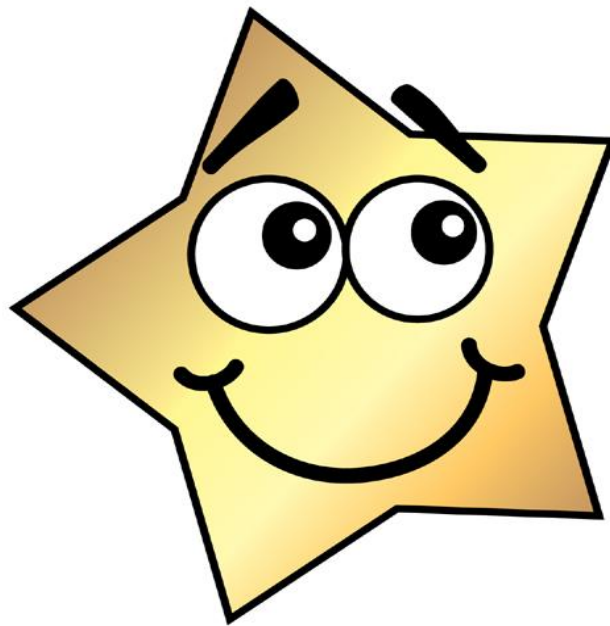


# **IRVING SCHOOL**

# **Family Handbook**

## **2018-2019**



**2520 Pennsylvania Avenue**

**Dubuque, Iowa 52001**

**Phone: 563-552-3800**

**[www.irving.dbqschools.org](http://www.irving.dbqschools.org)**

**follow us on Facebook- Irving All Stars DCSD**

# Irving Elementary School – All Stars Family Handbook 2018-19

## School Day Information:

6:30 - 8:25 a.m.	Morning YCare: Arrangements must be made through the YMCA at: 556-3371
8:00 a.m.	Breakfast Program begins serving breakfast
8:10 - 8:25 a.m.	Reading Hut in the library- during the <b>times of year</b> that Reading Hut is open which is <i>typically</i> late September through April.
8:25 a.m.	ENTRY Bell – students may enter the building and all <b>parents /visitors should be leaving campus to allow teachers to be ready for the students’ arrival.</b>
8:25 a.m.	Breakfast/YCare/Reading Hut students are dismissed to lockers
8:30 -11:15 a.m.	Morning Preschool ( <b>Fridays</b> are 9:30 a.m. start time!)
8:35 a.m.	Tardy Bell for Kindergarten – 5 <sup>th</sup> grade **(Fridays at 9:35 a.m.)
8:35 a.m.	Morning Announcements
8:35 a.m.	Classes Commence for Preschool through 5 <sup>th</sup> grade, <b>FRIDAYS are one hour later!!!</b>
12:30 -3:15 p.m.	Afternoon Preschool
3:15 p.m.	Dismissal Bell for all students
3:15 - 6:00 p.m.	Afternoon YCare: Arrangements must be made through the YMCA at: 556:3371
7:30 a.m.- 4:00 p.m.	Irving School Office hours
8:00 a.m. - 3:30 p.m	Irving Teacher Work/ Contract day

## **Irving School Staff 2018-19**

### **Office**

Susan Meehan- Principal  
Kurt Welu- Secretary  
Laura Kunkel- Office Para  
Julie Weis- Office Para

### **Instructional Coaches**

Kayla Lech  
Bridget Hamilton

### **Guidance Counselor**

Wendy Kiefer

### **Kindergarten**

Robin Burgmeier  
Laura Virtue  
Angie Blatz

### **1<sup>st</sup> Grade**

Jacqueline Biver  
Mary Houselog  
Amanda Michels  
Meredith Schmechel

### **2<sup>nd</sup> Grade**

Terri Buss  
Tiara Gooch  
JoAnn Lynch

### **3<sup>rd</sup> Grade**

Lisa Bradley  
Megan Murphy  
Dirk Winkel

### **4<sup>th</sup> Grade**

Amy Freiburger  
Julie Schmit  
Shelby Wahlert

### **5<sup>th</sup> Grade**

Ryan Foley  
Norm Larson  
Brent Siegert  
Linda Longfield

### **Technology**

Ann Efferding

### **ELL**

Wanda Conatser

### **Preschool**

Trisha Blaser  
Emily Berry  
Haley Wiederholt

### **Special Education**

Emily Ruley- Behavior  
Abbey Higgins- Multi-cat Meggan  
Sigwarth- Multi-cat  
Trish Siegert-Multi-cat  
Lisa Thole- Multi-cat  
Tiffany Blake- Multi-cat  
Becky Crispin- Level 2  
Melinda Janes- Level 2

### **Interpreter**

Amber Pawlik

### **Gifted/Talented**

Emily Shol

### **Specialists**

Barb Flammang - Music  
Dan Ruba - PE  
Scott Lammer - Art

### **Added Specialist w/ Audubon**

Heather Williams- Music  
Allison Brennan- PE  
Samantha Hilby- Art

### **Band/ Orchestra**

Michelle Mentz - Orch.  
Brian Enabnit - Band

### **Health Office**

Janet El Khatib, RN  
Christine Hall- Health Para

### **Food Service**

Ann Felderman  
Linda Vanderbilt  
Connie Gruber  
Kim Frederick –Breakfast

### **Custodians**

Mark Asbury  
Ron Rudiger  
Gary Meyer

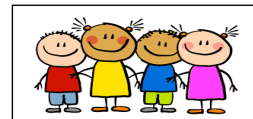
### **Paraprofessionals**

Colleen Brannon - PreK  
Haylee Puls – PreK  
Barb Friberg- PreK  
Mary McDonough- PreK  
Chelsy Freese- PreK  
Kimmie Birkel - PreK

Renee Davis- Level 2  
Emily Konrardy- Level 2  
Miranda Straw- Level 2  
Cindy Young - Level 2  
Connie Gibbs- Level 2

Kate Uhal  
Robin Arensdorf  
Carolyn Boleyn  
Sally Chen  
Jennie Dalsing  
Trista David  
Linda Eberly  
Tammy Keith  
Karen Knepper  
Lois Kuhle  
Dawn Millman  
Amy O'Rourke  
Hilarie Vail  
Julie Moulton  
Tina Bennett

Maggie Turza- LRC Para



## **Irving School Arrival...how do I drop off my child at 8:20 a.m?**

1. Drive your car in the drop off VALET line, entering campus through McPoland Steet, winding up the hill, and exiting out Pennsylvania Avenue. Staff will safely assist your child to depart from your car in the valet area.
2. Park somewhere off campus (on a side street), and use the CROSSWALK and crossing guards on Pennsylvania Avenue to walk your child or let them walk independently to their line-up area behind Irving School on the back blacktop.
3. Bus students (including day care buses) will exit buses in the Irving BUS ZONE, and then walk down the steps, ramp, and sidewalk to the back line-up area, behind Irving School to meet staff.

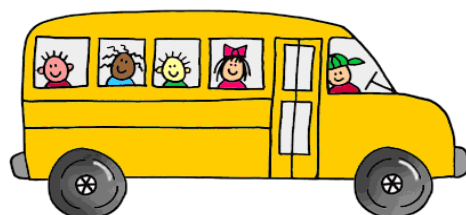
## **What **NOT** to do for morning DROP-OFF...**

1. Pull into the "old" bus lane in front of campus on Pennsylvania Avenue- no, no, no!
2. Pull into the NEW BUS ZONE- no, no, no! This is for School Buses, Day Care buses, and staff parking **only**!
3. Pull along-side the parked cars in the Irving parking lot, using the far left lane which is blocked off with cones- no, no, no! This is a VERY unsafe area for families to unload their children, and is why this lane is closed off!

\*\*\*\*\*

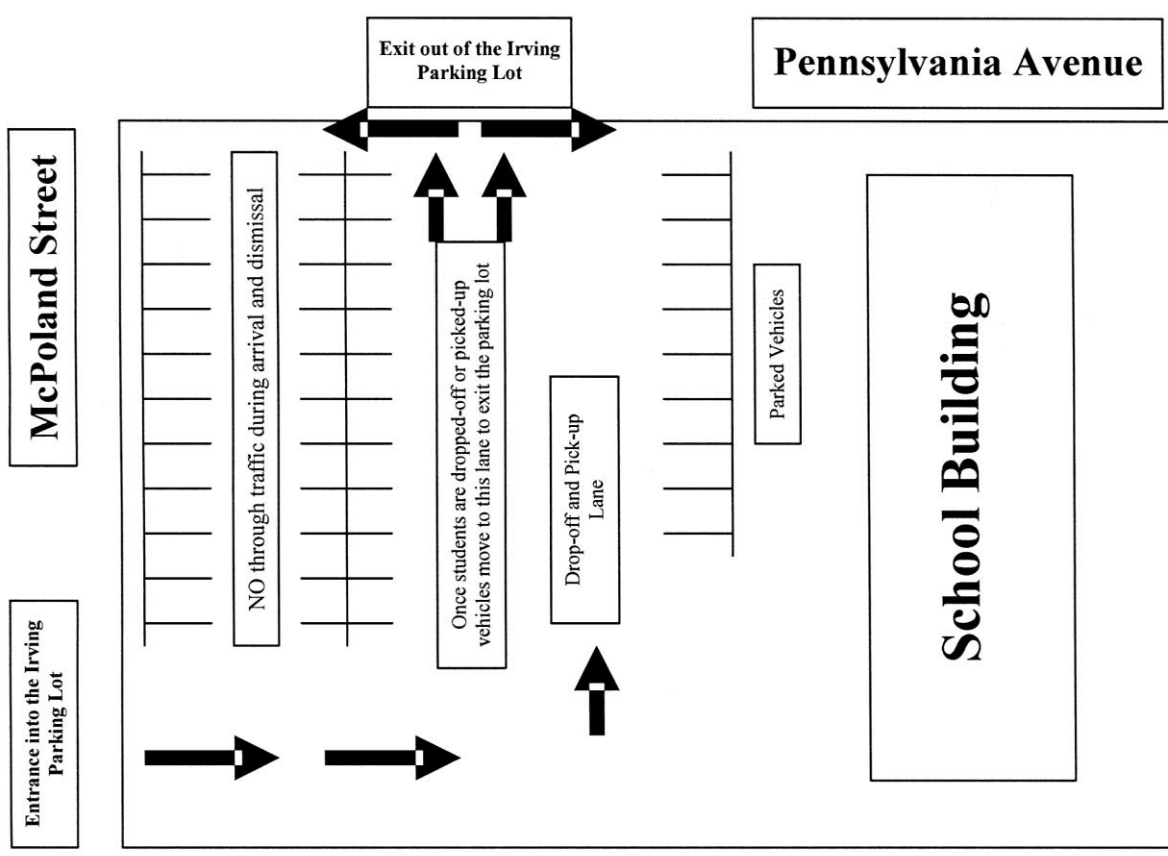
## **Irving School Dismissal...how do I pick up my child for 3:15 dismissal?**

1. Drive your car in the VALET pick-up line, entering campus through McPoland Steet entrance, winding up the hill, and exiting out Pennsylvania Avenue. Staff will safely assist your child **into** their car. Be sure to have your Irving car visor tag, so we can easily see your child's name and prepare them for loading. Parents do not get out of your car in the valet line, you stay in your car to keep driving your car forward in the valet line. Staff will load and assist your child into the car.
2. Park somewhere off campus (on a side street), and use the CROSSWALK and crossing guards on Pennsylvania Avenue to walk onto campus and meet your child at their exit door, or let them walk independently with the help of the crossing guards to your vehicle location.
3. Bus students (including day care buses) will load from Irving, walking from designated school exit doors to the Irving BUS ZONE.



### Procedures for drop-off and pick-up of students:

1. The entrance into the parking lot will be from the McPoland drive only. The Pennsylvania drive will be an exit only. Please be sure to adhere to the posted signs regarding entrance and exit into the Irving parking lot.
2. There will be two lanes of traffic through the parking lot. The lane closest to the school will be the drop-off / pick-up lane. Adults **MUST** wait in the vehicle for their child(ren). At no time are these vehicles to be unattended by the adult driver.
3. Once a child is dropped-off / picked-up vehicles may move to the other lane and proceed to the Pennsylvania exit where they can either turn left or right onto Pennsylvania.
4. No vehicles will be allowed to park in front of the school building on Pennsylvania Avenue. This is marked as No Parking by the City of Dubuque and is reserved for DCSD and day care buses only.
5. To keep students from running between parked vehicles at arrival and dismissal, the back part of the parking lot will be blocked off.
6. Drivers should **ALWAYS** be aware of students walking in the parking lot at arrival and dismissal to ensure the safety of all students.
7. Drivers should **ALWAYS** adhere to the Irving staff assigned to direct traffic flow to ensure the safety of all students, parents and staff.
8. Adults dropping-off and picking-up students will need to be patient during arrival and dismissal to ensure student safety! **STUDENT SAFETY IS THE #1 PRIORITY DURING ARRIVAL AND DISMISSAL TIMES!**



## Absences

In the event your child is absent from school for any reason, please:

- **Call the Irving School office in the morning at 552-3802 (Irving Attendance line).** You may leave a message 24 hours a day. Please leave a detailed message if we are unable to take your call.
- **If your child rides a school bus please also call the Transportation Dept. at 552-3275** as soon as you know your child will **NOT** be riding. You can also leave a message for them 24 hours a day.

Due to our concern for your child's safety, the office staff will call all students with unreported absences.

The following attendance designations are used when recording your child's tardy arrivals, absences, or early departures from school:

- **Tardy or Late Arrival:** when a student arrives late to school within 90 minutes of the school starting time for any reason. Late arrivals, such as doctor and dental appointments or similar occurrences, will be listed as approved but still entered in the attendance record as late arrival.
- **Early Out:** when a student leaves school with less than 90 minutes left in the school day. As with tardy arrivals or late arrivals, early outs such as doctor or dental appointments will be listed as approved but still entered in the attendance record as an early out.
- **Full Day Absence:** when a student misses the full day of school or more than 3 hours and 15 minutes of school in a school day.
- **½ Day Absence:** when a student arrives at school after missing the first 90 minutes or leaves school with more than 90 minutes remaining in the school day but is not gone for more than three hours and 15 minutes of the school day.

Regular attendance at school is very important. We solicit your cooperation in planning appointments and family vacations that do not interrupt school hours. A school calendar is included in this booklet to assist in vacation planning. Please help your child develop a commitment for school attendance and for getting to school on time.

## Arrival and Dismissal

**The entry bell for Irving is 8:25 a.m.** Please assist school staff by providing the safest possible conditions for your child on the way to and from school. It is best when children come to school in groups or with friends at the same time and route each day. **Arrival time should be planned so that your child does not arrive at school before 8:20 a.m.** when Safety Patrol goes out on duty.

Most children live within easy walking distance from school and should be encouraged to walk to and from school whenever possible. Even in bad weather children are much safer walking than riding in a car in hazardous conditions. If you feel it is absolutely necessary for you to take your children to and from school please let them out of your car in the appropriate area. Children should always use the crosswalks provided and never cross in the middle of the street. **Please gauge your child's arrival time as close to the 8:25 a.m. entry bell as possible. FRIDAY arrival time is 9:25 a.m.**

When students arrive at school they will line up by homeroom in a designated area. Student monitors will greet them and supervise in the student waiting areas. Parents should leave children once they are with their specific classroom and supervisory staff is present in their line up area. Staff will assist with entry when the bell rings at 8:25 a.m. After school, students are to leave the grounds unless they are participating in school sponsored activities or Y Care.

Students will only be dismissed early from school if Irving has prior notice from parents (picking up early for a dentist, appt, etc.). Parent/designee must pick-up and sign-out the student at the main office.

### **Bicycles / Skateboards / Rollerblades**

Riding a bicycle to and from school is a privilege – **NOT A RIGHT**. Bicycles must be stored in racks upon arrival until dismissal. Students are encouraged to lock bicycles to the rack. Bicycles are not to be ridden on the playground at any time or on school sidewalks during arrival and dismissal. Students who fail to follow these rules will lose the privilege of riding a bike to school. **Note: Skateboards, scooters, and rollerblades are not allowed on school grounds.**

### **Birthday Treats**

Dubuque Schools follows Wellness Policy 5405 which states “the food used in celebration practices will make a positive contribution to children’s diets and health, with an emphasis on serving fruits and vegetables.” Cakes, cookies, cupcakes, candy, etc., are in violation of the Dubuque Community Wellness Policy and will not be delivered to classrooms. **Unless a classroom snack is requested of you from the classroom teacher, please DO NOT SEND any sort of snack or food to your child’s class. If you do send something upon teacher request, it must be free of all peanut and tree nut ingredients DUE TO LIFE THREATENING ALLERGIES. PLEASE DO NOT SEND ANYTHING WITH PEANUTS OR PEANUT BUTTER! It is very important to read labels, as many products contain trace amounts of peanut butter and could be very dangerous to a child.**

### **Breakfast/Lunch**

Breakfast program begins at 8:00 a.m. Students will be invited to enter through the gym door #1 at that time. Students cannot be served after 8:15 a.m. Breakfast is not served when there is a school weather 2- hour delay. Breakfast will be on Fridays starting at 9:00 a.m. Y-care students may participate in the district breakfast program.

Students may bring a sack lunch (no glass containers) or eat the school lunch which includes a carton of milk. Pop is not allowed in the lunchroom for students or adults. A student may leave the building for lunch if the office is notified and the parent/guardian picks up the student from the office. The student will be tardy if the time out of the building is longer than the lunch period.

#### **Breakfast prices:**

1 day breakfast.....	\$1.70
20 day breakfast .....	\$34.00

#### **Lunch prices:**

1 day hot lunch.....	\$2.75
20 day hot lunch .....	\$55.00
Milk .....	\$.55
Adult Lunch .....	\$3.75

### **Payment into Meal/Milk Account**

One check may be made out to Irving school for all of your children’s meal accounts. Students will be asked to take home a payment envelope when their account is low or there is a negative balance. When students forget to bring money to update their account, they are sent to the office to make a reminder call to home. Pink lunch envelopes will come home when your student’s lunch balance gets low and you can return payment in that pink envelope. Also, payments may be made by credit card online through the DCSD website, [www.dbqschools.org](http://www.dbqschools.org)

### **Free/Reduced Eligibility**

Students who were receiving free or reduced price breakfast/lunch at the close of last school year may continue to receive the same through September **with the exception of incoming kindergarten students.** Those students will be charged \$2.75 per lunch until the family application has been processed for the new school year. **A new application must be submitted to continue on the**

**program for the new school year.** We strongly encourage anyone applying to have the completed form back to the school office before the first day of school.

### **Bus Transportation**

If your child is a bus rider and you wish to change your pick up or drop off site from something other than your home address, you need to fill out an alternate transportation form. Transportation cannot guarantee that they will be able to honor your request and will notify you with either a denial or new bus stop times. The process may take several days and you will be responsible to transport in the mean time. Transportation will only allow 2 alternate stop changes per school year. These forms are available in the main office. If the residence of the student changes during the school year, parents must first notify the Irving office of their child's address change. The school will notify the Transportation Department of any changes of a student's residence.

### **Classroom Interruptions**

In order to maximize instructional time, we request that parents do not interrupt classes. On occasion, such as bringing articles such as lunches, books, messages, band instrument, etc.; please come to the Irving School office and we will deliver the student item for you.

### **Closings/Early Dismissals**

Cancellation of school; or one and two hour delays due to inclement weather will be announced on local radio stations beginning at 5:30 a.m. Two hour early dismissals due to inclement weather usually are announced by 10:30 a.m. Information will be put on the TV Stations and local radio stations throughout the day. Please phone the District Weather line at 552-3035 to get information about cancellations, early dismissals and late arrivals. There is no breakfast or Reading Hut on 2-hour weather delay mornings.

### **Clothing Guidelines**

Clothes can be very distracting to students and staff. They can interfere with student learning and instruction. Following are the guidelines established for the clothing students wear to school. They are based on concerns that have arisen regarding what children wear to school. We believe modesty is important for a positive school environment. We ask you to review the following recommendations. If students wear clothing that is unacceptable, we will ask them to change or cover up.

We understand how difficult it is to find clothing for your children that are comfortable, of reasonable cost and modest in appearance. DCSD Policy 5200 states, ***“Any form of clothing, apparel, or personal appearance, including pictures or words, which is indecent, lewd, immodest, vulgar, obscene, disruptive of the orderly operation of the school, or which constitutes a health or safety hazard is unacceptable. Wearing of or exhibition of clothing, apparel, or personal appearance which depict advertise, or promote any substance prohibited by these rules (including beer, alcohol, controlled substances, or tobacco products) is prohibited.”***

- Wear shirts that cover the shoulders (straps at least 1” wide). This would exclude, as an example, halter tops, back-less shirts, spaghetti straps, strapless tops, tube tops or muscle shirts (deep hole under the armpit).
- Shirts and tops should not be cut low in the front or back and should be long enough to tuck into skirts or pants (no mid-section skin showing).
- Clothing with holes is strongly discouraged, but if holes do appear on pants the holes should be at or below knee level, or not allow any undergarments to be visible.



- Avoid short shorts or short skirts and very low cut pants. Mid thigh or longer is a comfortable and modest length for shorts and skirts. Please select shorts, pants or skirts that do not have a low cut waist. **Undergarments should not be able to be seen.**
- Due to hygiene and health concerns, Do Rags, caps, scarves, sport head bands and wrist bands should not be brought to school.
- Ball caps may only be worn until students enter the building. The exception to this is as students go through the lunch line and are heading out to recess, they may have their caps on if their hands are too full but then will be expected to remove their ball cap during lunch. **Other hats or headgear are not allowed inside of school** unless for a special occasion, such as “Hat Day”.
- Unnatural hair dye or hair styles which are highly distracting will not be allowed.
- Jewelry that is large, unsafe, or distracting in nature will be asked to be removed.
- Protect your children’s toes and feet by sending them in **sensible** shoes which allow them to walk, run, and play safely. **Unacceptable: Flip-flops, and high-heeled or platform shoes.** These will not be allowed. Students are expected to wear winter boots during snowy, wet, and muddy weather to protect their feet.
- **Gym Shoes:** All students should have a pair of gym shoes that can be left at school. The student’s name should be printed permanently on the inside of both shoes. These must be clean and dry in order to participate in class. At the close of each physical education class, it is each student’s responsibility to return his/her shoes to the storage area designated by each classroom teacher (typically student locker).

### **Communication**

Weekly communication folders “**Thursday Mailbags**” are sent home every Thursday. In the folder parents will receive written communication from school. Important dates and events will be included so parents may be informed concerning our school programs and planned activities. Ask your children about school and if they have any written communications (flyers) for you. The folder should be returned on Friday with any communication for teacher or school completed.

#### **Irving will communicate with you using the following:**

- Thursday Mailbag- weekly green plastic take home folder for youngest /only children will have a yellow cover. All other children will have a white cover for classroom information.
- Notes from your child’s classroom teacher
- Parent Newsletters – monthly from classrooms- via email if you have a current email account, through SeeSaw, Shutterfly, or Irving Facebook accounts
- Report Cards – Issued each Trimester
- Fall and Spring Parent /Student/ Teacher Conferences
- Telephone
- Written Communication and flyers
- E-mail
- Second family mailings will all be done via electronic format if at all possible

**We expect and appreciate your return communication. A phone call, e-mail, or a note is needed from parents as a matter of policy in the following situations:**

- Absences
- Students leaving school early
- Tardiness
- Bus Arrangements

Individual teachers may be contacted at their extension number before school, or after school. Should you wish to confer with a teacher or service provider at length, it is recommended that an appointment be scheduled in advance. Generally, teachers and therapists will not be interrupted from their instructional responsibilities to accept phone calls. They each have voicemail and will check for messages periodically throughout the day and return a call to you as soon as possible. Please do not leave any messages that would be considered an emergency (ex: if dismissal plans change) if the teacher is absent the message will not be heard in a timely manner. These types of messages **MUST** be relayed through the Irving office by calling 552-3800.

### **Conferences (Parent/ Teacher/ Student)**

The purpose of parent/teacher/ student conferences is to build channels of communication between the home and school, concerning the growth and development of the child. Parent/student/teacher conferences are scheduled for each child throughout the year, beginning with our First Orientation Day Conferences in August. **Registration for fall and spring conferences will be online this year so families will get to choose the scheduling of your own conference times.** Conferences will be scheduled at least two weeks prior to the conference day and notices will be sent home prior to the conference, reminding parents of the conference day and time. Parents are encouraged to call the school whenever they have a concern or question regarding their child's progress. While two conferences will be scheduled throughout the school year, there may be times when additional conferences will need to be called by the parent, teacher or principal.

### **Deliveries: Balloons / Flowers / Etc.**

Please do not send deliveries to school for students due to the educational interruption that they cause. Balloons, flowers, or similar items delivered to school **will NOT** be delivered to the child's classroom to avoid disruption of the educational program. At the end of the day, the student will be allowed to pick-up their item privately in the office. **Note: balloons are not allowed on DCSD buses.**

### **Discipline Philosophy– STARS**

The focus of the discipline program at Irving School is to assist students as they make good choices regarding behavior in school. Students' behavior affects the way they see themselves and greatly impacts their progress in school. Since school behavior impacts not only the student but also others in the class, the staff of Irving School is committed to assisting each child in this area. As a staff, we are aware that it is only through collaboration with the family that positive behavior will become internalized. The structure of the Irving program is centered on a group of behavioral expectations referred to as STARS. Students can measure the acceptability of their behaviors by asking themselves if their behavior meets the STARS criteria. At Irving School all staff will focus on appropriate behavior and work with students so that they are in a safe environment, which emphasizes student learning. If you would like further information on school discipline procedures, please contact the principal or school counselor. See also, Policy 5200 in the DCSD Parent-Student Handbook.

#### **The Irving All STARS Pledge:**

Strive to do your best.

Treat people and property with respect.

Act in a trustworthy and responsible manner.

Reflect on your actions.

Show a cooperative spirit.

### **Emergency Drills**

Emergency Drills for fire, weather, and other disasters will be conducted periodically throughout the school year. Some drills will be planned with students aware of the drill, and some drills will be a surprise to test our true readiness in the event of an emergency.

### **Fees**

The following fees will be assessed:

Grades K-5 ..... \$75.00

The book fees help to offset the costs of maintaining up-to-date materials in the classrooms. The applications for fee waivers are distributed to every family in the initial district mailing. If you need an application contact your school. Payment for fees may be made by credit card on the DCSD website at: [www.dbqschools.org](http://www.dbqschools.org).

### **Field Trips**

Field Trips are an integral part of the instructional program at Irving Elementary School. Several times during each year, elementary children will be taken into the community and surrounding areas to participate in learning activities which can best be conducted outside the school building. Each year parents will be asked to sign a permission form authorizing the school to take their child on such trips (part of the eRegistration questions). This permission will be kept for one school year. This permission is given with the understanding that for each trip the school will provide parents prior to notice of the dates, time, and location of such trips. Note: Parents wishing to drive/chaperone for a field trip must have completed a volunteer disclosure form and be an approved volunteer prior to the trip. Proof of current insurance and an active driver's license is needed to drive for each field trip. Student behavior may affect your student's attendance on school sponsored field trips at the Principal's discretion.

### **Fines / Fees / Charges**

Students may be assessed fines, charges, or fees for overdue school materials, misuse of school property, and loss or damage of materials or equipment.

### **Food at School**

Candy and gum are not permitted at school, at lunch, or on the bus. Please do not send food to school unless requested by the classroom teacher for a special event. All snacks must abide by the Wellness Policy 5405, and be free of **peanut butter or any types of nuts**. Gum is never allowed at school.

### **Friday Arrival**

All Fridays will have a one-hour late arrival (9:25 a.m. entry bell) for staff professional development. On Friday, all transportation and the breakfast program will run one hour later than Monday-Thursday.

### **Guidance Program**

The elementary guidance counselor is an integral part of the support services offered to elementary children. The counselor works with individuals as well as small groups and whole classes. The guidance program places emphasis upon the development of interpersonal relationship skills, understanding of the dynamics of human behavior, awareness of healthy and socially appropriate methods of coping, and personal and social considerations in formulating values and major decisions. It is a flexible and versatile program, changing with the needs and desires of the individuals it services.

### **Handicap Accessibility**

Irving School is a completely accessible building. The exterior of the building has ramps leading up to two of the front entrances and one rear entrance. Once inside there is access to an elevator by way of our gym that opens on first and second floor. We also have four accessible parking spaces to the side of our building. If you anticipate a special need due to disability while visiting our school, contact the school office so prior arrangements can be made.

### **Health and Safety**

The nurse coordinates vision, hearing and scoliosis screening, and keeps records on immunization and health of the students. Any child who suffers an injury or accident will have it reported immediately to the supervising teacher and/or the school nurse or aide. If a child is injured or becomes ill at school, and the decision is made to send the child home, he or she will be cared for temporarily in the nurse's office until a parent or a person designated by the parent is able to take the child home.

If it should become necessary for a student to take medication (which has been prescribed by a doctor) at school, the school nurse or Health Para will administer it. The medication must be kept in the original prescription container with only enough medication for the necessary dosage to be taken at school. A medication request form signed by both the physician and the parent with instructions for when the medication is to be administered and any side effects of the drug, must also be given to the nurse, along with the medication. **No "over the counter" drugs or cough drops can be given at school without a doctor's written order.**

Please report to the school nurse any contagious disease (i.e. chicken pox, impetigo, lice, scabies, strep throat, scarlet fever, ringworm, meningitis, hepatitis, etc.) your child contracts. The length of time necessary for a child to be kept at home from school varies with each disease. Include written permission from the health officer or attending physician when the child is readmitted to class.

**Students who have a temperature of 100.0° or higher, or have diarrhea or vomiting should remain at home until they have a temperature below 100.0° and are free of vomiting or diarrhea for a FULL 24 hours before returning to school also.** Health and safety practices must be a joint effort of home and school. Children with definite signs of illness should not be sent to school.

### **Holiday Celebrations**

Celebrations of all kinds (religious, national and family) afford opportunities for learning. In the case of religious holidays, school celebrations will emphasize informational aspects of these holiday events as the school does not endorse any one particular religious persuasion. In addition, every effort will be made to make seasonal programs representative of a number of cultural or religious perspectives in accord with the school's multi-cultural and multi-ethnic commitment. Many opportunities for positive social interaction and problem-solving are afforded when students become involved in planning and implementing a classroom celebration. In most classrooms special events will be planned by teachers throughout the school year. Parents may elect, for personal or religious reasons, to have students excused from such events. Please contact your child's teacher if this is your request.

### **Homework**

It is recommended that students spend 10 minutes multiplied by their grade level on homework each night. Daily reading practice is vital to future school success. Homework assistance is available after school and may be requested by parents or teachers.

### **Immunizations/School Records:**

All students must submit to the school a certificate of immunization completed by a doctor or health officer. This certificate must be brought to school on the 1<sup>st</sup> day of classes or earlier. A child can not attend school without legal proof of immunizations.

### **Invitations**

If families wish to send invitations out their child's peers via the school day, the invitation for the celebration must go to every child in the class, or at least all the girls/all the boys. The school will not distribute invitations to a small select group of classroom friends.

### **Library**

Your child will have weekly book check out from the Library. Library books are furnished by the school system. If books are lost or damaged, fines will be charged to replace the book.

### **Lice**

Students infested with lice should be treated and every effort should be made to remove all nits from the hair. The child may return the following day. As long as the nits are present, it is impossible to tell if the student has been re-infested. A note from the parents to the Health Office is requested upon return to school verifying treatment type.

### **Lost and Found**

A container for lost articles is located in the main hallway under the stairwell. Students and parents are encouraged to check for missing items regularly. Unclaimed items are donated to charitable organizations.

### **Lunch with your Child**

If you choose to eat lunch with your child for a special occasion, please notify the teacher or the office beforehand as your visit may impact the school lunch count. **Please try to limit these special guest lunch dates with your child to once a year.** To reflect district Wellness Policy 5405, if a child does have a lunch guest we request that you eat the provided school lunch choice, **or** bring in a healthy lunch option that adheres to: no pop, no French fries, and no malts/ice cream from an outside vendor. Thank you for your consideration of other students as they eat the school lunch. There may be times when an entire classroom has a special celebration luncheon, and classroom teachers may provide a treat in the lunchroom or classroom.

### **Parent Teacher Association (Irving PTA)**

The Irving Parent Teacher Association makes a major contribution to the school community. Many activities and resources are provided by this group. The Irving PTA promotes involvement and interest in activities at Irving. The PTA will provide notice of events describing the many activities that will occur during the school year. Each year officers are elected from the membership. General meetings are held usually once a month. A major fundraiser is held yearly to acquire money to support activities in the school. Only PTA fundraising activities will be allowed at school. We strongly encourage all families to participate in this important organization. For additional information regarding the Irving PTA contact one of the officers or the Irving School office.

### **Popcorn Days**

The Irving PTA will be providing popcorn for FREE for all students on designated days throughout the school year. Popcorn dates will be listed on the calendar in the newsletter.

### **Personal Property / Lockers**

Each student will be provided with a locker. The use of locks on student lockers is not permitted. Therefore, students are discouraged from bringing large sums of money or valuables to school. The school cannot assume responsibility for loss, theft, or damage to any personal items. Many younger children do not realize the value of trading cards. Trading cards, such as Pokemon, baseball cards, etc. or other similar items are NOT allowed at school. Stretchy band bracelets also are not allowed. Any personal item such as jewelry, a toy, etc. that may become distracting to a students may be removed from a student and returned to them at the end of the day.

### **Pets/Animals**

Due to health conditions of some of our students, pets are **NOT** allowed in the building or on school grounds. This includes at dismissal and arrival times- no pets from home will be allowed on our campus to ensure the safety of all children.

### **Photographs**

Each fall students will be photographed by a school selected studio. Parents will be notified ahead of time regarding the date and time. A variety of packages will be available to choose from which will include pictures of the individual student as well as the class composite. All students will have their fall picture taken for our school memory book.

### **Playground**

Please be certain that children are appropriately dressed for the various weather conditions on the playground. Sensible shoes & comfortable clothing that allows your child to safely play are required. **NO flip flops. Please be certain to label boots, hats, coats, gloves, etc.** Playground rules for the safety of all students will be enforced during recess.

### **Pop**

Pop is allowed only as specified by the teacher for a special classroom event. It is not acceptable for lunch or to be brought into our lunch cafeteria by individual students, or their parents—UNLESS for a special classroom event, which is sponsored and approved by the classroom teacher.

### **Preschool**

Irving has been designated as a site for three regional preschool programs within the Dubuque Community School District. This program is open to all qualifying children in Dubuque. The preschool program is funded through the state-wide four-year old grant program. For more information regarding preschool, please contact the school office.

### **Recess**

All students participate in outdoor recess when the weather is acceptable. If the weather is wet or the temperature is dangerously cold, inside recess replaces outdoor recess. Proper outdoor attire should be worn to school each day. No flip-flops are allowed at school, or by any child to be worn at recess. A doctor's excuse is needed for a child to stay inside for health reasons. If your child is too sick to be in the fresh air, he or she probably should not be in school.

### **Records**

Cumulative records containing each year's progress reports, test results, and other information are kept for each child. These records are available for examination upon request of legal guardian(s). Should you wish to review your child's cumulative record, please call the school office (552-3800) to set up an appointment.

### **Response to Intervention (RtI)**

The Dubuque Community School District uses a multi-tiered system of support to address student concerns, known as Response to Intervention. Parents are key participants during all facets of RtI. During this process, school personnel (including Instructional Coach, special education staff, and Keystone Area Education personnel) may be involved in gathering information that will be used to develop effective interventions. If a child is recommended for special education services, parents must give written consent. Parents may also request that their child be considered for special education

services at any time by contacting the child's principal who will then confer with the Keystone Area Educational Team for Irving.

### **School / District Contact Information**

#### **Irving Elementary School**

2520 Pennsylvania Avenue

Dubuque, IA 52001-3072

Phone: 563-552-3800

Fax: 563-552-3801

Website: [www.irving.dbqschools.org](http://www.irving.dbqschools.org)

#### **Dubuque Community School District**

2300 Chaney Road

Dubuque, IA 52001

Phone: 563-552-3000

Weather Delays: 563-552-3035

School Lunch Program: 563-552-3235

Anonymous Tips: 563-552-3075

Website: [www.dbqschools.org](http://www.dbqschools.org)

### **Second Family Mailings**

Progress Reports and other educational records can be requested by non-custodial parents. The request must be in writing and a copy of any legal documents that pertains to parental agreement must be included. Every effort will be made to send these documents electronically if an email address is provided to the school for the non-custodial parent.

### **Security**

Irving has a security plan that is reviewed by all staff on a regular basis. All building doors will be locked during the school day. Everyone entering the building is required to check in and out at the main office. Upon arriving at the office, parents will need identification for our Raptor system, which runs sex offender background checks on all persons who enter the building. Parents will take care of business during the school day in the main office, or if you need to speak to your child, they will be called from class to speak to you in the entry. Parents will not be allowed to enter the building and go directly to classrooms, but rather stop at the office, declare what their needs are, and a determination will be made if the classroom will be interrupted or not. If at all possible, classroom instruction will not be interrupted by visitors or parents.

### **Site Council**

The DCSD is committed to the philosophy that school improvement is best achieved through the process of school-based shared decision making. This process allows decisions to be made close to where students are educated, through the participation of those most directly concerned with the students within the context of district, state, and federal guidelines. The Irving Site Council has been organized to oversee this process. The focus of the council is school improvement through development of a comprehensive school plan. The Site Council, with teacher, parent, staff and community representation, meets monthly.

### **Supplies**

Every year there are supplies which are recommended for each student to meet the challenges of learning and to be well prepared to complete school assignments. A copy of the recommended school district list has been mailed to all major stores in the area and is available on the Dubuque Schools website at [www.dbqschools.org](http://www.dbqschools.org)

### **Special Education Program**

In addition to the regular PreK-5 elementary program, a Special Education Program is also a vital part of Irving Elementary School. This program provides for the special needs of children in grades PreK-5. Specially planned teaching methods and approaches to learning are employed to meet the particular

needs of these children. Input from parents as well as Keystone AEA-1 consultant evaluations are taken into consideration when making recommendations for special services.

### **Spirit Days**

Fridays are designated as Spirit Days for Irving School. We encourage students and staff to wear our school colors of green and yellow, and any Irving spirit wear (shirts, etc.) that they might have.

### **Telephone**

Permission to use the telephone will be given only when it is deemed necessary. Students are expected to make plans with their parents for after-school pickup, visits with friends, or other personal matters prior to arriving at school. Before using the phone, students must obtain permission from their classroom teacher. Students receiving phone calls will have the message forwarded. Only in an emergency will the student be called to the phone. **Note: Student cell phone use is not allowed during the school day and cell phones must be kept in student lockers and/or book bags.**

### **Textbooks**

All student books which leave the classroom must be covered at all times. **Do not use contact paper, as it will damage the book cover.** Brown paper bags work just great for this!

### **Thursday Mailbags**

The weekly communication folder for school distribution of mailings and flyers, etc. from Irving is called the Thursday Mailbag. The youngest/or only students from families will be the carrier of this folder with a yellow cover. All other sibling students will have a white-covered Thursday Mailbag for their classroom information.

### **Weather-Related School Cancellations**

Whenever it becomes necessary to cancel a day of school because of a weather emergency, this information will be broadcast over radio, television stations and on the DCSD phone system at 552-3035 or go to the DCSD website ([www.dbqschool.org](http://www.dbqschool.org)) and click on “contact us” to get directions to sign-up for the Iowa School Alert program.

### **Wellness Policy 5405**

The Dubuque district has a wellness policy which guides the schools in snack selections and activity levels. Please follow our wellness policy recommendations for healthy snack choices and peanut free snacks.

### **Visits to School**

Parents are always welcome in the building, but the nature of your visit will be questioned at the office upon arrival. All visitors are required to report to the office upon arrival, sign in and secure a visitor's badge, after screening in through the Raptor system. Depending on the nature of the visit and the availability of the classroom teacher, parents and other visitors may be asked to set up a time to visit with the teacher when classes are not in session, so as not to disrupt the learning opportunities for other students in the classroom. Occasionally a student will request that a friend or relative be allowed to visit school. These visits should be arranged with the teacher and/or principal in advance and should be scheduled for short periods of time.



## **Volunteers**

All school volunteers will be required to complete Volunteer Disclosure packets with background check paperwork to ensure the safety of all Irving students. This paperwork does take up to 3 weeks to process, so should be done at the beginning of each school year. Drivers for field trips will have to have proof of current drivers' license and proper insurance coverage before departing from school with students.

