



# IRELAND

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## ELEMENTARY SCHOOL

### Parent Handbook 2023-2024

National Blue Ribbon School  
Four Star School  
Exemplary School  
Indiana Blue Ribbon School



Ireland Elementary School  
2386 N 500 W  
Jasper, IN 47546  
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[www.ireland.gjcs.k12.in.us](http://www.ireland.gjcs.k12.in.us)

## School Overview from Mrs. Bauer

Dear Ireland families,

Ireland Elementary School is one of two elementary schools in the Greater Jasper Consolidated School Corporation. The school is set in a rural community four miles west of Jasper. The school was built in 1990 and has grown from a student body of 270 to our current enrollment of 545. The facility consists of 67,000 sq. ft. Fifty-seven staff members work closely with the principal in the PreK-5 setting.

The locally developed curriculum at all grade levels is based on the Indiana College and Career Ready Standards. More information can be found on the Indiana Department of Education website, at <http://www.doe.in.gov/standards>.

Each classroom at Ireland Elementary School is considered a supportive learning environment, with structures in place to meet and exceed the needs of each student. With high quality instruction, a strong curriculum, a 90 minute block of time for reading, flexible grouping, literacy workstations, continuous assessment, progress monitoring, positive behavior supports, organized space, materials, and a focus on leadership, students at Ireland Elementary will move beyond their limits while enjoying their educational experience. It is our goal to provide the necessary support to make Ireland Elementary School a place where students, families, staff, and community thrive.

We take great pride in setting high standards of academic excellence for our students. Ireland Elementary staff provides children with a variety of learning opportunities for ALL students. Students experience educational opportunities through whole group and small group instruction in the classroom, and through art, music, library, physical education, and technology. Additional support services for high ability learners, special needs, intervention, speech, and counseling are embedded into everyday practices to provide for meeting the educational needs of all students.

The active Parent/Teacher Organization supports our school through various activities and projects. Volunteers spend countless hours assisting teachers and students with intervention and enrichment activities. We encourage you to join our parent teacher organization and support our children here at Ireland Elementary School.

Together we will continue to strive for academic excellence for our students. We look forward to our partnerships with our families. If you have questions, concerns, thoughts, or ideas I would love to hear from you! Call me at 812-482-7751 or email me at [sbauer@gjcs.k12.in.us](mailto:sbauer@gjcs.k12.in.us)

Sincerely,

*Mrs. Shannon Bauer*

Mrs. Shannon Bauer  
Principal

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## Foreword

This handbook was developed to answer many of the commonly asked questions that you may have during the school year. The handbook contains information about student rights and responsibilities, as well as pertinent information about our school. Please take time to become familiar with the following information and keep the handbook available for your use. It can be a valuable reference during the school year and a means to avoid confusion and misunderstanding when questions arise. Should you have any questions, please contact the principal at 482-7751. This handbook is supplementary to Board policy. Should a provision of this handbook contradict Board policy, the Board policy will prevail. This handbook supersedes all prior handbooks and other written material on the same subject.

## Ireland Elementary School Mission, Vision, and Beliefs

We believe that all children have the capability to learn. Through the cooperative efforts of the child, the home, the school, and the community, we accept the challenge to provide a learning environment that instills a desire for knowledge. We will work diligently to provide students with the skills necessary to become successful, participating members of the American democratic society and inspire a vision of the future from a global perspective.

School, parents, and community supporters will ensure every child in Jasper is whole socially and emotionally in order to pursue a life and career pathway they are proud of and for which they are prepared.

JasperGREAT - Growing Resilience, Engagement, and Academics Together

Ireland Elementary staff and students have high expectations. Our school motto is "When you work hard, good things happen!"

## GJCS School Calendar 2023-2024

Tuesday, August 8, 2023	Teacher Day
Wednesday, August 9, 2023	Full Day for Students
Monday, September 4, 2023	Labor Day - No School
Wednesday, September 27, 2023	Parent/Teacher Conferences
Wednesday, October 4, 2023	Parent/Teacher Conferences
Friday, October 6, 2023	End 1st Quarter
Monday - Friday, October 16-20, 2023	Fall Break - No School
Wednesday - Friday, November 22-24, 2023	Thanksgiving Break
Wednesday, December 21, 2023	End 2nd Quarter
	End 1st Semester
Tuesday, January 4, 2024	School Resumes
Monday, January 29, 2024	Teacher PD Day - No School
Friday, February 16, 2024	Snow Make-Up Day - No School
Monday, February 19, 2024	Great Americans' Day - No School
Friday, March 15, 2024	End 3rd Quarter
Monday -Friday, March 25-29, 2024	Spring Break - No School
Monday, April 1, 2024	Snow Make-Up Day - No School
Thursday, May 23, 2024	End 4th Quarter
	End 2nd Semester
Friday, May 24, 2024	Snow Make-Up Day - No School
	Commencement

**Ireland Elementary Staff  
2023 - 2024**

Principal	Shannon Bauer
Secretaries	Toni Reckelhoff, Abby Giesler
PreKindergarten Teacher	Mindy Sendelweck
Kindergarten Teachers	Tara Britton, Stacey Crawford, Sara Olinger, Kathy Wagner
First Grade Teachers	Dawn Kilian, Madison Renner, Kelly Shields, Reyne Vollmer
Second Grade Teachers	Sarah Johnson, Kendra Shuck, Amy Winkel
Third Grade Teachers	Amy Buechlein, Emily Freeman, Lisa Kincer, Nicole Kurzendoerfer
Fourth Grade Teachers	Amber Fleck, Hailey Hurst, Jill Peter, Nikki Roberts
Fifth Grade Teachers	Caleb Begle, Amber Hoffman, Andrea Mehringer, Heather Pfister
Resource Teachers	Amanda Beck, Ashley O'Connor
Literacy Coach	Jenny Hanneman
Music Teacher	Kristin Gayso
Art Teacher	Andrea Ackerman
Librarian	Susan Gossett
Nurse	Brandi Stiles
Speech Therapy Teacher	Leslie Jerger
School Social Worker	Heather Goodhue
Instructional Assistants	Shanelle Best, Alexa Chappell, Joni Dillon, Danielle Hulsman, Donna Jones, Lisa Mann, Stacey Metz, Wendy Meyer, Becky Oser, Sandy Ruckriegel, Becky Seibert
Maintenance	Mark Gehlhausen
Custodians	Jennifer Hidalgo, Darla Jones
Cafeteria Staff	Nancy Berger, Cheryl Eckerle, Pat Fleck, Jane Seidl, Ladonna Werner

## Parent Teacher Organization

The Parent Teacher Organization welcomes you to Ireland Elementary School. We wish to stress and encourage constant open communication between parents, teachers and students to continually enhance a cooperative, supportive educational environment. Ireland Elementary School is always open for parent visitation.

Ireland Elementary School has an active Parent Teacher Organization and provides all school supplies for every student. Parents are encouraged to volunteer at our school. Our volunteers chaperone field trips, work the book fair & other school events, help remediate students and assist teachers with small groups in classrooms and clerical tasks.

### **PTO Events for 2023-2024 School Year**

Monday, August 7, 2023	6:00-7:30 P.M.	Open House/Meet Your Teacher
Sunday, November 5, 2023	9:00 A.M. - 12:00 P.M.	Soup Fundraiser
Thursday, December 14, 2023	1:30 P.M. & 6:30 P.M.	Christmas Program (1, 3, 5)
Thursday, March 14, 2024	1:30 P.M. & 6:30 P.M.	Irish/Spring Program (K, 2, 4)

### **P.T.O. EXECUTIVE COMMITTEE**

Co-Presidents	Laura Renner & Sara Schmidt
Co-Vice Presidents	Reggie and Lauren Hayes and Maria Bueltel
Co-Secretaries	Krista Agler & Renee Brinkmann
Co-Treasurers	Marci Showalter & Stephanie Bolton
Teacher Representative	Amy Winkel
Teacher Representative	Heather Pfister
Principal	Shannon Bauer

## **Section I - General Information**

### **School Day**

The normal school day for all students is from 7:50 a.m. until 2:50 p.m. An adult supervisor is present each morning starting at 7:15 a.m. to supervise students; doors aren't open until then. Breakfast will be served from 7:15 am until 7:45 am.

### **Student Rights and Responsibilities**

The rules and procedures of the school are designed to allow each student to obtain a safe, orderly, and appropriate education. Students can expect their rights will be protected and that they will be treated with fairness and respect. Likewise, students will be expected to respect the rights of their fellow students and staff. Students will be expected to follow staff members' directions and obey all school rules. Disciplinary procedures are designed to ensure due process before a student is disciplined because of his/her behavior. The school corporation has adopted a policy regarding seclusion and restraint for situations where student behaviors threaten to harm themselves or others. This policy can be accessed in the school's office.

Parents have a right to know how their child is succeeding in school and will be provided information on a regular basis and as needed, when concerns arise. Many times it will be the responsibility of the student to deliver that information. If necessary, an email, phone call, U.S. Mail or hand delivery may be used to ensure contact. Parents are encouraged to establish constructive communication channels with their child's teacher and/or principal to better inform the staff of suggestions or concerns that may help their child better accomplish his/her educational goals.

The laws are clear, expecting students to arrive at school on time. Please make sure your child is prepared to learn. Breakfast is provided for all children before school. If you desire for your son/daughter to eat breakfast at school, make sure he/she **arrives before 7:40 am to give him/her enough time to eat breakfast** before class begins.

## **Student Safety**

All doors including the main entrance will be locked at all times.

Student safety is a responsibility of students and the staff. All staff members are familiar with emergency procedures such as fire, tornado, and lock down drills, as well as accident reporting procedures. Should a student be aware of any dangerous situation or accident, he/she must notify a staff member immediately.

All students must have an emergency medical card completed, signed by a parent or guardian, and filed in the school office. This is typically accomplished during or before registration. However, if a phone number or address changes, families must notify the school so that proper emergency contact information is entered.

Students with specific health care needs should submit those needs in writing and with proper documentation by a physician to the school office.

## **Injury and Illness**

All injuries must be reported to a teacher or the office. If minor, the student will be treated and may return to class. If medical attention is required, the office will follow emergency procedures and attempt to make contact with the student's parents.

A student who becomes ill during the school day should request permission from the teacher to go to the office. The nurse/office will determine whether or not the student should remain in school or go home. No student will be released from school without proper parental permission.

## **Enrolling in School**

Students are expected to enroll in the corporation of residence in which they have legal settlement, unless other arrangements have been approved by the sending superintendent and the receiving corporation superintendent.

Parents or the legal guardian must be the person enrolling the student. In special circumstances, this may be accomplished differently with parent/guardian written permission. When enrolling, the following items will be needed:

- Original Birth certificate
- Court papers allocating parental rights and responsibilities or custody (if appropriate)
- Proof of residency (no homeless child will be denied enrollment)
- Proof of immunizations
- Social security card

## Meal Service

Ireland Elementary School participates in the National School Lunch Program and makes meals available to students for the following fees:

	<u>Student</u>	<u>Adult</u>
Breakfast	\$1.25/day	\$2.25/day
Lunch	\$2.50/day	\$4.25/day

Lunch money will be collected for deposit in each student's individual meal account. If possible please send your child's money on a Monday. Families having more than one child in school may pay for all children with one check. It is essential that a note be included in the envelope to inform us of desired distribution of funds. This can be paid weekly, monthly, quarterly, or yearly. Each student should bring money in a sealed envelope with his/her name, grade, teacher's name and amount of money written on the envelope. You may also pay using the MySchoolBucks app, but please note that they will charge a 4.6% fee for each transaction.

Students may also bring their own lunch to school to be eaten in the cafeteria. While you have the right to send lunch with your child, you **do not** have the right to supply other children with food. We strongly encourage your child's participation in our schools' lunch programs. In doing so, you will ensure that your child has all the balanced nutrients as prescribed and mandated by the State of Indiana. However, if you choose to send lunch to school with your child, we encourage a well-balanced meal. Milk can be purchased for \$.50. We strongly discourage fast food and "junk food".

Applications for the Free and Reduced-Price Meal program are located online. Please contact the school principal to inquire about this program.

Each student is expected to eat at school unless the parent writes a note regarding special arrangements. An adult may eat lunch with their child at school by notifying the office no later than 9:00 a.m. of that day. Stop by the office to purchase your meal ticket. Lunch menus are published in The Herald each Friday or on [www.ireland.gjcs.k12.in.us](http://www.ireland.gjcs.k12.in.us).

## Breakfast and Lunch Payment Breakdown

Make checks payable to Ireland Elementary School.

	Breakfast	Lunch	Breakfast and Lunch Total
August (16 days)	\$20.00	\$40.00	\$60.00
September (21 days)	\$26.25	\$52.50	\$78.75
October (16 days)	\$20.00	\$40.00	\$60.00
November (19 days)	\$23.75	\$47.50	\$71.25
December (15 days)	\$18.75	\$33.75	\$56.25
January (20 days)	\$25.00	\$50.00	\$75.00
February (19 days)	\$23.75	\$47.50	\$71.25
March (16 days)	\$20.00	\$40.00	\$60.00
April (21 days)	\$26.25	\$52.50	\$78.75
May (17 days)	\$21.25	\$42.50	\$63.75
Quarter 1	\$52.50	\$105.00	\$157.50
Quarter 2	\$57.50	\$115.00	\$172.50
Quarter 3	\$61.25	\$122.50	\$183.75
Quarter 4	\$53.75	\$107.50	\$161.25
Semester 1	\$110.00	\$220.00	\$330.00
Semester 2	\$115.00	\$230.00	\$345.00
Full Year	\$225.00	\$450.00	\$675.00

**Note: This breakdown doesn't include any field trips.**

## Health and Wellness Policy & Food/Snack Guideline

The Greater Jasper School Corporation Health and Wellness Policy can be viewed in detail on the Greater Jasper Schools website at: <http://www.gjcs.k12.in.us/>

Greater Jasper Schools promotes healthy lifestyles. Proper nutrition, exercise, and sleep are all key components in sustaining a healthy and happy lifestyle for our children. Both elementary schools serve nutritious, well-balanced breakfast and lunch.

Participation in your child's lunch and/or breakfast programs at their respective schools is strongly encouraged. If you choose to pack a lunch for your child, please focus on a variety of foods that supply your growing child with appropriate nutrition. A well-balanced meal with no junk food is the best choice for all children.

Our elementary schools will allow birthday treats/snacks to be brought from home for those special occasions. Each classroom teacher will coordinate the birthday celebrations.

## Appointments/Early Dismissal

No student will be allowed to leave school prior to dismissal time without either a written request signed by the parent/legal guardian or the parent coming to the school office to personally request the release. In the event of an emergency, a phone call will be accepted **only with proper parent verification**. Proper parent verification will include the following: **(1) child's birth date, (2) the last four digits of the child's social security number, (3) name of emergency contact person**. Since all three items will be needed to verify the authenticity of the call, the parent/guardian is reminded to have this information available on them at all times. ***No student will be released to a person other than a custodial parent without the appropriate permission by the custodial parent or other legal authorization.***

Upon returning to school, students must inform the office of their arrival before returning to their classroom.

## Transferring Out of the Corporation

If a student plans to transfer from Ireland Elementary School to another school corporation, the parent must notify the teacher, principal, and office. School records will be sent to the new school corporation when a signed release of records is received from the new school.

## Immunizations

Per Indiana Code 20-34-4-1, all students must be up to date on all required immunizations by the first day of school, or have a religious or medical exemption on file, with the appropriate documentation provided. Students who do not meet the minimum requirements have a grace period of 20 calendar days and are required to submit a statement or appointment card from their physician or the local health department indicating they are in the process of completing their immunizations. In accordance with the Indiana State Law, if we have not received the appropriate documentation within this time frame, we are required to exclude the student from school until compliance is met. Any questions may be directed to the school nurse, the Dubois County Health Department, or your family physician. A detailed description of the most recent required and recommended immunizations for school aged children in Indiana is listed below.

Grade	Required	
<b>Pre-K</b>	3 Hepatitis B 4 DTaP (Diphtheria, Tetanus & Pertussis) 3 Polio	1 Varicella (Chickenpox) 1 MMR (Measles, Mumps & Rubella)
<b>K-5<sup>th</sup> grade</b>	3 Hepatitis B 5 DTaP 4 Polio	2 Varicella 2 MMR 2 Hepatitis A
<b>6<sup>th</sup>-7<sup>th</sup> grade</b>	3 Hepatitis B 5 DTaP 4 Polio 2 Varicella	2 MMR 2 Hepatitis A 1 MCV4 (Meningococcal) 1 Tdap (Tetanus, Diphtheria & Pertussis)
<b>8<sup>th</sup>-11<sup>th</sup> grade</b>	3 Hepatitis B 5 DTaP 4 Polio 2 Varicella	2 MMR 1 MCV4 1 Tdap
<b>12<sup>th</sup> grade</b>	3 Hepatitis B 5 DTaP 4 Polio 2 Varicella	2 MMR 2 Hepatitis A 2 MCV4 1 Tdap

## Use of Medication

In those circumstances where a student must take prescribed medication during the school day, the following guidelines are to be observed:

- All medications must be brought to the nurse's office by the parent in the original container in which it was given by the pharmacist.
- Parents, with their physician's counsel, should determine whether the medication schedule can be adjusted to avoid administering medication during school hours.
- The Medication Request and Authorization form must be filed with the nurse/office before the student will be allowed to begin taking any medication during school hours.
- Medication that is brought to the office will be properly secured.
- Students who may require administration of an emergency medication may have such medication stored in the nurse's office.
- Unused medicine by students in kindergarten through grade 8 must be sent home only through the student's parent or by an individual who is at least 18 years old and is designated in writing by the student's parent to receive the medications.
- Any unused or unclaimed medication will be destroyed by the school nurse when the prescription is no longer to be administered or at the end of the school year.
- A log of each prescribed medication will be maintained which notes the personnel giving the medication, the date, and the time of day.

***Non-prescribed Medications*** - Parents may authorize the school to administer non-prescribed medication. Written authorization from the parent or guardian must be on file in the office of the school nurse prior to the administration of the treatment. All medications must be in their original containers.

## Head Lice

Following the evidence based recommendations from the Centers for Disease Control and Prevention (CDC) and the American Academy of Pediatrics (AAP), who define pediculosis (head lice) as a nuisance rather than a disease, students found to have nits and/or lice will remain at school until the end of the day. Parents of affected students will be notified of the need for treatment and educated on proper treatment procedures. All siblings of affected students in the school corporation will be examined as well. Students will be reexamined the next day and if live lice are found following treatment, the student may not return to school and will be sent home to be treated again.

The presence of nits will not prohibit a student from attending school; however, education to parents will be reinforced of the importance of removing all nits to prevent the chance of a recurrence. Information about the control of head lice, modes of transmission, diagnosis, treatment, and examination, can be found on the CDC website, or you may contact the Dubois County Health Department, your family physician, or the school nurse.

## **Control of Casual-Contact Communicable Diseases and Pests**

Because schools have a high concentration of people, it is necessary to take specific measures when the health and safety of the group is at risk. The school's professional staff has the authority to remove or isolate a student who has been ill or has been exposed to a communicable disease or highly-transient pest.

Specific diseases include; diphtheria, scarlet fever, strep infections, whooping cough, mumps, measles, rubella, and other conditions indicated by local and state health departments.

Any removal will be only for the contagious period.

## **Special Education**

All schools must provide special education supports and/or programs for students identified as having a disability as defined by the Individuals with Disabilities Education Act (IDEA).

A student can access special education services only through the proper evaluation and placement procedure. Parent involvement in this procedure is required. To inquire about the procedure, a parent should contact the school at 812-482-7751 and speak with a teacher, school psychologist, or principal.

## **Section 504 - Americans with Disabilities Act**

The Americans with Disabilities Act and Section 504 of the Rehabilitation Act requires the school to ensure that no individual is discriminated against on the basis of a disability. This protection applies not just to the student, but all individuals who have access to the corporation programs and facilities.

Students with identified disabilities who do not qualify for IDEA may be served through a 504 Plan. This plan entitles the student his/her right to take part in the general education program with accommodations developed through an interactive dialogue between the school, the student, and the student's parents. Parents who believe their child may have a disability that interferes substantially with their child's ability to function properly in school should contact the principal at 812-482-7751.

## Student Records

Many student records are kept by teachers, counselors, and administrative staff. The two basic kinds of records are directory information and confidential records.

Directory information can be given to any person or organization for nonprofit making purposes when requested in writing to the principal, unless the parents of the student restrict the information.

Confidential records contain educational and behavioral information that has restricted access based on the Family Education Rights and Privacy Act (FERPA). This information can only be released with the written consent of a parent. The only exception to this is to comply with State and Federal laws that may require release without consent.

Included in confidential records may be test scores, psychological reports, behavioral data, disciplinary actions, and communications with the family and outside service providers. The school must have the parent's written consent to obtain records from an outside professional or agency. Confidential information that is in a student's record which originates from an outside professional or agency may be released to the parent through the originator. Parents should keep copies of such records for their home file. Also, parents may provide the school with copies of records made by non-school professional agencies or individuals.

Students and parents have the right to review all educational records generated by the school corporation, request amendment to these records, insert addendum to records, and obtain copies of such records. If a review of records is desired contact the principal in writing stating the desire to review your child's records.

The Family Policy Compliance Office in the U.S. Department of Education administers both FERPA and PPRA. Parents and/or eligible students who believe their rights have been violated may file a complaint with:

Family Policy Compliance office

U.S. Department of Education

400 Maryland Avenue, SW 20202-4605

Washington, D.C.

[www.ed.gov/offices/OM/fpco](http://www.ed.gov/offices/OM/fpco)

Informal inquiries may be sent to the Family Policy Compliance Office via the following email addresses: [FERPA@ED.Gov](mailto:FERPA@ED.Gov) [PPRA@ED.Gov](mailto:PPRA@ED.Gov)

## **Outdoor Recess**

Students will be going outside for recess unless it is snowing, raining, or the wind chill is in the teens. Please have your child(ren) dress appropriately such as a coat, hat, and gloves in the cold winter months.

## **Fire, Disaster (Tornado), and Lockdown Drills**

The school complies with all fire safety laws and will conduct fire drills in accordance with State law. Specific instructions on how to proceed will be provided to students by their teachers who are responsible for the safe, prompt, and orderly evacuation of the building.

Tornado and lock down drills will be conducted using the procedures prescribed by the State. Lockdown drills are conducted using the procedures prescribed by the administration of the Greater Jasper Consolidated School Corporation.

## **Safety**

With the highest level of support from Indiana Governor Eric Holcomb, representatives from the Indiana State Police Department, the Jasper City Police, and the Dubois County Sheriff's Department have contacted our school corporation and requested permission to have state troopers and officers walk the halls during school hours. They have also offered to perform programs about general safety and various state laws as time permits during regular school hours.

Our school was not chosen as a result of any study, safety concern or worry related to any pre-existing safety problem. This is part of a statewide initiative by the Indiana State Police to increase the visibility of law enforcement in Indiana schools. The benefit of this is two-fold; an added level of security for our children and the opportunity for the student body to interact with police officers in a positive learning environment. Please keep this in mind as you may see police cars in the school parking lots and your children may tell you about officers walking the hallways of their school.

Our school has welcomed the presence of our local state troopers and officers, who are part of our community, and view this as an opportunity to enhance the safety of our existing school safety plan.

## **Emergency Closings and Delays**

If the school must be closed or the opening delayed because of inclement weather or other conditions, the following radio stations will be notified: WITZ (104.7) WBDC (100.9)

Parents will also be called using the School Reach notification system as soon as the closing has been announced by the Superintendent of GJCS.

Parents and students are responsible for knowing about emergency closings and delays. Visit [www.gjcs.k12.in.us](http://www.gjcs.k12.in.us) for school closing information.

## **Visitors**

Visitors are welcome at school. In order to properly monitor the safety of students and staff, each visitor must enter at the main entrance (door 1), report to the office upon entering the school, sign in and obtain a visitor's badge. Any visitor found in the building without the badge will be reported to the principal. Upon leaving the building, please return to the office and sign out.

If a person wishes to confer with a member of the staff, he/she should call for an appointment prior to coming to the school in order to prevent any inconveniences.

Students may not bring visitors to school without first obtaining written permission from the principal.

## **Use of Telephones**

Office telephones are not to be used for personal calls. Except in an emergency, students will not be called to the office to receive a telephone call.

Students are prohibited from possessing/using cellular phones on school property.

## **Possession of Electronic Equipment**

Electronic devices are not allowed anywhere on the school premises. Such items included, but not limited to, are handheld games, I-pods, airpods, Nintendo D.S., cell phones, and any other high-tech devices that are not needed for education. Any forbidden equipment will be confiscated and disciplinary action will be taken.

## **Computer Technology and Networks**

Before any student may enhance his/her schooling through participation in the school's computer network, parents must sign an agreement which defines the conditions under which the student may participate.

## **Lost and Found**

The lost and found area is outside the office. Students who have lost items should check there and may retrieve their items if they give a proper description. Unclaimed items will be given to charity at the close of the school year.

## **Section II - Academics**

### **Grades**

Ireland Elementary has a standard grading procedure. The purpose of a grade is to indicate the extent to which the student has acquired the necessary learning. In general, students are assigned grades based upon test results, homework, projects, and classroom participation. Each teacher may place a different emphasis on these areas in determining a grade and will so inform the students at the beginning of the coursework. If a student or parent is unsure how his/her grade will be determined, he/she should ask the teacher.

In July, 2014 the State Board of Education adopted a set of new standards titled, "Indiana College and Career Readiness Standards". Standards are learning goals for what students know and should be able to do at each grade level. Because these standards are more in depth, higher quality, and have an increased rigor as the expectations for each grade level, our school district began the transition to standards based teaching, grading, and reporting.

All grade-levels K-5 have implemented standard-based grading.

### **Grading Periods**

Students will receive a report card at the end of each nine week period indicating their progress toward standards for each subject of study for that portion of the academic term. When a student appears to be at risk of failure, notification will be provided to the parents. The collaboration of parents and teachers will then determine the action or additional instruction needed to extend and improve learning.

### **Promotion, Placement, and Retention**

Promotion to the next grade is based on the following criteria:

- Current level of achievement – grades/mastery of academic standards
- Potential for success at the next level
- Emotional, physical, and/or social maturity
- Recommendation of the teacher and approval by the principal

If a student doesn't portray the necessary fundamentals for promotion, the teacher will consider either a placement to the next grade level or retention in the current grade-level.

## Recognition of Student Achievement

Students who have displayed significant achievements during the course of the year are recognized for their accomplishments. Areas that may merit recognition include, but are not limited to academics, performing arts, citizenship, and volunteerism. Recognition for such activities is initiated by the staff and coordinated by the principal.

## Student Assessment

To measure student progress, students will be assessed (tested) in accordance with State standards and corporation policy. These assessments are given to monitor student progress and determine educational mastery levels. These tests are also used to help staff determine instructional needs. The ILEARN standardized assessment begins in the third grade along with the IREAD test. Assessments at Ireland Street include the following:

IREADY Assessments: Specifically, the K-12 assessment system was chosen to better predict and monitor students' reading abilities and progress longitudinally across the district. Students take tests in math and reading. Teachers and parents can use test results to improve student learning. Parents will be informed of these results. The assessment is computerized and is given at least three times a year: Beginning of the year; Middle of the year; and End of the year. Progress monitoring occurs between these benchmarks to closely observe and respond to the ongoing progress of students.

Curriculum and Teacher developed assessments will be used to assess student progress and assign grades. These are selected or prepared by teachers to assess how well the students have achieved specific objectives.

Other assessments will be used as needed, depending on the type of testing, specific information and/or parent consent may need to be obtained. Ireland Elementary School will not violate the rights of consent and privacy of a student participating in any form of evaluation.

## Field Trips

Field trips are academic activities that are held off school grounds. No student may participate in any school-sponsored trip without parental consent. Attendance rules apply to all field trips. While the corporation encourages the student's participation in field trips, alternative assignments will be provided for any student whose parent does not give permission for the student to attend. Students who violate school rules may lose the privilege to go on field trips.

## Homework

Homework is properly defined as any work planned or approved by the teacher to be completed by the student outside of the regular classroom without the immediate and direct supervision of the teacher.

We believe:

- 1) Assigning homework is an acceptable practice. It becomes an essential part of the total education of the student when it provides the opportunity for the student to:
  - a. Practice, apply, integrate, extend or prepare for school learning.
  - b. Reinforce independent work-study skills.
  - c. Use school and community resources.
  - d. Develop self-discipline.
  - e. Be original and creative.
- 2) Homework must be based on student needs, capabilities, and/or interests.
- 3) Each teacher, student, and parent has a responsibility for ensuring the success of homework assignments.
  - a. The teacher for following district and school guidelines when assigning homework.
  - b. The student for completing the assignments according to the criteria established by or with the teacher.
  - c. The parent for providing the work area, time, encouragement, and conditions necessary for the student to complete the assignments.

## Homework Objectives

1. To reinforce learning through the practice, application, integration, extension, and/or preparation of knowledge and skills.
2. To develop study skills, work habits and a sense of personal responsibility so that the student may become an independent learner.
3. To stimulate originality and creativity.
4. To enrich school experiences and encourage a carryover into leisure and career-centered interests.

## **Late Homework Policies by Grade Level**

### **Grades 1st & 2nd - Report Card**

S - 0-6 late assignments

N - 6-9 late assignments - parents receive notification for each one

U - 10+ late assignments - parents receive notification for each one

### **Grades 3rd, 4th, & 5th - Report Card**

S - 0-3 late assignments

N - 4-7 late assignments - parents receive notification for each one

U - 8 or more late assignments - parents receive notification for each one

### **Classroom reward/consequences**

S - 0-3 late notes - student will be eligible for classroom reward/activity (if teacher designates a reward or activity for the quarter)

N - 4-7 late notes - student loses eligibility for quarter reward/activity

U - 8 or more late notes - student loses eligibility for quarter reward/activity

and

Student loses first scheduled privilege of the quarter (field trip, program, etc.) if late assignments continue to occur during the quarter and also further reprimands will be made by the classroom teacher.

## **Section III - Student Conduct**

### **Attendance**

Students enrolled in school must follow attendance laws. It is imperative students attend school each day (unless sick or approved absence) to attain the necessary skills and mastery of academic standards. Many important experiences result from the active participation in classroom and other school activities which cannot be replaced by individual study. Additionally, arriving at school before 7:50 a.m. is critical as our students will receive periodic additional instruction and or fun activities from 7:45-7:50 a.m. Good attendance also helps students develop a high quality work ethic which is developed early.

Unexcused absences from school are not acceptable.

Excused Absences and Tardies are as follows: Personal illness/injury or exposure to a contagious disease, death in the immediate family, required court attendance, professional appointment, celebration of a religious holiday, suspension from school, military connected families' absences related to deployment, and other such good cause as may be acceptable of the Superintendent or permitted by law.

- Excused absences are recorded
- Make-up work is allowed if completed in a reasonable time

Unexcused Absences and Tardies are as follows: Missing the bus, trips, car trouble, oversleeping, and truancy are examples of unexcused absences

- Unexcused absences WITH make-up credit: Arrangement ahead of time AND approval must be granted. In this case make-up work is allowed
- All completed work is due upon return to school
- Unexcused absences WITHOUT make-up credit: (No arrangement or approval of the absence) Make-up work may be expected for educational development; however, credit will not be applied to grades.

Habitual Truancy: A student who has been found to be truant for the fifth time in a school year is considered a habitual truant.

School Activities: Students who miss school for more than one-half (1/2) of the school day because of illness or unexcused absence may not attend after school activities the same day unless permission is granted by the principal.

Illness: If a child is ill, the parent must notify the school before 9:00 a.m. If a call has not been received by this time, we will call home, work, or an emergency number.

Return to school: Students returning to school from an absence when no call was made shall have a note from a parent. The note should contain the student's name, reason for

absence, date/time of absence, a parent signature and the phone number where the parent can be reached. The note (or call) is to be presented to the school office upon return.

Professional Appointments: Families are encouraged to schedule medical, dental, legal, and other necessary appointments at other times than during the school day if at all possible. If this is not possible the student must:

- Have a statement from his parents
- Bring a signed statement from the doctor, dentist, lawyer, counselor, etc.
- Report back to school immediately after his/her appointment if school is still in session

Vacations during the school year: If this is requested, parents must discuss this with the principal. The length of absence should be made clear, and those involved should have an opportunity to express their views on the potential effects of the absence.

- The corporation will only approve a student's absence for a vacation when he/she will be in the company of his/her own parent unless there are extenuating circumstances deemed appropriate by the principal
- Assignments and materials may be given to the student and all assigned work is due back on the date of return to school

5 days of accumulated absence: Written notice to the parent from the building administrator.

8 days of accumulated absence per year: Personal contact to the parent from the building administrator.

10 days of accumulated absence per year: Mandatory conference with the Corporation attendance officer to consider non-promotion or loss of credit and a referral to the Dubois County Division of Family and Children Services. Please note that after 10 absences, no absence is excused. Exceptions may be granted with a verified illness or injury.

Upon the accumulation of 7 unexcused absences, a referral will be made to the Dubois County Truancy Court.

## Tardiness

School starts at 7:50 a.m. A tardy will be issued until 8:50 a.m. If a student arrives at school after 8:50 a.m., they will receive a half day unexcused absence. If a student has a doctor's appointment, a tardy will not be issued if accompanied by a doctor's note.

The penalty for tardiness will be left to the discretion of administration. Repeated tardiness to school and accumulated tardiness will be handled by the teacher, building administrator, and superintendent when needed.

## Dress Code

Any clothing, accessory, or hairstyle that disrupts the educational process or presents a safety risk will not be permitted. If a student has selected a manner of appearance that disrupts the educational process or presents risk to themselves or others, they may be removed from the educational setting.

Principles of good grooming and proper dress are necessary to create an atmosphere conducive to learning. It is primarily the parents' responsibility to ensure that their sons and daughters adhere to these principles. Tops must have a sleeve that covers your child's shoulder. Shorts may be worn in school, however, appropriate length will be enforced. It will be announced at school when your child can not wear shorts to school anymore due to weather. Sandals are permitted, but they must have heel straps for your child's safety. Flip-flops are not permitted. Crop-tops are not permitted.

## Bullying

Bullying as defined in State law means overt, repeated acts or gestures, including verbal or written communications transmitted, physical acts committed, or any other behaviors committed by a student or group of students against another student with the intent to harass, ridicule, humiliate, intimidate, or harm the other student. This type of behavior is a form of harassment, although it need not be based on any of the legally protected characteristics, such as sex, race, color, national origin, or disability. It would include, but not be limited to such behaviors as stalking, intimidating, menacing, coercion, name-calling, taunting, making threats, and hazing. Bullying will not be tolerated at Ireland Elementary.

Any student who believes he/she has been or is currently the victim of bullying should immediately report the situation to the principal or other employee. Complaints against the principal should be filed with the superintendent. Complaints against the superintendent should be filed with the Board president. Every student is encouraged, and every staff member is required to report any situation that they believe to be bullying behavior directed toward a student. Reports may be made to those identified above.

Bullying Reporting Form - <https://forms.gle/WUghFkpVvK8bAngr6>

## Code of Conduct

The Board of School Trustees has adopted the following Code of Conduct. This Code of conduct is applicable to students:

- On school property at any time
- During and immediately before and after any school activity at any location
- Traveling to and from school or to and from a school activity

Violations of the Code of Conduct may be punishable by suspension or expulsion:

- Knowingly interfering with school purposes or inducing another student to do so
- Stealing or damaging school property or property of another person
- Knowingly causing bodily harm to another person
- Threatening another person with bodily injury
- Possessing a firearm or any other object that is readily usable as a weapon or is dangerous to others
- Possessing, providing or using a drug or any type of drug-related paraphernalia except as authorized by prescription
- Possessing, providing or using any substance or any type of paraphernalia represented to be a drug or drug-related paraphernalia
- Possessing or providing an alcoholic beverage
- Consuming or being under the influence of a drug or alcohol except as authorized by prescription
- Possessing, providing, or using tobacco or any tobacco product
- Knowingly failing to report to scheduled assignment without permission or acceptable excuse
- Failing or refusing to comply with the directions of an adult supervising a class or school activity
- Directing unwelcome statements, communications, or conduct of a sexual nature to another person
- Materially altering any school document
- Violating Indiana or Federal law
- Leaving a school activity or school property without prior approval of a teacher or supervising adult
- Cheating on an academic assignment such as a test or homework, or knowingly assisting another student in cheating
- Attempting to conspiring with another person to violate any student behavior standard

## Harassment

The school believes that every individual deserves to be able to come to school without fear of demeaning remarks or actions. The harassment of other students or members of the staff, or any other individuals is not permitted. This includes any speech or action that creates a hostile, intimidating or offensive learning environment.

Any student who believes that he/she is the victim of harassment or has observed such actions taken by another student, staff member, or other person should make contact with the principal or another staff member with whom the student would most likely be comfortable in discussing a matter of this kind. During this contact, the student should provide the name of the person(s) responsible for the harassment and the nature of the harassing incident(s). Each report received shall be investigated in a timely and confidential manner.

Parents can fill out a Bully Reporting Form found at this link - <https://forms.gle/WUghFkpVvK8bAngr6>

## School Property

Greater Jasper Consolidated Schools do not allow on any school property; in-line skating, roller skating, skateboarding or any other activity that may damage or deface school property. Violators may be subject to prosecution and/or other school discipline. We are proud of our school facilities and want to maintain their appearance. While the public owns the school facilities, Indiana law does treat such school facilities as private property, and therefore, restrictions can be placed upon public use of the school property. The following rules shall apply:

1. None of the above activities are allowed on any of the school campuses.
2. Such activity is not allowed on prepared sports surfaces such as, but not limited to, tennis courts, tracks or synthetic turf areas.
3. Any unauthorized activity, which might cause actual or potential damage to the physical plant of the school, or risks the safety of any member of the school community, is prohibited. Examples of places where damages or injury could be caused include, but are not limited to, handrails, steps, ramps, fountains, statues, historic or information plaques, campus signs, raised surfaces, etc.

Failure to comply with this policy may result in disciplinary action, and may include the cost of repair or replacement of any damaged property.

## **Use of an Object as a Weapon**

Any object that is used to threaten, harm, or harass another may be considered a weapon. This includes but is not limited to pens, pencils, jewelry, etc. Students are not to bring any item to school that can be used as a weapon or resembles a weapon. Intentional injury to another will result in disciplinary consequences and may result in a report to the police. The threat of injury to another will result in disciplinary consequences. This violation may subject a student to suspension or expulsion.

## **Knowledge of Deadly or Dangerous Weapons or Threats of Violence**

Students, staff members, and visitors are entitled to function in a safe school environment. Students are required to report knowledge of deadly or dangerous weapons or threats of violence to the principal. Failure to report such knowledge may subject the student to discipline.

## **Section IV - Transportation**

### **Visitor Parking**

In the event you wish to visit school or need to pick up your child(ren) early, you may park in one of two areas. You may either park in the blacktopped parking lot across County Road 500 W, if you plan to visit for a lengthy period of time, or along the drive by the bell tower, for shorter visits.

NOTE: During morning arrival and evening dismissal, buses will utilize the drive by the bell tower for the loading of students. Absolutely no cars will be permitted before 8:30 A.M. or after 2:30 P.M. for safety reasons.

### **Bus Transportation**

The school corporation provides bus transportation for all students, as the bus schedule and routes are electronically developed and manipulated. The bus schedule and route is available by contacting Ireland Elementary School at 812-482-7751.

Students will be assigned a school bus based upon the location of pick-up and drop-off. A change in a student's regular bus assignment may be granted for special needs, if a note from a parent is submitted to the principal stating the reason for the request and the duration of the change. However, all changes must be approved as the capacity of each bus is different and our central office administration will closely monitor the routes.

## Bus Conduct

Students riding to and from school on transportation provided by the school are required to follow basic safety rules. The driver is responsible for student safety and may assign seating or direct the student in any reasonable manner to maintain safety. The following behaviors are expected of all students:

### *Prior to Loading*

- Be on time at the designated loading zone
- Stay off the road at all times while walking to and waiting for the bus
- Line up single file off the roadway to enter
- Wait until the bus is completely stopped before moving forward to enter
- Refrain from crossing the highway until the bus driver signals it is safe
- Go immediately to a seat and be seated

It is the parents' responsibility to inform the bus driver when their child will not be boarding. The bus will not wait.

### *During the Trip*

- Remain seated while the bus is in motion
- Keep head, hands, arms, and legs inside the bus at all times
- Do not litter in the bus or throw anything from the bus
- Keep books, packages, coats, and all other objects out of the aisles
- Be courteous to the driver and to other bus riders
- Do not tamper with the bus or any of its equipment

### *Leaving the Bus*

- Remain seated until the bus has stopped
- Cross the road, when necessary, at least 10 feet in front of the bus, but only after the driver signals that it is safe
- Be alert to a possible danger signal from the driver

A driver will not discharge a student at a place other than their regular stop unless he/she has proper authorization from school officials.

A student who becomes a behavior problem on the bus shall be disciplined and may be deprived of the privilege of riding the bus.

## Drop-off/Pick-up Procedure

Anyone who brings their child(ren) to school by personal automobile should adhere to the following procedure. All children are to be dropped off at the east end of the school building. Students will enter the building through the third grade hallway and walk to the gym for morning supervision before school. **No children are to arrive before 7:15 a.m.**

At dismissal, parents wishing to pick up their child(ren) should adhere to the following procedure. All children will be dismissed at the south end of the school building. Parents should remain in their vehicles. School personnel will be stationed on the sidewalk to assist children. We will radio the school to send those students outside for immediate pick-up. Dismissal starts at 2:35p.m.

All students will enter the vehicle on the curbside, thus you must travel around the school, as in the morning, pull up alongside the cafeteria, parked in a westerly direction. Place student name card on the car visor for quick recognition. Traffic must continue to flow. Please pass this information onto anyone that will be picking up your child(ren) from school. Any person, other than a parent/guardian, picking up a student must have provided a parent permission note to the office before pick up. We will record this information on our daily master sheet. Children walking home will be released upon the departure of the buses.

