



**2026-2027 STUDENT AND PARENT HANDBOOK**

# **IPSWICH**

## **ELEMENTARY SCHOOLS**

**Paul F. Doyon Memorial School**  
**216 Linebrook Road**  
**Ipswich, Ma**

**Winthrop School**  
**65 Central Street**  
**Ipswich, Ma**

*Tigers*

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# IPSWICH PUBLIC SCHOOLS OVERVIEW

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|                               |              |
|-------------------------------|--------------|
| Superintendent's Office       | 978-356-2935 |
| Ipswich High School           | 978-356-3137 |
| Ipswich Middle School         | 978-356-3535 |
| Paul F. Doyon Memorial School | 978-356-5506 |
| Winthrop School               | 978-356-2976 |

[www.ipsk12.net](http://www.ipsk12.net)

# THE STATEMENT OF PHILOSOPHY FOR THE IPSWICH SCHOOL SYSTEM

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## **EDUCATION PRESUMES A LEARNING COMMUNITY.**

It is a community that presumes the inherent worth, dignity and integrity of each of its members while it is strengthened by the richness of its differences. Supported by the townspeople, it is a composite of students, parents and teachers working together to create an environment in which learning and excellence thrive. The community assumes mutual respect and care as it seeks to instill a life-long habit of inquiry so that each may constructively participate in an ever-changing, complex world.

## **TEACHING AND LEARNING ARE EQUAL COMPONENTS OF THE SAME PROCESS.**

While the school exists for the student, its success depends on a mutually beneficial environment. Students and teachers alike must be challenged as they are nurtured; held to standards of excellence as they are supported in their endeavor; given direction as they are encouraged to explore. Education is rewarding to both teachers and students. As such, no learning or teaching style is privileged. Because learning styles and rates are diverse, teaching is innovative, multi-faceted, flexible, appropriate and integrated. The school affirms the struggle toward excellence without denigrating honest failure.

## **SCHOOLS ENCOURAGE THE DEVELOPMENT OF BOTH THE TANGIBLE AND INTANGIBLE.**

The school experience cultivates the intellectual, emotional, social and physical growth of all. It is a place where creative expression and basic skills support and enrich one another, where leadership, initiative, interdependence, trustworthiness and personal responsibility are exemplified by the staff and fostered in the student.

## **THE ULTIMATE AIM OF EDUCATION IS TO EMPOWER STUDENTS TO REALIZE THE FULL RANGE OF HUMAN POTENTIAL.**

The goal of education is to equip students with necessary basic skills, an appreciation of beauty, and a desire for excellence so that each may know the joy of intellectual accomplishment. However, the value of education lies in its challenge to students to reach beyond themselves to form an inclusive vision of human history and possibility.



# Ipswich Public Schools

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**Dr. Brian J. Blake**  
Superintendent of Schools

One Lord Square  
Ipswich, MA 01938  
[www.ipsk12.net](http://www.ipsk12.net)  
Phone 978-356-2935  
Fax 978-356-0445  
[bblake@ipsk12.net](mailto:bblake@ipsk12.net)

## **IPSWICH PUBLIC SCHOOL MISSION STATEMENT**

Ipswich Public Schools aspires to empower ALL students to be global citizens who are effective communicators, analytical problem solvers and savvy consumers of information. We propose to do this through an emphasis on communication, critical thinking, creativity, self-management, perseverance and collaboration. Students will be active partners in authentic learning, offering voice and choice in demonstrating competency.

# IPSWICH SCHOOL COMMITTEE

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**Andrew Bunnell**

**Jennifer Connolly, Vice Chair**

**Jennifer Donahue, Chair**

**Dianna Freehan**

**Paul Montanus**

**Haley Rist**

**Greg Stevens**

The Ipswich School Committee generally holds its meetings on the first and third Thursday of each month. The public is always invited. A citizen may obtain information about the date or agenda of a specific meeting by calling the Superintendent's Office or by visiting our website: [ipsk12.net](http://ipsk12.net).

## **2026-2027 Administration Building Staff**

1 Lord Square  
Ipswich, Massachusetts  
(978) 356-2935

## **SUPERINTENDENT OF SCHOOLS**

Dr. Brian J. Blake, Superintendent

## **DIRECTOR OF TEACHING & LEARNING**

Dr. Tracy Wagner

## **DIRECTOR OF FINANCE & OPERATIONS**

Tom Markham

## **DIRECTOR OF STUDENT SERVICES**

Meg Finnegan

## **DIRECTOR OF FACILITIES**

Rob Fortado

## **HUMAN RESOURCES and ADMINISTRATIVE MANAGER**

Laura Hillery

## **ACCOUNTING & BUSINESS SPECIALIST**

Julieann Metcalf

## **STUDENT SERVICES ADMINISTRATIVE ASSISTANT**

Sarah Carrier

## **BUSINESS OFFICE CLERK**

Ellen Stomboly

## **RECEPTIONIST/SECRETARY TO THE DIRECTOR OF TEACHING & LEARNING**

Mel McFayden

## **PAYROLL COORDINATOR**

Lauren Virgilio

Elementary School Hours: 8:40am-3:05pm

Elementary Early Release (ER): Thursdays 8:40am-1:50pm

| July 2026 |    |    |    |    |    |    | Jul 4: Independence Day |
|-----------|----|----|----|----|----|----|-------------------------|
| Su        | M  | T  | W  | Th | F  | Sa |                         |
|           |    |    | 1  | 2  | 3  | 4  |                         |
| 5         | 6  | 7  | 8  | 9  | 10 | 11 |                         |
| 12        | 13 | 14 | 15 | 16 | 17 | 18 |                         |
| 19        | 20 | 21 | 22 | 23 | 24 | 25 |                         |
| 26        | 27 | 28 | 29 | 30 | 31 |    |                         |

| August 2026 |    |    |    |    |    |    | Aug 31: Opening Day-All Staff |
|-------------|----|----|----|----|----|----|-------------------------------|
| Su          | M  | T  | W  | Th | F  | Sa |                               |
|             |    |    |    |    |    | 1  |                               |
| 2           | 3  | 4  | 5  | 6  | 7  | 8  |                               |
| 9           | 10 | 11 | 12 | 13 | 14 | 15 |                               |
| 16          | 17 | 18 | 19 | 20 | 21 | 22 |                               |
| 23          | 24 | 25 | 26 | 27 | 28 | 29 |                               |
| 30          | TW |    |    |    |    |    |                               |

| September 2026 |    |    |    |    |    |    | Sept 1: Teacher Workshop Day<br>Sept 2: First Day of School (Gr. 1-12)<br>Sept. 4: No School<br>Sept 7: Labor Day<br>Sept: 8: First Day of Kindergarten |
|----------------|----|----|----|----|----|----|---------------------------------------------------------------------------------------------------------------------------------------------------------|
| Su             | M  | T  | W  | Th | F  | Sa |                                                                                                                                                         |
|                |    | TW | FD | ER | NS | 5  |                                                                                                                                                         |
| 6              | H  | 8  | 9  | ER | 11 | 12 |                                                                                                                                                         |
| 13             | 14 | 15 | 16 | ER | 18 | 19 |                                                                                                                                                         |
| 20             | 21 | 22 | 23 | ER | 25 | 26 |                                                                                                                                                         |
| 27             | 28 | 29 | 30 |    |    |    |                                                                                                                                                         |

| October 2026 |    |    |    |    |    |    | Oct 12: Indigenous People's Day<br>Oct 13: Professional Development Day<br>No school for students |
|--------------|----|----|----|----|----|----|---------------------------------------------------------------------------------------------------|
| Su           | M  | T  | W  | Th | F  | Sa |                                                                                                   |
|              |    |    |    | ER | 2  | 3  |                                                                                                   |
| 4            | 5  | 6  | 7  | ER | 9  | 10 |                                                                                                   |
| 11           | NS | PD | 14 | ER | 16 | 17 |                                                                                                   |
| 18           | 19 | 20 | 21 | ER | 23 | 24 |                                                                                                   |
| 25           | 26 | 27 | 28 | ER | 30 | 31 |                                                                                                   |

| November 2026 |    |    |    |    |    |    | Nov 11: Veteran's Day<br>Nov 25: Thanksgiving Early Release<br>Elementary 11:55am, MS/HS 11:20am<br>Nov 26: Thanksgiving<br>Nov 27: Thanksgiving Break |
|---------------|----|----|----|----|----|----|--------------------------------------------------------------------------------------------------------------------------------------------------------|
| Su            | M  | T  | W  | Th | F  | Sa |                                                                                                                                                        |
| 1             | 2  | 3  | 4  | ER | 6  | 7  |                                                                                                                                                        |
| 8             | 9  | 10 | H  | ER | 13 | 14 |                                                                                                                                                        |
| 15            | 16 | 17 | 18 | ER | 20 | 21 |                                                                                                                                                        |
| 22            | 23 | 24 | 25 | H  | NS | 28 |                                                                                                                                                        |
| 29            | 30 |    |    |    |    |    |                                                                                                                                                        |

| December 2026 |    |    |    |    |    |    | Dec 24-Jan 1: Vacation Break |
|---------------|----|----|----|----|----|----|------------------------------|
| Su            | M  | T  | W  | Th | F  | Sa |                              |
|               |    | 1  | 2  | ER | 4  | 5  |                              |
| 6             | 7  | 8  | 9  | ER | 11 | 12 |                              |
| 13            | 14 | 15 | 16 | ER | 18 | 19 |                              |
| 20            | 21 | 22 | 23 | V  | H  | 26 |                              |
| 27            | V  | V  | V  | V  |    |    |                              |

## 2026-2027 ACADEMIC CALENDAR

Secondary School Hours: 7:45am-2:21pm

Secondary Early Release (ER): Thursdays 7:45am-1:17pm

| January 2027 |    |    |    |    |    |    | Jan 1: New Years Day<br>Jan 18: Martin Luther King Day |
|--------------|----|----|----|----|----|----|--------------------------------------------------------|
| Su           | M  | T  | W  | Th | F  | Sa |                                                        |
|              |    |    |    |    | H  | 2  |                                                        |
| 3            | 4  | 5  | 6  | ER | 8  | 9  |                                                        |
| 10           | 11 | 12 | 13 | ER | 15 | 16 |                                                        |
| 17           | H  | 19 | 20 | ER | 22 | 23 |                                                        |
| 24           | 25 | 26 | 27 | ER | 29 | 30 |                                                        |
| 31           |    |    |    |    |    |    | 19                                                     |

| February 2027 |    |    |    |    |    |    | Feb 15-19: Vacation Break |
|---------------|----|----|----|----|----|----|---------------------------|
| Su            | M  | T  | W  | Th | F  | Sa |                           |
|               | 1  | 2  | 3  | ER | 5  | 6  |                           |
| 7             | 8  | 9  | 10 | ER | 12 | 13 |                           |
| 14            | H  | V  | V  | V  | V  | 20 |                           |
| 21            | 22 | 23 | 24 | ER | 26 | 27 |                           |
| 28            |    |    |    |    |    |    | 15                        |

| March 2027 |    |    |    |    |    |    | Mar 8: Professional Development Day No school for students |
|------------|----|----|----|----|----|----|------------------------------------------------------------|
| Su         | M  | T  | W  | Th | F  | Sa |                                                            |
|            | 1  | 2  | 3  | ER | 5  | 6  |                                                            |
| 7          | PD | 9  | 10 | ER | 12 | 13 |                                                            |
| 14         | 15 | 16 | 17 | ER | 19 | 20 |                                                            |
| 21         | 22 | 23 | 24 | ER | 26 | 27 |                                                            |
| 28         | 29 | 30 | 31 |    |    |    |                                                            |

| April 2027 |    |    |    |    |    |    | Apr 19-23: Vacation Break |
|------------|----|----|----|----|----|----|---------------------------|
| Su         | M  | T  | W  | Th | F  | Sa |                           |
|            |    |    |    | ER | 2  | 3  |                           |
| 4          | 5  | 6  | 7  | ER | 9  | 10 |                           |
| 11         | 12 | 13 | 14 | ER | 16 | 17 |                           |
| 18         | H  | V  | V  | V  | V  | 24 |                           |
| 25         | 26 | 27 | 28 | ER | 30 |    |                           |

| May 2027 |    |    |    |    |    |    | May 31: Memorial Day |
|----------|----|----|----|----|----|----|----------------------|
| Su       | M  | T  | W  | Th | F  | Sa |                      |
|          |    |    |    |    |    | 1  |                      |
| 2        | 3  | 4  | 5  | ER | 7  | 8  |                      |
| 9        | 10 | 11 | 12 | ER | 14 | 15 |                      |
| 16       | 17 | 18 | 19 | ER | 21 | 22 |                      |
| 23       | 24 | 25 | 26 | ER | 28 | 29 |                      |
| 30       | H  |    |    |    |    |    | 20                   |

| June 2027 |    |     |    |    |    |    | Preschool/Kindergarten:<br>June 15: Last Day<br>June 22: Last Day (5 Snow Days)<br>Grades 1-11<br>June 18: Last Day of School<br>June 19: Juneteenth<br>June 25: Last Day (5 Snow Days) |
|-----------|----|-----|----|----|----|----|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Su        | M  | T   | W  | Th | F  | Sa |                                                                                                                                                                                         |
|           |    | 1   | 2  | ER | 4  | 5  |                                                                                                                                                                                         |
| 6         | 7  | 8   | 9  | ER | 11 | 12 |                                                                                                                                                                                         |
| 13        | 14 | KLD | 16 | 17 | LD | H  |                                                                                                                                                                                         |
| 20        | 21 | 22  | 23 | 24 | 25 | 26 |                                                                                                                                                                                         |
| 27        | 28 | 29  | 30 |    |    |    |                                                                                                                                                                                         |



# **IPSWICH ELEMENTARY SCHOOLS OVERVIEW**

# PAUL F. DOYON MEMORIAL SCHOOL CORE VALUES

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**C**ooperation

**A**ssertion

**R**esponsibility

**E**mpathy

**S**elf-Control

The following core values represent what we at Doyon School feel are the most important outcomes for our students, and the essential characteristics of how we as a staff will work together in pursuit of those outcomes. They are the result of many hours of discussion and debate and reflect the consensus and commitment of the faculty. These "intentions" will guide us in the ways we care for and challenge students, and they will serve as a roadmap for our decisions about school activities and programs.

It is our aim that all students will:

- Take responsibility for their own behavior as individuals, and as active cooperative citizens of Doyon School
- Exhibit positive self-esteem and have confidence in themselves as people and as learners, being willing to question, explore, and risk mistakes.
- Become skillful problem solvers, thoughtful decision-makers, critical thinkers, and fluent communicators
- Show caring, tolerance, and respect for others, celebrating each other's accomplishments, and sharing the wonder and joy each day can bring.

In addition to the above, it is our aim that in this school all professional staff will work together as a DOYON TEAM, helping each other, sharing expertise, appreciating each other's talents, talking with one another about instruction and curriculum, and having high expectations for ourselves and for our students.



# DOYON VISION STATEMENT

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At the Paul F. Doyon Memorial School, our vision is to create a joyful learning community of creative thinkers, innovative problem solvers, and compassionate citizens of the world.

# DOYON MISSION STATEMENT

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## Citizenship

- showing compassion and respect for ourselves, the people around us, and the world around us,
- fostering a value of cooperation

*with the goal of becoming a valued, contributing member of our school family and our community as a whole.*

## Responsibility

- taking responsibility for our own learning in a process of continuous improvement
- striving to become a good decision maker and problem solver

*with the goal of becoming a life long learner.*

## Learning

- recognizing and utilizing the talents and gifts of ourselves and others
- accepting challenges and taking risks which allow us to expand our understanding of the surrounding world

*with the goal of recognizing and then implementing the skills needed for today, and building on what is needed for tomorrow.*

# DOYON STAFF DIRECTORY

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## Doyon School Staff Directory.

### PRINCIPAL

Adam Whitehouse-Mullen

### ASSISTANT PRINCIPAL

Lori Benincasa

### HEAD SECRETARY

Amy Digby

### ADMINISTRATIVE ASSISTANT TO THE PRINCIPAL

Katrina Robinson

### SPECIAL EDUCATION PROGRAM MANAGER

Elyssa Brand

### SPECIAL EDUCATION SECRETARY

Megan DiGenova

### EARLY CHILDHOOD COORDINATOR

Rebecca Higgins

# WINTHROP SCHOOL CORE VALUES

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Care for you  
Care for me  
Care for our community

**T**hinking - to foster exploration, creative problem-solving, and critical thinking.

**O**penness- to promote openness to risk-taking for the development of self-confidence and personal growth

**C**aring- to care for the needs of each child by building mutual trust and a sense of family wherein each child is encouraged to exercise social and scholastic responsibilities

**A**cceptance- to accept and be considerate of human differences while fostering a sense of community among students, staff, and parents.

**R**espect - to build mutual respect for children and adults through sensitivity and awareness of individual needs and talents

**E**ducation- to educate the whole child intellectually, culturally, socially, emotionally, and physically



# **WINTHROP VISION STATEMENT**

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We are a community of learners inspired to act  
with compassion, integrity and joy.

# **WINTHROP MISSION STATEMENT**

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We, the staff of the Winthrop School, strive to facilitate lifelong learning in our children. We hope to develop independent thinkers, problem solvers, and creative risk takers.

Through encouragement of self-knowledge and the building of skills, values, and lifetime habits, we seek productive contributors to the world in all areas: social, physical, intellectual, and artistic.

We seek to instill in our children a personal strength and self- confidence which is respectful of the thoughts and differences of others, a sense of responsibility for the environment and community, and an appreciation for both the inner self and the diversity of the world.

# WINTHROP STAFF DIRECTORY

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## Winthrop School Staff Directory.

### PRINCIPAL

Jamie Norton

### ASSISTANT PRINCIPAL

Aaron Clark

### HEAD SECRETARY

Jeanne Vlahos

### ADMINISTRATIVE ASSISTANT TO THE PRINCIPAL

Eva Perry

### SPECIAL EDUCATION PROGRAM MANAGER

Meghan Ganley

### SPECIAL EDUCATION SECRETARY

Josephine Brouillette

### EARLY CHILDHOOD COORDINATOR

Rebecca Higgins

# IMPORTANT INFORMATION

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## Hours of Operation:

Kindergarten & Grades 1-5: 8:40 a.m. – 3:05 p.m. (M, T, W & F)  
8:40 a.m. – 1:50 p.m. (Th)

**Ipswich Integrated Preschool Program:** Times/days vary depending on the program.

3-Day Program (4-year-olds) Monday, Wednesday, Friday 9:00 a.m. - 2:45 p.m.

2-Day Program (3-year-olds) Tuesday, Thursday 9:00 a.m. - 1:30 p.m.

**Please note:** Preschool students arrive at school between 8:40 a.m. - 9:00 a.m.

Parents or a designee should escort their child to the preschool entrance.

Supervision cannot be provided before this time.

At 2:45 p.m., students are dismissed directly to their parents by the preschool staff from the preschool doors.

## Arrival/Dismissal Procedures:

Students should wait at their assigned entrances until the start of school (8:40 a.m.) and then go directly to their classrooms. If the weather is inclement or very cold, students will wait in the hallways.

Students must be on time for school. If they arrive late, they must report to the office and sign in as tardy before going to class. If a student's tardy is planned (e.g. doctor's appointment), please notify the main office in advance.

In order to maintain a safe school environment during arrival and dismissal, we ask parents to refrain from entering the designated bus lane in their own vehicles between the hours of 8:30 - 8:45 a.m. and 3:00 - 3:15 p.m. (1:45 - 2:00 p.m. on early release Thursdays).

When a student must be dismissed from school early, he/she is to bring a note from home and give it to his/her teacher. Requests for early dismissals should be restricted to illnesses, emergencies, medical or dental appointments, etc. Students will be dismissed only to a parent, guardian or other authorized person. Students who are being dismissed **MUST** be picked up and signed out at the office.

## Arrival

- Students who are registered for EDP (Extended Day Program) may arrive between 7:00- 8:15 a.m.
- Students participating in Breakfast Club may arrive no earlier than 8:15 a.m. Breakfast Club runs from 8:15- 8:30 a.m.
- Arrival time begins no earlier than 8:30 a.m. We do not have adults on supervision prior to 8:30 a.m. Please do not drop your child off and leave them outdoors until 8:30 a.m.
- The arrival time for K-5 is 8:30 -8:40 a.m. Students enter the building at 8:40 a.m. The arrival bell rings at 8:45 a.m. Students arriving at school after 8:45 a.m. are tardy and should enter the building at Door 1 and check in at the front office.
- The arrival time for PK is 8:40 - 9:00 a.m.
- No cars are allowed in the bus lane directly in front of the building between 8:30 - 9:00 a.m. This area is for buses only.

## Dismissal:

- Preschool:
  - Preschool dismisses at 2:45 p.m. on Monday, Wednesday, and Friday.
  - Preschool dismisses at 1:30 p.m. on Tuesday and Thursday.
- Kindergarten - Grade 5
  - Students in grades K-5 are dismissed by 3:05 p.m. on Monday, Tuesday, Wednesday, and Friday.
  - K-5 dismissal on Thursdays is at 1:50 p.m.
- For building-specific dismissal procedures, please refer to your child's school office.

The elementary schools use **School Dismissal Manager**, a free app and web-based program for families to notify the school of students' dismissal plans and changes to dismissals. Instructions to set up accounts are emailed prior to the start of school along with parent credentials. Through the online dismissal management system, families can:

- Report student absences and late arrivals
- Schedule early departures from school
- Schedule school-sponsored after-school activities

### Attendance:

To notify your child's school of an absence, please get in touch with the main office at your child's school.

| Doyon                   | Winthrop                 |
|-------------------------|--------------------------|
| (978) 356-5506, Press 1 | (978) 356-2976, Option 1 |

Regular and punctual school attendance is essential for student success in school. The Ipswich Public Schools recognizes that parents of children attending our schools have special rights as well as responsibilities, the most important of which is to ensure that their children attend school regularly, in accordance with state law.

In the event that a student is going to be tardy or absent, it is the parent/guardian's responsibility to notify the school. Families of students whose absence has not been reported will be contacted by the school office on the morning of the absence. As a reminder, the parent notification serves as a safety measure, not a means of excuse; the Massachusetts Department of Education does not differentiate between absences that are classified as excused or unexcused. If your child is absent due to illness, please consult with your pediatrician and bring a note from the doctor when your child is ready to return to school.

Examples of excused vs. unexcused absences may include but are not limited to:

| Excused Absences:                                                                                                                                                                                                                                                                                                                                                                                 | Unexcused Absences:                                                                                                                                                                                                                                                                                                                                                                                                                                   |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <ul style="list-style-type: none"><li>• Student illness or injury</li><li>• Death in the family</li><li>• Observance of a religious holiday</li><li>• Court summons (student's name must appear on the summons)</li><li>• School-approved activity (such as field trips, academic competitions, internships, etc.)</li><li>• Legal, immigration, military, or other similar obligations</li></ul> | <ul style="list-style-type: none"><li>• Attending parent/guardian appointments</li><li>• Attending parent/guardian court summons</li><li>• Family travel/vacation</li><li>• Staying home to take care of or visit family members</li><li>• Missing the school bus</li><li>• Sleeping late</li><li>• Weather-related absences other than when the district has canceled school</li><li>• Undocumented illness/injury that exceeds three days</li></ul> |

**Family Vacation:** We ask families to avoid scheduling family vacations/ travel when school is in session and instead encourage families to schedule travel only during school holidays and vacations. In addition to compromising the attendance law, family vacations can interrupt the educational process, especially for at-risk students. Teachers are not required to provide homework assignments before a family vacation or travel.

**Chronic Absenteeism:** Each Principal or designee shall make a reasonable effort to meet with any student, and that student's family, who has missed five (5) or more unexcused school days in a school year. The meeting shall be to develop action steps to improve student attendance and shall be developed jointly by the Principal or designee, the student, and the student's family. The parties may also seek input from other relevant school staff and/or officials from relevant public safety, health and human services, housing, and nonprofit agencies.

The chronic absenteeism rate for each school and group includes both excused and unexcused absences.

### Attendance levels:

**Regular Attendance** - 5% 9 days or less absent (1 day a month)

**At-risk Attendance** - 5.1%-9.9 % 10-17 days absent (1 or more day)

**Chronic Absence** - 10%-19.9% 18-35 days absent (two days a month)

**Severe Chronic Absence** - 20% or more 36 days or more

## Behavior:

We expect that students engage in respectful and responsible behavior, positively contributing to the school community. The following general school rules are for everyone:

- Be responsible for yourself.
- Respect others (students and adults) and the school property.
- Help each other.
- Honor others' need to learn.

**Bus** - All school transportation should be a safe, orderly and efficient activity. The Ipswich School Committee provides transportation in accordance with law. Students and parents however, should be aware that transportation of students is a conditional privilege and not an absolute right. The School Committee has delegated the responsibility for dealing with discipline issues to the Principal or designee. For those buses operated by School Department employees, the discipline will be handled by the Principal or designee and the driver. The parents must be notified of all bus suspensions by the Principal or designee in a timely manner. The transportation contractor will provide training in managing student behavior for all drivers annually for all future contracts.

- **Getting on the bus:**

- Be at the bus stop early. Arrive 5 mins prior to the bus stop time.
- Wait for the bus in a safe place away from the road.
- Never horse around at the bus stop while the bus is arriving to the stop.
- If you have to cross the road to get onto the school bus:
  - Stay on the side of the road, away from traffic, until the bus stops and the driver signals you to cross.
  - When the driver signals that it is safe to cross, you should check for traffic first.
  - As you cross in front of the school bus, watch the driver. If you can see the driver, the driver can see you.
- Board the bus using the handrail.
- Move toward the rear of the bus quickly without crowding or pushing.
- Sit down, and stay seated

- **Riding on the bus**

- Observe classroom conduct.
- Be courteous and polite.
- Listen to the driver and follow their directions at all times.
- Do not fight, push or shove.
- Stay in your seat.
- Always keep your head, hands, and feet inside the bus.
- Do not eat or drink.
- Keep the bus clean.
- Never use tobacco products
- Do not damage the bus or equipment.

- **Getting off the bus**

- Stay seated until the bus stops.
- Do not push or crowd as you exit the bus.
- Use the handrails to avoid falling.
- Move ten feet away from the bus at once.
- If you have to cross the road to get home:
  - Stay on the side of the road away from traffic and ten feet in front of the bus, where you can see the driver's face.
  - When the driver signals that it is safe to cross, cross to the outside edge of the bus and check both ways for traffic.
  - Once off the bus, go straight home.
  - Never run back to the bus for anything you left behind or dropped.

## **Cafeteria**

- The cafeteria is a good place to practice general good manners. Remember to say "Please" and "Thank you" to the people who are serving or helping.
- Students are asked to use indoor voices when in the cafeteria.
- Students are encouraged to participate in conversation with the people at their own table.
- Students are encouraged to raise their hands when they require assistance from cafeteria staff.
- It is important for students to practice good table manners, including, but not limited to, chewing food with one's mouth closed and not talking with a full mouth, wiping one's hands and mouth with a napkin when needed, not playing with or throwing any food, and sitting with feet down on the floor.
- It is important for students to leave their table and floor area clean for others, including picking up their lunch area when dismissed and placing waste in the correct receptacle.
- Students are asked to remember to take their jackets, sweaters, or other belongings when leaving the cafeteria, as well as respect all school property, materials, and supplies located and/or stored in the cafeteria.

## **Playground**

- Students are expected to respect themselves, other people, and the school's property on the playground. In being responsible, students look out for each other and make decisions that ensure the safety of all. A responsible student on the playground respects people, equipment, and our land; returns material when done with play; cleans up after oneself; and shares materials.

## **Bicycles:**

Students in Grades 3, 4, and 5 at Doyon, or Grades 4 and 5 at Winthrop, may ride bicycles with signed permission from their parents. Students must wear bicycle helmets. Students in Grades K to 2 at Doyon or Grades K to 3 at Winthrop may ride bicycles with helmets when accompanied by a parent/caregiver.

E-Bicycles and E-Scooters are not permitted for student use on school grounds or as a means to travel to and from school.

Due to the heavy pedestrian traffic before and after school, students should walk bicycles on school grounds. Students should leave their bikes in the bike racks during the school day. Failure to follow these rules may result in loss of bicycle privileges.

## Artificial Intelligence (AI):

*Ipswich Public Schools acknowledges that Artificial Intelligence (AI) is becoming increasingly embedded in our world. As such, IPS has guidance for administrators and educators on when and how AI may be used in their work. No Personally Identifiable Information (PII) may be entered into AI tools. All students and educators must follow the district's Computer Use Agreement. Permission to use AI for student work may be given by educators only at the high school level. When approved, the use of AI should augment the development of students' own critical thinking, creativity, and problem-solving skills, not replace them. High school students must acknowledge and cite AI use in their work.*

What this means for educators:

- AI should enhance, not replace, instructional methods.
- AI may be used for curriculum enhancement and to give feedback to support students' learning when appropriate.
- When possible, educators must always stop and review the AI's output, check for fairness and accuracy, and keep in mind considerations such as AI's potential bias and environmental impact.
- No Personal Identifiable Information (PII) is allowed to be entered into AI tools.

What this means for students:

- The main goal is for AI to be a tool that helps students develop their own critical thinking, creativity, and problem-solving skills.
- Currently, only high school teachers have the option to approve the use of AI for student assignments.
- If a high school student uses AI, they must acknowledge and cite it in their work just as they would any other source.

### Misuse of AI

AI may not be used to create content intended to harass, harm, deceive and/or bully any member of the Ipswich Public Schools community. The creation, use, and and/or distribution of deepfakes is expressly prohibited. Any inappropriate use of AI should be immediately reported to an IPS administrator, and anyone using AI in these ways will be subject to disciplinary action as outlined in IPS anti-bullying policies. Please note that AI generated deepfake photos and videos is included in a law that went into effect in Massachusetts on September 18, 2024 "An Act to Prevent Abuse and Exploitation."

*This document was developed with the assistance of AI tools.*

## **Bullying:**

The Ipswich Public Schools are committed to providing a safe, positive and productive educational environment where students can achieve the highest academic standards. No student or staff member shall be subjected to harassment, intimidation, bullying, or cyber-bullying, either from another student, or from a staff member.

**"Bullying"** is the repeated use by one or more students or school staff members of a written, verbal, or electronic expression, or a physical act or gesture, or any combination thereof, directed at a target that:

- causes physical or emotional harm to the target or damage to the target's property;
- places the target in reasonable fear of harm to him/herself or of damage to his/her property;
- creates a hostile environment at school for the target;
- infringes on the rights of the target at school; or
- materially and substantially disrupts the education process or the orderly operation of a school.

**"Cyber-bullying"** means bullying through the use of technology or any electronic communication, which shall include, but shall not be limited to, any transfer of signs, signals, writing, images, sounds, data or intelligence of any nature transmitted in whole or in part by a: wire, radio, electromagnetic, photo-electronic or photo-optical system, including, but not limited to, electronic mail, internet communications, instant messages or facsimile communications.

## **Reporting**

Students, who believe that they are a target of bullying, observe an act of bullying or have reasonable grounds to believe that these behaviors are taking place are obligated to report incidents to a member of the school staff. The target shall, however, not be subject to discipline for failing to report bullying. Parents or guardians, or community members, are encouraged to report an incident of bullying as soon as possible. A member of a school staff shall immediately report any instance of bullying the staff member has witnessed or become aware of to the school principal or their designee.

## **Investigation Procedures**

The Principal or their designee, upon receipt of a viable report, shall promptly contact the parents or guardians of a student who has been the alleged target or alleged perpetrator of bullying. The actions being taken to prevent further acts of bullying shall be discussed. Support staff shall assess an alleged target's needs for protection and create and implement a safety plan that shall restore a sense of safety for that student.

Confidentiality shall be used to protect a person who reports bullying, provides information during an investigation of bullying, or is witness to or has reliable information about an act of bullying. If the school Principal or a designee determines that bullying has occurred, he/she shall take appropriate disciplinary action.

The investigation shall be completed within fourteen school days from the date of the report. The parents or guardians shall be contacted upon completion of the investigation and informed of the results, including whether the allegations were found to be factual, whether a violation of this policy was found, and whether disciplinary action has or shall be taken. At a minimum, the Principal or his/her designee shall contact the parents or guardians as to the status of the investigation on a weekly basis.

Disciplinary actions for students who have committed an act of bullying or retaliation shall be in accordance with district disciplinary policies. The school shall document any incident of bullying that is reported per this policy, and a file shall be maintained by the Principal or designee.

### **Bus Assignments:**

Students must be registered and have a valid bus pass to access transportation services. Once bus assignments have been completed, students may only ride the bus to which they are assigned. Please forward all bus assignment questions to the Central Office by phone at (978) 356.2935.

### **Bus Fees:**

The Ipswich Public Schools charges a fee to ride the bus if a student resides less than 2 miles from school. Students in K-6 who live 2 or more miles from school may ride the bus at no charge.

#### **Do I need to pay?**

Does your child:

- Live over two miles from their school? (K-6th grade only)
- Qualify for the Free or Reduced Meal Program?
- Have two siblings who have already paid for the bus pass?

If any of these are true, the answer is NO; you only need to submit the form.

Additional bus fee information can be found on the transportation page of the Ipswich Public Schools website.

<http://www.ipsk12.net/departments/transportation>

### **Care of School Property:**

All members of our school community are expected to care for our shared property and space. Should a student damage or deface school property, the school will contact the student's family to discuss reparations.

### **Clothing Suggestions:**

We expect families to make responsible decisions about appropriate clothing for the school day. Clothing that interferes with learning is not allowed. A student's day may involve classroom activities using chalk, paint, glue, or other "messy" materials. Playground activities may involve climbing, sliding, and running. Please keep this in mind when making clothing choices.

- Please label clothing such as jackets, sweaters, raincoats, hats, and other belongings, including but not limited to lunch boxes, boots, sneakers, etc. Labeled items are more easily returned if lost.
- For safety reasons, sneakers are required for physical education classes. It is strongly requested that students not wear clogs, flip-flops, or high-heeled shoes to school.
- It is encouraged that children wear boots and appropriate snow gear (i.e. snow pants, hats, mittens) in snowy weather and bring other shoes or sneakers to wear during class time. Snow gear is required for participation in snow play during recess.

### **Communication:**

We encourage families to make timely contact with the school regarding any issues that may arise. We find that the best way to resolve problems is for families to communicate directly with the teacher. You may reach staff members at both schools through the voice mail system, e-mail address, or by sending a note to the teacher.

Each elementary school sends home a weekly electronic newsletter for families to review. These newsletters include information about upcoming events and important announcements. The websites also offer important information.

The classroom teacher should always be the first point of contact when questions or issues arise. Please refer to the chart below for other school personnel's contact information.

*See the Communication Guide on the next page.*

## Communication Guide

| Doyon                                                                                                              | I have a question about:                | Winthrop                                                                                                            |
|--------------------------------------------------------------------------------------------------------------------|-----------------------------------------|---------------------------------------------------------------------------------------------------------------------|
| 1.Absentee Line, (978) 356-5506, Press 1<br>2.Further Concerns, Amy Digby, School Secretary                        | Attendance                              | 1.Absentee Line (978) 356-2976, Option 1<br>2.Jeanne Vlahos, School Secretary                                       |
| 1.Teaching Team<br>2.Assistant Principal, Lori Benincasa<br>3.Principal, Adam Whitehouse-Mullen                    | Behavior Issue/<br>Discipline questions | 1.Teaching Team<br>2.Assistant Principal, Aaron Clark<br>3.Principal, Jamie Norton                                  |
| 1.Teaching Team<br>2.Principal, Adam Whitehouse - Mullen<br>3.Director of Teaching and Learning, Tracy Wagner      | Curriculum                              | 1.Teaching Team<br>2.Principal, Jamie Norton<br>3.Director of Teaching and Learning, Tracy Wagner                   |
| 1.Teaching Team<br>2.Special Education Program Manager, Elyssa Brand<br>3.Director of Pupil Services, Meg Finnegan | Special Education/IEPs                  | 1.Teaching Team<br>2.Special Education Program Manager, Meghan Ganley<br>3.Director of Pupil Services, Meg Finnegan |
| 1.Teaching Team<br>2.Assistant Principal, Lori Benincasa<br>3.Director of Pupil Services, Meg Finnegan             | 504's                                   | 1.Teaching Team<br>2.Assistant Principal, Aaron Clark<br>3.Director of Pupil Services, Meg Finnegan                 |
| 1.School Nurse, Mary Sforza<br>2.Principal, Adam Whitehouse-Mullen                                                 | Health                                  | 1.School Nurse, Alison Moon<br>2.Principal, Jamie Norton                                                            |
| 1.Salter Transportation (978) 462-6433<br>2.School Front Office<br>3. Central Office                               | Transportation                          | 1.Salter Transportation (978) 462-6433<br>2.School Front Office<br>3. Central Office                                |

## Digital Use:

The Ipswich Public Schools recognizes the need for students to be prepared to contribute to and excel in a connected, global community. To that end, the district provides ongoing student instruction that develops digital citizenship skill sets for using technology as a tool. Information and communication technology are an integrated part of our curriculum across subjects and grades in developmentally appropriate ways and are aligned with the Massachusetts Curriculum Frameworks and standards, including seeking knowledge and understanding; thinking critically and solving problems; listening, communicating, and interacting effectively; and engaging and competing in a global environment.

All users shall acknowledge that they understand that using digital devices, whether personal or school-owned, and the school district network is a privilege, and when using them in accordance with School District guidelines, they will retain that privilege. Technology usage guidelines, procedures, and user agreements, consistent with law and policy, shall include but may not be limited to the following:

- Digital devices, software, and networks should be used in school for educational purposes and activities. Students are expected to show care for the device they are using and to only access technology devices with the consent and supervision of their teacher.
- Students will show respect for themselves and others when using technology, including social media. Students are expected to follow the core values of Ipswich Public School online just as they do in the school building.
- Students shall report inappropriate use of technology immediately. Students are expected to access the internet responsibly on school-appropriate websites. Students who do not access the internet appropriately are subject to loss of technology privileges.

In using district technology, students agree to abide by the guidelines outlined in the Student Computer Use Agreement (available both in Aspen and on the district website). This agreement ensures responsible and ethical use of district-provided technology, fostering a safe and productive learning environment for all. Students are expected to familiarize themselves with the terms of this agreement and adhere to its principles at all times while using district technology. Violation of the Computer Use Agreement may result in disciplinary action."

## Field Trips:

Signed parental consent forms are required for participation on all field trips before the day of the field trip. Students will not be allowed to join a field trip without a signed parental consent form. Because many of our students embark on walking field trips around the town of Ipswich throughout the school year, parents will be asked to sign a walking field trip permission slip at the beginning of the year. Classroom teachers will then email parents ahead of time to let them know the dates and times of walking field trips throughout the year.

## Illegal Substances:

Drugs and Alcohol - Alcohol and illegal drugs are prohibited in school, on school grounds, and at all school-sponsored activities. Any student involved in the possession, use, distribution, or sale of drugs, drug paraphernalia, synthetic drugs, or alcohol in school or during a school function will face disciplinary action. Violation of this will result in parental notification and may include suspension, law enforcement involvement, or counseling referral. Additional penalties may be imposed depending on the severity and nature of the violation. Tobacco Possession/Vape Products/E-Cigarettes. Students are not permitted to carry or have on their possessions any form of tobacco, lighters, matches, vaping products, or e-cigarettes on school grounds, buses, or school trips. Any student found smoking or in possession of tobacco or vaping products on school property will face disciplinary action.

JICH: Alcohol, Tobacco, and Drug Use by Students Prohibited

### Items From Home:

- Students may not bring items that could result in injury to themselves or to other people. Such items include but are not limited to, hard balls, bats, laser pointers, toy guns, knives or sharp objects, exploding caps, and matches/lighters.
- Personal electronic devices are inappropriate for school as they distract learning and offer unsupervised access to inappropriate resources. Parents who must communicate with their children during the school day are asked to contact the Main Office. Cell phones, smartwatches, and other personal electronic devices of any kind must remain in backpacks and be turned off at all times.
- The school cannot be responsible for money or valuable items that students bring to school. It is suggested that such items be brought to school ONLY if necessary and only with parent and teacher permission.
- Trading or selling of any items is not allowed.
- Students may not chew gum in school.
- Students are expected to remove hats and hoodies when entering the building.

### Lost and Found:

Unclaimed clothing, balls, toys, or lunch boxes are placed in the lost and found. Money, watches, or other jewelry are turned in to the office. If students are missing something, they are to check the lost and found areas.

### School Meals:

For the 2026-2027 school year, the state will again provide free breakfast and lunch to all students. Please note there will still be a charge for a la carte items (i.e., chips, milk, etc.) All students may choose to receive a nutritious lunch daily, including milk, from the cafeteria. A sandwich substitute for the main course is available as well. If a student brings lunch from home, milk or juice may be purchased.

The cafeteria menu is designed to offer a variety of foods that will appeal to a wide range of eating habits and tastes. Menu selection is designed to keep costs and plate waste low while offering choices and portions that are wholesome and nutritious. We encourage children to eat their food and drink their beverages. Families are encouraged to review our school lunch menu and plan healthy meals for their students after reviewing the school lunch menu.

Although students are receiving free lunch for the 2026 - 2027 school year, we ask that all families fill out a Free and Reduced Lunch application, regardless of household income levels. Our school district receives additional federal funding for student programming based upon these forms. Annual application forms are available at [www.ipsk12.net](http://www.ipsk12.net). These will be sent home during the first week of school.

### Friends of Ipswich Elementary Schools (F.R.I.E.S.):

The Friends organizations are umbrella organizations that tie together many groups of individuals - teachers, parents, and others in the community who share a common goal, which is to support and enrich the education of elementary school students. Every parent is a member of FRIES. The purpose of the FRIES is to:

- Organize volunteer assistance throughout the school and at special events.
- Fund requests from staff members for educational equipment and supplies.
- Sponsor special programs throughout the year for children in all grades
- Plan and conduct fundraising activities to support those special programs.
- Work to facilitate the exchange of ideas and information among parents and the school's faculty.
- Educate the community at large regarding issues that directly involve Ipswich elementary schools.
- We encourage your involvement in the Friends groups.

## Health:

Parents and guardians are encouraged to contact the school nurse at any time regarding the health needs of their child.

- Physical examinations and immunization records are required of all students entering school. The physical exam must be dated within one year of the start of school. Or dated within 30 days after starting school. If the student's family does not participate in vaccinations due to their sincere religious beliefs, a signed letter to that effect must be provided at the start of each school year. Letters for a medical exemption to immunizations require a doctor's signature.
- An updated physical is required in Grade 4. Parents are encouraged to send physicals more often if they are available.
- Students in Kindergarten through Grade 5 will receive annual vision and hearing screenings unless parents request otherwise. Any unusual findings will be reported to parents for follow-up.
- A student may be excused from physical education, sports, or other activities at a parent's request. For long-term accommodations, a doctor's note may be requested. Any student in a cast or other assisted bracing device should obtain a note of clearance from their doctor for sports/physical activity.
- A child who becomes ill or receives an injury in school will be dismissed only to parents/guardians or someone designated by them. Criteria for notifying parents may include (but are not limited to) fever, rash of unknown origin, allergic reactions, vomiting, diarrhea, severe pain, bumps to the head, special conditions requested by the parent, or any condition requiring outside medical attention. Parents are required to provide transportation for their child who has been dismissed.
- Parents can help control the spread of illness by:
  - Keeping children at home if they are experiencing fever, nausea, vomiting, diarrhea, enlarged glands, earache, sore throat, rash, or other symptoms of illness. Students should be fever free without medication for 24 hours before returning to school.
  - Keeping children diagnosed with an infectious illness, such as strep throat, home for at least 24 hours after the start of antibiotic treatment.
  - Teaching children to cough/sneeze into their elbow and wash their hands after using the bathroom.
  - Sending a note with your child when they return to school describing the reason for any absences.
  - Medication will be dispensed from the health room in accordance with the medication policy. Students are not allowed to carry medication in school, including over-the-counter cough drops. Exceptions are permitted by prior arrangements for asthma inhalers, epinephrine auto-injectors, and cystic fibrosis enzymes.

## Instrumental Music:

Each September, Grade 4 and new Grade 5 students observe a demonstration of band instruments that are suitable for beginners (violin, viola, cello, flute, clarinet, saxophone, trumpet, trombone, and drums). Each child will be given an opportunity to try three instruments of their choice. After practicing each, a music staff member will make a recommendation based on the physical consideration (jaw structure, finger size, and arm length) and instrumental needs. This recommendation will be sent home with each student. At that time, families will be able to make a final decision based on student interest and the musical staff's recommendation.

Beginning 4th Grade instrumentalists will miss 30 minutes of another academic subject for instrumental lessons and an additional 45 minutes in January when they start band. At the end of each trimester, participation in the instrumental program will be evaluated on an individual basis by music and classroom teachers. If there are any concerns, school personnel will be in touch. We want to ensure that students successfully meet their commitment to both classroom and instrumental programs.

Students who choose to play an instrument may rent an instrument from a third-party vendor. The fee for instrument rentals varies. Information is sent home annually from the music department.

## Kindergarten Registration and Screening

Your child may come to Kindergarten in September if the following conditions are met:

- Students entering Kindergarten must be five years of age on or before August 31 of the calendar year.
- A birth certificate is presented.
- A social and health history, an immunization certificate, and a physician's physical examination report within six months of entry are submitted.

At Kindergarten screening, held annually in the spring, families may register Kindergarteners for the upcoming school year. In addition to handing in the completed registration materials mentioned above, each child's speech, cognitive, verbal, and fine and gross motor skills are screened.

All Kindergarten registration procedures and enrollment materials are on the Ipswich Public Schools website under the Family top tab.

Please select Student Enrollment and scroll to choose [Kindergarten Registration](#).

## Report Card and Conferences

All students in grades K through 5 receive report cards three times a year in December, March, and June. Parent/teacher conferences are scheduled throughout the year based on student need, teacher/parent input, and schedule availability. On Kindergarten conference days, Kindergarteners will not have school, and conferences will be scheduled throughout the school day. Parents may request a conference with their child's teacher at any time by contacting the classroom teacher to schedule an appointment at a mutually convenient time.

## School Closing Procedures

- Cancellation or Delayed Opening of Schools – See Appendix A9
- Procedure to be Followed for Emergency School Closings – See Appendix A10.

## School Council

The Massachusetts Education Reform Act has directed all schools in Massachusetts to form School Councils to strengthen local school system leadership for school improvement. School Councils involve parents and teachers in school decision-making and in strengthening the bonds between school and the community. The Doyon and Winthrop schools have established School Councils that are comprised of administrators, parents, teachers, and community/business members. Parent members of students attending our elementary schools are subject to elections by the Friends of Winthrop and Doyon.

## School Pictures

Individual and class pictures are taken during the fall of each year. Packages are to be paid for in advance. Retakes of faulty pictures will be conducted as needed. Details regarding dates for picture taking will be sent home with your child.

## State Testing

State Testing – See Appendix A7- A8.

## Student Record Accessibility

All records pertaining to students are accessible to their parents. Copies of the records are available to parents or guardians at a nominal cost of reproducing the records. Please refer to Ipswich Public Schools procedures for [student record requests](#).

Under the Family Educational Rights and Privacy Act of 1974, non-custodial parents have rights to access school records in accordance with the procedures listed below.

**The Family Educational Rights and Privacy Act (FERPA)** (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education. FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students."

- Parents or eligible students have the right to inspect and review the student's education records maintained by the school. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records. Schools may charge a fee for copies.
- Parents or eligible students have the right to request that a school correct records which they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his or her view about the contested information.
- Generally, schools must have written permission from the parent or eligible student in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31):
  - School officials with legitimate educational interest;
  - Other schools to which a student is transferring;
  - Specified officials for audit or evaluation purposes;
  - Appropriate parties in connection with financial aid to a student;
  - Organizations conducting certain studies for or on behalf of the school;
  - Accrediting organizations;
  - To comply with a judicial order or lawfully issued subpoena;
  - Appropriate officials in cases of health and safety emergencies; and
  - State and local authorities, within a juvenile justice system, pursuant to specific State law.

Schools may disclose, without consent, "directory" information such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. However, schools must tell parents and eligible students about directory information and allow parents and eligible students a reasonable amount of time to request that the school not disclose directory information about them. Schools must notify parents and eligible students annually of their rights under FERPA. The actual means of notification (special letter, inclusion in a PTA bulletin, student handbook, or newspaper article) is left to the discretion of each school.

In addition, MA General Law, Section 34H outlines procedures for non-custodial parents obtaining records and receipt of information for children enrolled in public elementary or secondary schools as well as notice that public schools must give to the custodial parent.

*Section 34H. (a) Each public elementary and secondary school shall provide student records, including, but not limited to, the following information, in a timely and appropriate manner to the parents of a child enrolled in the school if the parents are eligible for information under this section and request the information in the manner set forth in this section: report cards and progress reports; the results of intelligence and achievement tests; notification of a referral for a special needs assessment; notification of enrollment in an English learner program established under chapter 71A; notification of absences; notification of illnesses; notification of any detentions, suspensions or expulsion; and notification of permanent withdrawal from school. Each school shall also make reasonable efforts to ensure that other written information that is provided to the custodial parent but not specified in the preceding sentence be provided to the requesting parent if that parent is eligible for information under this section. All electronic and postal address and telephone number information relating to either the work or home locations of the custodial parent shall be removed from information provided under this section. Receipt of this information shall not mandate participation in any proceeding to which notification pertains, nor shall it authorize participation in proceedings and decisions regarding the child's welfare which are not granted through the award of custody. For purposes of this section, any parent who does not have physical custody of a child shall be eligible for the receipt of information unless: (1) the parent's access to the child is currently prohibited by a temporary or permanent protective order, except where the protective order, or any subsequent order which modifies the protective order, specifically allows access to the information described in this section; or (2) the parent is denied visitation or, based on a threat to the safety of the child, is currently denied legal custody of the child or is currently ordered to supervised visitation, and the threat is specifically noted in the order pertaining to custody or supervised visitation. All such documents limiting or restricting parental access to a student's records or information which have been provided to the school or school district shall be placed in the student's record (b) A parent requesting information under this section shall submit a written request to the school principal.*

*(c) Upon receipt of a request for information under this section, the school shall review the student record for any documents limiting or restricting parental access to a student's records or information which have been provided to the school or school district and shall immediately notify the custodial parent of the receipt of the request. Notification must be made by certified mail and by first-class mail in both the primary language of the custodial parent and in English. The notification shall also inform the custodial parent that information requested under this section shall be provided to the requesting parent after 21 days unless the custodial parent provides to the principal of the school documentation of any court order which prohibits contact with the child, or prohibits the distribution of the information referred to in this section or which is a temporary or permanent order issued to provide protection to the child in the custodial parent's custody from abuse by the requesting parent unless the protective order or any subsequent order which modifies the protective order, specifically allows access to the information described in this section.*

*[There is no subsection (d).]*

*(e) At any time the principal of a school is presented with an order of a probate and family court judge which prohibits the distribution of information pursuant to this section the school shall immediately cease to provide said information and shall notify the requesting parent that the distribution of information shall cease.*

*(f) The principal of each public elementary and secondary school shall designate a staff member whose duties shall include the proper implementation of this section.*

*[There is no subsection (g).]*

*(h) The department of education shall promulgate regulations to implement the provisions of this section. Said regulations shall include provisions which assure that the information referred to in this section is properly marked to indicate that said information may not be used to support admission of the child to another school.*

## School Registration and Student Placement

New students will be assigned placement after registration forms are reviewed by school staff. This procedure of delayed enrollments is to allow teachers time to gather materials and plan fully for each new student. State law requires a child's immunization records to be presented upon registration or before the child's entry to school. A physician's report of physical examination completed within 6 months of entry must be submitted. Grade and teacher placement is tentative pending administrative/guidance review of all student records.

## Student Transfers

When a student is transferring to another school district, families should notify the school office by completing the Records Release Form at least one week in advance. The Records Release can be obtained from the school office or online on Ipswich Public Schools Website, under the family top tab by scrolling to student enrollment. Select Elementary School Enrollment and see page 4 of the packet. This will enable the teacher to complete a transfer form describing the student's program. Please see that all school materials have been returned to school before the child's last day. School records will be forwarded to the new school upon written request from the new school.

## Student Fees, Fines and Charges

The IpswichPublic Elementary Schools may charge nominal fees in accordance with the following policy:

The School Committee recognizes the need for student fees to fund certain school activities. It also recognizes that some students may not be able to pay these fees. While no student will be denied access due to an inability to pay fees, all students will be required to remit charges and fines. A school may exact a fee or charge only upon Committee approval. The schools, however, may: Charge students enrolled in certain courses for the cost of materials used in projects that will become the property of the student. Charge for lost and damaged books, materials, supplies, and equipment. Students who are indigent are exempt from paying fees. However, indigent students are not exempt from charges for lost and damaged books, locks, materials, supplies, and equipment. All student fees and charges, both optional and required, will be listed and described annually in each school's student handbook or in some other written form and distributed to each student. The notice will advise students that fees are to be paid and of the penalties for their failure to pay them. Permissible penalties include the denial of participation in extra class activities and graduation exercises and activities while the student is enrolled in this District. Any fee or charge due to any school in the District and not paid at the end of the school year will be carried forward to the next succeeding school year, as such debts are considered to be debts of the student to the District and not to a particular school.

SOURCE: MASC October 2016 ADOPTED: FEBRUARY 2020

## Support Services

To ensure that students are supported academically and social/emotionally during their time at school, various support services are available on an as-needed basis. These services may include but are not limited to counseling, special needs support, child study team, individualized education plans, speech and language therapy, occupational therapy, vision therapy, physical therapy, Title I reading & math, and EL services. Please refer to the DCAP (District Curriculum Accommodation Plan) on the IPS website for a full list of support services offered in the district.

- Title I: Title I is a federally funded program that provides supportive instruction in reading and math to eligible students. Students are chosen based on achievement test scores and teacher referral. The program provides concentrated tutorial help in small groups four or five times weekly. Students receive this help in classrooms or in the Title I room. Due to federal regulations, this service is available only at Winthrop School.
- Student Support Team (MTSS): Student Support Team meetings are a regular education initiative to ensure that all efforts have been made to meet a child's needs within the regular education program. Such efforts may include but are not limited to curriculum modifications, teaching strategies, modified teaching environments and materials, the use of scaffolds and support services, consultations and building-based teams to meet the child's needs in the classroom. Such efforts and their results are documented and placed in the child's record. This is the first step before special education services are considered.
- Special Needs: Children who show evidence of persistent challenges in making academic progress or who need help in the areas of speech, language, or hearing may be referred for an evaluation in accordance with the regulations of 603 CMR 28.00 or at <https://www.doe.mass.edu/lawsregs/603cmr28.html>. A parent, guardian, teacher, or other school staff can initiate the referral process.

The referral process, which requires parental input, is designed to plan for a child's education based on their individual strengths and weaknesses. Inquiries about possible referrals should be made to the classroom teacher, the school social worker, or the principal. After the necessary assessments of the child are made, a meeting is held with the child's parents to write an individual educational plan (IEP), which will help to address any challenges which may be hindering student growth.

## Visitors and School Safety

Safety is a top priority for all of our schools. Doors are locked during the day, requiring the use of a buzzer system for entry. Visitors may be asked to present identification upon entering the school. Once in the building, visitors should proceed directly to the office to obtain a visitor's pass. All visitors are required to wear their visitor's pass for the duration of their stay. All visitors or volunteers that will be working with students are state mandated to have a CORI background check (valid for three years) for safety purposes. Please speak with office staff to make sure your CORI is up to date.

- Volunteers: School staff frequently welcome the assistance of parents and other interested community members as volunteers in the classrooms or in other areas of the school. State mandate requires background checks and CORIs for anyone volunteering in public schools. Once complete, a CORI form will be kept on file with school staff and will be valid for three years. After three years, a new CORI must be completed. Please contact office staff to verify if there is a CORI on file before coming in to volunteer.
- School Safety Plan: There is an Elementary Operations Plan, as well as a Crisis Response Team in place at each Elementary School, should an emergency situation arise.

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The Ipswich Public Schools' web site ([www.ipsk12.net](http://www.ipsk12.net)) contains all of the most recent district policies, as well as other information which may be useful to students and parents. All of the information on this web site is available for viewing, downloading, and printing.

If you would prefer paper copies of any of the information or policies contained on the web site, please contact the Superintendent's Office.