drugs or controlled substances is prohibited.
12. Vandalism will result in appropriate disciplinary action.

Parents/guardians who wish for their child to ride a different bus other than the one that is assigned by the district must get approval directly from the Transportation Department. Students who wish to ride the same bus but disembark at a different stop should get approval/signature from a school administrator before getting on the bus on that particular afternoon.

CELL PHONES

Middle school students may possess cellular telephones and other wireless communication devices on school property and school-sponsored transportation, provided such cellular telephones and other wireless communication devices are not visible, used or activated, and are kept in the “off” position throughout the instructional school day (bell to bell). Middle school students must keep their cellular telephones and other wireless communication devices stored in a non-visible secure location. Middle school principals may allow use of cell phones and personal devices for middle school students prior to the beginning of the school day, or after the official end of the school day. Students should reference [district policy 5131.81](#) on the use of private technology devices by students on the TPS website for additional details and information.

CHROMEBOOKS

Chromebooks are used for instructional purposes only and should be charged nightly so that they can be used throughout the school day. To avoid any damage, students should keep them in the case, avoid putting any heavy objects on them, and keep them away from food and drink. Chromebook insurance information is available for purchase at the beginning of each school year. Student possession and use of other electronic devices not part of the instructional program will not be allowed which may include but is not limited to cell phones, airpods/headphones, personal laptop computers, etc.

CONFERENCES

Teachers are periodically available for meetings to discuss behavioral concerns or academic progress with parents/guardians. Families may call to arrange a meeting with individual teachers or the entire teaching team. Appointments at a mutually convenient time will be arranged. Individual appointments are made by calling the counselling department. It is suggested that these meetings take place during the team’s common planning period, when possible. At scheduled times during the year and noted on the district calendar, the entire faculty is available for conferences. This helps parents to arrange to see their student’s teachers in one visit.

COUNSELING DEPARTMENT

The school counseling department provides a planned program of services to assist each student in making a successful adjustment to the middle school. School counselors encourage all students to strive to achieve their maximum potential. Students who are experiencing any problems or who have concerns are urged to seek the aid of their counselors. Counselors in the middle school help students through academic and personal counseling in individual and group settings.

DRESS CODE

The Trumbull Public School’s [Dress Code](#) is as follows:

1. Caps, hats and bandanas will not be worn in school except for religious and medical reasons.
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 (coats, jackets, windbreakers, etc.) 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.
9. No book bags/backpacks are allowed in classes during the school day unless specifically approved by the administration.

EARLY DISMISSAL FROM SCHOOL

Although it is not encouraged, there are times when students must be excused early to meet medical/dental appointments, or other legitimate commitments. The use of Infinite Campus Parent Portal to report an early dismissal for the current day or for a day in the future is preferred. When using the Portal, an absences request can be submitted by clicking **More → Absence Requests**. From this screen, select the student, excuse code, absence type, and write a comment for the absence.

The student could bring a written note to school signed by a parent, which specifies the time the student is to be excused and the reason that an early dismissal is requested. This note should be given to the main office at the start of the school day. Parents coming to pick up their child should ring the bell and sign out the student in the vestibule in the binder. Students will be dismissed from class at the designated time and will report to the office to sign out.

On rare occasions, last minute appointments are made or changed which require that a student be dismissed early without benefit of a note from home. Should this occur, we ask parents to call the school as early as possible. When you arrive at school to pick up your child, ring the bell and sign out the student in the vestibule in the binder.

EXTRA HELP

Extra help is available after school until 3:15pm on Monday, Wednesday, and/or Thursday. Please consult with the individual teacher on the day that they will be staying after school to ensure that you have arranged for transportation home via the late bus or a ride at 3:15pm. After school help is beneficial for additional clarification of concepts, questions related to an assignment, or if you have been absent due to an illness. On occasion, a teacher may request a student to stay after school.

FIRE DRILLS/SAFETY DRILLS

Safety drills, including fire drills, stay put drills, lockdown drills, and extreme weather drills are held regularly throughout the school year. All students are reminded of the following rules:

NO TALKING – A quiet atmosphere must be maintained so that instructions are easily understood by everyone and rapidly executed.

NO PUSHING OR RUNNING – Most injuries in public buildings are the result of panic caused by pushing and running. Stay calm, stay in line, and walk.

NO STOPPING – Students may not stop for any reason until they have reached the area assigned to their homeroom outside the building.

HALL LOCKERS

Every year each student will be issued a locker which is to be kept clean and orderly. Locker combinations should not be shared with anyone. Lockers are to be used only by the student to whom they have been assigned. Only equipment and materials necessary for school use should be kept in lockers. Lockers are subject to inspection by the staff at any time. Students are permitted access to their lockers during times designated by the instructional team, or before and after school. The use of lockers is optional, and is not required.

HOMEWORK

In the case of a student's absence from school, a student may check their Google Classroom and/or email their teacher to inquire about missed assignments.

LEARNING COMMONS/MEDIA CENTER

The library at the middle school is to be used freely by all students for reference, required class reading, and the pursuit of personal reading interests. Everyone's help is needed to create a pleasant and effective library.

1. Magazines, pamphlets, and pictures – They may be borrowed for three nights and should be returned before the first class of the day.
2. Reserved and reference books – Books placed on reserve for a classroom assignment may be taken out at the end of the day for overnight use. Reserved and reference books are due in the library the following morning before the first class.
3. Audio-visual material – Students may use these materials in the library. Some software (filmstrips, cassette tapes, records, etc.) may be borrowed with permission from the librarian.
4. New books – New books are put on display and may be taken out.
5. Overdue books – Books may be checked out for two weeks. Reference material may be checked out overnight only. Students are sent overdue notices periodically. A fine is imposed for each day material is overdue. Disciplinary action will be taken if books are not returned and fines paid.
6. Passes – Classroom teachers may issue passes to students to use the library/media center individually or for teacher planned group use. All students must have a pass when going to the library/media center.
7. Library rules – Students are expected to observe rules of courtesy while working in the library. Students who fail to conduct themselves in a courteous manner will be denied the privilege of using the library for a period of time to be determined by the administration.

LOST AND FOUND

Lost and found departments are located in various areas of the school. If you've lost something important (glasses, watch, textbook, etc.), report it at once to the main office. Please do not bring valuables or large sums of money to school where they may be lost. The school does everything within reason to safeguard private property, but it cannot be responsible for lost or stolen items.

LUNCH PROGRAM

During lunch periods the cafeteria serves such items as hot meals, sandwiches, fruit, snacks, milk, desserts, and ice cream. Some students bring lunch, while others buy a full meal. Lunch time is an ideal time to relax and talk with friends. In order to provide a healthful, pleasant atmosphere for lunch, the rules listed below must be followed:

1. Good table manners are expected and courtesy is to be extended to teachers, supervisors, workers, and fellow classmates.
2. Students must wait their turn in the serving line. They must not try to squeeze ahead or save a place for others.
3. Students should be seated quickly and should not save places for friends. Extra chairs are not permitted at the tables. Do not switch seats or tables.
4. Students who accidentally drop or spill anything on the floor are to clean it up immediately.
5. After students finish eating, food, trays, and papers are to be cleared away and placed in the proper containers. Clean-up is a cooperative effort. Always follow the supervisor's instructions.
6. Food and drink are to be eaten only in the cafeteria.
7. Borrowing money is not permitted.
8. Students are not to throw anything in the cafeteria.
9. Conversation should be conducted quietly.
10. Students who have difficulty meeting these expectations will be required to eat lunch alone in a separate place away from the cafeteria.

One indication of SOARRing behavior is the clean appearance of the cafeteria. Everyone should strive to maintain a clean, orderly cafeteria.

MULTI-TIERED SYSTEMS OF SUPPORT

The Trumbull Public Schools follows a Multi Tiered Systems of Support (MTSS) model to identify and support students in need of intervention. A group of staff members meet monthly to identify students, and create and review plans to help our students meet grade level expectations and standards. This group may include administrators, teachers, the nurse, school counselors, the social worker, interventionists, and school psychologist.

NURSE

The school nurse is on duty each day. Students should get a pass to the nurse's office from their classroom teacher before visiting the nurse.

The nurse should be notified when a student is injured or has a health problem that might affect his/her participation in school programs.

Only emergency first aid is given in school. Injuries and illnesses that occur at home should be cared for at home.

Students who are required to take medication during the school day must do so in the presence of the school nurse, with written authorization from the parent and a licensed physician. This also applies to field trips.

Children are not to carry medication to school. Parents/guardians are to deliver the medication to the school nurse with the child's name and instructions for administration clearly marked on the container. This includes over the counter, as well as prescription medications. Medication authorization forms are available at the nurse's office.

Sick children should not be sent to school. If a child has vomited, had diarrhea, or experienced an elevated temperature, he/she should remain at home for at least 24 hours after his/her symptoms have subsided.

Students with an oral temperature of 100.0 or higher will be sent home at the discretion of the school nurse. Students with no fever who manifest symptoms of illness may also be sent home.

By law, a current assessment, 2 doses of Varicella Vaccine (or documentation of chicken pox disease), a Tdap vaccine booster, and the Meningococcal Vaccine are required on each student by June 1st of the 6th grade year. All students new to the Trumbull Public Schools must provide a record of their immunizations prior to entering school, and for those from out of State, a tuberculin assessment test result is also required. A current health assessment form must also be submitted prior to entering school, but in no case later than 30 days from the date of entrance.

The following screenings are performed by the school nurse: Grade 7 --postural (scoliosis). The nurse will do additional vision and/or audiometric screening on any student upon request.

PARENT-TEACHER ASSOCIATION

The PTA is a vital link between the school community and the parents it serves. For information about programs or membership, contact the PTA representatives at your school. [Hillcrest PTA Website](#)

PASSES

To keep order in the building, students who are not in their assigned class must have a pass issued by a member of the school staff.

PHYSICAL EDUCATION

Physical education is required for all students unless a medical excuse is signed by a doctor and delivered to the school.

PHYSICAL EDUCATION LOCKERS

Students should bring a combination lock to physical education to safeguard their property in the locker room during class.

REPORT CARD AND PROGRESS REPORT PROCEDURES

Report cards are issued on a trimester basis. They are available in the backpack feature on Infinite Campus. Grades are also updated at the midpoint of each trimester for progress reports. We encourage families to check Infinite Campus with their students.

HONOR ROLL AND GRADING PROCEDURES

Honors with Distinction is earned by achieving an average of 4.0000 to 4.3300 with no grade lower than B+.

High Honors is earned by achieving an average of 3.6700 to 3.9999 with no grade lower than C+.

Honors is earned by achieving an average of 3.0000 to 3.6699 with no grade lower than C.

GRADING SYSTEM

A+ = 97 – 100 (4.3300)

A = 93 - 96 (4.0000)

A- = 90 - 92 (3.6700)

C+ = 77 - 79 (2.3300)

C = 73 – 76 (2.0000)

C- = 70 – 72 (1.6700)

B+ = 87 – 89 (3.3300)

B = 83 – 86 (3.0000)

B- = 80 – 82 (2.6700)

D+ = 67 – 69 (1.3300)

D = 63 – 66 (1.0000)

D- = 60 – 62 (0.6700)

F = Below 60 (0.000)

With justification, teachers may adjust the final mark up or down one letter grade from final average as computed above. The Grade Point Average (G.P.A.) is computed using a formula weighted by the number of days each class meets during the school year.

SAFETY - IN SCHOOL

Students are expected to move in an orderly and quiet manner in the hallways and stairwells. Students who are not behaving in a safe manner are subject to discipline outlined in the [student standard of conduct](#).

SAFETY - OUTSIDE SCHOOL

1. When there are no sidewalks, students should walk in a single, orderly line facing oncoming traffic.
2. Students should look both ways before crossing a street or walking around a parked car.
3. Students should not make sudden dashes into the roadway.
4. Balls, snowballs, stones or other items should not be thrown.
5. Students must cross highways wherever crossing guards are stationed for that area.
6. Bicycles, skateboards, and similar recreation items are prohibited on the school property at all times.

SCHOOL CANCELLATIONS AND DELAYS

Announcements of delays or cancellation will be made on local T.V. stations and Infinite Campus Messenger Alerts.

SPECTATOR EXPECTATIONS

Students are encouraged to attend school events (games, concerts, etc.) to support our school community. Students must adhere to all school rules in attendance at these events and remember each of the following:

1. Practice good sportsmanship - root for your team, not against the opponent.
2. Stay in your seats, so as to not provide any additional distractions.
3. Students must have a ride waiting for them when the event ends. For basketball games, a good rule of thumb would be to plan on games lasting no more than one hour. Students should **not** wait until the game is over to call their ride.
4. Students should stay in the gymnasium during basketball games. Hanging out in the hallway, bathrooms, or trying to walk around school during games is prohibited;
5. Students cannot walk around school or campus unattended/unsupervised until games begin. For example, if a game begins at 3:30, students cannot wait in the hallway for an hour after school until tipoff.

STUDENT COUNCIL

The purposes of the Student Council are to unite the student body and teaching staff more closely; to promote the general welfare of the school; and to instill and impart the knowledge of democratic self-government through practical experience. In addition, it will promote school spirit; help provide interest and participation in school activities; help foster a positive attitude of creativity and enthusiasm in the school; help the community whenever an opportunity arises; and encourage students to accept responsibility and develop leadership qualities. The Student Council consists of a representative and an alternate from each homeroom. Elections of officers and representatives will take place each year during a homeroom period. All Student Council members are required to remain in good standing, both academically and behaviorally, throughout the school year. Members may be removed if they do not meet these requirements.

STUDENT FEES

Throughout the school year, students may incur a variety of fees. This may be as a result of reasons such as athletics participation, missing uniforms, damaged technology, and/or missing library books. Students who are leaving Hillcrest at the end of the school year and have an unpaid balance on their fees tab in Infinite Campus will not be eligible to participate in end of the year activities, including field days, field trips, dances, and Stepping Forth.

STUDENT SALES

The sale of any items in school is prohibited unless given administrative approval.

SUBSTITUTES

At times teachers may be absent due to illness or professional obligations. When this occurs the class will be taught by a trained, qualified substitute. Students will be held responsible for all work covered by a substitute teacher and are expected to maintain high standards of behavior.

TARDINESS POLICY

The attendance policy specifies that students arriving late to school must sign in at the main office and bring a written excuse signed by parent or guardian. The school has the option of calling a parent/guardian or asking for a parent to attend a meeting to discuss a child's chronic late arrival to school. If a pattern of tardiness continues, referral to a school administrator for a meeting to discuss systems of support may take place.

TELEPHONE USE AND MESSAGES

The office phones are available if students need to contact families since cell phone use is prohibited. However, students should arrange plans with parents the evening before regarding transportation at the end of the day. If a student wants to stay for a club meeting or extra help, they should discuss with families the evening before the plan for how they will get home from school (late bus or a ride at 3:15).

Sometimes parents may want to get a message to their child. Since the office is busy, please limit such messages to critical or timely in nature.

VACATION: SCHOOL IN SESSION

Parents who are taking their child on vacation while school is in session are reminded that their child will not be exposed to classroom instruction and may fall behind classmates in school assignments. This may also contribute to the possibility of their child being noted as “chronically absent”, as the vacation days could contribute to the student being absent for 10% or more of school days at the time of the vacation. Since many skills are taught in a sequential manner, this lack of exposure might negatively affect the skill development of your child. Therefore, the school staff discourages absences. Parents should not request assignments from staff prior to vacation. Students are responsible for all work missed and for obtaining assignments from their teachers upon their return.

VOLUNTEERS

The Trumbull Board of Education recognizes that volunteers can make many valuable contributions to our schools. Any individual seeking to volunteer in the Trumbull Public Schools must register with the office at the school in which they wish to work. Volunteers must fill out and sign a form prior to volunteering. The form must be completed annually.

WITHDRAWING FROM SCHOOL

Prior to release of school records and transcripts, the student must clear him/herself of all school obligations and fees in Infinite Campus (technology, library fees, athletics, etc.). Students who are moving from Trumbull must notify the school counseling office three days in advance of withdrawal. A note from a parent or guardian will be required stating the reason for withdrawal and the new address of the student. It will then be necessary for the student to return all books, Chromebook, Chromebook case and charger, and clean out lockers, etc. A parent/guardian must visit the school on the student’s last day to sign the official withdrawal form.

Trumbull Public Schools: Board Policies - Official Notification

5145.5/Prohibition Against Sexual Harassment of Students and Personnel

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 of 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-on-employee, 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.

The Board of Education encourages victims of sexual harassment to report such claims promptly to the appropriate building principal, the District Title IX Coordinator, or to the Superintendent of Schools or his/her designee. Complaints shall be investigated promptly, in accordance with the Regulations of this policy, and corrective action taken when allegations are verified. Confidentiality shall be maintained to the extent possible and no reprisals or retaliation shall occur as a result of good-faith charges of sexual harassment.

The District shall provide, for administrators and other staff, professional development related to sexual harassment, and annually shall distribute this policy to all staff and students. The District shall maintain records of the professional development provided, including the dates, the content, and the names of those attending.

Adopted: 6/15/1993 Revised: 9/7/1993, 1/13/1998, 5/23/2017, 6/12/2018, 4/5/2022, 8/16/2022

References

- Titles VI and VII of the Civil Rights Act of 1964
- Title IX Final Rule, May 6, 2020
- Title IX of the Education Amendments of 1972
- United States Department of Education Office of Civil Rights
- Connecticut General Statutes § 46a-60
- Trumbull Board of Education Policy Code 0521: Non-Discrimination
- Trumbull Board of Education Policy Code 4118.112: Sexual Harassment
- Trumbull Board of Education Policy 5131: Student Standard of Conduct
- Trumbull Board of Education Policy Code 6121: Non-Discrimination in Instruction/ Classroom
- Trumbull Board of Education Policy Code 6161.1: Selection of Instructional Material

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 of 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.

For Full Policy and Regulations:

https://resources.finalsite.net/images/v1671789531/trumbullpsorg/mo7j7mujnkwgdbqavcrc/4218_112SexualHaras1.pdf

3524.1/Integrated Pest Management

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

5131.6/Student Use and Possession of Smoking Products, Tobacco Products, Drugs, and Alcohol

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 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 TwentyOne”
- 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

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.

Adopted: 8/15/2000

Revised: 5/26/2020

References

1. Connecticut General Statutes § 53-23a
2. Trumbull Board of Education Policy Code 5131: Student Standard of Conduct

Regulations

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:

Requiring indecent exposure of the body;

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;

Confinement of the person to unreasonably small, unventilated, unsanitary, unlighted, or restricted areas;

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;

Requiring the ingestion of any substance or any other physical activity which could adversely affect the health or safety of the individual.

Any activity that intimidates or threatens the student with ostracism, stress, embarrassment, shame or humiliation, that adversely affects the mental or physical health or dignity of the student, or discourages the student from remaining in school or in the organization.

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.

Reporting Procedures

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.

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.

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.

(a) 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.

1. 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.

6161.1/Selection of Instructional Material

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. 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.

6141.321 Student Network/Internet Use

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.

**Trumbull Public Schools policies approved by the Board of Education are maintained on the TPS District website at
<https://www.trumbullps.org/>**