

WELCOME TO IRVING!

Hello all Irving Students and Families,

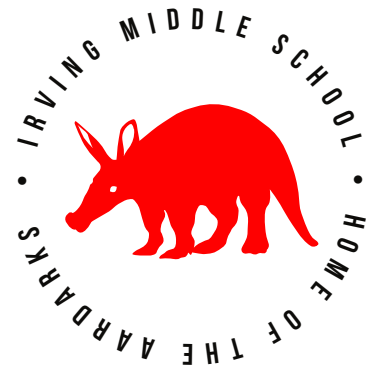
We hope so much that you are having a great summer. Although the majority of our students and staff are enjoying summer break, Irving remains a very busy place. Our administrative and office staff are hard at work making preparations for the successful start to the 2024-2025 school year.

Irving is the oldest middle school in the district and has a rich history of tradition that lives on in the daily culture of our school community. Our staff is a unique blend of experience and energetic youthfulness. Several of our staff are Irving alumni! Experienced or new to Irving, our teaching staff share a common goal to engage all students in meaningful learning experiences that will foster student success throughout their time at Irving.




Our mission at Irving is to educate, embrace and empower students with knowledge and skills to build their futures and you can see this mission alive in all we do at Irving.

Creating healthy working relationships and establishing open lines of communication is vital to your child's educational experience at Irving. We encourage families to contact us at any time to share insight, ideas or concerns. Working together allows us to meet the needs of all of our students. We look so forward to seeing you all soon!

My best,
Rachael Kluck-Spann
Principal



FOLLOW US ON SOCIAL MEDIA!

-  Irving Middle School
-  @IrvingArdevarks
-  irvingmiddleschool

ADMINISTRATIVE TEAM

Rachael Kluck-Spann
Principal

Deanna Macek
Associate
Principal

Anne Marie Boose
Special Education
Coordinator

Cory Hachiya
Instructional
Coordinator

OPEN HOUSE

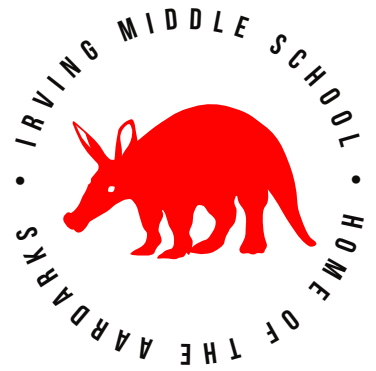
I am excited to invite you to attend our open house in August for the 2024-2025 school year!

The sixth grade Open House will be held on Wednesday, August 7, 2024 from 5:30-7:30 pm. During the 6th grade open house, students and families will follow an abbreviated version of the 6th grade schedule. Students will have the opportunity to pick up schedules, practice their locker combination & learn their way around the building.

Open House for 7th & 8th grade students will be held on Thursday, August 8, 2024 from 5:30-7:00 pm. Open House for 7th & 8th grade students is a traditional style of a 'drop in' open house and students/families may plan to attend any time from 5:30-7:00 pm. 7th & 8th grade students may also pick up their schedules, meet their teachers, find classrooms and also practice their locker combinations.

Sixth grade families, as well as 7th and 8th grade families who are new to LPS, will need to attend a Chromebook orientation session at some point during the evening. During 6th grade open house, this Chromebook orientation session will occur from 5:30 - 6:00 in the Irving auditorium, before students have the opportunity to tour the building. There will be two sessions for 7th and 8th grade families (at 5:30 & 6:00 pm) on Thursday evening.

We hope students and parents/guardians will be able to attend! The first day of school for sixth grade students is Monday, August 12, 2024 and it is a 'Y' day. Seventh and eighth grade students begin the school year on Tuesday, August 13, 2024, and this is an 'X' day. School begins at 8:00 am and ends each day at 3:00 pm.





Irving Middle School: Family Communication Guide

In order to support your student's transition to middle school, we have created this communication guide to foster an open, helpful line of communication between school and families. At Irving, we strive to establish positive working relationships and know effective, clear communication is key to promoting partnerships with families.

General Information about Irving is communicated on our website (irving.lps.org)

Helpful Information includes:

- Daily announcements
- Schedules (Regular schedule & an 'X/Y' day calendar)
- Staff directory (including email addresses)
- The monthly Irving Newsletter
- Safe, Responsible & Respectful Skill of the Week lessons & Irving Advisory Lessons
- A link to parent resources, library resources and to the Counseling Center

Helpful suggestions for communicating with Irving staff

- If you'd like to access regular updates regarding your students academic progress, attendance, etc, **ParentVue is a comprehensive resource** many families utilize regularly. If you need assistance logging into or setting up ParentVue, please contact our Registrar, Christina Day, at 402-436-1214 option 3 or by email at cday@lps.org.
- Many questions may be answered by contacting the school office at 402-436-1214 and listening to the options which will connect you with the correct staff member or office.
 - For Attendance: 402-436-1214 option 1
 - For the Main Office: 402-436-1214 option 2
 - For the Counseling Center: 402-436-1214 option 3
 - For the Health Office: 402-436-1214 option 4
- If you have questions or concerns about assignments, missing work, your student's grade or any classroom concerns we suggest contacting your student's teacher by email or phone. Teachers often make phone calls & send email to families during their plan periods or after school. It is reasonable to expect a response within 24 hours during the school week.

Our mission is to educate, embrace & empower students with knowledge and skills to build their futures.



- Our grade level counselors are fantastic staff members to reach out to with any question, concern or positive news. Often they serve as the bridge between home and school and each of them are solution focused problem solvers that collaborate regularly with all school staff. Feel free to call or email your student's counselor at any time. The Counseling Center/Registrar's Office can be reached at 402-436-1214 option 3. It is reasonable to expect a response within 24 hours during the school week. For your convenience, our counselor's email addresses are listed below.
 - 6th Grade Counselor: Beau Gothier (bgothie@lps.org)
 - 7th Grade Counselor: Janis Fiero (jfiero@lps.org)
 - 8th Grade Counselor: Abby Rehm (arehm@lps.org)
- Reaching out by email or by phone to an Irving Administrator is always an option. We are here to partner with all families and want to ensure your student's experience at Irving is positive. We welcome email and phone calls and are always available to help. If you call the main office (402-436-1214) our secretarial staff will direct your call to the appropriate administrator. Irving administrators are:
 - Principal: Rachael Kluck Spann (rklucks@lps.org)
 - Associate Principal: Deanna Macek (dmacek2@lps.org)
 - Instructional Coordinator: Cory Hachiya (chachiy@lps.org)
 - Special Education Coordinator: Dr. Anne Marie Boose (aboose@lps.org)
- If anyone of our staff members is unable to provide you with the information you seek, we will collaborate to find accurate information and/or contact the correct person who may be able to assist you.
- If you have a question or concern and you would like to remain anonymous or are unsure about who to contact, you may always visit the Lincoln Public Schools website or the Irving Middle School Website and click on the green 'Safe to Say' icon located at the bottom of the page. All questions, concerns, or positive feedback shared on 'Safe to Say,' is filtered back to the building so we may follow up efficiently and include any district personnel in a timely, effective manner.

Irving Intramural Sports 2024-2025

Welcome to Irving Intramural Sports! We are happy to have you on our team! My name is Mrs. Okamoto, I am the Athletic Director for our program. I have been involved in Irving athletics since 2018 when my own child was an incoming seventh grade student athlete. I have also coached volleyball, basketball, cross country, and track, spending a good deal of my time with our student athletes.

If your child is interested in trying a sport, middle school is a great time to do that. We offer sports in the fall, winter and spring and they are open to our 7th and 8th grade students. Typically, we offer 7th and 8th grade volleyball, cross country and soccer in the fall. Winter sports include girls' basketball followed by wrestling and boys' basketball. Once students return from spring break, our final sports season starts with track and field. This is a great opportunity to try something new, practice previously acquired skills, spend time with peers, and represent Irving!

Informational meetings will be held before each season. Those dates will be shared through email and newsletters for parents. Students will also be reminded through google classroom and daily announcements. Meetings are typically held as follows:

Fall: Shortly after the start of school

Winter: Right around fall break

Spring: Right before spring break

Student athletes are expected to attend the informational meeting for any sport they wish to participate in. These meetings not only share important information about the team but it also provides an opportunity to meet the coaches, ensure the proper paperwork is obtained and completed, and simply to know what to expect once the season starts. If a student athlete is not able to attend the meeting but is interested in participating in a particular sport, please reach out to me and I will touch base with the student athlete to ensure they have the material from the meeting.

Physical exams are not needed to participate in intramural sports. However, we do

have a permission form that must be completed by a parent or guardian. Students can have parents complete the google form with the student prior to starting practice. If a student athlete has not had their parents complete the form, they are not eligible to participate until that is completed.

Practice schedules are set up by coaches. If there are multiple teams (volleyball, basketball, track and field) there will be specific days/times for each team to practice. Teams practice after school from 3:15 - 4:30 and there is no supervision after 4:45pm.

Please have a plan for your student athlete after practice. If your students go to the Irving Rec Center, their coach will write them a pass to go to the Rec Center after practice. Only students participating in practice may be in the practice areas after school. Siblings, friends, members of other teams not practicing, family, etc. are not allowed at practice. They will be asked to wait outside of the school building. Competitions for volleyball, soccer, wrestling and basketball are held on Saturday mornings. cross country meets are held on Mondays. Track and field meets are held on a variety of days, typically Wednesday-Saturday. Only immediate family is allowed at games/meets/competitions for middle school athletics. Due to the size of our facilities, we are not able to have large crowds at middle school sporting events. Middle school athletic schedules are posted on the LPS website at <https://home.lps.org/athletics/schedules/>

Each team will have a Google Classroom set up for communication. Practice schedules, game schedules, cancellations and other needed information will be posted on the Google Classroom so it is important that your student athlete checks it regularly. Information about game cancellations due to weather can be found on the LPS website at <https://home.lps.org/athletics/cancellations/>

I adhere to the belief that students are students first and athletes second. Both myself and your coaches want to support them in the classroom as well as on the court/field/track. Student grades are checked regularly throughout the season. Students who are failing a class are required to meet with their teacher and make a plan to help boost their grade above failing. This is important and must be relayed to the coach. I believe that this is an important practice and responsibility for

student athletes and is required in order to not miss playing time as a high school athlete. Both coaches and teachers regularly work closely in these situations and are willing to help students but I want students to begin that practice and responsibility for the future.

If a student is involved in an incident that results in receiving in school supervision (ISS) they will not be allowed to practice that day or until their ISS time is completed. If they receive ISS on a day when there isn't practice, they will not be allowed to practice the following day. If a student is involved in an incident resulting in out of school suspension (OSS) they will not be allowed to practice or compete that week and may be dismissed from the team depending on the severity of the incident. If your student athlete is not allowed at practice due to ISS or OSS you will be notified. I will also meet with your student and their coach to discuss how we can help them be more successful at school and on our team.

I hope you found this information to be helpful. Please do not hesitate to reach out with any questions or concerns. I look forward to working with our Aardvark athletes and families.

Best,

Mrs. Okamoto



From the
Irving Health Office

Hello, Aardvark Families!

I hope everyone has a summer filled with fun and relaxation! Just a few reminders:

Acetaminophen/Ibuprofen

If you would like for your student(s) to be able to take Acetaminophen or Ibuprofen at school, the Formulary Consent will now be available online through **ParentVue**. Please log in to your account to fill out the consent. Please contact Irving if you have any problems logging in to your account. This will be available during the online enrollment period. Forms will be available once the online window closes.

Health Concerns

The Irving Health Office would like to remind parents of students with **Asthma, Severe Allergies, Diabetes, and Seizure Disorders**, that a new Action Plan will be required to start the 2024-2025 school year. Please contact the Health Office to obtain a copy of the Action Plan needed for your student. If your student specifically has Diabetes or Seizures, expect a call from the school nurse close to the beginning of the school year to set up a meeting to discuss special considerations for your student.

Medications/Procedures

If your student takes medications during the school day, or has an inhaler to use as needed during school, please make sure to fill out a **medication consent** form. Please turn in this form, along with the medication in the **original bottle** with the **prescription label**, to the health office on the first day of school. We will also be available the week before school to receive medications. If your student has a health procedure that needs to be done at school (catheterization, g-tube feeding, etc.), please call the School Nurse to discuss a plan for the school year.

Reminder to all 7th grade parents

All 7th grade students are required by Nebraska state law to have a Tdap vaccination, physical exam completed by a physician, and a dental note turned in. The deadline for the Tdap is the end of 1st quarter. Forms are available in the health office if needed. You may turn in physical forms, vaccination records, and dental notes to the main office throughout the summer, or upload them onto ParentVue. Please contact the health office with questions. Enjoy the rest of your summer!

Irving Parent Teacher Student Organization (IPTSO) 2024-2025

IPTSO website: <https://irvingoutreach.wixsite.com/iptso>

Welcome to the Irving Community!

As a family of an Irving student, you are already a member of the Irving Parent-Teacher-Student Organization(IPTSO)!

Sign up for important announcements:

Parent/Guardian Name(s): _____

Phone Number(s): _____

Email(s): _____

Name of Student: _____ Grade: _____

Name of Student: _____ Grade: _____

Name of Student: _____ Grade: _____

What does IPTSO do?

- Provides you with important school and community information.
- Helps connect families through communication and events.
- Helps support the teachers and students at Irving Middle School by funding programs that enhance the education of our students including trips, special projects and classroom needs.
- Recognizes the teachers, staff, and the extended Irving Community who give so much to our students.

IPTSO events for 2024-2025 school year. Questions: iptsoinfo@gmail.com

Irving Dine out nights* <small>*portion of sales go directly to IPTSO</small>	PTO meetings	Family Events	Parent Teacher Conferences
July 10th 5-8pm Dairy Queen 37th and South	Monday Aug. 26th 6:00 pm Irving Library	Irving Fall Festival Sept. 20 5-6:30	Thursday September 12th 4:00-7:00 pm
August 20th 5-7pm Chick-Fil-A Southpointe	Monday Nov. 4th 6:00 pm Irving Library	Irving Spring Fling April 25th 5-6:30	Thursday November 14 4:00-7:00 pm
Sept. 10th 5-8pm Runza 33rd and Hwy 2	Monday Jan. 13th 6:00 pm Irving Library		Tuesday February 11 4:00-7:00 pm
Oct. 15th 5-9pm Honest Abe's 8340 Glynoaks Dr.	Monday March 31st 6:00 pm Irving Library		Tuesday April 15th 4:00-7:00 pm
Nov. 13th 5-9pm Freddy's 2711 S. 48th St.			

Will YOU help support the Irving Community?

I am interested in helping with the following area(s): (Please check all that apply!)

Plan/provide Food for Teacher Conferences

6th Grade Activities

7th Grade Activities

8th grade Activities

Teacher Appreciation Committee

Provide ways to show how we appreciate teachers and staff

Help in the Library

Outdoor Classroom Fundraiser

Help continue this fundraiser that will support a new outdoor classroom

Wherever I am needed most!

I would like to make a donation to support Irving!*

We fund all of our IPTSO school projects, field trips, supplies, teacher support, and more with your donations.

White Level \$10

Aardvark Level \$50

Red Level \$25

Other Amount: \$ _____

If you plan to volunteer at Irving, you will need to complete the **REQUIRED** Lincoln Public Schools Volunteer Application on an annual basis. Go to www.lps.org, look on the left side of the page for the column entitled, "Popular Pages" and under "Volunteer", click on "Be a Volunteer". There you will find the online volunteer application. If you have any questions, please call the Irving main office at (402) 436-1214.

***For those including a donation, please make checks payable to IPTSO and return along with this form to the Irving main office. Please mail/drop off form to Irving Middle School, 2745 S. 22nd St., Lincoln, NE 68502 OR drop off form at an IPTSO table at Irving events. Visit the "For Parents" tab on the Irving website for more information regarding IPTSO or to donate online.**

Questions? Email: iptsoinfo@gmail.com

IPTSO website: <https://irvingoutreach.wixsite.com/iptso>

Facebook Page: <https://www.facebook.com/IPTSO/>

LINCOLN PUBLIC SCHOOLS
NUTRITION SERVICES DEPARTMENT

Information for Parents
2024-25 YEAR

HIRING FOOD SERVICE WORKER POSITIONS: Would you like a job that allows you to work only on the days when your child is in school with great pay and health insurance benefits? We currently have four-, five-, and six-hour positions available. Apply on-line at [LPS.org](https://lps.org).

STUDENT MEAL PRICING:

- Elementary Breakfast: \$1.30
- Middle School Breakfast: \$1.50
- High School Breakfast: \$1.50
- Reduced Breakfast (all grades): .30 cents
- Milk carton (all meals): .60 cents
- Elementary Lunch: \$2.50
- Middle School Lunch: \$2.70
- High School Lunch: \$2.85
- Reduced Lunch (all grades): .40 cents

A NEW FREE AND REDUCED MEAL APPLICATION IS REQUIRED EACH SCHOOL YEAR. Families who may be eligible for free or reduced-price meal benefits must submit a new application each new school year (July 1 or after) to determine eligibility. You must reapply each new school year.

ONLINE FREE AND REDUCED APPLICATION WILL BE AVAILABLE JULY 22nd: The free and reduced meal application will be available online at [LPS.org](https://lps.org). The online application is fast and secure, and takes only one to two working days to process. When you apply online and have an email address registered with LPS, you will receive an email notification as soon as your application has been processed. Families who received a letter this summer from Lincoln Public Schools Nutrition Services Department stating that their children have been Direct Certified for free or reduced meal benefits do not need to complete an application. Please make sure all the school age children in your home are included in this letter. If one or more of your children are not listed, please call the Nutrition Services office at 402-436-1746. Paper applications may take as long as ten (10) working days to process. Nutrition Services is not responsible for lost paper applications. Free and reduced meal benefits may allow a family to receive fee waiver benefits.

PRE-PAYMENTS: Can be made online by following the link on the LPS homepage and clicking “Buy Student Meals” or by sending payment with your student to school. Many parents enjoy the convenience of depositing money into cafeteria accounts using the online prepayment system. Registered users may add funds for all students in their family at one time using this system. Purchases may be made using either your checking account information or VISA, MasterCard or Discover credit cards (nominal transaction fees apply). Cash or check are accepted at each school. If you choose to send cash or check with your student, please include a note indicating your student’s name and student ID number.

MEAL CHARGES: No student will be denied a school meal if their meal account is zero or negative. The student will be served from the regular menu and the appropriate meal price (reduced or paid) will be added to the student account. If the student’s account is zero or negative, the student may not charge a second meal, an extra entrée or any a la carte items. Families are encouraged to regularly check their account balance and track their child’s spending to prevent negative meal balances. It is the responsibility of the student’s family to provide the funds for the child’s meal. Negative balances are expected to be paid in full each school year. When negative balances reach \$10 or more families will receive notification of charges via a Negative Balance letter or automated phone call. Automated phone calls will continue until the negative balance has been paid. Unpaid meal charges are carried over at the end of the school year. The negative balance will remain in the school meal software until it is three years past due. After three years the negative meal balance will be moved to the student’s account in the student information system (Synergy). It is important to keep contact information (address, email and phone number) current with LPS.

LPS ONLINE MENUS: MealViewer is the online tool LPS uses to post menus for all schools. View menus on your computer by visiting the LPS homepage and clicking on “School Menus”. Schools are listed alphabetically. Create your own profile by saving your student’s school, or simply “X” to bypass this option and go straight to the menus. Download the mobile app for menu information on the go. Search for “MealViewer to Go” in the App Store or Google Play Store.

FOOD ALLERGIES OR SPECIAL DIETS FOR MEDICAL REASONS: The “Medical Statement for Students Requiring Special Meals” is available online at [LPS.org](https://lps.org). This form must be completed, signed by a Physician and faxed to Nutrition Services (402-436-1775) or dropped off at your child’s school. After submitting the form, please plan to send a meal with your child for up to three days so that our staff has time to order the foods necessary to accommodate your student’s diet restrictions. If you submitted a form last school year and your child’s diet has not changed, nothing further needs to be done. We will continue to provide the diet as ordered last school year. Call 402-436-175 with questions.

FREE & REDUCED QUESTIONS: 402-436-1746 or email freeandreduced@lps.org

CAFETERIA ACCOUNT/ONLINE PAYMENT SUPPORT: 402-436-1743 or email foodzone@lps.org

