FROM THE PRINCIPAL’S DESK . . .

Happy August everyone! Now that summer school is officially over, the Indian Trail staff is working overtime to prepare the building for the 2018-19 school year. A school is only a building until the students arrive and we all look forward to seeing our returning students and welcoming the Class of 2022 to Indian Trail.

This is the second of two summer newsletters. Both newsletters can be found on our website at www.indiantrail.kusd.edu. The first newsletter contained information about registration and was mailed home in late July. If you did not receive it, please check your address in Infinite Campus to make sure the correct one is being used. This newsletter contains information about our first day of school, attendance procedures, immunizations, Homecoming, and other important topics.

Registration will be held on Thursday, August 16th from 12:00 p.m. until 7:00 p.m. and again on Friday, August 17th from 10:00 a.m. until 3:00 p.m. Attending registration provides for a smooth start to the school year. While it is great for students and parents to attend together, it is okay if students have other obligations because parents can complete most of the registration process and students will be able to take their ID photo during our make-up photo sessions once school starts. Likewise, students are able to come on their own if parents are unable to attend. Please complete the online enrollment before you attend registration.

Students, please enjoy these last weeks of summer and begin to think about how you can make the 2018-19 school year the best one possible. Set your goals, study hard and engage yourself academically, try new things and meet new people. And as always, GO HAWKS!

Principal,
Maria Kotz
2018 First Day Schedule
Tuesday, September 4th

Freshmen Welcome Events 7:28-9:45AM
Busses WILL run a normal pick up time for 9th graders!

7:28-7:50  Freshmen assemble in gym, pick up new schedules and begin in bleachers.

7:55-9:45  IT staff welcome freshmen followed by activities with Link Crew Leaders, including lockers and run through of schedules.

Grades 10 - 12 10:00AM Start
Busses will run a second pick up at a 3 hour delay, beginning at 9AM
upon arrival:  10-12th grades pick-up new schedules in gym and sit in bleachers until dismissed.

**Students will remain in gym until dismissal at 9:50AM**

<table>
<thead>
<tr>
<th>Time</th>
<th>Period</th>
</tr>
</thead>
<tbody>
<tr>
<td>10:00-10:17</td>
<td>Period 1</td>
</tr>
<tr>
<td>10:22-10:38</td>
<td>Period 2</td>
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<tr>
<td>10:43-10:59</td>
<td>Period 3</td>
</tr>
<tr>
<td>11:04-11:31</td>
<td>Period 4B (no 4A today)</td>
</tr>
</tbody>
</table>

Resume Normal Daily Bell Schedule for periods 4B-7

Lunch Periods
4B 11:04-11:31
5A 11:36-12:02
5B 12:07-12:33
5C 12:36-1:03

<table>
<thead>
<tr>
<th>Time</th>
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<tbody>
<tr>
<td>1:08-2:01</td>
<td>Period 6</td>
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<tr>
<td>2:06-3:00</td>
<td>Period 7</td>
</tr>
</tbody>
</table>

**Announcements will begin at 2:55pm**

9th grade will be called to the auditorium for a short assembly at 2:30PM. All Link Crew will be dismissed at 2:45PM for this assembly and will then assist with busses.

WE HOPE YOU HAVE A WONDERFUL FIRST DAY – GO HAWKS!
ATTENDANCE MATTERS

ATTENDANCE PROCEDURES AND QUESTIONS—CALL 359-8500 OR 359-8612

Attendance monumentally impacts student academic success. Wisconsin law requires students to attend school regularly during all scheduled school hours, with the exceptions of certain religious holidays. When a student is sick, parents or guardians are to call the Attendance Office at 359-8500 the same day. If after school hours, please leave a message at the same number.

In conjunction with the city-wide truancy ordinance, it is our commitment at Indian Trail High School and Academy to work diligently with parents and guardians to promote consistent and committed school attendance. Please remember that, per state law, a student cannot be excused more than TEN TIMES per school year without written documentation from a physician.

DEFINITION OF ABSENCE – KUSD BOARD OF EDUCATION POLICY

EXCUSED ABSENCES – A student's absence may be excused by the principal/designee for acceptable reasons such as personal illness, illness in the immediate family, or death of a family member or relative or other reasons of legitimate health or educational benefit to the student.

TRUANCY – “Truancy” means any absence of part or all of one or more days from school during which a school designee has not been notified of the legal cause of such absence by the parent/guardian of the absent student.

EARLY DISMISSAL – Students who, for good reason, wish to be excused from school for part of the day are required to bring a request, written and signed by the parent/guardian, to the Attendance Office BEFORE the requested dismissal time.

PRE-ARRANGED ABSENCE – If a student is going to be absent more than one full day or reasons other than illness (vacation, college visit, etc.), a Pre-Arranged Absence Form should be completed by a parent/guardian, get approval from and be signed by each teacher, and then turned in to the Attendance Office one week in advance. A parent-written note specifying dates and the reason for the absence may be submitted in lieu of the form. The note would then be attached to a Pre-Arranged Absence Form to be approved and signed by individual teachers. The absence MAY also need to be approved by the counselor and/or principal. The Pre-Arranged Absence Form can be obtained from the Attendance Office or online at: http://indiantrail.kusd.edu/parents/documents/Prearrangedabsenceform.pdf

FREQUENTLY ASKED ATTENDANCE QUESTIONS

1. When my child is absent, what should I do? Call 359-8500 any time within 24 hours of the absence. If you must leave a message, please identify yourself by name and then be sure to include the student's name, grade, ID number, and the reason the student will be absent from school. Absences not cleared by a parent/guardian within FIVE school days will NOT be excused.

2. What should I do if I receive a call or text regarding my child being marked truant or tardy for a period or periods during the school day? Call 359-8612 or 359-8500 within 24 hours of receiving that call so that the truancy can be addressed or if it is an attendance error it can be corrected. Your student can correct attendance by picking up a blue Attendance Change Form at the Main Office attendance desk and taking it to their teacher to have it signed for the appropriate correction. Parents, guardians and students have a five-day window to clear truancies and tardies or they will not be excused.
3. **What should my child do if he/she becomes ill at school?** Students should NOT call their parent/guardian and ask them to pick them up. **Students who are ill and would like to go home MUST go to the nurse either during passing time or with a pass from their classroom teacher.** The nurse will contact a parent or guardian, verify permission to go home, and send the student to the Attendance Office for proper sign-out.

4. **What does my child do if he/she has an appointment to leave during the day?** The student must bring a note from his/her parent/guardian to the Attendance Office **before school begins** on the day of the appointment to receive a pass to sign out. The pass will have the date and the appropriate sign-out time on it. The pass should be shown to the teacher whose classroom your child is leaving from. Your child should then go to the Attendance Office with the pass for proper sign-out before leaving the building. A timely return is expected with the student signing back in at the Attendance Office unless otherwise specified. **NOTE:** State law does not allow the school to excuse students for job interviews or any appointments that are not specific to that student. **Without a note, the guardian must come into the building to sign out their student and must be prepared to present ID.** In order to pick up a student, the person must be listed on the student Emergency Contact List.

5. **What happens if my child is tardy to school?** Students who do not arrive to school on time MUST report to the tardy sign-in desk in the commons area. If a parent/guardian would like to excuse the student’s tardiness for a KUSD-approved reason, the parent/guardian should call 359-8500 or write a note explaining the reason for the late arrival. **Excused tardy students should sign-in at the Attendance Office desk in the Main Office.** Repeat occurrences will lead to additional follow-up, including potential counseling, parent meetings, interventions, or disciplinary action through the County Truancy Ordinance.

6. **Is the attendance expectation the same for athletic participation?** Athletes must be in school all day beginning at 7:28 a.m. for all periods in order to practice or compete. The only exception is a verified medical/dental/court/etc. appointment.

7. **I received a letter in the mail and it said my child is excessively excused. What does this mean and who do I contact regarding this letter?** Per state law, students can have only 10 excused absences (either partial or all day) per school year. Students are marked “excused” for any medical/dental appointments as long as the parent calls in or writes a note. A student’s absence can be marked as “Doctor Appointment” or “Medical” if the student brings in a note from the doctor/dentist. “Doctor Appointment” or “Medical” absences **DO NOT** count towards the maximum 10 excused absences per year. **It is in the student’s best interest to obtain a medical note each time they have a medical appointment so they are not placed on the excessive excused absence list.** Contact the Attendance Dean at 359-8612 regarding any questions.

8. **I want to take my son or daughter on a college visit. What are the procedures?** Have your child pick up a Pre-Arranged Absence Form from the Attendance Office and fill it out with the date and times of the college visit. Have them get it signed by their teachers and turn it into the Attendance Office. Upon their return from the college visit please bring some material indicating the student had been to the college so the college visit can be verified and the absence can be coded appropriately. A Pre-Arranged Absence Form can be obtained from the Attendance Office or online at: [http://indiantrail.kusd.edu/parents/documents/Prearrangedabsenceform](http://indiantrail.kusd.edu/parents/documents/Prearrangedabsenceform). Pdf

9. **We have a family vacation planned during the school year. What are the procedures?** Please, if at all possible, do not plan vacations during the scheduled school year. If a vacation is necessary during the school year, a Pre-Arranged Absence Form needs to be filled out and signed by all teachers and the principal one week prior to the absence. A Pre-Arranged Absence Form can be obtained from the Attendance Office or online at: [http://indiantrail.kusd.edu/parents/documents/Prearrangedabsenceform](http://indiantrail.kusd.edu/parents/documents/Prearrangedabsenceform). pdf
PREGUNTAS SOBRE ASISTENCIA Y PROCEDIMIENTOS LLAME AL 359-8500 O 359-8612

La asistencia es un impacto monumental para el progreso académico del estudiante. La Ley de Wisconsin requiere que los estudiantes asistan a la escuela regularmente durante todas las horas programadas de la escuela, con la excepción de citas y fiestas religiosas. Cuando un alumno está enfermo, los padres o tutores deben llamar a la oficina de asistencia al 359-8500 el mismo día. Si llama después de las horas escolares, por favor deje un mensaje con su nombre y número de teléfono, el nombre del alumno y la razón por la cual estará ausente.

En conjunto con la Ordenanza de absentismo escolar de toda la ciudad, es nuestro deber, en Indian Trail High School & Academy de trabajar diligentemente con los padres y tutores a promover la asistencia a la escuela constantemente. Por favor recuerde que, por ley estatal, un estudiante no puede ser justificado más de diez veces en el año escolar sin documentación escrita de un médico.

DEFINICIÓN de ausencia – Póliza de Junta Educativa de KUSD

Ausencias – La ausencia de un estudiante puede ser excusada por el designado director por razones aceptables como enfermedad personal, enfermedad en la familia inmediata, o muerte de un familiar o pariente o por otras razones de salud legítima o beneficio educativo al estudiante.

Absentismo escolar – El "Absentismo" significa cualquier ausencia en parte o de la totalidad de uno o más en el día escolares durante el cual un representante de la escuela no ha sido notificado de la causa de tal ausencia por parte de los padres/tutores del estudiante ausente.

Salida temprano – los estudiantes que, por una razón válida, desean ser excusado de la escuela por parte del día, están obligados a llevar una nota escrita y firmada por los padres/tutores a la oficina de asistencia antes del tiempo de despedida de parte del padre/tutor.

Arreglo de ausencia – si un estudiante va a estar ausente todo el día por más de un día por razones que no sean enfermedad (vacaciones, visita de la Universidad, etc.), debe de llenar una forma de ausencia. Esta debe ser completada por un padre o tutor. Después, el alumno debe obtener la aprobación de cada maestro y su firma. Esta forma se devuelve a la oficina de asistencia una semana de anticipación. También el padre o tutor puede escribir una nota en lugar de la forma especificando las fechas y el motivo de la ausencia y presentarla en lugar de la forma. Esta nota se adhiere luego a la forma de Ausencia Pre- vista para ser aprobado y firmado por cada maestro. La forma de ausencia también puede necesitar ser aprobada por el consejero o el principal. Puede obtener esta forma en la oficina de asistencia o en línea en: http://indiantrail.kusd.edu/parents/documents/Prearrangedabsenceform.pdf

PREGUNTAS FRECUENTES

1. Cuando mi niño está ausente, ¿qué debo hacer? Llamar al 359-8500 dentro de 24 horas de la ausencia. Si deja un mensaje, por favor identifíquese con su nombre y asegúrese de incluir el nombre del alumno, grado, número de identificación, y la razón por la cual el estudiante estará ausente de la escuela. Si no recibimos una llamada para reportar la ausencia del alumno por un padre o tutor dentro de los cinco días de escuela entonces no serán excusadas.

2. ¿Qué debo hacer si recibo una llamada o texto con respecto a que mi hijo/a esta marcado ausente o a llegado tarde por un período o periodos durante el día escolar? Llame al 359-8612 o 359-8500 dentro de 24 horas de recibir la llamada para que el ausentismo pueda ser corregido. Si el alumno fue tachado por error su estudiante puede corregir su asistencia llenando una forma azul en la oficina de asistencia en el mostrador. Necesita la firma del maestro que ha cometido el error con la corrección. Los padres, tutores y estudiantes solo tienen una ventanilla de cinco días para eliminar cualquier ausencias y tardanzas que no estén justificadas.

3. ¿Qué debe hacer mi hijo si se enferma en la escuela? Los estudiantes no deben llamar a sus padres o tutor para pedir que los recojan. Los estudiantes que están enfermos y desean volver a casa deben ir a la enfermera durante el paso del tiempo a su siguiente clase o con un pase de su maestro. La enfermera estará en contacto con un padre o tutor para verificar el permiso para regresar a casa. Después
la enfermera enviar al estudiante a la oficina de asistencia para registrar su ausencia. Los alumnos que estén en la Asociación de Estudiante o si el estudiante está en su hora de descanso debe seguir el mismo procedimiento. Al no seguir este procedimiento la ausencia no será justificada.

4. **¿Qué hago si mi niño tiene una cita para salir durante el día?** El estudiante debe traer una nota del padre o tutor a la oficina de asistencia _antes que comience la escuela_ el día de la cita para recibir un pase para salir. El pase tendrá la fecha y el tiempo indicado para recoger. El pase se debe mostrar al profesor de su hijo. El niño entonces debe ir a la oficina de asistencia para registrar que va a salir del edificio. Se espera un retorno oportuno del estudiante a menos que no piense regresar por el resto del día. El padre o tutor debe especificar esto al personal de la oficina. Note: La ley estatal no permite a la escuela excusar a los estudiantes para entrevistas de trabajo o cualesquier citas que no son específicas a ese alumno. **Si el padre o tutor no provee una nota, el guardián debe entrar al edificio para firmar a sus estudiantes y debe estar preparado para presentar Identificación. Con el fin de recoger a un estudiante, la persona debe aparecer en la lista de contactos de emergencia de los estudiantes.**

5. **¿Qué sucede si mi hijo llega tarde a la escuela?** Estudiantes que no llegan a la escuela a tiempo deben de reportarse en el primer escritorio para ser reportado al área común. Si un padre o tutor desea excusar la tardanza del alumno por una razón KUSD aprobado, los padres deben llamar al 359-8500 o escribir una nota explicando el motivo de la llegada. **Estudiantes que tienen las tardanzas justificadas deben acudir al escritorio de la oficina de asistencia en la oficina principal.** Repetidas tardanzas dará lugar a que se le tenga que dar consejo, reunión con los padres/tutor, intervenciones o disciplina adicional a través de la Ordenanza de absentismo escolar del condado.

6. **Es la misma expectativa para los alumnos que participan en deportes?** Los atletas deben estar en la escuela todo el día comenzando a las 7:28 y en cada periodo de clases para poder participar en todos los ejercicios, practica o competencias. La única excepción es una cita médica/dental/Tribunal/etc. Solo citas que han sido verificadas.

7. **He recibido una carta por correo que dice que mi hijo/a esta excesivamente excusado. ¿Qué significa esto y con quien me puedo comunicar sobre el asunto?** Por ley estatal, los estudiantes pueden tener solamente _10 ausencias justificadas_ (ya sea parcial o todo el día) por año escolar. Los estudiantes están marcados, “Excusa” por cualquier cita médica/dental siempre y cuando el Padre llama o escribe una nota. La ausencia de un estudiante puede marcarse como ”Cita Médica” o ”Médico” si el alumno trae una nota del médico o dentista. Las ausencias que estén marcadas ”Cita médica” o ”Médico” _No_ cuentan hacia el máximo de 10 ausencias por año. **Es en el mejor interés del estudiante de obtener una nota médica cada vez que tienen una cita médica para que no se coloquen en la lista excesiva de absentismo.** Póngase en contacto con la directora de la asistencia al 359-8612 con respecto a cualquier pregunta.

8. **Quiero que mi hijo o hija visite una Universidad. ¿Cuáles son los procedimientos?** Su hijo recogerá un formulario de ausencia prevista en la oficina de asistencia. Debe llenar la con la fecha y tiempo que estará visitando la Universidad. Al regresar de la visita del colegio por favor traiga algún material para confirmar que el estudiante estuvo en el colegio. De esta manera la ausencia puede ser marcada apropiadamente. Se debe llenar la forma de Ausencia Previsita, la cual puede obtener en la oficina de asistencia o en línea en: [http://indiantrail.kusd.edu/parents/documents/Prearrangedabsenceform. PDF](http://indiantrail.kusd.edu/parents/documents/Prearrangedabsenceform). PDF

9. **Tenemos unas vacaciones en familiares previstas durante el año escolar. ¿Cuáles son los procedimientos?** Por favor, si es posible, no planeé vacaciones durante el año escolar programado, a menos que sea realmente necesario. En este caso, tendrá que llenar una forma de Ausencia Previa. La forma debe ser completada y firmada por todos los maestros y la directora una semana antes de la ausencia. De nuevo, puede obtener esta forma en línea en: [http://indiantrail.kusd.edu/parents/documents/Prearrangedabsenceform. PDF](http://indiantrail.kusd.edu/parents/documents/Prearrangedabsenceform). PDF
VISITOR SIGN-IN PROCEDURES

Visitors are asked to sign in to the building in the main office using the front entrance. Please be aware that we will be taking your picture and asking for your full name and who you are visiting. Visitors must sign out in the main office.

DROPPING OFF ITEMS

Please be mindful that dropping off items during the day for your child can be difficult. Secretaries will not interrupt instruction to notify a child that an item is in the office. As we are a large school, tracking down several students during the day can be difficult. Please only drop off emergency items for your child during the school day.

Your child should come to school everyday with assignments, materials, ride arrangements, lunch or lunch money. Students will not be called to the office to accept fast food lunches, flowers or gifts.

A CLOSED CAMPUS POLICY is enforced for all students. Students are not permitted to leave campus or engage in non-school related activities during the school day without permission of the principal or designee and parent/guardian. Only select students participating in the school approved programs may leave campus during the school day.

Important Phone Numbers

Main Office         359-8700  Office of Student Management (OSM)  359-8531
Attendance         359-8500  Barbara Sucevich (Scheduling)       359-8669
Nurse              359-8743  Diane Bilak (Registrar)            359-8303
Library            359-8597
PBIS

We have established Hawk Habits through the Positive Behavior Intervention System at Indian Trail High School and Academy. Through incentives, Hawks are encouraged to S.O.A.R.

- Safe
- On time
- Act Responsibly
- Respectful

Through incentives, and a common language, we hope to fortify successful habits and behavior. Indian Trail High School and Academy is dedicated to providing a safe environment that is void of distractions and disruptive behavior. Parents, students, teachers and community members, are encouraged to promote and reinforce these values with our students. Positive behavior that is reinforced is retained and repeated. Always remember Hawks S.O.A.R.

Indian Trail was recognized by the Wisconsin RTI Center and DPI at the Silver level for behavior.

Blackhawk Credit Union ATM
Located in the Indian Trail HS Commons

COMMUNICATIONS AT INDIAN TRAIL

ITHSA WEBSITE

TVs
There are a number of flat screen televisions mounted throughout the school that are used to relay information. TVs are updated each day with announcements such as club meetings, athletic cancellations, and other important information.

VIDEO ANNOUNCEMENTS
Student-produced video announcements will air starting in late September. Video announcements will be shown Monday thru Thursday during 2nd period.

ROBO CALLS
From time to time automated phone calls will be made to pass on important reminders or urgent information.

SCHOOL MESSENGER
Please make sure your email is up to date on Infinite Campus. We are now sending short newsletters via email to keep you informed.
Indian Trail High School & Academy
Traffic and Parking

Quick Facts
- We are one of the largest schools in the state with an enrollment of approximately 2,300 students and a staff of over 100.
- Between 7:00 - 7:28 a.m. all of these people are attempting to get into our building. That is the equivalent of approximately 6 Jumbo Jets boarding at one time. That is like the entire town of Wautoma, WI (or 2 ½ Vatican Cities) coming into one building every day.

Quick Tips
It takes all of us working together to have the drop off area move quickly and efficiently. Please see the following instructions for drop off.

- Be safe and patient at all times.
- Obey traffic laws at all times. Please do not drive the wrong way against traffic.
- Reckless driving should be reported to the School Resource Officer. Include a description of the car, time of incident, location and license plate (if possible.)
- CARPOOL, CARPOOL, CARPOOL. Also, use public transportation. Less cars equals shorter wait times.
- Have students ready to deboard your car. Books and backpacks in hand. Do not switch drivers. Refrain from long conversations with your child in the drop off area.
- Use the entire drop off lane (See map A.) Do not attempt to drop your child off as close to the front door as possible. This creates EXTREME back up.
- Do not park in the drop off area.
- Traffic is typically at its peak between 7:10-7:28 a.m. Expect delays during this time. In order to avoid long waits drop your child off prior to 7:00 a.m.
- Do not park in the drop off areas or restricted areas. This will block parents and our buses from dropping off and picking up.
- Student drivers should enter the parking lot using the Student Parking Entrance (See map A.)
- Parents arriving significantly early for pick up (prior to 2:45 Mon. – Thur., 1:45 on Fri.) should park in the student lot (the drop off area is not for long term parking.)
- Be aware of signs for restricted parking areas. Be aware of one way drives.
- Parents can enter from 60th Street or 52nd Street via Green Bay Rd. There are also numerous points of exit/entrances to and from Green Bay Road (See Map B.)
Please note the start time has changed to 7:28 a.m.

### Indian Trail High School and Academy 2018-2019

#### Monday – Thursday

<table>
<thead>
<tr>
<th>Period</th>
<th>7:28 – 8:23</th>
<th>Period</th>
<th>8:18 – 9:01</th>
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<tr>
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<td><strong>8:28 – 8:43</strong></td>
<td><strong>Period 2</strong></td>
<td><strong>9:06 – 9:49</strong></td>
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<tr>
<td><strong>Class</strong></td>
<td><strong>8:43 – 9:35</strong></td>
<td><strong>Period 3</strong></td>
<td><strong>9:06 – 9:49</strong></td>
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<tr>
<td><strong>Period 3</strong></td>
<td><strong>9:40 – 10:33</strong></td>
<td><strong>Period 4A</strong></td>
<td><strong>10:38 – 11:04</strong></td>
</tr>
<tr>
<td><strong>LUNCH 4B</strong></td>
<td><strong>11:04 – 11:31</strong></td>
<td><strong>Period 5A</strong></td>
<td><strong>11:36 – 12:02</strong></td>
</tr>
<tr>
<td><strong>Period 5B/C</strong></td>
<td><strong>12:07 – 1:03</strong></td>
<td><strong>Period 5C</strong></td>
<td><strong>12:36 – 1:03</strong></td>
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<td><strong>LUNCHES</strong></td>
<td><strong>LUNCHES</strong></td>
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<td><strong>LUNCH 5A</strong></td>
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<td><strong>Period 5B/C</strong></td>
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<td><strong>Period 5B/C</strong></td>
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<td><strong>Period 5C</strong></td>
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<td><strong>11:32 – 11:59</strong></td>
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<tr>
<td><strong>Period 5C</strong></td>
<td><strong>12:36 – 1:03</strong></td>
<td><strong>Period 5C</strong></td>
<td><strong>12:03 – 12:27</strong></td>
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#### Friday ONLY

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<th>Period</th>
<th>7:28 – 8:13</th>
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<td><strong>Period 3</strong></td>
<td><strong>9:06 – 9:49</strong></td>
</tr>
<tr>
<td><strong>Announcements</strong></td>
<td><strong>10:10 – 10:30</strong></td>
<td><strong>Period 4A</strong></td>
<td><strong>10:30 – 10:57</strong></td>
</tr>
<tr>
<td><strong>Class</strong></td>
<td><strong>11:01 – 11:27</strong></td>
<td><strong>Period 5A</strong></td>
<td><strong>11:32 – 12:27</strong></td>
</tr>
<tr>
<td><strong>Period 5B/C</strong></td>
<td><strong>11:32 – 12:27</strong></td>
<td><strong>Period 5C</strong></td>
<td><strong>12:03 – 12:27</strong></td>
</tr>
<tr>
<td><strong>LUNCH 4B</strong></td>
<td><strong>9:54 – 10:10</strong></td>
<td><strong>LUNCH 5A</strong></td>
<td><strong>11:01 – 11:27</strong></td>
</tr>
<tr>
<td><strong>Period 5B/C</strong></td>
<td><strong>11:32 – 12:27</strong></td>
<td><strong>LUNCH 5B</strong></td>
<td><strong>11:32 – 11:59</strong></td>
</tr>
<tr>
<td><strong>Period 5C</strong></td>
<td><strong>12:03 – 12:27</strong></td>
<td><strong>LUNCH 5C</strong></td>
<td><strong>12:03 – 12:27</strong></td>
</tr>
</tbody>
</table>

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**7/24/18**
NOTES FROM THE NURSE’S OFFICE
STUDENT IMMUNIZATION LAW
GRADE REQUIREMENTS
2018-2019 SCHOOL YEAR

The following are the minimum required immunizations for each grade level:
(Las siguientes son las vacunas minimas que se requieren para cada nivel de grado):

Grade & Number of Doses per vaccination:

<table>
<thead>
<tr>
<th>Grade 9-12</th>
<th>4 DTP/DtaP/Td</th>
<th>1 Tdap</th>
<th>4 Polio</th>
<th>3 Hep B</th>
<th>2 MMR</th>
<th>2 Var</th>
</tr>
</thead>
</table>
1. DTP/DtaP/Td vaccine for students entering grades 1 through 12: Four doses are required. However, if your child received the 3rd dose after the 4th birthday, further doses are not required. (Note: a dose 4 days or less before the 4th birthday is also acceptable).
2. Tdap means adolescent tetanus, diphtheria and acellular pertussis vaccine. If your child received a dose of a tetanus containing vaccine, such as Td, within 5 years of entering the grade in which Tdap is required, your child is compliant and a dose of Tdap vaccine is not required.
3. Polio vaccine for students entering Kindergarten through 12: Four doses are required. However, if your child received the 3rd dose after the 4th birthday, further doses are not required. (Note: a dose 4 days or less before the 4th birthday is also acceptable).
4. The first dose of MMR vaccine must have been received on or after the first birthday (Note: a dose 4 days or less before the 1st birthday is also acceptable).
5. Var means Varicella (chickenpox) vaccine. A history of chickenpox disease is also acceptable.

To be compliant, the parent (or guardian) must provide to the school one of the following:

1. The dates of vaccination (mm/dd/yyyy); or
2. An indication that the child has a history of chickenpox; or
3. A waiver for health, religious or personal conviction reasons.

*BLANK IMMUNIZATION RECORD MAY BE PRINTED OFF OF THE ITHSA WEBSITE UNDER DEPARTMENTS-NURSE’S OFFICE. PLEASE COMPLETE IF NEW STUDENT OR CURRENT STUDENT WHO HAS RECEIVED A NEW VACCINATION WITHIN THE LAST YEAR. IF YOU ARE UNSURE, PLEASE COMPLETE AND SUBMIT YOUR CHILD’S VACCINATION DATES.

EMERGENCY HEALTH INFO AND CONTACT INFORMATION
(Las tarjetas de emergencia pueden ser obtenidas en espanol en la oficina principal)

Please provide at least 2 functioning phone numbers where you as the parent/guardian can be reached i.e. home, cell, and/or work. In addition, we request 2 emergency contact persons who can be called if we are unable to reach you. Permission will be obtained from parent/guardian, or an emergency contact person, prior to releasing a student from school. Remember to comprehensively complete the Online Registration Health section, as this is your child’s health history database. When completing the health history, please describe the condition, the signs & symptoms, and any restrictions to the best of your ability.

SCHOOL MEDICATION POLICY
(Todos los medicamentos que se toman durante del dia son guardados en la oficina de la enfermera)

All medications taken during the school day must be stored or checked in at the Nurse’s Office.

1. All nonprescription medication must be in the original bottle/package, with the child’s name clearly marked on the container. All prescription medication must be in the original pharmacy container with correct information on the label. If half tablets are to be given, the parent will be responsible for sending the medication in that form.
2. All medication, prescription or nonprescription, must be accompanied by a “Request for Medication Administration During School Hours” form, with parent/guardian’s signature. Prescription medications will also require a physician’s signature. Parents are responsible for morning & after school doses; the school will only take responsibility for the mid day dose. Medications will only be administered at school the specified times noted on the form. Any changes in dose, time or medication will require a new form, & a new container with the corrected pharmacy label.
3. The above rules still apply to any emergency medication a student may need to carry with them, such as Epipens, Glucagon, or inhalers. Both the medication & the medication form must be checked in with the Nurse at the beginning of the year. The physician must check “yes” on the form stating, “Student may carry medication for Emergency purposes”. “School policy mandates that emergency medications are available to the school on the first day of school.
4. Medication will be kept in the Nurse’s Office for the school year only. Remaining medication needs be picked up at the end of the year, or will be disposed of per school policy.

A Medication Administration Form may be printed from the ITHSA website under Departments-Nurse’s Office. Medication administration forms must be renewed annually. The form and medication may be brought to school in the fall prior to the first day of class. I do volunteer to work registration in August, or I can be found in the Nurse’s Office on Staff workday. My normal office hours during the school year are Monday-Friday from 7:30 a.m. - 3:00 p.m.

Sincerely,

Doreen Perri RN BSN
Indian Trail High School & Academy
School Nurse
dperri@kusd.edu
262-355-8743
College Fair is Coming!

WEF College Fair – UW-Parkside

Tuesday, September 18, 2018
9:00 a.m. until 11:00 a.m.

Indian Trail will offer all senior students the opportunity to attend the WEF College Fair at UW - Parkside on Tuesday, September 18th from 9:00 a.m. until 11:00 a.m. In an effort to get eligible senior students to participate in this valuable career/college opportunity, all senior students are encouraged to attend. Bussing will be provided to WEF College Fair at UW-Parkside from Indian Trail.

More than 100 participants from colleges, universities, technical colleges, the Armed Forces, trade schools, and community colleges will be available for students to visit. We feel that this will offer our students information on a wide variety of post-secondary educational options available to them. Please complete the permission slip and return it to the guidance office ASAP. **If a permission slip is not returned by Monday, September 10th, your son or daughter will not be able to attend.**

*Students planning on attending the WEF will need to complete the attached permission slip and return it to school and should also register at www.gotocollegefairs.com BEFORE attending the WEF. It is important to print off the barcode and bring it with you to the fair.*

Any parents interested in attending any of the college fairs are welcome to do so.
INDIAN TRAIL – SENIOR FIELD TRIP 2018

A field trip will be taken by 12th grade Indian Trail students:

To: __________ WEF College Fair at UW-Parkside on: __________ Tuesday, September 18, 2018 ________

Purpose: An opportunity to meet with over 100 representatives from colleges, universities, military organizations, technical schools and trade schools.

Transportation: __________ First Student Bus ________ Cost: ________ Free ________

Time: __________ 9:00 a.m. – 11:00 a.m. – Students will be back for school lunch. ________

All normal precautions will be taken to ensure a safe and worthwhile trip but the school and those in charge of this trip cannot be responsible for any difficulty arising from student’s not following directions or in case of accident.

RETURN THE PERMISSION SLIP TO THE GUIDANCE OFFICE (ROOM 1402) BY MONDAY, SEPTEMBER 10TH.

NO LATE PERMISSION SLIPS WILL BE ACCEPTED.

PERMISSION FORM

Date ______________________________________

I hereby give my permission for ___________________________ Grade: __________

(Student Name – Please Print)

 to attend ___________________________ WEF College Fair

(Event)

at __________ UW-Parkside on __________ Tuesday, September 18, 2018 ________

(Place) (Date)

Are special needs required? Yes          No

Please indicate the special needs required (i.e. wheelchair, medication, etc.)

__________________________________________

In the event of an emergency condition, the following procedure will be followed:

Emergency first aid will be given by the teacher, trip authority, camp director, or other qualified person.

In case of a serious injury:

A. The child will be transported to the nearest hospital for examination by a physician.

B. Parent or guardian will be called at ___________________________.

Or if not available, the following responsible party will be contacted:

__________________________________________ (Name) __________________________ (Phone)

It is understood that the student is under school supervision while on the field trip, but that neither the school district nor those in charge shall be held responsible for difficulties arising from not following directions or in case of accident. I authorize the school to follow the emergency procedure as outlined above.

__________________________________________

Parent/Guardian Signature
STUDENT INFORMATION

School Lunches
Students can elect to deposit money in advance and withdraw lunch purchases from their account. Students will be able to make deposits in their lunch accounts during registration. When purchasing a lunch, students enter their personal ID number at the register.

All students that received free or reduced lunches during the 2017-18 school year will continue to receive lunch until October 15, 2018. New forms will need to be completed prior to this date. You may sign up online via the KUSD website or you can use this link: https://www.myschoolapps.com/Application

The current lunch prices are as follows:

Breakfast: Free for all students
(no second breakfast)
Reduced Breakfast: $0.00
Student Lunch: $2.80 (first lunch)
(no second lunch—ala carte only)
Reduced Lunch: $0.00

Student Leadership and active involvement with clubs and activities not only creates lasting memories, but students also learn life skills through meaningful experiences that cannot be taught in a classroom or learned in a book. Furthermore, we take great pride in the rich diversity of our student body and of those that work here. Our diversity programs bring people together for cultural understanding, clarity of a variety of viewpoints, and increased advantage for leveraging different skills.

Students should get involved in an extracurricular activity. Activities help make a big school feel smaller. Indian Trail offers a wide range of clubs, activities and sports teams. For information regarding the Indian Trail band program, visit indiantrailband.com or our Facebook page.

Photo Information
School IDs/Photos will be taken during registration. Any students who are not able to attend registration on August 16th or August 17th will need to have their photo/school ID taken on picture re-take day.

Picture re-take day will be October 2nd during school hours in the upper gym. Announcements will be made throughout the day for students to report to the upper gym.

All Seniors will have their photo taken in their graduation gown on October 9th and 10th in the upper gym during school hours. This photo will be used in the yearbook. School ID photos will NOT be used in the yearbook for Seniors. Seniors, please make sure you are in school during the provided dates. The yearbook is on a strict printing schedule that cannot be changed, so please plan ahead. If you have any questions regarding Senior photos please contact Michelle Corbett at mcorbett@teachers.kusd.edu.

School Supplies
Teachers will let students know what supplies will be needed for their specific courses. Please be sure to bring a few notebooks and a pen on the first day of school.

Physical Education Information
Students in P.E. classes will dress in appropriate apparel beginning the second day of class. Please refer to our website regarding appropriate P.E. apparel policies.
# INDIAN TRAIL HIGH SCHOOL AND ACADEMY SCHOOL CALENDAR 2018/19

<table>
<thead>
<tr>
<th>Month</th>
<th>Date</th>
<th>Event</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>August</td>
<td>23-24 &amp; 27</td>
<td>Thurs-Friday and Monday</td>
<td>New Staff Orientation</td>
</tr>
<tr>
<td></td>
<td>28</td>
<td>Monday</td>
<td>Instructional Staff Report</td>
</tr>
<tr>
<td>September</td>
<td>4</td>
<td>Tuesday</td>
<td>Students Report</td>
</tr>
<tr>
<td>October</td>
<td>12</td>
<td>Friday</td>
<td>Staff Development Day</td>
</tr>
<tr>
<td>November</td>
<td>7 &amp; 8</td>
<td>Wednesday &amp; Thursday</td>
<td>Parent/Teacher Conferences</td>
</tr>
<tr>
<td></td>
<td>9</td>
<td>Friday</td>
<td>Staff Workday</td>
</tr>
<tr>
<td></td>
<td>21</td>
<td>Wednesday</td>
<td>Early Release</td>
</tr>
<tr>
<td></td>
<td>22 &amp; 23</td>
<td>Thursday – Friday</td>
<td>Thanksgiving Break</td>
</tr>
<tr>
<td>December</td>
<td>24 – Jan 6</td>
<td>Monday – Sunday</td>
<td>Winter Break</td>
</tr>
<tr>
<td>January</td>
<td>7</td>
<td>Monday</td>
<td>Students/Staff Return from Winter Break</td>
</tr>
<tr>
<td></td>
<td>21</td>
<td>Monday</td>
<td>Dr. Martin Luther King Jr. Day</td>
</tr>
<tr>
<td></td>
<td>22 – 24</td>
<td>Tuesday – Thursday</td>
<td>Final Exam Schedule (see below for times)</td>
</tr>
<tr>
<td></td>
<td>25</td>
<td>Friday</td>
<td>Staff Workday</td>
</tr>
<tr>
<td>February</td>
<td>20</td>
<td>Wednesday</td>
<td>ACT Assessment (Juniors) with Early Release</td>
</tr>
<tr>
<td></td>
<td>21</td>
<td>Thursday</td>
<td>ACT Work Keys (Juniors) with Early Release</td>
</tr>
<tr>
<td></td>
<td>22</td>
<td>Friday</td>
<td>Staff Development Day</td>
</tr>
<tr>
<td>March</td>
<td>26 &amp; 28</td>
<td>Tuesday &amp; Thursday</td>
<td>Parent/Teacher Conferences</td>
</tr>
<tr>
<td></td>
<td>29</td>
<td>Friday</td>
<td>Staff Workday</td>
</tr>
<tr>
<td>April</td>
<td>5</td>
<td>Friday</td>
<td>Staff Development Day</td>
</tr>
<tr>
<td></td>
<td>19 – 28</td>
<td>Friday – Sunday</td>
<td>Spring Break</td>
</tr>
<tr>
<td></td>
<td>29</td>
<td>Monday</td>
<td>Students/Staff Return from Spring Break</td>
</tr>
<tr>
<td>May</td>
<td>24</td>
<td>Friday</td>
<td>Early Release</td>
</tr>
<tr>
<td></td>
<td>28</td>
<td>Monday</td>
<td>Memorial Day</td>
</tr>
<tr>
<td></td>
<td>29</td>
<td>Wednesday</td>
<td>Last Day for Seniors</td>
</tr>
<tr>
<td>June</td>
<td>10 – 12</td>
<td>Monday – Wednesday</td>
<td>Final Exam Schedule (see below for times)</td>
</tr>
<tr>
<td></td>
<td>13</td>
<td>Thursday</td>
<td>Staff Work Day</td>
</tr>
</tbody>
</table>

## Finals

- Jan. 22: 7:28am – 12:45pm
- Jan. 23 & 24: 7:28am – 11:15am
- June 10: 7:28am – 12:45pm
- June 11 & 12: 7:28am – 11:15am

**Early Dismissal 11:15am**

- November 21 and May 24

## Staff Development Days

*No students report*

- October 12, 2018
- November 9, 2018
- February 22, 2018
- April 5, 2018

## Parent/Teacher Conferences

- November 7 & 8: 4:30pm – 6:30pm
- March 26 & 28: 4:30pm – 6:30pm

## Quarters

- Quarter 1: 9/4 to 11/1
- Quarter 2: 11/5 – 1/24
- Quarter 3: 1/28 – 3/28
- Quarter 4: 4/1 – 6/12
This year, the Student Council of Indian Trail High School & Academy is hosting a Homecoming Dance at Indian Trail High School, on **Saturday, September 29th from 7pm to 10pm**. In order for this dance to be safe, meaningful, and an enjoyable experience, we are asking that all attending abide by the following rules.

**Indian Trail Dance Rules**

To purchase a ticket students must present a completed and signed permission slip, show their school ID at time of purchase, and provide cash or a check made payable to Indian Trail High School.

To be admitted to the dance, students must present their current high school ID or State Photo ID/ Driver’s License and their purchased ticket.

For students attending the Homecoming Dance, here are the eligibility requirements:

- May not have any truancies on or after September 10, 2018
- May not have more than 5 unexcused tardies (beginning September 10, 2018) up to the date of the Dance
- May not have any more than a half day of in school suspension after September 10, 2018
- May not have an out of school suspension during the 2018-2019 school year
- May not have any unserved detentions and all must be detentions served by September 25th, 2018

Homecoming tickets will go on sale the week of September 17th.

**Dress-up days/Spirit Week:**

Monday, September 24th: Home run (sports day)

Tuesday, September 25th: Make yourself at home (School Appropriate PJs)

Wednesday, September 26th: Homies (match your friends)

Thursday, September 27th: Home away from home (tourist attire)

Friday, September 28th: There’s no place like HOME (class colors)

  - Freshmen- White
  - Sophomores-Grey
  - Juniors-Purple
  - Seniors- Black

Friday, September 28th: Homecoming Parade and Football Game! The theme for the football game is “**There is no place like HOME**” (Class colors). Parade Lineup Starts at 4:20pm, parade Starts promptly at 5:20pm. Football game starts at 7pm.
2018-19 STUDENT DRESS CODE

BOTTOMS:
- May not be see-through
- Must fit appropriately and may not drag on the floor
- Must be at the waist and appropriately fastened with belts when needed
- Must be clean and in appropriate repair – holes and/or rips below mid-thigh are permissible, but holes and/or rips above mid-thigh cannot show skin
- Must cover undergarments at all times
- Must cover the waistline, no skin may show between bottom and tops when seated or standing

**UPDATED**
- Dresses, leggings, skirts, skorts, shorts, pants and yoga pants should be at least mid-thigh length and cover all private body parts at all times

TOPS:
- May not be see-through
- Must fit appropriately
- Must be clean and in appropriate repair with no holes or tears
- Must cover the waistline, no skin may show between bottoms and tops when seated or standing
- Must cover all private body parts at all times
- Must cover undergarments at all times

**UPDATED**
- Tank tops are acceptable if the straps are at least one inch in width

FOOTWEAR:
- Athletic shoes, laced shoes, shoe boots, loafers, dress shoes or sandals (are permissible)
- Must be secured on the feet
- No house slippers are allowed
- Elementary: shoes must have a strap around heel (no flip-flops)

**STUDENT ID CARDS:**
- Middle school students will be required to wear their student identification cards (ID) during the school day and have them easily accessible during all school activities (e.g. academic, extracurricular, co-curricular).
- High school students must have an ID in their possession at all times and have them easily accessible during all school activities (e.g. academic, extra-curricular, cocurricular).

**ADDITIONAL GUIDELINES:**

**UPDATED**
- Clothing representing gangs or gang-related activity, including gang-related colors if for purposes of gang identification, may not be worn

**UPDATED**
- Clothing that contains pictures and/or writing referring to alcoholic beverages, tobacco products, sexual references, profanity, illegal drugs, bigoted epithets, harassment/hate messages, or messages of hostility toward race, ethnicity, religion or sexual orientation may not be worn
  - Pajamas, undershirts or undergarments may not be worn as outerwear
  - Attire that may be considered a weapon is not allowed (e.g. chain belts, wallet chains, etc.)
  - Jewelry, piercings, tattoos or similar artifacts that are obscene or may cause disruptions to the educational environment are prohibited
  - Hoodies, hats, caps, bandannas, sweatbands, skullcaps, plastic hair bags, hair nets or do-rags may not be worn within the building
  - Grooming items (e.g. hair picks, combs, etc.) may not be worn in the hair
  - Outerwear, including coats, hats, gloves/mittens and scarves, may not be worn inside unless a student is going to his/her locker or classroom after coming from or going outside, or with administrative approval
  - Face coverings (e.g. sunglasses, masks, etc.) may not be worn in the building
  - High school students may use backpacks during the school day
  - Elementary and middle school students may not use backpacks during the school day without administrative approval
