

TRITON ELEMENTARY SCHOOL

STUDENT-PARENT HANDBOOK 2026-27



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To Parents/Guardians:

Triton Elementary staff is looking forward to working with you and your child this year. The Triton Elementary Student-Parent Handbook is designed as a guide to the rules, policies, and regulations of our school. Please read it and use it as a reference throughout the year. The handbook can be accessed on the Triton School Corporation website at **www.triton.k12.in.us**. If you have questions about the information in the handbook or other topics not addressed, please call the school office at 342-2355. We welcome the opportunity to assist you.

TRITON ELEMENTARY SCHOOL-FAMILY PARTNERSHIP COMPACT

Educating children is exciting, challenging, and rewarding. The goals that we all share include providing children with the best start in life, an excellent education, and positive citizenship habits. Therefore, our Teachers, Families, and Students, with the support of the Triton Board of School Trustees make the following commitments:

Teacher Agreement

It is important that students achieve. Therefore, I shall strive to do the following:

- Provide a safe, caring environment that encourages learning and fosters positive relationships.
- Greet students each morning with high expectations and emphasize that the day will be important.
- Develop challenging curriculum based on Indiana's Academic Standards and promote student achievement.
- Make efficient use of academic learning time by providing quality teaching and leadership.
- Explain and model the behaviors and ways of doing things that are expected of students at school.
- Communicate frequently and meet annually with families about student progress and the school-family compact.
- Provide opportunities for parents to volunteer, participate, and observe in my classroom.
- Participate in professional development opportunities that improve teaching and learning and support the formation of partnerships with families and the community.
- Actively participate in collaborative decision making with parents and school colleagues to make our school accessible and welcoming for families.
- Respect the school, staff, students, and families.

Family/Parent Agreement

It is important that my child achieves in school. Therefore, I will strive to do the following:

- Ensure that my child attends school every day, gets adequate sleep, regular medical attention, and proper nutrition.
- Provide a quiet time and place for homework and monitor TV viewing.
- Read to my child or encourage my child to read every day.
- Communicate the importance of education and learning to my child.
- Regularly monitor my child's progress in school.
- Support my child's efforts to improve and do quality work.
- Attend parent-teacher conferences.
- Participate, as appropriate, in decisions about my child's education and support the teacher's efforts to help my child succeed in school.
- Support the school in its efforts to maintain proper discipline.
- Respect the school, staff, students, and families.

Student Agreement

It is important that I work to the best of my ability. Therefore, I shall strive to do the following:

- Attend school regularly; be ready to learn, work hard, and give my best effort.
- Come to school each day with the necessary materials, tools for learning, and completed assignments.
- Know and follow the rules of the school and the class so that everyone has an opportunity to learn.
- Communicate regularly with my parents and teachers about school experiences so that they can help me be successful.
- Limit my TV watching, video game playing, and internet usage.
- Study or read every day after school.
- Work cooperatively with classmates, parents, and staff.
- Respect the school, staff, students, and families.

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TRITON ELEMENTARY VISION STATEMENT

“A community of learners achieving personal best.”

TRITON ELEMENTARY MISSION STATEMENT

Triton Elementary School is responsible for teaching essential skills through mastery of curricular content which is necessary in developing self-directed, productive citizens while encouraging critical thinking, problem-solving, and goal setting. We will provide a safe, nurturing environment where students are expected to use the Life skills and are given opportunities to express creativity while striving for excellence with the support of the parents and community.

BELIEF STATEMENTS

We believe that each child is unique and that as educators we should instill in each child a desire to develop his/her talents both for personal fulfillment and for making a positive contribution to life.

We believe that students deserve relevant, systematic instruction in basic skills needed to function in our society.

We believe that open lines of communication connecting home, school, and community should be promoted.

We believe that each child should develop independent thinking, problem solving skills, self-confidence, and creativity.

We believe that we should foster in each child a sense of respect and responsibility for self, others and our environment.

We believe our classrooms should provide classroom experiences in cooperative and democratic procedures that recognize and value individual differences and unique contributions, along with knowledge and appreciation of our democratic heritage.

STUDENT ATTENDANCE INFORMATION

STUDENT ATTENDANCE:

Good school attendance is an important indicator of student success. Education is an ongoing process, and attendance is an important part of that process. Students who are not at school are not involved in a maximum learning environment in which teacher instruction, class participation, and student interaction occur. Students will be considered having perfect attendance if they have no tardies or absences. *A tardy indicates the student was absent for some portion of the school day.*

Indiana Law Compulsory Attendance Duty of Parents requires parents/guardians to ensure that their child attends school regularly unless the child is being provided instruction equivalent to that given in the public schools.

Excused absences at Triton Elementary are those absences recognized by state law or school policy. These absences include student illness/injury, death of a family member, exposure to a contagious disease, required religious observance, confirmed medical/dental appointments.

Unexcused absences are those not recognized by Triton Elementary. Examples of these are failure to provide a note with parental signature upon return to school, out-of-school suspension for inappropriate behavior, absence without parental consent, and family vacations.

Make-up work can be credited for any absences (except for out of school suspensions) with the approval from the teacher and principal. If homework is to be prepared for a sick child, the office needs to be notified **BEFORE** 9:00 a.m. so that materials can be collected. These materials will be available in the office at 2:30 p.m.

Parents are requested to notify school personnel by telephone, between 7:30a.m. and 9:00a.m. when a student is absent. The telephone number is 574-342-2355. Parents who do not contact the school will receive a phone call to verify the child's absence. Any unverified absence is considered unexcused. Absences of more than three consecutive days due to illness and chronic absences may require a doctor's note.

In the event that an extended absence from school is known in advance, the parent/guardian should submit a Pre-Arranged Absence Request prior to the absence. This form can be obtained in the school office or downloaded from the corporation website www.triton.k12.in.us.

The office will monitor attendance regularly and communicate with parents/guardians regarding absences and tardies when concerns arise. In accordance with Indiana law, students who accumulate five (5) unexcused absences within a ten (10) week period may be considered an "absent student" and may be referred for attendance intervention services. A parent conference may be scheduled, an attendance intervention plan may be developed, and parents/guardians may be asked to sign an attendance agreement.

Students who accumulate ten (10) or more unexcused absences during the school year may be considered habitually truant under Indiana law. Continued excessive unexcused absences, habitual truancy, or failure to comply with attendance interventions may result in a referral to the Indiana Department of Child Services and/or the county prosecutor in accordance with Indiana Code.

STUDENT DAY:

- 7:45 a.m. Students may arrive on campus and wait outside the building. Walkers who plan on eating breakfast may enter the building.
- 7:55 a.m. Bus riders are released for breakfast.
- 8:00 a.m. All students may enter building and report to classrooms.

8:15 a.m. Students who have not reported to their classrooms are tardy.
3:05 p.m. Kindergarten through grade 6 students dismissed. (2:35 on Friday)

Students are not to be on the school grounds until 7:45 a.m. unless they are participating in a school approved activity. Students are to leave the school premises at dismissal unless they are participating in a school approved activity. Siblings and friends are not allowed to accompany each other to these activities if they are not participants themselves.

STUDENT LEAVING DURING THE SCHOOL DAY:

We ask that parents make every attempt to schedule doctor and dental appointments after school hours. When this is not possible and a student must be taken out of school, parents are to send a note with the child in the morning or call to inform the teacher of the time of departure. A parent or designee is to come to the school office and sign the student out at that time.

STUDENT MOVING OUTSIDE TRITON SCHOOL DISTRICT:

If moving out of the corporation during the school year, parents should inform the school office giving the date that will be the child's last day of attendance at Triton. Students will be withdrawn once the school receives confirmation of enrollment at another school and a request for records.

Students whose parents move out of the corporation may continue in attendance provided that the student has been in good standing with the school and remains in good standing during his/her stay. Parents will be required to complete a Non-resident Transfer Application.

SCHOOL DELAYS OR CLOSINGS:

Every effort will be made to follow regular school schedules. However, school delays or closings may be necessary due to severe weather or other conditions. **Parents should make advance arrangements for their children in case of emergency school closings or delays.** Please make sure your child is aware of these arrangements. Parents can sign up for delay / closing alerts through Harmony (accessible through the Triton School Corporation website).

School delays and/or closings are announced on the following radio stations. Warsaw (WRSW – 107.3FM; 1180 AM) Plymouth (WTCA – 94.3FM; 1050 AM) South Bend (101.5FM U93 FM). Television channels 22 (WSBT) and 16 (WNDU) will make these announcements.

Students should **not** arrive at school prior to the announced starting time. Breakfast is not served on mornings of a delay.

STUDENT INFORMATION REQUIREMENTS/HEALTH INFORMATION

CHILD CUSTODY INFORMATION:

Custodial parents who have legal child visitation/custody restrictions are required to provide court documents to the school to ensure the protection and safety of the child.

STUDENT EMERGENCY FORMS:

Parents are to complete Emergency/Medical Information Forms for each child at the beginning of the school year or when enrolling the child during the school year. They are responsible for notifying the office immediately when there is a change in the information on those forms such as **address, phone numbers, employers, or contact persons**. The information is used when it is necessary to contact parents in the event a child becomes ill or is involved in an emergency situation. Every attempt will be made to notify parents. If parents cannot be reached every effort will be made to notify contact persons listed on the emergency form. In the event that parents or contact persons cannot be reached school

officials will use their best judgment as to the care of the child. If emergency transportation is required the EMS or 911 will be called, with the parents responsible for any cost incurred.

A student who does not have an Emergency Form on file will not be allowed to go on study trips.

HEALTH INFORMATION REQUIRED:

Parents are expected to meet all legal health standards for their child. Further examinations or reports may be required in order to provide appropriate care for your child. It is important that health/medical conditions be reported to the school nurse in a timely manner. The school nurse will conduct regular screening programs at targeted grade levels. These screenings include vision and hearing at grades recommended by the state.

GUIDELINES FOR ILLNESS OR INJURY:

Elementary children will be excluded from school for the following health reasons:

1. Temperature of 100 degrees or over. A child should be fever-free for 24 hours before returning to school.
2. Cold and flu symptoms such as headache, vomiting, diarrhea, stomach ache, or cough.
3. Any inflammatory eye condition.
4. Any questionable rash or skin disease.
5. Severe cough.
6. Discharge from ears.
7. Head lice. **Before returning to school your child must be treated and checked by the school nurse.**

An administrator or school nurse may request a written doctor's excuse in any of the above situations.

In case of an accident or sudden illness the school is responsible for (1) giving immediate first aid and (2) determining if the condition necessitates the child's exclusion from school. If it is determined the child is to be excluded from school the information on that child's emergency form will be used in an effort to reach a parent or contact person. It will be the responsibility of the parent to make arrangements to have the child picked up. In the event that a parent or contact person cannot be reached, school officials will use their best judgment as to the care of the child. If emergency transportation is required the EMS or 911 will be called, with the parents responsible for any cost incurred.

Parental notes requesting children stay inside at recess because of illness are required each day that a child must stay in. After three (3) consecutive days, a physician's excuse may be required.

REPORTING STUDENT INJURIES:

Injuries that occur on school grounds or at school-sponsored activities away from the school must be reported to the school office immediately, no matter how minor the injury. Accident forms that have been completed by the nurse are available in the school office. Parents / guardians may purchase student accident insurance from the corporation administration office.

IMMUNIZATIONS:

Indiana State Code states that each school shall require the parent of a student who has enrolled in the school to furnish, not later than the first day of school attendance, proof of the student's immunization status. If the student is not up to date on the first day of school, a twenty-day waiver may be granted. After the twenty-day waiver period, students that are not properly immunized should be excluded from school until they are properly protected against all required vaccine preventable diseases.

Immunization Requirements

Grade	Required		Recommended
Pre-K	3 Hepatitis B 4DTaP (Diphtheria, Tetanus & Pertussis 3 Polio	1 Varicella (Chickenpox) 1 MMR (Measles, Mumps & Rubella) 2 Hepatitis A	Annual influenza
K-5 th grade	3 Hepatitis B 5 DTaP 4 Polio	2 Varicella 2 MMR 2 Hepatitis A	Annual influenza
6 th -11 th grade	3 Hepatitis B 5 DTaP 4 Polio 2 Varicella	2 MMR 2 Hepatitis A 1 MCV4 (Meningococcal) 1 Tdap	Annual influenza 2/3 HPV (Human papillomavirus)
12 th Grade	3 Hepatitis B 5 DTaP 4 Polio 2 Varicella	2 MMR 2 Hepatitis A 2 MCV4 1 Tdap	Annual influenza 2/3 HPV 2 MenB (Meningococcal)

Hours for county clinics are: Marshall County Clinic (935-8565) Tuesday, 8-11:30 a.m. and every 4th Tuesday 5 – 7 p.m. Kosciusko County Clinic (267-7028) is Monday, Wednesday, Friday 8:30 – 11:15 a.m. and 1:30 – 3:45 p.m.

MEDICATIONS: PRESCRIPTION AND NON-PRESCRIPTION

In accordance with Indiana Code, all prescription drugs or homeopathic remedies must come in a prescription bottle or have a written doctor's order to be administered. The school will keep on file the parent's written permission slip and the physician's written order. Nonprescription (i.e. cough drops and Tylenol) and prescription medications must come with a parent's signature to be administered. The following information must be included for both prescription and non-prescription medication:

Student's name	Dosage
Name of medication	Student's grade and teacher
Date	# of pills for behavior modification meds*

***Medications for behavior modification are drugs regulated under the jurisdiction of the Controlled Substance Act of 1970. All such medications (Ritalin, Adderall, antidepressants) must be brought to and taken from school by a parent or designated adult.**

Medication will not be administered unless all criteria are met.

Per Indiana Code: All students with a chronic disease or medical condition (ex: Asthma, Bee sting Allergy) may possess and self-administer medication for the chronic disease or medical condition during school and school functions **if** the following conditions are met:

- (1) The student's parent has filed an authorization with the student's principal for the student to possess and self-administer the medication. This must be updated annually.
- (2) The student's physician states in writing that the student has an acute or chronic disease or medical condition for which the physician has prescribed medication **and** requires emergency administration and that the student has been instructed in how to self-administer the medication. This must be updated annually.

Per Indiana Code: This section does not apply to medication possessed by a student for self-administration.

- (1) For students in grades kindergarten through grade 8 medication that is possessed by a school for administration during school hours or school functions may only be released to the student's parent, or an individual at least eighteen years of age and designated by the student's parent in writing.
- (2) A school corporation may send home medication with a student in grades 9- 12 if the student's parent provides written permission for the student to receive the medication.

Per Indiana Code: A school or school board is not liable for civil damages as a result of a student's self-administration of medication for an acute or chronic disease or medical condition except:

- (1) For an act or omission amounting to gross negligence or willful and wanton misconduct.
- (2) An emergency is declared for this act.

SCHOOL POLICIES

BEHAVIORAL EXPECTATIONS:

Triton Elementary promotes a safe, orderly, and respectful environment for students where students will learn and begin to develop the strategies needed to be successful in life. Each student is expected to comply with all school rules. Each child will be held responsible for his/her own actions.

Students are encouraged to demonstrate P.R.I.D.E. in all areas of the building.

- Personal Responsibility
- Respect
- Integrity
- Determination
- Enthusiasm

Triton Elementary students are recognized for demonstrating positive behavior throughout the school year.

SHOW YOUR TROJAN PRIDE			
Personal Responsibility • Respect • Integrity • Determination • Enthusiasm			
Hallway	Cafeteria	Restroom	Recess
Walk at all times.	Walk at all times.	Flush when finished.	Use equipment as intended.
Keep your hands to yourself.	Keep your hands and food to yourself.	Respect privacy of others.	Encourage others to join you.
Use quiet voices.	Use indoor voices.	Use quiet voices.	Use kind words and take turns.
Keep hallways clean and tidy.	Clean up after yourself.	Keep restrooms clean and tidy.	Report problems to an adult.
Listen for adult directions.	Use good manners and try new foods.	Always wash your hands and turn off faucets.	Put away equipment and line up when you hear the whistle.

Student discipline will be administered in accordance with Board Policy and Indiana Law.

DISCIPLINARY CONSEQUENCES:

When school-related inappropriate behavior happens, the school principal or his designee and/or teachers will decide the corrective consequence that best fits the nature of the problem. The following are options that may be used. Typically, action would begin at the minimum, but sometimes it may be necessary to take more severe action immediately.

- a. teacher/student conference
- b. loss of privileges
- c. parent conference by phone
- d. written communication with parent
- e. parent conference with teacher and/or administrator
- f. in-school suspension
- g. after-school detention
- h. out-of-school suspension
- i. Expulsion

As a part of the emergency procedures in place in our schools, no student will be restrained and/or placed in seclusion by school staff unless the student's behavior poses an imminent risk of injury to him/herself or others. However, significant violations of the law including assaults on students and staff will be reported to the police. As soon as possible after any such use of restraint and/or seclusion, the parents or guardian will be informed when any of these actions have occurred and will be provided with a detailed account of the incident including the circumstances that led to the use of restraint and or seclusion.

ITEMS AND ACTIVITIES PROHIBITED:

Personal Possessions:

Students are not to bring to school for use in the classroom or at recess items such as pets, electronic equipment including cell phones and cameras, baseballs, toys or any items not required for the school day unless previous arrangements have been made with the classroom teacher. Electronic items used on the bus are to be put in the student's book bag before getting off the bus and must kept in the book bag during the school day unless the teacher permits use of these items in the classroom. Damage, loss, or theft of such items are at the student's own risk.

Selling/Trading:

Many students are involved in organizations that conduct fundraisers. Students will not be given the opportunity to sell fundraiser items during the school day. Students are not to bring personal items to school to sell or trade unless previous arrangements have been made with the classroom teacher.

Gum Chewing:

Gum chewing is prohibited at Triton Elementary.

GROUND FOR SUSPENSION OR EXPULSION:

The grounds for suspension or expulsion listed below apply when a student is:

- a. On school grounds immediately before, during, and immediately after school hours and at any other time when the school is being used by a school group (including summer school)
- b. Off school grounds at a school activity, function, or event
- c. Traveling to or from school or a school activity, function, or event.

Grounds for suspension or expulsion are student misconduct or substantial disobedience. The following include examples of student misconduct or substantial disobedience, but are not limited to:

Harassment:

To insure an educational environment that is both physically and psychologically safe, Triton School Corporation has established policies barring harassment of and by Triton students and staff. For complete information about Policy 5517, please contact your school or corporation office.

Bullying:

Bullying is defined by the Act as “overt, repeated acts or gestures, including verbal or written communication transmitted; physical act committed; or any other behaviors committed by student or group of students against another student with the intent to harass, ridicule, humiliate, intimidate, or harm the other student.” This rule will apply when a student is on school grounds, immediately before or during school hours, immediately after school hours, or at any time when the school is being used by a school group; off school grounds at a school activity, function, or event; or using property or equipment provided by the school.

Failing to Report Information that Could Potentially Cause Harm to Person/Property:

Failing to report the actions or plans of another person to a teacher or administrator where those actions or plans, if carried out, could result in harm to another person or persons or damage property when the student has information about such actions or plans.

Failure to Comply with Staff Directives:

Failing to comply with directions of teachers or other school personnel during any period of time when the student is properly under their supervision, where the failure constitutes an interference with school purposes or an educational function.

Academic Dishonesty:

Engaging in academic dishonesty, including cheating, intentionally plagiarizing, wrongfully giving or receiving help during an academic examination, and wrongfully obtaining test copies or scores.

Failure to Follow School Conduct Rules:

Failing to follow any student conduct rule the school building principal establishes and gives publication to all students and parents in the principal's school building.

Dangerous Instruments/Objects of Violence:

Students shall not carry, possess, display, or use dangerous instruments, weapons, or items that are “look alike”. A dangerous instrument is anything that, although not specifically designed to hurt someone, is used to cause injury or to put someone in fear. Examples include belts, combs, utensils, lasers, matches, etc. Such items should be considered dangerous instruments only, if they are used to cause injury or to put someone in fear. A weapon is anything that is commonly designed or used to cause injury or to put someone in fear. Examples include guns, bullets, knives, clubs, razors, chemical irritants, etc.

Violation of the policy will result in penalties that are based on federal and state law as well as established disciplinary policies and procedures. Violation may result in the following:

- A. Suspension from school for up to three (3) days, pending a parental conference, or
- B. Suspension for ten (10) days, with the recommendation to expel from school for the remainder of the semester/year.

Tobacco/Tobacco Products:

There is to be no use or possession of tobacco in any form by students in school buildings or on school grounds. Violation of this policy may result in the following disciplinary actions:

- A. Three – five day suspension with a parent conference required before return to school, or
- B. Ten days suspension with parental conference required before return to school and expulsion recommendation.

Drugs/Alcohol:

It is a violation of Triton Elementary rules to possess, provide, use, transmit or be under the influence of any drug/alcohol on school grounds, or at any school sponsored activity at any location, including the school bus. This includes prescription or over-the-counter drugs or any substance represented by the provider to be any type of drug. Use of medication by a student does not violate this rule provided that the medication procedures outlined in this handbook are followed. **Any student unsure of a substance should contact the principal or assistant immediately.** Violation of this policy will result in the following disciplinary action:

- A. Possessing, providing, using, transmitting, or being under the influence of alcohol and/or drugs, or possessing drug paraphernalia WILL result in a ten-day suspension pending expulsion for the remainder of the school semester/year.
- B. After the expulsion date the student and the parents may request in writing to the principal for re-enrollment on a probationary basis. However, the student and parents will agree to the following stipulations before re-enrollment is granted.
 - 1. The student will agree to enroll and participate in an approved drug/alcohol program.
 - 2. The student and the parents understand that should the student discontinue participation in the approved drug/alcohol program, probationary status will be revoked and the expulsion will be continued.
 - 3. Re-enrollment will be considered only if this is the student's first drug/alcohol related offense at Triton.
 - 4. Re-enrollment will be denied should the principal determine the student was involved in the selling or distribution of drugs/alcohol.
 - 5. The student and his parents understand that the student's re-enrollment is probationary and subject to being revoked for any reason deemed necessary by the principal. Should the student lose his probationary status the expulsion will automatically continue.

When a student needs to be taken from the school site during the school day because of behavior concerns parents are responsible for providing transportation. The school does not assume responsibility of transporting children in these situations.

Gang Policy

In compliance with Indiana Code, Triton has developed a policy on dealing with criminal gangs. While this is not an issue at our schools, we have to be prepared to deal with any and all situations in the interest of school safety. Our criminal gang policy forbids any sort of gang activity on school property and offers support services to students believed to be a part of a criminal gang. The actual policy is available on the Triton School Corporation website.

OFF SCHOOL PROPERTY BEHAVIOR

In a few circumstances, the behavior of students may be grounds for expulsion or other appropriate discipline even though the behavior takes place outside of school property and not directly in

connection with school activities. Such behavior would include causing damage to private property, stealing private property, threats or causing or attempting to cause physical injury to school personnel or members of their family.

INAPPROPRIATE PICTURES:

Sending, sharing, viewing, or possessing pictures, text messages, e-mails, or other material of sexual nature in electronic or any other form, including the contents of a cell phone or another electronic device. The Child Abuse/Neglect Law requires school personnel to report to law enforcement or child protective services whenever a reason to believe that any person/student is involved with "child exploitation" or "child pornography" as de-fined by Indiana Criminal Statues exists. Because student cell phones have been found in a number of Indiana school districts to have contained evidence of "sexual conduct" as defined by law, parents and students must be aware of the legal consequences should this occur in our school system.

MISCELLANEOUS POLICIES:

ASSEMBLIES, ATHLETIC AND OTHER SPECIAL EVENTS:

These events are regularly scheduled parts of the school experience, designed to be entertaining as well as educational. Regardless of the type of program, courtesy demands that the audience be respectful and appreciative. Students who behave inappropriately will be asked to leave and may be barred from attending future activities.

DRESS CODE:

Clothing must be appropriate and in good taste. Students wearing clothing that causes distraction or disruption to the educational process will be sent to the office for appropriate action. If clothing is determined to be inappropriate, students may be provided alternate clothing to wear for the remainder of the day. Excessively tight clothing should not be worn. Exposure of skin in the torso area is not permitted. Tube tops and halter-tops are not acceptable. All visible body piercing will be limited to the ears while at school and school functions. For the safety of students at recess, it is recommended that they wear shoes with back straps or enclosed shoes. Outside jackets and/or coats will not be worn in class without permission from the teacher. Hats and hoods will not be worn inside the building with the exception of special events/activities or traveling between outside and classroom.

EMERGENCY DRILLS:

Emergency drills such as fire, tornado, and lock-down drills are held on a regular basis to meet state requirements. It is essential that students follow procedures immediately when emergency signals are sounded. Directions for emergency procedures are posted in each area of the building.

STUDY TRIPS:

At Triton, we believe that study trip participation can enhance and extend classroom learning opportunities. Participation on study trips requires that each student follows the rules, completes class work, and puts forth effort toward reaching classroom goals. If a student fails to complete assignments or has developed a pattern of inappropriate behavior he/she may be denied the opportunity to go on a study trip. A student needs both written permission from a parent/guardian and an Emergency form with current information on file to be eligible to go on a study trip.

CHAPERONES:

Chaperones may be needed to help supervise students on some study trips. Chaperones must consent to a Criminal Background Check annually and be willing to supervise a small group of students. Chaperones are expected to follow school rules and are not allowed to bring children or other adults with them. The number of chaperones needed will depend on the activity and will vary among study trips.

TRANSPORTATION INFORMATION

AUTO TRAFFIC:

Adults delivering students in the morning or picking students up after dismissal are to park cars facing north on Thayer and west on Florence so that walkers need not walk between parked cars. NO vehicle traffic is allowed on the upper deck/bus delivery area or on Triton Drive between 7:45 - 8:15 a.m. or 2:45 - 3:15 p.m.

BICYCLES:

Students riding bicycles to school are expected to follow basic traffic rules. They are to ride well away from car traffic and from walkers. They must walk their bicycles on school property, placing them in the bike racks upon arrival and leaving them there until dismissal. These students will be dismissed from the west doors by the playground.

WALKERS:

Students walking to and from school are also asked to be aware of car traffic and bicycles as they walk. There are some areas without sidewalks that should be avoided if possible. These students will be dismissed from the west doors near the playground.

SCHOOL BUS PASSENGERS:

Only bus students will be dismissed from the front of the building while the buses are on site. Students wishing to depart from the front of the building but are not bus students will be detained until all buses have left the site.

Students who are eligible to ride a bus are assigned to a specific bus. Each student will be expected to ride that assigned bus to the same destination each day. If the student is to have a different destination a parent must notify the office prior to 1:00 p.m. If a bus student plans on walking to a destination after school a parental note for the teacher is required.

Students will not be allowed to ride a bus to which they have not been assigned without a parental note and a pass from the office. This includes students who regularly ride another bus and students who are not assigned a bus.

Please be aware that bus transportation is a privilege, **not a right**. School authorities may suspend a student from riding on the bus because of disorderly conduct. In that event, it becomes the parent's responsibility to see that the child gets to school.

All riders are to conduct themselves in the following manner.

1. **Be on time for the bus. Riders are to be ready and waiting when the bus arrives.** On days when weather or road conditions are bad, bus times may vary – be prepared.
2. **Students must have a bus pass from the school office to ride a bus other than their own.**
3. **Students must have a note from a parent which includes the address to be let off at any stop other than their own.**
4. Obey all bus driver directions **promptly**.
5. Wait in an orderly manner off the road or highway. Do not run toward the bus while it is in motion.
6. Take a seat in the bus without disturbing other passengers. **Remain seated** and face forward while the bus is in motion.
7. Riders are to refrain from loud talking and disruptive behavior that could divert the bus driver's attention from the road.
8. Food, candy, drinks and gum are not permitted on the bus. Music players with headphones are allowed.
9. The bus is to be treated with respect. Vandalizing and littering will not be tolerated.
10. Treat other riders and the bus driver with respect.

Please discuss the above rules with your child to ensure he/she understands the expectations.

Students who fail to comply with these rules will face the following consequences.

- 1) Conference with a principal and notification of parents.
- 2) Loss of recesses and assigned bus probation.
- 3) One day of bus suspension.
- 4) Three days of bus suspension
- 5) Five-day suspension and parent conference required before reinstatement on the bus.

GENERAL INFORMATION

COMMUNICATION/CONFERENCES WITH PARENTS:

Triton Elementary staff believes that the education of children is a shared responsibility of school, home, and student. Good communication between school and home is important for a child to experience success at school.

Our school corporation operates on a four nine-week grading period schedule. Students receive mid-term reports and grade cards at the end of each grading period. Parent-teacher conferences are held each fall. If non-custodial parents request copies of their child's report cards and mid-term grades, they must supply the teacher with a self addressed-stamped envelopes.

Teachers and administrators send home written information frequently. Triton Elementary News Notes are sent home the last school day of each week. Please emphasize to your child the importance of their sharing all information with you.

Triton Elementary staff also communicates with parents by telephone, email and apps such as Parent Square and Class Dojo, and at conferences through the school year.

Parents are encouraged to contact teachers and administrators to discuss their concerns.

Triton School Corporation has a web site at www.triton.k12.in.us. Triton Elementary has a web page at this site.

HOMEWORK POLICY:

Triton Elementary staff believes that completion of homework is the responsibility of the student with the support of the parents. Each student has the responsibility for turning in assignments on time and completing any missed work. Parents can help by providing a quiet, well-lighted area and resource materials. They can provide assistance when needed by giving examples, clarifying directions, and encouraging the use of key words or phrases. Parents are expected to check assignment books when appropriate.

LOST AND FOUND:

All items brought to school should be clearly labeled with student's name and grade. Items that are found will be kept in the lost and found container in the multi purpose room. If unclaimed, the items will be sent to Goodwill. The school will not be responsible for these items, but will certainly help to return them to proper owners if they are labeled with the owner's name.

STUDENT MEAL PRICES/GUIDELINES: Meal prices are reviewed and approved annually by the Triton School Corporation Board of School Trustees. Reduced pricing is available for those who qualify.

1. Breakfast is provided for elementary students daily and payable on a weekly basis.

2. Student lunches are provided daily, including milk.
3. Additional milk may be purchased. There may be opportunities for students to purchase extra food items. The prices will be posted.
4. Payment for lunch and milk should be made on the first day of each school week to your child's teacher for the entire week's purchases. A deposit slip, that is available from classroom teachers, should accompany the payment.
5. A child with a negative meal balance over \$5.00 may be served items meeting Smart Snacks in Schools regulations as defined by Nutrition Standards for the National School Lunch and School Breakfast Programs (per Board Policy).
6. A student will not be allowed to go without lunch. If a student forgets to bring a lunch from home, he/she will be served a school lunch. The cost of this lunch will be charged to his/her account.
7. Any negative balance must be paid by the last day of school. Students in grade 6 will be issued a refund of any balance in their account. All other student balances will be applied to their meal account for the next school year.
8. Students withdrawing from school during the school year will be issued a refund of any balance in their meal account.
9. Excessive meal charges can be grounds for child neglect.
10. Lunch and breakfast assistance forms are available in the elementary office throughout the school year.

ADULT MEAL PRICES/GUIDELINES

Family members are welcome to eat lunch with a student. The cost of an adult meal is must be paid in the office before the lunch is served. Money cannot be taken from a student's account to pay for an adult meal.

PARTIES/BIRTHDAYS:

A small treat in celebration for a child's birthday is welcome. Parents are requested to make prior arrangements with the classroom teacher before sending treats. **Many students have food allergies. Therefore students are to bring only store purchased food items to share with other students. Labels listing the ingredients must be attached to the package.**

Fall Harvest, Christmas, and Valentine's Day are observed at school each year. Classroom teachers plan classroom observances for their students at these times.

Balloon and flower arrangements for students are not to be delivered at school. They will not be taken to the classroom or sent home on the bus. Parents will be called to pick them up.

PHONE USE

Wireless communication devices must remain silenced and stored in backpacks during the school day unless authorized by school personnel for an approved purpose or required by a student's health plan, IEP, or Section 504 Plan.

Devices used without permission may be confiscated and turned into the office. On the first offense, the student may pick up the device at the end of the day. On subsequent offenses, a parent/guardian may be required to claim the device. Refusal to comply with a staff member's request regarding a device may result in additional disciplinary consequences.

SCHOOL VISITORS:

The safety of our children is our priority. Every visitor (including parents) must follow our visitor procedure by stopping by the main office to sign our guest register and receive identification (name

badge) before going to other parts of the building. Persons who have legitimate business at school are welcome. Parents are always welcome to make appointments to see a teacher or the principal.

Classroom visits by parents should be arranged in advance with the teacher and be kept at no more than one hour in length. Class visits may NOT be allowed during the 90-minute reading block in the primary grades. Visits by younger siblings or children from other school systems are not permitted because of the interruption to the classroom routine.

STUDENT PLACEMENT:

Triton Elementary staff and administration are dedicated to providing a safe, nurturing environment for our students. Each student will be placed at the level best suited to him/her academically, socially, and emotionally. Student placement is a logical consequence of the student's consistent performance. Aspects of performance considered include readiness, ability, and attitude. No placement will be made in a casual or punitive manner, nor will athletic reasons be valid consideration for grade placement. Guidelines and procedures for placement have been developed and are available from the school or corporation office. Parents who have concerns about the classroom in which their child is placed should make an appointment to speak with the principal or submit a Student Placement Concerns form. All special requests will be considered but not guaranteed.

GRADING SCALE

Letter Grade	Percent Range				Pt Value	Final Pt Value	CutOff
Example							
A+	=	.99	to	1.00	4.333		
A+	=	0.98	to	1	12	12	11.75
A	=	0.93	to	0.97	11	11	10.75
A-	=	0.9	to	0.92	10	10	9.75
B+	=	0.87	to	0.89	9	9	8.75
B	=	0.83	to	0.86	8	8	7.75
B-	=	0.8	to	0.82	7	7	6.75
C+	=	0.77	to	0.79	6	6	5.75
C	=	0.73	to	0.76	5	5	4.75
C-	=	0.7	to	0.72	4	4	3.75
D+	=	0.67	to	0.69	3	3	2.75
D	=	0.63	to	0.66	2	2	1.75
D-	=	0.6	to	0.62	1	1	0.75
F	=	0	to	0.59	0	0	0
P	=	0.8	to	1	10	10	0.8
CR	=		to		0.75	0.75	0.75
WF	=		to		0	0	0
I	=		to		0	0	0
NG	=	0.7	to	0.79	0	0	0
	=		to				
	=		to				

SPECIAL SERVICES AND PROGRAMS

PATHS

Triton School Corporation is a member of PATHS (Plymouth- Argos-Triton Helping Students). Together we share services to meet special education needs. Speech pathologists, school psychologists, and other therapists and assistants for physical and occupational therapy may be shared to meet the needs of our students at Triton Elementary School.

The speech/language pathologist conducts speech/language and hearing screenings as required by the state, requested by parents or teachers, and with new enrollees. Should a student "fail" a screening, parents or guardians will be contacted.

PARENT/PATRON INVOLVEMENT PROGRAM:

We welcome interested adults to work in classrooms. Please contact the office for additional information. Parents/patrons must complete a Personal Information form for a background check and meet approval each school year before serving as a volunteer or accompanying students on a study trip.

PARENT TEACHER ORGANIZATION - P.T.O.

The Parent-Teacher Organization holds regularly scheduled meetings during the school year. They assist with or sponsor various activities throughout the school year. They also sponsor fundraisers to support classroom and schoolwide supplies and equipment. Parent participation in this organization is encouraged.

STUDENT ACTIVITIES AND RECOGNITION:

Although success in academics is the number one priority at Triton Elementary, students are encouraged to participate in extra curricular activities. Students should understand that participation is a privilege and carries responsibilities related to the activity, school, and community. Triton Elementary expects participants to demonstrate good sportsmanship, respect, self-discipline, teamwork, and a positive attitude.

Triton Elementary provides its students with the opportunity to participate in many activities that may include:

GRADE	CURRICULAR AREA/ACTIVITY
K-6	Young Authors' Conference
1-6	Presidential Physical Fitness
4	Little Hoosiers
4-6	Academic Honor Roll - A and B grades.
4-6	Science Fair
4-6	Presidential Academic Fitness
4-6	Shining Stars
4-6	Student Council
6	Wrestling
6	Girls' Volleyball
5-6	Girls' Basketball
5-6	Boys' Basketball
5-6	Cheerleading
6	Jr. High Cross Country
6	Jr. High Track

Only students enrolled in the Triton School Corporation may participate in Triton school-sponsored activities.

***The availability of activities and programs may vary from year to year based on student participation, staffing, scheduling, funding, and administrative approval.

CORPORATION POLICIES AND GUIDELINES

The Triton School Corporation Superintendent is the compliance officer for all board and school policies.

NON-DISCRIMINATION POLICY:

Triton Elementary has a policy of providing equal opportunity. All courses are open to all students regardless of age, race, color, sex, handicapping conditions, or national origin including limited English proficiency. Educational services, programs, instruction and facilities will not be denied to anyone in the Triton School Corporation as the result of his/her race, color, sex, handicapping conditions, or national origin including limited English proficiency. For further information concerning the above contact the elementary principal at 342-2355 or the superintendent at 342-2255

Any individual requiring accommodation for special needs should contact the school or corporation office in advance.

SECTION 504:

No otherwise qualified student with a handicap as defined in section 706(6) of the federal statute for Section 504 of the Rehabilitation Act of 1973 shall, solely on the basis of his or her handicap, be denied participation in, be denied the benefits of, or be subjected to discrimination under any program or activity offered or sponsored by Triton Elementary School. Any questions regarding Title IX or Section 504 are to be directed to the superintendent.

NOTIFICATION OF RIGHTS UNDER FERPA FOR ELEMENTARY AND SECONDARY INSTITUTIONS.

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age ("eligible students") certain rights with respect to the student's education records. They are:

1. The right to inspect and review the student's education record within 45 days of the day the School Corporation receives a request for access.

Parents or eligible students should submit to the school principal a written request that identifies the record(s) they wish to inspect. The principal will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

2. The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate or misleading.

Parents or eligible students may ask Triton School Corporation to amend a record that they believe is inaccurate or misleading. They should write the school principal, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading.

If the School Corporation decides not to amend the record as requested by the parent or eligible student, the School Corporation will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.

One exception that permits disclosure without consent is disclosure to school officials with legitimate educational interest. A school official is a person employed by the School Corporation as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the School Corporation has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

4. The right to file a complaint with the U.S. Department of Education concerning alleged violations by the School Corporation to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is:

Family Policy Compliance Office
U.S. Department of Education
600 Independence Avenue, S.W.
Washington, D.C. 20202-4605

POLICY:

Parents, guardians, or persons having custody of any Triton student may request that the use of media materials, basic textbooks, and other instructional materials be reviewed and/or reconsidered according to procedures outlined in Triton School Board Policy. For information on this policy please contact your school or corporation office.

POLICY:

ACCESS TO ELECTRONIC INFORMATION, SERVICES & NETWORKS (INTERNET)

Adopted: September 5, 2001

A. Philosophy

It is the philosophy of Triton School Corporation (the "Corporation") to implement technology that:

- Enhances the ability of teachers to meet the needs of students within the classroom
- Enhances the curriculum so that teachers are able to provide learning environments where students can become more successful at attaining and using information
- Actively involves students in the learning process
- Provides specific solutions for specific needs within the Corporation, buildings, and curriculum
- Provides opportunities for the staff to experiment, research and develop new applications of technology

B. Authorization for use by Students and Staff ("Users")

Students utilizing the Corporation-provided Internet access must first have the permission of their parents and the professional staff and must be supervised by the professional staff when using Corporation-provided Internet access. All users utilizing Corporation-provided Internet access are responsible for good behavior and appropriate communication "on-line" just as they are in a classroom or other area of the school. The same general rules for behavior and communications apply. An application/contract must be completed by each person requesting access to the Triton School

Corporation Internet Network. Access to the school's networks and/or Internet accounts will be through password protected, individual accounts. Any use of the Internet without prior approval is prohibited.

Due to the complexities and openness of the Internet network and the variety of information available it is vital that users adhere to the applicable Board policy and the administrative guidelines provided with their application/contract. Staff, users 18 years of age or older, and parents of users who are under 18 years of age must read and acknowledge, by signature, their agreement to adhere to and abide by these guidelines and the Corporation's policy governing access to electronic information services and networks.

The purpose of the Corporation-provided Internet access policy and guidelines is to facilitate communications in support of research and education. To remain eligible as users, Internet usage must be in support of and consistent with the educational objectives of Triton School Corporation. Access entails responsible behavior. Irresponsible behavior may cause the denial of access (*see Section D, "Denial of Access" for additional information*).

Users should not expect that files stored on school-based computers will always be private. Account usage will be monitored through a software/hardware monitoring system. Electronic messages and files stored on school-based computers may be treated like school lockers. Administrators and faculty may review files and messages to maintain system integrity and insure that users are acting responsibly.

C. Internet Access Prohibitions

Unacceptable uses of the Internet include, but are not limited to:

1. Altering the Corporation's Internet and/or network software or hardware;
2. Attempting to access restricted Corporation files;
3. Placing computer viruses, unauthorized information, or harmful programs on the Corporation's system in either public or private files or messages;
4. Allowing anyone other than the authorized user to use the user's account access and/or password for any reason;
5. Using the Corporation-provided Internet access or the Corporation equipment to transmit, search for, or access sexually explicit materials or materials encouraging or promoting an illegal activity such as the use of illegal drugs, use of alcohol by persons under 21 years of age, use of tobacco by persons under age 18, injuring or endangering other persons, or damaging property;
6. Using the Corporation equipment to transmit, upload, download, or distribute obscene, pornographic, abusive, or sexually explicit material or language or abusive or threatening messages;
7. Using the Corporation-provided Internet access or the Corporation equipment to access, search for, transmit, upload, download, or distribute copyrighted materials, except as specifically permitted by the copyright holder;
8. Using the Corporation-provided Internet access or the Corporation equipment to violate any local, state, or federal law;
9. Using the Corporation-provided Internet access or the Corporation equipment to access, search for, transmit, upload, download, or distribute commercial activities, political activities, or activities on behalf of an organization other than the Corporation or the Triton Teachers Association;
10. Using the Corporation-provided Internet access or the Corporation equipment to access, search for, transmit, upload, download, or distribute information that is confidential under state or federal law or Board policy;
11. Using the Corporation-provided Internet access or the Corporation equipment to damage, vandalize, disable or attempt to damage, vandalize or disable the hardware, software, data or other property of another person or organization;

12. Using the Corporation-provided Internet access or the Corporation equipment to access, search for, transmit, upload, download, or distribute files, information or materials of an individual without the permission of such individual;
13. Using the Corporation-provided Internet access or the Corporation equipment unauthorized charges for services billed to the Corporation;
14. Using the Corporation-provided Internet access or the Corporation equipment to create, and forward or alter and forward personal communication without the consent of the author;
15. Using the Corporation-provided Internet access or the Corporation equipment to provide addresses or other personal information that others may use inappropriately;
16. Excessive use of the Corporation-provided Internet access or the Corporation equipment to send or receive personal messages which interferes with the normal operation of the Corporation's system.

D. Denial of Access

Violations of the Board's policy governing access to electronic information, services and networks and/or these guidelines may result in loss of the Corporation-provided access to the Corporation's network and/or Internet account. Violations of Board policy and/or these guidelines may result in temporary or permanent denial of access to the Corporation's network and/or Internet accounts. Some actions may be regarded as so serious and severe to warrant a permanent denial of access to the Corporation's network and/or Internet account and/or to warrant the immediate discipline of a teacher, student, or staff member, including, but not limited to, termination or expulsion. Students are to access the Corporation's network and/or Internet account only with direct teacher supervision.

Users will be required to compensate the Corporation for damage done to hardware and software, and for any other charges associated with the incident. Additional disciplinary action may be determined at the building level in keeping with existing procedures and practices regarding inappropriate language or behavior. When and where applicable, law enforcement agencies may be involved.

E. Safety and Security

To maintain personal safety and security, users are advised not to reveal user names, passwords, personal addresses or phone numbers or those of the other students or colleagues to unknown Internet users. Users are advised not to respond to unsolicited request for personal information or unsolicited offers of a personal nature. Such solicitations are to be reported to the building administrator.

F. Corporation Limits Liability

Triton School Corporation makes no warranties of any kind, neither expressed nor implied, for the Internet access it is providing and/or for any other on-line service to which it may subscribe in the future. The Corporation will not be responsible for any damages users suffer, including – but not limited to – loss of data resulting from delays or interruptions in services. The Corporation will not be responsible for the accuracy, nature, or quality of information stored on the Corporation diskettes, hard drive, or servers; nor for the accuracy, nature, or quality of information gathered through the Corporation provided Internet access. The Corporation will not be responsible for personal property used to access the Corporation computers or networks or for the Corporation provided Internet access. While it is possible for users to purchase goods and services via the Internet, the Corporation will not be responsible for unauthorized financial obligations resulting from the Corporation provided access to the Internet.

PEST CONTROL POLICY

Adopted: June 18, 2001

Triton School Corporation is committed to providing students a safe environment. It seeks to prevent children from being exposed to pests and pesticides. While pesticides protect children from pests that may be found in the school and its surrounding grounds, under some circumstances they may pose a hazard to children. Therefore, pest control practices may involve a variety of chemical and non-chemical methods that are designed to control pests effectively while minimizing potential pesticide exposure to children.

This policy does not apply to the use of the following pesticides: 1). When used in normal cleaning activities: germ killers, disinfectants, sanitizing agents, water purifiers, and swimming pool chemicals; 2). Personal insect repellents when self-applied; and 3). Gel baits or manufactured enclosed insecticides when used where students and staff members do not have access to the insecticides.

Pesticides will be applied by certified pesticide applicators and when students and staff members are not present, such as during non-instructional time or school vacation periods.

The Corporation will:

1. Inform annually parents and staff members of the Corporation's pest control policy at the time of student registration.
2. Provide the name and phone number of the person to contact for information regarding pest control.
3. Establish a registry of parents and staff members who want to receive advance notice of all pesticide use and provide such notice.
4. Provide notice of planned pesticide applications to parents and employees who have requested advanced notice.
5. Provide notice of all pesticide applications to the school nurse.
6. Maintain written record for at least 90 days of any pesticide applications.

The Corporation will provide notice at least two school days prior to the date and time the pesticide application is to occur. The notice will include the date and time of the pesticide application, the general area where the pesticide is to be applied, and the telephone number to contact the school for more information.

In case of emergency pesticide applications because of the immediate threat to the public health, the school shall give written notice as soon as possible.

The Corporation may provide for training of school employees to become certified pesticide applicators. Financial support for such training may be provided by the Corporation subject to budgetary constraints of the Corporation.

Title I School Parent Involvement Policy:

Triton Elementary School intends to follow parental policy guidelines in accordance with the *the Every Student Succeeds Act (ESSA)* as listed below. Triton Elementary School will distribute this policy to parents of students participating in the Title I program and be updated periodically.

Policy Guidelines

An annual meeting shall be convened to provide information regarding requirements and rights of all parents of those students qualifying for Title I services. Every effort will be made to schedule meetings, mornings or evenings, in order to include all parents. The school may provide transportation, child care, home visits, and such services related to parent involvement.

Triton Elementary school shall provide the parents of participating students with the following:

- Timely information
- A description of the research-based curriculum to be used, the forms of academic assessment to measure student progress, and the proficiency levels students are expected to meet
- Opportunities for inclusion in the decision-making process as related to the education of their children
- Materials and training on how parents can improve their child's achievement
- The staff with resources to build ties between home and school
- The coordination and integration of information to local preschools through the Triton P & K (Preschool and Kindergarten) Alliance
- Assurance, to the extent possible, that information sent home is in the language and form parents can understand
- Opportunities to develop partnerships between middle and high school students and community-based organizations and businesses
- A response to any parent suggestion as soon as practicably possible
- A copy of the *Triton Elementary School-Family Partnership Compact**, which is a written agreement among parents, teachers, and students outlining their commitments toward the common goal of student success
- Such other reasonable support for parental involvement at parents' request

* copy attached

Any comments indicating parents' dissatisfaction with Triton Elementary School's Title I program shall be collected and submitted along with the Title I Application for Grant to the Indiana Division of Compensatory Education.