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*\*\*\*The contents of this handbook are subject to change as we continue to overcome challenges in response to COVID-19 and any other unforeseen emergency circumstances. Please contact your child's teacher if you have any questions.\*\*\**

**Our Vision:** *As Indian Trail leaders, we share responsibility to prepare well-rounded stakeholders to lead the way for the changing future.*

Welcome to the 2020-2021 school year at Indian Trail Elementary! At The Trail, we are **#Leading the Way** with innovative processes and practices that empower learners and leaders to be prepared emotionally, socially, and academically future-forward and future-ready. By *Leading the Way*, we were recognized as a Leader in Me Lighthouse School in May 2016! We have been a Leader in Me school since 2012 and in 2016 we met the criteria as an exemplar model school. There are over 2000 schools world-wide participating in the The Leader in Me process. We were named the 208<sup>th</sup> Lighthouse school in the world....the 5<sup>th</sup> Lighthouse school in the state...and the 1<sup>st</sup> in Union County.

We will continue our journey to develop leadership skills and confidence in our students, parents, teachers, support staff and administration through our participation with The Leader in Me process. With The Leader in Me process, we want EVERYONE to confidently find their strength and voice to influence others in a positive and proactive manner by embracing the principles of The 7 Habits of Highly Effective People and the 5 paradigms of leadership.

We are thankful for the support that we receive from our school community to supplement a well-rounded educational experience for our students. Each year we have two fundraisers: the Boosterthon Fun Run and the Invest in a Leader fundraiser. Both of these fundraisers are important to us and help us afford options that are not part of our provided budget but specific to sustaining the rich, robust culture of our school. These fundraisers are subject to change based on participation.

As we continue to accomplish great achievements, I invite you to share with me the successes that you encounter at Indian Trail. Let me know which teachers are the heroes. Let me know their efforts that need celebration. Let me know who is making a difference in the lives of our children. Help me support them and appreciate them.

On behalf of all Timberwolf staff members, we wish you great success, enjoyment and a sense of pride at Indian Trail Elementary School as we rise stronger together.

Sincerely,

Gina Chisum Ed. D., Principal

# 2020-2021 ITES Student Handbook

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## I. Welcome to Indian Trail

Our ITES Site Based Leadership Team spent a great amount of time collaborating about our core values and beliefs to determine our vision, mission and motto for our school family and school improvement plan. As we continue to grow and learn together, we will continue to revisit our vision, mission, core values, beliefs, and school improvement plan and will revise as needed.

### Our Vision and Our Mission

**Vision** - As Indian Trail leaders, we share responsibility to prepare well-rounded stakeholders to lead the way for the changing future.

**Mission** - *ITES IS LEADING THE WAY* by:

- Living the leadership principles of the 7 Habits.
- Fostering a positive learning culture.
- Aligning academics with student-centered learning

### Indian Trail's Mascot and Colors

Indian Trail's mascot, the Timberwolf, is named Tumbles. Tumbles encourages all students to "Be Part of the Pack" by:

**P**articipating  
**A**cting safely  
**C**ooperating and being  
**K**ind to others.



Our school colors are maroon and gold.

### School Schedule

**\*\*The school schedule may change due to scheduling challenges with bussing and COVID-19.\*\***

Indian Trail Elementary observes the following bell schedule:

- 7:00 Buses and cars unload
- 7:00-7:25 Breakfast
- 7:05 Students can enter the classrooms when the bell rings
- 7:25 Five-Minute Warning Bell
- 7:30 Tardy Bell
- 7:30 Moment of Silence
- 7:31 Bell rings to start the day with announcements
- 2:00 Dismissal

**NOTE:** When the bell rings at 7:30, the entire school stops movement and talking to observe a moment of silence.

### Office Hours

The main office is open during the normal school day from 7:00 a.m. to 3:30 p.m. Telephones will be answered during this time. After 3:30 p.m., the clerical staff is no longer at school and phones will not be answered. Messages can be left for the following day.

## Updating Personal Information

Please help us maintain ways to contact you, especially in case of an emergency. If you have phone or address changes during the school year, inform the teacher **AND** the office so that we can update our database.

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## Safe Schools Plan

**\*\*ITES Safe Schools Plan is subject to change based on CDC guidelines in response to COVID-19 and any other health or emergency situations.\*\***

Indian Trail has a detailed Safe Schools Plan. We have systems for fire, lockdown and tornado drills. (We conduct fire drills once per month; tornado and lockdown drills twice a semester.) We also have bus safety programs, a safety patrol team, staff identification badges, a process for adults/visitors in the building and evacuation procedures as safety precautions. As an added safety precaution, the front office staff will happily assist you.

**All visitors must enter through the main entrance by ringing the doorbell.** Visitors must have an ID and come to the office to sign in. In addition, visitors must sign out and **exit the school at the front entrance.** All visitors or volunteers are asked to wear an identification badge while on our school grounds.

ITES has surveillance cameras throughout the campus. These cameras are recording inside and outside of the school 24 hours a day, 7 days a week. We reserve the right to utilize video recordings to aid in student discipline issues and any unlawful incidents.

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## Breakfast and Lunch Programs

To determine eligibility for a free and reduced lunch meal plan for your student(s), please complete the online application located here: <https://ucpsschoolnutritionservices.com/?page=lunchapps> .

Indian Trail has nutritious, hot meals available for breakfast and lunch. Menus are located on the UCPS website and available upon your request. Students are encouraged to participate in the school food program. Unless a free/reduced lunch form has been submitted and approved, students are expected to pay for their meals. (Accounts over \$150.00 will be taken to small claims court.) Lunch money is collected on a weekly or monthly basis and is turned in on Monday mornings.

**Students are to bring their lunch money (preferably a check made out to Indian Trail Elementary Cafeteria) in a sealed envelope with the student's name, cafeteria number, and teacher's name on the outside of the envelope.** Breakfast items may not be charged to students' accounts. A la carte items may be purchased separately. Students are encouraged to limit their dessert purchases to one item. **You may request a BLOCK on your child's account so extra items cannot be purchased.**

Sodas/carbonated beverages are not allowed in the cafeteria. Also, be considerate of children with food allergies...especially peanut allergies.

## Lunch Account Balances

Any remaining balance will stay in the student's lunch account and follow the student into the new school year. If the student is moving within the UCPS district, the lunch account will follow the student. If you have additional questions, please contact the Child Nutrition Central Office at 704-296-3000. You may also contact our cafeteria manager at 704-296-0726.

Child Nutrition offers, free of charge, the option for you to put money into your child's account online and to establish a "low account balance notification". Simply go to [k12paymentcenter.com](http://k12paymentcenter.com) and set up your notification. When your child reaches the low limit you have established, you will receive notification via email. You are also able to monitor the account activity to see how your child is spending the account money. If you choose to utilize [k12paymentcenter.com](http://k12paymentcenter.com), which accepts Visa, MasterCard, Discover, and American Express, you can access the account 24 hours a day, 7 days a week. Transactions are not immediate, but are complete within one business day. A 3% fee will be applied per payment transaction. This fee applies to debit and credit payments made only on the website. The cost for student meals is:

**Breakfast: \$1.25 // Reduced rate: Free**

**Lunch: \$2.40 // Reduced rate: \$.40**

### Tardy and Early Sign Out Procedures

\*\*This information is subject to change based on UCPS decisions for daily transportation and operations. \*\*

A **warning bell** rings at 7:25 to let everyone on campus know that they have 5 minutes before the instructional day begins. We ask that every effort be made to have your child **in the classroom PRIOR to 7:30** when the tardy bell rings. School dismisses at 2:00. At the end of the day, we ask that every effort be made for students to remain in class until dismissal.

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**Late arrivals and early sign-outs are disruptive to the class, office and school.** Arriving late and leaving early may hinder your child's progress as a result of the missed instruction. In addition, it is detrimental to a child's self-esteem to be chronically late or leave early. (See "**MORNING DROP-OFF**" section about tardy procedures.)

**When a student is SIGNED OUT EARLY, it will be coded the same as a tardy in our tracking system.** Due to heavy office traffic and dismissal responsibilities, we ask that **no child be signed out after 1:30**, unless it is an emergency. A child should have no more than 2 "emergencies" in a school year.

Please refer to the Elementary School Attendance Policy for the complete listing of Code 1- Lawful (excused) tardies and early sign outs. For a doctor or dental appointment, you must have proof of the appointment for it to be considered excused. At the eighth unexcused tardy or early sign out, the school will make a referral to the school social worker and/or attendance counselor. At the 15<sup>th</sup> unexcused tardy or leave early, a conference with administration is required. A pattern of excessive truancy/tardiness will result with a visit to truancy court and/or a contact with DSS.

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## II. Transportation Information and Procedures

### ***Transportation Changes***

All transportation change requests must be made in **writing** and communicated to the teacher via your student's agenda or classwork folder. **Calling the office is NOT an option for the safety of our students.** There is an official transportation form on our website for your convenience. **SHOWING UP NEAR DISMISSAL TIME CAUSES DISRUPTION AND CONFUSION. PLEASE LIMIT THIS TO EMERGENCIES!**

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### **Car Rider/Morning Drop Off/Afternoon Pick-Up**

#### ***Car Riders***

##### ***Morning Drop Off***

- When designated staff is positioned on the front sidewalk to receive students, students may be dropped-off in **FRONT** of the school in the car rider line between 7:00 – 7:25 a.m. **Please do not drop off student(s)**

**in front of the school prior to 7:00 a.m. and without appropriate staff present to supervise your child. This practice jeopardizes the safety of students for the convenience of parents.** *All students who arrive (outside the school doors) at school after 7:30 a.m. will need to have a parent sign the student in to school.* (NOTE: Traffic tends to back up at 7:15 a.m.) Students should be inside the building and heading to class at 7:25 a.m. in order to be on time. Students that are inside the building, but not in the classroom when the bell rings, need to report to a hall assistant, sign the tardy roster, obtain a tardy pass and then report to class. All classroom doors close at 7:30 a.m. to begin instruction. Please join us in making on-time behaviors a priority for life-long success.

- For the safety, security and independence of our students, please do not walk your child to class unless you have a conference scheduled or need to bring in materials. Teachers cannot conduct an informal conference at the doorway or in the hall because they are responsible for supervising the **WHOLE** class from 7:00-7:30 a.m.. Teachers are then expected to start the instructional day at 7:31 a.m. and need to be focused on the **WHOLE** class. Please be respectful and treat your child's teacher as a professional by scheduling an appointment to speak to him/her so that he/she can give you his/her undivided attention about your concerns.

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- With our limited number of assistants, we cannot open and close all car doors. Therefore, once the car has pulled forward to a stopping point, the student may exit the car.
- For efficiency, it helps the car rider line move faster to have hugs, kisses, and breakfast done before the car door opens. Removing obstacles on the floor board also helps. Students should be on the right side of the vehicle to exit. Pulling the car as far forward as possible allows us to exit more students at a time.  
VOLUNTEERS ARE WELCOMED TO ASSIST US IN LINE!
- We also request for the safety of our students riding buses, that car rider traffic refrain from driving behind the school to avoid traffic delays. Practice Habit 3: Put first things first. Our first priority is to provide a safe and secure learning environment.

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- **NOTE:** Kindergarten parents may be more insecure than the Kindergarten children the first days of school. Therefore, we understand the need to escort the Kindergarteners to class. However, on September 14th. (Independence Day), all Kindergarteners should be able to find the Kindergarten class without an escort. We will have leaders available to help our Kindergarten leaders find their way.
- All visitors must report to the office to sign in and wear a visitor's pass while in the school. Visitors are to sign out and exit the front door as well.
- **K-5 STUDENTS ARE TO BE DROPPED OFF ONLY THROUGH THE CAR RIDER LINE to be adequately supervised. In alignment with our safe school plan, do not pull into side parking lots to let out/drop-off students. Again, this practice jeopardizes the safety of students for the convenience of parents. School resource officers will enforce this.**

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- Pre-K students require more time to get out of vehicles. Therefore, to keep our car rider line moving, Pre-K students will be dropped off at the van drop-off area on the side of the school near the cafeteria.

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#### Afternoon Pick Up

- Everyone picking up car riders **MUST** have an "Official ITES Pick-up Sign". **NO EXCEPTIONS WILL BE MADE.** These may be acquired at the beginning of the school year or in the office.
- No one is allowed to "walk up" and get a student from the gym. Report to the office for emergency change of dismissal plans. It is disruptive to our dismissal procedures. **Again, this practice jeopardizes the safety of ALL students for the convenience of parents.**
- Students who are not picked up by 2:20 p.m. will report to the office and parents will be contacted.

- Failure to pick-up a student on time after school constitutes a late arrival. A pattern of late arrivals will be addressed by administration and may result in required day care, bus arrangements or other social service entities. Be advised: Teachers and office staff are fulfilling other contractual duties after school and are not available to supervise students.

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### School Bus Behavior and Safety

The safe transport of students is a shared responsibility between the school, students, and parents. Please read the following information with your child and impress upon him/her the need for observing the following rules:

#### Parents:

- Parents/Guardians are to meet students in grades Pre-K thru K at the bus stop. If a parent is not at the stop, the driver will return the student to the school. Be advised: Teachers and office staff are fulfilling other contractual duties after school and are not available to supervise students.
  - **\*\*Kindergarten students may be dropped-off with an older sibling WHEN a Drop-Off Consent form is completed and sent to the office. (A Drop-Off Consent form is available in the office.)**
  - Only students assigned to buses may ride a bus home. Friends will have to find alternate rides to the bus rider's home if they want to visit beyond school hours.
  - It is NC State Law that NO unauthorized parent/adult may board a bus. If a parent/adult needs to address the driver, it should be done from outside the bus or please contact the school or transportation department. Our area bus supervisor is Steve Griffin. He can be reached at: 704-296-0244 or Steve.Griffin@ucps.k12.nc.us.

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#### Bus STOP Expectations:

Stand at your assigned stop (10 minutes early)

Turn left and right. Look both ways before crossing the street.

Observe the stop sign and flashing red lights on the front of the bus.

Proceed to get on, only when all cars have stopped.

#### Bus Behavior Reminders:

- Riding the school bus is a privilege.
- Remain seated, and keep hands to yourself at all times.
- Personal digital tools and devices are not permitted on the bus for elementary students.
- Vandalism or destruction of the bus by marking and tearing seats will not be tolerated.
- Refrain from eating or drinking on the bus (except bottled water).
- Refrain from fighting or use of profanity while on the school bus.
- Refrain from throwing objects on the bus, or from the bus. (Students/parents may be responsible for damage to vehicles damaged from objects thrown from bus)
- No live animals, oversized projects, balloons or plants etc. allowed while on the bus.
- Respect the driver and other students while on the bus.
- No possession of weapons ever while on the bus or school campus.
- Do not delay the bus schedule. **Always be at your assigned bus stop 10 minutes prior to the scheduled pick up time.**

\*The school-based administration reserves the right to discipline students for other acts that disrupt the safe operation of the bus, but are not specifically mentioned above. As part of Union County Public Schools Discipline Plan, drivers will report the names of violators to the school office. Parents will be notified of the violations, and the following consequences will occur with each infraction:

- 1st Offense** – Written warning issued to student. Parent will be notified through note sent home.
- 2nd Offense** – Denial of bus privileges up to 3 days. Parent notified in person or by phone.
- 3rd Offense** – Denial of bus privileges up to 5 days. Parent notified in person or by phone.
- 4th Offense** – Denial of bus privileges up to 10 days. Parent notified in person or by phone.
- 5th Offense** – Denial of bus privileges up to 20 days. Parent notified in person or by phone.
- 6th Offense** – Removal of bus privileges for the remainder of the school year. Parent notified in person or by phone.

NOTE: If your child has a concern that needs to be reported, encourage your child to be a problem solver. We suggest your child write a note to the driver or the assistant principal that explains the concern. This will allow the driver or the assistant principal to give your child the undivided attention that he/she deserves and it provides an opportunity for us to investigate the situation.

### **III. UCPS Behavior Guidelines and Indian Trail’s Positive Behavior System Guidelines**

The purpose of the Union County Public School System is to provide education for all students enrolled.

The Union County Public Schools Board of Education believes that self-discipline is the key element in a positive school climate. In order to foster and nurture self-discipline among students, schools shall implement programs, practices, and procedures designed to encourage and recognize positive and responsible student behavior. Such programs can be a part of or logical extensions of the schools’ character education curriculum. In addition, schools shall provide regular staff development opportunities on such topics as positive discipline, recognition of bullying, conflict resolution, etc. Furthermore, schools shall develop intervention strategies to prevent bullying including bullying via electronic devices (including, but not limited to, phones, computers, pads, and other electronic media/devices).

These proactive measures on the part of schools will provide a balanced approach to the Union County Public Schools’ goal of expecting, encouraging, and enforcing acceptable student behavior in all schools, and further serve to promote the school district’s core value of design in quality and prevention.

Proper procedural due process shall be followed. A student shall be given an opportunity to provide their version of events, identify any witnesses and/or information to support their version or the events and seek clarifying information of an incident that may lead to disciplinary action, or contest the appropriateness of a disciplinary action. Ignorance of these policies does not excuse inappropriate behavior.

The welfare of the individual student and of the larger school community is best served when all disciplinary actions and procedures support a positive educational environment. Each school will establish and enforce reasonable regulations for student behavior not inconsistent with the infractions identified in Policies 4-3 a and 4-3 b.

Students shall be provided with access to a handbook containing Attendance Policy and Code of Student Conduct at the beginning of each school year. Paper copies are available upon request. A copy of the handbook will be placed on the district website and shall be available in the media center, the school office, school counselor’s office, and other locations as designated by the principal.

STUDENTS ARE RESPONSIBLE FOR KNOWING THE OFFENSES AND DISCIPLINE/CONSEQUENCES SET IN THE POLICIES. Each student is required to return documentation (provided by school) verifying parents have received and read the Union County Public Schools Code of Student Conduct. Failure to comply will result in disciplinary action to be determined by the school.

Any student or parent who disagrees with disciplinary action shall have the right to an informal conference with the principal or his/her designee. After exhausting this remedy, the student or parent shall have the right to make a

formal protest in writing or in person to the Superintendent. (See policy 4-18 for the appeals process.) Appeals from the decision of the Superintendent shall be in writing or in person to the Union County Board of Education.

### School-Wide Rules/Consequences

In compliance with NCDPI and Multi-tiered Systems of Support, we are proud to maintain a behavioral support program, called Positive Behavioral Intervention and Support (P.B.I.S.). PBIS is a comprehensive, 3-tiered approach to *positive* and *consistent* student discipline in schools. Unlike other approaches to student discipline, PBIS encourages a school-wide positive climate by focusing on the general school population, students at risk, and students with chronic behavioral and emotional problems. PBIS also recognizes that student discipline needs to be consistent across classroom and non-classroom settings. We have obtained recognition as an exemplar PBIS school by the North Carolina Department of Instruction.

Students will have classroom character education lessons and the opportunity to practice the expectations. The expectations will be reinforced when exhibited. Reinforcement may simply be verbal acknowledgement. Praise for a job well done and self-motivation should be sufficient. Other times, when positive behaviors exceed our expectations, students will receive a “PAW” for their commitment to positive behavior and attitude. PAWS may also be earned when a student: goes above and beyond to help another person, consistently displays outstanding behaviors without reminders, or shows leadership or initiative without specific instruction. A parent’s praise and encouragement for being a “part of the pack” will help reinforce these desired behaviors as well.

In addition to earning “PAWS” that can be exchanged for a variety of rewards, students in a class also work as a team to earn “*class paws*”. When a class reaches 100 paws, they celebrate together on a designated Wednesday. Students that do not require more than 1 reminder a day of positive attitude and behavior will have a “PAW PRINT” stamped in his/her agenda or daily communication log. This paw print will help communicate to parents how self-disciplined their child is in addition to the contacts made by the teacher.

One component of the PBIS system is to encourage our children to solve their own problems respectfully. We encourage you to reinforce the utilization of “**I messages**” that we practice at school. An “I message is used as follows: “**I** don’t like it when you speak to me that way **because** it hurts my feelings.” While the “I message” is delivered, eye contact is made. The Leader in Me initiative will support our PBIS system as well. The 7 Habits are principles that are aligned to our PACK rules and procedures.

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In addition to following the basic school-wide rules, Indian Trail students are also expected to adhere to the Code of Student Conduct as established by the Union County School Board. Students that require numerous reminders for inappropriate behavior and attitude, in a given day, will have the following consequences:

**1<sup>st</sup> PACK behavior offense**—teacher’s verbal warning

**2<sup>nd</sup> PACK behavior offense**—teacher conference/practice and “letter” (P, A, C, or K will be written in the agenda instead of PAW stamp which indicates the area that needs improvement.)

**3<sup>rd</sup> PACK behavior offense**---change of setting

**4<sup>th</sup> PACK behavior offense**—Reflection sheet goes home for parent signature

**5<sup>th</sup> PACK behavior offense**—administration and counselor referral

Consistent disruptions to the learning environment impacts everyone. We will operationalize systems of support for frequent violations of the UCPS Code of Conduct.

NOTE: For grades 3-5, to be eligible for the Honor Roll, the student must meet exemplary academic and character standards. A student meeting the following criteria at the conclusion of a 9-week grading period will not meet eligibility for honor roll status:

- **Two or more** Office Disciplinary Referrals, and/or 30+ PACK letters below the line.
- Twenty or more minor infractions in a grading period
- **N** or **U** for behavior on report card {(30 - 39 (**N**) or more letters 40 (**U**)}

(This is subject to change per the 2020-2021 PBIS team. If changes are made, parents will be notified.)

### **“Yellow Zone” Behaviors/Procedures/Offenses**

Inappropriate student behaviors will be divided into yellow zones and red zones and then handled accordingly. Yellow zone procedures should be handled by the teacher through classroom management.

#### Types of “Yellow” Offenses:

1. Name calling
2. Lack of supplies
3. Lack of participation in class
4. Mild disrespect with interventions
5. Horse playing -this includes accidental hitting, pushing in line, shoving in hallway, etc.
6. Possession of nuisance items in class: toys, electronics, cards, etc.

If an infraction occurs, the issue will be documented and procedures consistently followed. Patterns of continued infractions in this area may result in consequences including suspensions, detentions, and other alternative disciplinary actions. Our goal is to coach the whole-child to utilize the 7 Habits of Highly Effective People and 5 paradigms of leadership for social-emotional well-being.

### **“Red Zone” Behaviors/Procedures/Offenses**

These behaviors warrant an immediate office referral and will be handled by an administrator. The incident will be documented by staff and a written disciplinary form completed for administration.

#### Types of “Red” Offenses:

1. Fighting – including a physical confrontation between two or more students causing INTENTIONAL bodily harm or an unsafe environment.
2. Excessive aggression/threats/bullying
3. Continual repetitive disrespect toward staff and students
4. Cursing toward faculty or staff
5. Weapons
6. Destruction of school property
7. Repeated work refusal
8. Any other unwelcome touching as defined by the UCPS Code of Conduct
9. Any form of cyber-bullying or inappropriate use of technology interfering with instruction

Consequences: Certain red zone behaviors require mandatory referral to the guidance department for counseling, per Board of Education Policy. **If the infraction is severe or chronic, but not listed as a Board of Education Policy, the consequences are dependent upon the principal’s/assistant principal’s discretion.**

### **Non-Instructional Items at School**

The administration asks that only instructional items be brought to school. When non-instructional items (such as fidget spinners, IPODS, phones, cameras etc.) are brought to school, they often get misplaced or stolen which interrupts the instructional day with a quest to locate the item. If a teacher occasionally allows students to bring such items to school for instructional purposes, ITES and UCPS are not responsible for lost or stolen items. If such items are visible on busses or in classrooms, they will be confiscated and held in the office for parent pick up.

Personal Smart watches are all the rage now. However, they also can become a distraction when used during the instructional day. Students should refrain from using smart technologies to communicate with families during the school day. Please encourage your child to communicate their needs to their classroom teacher so that the teacher can be their advocate in the appropriate scenario.

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### Indian Trail Elementary School Dress Code Guidelines

Students should dress appropriately for school each day. Clothing should not be a distraction in the learning environment and should be comfortable for all school activities. The education and safety of students are our highest priorities and students' clothing should not serve as a hindrance to that purpose. If a student comes to school dressed inappropriately, the parent will be called to bring a change of clothes.

#### TOPS

- All shirt straps must be at least 2 inches wide. (no spaghetti straps)
- Undergarments should not be exposed.
- Midriffs (stomach) must not be exposed.
- No revealing tops.
- Logos on shirts may not promote alcohol, drugs, tobacco, profanity, or inappropriate sayings/pictures

#### BOTTOMS

- Pants must fit so there is no underwear showing when a student is sitting and/or standing. Excessively baggy pants are not allowed.
- No pants with holes above the knees
- Skirts/skorts/shorts/dresses must be fingertip length.

#### SHOES

- Shoes should be appropriate for rigorous outdoor play daily.
- Shoes with wheels are not acceptable.
- Shoes should have a 1" or less heel.
- Shoes that have a thong between the toes that are not secured at the heel with a strap are NOT permissible (due to safety concerns.)

NOTE: Changing shoes at school is NOT an option because of lost instructional time.

#### OTHER ITEMS

- Only prescription eyewear
- Students may wear hats only at designated times
- No bandanas, chains and/or jewelry of dangerous or disruptive nature

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### The Leader In Me

**HABIT #1: BE PROACTIVE** - I am a responsible person. I take initiative. I choose my actions. I do the right thing without being asked, even when no one is looking.

- You choose your actions and mood.
- Patience is a proactive choice.
- Take responsibility rather than blaming others.

**HABIT #2: BEGIN WITH THE END IN MIND** - I plan ahead and set goals. I do things that have meaning and make a difference. I am an important part of my classroom and contribute to my school's mission and vision, and look for ways to be a good citizen.

- Keep the bigger picture in mind.
- Let values guide actions.
- How do you want to be perceived once a disagreement is resolved?

**HABIT #3: PUT FIRST THINGS FIRST** - I spend my time on things that are most important. This means I say no to things I know I should not do. I set priorities, make a schedule, and follow my plan. I am disciplined and organized.

- Relationships are more important than things.
- Seek to prevent future conflicts.
- Act on problems at the right pace.

**HABIT #4: THINK WIN-WIN** - I balance courage for getting what I want with consideration for what others want. I make deposits in others' Emotional Bank Accounts. (Be a "Bucket Filler"...not a "Bucket Dipper"). When conflicts arise, I look for third alternatives.

- Seek outcomes that are mutually beneficial.
- Apologize
- Agree to disagree

**HABIT #5: SEEK FIRST TO UNDERSTAND, THEN BE UNDERSTOOD** - I listen to other people's ideas and feelings. I try to see things from their viewpoints. I listen to others without interrupting. I am confident in voicing my ideas. I look people in the eyes when talking.

- Accept accurate feedback.
- Clearly, concisely, and calmly communicate your feelings.
- Listen with eyes, ears and heart.

**HABIT #6: SYNERGIZE** - I value other people's strengths and learn from them. I get along well with others, even people who are different than me. I work well in groups. I seek out other people's ideas to solve problems because I know that by teaming with others we can create better solutions than any one of us alone. I am humble.

- Value differences.
- Be humble. You do not have to have the right answer.
- Seek out the strength of others to help with solutions.

**HABIT #7: SHARPEN THE SAW** - I take care of my body by eating right, exercising, and getting sleep. I spend time with family and friends. I learn in lots of ways and lots of places, not just at school. I take time to find meaningful ways to help others.

- Fatigue feeds conflict.
- Study life. Listen to the experiences of others.
- Learn stress reduction techniques.

#### **IV. Academic Information and Policies**

##### North Carolina Standard Course of Study

North Carolina has adopted the Common Core Standards as the North Carolina Standard Course of Study. The state standards are designed to be robust and relevant to the real world, reflecting the knowledge and skills that our young people need for success in college and careers. With American students fully prepared for the future, our communities will be best positioned to compete successfully in the global economy.

The North Carolina Standard Course of Study provides a consistent, clear understanding of what students are

expected to learn and will provide appropriate benchmarks for all students, regardless of where they live. To learn more about the standards visit: <http://www.dpi.state.nc.us/curriculum/>

### **The EmpowerED Family Portal**

In partnership with UCPS, ITES seeks to empower families to connect, collaborate, and create meaningful learning experiences as a way to strengthen the family unit. We believe that parents are integral to the learning process and look for ways to partner together to support students in high learning opportunities. Parents may access the EmpowerED Parent Portal here: <https://www.ucps.k12.nc.us/Page/6377>

### **Framework for 21st Century Skill**

As the US continues to compete in a global economy that demands innovation, UCPS and ITES realizes that the education system needs to fuse the Common Core Standards with critical thinking/problem solving, communication, collaboration and creativity/innovation. Teachers are now held accountable for implementing the following 21<sup>st</sup> century skills into daily lessons:

#### **Global Awareness**

- Using 21st century skills to understand and address global issues
- Learning from and working collaboratively with individuals representing diverse cultures, religions and lifestyles in a spirit of mutual respect and open dialogue in personal, work and community contexts
- Understanding other nations and cultures, including the use of non-English languages

#### **Financial, Economic, Business and Entrepreneurial Literacy**

- Knowing how to make appropriate personal economic choices
- Understanding the role of the economy in society
- Using entrepreneurial skills to enhance workplace productivity and career options

#### **Civic Literacy**

- Participating effectively in civic life through knowing how to stay informed and understanding governmental processes
- Exercising the rights and obligations of citizenship at local, state, national and global levels
- Understanding the local and global implications of civic decisions

#### **Health Literacy**

- Obtaining, interpreting and understanding basic health information and services and using such information and services in ways that are health enhancing
- Understanding preventive physical and mental health measures, including proper diet, nutrition, exercise, risk avoidance and stress reduction
- Using available information to make appropriate health-related decisions
- Establishing and monitoring personal and family health goals
- Understanding national and international public health and safety issues

#### **Environmental Literacy**

- Demonstrate knowledge and understanding of the environment and the circumstances and conditions affecting it, particularly as relates to air, climate, land, food, energy, water and ecosystems
- Demonstrate knowledge and understanding of society's impact on the natural world (e.g., population growth, population development, resource consumption rate, etc.)
- Investigate and analyze environmental issues, and make accurate conclusions about effective solutions
- Take individual and collective action towards addressing environmental challenges (e.g., participating in global actions, designing solutions that inspire action on environmental issues)

**To learn more about 21<sup>st</sup> century skills, visit:** <http://www.p21.org/>

## Encore Program

Indian Trail has specialty area teachers, which help to enhance the curriculum. These classes are Media/Technology, PE, Art, Music, and STEAM. All students are expected to follow the school-wide PACK classroom rules in the Encore classes.

## Homework/Reading Information

Homework is an important part of a student's education. However, it is only one part of an overall picture of how a student is performing in school. Homework alone will not be used to decide whether a child passes or fails a particular subject or grade but will help school staff determine a student's overall ability level and readiness for the next grade. Listed below are some general beliefs regarding homework that the Indian Trail Elementary staff uses as a guide:

- Homework is a reinforcement of what has already been taught in school.
- Homework should include some independent reading on a regular basis.
- If a student struggles to complete an assignment, the teacher should be notified of this. (Stop the student and write a note to the teacher.)
- The length of homework assignments should be as follows: Grades 3-5: maximum 60 minutes, 2nd grade maximum 45 minutes, K and 1st maximum 40 minutes. (including independent reading)
- Each teacher varies in the amount and frequency of homework they assign. Just because a teacher gives more or less homework or assigns it more or less frequently than another is not a reflection on that teacher's ability or effectiveness. However, they should adhere to the maximums above.

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## The 4 Disciplines of Execution

At ITES, we utilize a "Continuous Classroom Improvement Model" that aligns with The Leader in Me® process. With the "Continuous Classroom Improvement Model", the classroom is a learning system composed of the following focus areas:

1. FOCUS ON THE WILDLY IMPORTANT: The teacher has established and clearly communicated specific direction for the classroom and individual students based on student data.
2. ACT ON THE LEAD MEASURES: The teacher AND students implement strategies aligned with the data to monitor and report classroom and individual student progress.
3. KEEP A COMPELLING SCOREBOARD: Students are actively engaged and recognized for contributions toward progress.
4. CREATE A CADENCE OF ACCOUNTABILITY: The teacher and students regularly and frequently use data and feedback for continuous classroom improvement processes.
5. CLASSROOM AND STUDENT PROGRESS ARE DOCUMENTED: The teacher displays classroom data in the classroom and the students display individual data in leadership notebooks.

The result of this process is students highly engaged in their own learning as they are motivated to higher levels of achievement. In addition, the teachers use that data to improve teaching practices and collaborate with grade level teams. Not only does the 4 Disciplines of Execution data process work in the classroom, it is also a schoolwide system for monitoring school data for improvement. It is a process that we hope our students will use in their adult lives.

## Report Cards

Report cards are issued at the end of every nine-week grading period and reflect the child's academic progress. Parents should review the report card with their child, sign the envelope and return it to the child's teacher. Report cards will be generated electronically and parents will have access to see "live grades" online in PowerSchool.

A parent that wishes to monitor grades on-line as they are recorded by the teacher must obtain a password from the office. The parent must provide the office with valid identification to obtain the password. This cannot be done via phone.

### **Student Work Folders**

Student work will be graded and sent home with each child on Tuesday. Please be sure to review your child's work folder and assist with any areas where difficulty is noticed.

Since student's writing is primarily kept at school, please be sure to conference with your child's teacher and review his/her writing notebook during that time. Teachers will also schedule writing celebrations and invite parents to come read their child's writing. We are very proud of our student's writing and it is displayed in the hallways throughout the school. Please come by to read the walls while you are waiting to enjoy lunch with your son or daughter.

### **Student Leadership/Data Notebooks**

At ITES, we encourage everyone to be reflective and continuous learners. In an effort to improve communication, student self-assessment, goal setting, and data driven instruction...the Site Based Team agreed to implement a Data Notebook/Leadership Notebook initiative. Student Leadership Notebooks is another feature associated with continuous classroom improvement as referenced in the 4 Disciplines of Execution.

Each grade level will work together to find a way to best utilize this approach. If the system is not keeping you informed adequately, please let your teacher know so that the system can be fixed. We want the leadership/data notebook experience to be purposeful.

Some of the information that you might see in a leadership/data notebook is:

- Individual mission statements, goals/objectives, and action plans
- Charts or graphs to self-monitor and document progress
- Subject objectives to guide goal setting
- Formative assessments to document progress
- Opportunities for two-way communication with parents
- Self-reflection

#### Data notebooks empower students

- Data notebooks or folders empower students to become accountable for their learning. By writing goals/objectives based on actual course or subject objectives, students have control over their pace of learning. Goals/objectives are also written by students to capture short-term gains to motivate themselves to achieve long-range goals.

#### Data notebooks provide feedback

- As with classroom data centers, analyzing what is working or not working provides timely feedback to the student to correct the course of action, as needed. The notebook also documents progress that can predict course grades, providing "no surprises" at the end of each school grading period or semester.

#### Data notebooks help students manage their learning

- Data notebooks are constructed in a way for students to observe short-term gains, a powerful motivator to achieve long-term goals. With tools to manage learning, students are provided with the means for self-empowerment and motivation.

### **Media Center**

Individuals and groups use the Media Center freely each day. Media personnel offer assistance to individual students for book checkout or research. Larger groups are accompanied by classroom teachers who provide assistance with book selection or research. The Media Coordinator provides storytelling, read-alouds, book talks, and technology instruction.

(Volunteers are needed to assist with check out and shelving! Contact Victoria Landon, [Victoria.Landon@ucps.k12.nc.us](mailto:Victoria.Landon@ucps.k12.nc.us) if you are available.)

#### Overdue, Lost or Damaged Books

- Students with overdue books are asked to return or renew the items before making additional checkouts. Books 30 days overdue are considered lost, and students are responsible for replacement costs.

### **North Carolina Statewide Student Accountability Standards**

Union County Public Schools believes that required standards or accountability reviews for student promotion are optimum for student success. In general, students in grades 3-5 must score at or above grade level on the End of Grade READY reading and math tests in order to be promoted to the next grade level. Assessments used in grades K-2 are also used to make decisions regarding the promotion and retention of students.

Remediation will be offered throughout the school year based upon student performance on benchmark assessments and End-of-Grade READY tests. In compliance with Read To Achieve, Union County Public Schools may offer an alternative Summer learning opportunity for specific grades.

Union County Board of Education Policy 5-12, regarding student promotion and retention, can be reviewed in entirety at [www.ucps.k12.nc.us](http://www.ucps.k12.nc.us). If you have any questions regarding the progress of your child you are encouraged to speak with his or her teacher, school counselor, or principal.

For more information about the state's accountability standards, please check the state's website at [www.ncpublicschools.org](http://www.ncpublicschools.org).

### **Family Education Rights and Privacy Act (FERPA)**

The United States Department of Education has released final regulations regarding the Family Education Rights and Privacy Act (FERPA) which reflect changes made to FERPA by the Improving America's School Act of 1994 (IASA). The regulations, as amended by the IASA, require that schools afford parents and eligible students access to the educational records they maintain. Such records may include state assessment results and information required to be kept pursuant to the Individuals With Disabilities Education Act (IDEA). On March 14, 1996, the IASA amended FERPA to permit nonconsensual disclosure of educational records to officials of the State Juvenile Justice System, as permitted by State law, and in certain circumstances, to permit the nonconsensual disclosure of information regarding disciplinary action taken against a student for behavior that posed a significant risk to the student or others. Under FERPA, parents and eligible students have the right to inspect and review the student's educational records. They may seek amendment of any educational records believed to be inaccurate, and may consent to any personally identifiable information, except to the extent that the Act and 99.31 authorize disclosure without consent.

### **Anti-Harassment Statement**

Union County Public Schools (UCPS) acknowledges the dignity and worth of all students and employees and strives to create a safe, orderly, caring and inviting school environment to facilitate student learning and achievement. UCPS does not tolerate any form of harassment, including harassment based on disability, in any of its educational or employment activities. Anyone who has been the victim of acts of harassment, or who has

reliable information about others having been the victim of acts of harassment, is encouraged to report those acts to Dr. Debbie Taylor, Director of K-8 Student Services/Section 504 Coordinator, by email at [wendy.gravely@ucps.k12.nc.us](mailto:wendy.gravely@ucps.k12.nc.us), or by telephone at 704-296-6389. UCPS considers harassment a serious offense, and is committed to promptly, thoroughly, and impartially investigating all reports of harassment. Individuals found to have violated UCPS policy prohibiting harassment are subject to the following discipline: students may be suspended; employees may be dismissed; and parents and volunteers may be removed from campus. UCPS is committed to eliminating harassment from its schools, and encourages employees, students, parents, and volunteers to work together to prevent acts of harassment of any kind.

## V. Miscellaneous Information

### Attendance

Class attendance, as well as reporting to school on time, is essential to high student achievement. All students are expected to be in attendance each day for the entire school day. A student that is absent 20 or more days will be considered for retention. Every day matters. To learn more about attendance initiatives and our mission to make every day count, visit <http://www.attendanceworks.org/>.

The UCPS School Board Policy mandates that parents/guardians be notified about absences as follows:

- 3 unexcused absences - parent/guardian contacted
- 6 unexcused absences - notification by mail
- 10 unexcused absences - conference

These procedures are also required by law. If parents/guardians do not comply with the attendance requirements, a notification to the district attorney and department of social services shall be made.

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### Educational Opportunity Absences

Occasionally, an absence may occur that is an educational opportunity outside of school that can be coded as "lawful". However, the following MUST occur:

1. Obtain an approval form from the office or on our website
2. Complete the form one week PRIOR to the absence
3. PRIOR approval of form by principal
4. Educational assignment completed by student. (Details are on the approval form)

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### Medication Policy

#### Administration of Medication

If under exceptional circumstances a child is required to use medication (including oral or topical medication or nasal spray) during the school hours and the parent cannot be at school to administer the medication, only the principal's designee will administer the medication. Please do not send medications with your child on the school bus. Parents are asked to hand-deliver the medication to the front office to ensure the safety of all students. The school will assume no responsibility for students who self-medicate. The following policies are adhered to:

#### **Daily Medicines require the following before school staff can give the medicine:**

1. Signed, dated doctor's orders that give complete administration instructions. (Medication Consent forms are available in the school office).
2. The parent's signature requesting medication administration.

3. A fresh supply of medicine delivered in its original packaging, labeled with the child's name.
4. Any change in medicine, dosage or administration time requires a new Medication Consent Form.

**\*\*\*Over-the-counter medications are NOT allowed to be administered unless prior written medical consent is provided by a physician.\*\*\***

**As Needed Medicines (used to treat chronic conditions like asthma, headaches, etc.) require the following:**

1. A completed medication consent form signed by both the parent and doctor if the medicine would need to be available at school for the entire year.
2. A fresh supply of medicine in the original package, labeled with the child's name.
3. If the medication will need to be carried by the student, be sure to note that on the medication consent form and get the doctor's approval.

## Birthdays

**Invitations to birthday parties will not be given out in the classroom or at school. Please do not send them with your student.** Treats may be purchased **only** from the school cafeteria to share with the class. The treats must be served in the cafeteria after the class has been served lunch. (They cannot take the place of school issued lunches per NC law.) No homemade or store bought treats are allowed to be served to the students.

## Class Celebrations

For the safety of students, protecting the instructional day and lack of parking spaces, we will designate classroom celebrations on the following days:

- 3-5 Winter Break Celebration: Thursday, 12-17-20
- K-2 Winter Break Celebration: Friday, 12-18-20
- K-2 End of Year Celebration: Friday, 5-28-21
- 3-5 End of Year Celebration: Thursday, 5-27-21
- *Tentative* 5<sup>th</sup> Grade Promotion Ceremony: Thursday, 5-27-21

We respectfully ask that siblings not be called out of class for early dismissal if a parent chooses to leave early with the child being visited for a celebration. Grade levels will team together to coordinate the celebrations which may include station rotations, or other elements that could interfere with sibling supervision. The rotations will end with the class eating lunch together. THESE DATES ARE SUBJECT TO CHANGE.

## Lost and Found

Parents are asked to label with the child's name all coats, jackets, sweaters, book bags, lunch boxes and wallets for easy identification. If articles are found on the school campus, they will be placed in the Lost and Found storage area. The Lost and Found storage area is cleaned out at the end of each month with the remaining items being donated to charity. Indian Trail Elementary and UCPS are not responsible for lost or stolen items.

## Pets

Pets of any kind are not allowed at school. In order to ensure the safety of all students, please refrain from bringing pets to school at any time.

## VI. Parent and Family Involvement

### Annual Events

Each year, our school family enjoys a wide-range of special events and activities. Further details about each event will be communicated during the year. You will find updates on the school website, through Blackboard Connect

phone messages, email (if you wish), PTO link on school web-site, ITES Facebook Page/Twitter, newsletters and teacher websites.

### **End of Year Promotion Ceremony**

Promotion for our fifth grade students to middle school is an exciting time for all! Because of our enthusiasm, support and large student body, we are unable to provide seating for everyone that may want to attend on our campus. We are grateful for First Baptist Church of Indian Trail for providing the venue for the promotion ceremony this year. More details will be coming from fifth grade teachers about this event.

### **Terrific Kid Celebrations**

Each grading period students are nominated by their teachers to receive a "Terrific Kid" acknowledgement from the Kiwanis Club. Parents will be invited to attend the recognition and a continental breakfast is served. Parents will sign in at the office by 7:30am and proceed to the student's classroom so that the student may be recognized with their peers present. After being recognized in the classroom, parents and the student will proceed to the cafeteria to be recognized by school administration. The celebration lasts about 45 minutes and we ask that all guests remain at the recognition until the last child is celebrated. (Note: Due to limited space and food, siblings will remain in classrooms.)

### **Parent Teacher Conferences**

The parent-teacher conference is one important opportunity to discuss how your child can best achieve in school. A partnership between parents and teachers helps to foster a positive relationship that will benefit your child throughout the year. To help establish that beneficial partnership, Indian Trail encourages parents to contact teachers FIRST before contacting administration to problem solve concerns or issues.

Feel free to contact your child's teacher for a conference at any time. Required parent conferences will be held for students in first through fifth grades on or before the established parent-teacher conference date in Union County Public Schools. Kindergarten conferences are held each semester.

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### **Parent Teacher Organization**

The PTO needs and wants your help and/or support. You can help by either volunteering your time with various committees as needed or with contributions/donations. In addition, the PTO needs your support by attending meetings and family events. The PTO organizes family restaurant nights to strengthen the bond of family-school relationships. These restaurant nights also allow the PTO to profit a percentage from the sales.

There is also the "Boosterthon Fun Run" fundraiser that will be kicked off right away so that the money raised can be used in the classrooms as soon as possible. All money raised with this fundraiser goes directly to the school for instructional supplies and support, and improvements to our school.

In November/December, the PTO hosts an evening at school that is full of opportunities to see performances, make holiday purchases, and get to know the school family and community. In the spring, the PTO hosts a spring fundraiser that raises money for capital outlay purchases and supplies that must be made over the summer (agendas, computer programs, student news magazines, supplemental books, etc...)

The PTO encourages you to purchase Spirit Wear to show your pride and support for ITES. The PTO has a link on the ITES web-site with more information and updates: <http://ites.ucps.k12.nc.us/php/PTO.php> The PTO also has a service called the Timberwolves E-mail express. It is a bi-weekly email that highlights upcoming events at Indian Trail. You can sign up for this service at our Open House. Or you can notify your teacher or board officers to be added to the contact list.

In addition, our PTO meetings are once a month and the dates and times are communicated on our school website and social media platforms. ALL ARE INVITED TO ATTEND ANY PTO MEETING!

### PTO Executive Board Officers

President: Sumer Smith

Email: [sumer123@carolina.rr.com](mailto:sumer123@carolina.rr.com)

Vice-President: Jessica Miller

Email: [jessicahwhite89@gmail.com](mailto:jessicahwhite89@gmail.com)

Co-Vice-President: Lanny Soto

Email: [liannysoto@yahoo.com](mailto:liannysoto@yahoo.com)

Treasurer: Sara Danison

Email: [itesptotreasurer@gmail.com](mailto:itesptotreasurer@gmail.com)

Co-Treasurer: Jennifer McGee

Secretary: Susan Chambers

Email: [itesptosecretary@gmail.com](mailto:itesptosecretary@gmail.com)

Co-Secretary: Teresa Stewart

Email: [itesptosecretary@gmail.com](mailto:itesptosecretary@gmail.com)

General PTO email is [itespto@yahoo.com](mailto:itespto@yahoo.com)

### Volunteer Policy

The outstanding parent and community partnerships at Indian Trail make a tremendous difference in the success of the school and our students. There are numerous ways for you to be involved, ranging from daily and monthly activities to special events and at-home projects. ONE OF THE MOST APPRECIATED WAYS TO VOLUNTEER IS TO ALLOW A TEACHER TO HAVE A DUTY FREE LUNCH. Please arrange with your child's teacher or room parent if you are available to do this!

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In order to ensure the safety of the children, UCPS has implemented a Volunteer Management System. **All volunteers who will have contact with students beyond attending classroom celebrations or lunch with their student must complete a volunteer application as outlined below. IF YOU WANT TO CHAPERONE A FIELD TRIP...YOU MUST DO THIS AT LEAST TWO WEEKS PRIOR!** This process is mandatory for any new applicants to the UCPS Volunteer Program AND for volunteers already approved.

#### New Applicants and Already Approved Volunteers

- Go to the UCPS homepage found at <https://www.ucps.k12.nc.us/>
- Click on the button that says "Explore" in the top left corner of the webpage
- Select Departments from drop down menu and scroll down to click Human Resources
- Select Volunteers from the Menu
- Read all the information on the page
- Click on the link in the middle of the page to register [www.ucpsvolunteers.com](http://www.ucpsvolunteers.com)

#### Field Trip Volunteer Policy

- Chaperones must be UCPS approved volunteers (see approval process on pg. 16)
- *Siblings may **not** attend field trips with chaperones.*
- Chaperones are responsible for the safety and security of all students under their charge during any field trip or school sponsored activity.

## VII. Remote Learning

### Plan B:

At the time of this publication, the ITES protocols associated with Plan B were under construction and not available for print. Once the Plan B Handbook is completed, it may be accessed on the school website here:

<https://www.ucps.k12.nc.us/Domain/18>

### Plan C:

At the time of this publication, the ITES protocols associated with Plan C were under construction and not available for access. Once the Plan C Handbook is completed, it may be accessed on the school website here:

<https://www.ucps.k12.nc.us/Domain/18> .

Additionally, UCPS created a framework for remote learning during the onset of COVID-19. The UCPS Remote Learning Framework may be accessed here: <https://bit.ly/2YrjiUn>