

E ducation
A chievement
G rowth
L ife-long learning
E thical conduct
S ocial awareness



STUDENT HANDBOOK

Dr. Robert C. Tremaglio
PRINCIPAL

Frank Savo
A HOUSE PRINCIPAL

Dr. Linda Paslov
B HOUSE PRINCIPAL

Lucinda A. Timpanelli
C HOUSE PRINCIPAL

Anthony Pijar
DEAN OF STUDENTS

Dennis McLaughlin
HOUSE DISCIPLINARIAN

72 Strobel Road • Trumbull • 06611
Telephone: 203 452-4555

This handbook belongs to:

NAME _____

ADDRESS _____

CITY/TOWN _____ ZIP _____

PHONE _____ STUDENT NO. _____

PLEASE NOTE: The front cover is sensitive to extreme heat. Do not leave in direct sunlight. Printed on recyclable paper.

All procedures included in this handbook are subject to change/revision throughout the school year. For the most up to date listings, please go to the Trumbull Board of Education website. www.trumbullps.org

BOARD OF EDUCATION

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Mr. Michael Ward, *Vice Chairperson*
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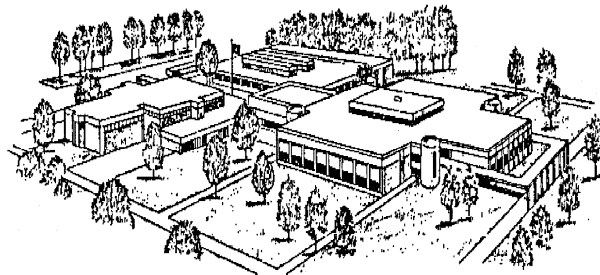


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TRUMBULL HIGH SCHOOL STAFF

MAIN OFFICE

Administration

Dr. Robert C. Tremaglio, *Principal*

Secretarial Staff

Mrs. Christine Pavelo, *Principal's Office*

Mrs. Jennie Villano, *Main Office*

CONTINUING EDUCATION OFFICES

Mr. Robert A. DeCerbo, *Director*

Ms. Cheryl Gould, *Secretary*

Ms. Elfriede Larsen, *Secretary*

NURSING OFFICE

Ms. Dawn Tichy, *School Nurse*

Mrs. Daisy Benedict, *School Nurse*

Mrs. Celeste Miralgia, *School Nurse*

SECURITY GUARDS

George Dewey, *Inside Security Guard*

William Connolly, *Outside Security Guard*

Mr. Frank Romano, *Security Guard*

Mr. Terry Mooney, *Security Guard*

Mrs. Debbie Iannuzzi, *Security Aid*

A House

Mr. Frank Savo, House Principal
Staff Stationed in A House

FINE ARTS DEPT.	Warriner, Melissa
Horton, Peter – Team Leader	SPECIAL EDUCATION
Chieffalo, Jennifer	Gabriel, Paul
Fattibene, Anthony	Inzero, Lauren
Tornillo, Anne	Stevens, Katherine
Youngberg, Trevor	Ice, Sara – Secretary
GUIDANCE DEPT.	Black, Steve – Aide
O’Connell, JoAnn - Chair	Hugo, Linda – Aide
Avery, Danielle	Morgia, Alison - Aide
Kovachi, Alex	Munk, Rhoda – Aide
Lobdell, Catherine	Pappas, Georgette – Aide
MATHEMATICS DEPT.	Schultz, Clara – Health Aide
Basbagill, Fran – Chair	Tubridy, Joan – Aide
Belcher, Katie	Donaghue, Ann Marie - Aide
Ciborowski, Nancy	SECRETARIAL STAFF
Darak, Harold	TBA – House
DelGrecco, Ashley	Lord, Patti – Guidance
Healy, Shannon	SOCIAL STUDIES DEPT.
Horton, Janet	Kathy Rubano - Chair
Jones, Kenneth	Basbagill, Gregg
Kaminski, Scott	Bastien, Christine
Payne, Jennifer	Blanc, Richard
Porco, Stefan	Kania Emond, Christie
Rodrigues, Karen	Kremzar, Andrea
Rosco, John	McGrath, Martin
Salvati, Laurie	Margonis, Michael
Scerbo, Matthew	Shultz, Kirk
Seferian, Bonnie	Vitiello, Silvero
Shevlin, Doreen	ALTERNATE PROGRAM
Turtoro, Martha	Debra McGrath - Chair
Zultowski, Thomas	Berkley, Fran
ATTENDANCE AIDE	Carusello, Richard
Piazza, Stephanie	Connon, Joann
PUPIL SERVICES	D’Aquila, Rose
Konecny, Jacquelen	Durant, Kathy
Alpert, Rachel	Strychalsky, Keith
SCIENCE DEPT.	Brown, Christopher
Cayer, Jeffrey	Murphy, Patricia – Secretary
Drenkard, Hans	AV DEPARTMENT
Giroux, Rebecca	Tait, Shawn
Jenkins, Julie	

B House

Dr. Linda Paslov, *House Principal*

Staff Stationed in B House

ENGLISH DEPT.

Spillane, Jessica – Chair

Banks, Nicholas

Berescik, Susan

Bracksieck, Matt

Coleman, Kristen

Doyle, Keif

Evans, John

Frugone, Laura

Garcia, Nicole

Hipp, Julianne

Holohan, Felicia

Jalowiec, Stephanie

Lorenz, Andrea

McCarthy, Emma

McFarland, Norma

Netting, Jodi

Nicolett, Jeanette

Odoardi, Joseph

Papageorge, Belinda

Rizza, Anne

Schultz, Abigail

Shupp, Karlen

Smith, Roger

TBA

GUIDANCE DEPT

Capella, James

Hilser, Catherine

Thompson, Kristen

P.E./HEALTH DEPT.

Zinzer, Scott – Chair

Anderson, Charles

Bray, Clifford

Dankulich, Michelle

Kluspes, Jane

Maffei, Robert

Mickool, Melynda

MEDIA CENTER

Neenan, Colin – Team Leader

Pelligra, Dean

Kantorowski, Fran-Media

Sarzynski, Maryann – Aide

Cimmino, Lisa – Comp. Aide

Pazik, Linda – Media Aide

SCIENCE DEPT.

Edwards, Tom – Chair

Albers, Jonathan

Cayer, Sheri-Ann

Coburn, Daniel

Durfee, Andrew

Gibson, Kathleen

Matthews, John

Miller, Jordan

Liskey, Steffanie

Xavier, Jenny

Powell, Dana

Singh, Sonali

Tivadar, Patricia

Schaivone, Martin

Winters, J. Douglass

PUPIL SERVICES

Martins, Jodi

SPECIAL EDUCATION

Mas, Maureen – Chair

Seipel, Kathleen

Sesto, Victor

Paradis, Eric

WRITING LAB COMPUTER AIDE

Elliano, Dolores

CAREER AIDE

Tyszka, Shirley

SECRETARIAL STAFF

Mraz, Tina - House

Hernandes, Pricilla-Guidance

INTERSCHOLASTIC SPORTS

Herbst, Michael – Director

TBA – Secretary

C HOUSE

Mrs. Lucinda Timpanelli, *House Principal*

STAFF STATIONED IN C

HOUSEBUSINESS DEPT.

Owen, Debra – Chair
Manuel, Todd
Nicholson, Stacia
O’Connell-Rubin, Kristen
Yerina, Elizabeth

WORLD LANGUAGE DEPT.

Perusi, Nicandra – Chair
Arango, Barbara
Canetta, Maria
Castedo, Carmen
Currie, Polly
Espejo, Raquel
Garcia-Manso, Maria
Gasparini-Carney, Anita
Giordano, Sarah
Greaves, Matthew
Guadanogli, Laura
Lavorgna-Lye, Susanna
Mata, Frank
McNaughton, Laura
O’Loughlin, Jennie
Sevilla, Pablo
Slais, Michele
Wentworth, Emily

GUIDANCE DEPT.

Codd, Lindajean
Lewis, Damon
Zakim, Judy

AGRICIENCE DEPT.

Cicero, Frank – Director
Allen, Christopher
Berlekovic, Pam–Team Ldr.
Decker, Nicole
Hays, Michael
Piekarski, Tom
Vrabel, Thomas
Weed, Denise

SOCIAL STUDIES DEPT.

August, Eric
Cafferty, Sean
Ellis, Sara
Gilman, Bethany
Intemann, Elizabeth
Margonis, Michael
McCloyhry, Gerald
Monaco, Louis
Trazaski, Rebecca
Urhlass, Daniel

SPECIAL EDUCATION DEPT.

Black, Trudi
Conroy, Nancy
Dunkle, Kristen
Anderson, Kristin
Romanello, Nancy
Rosenau, Margaret
Wrigley, Jacqueline
Wrobel, John
Paradis, Eric
Marcas, Blanca - Aide

SECRETARIAL STAFF

Mata, Darlene – House
TBA – Guidance

PUPIL SERVICES

Agostin, Maryann
Barton, Meredith

TECHNOLOGY DEPT.

Owen, Debra – Chair
Armatureo, Joseph
Caminiti, Jean
Davis, MaryAnne
Larson, Catherine
Pinto, Michael

INTERVENTION SPECIALIST

Mecca, William

HOUSE DISCIPLINARIAN

McLaughlin, Dennis

TELEPHONE DIRECTORY

Administrative Offices

Principal	452-4531
Main Office	452-4555
Dean of Students	452-4568
House Disciplinarian.....	452-4528
A House Principal / Absentee Line	452-4507
A House Guidance	452-4508
B House Principal / Absentee Line	452-4513
B House Guidance	452-4514
C House Principal / Absentee Line	452-4518
C House Guidance	452-4519

Department Offices

Agriscience	452-4200
Business	452-4561
English	452-4587
Fine Arts	452-4539
Foreign Language	452-4588
Mathematics.....	452-4585
Media Center.....	452-4581
Physical Ed	452-4578
Pupil Personnel Services.....	452-4534
Science	452-4566
Social Studies.....	452-4586
Special Education	452-4535
Technology Education	452-4538

Other Numbers

Athletic Director	452-4557
Continuing Education	452-4554
Drivers Education	452-4577
Guidance/Community Service Liaison	452-4510
School Nurse.....	452-4556
Yearbook Office	452-4524

TRUMBULL HIGH SCHOOL MISSION

Trumbull High School educates students in a safe, inviting, student-centered community. We encourage academic achievement, extracurricular participation, enthusiasm and self-confidence to foster independence and personal and social growth. We teach skills necessary for lifelong learning. We hold our school community to the ethical conduct and social awareness necessary to live and participate in a democratic, diverse and global society.

TRUMBULL HIGH SCHOOL EXPECTATIONS

ACADEMIC EXPECTATIONS:

Trumbull High School students will:

- Read, write, listen, and communicate effectively.
- Select and apply technology necessary to obtain, organize and process information.
- Use information to solve problems, think critically, and make decisions.
- Create meaningful connections to prior knowledge in order to further life-experiences.
- Be independent learners and thinkers

SOCIAL EXPECTATIONS:

Trumbull High School students will:

- Demonstrate responsibility for self.
- Practice interpersonal skills
- Develop healthy, lifelong, physical and mental habits.

CIVIC EXPECTATIONS:

Trumbull High School students will:

- Respect themselves and others.
- Participate actively in the community.

The New England Association of Schools and Colleges (NEASC) is the accrediting agency for public secondary schools in the New England area. This organization has combined efforts with the State of Connecticut in their publication of the new Frameworks for High School Redesign, June 2006. NEASC, in agreement with the State of Connecticut, is requiring high schools in the state to comply with academic, social and civic expectations.

Schools are evaluated on their efforts to implement the recommendations of NEASC. The expectations for both NEASC and

the High School redesign initiative include active participation in the community.

The minimum community service requirement for graduation is one hour per year or four hours per four years. The students who receive a score of “Needs Improvement” or higher, by rubric standards, will fulfill their graduation requirement. Please see your counselor for more information on the rubric.

Beginning with the Class of 2010 all students will be required to do Community Service hours in order to graduate.

TRUMBULL HIGH SCHOOL ORGANIZATION

Trumbull High School is divided into three houses designated A, B, C. This house plan provides some advantages of a small school while retaining the benefits of a large school. Each house has its own house principal, guidance counselors, and support staff. Students are assigned to their respective houses alphabetically. Those students whose name begins with A-F are assigned to A House; those whose name begins with G-N, B House; and those with O-Z are in C House. Homerooms are located in their respective houses while classes will meet throughout the building.

NONDISCRIMINATION IN INSTRUCTION (POLICY NO. JBA)

The Trumbull Board of Education will not discriminate against any pupil on the basis of race, color, religion, sex, national origin, ancestry or disability in the organization and application of the educational programs and services it operates.

The Superintendent will continually evaluate instructional policies and practices to ensure compliance with both the letter and spirit of this policy. In evaluating instructional policies and practices in terms of this policy, the Superintendent will call upon the advice and counsel members of the instructional staff.

GUIDELINES FOR ALTERNATIVE PROGRAM PLACEMENT

The Trumbull Alternate School is an extension of Trumbull High School. This setting offers students the opportunity to succeed behaviorally and academically in a small classroom environment.

The school is housed outside of Trumbull High School. It is located in Madison Middle School at 4630 Madison Avenue in Trumbull, CT. This setting consists of four classrooms, and a computer lab. Academic offerings consist of four years of English, three years of Social Studies, three years of Science, and four years of Mathematics.

The mission of this school is to assist students to take responsibility for their learning and their behavior. This program is ideally suited for the student seeking:

- A smaller classroom environment.
- An individualized academic program.
- Assistance in curbing excessive absences.
- Close supervision to curtail school and class cutting.
- To improve grades.
- To take control of inappropriate behavior.
- A flexible program that emphasizes diversity, trust, responsibility, enhanced self-esteem and independence.

Referring a student to the Alternate School is based on individual and collective needs being met. When this is the case, the following steps must take place:

1. The student notifies his/her guidance counselor of the desire to attend Trumbull Alternate School.
2. The Guidance Counselor notifies the Alternate School Administrator, the Alternate School Chairperson, House Principal and student's parent(s)/guardian(s) of the request.
3. The Counselor will facilitate a meeting for the above mentioned to discuss, and if appropriate, make arrangements for the new placement to occur. This meeting will take place at Trumbull High School.
4. In an effort to expedite placement and scheduling for students, the Trumbull Alternate Chairperson will provide the counselor with a packet of forms to be completed.
5. Once all completed forms and information requested are received by the Chairperson, the student will be scheduled to attend the Alternate School. Until such time, the student will remain in attendance at Trumbull High School.

STUDENT INFORMATION

Class Officers

Class of 2009

President – Jon Mark
Vice Pres. – Hardeep Chana
Secretary – Jamie Mortimer
Treasurer – Ryan Jean-Joseph

Class of 2010

President – Jackie Roman
Vice Pres. – Shervin Etiemad
Secretary – JoAnna Suriani
Treasurer – Hilary Nigrosh

Class of 2011

President – Jeffrey Liu
Vice Pres. – Alexandra Gomes
Secretary – Elizabeth Gillis
Treasurer – Zack Robbins

Class of 2012

TBA

Student Council Officers

President – Christine Larson
Vice President – Katy Donahue
Secretaries – Annalise Chiarelli/Tess Johnson
Treasurer – Michael Smith

Student Council Reps

<i>Class of 2010</i>	<i>Class of 2011</i>	<i>Class of 2012</i>
Stephanie Barnett	Amanda Sahley	Tony Flynn
Heather Braunagel	Michael Galant	Ariel Braunstein
Jennifer Johnson	Corey Binder	Katie Festa
Megan Noviskis		Samantha Buck
		Stephanie Schwartz
<i>Class of 2013</i>		Katherine Larson
TBA		

National Honor Society Officers

President – Alexander Rich
Vice President – Shelby Flynn
Secretary – Daniel Connolly
Treasurer – Sean Freeland

Board of Education Representatives

TBA

State Student Advisory Council

Christine Larson

BELL SCHEDULE—EIGHT-PERIOD DAY

Warning Bell	7:25
Period 1	7:27 – 8:13
Period 2	8:18 – 9:04
HOME ROOM	9:09 – 9:19
Period 3	9:24 – 10:10
Period 4	10:15 – 11:01
Period 5	11:05 – 11:52
Period 6	11:56 – 12:43
Period 7	12:47 – 1:34
Period 8	1:38 – 2:25

ONE AND ONE HALF HOUR DELAY SCHEDULE

Warning Bell	8:55
Period 1	8:57 – 9:42
Period 2	9:46 – 10:21
HOME ROOM	10:25 – 10:35
Period 3	10:39 – 11:14
Period 4	11:18 – 11:53
Period 5	11:57 – 12:31
Period 6	12:35 – 1:09
Period 7	1:13 – 1:47
Period 8	1:51 – 2:25

LEGAL DAY SCHEDULE

Warning Bell	7:25
Period 1	7:27 – 7:57
Period 2	8:01 – 8:31
HOME ROOM	8:35 – 8:45
Period 3	8:49 – 9:18
Period 4	9:22 – 9:51
Period 5	9:55 – 10:24
Period 6	10:28 – 10:56
Period 7	11:00 – 11:28
Period 8	11:32 – 12:00

EARLY DISMISSAL DUE TO INCLEMENT WEATHER

Warning Bell	7:25
Period 1	7:27 – 8:15
Period 2	8:19 – 9:07
HOME ROOM	9:11 – 9:21
Period 3	9:25 – 10:00
Period 4	10:04 – 10:30
Period 5	10:34 – 11:00
Period 6	11:04 – 11:30
Period 7	11:34 – 12:00
Period 8	drop

GYM LOCKERS

You will be assigned a locker in the Physical Education area. As in the case regarding your assigned locker in the academic wing, you should **NOT** store valuables or money in this area. The school is not responsible for the loss or theft of articles contained in these lockers. The school administration reserves the right to inspect lockers for just and proper cause.

LOCKERS

At the beginning of the school year, combinations for assigned lockers are given to your homeroom teacher who in turn gives these combinations to students. During the year, your homeroom teacher and your house office have a record of this combination. Combinations for lockers are changed every year. If a lock is broken, see your house secretary for a replacement. The high school can not assume responsibility for articles taken from lockers, so keep yours locked when not in use. Under no circumstances should you keep valuables in them. Sharing of lockers is not permitted.

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

Although a locker may be assigned to you, please remember that the locker remains the property of the Trumbull School System. Your locker may be opened by school authorities if they suspect that it might contain contraband of dangerous materials or implements. **EVERY EFFORT WILL BE MADE, HOWEVER, TO INSURE YOUR PRIVACY.**

SCHOOL CANCELLATION INFORMATION

In the event of inclement weather,
Listen to local radio station WICC (600 AM)
or check Channel 17 or www.trumbullps.org/th
For information regarding school delay or closing.

STUDENT TELEPHONES

Public telephones are available for student use. They are located in the custodial corridor by the A house side of the commons. No loitering by the telephones.

Students are not permitted to use office telephones exceptions require administrative / office staff permission.

STUDENT PASSES

If you should leave your class during class time, you are required to obtain and carry a hall pass. This pass must be signed by a teacher and include, your name, date, time, and destination. Hall monitors will check passes as you travel through the halls.

VISITORS INFORMATION

(Policy Code KKA)

Trumbull High School encourages and welcomes visitations to the schools by parents, other members of the community, and those having legitimate business in the school. However, in order to avoid interference with the educational program and to protect the safety and welfare of the pupils and employees, all visitors immediately upon arriving at the school must register at the main office and state their purpose for visiting.

Visitors to the high school will be scheduled through the guidance office for shadowing purposes. Prior permission of the principal and all the teachers that will host the visitor is required.

ACADEMIC HONESTY

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

The Academic Honesty Policy will be presented to freshmen via the media center personnel. Students are responsible for knowing what is considered acceptable behavior and what a transgression of academic honesty is. If in doubt, they should consult with their teachers. All assigned student work should be done individually, unless the teacher directs otherwise.

STUDENTS' RIGHTS AND RESPONSIBILITIES

STUDENT CONDUCT

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

Students are also reminded that the use of vulgar language and/or gestures is inappropriate and may result in suspension.

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

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

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

- You have a right to a free public secondary school education guaranteed by the Connecticut Constitution. You should be provided an equal educational opportunity.
- You have the responsibility to attend classes and to comply with the educational rules and policies of the school.
- You have a constitutional right to free speech.
- You have the responsibility not to disrupt the educational process; not to coerce others to participate in a particular type of expression, not to violate the rights of other students who disagree with your views, and not to slander someone (malicious speech without regard to truth). A student's freedom is not absolute and may be regulated when the student abuses his or her responsibilities.
- The school has the authority to develop standards for dress and grooming in order to avoid substantial disruption of the educational process or to protect the health and safety of students, school, personal, or school property. You have a responsibility to abide by those standards (see dress code).
- Freedom of the press is guaranteed by the first amendment to the U.S. Constitution and by the Connecticut Constitution. Responsible student publications come under these protections.
- You and school officials have an obligation to maintain an atmosphere conducive to the educational process; thus the school administration may regulate the time, place, and manner of distributing written materials (see student publications).
- The fourth amendment to the U.S. Constitution protects individuals from unreasonable searches and seizures.

- You can be searched when a school administrator has reason to believe that you have on your person anything which might be illegal, dangerous, or disruptive to the school's learning.
- You have the responsibility not to bring illegal or dangerous materials into school. School officials have the responsibility to prohibit the entry of any material which may be disruptive to the school environment (see searches and seizures).
- You have a right to expect a clean and sanitary school facility.
- You have a responsibility to contribute towards keeping the school clean.
- If suspended, you are entitled to specific rights. For example, prior to your suspension, you will have an informal hearing (unless an emergency exists) and you will have the opportunity to complete classwork, including tests, missed during the period of suspension (see student removal).
- You have the responsibility to obey the publicized rules of the school. These rules have been designed to insure a safe environment conducive to learning. The school will not tolerate any denial of this responsibility.

**TRUMBULL PUBLIC SCHOOLS
STANDARD OF CONDUCT**

*A complete copy of ALL Board of Education Policies can be found at
<http://www.trumbullps.org/policies.htm>*

POLICY

The TRUMBULL BOARD OF EDUCATION expects the highest standards of conduct from all of 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 and staff have the right to expect mutual courtesy, respect, fair and equitable treatment and to be informed of their respective right and responsibilities. These expectations emphasize that proper student behavior is obligatory and conduct incompatible with the education 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, without limitation, 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 when 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 education process in our schools.

Whenever a disciplinary measure is employed, it shall be fair, reasonable, and consistent. No student shall be disciplined on the basis of race, color, religions, creed, sex, age, national origin, ancestry, marital status, sexual orientation, and past/present history of mental disorder and /or disability.

STANDARD OF CONDUCT

Students may be subject to disciplinary action including suspension and/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 publicized policy of the TRUMBULL BOARD OF EDUCATION. Such conduct includes, but is not limited to those behaviors found in the Code of Conduct Disciplinary Chart:

- 1) Willfully striking or assaulting a student, members of the school staff or others;
- 2) Theft, attempted theft and possession of stolen goods;
- 3) Use of obscene or profane language or gestures to 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, gender, sexual orientation, religion, national origin, ancestry or disability;
- 5) Violation of smoking, 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 a fire;
- 13) Violation of the Trumbull Network/Internet policy; Policy Code JAA
- 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 suspension or expulsion;
- 19) Falsely reporting an incident (such as a “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 which makes the presence of the student in school seriously disruptive of the educational process.

At the Trumbull Public Schools, the following chart shall be used in determining the appropriate disciplinary consequence for a given violation of Board Policy. Parents, 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 involvement, the student’s prior disciplinary record, the student’s academic and attendance record, and the level of cooperation exhibited by the student at the time of the investigation, the consequence may vary from these guidelines. The Trumbull Board of Education reserves 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 Team, or 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.

JFC-STANDARD OF CONDUCT

SECTION I

RESPECT FOR ORDERLY TEACHING/LEARNING ENVIRONMENT

<i>EXAMPLES OF CONDUCT REQUIRING DISCIPLINE</i>	<i>DISCIPLINE OPTIONS</i>
Attire Inconsistent with Teaching/ Learning Environment Student Dress, Policy Code: JGB	Teacher intervention 1-5 day in-school suspension Administrative notification Refer to counselor or support staff Parent notification 1-10 day out-of-school suspension Change of attire Detention
Bringing Unauthorized Visitors to School	Teacher Intervention Parent Notification Administrative/Security notification 1-5 day in-school suspension Visitor must leave 1-10 day out-of-school suspension Student is given a warning
Cafeteria Misbehavior	Teacher/Security/Administrator intervention Change seat location Saturday Morning Detention (HS only) Removal from lunch room 1-5 day in-school suspension Detention 1-10 day out-of-school suspension and loss of cafeteria privileges for one week
Cutting Class	Teacher intervention Saturday Morning Detention (HS only) Administrative notification Refer to counselor or support staff Detention Consider alternate placement 1- 5 day in-school suspension 1-10 day out-of-school suspension
Disruption of the Education Process	Teacher intervention Consider alternate setting Security intervention Refer to counselor or support staff Parent Notification

	<p>Saturday Morning Detention (HS only) Administrative notification 1-5 day in-school suspension Detention 1-10 day out-of-school suspension Expulsion possible</p>
Failure to Serve Detention	<p>Teacher intervention Saturday Morning Detention (HS only) Multiple Detentions Administrative notification 1-5 day in-school suspension 1-10 day out-of-school suspension</p>
Failure to Serve In-School Suspension	<p>Teacher Intervention 1-10 day out-of-school suspension</p>
Gambling	<p>Teacher intervention 1-5 day in-school suspension Security notification Refer to counselor or support staff Administrative notification 1 -10 day out-of-school suspension Parent notification Possible Police referral Written/verbal warning</p>
Inappropriate Physical Contact	<p>Teacher intervention Consider alternate setting Security intervention Refer to counselor or support staff Parent Notification Saturday Morning Detention (HS only) Administrative notification 1-10 day out-of-school suspension Detention Expulsion possible</p>
Leaving School without Permission	<p>Teacher Intervention Refer to counselor or support staff Administrative notification 1-5 day in-school suspension Security notification 1-10 day out-of-school suspension Parent notification Possible Police Referral</p>
Loitering/No Hallway Pass	<p>Teacher Intervention Saturday Morning Detention (HS only) Administrative/Security notification</p>

	1-5 day in-school suspension 1 detention 1-10 day out-of-school suspension
Possession of and Use of Electronic Devices, Policy Code: JFCE	Teacher Intervention Confiscation (to be returned to parent) Parent Notification 1-5 day in-school suspension for repeated offenses
Tardiness to Class/Homeroom Student Absences and Procedures, Grades K-8, Policy Code: JEDA; High School Attendance, Policy Code: JEDB	Teacher intervention 1-5 In-school suspension Parent notification Potential loss of course credit Administrative notification Saturday Morning Detention (HS only) Detention
Tardiness to School Student Absences and Procedures, Grades K-8, Policy Code: JEDA; High School Attendance, Policy Code: JEDB	Teacher intervention 1-5 day in-school suspension Verbal warning Saturday Morning Detention (HS only) Administrative notification 1 -10 day out-of-school suspension Parent notification /conference Possible Juvenile Court referral Refer to social worker Potential loss of course credit
Trespassing	Teacher Intervention Warning Administrative notification Written/verbal warning Security notification Possible Police referral Request to leave Recommend arrest
Truancy from School Student Absences and Procedures, Grades K-8, Policy Code: JEDA; High School Attendance, Policy Code: JEDB	Teacher Intervention Follow State Statutes Parent notification Possible Juvenile Court referral Administrative conference Possible loss of course credit Refer to social worker Referral to DCF

SECTION II-SAFETY, FREEDOM FROM FEAR

<i>EXAMPLES OF CONDUCT REQUIRING DISCIPLINE</i>	<i>DISCIPLINE OPTIONS</i>
Arson, False Alarm, Bomb Threat	Administrative notification 10 day out-of-school suspension

	<p>Police/Fire Marshal referral Expulsion possible Refer to counselor or support staff Police/Fire report submitted</p>
<p>Assault, Hazing, Bullying Bullying, Policy Code: JFCC Hazing, Policy Code: JFCB</p>	<p>Teacher Intervention Police notification Administrative notification 1- 10 day out-of-school suspension Parent notification Possible Police referral 1-5 day in-school suspension Expulsion possible Refer to counselor or support staff</p>
<p>Bus Misbehavior Student Conduct on School Buses, Policy Code: EEACC (also JFCCC)</p>	<p>Parent contact Teacher/Coach/Administrative intervention 1 -5 day in-school suspension Verbal warnings Suspension or revocation of bus privileges Written warning 1-10 day out-of-school suspension Assigned seat Consider expulsion from bus/school Detention Possible Police referral</p>
<p>Fighting</p>	<p>Teacher intervention Refer to counselor or support staff Administrative notification 1- 10 day out-of-school suspension Security notification Possible Police referral Parent notification Expulsion possible 1-5 day in-school suspension</p>
<p>Gang Colors, Decoration or Attire</p>	<p>Teacher Intervention 1- 5 day in-school suspension Parent notification 1-10 day out-of-school suspension Administrative notification Refer to counselor or support staff Security notification Student required to change inappropriate attire</p>
<p>Intimidation/Instigation</p>	<p>Teacher intervention Refer to counselor or support staff Administrative notification 1- 10 day out-of-school suspension Security notification Possible Police referral Parent notification Expulsion possible 1-5 day in-school suspension</p>
<p>Smoking or Chewing Tobacco and/or Possession of Lighters or Matches</p>	<p>Teacher intervention Refer to counselor or support staff</p>

No Smoking, Policy Code: JFCG	Administrative notification 1- 10 day out-of-school suspension Parent notification Possible Police referral 1- 5 day in-school suspension
Threats	Teacher intervention 1-10 day out-of-school suspension Administrative notification Psychological evaluation, if deemed necessary Parent notification Possible Police referral 1-5 day in-school suspension Expulsion possible Refer to counselor or support staff
Using, Selling, Possessing, Distributing Controlled Substances: Alcohol, Drugs, or Paraphernalia	Please see Drug and Alcohol Policy, Policy Code: JFCH for Summarization of Administrative Regulations Chart
Weapon Possession and/or Facsimile or Replica (including fireworks)	Administrative notification 10 day out-of-school suspension Police/Fire Marshal referral Expulsion possible Refer to counselor or support staff

SECTION III-RESPECT AND COURTESY

<i>EXAMPLES OF CONDUCT REQUIRING DISCIPLINE</i>	<i>DISCIPLINE OPTIONS</i>
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 Notification 1-10 day out-of-school suspension Possible grade reduction Expulsion possible
Harassment	Teacher intervention 1-5 day in-school suspension Administrative notification Possible Police referral Parent notification Expulsion possible 1- 10 day out-of-school suspension Refer to counselor or support staff
Insubordination	Teacher intervention 1-10 day out-of-school suspension 1-5 day in-school suspension Expulsion possible Refer to counselor or support staff
Swearing; Obscene, Vulgar, Abusive, Inflammatory or Disrespectful Language, Gestures, Attire, or behavior	Teacher intervention Student required to change inappropriate attire Administrative notification

	1-5 day in-school suspension Parent notification 1-10 day out-of-school suspension Refer to counselor or support staff Expulsion possible Possible police referral
Racial or other Discriminatory Slurs	Teacher intervention 1-5 day in-school suspension Administrative notification 1-10 day out-of-school suspension Parent notification Expulsion possible Refer to counselor or support staff Possible police referral
Refusal to Identify Self when Asked	Teacher intervention 1-5 day in-school suspension Parent notification 1-10 day out-of-school suspension Administrative/Security notification
Sexual Harassment (Policy Code: JFCA)	Teacher intervention Refer to counselor or support staff Administrative notification 1- 10 day out-of-school suspension Parent notification Possible Police referral Detention (Elementary) Expulsion possible
Verbal or Gestural Abuse Toward Staff	Teacher intervention Refer to counselor or support staff Administrative notification 1-10 day out-of-school suspension Parent notification Expulsion possible

SECTION IV

RESPECT FOR PERSONAL AND PUBLIC PROPERTY

<i>EXAMPLES OF CONDUCT REQUIRING DISCIPLINE</i>	<i>DISCIPLINE OPTIONS</i>
Criminal Mischief/Graffiti	Security notification Police report submitted Restitution required Expulsion possible 1-10 day out-of-school suspension
Littering	Teacher intervention Clean-up, removal Administrative notification 1-5 day in-school suspension Security notification 1-10 day out-of-school suspension

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

DRUG AND WEAPONS OFFENSES

Students and parents are hereby notified that pursuant to State law, students who offer a controlled substance for sale or distribution either on or off school grounds, students who are found in possession of a firearm, deadly weapon or dangerous instrument on school grounds or at a school sponsored activity, and students who are found to have used a weapon in the commission of a crime either on or off school grounds must be brought before the TRUMBULL BOARD OF EDUCATION or Hearing Officer for an expulsion hearing. If the student is found to have committed one of these offenses, the student will be expelled from school for one full calendar year, provided that the BOARD or Hearing Officer may modify the period of expulsion on a case-by-case basis.

In addition, it is the policy and practice of the Administration of the TRUMBULL PUBLIC SCHOOLS to recommend the immediate

expulsion of any student found in possession of and/or using a controlled substance on school grounds or at a school sponsored activity, including transportation.

OFF CAMPUS MISCONDUCT

Students and parents are hereby notified that in addition to the offenses listed above under the caption SALE/DISTRIBUTION OF DRUGS/WEAPONS OFFENSES for which students must be expelled from school, students may also be expelled from school if their conduct off school grounds violates a publicized policy of the TRUMBULL BOARD OF EDUCATION and is seriously disruptive of the educational process.

In deciding whether a student's conduct is seriously disruptive of the educational process, the Administration of the TRUMBULL PUBLIC SCHOOLS may consider, among other appropriate factors: (1) whether the conduct occurred within close proximity of a school; (2) whether other students were involved or whether there was any gang involvement; (3) whether the conduct involved violence, threats of violence, or the unlawful use of a weapon, and whether any injuries occurred; and (4) whether the conduct involved the use of alcohol or drugs.

Expulsion proceedings will be initiated with respect to any student whose conduct off school grounds both violates a policy of the TRUMBULL BOARD OF EDUCATION and which demonstrates a reasonable likelihood of seriously disrupting the educational process of other students in the TRUMBULL PUBLIC SCHOOLS. Off campus behavior will result in consideration of discipline includes, but is not limited to, misconduct involving drugs or narcotics, weapons, and violence or disruptive conduct among the student body whether on or off school grounds, will not be tolerated. Violent or disruptive conduct among the student body, whether on or off school grounds, will not be tolerated.

DISCIPLINE OF STUDENTS WITH DISABILITIES

Students identified as having disabilities under either the Individuals with Disabilities Education Act ("IDEA") or Section 504 of the Rehabilitation Act may be suspended from school or assigned to in-school suspension for up to ten (10) days in any given school year under the same conditions that would lead to the suspension of any other student of the TRUMBULL PUBLIC SCHOOLS. If the Administration proposes disciplinary action which would lead to the exclusion of a student with a disability for more than ten (10) days in any given school year, including further suspensions or expulsion, the school must convene a meeting of the student's IEP team to determine

whether the student's conduct was a manifestation of his or her disability before imposing such disciplinary action. Students with disabilities and parents of students with disabilities should consult the Procedural Safeguards in Special Education given to parents at every IEP team meeting or the Office of Pupil Services for more details on this process.

SCHOOL DETENTION AND IN-SCHOOL SUPPORT

The house office administrator may authorize after school detention to those students who warrant such disciplinary action. You will be told when and where to report and it is your responsibility to report as directed. Extra-curricular activities are not considered an excuse to miss detention.

A student may be assigned to an in-school support. The student is required to report to school as he would on a regularly scheduled day, but then he would remain with a staff member for the entire day in a specially designated area during which all movement through the school will be restricted and monitored.

ELECTRONIC DEVICES

All electronic devices **must** be turned off and not taken out for any reason during **all** classroom sessions. iPods may be used during study hall, lunch, or during hall passing. Failure to comply will result in confiscation by the teacher. Once confiscated, a parent/guardian must retrieve the item from the house office.

STUDY HALLS

You will be assigned study halls during all periods in which you are taking no courses or have no scheduled activity. Since study halls are designed to provide an environment conducive to effective quiet study, bring books, magazines, or other study material.

SCHOOL DANCES

School organizations and classes offer a number of dances, which are open to Trumbull High School students and their guests (i.e. Cotillions, Proms, Ring Dances.) All other non-formal school-sponsored dances are for Trumbull High School students only. Students must be in attendance at school on the day of the dance. Once admitted to the dance, you cannot leave and then expect to be readmitted. Policies for the possession or use of drugs or alcohol are the same as those in effect during the regular school day. Violation of this policy will result in suspension and recommended expulsion. Students are expected to be courteous and to follow accepted rules for good behavior.

SCHOOL BUSES

Administrators have the authority to deny bus transportation in the interest of safety to any student who disobeys bus safety regulations. You should conduct yourself in an orderly fashion. Unmannerly behavior will not be tolerated. Of course, potentially dangerous items as well as any illegal items are not allowed to be carried on buses.

In the interest of safety, you are reminded to leave or enter the bus only when told to do so by the driver and that any crossing of streets should be done in front of the bus.

SPECTATOR BEHAVIOR AT T.H.S. ATHLETIC EVENTS

Sportsmanship

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

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

Good sportsmanship is viewed by Trumbull High School as a commitment to fair play, ethical behavior and integrity. In perception and practice, sportsmanship is defined as those qualities that are characterized by generosity and genuine concern for others. The ideals of sportsmanship are critical and apply equally to all athletic disciplines. All individuals, regardless of their role, are expected to be aware of their influence on the behavior of others and to model good sportsmanship.

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

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

Any spectator committing an act that in any way could affect the safety of the players or other spectators will be removed from the facility and may be charged with disorderly conduct. This includes the

Ice Rinks and contests played away from Trumbull High School. Paying the price of admission to an athletic event does not warrant any act that is contrary to respectful behavior.

Remember to . . .

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

FIRE DRILLS

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

SCHOOL TRAFFIC

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

PARKING

The high school has ample parking facilities. If you decide to drive to school, you should adhere to the following procedures and rules designed to insure safety and orderly parking for everyone.

- Do not park at any time in driveways or roadways.
- The parking area on the southwest side of the building (directly behind B house) is reserved for faculty.
- The small parking area directly in front of the building facing Strobel Rd. is a reserved parking area.
- All other parking areas are for student and visitor use.
- Please park between the white lines provided to designate parking spaces.
- The access road between Hillcrest and T.H.S. is a restricted area.

- The school cannot be held responsible for damage to cars.
- Remember, driving to school is a privilege. If you disobey the above rules, the Principal of Trumbull High School has the authority to deny you this privilege.

SEXUAL HARASSMENT

The Board of Education has a policy that prohibits sexual harassment of any kind. A copy of this policy is on file in each school office.

DRESS CODE

Each student of Trumbull High School is given the responsibility of dressing for school in appropriate attire to the best of his/her ability in accordance with neatness, modesty, health, and safety.

1. Hoods and bandanas will not be worn 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, pajamas, or see through clothing shall be worn in school.
4. Outerwear, such as coats, jackets, and windbreakers, shall not be worn in the classroom during the school day.
5. Shorts, skirts, dresses, and other clothing must completely cover the mid-thigh.
6. No clothing or accessories shall be allowed that promote the use of alcoholic beverages, tobacco, and/or controlled substances; display racial, ethnic, and/or gender slurs/symbols; depict violence, profanity, gang involvement or is of a sexual nature; or is otherwise of a disruptive nature.
7. Undergarments shall not be visible at any time.
8. Prohibited items include (1) any attire and/or accessory that may present a safety hazard to the student, other students or the staff, (2) sleepwear, and (3) sunglasses, except for medical reasons.

*Additional Information: any headwear or clothing that the High School Administration believes may be a potential disruption to the educational process will be prohibited.

TEACHER ABSENCE FROM CLASS

In the very rare event that a teacher does not appear in your class at the appropriate time due to an emergency, you should wait quietly in class for 10 minutes. If no teacher arrives, one student should be

selected to go to the nearest classroom so that they can notify the House Principal of the situation. Under no circumstances is your class to be released without proper authorization.

ALCOHOL/DRUGS & TOBACCO

The Trumbull Board of Education has a written policy to prevent and prohibit the possession, use, and/or distribution of any drug paraphernalia, alcohol, and tobacco products on school property, at school-sponsored events, on school buses, and enroute to and from school by any mode of travel. Refer to board policy available in each house office.

STUDENT RECORDS

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

The school has specific policies and procedures regarding access to these records. If you or your parents wish to view these records, please contact the appropriate house guidance office.

PROCEDURES, POLICIES, AND REGULATIONS

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

ATTENDANCE POLICY

THE THS ATTENDANCE POLICY IS CURRENTLY UNDER REVISION

The Trumbull Board of Education believes that regular school attendance is essential for an effective and productive learning experience. The sequential presentation of school learning requires a continuity of instruction. The maximum benefits for each individual child can be achieved only from participation and interaction in daily activity.

Regular school attendance is both encouraged and mandated.

The Connecticut General Statutes requires students over five and under eighteen years of age to attend school on a regular basis except when excused for illness and other good reasons. Since the primary responsibility for adherence to regular attendance rests will be taken

against parents whose children fail to abide by the Connecticut Compulsory Attendance Law.

The Trumbull Public School District recognizes that students may occasionally miss school for legitimate reasons. These reasons, when documented by a parent or guardian, are usually considered “excused absences”.

Absences which occur for no legitimate reason will be considered “unexcused” and will warrant appropriate follow-up action by the school.

The Board of Education strongly believes that family vacations

Type of course	Warning letter #1 to parents, teachers, counselors & house principals on or about:	Warning letter #2 on or about:	Notification of credit loss after days absent:
Full Year	10	15	20
Half Year	5	7	10
P.E. (9)	8	12	16
P.E. (10, 11,12)	4	6	8

should not take place when school is in session.

The following regulations are to serve as the guidelines to govern student attendance at Trumbull High School. Course credit will be withheld from students when they reach the number of days specified:

The specified number of absences includes excused absences, unexcused absences and tardies to each class period. They are defined and “weighted” as follows:

1. Excused Absences = 1 absence toward loss of credit
 Personal Illness* - out sick, visit to school nurse, student-initiated visit to Guidance, religious observance, appointments with health professionals that cannot be made outside of the regular school hours, Court appearances, emergency family situations
 *Parents should notify the school nurse and the house office when their child has a chronic medical problem.
2. Unexcused Absences = 2 absences toward loss of credit
 An unexcused absence by definition is a cut class.
3. Tardy Unexcused = .5 absence toward loss of credit
 Arriving after the bell, but less than 15 minutes into a Time Slot without a pass.
4. Late Unexcused = 1 absence toward loss of credit
 Arriving later than 15 minutes into the time slot without a pass.

I – REGULATIONS

A. Absences and Participation in School Activities

Students must attend classes on an activity day in order to participate in the school – sponsored activities. Coaches and advisors will check daily attendance bulletins to ensure compliance with this regulation. Exceptions to this policy will be considered by the Principal only upon receipt of a written request and will be handled on an individual basis.

The specified number of absences includes illness, personal matters, unexcused absences and arrival at first time slot class between 7:55 and 8:14.

Suspensions from class, in-school supports, out-of-school suspensions, school fieldtrips, athletics, school related matters, death in family, hospitalization, and bus failures will not be considered days of absence.

In an effort to prevent credit loss, the course teacher will inform parents, house principal, and guidance counselor when the student has reached the specified number of days absent using the mandated form, in accordance with the chart above. Under these regulations a student with an excessive number of absences may earn a passing grade, but will not receive graduation credit for the course; however, the grade will be included in the calculation of class rank.

A student who is denied credit for a course that is passed may use that credit to fulfill prerequisite requirements but not to meet graduation credits.

II - GUIDELINES

A. It is the student's responsibility to notify his/her classroom teachers when he/she will be absent due to a school related activity. Teachers will be supplied a list of students participating in any school related activities.

B. When an excused absence occurs, the student will be given sufficient opportunity and assistance to make up any missed work. Excused absences may include days missed for personal illness, religious observances, appointments with health professionals that cannot be made outside of the regular school hours, court appearances, emergency family situations, or any other reason which the principal deems valid. However, these absences will count toward possible credit loss.

C. Students who have an unexcused absence will receive a zero for that day's work and possible credit loss according to the above attendance policy.

D. Following an absence for a vacation, students will be allowed reasonable time as determined by the teacher to make up those assignments prescribed by the teacher and will not receive a zero for days missed unless work is not properly made up. It is

important to note that teachers are not required to provide tutoring for such make-up work beyond normally scheduled extra help. If special help or tutoring is needed as a result of this elective absence, any cost incurred is the responsibility of the parents, not the school system.

E. Parents at the high school level are requested to telephone their child's house office between 7:00 a.m. and 9:00 a.m. on the day of the absence. Parents should notify the school nurse and the house office when their child has a chronic medical problem.

F. Students returning from an absence must present a note explaining the absence to his/her homeroom teacher. A parent/guardian or physician must present a note explaining the absence. If no note is received, the absence will be considered unexcused. All notes must be received within 48 hours.

G. After five consecutive days of absence, without notification to the school, the school nurse will telephone the home. If the nurse fails to make contact, she will refer the student's name to the house office.

III - APPEAL PROCEDURE

Within ten (10) days of being notified of an impending loss of credit, the parent or guardian may appeal in writing such loss of credit and appear if necessary, to present valid documentation for absences to an attendance review board, which will consist of an administrator, department chairperson, guidance counselor, the school nurse, and a teacher elected by the faculty. Any appeal made after the 10-day period will not be accepted.

The attendance review board will judge each case individually and will have the authority to place the student on attendance probation until the end of the course. At the conclusion of the course, the review board will consider each case appealed and may, according to circumstances, either deny credit for the course, or restore credit for the course. For a full year course (excluding P.E.) half a credit or a full credit may be granted or denied. In the case of a tie vote, the building principal will cast the deciding vote. The attendance review board will notify parents, in writing, of its decision.

A guidance counselor under extenuating circumstances may make an appeal for credit restoration on behalf of a student. Credit restoration still lies with the appeal board.

IV - TARDY TO SCHOOL REGULATION

A. In order to encourage punctuality, the following tardiness regulations are proposed.

SCHEDULE

7:25	Warning bell
7:27	Period 1 begins
8:13	Period 1 ends
8:13-8:18	Passing
8:18	Period 2 begins

- B. **Any student who is tardy to period one and does not have a note from a parent/guardian must report to the auditorium to get a late pass. Students who are tardy to period 1 and DO have a note from a parent/guardian should report to their house office for a pass to class.**

Punitive measures for accumulated tardies will result in disciplinary measures as noted in your student handbook. In addition, there is a potential for loss of credit.

- C. In the event that a student is tardy to time slot 1 class, the following procedure will be followed:
- Two tardies to the same time slot one class equals one absence.
 - Arrival to a time slot one class after 7:57 is considered an absence.
- D. **Time Slot 1 Study Hall:** With parental permission students in grades 11 and 12 need not attend 1st time slot study hall. They should arrive by 8:14 and report directly to their period 2 class. Students excused from 1st time slot study hall must be on time for time slot 2 class.

APPEAL PROCEDURE

To appeal tardy penalties the parent must call the house principal who may review the decision with the teacher and then present the case to the building principal for a final review.

TARDINESS

You are expected to be in school at 7:27 a.m. each day. Period one teachers will warn you on your first or second tardy. Subsequent tardies can result in after school detention, Saturday morning detention and/or In School Suspension. You will also be marked as tardy to school, which becomes part of your permanent record.

If you are tardy after Period 1 and do not have a note from a parent or guardian, you must report to the auditorium to get a late pass. There will be designated areas for each house. **Students will not be admitted into class without a late pass.** Punitive measures for accumulated tardies will result in disciplinary measures. In addition, there is a potential for loss of credit as well.

TARDINESS TO CLASS

You are expected to be in your scheduled class when the bell rings to begin the period. You are considered tardy to class when you arrive

after the bell without a written excuse. Tardies accumulate to absences from class. Please refer to attendance policy.

EARLY DISMISSAL AND LATE ARRIVAL

You are expected to be in school until the end of school at 2:25 p.m.. If you must leave before that time, you must have permission from your house principal. You must bring proper notification from your parents (appropriate appointment notice and/or note) to the house office secretary by the morning of your request.

Seniors and juniors are eligible for early dismissal and late arrival providing they have a study hall occurring during the first or last time slot of the day. Forms for this privilege may be obtained in your house office. You must fill in the day, time slot, and class period. Your parent or guardian must give his/her consent by signing and returning the forms to the appropriate house office. You then will be issued verified passes to leave the building.

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

WITHDRAWAL PROCEDURES FROM T.H.S.

If you decide to withdraw from school, you must complete withdrawal forms available in your house guidance office and you must obtain all necessary signatures. All books, materials, athletic and other equipment lent by the school must be returned and/or paid for. No transcripts or any other grades will be sent to another school or employer until all financial obligations are met.

CHANGE OF ADDRESS

If you do have a change of address or change of phone number, please contact your house office and guidance department as soon as these changes go into effect. Without this information, we would be unable to make important contacts in the event of an emergency.

STUDENT OBLIGATION LIST

At the end of the school year, teachers, the media center, and various departments of the school are directed to give the names of any students who have financial obligations. You have the obligation to return or replace school property before you leave the school regardless of your grade level. Until obligations are met, you will not receive your report card or, in the case of seniors, a diploma.

CAFETERIA

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

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

STUDENT ASSEMBLIES

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

SUBSTITUTE TEACHERS, VOLUNTEERS, AND AIDES

Whenever substitute teachers, school volunteers, or aides are in the building, they should be accorded the same respect and cooperation as that given to full time staff and faculty members. These persons are important contributors to the achievement of our educational goals.

TRUMBULL NETWORK/INTERNET POLICY

The Board of Education recognizes the educational value of technology and the benefit of its availability in the schools, and therefore, provides students access to interconnected computer systems within the District and to the Internet. This access will be contingent upon teacher supervision and prior classroom training. The purpose of this access is to promote the exchange of information to further education and research. With this educational opportunity comes the responsibility to protect the safety and welfare of the students.

In order for the school district to be able to continue to make this access available, all students must take responsibility for its appropriate and lawful use. Students must understand that one student's misuse of the network and Internet may jeopardize the availability of this resource.

All users and their parents/guardians are advised that access to the electronic network includes the potential for access to materials inappropriate for school aged students. All reasonable efforts will be made to ensure that students are not accessing such material. These

efforts will include filtering software and various methods of monitoring including, but not limited to, teacher supervision and electronic monitoring. While teachers and other staff will make reasonable efforts to supervise student use of this technology, they must have student and parent cooperation in exercising and promoting responsible use of this tool.

No minor student shall be granted access to the NETWORK until his/her school receives a copy of the "Student User and Parent Agreement Permission Form. All students, without exception, will be required to have in place a signed Internet Access Agreement before they are permitted access to the Internet. A new agreement will be required at the beginning of each level of school (elementary, middle and high) or whenever a new student enters the system. Both the student and their parent/guardian will sign this agreement. If the student is 18 or older, a parent/guardian signature is not required. The use of the Network/Internet is a privilege, not a right. If any user violates this policy, access will be denied or withdrawn and the user may be subject to additional disciplinary action including, but not limited to, suspension and/or expulsion.

Approved: 6/04/96

Revised: 7/16/02, 8/19/03

Regulations

Acceptable Use

1. Educational Purposes Only – The school district is providing access to its computer networks and the Internet for educational purposes only. If there is any doubt on the part of a user about whether a contemplated activity is educational, it should not be engaged in until the Principal or designee makes a determination as to its instructional value.
2. All students using electronic information resources shall act in a responsible, ethical, and legal manner at all times. All copyright and trademark laws will be respected and adhered to. Even if materials on a network are not marked with the copyright symbol, the user should assume that all materials are protected unless there is explicit permission on the materials to use them.
3. Students shall use school-based electronic information resources only with the permission and supervision of a staff member.
4. Student users of the Internet shall not give out personal information other than first name and school e-mail address.
5. Subscriptions to Listservs, news groups, bulletin boards and any other on-line promotional services will be subject to review and approval by district staff.

Unacceptable Use

1. Neither Trumbull's instructional network or Internet access is to be used for commercial business use, political or religious advocacy purposes or to execute a commercial transaction not related to school business.
2. The following uses of the Internet are prohibited:
 - a. To access materials inappropriate for minors (i.e. obscene, pornographic, harmful to minors).
 - b. To transmit materials inappropriate for minors.
 - c. To violate the law or encourage others to do so.
 - d. To cause harm to others or damage their property. These include, but are not limited to, defamation, using another's password, misrepresenting oneself as another, uploading a harmful form of programming or vandalism, and participating in "hacking" activities.
 - e. Jeopardizing the security of student access or of the computer network or other networks on the Internet, including disclosing or sharing passwords.
 - f. Sending material critical of school administration, teachers, staff, students, or anyone associated with the school district.
 - g. Disclosing personal information about oneself or another student.
3. If inappropriate material is encountered it must be reported to the individual who is responsible for supervising the student at that time.

Network Etiquette

All users must abide by the rules of network etiquette which include:

1. Be polite. Use appropriate language – no swearing, vulgarities, suggestive, obscene, belligerent, or threatening language.
2. Avoid language which may be offensive to others. Distribution of jokes, stories, or other material which is based on slurs or stereotypes relating to race, gender, ethnicity, nationality, religion, or sexual orientation is absolutely prohibited.
3. Do not assume that a sender of e-mail is giving his or her permission for you to forward or redistribute the message or share their e-mail address.
4. Make the most efficient use of the network resources to minimize interference with others.

Monitoring

The Board of Education reserves the right to monitor student usage of its computer terminals and all applications available. The means of monitoring may include, but are not limited to, teacher supervision, electronic means, security cameras and computer software. There

should be no expectation of privacy on the part of any user and therefore no recourse if they are caught misusing the system.

Penalties for Inappropriate Use

1. Any user violating these rules, applicable state and federal laws or posted classroom and district rules, is subject to loss of network privileges and any other District disciplinary options provided by State Statute or Board Policy, including, but not limited to, suspension and/or expulsion.
2. Any user who intentionally damages equipment, attempts to load or download unauthorized software, accesses another user's account or school accounts, or shows blatant disregard for these regulations shall be subject to disciplinary action including, but not limited to, suspension and/or expulsion.
3. Damage caused to other networks accessed will subject the user to the same disciplinary action as damage to the Trumbull Network/Internet.

Permission

No minor student shall be granted access to the Internet until his/her school receives a copy of the "Student User Agreement and Parent Permission Form" letter with both the student and a parent/guardian signature. This permission needs to be on file at the students' current school. If the student is 18 or over the parent/guardian signature is not required.

Reference

Trumbull Board of Education policies:

- Staff Internet Policy, Policy Code: GBAD
- Web Sites, Policy Code: IAB
- Standard of Conduct, Policy Code: JFC
- Directory Information, Policy Code: JP

TRUMBULL PUBLIC SCHOOLS TRUMBULL, CONNECTICUT

Dear Parent / Guardian,

We are pleased to offer students of the Trumbull Public Schools the opportunity to access the district computer network for Internet use. To gain access to the Internet all students under the age of 18 must obtain parental permission and must sign and return the enclosed form to the school. Students 18 and over may sign their own form.

Access to the Internet will provide students access to explore thousands of libraries, databases, and bulletin boards while exchanging messages with Internet users throughout the world. Because information appears, disappears and changes constantly, it is not possible to predict or control what information may be located or accessible on the network notwithstanding certain precautionary

measures which have been implemented. Some material students may access may not be of any educational value. The District makes no guarantees as to the educational appropriateness of information received on the Internet. Despite safeguards, some material accessible through the Internet may contain items that are illegal, defamatory, inaccurate or potentially offensive to some people.

While our intent is to make Internet access available to further educational goals and objectives, students may find ways to access other materials as well. We believe that the benefits to students who access the Internet, in the form of information resources and opportunities for collaboration, will outweigh any disadvantages. But ultimately, parents and guardians of minors are responsible for setting and conveying the standards that their children should follow when using media and information sources. To that end, the Trumbull Public Schools support and respect each family's right to decide whether or not to apply for access. We will not, however, be responsible for the content viewed.

A summary statement of the District rules and regulations for Internet use may be found on the reverse side of this letter. The complete Student Internet Policy, Policy Code: IAA, is available in all school media centers.

Expectations for Network / Internet Access Educational Purpose

- Access to the Network/Internet has been established for educational purposes and research consistent with the District's educational mission and goals. District resources may only be used for educational purposes.
- The use of the Network/Internet is a privilege, not a right. Inappropriate use may result in the cancellation of those privileges.

Responsibilities

- The user is responsible for all of his/her actions and activities involving the networks. Examples of user responsibilities include but are not limited to the following:
 - Taking precautions to prevent viruses.
 - Keeping all accounts and passwords confidential.
 - Being responsible for routine maintenance of their own files and for backing up critical documents.

Unacceptable Use

- Examples of prohibited conduct include but are not limited to the following:
 - Using the instructional network or Internet access for commercial business, political or religious advocacy purposes, or illegal activities of any kind.

- Access of obscene or pornographic material.
- Sending material critical of or which may be offensive or objectionable to others, or using the network or Internet to threaten or harass others.
- Harassing network users, infiltrating computing systems and/or damaging software components.
- Making any unauthorized entry to or alteration of any document, either paper or electronic, not created by user.
- Sharing his or her account with anyone or leaving account open or unattended.
- Subscribing to on-line services without approval of district staff.
- Deliberately misusing the network and its peripherals.
- Installing of software without the approval of Curriculum/Technology Department.

Any user violating rules related to the use of the networks, applicable state and federal laws and/or classroom and District rules, is subject to loss of network privileges and other District disciplinary options provided by state statute, Board Policy, or student handbook including, but not limited to, suspension and/or expulsion.

**TRUMBULL PUBLIC SCHOOLS
TRUMBULL, CONNECTICUT**

Student User Agreement and Parent Permission Form

By signing below, I hereby acknowledge receipt of the Trumbull Public Schools Summary Statement, Expectations for Network/Internet Access.

As a user of the Trumbull Public Schools computer network, I hereby agree to comply with the rules as set out in the Summary Statement, as well as the more detailed regulations in the Student Internet Policy, Policy Code: IAA, available in each school media center. Further, I agree to communicate over the network in a responsible fashion while honoring all relevant laws and restrictions.

Student Signature _____ Birthdate _____

As the parent or legal guardian of the minor student signing above,
 _____ I grant permission _____ do not grant permission,
 (Please check one)

for my son or daughter to access networked computer services such as the Internet. I understand that individuals and families may be held responsible for violations and that any conduct that is in conflict with these responsibilities is unacceptable and such behavior will result in the termination of access and possible disciplinary action as indicated by State Statute, Board Policy and the school codes of conduct. I am aware that some materials on the Internet may be objectionable, however, I accept responsibility for guidance of Internet use – setting and conveying standards for my daughter or son 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 Internet or District Network.

Parent Signature _____ Date _____

Name of Student _____ School _____ Grade _____

PERSONAL RIGHTS' VIOLATIONS

Inquiries regarding the Civil Rights Act of 1964-Title VI, Education Amendments of 1972-Title IX, or the Rehabilitation Act of 1973-Section 504 should be made to the following persons:

Title VI	call Superintendent	452-4301
Title IX	TBA	452-4423
Section 504	TBA	452-4348

Grievance procedures for Titles VI, IX, and Section 504 are in the Board of Education policy GBA that is on file in each school office.

COMMUNICATIONS

TEACHER-PARENT COMMUNICATION

Effective communication between teachers and parents is of central importance in education. There are at least eight commonplace readily available methods or situations wherein and whereby teachers and parents can communicate with each other. They are:

1. Back to School Night (scheduled in early fall)
2. Telephone calls
3. Warning notices/progress reports (usually at mid-marking period but may be sent at appropriate time by teacher)
4. Letters
5. Email
6. Report cards
7. Report card evenings (1st mp 1 evening and 1 afternoon session by appointment, 2nd and 3rd mp by appt. only)
8. Parental conferences by appointment.

Each method has its own advantages and disadvantages. Please use the method best suited for your particular situation. Parents are encouraged to make an appointment to discuss pupil progress at any time. If an appointment is desired, call the house office and leave a name and phone number. Phone numbers are listed elsewhere in this handbook. The teacher will return the call at the teacher's earliest convenience about a mutually acceptable meeting date and time. Guidance counselors and administrators are available in much the same way, if your son or daughter is having difficulty in a particular class; the school strongly advises that the parent speak to the classroom teacher first.

MID-QUARTER REPORTS

Mid-quarter progress reports are mailed home to parents in the middle of each marking period. Although they may be issued to communicate all types of student progress, they will be issued to all students who are failing or in danger of failing a subject. These reports

will allow you time to improve your grade before the next report card period.

It is your responsibility to seek the extra help needed to improve your grade. Contact your subject matter teacher to make the necessary arrangements.

TRUMBULL HI-LITES

Three times a year, the newsletter, *Trumbull Hi Lites*, is available online at www.trumbullps.org/thl. In addition to a letter from the principal, the newsletter offers articles from the departments within the school regarding policies, new programs, upcoming events, and current activities at Trumbull High School.

GUIDANCE NEWSLETTER

Look for *The Guidance Newsletter*, sent to students three times annually. This valuable periodical, produced by the guidance staff of THS, contains important information about the guidance program and upcoming related important events and related guidance activities.

COURSES AND GRADING

GRADUATION REQUIREMENTS

<i>Subject</i>	<i>Required</i>
English	4
Social Studies	3
Science	3*
Mathematics	3
Phys. Ed./Health	1.75
Electives (** see below)	**
Business Ed., Family and Consumer Sciences, Fine Arts, Technology Ed., & Vocational Ed.	1
Total (minimum of)	(beginning with the class of 2011) 22 credits

* Under certain special circumstances, the third science course required for graduation may be waived and another course substituted. Administrative approval of waiver of the science course is required.

** **Electives must be taken in order that the student reaches a minimum of 22 credits.**

*** In addition to the credit requirement, a student must meet the performance criteria in mathematical and verbal literacy by demonstrating competency in a, b, or c, or any combination thereof, as outlined below.

- a. The student must take the CT Academic Performance Test (CAPT) administered in grade 10. The student's score must reach a Trumbull High School performance threshold in Mathematics and Writing Across the Disciplines.
OR...
- b. The student must meet or exceed the National Average score for the SAT I (Scholastic Achievement Test) or Writing or Math SAT II.
OR...
- c. The student may fulfill the graduation requirement in grade 11 or 12 by meeting the Trumbull High School Performance Task standard in mathematics and verbal literacy.

*Additional information is available under policies on the Trumbull Public Schools Board of Education website:
<http://www.trumbullps.org/policies.htm>*

COMMUNITY SERVICE is a requirement for graduation beginning with the Class of 2010. Information can be located in your Guidance or House Office, or you may speak with your counselor.

ALL STUDENTS must have a basic knowledge of computers prior to graduation. Each student must be scheduled for a minimum of six classes per day every marking period. Students will be scheduled for a class or a study hall every period of the day.

Students must carry an average credit load of 5 ½ credits throughout the school year.

You should pursue a program which will rigorously challenge your abilities. Guidance counselors will check your academic selections to insure that you are pursuing a course of study which best fulfills your individual interests and needs.

All courses offered at Trumbull High School are open to all students provided all other qualifications and requirements have been met.

Enrollment in any course is always determined independently of a student's race, sex, or creed.

For description of course content and requirements, refer to the *Program of Studies* book.

PROGRAM OR SCHEDULE CHANGES

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

1. If you have completed satisfactorily a summer school study of courses failed or incomplete in June, you may apply for a program change during the summer.
2. If your educational objectives have altered significantly, an individual interview with a counselor before the opening day of school MAY result in a recommendation for change.
3. Should new programs be approved subsequent to your selection of courses, those will be properly announced and program changes authorized to accommodate the new offerings.

Any student request for program changes should be accompanied by a letter from the student's parent or guardian indicating approval of such requests.

PROTOCOL FOR DROP / ADD

1. Counselor will check for space availability
2. Counselor will give student Schedule Change Form with a directive that the form must be returned within 3 school days.
3. Counselor will retain a copy of the form and follow up within 3 school days if the student has not returned the signed form.

STUDENT PROCESS:

1. Step 1: Adding Teacher's Signature
2. Step 2: Dropping Teacher's Signature
3. Step 3: Return form to guidance counselor for change to be made

** Requests that involve a LEVEL CHANGE require completion of the Request for Change of Program and the Schedule Change Form which is available from the guidance offices. TEACHERS MUST SIGN BOTH FORMS for a change to be implemented by the counselors.

Teachers should be made aware that if a student's name appears on their class roster that they are responsible for that student. DO NOT assume that a course change has occurred because a student has expressed an interest in dropping.

The ADDING Teacher should sign first. The DROPPING teacher should not sign unless the Adding Teacher's signature is on the form.

WITHDRAWALS FROM COURSES

Any student scheduled for a minimum 5½ credits will not be allowed to withdraw from any course.

Any student wishing to drop a course, who would not drop below 5½ credits, must have the approval of parents, teacher, department chairperson, counselor, and house principal.

A request to withdraw from a course must be made prior to the midpoint of the course. If the decision is made within the first 5 weeks of the course no reflection of this course will be made on the student's academic record. Students dropping a course after the first quarter will receive a "WP" or "WF" on their transcript.

PASS/FAIL OPTION

1. A student may select **ONLY** one credit per year in any elective area on a Pass/Fail basis.
2. If the minimum requirements for graduation in any particular academic discipline has been met, the student may choose any subject in that particular discipline as an elective on a Pass/Fail basis.
3. Pass/Fail courses are not to be included in the computation of class rank.
4. An effort mark is to be part of the Pass/Fail grade.
5. When in a Pass/Fail course, you will be responsible for all requirements of that course (attendance, homework, tests, etc.) as though that were a regularly and traditionally graded course.
6. The student must declare in favor of a Pass/Fail course within one week after the first progress report of the course.
7. Final decision to be made by Administration.

PHYSICAL EDUCATION/HEALTH PROCEDURES

Lack of Participation (Medical)

1. If a student is absent more than one week (4 calendar days based on the 4 day week), a doctor's note is required.
2. A note from a physician must state the length of time the student is excused as well as the reason for the excuse.
3. A note from the doctor stating that the student may return to physical activity must accompany the student upon return to class.
4. It is the student's responsibility to follow up with the Physical Education Department Chair and School Nurse every two weeks regarding medical status. Failure to report may affect student's Physical Education credit requirement.
5. Any sophomore or junior who misses Physical Education for a total of 5 weeks must repeat the semester. Any freshman student who misses Physical Education for a total of 10 weeks or more must make up a semester to receive credit for Physical Education. Failure to do so may prevent a student from graduating with appropriate Physical Education credit.

6. Any sophomore or junior who misses Physical Education fewer than 20 days or freshman student who misses fewer than 40 days must write a paper for each unit missed, or take advantage of the make up policy. Lost credit must be made up prior to graduation.
 - a. Papers will focus on aspects of Physical Education, fitness, healthy lifestyles or other topics agreed upon by teacher and student.
 - b. Papers will be 2-3 pages each, doubled spaced, one-inch margins, and 12 point font.
7. Any 9th grade student medically excused from physical activity must still fulfill their health requirement. Students should meet with their respective teachers to prevent missed health classes.
8. Any student excused for a calendar year must make up the requirements in following years subsequent to graduation.
9. Any student medically excused cannot participate in an interscholastic (sport) or other physically demanding extracurricular activity (marching band/color guard) and will not receive credit for absences accrued during the medical excuse.

Lack of Participation (Non-Medical)

Physical Education is an activity-based curriculum requiring participation. If students do not participate, they lack the required time to earn a grade for 'credit'. Lack of participation for being unprepared, guidance visits, or nurse visits must be made up according to the make up policy, or fall under the guidelines of missed time in the medical policy.

Make Up Class Policy

1. A parent's note or phone call must be provided for any class a student misses regardless of reason and number of absences.
 - a. Any class missed can be made up within two weeks unless the teacher, student, and parent agree to an extension.
2. Unexcused absences are not part of the makeup policy.
3. Students are allowed to make up a maximum of eight classes. No more than eight absences per marking period are allowed. If an absence extends beyond eight days, the student should be referred to the medical excuse policy and meet with the teacher and department chair.
4. The class can be made up utilizing the following options:
 - a. Make the class up with the teacher during a different period prior to the deadline

- b. Make up the class with another teacher prior to the deadline (limited two times per teacher per marking period)

These policies may be appealed to the Department Chair. Decisions will be based on whether the student has met the 'time' requirement for physical education credit as set forth by the Trumbull Board of Education, past performance, and teacher recommendation. The Department Chair will confer with the student's teacher before a decision is final.

PHYSICAL EDUCATION CREDIT

Ninth grade will receive one credit for successfully meeting specific requirements of their class. One and three-quarter credits are required for graduation except in cases of medical excuse. **If you are excused from participation for medical reasons, you must complete any written assignments proposed by your instructors or you will receive no credit for the course.**

Your instructors will provide details about appropriate clothing to be worn in Physical Education classes. All students who participate in Physical Education class must remove all jewelry for safety purposes at the discretion of the teacher. Also, all students should bring a lock to school for their assigned locker.

SENIOR EXAM EXEMPTION POLICY

As a privilege, seniors who qualify are exempt from final exams based on the following criteria:

1. S/he must maintain an A- average for the year (in a year long course) or an A- average for the semester (in a semester long course).
2. S/he must maintain a B average during the last graded quarter. The "last graded quarter" would be the 2nd quarter for a first semester course and the 4th quarter for a year long or second semester course.
3. S/he must earn a 1 or 2 each quarter as an effort grade.
4. S/he must have no credit loss in the course.
5. S/he must have no unexcused absences (cuts).
6. Any student electing pass/fail must take final.

However, any senior who meets the abovementioned requirements may elect to take the final exam if s/he so desires.

EARLY GRADUATION/COURSE CREDIT FROM OUTSIDE THS

Through early planning, you may be able to earn your high school diploma in fewer than four years. All graduation requirements must be met. You are not required to be in a college preparatory program to be eligible. Procedures are as follows:

1. Prepare your academic program before the end of your junior year.
2. By June 1 of your junior year, submit a written plan to the principal of the high school. Along with your plans, submit written approval from your parents.
3. The Graduation Evaluation Committee, comprised of the Guidance Department Chairperson and all counselors, will examine your request and base its approval or denial on the desirability of your early graduation with respect to your academic development, individual circumstance, and emotional as well as social maturity. The committee's decision is then reviewed by the principal who will interview you and your parents and make a final decision.
4. You may also have the possibility of earning advanced credits outside of Trumbull High School. Your guidance counselor can offer more information about this possibility.

GRADE PLACEMENT

<i>Assigned Grade</i>	<i>Requirements*</i>
9 th	Satisfactory completion of 8 th grade
10 th	4 credits—including credit in English 9
11 th	9 credits—including credit in English 9 & 10 and 4 additional required credits
12 th	14.5 credits—successful completion of all graduation requirements by end of summer school following current year

*Credit required prior to start of new school year.

GRADING SYSTEM

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

<i>Report Card Grade</i>	<i>Verbal Equivalent</i>	<i>Numerical</i>
A+	Superior	97-100
A		93-96
A-		90-92
B+	Above Average	87-89
B		83-86
B-		80-82
C+	Average	77-79
C		73-76
C-		70-72
D+	Below Average	67-69
D		63-66
D-		60-62
F	Failing	(no credit) below 60

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

1. **OUTSTANDING** Usually works up to or beyond capacity and displays **outstanding** individual accomplishment. Areas include daily class participation, full completion of assignments, regular preparation, and high self-motivation toward achievement.
2. **SATISFACTORY** Performs responsibilities in an **acceptable** manner, sharing in the characteristics of the outstanding category but to a lesser degree.
3. **QUESTIONABLE** Indicates the student is in **difficulty** and not performing up to desired standards. Shows deficiencies in areas of daily preparation and performance. Student is in need of parental-guardian/counselor/teacher attention.
4. **TOTALLY UNSATISFACTORY** Indicates **totally unsatisfactory** performance in all aspects of student classroom responsibilities throughout the marking period. Areas of concern include the following: frequently disrupts classes, does not do assignments, does not do assigned reading, and does not make up work. **Students placed in this category shall be ineligible to participate in interscholastic and/or extra curricular activities for a period of not less than three (3) weeks following the issuance of report cards.** Reassessment of the student's effort may be requested following the three-week period.

HONOR ROLL

The Honor Roll is determined every quarter using the following criteria:

Honors with Distinction: A 4.0 or higher GPA with no letter grade lower than a B+

High Honors: A GPA range from 3.67 to 3.99 with no letter grade lower than a C+

Honors: A GPA range from 3.0 to 3.66 with no letter grade lower than a C

All students that fall into these categories will receive a certificate, the exception being 4th quarter when no certificates are given out.

INCOMPLETE GRADES

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

If your work is incomplete for any particular marking period you will have at the discretion of your teacher, **a maximum of three weeks***, with the exception of Physical Education/Health into the subsequent marking period. Failure to make up the required work authorizes the teacher to change the incomplete to the appropriate grade

depending on the nature of the requirement and the nature of the course. In any event, a grade for the marking period will be entered at the completion of the allowed time following the close of an incomplete marking period.

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

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

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

MAKEUP WORK POLICY

If you have verifiable legitimate reason for being absent, you have the right to a reasonable time to make up your missing work. You also have an obligation and responsibility to contact your teacher to find out what work is missed and determine when the teacher expects the work to be made up. Incomplete work at the end of a marking period must be made up within three weeks of the end of that marking period or the incomplete will become an F. However, Physical Education/Health work should be made up immediately. Missed work as a result of unexcused absences or tardiness will be averaged as zeros.

MID-YEAR AND FINAL EXAMINATIONS

In January and June, the school goes on a special schedule of shortened days to offer midyear and final examinations. The school calendar lists the specific dates and times well in advance. You and your parents should be aware that if you have no examination on a particular day, you should not come to school. If you have no examination for one of the two sessions for a given day, you have the option of coming to school only for that one session if you have the transportation available. If you happen to be free and in school during an examination period, you must report to the commons.

RANK IN CLASS (RIC)

Rank in class is a method of listing students numerically according to their academic achievements. Rank is calculated at the end of the sixth and seventh semester.

All members of the graduating class are included with the exception of students whose curriculum is fundamentally modified and whose focus is on developing functional independence.

Rank is determined using the following grade conversion: A+ = 4.33, A = 4.0, A- = 3.67, B+ = 3.33, B = 3.0, C+ = 2.33, C = 2.0, C- = 1.67, D+ = 1.33, D = 1.0, D- = .67, F = 0.

All subjects are included except pass/fail. Advanced Placement and Honors courses are weighted. A weight value of .05 is added to the final cumulative Quality Point Average for each full year honors course or .025 for each semester course. A.P. courses are weighted at .07 for each full year course and .035 for each semester course.

The top 2% of the class is identified by precise rank. The remaining students are identified by percentile rank.

Transfer students who complete grade 10 at THS will be included in the THS class rank. Students who transfer after grade 10 can receive a class rank from their sending school if available. If RIC is not available the GPA will be determined and an unofficial corresponding rank will be assigned based on THS ranking.

All other year's grades from the sending school will be applied to T.H.S GPA with the following exceptions:

1. No course will be counted for which a Pass/Fail has been assigned.
2. No weighted courses will be honored as weighted courses unless there is a corresponding Trumbull School weighted course.
3. Any unusual problems of grade conversion or course interpretation will be referred to the Rank in Class Committee.
4. All subjects at Trumbull High School are included for R.I.C. except Pass/Fail courses.

COLLEGE BOARD

EXAMINATION DATES

Admissions Testing Program (ATP)

SAT and Subject Tests

October 4, 2008

November 1, 2008

December 6, 2008

January 24, 2009

March 14, 2009 (SAT only)

May 2, 2009

June 6, 2009

Preliminary Scholastic Aptitude Test

National Merit Scholarship Qualifying Test (PSAT/NMSQT)

October 18, 2008

*Application forms for the above examinations can be obtained
in your house guidance office.*

Advanced Placement (AP) Program

May 4-15, 2009

SPORTS, MUSIC, CLASS OFFICERS

ATHLETIC/MUSIC DEPARTMENT MEDICAL AND ELIGIBILITY REQUIREMENTS

(These department rules pertain to Grades 9-12)

ACADEMICS

1. All students (candidates) must pass 4 Carnegie Units of work or its equivalent in the previous marking period in order to try out for an interscholastic team as per Connecticut Interscholastic Athletic Conference(CIAC) rules. A Carnegie Unit is a course scheduled a minimum of 200 minutes during a period of five consecutive school days for a traditional nine-week marking period and awards at least $\frac{1}{4}$ credit for that period.
2. A student cannot at any time represent the school unless taking at least four quarter Carnegie Units of work or its equivalent. During the school year a student must have received a passing mark in at least four (4) quarter Carnegie Units of work or its equivalent at the end of the regular marking period next preceding the contest. Student eligibility will be determined for all students on the date that report cards are distributed or on the fourteenth calendar day following the end of the marking period, whichever comes first. No Carnegie Unit or equivalent for which the student has already received credit shall be included in those required by this rule.
3. Scholastic failures cannot be made up for eligibility purposes in any manner until the next report card, except that credits earned during the summer by any regularly approved board of Education procedures will be accepted for the purpose of determining the eligibility of students desiring to participate in the athletic program of the school in September. Scholastic incompletes must be made up within ten (10) school days following the date that student eligibility was determined for the respective marking period as defined above. Incomplete grades are not to be considered as passing grades.
4. Marking period grades (not semester grades) are to be used in determining scholastic eligibility to participate in interscholastic athletics during any given marking period. To be eligible for fall sports, a student must have received credit

toward graduation of four (4) Carnegie Units of work for which he/she has not previously received credit. The final academic grade average determines fall eligibility. Semester courses or mini courses completed earlier in the school year may be counted toward the four (4) units used in determining eligibility for the fall season. Year-end failures may be made up through successful completion of Local Education Agency (LEA) approved summer school work in courses failed.

5. A student is ineligible if he/she receives in any subject an effort grade of a four (4) – totally unsatisfactory – as is presently stated on a student’s report card.
6. A student is ineligible if he/she receives a failing grade in a physical education course including the health component.
7. The student shall not have reached his/her Twentieth (20) birthday. A student athlete will not be allowed to start a season or compete during a season in which his/her twentieth (20) birthday falls.
8. A student has eight (8) consecutive semesters or four (4) consecutive years of eligibility from the date of entry into the ninth grade to be eligible for interscholastic competition. Date of entry is defined as the first date of enrollment as a grade 9 student taking four (4) or more high school subjects. Students who are not eligible or elect not to participate do not preserve additional semesters for use at a later time. That is, there is no fifth year of eligibility per se.
9. A student who transfers from a school to a CIAC member school during grade 10, 11 or 12 without at the same time changing legal residence to another school district or school service area, must complete at least one year (365 days) of approved membership before becoming eligible for interscholastic competition in the same sport in which he or she was a participant in the present or preceding season during grades 10, 11 or 12 on the junior varsity or the varsity team at the last school the student attended.
10. You cannot participate with an outside team in the same sport that you participate in at the high school during the same season.
11. You cannot participate in any athletic event or participate in a practice unless you have been in attendance for a “Legal” day, which constitutes attending at least four of eight periods of the day.

MANDATORY ATHLETIC MEDICAL REQUIREMENTS

1. All candidates for any athletic team at any level, including cheerleaders, must have an updated physical prior to a tryout or practice within the past 13 months.
2. Before you can try out or practice, you must obtain a parent permission slip which must be handed in to the head coach. It must be completely filled out and signed by you and your parent or guardian.
3. If you wish to have your physical performed by your own physician, you must obtain a standard physical form from the athletic department's website. Your doctor must complete and sign the form and then you hand the form to your head coach. Your physical must be dated within 13 months of the start of the season.
4. If you are injured and seen by a doctor, you must submit a signed note by the physician stating you can return to play/practice before you can return to play/practice. The head coach will submit a copy of this note to the school nurse.
5. If you are injured, you must report the injury to the trainer, then obtain an insurance form from the nurse's office for all injuries that are treated by a physician. The nurse will assist you in filling out the form and the coach will then sign it.

DISQUALIFICATIONS AND PENALTIES

The school administration retains the right to enforce all rules and regulations to render final decisions on all matters pertaining to student participation, eligibility, awards, and any other such matters as pertain to athletic activities or school discipline.

The following are specific points which are called to the attention of all athletes because they are considered sufficient reason for disqualification or suspension from athletic participation.

- Unsatisfactory scholastic work through lack of application even though a student may satisfy the minimum requirements for scholastic eligibility. Disrespect by an athlete to a faculty or school staff member warrants disqualification or suspension from an athletic team.
- Frequent absences from school or frequent tardiness during the season of a sport for reasons other than physical disability. Fatigue following athletic contests is not considered a legitimate excuse.
- "Unsportsmanlike" conduct or discourtesy toward opponents, officials or fellow students/coaches at school and away.
- Wanton disregard of school property, such as locker rooms, showers, athletic equipment, band equipment or other facilities.
- Failure to submit valid reasons for absence or tardiness to the Head Coach. This applies to both games and practice sessions.

- Failure to observe training and conditioning regulations stipulated by the Head Coach and the Athletic Director. This includes the use of drugs and alcohol.
- Concealing injuries sustained in practice or games, or delay in reporting of such injuries for treatment.
- Failure to respect the property rights of another by taking or misusing what belongs to him without his permission
- Neckties, jackets/sweaters are required by all team members and managers on the day of the game or on Friday if the team is to play on Saturday. Socks are to be worn by all athletes in and out of season. Disregard of these rules could result in temporary team suspension for that game or wanton disregard will result in a two-week suspension by the coach and/or athletic director. Girls are to wear dresses or slack outfits.

SPORTSMANSHIP

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

The essential elements of character-building and ethics in sports are embodied in the concept of sportsmanship and six core principles: trustworthiness, respect, responsibility, fairness, caring, and good citizenship. It is the duty of the school board, superintendent, administrators, teachers, parents, coaches, officials, and team members representing Trumbull High School, to promote sportsmanship and foster good character by teaching, enforcing, advocating, and modeling the Six Pillars of Character.

SUSPENSION/EXPULSION

- Athletic competition is a symbol of a great ideal: An athlete/band/choir member who is representing Trumbull High School in its athletic/musical program is subject to the rules and regulations adopted by the complete athletic staff/music director on the secondary level.
- Any athlete/band/choir member (boy or girl) who is involved in the use and/or possession of drugs, alcohol, or tobacco is subject to suspension/disqualification and expulsion hearing.

PARTICIPATION RULES

At THS, responsible behavior begins with the desire to be a positive contributing member of the school community. Participation in athletic and/or extracurricular activities at THS is a privilege and demands certain commitments and responsibilities. The school system

and the community have a high level of expectations for the students who represent our high school and who benefit from its programs. Students will take pride in themselves, accept responsibility for their own actions and support others in their efforts to do the same. Students can expect support from the following adults in their lives (educators/coaches/parents/guardian) to adhere to the commitments and expectations of this policy.

Athletic/Music Department Disciplinary Action

First Offense

A student, after confirmation of a first offense, will be put on probation from a minimum of seven (7) calendar days to a maximum of fourteen (14) calendar days. This will be determined by the Athletic Director and the coach, or with the Music Department, the choir director and the band director. During this probationary time, the student:

- Will not practice or travel with the team/group;
- Will not participate in any competition/performances;
- Loses all awards for the season;
- Will attend a meeting with parents/guardians, coach/extracurricular advisor, the Athletic Director/Administrative representative, and band/music representative before reinstatement to the team/group;
- Will deliver an apology to his/her team/group in the presence of the coaching staff/conductor.

Second Offense

The student, after confirmation of a second offense during the same school year, will be suspended for the remainder of the current sport season/marking period. A **third offense** in the same school year will disqualify that individual for the remainder of that school year. In addition, the student:

- Will meet with the parents/guardian, coach/extracurricular advisor, Athletic Director/Administrative representative, band/music representative,
- Will be required to meet with guidance for counseling referral.

Appeals Process

A student may appeal to the Athletic Director/Principal/Band Director. Before participation may resume, the student must have a conference with his/her coach/advisor. The student is responsible for scheduling this meeting.

Additional Rules and Procedures

Any additional rules and procedures may be established by the coach/advisor within the guidelines for participation listed above. Consequences for violation of additional rules and procedures shall be

determined by the coach/advisor with prior verbal and written descriptions at the beginning of the season/activity. Upon return from an expulsion, the student's future eligibility will be at the discretion of the Athletic Director/Extracurricular Advisor/School Administration/Band/Music Representative.

The school administration retains the right to enforce all rules and regulations and to render final decisions on all matters pertaining to student participation, eligibility, awards, and any other such matters as pertain to music activities/athletics.

The following are specific points that are called to the attention of all band/choir members because they are considered sufficient reason for dismissal or suspension from band/choir participation.

- Disrespect by a band/choir member to a faculty member or school staff member warrants disqualification or suspension from the band/choir.
- Frequent absences from school or frequent tardiness during the season of band competition for reasons other than physical disability. Fatigue following competition is not considered a legitimate excuse.
- Unsportsmanlike conduct or discourtesy toward opponents, officials, or fellow students/directors at school and away.
- Wanton disregard of school property, such as band/choir rooms, equipment, or facilities.
- Failure to submit valid reasons for absence or tardiness to the Band/Choir Director. This applies to games, competitions, and rehearsal sessions.
- Failure to observe training and regulations stipulated by the Band/Choir Director. This includes the use of drugs, tobacco (any form of), or use of alcoholic beverages.
- Concealing injuries sustained in practice or competition, or delaying in the report of such injuries for treatment.
- Failure to respect the property rights of another by taking or misusing what belongs to him/her without his permission.

Penalties

The following penalties will be exacted of all band/choir members in specific cases where such applicable:

- Unexcused absences from school on the day of band/choir rehearsal or competition will automatically disqualify a student from participation in that particular rehearsal or event.
- If a band/choir member becomes scholastically ineligible at any time during the season, he/she forfeits any participation time previously acquired toward an award that season. No type of music award will be presented to this individual.

- Students who misuse or lose band/choir equipment issued to them by the school will be required to supply the replacement at their own expense. The Band/Choir Director is responsible for the cost assessment of members who lose equipment and/or uniforms and is expected to collect monies from the individual concerned. A full financial report is to be given to the Department Chairperson.

Penalties

The following penalties will be exacted of all athletes in specific cases where such applies:

- Unexcused absences from school on the day of an athletic contest or practice will automatically disqualify a student from participation in that practice or game.
- If a student becomes scholastically ineligible at any time during a sport season, they forfeit any playing time previously acquired toward an award that season. No type of athletic award is presented to this individual.
- Students who misuse or lose athletic equipment issued to them by the school, will be required to supply the cost of replacement at their own expense. The individual head coach of that sport is responsible in assessing athletes who lose equipment and/or uniforms and are expected to collect monies from the individual concerned. A full financial report is to be given to the Director of Athletics. A student who loses equipment and is delinquent in his/her payments is not to be awarded any jacket, patch, or letter until this commitment is fulfilled.

HAZING

Hazing in any form is prohibited. Hazing is regarded as a Section II offense according to the “Trumbull High School Conduct Code” and will subject the student to discipline appropriate for Section I. In addition, students should be aware that hazing can also constitute a violation of Connecticut Criminal Statutes as a form of assault and can make the student liable for arrest and prosecution, as well as for civil liability.

Hazing is defined as any form or type of physical, verbal, and/or emotional mistreatment, abuse, and/or harassment of a student in connection with a student’s participation in or membership on an interscholastic athletic team or in any school-sponsored activities; and/or forcing, coercing or intimidating any student to participate in any illegal or inappropriate activities in connection with the student’s participation or membership in the foregoing. Hazing is prohibited whether it occurs on or off school grounds and whether it occurs during, prior to or after the season or school day.

STUDENT LEADERS/CAPTAINS

Participation in extracurricular activities, including athletics and music, at THS is a privilege and demands certain commitments and responsibilities. Students will take pride in themselves and in their school and community. They are expected to take an active role in establishing high standards of conduct for others to follow. Student leaders are expected to display exemplary behavior. They will demonstrate to their peers character traits that are admirable and behaviors that are in every way just and considerate of others. Team captains are expected to adhere to the participation rules and maintain expected behavior for leadership from the time of election/appointment to that position through the school year. Failure to do so on the first offense will result in removal from that leadership position(s). Continued participation in that sport/activity is acceptable, but the position of leadership is removed for the duration of the season.

SEASON TICKETS

Season tickets for all sports for all students and adults are on sale at the Athletic Director secretary's office.

INTERSCHOLASTIC SPORTS

Girls Sports

<i>Fall</i>	<i>Winter</i>	<i>Spring</i>
Cheerleading*	Cheerleading*	Tennis*
Cross Country*	Basketball	Softball
Field Hockey	Track (Indoors)*	Track*
Soccer	Gymnastics*	Golf*
Swimming*		Lacrosse
Volleyball		

Boys Sports

<i>Fall</i>	<i>Winter</i>	<i>Spring</i>
Cross Country*	Basketball	Baseball
Football	Track (Indoors)*	Track*
Soccer	Swimming*	Golf*
	Wrestling*	Tennis*
	Ice Hockey*	Lacrosse
		Volleyball*

*No freshman team offered

COLLEGE ATHLETICS

Any student interested in playing college athletics at the Division I or II level must register with the NCAA Clearinghouse. Clearinghouse registration forms are available in each guidance office.

These forms must be on record at the end of junior year to be eligible for official recruiting visits in the senior year.

CLASS OFFICERS REQUIREMENTS
(These officer rules pertain to Grades 9-12)

ACADEMICS

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

DISQUALIFICATIONS AND PENALTIES

The school administration retains the right to enforce all rules and regulations and to render final decisions on all matters pertaining to student participation, eligibility, awards, and any other such matters as pertain to officers’ activities or school discipline.

The following are specific points which are called to the attention of all candidates because they are considered sufficient reason for disqualification or suspension from elected official participation:

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

SUSPENSION/EXPULSION

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

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

Second offense: dismissal from office

RESOURCES, SERVICES, AND ACTIVITIES

MEDIA CENTER

The materials of the media center offer you a wide range of topics to satisfy both individual interests and curriculum demands. The center provides the opportunity for you to learn at your own pace through the

use of various kinds of materials, such as books, magazines, newspapers, videos, DVDs, as well as various sources on the Internet.

Media center staff members will assist you in learning and applying research methods so that you can assume your learning tasks with ease and confidence. The facilities, materials, services, and staff of the media center, support and reinforce the primary objectives of education, their philosophy, which is to help students help themselves. Please feel free to ask for their assistance.

If you wish to learn more about the center, donate your time. The media center annually looks for students who would like to assist in the operation of the media center or its computer center. It is possible to serve in these capacities for academic credit. Check with your guidance counselor or a media specialist.

Using the facilities (first floor):

The first floor of the Media Center is an area for independent research, selection of books and materials, use of computers under supervision, and other associated activities. The area is not to be used for socializing. Please note that “the senior lounge” is now located in the Commons and not in the media center. If you wish to do school work in the media center, you:

- Must have a pass signed by a subject matter teacher.
- Must then have your study hall teacher sign the pass. Please leave your pass in the box by the Media Center entrance.
- Must enter and leave the Media Center by the front door.
- Are required to remain in the media center until the end of the period. This is a building policy.
- Cannot eat or play cards.
- Cannot use the Media Center stairwell, which is for faculty use only. You may use the corridor stairwells to reach the second floor.
- Cannot use the second floor area, which is closed to students except for classes which are conducted there or for students looking for a faculty member.
- Can expect to be asked to leave if you cause any type of disturbance or disruption. If you visit inappropriate web pages or continue to cause other problems in the media center, you may be prohibited from entering the media center for an extended period of time.

C. Using the Collection

- Non-reference materials can be checked out for a 30 day period and may be renewed.
- Overdue books carry a fine of five cents a day per item.
- Reserve materials, reference materials, magazines, videos and DVDs may be borrowed at the end of the day for overnight use. They must be returned the next morning before first period.

- Lost or damaged materials must be paid for by the student or parent/guardian.

COMPUTER CENTER

Located in a room directly off the main level of the library, the computer center offers numerous workstations and a great variety of software to any student who wishes to use them. If you so desire, you can sign up for a computer in advance. See the computer center secretary at her desk inside the media center.

CAREER CENTER

The Career Center is an integral part of the Guidance Department providing information on careers and post high school educational institutions for students, parents, and members of the community. The facility is a walk-in center available to students on a daily basis. Among its numerous resources, the Center maintains a computerized college search program and college previewing programs using laser disc video equipment. A career counselor and career specialist are available to each student.

In addition to daily activities, the center staff is responsible for conducting career center orientation classes for all new students and particular subject areas, orientation and implementation of career programs that feature a variety of career professionals and school representatives, and interest and aptitude testing.

SCHOOL-TO-CAREER POSITION STATEMENT

We believe that the ultimate goal of education is to prepare all students to be independent, self-supporting, productive and contributing members of society. To achieve these ends, education must provide a strong academic foundation, enhanced by knowledge and understanding of the technological and employability skills needed for the rapidly changing work environment. The Trumbull Board of Education and Trumbull Public Schools endorse school-to-career concepts as an integral part of the curriculum for all students. We support the following:

- School-to-career initiatives are critically important for all students K-12.
- School-to-career concepts and workplace readiness skills must be an integral part of all curriculum.
- School-to-career concepts are an important part of the Developmental Guidance Program.
- School-to-career must link education and work and must prepare all students for the lifelong process of career development.
- Throughout their educational careers, students must have multiple opportunities to observe, explore and participate in a variety of meaningful work experiences.

- School-to-career initiatives will be sustained through a work force development system integrating economic development, education, employment and training, and human services.
- Trumbull Public Schools, in partnership with business, community and the town government, will continue to effectively prepare students for higher education and for careers in the global marketplace.

SCHOOL STORE

Located down the hall from the main entrance to the library, the student run school store is an extension of the Marketing Education Program at the High School. Open during certain publicized hours of the school day, the store sells a variety of items for your everyday school needs including pens, pencils, paper, and notebooks. In addition, the store sells state approved healthy snack items, water, sweatshirts, caps, and small articles of clothing. Whenever possible, support your school store.

GUIDANCE PROGRAM

Counselors at Trumbull High School view the guidance program as an integral part of the total education program. The counselors exist to further the same goals of academic achievement, career planning, and personal - social development that teachers and administrators advocate.

The program concentrates on assisting each student to develop:

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

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

In addition to developmental guidance offered to all students, counselors provide assistance to any student experiencing academic and /or personal problems. The guidance staff is always available to students whenever necessary. In non-emergency circumstances, you can make an appointment in your guidance office by picking up an appointment form.

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

9TH GRADE GUIDANCE

It has long been recognized that the successful transition between 8th grade and 9th grade provides a solid foundation for strong academic achievement. Trumbull High School is expanding its guidance program to include three 9th grade counselors. These counselors will be meeting with each 9th grade student in the fall as well as conducting orientation groups. Contact will continue throughout the academic year with “in class” presentations and discussions, academic and personal counseling, and encouragement of student connections through extra curricular activities. As always, our focus remains on the personal and academic success of each student.

CLUBS AND ACTIVITIES

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

Clubs

Broken Shells
Creative Writing
Debate
FBLA Chapter
FCCLA
FFA
French
Interact
Italian
Key Club
Knowledge Masters
Math Club
Model U.N.
Peer Leaders
Peer Mediation
Red Cross
Robotics Club
SAAD
School Newspaper
Spanish
Web Team
Year Book (Trillium)

Advisors

John Wrobel
Nicole Garcia
Kathy Rubano
Todd Manuel
Mary Anne Davis/Jean Caminiti
Pamela Berlekovic
Candy Perusi
Todd Manuel/John Evans
Susanna Lavorgna Lye/Maria Canetta
Janet Horton/Shirley Tyzka
Colin Neenan
TBA
TBA
TBA
Dennis McLaughlin/Bill Mecca
Nancy Conroy
Hans Drenkard
TBA
Matt Bracksieck
Laura Costantini/Michelle Slais
Cathy Larson
Sue Berescik

<i>Societies and Councils</i>
<i>French Honor Society- Candy Perusi</i>
<i>Spanish Honor Society- Laura McNaughton</i>
<i>Student Council- Pablo Sevilla/Louis Monaco</i>
<i>National Honor Society-Anne Rizza</i>

TRUMBULL PUBLIC SCHOOLS SUMMER PROGRAM

You are encouraged to take advantage of the many learning opportunities available to you through the summer program. Not only can you make up, audit, or take a course for enrichment, but also you can have the opportunity to take courses for full Trumbull High School graduation credit. These credit/accelerated courses are especially valuable if you have a full schedule during the academic year and wish to take additional courses.

In addition, makeup courses are offered to students who have not successfully completed a course or who wish to audit a course in advance.

Credit will be given to students who previously failed the course during the school year but no credit will be given when the course is audited.

You can receive more information about the program by contacting the Office of Trumbull Continuing Education located at Trumbull High School. No phone registrations will be accepted. For information call 452-4554.

NATIONAL HONOR SOCIETY

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

Following the completion of the first semester, names of eleventh grade students who have earned a 3.75 GPA, participated in at least one co-curricular activity, and served at least one leadership position are submitted to the faculty and administration for review.

Students who meet all requirements will be invited to join the National Honor Society in the early spring of their junior year. Then, the National Honor Society Induction ceremony will be held in the late spring of their junior year. Students will begin to complete their required community service projects during the summer prior to their senior year. Students are required to complete 15 of

the 30 required hours of community service within the Trumbull High School community arena. Community service hours are due the first week of May in their senior year.

ACADEMIC ASSISTANCE

If you need extra help in a particular subject, you may meet with your subject teacher according to the following schedule:

<i>Monday</i>	<i>Wednesday</i>	<i>Thursday</i>
Science	English	Math
Social Studies	Languages	Business Education
Art	Industrial Arts	Home Economics
	Music	
	Special Education	

In school arrangements as well as different after school meeting days can be scheduled according to the mutual convenience of you and your teacher.

HEALTH SERVICES

Trumbull High School has three full time registered nurses from 7:15 am to 2:45 pm. Daily records are kept of students reporting to the nurse, the reason for their visit, the care administered, and time of arrival and departure. A student should notify their teacher and receive a pass to the clinic from that teacher.

All Grade 9 students must have a health assessment conducted by a qualified practitioner of medicine, which is a board of education policy. In June of each school year, a reminder letter from the house office principal will be sent to the parents of those students who have not met this requirement. Health assessments forms are in the Health office or in each house office. Any students involved in school sports or band must have a yearly physical to participate. In addition, any athlete injured in a school sport must see the nurse to fill out an accident report for insurance reimbursement.

Students new to the Trumbull Public School system must have a physical examination within 30 days after admissions to school. Contact the school nurse for more specific information if needed.

**NO MEDICATION IS TO BE ADMINISTERED OR TAKEN IN SCHOOL
WITHOUT PROPER MEDICAL AUTHORIZATION TO BE COMPLETED BY
a MD, D.O., APRN, P.A., or DDS**

EARLY INTERVENTION TEAM

Recognizing that our students are unique individuals, The Trumbull High School faculty believes it is in the best interest of our students to offer each student the support, encouragement, and strategies s/he needs in order to achieve success. In order to achieve this goal, the Early Intervention Program, designed to provide specific assistance to those students who are struggling with academics or who are experiencing difficulty with behavior, will be convened to assist students in need. Early Intervention Teams from each house will meet to develop specific instructional or behavioral strategies to help these students achieve success. Each specific plan will be reviewed and student progress will be monitored to ensure that the program is working.

The student's school counselor, house principal, teachers, school nurse, school psychologist, and school social worker are all part of the Early Intervention Team.

WORKING PAPERS

Working papers are issued from the main office throughout the year. In order to be eligible for working papers, you must meet the following requirements:

1. You must be 16 years old and show proof of age. This proof must be shown on a legal document such as a birth certificate, driver's license, or passport.
2. You must also have a "Promise of Employment" which is a statement from your future employer stating what type of position you are going to have (cashier, stock clerk, etc.). Blank forms are in the office for you to bring to your prospective employer.

DRIVER EDUCATION

Classes are conducted throughout the school year as well as during the summer. The program consists of thirty hours of classroom instruction and eight hours of road training. Insurance companies will offer an appreciable discount upon completion. Students must be sixteen years of age to register. Forms are available in the school store. Any questions concerning the program should be directed to Mr. Romano, Director, in the Driver Education Office. Parents may call 452-4577.

SENIOR AND UNDERCLASSMEN AWARDS

Each year the Trumbull High School PTSA sponsors Senior & Underclassman Awards Night. During this evening, students receive recognition for citizenship, community service, academic excellence, school spirit, etc.

Scholarship evening is held for seniors to recognize their achievement and thank them for their time and talents that make the school and community a productive satisfying environment.

STUDENT REPRESENTATIVES TO THE BOARD OF EDUCATION

To encourage participation of senior high school students on the Board of Education, the Trumbull Board of Education offers seats on the board to two student representatives who will be seniors during the year they serve. These seats provide students with the opportunity to express their attitudes, opinions and ideas concerning the operation of schools and provide the Board with the opportunity to listen to student opinions on matters that directly affect students. The members of the Student Council elect the two representatives. These two members, after elected, should be present at student council meetings in order to properly communicate the students' voice to the board. Listen for announcements for applications at the end of the school year.

CONTESTS FOR STUDENTS

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

FIELD TRIPS

Since field trips are an extension of the classroom, school rules, policies, and disciplinary actions apply while you are away. Individual student participation in a school-sponsored field trip will be a collaborative decision between teachers and administration. Your parent(s)/guardian(s) is required to sign a permission slip for each off campus trip and you are reminded of your responsibility for all work missed. (Policy referenced in Parent Handbook.) Any suspension or disciplinary issue can be a disqualifier for field trip attendance.

STUDENT SCHOLARSHIP

A great number of scholarships are awarded annually at Trumbull High School. As the announcements of scholarship availability begin, you should consider applying for as many as you feel qualified. You may be eligible for more awards than you might originally have thought, and you will never know unless you apply.

Scholarships begin to be announced in September and are publicized weekly throughout the year. The majority of local scholarships are announced in bulk during the month of April. All scholarships are announced in the guidance newsletter, in homeroom, and posted on classroom bulletin boards. Watch and listen for these announcements since some scholarships require early response. If you

have any questions about scholarship, you should contact the scholarship chairman, Mr. Kovachi in the A House Guidance Office.

STUDENT PUBLICATIONS

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

- a. Anything published in a student publication must not cause disruption or interference with any kind of school activities.
- b. Anything published in a school publication must not be defamatory, malicious, or improperly invade the privacy of others.
- c. Under no conditions should a student publication use obscene statements.
- d. Responsible journalism requires accurate reporting.
- e. Libel, knowingly printing words that create a false statement, communicating this statement to others, having this statement cause damage to the reputation of another, is not permitted.

Non-school sponsored newspapers and other publications such as Underground press are subject to the same responsibilities as those for other student publications. You must only distribute any non-school sponsored publications before and after school hours, and that distribution must be done at points designated by the principal.