

## Mission

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

MS/HS Ensemble Room

134 High Street, Ipswich

Thursday, August 24, 2023

7:00 PM

## AGENDA

7:00 PM	1. Call to Order	K. Eliot
	2. Reading of the District Mission Statement	
	3. Announcements	
	4. Special Acknowledgements	
	5. Citizens' Comments	
	6. Presentations	
7:15 PM	A. School Committee Reorganization: Vote on Chair, Vice Chair, and Secretary	Action Chair Pro-Tem
<del>7:20 PM</del>	<del>B. Overnight Field Trip Request: Entrepreneurship Class</del>	<del>Information, Action Chair</del>
7:25 PM	C. Elementary Handbook Approval	Information, Action A.Sullivan, P. Holtz
7:40 PM	D. Special Town Meeting Warrant Articles Discussion and Vote	Discussion, Action Chair
7:55 PM	E. School Committee Retreat Recap	Information Chair
8:05 PM	F. FY24 School Committee Goals	Discussion Chair
8:20 PM	G. FY24 Superintendent Goals	Discussion B. Blake
8:35 PM	H. School Facilities Update: Building Inspections; Elementary Boiler, Roofs; MSBA Phone Call	Information Chair, B.Blake
8:55 PM	I. Security Update	Information B. Blake
9:05 PM	J. School Committee Calendar/Budget Calendar	Information, Action Chair
9:10 PM	7. Superintendent's Administrative Report	
	8. Subcommittee, Working Group and Liaison Reports	
	9. New Business*	
	10. Vouchers and Bills	
	11. Consent Agenda	
	12. Adjournment	

*\*All business not reasonably anticipated 48 hours in advance of the meeting.*

*Agenda items may be taken out of order to fill time gaps and/or to accommodate presenters when necessary. All times are approximate.*

#### Announcements 08.24.23

- The next Ipswich School Committee meeting will be held on Thursday, September 7th at 7:00 PM in the MS/HS Ensemble Room.
- The first day of school for all staff is Monday, August 28th.
- The first day of school for all students in grades 1-12 will be Wednesday, August 30th.
- The first day of school for kindergarten students will be Tuesday, September 5th.
- There is no school scheduled for Friday, September 1st or Monday, September 4th.





**2022-2023**

**STUDENT AND PARENT HANDBOOK**

# **IPSWICH**

## **ELEMENTARY SCHOOLS**

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

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



# IPSWICH PUBLIC SCHOOLS OVERVIEW

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

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





# **Ipswich Public Schools**

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

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## **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 Public Schools | 2022-2023 CALENDAR

## JULY '22

S	M	T	W	Th	F	S
					1	2
3	H	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						

4 Independence Day

## JANUARY '23

S	M	T	W	Th	F	S
1	H	3	4	ER	6	7
8	9	10	11	ER	13	14
15	H	17	18	ER	20	21
22	23	24	25	ER	27	28
29	30	31				
						20

2 New Year's Day (observance)  
16 Martin Luther King Day

## AUGUST '22

S	M	T	W	Th	F	S
	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	TW	TW	FD			
						1

29 Opening Day for Teachers  
30 Teacher Workshop  
31 First Day of School

## FEBRUARY '23

S	M	T	W	Th	F	S
			1	ER	3	4
5	6	7	8	ER	10	11
12	13	14	15	ER	17	18
19	H	V	V	V	V	25
26	27	28				
						15

20 Presidents' Day  
20-24 Winter Break

## SEPTEMBER '22

S	M	T	W	Th	F	S
				ER	NS	3
4	H	6	7	ER	9	10
11	12	13	14	ER	16	17
18	19	20	21	ER	23	24
25	26	27	28	ER	30	
						20

2 No School  
5 Labor Day  
6 First Day of Kindergarten  
12 First Day of Pre-School

**ER: Early Release Day**

Middle/High: 1:17pm dismissal  
Elementary: 1:50pm dismissal

## MARCH '23

S	M	T	W	Th	F	S
			1	ER	3	4
5	6	7	8	ER	10	11
12	13	14	15	ER	17	18
19	20	21	22	ER	24	25
26	27	28	29	ER	31	
						23

## OCTOBER '22

S	M	T	W	Th	F	S
						1
2	3	4	5	ER	7	8
9	H	PD	12	ER	14	15
16	17	18	19	ER	21	22
23	24	25	26	ER	28	29
30	31					19

10 Indigenous Peoples' Day  
11 Professional Development

## APRIL '23

S	M	T	W	Th	F	S
						1
2	3	4	5	ER	7	8
9	10	11	12	ER	14	15
16	H	V	V	V	V	22
23	24	25	26	ER	28	29
30						15

17 Patriot's Day  
17-21 Spring Break

## NOVEMBER '22

S	M	T	W	Th	F	S
		1	2	ER	4	5
6	7	8	9	ER	H	12
13	14	15	16	ER	18	19
20	21	22	TER	H	H	26
27	28	29	30			
						19

11 Veterans Day  
23 Thanksgiving Release (TER)  
24 Thanksgiving Day  
25 Thanksgiving Break

**Thanksgiving Early Release (TER):**

Middle/High: 11:20am dismissal  
Elementary: 11:50am dismissal

## MAY '23

S	M	T	W	Th	F	S
	1	2	3	ER	5	6
7	8	9	10	ER	12	13
14	15	16	17	ER	19	20
21	22	23	24	ER	26	27
28	H	30	31			
						22

29 Memorial Day

## DECEMBER '22

S	M	T	W	Th	F	S
				ER	2	3
4	5	6	7	ER	9	10
11	12	13	14	ER	16	17
18	19	20	21	ER	23	24
25	H	H	H	H	H	31
						17

26-30 Winter Holiday Break

## JUNE '23

S	M	T	W	Th	F	S
				ER	2	3
4	5	6	7	ER	9	10
11	12	13	14	ER	16	17
18	H	20	21	22	23	24
25	26	27	28	29	30	

14 Last Day of School  
19 Juneteenth  
22 Last Day with 5 Snow Days

# Paul F. Doyon Memorial School

## Core Values

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



# Paul F. Doyon Memorial School

## Vision Statement

*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.*

## Mission Statement

### *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.*



2022-2023 Faculty and Staff Directory by Department  
 phone: 978-356-5506 fax: 978-356-8574 website: [www.ipsk12.net](http://www.ipsk12.net)

Front Office			
Principal	Sarah Goodale-O'Brien	113	<a href="mailto:sobrien@ipsk12.net">sobrien@ipsk12.net</a>
Administrative Assistant	Kelli Coviello	114	<a href="mailto:kcoviello@ipsk12.net">kcoviello@ipsk12.net</a>
School Secretary	Amy Digby	100	<a href="mailto:adigby@ipsk12.net">adigby@ipsk12.net</a>
School Nurse	Siobhan Lemire	111	<a href="mailto:slemire@ipsk12.net">slemire@ipsk12.net</a>
School Counselor	Dominie O'Neill	123	<a href="mailto:doneill@ipsk12.net">doneill@ipsk12.net</a>

Classroom Teachers			
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Kindergarten	Kerrie Janvrin	203	<a href="mailto:kjanvrin@ipsk12.net">kjanvrin@ipsk12.net</a>
K/1	Jena Woodworth	211	<a href="mailto:jwoodworth@ipsk12.net">jwoodworth@ipsk12.net</a>
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Grade 1	Susan Merrill	303	<a href="mailto:smerrill@ipsk12.net">smerrill@ipsk12.net</a>
Grade 1	Laura Repplier	305	<a href="mailto:lrepplier@ipsk12.net">lrepplier@ipsk12.net</a>
Grade 2	Donna Blake	210	<a href="mailto:dblake@ipsk12.net">dblake@ipsk12.net</a>
Grade 2	Amy DiFazio	208	<a href="mailto:adifazio@ipsk12.net">adifazio@ipsk12.net</a>
Grade 2	Susan Speak	205	<a href="mailto:sspeak@ipsk12.net">sspeak@ipsk12.net</a>
Grade 3	Betsy Castonguay	110	<a href="mailto:bcastonguay@ipsk12.net">bcastonguay@ipsk12.net</a>
Grade 3	Meghan Hubbard	109	<a href="mailto:mhubbard@ipsk12.net">mhubbard@ipsk12.net</a>
Grade 3	Andrea Welch	109	<a href="mailto:awelch@ipsk12.net">awelch@ipsk12.net</a>
Grade 4	Carrie Clasby	105	<a href="mailto:cclasby@ipsk12.net">cclasby@ipsk12.net</a>
Grade 4	Toni Mannette	107	<a href="mailto:tmannette@ipsk12.net">tmannette@ipsk12.net</a>
Grade 4	Kim Meaney	108	<a href="mailto:kmeaney@ipsk12.net">kmeaney@ipsk12.net</a>
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Grade 5	Brooke Ternullo	106	<a href="mailto:bternullo@ipsk12.net">bternullo@ipsk12.net</a>
Grade 5	Jen Vickery	104	<a href="mailto:jvickery@ipsk12.net">jvickery@ipsk12.net</a>



**Paraprofessionals**

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	Bethany Tucker	btucker@ipsk12.net
	Susan Vertullo-Lopez	slopez@ipsk12.net
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**Therapists**

BCBA	Jennifer Lovejoy	jlovejoy@ipsk12.net
RBT	Abby Baker	abaker@ipsk12.net
	Sara Freitas-Brown	sbrown@ipsk12.net
	Jillian Dick	jdick@ipsk12.net
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OT Assistant	Nichole Johnson	njohnson@ipsk12.net
PT Assistant	Jacqueline Wilkinson	jwilkinson@ipsk12.net
Psychologist	Julia MacDougall	jmacdougall@ipsk12.net
Speech Pathologist	Erin Martin	emartin@ipsk12.net
Speech Assistant	Meagan Facella	mfacella@ipsk12.net



# **2022-2023 WINTHROP SCHOOL STAFF**

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website: ipsk12.net twitter: @WinthropSch

		voice mail extension	
Principal	Amy Sullivan	302	<a href="mailto:asullivan@ipsk12.net">asullivan@ipsk12.net</a>
Admin. Assistant	Kate McCormick	301	<a href="mailto:winthrop@ipsk12.net">winthrop@ipsk12.net</a>
Secretary	Jeanne Vlahos	333	<a href="mailto:jvlahos@ipsk12.net">jvlahos@ipsk12.net</a>
Nurse	Jon Stafford	304	<a href="mailto:jstafford@ipsk12.net">jstafford@ipsk12.net</a>
Social Worker	Sarah Mitchell	335	<a href="mailto:smitchell@ipsk12.net">smitchell@ipsk12.net</a>
<u>Classroom Teachers</u>			
Preschool	Tina Falconieri	321	<a href="mailto:tfalconieri@ipsk12.net">tfalconieri@ipsk12.net</a>
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Kindergarten	Jamie Archung	320	<a href="mailto:jarchung@ipsk12.net">jarchung@ipsk12.net</a>
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Grade 1	Kerry Zagarella	322	<a href="mailto:kzagarella@ipsk12.net">kzagarella@ipsk12.net</a>
	Meghan Hudon	312	<a href="mailto:mhudon@ipsk12.net">mhudon@ipsk12.net</a>
	Theresa Keenan	315	<a href="mailto:tkeen@ipsk12.net">tkeen@ipsk12.net</a>
	Molly Lacolla	311	<a href="mailto:mlacolla@ipsk12.net">mlacolla@ipsk12.net</a>
Grade 2	Christine Zybert	313	<a href="mailto:czybert@ipsk12.net">czybert@ipsk12.net</a>
	Heather Dennison	330	<a href="mailto:hchaharyn@ipsk12.net">hchaharyn@ipsk12.net</a>
	Melissa DiBacco	334	<a href="mailto:mdandrea@ipsk12.net">mdandrea@ipsk12.net</a>
	Mariah Herrick	332	<a href="mailto:mherrick@ipsk12.net">mherrick@ipsk12.net</a>
Grade 3	Lauren Gouzie-Fonvielle	331	<a href="mailto:lgouzie@ipsk12.net">lgouzie@ipsk12.net</a>
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	Robbyn Wile	316	<a href="mailto:rwile@ipsk12.net">rwile@ipsk12.net</a>
Grade 5	Keith Archung	328	<a href="mailto:karchung@ipsk12.net">karchung@ipsk12.net</a>
	Kathleen O'Reilly	324	<a href="mailto:koreilly@ipsk12.net">koreilly@ipsk12.net</a>
	Laurel Wolfrum	326	<a href="mailto:lwolfrum@ipsk12.net">lwolfrum@ipsk12.net</a>
<u>Specialists</u>			
Art	Camela Leigh	343	<a href="mailto:cleigh@ipsk12.net">cleigh@ipsk12.net</a>
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	Jamie Fremont-Smith	337	<a href="mailto:jfremont-smith@ipsk12.net">jfremont-smith@ipsk12.net</a>
Physical Education	Marissa Scarano	368	<a href="mailto:mscarano@ipsk12.net">mscarano@ipsk12.net</a>
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	Ysabelle Errico	371	<a href="mailto:yerrico@ipsk12.net">yerrico@ipsk12.net</a>
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Title 1 Reading	Cynthia Welch-Philappino	339	<a href="mailto:cwelch@ipsk12.net">cwelch@ipsk12.net</a>
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Math Specialist	Jennifer Spencer	315	<a href="mailto:jspencer@ipsk12.net">jspencer@ipsk12.net</a>
Library/Media Specialist	Karen Sekiguchi	309	<a href="mailto:ksekiguchi@ipsk12.net">ksekiguchi@ipsk12.net</a>

## IMPORTANT INFORMATION

### 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 vary depending on program.

Please note: Students must arrive at school after 8:30 a.m. Supervision cannot be provided before this time. At 3:05 p.m., students remain on school grounds only when staying with a teacher or for after school programs.

### Before School 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. Students who are tardy should have a note from a parent or guardian explaining why they are late.

We ask parents not to enter the parking area between the hours of 8:30 and 8:45 a.m. At dismissal, we ask parents not to enter the parking area between the hours of 3:00 and 3:15 p.m. on Mondays, Tuesdays, Wednesdays, and Fridays, and between the hours of 1:45 and 2:00 p.m. on Thursdays.

### Behavior

We expect that students will handle themselves respectfully and responsibly thereby making positive contributions to the school community. The following general school rules are for everyone:

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

### Assembly

Assemblies are a great way to foster community learning and connections. Gathering everyone into one space requires social responsibility demonstrated by all.

- ❖ When the person introducing a program begins, it is important for everyone to use whole body listening and attend to the speaker.
- ❖ Appreciation for a program is shown by clapping only.
- ❖ When an assembly is over, students should remain seated quietly until their class has been dismissed.



### **Items from Home**

- ❖ Students may not bring items which 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.
- ❖ Personal electronic devices are not appropriate for school as they distract learning and offer unsupervised access to inappropriate resources. While we recognize a parent's desire to communicate with their child after school hours, cell phones must remain in backpacks and turned off. Failure to do so could result in disciplinary actions.
- ❖ The school cannot be responsible for money or valuable items. 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 head coverings when entering the building.
- ❖ Animals: Before any can be brought to school, the student must have permission from the classroom teacher in advance. No animals can be transported in a school bus. The animal must be in a suitable container. An adult must transport the animal to and from school.

### **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. If money is not claimed within a week, it is given to the person who found it.

### **School Meals**

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 for 60¢.

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 beverage. We ask your cooperation in planning lunch for your child. Careful review of the school lunch menu along with knowledge of your child's eating habits will help in this regard.

Students who meet income guidelines established by the Federal Government are eligible to participate in either a free or reduced price lunch program. Annual application forms are available at [www.ipsk12.net](http://www.ipsk12.net). These will be sent home during the first week of school as well.

### **Telephone Use**

Students may use the telephone only in case of emergency and with permission from their teacher. Visits to friends, etc. must be taken care of at home, not in school by phone.

### **Clothing Suggestions**

- ❖ We expect that families will make responsible decisions about appropriate clothing for the school day. Clothes which are distracting or inappropriate are 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 in making clothing choices.



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

- ❖ Plan and conduct fundraising activities to support those special programs.
- ❖ Work to facilitate the exchange of ideas and information among parents and the schools' 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 and must be dated within six months to the start of 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.
- ❖ 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 parents' request. For long term accommodations, a doctor's note may be requested.
- ❖ 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, severe bruising, 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 or conjunctivitis, 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 arrangement for asthma inhalers, epinephrine auto-injectors, and cystic fibrosis enzymes.

### **Invitations**

Distribution of invitations (birthday party, etc.) in school is discouraged unless everyone in the class is receiving one.

### **School Absence**

When a child is going to be absent from school, parents should call the school ahead of time. A message can be left on the answering machine for the Winthrop School at 978-356-2976 and for the Doyon School at 978-356-5506 x111. If the school does not receive a call, attempts will be made to validate the absence. If parents notify the school that their child is to be absent for a specific number of days due to an extended illness, it is not necessary to call after the first day.

### **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 in order to strengthen local school system leadership for school improvement. The 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 the principal, 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 must be paid for in advance. Retakes of faulty pictures will be taken as needed. Details regarding dates for picture taking will be sent home with your child.

**School Testing** – See Appendix A7- A8.

### **Student Record Accessibility**

All records pertaining to children are accessible to their parents. Copies of the records are available to parents or guardians at a nominal cost of reproducing the records

### **School Registration and Student Placement**

New students will be assigned placement after reviewing registration forms. 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, parents are to notify the school office by completing the Records Release Form at least one week in advance. This will enable the teacher to complete a transfer form describing the student's program. Please see that all textbooks, library books, and other school materials have been returned to school before the child's last day.

The student's school records will be forwarded to the new school upon written request from the new school.

# APPENDIX INDEX

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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.

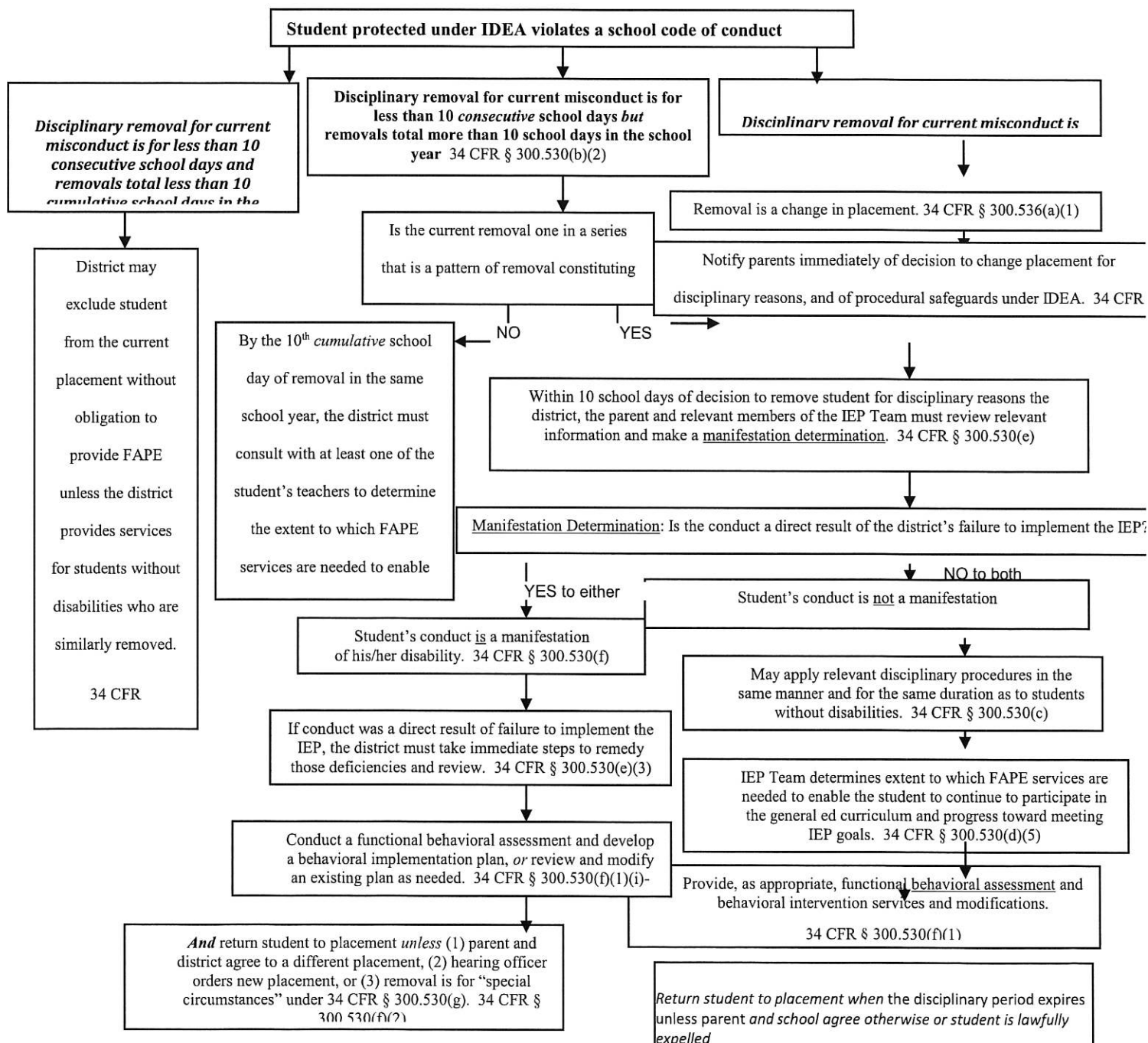
If you would prefer paper copies of any of the information or policies contained on the web site, please contact the Superintendent's Office.



# Discipline of Special Education Students Under IDEA 2004

## 20 U.S.C. § 1415(k) and 34 CFR §§ 300.530-300.536

- This chart should be read in conjunction with discipline procedures in state law, M.G.L. c. 71, §§ 37H & 37H1/2, and district-wide and school-wide student codes of conduct.
- Protections in the IDEA apply to students who have been found eligible for special education and to students for whom the school is deemed to have knowledge that the child might have a disability (i.e., students who have not yet been found eligible but the school had a basis of knowledge of a disability, including students who have been referred for initial evaluation). 34 CFR § 300.354
- Beginning on the 11<sup>th</sup> school day of a student's disciplinary removal during the school year, and if removal is a change in placement, the student must be provided free appropriate public education (FAPE) services during the period of removal to allow him/her to continue to participate in the general education curriculum and progress towards IEP goals, even if in a different setting. 34 CFR § 300.530(b) & (d).
- If the conduct that the student is being disciplined for involves the "special circumstances" of weapons, illegal drugs, controlled substances, or serious bodily injury, school personnel may remove the student to an interim alternative educational setting (IAES) for up to 45 school days, regardless of the manifestation determination. 34 CFR § 300.530(g). The IEP Team must determine the IAES.
- Although the following flowchart lays out the steps that a school district must take when disciplining a student with a disability, it is important to remember that at any point the parent and school district can agree to change a student's placement for disciplinary reasons. Agreements should be in writing, and signed by the school personnel and the parent.



## **DEFINITIONS**

A student for whom the district is deemed to have knowledge of a disability – A child who has not yet been determined to be eligible for special education and related services may assert the disciplinary protections under IDEA if the school had a basis of knowledge that the child is a child with a disability before the behavior that precipitated the disciplinary action occurred. The school is deemed to have knowledge if: (1) the child's parent expressed concern in writing to administrative or supervisory personnel of the school or district that the child is in need of special education and related services; (2) the parent of the child had requested a special education evaluation; or (3) the child's teacher or other school or district personnel expressed specific concerns to the director of special education or to other supervisory personnel about a pattern of behavior demonstrated by the child. The school or district is not deemed to have knowledge of a disability if (1) the parent has not allowed an evaluation or has refused special education and related services, or (2) the child has been evaluated and determined not to be a child with a disability. 34 CFR § 300.534.

Change of placement – A change of placement because of a disciplinary removal occurs if a child with a disability is removed from his/her current educational placement for more than 10 consecutive school days, or the child is subjected to a series of removals that constitutes a pattern because: (1) the removals total more than 10 school days in a school year; (2) the child's behavior is substantially similar to previous incidents that resulted in the series of removals; and (3) additional factors such as the length of each removal, the total amount of time the child has been removed, and the proximity of the removals to one another constitute a pattern. 34 CFR § 300.536.

Current placement – The placement from which the student was removed for disciplinary reasons.

Interim alternative educational setting (IAES) – An IAES is a disciplinary placement that is not the same as the child's current placement as defined in his/her IEP.

Manifestation determination – The determination made by the district, the parent, and relevant members of the student's Team, after review of all relevant information in the student's file including the IEP, teacher observations, and relevant information provided by the parents, whether (1) the conduct in question was caused by or had a direct and substantial relationship to the child's disability; or (2) the conduct in question was the direct result of the district's failure to implement the student's IEP. 34 CFR § 300.530(e).

Special circumstances – Where the disciplinary conduct is a "special circumstance," school personnel may remove a student to an IAES for not more than 45 school days, regardless of the results of the manifestation determination. Special circumstances exist if the student:

- carries a weapon to or possesses a weapon at school, on school premises, or to or at a school function under the jurisdiction of a State or local educational agency (district); or
- knowingly possesses or uses illegal drugs, or sells or solicits the sale of a controlled substance, while at school, on school premises, or at a school function under the jurisdiction of a State or local educational agency; or
- inflicts serious bodily injury upon another person while at school, on school premises, or at a school function under the jurisdiction of a State or local educational agency. 34 CFR § 300.530(g).

Serious bodily injury – As defined in 18 U.S.C. § 930, a bodily injury that involves a substantial risk of death, extreme physical pain, protracted and obvious disfigurement, or protracted loss or impairment of the function of a bodily member, organ, or mental faculty. 34 CFR § 300.530(i)(3).

Ipswich Public Schools  
TESTING SCHEDULE – 2021-2022

<b><u>Elementary</u></b>		
<b>Pre-K</b>	Pre-School Early Screening Inventory 3 and 4 year olds	March 2022
<b>K</b>	Early Screening for Kindergarten Entrance	April - May 2022

The above tests are given to all students in a particular group; therefore, parental permission is not required.

Notes:

1. Specialized tests of interests, specific aptitudes, individual intelligence, personality and achievement are on file to be administered for evaluation and information purposes usually on referral or as advisable. Parental permission is required.
2. Diagnostic tests are widely administered for in-depth evaluation of children/students referred for consideration under federal and state special education law. Parental permission is required.
3. The Statewide Testing Schedule for 2021-2022 is on the following page.



**INFORMATION ON CANCELLATION OR DELAYED OPENING OF SCHOOLS**

**All “no school” closings will be announced on the Ipswich Schools Website**

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

**A Blackboard Connect message will also be sent to all families.**

Announcements for cancellation or delayed opening of schools will be made on the following TV stations:

<b><u>TV STATION</u></b>	<b><u>CHANNEL</u></b>
<b>WBZ-TV</b>	<b>4</b>
<b>WCVB-TV</b>	<b>5</b>

Please note that the Ipswich Public Schools has a **DELAYED OPENING PLAN**.

All delayed openings will be for two hours. That means all schools will start two hours later than normal and buses will pick up students and bring them to school two hours later than their normal time. Schools will, however, close at the regularly scheduled time.

**September 2021**





**2023-2024 STUDENT AND PARENT HANDBOOK**

# **IPSWICH**

## **ELEMENTARY SCHOOLS**

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

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

*Tigers*



# 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)





# Ipswich Public Schools

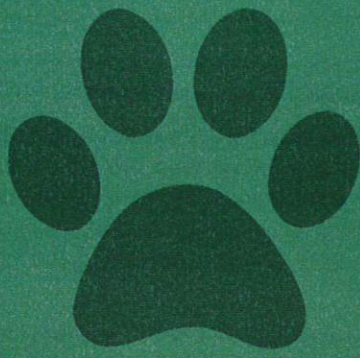
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**Dr. Brian J. Blake**  
Superintendent of Schools

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 ELEMENTARY SCHOOLS OVERVIEW**



# 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.*



Specialists			
Art	Holly Bendezu	202	hbendezu@ipsk12.net
ELL	Kristy Monahan		kmonahan@ipsk12.net
Library and Media	Teresa Hohenstein	120	thohenstein@ipsk12.net
Literacy	Susan Moore	207	smoore@ipsk12.net
Math	Lina Lopez Ryan	128	llopezryan@ipsk12.net
Music and Chorus	Lisa Palance	209	lpalance@ipsk12.net
Instrumental Music - Band	James Fremont-Smith	jfremonsmith@ipsk12.net	
Instrumental Music - Orchestra	Marissa Scarano	mscarano@ipsk12.net	
Physical Education	Whitney Cardew	119	wcardew@ipsk12.net
	Mark Southam	119	msoutham@ipsk12.net
World Language	Zulima Martin-Garcia		zmartin-garcia@ipsk12.net

Special Education			
Program Manager	Elyssa Brand	200	ebrand@ipsk12.net
Secretary	Megan DiGenova	117	mdigenova@ipsk12.net
Co- Teacher	<b>TBD</b>	302	
Teacher - Grade 2	Michelle Garvey	207	mgarvey@ipsk12.net
Co-Teacher - Grade 4	Emma Gendall	302	egendall@ipsk12.net
Teacher	Colleen Harrington	302	charrington@ipsk12.net
Teacher - Grade 1	Jill Hinckley	207	jhinckley@ipsk12.net
Teacher -	Louise McHugh	207	lmchugh@ipsk12.net
Teacher - Grade 5	Laurie Skaza	302	lskaza@ipsk12.net
Teacher	Nicole Twomey	302	ntwomey@ipsk12.net

Paraeducators		
Literacy	Elle Kotsiras	ekotsiras@ipsk12.net
	JoAnn Turner	jturner@ipsk12.net
Math	Tyler Strutt	tstrutt@ipsk12.net
Preschool	Ruth Rosario	rrosario@ipsk12.net
Kindergarten	Erin Brown	ebrown@ipsk12.net
Kindergarten	Susan Morin	smorin@ipsk12.net



Fellows, Student Teachers, Pre-Practicum, Interns		
Fellows	Sarah Blessington -Co-teaching in grade 2	sblessington@ipsk12.net
	Julia D'Entremont	jdentremont@ipsk12.net
	Lydia Smith - Co-Teaching in grade 2	lsmith@ipsk12.net

Support Staff			
Custodians	Scott Best	sbest@ipsk12.net	
	Riley Bowen	rbowen@ipsk12.net	
	Scott Dubois	sdubois@ipsk12.net	
Food Services	Meaghan Persson	382	mpersson@ipsk12.net
	Lynda Smith	lsmith@ipsk12.net	
	Deb Oxten	doxten@ipsk12.net	
Lunchroom/Recess Assistants	Kevin Carubia	kcarubia @ipsk12.net	
	Maria Vicens Ivanov	mvicensivanov@ipsk12.net	
	Nick Laini	nlaini@ipsk12.net	
	Ed Ogden	eogden@ipsk12.net	
EDP Director	TBD	381	



## **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.

Grade 5	Keith Archung	328	karchung@ipsk12.net
Grade 5	Kathleen O'Reilly	324	koreilly@ipsk12.net
Grade 5	Laurel Wolfrum	326	lwolfrum@ipsk12.net

### Specialists

Art	Camela Leigh	343	cleigh@ipsk12.net
ESL	Lisa Nylen	317	lnylen@ipsk12.net
	Jane Dutcher	317	jdutcher@ipsk12.net
Library and Media	Alison Vitale	309	avitale@ipsk12.net
Title 1 Reading	Cynthia Welch-Philappino	339	smoore@ipsk12.net
Title 1 Math	Jennifer Grenier	342	jgrenier@ipsk12.net
Math Specialist	Jennifer Spencer	308	jspencer@ipsk12.net
Music and Chorus	Laurie (Fabiszewski) Colitti	337	lcolitti@ipsk12.net
Instrumental Music - Band	James Fremont-Smith	369	jfremontsmith@ipsk12.net
Instrumental Music - Orchestra	Marissa Scarano	368	mscarano@ipsk12.net
Physical Education	Anthony Falconieri	338	wcardew@ipsk12.net
	Mark Southam	386	msoutham@ipsk12.net
World Language	Jasmine Carbone	374	jcarbone@ipsk12.net

### Special Education

Program Manager	Meghan Ganley	328	mganley@ipsk12.net
Secretary	Josephine Brouillette	345	jbrouillette@ipsk12.net
Teacher	Gabrielle Beckett	326	gbeckett@ipsk12.net
Teacher	Katie Carr	372	mgarvey@ipsk12.net
Teacher	Merrill Clerkin	376	egendall@ipsk12.net
Teacher	Ysabelle Errico	371	charrington@ipsk12.net
Teacher	Bianca Kemmer	315	lmchugh@ipsk12.net
Teacher	Elise Kirby	315	lskaza@ipsk12.net
Teacher	Jennifer LaCava	385	ntwomey@ipsk12.net



Psychologist	Rebecca Higgins	rhiggins@ipsk12.net
Speech Pathologist	Kristina Furbeck	kfurbeck@ipsk12.net
	Alexandra Kotowski	akotowski@ipsk12.net
SLPA	Meline Markarian	mmarkarian@ipsk12.net
	Jodi Quinn	jquinn@ipsk12.net

Support Staff			
Custodians	Shawn Lue	slue@ipsk12.net	
	Julian Huguet	jhuguet@ipsk12.net	
	Maria Valdes	mvaldes@ipsk12.net	
Food Services	Lisa Stotlemeyer	340	wcafe@ipsk12.net
	Deb Cornwall	wcafe@ipsk12.net	
Lunchroom/Recess Assistant	Rose Lassus	rlassus@ipsk12.net	



### 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 x111	(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 more than three day</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

## **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, 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 may ride bicycles with signed permission from their parents. Students must wear bicycle helmets. Students in Grades K to 2 may ride bicycles with helmets when accompanied by a parent/guardian. 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.

**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.

**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.*



### **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.

### **Filed 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.

### **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.

### 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.



## 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.



## 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.

## 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.

## APENDIX INDEX

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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.

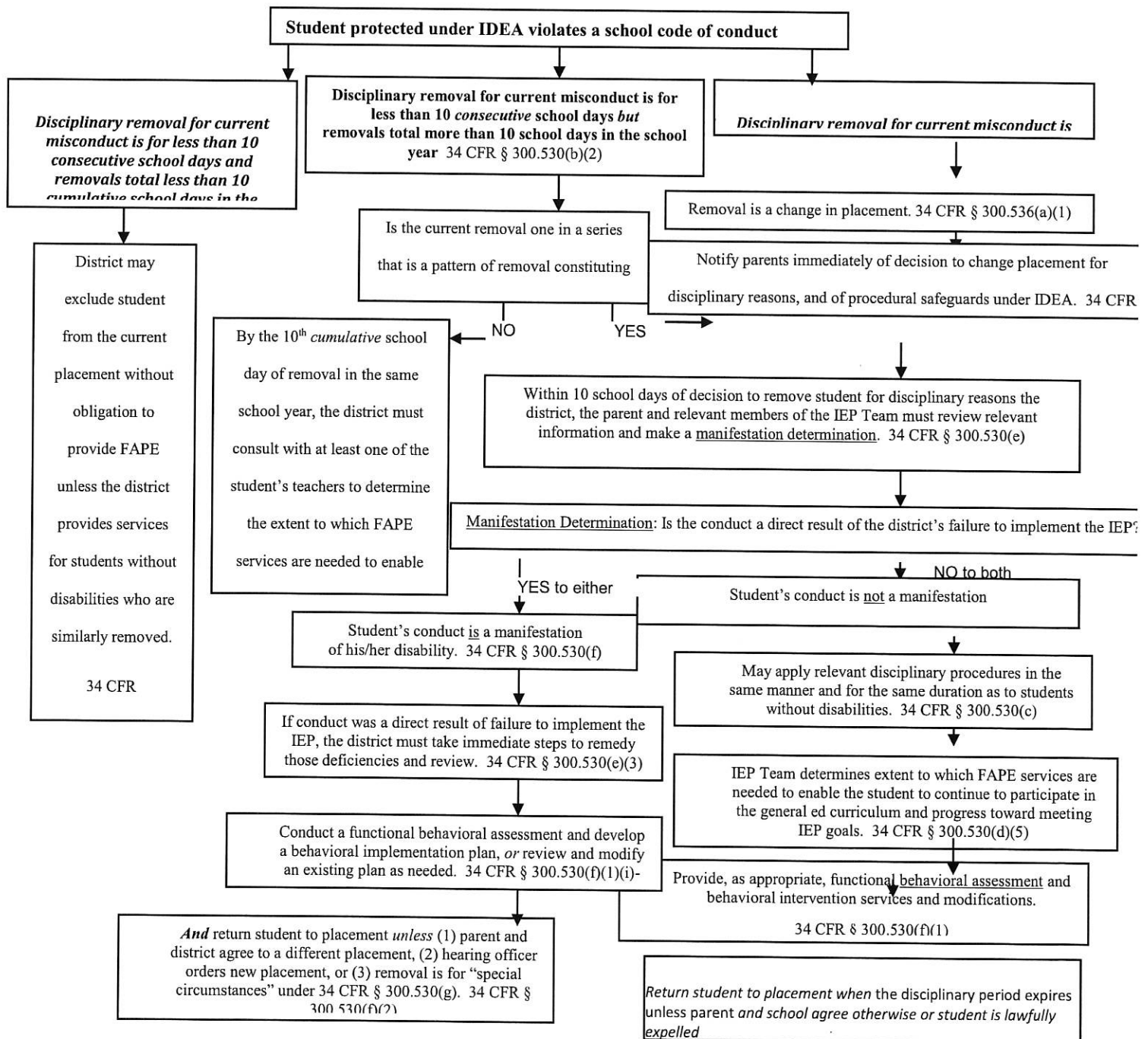
If you would prefer paper copies of any of the information or policies contained on the web site, please contact the Superintendent's Office.



# Discipline of Special Education Students Under IDEA 2004

## 20 U.S.C. § 1415(k) and 34 CFR §§ 300.530-300.536

- This chart should be read in conjunction with discipline procedures in state law, M.G.L. c. 71, §§ 37H & 37H1/2, and district-wide and school-wide student codes of conduct.
- Protections in the IDEA apply to students who have been found eligible for special education and to students for whom the school is deemed to have knowledge that the child might have a disability (i.e., students who have not yet been found eligible but the school had a basis of knowledge of a disability, including students who have been referred for initial evaluation). 34 CFR § 300.354
- Beginning on the 11<sup>th</sup> school day of a student's disciplinary removal during the school year, and if removal is a change in placement, the student must be provided free appropriate public education (FAPE) services during the period of removal to allow him/her to continue to participate in the general education curriculum and progress towards IEP goals, even if in a different setting. 34 CFR § 300.530(b) & (d).
- If the conduct that the student is being disciplined for involves the "special circumstances" of weapons, illegal drugs, controlled substances, or serious bodily injury, school personnel may remove the student to an interim alternative educational setting (IAES) for up to 45 school days, regardless of the manifestation determination. 34 CFR § 300.530(g). The IEP Team must determine the IAES.
- Although the following flowchart lays out the steps that a school district must take when disciplining a student with a disability, it is important to remember that at any point the parent and school district can agree to change a student's placement for disciplinary reasons. Agreements should be in writing, and signed by the school personnel and the parent.



## **DEFINITIONS**

A student for whom the district is deemed to have knowledge of a disability – A child who has not yet been determined to be eligible for special education and related services may assert the disciplinary protections under IDEA if the school had a basis of knowledge that the child is a child with a disability before the behavior that precipitated the disciplinary action occurred. The school is deemed to have knowledge if: (1) the child's parent expressed concern in writing to administrative or supervisory personnel of the school or district that the child is in need of special education and related services; (2) the parent of the child had requested a special education evaluation; or (3) the child's teacher or other school or district personnel expressed specific concerns to the director of special education or to other supervisory personnel about a pattern of behavior demonstrated by the child. The school or district is not deemed to have knowledge of a disability if (1) the parent has not allowed an evaluation or has refused special education and related services, or (2) the child has been evaluated and determined not to be a child with a disability. 34 CFR § 300.534.

Change of placement – A change of placement because of a disciplinary removal occurs if a child with a disability is removed from his/her current educational placement for more than 10 consecutive school days, or the child is subjected to a series of removals that constitutes a pattern because: (1) the removals total more than 10 school days in a school year; (2) the child's behavior is substantially similar to previous incidents that resulted in the series of removals; and (3) additional factors such as the length of each removal, the total amount of time the child has been removed, and the proximity of the removals to one another constitute a pattern. 34 CFR § 300.536.

Current placement – The placement from which the student was removed for disciplinary reasons.

Interim alternative educational setting (IAES) – An IAES is a disciplinary placement that is not the same as the child's current placement as defined in his/her IEP.

Manifestation determination – The determination made by the district, the parent, and relevant members of the student's Team, after review of all relevant information in the student's file including the IEP, teacher observations, and relevant information provided by the parents, whether (1) the conduct in question was caused by or had a direct and substantial relationship to the child's disability; or (2) the conduct in question was the direct result of the district's failure to implement the student's IEP. 34 CFR § 300.530(e).

Special circumstances – Where the disciplinary conduct is a "special circumstance," school personnel may remove a student to an IAES for not more than 45 school days, regardless of the results of the manifestation determination. Special circumstances exist if the student:

- carries a weapon to or possesses a weapon at school, on school premises, or to or at a school function under the jurisdiction of a State or local educational agency (district); or
- knowingly possesses or uses illegal drugs, or sells or solicits the sale of a controlled substance, while at school, on school premises, or at a school function under the jurisdiction of a State or local educational agency; or
- inflicts serious bodily injury upon another person while at school, on school premises, or at a school function under the jurisdiction of a State or local educational agency. 34 CFR § 300.530(g).

Serious bodily injury – As defined in 18 U.S.C. § 930, a bodily injury that involves a substantial risk of death, extreme physical pain, protracted and obvious disfigurement, or protracted loss or impairment of the function of a bodily member, organ, or mental faculty. 34 CFR § 300.530(i)(3).



Ipswich Public Schools  
TESTING SCHEDULE – 2023-2024

<b><u>Elementary</u></b>		
<b>Pre-K</b>	Pre-School Early Screening Inventory 3 and 4 year olds	March 2024
<b>K</b>	Early Screening for Kindergarten Entrance	April - May 2024

The above tests are given to all students in a particular group; therefore, parental permission is not required.

Notes:

1. Specialized tests of interests, specific aptitudes, individual intelligence, personality and achievement are on file to be administered for evaluation and information purposes usually on referral or as advisable. Parental permission is required.
2. Diagnostic tests are widely administered for in-depth evaluation of children/students referred for consideration under federal and state special education law. Parental permission is required.
3. The Statewide Testing Schedule for 2023-2024 is on the following page.

## Spring 2024 MCAS High School STE Tests

Subject Area	Prescribed Test Administration Dates
Biology	<ul style="list-style-type: none"><li>Biology Session 1: <b>June 4</b></li><li>Biology Session 2: <b>June 5</b></li></ul>
Introductory Physics	<ul style="list-style-type: none"><li>Introductory Physics Sess. 1: <b>June 4</b></li><li>Introductory Physics Sess. 2: <b>June 5</b></li></ul>

## 2024 ACCESS for ELLs

<b>Grades K–12</b> CBT for grades 1–12, with paper alternative for students with disabilities and newcomers (The kindergarten test remains paper-based.)	
<b>ACCESS for ELLs</b>	<b>January 4–February 9 (tentative)</b>

## 2024 MCAS Alternate Assessment (MCAS-Alt)

<b>Grades 3–8 and High School</b>	
<b>MCAS-Alt submission deadline</b>	<b>March 28 (updated 7-12-23)</b>

## Spring 2024 MCAS Grade 8 Civics Field Test

Subject Area	Test Administration Window
<b>Civics</b> <ul style="list-style-type: none"><li>State-level performance task</li><li>End-of-course test</li></ul>	<b>April 29–June 7 (added 8-21-23)</b>



## **PROCEDURE TO BE FOLLOWED FOR EMERGENCY SCHOOL CLOSINGS**

The decision to close schools early because of emergency situations will be made by the Superintendent; or, on rare occasions, by his/her designee.

As soon as the decision is made that Ipswich Public Schools will close early, the announcement will be made via:

### **Blackboard Connect Message**

**Ipswich Schools Website: [www.ipsk12.net](http://www.ipsk12.net)**

Please be sure the emergency information record update form, which each student is required to complete in September, is accurate. We urge you to use a neighbor or someone in your neighborhood as an emergency contact person. It is of utmost importance that we have updated emergency information on file in each school.

In the case of **ELEMENTARY STUDENTS** only, if, according to the student, neither parent, guardian nor emergency contact person is available, the student must remain at school until he/she can be picked up by a parent, guardian, or emergency contact person.

Middle and high school students generally know who and where their emergency contact person is; therefore, if an emergency early dismissal is warranted, middle and high school students will be dismissed early according to their normal dismissal procedures.

September 2021

Commonwealth of Massachusetts

## Town of Ipswich

### Warrant for Special Town Meeting

October 24, 2023

Time – 7:00 pm



ESSEX, ss

To the Constable of the Town of Ipswich in said County:

#### GREETINGS:

In the name of the Commonwealth of Massachusetts, you are hereby directed to notify the inhabitants of the Town of Ipswich qualified to vote in Town affairs to meet at the IPSWICH MIDDLE SCHOOL/HIGH SCHOOL, 134 High Street in said Ipswich, on October 24, 2023 at 7:00 o'clock in the evening, then and there to act on the following articles, viz:



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**ARTICLE 1 – FY 24 Municipal Budget (State Aid)**

Submitted by: *Select Board*

To see if the Town will vote to amend the FY2024 Municipal Budget approved under Article 4 of the May 9, 2023, Annual Town Meeting by raising and appropriating the additional sum of \$135,570 of which \$119,970 to move to the Management Transfer account and \$15,600 to the Conservation Comm. Permanent Part-Time budget for the purpose of funding the Conservation Comm. Field Inspector, or take any other action relative thereto.

*Summary: The state budget has been finalized, and the Town will receive additional Local Aid. The appropriation to the Conservation Commission Field Inspector is due to the Wetlands Fund being drawn down and does not have enough funds to afford the Field Inspector. Appropriating the Field Inspector by the General Fund in FY24 will give the Wetlands Fund time to replenish. The funds transferred to the Management Transfer account allows for any unanticipated expenses or unforeseen shortages in town budgets each year.*

**Motion: I move to amend the FY2024 Municipal Budget by raising and appropriating an additional \$135,570 and applying \$15,600 to the Conservation Commission Permanent Part Time budget line and apply the remaining \$119,970 to the Management Transfer Account.**

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**ARTICLE 2 – FY 24 School Budget (State Aid)**

Submitted by: *School Department*

To see if the Town will vote to amend the FY2024 School Budget approved under Article 5 of the May 9, 2023, Annual Town Meeting by raising and appropriating the additional sum of \$122,227 or take any action relative thereto.

*Summary: The state budget has been finalized, and the Town will receive additional net Chapter 70 funds. These funds will be used to offset the cost of school expenses.*

**Motion: I move to amend the FY2024 School Budget by raising and appropriating an additional \$122,227 as set forth in Article Two of the warrant for this Town Meeting.**

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**ARTICLE 3 – FY 24 Municipal Budget (Regional Animal Control)**

Submitted by: *Select Board*

To see if the Town will vote to amend the FY2024 Municipal Budget approved under Article 4 of the May 9, 2023, Annual Town Meeting by raising and appropriating the additional sum of **\$136,194** to the Animal Control budget, within the Public Safety Directorate, or take any other action relative thereto.

*Summary: A Regional Animal Control has been formed with an agreement signed by the Towns of Ipswich, Boxford, Newbury and Rowley. This agreement was signed after the Town had voted the budget for our own Animal Control. The budget has been increased but the costs will be offset by the revenue received from Boxford, Newbury and Rowley.*

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**ARTICLE 4 – Appropriation to Essex Tech**

Submitted by: *Town Manager*

To see if the Town will amend the action taken under Article 7 of the May 9, 2023 Annual Town Meeting by reducing or increasing the Town's share of the budget appropriated for the FY2024 annual operating and debt service expenses of the Essex North Shore Agricultural & Technical School District, or take any action relative thereto.

*Summary: The Essex North Shore Agricultural & Technical School District Estimated FY2024 Budget was voted at the Annual Town Meeting in the amount of \$383,082. This estimate is for the tuition and estimated transportation costs of 15 students. After the October 1<sup>st</sup> official enrollment is completed, the final budget figure will be available in mid-October. The final FY2024 Budget figure will be included in the motion of this article. This requires a simple majority vote.*

**MOTION:**

**I move to amend the action taken under Article 7 of the May 9, 2023 Annual Town Meeting by amending the appropriation from \$383,082 to \$xxx,xxx as set forth in Article \_\_\_\_ of the warrant for this town meeting.**

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**ARTICLE 5 – Transfer funds for Opioid Remediation Purposes**

Submitted by: *Select Board*

To see if the Town will vote to transfer from available funds, the sum of \$91,956.35, to the Board of Health Other Consultants budget for the purpose of Opioid Remediation, or take any other action relative thereto.

*Summary: National litigation was brought against distributors, pharmacies and manufacturers of opioids. Massachusetts has reached proposed nationwide settlements with two pharmaceutical manufacturers, Teva and Allergan, and three pharmacies, CVS, Walgreens, and Walmart. There was a former settlement with Johnson & Johnson. Under the terms of the state's approved State-Subdivision Agreement, 40% of abatement funds coming into Massachusetts under statewide opioid settlements will be allocated to municipalities to expend on abatement strategies developed with input from public health experts, municipal leaders, and families affected by the crisis; and 60% of the abatement funds will be allocated to the state's Opioid Recovery and Remediation Fund to fund additional prevention, harm reduction, treatment, and recovery programs throughout Massachusetts. Ipswich has received 2 payments from the Distributor settlement totaling \$31,150.59 in July and October of 2022. In November, the Town received payments 1-5 from Johnson and Johnson totaling \$60,805.76. Per MGL the deposits needed to flow to Free Cash and now we are able to transfer them to an appropriate General Fund account for the purpose of remediation of the opioid crisis.*

**MOTION: I move to see if the Town will vote to transfer from Free Cash to the Board of Health Other Consultants budget, the amount of \$91,956.35 for the purpose of funding the remediation efforts of the opioid crisis, or take any other action relative thereto.**

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**ARTICLE 6 - Water Department Infrastructure Improvements (Dow Dam)**

Submitted by: *Water Dept.*

To see if the Town will vote:

(1) to appropriate the sum of \$1,500,000 to survey, design, permit and construct improvements to the Town's water system, including the payment of costs incidental or related thereto; and (2) to raise this appropriation by authorizing the Treasurer, with the approval of the Select Board (Board of Water Commissioners), to issue bonds or serial notes under the provisions of Massachusetts General Laws Chapter 44, as amended; or (3) to take any other action relative thereto.



The Town Government Study Committee was permanently established by the December 10, 1962, Town Meeting unanimous approval of Warrant Article 17. The Committee shall hence forth consist of five members with staggered three-year terms. The Select Board, Finance Committee, and School Committee shall each appoint one committee member or designee.

Town Meeting shall appoint two **member-at-large** Committee members. The Committee shall post sixty-day public notice of Town Meeting **member at-large** appointment vacancies **and in local media, on the Town website, and request announcements at public meetings. The Committee will** submit the Town Meeting warrant article for any **Town Meeting** appointments to the Committee.

Should no one be appointed ~~at~~ **by** Town Meeting, the first **member-at-large** vacancy will be appointed by the Town Moderator and any second **member-at-large** vacancy will be appointed by the Town Manager.

### 35-43 Responsibilities and Referrals.

~~The Select Board and Town Meeting will refer topics to the Committee for review and recommendation. The Committee makes annual reports and recommendations regarding these referred topics to the Select Board and Town Meeting on matters pertaining to Town Charter and Town Bylaws. The Committee will perform periodic broad review of Town government structure and may recommend Charter or bylaw changes or the filing of special acts with the State Legislature be considered, after conducting a public hearing thereon during a Select Board meeting.~~

The Committee is a public Town resource for research and recommendations on best practice in Town Government. The Committee makes annual reports to the Select Board and Town Meeting relating to Town Charter and Town Bylaw amendments that are legislative in nature.

The Select Board, or Town Meeting if a topic is listed on a duly posted warrant, may refer topics to the Committee for review and recommendation.

The Committee may perform review of Town government structure and may recommend Charter or bylaw changes or the filing of special acts with the State Legislature.

### ~~35-44 Quorum.~~

~~A quorum of the Town Government Study Committee shall consist of no fewer than three members.~~

*Summary: In response to a fall 2023 Town Meeting Citizen Petition warrant article on GSC review of the current GSC bylaw and to make recommendations, the Select Board unanimously voted at the April 10, 2023, meeting "to charge the GSC with reviewing the current GSC bylaw, and the GSC can make recommendations and possible amendments to the bylaw for Town Meeting"*

*This proposed GSC Bylaw Section 35-42 Establishment and Membership clarifies notification of Town Meeting appointments to the GSC, and the designation of Town Meeting member-at large if appointed by Town Meeting, the Moderator or Town Manager.*

*The proposed GSC Bylaw Section 35-43 Responsibilities and Referrals is intended to clarify the GSC role in Town Government, Committee responsibilities, Committee relationship to the Select Board and Town Meeting, and Town Meeting referring topics to the GSC.*

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**ARTICLE - Drive-through Facilities**Submitted by: *Planning Board*

To see if the Town will vote to amend the Protective Zoning Bylaw of the Town of Ipswich as follows:

- 1) Amend Section III. Definitions, by adding a new definition, "Drive-through Facility," in the correct alphabetical order, to read as follows:

***"DRIVE-THROUGH FACILITY: A commercial facility which provides a service directly to a person who drives a motor vehicle onto the premises and to a window or mechanical device through or by which the person receives service without exiting the vehicle."***

- 2) Amend Section V. Use Regulations, Table of Use Regulations, by adding a new row under "Accessory Use," adding the use "Drive-Through Facility," and allowing it as shown below:

TABLE OF USE REGULATIONS (cont'd)										
ACCESSORY USE	DISTRICT									
	RRA <sup>16</sup>	RRB <sup>16</sup>	RRC <sup>16</sup>	IR <sup>16</sup>	GB <sup>16</sup>	CB <sup>16</sup>	HB <sup>16</sup>	PC <sup>16</sup>	I <sup>16</sup>	LI <sup>16</sup>
<b><i>Drive-Through Facility</i></b>	--	--	---	---	<b><i>SPB</i></b>	<b><i>SPB</i></b>	<b><i>SPB</i></b>	<b><i>SPB</i></b>	<b><i>SPB</i></b>	<b><i>SPB</i></b>

Or to take any other action relative thereto.

*Summary: Drive-through facilities can be problematic if not properly designed or located on lots with insufficient area to accommodate queuing traffic on-site. Although drive-through facilities are subject to site plan review, Town currently lacks the ability to deny a drive-through that is determined to be inappropriate for a specific property.*

*The article does the following: (a) adds drive-through facilities as an accessory use under the Table of Uses in Section V.D. of the zoning bylaw, allowing them in all non-residential districts by special permit from the Planning Board; and (b) adds a definition of drive-through facilities in Section III.*

*The Planning Board initiated a similar article for the 2022 Fall Town Meeting (which it later withdrew), except that proposal would have prohibited drive-through facilities outright in the CB and GB Districts. Given that there are several drive-through facilities in these districts that operate without issue (Institution for Savings at 2 Depot Square, TD Bank North at 23 Market Street, and the drive-through at CVS, which was approved by the Board just a few years ago,) and given the possibility that another commercial user for which drive-through facilities are typically used might seek to locate in the CB or GB Districts, the Board has concluded that it is more appropriate to regulate these facilities on a case by case basis than through an absolute prohibition.*

*Consistency with Town Plans: This proposed amendment is not specifically recommended by the 2021 Community Development Plan, but is consistent with Goal 7.*

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**ARTICLE 10 - Miscellaneous Change to Nonconforming Height Restrictions**Submitted by: *Planning Board*

To see if the Town will vote to amend the Protective Zoning Bylaw of the Town of Ipswich as follows: (~~strike through~~ = language to be deleted; ***bold italics*** = new language)

- (1) Amend "II. APPLICABILITY, B.3" by deleting paragraph "e." in its entirety

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**ARTICLE – Authorize Conservation Commission to Enter into Lease of Farm Fields at 275 Linebrook Road**

Submitted by: *Planning Department*

To see if the Town will authorize the Conservation Commission as follows:

The Town of Ipswich's Conservation Commission, is hereby authorized by the inhabitants of the Town of Ipswich to lease land on the following municipally owned property: 275 Linebrook Road, Assessors' Map 28C, Lot 54 on approximately ten (10) acres of land of the 77.56-acre parcel for agricultural use for the purpose of growing row crops, and upon such terms and conditions as such Conservation Commission deems advisable in its discretion, for a period of up to ten (10) years, as authorized under MGL Chapter 30B Sec. 16; or to take any other action relative thereto.

*Summary: The 77.56-acre Town property at 275 Linebrook Road was deeded to the Town in 1977 and was recorded at the Essex County Registry of Deeds in Book 6359, Page 040. The Town took ownership of the property under care, custody and control of the Conservation Commission as authorized by the Annual Town Meeting vote of March 3, 1975 under Article 22, for the purposes of: water supply protection; preservation of wildlife habitat; open space and scenic vistas; passive public recreation; and supporting agricultural activity. The Planning Department recommends the Conservation Commission be authorized to enter into a lease agreement with Marini Farm to continue the agricultural operation of the crop fields, which they have continually farmed since the Town took ownership of the property in 1977. The current 10-year use agreement expires in November, 2023, so a renewal is needed.*

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**ARTICLE – Amending Town Charter to Give Select Board Exclusive Authority to Appoint Members of Planning Board**

Submitted by: *Daniel Kelly*

To see if the town will vote to amend Sections 3 and 13 of the Town Charter.

Pursuant to the Home Rule Amendment to the Massachusetts Constitution (Amendment Article 89) and the Home Rule Procedures Act (M.G.L C. 43B), pursuant to either Section 10 of C. 43B or by Special Act of the State Legislature, the following amendments are made to the Sections 3 and 13 of the Town Charter. Additive language is in capital letters and in bold.

**SECTION 3 Appointive Powers of the Select Board.**

[Amended 1-3-2020 by Acts of 2019, c. 152]

The select board shall appoint and may remove election officers, registrars of voters (except the Town Clerk), Trust Fund Commissioners, Town Accountant, Zoning Board of Appeals, an Electric Light Manager, **THE PLANNING BOARD**, and the Town Manager. The Treasurer and Collector shall be appointed by the select board as provided in chapter two hundred and fifty-one of the acts of nineteen hundred and sixty-three, which was accepted by the town of Ipswich in March nineteen hundred and sixty-four and which shall not be affected by this act in any way. The Town Accountant and the Treasurer and Collector shall, in the performance of their duties, be subject to the general supervision and the direction of the Town Manager. (As amended by order under General Laws Chapter 43B, Section 10, adopted by vote of Town Meeting April 6, 1998; approved by the voters on April 13, 1998; approved by the Attorney General on May 7, 1998; effective June 4, 1998

**SECTION 13 Boards and Offices to be Appointed by the Town Manager.**



And you are directed to serve this Warrant by posting attested copies thereof in the Town Hall and in at least one public place in each precinct and by publication in a newspaper published, or having a general circulation in, the Town of Ipswich at least fourteen days prior to the time for holding the Special Town Meeting.

Given unto our hands this October 5th in the year of our Lord, Two Thousand and Twenty-Three.

**TOWN OF IPSWICH  
SELECT BOARD**

\_\_\_\_\_  
Sarah A. Player, Chair

\_\_\_\_\_  
Linda D. Alexson, Vice Chair

\_\_\_\_\_  
Carl Nylén

\_\_\_\_\_  
Charles Surpitski

\_\_\_\_\_  
Michael S. Dougherty

DRAFT

**Ipswich School Committee**  
**2023-24 Goals**  
**DRAFT**

**1. Communications and Engagement**

Create greater engagement with students, parents, guardians, and the entire town. Increase access to and frequency of information about Ipswich Public Schools.

- Increase the frequency of the School Committee to monthly newsletters.
- Broaden the School Committee's messaging by utilizing social media.
- Foster a respectful environment for citizens to raise topics to the school committee.
- Foster unity and promote diversity, equity and inclusion.

**2. Facilities**

Ensure building upgrades, maintenance, and environment initiatives are in good standing. Including:

- Support the development of a solution to address the aging elementary school buildings.
- Indoor and outdoor learning facilities enhancements, including those funded through Paine Grants
- See through the completion of approved and funded maintenance projects

Ensure the safety and security of Ipswich Public School students, teachers, administrators, and staff.

- Upgrades and repairs to address findings in the 508 Group school safety audit
- Enhancements and improved communications to address findings in the 508 Group school safety audit

**3. Budget**

Responsibly manage the current year budget, and develop a budget for the upcoming year.

- Ensuring that override funds last 5+ years
- Develop and approve 2024/25 School Budget
- Develop plan for expiring Esser funds
- Enhance the overall process to increase transparency and collaboration across the School Committee, Administration, Select Board, and Finance Committee, including earlier and more frequent reviews.
- Increase inflow of State and Federal grants

Develop a long range budget for the district factoring in overrides and capital expenditures.

- Begin development of a long range (5 year) budget.
- Emphasize long term sustainability, optimal balance of funding sources including operating, capital, outside funds and feoffees.
- Establish a process for regular review and adjustments to spending and budget practices in collaboration with the Administration, Select Board, and Finance Committee.

**4. Elementary Building Project**

- a. If selected into MSBA process, complete necessary paperwork and preliminary requirements of the Eligibility Period
- b. Continue to work to move the community toward finding a cost-effective and equitable solution for our failing elementary buildings.

Should the The Ipswich School Committee implement a collective social media presence, the following guidelines will also apply:

- The Chair and/or designee shall be the administrator of the social media account
- All social media content shall be related to School Committee business only
- Social media content will be directed to the Communications Subcommittee; all content shall then be approved through the entire School Committee before being posted
- Standing approval may be granted for the following content: meeting agendas, budget presentations, notice for presentations and/or forums
- Information delivered through social media shall also be available on the district website
- All public commenting shall be turned "off"; a disclaimer shall note the appropriate means for two-way communication with the School Committee (School Committee email or Citizen Comment at meetings)
- Posting by the School Committee profile outside of the School Committee's own profile shall be limited to the purpose of recruitment of followers



RE: Safety Audit, Grants, and Some New Faces

### **A letter from the School Committee Chair**

Welcome students, families, and staff to the 2023-2024 school year! I hope everyone had a restful summer and took time to enjoy the (hopefully) slowed pace, the lush green grass that never turned yellow and crunchy, and all the nooks and crannies of our beautiful town. I want to extend a particularly warm welcome to new students, staff, and administrators - we look forward to sharing our learning community with you, you picked a great place to be!

Despite being on "break", the schools have been abuzz with activity - hosting summer programming, getting needed upgrades, fresh coats of paint, and polished floors, and welcoming new administrators. There's nothing quite like the first day of school excitement and jitters!

The School Committee welcomed 3 new members to our ranks in May. Jenny Connolly, Sasha Sopic, and Mat Perry have big shoes to fill, and have been reading up and getting prepped for new responsibilities and challenges. The School Committee holds open meetings twice a month, and will be sending out regular electronic newsletters throughout the school year. Finally, we always welcome community feedback, please click [here](#) for our contact information and reach out anytime with questions. For general information on the School Committee, please visit the [district website](#).

We look forward to a year filled with learning, innovation, and progress!

*Kate*

Kate Eliot  
Chair, Ipswich School Committee

### **Taking steps to address recommendations from the recent safety audit**

Last spring the Ipswich school district made a commitment to strengthen the safety of our schools. In June the 508 Group completed a safety audit of all Ipswich Public Schools and Central Office, and made recommendations to improve security measures in each of our school buildings.

The Superintendent, Administration, and School Committee reviewed the audit findings over the summer and we were pleased with the thoroughness and overall findings, and we are supportive of the additional measures the 508 Group recommended.

The school district has taken a lot of efforts to make the improvements, and has already addressed all high security issues cited in the report. This includes repairs to classroom doors and enhancing the safety drills which will be held at the beginning of the school year. The Superintendent provided a detailed update in July, and will be sharing more in the coming weeks.

### **Fall 2023 Traverso-Weatherall Grant Recipients**



Continue to stay up to date on district events and school committee news by following [XXX](#) on Facebook and Instagram.

## Disclosure Statement

*The purpose of this Account is for The Ipswich School Committee to share information with the community. Posts mirror our Newsletter and include meeting agendas as well as relevant district highlights and publications. See past Newsletters at <https://www.ipsk12.net/Page/1008>*

*This Account is a supplement to the official postings on the Ipswich Public Schools district website, and offered as a courtesy by The School Committee to help keep the community informed.*

*All public meetings are officially posted at least 48 hours in advance at <https://www.ipswichma.gov/Calendar.aspx>*

*School Committee Open Session Meetings are typically held on the first and third Thursday of the month in the MS/HS Ensemble Room located at 134 High Street, Ipswich, and begin at 7:00 PM.*

*Meetings are broadcasted live on Ipswich Community Access Media (ICAM). To view these meetings, please tune into Comcast Channel 98 or Verizon Channel 31. Additionally, to watch current or recent past meetings, please visit the ICAM Education Channel at <http://71.174.52.234/CablecastPublicSite/?channel=3>*

*To read the official meeting minutes, please visit <https://www.ipsk12.net> → School Committee → Agendas, Folders and Minutes → Minutes at <https://www.ipsk12.net/Page/648>*

*Note that in order to abide by the Open Meeting Law, the commenting feature on posts has been turned off. The Ipswich School Committee values input from the community. To contact The Ipswich School Committee, you may speak at "Citizens' Comments" towards the beginning of every meeting, or email [schoolcommittee@ipswichma.gov](mailto:schoolcommittee@ipswichma.gov) (correspondence shall be with the Chair).*



# Ipswich Schools Safety Audit Recommendations

The Ipswich school  
district is committed to  
strengthening the  
safety of our schools

*Lee*



# Ipswich Schools Safety Audit Recommendations

The Ipswich school district is committed to strengthening the safety of our schools

eee;



The Superintendent,  
Administration, and  
School Committee  
reviewed the audit  
findings over the  
summer and we were  
pleased with the  
thoroughness and  
overall findings, and we  
are supportive of the  
additional measures the  
508 Group  
recommended.

eee;





The Superintendent provided a detailed update in July, and will be sharing more in the coming weeks.

eee



## Consent Agenda 08.24.23

Move the Ipswich School Committee to accept the following:

- Meeting minutes from July 20, 2023;
- A donation from the Ipswich Education Foundation in the amount of \$13,418 for uniforms for Cheer, Golf, Varsity Girls Soccer and Varsity Field Hockey, as well as half of the annual Hudl subscription for the athletic department;
- The donation of two Buddy Benches from the Ipswich Rotary Club to be placed at the Paul F. Doyon Memorial School and Winthrop School.

Ipswich School Committee  
Thursday, July 20, 2023  
Turner Hill Golf Club  
6:00 PM

## RETREAT MINUTES

Attendees: Kate Eliot, Jeff Poirier, Jen Donahue, Dianna Freehan, Sasha Sopic, Jenny Connolly, Brian Blake

Meeting called to order at 6:10 PM

Enter into Executive Session

*Motion by Kate, seconded by Jen D. Unanimously approved*

Resume open session. Brief adjournment for dinner. Resume discussion at 7:45 PM

- Discussion of Superintendent Evaluation process and DESE Model System for Educator Evaluation; discuss form of evaluation and process of feedback as evidence
- SC Goals – upcoming budget cliff (budget committee), SOI acceptance, MSBA filing details for 2023, negotiations (not a specific goal), school security (SC or Superintendent goal?), Feoffees policy review, possible creation of Feoffees working group and workshop for Feoffee's policy group, communications/social media (subcommittee); educational enhancement goal
- Review of subcommittee assignments, etc.
- Discussion of SC meeting calendar for year
- School inspection assignments – HS/MS – Jeff and Mat, Doyon – Jen and Jenny , Winthrop – Sasha

New business:

- Discussion of election of Chair and Vice Chair. Nominations and election to occur at the next meeting.
- Discussion of opportunity due to turnover of new administrators for Superintendent goal

*Motion to adjourn by Kate, second by Jeff. Unanimous. Adjourned at 10:04 PM.*





# Ipswich Public Schools

Dr. Brian J. Blake  
Superintendent of Schools

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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)

July 20, 2023

Ipswich-Rowley Rotary  
PO Box 543  
Ipswich, MA 01938

To Whom It May Concern,

This letter is to state that the Ipswich Public Schools will partner with the Ipswich-Rowley Rotary Club as a cooperating organization in the placement of a Buddy Bench on our grounds.

Mental health has become a crisis in our communities. Children can feel lonely and isolated. Funds from this grant will be used to purchase a Buddy Bench for our school. The bench will provide a safe place for a child to talk with someone else. For example, if a child feels lonely, they can go to the bench as a signal that they need someone to play with or talk to.

The Ipswich Public Schools will work with Ipswich-Rowley Rotarians to help put the benches together and place them on our property as well as educate staff and students as to their use. We will sustain the benches and cooperate with any Rotary audits as they relate to this grant and the particulars of this cooperative partnership.

Thank you for your support,

Dr. Brian J. Blake  
Superintendent of Schools