



## INDIAN BEND ELEMENTARY SCHOOL

3633 EAST THUNDERBIRD ROAD

PHOENIX, ARIZONA 85254

602-449-3200

[www.pvschools.net](http://www.pvschools.net)

JAN STEVENS, PRINCIPAL

MISSY MARTIN, ASSISTANT PRINCIPAL

2018-2019 School Year

Dear Indian Bend Families,

Welcome to the 2018-19 school year. My name is Jan Stevens and I have worked in Paradise Valley Unified School District for eighteen years as an administrator. I have served as principal at Indian Bend for the past five years. I am so excited to begin my sixth year with our students at Indian Bend.

Ms. Missy Martin will return for her second year as our Administrative Intern/Assistant Principal. She came to us last year from Paradise Valley High School. Ms. Martin brings a wealth of knowledge and has been a great addition to our staff.

Our staff has been at school, preparing for the new school year. We can't wait to hear the sound of the children on campus, once again. If this is your child's first year at IBES, we hope you find our school to be a warm, welcoming environment, with high standards for learning. If your child is returning, welcome back!

We have a few reminders as you and your child prepare to return:

### Dress Code

A dress code was established in 2015 and is still in effect for this school year. As you are purchasing school clothing, please note that students will need safe shoes, preferably sneakers. All sandals must have a back strap. No flip flops, please. Tank tops, razorbacks, halters, and low cut tops will not be permitted for any students K-6. Shorts must have a 2 ½ inch inseam and jeans are preferred. The biggest violation after the summer is tank tops.

When school starts, we do enforce the dress code. Just remember - jeans, T-shirts, and sneakers are an easy way to follow the dress code, while dressing comfortably for play and learning. There are several other items in the dress code, but this information should guide you as you shop for school items. Watch for the Parent/Student Handbook link, which will be sent home with your child in the first day folders. **Remember, the dress code will be enforced.** Thank you.

### Drop Off/Pick-Up

The drop off and pick up times are very busy. To assist in alleviating this congestion, we request qualified student bus riders to utilize the availability of this bus service. The fewer cars on campus, the better the traffic flow. Families who choose to drive or walk, can help us out by observing the signs and procedures to ensure safety of the students. You may get caught in slow moving traffic. We urge you to use patience, courtesy, and to set a good example for the children. Phoenix Police and our leadership team will be working diligently each day to improve the flow of traffic and processes for the students' safety. Your cooperation is greatly appreciated.

There is a parent drive-thru near the south field for 1st-6th grade parents. This will start off slow, but as we continue to improve the procedure, the waiting time will decrease. As the cooler months arrive and we begin the After the Bell Classes in a few weeks, pick up times will run much smoother. We have maps and pick-up procedures available in the school office. We are happy to help you come up with a more efficient pick-up plan for your individual needs.

**ATTENTION 1ST GRADE PARENTS:** The number one challenge in the fall is parents of 1st graders dropping and picking

up in the front parking lot, which is for kindergarten and preschool families. Please also note that your child will no longer be dismissed early, once they are in 1st grade and up. Please observe the procedures that are set for the safety of all students. Your child's safety is our number one concern.

**Preschool/Kindergarten Drop Off/Pick Up**

Parents of preschool and kindergarten students are required to observe the front parking lot rules. Do not leave cars parked in the drive-thru and go inside to pick up students. Find a parking spot or use the drive-thru pick-up and stay in your car, please. If your kindergarten child has older siblings, you must pick them up on the back field. A staff member will bring your kindergartener to the back field drive-through area, to be picked up with the older sibling(s). Preschoolers will continue to be signed out from their classroom.

**End of Day Plans**

Parents (of especially K and 1st graders) are urged to communicate a clear plan for pick-up with the teacher and to keep the same plan each day, if at all possible. It is your responsibility to work with transportation to establish the major cross-streets for your child's bus stop and to tell the teacher. Failure to do so can result in your child getting off at the wrong bus stop. As a precaution, the staff will label the K and 1st grade children for the bus driver. A plan might be to follow the bus on the first day (or week) in your car, to ensure that your child and the driver are clear on where your child is dropped off. Teaching your child the animal name of their bus helps them to get on the correct bus each day. Once again, safety is of the utmost concern. Parents of K and 1st graders are highly encouraged to follow their child's bus (by car) to the bus stop for the first couple days, as an extra precaution to ensure their safety.

**Back To School Night**

We hope you will attend our Back To School Night on **Friday, August 3rd**, in which you will be welcomed into the classrooms and multi-purpose room. There are no formal presentations in grades K-6th. Preschool will have an informal Open House at 4:00PM (Schinke) and 4:30PM (Lovett) in rooms 3 & 5. Back to School Night for grades K-6 is a very brief time to see the class list, meet the teacher, see the classroom location, find playground line-up area, put money on your child's lunch card, and visit booths for more important school information. Doors open at 5PM. It is hot outside, so don't arrive too early. We hope to see you there!

**IMPORTANT DATES TO REMEMBER**

Friday, August 3rd	<b>Back to School Night</b>	4:00PM (Schinke)/4:30PM (Lovett)	Preschool
		5:00PM	K-2
		5:30PM	3-6
Tuesday, August 7th	<b>1st Day of School</b>	8:45 - 3:15PM	K-6th Grade
		8:45 - 9:45AM	K Parent Orientation Meeting (come to school with your child, please)

If you have questions or concerns, please feel free to call the school or visit the school office. We look forward to serving you at IBES!

Sincerely,

*Jan Stevens*

Jan Stevens, M.A.Ed.  
IBES Principal

*Missy Martin*

Missy Martin, M.A.Ed.  
Assistant Principal