



IRVING ISD
REIMAGINED
CONVOCATION 2023
IRVING ISD TOOLKIT

Official Convocation Hashtag:
#IISDReimagined

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Dear Irving ISD,

Welcome back for another amazing school year! I am so excited to begin the heartwork of reimagining Irving ISD and taking our amazing school district to even greater heights!

We will kick off this journey with Convocation, which will be held Tuesday, August 8. This year, we will shut down the district to allow each and every member of Team Irving to take part in the festivities. To allow for this, all Irving ISD campuses and offices will be closed on Tuesday, August 8, from 8 AM to 1 PM. While most of Team Irving will participate in the event at the Toyota Music Factory, we will have a satellite site at Irving ISD for designated team members.

For Toyota Music Factory attendees, the AWESOME pre-party will kick off at 9 AM with fun games, photo booths, a DJ, dancing and more. Please reference the transportation plan on page 4 to see if your campus is carpooling or riding the bus. The assigned times will provide more information about when you will arrive at the pre-party.

You will also find important information in this toolkit to help you prepare for the big day. If you have any questions prior to the event, contact Marketing and Communications at communications@irvingisd.net.

I can't wait to see how Convocation will bring us to the next level as we prepare for this coming school year.

See you on August 8!

Sincerely,

A handwritten signature in black ink that reads "Magda Hernandez". The signature is written in a cursive, flowing style.

Magda Hernandez,
Superintendent of Schools
Irving ISD

TOYOTA MUSIC FACTORY TRANSPORTATION

Teachers and staff will be transported one of two ways to and from the Toyota Music Factory.

CAR TRANSPORTATION

Staff from elementary schools will receive parking passes to park for FREE in the Irving Convention Center and Hotel Parking Garage off Las Colinas Boulevard and Promenade Parkway.

Because we have a limited number of parking passes, staff will be required to carpool in groups of four or more.

Marketing and Communications has delivered the official parking passes to these campuses. Please see your campus principal for your parking pass.

BUS TRANSPORTATION

Administrative staff, early childhood schools, middle schools and high schools will be transported via bus.

There are six pick-up and return locations:

1. Irving High School
2. MacArthur High School
3. Nimitz High School
4. Central Administration Building
5. Ellis Stadium
6. Facilities Service Center *Please note, this includes campus auxiliary officers who serve as security only. All other Facilities staff will be picked up at the Facilities Service Center and bussed to the satellite location at Irving High School. (See Page 9)*

See the boarding and return times for your site location below. Pay close attention to the times as buses will NOT return to pick up anyone who misses their bus.

NOTE: All bus requests have been made. You simply just show up and board your bus!

NIMITZ HIGH SCHOOL LOCATION

BOARDING TIME at Nimitz HS: 9:30 AM, Depart at 9:40 AM, Arrive at Toyota at 9:55 AM

DEPARTURE TIME from Toyota Music Factory: 12:25 PM, Arrive back at Nimitz High at 12:55 PM

Schools Included:

Nimitz High School
de Zavala Middle School
Student Reassignment Center (SRC)
Ratterree CDC (including Ratterree district staff)

BUS LOCATION: Buses will pick up on the east side of the campus.

IRVING HIGH SCHOOL LOCATION

BOARDING TIME at Irving HS: 8:25 AM, Depart at 8:40 AM, Arrive at Toyota at 9 AM

RETURN TIME from Toyota Music Factory: 12:10 PM, Arrive back at Irving High at 12:25 PM

Schools Included:

Irving High School

Austin Middle School

Singley Academy

Johnson Middle School

Food Services (Non-Campus Based Staff)

BUS LOCATION: Buses will pick up at the main entrance.

MACARTHUR HIGH SCHOOL LOCATION

BOARDING TIME at MacArthur HS: 9:15 AM, Depart at 9:25 AM, Arrive at Toyota at 9:35 AM

RETURN TIME from Toyota Music Factory: 12:25 PM, Arrive back at MacArthur High at 12:50 PM

Schools Included:

MacArthur High School

Crockett Middle School

Houston Middle School

Travis Middle School

BUS LOCATION: Buses will pick up at the main entrance.

ADMINISTRATION BUILDING LOCATION

BOARDING TIME at the Admin Building: 9:25 AM, Depart at 9:40 AM, Arrive at Toyota at 9:55 AM

RETURN TIME from Toyota Music Factory: 12:10 PM, Arrive back at the Admin Building at 12:25 PM

Office Included:

Central Office

BUS LOCATION: Buses will pick up at the back entrance door on the north side.

ELLIS STADIUM LOCATION (600 E 6TH STREET, IRVING)

BOARDING TIME at Ellis Stadium: 8:55 AM, Depart at 9:10 AM, Arrive at Toyota at 9:20 AM

RETURN TIME from Toyota Music Factory: 12:45 PM, Arrive back at Ellis at 1 PM

Schools/Offices Included:

Clifton ECS

Kinkeade ECS

Pierce ECS

SPED Annex (Those in the former location)

Lamar Middle School

Bowie Middle School

Cardwell Career Preparatory Center

BUS LOCATION: Buses will pick up at the main entrance to the stadium.

FACILITIES LOCATION

BOARDING TIME at Facilities: 8 AM, Depart at 8:15 AM, Arrive at Toyota at 8:30 AM

RETURN TIME from Toyota Music Factory: 12:45 PM, Arrive back at Facilities at 1 PM

Employees Included:

CAOs

BUS LOCATION: Buses will pick up at the front entrance.

TOYOTA MUSIC FACTORY

ATTENDEE INFORMATION

WHEN WILL WE ARRIVE BACK AT OUR CAMPUS?

Once Convocation ends – and you will not want it to – campus and district staff who traveled via bus will participate in a staggered dismissal. We will work to get you dismissed as quickly as possible. You should be back to your campus and/or office no later than 1:30 PM. Those campuses who arrived via car may leave after bus riders.

WHAT SHOULD STAFF WEAR?

Staff should wear their finest district or school spirit gear (t-shirts, hats, bright socks, etc.) and come ready to show all of Irving ISD who has the most spirit! Jeans are allowed!

Note: Because this is a celebration exclusively for Team Irving, we ask that staff wear their district badge to ensure security.

WHAT SHOULD STAFF BRING?

Staff should bring their loudest cheers and be ready for an exciting kickoff to the 2023-2024 school year. Noisemakers are highly encouraged! Be sure to bring your new Convocation swag bags!

LIVE NATION BAG POLICY

All guests are subject to a bag search and security check before entering the arena. Clear bags are not required.

SO, WHAT'S THIS PRE-PARTY THING ALL ABOUT?

While your colleagues are arriving via bus and car from across the district, we have something special in store for your team! Staff may take selfies in the photo booths, catch up with colleagues or get their groove on with a live DJ. During the pre-party, make your way to the other side of the auditorium where several games will be available.

Please note: Doors to the Toyota Music Factory WILL NOT open before 9 AM. Please do NOT arrive early.

WHAT IF WE GET HUNGRY OR WOULD LIKE SOMETHING TO DRINK WHILE WE'RE THERE?

A show is always better with popcorn and a water, which has been provided courtesy of Legends. Free popcorn and water will be available near the DJ booth inside the venue.

Note: No outside food is allowed in the venue.

HOW LONG WILL CONVOCATION LAST?

The pre-party will be held from 9-10:25 AM and the actual Convocation will begin at 10:25 AM with a roll call and last until 12 PM.

TOYOTA MUSIC FACTORY

ASSIGNED SEATING, EMERGENCY SERVICES, SPECIAL ACCOMMODATIONS

WHAT HAPPENS IF AN EMERGENCY OCCURS ON SITE?

Toyota Music Factory along with Irving ISD health and safety personnel will be on-site in the foyer should anyone need assistance.

ONE OF MY STAFF MEMBERS NEEDS SPECIAL ACCOMMODATIONS. HOW DO I REQUEST SPECIAL ACCOMMODATIONS?

We want all members of Team Irving to feel included! If one of your staff members requires sign language interpretation, wheelchair accessibility or accommodations for transportation, please contact Marketing and Communications at communications@irvingisd.net by **Tuesday, August 2.**

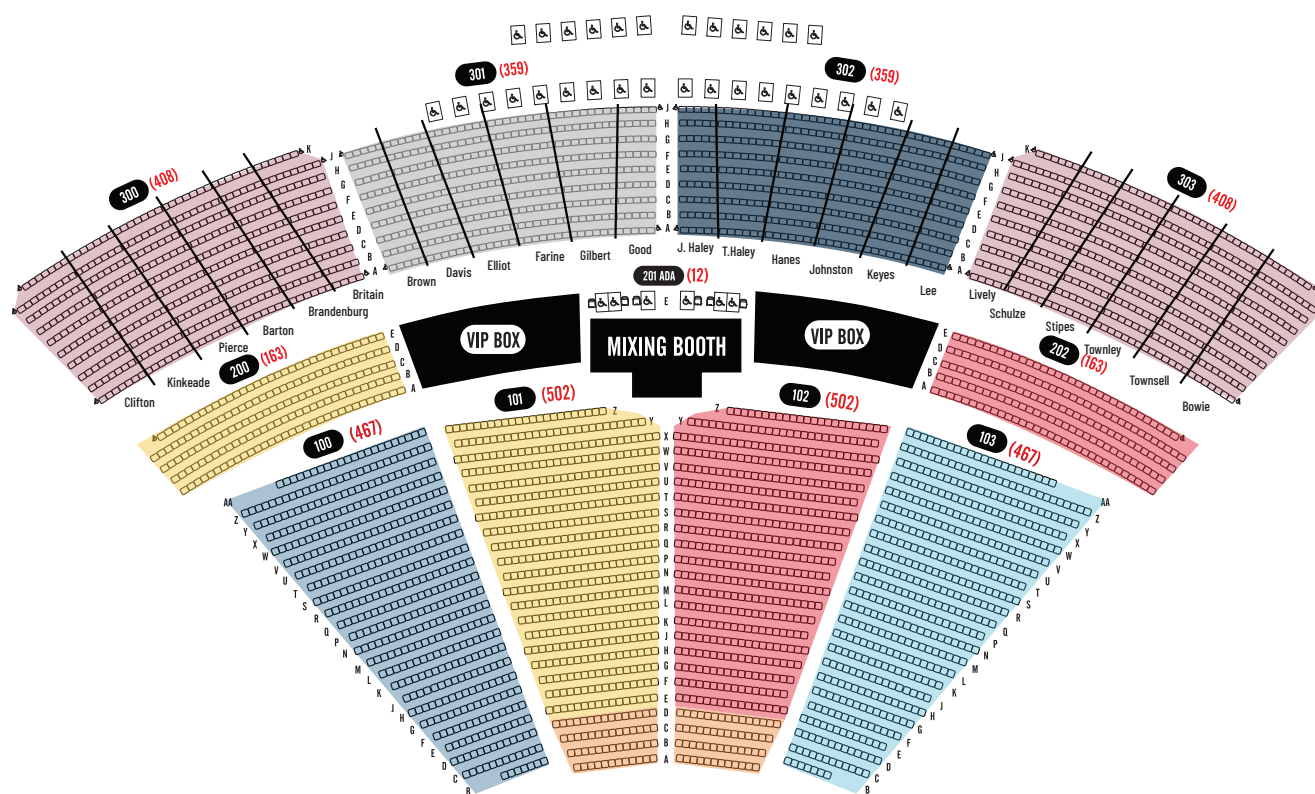
IS THERE ASSIGNED SEATING?

Yes, there is assigned seating. School and district staff can view the Seating Chart Assignment on the next page to identify where they will sit.

TOYOTA MUSIC FACTORY

SEATING INFORMATION

Please sit in your assigned section with your campus.



- Irving High School, Cardwell Prep, Austin MS, de Zavala MS, Johnson MS
- Nimitz High School, Lamar MS, Ratteree, SRC
- Board, Cabinet, Guests
- MacArthur High School, Crockett MS, Houston MS, Travis MS
- Central Admin, Admin Annex, SPED Annex, Singley, Food & Nutrition Services (Non-Campus Based)
- Clifton ECS, Kinkeade ECS, Pierce ECS, Barton ES, Brandenburg ES, Britain ES
- Brown ES, Davis ES, Elliott ES, Farine ES, Gilbert ES, Good ES
- J. Haley ES, T.Haley ES, Hanes ES, Johnston ES, Keyes ES, Lee ES
- Lively ES, Schulze ES, Stipes ES, Townley ES, Townsell ES, Bowie MS

SATELLITE LOCATION

ATTENDEE INFORMATION

LOCATION & TIME

Irving High School Auditorium - Arrival time: 10 AM | Convocation: 10:25 AM - 12PM

WHO IS INCLUDED

Facilities and Transportation staff should attend Convocation at Irving High School.

TRANSPORTATION - IRVING HIGH SCHOOL

FACILITIES LOCATION

All Facilities staff should park at the Facilities Service Center and take the bus to Irving High School.

BOARDING TIME at Facilities: 9:30 AM, Depart at 9:45 AM, Arrive at Irving HS at 10 AM

RETURN TIME from Irving High School: 12:45 PM, Arrive back at Facilities at 1 PM

Employees Included: Facilities staff

BUS LOCATION: Buses will pick up at the front entrance.

TRANSPORTATION LOCATION

All Transportation staff should park at the Transportation Building and take the bus to Irving High School (unless they are transporting groups for Convocation).

BOARDING TIME at Transportation Building: 9:30 AM, Depart at 9:45 AM, Arrive at Irving HS at 10 AM

RETURN TIME from Irving High School: 12:45 PM, Arrive back at Facilities at 1 PM

Employees Included: Transportation staff who are not driving buses for Convocation

BUS LOCATION: Buses will pick up at the front entrance.

WHERE SHOULD I SIT?

Seating at the satellite location is open.

WHAT SHOULD STAFF WEAR?

Staff should wear their finest district or school spirit gear (t-shirts, hats, bright socks, etc.) and come ready to show all of Irving ISD who has the most spirit! Jeans are allowed!

Note: Because this is a celebration exclusively for Team Irving, we ask that staff wear their district badge to ensure security.

WHAT SHOULD STAFF BRING?

Staff should bring their loudest cheers and be ready for an exciting kickoff to the 2023-2024 school year. Noisemakers are highly encouraged, and swag bags will be picked up at the event!

HOW LONG WILL CONVOCATION LAST?

Convocation will begin at 10:25 AM with a roll call and last until 12 PM.

Note: Transportation staff who are driving buses for Convocation may arrive late or leave early due to scheduling.

IMPORTANT INFORMATION

VIRTUAL OPTION

WILL THERE BE A VIRTUAL OPTION?

No. Employees should report in person to their assigned location at Toyota Music Factory or at the satellite location at Irving High School, where the event will be broadcast live.

Remember the district will be closed from 8 AM to 1 PM. Help us communicate this by doing the following:

- As early as Monday, July 31, put a sign in your front office near the Raptor system informing our community of the upcoming closure.
- On Tuesday, August 8, leave a notice on your front door or marquee informing our community of the closure.
- On Tuesday, August 8, Leave a message on the main campus number informing our community of the closure.
- The Marketing and Communications team will send out a school messenger on Monday, August 7, informing our community of the closure.

SWAG BAG INFORMATION

HOW DO I GET MY SWAG BAG?

A campus representative will need to pick up their campus' swag bags on Monday, August 7, from 8 - 11 AM or 2 - 5 PM in the Administration Conference Room (ACR) and distribute at their campus or at the satellite location.

If a campus representative is unable to pick up the swag bags during the times listed above, contact Noemi Santamaria at nsantamaria@irvingisd.net to schedule an alternative pick up time.

WHAT DO I DO WITH MY SWAG BAG?

If you are attending at Toyota Music Factory, please bring your swag bags with you. If you are attending at the satellite location at Irving High School, swag bags will be distributed at the event.

Put the batteries in the special fan prior to Convocation beginning to be used during the show.

OFFICIAL CONVOCATION HASHTAG

IS THERE AN OFFICIAL CONVOCATION HASHTAG?

YES! We want to go viral on social media in the most positive way. Staff is encouraged to snap their photos and upload them to their favorite social media platform with the hashtag #IISDReimagined.



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