



Triad School

Parent and Student Handbook





Triad School

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Mission Statement and Philosophy

Mission Statement and Philosophy

Mission Statement

Triad School's mission is to inspire lifelong learning, help students develop confidence in themselves in order to explore ideas others have not, and support the social, emotional, and academic success of every student.

Philosophy

Triad's philosophy emphasizes developing well-rounded, independent learners who are capable of critical thinking and problem-solving preparing them for success beyond the classroom. Triad School is committed to fostering an environment where every student can thrive by recognizing and nurturing their individual strengths and addressing their unique challenges. The School believes in cultivating a positive mindset that empowers students to become resilient, adaptable learners who are equipped to navigate the complexities of the modern world.

Key Principles

1. Personalized Learning: Triad School acknowledges each student has a unique set of strengths and weaknesses. The School tailors learning experiences that capitalize on students' strengths while providing support to overcome their challenges. Through differentiated instruction, Triad aims to meet the diverse needs of all learners.
2. Growth Mindset: Triad School encourages a growth mindset in our students by promoting the belief that abilities and intelligence can be developed through dedication and hard work. By fostering a culture of perseverance and resilience, Triad helps students view challenges as opportunities for growth rather than obstacles.
3. Learning How to Learn: Triads' educational focus is on teaching students how to learn effectively. Critical thinking, metacognition, and self-directed learning strategies that enable students to take ownership of their education and become lifelong learners are emphasized.
4. Problem Solving and Creativity: Triad prioritizes developing students' problem-solving skills by engaging them in real-world challenges and encouraging creative thinking. The curriculum is designed to inspire curiosity, innovation, and the ability to think outside the box.

5. Collaborative Learning: Triad School believes collaboration enhances learning and helps students develop essential communication and teamwork skills. Through group projects and cooperative learning experiences, students learn to appreciate diverse perspectives and work effectively with others.
6. Positive and Supportive Environment: Triad School is dedicated to creating a safe and supportive environment where students feel valued and respected. The School promotes positive relationships among students, teachers, and staff fostering a sense of belonging and community.
7. Continuous Improvement: Triad School is committed to ongoing reflection and improvement in our teaching practices. By staying informed about the latest educational research and methodologies, Triad strives to provide the best possible learning experiences for our students.

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Administrative Staff

Administrative Staff

Director: Yvonne Blinde

Director: Julie Power

Middle School Director: Andrea Callaghan

Assistant Director: Kristine Maupin

Please contact the school for current information on other staff.

- Phone: (775) 636-7408
- Email: info@triad-school.com

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Class Schedules

Class Schedules

Homeroom Teacher	Start Time*	End Time**
Ms. Gaby Romero	9:00 a.m.	3:00 p.m. Monday-Thursday 12:45 p.m. Friday
Ms. Julie Power	9:00 a.m.	3:00 p.m. Monday-Thursday 12:45 p.m. Friday
Ms. Sherry Malley	8:30 a.m.	3:00 p.m. Monday-Thursday 1:00 p.m. Friday
Ms. Diane Machen	8:30 a.m.	3:15 p.m. Monday-Thursday 1:30 p.m. Friday
Ms. Andrea Callaghan	8:30 a.m.	3:15 p.m. Monday-Thursday 1:30 p.m. Friday

* Please have your student at school prior to the start time of their class; this allows your student the opportunity to start their school day in a positive manner. Students may join their homeroom class no earlier than 15 minutes before the class start time. Students arriving more than 15 minutes before the start of their class will attend before care.

**Families have a 15 minute window to pickup their student after the end of school. Students remaining at school after the 15 minute window will attend Homework Club and after care.

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Hours of Operation

Hours of Operation

Triad School's office hours are 8:00 a.m. to 4:00 p.m Monday through Friday. During the school year, the campus formally closes at 5:00 p.m.

For summer and vacation hours, please contact the school.

Refer to the yearly [school calendar](#) for school closures, early dismissal dates, and observed holidays during the school year.

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Before and After School

Before and After School

Drop Off and Pick Up

A staff member must be present at Triad School for student drop off or pick up. Do not simply drop off your student in the front of the building and leave. Ensure your student enters both sets of doors before leaving.

Students who arrive late to school must be dropped off with a staff member at the front desk. The staff member will escort the student to class.

Triad School will only release a student to persons listed on the student's enrollment form. If a change in authorized pickup individuals is needed, the change must be submitted in writing to the School. Include the person's name, phone number, and vehicle they drive in the written change request.

Drop off and pick up times vary depending on homeroom. Refer to the [Class Schedules](#) and [Hours of Operation](#) sections of this handbook for additional information on drop off and pick up times.

Before Care, After Care, and Homework Club

Before care opens at 8 a.m each school day and is offered until the start of class for each homeroom; class start times are provided in the [Class Schedules](#) section of this handbook. There is an additional nominal fee for before care service.

Homework Club is available after school Monday through Thursday until 5 p.m. and provides a quiet work environment with staff support for students to complete their homework. Homework Club begins 15 minutes after class ends; class end times are provided in the [Class Schedules](#) section of this handbook. No homework is assigned on Friday, so after care is offered until 5 p.m. There is an additional nominal fee for these after school services.

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School Calendar

2024-25 School Calendar

● August 12 - First Day of School
● September 2 - Labor Day
● October 5 through 13 - Fall Break
● October 25 - Nevada Day
● November 1 - Professional Development - No School
● November 11 - Veterans Day
● November 23 through December 1 - Thanksgiving Break
● December 20 - Professional Development - No School
● December 21 through January 5 - Winter Break
● January 20 - Martin Luther King Day
● February 15 through 23 - Ski Break
● March 22 through 30 - Spring Break
● April 21 - Professional Development - No School
● May 26 - Memorial Day
● June 6 - Last Day of School

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Field Trips

Field Trips

Field trips are an extension of Triad's academic program. Typically, field trips are scheduled during regular school hours. Triad cannot provide transportation for students; it is the responsibility of the families to transport students. While Triad does its best to help connect families with each other to coordinate transportation, it is not guaranteed a student will have a ride. If a parent chooses not to have their student participate in a field trip, the student must stay home because staff are also attending the field trip. Any fees associated with field trips are invoiced to the parents.

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Parent Rights and Responsibilities

Parent Rights and Responsibilities

Parent Rights

Parents can expect

- A response to their communication within one (1) school day.
- To be notified within one (1) school day regarding any behavior out of the ordinary for their student.
- An explanation of any action taken by the school regarding their student.
- An explanation of all policies and regulations contained in this handbook.
- Triad will do its best to fulfill its mission as stated in its literature.
- Triad will endeavor to create a safe and healthy environment for students, staff, and families.

Parents Responsibilities

Parents are expected to

- Fulfill all conditions of their enrollment contract.
- Be aware of and support the policies and regulations contained in this handbook.
- Address their concerns through the “chain of command.”
- Actively support the mission, philosophy, and discipline policy of Triad School.

Disciplining Students on Campus

If a parent needs to discipline their student on school property and their family values do not align with Triad School's values, the parent will need to discipline their student in a private setting away from other students.

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Parent Code of Conduct

Parent Code of Conduct

Swearing and Cursing

Parents, legal guardians, and other adults are not permitted to curse or use other inappropriate language on Triad School property at any time, whether in the presence of a student or not.

Threats

Threats of any kind directed at any person on Triad School property will not be tolerated and are grounds for immediate dismissal from Triad School. All threats will be reported to the appropriate authorities, and anyone involved will be prosecuted to the fullest extent of the law.

Parents must be responsible for and in control of their behavior at all times.

Campus Safety

Parents and legal guardians are asked to help enforce the safety procedures of Triad School at all times for the safety, welfare, and best interest of students, families, staff, and associates of the School. Triad School is a secure facility; as such, please inform Triad staff of any and all unauthorized, unknown, or unfamiliar persons, and refer such persons to the office for proper screening.

Confidentiality Policy

Triad School takes the responsibility of maintaining the confidentiality of all persons associated with Triad School very seriously. This Confidentiality Policy applies to all students, families, staff, and associates of Triad School. Parents or legal guardians who share any information considered to be confidential; pressure staff or other parents or legal guardians for information, which is not necessary for them to know; or share information that is not relevant to their own students or family will be in violation of this Confidentiality Policy and will be subject to disciplinary action, up to and including dismissal.

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Student Rights and Responsibilities

Student Rights and Responsibilities

Student Rights

Students can expect the right to

- Well planned, clearly presented instruction and materials.
- Fully involved teachers throughout the entire class period.
- Respect from their teacher, staff, and other students.
- Voice their opinion in a respectful and productive way.
- An instructional environment that is not disrupted for inappropriate reasons or behavior.
- Classwork and homework that is useful, thought-provoking, and not “busywork.”

Student Responsibilities

Students are expected to

- Communicate in a productive way.
- Follow the directions given to them by their teachers and school staff.
- Follow school rules and policies, including the School’s uniform policies.
- Come prepared for class.
- Put forth effort and be engaged in their learning rather than “always do their best.”
- Never verbally or physically abuse other individuals and groups.

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Student Behavior and Conduct

Student Behavior and Conduct

Harassment and Bullying

Triad School is committed to an environment free from any type of emotional, physical, or psychological harassment and bullying.

Students, parents, or staff who violate this policy will be subject to disciplinary action, up to and including dismissal. Students who have been the victim of harassment or bullying are encouraged to report the alleged acts immediately to any Triad staff member.

Sexual Harassment

Although many of Triad's students may be too young for this issue, Triad School still believes it is necessary to discuss the subject in the event of a situation occurring, especially for older students. For the purpose of this document, sexual harassment is defined as any unwanted sexual advances, requests for sexual favors, and other verbal or physical contact of a sexual nature. Sexual harassment can include, but is not limited to, any unwanted physical advance, verbal comments of a sexual nature, subtle or overt pressure for sexual involvement, unwanted physical contact of a sexual nature, and demand for sexual favors, which may be accompanied by implicit threats. Any conduct of a sexual nature, which has the purpose or the effect of unreasonably interfering with an individual's school experience or creating an intimidating or hostile school environment, is considered sexual harassment and will not be tolerated. Students, parents, or staff who violate this policy will be subject to disciplinary action, up to and including dismissal.

Possession of Dangerous Items

The possession of items that in any way may be considered dangerous is strictly forbidden and can result in expulsion from school. This includes, but is not limited to, guns, knives, clubs, chains, and fireworks.

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General School Policies

General School Policies

Cell Phones

Students are not permitted to turn on or use cell phones anytime during the school day; this includes text messaging from a phone or laptop, unless a student has received direct permission from school staff. School telephones are available for student use, when necessary. Students may not have cell phones on their person during the school day. If a student brings a cell phone to school, the phone must be turned off and kept in the student's backpack. If a student cell phone is used during school hours without permission or is not turned off and making noise during the school day, the cell phone will be held at the front desk for a parent or guardian to pick up.

School Uniforms

School uniforms help keep the learning environment free from distractions. Complying with the uniform requirements protects the relationships between the students from unnecessary and potential negative interactions that could have the effect of eroding mutual respect.

Land's End has been selected as the designated supplier of Triad School's uniforms. The following links can be used to view and purchase Triad uniforms:

- Go to [landsend.com/school](https://www.landsend.com/school) and find Triad School using the preferred school number 900167891 or the school name and location.
- <https://www.landsend.com/co/account/school-uniforms?selectedSchoolNum=900167891>

All clothing items should be clearly labeled with the student's first and last name. This includes coats, hats, gloves, scarves, and boots. Triad School is not responsible for lost or damaged clothing items.

Students must wear an approved school uniform each school day. The only exceptions are free-dress days or school-spirit days; families will be notified when these days are scheduled.

If a student is not in proper Triad School uniform, they will be sent to the office at the start of the school day. Students will borrow available uniform clothing. The items must be washed and returned to Triad within 24 hours. If the borrowed items are not returned in this time frame, the student's account will be charged for the full retail value of the borrowed clothing items.

Students are required to wear tennis shoes for physical education class. Students may bring clothes and shoes to change into for physical education class, but a change of clothes is not required.

Any outer garment, such as sweaters, sweatshirts, or jackets, worn in the school building must be a Triad School uniform clothing item. Students may wear any shirts, leggings, and shorts of their choosing under their school uniform. Clothing items, such as coats and jackets, that are not Triad School uniform may be worn during outside activities only.

Excessive uniform violations may result in uniforms being supplied directly by Triad School and the cost of the provided uniform being billed directly to the student's account. Triad offers the opportunity to obtain school uniforms from available stock of previously owned uniforms at no charge. Land's End has periodic sales; when the School is aware of such sales, families will be notified. Triad School encourages families to purchase uniforms with enough time for shipping including potential shipping delays.

Required Student Supplies

Students are required to have a reusable water bottle and headphones at school each day. If a student does not have a reusable water bottle, Triad will give the student a water bottle and \$12 will be charged to the student's account. If a student does not have headphones, Triad will give the student headphones and \$5 will be charged to the student's account. The price Triad bills families for water bottles and headphones is subject to change based on the cost Triad pays to purchase these items. To avoid these charges, please ensure your student comes to school with a reusable water bottle and headphones each day.

Students are required to bring a snack and lunch to school each day. Snacks and lunches must be something that does not require refrigeration or heating at school.

Safe Sun Exposure

Spending time outdoors is an essential element of most school days. Triad will do its best to accomplish the following:

- Schedule recess and physical education (P.E.) at times when ultraviolet (UV) exposure can be minimized.

- Recommend students wear hats, sunscreen, and sunglasses.
- Recommend uniforms or clothing worn during outside time, such as physical education, limit exposure to the sun.

Triad School suggests families provide hats and sunscreen that are left at school to protect students when they are outdoors for recess, physical education classes, sports, after school activities, and field trips.

Student Birthdays

Triad School allows simple celebrations of student birthdays at school during snack or lunch breaks. Parents may supply treats for a birthday celebration in their student's classroom; treats distributed at school must be provided for all students in the homeroom class.

Please communicate with the school office prior to planning a celebration. Office staff will approve the celebration plan, notify staff of the date and time of the celebration, and provide information on any food allergies in the applicable classroom.

Parent-Teacher and Parent-Director Conferences

Parent-teacher conferences are regularly scheduled throughout the school year to communicate academic and developmental progress of each student, as well as assessment results.

Conferences can be held at the parent's, legal guardian's, or school's request at any time throughout the school year, especially if the needs of a student indicate a conference is necessary. Conferences with a director on any issue can be requested at any time. Please contact the school office or your student's teacher to schedule a conference.

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Enrollment, Tuition and Fees, Payments, and Termination

Enrollment, Tuition and Fees, Termination, and Cancellation

Enrollment

Triad School admits students without regard to race, gender, gender identity or expression, sexual orientation, color, religion, or ethnic origin. The School aspires to create a diverse student body and recruits qualified applicants from a wide variety of cultural, economic, and ethnic backgrounds.

Final acceptance depends upon a personal interview with the student and family, previous work as shown by an official transcript, recommendations of current teachers, the availability of openings in the classroom best suited for the student, and any other information the admissions staff deem necessary.

Submission of the Application for Enrollment does not guarantee enrollment with Triad School.

Tuition and Fees

Tuition for the 2024-25 School Year is \$19,900. School supply fees are determined at the beginning of each school year and may be different for each class.

A *NON-REFUNDABLE DEPOSIT FEE* OF \$500 is payable at the time of submittal of application. The tuition deposit of \$500 is non-transferable and non-refundable. The deposit is applied evenly toward tuition over the year based on the payment plan. Tuition applies to the 180-day school year. The number of school days per month and monthly payment do not always correspond.

Tuition includes textbooks and online access to educational programs. Tuition does not include supplies requested in the student supply list or any other items not expressly stated herein and does not include fees related to uniforms, field trips, laptops, school projects, musical instruments, before and after school care programs, and extracurricular activities.

For midyear enrollment, tuition is prorated. Tuition adjustments are calculated using the daily rate and number of days enrolled. A fee for books and supplies is calculated and charged in

addition to tuition. The amount charged for the book and supply fee is different for each class level and dependent on the timing of enrollment.

Payments

Tuition is due and payable in twelve (12) monthly installments. The installment plan's first installment is due and payable on June 1st of the applicable school year. The remaining installments are due and payable on the 1st day of each month thereafter with payments ending in May of the subsequent school year.

Tuition payments are handled electronically through QuickBooks, although credit cards, checks, Zelle, or cash are accepted. Please note a three percent (3%) fee will be assessed for any credit card payments. Additionally, there is no early payment discount.

A five percent (5%) late fee shall be assessed fifteen (15) days after the installment is due if yet to be paid. An additional accruing 5% fee will be assessed on the unpaid balance each additional 30 days on the 15th of each month. The School shall terminate services after sixty (60) days with a written notice of default in payment.

Termination

Enrollment of a student, once accepted, may be terminated by the family by providing thirty (30) days written notice to the School of the termination of enrollment. The family is responsible for tuition for 30 days from the time of notice or until the student departs, whichever is greater. However, the family is no longer responsible for tuition for the remaining duration of the school year after this period.

If a balance is due at the time of termination of services, the School reserves the right to withhold personal property, such as laptops, registration privileges, report cards, and transcripts, until all financial obligations have been satisfied. After 90 days, any unpaid balance shall be reported to a collection agency.

The director of the School may immediately terminate the enrollment of any accepted student at their sole discretion.

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Attendance, Absence Limits, Missed Work, and Late Work

Attendance, Absence Limits, Missed Work, Late Work, Grade Checks, and Reworks

Attendance

If a student is absent from school, parents or legal guardians should contact the school office by phone or email at the beginning of the school day.

- Phone: (775) 636-7408
- Email: info@triad-school.com

Absence Limits

As per Nevada Revised Statute 392.122, Triad School has established absence limits because of chronic absences of students in prior school years.

- Students are allowed to miss up to seven (7) school days per quarter, not to exceed eighteen (18) days per school year, with no penalty.
- If the maximum number of allowed absences are exceeded in a given time period, students will not be allowed to make up missed work and will receive zeroes for any missed work.
- If a student has exceeded the seven (7) school days per quarter or eighteen (18) days per school year absences, but provides a doctor's note or equivalent, the student will be allowed to make up the missed school work.

Missed Work

Families can arrange to pick up missed work for their student to complete during his or her absence by contacting the school office.

When absent, students have the number of school days absent plus one additional school day to make up work before the Triad School late work policy takes effect.

Late Work

Students are allowed one school day from the due date and time to submit completed classwork and homework with no penalty for late work. After one (1) school day, the following penalties are applied for late work:

- A 10% penalty is applied for each school day after the one-school-day grace period. For example, work submitted two (2) days late incurs a 10% penalty, work submitted three (3) days late incurs a 20% penalty, work submitted four (4) days late incurs a 30% penalty, etc.
- After the late penalty reaches 50%, which would be for work submitted six (6) days late, the student receives a zero for the grade, i.e., work submitted seven (7) or more school days late receives a grade of zero. At this point, work cannot be made up or redone.

Grade Checks and Assignment Reworks

Students in Ms. Machen's and Ms. Callaghan's homerooms will complete a weekly grade check to monitor student progress and help promote student accountability and parent awareness. Directions and forms will be provided to students and families after the start of the school year. Parents or guardians are required to sign completed grade check forms. Completion and return of signed grade checks count towards points in seminar or enrichment class.

Students are allowed to rework completed assignments to improve their grade if they choose, but there is a time limit for reworks to occur and be counted towards a possible improved score for the assignment. Once a grade is posted for an assignment or reviewed on the weekly grade check, students have until Monday before the start of school the next week to rework and resubmit an assignment. Any reworked assignment submitted after this will not be regraded, and the original grade stands. Students are allowed to rework an assignment one time.

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Security and Emergency Precautions and Procedures

Security and Emergency Precautions and Procedures

Security Precautions

- All Triad School personnel and staff have undergone a full background check.
- There is one secured and locked point of entry and exit for the entire school.
- The secured, locked entry must be electronically opened whenever a person enters or exits the school building.
- Parents can open the secured, locked entry using their BRIVO app individualized access.
- The school property, including the playgrounds, is fully fenced, which-ensures safety beyond the physical building.
- The Internet connections are secure.

Firearms, Concealed Weapons, and Open Carry Permits

At no time is any person permitted to carry any type of firearm, ammunition, or weapon on Triad School premises for any reason unless the person is an active law enforcement or government official authorized to carry such weapon. The aforementioned premises include the Triad School building and playgrounds. This policy applies to all persons including, but not limited to, those who have a valid concealed weapons permit (CCW) or an open carry permit to carry a firearm.

Emergency Preparedness Plan

In any emergency, the safety and security of the students and employees is of the utmost priority. Triad School always follows the recommendations of the local authorities and school districts in emergency situations.

School Closure Due to Severe Weather Conditions

In the event of severe weather conditions, Triad School will typically follow the recommendations of the Washoe County School District in determining whether to close the

School. Triad School administration will notify all parents, legal guardians, and staff of any closure information and updates. Triad will contact persons using Gradelink, email, text, or phone.

Severe Weather and Lightning Safety at School

In the event of severe weather, lightning, dark clouds, high winds, rain, thunder, extreme heat or cold, or poor air quality, any outdoor activities will be immediately suspended, and all activities will be held inside the school building.

Natural Disaster and Earthquake Preparedness Plan

Triad School has Emergency Preparedness Plans in place to ensure the health and safety of students and staff in the event of an impending natural disaster or emergency situation. In the case of a true emergency, Triad School will communicate information regarding status reports or evacuation plans to parents and legal guardians. Triad will contact persons using Gradelink, email, text, or phone.

In the event of an earthquake, students and staff will take shelter under tables or outdoors away from buildings.

Emergency Closing of the School

Emergency closings are at the discretion of Triad School administration. Situations including, but not limited to, electrical power failure, lack of water, lack of heat or air conditioning, hazardous road conditions, or other situations which may endanger the safety or health of students and staff, may result in the decision to close the Triad School campus. Notifications of such closures will be provided to parents, legal guardians, and staff when such closing has been determined; Triad will contact persons using Gradelink, email, text, or phone.

Emergency Release and Continued Care of Students

In the event of an emergency closure, evacuation, lock down or lock out, students will only be released to parents, legal guardians, or an authorized person from the student's school file and upon approval from Triad administration or law enforcement. Triad staff will continue to provide water, food, and restroom access while students are in the care of Triad School. Students will be involved in activities and play time as appropriate for the situation. When communication is appropriate and allowed, Triad will contact persons using Gradelink, email, text, or phone.

Lockdown and Lockout Procedures

In the event of an emergency in the local area, lockdown and lockout procedures will follow the school's Emergency Operation Plan and recommendations from law enforcement agencies. In the event of a lockdown and lockout situation, there will be no entering or exiting the building by any individual including staff, students, parents, and legal guardians until the local authorities have lifted the lockdown recommendation. A Triad School administrator will alert staff of a lockdown and lockout discretely. Students will not be notified of the situation unless deemed necessary. When communication is appropriate and allowed, Triad will contact parents and legal guardians using Gradelink, email, text, or phone.

Alternative Safe Location

Gymnastics Nevada Reno, located at 750 Trademark Drive, 89521, is the designated alternative safe location for Triad School. This location will be used to house students and staff if the physical Triad School site is uninhabitable. Such scenarios include, but are not limited to, fire, flood, and toxic spill or fumes. A Triad School administrator will make the determination to evacuate the school and proceed to the alternate safe location and will advise the employees to begin evacuation procedures. Parents and legal guardians will be notified by a Triad School administrator when all students are at the alternate safe location. Triad will contact parents and legal guardians using Gradelink, email, text, or phone.

Student and Parent Emergency Reunification

In the event a reunification process for families is required, students will not be released to anyone who is not listed on enrollment records as a parent or guardian for the safety of the students.

The designated reunification location is Gymnastics Nevada Reno located at 750 Trademark Drive, 89521. Parents and guardians are to report to the designated reunification location where they will check-in with an administrator and provide the names of the students to be picked up.

Once parents or legal guardians check-in, their students will be brought to them. Triad School understands parents and guardians may be extremely anxious to be reunited with their student. Triad asks for patience as the reunification process may take time. When students are separated from their parent or guardian, students will be with Triad School personnel who will be interacting with the students to support their emotional well-being.

When parents and guardians reunite with their student, it is important to be a model of calm, control, and comfort. Parents and guardians should let their students know they will protect them and then listen to their students watching for temporary changes in behavior, such as being clingy or angry, having trouble sleeping, acting out, or acting scared. Parents and guardians should seek professional assistance for negative behavior changes that persist after two weeks.

Notifications

In the event of a fire, natural disaster, emergency, or other evacuation situation, a Triad School administrator or designee will inform each classroom teacher that the school will be closing. At this time, any parents or legal guardians waiting to leave their student at Triad School will have to leave the premises with their student. All other parents, legal guardians, or emergency contact persons will be notified via Gradelink, email, text, or phone for immediate pick-up.

Outbreak of Disease Plan

Triad School's Emergency Preparedness Plan specifically addresses pandemics to ensure the safety of students, parents, legal guardians, and staff by addressing staff responsibility and Triad School's readiness with respect to the pandemic-type emergencies most likely to occur in the area.

Triad School revises preparedness plans as needed to incorporate strategies that help prevent the spread of illness. Triad School informs families about protocols and local regulations as they are updated. Triad School is required to follow the Nevada Health Department guidance and regulations.

Triad School will continue to review, update, and implement emergency operation plans in collaboration with local and state officials. All policies and procedures will be enforced until further notice during an outbreak. Triad School expects all parents, legal guardians, students, and staff to follow all protocols and procedures put in place for the health and safety of Triad's families, students, and staff. These procedures may include, but are not limited to, room closures, student exclusions, mask requirements for certain student groups, temperature checks at drop off, and any other requirements mandated by the Washoe County Health Department.

The administration of Triad School will seek guidance from local health officials to determine when students and staff can return to school in the event of a classroom or school-wide closure.

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Discipline

Discipline

Student Discipline

The safety and well-being of every student is essential at Triad School. Triad understands each student develops at his or her own pace according to his or her own learning style. Triad's goal is to provide a safe environment for every student enrolled in the School. Behavior is managed through a positive approach that respects students as individuals. Staff uses redirection strategies combined with modeling and encouraging appropriate behaviors. Triad also uses calming techniques, such as calm breathing, and provides a quiet personal space for students when behavioral issues arise.

Discipline Guidance and Policy

Triad School believes discipline must be

- Individualized and consistent for each student.
- Appropriate to the student's level of understanding.
- Directed toward teaching the student acceptable behavior and self-control.

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Mandated Reporting of Suspected Child Abuse

Mandated Reporting of Suspected Child Abuse and Neglect

Under the Child Protective Services Act, mandated reporters are required to report any suspicion of abuse or neglect to the appropriate authorities. The employees of Triad School are considered mandated reporters under this law. The Washoe County Human Services Agency's Child Protective Services will be contacted at 1-833-900-SAFE with any suspicions of abuse or neglect of a child who attends Triad School. The employees of Triad School are not required to discuss their suspicions with parents or legal guardians prior to reporting the matter to the appropriate authorities. Triad School employees are not required to investigate the cause of any suspicious marks, behavior, or condition prior to making a report. Under the Act, mandated reporters can be held criminally responsible if they fail to report suspected abuse or neglect. Triad School takes this responsibility very seriously and will make all warranted reports to the appropriate authorities. The Child Protective Services Act is designed to protect the welfare and best interest of all children.

As mandated reporters, the staff of Triad School cannot be held liable for reports made to Child Protective Services that are determined to be unfounded provided the report was made in "good faith."

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Accident Reports

Accident Reports

If a student is involved in an accident requiring medical attention during the school day, a staff member or administrator will contact parents or legal guardians.

Triad School administration, as well as the classroom teacher, will be available to discuss the matter with parents or legal guardians at pick-up or at their earliest convenience. Should a parent or guardian want to have an additional in-depth discussion, please contact a Triad School administrator to schedule a telephone conference or meeting.

Director: Yvonne Blinde

Director: Julie Power

Assistant Director: Kristine Maupin

- Phone: (775) 636-7408
- Email: info@triad-school.com

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Health Procedures

Health Procedures

Student Wellness Checks

Student wellness checks are performed to check the wellness of students upon their arrival at Triad School and throughout the school day. If a student appears to be ill or unable to participate in normal activities, a parent or guardian will be contacted.

Student Illnesses and Communicable Diseases

Parents and legal guardians are required to pick up their student as soon as possible after being notified their student is ill. If a parent or legal guardian is reached, but cannot pick up his or her student up immediately, it is the parent's or legal guardian's responsibility to arrange for alternate pick up with someone listed on the student's emergency contact form. If a parent or legal guardian cannot be reached, Triad staff will begin to contact the people listed on the emergency contact form until arrangements are made for pick up of the student.

Students may not be medicated with any fever reducing medication prior to drop off at school.

If a student is exposed to a communicable illness, parents or guardians should notify Triad School immediately.

Illness and Exclusion Policies and Guidelines

Parents and legal guardians will be notified if their student has sustained an injury, developed a fever of 100.4 degrees Fahrenheit or higher, or cannot participate in school activities due to illness.

The parameters in the following table will be used to determine infection control practices for general illnesses and when a student may return to Triad School after an illness. Triad School has other guidelines on more specific illnesses if they should occur.

Triad School Illness and Exclusion Guidelines

Symptom	School Action	Student May Return to School When They Are
Fever of 100.4 degrees Fahrenheit or higher	Isolate student and notify parents for immediate pick up	Fever free for 24 hours <i>without medication</i>
Diarrhea	Isolate student and notify parents for immediate pick up	Symptom free for 24 hours
Vomiting	Isolate student and notify parents for immediate pick up	Symptom free for 24 hours

If a sibling is home sick, a sibling who is not sick can come to school with a mask or stay home.

Dispensing Medications

Parents are required to complete a Medication Authorization Form prior to Triad School administering daily medication and must have a doctor's prescription, which includes proper dosage for the child as well as clearly marked administering instructions, for all prescription medication Triad is asked to administer. If Triad is asked to administer any over-the-counter (OTC) medications, the OTC medications must be clearly marked with the proper dosage for the age and condition of the student, as well as any administering instructions. Parental or legal guardian permission must be given for each dose of over-the-counter medication administered by Triad School to a student.

School Notification of Student Absence Due to Illness

If a student is absent due to illness, Triad requests parents or guardians notify the school of the absence, the nature of the illness, and the expected return date of the student.

Parents and legal guardians are not required to disclose this information by law, continued enrollment will not be affected by willingness to disclose this information, and every measure of confidentiality will be enforced for the privacy of all parties involved; however, the provision of this information helps Triad School notify and report potential exposure to communicable diseases within Triad School to other parents and legal guardians, staff, and health authorities.

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