**Welcome to Indian Trail Elementary**

September 2023

Dear Indian Trail Families,

Welcome students and parents to Indian Trail Elementary and a brand-new school year! The staff and I hope your child’s school experience will be both happy and productive. Our responsibility is to provide the very best educational experience possible for your child. However, the school can not accomplish this task alone, and your help and support are needed.

A child’s school success is dependent upon the relationship that exists between the parent, the teacher and the child. Cooperation between home and school is essential.

This handbook contains a collection of information about our school. Please familiarize yourselves with the content and contact the school office if you have any questions.

Best wishes to you for a happy and successful school year.

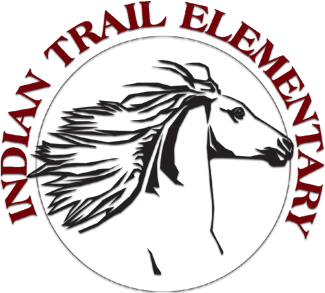
Sincerely,

Brian Ormsby

Principal



**Parent/Student Handbook**



**School Mascot: Mustangs**

**School Colors: Navy / Burgundy / Silver**

**The Six Pillars of Character**

[Definitions for Young People]

**TRUSTWORTHINESS**

* Be honest.
* Don’t deceive, cheat, or steal.
* Be reliable – do what you say you’ll do.
* Build a good reputation.
* Be loyal – stand by your family, friends, and country.

**RESPECT**

* Treat others with respect; follow the Golden Rule.
* Be tolerant of differences.
* Use good manners, not bad language.
* Be considerate of the feelings of others.
* Don’t threaten, hit, or hurt anyone.
* Deal peacefully with anger, insults, and disagreements.

**RESPONSIBILITY**

* Do what you are supposed to do.
* Persevere: keep on trying!
* Always do your best.
* Use self-control; be self-disciplined.
* Think before you act – consider the consequences.
* Be accountable for your choices.

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**FAIRNESS**

* Play by the rules.
* Take turns and share.
* Be open-minded; listen to others.
* Don’t take advantage of others.
* Don’t blame others carelessly.

**CARING**

* Be kind.
* Be compassionate and show you care.
* Express gratitude.
* Forgive others.
* Help people in need.

**CITIZENSHIP**

* Do your share to make your school and community better.
* Cooperate.
* Stay informed; vote.
* Be a good neighbor.
* Obey laws and rules.
* Respect authority.
* Protect the environment.

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**INDIAN TRAIL**

**Parent Teacher Organization**

The Indian Trail PTO promotes this mission in various ways. Throughout the year the PTO will sponsor many family activities including Goodies with Grandparents, Skate Nights, Morning with Moms, Donuts with Dads, and much more!

You are encouraged to attend the PTO meetings and become involved. Your ideas and input are vital to the success of our PTO. By working together, Indian Trail staff and parents will bring all children to their fullest potential.

PTO Email Address: [IndianTrailPTO@gmail.com](mailto:IndianTrailPTO@gmail.com)

**VOLUNTEER PROGRAM**

Volunteers continue to be an important part of our school. Please consider joining Indian Trail’s volunteers. If you are interested in volunteering or would like more information about our volunteer program, please contact the school office at (509) 354-3100. All volunteers must complete a Volunteer Clearance Application (in the office) and a classroom volunteer form.

Volunteers strengthen our school’s programs by:

* Providing more individual help for students.
* Enriching the experiences of our children through community resources.
* Building communication links between the school and community.
* Giving teachers more time to teach by providing classroom assistance.
* Providing assistance with special tasks, such as health screenings, etc.
* Working on special projects at home.
* Providing necessary assistance with field trips and special projects.
* Tutoring students through the Volunteer Literacy Program or within a classroom setting.
* Setting up for science experiments or other learning opportunities.

**VOLUNTEER LITERACY PROGRAM**

The Volunteer Literacy Program provides special reading training to volunteers who work with individual students. This program has helped our children improve their reading scores dramatically.

**INDIAN TRAIL GUIDELINES**

In Our School:

1. Learning and safety come first.
2. We are safe, respectful and responsible.
3. Teachers have the right to teach and students have the right to learn without interference.
4. Students and staff are responsible and accountable for their actions.

**BUILDING EXPECTATIONS**

1. Be respectful to all people and property at all times.
2. Keep hands, feet, objects, and unkind words to yourself.
3. Use appropriate language.
4. Follow directions given by any staff member.
5. Appropriate behavior is expected throughout the school, including in the restrooms.
6. Treat others the way you would like to be treated (The Golden Rule).
7. Walk in a quiet and orderly manner to and from classes and activities, both inside and outside the school.
8. Line up at outside classroom doors when arriving at school in the morning and use the outside doors when going home. (No shortcuts through the building.)
9. Play in supervised, designated areas only.
10. Obey the school patrol.
11. Personal recess equipment should not be brought to school. Playground equipment will be provided by the school.
12. No throwing of anything that may hurt others.

**PLAYGROUND EXPECTATIONS**

1. Choose safe games to play.
2. Be respectful to all participants.
3. Be a good sport, play fairly and follow the PBIS rules.
4. Use equipment properly in designated areas.
5. Follow adult directions quickly.
6. Ask permission before leaving the playground area.
7. No tackling or rough play. No play fighting, dodge ball or “crack the whip.”
8. No running or tag on the big toy.
9. Students should not be on backstops or bike racks.
10. Students should only go down the slides on their pockets.
11. Play within the designated and supervised boundaries.
12. Food of any kind is not permitted on the playground.
13. Tell an adult if a ball rolls in the street.
14. Line up quickly when the signal is given (three whistle blows).

**ASSEMBLY EXPECTATIONS**

1. Sit flat on the floor with legs crossed and hands in lap.
2. Place your eyes on the speaker. Respond appropriately.
3. No talking.
4. Follow Positive Behavior Intervention & Support (PBIS) expectations: be safe, respectful & responsible. (See the following page for a detailed explanation of PBIS.)

**LUNCHROOM EXPECTATIONS**

1. Line up in alphabetical order by classroom.
2. Appropriate school behavior is expected in the cafeteria.
3. Speak softly (talk with inside voices) and use kind words.
4. Keep hands, feet, and objects to self.
5. Be respectful to all people and property.
6. Food cannot be shared in order to prevent illnesses.
7. Play equipment will be provided at lunch. No classroom equipment should be brought to lunch.
8. Raise hand to ask questions.
9. Leave the eating area clean.
10. Wait to be dismissed by your teacher.
11. Empty trays in first available garbage can and stack appropriately.
12. Follow PBIS expectations: safe, respectful, responsible

**ARRIVING AT SCHOOL IN AM**

1. Walk directly to school, home, or bus stop. Arrive at school on Mondays between 9:20-9:25 a.m. and Tuesdays-Fridays between 8:20-8:25 a.m.
2. Follow directions of bus drivers, safety patrol, and adult staff.
3. All students crossing the street must cross at designated intersections and obey the safety patrol.
4. Outside supervision is provided from 8:15-8:30 a.m. Tuesdays-Fridays and 9:15-9:30 a.m. on Mondays.
5. Breakfast students should not arrive before 9:00 a.m. on Mondays and 8:00 a.m. on Tuesdays-Fridays.
6. Students need to line up outside of their classroom as soon as they arrive at school or finish eating breakfast. They shouldn’t wander around visiting friends, walking down to the bus stops, playing football, etc.
7. Talk with a quiet voice while waiting to enter classrooms.

**LEAVING SCHOOL IN PM**

1. All students are expected to go directly home when dismissed.
2. Make arrangements with parents for after school plans **prior** to coming to school.
3. Meet parents outside of the school at the end of the day.
4. Bikes should be **walked** on school grounds.
5. Scooters, roller blades, heelies, and skateboards are not allowed on school grounds.
6. If arrangements have been made for a student to go home with a friend, the parents should send a written note to the office. These notes assure the school that a parent has given permission for the visit. Notes should come to the office in the morning for our office staff to initial. Students who do not normally ride the bus should not plan to ride the bus to visit a friend.

**Our bus company does not transport students who are not regular bus riders, even if parents send a permission slip.**



**Elementary Success Plan Information**

One of the most important lessons education should teach is discipline. It is our hope that all students will work toward making Indian Trail an effective place for learning by developing practices of good citizenship. The goal of Indian Trail is to provide ALL students with the safest and most caring learning environment possible.

Our focus will be on assisting each child in becoming a good self-manager:

* Be Safe
* Be Respectful
* Be Responsible

Parents and students can be assured that student behavior, which could cause injury or disrupt the learning atmosphere, will be dealt with in a direct manner. This includes such problems as fighting, theft, destruction of school property, disrespect of any adult, unauthorized absences from school, threats, the use or possession of tobacco, drugs or alcohol, harassment or bullying, or bringing a weapon to school or bus stop.

Every school discipline plan has an emergency removal clause, which permits immediate removal of a student who is a threat to the safety and wellbeing of others in the class or is a substantial disruption to the classroom environment.



**Possession of firearms on school property will result in a one-year mandatory expulsion, subject to appeal, with notification to parents and law enforcement.**

**Indian Trail Elementary Success Procedures**

At Indian Trail our goal is to create a positive atmosphere where minimal student discipline is needed. However, for students who choose not to follow the school rules, the following procedures will apply:

* Each teacher will develop **individual classroom rules, expectations and a classroom management plan** that includes a progressive system to address classroom behaviors. In addition to the teacher’s classroom management plan, we use **Self-Manager Tickets**.
* **Self-Manager Tickets** will explain why the student received it and will list the consequences imposed. Consequences could include, but are not limited to, such things as problem-solving, in-class isolation, loss of recess, noon work duty, positive reinforcement, parent contact and restitution.
* If a student receives **three Self-Manager Tickets** (or fewer for extremely inappropriate behaviors), he/she will be referred to the principal. The principal will gather information, review any documentation of prior behaviors (Self-Manager Tickets from the teacher, etc.) and interventions taken, and then take appropriate action. The principal will decide upon an appropriate disciplinary action and will make note of it on the Self-Manager Ticket. Disciplinary action may include student/principal conference, loss of recess, noon detention, work duty, restitution, parent conference, in-school intervention, or out-of-school suspension. The principal will follow District Policy 3240. Communication and support between parents, child, and school is essential. Please be assured that parents will be promptly notified of all significant discipline issues that emerge.
* **Principles of Restorative Practices will be utilized building wide.**
* **Follow PBIS expectations: safe, respectful & responsible.**

**Student Rights, Responsibilities, and Records**

**Introduction**

Spokane Public Schools has adopted policies, rules, and regulations regarding student responsibilities, rights, and records. In addition, the district has prepared a detailed description of statutes and rules relating to the rights, responsibilities, and authority of teachers and principals with respect to the discipline of students. The following is a brief synopsis of the information contained within the above documents. The documents are available in the Student Services Office and at [www.spokaneschools.org/ParentResources,Department&Services,SchoolBoardPoliciesandProcedures](http://www.spokaneschools.org/ParentResources,Department&Services,SchoolBoardPoliciesandProcedures).

**Student Rights and Responsibilities – Policy 3240**

Spokane Public Schools has passed a student rights and responsibility policy which sets forth the general policy of the district regarding student conduct. In addition, the school district has passed specific rules and regulations, which implement the general policy.

The rules and regulations describe the rights of the students, including the right to student expression, assembly, freedom from unreasonable search and seizure, freedom from discrimination, and rights regarding parking. The rules and regulations additionally describe the responsibilities of students. They set forth the general responsibilities and list the rules and regulations which must be observed.

Lastly, the rules and regulations set forth the disciplinary actions which may be imposed upon the student by the district if the student should violate district policy or the specific rules and regulations. Disciplinary action includes discipline, suspension, expulsion, and emergency action. The due process rights of students regarding notice of intended disciplinary action and hearing procedures available to the student are also included. **This information can be accessed on the district website at www.spokaneschools.org.**

**Student Records – Policy 3400**

Spokane Public Schools has a student records policy which explains to parents and students their right to review and have a copy of a student’s record and ways to request corrections in the record, if errors occur.

The policy states that information about individual students will not be released to most persons or agencies without the written consent of parents. However, the policy states that the district will forward school records, without parent consent, to schools in another district to which a student transfers. This is to facilitate the prompt placement of the student in the new school. Also, without parent consent the district will forward transcripts, or other information requested by high school students, to colleges and other educational institutions to which the students are applying.

Federal law permits a school district to identify certain items as “directory information” which may be publicly released without permission of the parents. Spokane Public Schools identifies this information as the following: name, address, telephone number, date and place of birth, major field of study, participation in activities and sports, weight and height of members of athletic teams, dates of attendance, awards received, and most recent previous school attended.

If a parent does not want this information released, the school principal must be notified in writing within ten school days. If such a notice is not received in that period of time, it will be assumed that there is not objection to the release of such information. Most parents feel that it is in the student’s best interest to have such information released to school and community newspapers and to the parent-teacher organization of the school for the purpose of communicating between parents and the school. A list of graduating seniors is also published annually. Release of directory information to any other agency will not generally be made.

**Nondiscrimination & Affirmative Action – Policy 5010**

Individuals who believe there has been a violation of a nondiscrimination law due to race, sex, age, handicap (including the Americans with Disabilities Act), national origin, religion, or color may file a grievance.

Harassment on the basis of sex, race, religion, ethnic origin, or physical, mental, or sensory disability is prohibited. Other harassment defined as intimidating another person in a way that is related to a person’s race, religion, ethnic origin, sexual orientation, or physical, mental, sensory disability that causes physical injury, or by words or conduct places that person in fear of harm to his/her person, or property, or causes disruptive conduct is prohibited.

**Regulation of Dangerous Weapons – Policy 4210**

The 1993 Legislature prohibited firearms and dangerous weapons on school premises with limited exceptions. It is now a misdemeanor for any person to carry a dangerous weapon or firearm onto public or private school premises. This also includes school transportation and areas of non-school facilities that are being used exclusively for school activities.

It is important to know that a student carrying a dangerous weapon may be expelled; possession of firearms on school property will result in a one-year mandatory expulsion, subject to appeal, with notification to parents and law enforcement.

Objects that look like guns/weapons are of serious concern. Therefore, please realize that if you bring any toy gun/weapon to school, you will be subject to discipline that may include suspension or expulsion. **If you know of or see a weapon on school grounds, tell an adult immediately!**

**Bomb Threats**

Because of the extremely disruptive effect on the school environment and educational process, bomb threats will not be tolerated. A threat to bomb or injure property is a violation of RCW 9.61.160 and is considered a felony offense by Spokane Public Schools and the State of Washington.

**STUDENT INFORMATION**

### School Office Hours 7:30 a.m. to 4:00 p.m.

### Regular School Hours

### Mondays –

### Preschool-5 9:30 a.m. – 3:00 p.m.

### Tuesdays through Fridays-

Preschool-5 8:30 a.m. – 3:00 p.m.

**Bicycles**

Students must wear bike helmets when riding bicycles (It’s the law!). Bicycles must be walked on school grounds, school sidewalks, and across patrolled crossings. Bicycles must be secured with a bike lock; the school is not responsible for their loss.



# Arrival Time

1. Pupils should not arrive at school before 8:20 a.m. on Tuesdays - Fridays except those who are attending breakfast or supervised activities. On Mondays, not before 9:20 a.m.
2. Students attending breakfast should arrive at 8:00 a.m. on Tuesdays – Fridays and 9:00 a.m. on Mondays.
3. Before school supervision is provided from 8:15 to 8:30 a.m. Tuesdays – Fridays and Mondays from 9:15-9:30 a.m.
4. When arriving on school grounds, students should immediately line up at their outside classroom door. Teachers will invite students to enter classrooms at 8:25 a.m. Tuesdays-Fridays and 9:25 a.m. on Mondays.
5. All students crossing the street must cross at designated intersections and obey the safety patrols.

**Dismissal Time**

School is dismissed at 3:00 p.m. daily. Children are expected to leave school grounds as soon as they are released from school unless they are held after by a staff member or involved in a special activity. Should a student be required to remain after school for any reason, parents will be notified. There isn’t any after-school playground supervision.

**Traffic Congestion Problems**

Due to the number of parents dropping off and picking up students at our school, combined with school busses doing the same, our neighborhood streets become very congested before and after school. We want you to be aware of this situation so that you can help lessen this issue by being patient and by following all normal traffic laws.

**We ask that parents arrange to drop children off and pick them up on either Weile or Sutherlin.** Buses will drop students off and picking them up on Woodside. It is safest for students if they do not have to cross the street to get to and from a vehicle.

**Student Safety Patrol**

# The Spokane School Safety Patrol is an affiliate of the State Patrol. School patrols will help pupils cross at the patrolled corners.

# The school staff considers pupil safety of the utmost importance. We urge your full cooperation in encouraging your child to always obey the school patrols and to be continually alert at street crossings. Parents are reminded to send their children to school at a time that will allow them to cross when patrols are on duty. If children come too early or leave too late, they are not able to cross with the safety patrols.

* Always cross at the appropriate corner.
* Stay on the corner until given permission to cross.
* Follow patrol members’ safety directions.
* Only cross at patrol corners.



**Bus Conduct**

Many of our students ride the bus to and from school. In addition, all Indian Trail students may ride the bus to take advantage of opportunities offered by the district. **All bused students must be registered to ride the school bus each year. Please go to Spokane Public Schools website to register your student**.

When riding the bus, certain rules must be observed in order to assure the safety of everyone on the bus. All students should be familiar with these rules and must follow them in order to help maintain a safe environment for all bus riders. Please review these rules with your children.

* Students will obey the driver promptly and willingly.
* Students will sit properly in their seats and remain there until the bus has stopped.
* Students will keep their hands/feet/objects to themselves and will be courteous to others on the bus.
* Students will ask permission before opening a window and will keep their bodies inside the bus.
* Students will keep the area where they sit clean.
* Students will have nothing harmful in their possession.

Bus drivers will issue bus citations to any student who is in violation of these rules. If a student receives a bus citation, it is given to the principal and parents will be contacted.



**With each citation, parents will be contacted by the school. The first citation issued is a warning. The second citation will result in the loss of riding privileges for three school days. The third citation will result in the loss of riding privileges for ten school days. The fourth citation will result in the student getting suspended from the bus for the remainder of the school year.**

**Lunch & Breakfast Programs**

Hot breakfasts and lunches are served daily in the cafeteria. Complete menus are available online at spokaneschools.org.

The atmosphere in the cafeteria is intended to be pleasant, relaxed, and orderly. Students will be expected to follow the cafeteria rules, conducting themselves courteously and responsibly. Students who refuse to follow the cafeteria rules will not be allowed to eat in the cafeteria.

Breakfast is offered to everyone. Breakfast begins at 8:00 a.m. and ends at 8:25 a.m. Tuesdays – Fridays and 9:00 a.m. to 9:25 a.m. on Mondays.

**Internet Access and Safety**

Indian Trail students have access to the Internet for research and projects. Spokane Public Schools has an Internet filter to prevent students and staff from going to inappropriate web sites, chat rooms, or other unacceptable areas. If you do not want your child to access the Internet, even with the Internet filter, please inform your child’s teacher of your wishes.



#### Attendance

State Board of Education Regulation No. WAC 180-4C-100 states: “Pupils shall be punctual and regular in attendance and shall obey all rules and regulations of the school district as determined by the Administration and the Board of Directors.” Generally, the only excuse for absence is illness. Regular school attendance is of greatest importance for your child’s success and is a most necessary habit for a productive adult life.

When a child is ill, he or she should be kept home, and a written excuse should be sent to the teacher on the first day of return. Parents will be called on the first day of an absence by a secretary to verify a child’s absence. It is necessary to know the reason for the absence as the school must report certain communicable diseases. More recently, the Becca Bill law requires documentation for absences; students who do not have an excused absence will be counted truant.

**Parents are asked to call the school attendance line (509) 354-3134 before 8:30 a.m., if their child is ill and is going to be absent.**

**This is most helpful to us and assures the school of the child’s safety.** The attendance lineis available 24 hours a day.

**Excused Absences**

Children may be excused for medical and dental appointments during school hours. Parents should request in writing that their child be released at a specific time. When you pick up your child, please come to the office to sign your child out of school. To ensure student safety, students may only be released through the office.

Pupils are never to leave the school premises during the school day, except by written parent permission, parental phone permission, or by permission of the principal. If a child is to be dismissed at a time other than the regular dismissal time, it will be necessary to call the office or send a written note to that effect. Children will be released only to those adults listed on the student’s information card.

**BECCA Bill (Attendance Laws)**

This bill requires school districts to inform a child’s parent by a notice in writing or by telephone whenever the child has an unexcused absence. The law also requires school districts to schedule a conference with the parent after two unexcused absences within any month during the current school year.

If the actions taken by a school are not successful in substantially reducing an enrolled student’s absence from school, upon a child’s fifth unexcused absence within any month during the school year, or upon the tenth unexcused absence during the school year, the school district shall file a petition with the juvenile court alleging a violation of RCW.28A.255.010 by the parent, by the child, or by the parent and the child.

If the child fails to comply with the court order to attend school, the court may: 1) order the child punished by detention, or 2) impose alternatives to detention such as community service hours or participation in dropout prevention programs or referral to a community truancy board, if available. Additionally, parents may be fined a maximum of $25 per day.

More information is available online at [www.spokaneschools.org/Parent Resources,AttendanceLaw](http://www.spokaneschools.org/Parent%20Resources,AttendanceLaw).

**Pictures**

Individual and class pictures are taken during the school year. Class pictures are provided as a service to parents and students. The school does not require purchase of these pictures. Written notice is sent home with each child announcing when the pictures will be taken and is also noted in the bi-monthly Mustang Message.

**GENERAL INFORMATION**

**Address and Telephone Number**

It is vital that the school be kept informed at all times of:

* Telephone numbers of home, cell and work for both parents
* Home address
* Emergency telephone numbers for someone other than the parents.
* Parents’ email addresses.

Please notify us if there are any changes in address, phone number, or the person to call in an emergency, so that we have authorization and information as to what we are to do with your child in case of an emergency. It is also important that the student’s teacher and the school be kept up to date about your child, especially concerning health information.

**Health and Fitness**



Health and Fitness is a required part of the curriculum, unless your child has a doctor’s excuse. Please send your child with appropriate clothing to wear for this class and for after-school sports. Tennis shoes with light colored soles and laces or Velcro are recommended.

**Lost and Found**

Please mark your child’s name on personal items such as lunch boxes, hats, coats, gloves, boots, backpacks, and any other items brought to school. Lost and found articles are placed in the hallway by the gym. Personal items may be claimed at the office or in our lost and found area. Please check the lost and found area regularly for lost items.

**Library Check-out Procedures**

All students may check out two library items (two books or one book and one magazine). More items may be checked out for research, if the student makes arrangements with our school librarian. Books may be kept for two weeks. Magazines may be kept for one week. Books and other library items may be renewed during weekly library classes, if students would like to use them for longer periods of time.

**Money, Valuables, and Personal Items**

Students are cautioned not to bring extra money or valuables to school. Often valuable items get broken or disappear, and the school cannot accept responsibility for personal property. Toys and/or sports equipment are **not** to be brought to school. Scooters, roller blades, Heeley shoes and skateboards are not allowed at school.

Students should leave special items at home. Children often bring items to school that end up disappearing or broken by others. The school cannot accept responsibility for lost or broken items.

**Cell Phones**

Our staff understands that some students need to carry cell phones in order to call parents before and/or after school to set up transportation. **Students should not have cell phones out during the school day to make calls, send texts, take pictures, or to communicate with others.** This type of use during the school day causes a disruption to the learning environment. If students are using cell phones inappropriately during the school day, causing a disruption to the learning environment, parents will be notified by a staff member and the cell phone may be taken and placed in the office for the student to pick up at the end of the school day.

If your son or daughter needs to have a cell phone at school, please make sure he/she knows that his/her cell phone needs to be turned off and stay in his/her backpack during the school day. It should only be used before or after school to communicate with home. Thank you for your help with this matter.

**Parent Notes & Messages for Students**

We try not to interrupt teaching and learning time in our classrooms to call a student out of class for a phone message. All notes and messages are to be given to students during recess breaks. To facilitate the desire to keep class time free of interruptions, we encourage parental notes to be given to the office before school and greatly discourage afternoon phone calls with messages for students. If you must call us regarding a change in plans, requiring that we give a message or note to your child, please try to call prior to noon. A written note from you received before school is best!

Elementary children will not be released from school during the day, unless we receive a parent note or a parent comes into the office to sign out their child. Elementary students will not be given permission to go anywhere after school, other than their normal destination, without a signed parent note or phone call. Parental notes should be sent to the school office in the morning, so we have time to process the note and be sure your child is properly directed.

**Phones**

Because a school is served by business phones only, it is necessary to limit pupil use of the phones to emergencies. Permission to call home about visiting a friend after school and like matters cannot be given.

School Phone Number (509) 354-3100

Absence Hot Line (509) 354-3134

Indian Trail Fax Number (509) 354-3110

Bus Transportation (509) 353-3761

**Parent Teacher Conferences**

Regularly scheduled conferences are held in August and January. You will be contacted prior to these times by your child’s teacher to schedule a conference. We appreciate your help in keeping your scheduled conference appointment.



Conferences are an integral part of the school’s reporting program and as such are intended to be more than informal visits. Conferences are designed to give parents an accurate and objective report of a student’s progress and behavior. Parents should not hesitate to ask questions about any concerns they may have and are encouraged to bring to the teacher’s attention any information which may assist the school in meeting a child’s individual needs.

**Progress Reports**

ALL students should receive regular progress reports from their classroom teacher. Students in grades Preschool-5th receive semester progress reports in February and June. Parents will be notified in writing or via a telephone by their child’s teacher each midterm if their child’s progress is unsatisfactory. Parents are encouraged to contact their child’s teacher at any time regarding their child’s progress.



**Student Awards/Recognition**

Indian Trail students are eligible to receive recognition for their participation and academic success. Participation in classroom and extracurricular activities may generate recognition for students.

**Academic Recognition and Golden Mustang Awards** – Students in grade K-2 are able to earn a Golden E award in recognition of their effort in the classroom. Students in grades 3-5 must earn 3s or 4s in all academic areas and all Ms in specialist areas to receive an Academic Recognition Award. Students in grades 3-5 must earn 4s in all academic areas, all Ms in specialist areas and all 3s in work habits and social areas to receive a Golden Mustang.

**Student Council (ASB)**

Every student enrolled at Indian Trail is a member of the student council. Two students from each classroom are either elected or chosen as student council representatives. These students attend bi-monthly meetings and report to their classmates the things that are on the student council agenda.

The student council sponsors assemblies, food drives, and popcorn sales. They also sponsor a fundraiser each year. This provides funding for many of our school activities. They also help with various PTO activities, and they sponsor fun spirit days like “Crazy Shoe Day,” "Hat Day,” or “Wacky Wednesday.”

The flexibility of our student council enables them to do different activities each month of the year. Students learn organization, teamwork, and follow through. They also learn to work with different age groups. Our students have wonderful ideas for better school life and easily share those thoughts at the student council meetings.

**Student Medications**

According to WA State law and district policy, if it is necessary for your child to receive oral medication (prescription or non-prescription) during school hours, a medication request form must be filled out and signed by BOTH the physician and parent. These forms are available in the school office. All medication must be in a properly labeled container: 1) Prescription medication must be in a container labeled by a physician, dentist or pharmacist; 2) Non-prescription medication must be brought to school in its original container. (Pharmacies are always glad to provide an extra container for school at your request.) To ensure safety, medication must be delivered to school by a parent/ guardian.

These requirements comply with the Washington State law governing the administration of medication by school staff (RCW 28A.31).

**First Aid**

School personnel are trained to handle first aid for minor injuries. In case of serious injury or illness, parents will be contacted immediately. The child will be taken to a physician or hospital, if the parents/guardians or emergency contact personnel cannot be reached. Once again, it is imperative that we have an emergency phone number on file in the event that a parent cannot be reached.

**Insurance**

Special accident insurance is made available through a commercial agency as a service to school families. An informational brochure will be sent home early in the school year explaining coverage and price. This insurance is secondary to any coverage you may already have.

**Asbestos & Pesticide Spraying**

We are required by law to notify parents of our asbestos management plan. Indian Trail’s asbestos management plan is available for review at any time. It is located in the school office. We are also required by law to notify parents about upcoming pesticide spraying. Each time Indian Trail’s school grounds are scheduled to receive pesticide spray, a letter will be sent home in advance with students.

**Immunizations**

All students (preschool through twelfth grade) must submit records of immunity to specified childhood diseases in order to register for or attend school, unless exempted for medical, religious, philosophical, or personal reasons.

**Medical Problems/ Health Concerns**

Please be sure to notify us if your child has any special medical needs or problems that could require attention by school personnel. Medical problems such as allergies, asthma, bee sting reactions, diabetes, frequent nosebleeds, etc. and information regarding treatment should be on file in our office. We do have access to a district nurse on a part time basis. Be sure to communicate all special medical problems and needs to the nurse.

If your child develops a health condition that will restrict school activities, the office should be notified immediately followed by written instructions from your doctor. This would also apply to youngsters sustaining broken bones and similar short-term disabilities.

**Safety Tip Line**

**(509) 354-SAFE - (509) 354-7233**

Students, parents, and community members can anonymously call in their safety concerns. The Tip Line is monitored Mon.-Fri., 8 to 5 p.m.

**Positive Behavior Intervention & Support (PBIS) and Restorative Practices**

**PBIS** is a prevention framework for organizing evidence-based practices within the school and classroom for individual students. It offers a continuum of support for all students, evaluates outcomes and uses data to guide decision-making for improving and sustaining outcomes. PBIS offers positively stated expectations taught across the school and classroom. The school and classrooms are arranged to promote expectations-following behaviors. Adults recognize students for following expectation behaviors and respond to students who violate expectations.

**Restorative Practices** is about building relationships, trust, empathy, respect and a sense of belonging to a community in a classroom. When there is conflict, Restorative Practices provide opportunities to acknowledge those harmed and to repair the relationship by meeting the needs of everyone involved. It offers a platform for meaningful accountability of misbehaviors.

**Using PBIS and Restorative Practices Together**

**Philosophical alignment of Restorative Practices and PBIS**

**Both frameworks:**

* Take a whole school approach to establish routines to guide adult and student behaviors.
* Establish systems and structures to prevent, reduce and respond to problem behaviors to create a safe learning environment.
* Promote positive and respectful relationships, creating a sense of community and belonging.
* Offer common language around expectations, data, protocols and responses to behavior.