



Irving Middle School

**Student & Parent  
Handbook  
2023-2024**



## FALL CONFERENCES

September 14, 2023  
&  
September 19, 2023  
from 3:45-6:45

## SPRING CONFERENCES

February 6, 2024  
&  
February 8, 2024  
from 3:45-6:45

### PLEASE NOTE:

All procedures, guidelines and dates outlined in this document are subject to change, based on recommendations and directives issued by the Nebraska Department of Education, the Lincoln Lancaster County Health Department (LLCHD), or other governing body.

# 2023-2024 Student Calendar



Lincoln Public Schools  
Lincoln, Nebraska



Approved 2/23/21

JULY 2023						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

JANUARY 2024						
S	M	T	W	T	F	S
		1	2	3	4	5
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

AUGUST 2023						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

FEBRUARY 2024						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29		

SEPTEMBER 2023						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

MARCH 2024						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

OCTOBER 2023						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

APRIL 2024						
S	M	T	W	T	F	S
		1	2	3	4	5
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

NOVEMBER 2023						
S	M	T	W	T	F	S
		1	2	3	4	
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

MAY 2024						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

DECEMBER 2023						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

JUNE 2024						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

- First and last days of class for students
- All schools not in session
- All schools will dismiss early, check school building schedule
- Elementary school students NOT in attendance (plan days)
- ◻ Quarter start dates   ◻ Quarter end dates

Rev. 6/5/23

### GRADUATION DATES

Friday, May 17, 2024: Yankee Hill & Independence Academy

Thursday, May 23, 2024: Bryan Community Focus Program

Friday, Saturday and Sunday, May 24-26, 2024

*Fri:* Schools LSW

*Sat:* LNS/East/LHS/LNW | *Sun:* Schools LSE/LNE

**Calendar Options for Families:** The Lincoln Public Schools District understands and appreciates that our community has a wide variety of rich and varied religious celebrations and observances. In the event families recognize these holidays, parents should notify schools. Students will be given excused absences and allowed reasonable opportunities to make up any schoolwork missed.

**Note:** Changes to the calendar may occur as a result of inclement weather or other circumstances. If sufficient school time is lost as a result of calendar changes, and it brings the total number of school hours for the year below the state minimum requirements, the Superintendent will implement a plan for making up this time, which may require additional minutes added to the day, additional days added to the calendar, days previously identified as non-student days re-scheduled as student day, or other appropriate calendar or schedule measures.

# GENERAL INFORMATION

## Intent of Handbook

This handbook is intended to be used by students, parents and staff as a guide to the rules, regulations, and general information about Lincoln Public Schools. Each student is responsible for becoming familiar with the handbook and knowing the information contained in it. Parents are encouraged to use this handbook as a resource and to assist their child in following the rules contained in this handbook.

Although the information found in this handbook is detailed and specific on many topics, the handbook is not intended to be all encompassing so as to cover every situation and circumstance that may arise during any school day or school year. This handbook does not create a "contract." The administration reserves the right to make decisions and make rule revisions at any time to implement the educational program and to assure the well being of all students. The administration will be responsible for interpreting the rules contained in the handbook. Should a situation or circumstance arise that is not specifically covered in this handbook, the administration will make a decision based on all applicable school district policies, and state and federal statutes and regulations.

## Arrival/Dismissal

Supervision of students outside on school grounds begins at 7:45 am. Sixth grade students will enter the building through door #19 (north side of the building). Seventh grade students will enter through door #1 (main entrance). Eighth grade students will wait by door #2 (south side by circle drive). If students must arrive before 7:45, please contact a grade level school counselor or an administrator to establish a plan for your student's safety.

Breakfast begins at 7:30 am. Students eating breakfast at school will enter the building through door #1 (main entrance) and remain in the cafeteria until the bell sounds at 7:53 am.

All students are dismissed at 3:00 p.m. each day unless it is a PLC day. On PLC days, students are dismissed at 1:40 p.m. Students who remain after school should take their materials (chromebooks, books, etc) and coats with them and not return to their lockers. We expect students to catch their ride, walk home, or go to the Rec. Center (\$3.00 per day) by 3:10 p.m. each day. There is no supervision of students after this time unless they are participating in a scheduled activity with a staff member such as intramurals, Homework Hub or an after school club. Students are not allowed to loiter around school grounds.

Homework Hub will be offered to all Irving students on Monday, Wednesday, Thursday and Friday after school starting promptly at 3:15 pm in the cafeteria. Homework Hub is supervised by certified teachers who are excited to help students with current and missing assignments. Homework Hub will begin on Wednesday, September 6, 2023.

Daily Schedule - 6 <sup>th</sup> Grade	Daily Schedule - 7 <sup>th</sup> & 8 <sup>th</sup> Grade
8:00-9:07 a.m. .... Period 1	8:00-8:52 ..... Period 1
9:11-10:14 a.m. .... Period 2	8:56-9:48 ..... Period 2
10:18-11:25 a.m. .... Period 3	9:52-10:44 ..... Period 3
11:25-11:55 am ..... 6th grade (lunch/recess)	10:48-11:39 ..... Period 4
11:59-1:09 p.m. .... Period 4	11:43-1:09 ..... Period 5 (this includes students 30 minute lunch/recess)
1:13-2:04 p.m. .... Period 6	1:12-2:04 ..... Period 6
2:08-3:00 p.m. .... Period 7	2:08-3:00 ..... Period 7

Students may enter the building when the bell sounds at 7:53 am. Students entering the building before this time must be eating breakfast, participating in morning choir, have a handwritten pass from staff or have a communicated plan to come directly to the main office, counseling center or health office. Students that participate in band or orchestra classes with large instruments may also enter the building early to securely store their instruments in the Band or Orchestra classroom.

In the event of inclement weather, students will be allowed to enter the building at 7:45. Eighth grade students may enter the building through door #2 (circle entrance) and will be supervised at the back of the cafeteria. Seventh grade students will enter through door #1 (main entrance) and will be supervised in the main hallway. Sixth grade students will enter through door #19 (north side entrance) and will be supervised in the sixth grade hallway.

### Irving Parent Teacher Student Organization

The Irving Parent Teacher Student Organization (IPTSO) is an active part of the Irving School community. It sponsors several student activities and supports other aspects of the school program. Membership information is sent home annually to all Irving families. Parents are encouraged to join. Meetings are held quarterly with Irving staff, parents, students and administration. Please check the website and school newsletter for specific dates and times.

## STUDENT HEALTH POLICIES

### Nurse

A student who becomes ill at school should ask their teacher for a pass to the nurse’s office. Only the students with emergencies will be received in the nurse’s office without a properly signed pass. In case of accident or illness the nurse or other office personnel will tend to the need. A parent will be notified immediately in serious cases. No student will be allowed to leave the school premises unless parents or other authorized personnel have been notified and have given approval.

### Health and Dental Appointments

Although it is preferred that health and dental appointments not be scheduled during school hours, students may need to be excused to keep appointments which can only occur during the school day. Prior to the start of the school day the student should have the office issue a “Medical Appointment” slip. The student must take this slip to the appointment so the dentist or physician can record the length of the appointment and sign it. When the student returns to school, he or she should check in with the office and turn in the signed slip.

See Important Information Booklet for more health and medical information.

# ATTENDANCE INFORMATION

## Tardiness

Students are considered tardy to school if they are not in class and ready to learn when the bell rings at 8:00 am. Students who are tardy to school between 8:00-8:10 am should report directly to their first period class. Students arriving to school after 8:10 am are expected to report to the office to receive a tardy pass to class. Irving does have a school wide tardy process for students. Students are assigned consequences for earning multiple tardies to their classes.

**See Important Information Booklet for more attendance information.**

# ACADEMIC INFORMATION

## Course of Study

**Sixth grade** students will take both core and Academic Connection classes each day. The core classes include the following:

Humanities: 120 minutes per day

Designed Thinking: 60 minutes per day 2nd and 3rd quarter

Math: 60 minutes per day

Science: 60 minutes per day 1st and 4th quarter

Sixth graders will take two Academic Connection classes each day. The first academic connection classes include an 'X' & 'Y' day rotation between PE or Healthy Living and PE or Vocal Music. If your student has Healthy Living 1st semester, they will have Vocal Music 2nd semester, and vice versa.

The second Academic Connection class includes one quarter of each of the following, Skilled Technical Sciences (STS), Art, Spanish and Computer Science. Additionally, 6th grade students that demonstrate a need for additional math support, may be recommended to participate in either a 'fluid math support' class or a quarterly Math Intervention class. If this is an identified need, parent/guardians will be notified in advance and will be given more information about the class.

Sixth graders may participate in Band or Orchestra. Both of these classes will be scheduled for one day a week after school. A small group lesson will be offered to Band and Orchestra students during the school day, once a week

**Seventh grade** students will take five core subjects and two Academic Connection classes. These classes include:

English: two semesters/year

Science: two semesters/year

Social studies: two semesters/year

Health: one semester/year

Mathematics: two semesters/year

Contemporary Communication: one semester/year

Seventh graders will take two Academic Connection classes each day. The first Academic Connection class includes an X/Y rotation between PE/Art and PE/Computer Science. The second Academic Connection class includes a quarter rotation among Spanish, Skilled Technical Sciences (STS), Vocal Music, and Family and Consumer Science (FCS).

Additionally, 7th grade students that demonstrate a need for additional math support, may be recommended to participate in either a 'fluid math support' class or a quarterly Math Intervention class. If this is an identified need, parent/guardians will be notified in advance and will be given more information about the class. Seventh grade students may elect to participate in a Music Exploration class. This is a year long course and enrolled students participate in a musical during 2nd semester.

Seventh graders may participate in Band or Orchestra. Both of these instrumental classes would replace the quarter rotation Academic Connection classes.

Seventh grade students who have not met district reading criteria will be required to take reading until the criteria are met. Reading would replace the quarter rotation Academic Connection classes.

**Eighth grade** students will take five core classes and two elective classes per semester. The five core classes include:

English/Language Arts	Math	Physical Education/Health
Social Studies	Science	

Eighth grade student may select courses from the following electives: Band, Orchestra, Vocal Music, Spanish 1, Publications, Computer Science, Business, Digital Art, Art, Family Consumer Science, Industrial Technology and Weight Lifting.

Eighth grade students who have not met district reading criteria will be enrolled in a Reading Intervention class until the criteria is met. Students that demonstrate additional math support will be enrolled in a Math Intervention class. Reading and Math intervention courses may take the place of an elective course. Data for students enrolled in intervention classes is reviewed regularly. Both Reading and Math Intervention classes would replace one elective class. Data for students enrolled in additional Math or Reading support classes is reviewed regularly. If students make significant progress throughout the semester, they may meet the criteria to be moved out of Reading Support and/or Math Intervention courses.

## Reporting to Parents

**Parents will be able to access their student's grades on line through the Synergy ParentVue. It is reasonable to expect teachers to update grades once a week.**

Additional information on ParentVue can be found on **page 41** of the Important Information Booklet. This booklet is available online at [www.lps.org](http://www.lps.org).

Achievement is reported to parents and students in middle school using the following system and marks:

**6th grade:** Letter grades of A (Superior) through F (Failing) in Humanities, Math, Science and Design Thinking. Academic Connections will be graded as Commendable (COM), Satisfactory (S) and Needs Improvement (N).

**7th grade:** Letter grades of A (Superior) through F (Failing) in English, Social Studies, Math, Science, Contemporary Communications and Health. Academic connection classes will be graded as Commendable (COM), Satisfactory (S) and Needs Improvement (N).

**8th grade:** Letter grades A (Superior) through F (Failing) in English, Social Studies, Math, Science, PE, Health and all electives. Reading Intervention, Math Intervention, Learning Center and Intervention & Strategies classes will be graded as Commendable (COM), Satisfactory (S) and Needs Improvement (N).

In some cases, parents and students prefer to use the S/U grading scale rather than the usual four point grade scale. Requests for this must be made to the student's counselor by the end of the eighth week of the semester. The counselors can discuss this option with families to acquaint them with the implications of that decision.

Each semester, parents will be invited to attend a Parent-Teacher Conference. Conferences between parents and teachers at the middle school level are considered supplementary to the written reporting system. Parents are encouraged to contact teachers throughout the year to check on their child's progress in courses that are of special concern to them.

## **Report Cards**

Report cards are sent home with students the first three quarters and mailed home at the end of the year. Report cards indicate three areas in which teachers describe students' progress: academic performance (A-Exceeds District Standards of Proficiency; B+, B, C+, C-Satisfactory; D+, D and F-Needs Improvement); work study habits (Commendable, Satisfactory, Needs Improvement) and social/behavior skills (Commendable, Satisfactory, Needs Improvement) for each subject.

The basis of the academic performance grade is either CSO-Curriculum; Standards/Objectives-the student's grade is a reflection of his/her mastery of district objectives or IND-Individual-the student's grade is based on the achievement of individual goals on the student's individual education plan. Parents are encouraged to access grades, attendance, assignments and other notifications in Synergy through ParentVue at any time. Students also have access to all of this through StudentVue in Synergy.

The Parent/StudentVue portal is a component of the LPS Student Information System that allows parents/guardians to:

- Monitor grades and attendance
- Get detailed assignment and course information
- Select and print reports
- Automatically receive notification when a grade falls below a selected level or when unexpected absences occur

## **Special Programs**

A variety of alternatives are available at Irving for students who demonstrate either a need for some form of additional support to be a more successful student or an academic strength or talent. Most often, these alternatives are provided respectively through the various special education programs or the program for gifted/talented students. If you have questions about Special Education Programming, please contact Anne Marie Boose, the Special Education Coordinator at Irving. Questions about the gifted program should be directed to Cara Walz, who is a district facilitator that serves Irving students. They can be reached at 402-436-1214. We encourage you to contact Anne Marie or Cara with issues related to these programs.

# RULES AND REGULATIONS

## Philosophy on Discipline

### Be Safe • Be Respectful • Be Responsible

The staff at Irving strongly believe that it is important for our school to be a safe, positive and welcoming environment for all students. We are all committed to help students develop the skills they need to be a successful student in the classroom and throughout our community. We expect students to demonstrate effort, work hard, ask questions or for support when needed and to treat others with courtesy, kindness and respect. The partnership between school, parents/guardians and students is essential and we welcome collaboration.

When things do not go well and some type of disciplinary action is necessary, the staff uses information from the statement on Responsibilities of Students as a basis for action. Families receive a copy of that statement at the beginning of the year. That statement outlines Lincoln Public School policies and expectations (see inside of back cover). The following is a series of expectations and consequences for a few forms of misconduct.

## Behavior in Class

All students are expected to contribute to a positive learning environment throughout the day at Irving. If a student struggles to meet the expectations in the classroom and the behavior interferes with their own learning, a teachers ability to teach or other students ability to learn, classroom teachers will implement a variety of strategies to help the student correct the behavior. If these strategies are unsuccessful and the behavior continues, teachers will implement further strategies to support the student. On occasion, behaviors may require assistance from administration and consequences may follow.

## Aardvark Store

Students can earn positive slips for positive behavior at Irving. Students can "cash" these in for items at the Aardvark Store, located near the main office. The store is open after school on specific days for specific grade levels. Donations to our store are always welcome and appreciated.

## Appearance and Dress

Clothing must be appropriate for school settings in order to provide a safe and orderly environment for all students to learn. The responsibility for the dress and grooming of a student rests primarily with the student and his or her parents or guardians, although, the school administration maintains the right to determine the appropriateness or suitability of any student attire,

### Allowable Dress and Grooming

- Students must wear clothing including both a shirt with pants or skirt, or the equivalent and shoes.
- Shirts and dresses must have fabric in the front, back, and on the sides.
- Clothing must cover undergarments and all private parts.
- All tops must have straps
- Clothing must be suitable for all scheduled classroom activities including physical education, science labs, wood shop, and other activities where unique hazards exist.



- Headwear is allowable as long as it follows other areas of the dress code and the student is easily identifiable
  - Specialized courses may require specialized attire, such as sports uniforms or safety gear. Students may be asked to remove headwear that interferes with the learning process.

### **Non-Allowable Dress and Grooming**

- Clothing may not depict, advertise or advocate the use of alcohol, tobacco, marijuana or other controlled substances.
- Students may wear hoodies, but must keep the hood off their heads.
- Considerations will be made for students who wear special clothing as required by religious beliefs, disability, to convey a particular message protected by law.
- Dressing, grooming, or engaging in speech that is lewd or indecent, vulgar, or plainly offensive.
- Clothing may not use or depict hate speech targeting groups based on race, ethnicity, gender, sexual orientation, gender identity, religious affiliation or any other protected groups. This also includes in words or depicted graphically that has derogatory, hate or offensive images.
- Clothing, including gang identifiers, must not threaten the health or safety of any other student or staff.
- If the student's attire or grooming threatens the health or safety of any other person, then discipline for dress or grooming violations should be consistent with discipline policies for similar violations.
- Wearing pants below the waistline is not allowed.
- Clothing with words, pictures, or phrases that depicts violence or intimidation may not be worn (examples include images of guns, knives and any other items generally considered to be a weapon).

### **Leaving Campus at Noon**

Middle school students are not allowed to leave the campus at any time during the school day without the permission of a building administrator and unless arrangements have been made by the student's parent or guardian to go home for lunch. This arrangement will be permitted only with the permission of the building administrator and if the parent is home during the time the student is home for lunch and only if the student is not tardy returning to afternoon classes.

### **Use of Inappropriate Language and Gestures**

In an environment where respect is being shown to one another, the use of profane or derogatory language is unacceptable. Staff members at Irving attempt to help students use only language that is appropriate to a school setting. Parents may be notified if a student uses profanity at school. Dependent upon the circumstance, use of profane or abusive language may result in school consequences. Students that direct profanity at any staff member will earn consequences at school.

## **Nuisance Items**

Any articles which disrupt the learning environment shall be considered nuisance items and will be confiscated by staff. Typically, objects like toys, electronic devices, headphones, ear buds, laser pointers or fidgets are included in this list.

**Students should not bring these items to school.** Articles students use on the way to school, like hats, coats and bags, are to be left in their hall locker for the day. If articles of value are confiscated from a student, they will be returned to the student at the end of the school day or to the student's parents/guardians.

## **Middle School Electronic Device Plan**

The use of cell phones, headphones/earbuds, smartwatches, and any other personal electronic devices by students is not allowed during the school day. All personal electronic devices must be powered off and out of sight at all times during the school day. If each student has their own school locker, the personal electronic device should be turned off and stored in the locker prior to the start of the school day.

If a student is accessing a personal electronic device during the school day the following sequence of consequences will be applied. Compliance at any step will prevent movement to the next step.

**Step 1:** The teacher will ask the student to put their electronic device in the designated storage location in the classroom. (Does not count as an electronic device infraction if the student complies with the teacher's request).

Compliance at any step will prevent movement to the next step.

**Step 2:** The teacher will contact the office and the device will be collected and held in the main office for the remainder of the day. The incident will be logged as an electronic device infraction. If the student refuses to turn over the device, they will be removed from the classroom and escorted to the office or designated problem-solving location.

If a student needs to leave class on a pass, the personal electronic device will be placed in the cell phone holder. If a student is accessing a personal electronic device in the hallway during the instructional period, the student will be returned to their classroom and asked to put their device in the classroom holder.

## **Electronic Device Infractions Per Semester**

1st Offense: Returned to the student at the end of the school day. Offense logged.

2nd Offense: Returned to the student at the end of the school day. Offense logged. Parent/guardian notified.

3rd Offense: Return to the student at the end of the school day and a building-level in-school corrective plan developed. Parent/guardian notified. Offense logged.

If habitual non-compliance with personal electronic device restrictions leads to frequent disruptions to learning, the teacher will write a referral and the student's administrator will work with the student and family to determine a personalized plan to meet the expectation.

Recording the image or voice of another person with an electronic device, without the express permission of the person recorded, or the failure to promptly delete such a recording following the request of the person recorded violates the LPS Responsibilities of Students (Policy 5480).

If a student brings their personal device to class, they do so at their own risk and, in doing so, specifically agree to hold Lincoln Public Schools harmless from all liability, damages, claims, costs, expenses, or other charges of any kind or nature whatsoever resulting from bringing their device to class.

### **Skateboards, Skates, Scooters and Balls**

Students bringing skateboards or scooters will be required to check them into the office. Students should also not bring balls to school, including footballs, basketballs, and soccer balls. These items will be provided at school for student activities.

### **Sexual Harassment**

Sexual harassment in any form will not be tolerated at Irving. Verbal comments and visual forms of harassment are as unacceptable as the more obvious physical acts such as pinching or touching. Pulling another student's pants down is considered harassment and students will be suspended for this type of behavior. Students who engage in sexual harassment may be suspended from school.

### **Public Displays of Affection**

Students are not allowed excessive demonstrations of public displays of affection such as hugging and kissing others.

### **Hallway Expectations**

The hallways and other non-classroom areas are important parts of the learning environment. To ensure everyone's safety, it is important that students use these areas in an orderly way.

#### **Hallway Expectations:**

- 1) Please walk.
- 2) Keep your hands, feet, and other objects to self.
- 3) Use respectful language and volume.
- 4) Use your own locker.

Students that struggle to meet these expectations may receive a variety of different supports to learn the desired expectations and/or consequences as needed.

### **Fighting**

Fighting among students can have a broad range of causes and effects, but is always inappropriate. Students who incite or encourage others to fight may face the same consequences as those who actually fight. Dependent upon these factors, disciplinary action, ranging from a conference with staff to a suspension from school, may be taken.

## Staying After School

If a student is requested to remain after school by a teacher, the student is expected to do so unless specific arrangements are made by the student with the teacher. Staying after school when requested takes priority over participation in any school activity. It is the student's responsibility to notify his/her parents if he/she must stay after school. The office phone may be used for this purpose.

# SCHOOL SERVICES

## Bicycles

Bicycle racks are provided to students on the east side of the building. It is the student's responsibility to ensure the security of his/her bicycle when using these racks. Lock your bicycles.

## Bulletin/Announcements

Announcements are presented to students during 2nd period and are posted on the Irving website during 2nd period as well. This bulletin contains announcements of importance and interest to students. If students have an item they would like read, they need to get the signature of an administrator or activity sponsor and then turn their announcement in to the office by 3 p.m. the school day before it is to be put in the bulletin. Daily announcements are posted on our web site.

## Bulletin Board

Bulletin boards in the hallways may be used to provide information and announcements for students. Materials must be approved by an administrator before they are posted.

## Counselors

Counselors are assigned to students by grade level. School counselors then remain with their assigned group during their entire time at Irving. A student should feel free to contact his or her counselor for help with school or personal problems. The counselor is available during the school day for conferences with students or with parents. Parents who wish to see a counselor are encouraged to make an appointment to ensure that the counselor will be available. During the 2023-2024 school year, grade level counselors are: 6th grade-Janis Fiero, 7th grade-Abigail Rehm and 8th grade-Beau Gothier.

## Library

The library is open for checking in and out books during and after school. The library is open most days until 3:15 p.m. for student use. Students who check out books from the library are expected to return them on or before the due date. Students who fail to do so will be denied library privileges. Fines will be assessed for lost books.



### MENTAL AND BEHAVIORAL HEALTH POINT OF CONTACT

Your student's mental health is important to their academic success. If you have concerns about your student's mental or behavioral health, you can contact the social worker at your student's school/program. LPS social workers are licensed mental health practitioners and can help connect you to appropriate mental health or behavioral supports.

## Lost and Found

Lost and found items are located on the shelves in the cafeteria. Students who have lost items should inquire in the office as well as check the Lost & Found area periodically. Items that are found should be taken to the office. Unclaimed items will be given to charitable organizations at the end of each term.

## Lockers

Each student will be assigned a hall locker and a lock to use for the year. Only school locks may be used on lockers. **STUDENTS ARE TO USE ONLY THEIR ASSIGNED LOCKER!** When closing their lock, students must turn the dial off the last number in the combination to ensure that it is locked. Lockers are the property of the school district and may be opened for inspection any time there is any question as to improper use of the locker. We ask students to keep their lockers clean. The student assigned to the locker is responsible for any damage to the locker. Students are not to stick or tape anything to the inside or outside of their locker. **Students may not decorate the outside of any locker for any occasion or reason.** If a locker is not working, students need to notify the office. Periodically, lockers will be checked by staff.

All students are required to keep their lockers locked. If a lock is lost, report this loss to the office immediately. Students are required to purchase a replacement lock for \$4.25 from the school office. Students should not share their locker combination with other students. A master list of lockers and lock combinations is kept in the office.

## Student Pictures

A brochure describing student picture packets will be distributed to all students during the first month of school. Pictures taken will be used to complete a student picture book for all students. This picture book will be completed and sold to students during the school year.

## Telephones

To use the phone at noon, students must have a pass from a lunch supervisor or administrator. Students are permitted to use the office phones **ONLY** for emergencies and not for routine contacts. Students may use phones in classrooms with permission of the teacher.

## Food Guidelines and Policy

In our continuing effort to ensure the health and safety of all our students, we are requiring that students, staff, and parents only bring individually wrapped, commercially prepared treats for other student consumption. Students can continue to bring home prepared food for their own consumption at lunch time. Staff will encourage hand washing and use of hand sanitizer. They will not allow handling or sharing of food brought by an individual student for personal consumption at lunch. Additionally, if a parent/guardian would like to bring lunch to their student, they must personally deliver the lunch to the main office. Food delivery services (Door Dash, Grub Hub, etc) are not permitted to deliver lunch to Irving students. If parent/guardians would like to eat lunch with their student, please notify the office so we may make arrangements for you to sit with your student in the cafeteria or in another location during lunch.

We want to be aware of students who have allergies. Please inform the school nurse of any known allergies. We do have a designated “peanut free” table in the cafeteria. Students are expected to eat their own lunches (bought at school or brought from home) only. Eating other students lunch is not permitted. See Important Information Booklet for more information.

See Important Information Booklet for more information.

## **Outside Beverages**

Open beverages or store bought beverages are not allowed at Irving Middle School. If the beverage is a part of a student's lunch, the drink must be un-opened and in a lunch box. Students are allow to use a water bottle throughout the day at Irving. Water bottles may only contain water.

## **Food Service Program**

Breakfast is served in the cafeteria from 7:30-7:53 each morning.

Lunch is scheduled during the extended 5th period.

Students have the choice of selecting a cold breakfast (ex: cereal and mini breakfast bar) or hot breakfast (ex: breakfast pizza) plus receive 100% fruit juice, low fat milk and optional ½ c serving of fruit. A school lunch consists of a choice of two or more hot entrees, chef salad or meatless entrée plus a salad, vegetable, fruit and milk. Purchase of carton of cow's milk is 50 cents.

## **Student Meals Return To Regular Pricing**

Student meals will be regular pricing (free, reduced and paid) for school year 2023-24. Families of students 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. A NEW FREE AND REDUCED MEAL APPLICATION IS REQUIRED EACH SCHOOL YEAR. Free and reduced applications are not renewable – they do not carry over from year to year. Families who receive a letter 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. ONLINE FREE AND REDUCED APPLICATION WILL BE AVAILABLE JULY 20TH: 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 on-line and have an e-mail address registered with LPS, you will receive an e-mail notification as soon as your application has been processed. 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. FOOD ALLERGIES REQUIRING A SPECIAL DIET: the “Medical Statement for Students Requiring Special Meals” (available on the Nutrition Services web page) must be completed and signed by a Physician and turned into the school Health Office. 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. 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 fees apply. **LPS MEAL VIEWER MENU APP:** Search for “Meal Viewer” from your mobile app store. Includes pictures of the food items, nutritional information and special diet information. You can also view our menus on your computer by visiting the LPS homepage and clicking on “School Menus”.

**FOOD ALLERGIES REQUIRING A SPECIAL DIET:** the “Medical Statement for Students Requiring Special Meals” (available on the Nutrition Services web page) must be completed and signed by a Physician and turned into the school Health Office. 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.

**WEB SITE FOR PAYING FOR EXTRA FOOD ITEMS:** follow the link at *lps.org* to MySchool Bucks. A transaction fee will be charged. Cash or check payments for extra food may be made at the school.

**LPS MEAL VIEWER MENU APP:** search for “Meal Viewer” from your mobile app store. Includes pictures of the food items, nutritional information and special diet information. You can also view our menus on your computer by visiting the LPS homepage and clicking on “Meal Menu”.

**PORK ENTREES LABELED ON MENU:** We apologize that past labeling about our cheese products may have caused some confusion. The cheese (American, cheddar and mozzarella) we use may be made with either microbial and/or animal-derived sources, and these are the same enzymes found in standard cheese sold in grocery stores and served in restaurants. Our labeling of the product may have led families to believe this was a different cheese product. We will continue to label any entrees that contain pork, such as pork sandwiches and sausage links. New this school year, the pepperoni pizza will be made with turkey pepperoni and not contain pork. If a family prefers non-standard cheese, or perhaps vegetarian cheese as a substitute, we recommend the student choose the plant-based entree option.

## **Composting and Recycling**

At Irving we encourage students to be good stewards of our environment. In the cafeteria during breakfast and lunch students and staff compost materials from their meals, including food waste and compostable containers and materials. Students are trained at the beginning of the year in this process. We also recycle paper, plastic bottles, cardboard, and aluminum cans during the day. Students are encouraged to put these items in the appropriate containers. We hope our families will also recycle at home.

## **ADDITIONAL INFORMATION**

### **Withdrawals and Transfers**

When a student leaves the city or moves from one school to another within the city of Lincoln, advance notice of at least one day is needed so our staff can prepare a withdrawal form which includes information about courses and progress in those courses. The withdrawal form is to be taken to the receiving school. Other school records will be sent through the mail to the receiving school. Transferring students need to return all school textbooks to the registrar.

## **Change of Address, Phone Number, or Email Address**

Students should keep the school informed of address, telephone number, and email address changes. Since student mid-quarter reports and monthly school newsletters are sent electronically, it is critical that email addresses be up to date. Please call or email our registrar Kathleen Clements at 402 436 1214 if your information has changed throughout the school year or if you are not receiving school information.

## **Building Care**

Care and maintenance of a building which accommodates over 900 students is a major job. All of us at Irving share this responsibility by taking care of the property we use and by helping keep the building clean. Students who damage anything in the building will receive disciplinary action, and will be assessed a fee to repair or replace anything damaged.

## **Fire Drills-Evacuation**

A total of 10 fire drills will be facilitated at intervals throughout the school year. It is important that students regard these fire drills seriously and know the procedure to follow in case of an actual emergency. Students should know the exit route to use from each of their classrooms. Teachers will provide this information. Observance of the following rules will help to ensure safety in the event of fire or fire drills:

1. When the fire alarm sounds, leave the room quickly, quietly and in good order.
2. Walk rapidly, but do not run.
3. Remain close to the nearest wall while moving to the stairway.
4. Form as many lines as space will permit.
5. Doors will be held open by the first person to reach them.
6. After leaving the building, move a safe distance away from the building.
7. Return to class upon signal.

## **Student Activities**

There are a wide variety of activities available after school for students. These activities are provided so that students can explore their interests and talents. These groups usually meet from 3:10 to 4:00 p.m.

The following is a partial list of activities that we plan to sponsor. Other activities can be provided if students express interest. We are open to ideas. All clubs must have a staff sponsor. A partial list of student clubs that have been offered in the past are: Student Council, Chess Club, Dungeons and Dragons Club, Pokemon Club, Green Club, Vocal Music Clubs, Science Olympiad, Sign Language Club, Safe Space Club and Art Club. We also have intramural opportunities for 7th and 8th grade students.

The media center is also open almost every day for students until 3:30 p.m.

Transportation in other than school district owned vehicles is not considered school district authorized transportation.





## IRVING MIDDLE SCHOOL

2745 South 22nd Street • Lincoln, Nebraska 68502

<http://Irving.lps.org>

### Phone Lines

Office..... (402) 436-1214

Fax..... (402) 458-3214

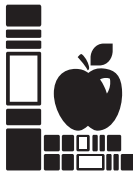
Rachael Kluck-Spann, Principal  
Deanna Macek, Associate Principal  
Cory Hachiya, Instructional Coordinator  
Anne Marie Boose, Special Education Coordinator

### Counselors

Janis Fiero, 6th grade  
Abby Rehm, 7th grade  
Beau Gothier, 8th grade  
Kathleen Clements, Registrar

**LINCOLN BOARD OF EDUCATION**

Barbara Baier  
Lanny Boswell  
Kathy Danek  
Don Mayhew  
Annie Mumgaard  
Bob Rauner  
Piyush Srivastav  
Paul R. Gausman  
Superintendent



5/23

Mailing Address: 5905 O Street • Lincoln, NE 68510

The Lincoln Public School District does not discriminate on the basis of race, color, national origin, religion, sex, marital status, sexual orientation, disability, age, pregnancy, childbirth or related medical condition, genetic information, citizenship status or economic status in its programs, activities and employment.