

**TRITON JR.-SR. HIGH SCHOOL**

**STUDENT HANDBOOK**

**2023-24**



**DENIAL OF PERMISSION TO RELEASE CERTAIN DIRECTORY INFORMATION  
WITHOUT PRIOR WRITTEN CONSENT FORM**

Dear Parent (Student):

Certain "Directory Information" about students may be released to newspapers, colleges, civic organizations and other similar agencies as well as published on the school's website, in programs for athletics, music and other presentations associated with the school.

Directory Information includes the following kinds of information:

- Name of Student
- Parents
- Address
- Telephone number(s)
- Major field of study
- Participation in officially recognized activities and sports
- Height and weight of members of athletic teams
- Date of attendance ("from and to" dates of enrollment)
- Degrees and awards received
- Most recent previous school attended
- Date and place of birth
- Photograph
- Videotape not used in disciplinary matter
- *Student work for display at the discretion of the teacher (no grade displayed)*

**This form must be completed and returned to the school principal if directory information is being denied.**

\_\_\_\_\_  
Name of Student                      School                      Grade

\_\_\_\_\_  
Parent/Guardian Signature                      Date

**\*\*\*SIGN THIS FORM AND RETURN ONLY IF YOU DO NOT WANT YOUR CHILD'S PICTURE OR NAME TO APPEAR IN THE YEARBOOK, ATHLETIC PROGRAMS, MUSICAL PROGRAMS, ETC.\*\*\***

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## WELCOME

The Triton Jr.-Sr. High School faculty and staff welcome you to our school. This handbook provides guidelines to encourage your success at Triton.

Pride in our student body and facility are strong. As a school citizen, your actions should promote that pride. Pride is demonstrated through respect for self and others throughout the school day and all school activities.

The purpose of education at Triton is to provide an atmosphere where students can become literate, functional, and responsible members of the community. We hope that you will draw from the various educational programs and activities the skills which will prepare you to live a full life and, after graduation, to take your place in our complex society. Your success in school, as in the adult world, is directly proportional to your efforts.

Please join us in the spirit and effort to create an outstanding school. It is our sincere hope that your experience here will be educational and richly rewarding.

## 2023-24 CALENDAR

August	7	First Staff Day/Professional Development
	9	First Student Day
September	4	Labor Day (No School)
	21	Delayed Start – Staff Professional Development
October	6	End of 1 <sup>st</sup> Nine Weeks
	12	Professional Development/Parent Teacher Conferences – HS
	16-20	Fall Break (No School)
November	16	Delayed Start - Staff Professional Development
	22-24	Thanksgiving Vacation (No School)
Dec.	22	End of 2 <sup>nd</sup> Nine Weeks/Semester #1
	25 thru Jan. 5	Winter Vacation (No School)
January	5	Staff Return/Professional Development
	8	Students Return/Semester #2 Begins
February	15	Delayed Start - Staff Professional Development
	19	President's Day (No School/Possible Make Up Day)
March	8	End of 3 <sup>rd</sup> Nine Weeks
	15-25	Spring Break (No School)
May	24	Last Student Day (Tentative)
June	2	Graduation Commencement

## DAILY SCHEDULE

### **Mon-Thurs Schedule**

1st Hour 8:05-8:55 (50 min)  
2nd Hour 9:00-9:45 (45 min)  
3rd Hour 9:50-10:35 (45 min)  
SLC 10:40-11:10 (30 min)

4A Lunch 11:10-11:40 (30 min)  
4 A Class 11:45-12:40 (55 min)

4B Class 11:15-11:40 (25 min)  
4B Lunch 11:40-12:10 (30 min)  
4B Class 12:15-12:40 (25 min)

4C Class 11:15-12:10 (55 min)  
4C Lunch 12:10-12:40 (30 min)

5th Hour 12:45-1:30 (45 min)  
6th Hour 1:35-2:20 (45 min)  
7th Hour 2:25-3:15 (50 min)

### **Mon-Thurs 2 Hour Delay Schedule**

1st Hour 10:05-10:41 (36 min)  
2nd Hour 10:46-11:17 (31 min)  
3rd Hour 11:22-11:53 (31 min)

4A Lunch 11:53-12:23 (30 min)  
4 A Class 12:28-1:23 (55 min)

4B Class 11:58-12:23 (25 min)  
4B Lunch 12:23-12:53 (30 min)  
4B Class 12:58-1:23 (25 min)

4C Class 11:58-12:53 (55 min)  
4C Lunch 12:53-1:23 (30 min)

5th Hour 1:28-1:59 (31 min)  
6th Hour 2:04-2:35 (31 min)  
7th Hour 2:40-3:15 (35 min)

### **Friday Schedule**

1st Hour 8:05-8:56 (51 min)  
2nd Hour 9:01-9:47 (46 min)  
3rd Hour 9:52-10:38 (46 min)

4A Lunch 10:38-11:08 (30 min)  
4A Class 11:13-12:07(55 min)

4B Class 10:43-11:08 (25 min)  
4B Lunch 11:08-11:38 (30 min)  
4B Class 11:43-12:08 (25 min)

4C Class 10:43-11:38 (55 min)  
4 C Lunch 11:38-12:08 (30 min)

5th Hour 12:13-12:59 (46 min)  
6th Hour 1:04-1:50 (46 min)  
7th Hour 1:55-2:45 (50 min)

### **Friday 2 Hour Delay Schedule**

1st Hour 10:05-10:36 (31 min)  
2nd Hour 10:41-11:07 (26 min)  
3rd Hour 11:12-11:38 (26 min)

4A Lunch 11:38-12:08 (30 min)  
4A Class 12:13-1:08 (55 min)

4B Class 11:43-12:08 (25 min)  
4B Lunch 12:08-12:38 (30 min)  
4B Class 12:43-1:08 (25 min)

4C Class 11:43-12:38 (55 min)  
4 C Lunch 12:38-1:08 (30 min)

5th Hour 1:13-1:39 (26 min)  
6th Hour 1:44-2:10 (26 min)  
7th Hour 2:15-2:45 (30 min)

## **TRITON JR.-SR. HIGH SCHOOL - PHILOSOPHY OF EDUCATION**

We, the patrons, administrators, faculty, and students of Triton Jr.-Sr. High School, adhering to high standards, do believe:

- education should aid students in accepting responsibility so that they may function in and contribute to an ever-changing society.
- education should be a result of the combined efforts of school and communities working toward common goals.
- education should foster open communication among the patrons, administrators, faculty, and students.
- education should incorporate equality and fairness.
- education should equip students with the ability to identify and cope with anxieties.
- education should nurture a positive self-esteem and mutual respect.
- education should incorporate equal opportunity and fair treatment of each student while at the same time remaining receptive to individual needs.

## **STATEMENT OF OBJECTIVES**

We the patrons, administrators, faculty, and students of Triton Jr.-Sr. High School strive to fulfill the following objectives while providing a safe and supportive environment for all:

- to encourage the development of fundamental skills including reading, writing, oral communication, and math, which will enable students to function in society.
- to encourage logical thought processes.
- to provide all students the opportunity for instruction in social, moral, scientific, and economic theories.
- to provide all students the opportunity for instruction in humanities, fine and practical arts, and physical development.
- to encourage all students to participate in democratic activities so they may be aware of their duties and responsibilities in preserving and improving our society.
- to encourage all students to respect their own and every other person's dignity.
- to help students be prepared for college, work or other life experiences.
- to study and revise, when necessary, the curriculum to meet the needs of the students.
- to encourage parents to participate in our school's academic program as well as its extra-curricular activities.
- to help students understand the fundamental processes necessary for productive lives and effective community participation.
- to provide, through curricular and extra-curricular activities, an atmosphere which will encourage each student to develop physically, mentally, morally, and socially.

## **MISSION STATEMENT**

Triton Jr.-Sr. High School strives to prepare students for life: leadership, independence, friendships, and experiences. Leadership . . . by working cooperatively with others. Independence . . . through thinking, reasoning, and solving problems. Friendships . . . which build respect for self and others and create a state of well being. Experiences . . . that develop essential academic, work, and living skills.

## **IDENTIFICATION OF DESIRED LEARNER OUTCOMES**

OPPORTUNITIES WILL BE PROVIDED FOR THE STUDENTS TO

- Develop fundamental skills including reading, writing, oral communication, and mathematics which will enable them to function in society.
- Develop logical thought processes and problem-solving skills.
- Become responsible citizens through exposure to social, moral, scientific, economic, and governmental theories.
- Become more knowledgeable about the humanities, fine and practical arts, and physical development.
- Be aware of their duties and responsibilities in preserving and improving our society by participating in democratic activities.
- Respect the dignity of themselves and others.
- Prepare for post-secondary education, work, or other life experiences.
- Develop physically, mentally, morally, and socially through curricular and extra-curricular activities.

#### **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 Jr.-Sr. High School. For further information concerning the above contact Mrs. Sarrah Arvesen at 574-342-6505 or the superintendent at 574-342-2255.

#### **NONDISCRIMINATION STATEMENT (TITLE IX)**

**Triton Jr.-Sr. High School (300 Triton Drive, Bourbon, IN 46504)** 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 Mr. Nathan McKeand at 574-342-6505 or the superintendent at 574-342-2255.

#### **HARASSMENT**

Harassment of any student by any other employee/agent, or student, of Triton School Corporation is prohibited as being contrary to the commitment of the Board of School Trustees to provide an educational environment which is both physically and psychologically safe for students. Harassment of any student may be a violation of Federal or State law. For complete information about Triton School Board Policy, including Civil Rights Discrimination Procedure, and Grievance Process contact the superintendent at 574-342-2255.

#### **SEXUAL HARRASMENT**

- A. It is the policy of the Triton School Corporation to maintain learning and working environments that are free from sexual harassment. The Triton School Corporation will not tolerate sexual harassment of students or employees by members of its faculty or staff, or by other agents of the school corporation, and will respond in a suitable manner to every complaint.
- B. It shall be a violation of this policy for any member of the Triton School Corporation to harass another staff member, student, or other person on school corporation property, through conduct or communications of a sexual nature. It shall also be a violation of this policy for students to harass other students through conduct or communication of a sexual nature.
- C. This policy is in effect during the school day as well as all extracurricular activities outside of the regular school day.
- D. Any student or employee who alleges sexual harassment by any student or employee in the school corporation shall report it to the Triton Administration.

#### **REVIEW/RECONSIDERATION OF MEDIA/INSTRUCTIONAL MATERIAL**

Parents, guardians, or persons having custody of any student enrolled in Triton School Corporation 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.



## **STUDENT ATTENDANCE POLICY**

### **A. INTRODUCTION**

To facilitate the learning of each and every student at Triton Jr.-Sr. High School, we have adopted an attendance policy that is equitable and thus assists in the overall quality of the learning experience at school. The Indiana attendance law mandates that every student enrolled must be in attendance unless they are ill or have a death in the immediate family (mother, father, brother, sister, grandmother, grandfather, or any relative living in the home). Excessive truancy or unexcused absences, as determined by the administration, will be acted upon utilizing due process procedures, which could ultimately result in the student's loss of credit and/or expulsion from school.

We realize that there are often other legitimate reasons for being absent, therefore, we have developed a policy which will prevent unnecessary absenteeism and yet handle extenuating circumstances which occasionally occur during the school year. OUR PRIMARY GOAL IS TO KEEP STUDENTS IN SCHOOL AS MUCH AS POSSIBLE IN ORDER THAT THEY MAY REAP MAXIMUM EDUCATIONAL BENEFITS BEING OFFERED AT TRITON.

Students who are not in the classroom cannot interact and learn. We believe maximum learning occurs through teacher instruction, class participation, and interaction among students. Therefore, any absence, excused or unexcused, places the student at disadvantage. Education is an ongoing process, and attendance is a very integral part of that process. Regular school attendance further prepares students to assume their roles as productive members of the work force and society.

### **B. LEGAL POLICIES AND GUIDELINES GIVEN TO SCHOOLS UNDER INDIANA LAW**

Indiana Law I.C.20-33-8-8 Delegation of Authority – Each principal may take action concerning his school or any school activity within his jurisdiction which is reasonably necessary to carry out or prevent interference with an educational function or school purpose. Such action may include establishing written rules and standards to govern student conduct.

Indiana Law I.C. 20-8.1-3-33 Compulsory Attendance Duty of Parents – It is unlawful for a parent to fail, neglect, or refuse to send his child to a public school for the full term as required under this chapter unless the child is being provided with instruction equivalent to that given in the public school.

Indiana Law I.C.20-8.1-3-20 Parent to Produce Certificate of Child's Incapacity on Demand – If a parent does not send his child to school because of the child's illness or mental or physical incapacity, it is unlawful for the parent to fail or refuse to produce a certificate of the incapacity for an attendance officer within six (6) days after it is demanded. The certificate required under this section shall be signed by an Indiana physician or by an individual holding a license to practice osteopathy of practitioner who resides in Indiana and is listed in the Christian Science Journal.

Indiana Law I.C.20-33-2-11 Habitual Truants – The Superintendent or attendance officer may report a student who habitually absents him/herself from school in violation of this chapter to an intake officer of the juvenile court.

Indiana Law I.C.20-8.1-3-37 Penalties – Any person who knowingly violates this chapter commits a Class B misdemeanor, which is punishable by imprisonment up to 100 days and/or a fine up to \$1000.

### **C. EXCUSED ABSENCES**

Excused absences are those absences recognized by state law or school policy, for example: student illness/injury up to eight days, death of immediate family member, death of another person when requested by the parent or guardian (subject to approval of the principal or designee the day before the funeral), exclusion because of exposure to contagious disease, required religious observance, confirmed medical/dental appointments, school sanctioned activities, and certain other absences that are prearranged with the attendance officer or the principal. Other highly extenuating circumstances may require a student to be absent from school. Such circumstances will be reviewed by and subject to the approval of the principal or designee on a case-by-case basis.

### ATTENDANCE PROCEDURES

1. Parents are requested to notify the school officials by telephone, preferably between 7:30 a.m. and 9:00 a.m. if it is necessary for a student to be absent due to illness or other emergency. The telephone number is 574-342-6505. Due to the recent emphasis on missing children and a need to confirm absences in a timely manner, the school will work to contact those families that have yet to make contact with the school concerning an absence for their child.
2. Upon returning to school following an absence, a note written by the parent or guardian must be presented. The note should include the student's first and last name, the date(s) of the absence(s) and be signed by the parent. You must also state the reason for the absence. Simply stating "Please excuse from school" is not acceptable. At no time are students allowed to write their own note. If the excuse is forgotten, the student must bring the note the following day or the absence will become an unexcused absence.
3. In a case of student illness, a written parental excuse will be accepted for up to eight (8) days. To be classified as an excused absence, an absence for any additional illness will need to be verified by a written statement from a doctor.
4. Prearranged absences may be excused but must be included in the 9-day limit.
5. It is the student's responsibility to ask each teacher for makeup work. As a general rule, students will have one day for each day's absence to make up work for absences extending longer than one day. Requests for homework require a 24-hour period of time before the homework may be picked up at school. Students can also refer to their teacher's Google Classroom to learn what was missed or assigned on any given day.

#### **D. UNEXCUSED ABSENCES**

Unexcused absences are those absences not recognized by the state or school policy, for example: failure of parents to notify the school of the absence, failure to prearrange vacations five (5) days in advance, absence without parental consent, and absences other than those mentioned above as excused absences unless approved by the attendance officer or principal.

The school reserves the right to issue an unexcused absence if a student:

1. Exceeds the eight (8) written parental excuses.
2. Fails to bring a statement from a parent or guardian explaining the absence within one (1) day.
3. Is absent part of/or all day from school and is seen out that afternoon or evening.
4. Is absent because of babysitting, help at home, farm work, etc.
5. Is absent part of a day and returns for a school activity other than scheduled classes.
6. Is suspended out of class for inappropriate behavior or from school.
7. Is truant. Truancy is defined as being absent from school without parent and/or school permission or any deliberate or unnecessary absence from school or class for which arrangements have not been made. A truant student will be given an unexcused absence along with other disciplinary action.
8. Missing the school bus or oversleeping is considered an unexcused absence.
9. Field trips are an extension of the classroom and students are encouraged to participate. Should the student/parents decide not to attend the field trip, they have that right, but the student must then be in school or counted unexcused. **Staying home is not an option.**

Because we believe that schoolwork assigned in all classes is important for students to master the content taught, students will be able to make up work assigned on days where an unexcused absence occurs. It should be known that missing these days will likely have a negative impact on a student's ability to understand the work and complete it on time. If a student fails to complete assigned work and submit it by the due day, late penalties can be applied by individual teachers.

#### **E. EXEMPT ABSENCES**

Under certain circumstances, the law requires school to authorize the absence and excuse of the student. The following are examples of possible situations.

1. Serving as a page or honoree of the General Assembly
2. Serving on the precinct election board or as a helper to a political candidate or party on the day of a municipal, primary or general election.
3. When subpoenaed to testify in court.
4. Serving with the National Guard for no more than ten (10) days.
5. Serving with the Civil Air Patrol for up to five (5) days
6. The student or a member of the student's household exhibits or participates in the Indiana State Fair for educational purposes.

#### **F. HABITUAL TRUANT**

The denial of a learner's permit or driver's license and the invalidation of the permit or license by the Bureau of Motor Vehicles (BMV) is authorized under IC 20-33-2-11, which requires school boards to adopt and include as a part of its written rules and standards a definition of "habitual truant." The term "habitual truant" is hereby defined as a student who willfully refuses to attend school in defiance of parental authority in any of the following circumstances:

1. Absence for two (2) days in a row or three (3) days in the same two (2) week period.
2. Absence for four (4) days in a semester.

A driver's license or learner's permit may not be issued to an individual less than eighteen (18) years of age who meets any of the following conditions:

1. is a habitual truant.
2. is under at least a second suspension from school for the year.
3. is under an expulsion from school.
4. is considered a dropout under IC 20-33-2-28.5.

Copies of IC 20-33-2-11 in its entirety are available in the high school office.

#### **G. ATTENDANCE LIMIT GUIDANCE**

1. Consistent attendance at school is required for students to be successful and demonstrate mastery of course objectives and state standards. With that in mind, students are not to miss more than nine (9) days of school each semester.
2. Students that do not exceed the attendance limit of nine (9) days will be able to earn credits in all classes.
3. Any student that exceeds the nine (9) day attendance limit stands the chance to lose credit in the course where the excessive absences were accumulated.
4. Steps will be taken to notify the student as he/she approaches the allowable limits. The administration will inform the parent/guardian by letter after six (6) absences and eight (8) absences. On the tenth (10) absence from a class or classes the parent/guardian will receive a letter and/or phone call outlining the potential consequences for exceeding the attendance limit and inform you that an attendance hearing will need to take place.
5. Any student with a personal illness which may require them to miss up to ten (10) or more absences in one semester must submit a physician's statement explaining the illness to the attendance officer at the beginning of the school year or immediately after the illness has been diagnosed.
6. All absences, both excused and unexcused count toward the allowed number of days each semester. The only days that do not count toward the attendance limit will be those days described in the Exempt section.
7. Students that exceed the attendance are subject to the follow possible consequences:
  - a. Continued monitoring of attendance moving forward
  - b. Placing the student on an attendance contract limiting the allowable days of future absences
  - c. Removal of course credit in those courses where the attendance limit was exceeded
  - d. Referral to probation or child protective services
  - e. Retained from advancing to the next grade level
  - f. Expulsion from school

## **H. PREARRANGED ABSENCES**

1. Occasionally, a student needs to be absent for a part of a day for a valid reason, other than illness. Examples are: to take a driver's test; to keep a dental appointment; to attend a funeral; college visitation; job interviews; etc. The request should be made prior to the date requested. Requests made after the absence will be accepted based on the decision made by the administration. If the request is granted, the absence will be classified as an excused absence. If the proper arrangements are not made, such an absence will be classified as an unexcused absence. Even in the case of such an excused absence or tardy, the student will be marked absent or tardy as the case may be.

2. On occasion parents/guardians may deem it necessary for their children to accompany them on a vacation trip which has significant educational value. In such a situation, the principal may allow a student to receive credit for make-up work of classroom assignments which were handled prior to or after the absence. Tests given during the grading period may be scheduled before or after the absence. Tests given during the grading period may be scheduled before or after the absence. At no time will final exams be given early to maintain test validity. For such an exception, parents/guardians must make their requests in sufficient time to make assignments and so that the student concerned will have adequate time to do the make-up work.

## **I. WITHDRAWAL FROM SCHOOL**

Under Indiana Law SECTION 12. IC 20-33-2-9, AS ADDED BY P.L. 1-2005, SECTION 17, IS AMENDED TO READ AS FOLLOWS [JULY 1, 2006]: Sec. 9. (a) The governing body of each school corporation shall designate the appropriate employees of the school corporation to conduct the exit interviews for students described in section 6(a)(3) of this chapter. Each exit interview must be personally attended by:

- (1) the student's parent;
- (2) the student;
- (3) each designated appropriate school employee; and
- (4) the student's principal.

(b) A student who is at least sixteen (16) years of age but less than eighteen (18) years of age is bound by the requirements of compulsory school attendance and may not withdraw from school before graduation unless:

- (1) the student, the student's parent, and the principal agree to the withdrawal; and
- (2) at the exit interview, the student provides written acknowledgment of the withdrawal that meets the requirements of subsection (c) and the:
  - (A) student's parent; and
  - (B) school principal; each provide written consent for the student to withdraw from school; and
- (3) the withdrawal is due to:
  - (A) financial hardship and the individual must be employed to support the individual's family or a dependent;
  - (B) illness; or
  - (C) an order by a court that has jurisdiction over the student.

(c) A written acknowledgment of withdrawal under subsection (b) must include a statement that the student and the student's parent understand that withdrawing from school is likely to:

- (1) reduce the student's future earnings; and
- (2) increase the student's likelihood of being unemployed in the future.

A student who has withdrawn from school for a reason other than financial hardship will not be issued a driver's license or learner's permit until the age of eighteen (18). During the exit interview, the principal will determine whether or not the student is withdrawing due to financial hardship. The parent/guardian and the student will receive a copy of the determination and information about the student's status will be submitted to the Bureau of Motor Vehicles.

The procedure for withdrawing or transferring is as follows:

1. Obtain a withdrawal form from the Guidance Office.
2. Have the forms signed by teachers after books checked out by them have been returned.
3. For those participating in athletics, have the coach or Athletic Director sign the form to indicate the return of equipment.
4. Get clearance from the school library.

5. Have forms signed by the office personnel after all fees have been paid.
6. Have parents sign clearance for transcripts to be sent to another school.
7. Final signature and approval will be given by the Principal or Assistant Principal.

**J. OTHER GENERAL INFORMATION**

1. Students who miss part of the school day due to illness must be in attendance by the end of 4<sup>th</sup> period to be considered in school for half of the day. Students missing school for reasons other than illness must have an excused absence in order to participate in any school activities. This includes home or away activities and athletic practices. Students absent on Friday may attend activities on Saturday. Final authority for infractions of this rule will rest with the Principal or Athletic Director/Assistant Principal.

2. Any student who leaves the school must have prior permission from the building principal. Violators will be considered TRUANT. ALL STUDENTS SHALL "SIGN IN" AND "SIGN OUT" AT THE SCHOOL OFFICE. In addition to signing out, the school must have the permission of the parent or legal guardian or an individual designated in the event of an emergency before a student will be released.

3. If a student misses more than five (5) consecutive days of school due to personal illness, a physician's statement for return is recommended; or if none, the student will be checked by the school nurse before re-admittance to classes.

4. A pre-charge hearing will be held to file child delinquency charges against the parent or guardian of any student under the age of 16 who has been absent 10 days or more.

**K. TARDIES**

The only late arrivals that will not be counted as tardy are late bus arrivals or early medical or dental appointments verified by a doctor's statement. All students who arrive after 8:05 a.m. will be marked tardy and those after 8:15 a.m. will be marked absent. A record of the tardy dates will be kept in the office. Excessive tardiness beyond the third tardy will result in detention, suspension, and/or possible expulsion.

No tardy passes will be written from the office unless the student has legitimate business in the office. Other than first hour, all tardy students will report directly to class where the teacher will report them tardy and record their time. Individual teachers may have different expectations in their classroom for what is considered a tardy. It will be the student's responsibility to know each teacher's expectation and their classroom rules.

<u>TARDY INCIDENT</u>	<u>OUTCOME</u>
1, 2, 3	Excused
4	Verbal Warning
5, 6	1 day after school detention
7	1 day in-school detention
8	1 day after school detention
9	1 day in-school detention
10 +	To be determined by Administration

The above numbers are totals for all classes. Students who are tardy first period are to be sent to the office. Second through seventh period tardies are to be recorded in the computer and the student remains in class.

**L. CHANGE OF RESIDENCE:** All changes in residence and/or telephone numbers must be reported to the high school office. Students whose parents move outside of the corporation may continue attendance at no cost until the end of the semester. At the discretion of the Board of School Trustees such students may be permitted to finish the entire academic year provided that the student has been in good standing with the school and that tuition is based upon the previous year's per capita cost. Senior students who are in good standing with the school and whose parents move outside this corporation shall be allowed to continue and graduate at no extra cost.

**M. CHANGE OF ADDRESS:** Inform the office if you change your address or telephone number.

## **THE FOLLOWING GUIDES AND POLICIES ARE LISTED FOR YOUR INFORMATION**

**ACCIDENTS:** Injuries that occur on school grounds or on school-sponsored activities that are away from the school must be reported to the school office immediately, no matter how small the injury.

It is very important that each student have updated information at the time of registration. This information will assist school officials in determining the procedure to follow in case of injuries. In the event that parents cannot be contacted, the officials will use their own judgment in the care of the student.

**ARTICLES PROHIBITED IN SCHOOL:** Hazardous items such as toy guns, water guns, bean shooters, knives, etc., will be taken from the student if brought to school. **DO NOT BRING LARGE SUMS OF MONEY TO SCHOOL AT ANY TIME.**

**ASSEMBLIES:** Assemblies are a regularly scheduled part of the curriculum, and as such, are designed to be educational as well as an entertaining experience. They provide one of the few opportunities in school to learn formal audience behavior. Regardless of the type of program, courtesy demands that the student body be respectful and appreciative. In live entertainment, unlike movies, the performers are very conscious of their audience. Those not courteous to the performers and fellow students will be asked to leave the assembly area.

**BICYCLES:** Bicycles should be parked in the space provided. Use the bicycles only for travel to and from school. Bicycles are not to be ridden on the sidewalks.

**CLUBS AND ACTIVITIES:** The activities enrich the curriculum of the school by providing a wide variety of activities in which a student may participate. Each student also has the opportunity to join many clubs every year. It is possible for students to request a new club or activity if enough students are interested in it, and a sponsor is available.

**NATIONAL HONOR SOCIETY:** Sophomores, Juniors, and Seniors that have at least a 3.5 GPA will be invited to apply for membership in NHS. A faculty committee of at least five teachers will review all eligible students. Candidates who receive approval from the faculty committee will receive an application for membership. To continue membership, each NHS student must maintain at least a B+ grade average, fulfill all membership obligations, fulfill service hours, and maintain the support of the faculty committee based upon the member's character, leadership, scholarship, and service.

**COLLEGE VISITATIONS:** Students are encouraged to visit college campuses during summer months. College visits will be allowed for each JUNIOR and SENIOR to visit colleges of his/her choice. The absence will be treated as a field trip. Prior to the visit, each student must obtain and complete a college visitation form from the Guidance Office in order for the visitation to be excused. Students must be passing all classes in order for a college day to be approved.

**DANCES:** High school dances may be held until 11:00 PM. The dance, and the date, must be approved by the high school principal. No high school dances are to be held on a night before a day of school. It is the policy of Triton High School that only **Triton High School students and their guest may attend a dance providing they have met the following criteria:**

- 1) No one over 20 years old will be allowed to attend a high school dance.
- 2) Guests must be at least 9<sup>th</sup> grade students.
- 3) Guests must have a Dance Guest Permission Information form completed and filed in the office prior to the dance.
- 4) Guests must be in current attendance and in good standing from an accredited school or home school.
- 5) All students and guests are to arrive at the start of the dance at the time stated unless prior arrangements have been made with the administration.
- 6) Students must not have acquired more than 8 absences of any kind during the semester to be eligible to attend the fall semi-formal or spring prom.
- 7) Final decisions on who may attend a dance rest with the administration.

All students and guests will abide by the Triton School Corporation guidelines. Students whose guests misbehave are responsible and will be removed from the dance. Students who leave the dance will not be permitted to return to the

dance. The Junior Class will sponsor the Junior-Senior Prom. Students are to dress respectfully for all dances. Dress for the Prom is to be formal attire.

**SCHOOL SPONSORED ACTIVITIES:** Only students enrolled in the Triton School Corporation may participate in Triton School sponsored activities providing all eligibility requirements are met.

**RANDOM DRUG SCREENS:** Students involved in extracurricular/co-curricular programs, such as sports, band and choir, will participate in the random drug testing program at Triton Jr. Sr. High School. Students that test positive for illegal substances may receive the consequences outlined below. Students that plan to drive to/from school and park on campus are also required to participate in the random drug testing program (see Driving Privileges/Licenses).

**1st Offense:**

The student will serve a suspension for 1/3 of the contest season. Failure to serve the 1/3 suspension will carry over to the next season a student participates.

**2nd Offense:**

The student will serve a suspension for 1 complete contest season in which the student participates. If the student receives a suspension during one season, they must complete that season and then sit out all of the next sports season. If they do not finish the season they are in, they must sit out all of the next season, and half of the next eligible season.

**3rd Offense:**

The student will be suspended from athletics and/or extracurriculars/co-curriculars for 365 days.

**4th Offense:**

The student will be expelled from high school extracurriculars/co-curriculars for the remainder of their high school career.

**DRIVING PRIVILEGES-LICENSES:** Students may drive to school with their parent's permission and with the understanding that the CAR WILL NOT BE DRIVEN ANY TIME DURING THE DAY, WITHOUT THE PERMISSION OF THE PRINCIPAL OR A DESIGNEE. STUDENTS ARE ALSO REMINDED TO STAY OUT OF CARS DURING THE SCHOOL DAY. All vehicles are to be registered at the Principal's office. Once a student enters the parking lot, he/she should park the car and enter the building. Cars are to be properly parked and not moved until the end of the day. All students driving to school must have a valid driver's license.

Students driving a car or motorbike to school must register his/her vehicle in the principal's office. Driving privileges may be revoked by the Principal or Assistant Principal for reckless driving or violation of driving rules. Students will park automobiles and motorbikes in the lot south of the gymnasium in the first three north rows. No parking is permitted on the street next to the building. This is reserved for loading and unloading. Handicapped parking permits may be obtained from the principal.

Failure to comply with traffic laws of the State of Indiana or driving in a manner that endangers the property of, or the physical well being of guests, students, teachers, or staff, may result in loss of driving privileges. All students choosing to drive to school will participate in the random drug screens. If a student would test positive for an illegal substance, loss of driving privileges could occur.

**EMERGENCY DRILLS:** Fire drills, tornado drills, and lock down drills will be held as important safety measures at this school. It is essential that when emergency signals are given, students evacuate the building or seek shelter, as appropriate, in a rapid, orderly manner. Each classroom will have prescribed routes posted for students to follow.

**EXTRA HELP:** Students may always seek extra help from teachers if they do not understand an assignment, if the work is difficult, or if they have been absent and have missed assignments and class discussion. Arrange conferences with teachers before or after school or at a time convenient to both of you during the day. A TEACHER MAY, WITH PARENT PERMISSION, REQUEST A STUDENT TO STAY AFTER SCHOOL IF IT IS APPARENT THAT THE STUDENT IS HAVING DIFFICULTY WITH HIS WORK. This is not to be thought of as punishment but rather as support from a teacher who wishes to see a student succeed.

**FIELD TRIPS/ PERMISSION SLIP ADVANCE NOTICE:**

Students are to pick up a STUDENT FIELD TRIP PERMISSION SLIP from the teacher/staff member sponsoring an approved field trip. Field trip days are not “free days” from the work to be done in classes which are missed due to the field trips. Students who attend field trips are responsible for asking teachers for work BEFORE attending the field trip. Teachers may require you to do work which will be missed either BEFORE or after attending a field trip; it must be ready THE DAY AFTER THE FIELD TRIP. Field trips are considered a regular school day and are not reason for extra make-up days.

**FIELD TRIP: STUDENT NON-PARTICIPATION** Students who decide not to participate in an approved field trip are to attend classes as usual or be counted TRUANT.

**FUND RAISING:** The school board approves all fundraising campaigns which involves solicitation of the general public is prohibited without the school board approval. These fundraisers are submitted at the end of each school year and approved by the school board at either the May or June board meeting.

**HOMEcoming:** Homecoming will be sponsored by the Senior Class. If that class does not want to be responsible, another organization may request it.

**HOMEWORK/ LATE WORK POLICY:** The following are guides for effective study habits: PLAN--Assign a definite time to study at home; utilize study periods and library facilities in school. Keep a list of assignments in a notebook and take home all necessary books, papers, and other materials. PLACE--Have a definite place at home to study away from distractions, with all necessary books, papers, and materials available. Do not attempt to study while conversing or viewing television. PROCEDURE--Be certain you understand the assignment when the teacher gives it. Read the entire assignment over rapidly to grasp the basic content. Reread the assignment slowly and comprehensively for content, relationships, and details.

The philosophy at Triton Jr/Sr High School is that students will complete all work assigned. Since work assigned by teachers is important to demonstrate mastery of classroom objectives and state standards, students will be expected to complete all assigned work. If late work or missing assignments becomes a concern, teachers, guidance counselors and administration will work together to get students caught up. We will take the approach that failure is not an option. Parents will be contacted, and it will be expected that students attend the provided after school study tables if necessary. Students will also have chances to complete assigned work during their SLC/Homeroom time.

**LIBRARY:** The school library is a pleasant place to read or study. The library is open from 8:00 AM until 3:25 PM daily. Books may be checked out for fourteen calendar days with one renewal. Lost or damaged books must be paid for by the borrower. Students should follow procedures posted in library.

**LOST AND FOUND:** Lost and found articles are to be turned in to the office. Lost articles which are not claimed within a reasonable length of time will be donated.

**LOCKERS:** Any and all lockers that are made available for student use on the school premises remain the property of the school corporation. These lockers are made available for school use. In order to implement the school corporation's policy concerning student lockers, Triton Jr.-Sr. High School adopts the following rules and regulations:

1. LOCKS--Students may not use their own locks. Any unauthorized locks may be removed without notice and destroyed.
2. USE OF LOCKERS--Lockers are to be used to store school supplies and personal items necessary for use at school. Personal property and property that you are responsible for MUST be stored in your locker. Lockers shall not be used to store "contraband." These are items that cause or can reasonably be foreseen to cause, an interference with school purposes, an educational function, or which are forbidden by State Law or school rules. These items include drugs, drug paraphernalia, beverages containing alcohol, weapons, any volatile substance, bomb or explosive devices, any acid or nauseous chemicals, any library book not properly checked out or overdue, unreturned gym or athletic equipment, any wet or mildewing articles, or any stolen items.



Students are discouraged from bringing large sums of money or valuable items to school. It is the student's responsibility to secure their valuables. All lockers (both school and PE) should be locked at all times. The school will do all it can to prevent money/personal property from being taken, but it is the student's responsibility first and foremost. The school is not responsible for lost or stolen items. Students will be expected to keep their lockers in a clean and orderly manner, free of leftover food and drink containers. Students will not share lockers or combinations. **Lockers will not be used to post or hang personal items both outside and/or inside the locker.**

3. **AUTHORITY TO INSPECT**--The school corporation retains the right to inspect lockers to insure they are being maintained in accordance with the conditions of Rule number 2. All inspections of student lockers shall be conducted by the principal, or a member of the administrative staff designated by the principal.

**SECURITY CAMERA POLICY:** It is the goal of Triton Jr/Sr High School to provide for a safe educational environment to all of its staff and students. The administration and technology staff will be responsible for overseeing and maintaining its digital camera system. This system consists of cameras, which monitor the hallways, common areas and outside of the school building. Periodically the administration shall be required to review various incidents that occur during the school year. In order to ensure student privacy and confidentiality, only administrators and technology staff shall be authorized to review and record these incidents.

**STUDENT PUBLICATIONS POLICY:**

1. Printed materials or other items may not be distributed in the school building, on the school grounds, on the school buses, or at any school scheduled activity without approval of the principal. School equipment, supplies, and/or time will not be used to work on unauthorized publications.
2. Publications should always adhere to good journalistic practices. Publications should be free of libelous or obscene statements. Direct personal attacks on any person or organization are prohibited. Criticisms of school board policy, administrative policy, etc., should be constructive in nature. Constructive criticism implies an obligation on the part of the author to offer intelligent alternatives to the policy/actions which are being criticized.
3. Advertisements should be appropriate for senior high school students. School board policy prohibits advertisements for political candidates.
4. Student lockers, hallway walls/doors and any other portion of the school building are not to be used for displaying personal material. Any items being displayed throughout the school building or campus must be approved by school administration. There will be an information board outside of the main office for clubs and other programs to post callout meetings, events, etc. These must be posted by the club sponsor or coach only. When items are approved to be posted in other locations, this will be limited to spaces above the drinking fountains/bottle fillers. These guidelines are an effort to keep the halls of Triton Jr. Sr. High School clean and visually appealing.

**SCHOOL LUNCH PROGRAM:** Lunch and breakfast will be served in the school each full day that school is in session. Meal prices for students will be \$1.40 for breakfast and \$2.70 for lunch. Adult meal prices will be \$2.50 for breakfast and \$4.60 for lunch. Applications for free and reduced lunches may be obtained in the office. Students and staff will be issued a lunch id number that they must use to go through the lunch line and receive service. Deposits are to be made to the lunch accounts before 9:00 a.m. in the front office. A child may charge up to \$5.00. Payment is expected the following day. A child with a negative meal balance may be served an alternate meal of a peanut butter or cheese sandwich and milk and will be charged \$1.00 as defined by Nutrition Standards for the National School Lunch and School Breakfast Programs (per Board Policy 8500)

**Cafeteria/Lunchroom Guidelines**

1. All students must have money in their accounts to purchase lunch or other food items.
2. All students are required to use their student id number to purchase lunch or other food items. The student id number is not to be shared with others.
3. Students on free and reduced lunch may not buy lunch for other students.
4. Students are not to cut in line.
5. Students are to leave their area clean.
6. Students are asked to stack their trays, put trash and silverware in appropriate containers. No gum is to be left on the trays.

**Bad Debt/Uncollectable Debt** Significant negative lunch account balances that are not collected in the year when the debt was incurred shall be classified as bad debt. Bad debt incurred through the inability to collect lunch payment from students is not an allowable cost chargeable to any Federal program. Once classified as bad debt, non-Federal funding sources shall reimburse the school lunch program account for the total of the bad debt. If funds to reimburse the Corporation for this bad debt are not available from another source, such as school or community organizations (like the PTA) or any other non-Federal source, the funds to reimburse the school lunch program shall be transferred from the corporation general fund or other State or local funding to make that reimbursement.

Once the uncollectable/delinquent debt charges are converted to bad debt, records relating to those charges must be maintained in accordance with the record retention requirements in 7C.F.R. 210.9(b) (17) and 7 C.F.R. 210.15(b). Any related collection costs, including legal costs, arising from such bad debt after they have been determined to be uncollectable also are unallowable.

**SCHOOL HOURS:** Students should be in the building only during school hours or while under the direct supervision of a teacher/sponsor or while attending school-sponsored activities.

**STUDENT VISITORS:** The school policy is to accept those visitors who have business at school. Social calls are not allowed. Guests and visitors must register at the office. Students who have unauthorized visitors from out-of-school shall be held responsible and disciplined accordingly. Parents are always welcome, but are encouraged to make an appointment to see a teacher, principal, or visit their child's classes.

**SCHOOL BUS RULES: Riding a school bus is a privilege and not a right.** A large number of students are transported to the school daily by bus. The driver of a school bus assumes a vast amount of responsibility to see that students are transported to and from school safely each day. Since it is a job demanding full attention, each student will be expected to cooperate fully with the driver. The driver possesses the same jurisdiction on the school bus as does the teacher in the classroom. In order to enhance the safe operation of a school bus, Triton School Corporation has established the following school bus regulations in compliance with Indiana Code 20-9.1.

1. Each student **SHOULD BE WAITING AT HIS/HER BUS STOP WHEN THE SCHOOL BUS ARRIVES.** Unless a driver is early, he/she is not required to wait for the student. It is the responsibility of the student to be at the bus stop at the regular pick-up time.
2. Students who get off at a stop other than their own home must have a note from their parents and the address of the drop off point. A bus pass must be issued by the office. Students are allowed one stop in the morning and one stop in the afternoon. They are not allowed to ride a bus other than their assigned bus without prior authorization from the transportation department director.
3. Each pupil shall be located immediately upon entering the bus in a place assigned by the driver. The bus driver has the right to establish a seating plan and to change it at his/her discretion.
4. No student shall stand or move from place to place while the bus is in motion.
5. Loud, boisterous, or profane language, and other improper conduct shall not be tolerated. Improper conduct may be defined as teasing, scuffling, tripping, holding, hitting, or using hands, feet, or body in any other objectionable manner. Similar rules outlining improper behavior in the classroom or school where the student attends will also apply.
6. No windows or doors will be opened or closed except by permission of the bus driver. When permission is given, windows may be lowered only to the line clearly marked at the side of each window. No part of the body should be extended through the window opening.
7. No student shall enter or leave the bus until it has come to a full stop and the door has been opened by the bus driver.
8. A driver has the authority to suspend a student for one (1) day for improper conduct. Should there be further problems, that driver may request that the student be denied the privilege of riding the school bus for up to the remainder of the school year.
9. Students have responsibility to help keep the bus clean. Objects should not be deposited in the bus. No eating or drinking will be allowed.
10. The use of alcohol, tobacco products, or any illegal substance will result in suspension for the remainder of the year and will be reported to individual school authorities for further action.
11. Any act of excessive violence or destruction will be dealt with severely.

12. The following cargo is forbidden to be transported on a school bus: pets, alcoholic beverages, drugs, tobacco, ammunition, explosives, firearms, knives or any other dangerous material or objects. If there is a question on the transportation of a particular item, the bus driver/principal should be consulted before transportation takes place.

13. Students are subject to both rules of the bus and rules of the school which they attend. Drivers should be accorded the same respect and cooperation by the student as that student would extend to a teacher or administrator in the school where he/she attends.

The cooperation of parents and students is needed to maintain proper conduct at bus stops and on school buses. School authorities may suspend a student from the privilege of riding the bus because of disorderly conduct. In that event, it becomes the responsibility of the parent to see that the child gets to school. Please remember to ride a bus is a privilege extended to students, not a right. It can be guaranteed by thoughtful and cooperative conduct and compliance with the above regulations.

**TELEPHONES:** The office telephone is a business phone and should be used by students for emergency only.

**TEXTBOOKS:** All basic textbooks are rented to the students for their use during the school year. Workbooks and other supplies are paid for by the student. The student's name and grade should be written on the inside cover of the book. Lost books must be replaced by the student, and damaged books will result in a fine to the student. As stated, the books are rented, and it is the student's responsibility to keep them in good condition.

**COMPUTER DEVICES:** Each student will be issued a computer to aide in the completion of schoolwork. These devices are meant for use at school only, but it is also understood that students may need to use these devices to complete assigned coursework. Knowing that teachers are using a combination of paper/pencil work and digital work, there may be times where it is necessary for students to check out their device and take it home. Devices will need to be checked out from classroom teacher, returned fully charged the following day and only be taken home if there are no other devices at home that can be used to complete the assigned work. Lost and damaged devices/chargers could result in repair/replacement charges.

### **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, hearing, scoliosis, head lice, height, and weight.

#### **GUIDELINES FOR ILLNESS OR INJURY:**

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, stomachache, or cough.
3. Any inflammatory eye conditions.
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.

#### 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.

#### IMMUNIZATIONS:

Indiana State Code 30-34-4-5 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.

The IMMUNIZATION REQUIREMENTS for the 2022-2023 School Year are listed below:

Grades 6 to 11:	Grade 12:
3 Hep B	3 Hep B
5 DTaP	5 DTaP
4 Polio	4 Polio
2 MMR	2 MMR
2 Varicella	2 Varicella
1 Tdap (Tetanus & Pertussis)	1 Tdap
1 MCV4 (Meningococcal Conjugate)	2 MCV4
2 Hep A	2 Hep A

Hours for county clinics are:

Marshall County Clinic (935-8565) Monday – Friday 8:00 a.m. to 4:00 p.m. Call for an appointment.

Kosciusko County Clinic (267-7028) Friday 8:30 a.m. to 12:00 p.m. & 1:15 p.m. to 4:30 p.m. Call for an appointment.

Evening Clinic – 1<sup>st</sup> Monday of Month – 4:30 p.m. to 6:30 p.m.

#### MEDICATIONS: PRESCRIPTION AND NON-PRESCRIPTION

In accordance with Indiana Code 34-4-16.4-3.5 as amended, effective September 1, 1986: 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
Date	# of pills for behavior modification meds*

**Medication will not be administered unless all criteria are met.**

Per Indiana Code **Section 3.1C 20-8.1-7.5**: 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 **Section 4.1C 20-8.1-7-22**: 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 **Section 5.1C34-30-14-6**: 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.

### **TRITON JR.-SR. HIGH SCHOOL DISCIPLINE POLICY**

Our purpose is to educate children and to help them grow into responsible adults. We encourage them to socialize and to enjoy learning in a comfortable environment. Should children become disruptive or demonstrate negative behavior, it is not our intent to punish or exclude them from their state right to a public education, but to help them adjust to the social norms of our society. The severity of the disruptive or negative behavior will determine the methods used to change the behavior.

Students, parents, and teachers all appreciate and expect good school discipline. The Triton School Board has adopted the following regulations so that students know what is expected from them. The School Board expects these regulations to be enforced fairly and it has established procedures for teachers and administrators to follow in that regard. All discipline regulations and policies, to include grounds for suspension and/or expulsion, are in effect for summer school.

An environment that provides equal opportunity for all and permits the teaching-learning process to proceed in an orderly manner is the objective of all school personnel. School staff members will make every effort individually, collectively, and cooperatively, with appropriate available community resources, to help each student gain acceptable self-discipline standards.

Reprimand, referral to special personnel in schools (counselor, principal), parent conferences, in school suspension, detention, suspension, and expulsion are courses of action available to school personnel in dealing with pupils involved in school discipline problems. Some behavior is much more serious than others and requires different approaches and clearly defined actions. Any or all of the above techniques may be used to deal with improper types of behavior.

Complete copies of the Student Due Process Law are available for student use in the general office. This law outlines procedures for suspensions, expulsions, and exclusions. In addition, the Student Due Process Law covers procedures for school conducted search and seizure. The board policy regarding searches of lockers, students, and student-operated automobiles is reprinted below.

On occasion, the school principal may have “reasonable cause for search” of a student’s locker, car, or person. Reasonable cause means circumstances, which would cause a reasonable person to believe that the search of a particular person, place, or thing will lead to the discovery of:

1. Evidence of a violation of the student conduct standards contained in the student handbook;
2. Anything, which because of its presence presents an immediate danger of physical harm or illness to any person.

#### **A. SEARCH OF LOCKERS, VEHICLES, AND OTHER STORAGE AREAS**

Since all lockers and other storage areas provided for student use on school premises remain the property of the school corporation and are provided for the use of the students, subject to inspection, access for maintenance, and search pursuant to this section, no student shall lock or otherwise impede access to any locker or storage area except with a lock provided by or approved by the principal.

1. The principal or a member of the administrative staff designated in writing by the principal and with reasonable cause may search a locker and its contents. Where the locker in question is assigned to a particular student who is on the school premises at the time of the search, the student shall be notified and given the option to be present at the search. No such option will be available in the case of a general search where all lockers in a given area will be searched.
2. The principal, a member of the administrative staff, or a teacher may search a desk or any other storage area on school premises other than a locker when the person conducting the search has reasonable cause for search.
3. Refusing to cooperate in a vehicle search conducted pursuant to reasonable suspicion of a teacher or administrator or pursuant to the consent to search given in the student parking agreement.

#### **B. SEARCH OF A STUDENT**

The principal, or another member of the administrative staff designated in writing by the principal and acting at the direction of the principal, may search the person of a student during a school activity if the principal has reasonable suspicion that a student has in his/her possession any item that is forbidden to possess, or materials, for a search of that student. Searches of the person of a student may include:

1. Searches of the pockets of the student,
2. Any object in the possession of the student such as a purse or a briefcase,
3. A “pat down” of the exterior of the student’s clothing,
4. Searches of the person of a student, which requires removal of clothing other than a jacket or coat,
  - a. Searches of the person of a student shall be conducted in a private room by a person of the same sex as the student being searched.
  - b. At least one additional person of the same sex as the student shall witness the search.
  - c. The parent or guardian of the student shall be notified of the search as soon as reasonably possible.

#### **C. ALCO-SENSOR III**

The Marshall County Task Force has provided free of charge Alco-Sensors to all the schools in Marshall County. If any student exhibits the symptoms of being under the influence of alcohol, they will be asked to submit to an Alco-Sensor test. Failure to comply will result in their suspension or expulsion.

#### **D. DISPOSAL OF CONFISCATED ITEMS**

Anything found in the course of a search conducted in accordance with this section, which is evidence of a violation of the student conduct standards contained in the student handbook or which may present an immediate danger or physical harm to any person may be:

1. Seized and admitted as evidence in any suspension or expulsion proceeding if it is tagged for identification at the time it is seized kept in a secure place by the principal or the principal’s designee until it is presented at the hearing;
2. Returned to parent or guardian of the student from whom it was seized;
3. Destroyed if it has no significant value, or
4. Turned over to any law enforcement officer in accordance with subsection E.

#### **E. ASSISTANCE BY A LAW ENFORCEMENT OFFICER**

The principal, or a member of the administrative staff designated in writing by the principal, may request the assistance of a law enforcement officer to:

1. Search any area of the school premises, any student, or any motor vehicle on school premises.
  2. Identify or dispose of anything found in the course of a search conducted in accordance with this section.
- Where law enforcement officers respond to such a request, no school employee shall assist or otherwise participate in any search conducted.

#### **F. REASONABLE FORCE**

There are circumstances and/or conditions under which employees are permitted to touch students appropriately, such as intervening in fights, protecting individuals from injury, protecting oneself, providing appropriate care to a disabled student, and moving through a crowd to intervene in a situation.

#### **G. STUDENT CONDUCT**

The conduct of students both in school and out of school is to be that which typifies a mature, responsible young adult. Proper respect is to be shown towards teachers and other school employees at all times. The student-teacher relationship does not end with the school day. The respect shown between a student and teacher should continue in the community after school hours. The efforts of both teachers and students will be greatly enhanced if the respect shown each is mutual. Students should fully understand that **any school personnel** have the authority to correct misconduct at any time. Recognizing that the behavior of some students may be so disruptive that it interferes with school purposes or educational functions of the school corporation, school officials may find it necessary to remove a student from the school. In this event and in accordance with the provisions of IC 20-33-8, the Board of School Trustees authorizes administrators and staff members to take the following:

1. REMOVAL FROM CLASS OR ACTIVITY – TEACHER: A junior high or high school teacher will have the right to remove a student from his/her class or activity for a period of up to one (1) school day if the student is assigned regular or additional work to be completed in another school setting.
2. SUSPENSION FROM SCHOOL – PRINCIPAL: A school principal (or designee) may deny a student the right to attend school or take part in any school function for a period of up to ten (10) school days.
3. EXPULSION: In accordance with the due process procedures defined in this policy, a student may be expelled from school for a period no longer than the remainder of the current semester plus the following semester, with the exception of a violation of rule 13 listed under the Grounds for Suspension and Expulsion in this policy.

#### **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;
- b. Off school grounds at a school activity, function, or event;
- c. Traveling to or from school or a school activity, function, or event, or
- d. During summer school.

#### **A. Student Misconduct and/or Substantial Disobedience**

Grounds for suspension or expulsion are student misconduct and/or substantial disobedience. Examples of student misconduct and/or substantial disobedience for which a student may be suspended or expelled include, but are not limited to:

1. Using violence, force, noise, coercion, threat, intimidation, fear, passive resistance, or other conduct constituting an interference with school purposes, or urging other students to engage in such conduct. The following enumeration is only illustrative and not limited to the type of conduct prohibited by this rule:
  - a. Occupying any school building, school grounds, or part thereof with intent to deprive others of its use.
  - b. Blocking the entrance or exits of any school building or corridor or room therein with intent to deprive others of lawful access to or from, or use of the building, corridor, or room.
  - c. Setting fire to or damaging any school building or property.

- d. Prevention of or attempting to prevent by physical act the convening or continued functioning of any school or education function, or of any meeting or assembly on school property.
  - e. Intentionally making noise or acting in any manner so as to interfere seriously with the ability of any teacher or any other person to conduct or participate in an education function.
- 2. Engaging in any kind of aggressive behavior that does physical or psychological harm to another person or urging of other students to engage in such conduct. Prohibited conduct includes coercion, harassment, bullying, hazing, or other comparable conduct.
- 3. Engaging in violence and/or threat of violence against any student, staff member, and/or other persons. Prohibited violent or threatening conduct includes threatening, planning, or conspiring with others to engage in a violent activity.
- 4. Causing or attempting to cause damage to school property, stealing or attempting to steal school property.
- 5. Causing or attempting to cause damage to private property, stealing or attempting to steal private property.
- 6. Causing or attempting to cause physical injury or behaving in such a way as could reasonably cause physical injury to any person. Self-defense or reasonable action undertaken on the reasonable belief that it was necessary to protect some other person is not a violation of this rule.
- 7. Threatening or intimidating any person for any purpose, including obtaining money or anything of value from the student.
- 8. Threatening (whether specific or general in nature) damage or injury to persons or property, regardless of whether there is a present ability to commit the act.
- 9. 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.
- 10. Possessing, handling, or transmitting a knife or any object that can reasonably be considered a weapon, is represented to be a weapon, or looks like a weapon.
- 11. Possessing, using, transmitting, or being affected by any controlled substance, prescription drug, narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, intoxicant or depressant of any kind, or any paraphernalia used in connection with the listed substances. Also prohibited is the consumption of any of the stated substances immediately before attending school or a school function or event.

Exception to Rule 11: A student with a chronic disease or medical condition may possess and self-administer prescribed medication for the disease or condition if the student's parent has filed a written authorization with the building principal. The written authorization must be filed annually. The written authorization must be done by a physician and must include the following information:

- That the student has an acute or chronic disease or medical condition for which the physician had prescribed medication.
  - The nature of the disease or medical condition requires emergency administration of the prescribed medication.
  - The student has been instructed in how to self-administer the prescribed medication.
  - The student is authorized to possess and self-administer the prescribed medication.
- 12. Possessing, using, or transmitting any substance which is represented to be or looks like a narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, stimulant, depressant, or intoxicant of any kind.
  - 13. Possessing, using, transmitting, or being affected by caffeine-based substances other than beverages,



substances containing phenyl-propanolamine(PPA), stimulants of any kind of any other similar over-the-counter products.

14. Possessing, using, distributing, purchasing, or selling tobacco products of any kind or in any form. These products include e-cigarettes, vaping devices, any type of look-alike products or other related products or devices associated with tobacco or nicotine use or electronic nicotine or other substance delivery system.
15. Offering to sell or agreeing to purchase a controlled substance or alcoholic beverages.
15. 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.
16. Failing to completely and truthfully respond to questions from a staff member regarding school-related matters including potential violations of the student conduct rules or state or federal law.
17. Falsely accusing any person of sexual harassment, or of violating a school rule, and/or a state or federal law.
18. Engaging in any activity forbidden by the laws of Indiana that constitutes an interference with school purposes or an educational function.
19. Aiding, assisting, or conspiring with, another person to violate these student conduct rules or state or federal law.
20. Engaging in academic dishonesty, including cheating, intentionally plagiarizing, wrongfully giving or receiving help during an academic examination, and wrongfully obtaining test copies or scores.
21. Taking or displaying pictures (digital or otherwise) without the consent of the student or staff member in a situation not related to a school purpose or educational function.
22. Engaging in pranks that could result in harm to another person.
23. Use or possession of gunpowder, ammunition, or an inflammable substance.
24. Violating any rules that are reasonably necessary in carrying out school purposes or an educational function, including, but not limited to:
  - a. engaging in sexual behavior on school property;
  - b. engaging in sexual harassment of a student or staff member;
  - c. disobedience of administrative authority;
  - d. willful absence or tardiness of students;
  - e. engaging in speech or conduct, including clothing, jewelry or hairstyle, that is profane, indecent, lewd, vulgar, or refers to drugs, tobacco, alcohol, sex, or illegal activity, or is plainly offensive to school purposes;
  - f. violation of the school corporation's acceptable use of technology policy or rules;
  - g. violation of the school corporation's administration of medication policy or rules;
  - h. possessing or using a laser pointer or similar device.

25. Cell Phone/Personally Owned Devices

Grades 9-12: Using an electronic device, cell phone, air pods/ear buds, video game, or any other personally owned device in a situation not related to a school purpose or educational function is not allowed during instructional time. The use of a personal device should not interfere with classroom instruction and teachers are asked to enforce school rules to prevent this from happening. It is up to the discretion of the teacher as to when and if it is appropriate for students to use their personal devices in that particular classroom.

Grades 7 & 8: Effective at the start of the 2023-24 school year, students in the 7<sup>th</sup> and 8<sup>th</sup> grade will not be permitted to have a cell phone in their possession while in the classroom. Cell phones have become a distraction to learning at the junior high level.

Students violating classroom rules will have their device taken and turned into the office. On the first offense the device will be returned to the student at the end of the day. On subsequent offense's a parent will have to come in to claim the device. If a student refuses to comply with any staff member when asked to turn in their phone, additional consequences may be applied by the teacher and/or administration. Also starting with the 2023-24 school year, air pods/earbuds will not be worn during passing periods and/or other times where the faculty feel they are inappropriate. Due to safety reasons, students will be asked to remove them.

26. Implied Tasks – It is expected that students come prepared each day for school and be ready to learn. Students will be expected to bring all necessary materials, which could look different for each class and/or teacher. Basic materials would include pens/pencils, paper, folders and textbooks. Since Triton Jr. Sr. High School is a one-to-one learning environment, each student is expected to bring their computers charged to each class. Students showing a pattern of not being prepared for class could result in a disciplinary referral.

27. Any student conduct rule the school building principal establishes and gives publication of it to all students and parents in the principal's building.

#### 28. Dress Code Regulations

- a. Students should be neat, clean, and well groomed. Pants, slacks, or jeans may not have any holes that expose the skin beneath them. If they are patched or there are clothes underneath the tear that are not skin colored, they will be allowed.
- b. Student dress and appearance should not disrupt or interfere with the normal order of the school. Clothing and materials with writing or pictures in reference to obscenities, profanity, alcohol, tobacco, drugs, sex, Satanism, or are gang related are not permitted to be in school at any time.
- c. Student dress should not be disruptive or unsafe.
- d. Student dress should not cause damage to the school, building or its equipment.
- e. Students will be expected to follow special dress regulations for laboratories, shop, physical education, or other classroom activities.
- f. Skirts, dresses, and shorts should be of fingertip length.
- g. Pants cannot sag below the hips or to the point where undergarments are visible.
- h. Casual/sleepwear (i.e. pajamas, house slippers, etc.) is not considered normal everyday school clothing and should not be worn to school unless a special activity has been approved. Pajama pants will be permitted if they meet other dress code requirements.
- i. Excessively tight clothing should not be worn. No inappropriate exposure of skin is permitted. Examples of this are: muscle shirts, spaghetti straps, halter tops, see-thru tops, bare midriff, etc. If a shirt/top is too short to tuck in and stay tucked in, then it is too short to wear at school. No under garments should be visible.
- j. Outside jackets and/or coats will not be worn in class without permission from the teacher.
- k. Hats or hoods of any kind or nature are not to be worn by students while in the building during school hours. Other than special days designated by the administrators
- l. No chains (dog collars, pocket chains) or bandanas or animal accessories are allowed to be worn to school or and school activities.
- m. All visible body piercing will be limited, due to health and safety concerns. The staff as warranted by class activities may impose additional restrictions regarding jewelry.
- n. Examples of the above are not a complete list. Additional apparel items may be deemed inappropriate or in poor taste by the school administration and/or the classroom teacher.

#### **Violation / Consequence Policy for Dress Code**

1<sup>st</sup> offense: Warning and change of clothing

2<sup>nd</sup> offense: Change of clothing and contact with parent

3+ offenses: To be determined by Administration

29. **Backpacks/Book bags** – Students will not be allowed to carry backpacks or book bags to classes or lunch. The administration will have final determination as to what constitutes a backpack or book bag.
30. **Food/Drink** – No food or drink is allowed outside the cafeteria unless prior approval by the administration. No food or Drink should be stored in student lockers.
31. **Smoking** – Triton School Corporation has adopted a policy for a smoke free-tobacco free environment. This means that smoking or tobacco products of any kind are not to be in the building, on school property or any school activities at any time.
- a. Smoking is not permitted on the school grounds or at school activities.
  - b. Students are not to carry tobacco products at school. This includes possessing cigarettes, smokeless tobacco, snuff, or other tobacco products or a device such as a lighter, e-cigarette, vape pen or matches designed primarily for use in consuming tobacco products. Failure to comply may result in forfeiture of the products, and disciplinary action.
32. **Hazing** occurs when an act is committed against a student or a student is coerced into committing an act that creates a substantial risk of harm to the student or to any third party in order for the student to be initiated into or affiliated with any school group, club, athletic team, grade level, activity, or organization. Hazing includes but is not limited to:
- a. Any activity involving an unreasonable risk of physical harm including paddling, beating, whipping, branding, electric shock, sleep deprivation, exposure to weather, placement of harmful substances on the body, and participation in physically dangerous activities.
  - b. Any activity involving the consumption of alcohol, drugs, tobacco products, or any other food, liquid, or other substance that subjects the student to unreasonable risk of physical harm.
  - c. Any activity involving actions of a sexual nature or the simulation of actions of a sexual nature.
  - d. Any activity that subjects a student to an extreme and unreasonable level of embarrassment, shame, or humiliation or which creates a hostile, abusive, and intimidating environment for the student.
  - e. Any activity involving any violation of federal, state, or local law or any violation of school district policies and regulations.
33. **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 defined by Indiana Criminal Statutes 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.

## **B. Bullying**

1. This rule applies when a student is:
  - a. On school grounds immediately before or during school hours, immediately after school hours or 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; or
  - d. Using property or equipment provided by the school.
2. Bullying by a student or groups of students against another student the intent to harass, ridicule, humiliate, intimidate, or harm the other student through overt, repeated acts or gestures, including verbal or written communications transmitted, and/or physical acts committed, or any other similar behavior is prohibited.
3. Parents or students who suspect that repeated acts of bullying are taking place should report the matter to the school principal or designee. School personnel will investigate all reports of bullying.

4. Counseling, corrective discipline, and/or referral to law enforcement will be used to change the behavior of the perpetrator. This includes appropriate intervention(s), restoration of a positive climate, and support for victims and others impacted by the violation.
5. Educational outreach and training will be provided to school personnel, parents, and students concerning the identification, prevention, and intervention in bullying.
6. All schools in the corporation are encouraged to engage students, staff and parents in meaningful discussions about the negative aspects of bullying. The parent involvement may be through parent organizations already in place in each school.

### **C. Possessing A Firearm or a Destructive Device**

1. No student shall possess, handle or transmit any firearm or a destructive device on school property.
2. The following devices are considered to be a firearm under this rule:
  - any weapon which will or is designed to or may readily be converted to expel a projectile by the action of an explosive.
  - the frame or receiver of any weapon described above.
  - any firearm muffler or firearm silencer.
  - any destructive device which is an explosive, incendiary, or poison gas bomb, grenade, rocket having a propellant charge of more than four ounces, missile having an explosive or incendiary charge of more than one-quarter ounce, mine, or any similar device.
  - any weapon which will, or which may be readily converted to, expel a projectile by the action of an explosive or other propellant, and which has any barrel with a more of more than one-half inch in diameter.
  - any combination of parts either designed or intended for use in converting any device into any destructive device described in the two immediately preceding examples, and from which a destructive device may be readily assembled.
  - an antique firearm.
  - a rifle or a shotgun that the owner intends to use solely for sporting, recreational, or cultural purposes.
3. For purposes of this rule, a destructive device is
  - an explosive, incendiary, or overpressure device that is configured as a bomb, a grenade, a rocket with a propellant charge of more than four ounces, a missile having an explosive or incendiary charge of more than one-quarter ounce, a mine, a Molotov cocktail or a device that is similar to an item described above.
  - a type of weapon that may be readily converted to expel a projectile by the action of an explosive or other propellant through a barrel that has a bore diameter of more than one-half inch, or
  - a combination of parts designed or intended for use in the conversion of a device into a destructive device. A destructive device is NOT device that although originally designed for use as a weapon, is redesigned for use as a signaling, pyrotechnic, line throwing, safety, or similar device.
4. The penalty for possession of a firearm or a destructive device: suspension up to 10 days and expulsion from school for at least one calendar year with the return of the student to be at the beginning of the first semester after the one year period. The superintendent may reduce the length of the expulsion if the circumstances warrant such reduction.
5. The superintendent shall immediately notify the appropriate law enforcement agency when a student engages in behavior described in this rule.

### **D. Possessing A Deadly Weapon**

1. No student shall possess, handle or transmit any deadly weapon on school property.
2. The following devices are considered to be deadly weapons as defined in I.C. 35-41-1-8:

- a weapon, taser or electronic stun weapon, equipment, chemical substance, or other material that in the manner it is used, or could ordinarily be used, or is intended to be used, is readily capable of causing serious bodily injury.
  - an animal readily capable of causing serious bodily injury and used in the commission or attempted commission of a crime.
  - a biological disease, virus, or organism that is capable of causing serious bodily injury.
3. The penalty for possession of a deadly weapon: up to 10 days suspension and expulsion from school for a period of up to one calendar year.
  4. The superintendent (shall immediately)(may) notify the appropriate law enforcement agency when a student engages in behavior described in this rule.

#### **E. Unlawful Activity**

A student may be suspended or expelled for engaging in unlawful activity on or off school grounds if the unlawful activity may reasonably be considered to be an interference with school purposes or an educational function, or the student's removal is necessary to restore order or protect persons on school property. This includes any unlawful activity meeting the above criteria that takes place during weekends, holidays, other school breaks, and the summer period when a student may not be attending classes or other school functions.

#### **F. Legal Settlement**

A student may be expelled if it is determined that the student's legal settlement is not in the attendance area of the school where the student is enrolled.

#### **THREAT POLICY**

Students making terrorist threats may be expelled. The administration may require (prior to readmission) competent and credible evidence that the student does not pose a risk of harm to self or others.

#### **SUSPENSION PROCEDURES**

When a principal (or designee) determines that a student should be suspended or prohibited from attending future extracurricular activities, the following procedures will be followed:

1. A meeting will be held prior to the suspension of any student. At the meeting, the student will be entitled to:
  - a. a written or oral statement of the charges;
  - b. if the student denies the charges, a summary of the evidence against the student will be presented; and
  - c. the student will be provided an opportunity to explain his/her conduct.
2. The meeting shall precede suspension of the student except where the nature of the misconduct requires immediate removal. In such situations, the meeting will follow the suspension as soon as reasonably possible following the date of the suspension.
3. Following the suspension, the parents or guardians of suspended students will be notified in writing. The notification will include the dates of the suspension, describe the student's misconduct, and the action taken by the principal.

#### **EXPULSION PROCEDURES**

When a principal (or designee) recommends to the superintendent (or designee) that a student be expelled from school, the following procedures will be followed:

1. The superintendent (or designee) may conduct an expulsion meeting, or may appoint one of the following persons to conduct the expulsion meeting:
  - a. legal counsel
  - b. a member of the administrative staff who did not expel the student and was not involved in the events giving rise to the expulsion.
2. An expulsion will not take place until the student and the student's parents are asked to appear at an expulsion meeting conducted by the superintendent or the person designated above. Failure by a student or a student's parent to appear at this meeting will be deemed a waiver of rights administratively to contest the expulsion or to appeal it to the school board.

3. The request to appear at the expulsion meeting will be in writing, delivered by certified mail or by personal delivery, and contain the reasons for the expulsion and the date, time, place, and purpose of the meeting.

4. At the expulsion meeting, the principal (or designee), will present evidence to support the charges against the student. The student or parent will have the opportunity to answer the charges against the student, and to present evidence to support the student's position.

An attorney may not represent the student at the expulsion meeting, but the attorney may be available for consultation outside the meeting room during the course of the meeting.

5. If an expulsion meeting is held, the person conducting the expulsion meeting will make a written summary of the evidence heard at the meeting, take any action found to be appropriate, and give notice of the action taken to the student and the student's parent.

The student or parent has the right to appeal the decision of the person conducting the expulsion meeting to the school board within 10 days of the receipt of notice of the action taken. The student or parent appeal to the school board must be in writing. If an appeal is properly made, the board must consider the appeal unless the board votes not to hear the appeal. If the board hears the appeal, it will consider the written summary of the expulsion meeting and the arguments of the school administration and the student and/or the student's parent. The board will then take any action deemed appropriate.

Other disciplinary remedies may also be followed by the superintendent, principal, any administrative personnel or any teacher of the school corporation, who are hereby authorized to take any action in connection with student behavior, in addition to actions otherwise provided for, which are reasonably desirable or necessary to help any student to further school purposes, or to prevent an interference therewith, such action including such matters as counseling with a student or group of students, conferences with a parent or group of parents, assigning students additional work, rearranging class schedules, requiring a student to remain in school after regular school hours to do additional school work or for counseling or restricting participation in or attendance at extracurricular activities.

### **DETENTION**

The principal or his designee may assign detention to a student. Detention meets from 3:20 to 4:20 p.m. on Monday through Thursday. Detentions must be assigned on days subsequent to the incident. If it is impossible for a student to attend an assigned detention, his/her parents or guardian must contact the principal to make other arrangements. Failure to attend assigned detention will result in more severe discipline.

### **OUT OF CLASS SUSPENSION**

When a student is placed in O.C.S., they will be removed from the class they are scheduled for and placed in the In-School Detention room, the office, or another teacher's classroom. The student will be responsible to complete all of their work during this time.

### **In School Detention**

A student placed in "In School Detention" must spend the entire school day in the detention room. Students may be given class assignments to do. It will be the responsibility of the student to pick up these assignments and complete them prior to returning to class. Failure to do so will result in an "F" for those assignments. Students who complete these assignments will receive credit for work turned in on time. Only the principal or his designee may assign a student to "In School Detention."

### **GUIDELINES FOR IN SCHOOL DETENTION**

1. Students will be escorted to and from the lunchroom and will eat in the detention room.
2. Students tardy to the In School Detention room may be assigned an additional day.
3. Students who sleep or fail to comply with any instructions will be given additional time in In School Detention or possible Out of School Suspension.
4. No one may leave the room at any time except during the morning and afternoon restroom breaks.
5. Talking or otherwise communicating with other students in the room is NOT permitted. Student's cell phones will be secured in the principal's office while they are in detention.

### **OUT-OF-SCHOOL SUSPENSION**

This suspension is done only in the case of a severe violation of the rules or continued disruptions to the educational process.

### **STUDENT DRIVER'S LICENSES**

A driver's license or a learner's permit may not be issued to an individual less than eighteen (18) years of age who meets any of the following conditions:

1. Is a habitual truant.
2. Is under at least a second suspension from school for the school year.
3. Is under an expulsion from school.
4. Has withdrawn from school, for a reason other than financial hardship and the withdrawal was reported before graduating.

At least five (5) days before holding an exit interview, the school corporation shall give notice by certified mail or personal delivery to the student, the student's parent, or the student's guardian of the following:

1. That the exit interview will include a hearing to determine if the reason for the student's withdrawal is financial hardship.
2. If the principal determines that the reason for the student's withdrawal is not financial hardship:
  - a. the student and the student's parent or guardian will receive a copy of the determination; and
  - b. the student's name will be submitted to the bureau for the bureau's use in denying a driver's license or learner's permit under this section.

### **PARENT PARTICIPATION**

A parent (including a guardian and custodian) of a student at the discretion of and upon proper notice by a school official shall be required to participate in any disciplinary action involving the student's behavior which is authorized under the Student Due Process Code IC 20-8.1-5, as well as the student discipline handbook of this school corporation.

Parent participation includes, but is not limited to, meetings, conferences, hearings, supervising after-school-home study time, reviewing homework, and assuring regular school attendance and attendance after school if necessary. When a school official deems it necessary to require parent participation to resolve behavioral problems of a student, the parent shall be notified in one of the following ways: (1) Telephone contact by a school official at least five (5) days in advance of the meeting, conference, or hearing, followed by a letter of confirmation by regular or certified mail; or (2) Personal delivery of written notice of the required attendance at the meeting, conference, or hearing by a school official at least three (3) days beforehand.

The superintendent, principal, or other administrative official shall be authorized upon receipt of parental consent to require the student to participate in behavioral testing, counseling, or drug or alcohol abuse evaluation by a licensed agency if such testing, counseling or evaluation is reasonably necessary to help any student, to further school purposes or to prevent interference with school purposes. The cost of these services shall be the responsibility of the parent.

Upon receipt of proper notice, any parent, guardian, or custodian, who fails to comply with the requirements of a school official to participate in the resolution of behavioral problems of a student whose conduct is repeatedly disruptive to the student's own educational progress or to the progress of others may be referred to the Child Protective Services Division of Public Welfare and the child may be considered to be a "child in need of services" in accordance with IC 31-6-4-3(a)(7).

### **PUBLIC SHOW OF AFFECTION**

Students should not, under any circumstances, while on school grounds, anywhere in the building or at a school function, show affection to one another that creates a scene and draws undue attention to them. The administration and faculty believe this creates a poor image of our student body, and that school is not the place to engage in any affectionate gestures. Students who persist in this conduct will be called to the office, counseled, and parents called. Subsequent behavior of this nature could result in detention, in-school detention, and suspension, with parents returning with their children to discuss the matter.

### **GUM CHEWING**

Gum chewing is considered to be a part of a particular teacher's class rules and regulations. Students are to comply with these rules and regulations.

## **STUDENT MEDICATION**

Only medication absolutely necessary to enable a student to remain in school will be administered during the school day. An "Authorization to Administer Medication Form" and a doctor's order indicating the times that the medication should be taken must be submitted to the school nurse or her designee. A prescription label may be substituted for a doctor's written order.

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

Per Indiana Code Section 3.IC 20-8.1-7.5: All students with a chronic disease or medical condition (ex: Asthma, bee sting allergy, etc.) 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 Section 4.IC 20-8.1-7-22: This section does not apply to medication possessed by a student for self-administration.

1. For students in grades kindergarten through grade eight 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 Section 5. IC 34-30-14-6: A school or school board is not liable for civil damages as 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.

It is the student's responsibility to request the medication when dosage is due and to take unused medication home.  
**ALL MEDICATION MUST BE KEPT IN THE OFFICE.**

## **BOARD POLICY - ACCESS TO ELECTRONIC INFORMATION, SERVICES, & NETWORKS:**

Freedom of expression is an inalienable human right and the foundation for self-government. Freedom of expression encompasses the right to freedom of speech and the corollary right to receive information. Such rights extend to minors as well as adults. Schools facilitate the exercise of these rights by providing access to information is a fundamental right of citizenship.

In making decisions regarding student access to the Internet, Triton School Corporation considers its own stated educational mission, goals, and objectives. Electronic information research skills are now fundamental to preparation of citizens and future employees. Access to the Internet enables students to explore thousands of libraries, databases, bulletin boards, and other resources while exchanging messages with people around the world. Triton School Corporation expects that its faculty will blend thoughtful use of the Internet throughout the curriculum and will provide guidance and instruction to students in its use. As much as possible, access from school to Internet resources should be structured in ways which point students to those which have been evaluated prior to use. While students will be able to move beyond those resources to others that have not been previewed by staff, they shall be provided with guidelines and lists of resources particularly suited to learning objectives.

Outside of school, families bear responsibility for the same guidance of Internet use as they exercise with information sources such as television, telephones, radio, movies, and other possibly offensive media.

Students utilizing school-provided Internet access must first have the permission of and must be supervised by the Triton School Corporation professional staff. Students utilizing school-provided Internet access are responsible for



good behavior on-line just as they are in a classroom or other areas of the school. The same general rules for behavior and communications apply.

The purpose of school-provided Internet access is to facilitate communications in support of research and education. To remain eligible as a user, individual use must be in support of, and consistent with the educational objectives of Triton School Corporation. Non-academic activities are prohibited. Access is a privilege, not a right. Access entails responsibility.

Users should not expect that files stored on school-based computers will always be private. 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 ensure that users are acting responsibly.

The following uses of school-provided Internet access are not permitted:

- a. to access, upload, download, or distribute pornographic, obscene, or sexually explicit material;
- b. to transmit obscene, abusive, or sexually explicit language;
- c. to violate any local, state, or federal statute;
- d. to vandalize, damage, or disable the property of another individual or organization;
- e. to access another individual's materials, information, or files without permission; and,
- f. to violate copyright or otherwise use the intellectual property of another individual or organization without permission.

Having access to Internet is a privilege. The preceding listing of unacceptable uses of the Internet should not be considered all-inclusive. A user who violates the terms and conditions of Internet use or commits other acts of misconduct that may not be listed but considered inappropriate use of school resources, will lose the privilege of school-provided access to the Internet. 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.

Triton School Corporation makes no warranties of any kind, neither express nor implied, for the Internet access it is providing. 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 service. The Corporation will not be responsible for the accuracy, nature, or quality of information stored on school diskettes, hard drives, or servers, nor for the accuracy, nature or quality of information gathered through school-provided Internet access. The Corporation will not be responsible for unauthorized financial obligations resulting from school-provided access to the Internet.

Parents of students in Triton School Corporation shall be provided with the following information:

Triton School Corporation is pleased to offer its students access to the Internet. The Internet is an electronic highway connecting hundreds of thousands of computers and millions of individual users all over the world. This computer technology will help propel our schools through the communication age by allowing students and staff to access and use resources from distant computers, communicate and collaborate with other individuals and groups around the world, and significantly expand their available information base. The Internet is a tool for life-long learning.

Families should be aware that some material accessible via the Internet may contain items that are illegal, defamatory, inaccurate, or potentially offensive to some people. In addition, it is possible to purchase certain goods and services via the Internet which could result in unwanted financial obligations for which a student's parent or guardian would be liable.

While the Corporation's intent is to make Internet access available in order to further educational goals and objectives, students may find ways to access other materials as well. Even should the Corporation institute technical methods or systems to regulate students' Internet access, those methods could not guarantee compliance with the Corporation's acceptable use policy. That notwithstanding, the Corporation believes that the benefits to students of access to the Internet exceed any disadvantages. Ultimately, however, parents and guardians of minors are responsible for setting and conveying the standards that their children should follow when using media and information sources. Toward that end, Triton School Corporation makes the Corporation's complete Internet policy and procedures available on request

for review by all parents, guardians, and other members of the community and provides parents and guardians the option of requesting for their minor children alternative activities not requiring Internet use.

NOTICE: This policy and all its provisions are subordinate to local, state, and federal statutes.

### **GUIDANCE AND COUNSELING**

**COUNSELING:** Counseling services are available to all students. Many problems concerning both school and one's personal life can be helped by counseling with a competent person. The school counselor will be happy to try to help you with these problems. Every student attending high school should plan to arrange at least one conference each year with his/her counselor. The guidance counselor in the Jr.-Sr. High School assists pupils with:

1. Program planning
2. Educational progress
3. Self-evaluation of abilities, aptitudes, and interests
4. Personal problems
5. Career information
6. College information
7. Scholarship information and financial aid
8. Job placement

### **PARENTS ARE URGED TO TALK WITH THE COUNSELOR**

### **JUNIOR HIGH PROMOTION, REWARD & CONSEQUENCE POLICY**

The Triton Junior High School Faculty feels that we have an obligation to our students and community to encourage a work ethic that results in academic success. Promotion to the next grade will be based upon achievement standards established by this policy. Students will pass if all assignments are turned in, and all academic expectations are met for the teacher. Students may qualify also for rewards based on their academic achievement. There are consequences when students do not meet the established standards.

1. Students will receive one (1) point for each class passed per grading period.
2. Twenty-two (22) points must be earned for a student to be promoted to the next grade. A student who does not earn twenty-two (22) points may appeal to a faculty committee.
3. Rewards will be established for students meeting the criteria each grading period: A. A grade of B- or better in all classes or B. Teacher selection based upon improved achievement/work habits.
4. A study time during lunch will be used for students who are not turning in their assignments on time. A. Teacher(s) may assign a student to the "fish bowl." B. The "fish bowl" will operate each day during the student's lunch period in the cafeteria. C. Students must remain in the room of the fishbowl for the entire lunch period. D. The room will be supervised. E. Students must bring a pencil/pen and the classroom book if needed. F. The "fishbowl is mandatory"

### **GRADUATION REQUIREMENTS FOR STUDENTS:**

The requirements for graduation from Triton Jr.-Sr. High School conform with the statutes of the State of Indiana. Students will participate in the Baccalaureate-Commencement exercises only after completing the credits listed below. A credit is awarded for a passing semester average grade for each semester of a course, except for Vocational Co-op courses, which earn two or more credits each semester. Triton requires additional credits beyond what the state requires.

- 8 credits in English
- 4 credits in mathematics (including 2 credits of Algebra I)- Students are also required to earn 2 credits in a math or quantitative reasoning course during the junior or senior year.
- 4 credits in science (including 2 credits in Biology I and at least 1 credit in Earth/Space Science or Chemistry).
- 4 credits in Social Studies (2 credits in U.S. History, 1 credit in U.S Government, 1 elective social studies credit)
- 2 credits in Physical Education I & II
- 1 credit in Preparing for College & Careers
- 1 credit in Health and Wellness (or substitute 2 credits from the following: Interpersonal Relationships, Nutrition & Wellness, Child Development & Parenting)
- 1 credit in financial literacy (any of the following classes: Economics, Personal Financial Responsibility, Adult Roles & Responsibilities)

6 credits in a College and Career Pathway

5 flex credits in any of the following categories:

- a) Additional courses in a College & Career Pathway.
- b) Courses involving workplace learning (ICE, Professional Career Internship).
- c) College dual Credit in the area of Career Technical Education.
- d) Additional courses in English, Social Studies, Math, Science, Spanish, or Fine Arts.

5 Additional credits in elective courses

#### **41 Total Credits**

In addition to fulfilling the above course credit requirements, students graduating with a diploma must also meet the State of Indiana's requirement for one of the following areas:

1. Project Based Learning Experience - allows students to gain knowledge and skills by working for an extended period of time to investigate and respond to an authentic, engaging and complex question, problem, or challenge. The project is framed by a meaningful problem to solve or a question to answer, at the appropriate level of challenge. Students engage in a rigorous, extended process of asking questions, finding resources, and applying information. Students often make their project work public by explaining, displaying and/or presenting it to people beyond the classroom.
2. Work Based Learning Experience - is a strategy to reinforce academic, technical, and social skills learned in the classroom through collaborative activities with employer partners. Work-based learning experiences allow students to apply classroom theories to practical problems, to explore career options, and pursue personal and professional goals.
3. Service Based Learning Experience - integrates meaningful service to enrich and apply academic knowledge, teach civic and personal responsibility (and other employability skills), and strengthen communities.

A local requirement added for all graduates to complete, starting with the Class of 2023, is an accumulation of twenty-six (26) community service hours. Triton School Corporation believes in putting "Others Over Self" and the best way to demonstrate this is by giving back to those in and around our community. In order to meet this local graduation requirement, students must complete approved service hours as follows; Freshmen Year = 4 hours, Sophomore Year = 6 hours, Junior Year = 8 hours and Senior Year = 8 hours. These hours will be tracked by the school and reviewed annually between the school and students.

Furthermore, students will also be required to complete at least one of the following Postsecondary-Ready Competencies: Honors Diploma; or ACT Benchmark; or SAT Benchmark; or ASVAB Benchmark; or State and Industry Recognized Credential or Certification; or Career Technical Education Concentrator; or AP/Dual Credit courses or CLEP exams earning a C average or higher in 3 courses; or a locally created pathway.

**INDIANA CORE 40 DIPLOMA:** The education, business, labor, and government leaders of the State of Indiana have agreed that the current minimum graduation requirements do not adequately prepare students for the future. They have agreed upon a set of expectations called Indiana Core 40 which will prepare students for the future regardless of whether the student intends to enter a four-year college, two-year college, vocational school, or the work force after high school.

Core 40 goes beyond the minimum graduation requirements, and the State of Indiana currently requires that all students begin a four-year plan which includes the Core 40 curriculum. By this endeavor, the state hopes that all Indiana students will envision an educational plan that will empower them to be capable workers and citizens of the future. A parent or guardian must come into the school and sign a Core 40 opt-out form for the student to drop down to the basic graduation requirements of a general studies diploma.

Core 40 consists of the following 41 credit requirements:

8 credits in English

6 credits (in grades 9-12) in mathematics (from Algebra I, Geometry Algebra II, and Precalculus)

Note: The student must also take a math or quantitative reasoning course the senior year of high school.

6 credits in science (Biology, Chemistry, and either Earth/Space Science, AP Biology, Environmental Science or Physics)

6 credits in social studies (2 credits of World History, 2 credits of U.S. History, 1 credit of U.S. Government, 1 credit of Economics)  
 1 credit in Preparing for College and Careers  
 1 credit in Health and Wellness (or 2 credits from: Interpersonal Relations; Child Development & Parenting, and Nutrition & Wellness)  
 2 credits in Physical Education I & II  
 5 credits in Directed Electives (additional courses from Spanish, Art, Music or additional courses in a College and Career Pathway).  
6 credits in Electives (Courses in a College and Career Pathway are recommended)  
**41 Total Credits**

**CORE 40 WITH TECHNICAL HONORS DIPLOMA:** Students planning to attend a vocational/technical school, apply for an apprenticeship program, or enter the work force directly after high school might want to develop a vocational specialization during the junior and senior years by adding the Technical Honors endorsement to the Core 40 Requirements. Triton will award a Core 40 diploma with Technical Honors along with a special notation on the student's permanent grade transcript and diploma to any student who earns a minimum of 47 total credits and meets the following criteria:

- 1) Completes all Core 40 Requirements.
- 2) 6 credits in a College and Career Pathway and one of the following:
  - a. Pathway designated industry-base certification.
  - b. Pathway dual credits resulting in 6 transcribed credits
- 3) Earns a grade of C or above in all courses and a cumulative GPA of 2.9.
- 4) Complete one of the following:
  - a. Earn the following scores or higher on Work Keys: Reading for Information-Level 6; Applied Mathematics-Level 6; and Locating Information-Level 5.
  - b. Earn the following minimum scores on Accuplacer: Writing 80; Reading 90; and Math 75.
  - c. Earn the following minimum scores on Compass: Algebra 66; Writing 70; and Reading 80.
  - d. Either one of the a or b options for academic honors under the fifth requirement for academic honors.

**CORE 40 WITH ACADEMIC HONORS DIPLOMA:** As directed by the State of Indiana, Triton will award a Core 40 diploma with Academic Honors along with a special notation on the student's permanent grade transcript and diploma to any student who earns a minimum of 47 total credits and meets the following requirements:

- 1) Completes all Core 40 requirements
- 2) 2 additional credits in mathematics – Note: Student must also take a math or quantitative reasoning (AP Biology, Chemistry or Physics) course the senior year in high school.
- 3) 6 credits in Spanish
- 4) 2 credits in fine arts (band, choir, or art)
- 5) Complete at least one of the following to show college readiness:
  - a. Successfully complete (with grades of C or higher) two college level academic classes or a minimum of 6 semesters credit hours of dual credit from the state's priority liberal arts class list. For the AP courses, students must take the AP exams at the end of each course to count them as college level.
  - b. 1250 or higher on the SAT with a minimum of 560 in Math and 590 in Evidence-based reading and writing or an ACT Plus Writing composite of 26 or higher.
- 6) 47 total credits with a "C" or higher in all required 47 credits and a minimum overall GPA of 2.9.

If a student took the equivalent of Spanish I and/or Algebra I in junior high, and received high school credit, these classes count toward Academic Honors.

**VALEDICTORIAN AND SALUTATORIAN:** Valedictorian and Salutatorian will be recognized as the two highest ranking students graduating with Indiana Academic Honors Diplomas from Triton. A minimum of at least twelve credits must be earned entirely at Triton during the last two semesters of attendance. Valedictorian and Salutatorian will be determined based on cumulative GPA after eight semesters.

**POSTSECONDARY CREDIT OPTION:** Any student in grades 11 or 12 may enroll either full-time or part-time in an accredited college or university program and earn credits toward graduation from Triton as well as credits in the college program if the following conditions are met:

1. Progress toward graduation is not delayed.
2. Participation by the student would not cause a similar class at Triton to be cancelled due to low enrollment.
3. Each course earning co-credit must correspond in content to an approved Indiana high school course.

All costs for tuition, fees, books, and transportation are the responsibility of the student and/or parents. Release time from school can be granted for students enrolled in this program to allow students to attend college or university classes during the normal school day. To enroll in this program, students should contact the guidance counselor. The Principal must approve all requests.

**HONORS CLASSES:** Honors level classes are offered at Triton which cover all the state standards that the regular level classes cover with greater depth and breadth of curriculum. Students must have all A's and B's in the previous year's subject area to qualify for enrollment in an honors course. Additional criteria that will be considered before making such a move will include teacher recommendation, performance on state and local assessments and student work ethic. We want all students to be challenged, but we also want to make sure students are placed in the classes that set them up for success.

Honors level classes are not required for an Indiana Academic Honors Diploma. For grade point average (GPA) calculations, honors courses carry .333 additional point. For the academic letter awards system, honors courses carry no additional points.

**ADVANCED PLACEMENT (AP) AND DUAL CREDIT OPTIONS:** Students who would like to schedule an AP test to earn college credit while in high school should contact the guidance office by February of the academic year in which they plan to take the test. Currently the State of Indiana pays for the costs of these exams in Math and Science as long as the student takes an AP course in the appropriate subject area. Triton currently offers AP Calculus and AP Physics in addition to dual credit college classes in English, math, science, social studies, agriculture and law enforcement. See a counselor or the Triton website for an updated list of these classes.

#### **POLICY ON SEVEN SEMESTER GRADUATION**

To implement the policy on seven (7) semester graduation, the Triton School Board has established the following guidelines and alternatives for all students:

Alternative No. 1 - Continue full-time attendance for eight semesters.

Alternative No. 2 - Complete withdrawal from school at the end of the seventh semester, providing all requirements for graduation have been completed.

a. STUDENTS CHOOSING THIS ALTERNATIVE WILL NOT PARTICIPATE IN ANY EXTRACURRICULAR ACTIVITIES, BUT COULD ATTEND THE PROM, THE SENIOR FIELD TRIP, AND THE SENIOR BREAKFAST BEFORE COMMENCEMENT PRACTICE. THEY CAN PARTICIPATE IN COMMENCEMENT EXERCISES IF ALL GRADUATION REQUIREMENTS ARE COMPLETED AND VERIFIED AT LEAST ONE WEEK IN ADVANCE OF COMMENCEMENT.

**SCHEDULING INFORMATION:** All students must schedule seven (7) classes each semester. Every effort will be made to make the master schedule as conflict-free as possible. However, conflicts will inevitably arise for some students, especially when several single-section classes are requested. When the master schedule is built, Seniors will be given preference, then Juniors, etc. Required courses will be given preference over elective courses.

**ADMISSION TO VOCATIONAL CLASSES:** Triton Jr.-Sr. High School offers a wide variety of vocational classes outside the walls of the high school. Due to the expense and limited availability of enrollment spaces, students must complete the NCAVC application form and be approved by the High School Administration to participate in these programs. Not all students who apply to a vocational program will necessarily be admitted. Final admission to a program is at the discretion of the school hosting the program and the structure of the master schedule, which would allow these classes to fit into the student's schedule. Transportation is the responsibility of the student and/or his or her parents/guardian.

**ZERO HOUR:** The Athletic Performance training course takes place before the normal learning day and promotes the enhancement of skills associated with high-level athletic performance such as strength training, plyometric, agility, speed and power training, core strength, and flexibility. This course includes the study of physical development concepts and principles of exercise as well as opportunities to develop or refine skills and attitudes that promote improved athletic performance. Students will follow a semester long, instructor designed training program that includes the study of nutrition, hydration and proper recovery. This course was specifically designed for those athletes with previous exposure to advanced training techniques and who desire to pursue continued athletic competition at the collegiate level.

- Prerequisite: Physical Education I & II, and participate in school sponsored athletics. Enrollment based on instructor and coach recommendation.
- Credits: a 1-term course for 1 credit or upon mastery of course standards. There is no maximum number of credits that may be earned provided that there is no course or skill level duplication.
- Counts as an elective for General, Core 40, Core 40 with Academic Honors, and Core 40 with Technical Honors diplomas.
- Classes are co-education unless the activity involves bodily contact or groupings based on an objected standard of individual performance developed and applied without regard to gender.
- Adapted physical education must be offered, as needed, in the least restrictive environment and must be based upon an individual assessment.
- Class will begin at 6:45 a.m. and end at 7:45 a.m. Monday through Friday.
- Students must provide their own transportation.
- Initial enrollment is at least a semester long commitment.
- Triton Jr. Sr. High School attendance policy will be enforced.
- Appropriate attire will be worn at all times.
- Delays and cancellations will be communicated via the instructor.

**SCHEDULE CHANGES AND DROPS:** All students' original schedule requests provide the data used to build the final master schedule. Consequently, these requests should be finalized prior to the end of the school year preceding the scheduling request so that an appropriate master schedule can be created based on accurate data. This should give the student, parents, teachers, and counselor ample time to determine whether the student has the ability to succeed in the classes he/she has requested for the following school year.

If the student and parents/guardians believe some unusual circumstance has occurred during the year which merits a schedule change, students should see a counselor to examine a possible schedule change during the first week (five days) that the class meets at the start of the semester. Schedule changes may be made at this time depending upon the reason for the change and how the change would affect class sizes. Refunds or additional billing for book rental due to schedule changes will be made only if the change exceeds ten dollars. Any classes dropped from a students' schedule after the first week that class meets may result in a grade of "WF."

Because Triton is very limited on the number of one semester classes offered at the beginning of the second semester, the students' choices for replacement classes for second semester will be very limited, especially if some of these classes are already full.

**HONOR ROLL:** An honor roll will be published at the close of each grading period and each semester. High honors will be given to students with nothing less than an A- in all classes. Honors will be given to those with nothing less than a B- in all classes.

**AWARDS:** Triton Jr.-Sr. High School has a program to reward academic excellence. The program is as follows.

#### **HONOR ROLL AWARDS SYSTEM**

**ELIGIBILITY:** Achieving honor roll status for the first three grading periods of the school year.

**AWARD:** Certificate

### ACADEMIC LETTERS SYSTEM

**ELIGIBILITY:** Students become eligible by achieving points based on the high school semester grades earned during the regular school year (excludes summer school). A student will receive two points for each "A" and one point for each "B" in most classes. In a few of the most academically challenging classes, a student will receive four points for an "A" and two points for a "B".\*

**AWARDS:**        Three Semester Students    35 points=Letter or Patch  
                         Five Semester Students    55 points=Letter or Patch or 65 points=Silver Medal  
                         Seven Semester Students    80 points=Silver Medal or 100 points=Gold Medal

Each award can be achieved only once.

The following classes will be considered weighted for academic awards mentioned above:

English 9-Honors  
English 10-Honors  
English 11-Honors  
English 12-Honors  
Geometry Honors  
Algebra II-Honors  
Precalculus/Trigonometry-Honors  
Calculus - AP  
Chemistry  
Physics  
Biology-Honors  
Biology AP  
US History-Honors  
US Government-Honors  
Spanish III  
Spanish IV

Transfer students' placement on the awards system will be decided on by the principal. No awards will be given based solely on grades from another school.

**SEMESTER GRADE AVERAGING:** Semester grades will be determined by averaging percentage (not letter grades) scores as follows:

\*For Jr. High - Each nine week grade carries 1/2 the value of the semester grade.

\*For High School - Each nine week grade carries 2/5 the value of the semester grade, with the semester exam carrying 1/5 the value of the semester grade.

Percentage scores are translated into letter grades as follows:

100.00 – 97.50 A+  
97.49 – 92.50 A  
92.49 – 89.50 A-  
89.49 – 86.50 B+  
86.49 – 82.50 B  
82.49 – 79.50 B-  
79.49 – 76.50 C+  
76.49 – 72.50 C  
72.49 – 69.50 C-  
69.49 – 66.50 D+  
66.49 – 62.50 D  
62.49 – 59.50 D-  
59.49 – 00.00 F

**GRADE POINT AVERAGES (G.P.A.):** Grades will carry the following point value on a 4 point scale for all courses with the exception of Advanced Placement Classes, Dual Credit Classes, and Honor Classes which will be awarded an additional .333 point to the grade values indicated below (however, F and WF will remain 0).

A+ = 4  
A = 4  
A- = 3.667  
B+ = 3.333  
B = 3  
B- = 2.667  
C+ = 2.333  
C = 2  
C- = 1.667  
D+ = 1.333  
D = 1  
D- = .667  
F = 0

**REPORT CARD COMMENTS:** Following are the comment codes for the report cards.

- 1 Student is improving
- 2 Good laboratory and/or assigned work
- 3 Student is exhibiting diligent effort
- 4 Good class participation and attention
- 5 Absences/tardies affecting grade
- 6 Behavior needs improvement
- 7 Inattentive in class
- 8 Assigned work is poorly completed
- 9 Test/quiz scores are low
- 10 Outstanding performance
- 11 Assigned work is not regularly completed
- 12 Make-up work incomplete from days absent
- 13 Passing because all homework completed

**TESTING PROGRAM:** Triton students in grades 7-12 will participate in all testing required by Indiana State law.

**E.C.A. GRADE POLICY:** Triton Jr.-Sr. High School stresses academics. In order to demonstrate the importance of schoolwork, we have adopted a "**NO PASS - NO PLAY**" rule. The rule however includes sports, clubs, organizations, and any other extra curricular activity. A student who receives a failing grade at a nine-week grading term would become ineligible until the next mid-term progress report. Practices and participation will be up to the discretion of the coach/sponsor.

If academically ineligible:

- a. The athlete can be required to practice if he/she will be able to compete later in the season, but practice will be left to the coaches' discretion.
- b. The athlete will not be allowed to participate in any pregame, during game, or after game activities as a player in uniform.
- c. If a student/athlete is/becomes academically ineligible, yet still qualifies for an award (as stated in the participation requirements for a varsity award), the award will be given.
- d. A choir member, band member, color guard member, or club member cannot participate in an organized school function until eligible.



**WORK PERMIT POLICY:** Work permits are issued in the high school guidance office. The office is open Monday through Friday of each week from 7:30 a.m. until 3:30 p.m. All students must have a job before a work permit is issued.

The first step in securing a work permit is to get an “Intention to Employ” card to be filled out by the prospective employer. These cards are available from the guidance office or your employer. The “Intention to Employ” card is taken to the employer, who fills it out by listing the student’s name, address, and kind of work that she/he will do. The name of the business, address, and signature of the employer are also written on the card. The student and one of her/his parents must also sign the card.

The second step in securing a work permit is that the student brings the “Intention to Employ” card, filled out, and a copy of their birth certificate back to the guidance office. The birth certificate must be seen and recorded by the person issuing the work permit.

Under Indiana law, school corporations have the right to deny a work permit to a student whose academic performance does not meet the school corporation’s standards or whose attendance is not in good standing. They also have the right to revoke a work permit previously issued to a student if the school determines that there has been a significant decrease in the student’s grade point average or attendance after she/he begins work. When it appears that a job is detrimental to a student’s academic status, it is our responsibility to advise the parents and employer so we can work together to ensure that the student’s education remains the primary focus.

Therefore, it is important for students, parents, and employers to know the guidelines that accompany the responsibility of being a working teen.

**WORK PERMIT GRADE POLICY** – When referring to grades in this section, it refers to nine week grades. Mid-term grades do not apply to this policy.

1. A student must pass six (6) credit classes, and not have an “F” grade, before a work permit will be issued.
2. If a student does not pass six (6) credit classes or receives an “F” grade after a work permit has been issued:
  - a. The student’s parents and employer will be sent a warning letter, and the student will be placed on probation for the next grading period.
3. If the student does not pass all six (6) credit classes, or receives an “F” during the probation period:
  - a. The school will revoke the work permit for the next grading period and the parents and employer will be notified.
4. The work permit will be reissued to the student when all six (6) credit classes are passed or when the student does not receive an “F” in any grading period.

**WORK PERMIT ATTENDANCE POLICY**

1. A student may not be absent from school more than 10% of the days in a grading period. Medical reasons and written excused absences from the student’s parents are excluded.
2. If the student’s record of unexcused absences is more than the allowed 10% in a grading period:
  - a. The student’s parents and employer will be sent a warning letter, and the student will be placed on probation for the next grading period.
3. If unexcused absences persist during the probation period:
  - a. The school will revoke the work permit for the next grading period and the parents and employer will be notified.
4. The work permit will be reissued if the student’s attendance reaches an acceptable level during the next grading period.

Should the work permit be revoked at the end of the school year, special provisions will be given to that student and she/he will be allowed to work during the summer while school is not in session. However, such students will lose their work permits at the start of the new school year until they meet the attendance and grade standards established by the school for receiving a work permit.

The student has the right to appeal this decision, but the school will override its decision only upon a student’s demonstration of just cause. Appeals are made to the school principal in writing.

## **Gang Policy**

In compliance with Indiana Code 20-26-18, 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.

## **PROBLEM SOLVING STEPS**

1. Identify the problem. (This step involves a complete understanding of the problem through research and analysis. In writing, this understanding of the problem will result in the development of a thesis statement that guides an essay.)
2. Devise a plan. (This step generates ideas by brainstorming, planning solutions, and selecting the best solutions by hypothesizing what the outcomes of each solution will be. In writing, this occurs by the creation of supporting thoughts and ideas to the thesis statement in the form of an outline, flow chart, idea map, fishbone, or idea tree.)
3. Carry out the plan. (This step implements the plan, which may involve setting up an experiment, collecting data, and making observations. In writing, this occurs by the actual composing and creation of the essay.)
4. Look back. (This step involves evaluation by summarizing ideas, analyzing the results, and drawing conclusions. In writing, this occurs by editing the essay through reviewing, correcting, and rewriting.)

## **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, which 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 who 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 failures 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

Certain "Directory Information" about students may be released to newspapers, colleges, civic organizations and other similar agencies as well as published on the school's website, in programs for athletics, music and other presentations associated with the school. The Triton School Corporation designates the following items as "Directory Information": Student's name, parent's name, address, telephone number, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, date of attendance, degrees and awards received, most recent previous school attended, photograph and videotape not used in a disciplinary matter, student work displayed at the discretion of the teacher with no grade displayed. The corporation may disclose any of those items without prior written consent, unless notified in writing to the contrary.

### **ASBESTOS NOTICE**

This information is being published to comply with the requirements of 40 CFR 763 Subpart E asbestos containing materials in schools. This regulation, commonly known as the "AHERA" rule, requires local education agencies, such as this one, to perform certain tasks in regard to the presence and control of asbestos containing materials in the buildings under the jurisdiction of the local education agency.

These include but are not limited to:

1. Developing an asbestos management plan which is designed to outline procedures and guidelines for the inspection, reinspection and periodic surveillance of asbestos containing materials that are in the buildings.
2. Provide awareness training and additional training to selected school employees.
3. Periodically notify all workers and occupants, or their local guardians, parents, and collective bargaining organizations of the availability of asbestos management plans, the location of it and the times that the plans may be reviewed.

This notification is to advise all patrons, occupants, or their legal guardians, collective bargaining organizations, that the asbestos management plans required under this act are available for review upon request. A copy of the plan under the jurisdiction of this local education agency is available in the Administration building, which is located at 100 Triton Drive, Bourbon, Indiana, 46504-1899; telephone number 574-342-2255. Plans for individual schools and other buildings are located in the administration office of each building. Any person can view the plans during normal business hours of the particular school. Interested parties wishing to inquire about the hours and times that the plans are available should call the above number.

At this time, the management plans can provide information regarding inspections, response actions, and post-response action activities, including periodic reinspection and surveillance activities that are planned or in progress. Inquiries regarding any facet of the regulation or the management plans should be directed to Mr. Richard Anders at the above telephone number during regular business hours.

Detailed reports have become part of each school's asbestos management plan and may be reviewed in the school office. Required periodic surveillance will be conducted in September and March of each school year.