





Irving Elementary School
Indianola Community School District

Mon. Jan. 1	Tues. Jan. 2	Wed. Jan. 3	Thurs. Jan. 4	Fri. Jan. 5	Mon. Jan. 8	Tues. Jan. 9	Wed. Jan. 10	Thurs. Jan. 11	Fri. Jan. 12
		Day #3	Day #4	Day #5	Day #6	Day #1	Day #2	Day #3	Day #4
<i>January Menus coming soon</i>									

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- Jan. 3 Day #3 “If you model honesty, there may be others who will follow your lead.”
2:00PM Dismissal
- Jan. 4 Day #4 “When others see you as honest, they respect you more as a person.”
- Jan. 5 Day #5 “Being truthful builds your own self-respect.”

- Jan. 8 Day #6 “Honest actions yield a good reputation.”
PTO Meeting 7:00 – 8:00 – Irving Media Center
- Jan. 9 Day #1 “Respect for yourself can only come with complete truthfulness.”
5TH GRADE ENSEMBLE CONCERT
- Jan. 10 Day #2 “Being truthful takes courage.”
2:00PM Dismissal
- Jan. 11 Day #3 “Being truthful often means admitting your own mistakes, which takes courage.”
- Jan. 12 Day #4 “When you choose to cheat, you are not practicing good character.”

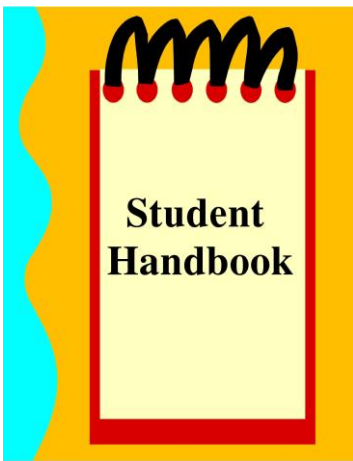


Jan. 15 – Teacher Workday – No School
Feb. 13, 15 – Parent Teacher Conferences
Feb. 15 – 16 – No School
Feb. 26 – Mar. 9 – Spring Intersession
Mar. 12 – 16 – Spring Break

The School Day

Instruction for grades K- 5 will occur from 8:10 – 3:00
The tardy bell will ring at 8:10am.





Have questions about other Elementary School Policies, check the Handbook for Students and Parents sent home with your child at the beginning of the school year. Extra copies available in the office!

Absence from School

If your child needs to be absent or late to school for any reason, please notify the school office by calling between 8:00-8:30. If you do not have a telephone, please send a note with another student. If you do not notify the school, you will be notified of your child's absence. This policy has been established for your child's safety. If you know your child will be gone for more than 2 days, you may notify the office the first day and then it would not

be necessary for you to call daily.

There are limitations to students being excused from classes. Without exception, no student will be excused unless a telephone call is received or a note signed by the parent or guardian is presented to the teacher or principal.

Reference: School Board Policies 501.9, 501.10

Attendance

The following procedures will be in effect as to when a child may be counted absent due to reasons such as dental appointments, excused to accompany parents out of town, funerals, etc.

Students will be counted tardy, but not absent, if they arrive by 10:15am, providing an excuse accompanies them explaining the delay in arrival. Students will be counted for a half-day absence if they arrive after 10:15am or leave before 1:30pm.

Reference: School Board Policy 501.3

The School Day

Instruction for grades K- 5 will occur from:

Irving Elementary 8:10 – 3:00 ***The tardy bell will ring at 8:10am.***

Emergency Information

If your child is ill or has an accident at school, you will be notified immediately. It is important that the emergency information be kept up to date. Parents should notify the school of any change in emergency information. No child is ever sent home until prior arrangements have been made.

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. 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.

We also ask that party invitations not be distributed at school as it can cause hurt feelings for those not invited and disrupts the learning environment.

The Irving Teachers and I greatly appreciate your understanding and support.

Amy Jo Naughton



Irving Strong Squad

Monthly Contest

We're placing your PTO dollars right back into your child's classroom on a monthly basis!

The purpose of this monthly contest is to encourage active participation among teachers and parents at monthly PTO meetings and PTO events all while benefiting our Irving Classrooms.



Irving PTO will make a \$50.00 donation to the classroom that gets the most points by the end of each monthly PTO meeting. A \$25.00 Donation will be made to the 2nd place classroom.

Note: If a classroom wins 2 consecutive months in a row, the 2nd month's monetary winnings will be gifted to a Special Classroom of the winning teacher's choice.



Monthly Contest Dates (8 total contests):

August 8th - September 11 th	January 9th - February 12th
September 12th - October 16 th	February 13th - March 26th
October 17th - November 13 th	March 27th - April 23rd
November 14th - January 8 th	April 24th - May 14th

Teachers Can Earn Points:

Attend a PTO meeting – 30 pts. Attend a PTO event – 30 pts.
Work a PTO event – 30 pts.
Hy-Vee Receipts – 30 pts./monthly deposit
Box Tops – 30 pts./monthly deposit

Parents/Guardians Can Earn Points:

Attend a PTO meeting – 15 pts. Work a PTO event – 10 pts./half hour worked.
Attend a PTO event – 5 pts. Serve in your kid's classroom – 10 pts./half hour served.
Hy-Vee Receipts – 15 pts./monthly deposit Box Tops – 15 pts./monthly deposit

Reporting of Points:

1. All points must be turned in at the monthly PTO meeting.
2. If you are unable to attend the monthly PTO meeting no points will be awarded.
3. An exception will be given to each parent and teacher in the 1st Semester and the 2nd Semester of the school year (2 exceptions total per person). You can use this exception by emailing your total points earned during a given month to: IrvingStrongPTO@gmail.com The exception email must be received on the day prior to a monthly PTO meeting with your name, classroom name and total points received listed on the email.

Student Drop-Off/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 7:40-8:20am and 2:40-3:25pm. 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.
- Cross only at the cross walk if you are bringing your child into the building.
- 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 in order to load or unload their student(s).



In Advance of using the Clinton Street Car Rider Lane:

- Obtain your Irving Car Rider Sign to display in the windshield of your car each time you pick up your child. The Car Rider Sign may be picked up in the office.
 - What is a Car Rider Sign?
 - The Car Rider Sign will be a sheet of yellow cardstock that is folded in half with the family’s last name on it as well as grade level(s) of student(s). The family can place it on their dash or rubber band it to their visor.

Naughton
2nd, 3rd

Student Arrival Directions:

- All students must be supervised. **Irving Elementary will provide supervision beginning at 7:50 AM.**
- 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 in order 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 cross walk.
- We encourage students to be IN CLASS at 8:00 AM. They are tardy at 8:10 AM.

Student Dismissal Directions:

- Dismissal for 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 Grade, 3rd grade & 5th grade
 - West Door—Kindergarten, 2nd grade & 4th grade
 - Families with children in multiple grade levels may decide on one designated pick-up area. Please notify the classroom teachers of your decision.

- For pick up on Clinton Street you are encouraged to have a Car Rider Sign displayed. The sign will assist us in expediting the process.
- 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.

Other available options

- There are two Simpson parking lots to the north of the building where you can make a 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 in order to help maintain procedures and traffic flow.

Amy Jo Naughton
Principal – Irving Elementary



NOTICE OF NONDISCRIMINATION

Students, parents, employees and others doing business with or performing services for the Indianola Community School District are hereby notified that this school district does not discriminate on the basis of race, color, age (except students), religion, national origin, sex, marital status, sexual orientation, gender identity or disability in admission or access to, or treatment in, its programs and activities.

The school district does not discriminate on the basis of race, color, age (except students), religion, national origin, sex, sexual orientation, gender identity or disability in admission or access to, or treatment in, its hiring and employment practices. Any person having inquiries concerning the school district's compliance with the regulations implementing Title VI, Title VII, Title IX, the Americans with Disabilities Act (ADA), § 504 or Iowa Code § 280.3 is directed to contact:

504 Coordinator
Indianola Community School District
1304 East 2nd Avenue
Indianola, IA 50125
515 961-9500

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).