

Guidelines for Ipswich Elementary

Arrival at School:

Though the elementary building is open at 8:00 AM, the elementary school faculty will appreciate all efforts the parents make to have a suitable arrival time at school. There is staff on duty on the playground from 8:10 to 8:25. Children may sit in the lunchroom during cold and inclement weather until recess begins. Otherwise, we would ask that children do not go back to the classrooms except for extra study time. Special arrangements with the students' teachers need to be made in advance. On 10:00 start days, students should not be in the building until 9:20 AM.

Building Security

In an effort to promote building safety, only the main entrance to the school buildings are open from the outside throughout the school day. In addition, all visitors are asked to report to the administration office through the main entrance. At the administration office, visitors will sign in and be given a visitor identification badge to wear while on site. Parents are asked to pick up children at the administration office if he/she leaves before the close of school. Children are released only to legal parents or guardians. If someone else, grandparents, friend or relatives are to pick up your student, please send written permission or call the office (426-6832). If there are custody issues within the family, a court order is required to identify parental rights and access to the child. We ask that parents who pick up their child after school wait in the lunchroom. Children being picked up after school will be dismissed after the buses leave.

Lost and Found:

The lost and found table is in the lunchroom by the Wall-of-Fame. If your child has lost any item he/she is to check the table. If your child has found an item that belongs to someone else he/she is to leave it in the office. It is helpful if personal belongings such as coats, overshoes, etc., are marked with the child's name. Please check the lost & found area whenever you are in the building.

Attendance and Absence Procedures:

Training in punctuality and regularity of attendance is an important part of school life and is a factor in the School Performance Index by the South Dakota Department of Education. Children are expected to be on time. The first whistle will blow for students at 8:25. School will start promptly at 8:30. Please call or e-mail the school before 8:45 if your student will be absent that day. Please notify the school at least three days in advance if your child has a planned absence (appointments, vacation). Assignment sheets will be sent with the students; all make-up work will be due one day after the student returns to class.

1. Parents must notify the school by 9:00 a.m. if their child will be absent that day. Parents should state the child's name, grade and reason for the absence. Please use 605-426-6832 for Elementary Students.
2. When a parent does not call in by 9:00 a.m., the school will contact a parent to verify the absence. If the school office is unable to reach the parent to verify the absence, a written note signed by the parent must be presented to the office upon return to school. The notice must be dated and include the reason for the absence. If written verification is not received within three school days of return to school, the student's absence will be unexcused.
3. Make-up work is required for all work missed due to absences.

4. The work missed due to absence must be completed within the same number of school days missed plus one day.
5. Work missed due to absence will be issued at parent's request through the office for students who are absent two or more days. Parents are asked to call the office by 9:00 a.m. to request work to give ample time for each teacher to bring the work to the office.
6. Attendance Review – Parents will be contacted in writing should excessive absences occur. Parents will receive their 1st notification following 2 unexcused absences during the school year. Additionally, parents will be contacted in writing following a combination of excused and unexcused absences reaching six (6) in one quarter. At this point a conference may be arranged with the parent/guardian where an attendance contract will be formulated by administration and signed by the parent/guardian, student and administrator.

All **unexcused** absences must be made up during detention.

1. Illness (A doctor's note may be required).
2. Death or serious illness in the immediate family.
3. Medical or dental appointments. Whenever possible, these appointments should be made outside of school hours. If this is impossible, excuses for such appointments, along with an out of building pass must be secured from the office.
4. No excuses will be given for hair appointments, babysitting, senior pictures, shopping etc.

A written excuse from parents **does not necessarily** constitute an excused absence.

Tardy

It is important that students be on time for school. A student will be counted tardy after 8:30 AM. An hour of detention will be assigned at four (4) and eight (8) instances of tardiness in a semester. A student will earn one day of In-school suspension upon the ninth accumulated tardy and for every four additional tardies. A conference may be arranged with the parents/guardians, where an attendance contract will be formulated by administration to be signed by parent/guardian, student and administration.

Telephone Calls and Messages:

We request that teachers and pupils not be called from class to answer the telephone except in case of emergency. Please leave a message and it will be delivered to the person you are calling. Please give your children specific instructions regarding buses, picking them up from school or going to Tiger Post, before they come to school in the morning. When the students know the routine for their day, we eliminate any possible confusion. Because staying overnight with friends requires making arrangements with two sets of parents, it is our policy not to allow calls to see if someone can "spend the night". Those arrangements must be made in advance. A child must have a note to ride a bus if they are not a regular rider. So, should your child be riding home with someone, please send a note.

Inclement Weather /School Closing:

For various reasons it may be necessary to close school or alter school hours. In case of an emergency such as a blizzard, it may be a necessity to close school. The announcement will be made by phone using the school's one call notification system. Announcements will also be made over the radio stations KKA, KSDN, KGIM, KOLY, KDLT or TV stations KDLO and KSFY. As in the past, we will again ask each parent living in the rural areas to provide us with the name of a family in Ipswich with whom their

children may stay with in the event a blizzard prevents them from getting home. Please make arrangements as soon as possible so we may have the family name. A form for this purpose will be sent home with all rural students.

Change of address or phone:

It is very important that phone numbers and addresses be kept current due to our one call notification system. Please notify the school promptly of any change in address or phone number. It is also a good idea to leave a cell phone number as well as your work number should the school need to notify parents in case of an emergency.

School Visitation:

As parents you are invited and encouraged to visit your school at any time. Please stop at the administration office to sign in and pick up a visitors identification badge before going to your child's classroom. We discourage visitations by younger brothers or sisters, relatives and friends as such visitors can be a distracting influence in the class and disrupt the school routine. If visits by out-of-town relatives and friends are desired, arrangements may be made for a ONE-HOUR visitation by calling the school office.

Wearing Apparel for Students:

1. Generally, it is the prerogative of parents to determine what is appropriate dress and grooming for their children in accordance with the age and grade of these students. It is hoped that decisions made by parents and students in these matters will reflect favorably upon the individual student, the school and the community. Dress and grooming rules are necessary when the mode of dress creates a danger to the student's health and safety, interferes with the educational process, or causes a disruption in school.
2. For health and safety reasons, shoes are to be worn in the building at all times. Parents should also see that children are dressed properly for weather conditions. It is unlikely that students will go outside if the temperature is below -5 degrees but it is necessary to have boots, caps, snow pants and gloves at school for winter time. Boots must be worn when there is snow on the playground.
3. We would like students to keep a pair of tennis shoes in school that have not been worn outside. These are needed for when we are on the wood floor either during lunch hour or gym time.
4. Caps and hats are not to be worn in the school building.
5. Tank tops with straps less than two inches wide are not allowed without a t-shirt underneath. No spaghetti strap tops without a shirt covering them.
6. Shorts are permitted until October 1st and after May 1st. Shorts, mini-skirts and bottom half apparel — the material must reach the child's fingertips when their hands are at their sides.
7. No bare midriffs. Care should be taken that shirts cover the top of skirts or jeans.
8. We request no make-up through 5th grade.
9. We assume parents will see that all students are dressed appropriately for elementary; if there is a problem parents may be contacted and students will be sent home to change.

Monthly Calendar:

A monthly calendar will be located on the Ipswich School website.

Lunch Time:

Parents are welcome to eat with their children at any time but please call the school to inform us if you will be eating to ensure an accurate lunch count. If your child should bring his/her lunch, he/she cannot have pop in the lunchroom. Mils is available for purchase of \$.40.

Reporting to Parents:

The school hopes to adequately inform the parents of each child's academic, social, physical and emotional growth through a report card and parent-teacher conferences. In grades K-5, you will receive a report after each 9-week period as well as receiving a mid-term progress report halfway through each nine weeks. Two parent-teacher conferences are scheduled one in the fall and one in the spring.

Wednesday Folder

In order to improve parent-school communication, the oldest student in each family will receive a **Wednesday Folder** from their class-room teacher. Wednesday Folders will contain all notes that are being sent home during that week. Please sign and return it on the next school day. Anyone requesting information to be sent in the Wednesday Folder needs to have copies to Mrs. Gilbert in the elementary office by 9:00 a.m. on the Tuesday preceding the day the folder is to be sent home. If a folder is lost and it is necessary to replace the folder, a \$1.00 charge will be assessed.

Student Illnesses:

Students who are vomiting or running a temperature at or over 100 degrees should be kept home. We ask that a child is symptom or fever free 24 hours before returning to school. If a child should become ill while at school, the parent will be notified and the child must be picked up as soon as possible. Conditions that are highly contagious require that the student be home a certain amount of time before returning to school. Pink eye or strep throat requires a student be on medication for 24 hours before returning to school. Children with chicken pox should be in a stage where the poxes are drying up and the child has had no new pox for 3 to 4 days. If you should have a question regarding attendance during an illness, please check with your health care provider or the school. We have many students at our school and with your help we will try to keep them as healthy as possible.

School Medication Policy.

All medications including over the counter non-prescription drugs taken by students during the school day must be dispensed under the direction of the school office. All prescription drugs must come in current pharmacy labeled medication bottles. Over the counter medications must come in their original containers. Under no circumstances are students to be carrying prescription drugs of any kind unless approved by the administration.

Leaving the School Ground:

Students are not allowed to leave the school ground at any time without written permission from a parent. Should a student need to go home for a forgotten item during the school day, permission may be granted from the principal's office.

Fundraising:

All fundraising activities must be cleared through the Activities Director, Dan Knust. Direct sales to elementary students and staff must take place in the lunchroom prior to 8:30 and after 3:25. Groups will be allowed to send notes with the Wednesday folder but orders and money will not be handled in the classrooms. All information must be directed through the principal's office.

BULLYING, CYBER-BULLYING & HAZING

Bullying, and the like, by either an individual or a group of students, is expressly prohibited on school district property or at school-related functions. This policy applies not only to students who directly engage in an act of bullying but also to students, by their indirect behavior, condone or support another student's act of bullying. This policy also applies to any student whose conduct at any time or in any place constitutes bullying that interferes with or obstructs the mission or operations of the school district or the safety or welfare of the student, other students, or employees. A copy of the complete policy can be obtained in the principal's office or at www.ipswich.k12.sd.us Please refer to School Policy JFCD, JFCE and JFCF.

It is the Ipswich School's mission to foster a climate that is conducive to learning. Any form of bullying will not be tolerated and is contrary to our district's mission. Students are encouraged to report any form of harassment by filling out the Student Complaint Form. This form can be found in the student section of the school website.

DISCIPLINE POLICY

You are responsible for your behavior and actions. The main goal in this school is education; therefore, anyone who distracts or prevents others from reaching this goal will be disciplined. Whatever steps are necessary to correct the problem will be taken.

Students attending our school are required to conduct themselves with respect for self and others through their actions, their language, and their dress. Student behavior will reflect favorably on the individual and the school, will show consideration for others, and will create a harmonious learning atmosphere.

Students must recognize their individual responsibilities and obligations and discharge them in accordance with school regulations. When a school employee acts to assist a student in proper conduct, the emphasis shall be toward student growth and self-discipline.

Please refer to School Policy JG-R, JG-P-HS and JG-P-MS, which can be found at www.ipswich.k12.sd.us

Teacher may have additional rules pertaining to their classroom.

STUDENT DISCIPLINE PROCEDURE: Kindergarten – Fifth Grade

Inappropriate Behaviors	Possible Consequences		
Offense	First Offense	Multiple Offenses (2-4)	Habitual (5 or more)
Class One (per semester)			
1. Breaking building rules 2. Hitting/ Kicking/ Pushing 3. Inappropriate dress 4. Disruption of environment 5. Inappropriate Technology use 6. Insubordination/Disrespect	Infraction notice, parent contact, detention, loss of privileges	Infraction notice, parent contact, detention, ISS or SAS (k-2 grade students will be placed in district detention center for ISS, SAS and OSS)	Infraction notice, parent contact, Referral to TAT, OSS 1-10 days, behavior plan written, (k-2 grade students will be placed in district detention center for ISS, SAS and OSS)
Class Two (per year)			
1. Bullying/Cyberbullying/Hazing 2. Obscene language or actions 3. Deliberate physical aggression 4. Minor vandalism 5. Pornographic materials	Infraction notice, parent contact, Detention/ISS or SAS/OSS 1-5 days, referral to counselor, restitution of value, (k-2 grade students will be placed in district detention center for ISS, SAS and OSS)	Infraction notice, parent conference, OSS 3-5 days, TAT referral, behavior plan written, (k-2 grade students will be placed in district detention center for ISS, SAS and OSS)	Infraction notice, parent conference, OSS 5-10 days, suspension may be reduced with parent participation, (k-2 grade students will be placed in district detention center for ISS, SAS and OSS)
Class Three (per year)			
1. Violence/Fighting 2. Assault (physical or verbal) 3. Intimidation 4. Tobacco 5. Theft 6. Physical injury 7. Destruction of property 8. Retaliation	Infraction notice, parent conference with police referral when appropriate, ISS or SAS/OSS 1-5 days, referral to counselor and/or appropriate agency, restitution of value, referral to SAT	Infraction notice, parent conference with police referral when appropriate, ISS or SAS/OSS 1-10 days, referral to counselor and/or appropriate agency, restitution of value, referral to SAT, behavior plan written	Infraction notice, parent conference, Long-term suspension, legal action, referral to special needs team for possible emotional/behavioral assessment
Class Four (per year)			
Possession/use/under the influence of drugs/alcohol; possession of drug paraphernalia	Infraction notice, parent conference, OSS 10 days, counselor referral, Suspension may be reduced to 5 days if student and parent(s) participate in drug evaluation and/or counseling at family's expense	Infraction notice, parent conference, Long-term suspension, parent(s) and student must attend drug/alcohol evaluation and counseling before student may return to school	Infraction notice, parent conference, OSS 10 days and recommendation for expulsion
Class Five (per year)			
1. Sale/distribution of controlled substances 2. Weapons 3. Bomb Threat 4. Arson 5. Endangering or threatening the life of others 6. False fire alarm	Infraction notice, parent conference, referral to authorities, mandatory 12-month expulsion for firearm possession		

ELASTIC CLAUSE

The student handbook does not include everything that may possibly happen during the school year. If any situation not specifically covered should arise, the administration will make every effort to act fairly and quickly. The best interest of the student, school and community will be greatly considered. Each situation is different and will be handled on an individual basis.