


## Irving Elementary

Start Time **7:50am**; Dismissal **3:00pm**  
 500 West Clinton Avenue || 515-961-9560 || <http://www.indianola.k12.ia.us>



Please report all student absences, including the reason for the absence, by 8:00am. If emailing, email both your child's teacher **AND** the Irving Secretary. Thank you!

**New Irving Secretary:**  
 515-961-9560  
[joanne.thessen@indianola.k12.ia.us](mailto:joanne.thessen@indianola.k12.ia.us)

As a courtesy, please call or email any changes to your child's pick-up arrangements for that day by 12:30pm unless you have an emergency.

Click on the link below to go directly to that section:  
[Menus](#) [Irving Events](#) [Building Notes](#) [Health Office](#) [Transportation](#) [PTO](#) [District/Community Events](#)

Indianola Schools offer lunch and breakfast each day. [Irving Menus](#)  
 Breakfast starts at 7:15am. Students eating breakfast can enter through Entrance 3 on the west side until 7:50am.  
 After 7:50am, all students must enter through the main entrance.



The following options are offered daily:

- Breakfast: Assorted Fruit Juice, Cereals, and String Cheese
- Lunch: Yogurt, Cheese Stick, Goldfish, and Granola
- 1% White Milk, Chocolate Milk, and Water

Monday, 7/25	Tuesday, 7/26	Wednesday, 7/27	Thursday, 7/28	Friday, 7/29
Day 4	Day 5	Day 6	Day 1	Day 2
**Menus are subject to change without notice**				
Breakfast	Breakfast	Breakfast	Breakfast	Breakfast
Fudge Pop Tart Pears	Breakfast Combo Raisins	Choc Chip Muffin Mixed Fruit	Cinnamon Roll Cherries, Dried	Strawberry/Cream Cheese Bagel Bites
Lunch	Lunch	Lunch	Lunch	Lunch
Popcorn Chicken Mashed Potatoes Gravy Bananas Carrots/Ranch Dip	Soft Pretzel Cheese Sauce French Fries Pears Carrots/Hummus Cup	Orange Chicken Brown Rice Broccoli, cooked Mixed Fruit Carrots/Ranch Dip	Pizza (Build Your Own) Carrots/Celery Sticks Hummus Cup Purple & Gold Butter Spiced Apple Slices	French Bread Pizza Green Beans Cucumbers Peaches Marinara/Ranch

If you need assistance, the free and reduced application is available here: [Free and Reduced Meal Application Information](#). Indianola Schools is an equal opportunity provider.

**fyi,** Irving Events [2022-23-Year-Round-Calendar](#)

**\*\*\*Every Wednesday.....Early Dismissal (2:00 for bus riders/2:05 for pick up/walkers.)\*\*\***

July 25.....	PTO Meeting 7:00pm (In person at Irving Library & on Zoom)
August 8.....	PTO Meeting 7:00pm (In person at Irving Library & on Zoom)
August 19.....	No School for Students/Teacher Professional Development Day
August 22.....	No School for Students
September 1.....	Fall Picture Day
September 5.....	No School - Labor Day
September 12.....	PTO Meeting 7:00pm (In person at Irving Library & on Zoom)
September 16.....	End of 1st Quarter

**-- Building Notes --**

**The bell rings at 7:50am. Your child will be counted absent starting at 7:55am either as excused or unexcused (no note/call/email from a parent/guardian or for simply being late).**

**Student Drop-off and Pick-up Information**

Dear Families:

Our student drop-off/pick-up procedures are designed to maintain a safe and orderly arrival and dismissal for you, our students, and our staff. The following guidelines provide a general awareness to all involved as well as provide information that will help expedite the process.

**Safety Rules**

- Vehicles MAY NOT BE LEFT UNATTENDED in the “car rider lane” on Clinton Street from 7:30-8:20 AM and 2:40-3:25 PM. If you must leave your vehicle, please use an official parking space.
- Listen to school personnel for directions.
- Always be on the lookout for others.
- There will be one lane for pick-up/drop-off on Clinton Avenue. No double and triple parking.
- Students will not be allowed to go in-between cars to get to their own vehicle for drop off/pick-up.
- Students will not be allowed to load and unload in the intersection of Clinton and D Street or Detroit and D Street.
- Parents should not park behind the parked cars along the fence to the playground or on D Street to load or unload their student(s).

**Student Arrival Directions**

- Parents will not be able to enter the building at this time.
- All students must be supervised. Irving Elementary will provide supervision beginning at 7:30am.
- On Clinton Street, please pull all the way to the west end of the car rider lane and unload close to the ramp.
- Please have your student prepared to exit the vehicle at the appropriate time to keep traffic flowing.
- Students may not be dropped off from the street on Detroit or D Street. Please utilize the Simpson parking lots on the north side of Irving and have the students cross at the crosswalk.
- Students MUST be IN CLASS at 7:50am. They are tardy starting at 7:55am.

**Student Dismissal Directions**

- Dismissal for the bus begins at 3:00. Only bus students may be dismissed at this time.
- If you need to pick your child up early, you will need to park in an official parking place, come into the main office and sign your child out.
- Dismissal for car riders and walkers begins at 3:05.
- Dismissal areas-
  - North Door - 1st, 3rd and 5th grades
  - Southwest Door- Kindergarten, 2nd and 4th grades
  - Families with children in multiple grade levels may decide on one designated pick-up area. Please notify the classroom teachers of your decision.
- Please pull all the way up to the ramp area to allow us to load the maximum number of cars at one time. (All students will come from the ramp area on the west end of the building.)
- With proper flow, approximately 4-5 cars can pick up at one time, leave and then allow 4-5 more cars to pick up near the ramp.
- Teachers will be there to assist students to get to their car. PLEASE DO NOT LEAVE YOUR CAR UNATTENDED IN THE PICK-UP LANE.

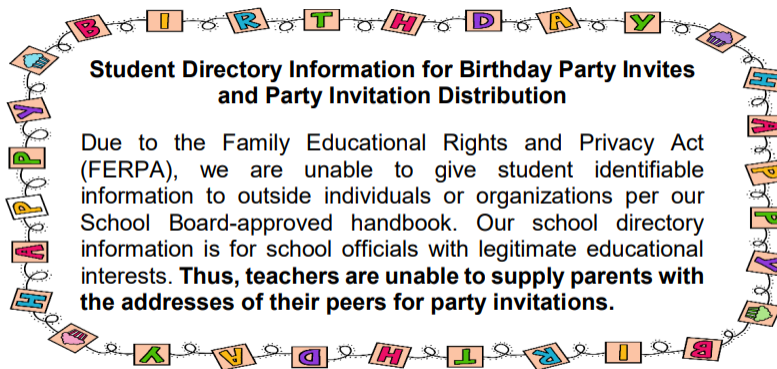
**Other Available Options**

- There are two Simpson parking lots to the north of the building where you can plan to meet your child after school.
- Parking is also available on one of the side streets in the area. You may park and walk to meet your child at school.
- If your child qualifies for transportation services, they may utilize the District's busing.
- The Simpson parking lot on the south side of Clinton IS NOT available for parents to utilize before and after school for parking.

We ask for your focus and patience as all parents and students learn the new procedures. Please remember that traffic is always heavier at the start of the school year, so plan your time accordingly. The Indianola Police Department will be prominent during the first week and a half of school to help maintain procedures and traffic flow.

Derek Morris, Principal

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**Student Directory Information for Birthday Party Invites and Party Invitation Distribution**

Due to the Family Educational Rights and Privacy Act (FERPA), we are unable to give student identifiable information to outside individuals or organizations per our School Board-approved handbook. Our school directory information is for school officials with legitimate educational interests. **Thus, teachers are unable to supply parents with the addresses of their peers for party invitations.**



**Kindergarten:** Please make sure to submit your dental and vision screenings as soon as possible. We will complete screenings on all students who have not turned in an updated form. Let us know if you do not want us to perform these required screenings.

**Third grade:** Please make sure to submit a recent vision screening form to the health office. These screenings will be completed by the health office if you do not submit an updated form. Let us know if you do not want us to perform these required screenings.

**All grades:** Please make sure your student is up to date on all immunizations. You will be contacted in the upcoming weeks if we find your student is missing any required immunizations.



### Notes from the Transportation Department - 515-961-9592

All bus students are expected to wear their seat belt during their bus route. If your child is having trouble with the seat belt, please ask the bus driver for help.

The middle school is a transfer point only for before and after school. Parents should be dropping off and picking up their children at their attendance center if they have plans other than their typical bussing needs.

According to the Student Transportation Handbook (found on the Indianola website): ' . . . Elementary parents cannot pick up or drop off elementary students at the Middle School for transportation.'

#### **Need a Bus Pass for your child to ride home with another student or on a different bus?**

Bus Passes must be approved at least three (3) days in advance by the Transportation Department. Please contact the Transportation Department at 515-961-9592.



## -- PTO Information --

### Irving PTO - Things to Know:

**Indianola Hy-Vee:** Save receipts from the Indianola Hy-Vee store and gas station. Hy-Vee makes a donation to the PTO after we collect a certain dollar amount in receipts. Send receipts in a marked envelope with your child to school, turn them in to the office, or bring them to a PTO meeting. Indianola Hy-Vee location only.

**AmazonSmile:** Choose "Irving Parent Teacher Organization (Indianola, IA)" as your charity.

**Box Tops for Education:** Download the Box Tops app, choose "Irving Elementary School (Indianola, IA)" and scan receipts to earn money for our school. Receipts must be scanned within **14 days** of purchase.

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## -- District/Community Events--

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You can search/subscribe to upcoming events in the District's Digital Backpack:  
[www.indianola.k12.ia.us/digital-backpack](http://www.indianola.k12.ia.us/digital-backpack)

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### NOTICE OF NONDISCRIMINATION

It is the policy of the Indianola Community School District not to discriminate on the basis of race, color, national origin, sex, disability, religion, creed, age (for employment), marital status (for programs), sexual orientation, gender identity and socioeconomic status (for programs) in its educational programs and its employment practices. There is a grievance procedure for processing complaints of discrimination. If you have questions or a grievance related to this policy please contact Special Programs Coordinator, 1301 East 2nd Avenue, Indianola, Iowa 50125, 515-961-9500.  
spcoordinator@indianola.k12.ia.us.

.....Code No. 102.E3

It is the policy of the Indianola Community School District not to discriminate on the basis of race, color, national origin, sex, disability, religion, creed, age (for employment), marital status (for programs), sexual orientation, gender identity and socioeconomic status (for programs) in its educational programs and its employment practices. There is a grievance procedure for processing complaints of discrimination. If you have questions or a grievance related to this policy please contact Director of Human Resources, 1301 East 2nd Avenue, Indianola, Iowa 50125, 515-961-9500,  
hrdirector@indianola.k12.ia.us.

.....Code No. 102.E2

504 Coordinator  
Specials Programs Coordinator  
Sarah Baker  
1301 East Second Avenue  
Indianola, IA 50125  
515-961-9500 ext. 3114

Title XI  
HR Director  
Mimi Kelly-Meyer  
1301 East Second Avenue  
Indianola, IA 50125  
515-961-9500 ext.1502

who has been designated by the school district to coordinate the school district's efforts to comply with the regulations implementing Title VI, Title VII, Title IX, the ADA, § 504 and Iowa Code 280.3 (2007).