Southeast Polk
RUNNELLS ELEMENTARY

August 15, 2026

Runnells Families,

Hopefully everyone has had a great summer. The start of school is just around the corner. Please see important information regarding the upcoming school year below.

- **Carole Miller Retirement** - Runnells' Administrative Assistant, Carole Miller, retired at the end of last school year after 40 years. Carole meant so much to our school, and we will miss her. Emily Burke will be our new Administrative Assistant. Emily worked at Altoona Elementary as a part-time Administrative Assistant. Please welcome her to Runnells when you see her.
- **Back to School Night** - Students and families are invited to attend on Aug. 20th from 4:00-6:00 PM. Students will take their pictures, meet their teacher, and drop off supplies (if needed).
- **First Day of School** - Monday, Aug. 24, 2026
    - School hours are 8:50 AM-3:45 PM
    - West doors will open at 8:35 AM. If your student is dropped off at the west door and eats breakfast at school, please plan to drop them off then.
    - Bus students will enter the building as soon as the buses arrive, provided it is after 8:30 AM, to help expedite the breakfast line.
- **Teacher Assignments** - Available in Infinite Campus starting Aug. 7th. While we strive to keep everything consistent, your child's assigned teacher might change between then and the start of the school year, due to new student enrollments. Thank you for your understanding and flexibility as we work to create the best learning environment for all students.
- **West Door Pickup & Dropoff -** Please remember we use a two-line system. When the first line closest to the playground is full, create a second line on the Dollar General side of the drive. Please do not park on the road. We have had the police contact us in the past to make sure we don't have cars on the road. If you arrive after the first line has started, please provide enough space for the second line to pull over and pick up their students. If you park in the parking lot and walk over to the west door to pick up your student, please do not park in the driveway on the north side of the building. This creates traffic issues for buses trying to get into the bus lane.
- **Busing** - Follow the link for further information
    - Address changes and bus setup go through the administrative assistant at each school. If you need to adjust busing, please contact Emily Burke.
    - It takes three business days for busing to start once it is set up.
    - Check the status of changes by viewing your student's account in Infinite Campus.

Sincerely,

Jake Bartels, Principal
Runnells Elementary
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2026 - 2027 Academic Calendar