

Indian Trail Elementary School



INDIAN TRAIL MISSION

Indian Trail is committed to preparing students to be successful citizens in a global society by providing academic rigor and 21st Century skills and knowledge in a caring learning environment.

INTRODUCTION

This folder has been prepared to provide parents and students with important information regarding Indian Trail School. Please carefully read each of the sections so you will be familiar with school policies and procedures. Topics have been arranged alphabetically for each location. Throughout the school year, you may wish to use this folder to store newsletters, calendars, lunch menus, and other related information for future reference. Our school office is open each day from 8:15 - 4:00. Our address and phone number are:

Indian Trail School
3512 Kent Road
Stow, Ohio 44224
(330) 689-5320
www.smtschools.org

It is hoped you will find this handbook useful and informative.

John M. Lacoste
Principal

ATTENDANCE - ABSENCES / TARDIES

Good attendance is an important factor in school success. Since it is impossible to recreate the instructional day through make-up assignments, regular attendance is crucial. If it is necessary for a student to be absent, the following procedures must be followed:

1. Call the school office and report your child's name, teacher, and reason for the absence.
2. On the day the child returns to school, send a note to the teacher listing the date(s) and reason for absence.

Students who arrive at school after 9:00 A.M. are marked tardy, and must report directly to the office. Students must be accompanied by a parent or guardian when arriving late. In the morning, students who arrive after 10:30 A.M. are marked absent one-half day. Students leaving before 10:30 A.M. are marked a full-day absence. In the afternoon, students who leave prior to 2:00 P.M. are marked absent one-half day.

BUS REGULATIONS

Students who are transported to and from school by bus may only ride their assigned bus. Students are not permitted to ride a different bus to another student's home after school. If emergency child-care arrangements require a student be transported by a different bus, a written request must be given to the school principal. The request must include the child's name, the day the bus change is needed, the reason, and the name of the family with whom the child will be staying. Approval is granted strictly on an individual need basis.

Parents are responsible for the supervision and safety of students going to and from pick-up points, and for having students ready to meet the bus at the scheduled time. Riding the school bus is a privilege. Improper conduct on the bus may result in parent notification, bus

DISMISSAL

Dismissal for students begins at 3:30 p.m. Students who are car riders are called to the gym at that time. Parents picking up car riders will need to sign them out and pick up their students in the gym. If a student normally rides a bus, but will be transported by car, a note must be sent to school each day that this will occur. The note must include the name of the person who will be picking up the student.

If an emergency arises where transportation by car was not anticipated in advance, the parent must report directly to the office and sign for the student to be released. The child will be called from the classroom at that time. **At no time should a parent report directly to a classroom, remove a student from a bus line, or attempt to have a child released without following the above guidelines.** This insures that students are only released to authorized individuals, and also permits dismissal procedures to run smoothly. Students who regularly walk home and students who ride buses remain in their classrooms until they are called.

DRESS CODE

Students are expected to dress in a manner appropriate for school. Cleanliness, neatness of hair and clothing, comfort and safety are essential considerations. Clothing should be clean, properly fitted, in good taste, and in a style appropriate for school. Students should not wear clothing which attracts undue attention. Tube tops, halters, bare midriffs, tank tops, and cut-off shirts are not permitted. Shirts advertising alcoholic beverages or containing inappropriate or questionable printing are also not permitted. Clothing must be worn as intended. Jackets and coats may not be worn in the classroom. Students should wear socks and conventional footwear. Cleats, sandals, heels, and flip-flops are not considered safe or conventional. Students may not wear hair styles or hair color which cause a disruption to the teaching and learning environment. The dress code aligns itself with the Elementary Conduct Codes.

EARLY DISMISSAL

At times it may be necessary for a student to be released during the school day, such as for a medical appointment. A written note must be sent to the principal including the child's name, the dismissal time, the reason, and the person with whom the child will be leaving. All students leaving school early are called from their classrooms to the office, and signed out to the person responsible. If the student should return to school during the school day, that student must again report to the office and be signed in by the parent before returning to the classroom.

Vacations and other voluntary absences during the school year should be avoided. While make-up work can be assigned, actual instruction and participation in related classroom learning experiences do not occur. If an extended absence is unavoidable, the following guidelines are in effect:

1. Parents should discuss the anticipated absence with the teacher as far in advance as possible.

2. Make-up work is assigned at the discretion of the child's classroom teacher. If assignments are given, they are due upon the student's return to school.
3. Within a specified time of the student's return to school, all tests administered during the

MEDICAL CLINIC INFORMATION

Student injuries which occur during the school day are reported to the medical assistant who administers first aid. If the injury is of a serious nature, the student's parent is notified. If the parent is unable to be contacted, and further treatment appears necessary, the information included on the student's Emergency Medical Authorization will be used to procure treatment. Parents will complete this authorization on-line at the beginning of each school year.

If a student becomes ill during the school day, the parent, or other adult designated by the parent, will be contacted. The student will only be released from school if the authorized adult can provide transportation and supervision.

HOMEWORK

At the elementary level, homework should require no more than thirty minutes per evening for students in grades K-3 and 45 minutes per evening in grade 4. A homework study period, including a specific time and place for students to complete assignments, should be established. While homework usually consists of specific written assignments which are to be completed the next day, the absence of such an assignment should not eliminate the home-study period. Depending upon the grade level of the student, this time period can be spent orally or silently reading, reviewing reading vocabulary words, studying for weekly spelling tests, and studying for tests. Participating in a family game or hobby, watching an educational television show, discussing newspaper articles, or taking a trip to the library, for example, are all good uses of the study period. The purpose of homework is not only to review and reinforce skills and concepts, but also to develop good study skills and habits.

LOST AND FOUND

Most articles that are found are placed in the lost and found box in the main hallway by the door. Watches, jewelry, money, wallets, etc. are kept in the school office. Students and parents should check these locations when articles are missing. Many times the loss of items can be avoided by marking clothing, lunch boxes, and other school supplies with the student's name. All unclaimed items are donated to a charitable organization at the end of the school year.

MEDICATION

Some students are required to take prescribed medication during the school day. In order to dispense this medication, the following guidelines must be followed:

1. A medication form must be obtained from the school medical clinic, completed, and returned to medical clinic. This form includes the type of medication to be taken, the prescribed dosage, and the signature of the physician.
2. The medication must be brought to school in the original container. The container must have the prescription label attached.
3. The medication is stored in a locked cabinet in the office, and from there dispensed to students.

SCHOOL CLOSING/2 HOUR DELAY

In the event it is necessary to close or delay the opening of school due to severe weather conditions, the guiding factor in such decisions is the safety of students and employees. Before the decision to close schools is made, reports on existing road and weather conditions are received from the Stow Police Department, the State Highway Patrol, and the National Weather Bureau. The Superintendent or his/her designee will communicate to all residents with students via phone blast call communication system if a school closing is warranted. The closing is announced on local radio and TV stations as well as our district website.

SCHOOL PARTIES

Two school parties are permitted to be held during the year and these are the Halloween and the Valentine's Day parties. Room Parents in collaboration with the classroom teacher are responsible for planning the parties and contacting other parents for refreshments and/or donations. A school-wide costume parade precedes the classroom Halloween Party. Parents, pre-school children, and guests are invited to school to watch the parade in the gym.

STUDENT CODE OF CONDUCT

The Stow-Munroe Falls City Schools Student Code of Conduct Handbook is available on-line at smtschools.org. This conduct code will be followed at Indian Trail.

VISITORS

All visitors are required to report directly to the school office immediately upon arrival. The building should be entered through the main doors nearest the office area. Books, assignments, lunches, money, etc., should be left in the office where they will be delivered to the student.

VOLUNTEERS

Volunteers provide a valuable service to Indian Trail IB World School. Volunteers help in the classrooms, the library, and in various school and PTA activities. The PTA assists with obtaining volunteers and organizes the Room Parents for their work throughout the school year. Volunteers must be fingerprinted and report directly to the school office upon arrival and departure to sign our Volunteer Log Book.

WITHDRAWAL FROM SCHOOL

If you will be leaving Indian Trail, please inform the office as soon as the last day of attendance is known. A withdrawal form can be signed in the office prior to departure.

4. If the type of medication or dosage is changed, a revised form must be completed and resubmitted.

Other types of non-prescription medication such as aspirin, cold tablets, etc. may only be

ANNUAL STUDENT INFORMATION AND REQUIRED CONSENTS

The safety and well-being of your child is of utmost importance to Stow-Munroe Falls City

STOW-MUNROE FALLS SCHOOL DISTRICT 2016-2017 Calendar

AUGUST 2016

M	T	W	TH	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30	31		

(10 student days)
(11 teacher days)

NOVEMBER 2016

M	T	W	TH	F
1	2	3	4	
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30		

(18 student days)
(20 teacher days)

FEBRUARY 2017

M	T	W	TH	F
1	2	3		
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28			

(18 student days)
(19 teacher days)

MAY 2017

M	T	W	TH	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30	31		

(19 student days)
(20 teacher days)

SEPTEMBER 2016

M	T	W	T	F
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

(21 student days)
(21 teacher days)

DECEMBER 2016

M	T	W	TH	F
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

(14 student days)
(15 teacher days)

MARCH 2017

M	T	W	TH	F
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	31

(18 student days)
(18 teacher days)

JUNE 2017

M	T	W	TH	F
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

(0 student days)
(0 teacher days)

OCTOBER 2016

M	T	W	TH	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28
31				

(20 student days)
(20 teacher days)

JANUARY 2017

M	T	W	TH	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30	31			

(19 student days)
(20 teacher days)

APRIL 2017

M	T	W	TH	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28

(18 student days)
(19 teacher days)

New Teacher Orientation August 15 & August 16, 2016
 First Teacher Day August 17, 2016
 First Student Day August 18, 2016

School not in session

Teacher Work days:
 school not in session for students