MADISON MIDDLE SCHOOL



Mr. Peter Sullivan, Principal
Mr. Jimmy Sapia, Assistant Principal

4630 Madison Avenue
Trumbull, Connecticut 06611

452-4499 (Main Office)

452-4490 (Fax Line)

452-4498 (Absentee Line)

452-4491 (Nurse)

452-4492 (Guidance)

Website: https://mms.trumbullps.org/

This agenda belongs to:

Name_____Homeroom_____

Address_____

_____Phone_____

Student ID#_____Locker #_____

**Front cover design by Rose A., Grade 8*

Madison Middle School
4630 Madison Ave.
Trumbull, CT 06611



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			

Advisory Teacher:_____ Location/Room:_____

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



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

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)

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/Evening 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

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
	1	2	3	4
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 MIDDLE SCHOOL HANDBOOK
PARENT/STUDENT MIDDLE SCHOOL
POLICIES AND PROCEDURES HANDBOOK

August 2026

To the Parents/Guardians:

The Trumbull Middle School Handbook, incorporated in your child's agenda pad, is provided to you and your child to help you and him/her understand the school's procedures, rules, and policies. Although a discussion of the handbook does take place in your child's homeroom, it will help your child have a successful school experience if you and he/she take some time together to review its contents more thoroughly.

Parents are requested to review the handbook with their child, complete the form below, and have the student return it to his/her homeroom teacher. Please retain the upper portion of this agreement for your records. All forms must be returned to school by **Friday, September 4, 2026**.

Your cooperation is greatly appreciated.

Parent/Guardian Agreement:

I have read and reviewed the Trumbull Middle School Handbook and the Parent/Student Middle School Policies and Procedures with my child and agree to aid and support him/her in obeying the rules and regulations set forth therein.

Student Name_____ Homeroom_____

Parent Signature_____ Date_____

Trumbull Public Schools

NETWORK/INTERNET USE AGREEMENT
Acknowledgment of Receipt

By signing below, I hereby acknowledge receipt of the Trumbull Public Schools Summary Statement provided to explain principles of the Trumbull Board of Education Policy 6141.321, "Student Network/Internet Use." Additional Board policies related to District network/Internet use are Policy 6141.323, "Internet Filtering," and 6141.328, "Bring Your Own Device (BYOD) and Protocol for the Use of Technology in the Schools." All policies are posted on the Trumbull Public Schools website and are also available at the District and school offices.

As a user of the Trumbull Public Schools computer network, I hereby agree to comply with the guidelines as set forth in the Summary Statement, as well as the regulations of Board Policy 6141.321.

Student Signature_____Birthdate _____

As the parent or legal guardian of the minor student signing above, I hereby acknowledge receipt of the Trumbull Public Schools Summary Statement provided to explain principles of the Trumbull Board of Education Policy 6141.321, "Student Network/Internet Use." I have reviewed these with my child and understand what is acceptable use of the District network/Internet. I understand that individuals and families may be held responsible for inappropriate use of the District network/Internet and that any unacceptable District network/internet conduct is unacceptable and result in the termination of access and possible disciplinary action as indicated by State Statute, Board Policy, and the Standard of Conduct. I am aware that some material on the Internet may be objectionable and that reasonable effort on the part of the District has been made to filter such material. I accept responsibility for guiding Internet use by setting and conveying standards for my son or daughter to follow when selecting, sharing, or exploring information and media, and release the Trumbull Public Schools and its members, employees, and agents from any claims in connection with use of the District Network or the Internet. I understand that the Trumbull Public Schools is not liable for any personal electronic device lost, stolen, or damaged on school grounds, during any school activities, or on District transportation. In addition, the responsibility to keep the device secure rests solely with the owner of the device.

Parent/Guardian Signature _____ Date _____

Printed Name of Student _____

School _____ Grade _____

Please return signed permission slip to school no later than Friday, September 4, 2026

MADISON MIDDLE SCHOOL

2026-2027

STUDENT-PARENT HANDBOOK



https://tinyurl.com/mwb3vsvc

TRUMBULL PUBLIC SCHOOLS

OUR VISION

Our schools will be dynamic learning communities of responsible individuals who strive for excellence and contribute to society.

MISSION

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

- ➢ 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.

Madison Website
https://mms.trumbullps.org/

TPS Website
www.trumbullps.org

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

TRUMBULL MIDDLE SCHOOLS
2026 – 2027

STUDENT-PARENT HANDBOOK

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SECTION ONE…Introduction

WHAT IS A MIDDLE SCHOOL?

PHILOSOPHY

The Trumbull Middle Schools are dedicated to the education of the early adolescent. We recognize middle school children deal with physical growth, changes in moral reasoning, the onset of abstract thinking, and a range of social and environmental pressures. Much of their energy is focused on forming their image of self, trying to fit in and belong, gaining autonomy, and developing a set of values. They are torn between the pressure to be adults and the yearning to hold on to their childhood.

We believe these early adolescents 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.

ORGANIZATION OF THE MIDDLE SCHOOL

Trumbull has two 6-8 middle schools administered by a principal and an assistant principal. The staff is organized into teacher teams headed by a team leader. Additional supervisory administrative assistance is provided to the staff to develop a sound middle school program of instruction. Each team has time for common planning and is responsible for a specified group of grade-level students (cluster group). The clustering of students within the team structure provides more personalized and individualized instruction. This team approach encourages an interdisciplinary mode of curriculum interpretation and implementation.

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, Technology

Education, Computer Sciences, Physical Education/Health, 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 Day 1/Day 2 rotation allows for multiple class experiences within the same period of a particular trimester schedule 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. Finally, an Extended Learning Block (ELB) is a 30 minute timeframe provided for all students during period 5 for math, reading, and other enrichment activities.

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. Create a "Parent Portal Account" and monitor on Infinite Campus and Google Classroom 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. Parent newsletters (Principal's Weekly Update, Madison Monthly), memos, and similar announcements are sent home to parents and e-blasted via Infinite Campus Parent Portal throughout the school year regarding activities and events.

Madison Middle School
4630 Madison Avenue, Trumbull, CT (203) 452-4490

School Website: https://mms.trumbullps.org/

Twitter: https://twitter.com/MadisonTrumbull Instagram:https://www.instagram.com/madisonpanthers/

MADISON PBIS BEHAVIORAL EXPECTATIONS

ROARS	Classroom	Cafeteria	Bathrooms/Locker rooms	Hallways	Bus	Chromebook
Respect	-Follow directions -Use appropriate language -Respect individual ideas and 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	-Respect the technology and equipment -Follow a teacher's directions -Use the Chromebook in all positive ways
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	-Be mindful of your digital footprint -Take pride in the work created or sent - this represents you
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	-The Chromebook is a tool which will help you and empower your learning -Be creative, collaborative, and more engaged -Help others who may need assistance
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	-Bring the Chromebook charged to school/class daily. -Always Keep the Chromebook protected in its case -Be a good digital citizen -Always remember to take your Chromebook with you when you leave somewhere -Lock your locker
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	-Walk and stay close to the ground -Only you should use have password access to your own device. -Only open a message or a link from someone you know or a recognizable e-mail address

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/wulyleqzslehytwjnmzq/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, 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.
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 https://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 • Detention • Administrative notification • Saturday Morning Detention (HS only) • Parent/guardian notification • Change of attire • 1-5 day in-school suspension • Refer to counselor or support staff • 1-10 day out-of-school suspension
Bringing Unauthorized Visitors to School	• Teacher intervention • Saturday Morning Detention (HS only) • Administrative/Security notification • 1-5 day in-school suspension • Visitor must leave • 1-10 day out-of-school suspension • Student is given a warning • Parent/guardian notification
Cafeteria Misbehavior	• Teacher/Security/Administrator • Saturday Morning Detention (HS only) • Intervention • Change seat location • 1-5 day in-school suspension • Removal from lunch room • 1-10 day out-of-school suspension

	• Detention • Loss of cafeteria privileges for one week • Parent/guardian notification
Cutting Class	• Teacher intervention • Saturday Morning Detention (HS only) • Administrative notification • Refer to counselor or support staff • Consider alternate placement • 1-5 day in-school suspension • Detention • 1-10 day out-of-school suspension • Parent/guardian notification
Disruption of the Educational Process	• Teacher intervention • Saturday Morning Detention (HS only) • Security intervention • Parent/guardian Notification • 1-5 day in-school suspension • Administrative notification • 1-10 day out-of-school suspension • Detention • Refer to counselor or support staff • Expulsion possible • Possible Police referral • Consider alternate setting
Failure to Serve Detention	• Teacher intervention • 1-5 day in-school suspension • Multiple Detentions • 1-10 day out-of-school suspension • Administrative notification • Saturday Morning Detention (HS only)
Failure to Serve In-School Suspension	• Teacher intervention • 1-10 day out-of-school • Parent/guardian notification suspension

Gambling	• Teacher intervention • Written/verbal warning • Security notification • 1-5 day in-school suspension • Parent/guardian notification • 1-10 day out-of-school suspension • Administrative notification • Refer to counselor or support staff • Possible Police referral

Inappropriate Physical Contact	• Teacher intervention • Detention • Security intervention • Saturday Morning Detention (HS only) • Parent/guardian Notification • Administrative notification • 1-10 day out-of-school suspension • Refer to counselor or support staff • Expulsion possible • Consider alternate setting
Leaving School without Permission	• Teacher intervention • 1-5 day in-school suspension • Administrative notification • 1-10 day out-of-school • Security notification suspension • Parent/guardian notification • Possible Police Referral • Refer to counselor or support staff
Loitering/No Hallway Pass	• Teacher intervention • 1-5 day in-school suspension • Administrative/Security • 1-10 day out-of-school notification suspension • 1 detention • Saturday Morning Detention (HS only)
Possession of and Use of Electronic Devices (Policy Code 6141.328)	• Teacher intervention • Saturday Morning Detention (HS only) • Confiscation (to be returned to parent) • 1-5 day in-school suspension • Parent/guardian Notification 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 • Saturday Morning Detention (HS only) • Parent/guardian notification • Administrative notification • 1-5 day in-school suspension • Detention • 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 • 1-5 day in-school suspension • Verbal warning • 1-10 day out-of-school • Administrative notification suspension • Parent/guardian notification • Possible Juvenile Court referral/conference • Potential loss of course credit • Refer to social worker • Saturday Morning Detention (HS only)

Trespassing	• Teacher intervention • Warning • Parent/guardian notification • Written/verbal warning • Administrative notification • Possible Police referral • Security notification • Recommend arrest • Request to leave

Truancy from School (Attendance Grades K-8: Policy Code 5113.1; High School Attendance/Loss of Credit: Policy Code 5113)	• Teacher intervention • Referral to DCF • Parent/guardian notification • Follow State Statutes • Administrative conference • Possible Juvenile Court referral • Refer to social worker • 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 • Parent/guardian notification • Police/Fire Marshal referral • 10-day out-of-school suspension • Refer to counselor or support staff • 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 • 1-5 day in-school suspension • Administrative notification • 1-10 day out-of-school • Parent/guardian notification suspension • Refer to counselor or support staff • Expulsion possible • Possible Police referral

Bus Misbehavior (Student Conduct on School Buses: Policy Code 5131.1)	• Teacher/Coach/Administrative intervention • Suspension or revocation of bus privileges • Verbal warning • 1-10 day out-of-school suspension • Written warning • Assigned seat • Consider expulsion from bus/school • Detention • Parent/guardian notification • Possible Police referral • 1-5 day in-school suspension
Fighting	• Teacher intervention • 1-5 day in-school suspension • Security notification • 1-10 day out-of-school suspension • Parent/guardian Notification • Administrative notification • Expulsion possible • Refer to counselor or support staff • Possible Police referral
Gang Colors, Decoration, or Attire	• Teacher intervention • Refer to counselor or support staff • Parent/guardian notification • Administrative notification • 1-5 day in-school suspension • Security notification • 1-10 day out-of-school suspension • Student required to change inappropriate attire
Intimidation/Instigation	• Teacher intervention • Saturday Morning Detention (HS only) • Administrative notification • Security notification • 1-5 day in-school suspension • Parent/guardian notification/conference • 1-10 day out-of-school suspension • Refer to counselor or support • Expulsion possible staff • 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 • 1-5 day in-school suspension • Administrative notification • 1-10 day out-of-school suspension • Parent/guardian notification • Refer to counselor or support staff • Potential Police referral • Saturday Morning Detention (HS only)

Threats	• Teacher intervention • 1-5 day in-school suspension • Administrative notification • 1-10 day out-of-school suspension • Parent/guardian notification • Refer to counselor or support staff • Potential Police referral • Expulsion possible • Psychological evaluation, if deemed necessary
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 • Parent/guardian notification • Police/Fire Marshal referral • 10-day out-of-school suspension • Refer to counselor or support staff • 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 • Possible loss of credit • Administrative notification • 1-5 day in-school suspension • Parent/guardian notification • 1-10 day out-of-school suspension • Possible grade reduction • Saturday Morning Detention (HS only) • Expulsion possible
Harassment	• Teacher intervention • 1-5 day in-school suspension • Administrative notification • 1-10 day out-of-school suspension • Parent/guardian notification • Refer to counselor or support staff • Expulsion possible • Possible Police referral • Saturday Morning Detention (HS only)

Insubordination	• Teacher intervention • 1-5 day in-school suspension • Parent/guardian notification • 1-10 day out-of-school suspension • Refer to counselor or support staff • Expulsion possible • Saturday Morning Detention (HS only)

Racial or Other Discriminatory Slurs	• Teacher intervention • 1-5 day in-school suspension • Administrative notification • 1-10 day out-of-school suspension • Parent/guardian notification • Refer to counselor or support staff • Expulsion possible • Possible Police referral
Refusal to Identify Self When Asked	• Teacher intervention • 1-5 day in-school suspension • Parent/guardian notification • 1-10 day out-of-school suspension • Administrative/Security notification • Saturday Morning Detention (HS only)
Sexual Harassment (Policy Code 5131.4)	• Teacher intervention • 1-10 day in-school suspension • Administrative notification • 1-10 day out-of-school suspension • Parent/guardian notification • Detention (Elementary) • Potential Police referral • Refer to counselor or support staff • Expulsion possible
Swearing; Obscene, Vulgar, Abusive, Inflammatory, or Disrespectful Language, Gestures, Attire, or Behavior	• Teacher intervention • Saturday Morning Detention (HS only) • Administrative notification • Parent/guardian Notification • 1-5 day in-school suspension • Refer to counselor or support staff • 1-10 day out-of-school suspension • Student required to change • Expulsion possible inappropriate attire • Possible Police referral
Verbal or Gestural Abuse toward Staff	• Teacher intervention • 1-10 day in-school suspension • Administrative notification • 1-10 day out-of-school suspension • Parent/guardian notification • Refer to counselor or support staff • Expulsion possible

SECTION IV
RESPECT FOR PERSONAL AND PUBLIC PROPERTY

EXAMPLES OF CONDUCT REQUIRING DISCIPLINE	DISCIPLINE OPTIONS
Criminal Mischief/Graffiti	• Security notification • 1-10 day out-of-school suspension • Restitution required • Parent/guardian notification • Expulsion possible • 1-10 day in-school suspension • Police report submitted
Littering	• Teacher intervention • 1-5 day in-school suspension • Administrative notification • 1-10 day out-of-school suspension • Security notification • Parent/guardian notification • Possible Police referral • Clean-up, removal • Saturday Morning Detention (HS only)
Tampering with School Records	• Teacher intervention • Expulsion possible • Administrative notification • Possible Police referral • Parent/guardian notification • 1-10 day out-of-school suspension
Theft or Possession of Stolen Goods	• Teacher intervention • 1-10 day in-school suspension • Restitution required • 1-10 day out-of-school suspension • Administrative notification • Security notification • Expulsion possible • Parent/guardian notification • Possible Police referral • Detention (Elementary)
Throwing Objects	• Teacher intervention • Detention (Elementary) • Administrative notification • 1-5 day in-school suspension • Parent/guardian notification • 1-10 day out-of-school suspension • Verbal warning • Saturday Morning Detention (HS only) • Expulsion possible • Possible Police referral

Vandalism	• Teacher intervention • 1-10 day in-school suspension • Clean-up, restitution • 1-10 day out-of-school suspension • Administrative notification • Parent/guardian notification • Expulsion possible • Potential Police referral

RESTORATIVE PRACTICES AND CHALLENGING BEHAVIOR

As of July 1, 2025, in an effort to assist school in supporting and promoting teaching and learning where all students thrive academically and socially, have a strong and meaningful voice, and are prepared for lifelong success, Connecticut School Climate legislation has guided districts to implement a framework to address challenging behavior and promote the development of restorative action plans. BOE Policy 5144.12 Challenging Behavior Prevention: Restorative Practices provides further guidance on relationship building, accountability, community safety, and competency development. Please reference the Trumbull Public Schools Website to make a formal report of incidents of challenging behavior.

"Challenging behavior" means behavior that negatively impacts school climate or interferes, or is at risk of interfering, with the learning or safety of a student or the safety of a school employee.

"Restorative practices" means evidence and research-based system-level practices that focus on (A) building high-quality, constructive relationships among the school community, (B) holding each student accountable for any challenging behavior, and (C) ensuring each such student has a role in repairing relationships and reintegrating into the school community.

As an integral component of a safe school climate, Madison Middle School faculty and staff strive to develop positive relationships with students and classrooms as communities. Each student, throughout their time at Madison, should be able to identify "trusted adults" throughout the building.

SECTION THREE…General Information

ABSENTEE NOTES

A student who has been absent must bring a written note signed by the parent directly to the homeroom teacher on the day the student returns (or electronic communication to the Main Office).

A student who has had a communicable disease must present a doctor's note to the nurse before being permitted to go to class.

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 granted.

When a student is absent from school, parents are requested to call the Absentee Line at (203)452-4498, communicate directly with the Main Office, and/or use the Infinite Campus Parent Portal to document the absence.

ACTIVITIES PROGRAM

The Trumbull Middle Schools offer a very broad range of school activities that include clubs, intramurals, and similar programs. All students are encouraged to take part in activities. During the school year, announcements and notifications describing these activities will be distributed.

Any student who is interested in a club or activity not being offered is encouraged to contact an administrator, a guidance 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 or entertainment to the student community.

ATTENDANCE

Daily attendance is not only necessary for satisfactory work, but is required by Connecticut State Law and Board of Education policy.

Excused and Unexcused absences are based on state statute and BOE policy:
https://resources.finalsite.net/images/v1680090687/trumbullpsorg/vvdrbhwvokhskdoddysn/5113_1_Attendance_Grades_K8.pdf

Excessive absences inhibit both successful learning and the ability to complete course requirements. Since many skills are taught in a sequential manner, this lack of exposure may negatively affect the skills development in a student. The school staff encourages regular attendance.

The school will communicate home when absences reach various thresholds (4,8, 12 absences) as a means of abiding by district policy and regulations, formally documenting the absences, and offering resources and supports for the family. Subsequent meetings may be scheduled and held to develop support plans for students that exhibit concerning patterns of attendance which would require intervention.

AWARDS

Throughout the school year students receive awards and recognition for their accomplishments. Students who try their hardest at everything they do may be rewarded for their efforts.

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 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.

CONFERENCES—PARENT/TEACHER

Teachers are available for conferences to inform parents about student progress. Parents may call to arrange meetings with individual teachers or the entire teaching team. Appointments at a mutually convenient time will be arranged. It is suggested that these meetings take place during the team's common planning period, when possible. At scheduled times during the year, the entire faculty is available for conferences. This helps parents to arrange to see their student's teachers in one visit. Individual appointments are made by calling the guidance department.

DRESS CODE

Students at the Trumbull Middle Schools have traditionally shown that they take pride in their personal appearance. They know that when they come to school well-groomed and wearing clothing that is neat, clean and in good taste, they reflect the training received at home. The specifics listed 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 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 bookbags/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 student must bring a written note to school signed by a parent, which specifies the time the student is to be excused and the reason early dismissal is requested. This note is presented to the office before school. Parents coming to pick up their child should report to the office. 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, report to the main office to sign out your child.

ELECTRONIC DEVICES AND NETWORK USE

All students are issued/assigned a Chromebook Laptop Computer for use during their years at Madison Middle School. During the course of the regular school day, student possession and use of all electronic devices not part of the instructional program will not be allowed. Electronic devices include cell phones, personal data assistants, laptop computers, MP3 players, laser pointers, etc. All use of the Internet, electronic services, or any telecommunications network must be in support of educational objectives or research. (Please reference Network/Internet Use Agreement)

EXTRA HELP

Help is available from your teachers if you do not understand an assignment, if the work is difficult, or if you have been absent due to illness. Every teacher holds extra help sessions during a scheduled day after school. This is open to all students in the class. On occasion a teacher may ask a student to stay after school if it is apparent that the student is having difficulty.

FIRE DRILLS

Fire 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.

GUIDANCE AND COUNSELING OFFICE

The guidance department provides a planned program of services to assist each student in making a successful adjustment to the middle school. Guidance 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.

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 and lockers should remain locked throughout the school day. 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.

HOMEWORK

In the case of a student absence from school due to illness for more than three (3) days, a parent may call the Guidance Office and request homework assignments for their child. The homework will be available after 24 hours following the request. We strongly encourage students to contact homework buddies for absences of less than three days. Google Classroom and teacher email also serve as additional resources.

LEARNING COMMONS

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. Printing – use of the Learning Commons for printing occurs at designated times set by the Library Media Specialist.
8. Chromebook Loaners and Repairs - Students should meet with the Library Media Specialist when in need of a Chromebook loaner or repair.
9. Learning Commons rules – Students are expected to observe rules of courtesy while working in the Learning Commons. Students who fail to conduct themselves in a courteous manner will be denied the privilege of using the Learning Commons 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 with a central lost and found in the cafeteria. 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 and ROARS cafeteria behaviors 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. Any variety of circumstances throughout a school year may require individual or groups of students to sit in assigned seating in the cafeteria.
5. Students who accidentally drop or spill anything on the floor are to clean it up immediately.
6. 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.
7. Food and drink are to be eaten only in the cafeteria.
8. Borrowing money is not permitted.
9. Students are not to throw anything in the cafeteria.
10. Conversation should be conducted quietly.
11. Students who have difficulty meeting these expectations will be required to have a more structured lunch in a separate setting away from the cafeteria.

One indication of Trumbull Middle School pride is the fine appearance of the cafeteria. Everyone should strive to maintain a clean, orderly cafeteria.

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.

It is not recommended that children 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, health assessments and a second dose of measles vaccine are required by June 1st of the 6th grade year. Before students enter 7th grade, they are required to have one dose of varicella vaccine or verification on their health assessment that the child has already had the chicken pox and at least one Hepatitis B vaccine. For eighth grade, students are required to have verification of three (3) doses of Hepatitis B vaccine. All students new to Trumbull Public Schools must provide a record of their immunization prior to entering school. A health assessment form must also be completed 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 6 - vision; Grades 6, 7, and 8 - postural (scoliosis); and Grade 8 - audiometric hearing. The nurse will do additional vision and/or audiometric screening on any student upon request.

PARENT-TEACHER ASSOCIATION (PTA)

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 or access the following webpage: https://sites.google.com/trumbullps.net/mms-pta/

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 boys and girls unless a medical excuse is signed by a doctor and delivered to the school. Every student will complete state mandated physical fitness testing.

PHYSICAL EDUCATION LOCKERS

While this department policy is under review, it is recommended that students should always have a change of athletic clothing and footwear in a designated bag. If students are directed to use the locker room, they should bring a combination lock to physical education to safeguard their property in the locker room during class. Physical education teachers will inform students of safe athletic wear and other policies at the start of each trimester.

PRIVATE TECHNOLOGY USE BY STUDENTS

District Policy 5131.81 outlines private technology use by students at the middle school level. Cell phones must remain turned off and stored in either a locker or backpack from 7:30 AM to 2:30 PM daily. Phones should not be visible or in use at any point during the school day, including:

- During lunch periods
- During passing time between classes
- During any instructional time

Students will be reminded of these expectations through daily announcements and regular communication. After 2:30 PM, students may use their phones as needed (for example, to contact parents about staying after school or arranging transportation). However, phones should remain put away during after-school extracurricular activities.

If a staff member observes a student with a cell phone during school hours (7:30 AM - 2:30 PM), the phone will be confiscated and brought to the main office. Students will face progressive disciplinary consequences for repeated violations of this policy.

Students who need to contact families during school hours may use the phone in the main office. Parents should avoid texting students during school hours, as messages will not be seen until after 2:30 PM. To reach a child during the school day, please call the main office (203-452-4499).

The intent of this policy is to maximize student focus and the effectiveness of teacher instruction while curbing a distraction that has negative and potentially unhealthy effects on students.

After 2:30 PM, students may use their phones as needed (for example, to contact parents about staying after school or arranging transportation). However, phones should remain put away during after-school extracurricular activities.

REPORT CARD AND PROGRESS REPORT PROCEDURES

Report cards are issued on a trimester basis and will be distributed electronically through the Infinite Campus Parent Portal. Progress reports will be made available through a mid-trimester update at specified dates and also available continuously through Infinite Campus.

HONOR ROLL AND GRADING PROCEDURES

Honors with Distinction is earned by achieving an average of 4.0 to 4.33.

High Honors is earned by achieving an average of 3.67 to 3.99 .

Honors is earned by achieving an average of 3.00 to 3.66.

GRADING SYSTEM

A+ = 97 – 100 (4.33)	B+ = 87 – 89 (3.33)
A = 93 - 96 (4.00)	B = 83 – 86 (3.00)
A- = 90 - 92 (3.67)	B- = 80 – 82 (2.67)
C+ = 77 - 79 (2.33)	D+ = 67 – 69 (1.33)
C = 73 – 76 (2.00)	D = 63 – 66 (1.00)
C- = 70 – 72 (1.67)	D- = 60 – 62 (0.67)
	F = Below 60 (0.0)

With justification, teachers may adjust the final mark up 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.

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 through an e-blast notification using the Infinite Campus program and may appear on local media websites.

STUDENT ASSISTANCE TEAM

The Student Assistance Team (SAT) is a group of trained staff who have a special role in identifying and helping students whose academic or social-behavioral concerns may be interfering with their school attendance, performance, or code of conduct expectations. The team includes administrators, department chairs, teachers, the nurse, guidance counselors, the social worker, and school psychologist, and interventionists. The team promotes awareness and educational activities for staff, students, and parents about student problems and how the SAT can help. It also works with "multi-tiered systems of support" (MTSS) in areas of prevention, intervention, assistance, and evaluation.

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.

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 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 Middle School 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 the principal for a meeting with the Student Assistance Team may take place.

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.

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. Although students are encouraged to attend regularly scheduled extra-help classes, it is sometimes quite difficult for students to catch up on missed work.

VISITORS

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 pupils and employees, the Principal of each school shall administer visitations in accordance with BOE Policy and regulations established by the Superintendent of Schools.

WITHDRAWING FROM SCHOOL

Prior to release of school records and transcripts, the student must clear him/herself of all school obligations. Students who are moving from Trumbull must notify the guidance 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, clean out lockers, etc. A parent/guardian must visit the school on the student's last day to sign the official withdrawal form.

BOARD OF EDUCATION POLICIES

The form included on the next page of this agenda handbook must be signed and returned to school, notifying the administration that the handbook was reviewed.

Trumbull Public Schools:
Board Policies - Official Notification

5131.91/Hazing

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.

For Full Policy and Regulations:
https://resources.finalsite.net/images/v1671788987/trumbullpsorg/ik1j9s07vq63bmhgo3jg/5131_91_Hazing.pdf

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 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-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 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.

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

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.