



TRUMBULL HIGH SCHOOL

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www.trumbullps.org/thhs

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

MARC W. GUARINO, PRINCIPAL

August 26, 2020

Dear Parent(s)/Guardian(s):

Welcome to the 2020-2021 school year! I appreciate your continued patience as the beginning of the new school year approaches. I am sure that you, as parents/guardians, are feeling the same as our students, teachers, administrators, and staff at this important time in our community, state, and country. Now, more than ever, we must embrace the belief that we all have an important role to play *together* to give each student the very best we can during this unprecedented time. *Together* the 2020-2021 school year will be a success. *Together*, we will need to be flexible to meet whatever newer challenges and opportunities come *our way*.

With the Trumbull Public Schools' hybrid plan, students will experience both live, synchronous and asynchronous learning experiences each day of the week for their classes. In short, students will be required to follow their schedule on a daily basis – on in-person and distance learning days. Teachers are refining new instructional approaches to connect with students on a consistent, daily basis. Each teacher will utilize Google Classroom as the platform to support student learning. Our teachers will continue to build upon their success last year with Google Classroom to support in-person and distance learning.

Clearly there are many significant priorities as we open the new school year – health and wellness of our students and staff, best teaching and learning practices, daily school operations, and communication. Embedded in this letter are various hyper-links to direct you to information and updates necessary to open school and support students and families throughout this school year. Our school is committed to providing as much information as possible without overwhelming you.

HEALTH & WELLNESS – The Basics

Our health and wellness standards and practices are outlined in the TPS Reopening Plan. Please [click here](#) to access additional information if necessary.

- The TPS hybrid plan and the cohorting of students allows for greater social distancing in the classrooms and hallways during passing time. Hallways will be identified as one-way traffic and additional time has been allotted for passing between classes.
- Social distancing and proper hygiene is the responsibility of each member of our school community.
- Masks/Face coverings must be worn at all times by students and adults at THS.
- Parent(s)/Guardian(s) should provide masks/face coverings for their student(s).
- There will be scheduled mask breaks for students.
- Hand sanitizer will be available in each classroom near the entrance/exit door.

TEACHING AND LEARNING PRACTICES – Initial Startup Requirements

Trumbull High School is committed to students using technology in a relevant and engaging learning environment. To this end,

- Each student is required to bring a personal computing device to school every day.
- Students can select to bring their own device as long as it meets the minimum requirements.
- Or a student can request a Chromebook as part of the TPS 1:1 Program.
- It is expected that students bring a fully-charged device to school each day as we will no longer have shared Chromebook carts available in the classroom due to the new health & safety protocols.
- If your student does not have a device of their own, please complete the [IT Request form](#) and we will arrange to have one for them to pick-up the first week of school.
- Smartphones are not appropriate devices to best support student learning in our hybrid plan.

Minimum Bring Your Own Device (BYOD) Requirements

Chrome, Windows, iPad, or MAC device	Wireless Dual-band N or higher
9 inch screen	4 GB RAM
External keyboard	5 hours minimum

Google Classroom. Each student has been issued a [Trumbull Public School Google account](#), or commonly called a tps.net account. This account is paramount to the teaching and learning experience this year. Each teacher will create a [Google Classroom](#) for your student, and it will become a primary means for teachers to design instruction, assign work and collect work, assess student learning, and provide feedback towards learning to students and parents. Teachers will use Google Classroom, and it will be integrated into learning on a consistent basis, and will connect students' learning in-person and at home.

If you are a new student to Trumbull High School and do not have a TPS Google account, please go to your House Guidance Office.

Classroom instructional materials will be determined by the teacher and distributed to students during the first few days of live-instruction.

DAILY OPERATIONS

- Our school day will begin and end as it has in the past, 7:27 am to 2:25 pm. Please see our daily [bell schedule](#) which has been modified to include some additional passing time between classes.
- We will evaluate our daily bell schedule as the year begins and make the appropriate adjustments to promote social distancing as needed.
- Attendance will be taken each period every day of the week by teachers, including Wednesdays and distance learning days.
- We will evaluate our morning drop off and afternoon pick up procedures as the school year begins. While we anticipate more families driving students to school on a daily basis, the cohorting of students can mitigate the impact to our procedures. If adjustments need to be made to our procedures, we will communicate them to our school community.

- Students will be limited in their free use of the school building. For example, the Learning Commons (Media Center), in accordance with the TPS Reopening Plan, will not be accessible to general student use during the school day. Students who need access to technology to support their learning will need to use their devices (not smart phones) in assigned study halls. More details will be provided to students on their first day of class.
- Students will be assigned seats in each classroom, even in the Commons/Senior Lounge, if the student is eating lunch in those areas.
- Hallways will be clearly marked for one-way traffic only.

LUNCH UNDER HYBRID PLAN

- Each student is assigned a lunch period during the course of the academic day.
- Some students will be assigned to eat lunch in the Commons or Senior Lounge.
- Some students will be assigned to eat lunch in a classroom.
- All students will have assigned seats in the Commons/Senior Lounge and in the classroom.

ARRIVING/DRIVING ON CAMPUS

- Students should arrive as close to 7:15 am as possible.
- If you are driving on campus, please be safe at all times as other students and adults will be arriving on our campus and entering the school building.
- Drivers must follow all traffic protocols at the start and end of the day.
- Drivers must follow all signage posted throughout the campus, including all the designated crosswalks.
- Students are allowed to park in the white-lined spaces only.
- Faculty parking spaces are yellow.
- If you are new to our school, please see this information pertaining to [morning drop off and afternoon pick up](#) of students.
- Parent/guardian **drop off areas** will be at the rear of the building using parking lot #4 and the football field side ONLY.
- No parent drop off or pick up will be allowed in the front of the building or the A-House side.
- End of the day student pick up will be in the rear of the building only.
- We will evaluate our morning drop off and afternoon pick up procedures as the school year begins. While we anticipate more families driving students to school on a daily basis, the cohorting of students can mitigate the impact to our procedures. If adjustments need to be made to our procedures, we will communicate them to our school community.
- **FIRE LANES, TRAFFIC SIGNS, AND LAWS PROHIBITING PASSING A SCHOOL BUS WILL BE STRICTLY ENFORCED.**

ATTENDANCE PROCEDURES – (TPS Policy 5113 High School Attendance/Loss of Credit)

We are sharing the TPS Attendance policy to inform students and parents of the policy requirements and to maintain accurate student records. Attendance and availability for learning is paramount to student success. In light of our continued efforts to educate students during this challenging time, it is important that you understand the [Health and Wellness expectations](#) outlined in the TPS Reopening Plan. We clearly do not want sick students coming to school because of policy related issues. If this is an issue, please reach out to your House Principal.

1. **REQUIRED** - On the day of an absence or tardiness, a parent/guardian needs to call the student's house office (before 9:30 a.m.), which explains the absence or tardiness.
2. **REQUIRED** - A note must also be brought to the House Office by the student upon his/her return. Notes must be both written and signed by a parent/guardian and submitted to the student's House Office within one school day after the student has returned from his/her absence. Notes must include the student's name, date(s) of absence, and reason for the absence, along with a daytime phone number where a parent/guardian can be reached for verification.
3. In addition, parents/guardians are encouraged to submit official verification of any activity for which verification is required in order for said activity not to count toward the student's absence bank.
4. Please call the appropriate House Office phone number to report an absence:
A-House: 203-452-4507, B-House: 203-452-4513, C-House: 203-452-4518
5. Please contact the House Counseling Office with any updated contact information (phone, email, address).

STUDENT HANDBOOK

The "Student Handbook" will be distributed to all students during the beginning days of the school year. Information pertaining to policies, services, lines of communication, courses, grading, student activities, and student rights and responsibilities are included in this book. In the interest of promoting our primary concern, which is safety and welfare of all students, please note the following:

- The Trumbull Board of Education has a written policy prohibiting the possession, use and/or distribution of any drug, drug paraphernalia, or alcohol on school grounds, during a school session, anytime or anywhere during a school sponsored activity, and on school buses and vehicles under the jurisdiction of the Trumbull Board of Education.
- In addition, the State guideline that went into effect in the summer of 1996 calls for automatic expulsion of any student who brings guns, knives, or facsimiles, or any weapon to school. It also calls for automatic expulsion hearings for those students who bring to school or have illegal drugs in their possession. The Trumbull Police Department will be notified in the event that these policies are violated.
- **SMOKING AND ALL TOBACCO PRODUCTS, INCLUDING ELECTRONIC CIGARETTES AND CHEWING TOBACCO, ARE PROHIBITED ON SCHOOL PROPERTY**, per Connecticut state law and school policy. Smoking and tobacco products are prohibited on all school buses and vehicles under the jurisdiction of the Trumbull Board of Education. Complete details of the policy can be found on the TPS website.
- Students need to take seriously "...the responsibility of dressing for school in appropriate attire..." This also includes masks/face coverings.
- "With staff permission, electronic devices (other than devices used to support student learning) may be used in classrooms during instructional time. ... Students will be subject to disciplinary action, including confiscation of the electronic device, if the device is being used in ways deemed prohibited."

ACADEMIC LEARNING CENTER

The Academic Learning Center, located in room B-19, provides one-on-one and small-group support for math and reading in the content areas. Students can drop in for help on current instruction, test preparation, and short-term or long-term assignments. Teachers and school counselors also refer students to the appropriate specialists when they need intervention, reinforcement with a particular skill,

or extra support in their academic classes. Math Specialists, Mrs. Brittain and Mrs. DelBene, and Reading Specialist, Mrs. Brown, are available every period to help students on all academic levels be successful.

STUDENT SCHEDULES

Given the complexity of balancing cohorts throughout our entire master schedule, student schedules will be accessible on the Infinite Campus portal by the end of the day on Monday, August 31, 2020. All efforts will be made to mitigate the number of schedule changes after this date.

FIRST DAY OF SCHOOL

The first day of school for **grade 9 students only** will be **Friday, September 4, 2020**. Students will come to school with their cohorts at designated times. Please click here for bus routes for our grade 9 students for September 4, 2020.

- Cohort 1 (Last names beginning in A-L) - 7:30 a.m. – 9 a.m. [Click here](#) for bus routes.
- Cohort 2 (Last names beginning in M-Z) - 12:45 p.m. – 2:15 p.m. [Click here](#) for bus routes.

The first day of school for all students will be Tuesday, September 8, 2020. We will follow an A Day schedule for students in school and at home. Period 1 begins at 7:27 am.

TRANSPORTATION

Bus routes are posted on the website, www.trumbullps.org and posted in the Transportation Department, Long Hill Administration Building, 6254 Main Street, Trumbull.

PROGRESS REPORTS AND REPORT CARDS

Progress Reports and Report Cards will be available to parents and students utilizing the Campus Portal, which can be accessed through the Trumbull High School website, www.trumbullps.org/thhs. If you would like to request a printout of a Progress Report or Report Card, please contact your student's Counseling Office.

COMMUNICATION

Our school is committed to increase communication to students and families regarding any changes to our Reopening Plan and its impact on students and their learning. We will continue to e-blast parents and families with our Infinite Campus Messenger system and schedule virtual information sessions on a variety of teaching and learning and operational topics throughout the school year.

If you have any questions about our school, please contact your House Principal in the House to which you have been assigned. If a House Principal is not available, please do not hesitate to call the Main Office or the Dean of Students, Mr. Pijar, at 203-452-4568.

Sincerely,



Mr. Marc W. Guarino
Principal