



August 6, 2021

Ballard West Families,

Welcome to the 2021 school year! We are excited and ready to get started, learn LOTS of new things, and have some fun!

Back-to-School “Night”: We are really excited about a new format for Back-to-School Night on August 23rd, 3:00-6:30pm at West. This year all families will sign-up for a time to come to school, find classrooms, and meet teachers. This format will ease congestion in the halls as well as an opportunity to meet teachers and explore classrooms in a more relaxed and personal setting. We hope you enjoy the change! Classroom teachers will send out emails/sign-up opportunities the week of August 9-13 to families. They will use the email addresses listed in your Infinite Campus account.

Welcome Signs: The following signs will be in placed outside to mark the Kindergarten, 1st Grade, and 2nd Grade entrances. All grade level entrances will be separate and in the same places as last year. This is something that is good to point out to your child at Back to School Night. *There will also be adults available to help direct students the first few days.



Parking Lot Procedures

- Doors are opened at 7:40 am.
- Student Drop-Off/Pick-Up: Follow the blue arrows for student drop off/pick-up. Students should enter/exit on the **passenger side of the car** when you are along the east side of the school by the cones. Staff will be present at the drop off site to guide students into the building. This is much smoother if your child’s seat is on the passenger side of the car.
- Park in the parking lot if you would like to escort your student to/from the front doors.
- School **starts at 8:00am**. Ensure adequate time for your student to be in the classroom by 8:00.

Ballard District
Administration Office
Huxley, IA 50124
Phone: (515)-597-2811
Fax: (515)-597-2965

Ballard High School
701 Ballard Drive, P.O. Box 307
Huxley, Iowa, 50124
Phone: (515) 597-2971
Fax: (515) 597-2964

Ballard Middle School
509 N. Main, P.O. Box 307
Huxley, Iowa 50124
Phone: (515) 597-2815
Fax: (515) 597-2818

Ballard East
Elementary School
505 W. 4th Street, P.O. Box 110
Cambridge, Iowa 50046
Phone: (515) 220-4306
Fax: (515) 220-4310

Ballard West
Elementary School
105 E. Main, P.O. Box 267
Slater, Iowa 50244
Phone: (515) 228-3890
Fax: (515) 228-3892



- **Bus Lane:** Busses and school vans ONLY from 7:30-8:20am and 2:40-3:30pm. Do NOT drive in the bus lane during these times.

- Driving in the bus lane during restricted hours is in violation of district expectations as well as state law requiring a restricted loading zone for busses and other school vehicles.

First Day Transportation: On the first day of school, we highly advise that your student come to school and go home from school using the transportation he/she will normally utilize. This helps students learn their routine and feel comfortable. You are welcome to be with your child at the bus stop to show them the routine and then meet him/her at West when the bus arrives and say good-bye before they go into the building. *We have found that a different routine for the first day/s just causes another “first day” when transportation changes to the normal routine.

Parents are allowed to walk students into the building the first two days of school. Starting Friday, August 27th, we will assume our normal routines in which students enter the building and go to class on their own. Families are welcome to walk students to their entrance or use the drop-off lane.

Raptor Visitor Management System: Part of keeping students and staff safe is knowing who is in our buildings at all times. All guests must request access and enter via the main entrance into the office area. All visitors must present an ID, such as a driver’s license. The Raptor system uses the ID and checks the national sex offenders list. Once entry is approved, a badge is given to all visitors with the date, time of entry, and the purpose of the visit.

Transportation Questions: All questions regarding bus routes and bus stops should be directed to Marcy Hanigan mhanigan@ballard.k12.ia.us .

Thank you to everyone for your continued support. We are so fortunate to have a school and community working together to provide a positive, productive, and safe environment for student learning. Please see the [Ballard Dimensions District Newsletter](#) for more information regarding the start of the school year.

Best,

Jennifer Johnson, Principal