

Irving Elementary

Start Time **7:50 AM**; Dismissal **3:00 PM**
 500 West Clinton Avenue || 515.961.9560 || <http://www.indianola.k12.ia.us>

Highlights

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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 January 25 | Tuesday January 26 | Wednesday January 27 | Thursday January 28 | Friday January 29 |
|---------------------------------------|---|--|------------------------------------|---|
| Day 5 | Day 6 | Day 1 | Day 2 | Day 3 |
| Breakfast | Breakfast | Breakfast | Breakfast | Breakfast |
| Pancake on a Stick Cherry Craisins | Donut with Vanilla Frosting Peaches | Chocolate Muffin Mixed Fruit | Breakfast Pizza Pears | Waffle Mini Blueberry Bash Applesauce |
| Lunch | Lunch | Lunch | Lunch | Lunch |
| Hot Dog Baked Beans Pears | French Toast Sticks Trix Yogurt Hash Brown Rounds Applesauce | Popcorn Chicken Dinner Roll Cooked Carrots Frozen Mixed Berries | Cheese Quesadilla Corn Pears | Breaded Mozzarella Sticks Marinara Sauce Green Beans Strawberries |

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. ***

fyi, Irving Events

January 27 Early Dismissal (1:30 PM)
February 3 Early Dismissal (1:30 PM)
February 10 Early Dismissal (1:30 PM)
February 12 No School (Work Day for staff)
February 16-18 Virtual Parent-Teacher Conferences
February 17 Early Dismissal (1:30 PM)
February 18 No School for Students
February 19 No School for Students
February 24 Early Dismissal (1:30 PM)

5th Grade Band and Orchestra Concert

We have decided to hold our first 5th grade band and orchestra concert via Zoom this year on **Thursday, February 4th**. Each school will be at a different time. I'll include the links at the bottom of this email. Please feel free to share these links with grandparents or any other family or friends who would like to attend. We will record the band and orchestra students during their ensemble time on their normal band day and then we will create a virtual concert for you all to watch together at home via Zoom at your school's designated time.

We would also like each student to record themselves on Flip Grid responding to the questions below. We would like this done ASAP!

1. *What is your favorite part of band or orchestra?*
2. *I joined band or orchestra because.....*

Students should go to <https://flipgrid.com/clark0745> and click log in with google. Use their school email address. Click record a response & then click the camera button. They will have to allow permission to use the microphone and camera on the computer. Please record each response in separate videos.

Concert links and times:

• **5:15 - Irving**

Join Zoom Meeting

<https://zoom.us/j/97251057938?pwd=TmJlZ1RTYWF2cTJqbTNwUXBEZ1BlZz09>

Meeting ID: 972 5105 7938

Passcode: MusicRocks

Let's See All Pictures of Our Students Celebrating Winter Break!

Please email any school related pictures to irvingelementaryyearbook@gmail.com. We need your help to make the 2020-2021 Irving yearbook great!

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

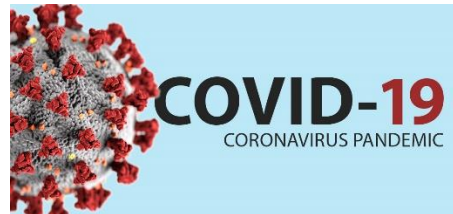
The middle school is a transfer point **only** for before and after school. Parents should be dropping off and picking up their children at their attendance center if they have plans other than their typical bussing needs.

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.*'

**LOST &
FOUND**

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.

Recess and lunch time reminders effective January 20:

AM Recess

| | |
|----------------------------------|------------|
| K | 9:25-9:40 |
| 1 st /2 nd | 9:50-10:05 |

PM Recess

| | |
|----------------------------------|-----------|
| K/1 st | 2:40-2:55 |
| 2 nd /3 rd | 2:00-2:15 |
| 4 th | 2:15-2:30 |

| Lunch | Time | Recess |
|-----------------|-------------|-------------|
| K | 11:00-11:15 | 11:15-11:45 |
| 1 st | 11:15-11:30 | 11:30-12:00 |
| 2 nd | 11:30-11:45 | 11:45-12:15 |
| 3 rd | 11:45-12:00 | 12:00-12:30 |
| 4 th | 12:00-12:15 | 12:15-12:45 |
| 5 th | 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.
- 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 (Effective January 20)

- **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—**3rd and 5th grades**
 - Main Entrance—**1st grade**
 - 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.

Derek Morris, Principal

- 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

District/Community Events



You can search/subscribe to upcoming events in the district's Digital Backpack:
www.indianola.k12.ia.us/digital-backpack

Indianola Mat Tribe Begins November 19

Any 6th graders (boys and girls) interested in joining the Indianola Mat Tribe, please visit 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).

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 2nd Avenue, Indianola, Iowa 50125, 515-961-9500.

.....**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.

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

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

Title IX
 HR Director Mimi Kelly
 1301 East 2nd 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).