

IRWIN

STEM

MAGNET SCHOOL

Parent Handbook 2018-2019

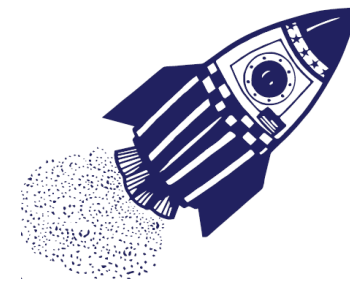


FORT WAYNE COMMUNITY SCHOOLS

Dr. Wendy Robinson, Superintendent

Irwin STEM Magnet School

Mrs. Mary Kinniry, Principal
3501 S Anthony Blvd. · Fort Wayne, IN 46806
Phone: 260.467.5310 · Fax: 260.467.5341



Principal: Mrs. Kinniry

School Staff Members

Principal

Mary Kinniry Office

Administrative Assistant

Kasey Carr Office

Secretaries

Sara Romines Office

Carol Cartwright Office

Case Manager

Brandy Sechrist Office

Fifth-grade

Kate Thirkettle 206

Melanie Holmes 204

Fourth-grade

Portia Coe 202

Angie Murphy 200

Third-grade

Amanda Gibson 201

Megan Lewis 203

Second-grade

Christine Rhodes 107

Caroline Runyan 106

First-grade

Lori Gemmer 112

Courtney Klopfenstein 114

Kindergarten

Lindsey Baker 113

Stacey Brooks 111

Instructional Coach

Allsion Nather

STEM Magnet Teacher

Chris Lechleitner

English Language Learners

Brittany Reher

Resource Room

Susan Fyfe Resource

Christy Turnbough Speech

Ben Cunningham Psychologist

Related Arts

Patrick Kruse Music

Eric Hamlin Gym

Cammie Johnson Art

Security

Dale Ramsey

Keith Roddy

Brian Vanderbosch

Cafeteria

Cathy Null Manager

Teaching Assistants

Mollie Hahn

Sarah Coats

Barb Eatmon

Luella Terlosky

Pam Fuller

Quincy Bass

Y'Vonne Jackson

2018-2019 Calendar

August

14 First day of school for students

30 Back-to-School Night

September

3 No School—Labor Day

17 McTeacher Night

October

12 No School—Fall Break

26 Chuck E Cheese Night

November

7-8 Family Conferences

9 No School

14 4th/5th Grade Musical

22-23 No School—Thanksgiving

December

7 Canlan Ice 7-10 p.m.

19 2nd and 3rd Grade Musical

21 No School for students

24- No School—Winter Break Begins (12/24 to 1/4)

January

1-4 No School—Winter break

21 No School—MLK day

22 Bells Skating Party

February

6-7 Family Conferences

8 No School

March

15 No School (or makeup day)

19-29 IREAD-3 testing

22 Nelson's Chicken

April

1-5 No School—Spring Break

19 No School—Good Friday

22-May 17 ILearn testing

24 K and 1st Grade Musical

May

3 No School (or makeup day)

10 School Carnival

17 No School (or makeup day)

27 No School—Memorial Day

30 Last day of school for students

Daily School Schedule

Office Hours:	7:00 a.m. - 4:00 p.m.
Staff Hours:	7:15 a.m. - 3:15 p.m.
Student Hours	8:20 a.m. - 2:55 p.m.
Student Drop-Off	7:55 a.m. - 8:10 a.m.
Tardy Bell	8:20 a.m.
Dismissal	2:55 p.m. - 3:15 p.m.

Arrival and Dismissal

Arrival:

Parents may drop-off their children between 7:55a.m. and 8:10a.m. Please note that your children may not be dropped off at school before 7:55a.m. There will be no supervision and students will not be allowed in the building prior to 7:55a.m.

Students are considered tardy after 8:20am. If your child is tardy, you will need to sign your child in at the office. This ensures students' safety.

Car Riders:

Please judge your time accordingly so that your child does not get marked tardy due to traffic. Students need to be at school by 8:10 to be able to get their breakfast and arrive to their classroom by 8:20.

- If arriving by **car**, please pull forward, to the opening marked with "Main Door". Stop at the light post to drop your child off safely. Then, drive **slowly** around and out the parking lot. Do not pass cars at this time. 1-6 cars may be unloading at one time. Your student will walk through the opening to the lines marked with their classroom number.

Student Support Team (SST)

The Student Support Team (SST) is a team of teachers and support staff who develop plans to assist students in becoming more successful at school. A child is referred to the SST by the classroom teacher, Principal, or a parent/guardian so that the teacher can explore additional alternatives and review Interventions to produce a desirable change in the student's academic progress or correct any behavioral problems that may exist. Parents are encouraged to attend these meetings.

Recess Policy

All children are expected to go outside for lunch recess. Weather conditions may require inside activities on some days; however, if at all possible, students will spend approximately 20 minutes outside each day. A doctor's note is the only way a child will be allowed to stay inside for recess, due to illness or injury.

Medication in School

Indiana State Law requires that schools observe certain regulations in administering medication to students. Written permission from parents is required for all medication. If it is necessary for medication to be given in school, the parent must complete an *Authorization for Administration of Medication at School* form. Prescription medication requires a note from the doctor or instructions on the prescription package. All medication must be brought to school in the original container.

Building a Community of Learners

During the 2017-2018 school year, teachers focused their professional learning on effective approaches for positive student behaviors. Through their work they determined that teaching desired behavior, appropriate responses and logical consequences would support growing a community of learners. Therefore, teachers will not utilize color charts beginning this school year.

Teachers will notify parents when there is an unresolved behavior issue. If student behavior warrants a removal from the classroom, a member of the administrative team will contact parents via phone.

Students will continue to have the opportunity to earn Irwin Bucks and participate in Quarterly Parties.

In addition to the behavior incentives, students can earn academic awards for their lanyards which are worn during Monday morning Blast-offs.

Case Manager/Administrative Assistant

Irwin has a full-time Case Manager and Administrative Assistant on staff who will assist with the discipline policy and work with children as the need arises. Both positions work closely with the principal to ensure basic needs are met for students and families.

Parent-Teacher Association (PTA)

Irwin's PTA is organizing an interesting and meaningful schedule of events for the school year. We encourage you to join our PTA and become an active supporter of this organization that provides many extras for our students and staff.

Walkers:

- If your child is a **walker**, they will enter the playground from the Anthony side of the building then go to the line with their classroom number. If anyone is a walker from Euclid, please make arrangements with Ms. Carr.
- If you want your child to eat breakfast at school, they must be dropped off between 7:55 and 8:10.

Bus Riders:

- Bus riders should be 5 minutes early to their bus stop. Students should wait on the sidewalk until the bus arrives.

Dismissal:

- We have over 300 students that need to get home safely, so please follow these instructions to ensure EVERYONE'S safety.
- Make sure you have secured transportation and communicated it to your child's teacher and Ms. Carr BEFORE the start of the first day of school.
- **Call by 2:00 p.m. each day to make any necessary transportation changes.** We send a paper with all transportation changes on it each day to all building staff. Accuracy is necessary to ensure everyone's safety.

Car Riders:

- If you are picking up your child by **car**, arrive after 2:30 and begin lining up in two rows in front of the swinging gates adjacent to the "Main Door" gate opening in the parking lot/playground. Once the gates are opened, form one line to create a backwards C in the playground closest to the building (security or another staff member will guide you). Then keep making straight lines from west to east, 5-cars deep until you are directed to start a single file line from the exit gate to the solid line that meets the double line. From that point on, alternate left to right to create two lines of cars to the left of the double white line. Students will be dismissed beginning at 2:55p.m. Students will be loaded row by row. Please be patient and do not pass a cars in line.

Walkers:

- If you are picking your child up and **walking them home**, please meet them at Door 2 (the doors facing Anthony.) We will dismiss students at 2:55p.m. Walkers will not be released from any other door.
- If your child is **walking to a day-care** provider or after school program, please communicate that to Ms. Carr and we will ensure their safe crossing with the crossing guard or a staff member.

Bus Riders:

- If going home by **bus**, one or two adults will escort students in an orderly fashion to the bus they are to ride. Be patient the first week as new students and locations are being learned... expect late buses. We will stay at school until we are sure every child is delivered that first week. Kindergartners will be given an older, responsible bus buddy to ensure they get to the right bus along with the adult.

ALL STUDENTS MUST BE PICKED-UP FROM Irwin by 3:15pm.
Supervision is not available after 3:15pm.

Attendance Procedures

1. If your child needs to be absent from school, please notify the school by phone (467-5310) before 8:20 a.m. on the day of the absence. Give your child's name, his or her teacher's name, and the reason for the absence.
2. Parents or guardians of absent students who do not call will be contacted by phone beginning at 8:30 a.m. **It is very important that we have correct phone numbers on file! Contact the school regarding any changes in home, work, or emergency contact numbers.**
3. Please send a written explanation for the child's absence to your child's teacher upon his/her return to school. In cases of extended or frequent absences, the school must have a note from a doctor. **If a phone call or note is not received, the absence will be considered unexcused.**

Dismissal During the School Day

Mrs. Romines and Mrs. Kinniry are looking forward to serving families and getting to know all of the students. Keeping students safe is a high priority. To ensure students are safe, all adults will be verified on the green student pick-up designation card. Photo identification will be required before releasing students.

If a student leaves early for a reason other than a medical appointment, documented by a note from the doctor/dentist, the absence will count as an unexcused early dismissal.

Children will be dismissed only from the school office. The person picking up the child will be asked to sign the child out of school. It is important that we be notified of your child's special appointments in writing. If appointments are made after a child is in school, please notify the office by phone as early as possible.

Visitors at Irwin

For the safety of our staff and students, we ask that all visitors report to the office and receive a visitor's pass. **A driver's license or state-issued ID will be required for all visitors when registering.**

Weather Related School Closings

During the school year, severe weather may necessitate the closing of school. Please listen to local radio and television stations, or check the FWCS website or FaceBook page, regarding information about school closings or early dismissals. Any information concerning these situations is always announced as *Fort Wayne Community Schools*.