


## Irving Elementary

Start Time **7:50 AM**; Dismissal **1:35 PM** || 500 West Clinton Avenue || 515.961.9560 || <http://www.indianola.k12.ia.us>

### Highlights

- [Lunch Menu](#)
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- [Remote Learners Schedule](#)
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Please include your student's reason for an absence when calling or emailing the office. It's more important than ever that we know the symptoms your student is experiencing so our nurse can monitor illnesses.

I also need the absence reason so I can correctly enter an attendance code.

--Thank You!

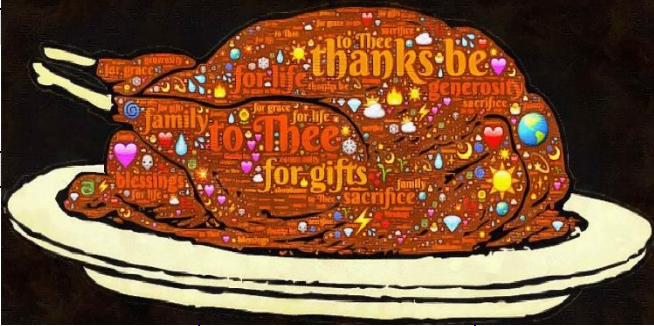


*FREE LUNCH ANY ONE?*

The USDA recently extended the Summer Food Program guidelines for emergency COVID meals for all school-aged children. Breakfast and lunch meals will be **FREE TO ALL** students beginning **September 14, 2020, through the end of the school year, or until funds run out.**

School meals are available to all remote learners. Follow this link for more info: [School Meals for Indianola CSD Remote Learners](#)

Monday November 23	Tuesday November 24	Wednesday November 25	Thursday November 26	Friday November 27
Day 6	Day 1			
<b>Breakfast:</b> Pancake on a Stick Cherry Craisins	<b>Breakfast:</b> Donut with Vanilla Frosting Peaches			
<b>Lunch:</b> Walking Taco Lettuce and Tomato Banana	<b>Lunch:</b> Soft Pretzel with Cheddar Cheese Sauce Steamed Broccoli			



1% white milk, chocolate milk and water are always offered with lunches.

Indianola Schools offers lunch and breakfast each day. Menus are available here: [Menus](#).

If you need assistance, the free and reduced meal application is available here: [Free-and-Reduced-Meal-Application-Information](#). Indianola Schools is an equal opportunity provider. || \*\*\* Menus are subject to change without notice. \*\*\*

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## **fyi,** Irving Events

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**November 24** ..... **Student Dismissal at 1:30**  
**November 25** ..... **No School**  
November 26 ..... Thanksgiving  
**November 27** ..... **No School**  
December 18 ..... End of 2<sup>nd</sup> Quarter/1<sup>st</sup> Semester  
..... 1:30 Dismissal for Students  
December 21-  
January 5 ..... Winter Break  
January 6 ..... Beginning of 2<sup>nd</sup> Semester

\_\_\_\_\_ **We need your help to make the** \_\_\_\_\_  
**2020-2021 Irving yearbook great!**

Please email any school related pictures to [irvingelementaryyearbook@gmail.com](mailto:irvingelementaryyearbook@gmail.com). We would love pictures from the first day of school, International Dot Day or students wearing their Irving gear! Pictures will be collected all year.

\_\_\_\_\_ **Irving eBook Fair Coming Soon!** \_\_\_\_\_  
**November 16-November 29**

Irving Elementary Library will be hosting a Book eFair this year. A Book eFair is an online book fair. We will have access to hundreds of books to purchase for our home libraries. These are not eBooks. These are real books that your kids love to read. The books will be delivered to the school once the Book eFair is over. More information will be coming soon.

Happy Reading!

Mrs. Burris and Mrs. Beck

Irving Elementary Remote Learning Schedule						
2:30-2:50						
	Day 1	Day 2	Day 3	Day 4	Day 5	Day 6
Kindergarten	Guidance	Art	Music	Reading Support		
1st Grade	Reading Support	Guidance	Art	Music		
2nd Grade		Reading Support	Reading Support	Art	Music	Guidance
3rd Grade			Guidance	Library Skills	Art	Music
4th Grade	Music			Guidance	Library Skills	Art
5th Grade	Art	Music			Guidance	Library Skills
<b>20 Minute Specials Class to include Guidance, Library, Music, PE, Art.</b>						

Student learning task help: [ICSD Student and Parent App Tutorials](#)

### Automated PowerSchool Emails

There are two locations for managing subscriptions of different types; please look at both sets of directions linked below:

- [Managing Grades & Attendance Summary, Assignment Scores, & Balance Alert Notifications](https://bit.ly/3nmWY2p) (<https://bit.ly/3nmWY2p> OR <https://tinyurl.com/PSEmails1>)
- [Managing PowerSchool Class Pages \(PowerSchool Learning\) Email Digests & Notifications](https://bit.ly/3npErIY) (<https://bit.ly/3npErIY> OR <https://tinyurl.com/PSEmails2>)

Please note, these directions do not allow parents to unsubscribe from all district emails; only the automated PowerSchool emails.

Ray Coffey || Director of Technology || Office: (515) 961-9500 x1512

**The bell rings at 7:50 AM.** Your child will be counted tardy starting at **7:51** either as **excused:**

- illness,
- family emergencies,
- recognized religious observances,
- to accompany parents out of town, to attend funerals, etc.;
- appointments that cannot be scheduled outside the school day,
- school-sponsored or approved activities;

**or unexcused with no note from the parent or for simply being late.** Unexcused absences also include, but are not limited to:

- shopping,
- hunting,
- concerts,
- preparation/participation in parties/celebrations,
- and employment.

Truancy will not be tolerated by the board..... Ref.: **School Board Policies 501.3, 501.9, 501.10**

***PLEASE let me know the reason for your child's absence. This information is needed in order to record attendance.***

***You are now able to view absences and tardies by accessing your PowerSchool portal account.***

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

#### **Entering and Exiting the Building:**

Students will enter the building by grade level and at staggered times.

- **Kindergarten, 2<sup>nd</sup> and 4<sup>th</sup> grades** will enter/exit through the **southwest doors**.
- **1<sup>st</sup> grade** will enter/exit through the **main entrance**.
- **3<sup>rd</sup> and 5<sup>th</sup> grades** will enter/exit through the **north door**.

## Building Notes



Parents/Guardians of bus riders,  
a face mask is REQUIRED to ride the bus.



Notes from the Transportation Department:

**No bus passes will be issued starting this school year** due to buses being at full capacity and each student has an assigned seat; for example, no passes for birthday parties, going home with friends, etc.

The **only exception** would be if a student is from a split family and must ride to the other parent's address.

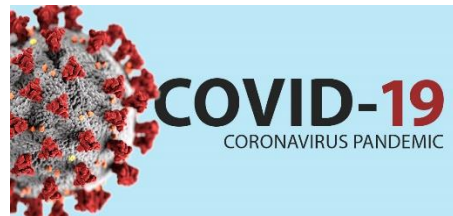
The middle school is a transfer point **only** for before and after school. Parents should be dropping off and picking up their children at their attendance center if they have plans other than their typical bussing needs.

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.*'



Please have your child look on our **lost and found table** for items that may belong to your family. **All items will be donated if not claimed.**

Please put your child's name on the labels of coats, sweatshirts, lunch boxes, etc., so we can return the lost items—even if you only put the first name.



Please review the District's [Return to Learn Plan](#) for information regarding procedures we will follow.

- COVID-19 Exposure Response
- Absences
- Communication and Teaching
- Health and Safety—see Irving Building's Specific Health & Safety.

### Note from the Nurse:

- The masks should be cleaned daily.
- Water bottles should go home daily or at least at the end of the week.

Derek Morris, Principal

## Recess and lunch time reminders:

### AM Recess

K	9:30-9:45
1 <sup>st</sup> /2 <sup>nd</sup>	9:45-10:00

Lunch	Time	Recess
K	11:00-11:15	11:15-11:45
1 <sup>st</sup>	11:15-11:30	11:30-12:00
2 <sup>nd</sup>	11:30-11:45	11:45-12:15
3 <sup>rd</sup>	11:45-12:00	12:00-12:30
4 <sup>th</sup>	12:00-12:15	12:15-12:45
5 <sup>th</sup>	12:15-12:30	12:30-1:00

### Guidelines for Indoor Recess:

If the temperature and/or feels-like temperature is 10° or less, students stay inside for recess.

Students will also come into the building starting at 7:30 in the morning.



### Cell Phones/Electronic Communication Devices

Students may possess a cellular telephone or other electronic communication devices (ECD) in school and at school related functions provided that **during school hours and on school vehicles the cell phone or ECD is powered off, concealed and not in use.** Students are prohibited from using a cell phone or having it powered on during the school day.

## 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 7:30-8:20 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.

Derek Morris, Principal

- 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 7:30 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 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.
- **We encourage students to be IN CLASS at 7:50 AM. They are tardy at 7:51 AM.**

#### Student Dismissal Directions (UNTIL FURTHER NOTICE)

- Dismissal for bus begins at 1:30. **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 1:35.**
- **Dismissal areas-**
  - North Door—**3<sup>rd</sup> and 5<sup>th</sup> grades**
  - Main Entrance—**1<sup>st</sup> grade**
  - Southwest Door—**Kindergarten, 2<sup>nd</sup> and 4<sup>th</sup> 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.
- The Simpson parking lot on the south side of Clinton **IS NOT** available for parents to utilize before and after school for parking.
- 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.

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.

--Mr. Morris

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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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### Indianola Mat Tribe Begins November 19

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Any 6th graders (boys and girls) interested in joining the Indianola Mat Tribe, please visit [Indianolawrestling.com](http://Indianolawrestling.com) for sign-ups and details regarding this season!

If you have any questions please see Mr. Manny or send him an email ([clint.manny@indianola.k12.ia.us](mailto:clint.manny@indianola.k12.ia.us)).

#### **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.

#### **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 2<sup>nd</sup> Avenue, Indianola, Iowa 50125, 515-961-9500.

..... Code No. 102.E3



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..... **Code No. 102.E2**

504 Coordinator  
Special Programs Coordinator Sarah Baker  
1301 East 2<sup>nd</sup> Avenue  
Indianola, IA 50125  
(515)961-9500; Ext. 3114

Title IX  
HR Director Mimi Kelly  
1301 East 2<sup>nd</sup> 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).