



Unity Through Diversity

IRVING

ELEMENTARY SCHOOL
811 W. Alderson
Bozeman, MT 59715
406-522-6600

Welcome to Irving School!

We are excited to have you join our school community! This welcome packet includes some of the most commonly requested information. If you have questions, always feel free to contact your child's teacher, office staff or the parent liaison. Valuable information can always be found on our school website which has a calendar and a newsletter that are both updated regularly.

Required Documents: (We need these completed in your first days at school.)

- **All-in-One Form** (Includes: basic info about child, parents, emergency contacts, health information, permissions, etc. Get personal log-in information from school secretary to access form and PowerSchool.)

Parent Handbook: Please take the time to read through the Irving Parent Handbook for valuable information about Irving and school procedures. It is located on our Irving website (<https://ir.bsd7.org/>) under **Parents**. You must click on **Parents** to access the Irving Handbook. The other handbook is the district handbook.

E-mail: Bozeman School District E-mail Address Format: example (first name.lastname@bsd7.org) - jennifer.westphal@bsd7.org

Visitors: We welcome parents and families at Irving! All visitors must check-in using our electronic check-in system. Please bring your photo ID with you.

Attendance Policies: Attendance is taken twice a day, once in the morning and once in the afternoon. Students are considered tardy if they are not at school when the teacher takes attendance at 8:30am. Students are also considered tardy if they are not in class by 1:00pm in the afternoon. Students will be marked as a half-day absence if they are not at school by 9:00am or 1:30pm. In addition, if students leave early before 3:00pm, they will be marked as a half-day absence as well.

Useful Links & Websites:

- Lunch Program: <https://www.bsd7.org/cms/one.aspx?pagelId=676691>
- Irving Breakfast and Lunch Menu: <https://bsd7.nutrislice.com/menu/irving>
- kidsLINK "CARES" After-school Program: Manager Christine Neumeier, 406-599-7882
https://www.greatergallatinunitedway.org/kidsLINK_bozeman_schools
- Health Services: <https://www.bsd7.org/cms/one.aspx?pagelId=663867>
- Bus Transportation: https://www.bsd7.org/our_district/transportation
- Irving School Website: <https://ir.bsd7.org/>
- Irving Staff Directory: https://ir.bsd7.org/our_school/staff_directory
- Parents of Irving Children (PIC): https://ir.bsd7.org/parents/parents_of_irving_children
- Bozeman School District: <https://www.bsd7.org/>

Bell Schedule:

8:30 am - K-5 start of day (There is no tardy bell)

3:25 pm - K dismissal

3:30 pm - 1-5 dismissal

2:10 pm Friday Early Release - K-3 only

Lunch Schedule:

4&5 - 11:15 am - 12:00 pm

K&1 - 12:05 pm - 12:50 pm

2&3 - 12:30 am - 1:15 pm

Drop Off & Pick Up:

Irving School encourages you to **Park & Walk a Block** to ease traffic congestion if you are traveling by car.

We have a crossing guard at 8th and Alderson.

Please do not drop children off in the street or the bus lane. Please do not leave your car idling while dropping off or picking up your child.

Expectations: Irving Code of Conduct**Irving Owls are:**

- **Respectful**
- **Responsible**
- **Safe**
- **Kind**

Extracurricular Opportunities:

- International Singers (choir) - 3rd-5th graders, meets Tuesdays, 3:30-4:15pm
- Intramural Sports - information sent home regularly by Health Enhancement teacher
- World Language Program - after school language classes
- Thrive: various classes/presentations throughout the year
- Native American Family events throughout the year
- Irving School Players - theater program open to all grades
- Destination Imagination - after school program

Irving School Directory is published & distributed to all families in the fall.

Irving Monday Memo is distributed to all families weekly via email. Please make sure we have a valid email address for you in PowerSchool.

Contact Information:

Jennifer Westphal - Principal

406-522-6600 jennifer.westphal@bsd7.org

Claudia Leake - Secretary

406-522-6600 claudia.leake@bsd7.org

Attendance line (to leave a message when your child is going to be absent)

406-522-6565

Debra DeBode - Parent Liaison

406-522-6600 ext. 6585 debra.debode@bsd7.org

Elizabeth James - School Counselor

406-522-6600 ext. 6561 elizabeth.james@bsd7.org

