

## 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

[Lunch Menu](#)

[Irving Events](#)

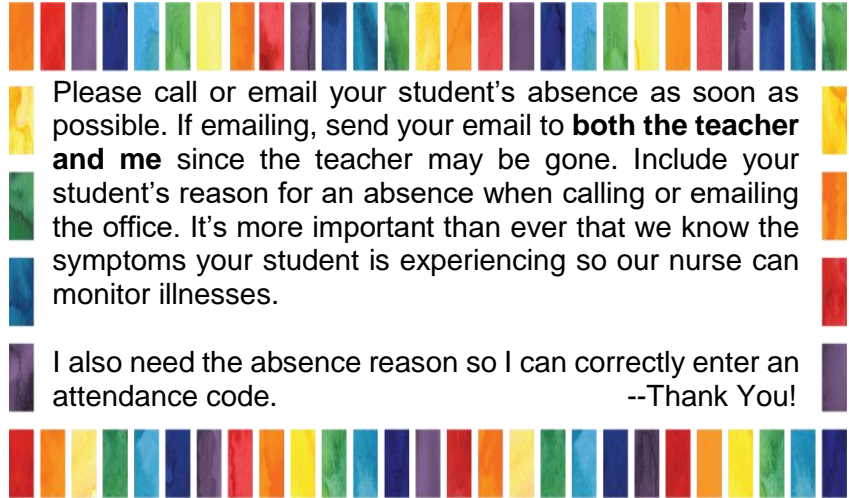
- ✓ Yearbook
- ✓ Box Tops

[District/Community Events](#)

- ✓ Moving? Change of Address Form

[Building Notes](#)

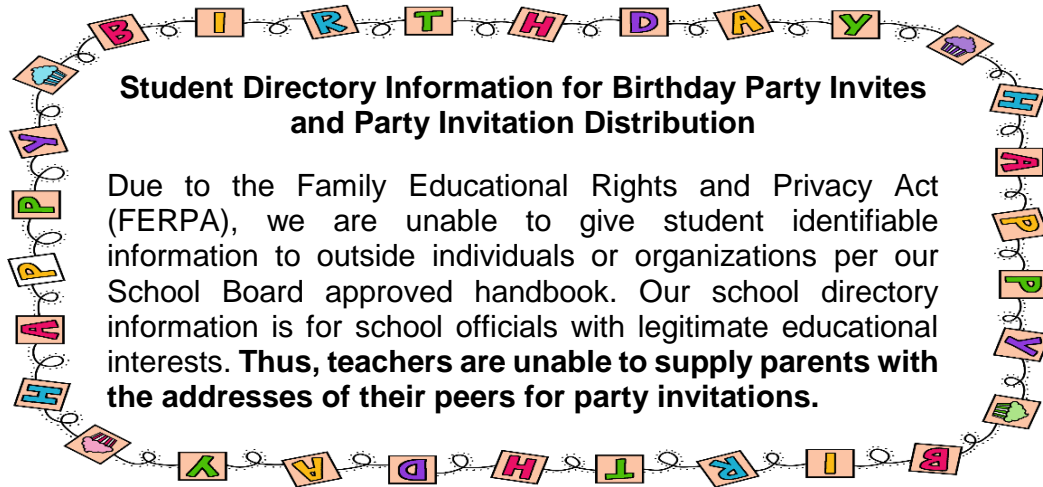
- ✓ New Bus Pass Procedure



Please call or email your student's absence as soon as possible. If emailing, send your email to **both the teacher and me** since the teacher may be gone. 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!



**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.**

### At Irving We Are...

- S** Safe
- T** Trustworthy
- R** Respectful & Responsible
- O** On Time & On Task
- N** Neighborly
- G** Growing

Irving Strong On time/On Task

We will be focusing on our guideline for success - On Time/On Task for the month of January.

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

The following options are offered daily:

- Breakfast: Assorted Cereals and Mozzarella Stick
- Lunch: Yogurt, Cheese Stick, Goldfish and Granola

| Monday<br>January 31   | Tuesday<br>February 1                          | Wednesday<br>February 2                                 | Thursday<br>February 3   | Friday<br>February 4  |
|--|--|---|--|---|
| Day 1  | Day 2  | Day 3   | Day 4  | Day 5   |
| *** Menus are subject to change without notice. ***                          |  |   |  |   |
| Breakfast  | Breakfast                                      | Breakfast   | Breakfast  | Breakfast   |
| Mozzarella Cheese Stick<br>Fruit   | Apple Churro<br>Raisins                        | Chocolate Muffin<br>Fruit                               | Cinnamon Roll<br>Fruit   | Pop Tart<br>Fruit   |
| Lunch  | Lunch  | Lunch   | Lunch  | Lunch   |
| Chicken Patty w/Bun<br>Cheesy Potatoes<br>Fruit<br>Fresh Carrots<br>Cucumber | Frito Pie<br>Refried Beans<br>Fruit<br>Lettuce | Turkey & Swiss<br>Sandwich<br>Hummus<br>Fruit<br>Celery | Pancake<br>Little Smokies<br>Hash Brown Rounds<br>Fruit<br>Fresh Carrots | Stuffed Breadstick<br>with Cheese<br>Marinara Cup<br>Steamed Broccoli<br>Fruit<br>Cauliflower |

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

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. \*\*\*

*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 **until funds run out**.



Not receiving text messages from the Indianola Community School District? You can opt-in by texting YES to 87569. (Standard message and data rates apply.) **If you still**

aren't receiving ICSD text messages, please contact your building secretary to confirm we have the correct contact information on file.

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## **fyi,** Irving Events

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Link to the Year-Round Calendar: [2021-22 Year-Round Calendar](#)

Newly added to the district website: [2022-23 Year-Round Calendar](#)

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

February 3 ..... Art Fair, Book Fair, Cookies and Cocoa (see info below)  
 February 7 ..... PTO Meeting, 7 p.m. (in-person at Irving library and on Zoom)  
 February 15, 16, 17..... Parent/Teacher Conferences  
 February 18 ..... **No School** for Students  
 March 7..... PTO Meeting, 7 p.m. (in-person at Irving library and on Zoom)  
 March 11-18..... Spring Break  
 March 21-25..... Intersession (Details will be forthcoming)  
 April 4 ..... PTO Meeting, 7 p.m. (in-person at Irving library and on Zoom)  
 May 2..... PTO Meeting, 7 p.m. (in-person at Irving library and on Zoom)



**IRVING STRONG SHIRT DAYS**

**FIRST FRIDAY OF THE MONTH**

Show your school pride by wearing an Irving Strong shirt or purple and gold.

**WE ARE IRVING STRONG!**

February 4    March 4    April 1    May 6

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## Cookies and Cocoa

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This year we have combined our cookies and cocoa sale with the Art Show and Book Fair! Please consider pre-ordering from the flyer that was sent home last week, or from our square app link: [Cookies and Cocoa](#) . If you don't preorder you are still welcome to attend and we will have cookies and cocoa available for purchase the day of the event (Thursday, Feb 3, from 4-7 PM)

Thanks,  
Irving PTO Board

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## Book Fair

### In-School Irving Scholastic Book Fair

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Student Previews: Feb. 1 - Feb. 3

**Family Shopping Night: Feb. 3 3:00 PM – 6:00 PM**  
(along with the Art Show and Cookies and Cocoa)

Student Shopping by Classroom: Feb. 4, 7, 8, & 9  
(more information to come home soon)

Online Shopping: Feb. 1 - Feb. 14: <https://www.scholastic.com/bf/irvingelementaryschool23>

Mrs. Burris and Mrs. Beck

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## Art Fair

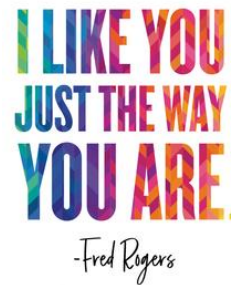
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Who: Your Artists

What: Mr. Rogers Art Show!!!

When: February 3, 2022, 4:00-7:00 PM

Where: Irving 4th & 5th Grade Hallway



We need your help to make the 2021-2022 Irving yearbook great!

Please email any school-related pictures to  
[irvingelementaryyearbook@gmail.com](mailto:irvingelementaryyearbook@gmail.com).



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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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## Change of Address

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**Are you moving?** Or have you moved recently? If so, please complete and return the [Change of Address Form](#) with your proof of residence, as outlined below, as soon as possible to Denise Moss, District Enrollment Coordinator. You may drop them off at the District Office, email them to [enrollment@indianola.k12.ia.us](mailto:enrollment@indianola.k12.ia.us), or fax them to 515-961-9505.



A copy of one of the following documents will suffice as proof of residence, as long as it is complete, and lists the custodial parent/guardian's current address:

- Printed Verification Page from the [Warren County Assessor site](#)
- Current Mortgage Statement or Current Property Tax Document
- Lease Agreement with Term Listed, signed by Landlord and Parent/Guardian
- Settlement Statement or Warranty Deed from New Home Closing
- Purchase Contract with Possession/Closing Date, signed by All Parties; or
- Current Utility Bill or Utility Deposit Receipt with Service Address and Service Dates shown.

Please allow **at least three business days** for transportation changes, and contact Denise with any questions.

Thank you!

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## Building Notes

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**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**

***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.

### Student Drop-Off/Pick-Up Information

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 link provides a general awareness to all involved as well as provide information that will help expedite the process: [Student Drop-Off/Pick-Up Information](#)



**Our Lost and Found rack is now in the hallway across from the gym for parents to check out.**

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.

#### Exiting the Building:

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

Families with children in multiple grade levels may decide on one designated pick-up area. Please notify the classroom teachers of your decision.

## Recess and Lunch Time Reminders:

### AM Recess

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

### PM Recess

|                                  |           |
|----------------------------------|-----------|
| 3 <sup>rd</sup> /4 <sup>th</sup> | 2:00-2:15 |
| 1 <sup>st</sup> /2 <sup>nd</sup> | 2:25-2:40 |
| K                                | 2:40-2:55 |

| Lunch           | Time        | Recess      |
|-----------------|-------------|-------------|
| K               | 10:50-11:10 | 11:10-11:35 |
| 1 <sup>st</sup> | 11:05-11:25 | 11:25-11:50 |
| 2 <sup>nd</sup> | 11:20-11:40 | 11:40-12:05 |
| 3 <sup>rd</sup> | 11:35-11:55 | 11:55-12:20 |
| 4 <sup>th</sup> | 11:50-12:10 | 12:10-12:35 |
| 5 <sup>th</sup> | 12:05-12:25 | 12:25-12:55 |

### Guidelines for Indoor Recess:

If the temperature and/or feels-like temperature is 10° or below or 100° and above, 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.

### Notes from the Transportation Department:

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.**’

**\*\*\*NEW\*\*\***. Starting this school year, bus passes will now be approved by the Transportation Department and not your student's school office. The request will need to be submitted **no fewer than 3 business days** before the day of the trip to allow for proper planning. Passes normally will be approved as long as there is room on the bus and the request is submitted on time. To contact Transportation, please call 515-961-9592 or e-mail [ryan.whitesitt@indianola.k12.ia.us](mailto:ryan.whitesitt@indianola.k12.ia.us).



### 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. [spcoordinator@indianola.k12.ia.us](mailto: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 2<sup>nd</sup> Avenue, Indianola, Iowa 50125, 515-961-9500, [hrdirector@indianola.k12.ia.us](mailto:hrdirector@indianola.k12.ia.us).

..... **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-Meyer  
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).