



*Unity Through Diversity*

**IRVING**

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

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## **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.

**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/>) at the top of the page.

**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 8:15am. Students are also considered tardy if they are not in class by 12:45pm in the afternoon. Students will be marked as a half-day absence if they are not at school by 8:45am or 1:15pm. In addition, if students leave early before 2:45pm, 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](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](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](https://ir.bsd7.org/our_school/staff_directory)
- Parents of Irving Children (PIC): [https://ir.bsd7.org/parents/parents\\_of\\_irving\\_children](https://ir.bsd7.org/parents/parents_of_irving_children)
- Bozeman School District: <https://www.bsd7.org/>

## **Bell Schedule:**

**8:15 am** - K-5 start of day (There is no tardy bell)

**3:15 pm** - K-5 dismissal

## **Lunch Schedule:**

K&1 - 11:10am-12:00pm

2&3 - 11:35am-12:25pm

4&5 - 12:00pm-12:50pm

## **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 in the morning and crossing guards at 8th and Alderson and Dickerson and Alderson in the afternoon. 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, 3:15-4:00pm
- 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

**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](mailto:jennifer.westphal@bsd7.org)

Claudia Leake - Secretary  
406-522-6600 [claudia.leake@bsd7.org](mailto: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](mailto:debra.debode@bsd7.org)

Elizabeth James - School Counselor  
406-522-6600 ext. 6561 [elizabeth.james@bsd7.org](mailto:elizabeth.james@bsd7.org)