



Indian Trail Elementary School



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****The contents of this handbook are subject to change due to unforeseen emergency circumstances. Please contact your child's teacher if you have any questions.****

Welcome to the 2026–2027 school year at Indian Trail Elementary!

At The Trail, we are committed to creating a school community where every student is known, valued, and empowered to grow as both a learner and a leader. As a proud Leader in Me Lighthouse School, Indian Trail Elementary continues to cultivate innovative practices that support the academic, social, emotional, and leadership development of every Timberwolf.

Since becoming a Leader in Me school in 2012, leadership has remained at the heart of who we are. Through intentional implementation of the 7 Habits of Highly Effective People and the core principles of leadership, we help students develop the skills and confidence needed to lead themselves and positively influence others. We believe every child has unique strengths and talents, and we are committed to helping each student find their voice, discover their potential, and make meaningful contributions within our school and beyond.

Indian Trail Elementary is proud to have earned and maintained Lighthouse certification, a distinction that reflects our ongoing commitment to excellence in leadership and school culture. This recognition is not simply about an award, it represents the daily work of our students, staff, and families in building a thriving school community centered on growth, leadership, and continuous improvement.

One of the greatest strengths of Indian Trail is our partnership with families and the community. Your support, whether through volunteering, attending events, donating resources, or simply encouraging your child each day, plays a vital role in our success. We are grateful for the many ways you invest in our school and help create meaningful experiences for our students.

At ITES, we value strong relationships built on communication, trust, and transparency. We encourage open communication and welcome your feedback as we work together to make our school the best it can be. We also love celebrating the successes happening across our campus and invite you to share moments of growth, achievement, and joy with us throughout the year.

On behalf of our entire Timberwolf staff, thank you for being part of the Indian Trail family. We look forward to a year filled with learning, leadership, growth, and success. Together, we will continue Leading the Way and making this an exceptional year for every Timberwolf.

Kindest Regards,
Katelyn Lustig
Principal

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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.

Indian Trail Elementary School is designated as a Title I school. The Title I Program is the largest federal educational program, founded in 1965 as the *Elementary and Secondary Education Act*, reauthorized in 2002 as part of the *No Child Left Behind Act of 2001* (NCLB), amended as the Elementary and Secondary Education Act (ESEA). The purpose of a Title I Program is to ensure all students have an equal opportunity to obtain a high-quality education and achieve proficiency on state academic standards.

This program provides financial assistance through State educational agencies (SEAs) to local educational agencies and public schools with high numbers or percentages of poverty to help ensure that all children meet challenging State academic content and student achievement standards. Elementary schools enrolling at least 50% of students from low-income families are eligible to use Title I funds for schoolwide programs that serve all children in the school.

In Title I schools, teachers, administrators, school staff, and parents work to:

- identify students most in need of educational help;
- set goals for improvement;
- measure student progress;
- develop programs that add to regular classroom instruction; and
- involve parents in all aspects of the program

Throughout the school year, you will receive information regarding how our school will benefit from the use of Title I funding and the anticipated outcomes. This designation is a great opportunity for our school and we look forward to sharing and collaborating with you during the upcoming school year. _____ **Parent Initials**

Our Vision, Our Mission, and Our Motto

Vision - As Indian Trail leaders, we share the responsibility to prepare our students to lead the way.

Mission - *ITES is empowering leaders by:*

- Living the 7 Habits each day
- Working together as a team
- Setting goals and celebrating our success

Motto: Lead the way

_____ **Parent Initials**

Indian Trail's Mascot and Colors

Our school colors are maroon and gold. Indian Trail's mascot, the Timberwolf, is named Tumbles. Tumbles encourages all students to "Be Part of the Pack" by showing respect for:



Self
Others
Learning
Environment

_____ **Parent Initials**

School Schedule

The school schedule may change due to transportation scheduling. Until otherwise communicated, Indian Trail Elementary observes the following bell schedule:

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

_____ **Parent Initials**

Office Hours

The main office is open during the normal school day from 7:00am to 3:00pm. Telephones will be answered during this time. After 3:30pm the front office staff is no longer at school and phones will not be answered. Messages can be left for the following day. _____ **Parent Initials**

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. _____ **Parent Initials**

Safe Schools Plan

Indian Trail has a detailed Safe Schools Plan. We have systems for fire, lockdown and tornado drills. We conduct fire drills once per month, lockdown drills twice a semester, and tornado drills once a year. 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.

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.

____ Parent Initials

Breakfast and Lunch Programs

We recommend that all ITES families complete an application 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>

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. Lunch money is collected on a daily basis. Sodas/carbonated beverages and candy are not allowed in the cafeteria. Also, be considerate of children with food allergies, especially peanut and tree nut allergies.

____ Parent Initials

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 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 by calling the front office and they will direct your call.

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 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, 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: \$1.75 // Reduced Rate: Free

Lunch: \$3.75 // Reduced Rate: Free

Students are able 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.

____ Parent Initials

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 7:25am 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 7:30am** when the tardy bell rings. School dismisses at 2:00pm. At the end of the day, we ask that every effort be made for students to remain in class until dismissal. 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 1:30pm**, 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 15th 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.

____ Parent Initials

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, classwork folder or email. Calling the office is NOT an option for the safety of our students, unless it is an emergency.

____ Parent Initials

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 7:00am-7:25am. **Please do not drop off student(s) in front of the school prior to 7:00am and without appropriate staff present to supervise your child.** All students who arrive (outside the school doors) at school after 7:30am will need to have a parent sign the student into school.
- Students should be inside the building and heading to class at 7:25am in order to be on time. Students that are inside the building, but not in the classroom when the bell rings will be considered tardy. All classroom doors close at 7:30am 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 entire class starting at 7:00am. Teachers are then expected to start the instructional day at 7:30am. 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.
- 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.
- **NOTE:** We understand Kindergarten parents may want to escort their Kindergarteners to class on their first day. However, we will observe Kindergarten Independence Day in September as all Kindergarteners should be able to find the Kindergarten class without an escort. We will have staff available to help our Kindergarten leaders find their way.
- 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.

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.
- Students who are not picked up by 2:20pm 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.

_____ Parent Initials

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 and Kindergarten 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.

- o 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.)
- o 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.
- o 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. The Goldmine Transportation Department can be contacted at 704-296-3015.

Edulog Parent Portal App: The most up to date information regarding school bus assignment, stop time and location will be available on the Edulog Parent Portal App, which can be downloaded onto your phone.

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 Rules:

- 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. If you miss your bus stop, you may not access the bus from a different stop.**

*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 the 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 can occur with each infraction:

Level I Violation Includes delaying the bus schedule, tampering with property, jumping over/under seats, horse playing, failure to sit in assigned seat, abusive language/gestures, electronic devices, refusing to obey driver's instructions, throwing objects, drinking/eating, disruptive behavior, etc.	• 1st Referral - Parent contact; Provide three strike detailed history of student • 2nd Referral - Parent contact; bus privileges suspended for 1 day or equivalent (mornings/afternoons) • 3rd Referral - Parent contact; bus privileges suspended for 2 full days or equivalent (mornings/afternoons) • 4th Referral - Parent contact; bus privileges for 3-5 days or equivalent
Level II Violation Includes parents abusive language/gestures toward staff, threats, sexual harassment, possession of violent materials, throwing objects out of the bus window, throwing objects at staff, bullying, cyber bullying, aggressive behavior, etc.	• 1st Referral - Parent contact; bus privileges suspended for 0 - 5 days; or equivalent (mornings/afternoons) • 2nd Referral - Parent contact; bus privileges suspended for 5 - 10 days; or equivalent (mornings/afternoons) • 3rd Referral - Parent contact; bus privileges suspended for 10 days to remainder of year
Level III Violation Includes drugs, severe threats, false alarms, arson, offensive touching, possession of a weapon, alcohol, indecent exposure, offensive touching, and chronic disruptive behavior.	• 1st Referral - Parent contact; bus privileges suspended for 5 - 10 days; or equivalent (mornings/afternoons) • 2nd Referral - Parent contact; bus privileges suspended for 10 days to remainder of year (mornings/afternoons) • 3rd Referral - Parent contact; bus privileges suspended for remainder of school year
Level IV Violation Includes firearm and destruction, use of a weapon, and physical violence towards staff.	• Parent contact; bus privileges suspended for remainder of year

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. _____ **Parent Initials**

III. UCPS Behavior Guidelines and Indian Trail's Positive Behavior System

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, tablets, 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.

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 4-3a and 4-3b. 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.

With the support of parents/guardians, students are responsible for knowing the offenses and disciplinary/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 per policy 4-18 for the appeals process. _____ **Parent Initials**

School-Wide Expectations/Consequences

In compliance with NCDPI and Multi-tiered Systems of Support, we are proud to continue to model 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. Through the support of classroom teachers during Leader In Me Habit Time and support from our School Counselor, students will have classroom education lessons around the 7 Habits and the opportunity to practice the SOLE expectations. Other times, when positive behaviors exceed our expectations, students will receive a “PAW” or SOLE slip for their commitment to positive behavior and attitude. PAWS and SOLE Slips 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. SOLE slips can also be used to communicate where a student can improve in order to meet expectations. A parent’s praise and encouragement for being a “part of the pack” will help reinforce these desired behaviors as well.

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 SOLE expectations and procedures.

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, can have the following consequences...

- Teacher verbal warning with expected replacement behavior/strategy
- Teacher conference with student
- Change of setting
- Student reflection sheet
- Silent lunch
- SOLE Slip goes home for parent signature
- Parent communication via phone or email
- Administration and/or 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 8+ “needs improvement” SOLE slips sent home
- Fifteen or more minor infractions in a grading period
- **N** or **U** for behavior on report card

This is subject to change per the MTSS team. If changes are made, parents will be notified by the classroom teacher.

_____ **Parent Initials**

“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. _____ **Parent Initials**

“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. Physical aggression toward staff
3. Excessive aggression/threats/bullying
4. Continual repetitive disrespect toward staff and students
5. Inappropriate language
6. Cursing toward faculty or staff
7. Possession or use of weapons, drugs, or alcohol
8. Destruction of school property
9. Repeated work refusal or purposeful disruption of classroom learning environment
10. Any other unwelcome touching as defined by the UCPS Code of Conduct
11. Any form of cyber-bullying or inappropriate use of technology interfering with instruction
12. Discrimination - including verbal and written forms of communication

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 administration's discretion. _____ **Parent Initials**

Misrepresentation

A student will be honest and submit his/her own work.

- a. **Cheating:** Violating rules of honesty and Honor Codes, including but not limited to plagiarism or copying another student's test or assignment is prohibited.
- b. **Altering Report Cards or notes:** Tampering with report cards, official passes, notes or other school documents in any manner, including changing grades or forging names to excuses is prohibited.
- c. **False information:** Making false statements, written or oral, to anyone in authority is prohibited.

Consequences: Parents will be notified by the teacher or administration. If a student has not obtained access to the answer key and is able to be provided a second attempt, they may do so. The student may be required to complete an alternate assignment or take a grade of 0 if a second attempt is not available. Additionally, students *may* have further consequences including detention, suspension, or removal from optional school programming (school dances, field trips, field day, etc.). _____ **Parent Initials**

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. 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. _____ **Parent Initials**

Non-Instructional Items at School

The administration asks that only instructional items be brought to school. When non-instructional items (such as fidget spinners, Pokemon cards, tablets, cell phones, cameras, smart watches, 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 buses or in classrooms, they will be confiscated and held in the office for parent pick up. 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. _____ **Parent Initials**

Electronic Devices

a. Possession and Use of Electronic Devices

In accordance with North Carolina state law and district policy, personal devices may only be used with staff approval for instructional, medical, or emergency purposes. Prohibited uses of a cell, or other electronic devices such as a smartphone, are defined to include, but are not limited to phone ringing, talking on phone, taking pictures, browsing, gaming and text messaging. Any smart watches (i.e. Apple watch) or electronic tracking devices (i.e. AngelSense or Apple Tags) must have all recording/listening capabilities turned off or disabled except pursuant to an authorized instructional activity. This includes use on the school bus, activity bus, and any school-provided transportation. The District is not responsible for theft, loss or damage to any cell phone or other electronic/media devices brought onto school property.

• **Elementary and Secondary**

- **First Offense:** Confiscate item and return to the student no later than at the end of the day. Parent will be notified by the teacher. If use of the electronic device results in violation of other behavioral rule (including but not limited to school based rules) further discipline may be applied.
- **Second and subsequent Offenses:** Confiscate item and place in the front office. Parent will be notified by the front office staff or administration and the item will only be returned to parents. Parent conference required and may include 1 day of in-school suspension, after school detention, or Saturday School. Additionally, the student may be prohibited from bringing the item to school for the remainder of the school year, except as authorized in writing by the principal.

Failure to obey the request of a school staff member to hand over a cell phone or other electronic device shall be considered insubordination and may incur further consequences per the UCPS Code of Conduct.

b. Social Media. Students will not use social media to break another rule of the Code of Student Conduct which interferes with the safety of students or staff, or causes a disruption on school grounds.

- **Elementary and Secondary:** 1–3 day suspension.

_____ **Parent Initials**

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 child will be given an opportunity to get a new set of clothes from the nurse's office. The parent will be called by the front office and *may* be required to bring a change of clothes if none are available.

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.
- Logos on shirts may not promote alcohol, drugs, tobacco, profanity, or inappropriate sayings/pictures. Logos must be in appropriate locations.

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 and or are not secured at the heel with a strap such as flip flops and slides are NOT permissible (due to safety concerns).
- Athletic shoes such as sneakers should be worn on days students attend P.E. (Changing shoes at school is not an option because of lost instructional time).

OTHER ITEMS

- Hoods and Hats may not be worn while in the school building
- Sunglasses, non-prescription, and or non-protective eyewear may be not worn
- No bandanas, chains and/or jewelry of dangerous or disruptive nature
- No pajamas or sleepwear.
- ★ Certain clothing items prohibited here may be worn during classroom celebrations and spirit days when explicitly permitted.

_____ **Parent Initials**

IV. Academic Information and Policies

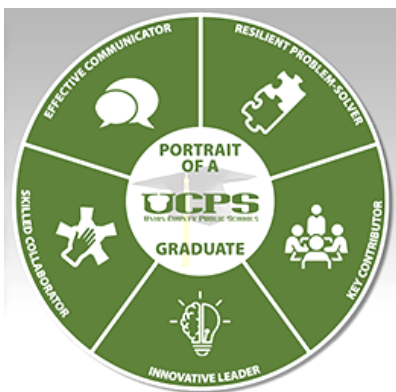
North Carolina Standard Course of Study

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> ____ Parent Initials

Portrait of a Graduate



The **UCPS Portrait of a Graduate** is a roadmap for students. It highlights five essential skills they will need in school and life. The focus areas are innovative leader, a resilient problem-solver, a key contributor, an effective communicator and a skilled collaborator. It prepares students for their next steps, whether it's college, military service or employment.

Throughout the year, there will be solid evidence of how students are learning about the Portrait of a Graduate traits. Teachers and administrators are constantly collaborating to create opportunities in daily instruction, school-wide activities, clubs, etc. For elementary students (PK-2), envision them creating skits promoting kindness and teamwork, with assigned roles, chosen scenarios and teacher guidance. For elementary students (3-5), picture them brainstorming podcasts about a specific topic, recording it and sharing it.

These traits aren't just words – they're tools that students use no matter where they are in their learning. Families can make a difference by applying these skills at home, too. Find ways to be creative and solve problems in enjoyable ways. Have open conversations and do activities together as a team.

The Leader In Me

Indian Trail Elementary is a proud Lighthouse Status Leader in Me school. This framework aligns with the ITES mission and vision to develop leadership skills and opportunities for every person within our building. Time is dedicated each day for students to learn and practice the 7 Habits of Highly Effective Kids. We encourage families to become familiar with and model the 7 Habits at home, as consistent language and expectations between school and home help strengthen these leadership skills. When parents model habits such as being proactive, prioritizing important tasks, and seeking to understand others, students are more likely to apply these habits in meaningful ways both inside and outside the classroom.



LeaderinMe

____ Parent Initials

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 school wide system for monitoring school data for improvement. It is a process that we hope our students will use in their adult lives.

____ Parent Initials

Student Leadership 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 Leadership Notebooks. Student Leadership Notebooks are 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 Student Leadership Notebook experience to be purposeful. Some of the information that you might see in a Leadership Notebook could be...

- 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

Leadership Notebooks Empower Students

- Leadership 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.

Leadership 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.

Leadership Notebooks Help Students Manage Their Learning

- Leadership 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. _____ **Parent Initials**

Encore Program

Indian Trail has special area teachers, which help to enhance the curriculum. These classes are Media, PE, Art, Music, and ALPHA. All students are expected to follow the school-wide SOLE classroom expectations in the Encore classes. All students are expected to wear sneakers and comfortable clothing on their PE day. _____ **Parent Initials**

Homework

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 or is taking more than 50 minutes, the teacher should be notified of this. (Stop the student and write a note to the teacher.)
- 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.

_____ **Parent Initials**

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. Please communicate with your child's teacher regarding any concerns about your child's progress. Report cards will be generated electronically and parents will have access to see "live grades" online in Infinite Campus. A parent that wishes to monitor grades online as they are recorded by the teacher must obtain additional information from the office. The parent must provide the office with valid identification to obtain the password. _____ **Parent Initials**

Tuesday 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. We are very proud of our student's work and it is displayed in the hallways throughout the school. _____ **Parent Initials**

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 our Media Coordinator, Julie Horne, for more information).

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.

_____ **Parent Initials**

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 to show proficiency on grade-level standards. 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 EOG's. 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. For more information about the state's accountability standards, please visit www.ncpublicschools.org.

_____ Parent Initials

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.

_____ Parent Initials

V. Miscellaneous Information

Pets

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

_____ Parent Initials

Attendance

Class attendance, as well as reporting to school on time and staying until dismissal, is essential to high student achievement. All students are expected to be in attendance each day for the entire school day. 5 days per semester may be excused with a parent-written note (must be received within the current 9-week grading period). After 5 parent notes, a physician's note will be required to excuse attendance. Educational Opportunities require prior authorization from the administration. See the school website for more information.

A student that is absent 20 or more days can be considered for retention. Every day matters.

In the event that your child must be absent, arrive late, and/or leave early from school, you may submit a note to possibly excuse the absence one of two ways (*emails are not accepted by the office*):

- Enter the note digitally through the UCPS platform (under "Quick Links" at the top of the school website). These are manually updated, so please be patient if you do not see an immediate change in your student's record.
- Send in a paper copy of your note with your student(s) or submit it directly to the office.

*You must include the student name, date of absence, and reason for the absence. See the school website or UCPS Board Policy 4-01 for additional information. The UCPS School Board Policy mandates that parents/guardians be notified about absences as follows:

- 3 - 9 *unexcused* absences - notification letters sent home via student or mail. **Excuse notes are accepted only for the current term.**
- 10 - 20 *unexcused* absences - notification letters sent home and the student support team conferences with the parent(s)/guardian(s)

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 can be made.** To learn more about attendance initiatives and our mission to make every day count, visit <http://www.attendanceworks.org/>.

_____ Parent Initials

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 10 days *prior* to the absence
3. *Prior* approval of form by principal
4. Educational assignment completed by student.

_____ Parent Initials

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.

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.

____ Parent Initials

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 state law. No homemade or store bought treats are allowed to be served to the students. Please refrain from bringing in balloons and other party supplies when celebrating your child's birthday.

____ Parent Initials

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.

____ Parent Initials

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 FinalSite messages, PTO website, social media, newsletters and teacher emails.

____ Parent Initials

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:

- Pre-K-2 Winter Break Celebration: Wednesday, 12-16-26
- 3-5 Winter Break Celebration: Thursday, 12-17-26
- Pre-K-2 End of Year Celebration: Wednesday, 6-3-27
- 3-5 End of Year Celebration: Thursday, 6-3-27
- 5th Grade Promotion Ceremony: TBD (pending venue)

Grade levels will team together to coordinate the celebrations which may include station rotations, or other elements that could interfere with sibling supervision. These dates are subject to change.

____ Parent Initials

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. More details will be coming from fifth grade teachers about this event. Once we have clarity on the venue, 5th grade teachers will provide parents with details.

____ Parent Initials

Terrific Kid Celebrations

Throughout the year, students are nominated by their teachers to receive a "Terrific Kid" acknowledgement from the Kiwanis Club. In previous years, parents have been invited to attend the recognition and a continental breakfast is served. Parents will sign in at the office and make their way to the cafeteria for the celebration. The celebration lasts about 30-45 minutes and we ask that all guests remain at the recognition until the last child is celebrated. (Note: Details of the celebration are subject to change. Due to limited space and food, siblings will remain in classrooms.)

____ Parent Initials

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. UCPS offers the opportunity for all elementary families to partake in parent conferences during the month of October. Please look for more information about parent-teacher conferences from your classroom teacher.

____ Parent Initials

Spirit Rock

The Spirit Rock is available to be rented for \$5 per day. If you rent the rock for a Tuesday-Friday you have access to paint the rock at 6pm the night before your rental date. If you rent the rock for a Monday you have access to paint the rock anytime after 12pm on the Sunday before your rental date. Please contact the front office to check for availability and to reserve. If it rains on your date, we will be happy to move your reservation to another available date, there are no refunds. _____ **Parent Initials**

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 "Timberwolf Trot" 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. The PTO encourages you to purchase Spirit Wear to show your pride and support for ITES. In addition, our PTO general meetings are four times a year and the dates and times are communicated in advance. All are invited to attend PTO meetings. _____ **Parent Initials**

PTO Executive Board Officers

President: Rachel Cody

Vice President – Volunteers: Alexis Teklemariam

Vice President – Fundraising: Krystal Martin

Treasurer: Lakeisha Blount

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!

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 would like 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 - (Note: Volunteers must register each school year)

- Go to the UCPS homepage found at <https://www.ucps.k12.nc.us/>
- Click on the button that says "Community" at the top of the webpage
- Navigate down and click Volunteer
- Read all the information on the page

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.
- All students must take UCPS transportation to and from the school when attending field trips. _____ **Parent Initials**