

## TRUMBULL HIGH SCHOOL – Frequently Asked Questions – 2019/2020

**Q1.** Where are most of the practices, policies, and procedures outlined?

- A.** Student Handbook, Program of Studies Book,  
Board of Education policies are available on the Trumbull Public Schools Web Site at  
<http://www.trumbullps.org/policies.htm>.

In the handbook, you will find answers to questions about:

- non-discrimination in instruction policy
- sexual harassment
- guidelines for alternate placement
- standard of student conduct
- school code of conduct
- off campus misconduct
- electronic devices
- parking
- detention
- BYOD
- study halls
- school dances
- buses
- fire drills, parking
- dress code
- attendance and tardiness policies
- internet policy
- courses and grading information
- resources, service & activities
- bullying policy

The Program of Studies is distributed to incoming 9<sup>th</sup> grade students and current THS grades 9, 10, and 11 students at the end of January.

**Q2.** How will I be updated about educational standards and ongoing changes?

- A.** Website access - the THS site, <http://www.trumbullps.org/thhs> should be visited frequently. Currently, we want you to know that the main page of the THS website posts important information regarding events, bulletins and recognitions. Other information regarding staff, calendars, rubrics, academics, sports, clubs and the PTSA are located within the website.

**Q3.** What are the graduation requirements?

- A.** For the Classes of 2020, 2021, and 2022 (TPS Policy #6146), a student must have earned a minimum of 22 credits and must have met the credit distribution requirement; each student must meet performance criteria in 1) evidence-based reading and writing literacy, 2) mathematics literacy, and 3) science literacy; and each student must complete community service. Specifically, students are required to carry a minimum of 5.5 credits each year. Community service forms are available in counseling offices and on the THS website. Completed forms are returned to the student's counseling office upon completion of the activity.

For the Class of 2023 (TPS Policy #6146), a student must have earned a minimum of 25 credits and must have met the credit distribution requirement in Humanities, STEM, Wellness, World Languages, electives, and mastery-based diploma assessment; each student must meet performance criteria in 1) evidence-based reading and writing literacy, 2) mathematics literacy, and 3) science literacy; and each student must complete community service. Specifically, students are required to carry a minimum of 6.25 credits each year. Community service forms are available in counseling offices and on the THS website. Completed forms are returned to the student's counseling office upon completion of the activity.

**Q4.** What are the THS attendance requirements?

1. **REQUIRED** - On the day of an absence or tardiness, a parent/guardian needs to call the student's house office (before 9:30 a.m.), which explains the absence or tardiness.
2. **REQUIRED** – A note must also be brought to the House Office by the student upon his/her return. Notes must be both written and signed by a parent/guardian and submitted to the student's House Office within one school day after the student has returned from his/her absence. Notes must include the student's name, date(s) of absence, and reason for the absence, along with a daytime phone number where a parent/guardian can be reached for verification.
3. In addition, parents/guardians are encouraged to submit official verification of any absence for which verification is required in order for said absence not to count toward the student's absence bank within one school day after the student has returned from his/her absence.
4. Please call the appropriate House Office phone number to report an absence:

- A-House (A-F): 203-452-4507, B-House (G-N): 203-452-4513, C-House (O-Z): 203-452-4518
5. Students who drive to school and who are habitually tardy will be referred to the House Principal and/or Dean of Students.
  6. Please contact the House Counseling Office with any updated contact information (phone, email, address).
- Q5.** Can students sign up for Independent Study credit?
- A.** Yes, but only on a very selected and limited basis. Students must seek a faculty sponsor and submit a proposal, based on the agreed upon criteria, to the Counseling Department Chairperson. Information is available through your Counselor.
- Q6.** Are students allowed to graduate early?
- A.** Yes. Students must meet with their counselor to determine their eligibility based on credits and requirements. Students must request early graduation in their Junior year. Credits will be reviewed by their counselor. If they appear to be eligible, they must make their request in writing to the building principal, which will be submitted for committee review. A parent/guardian signature is required.
- Q7.** What are the exact expectations, procedures, and directions about community service requirements?
- A.** Community service is a graduation requirement that began with the Class of 2010. Students are encouraged to volunteer for an activity/event that is purposeful, enjoyable and interesting to them. If they are unable to locate an activity or event, the counseling staff will be able to make suggestions to them. Community service forms are available in the house counseling offices. Once the service is complete, the students should ask the coordinator of the event/activity to fill out and sign the form. Tally forms of activities are available in the counseling offices. Students collect all service forms and retain them until the end of the year. They then bring them to counselors with the tally sheet, in front, before June 1<sup>st</sup>. (Please check link to the website for more information).  
All students must complete a minimum of one hour per year in order to graduate; however, THS views volunteerism as an integral part of a well-rounded high school program and encourages all students to be active participants in this endeavor with as many hours as possible.
- Q8.** What is “Term GPA” on the Infinite Campus report card?
- A.** On the Infinite Campus report card, each marking period is a term. Term 1 is the first marking period. “GPA” is the grade-point average for that term. An “A” average is represented by a GPA of 4.0, a “B” average is represented by a GPA of 3.0, and so on.
- Q9.** What are the dates of parent conferences and report cards?
- A.** Parent Conferences will take place on November 21, 2019, afternoon and evening, and March 5, 2020, afternoon and evening.  
Please check the Trumbull High School website’s “Academic Calendar” for report card dates. Teachers update their gradebooks on a consistent basis.
- Q10.** Have there been improvements made in the Safety/Security of the campus since last year?
- A.** Yes. Emergency Egress Routes are updated yearly. The main entrance is located at door #1 at the front of the building. The Fire Marshal has increased the number of fire lanes on campus and will be working closely with Administration to ensure safety for all students and staff. Additional internal and external security cameras have been installed. Any changes or updates to security protocols will be sent in writing from the Principal to families.
- Q11.** What is the meaning of the rubrics on the report cards?
- A.** The report card now displays the successful completion of the school-wide rubrics as required by NEASC. Each department is assigned one or more of the school-wide rubrics as recommended by NEASC. Semester courses are assessed in January and full-year courses are assessed in June. Student progress is labeled “E” for exemplary, “P” for proficient, “N” for needs improvement and

“U” for unacceptable as a measure of student accomplishment. The actual rubrics themselves can be found on the school website.

**Q12.** Who are the new staff members to the campus, and what are their departments?

Katherine DeLuca	Special Education
Colette LeMarie	World Language
Heewon Lim	Mathematics
Jennifer Marrone	Wellness
Pamela Nitsche	Adaptive PE
Matthew Paola	Special Education
Chris Russo	Music
Melanie Skeen-Gregory	Intervention Specialist
Elizabeth Tavares	World Language
Clay Williams	English

**Q13.** What are the Associate to the Dean and the Intervention Counselor positions and how do they operate?

- A.** The Associate to the Dean is Dennis McLaughlin, who is trained as a social worker, as well. Working very closely with the Dean of Students, this office is student-centered, focusing on creating a positive learning environment for the Trumbull High School community. Additionally, this office has daily contact with the house offices and security officials and provides another resource for our teaching staff. Discipline issues are handled by the Associate to the Dean.

The Associate to the Dean is the advisor to the Peer Mediation program. Peer Mediation offers a unique learning experience for students to develop the skills necessary for resolving any interpersonal conflicts with peers. Peer Mediators receive up to 18 hours of training. Students may access peer mediation services via the Dean of Students office, the Trumbull High website, or the Peer Mediation Facebook page.

The Intervention Specialist (CIS) at Trumbull High School is Melanie Skeen-Gregory. Ms. Skeen-Gregory is trained as a school psychologist. She delivers evidenced-based intervention counseling programs to designated students. Ms. Skeen-Gregory provides counseling support for the general student population. She works closely with administration, faculty, and school counseling and support staff to address emerging social and emotional issues. The goal is always to ensure that a student, and their family, can successfully manage a temporary crisis or situation, to learn and make educational progress.

**Q14.** If I have inquiries about my student, to whom should I direct them?

- A.** You may always contact any teacher directly (email, letter, call house office). Feel free to contact your student’s counselor who acts as a “bridge” between the home and the school. Additionally, you might call your student’s House Principal, Dean of Students, or Athletic Director, depending on the question. All contact information can be found on the Trumbull High School website.

**Q15.** How is the credit value calculated for Wellness?

- A.** The credit value is based on a traditional standard credit measurement. Freshmen (9<sup>th</sup> Grade) Physical Education meets every day for a quarter year, for a credit value of .25. Freshmen also take Health for one quarter year, for a credit value of .25. Sophomore (10<sup>th</sup> Grade) and Junior (11<sup>th</sup> Grade) Physical Education classes meet every other day, all year. This is equivalent to a .5 credit value. Sophomore students also earn .25 credit in Health. Senior students earn .25 health credit in Senior Seminar. In order to accumulate the necessary credits in Wellness at Trumbull High School, a student must successfully complete 9<sup>th</sup>, 10<sup>th</sup> & 11<sup>th</sup> grade Physical Education and Health in grades 9, 10 & 12.

**Q16.** Does Trumbull High School have an official social media presence?

- A.** Yes, Trumbull High School is on social media as a means to communicate with students, parents, and the community. These sites are managed by school administration. The official communications are all found @TrumbullHS. THS is on Facebook (<https://www.facebook.com/TrumbullHS/>), Instagram (<https://www.instagram.com/trumbullhs/>), and Twitter (<https://twitter.com/TrumbullHS> ). Follow us!