



IRELAND

ELEMENTARY SCHOOL

Parent Handbook 2026-2027

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



Ireland Elementary School
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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. Ireland Elementary School was founded in 1915, with the current 67,000 sq. ft. facility constructed in 1990. The student body has grown from 270 students in 1990 to the current enrollment of 561. Sixty-four staff members work closely with the principal to provide an outstanding environment for Pre-Kindergarten to 5th grade students.

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 meet 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 at Ireland Elementary School.

Together, we will continue to strive for academic excellence for Ireland Elementary School students. We look forward to a partnership 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

Sincerely,

Mrs. Shannon Bauer

Mrs. Shannon Bauer
Principal

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Introduction

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 Ireland Elementary 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 be used to avoid confusion and misunderstanding when questions arise. Should you have any questions, please contact the principal at 812-482-7751. 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 of providing 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 prepared socially and emotionally 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 2026-2027

Monday	August 10, 2026	Teacher Day
Tuesday	August 11, 2026	Full Day for Students
Monday	September 7, 2026	Labor Day - No School
Wednesday	September 30, 2026	Parent Teacher Conferences 5:30pm - 8:30pm or 4pm - 7pm
Wednesday	October 7, 2026	Parent Teacher Conferences 5:30pm - 8:30pm or 4pm - 7pm
Friday	October 9, 2026	End of 1st Quarter
Mon-Fri	October 19-23, 2026	Fall Break - No School
Tuesday	November 10, 2026	Professional Development Day - No School
Wed/Thurs/Fri	November 25-27, 2026	Thanksgiving Break - No School
Tuesday	December 22, 2026	End of 2nd Quarter End of 1st Semester
Wednesday	January 6, 2027	School Resumes
Monday	January 18, 2027	Martin Luther King Jr. Day Snow Make-Up Day
Monday	February 15, 2027	Presidents' Day Snow Make-Up Day
Friday	March 5, 2027	End of 3rd Quarter
Mon-Fri	March 22-26, 2027	Spring Break - No School
Monday	March 29, 2027	Snow Make-Up Day
Thursday	May 27, 2027	End of 4th Quarter End of 2nd Semester
Friday	May 28, 2027	Snow Make-Up Day Commencement

Ireland Elementary Staff 2026-2027

Principal	Shannon Bauer
Secretaries	Lisa Franks, Toni Reckelhoff
PreKindergarten Teacher	Ashley O'Connor, Mindy Sendelweck
Kindergarten Teachers	Tara Britton, Stacey Crawford, Sara Olinger, Reyne Vollmer
First Grade Teachers	Dawn Kilian, Sydney McCormick, Madison Renner, Kelly Shields
Second Grade Teachers	Alexa Chappell, Jenny Hanneman, Sarah Johnson, Amy Winkel
Third Grade Teachers	Amy Buechlein, Emily Freeman, Nicole Kurzendoerfer, Aislinn Santiago
Fourth Grade Teachers	Amber Fleck, Jill Peter, Nikki Roberts, Peyton Welp
Fifth Grade Teachers	Caleb Begle, Andrea Mehringer, Heather Pfister
Resource Teachers	Amanda Beck, Natalie Pryor
Literacy Coach	Erica Voegerl
Music Teacher	Melissa Fox
Art Teacher	Danielle Hulsman
Librarian	Susan Gossett
Nurse	Brandi Stiles
Speech Therapy Teacher	Leslie Jerger
School Social Worker	Heather Goodhue
Instructional Assistants	Terri Beckman, Shanelle Best, Joni Dillon, Tessa Dunfee, Cheryl Eckerle, Danielle Gish, Marla Haas, Andrea Hopf, Donna Jones, Lisa Mann, Wendy Meyer, Becky Oser, Sandy Ruckriegel, Chelsea Schuler, Mya Tisdale
Maintenance	Mark Gehlhausen
Custodians	Jennifer Hidalgo, Darla Jones
Cafeteria Staff	Paige McCarty (Sodexo), Tami Weber (Sodexo) and Ladonna Werner (Sodexo)
JHS Education Interns	Xander Maki, Emeri Recker, Avery Stenftenagel

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 2026-2027 School Year

Thursday, August 6, 2026	6:00 - 7:30 P.M.	Open House/Meet Your Teacher
Sunday, November 8, 2026	8:00 A.M. - 12:00 A.M.	Soup Fundraiser
Thursday, December 10, 2026	1:30 P.M. & 6:30 P.M.	Christmas Program (1, 3, 5)
Thursday, March 11, 2027	1:30 P.M. & 6:30 P.M.	Irish/Spring Program (K, 2, 4)

PTO Board Members - Outgoing/Incoming

President	Shari Gress/Jessica Reinbold
Vice President	Victoria Gray/Beth Grammer
Secretary	Emily Ricker/Bridget Schmitt
Treasurer	Reggie Hayes
Subcommittee Liaisons	Courtney Birkle & Shaina Shaw/Sara Gress & Emily Wallace
Teacher Representatives	Heather Pfister, Amy Winkel
Additional PTO Members	Sarah Blackgrave, Lisa Franks, Lauren Hayes, Sarah Hildenbrand, Jennifer Hohler, Josseline Lopez, Amanda Mann, Devin Rottet, Amanda Schroering, Samantha Venderley
Principal	Shannon Bauer

Section I - General Information

School Day

The normal school day for Kindergarten through 5th grade students is 7:50 a.m. to 2:50 p.m. School doors open at 7:15 a.m. with an adult supervisor each morning starting at 7:15 a.m. Breakfast is served from 7:15 am until 7:50 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 regularly 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.P.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 their 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 allow 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 lockdown 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 to update emergency contact information.

Students with specific health care needs should submit those needs in writing, and with proper documentation from 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 at 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 a 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 a parent/guardian's written permission.

When enrolling, the following items are required:

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

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	\$3.00/day
Lunch	\$2.50/day	\$4.50/day

Lunch money will be collected for deposit in each student's 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. A note must be included in the envelope to inform us of the 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 there is a \$3.50 fee charged for each transaction.

Students may also bring their 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 school's 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 \$.75. We strongly discourage fast food and "junk food".

Applications for the Free and Reduced-Price Meal program can be submitted from the [Online application for Free or Reduced Lunch](#). 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. on that day.*** Adult lunch tickets are purchased in the Ireland Elementary School office. Lunch menus are published in the school newsletter each week or on www.ireland.gjcs.k12.in.us.

Breakfast and Lunch Payment Breakdown

Make checks payable to Ireland Elementary School.

	BREAKFAST	LUNCH	BREAKFAST & LUNCH TOTAL
August (15 days)	\$18.75	\$37.50	\$56.25
September (21 days)	\$26.25	\$52.50	\$78.75
October (17 days)	\$21.25	\$42.50	\$63.75
November (17 days)	\$21.25	\$42.50	\$63.75
December (16 days)	\$20.00	\$40.00	\$60.00
January (17 days)	\$21.25	\$42.50	\$63.75
February (19 days)	\$23.75	\$47.50	\$71.25
March (16 days)	\$20.00	\$40.00	\$60.00
April (22 days)	\$27.50	\$55.00	\$82.50
May (19 days)	\$23.75	\$47.50	\$71.25
Quarter 1 (43 days)	\$53.75	\$107.50	\$161.25
Quarter 2 (43 days)	\$53.75	\$107.50	\$161.25
Quarter 3 (41 days)	\$51.25	\$102.50	\$153.75
Quarter 4 (52 days)	\$65.00	\$130.00	\$195.00
Semester 1 (86 days)	\$107.50	\$215.00	\$322.50
Semester 2 (93 days)	\$116.25	\$232.50	\$348.75
Full Year (179 days)	\$223.75	\$447.50	\$671.25

Note: The above list does NOT include field trips when a student doesn't eat a school lunch.

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.

Fast food is not allowed to be brought in for your child for lunch.

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 before dismissal time without an email from the parent, 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. *No student will be released to a person other than a custodial parent without the appropriate permission of 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 Indiana State Law, if the proper documentation is not received 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	
Pre-K	3 Hepatitis B 4 DTaP (Diphtheria, Tetanus & Pertussis) 3 Polio	1 Varicella (Chickenpox) 1 MMR (Measles, Mumps & Rubella)
K-5th grade	3 Hepatitis B 5 DTaP 4 Polio	2 Varicella 2 MMR 2 Hepatitis A
6th-7th grade	3 Hepatitis B 5 DTaP 4 Polio 2 Varicella	2 MMR 2 Hepatitis A 1 MCV4 (Meningococcal) 1 Tdap (Tetanus, Diphtheria & Pertussis)
8th-11th grade	3 Hepatitis B 5 DTaP 4 Polio 2 Varicella	2 MMR 1 MCV4 1 Tdap
12th grade	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 the 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 the 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), which 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 on 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 contagious 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 support 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 require 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's 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 parents' 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 amendments to these records, insert addenda 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

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

Outdoor Recess

Students will go outside for recess unless it is snowing, raining, or the wind chill temperature is below 20°F. Please dress your child(ren) appropriately, with 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 per 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 lockdown 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 Mike Braun, 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 other department 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 the 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 for school closing information.

Visitors

Visitors are welcome at Ireland Elementary 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 using valid government issued identification (ex. Driver's License), and obtain a visitor's badge. Any visitor found in the building without a badge will be reported to the principal. Upon leaving the building, visitors must return to the office and sign out to indicate they have left the school property.

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 interruptions to planned school schedules.

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 Personal Communication Devices and Electronic Equipment

Personal Communication Devices, including other electronic devices, are not allowed anywhere on the school premises. Such items included, but not limited to, cell phones, smart watches, handheld games, iPods, airpods, Nintendo DS, and any other high-tech devices that are not needed for education. Any forbidden equipment will be confiscated, and disciplinary action will be taken.

Cell phones, Smart Watches, Electronic Games, etc. – Between the hours of 7:15 a.m. and 3:25 p.m., any device seen or heard will be confiscated and taken to the office and documented as an offense on the student's record.

- a. **1ST OFFENSE:** Cell phones, Smart Watches, Electronic games, etc. will be turned into the office and can be picked up after 3:00 by a parent.
Consequence: Parent contact, conversation with administration
- b. **2nd OFFENSE:** Cell phones, Smart Watches, Electronic games, etc. will be turned into the office and must be picked up after 3:00 by a parent.
Consequence: Noon Detention, Behavior Form
- c. **3rd OFFENSE:** Cell phones, Smart Watches, Electronic games, etc. will be turned into the office and must be picked up after 3:00 by a parent.
Consequence: Noon or After-School Detention, Behavior Form, Conversation with SRO

Computer Technology and Networks

Before any student enhances his/her schooling through participation in the school's computer network, parents must sign an agreement that 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 this area and may retrieve their items. Unclaimed items will be donated to charity at the close of the school year.

Section II - Academics

Grades

Ireland Elementary has a standard grading procedure. All grade levels K-5 have implemented standards-based grading for ELA and Math. The purpose of a grade is to indicate the extent to which the student has acquired the necessary learning. If a student or parent is unsure how his/her grade will be determined, he/she should ask the teacher.

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.

Third, Fourth, and Fifth grades will give letter grades for Science and Social Studies.

94-100 A	90-93 A-	87-89 B+	83-86 B	80-82 B-	77-79 C+
73-76 C	70-72 C-	67-69 D+	63-66 D	60-62 D-	0-59 F

Grading Periods

Students will receive a report card at the end of each quarter, 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. Assessments at Ireland Elementary include the following:

DIBELS Assessments: The DIBELS Kindergarten to 5th grade assessment system was chosen to predict and monitor students' reading abilities and progress longitudinally across the GJCS school district. 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, middle, 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. The ILEARN and IREAD standardized assessments begin in the third grade. 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 students' participation in field trips, alternative assignments will be provided for any student whose parent does not permit 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 provides 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
- Students complete assignments during recess time until caught up
- Continued late assignments during the quarter will be additional privilege losses, as determined by the classroom teacher and administration

Section III - Student Conduct

Attendance

Students enrolled in school must follow attendance laws. It is imperative that 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 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.

Days Missed	Accumulated Absence (excused and/or unexcused)
5	Written notice to parents or guardians for both excused and unexcused absences.
8	Personal contact with the parent from the building representative
10 +	Mandatory conference and possible referral to the Dubois County Division of Family and Children's Services at the discretion of school administration. After 10 excused or unexcused absences, a doctor's note is required for all absences to be excused. Otherwise, all absences will be unexcused. Exceptions may be granted with a verified illness or injury.
Days Missed	Unexcused Absences Only
3	Parent Contact and mailed School Attendance Policy.
5	A conference with student and parents to implement a truancy prevention plan with the attendance officer. School attendance and Statutory Advisement and Admonition form reviewed and signed.
7	Project Attend Referral submitted to Dubois County Probation Department.
10	Students are in violation of the Indiana Compulsory Attendance Law. The following action steps may be necessary: Juvenile Referral to Dubois County Probation or phone call to DCS Child Abuse and Neglect Hotline.

Unexcused absences from school are not acceptable.

Excused Absences, Tardies, and Early Dismissals 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 causes may be acceptable by the Superintendent or permitted by law.

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

Unexcused Absences, Tardies, and Early Dismissals 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.*** Notification is preferred by email to IESOffice@gjcs.k12.in.us or by phone call. If notification 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 must have notification from a parent containing the student's name, reason for absence, date/time of absence, a parent's signature, and the phone number where the parent can be reached. The email, call or paper note must be made 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 notification from parents/guardians before leaving for the appointment (email preferred or phone)
- 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

Tardies and Early Dismissals

School starts at 7:50 a.m. and ends at 2:35 p.m. Any late arrival before 11:20 is marked as tardy (excused or unexcused depending on the situation). Any student who leaves before 2:35 p.m. will receive an early dismissal (excused or unexcused depending on the situation).

If a student has a doctor's appointment, an excused tardy or early dismissal will be issued, if accompanied with a doctor's note.

The penalty for multiple tardies or early dismissals will follow the below protocol and be left to the discretion of the administration. Repeated offenses will be handled by the teacher, building administrator, and superintendent when needed.

5 Times Tardy/Early Dismissal – Parent Notification

10 Times Tardy/Early Dismissal – Mandatory Conference

10+ Times Tardy/Early Dismissal – Indiana Department of Child Services (DCS) Referral

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 School.

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>

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>

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 a risk to themselves or others, they may be removed from the educational setting and parents may be contacted to provide replacement clothing.

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 student adheres to these principles. Tank tops are allowed with a wide strap, no spaghetti straps allowed. Shorts may be worn in school, however, they need to be appropriate length and not too short. Sandals are permitted, but require a heel strap for your child's safety.

Flip-flops are not permitted. Crop tops are not permitted.

Students go outside for recess when the wind chill is above 20 degrees. Parents need to make sure their child has appropriate winter gear to keep them warm. If a student repeatedly doesn't have a coat or gloves, parents will be contacted to see if they need assistance in providing the appropriate attire.

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 assignments without permission or an 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 conspire with another person to violate any student behavior standard

School Property

Greater Jasper Consolidated Schools does not allow the following 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 is 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 that might cause actual or potential damage to the physical property of the school, or risk the safety of any member of the school community, is prohibited. Examples of places where damage or injury could be caused include, but are not limited to, handrails, steps, ramps, fountains, statues, historic or informational 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. The blacktop parking lot across County Road 500W is preferred for lengthy visits. Parking spots are also available in the parking lot by Door #1, by the main school entrance.

Entering and exiting the parking lot to the west of the school should be made by using South Street. The west parking lot should not be entered/exited from County Road 500W.

No parking is permitted at any time by Door #5 near the gymnasium entrance. The fire lane must remain open at all times.

NOTE: During morning arrival and evening dismissal, buses will utilize the drive by Door #1 for loading and unloading of students. ***For the safety of students and bus drivers, no cars will be permitted in the parking lot or drive by Door #1 before 8:30 a.m. or after 2:30 p.m.***

Bus Transportation

Greater Jasper Consolidated Schools corporation provides bus transportation for all students. The bus schedule and route are available by contacting Ireland Elementary School at 812-482-7751.

Students will be assigned a school bus based on the location of pick up and drop-off. A change in a student's regular bus assignment may be granted for special needs if written communication is provided from the parent and submitted to the school principal. However, all changes must be approved as the capacity of each bus is different. GJCS administration closely monitors bus routes and will advise of any changes, when needed.

Daily transportation changes should be made by email to IESOffice@gjcs.k12.in.us, with a copy of the email to the student's teacher, by no later than 2pm.

Bus Conduct

Students riding to and from school on transportation provided by GJCS 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:

Before 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 for children that are not present at the bus stop.

During the Trip

- Remain seated while the bus is in motion
- Keep your head, hands, arms, and legs inside the bus at all times
- Do not litter on 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

ALL STUDENTS DRIVEN TO SCHOOL MUST USE THE FOLLOWING DROP-OFF/PICK UP PROCESSES

Morning Drop-Off

- No students may arrive before 7:15 a.m.
- All students must arrive by 7:50

Drop-Off Route:

- South on N Grant Street
- East on W South Street (crossing County Road N 500 W)
- Enter the North Entrance of the Ireland Elementary School drop-off route
- Students will exit vehicles on the south side of Ireland Elementary School, entering the school through the Cafeteria Door #11
- Students will proceed to the cafeteria for breakfast or immediately walk to the gym for morning supervision before school

Afternoon Pick Up

- Dismissal starts at 2:35 p.m.
- All persons picking up a student must have prior approval with the school office or be an authorized pick-up person identified by the parent/guardian during registration

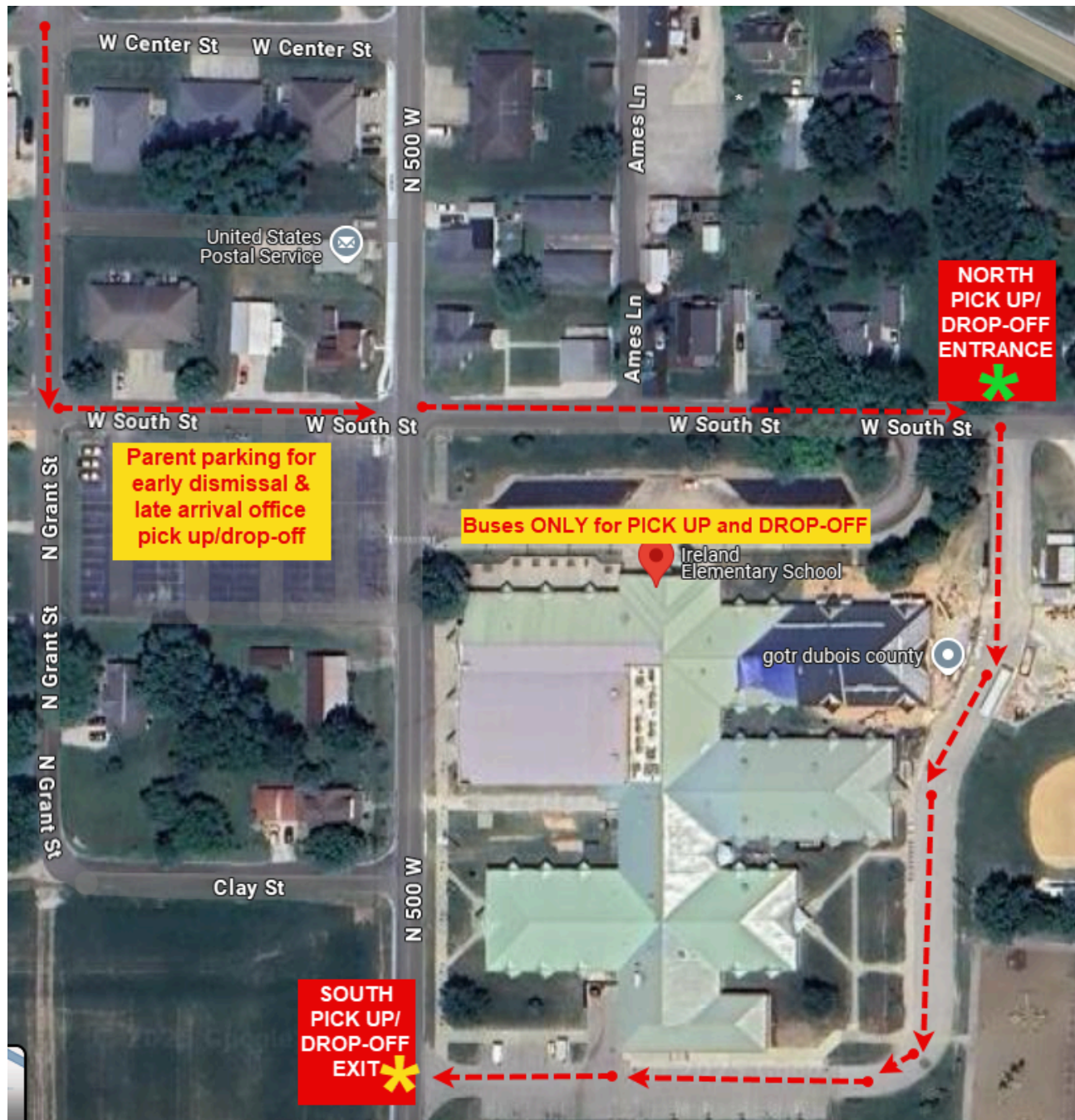
Pick Up Route:

- South on N Grant Street
- East on W South Street (crossing County Road N 500 W)
- Vehicles should have the student's car line number visible for quick recognition
- A school representative will obtain the student car identification number and advise the driver of the pickup location details:
 - Left or Right Lane
 - Spaces 1 - 5
- Drivers will proceed through the North Entrance to the assigned lane and pickup number on the south side of the school near Door #11
- Parents should remain in their vehicles at all times
- School personnel will be on the sidewalk to assist children with loading into vehicles

Important Notes:

- Drivers should ***not*** let students exit vehicles by the office at Door #1 for morning arrival
- ***Parking for main office pickup (early dismissals, late arrivals, appointments) is the large lot west of County Road N 500 W.***
- **The north school drive and parking area is reserved for bus transportation.**
- Children walking home will be released upon the departure of the buses from the north side of the building.

DROP-OFF/PICK UP DRIVING ROUTE



LEGEND

- Pick Up/Drop-Off Driving Route
- Pick Up/Drop-Off Entrance
- Pick Up/Drop-Off Exit



Annual Written Notification Accessing Public Benefits & Releasing Personally Identifiable Information to the Medicaid Program

The federal special education law, the Individuals with Disabilities Education Improvement Act of 2004 (IDEA), specifies each State's obligation to develop agreements with non-educational public agencies to ensure that all services necessary to provide a free, appropriate public education (FAPE) are provided to children with disabilities at no cost to the parent. This includes the State Medicaid agency. School districts are permitted to seek payment from public insurance programs (Medicaid) for some services provided at school.

Under the Family Education Rights and Privacy Act (FERPA), your consent is required for the school system to release information about your child to the Indiana Medicaid program in order to access your or your child's public benefits. You are entitled to have a copy of any information the school system releases to the state Medicaid program.

If you have previously given consent for Greater Jasper Consolidated Schools to access your or your child's public benefits and to release information needed to access Medicaid funding for services provided through your child's individualized education program (IEP), the school district may release:

- Your child's name
- Your child's date of birth
- Your child's IEP documentation, including evaluations
- The dates and times services are provided to your child at school
- Reports of your child's progress, including therapist notes, progress notes, and report cards

Your child will continue to receive all required IEP services at no cost to you. Reimbursed services provided by the Greater Jasper Consolidated Schools or Exceptional Children's Co-op does not limit coverage, change eligibility, affect benefits, or count against visit or funding limits in Medicaid programs in which your child is enrolled.

You may revoke your consent at any time. Revoking your parental consent does not change the school district's responsibility to provide all required IEP services at no cost.

You may ask questions about this program or revoke your consent at any time by contacting the Director of Special Education at Exceptional Children's Co-op.

Date of Notification Provided to Parent: Provision will be provided with progress monitoring reports after the first 9 weeks of the 2025-2026 school year.

Method of Delivery: Mailed to parent(s)/guardian(s) with progress monitoring reports.



Greater Jasper
CONSOLIDATED SCHOOLS

NOTIFICATION TO PARENTS AND STAFF REGARDING PESTICIDE APPLICATION

This notice is to inform you that pesticide control will be applied at Ireland Elementary School on the First Saturday of each month. This pesticide application is part of a routine service to control pests, which have been found to inhabit the school or school grounds. This is an ongoing process and a continuation of the same methods for controlling such pests as in the past.

The application will be made in strict compliance with label instructions provided by the manufacturer of the pesticide.

For additional information, please contact:

Mrs. Shannon Bauer
Ireland Elementary School
sbauer@gjcs.k12.in.us