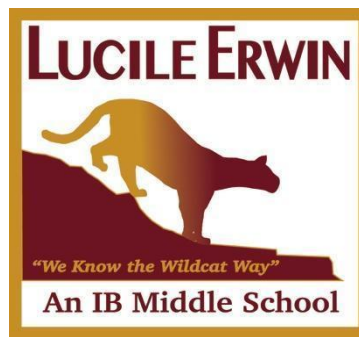


Student and Family Handbook

2023-2024



Our mission: At Lucile Erwin Middle School we challenge, empower, and inspire one another to achieve our highest potential as life-long learners interacting in a global community. We care, question, learn, reflect, and act.



Put Your Paw Print on it!

To ensure good communication, please take some time as a family to read and discuss the [Thompson School District's Code of Conduct](#) and LEMS Student/Family Handbook, and complete the [Google Form](#) shared with you by your advisory teacher by Friday, September 1, 2023. Advisory teachers will be going over this information with students in advisory classes.

WELCOME TO THE LUCILE ERWIN MIDDLE SCHOOL COMMUNITY!

You have just become a member of the student body at what we believe is the finest middle school in Thompson School District! Much time, energy, and thought have gone into planning at LEMS so that you may have the best possible learning environment. An outstanding staff has been hired to inspire and challenge you! We know that as you step through the front doors of LEMS you will sense the pride here. You are here to share that pride, participate in the ongoing development of tradition at your school, and take on the responsibility that comes with striving to be the best.



Every community has rules to help each member live safely and successfully and so do the people at LEMS. This handbook is designed to inform you of important school rules, procedures and policies that apply to you. Please read and discuss this guide as a family so know what is expected of you at Lucile Erwin Middle School and in Thompson School District. Please familiarize yourself with the Thompson School District ["Code of Conduct"](#)

which was written to ensure safety, equity, and accountability for all of our community members. Your education is the most valuable investment you will make in yourself, make the most of it!

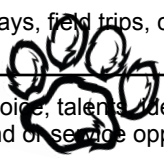
Ways to Get Involved

Students

Parents/Guardians

| | |
|--|--|
| Attend school every day! | Communicate– Ask all of your questions and let us know if you have ideas or concerns. Read our weekly newsletter and follow us on Facebook. |
| Participate in class activities, work, discussions, and projects. | Volunteer– Register in VITAL and be sure to choose Erwin as your school. We have a variety of opportunities for everyone! Work a game, read with students, help with photo day, speak to a class, or chaperone an event. |
| Try a sport, join a club, or choose an activity–make friends with people with common interests or just try something new! | Donate- From time to time, we advertise special needs in our newsletter. Food for events, prizes for our PRIDE cart, and \$5 gift cards for our i-Ready wheel are often needed. |
| Attend social events: be a fan and cheer for our sports teams, show your moves at the dance, support your friends as an audience member at a concert or play, or just come hang out for movie night. | Join a group or committee. We can always use new members on our SAC and PTO. |

| | |
|---|---|
| Join in on spirit days, field trips, contests, and games at lunch! | Attend back-to-school night, spring and fall conferences, parent partnership events, sporting events, and concerts. |
| Contribute your voice, talents, ideas, or time by taking part in special events and on service opportunities. | Support positive school culture and climate by knowing our policies and expectations and modeling those for our students when you visit. Speak positively about school and teachers in front of students. |



Lucile Erwin Middle School

4700 Lucerne Ave. Loveland 80538

970-613-7600 Attendance Line 970-613-7690

Principal: Jennifer Bradshaw

Assistant Principals: Chastity Stringer, Cinnamon Garner

Counselors: Stacy Adams, Amy Hazel-Colley, Luisa Tagliavini-Costa

Grades: 6-8

Enrollment: Approximately 750

School colors: Maroon and gold

School mascot: Wildcats

Web site: <https://www.thompsonschoools.org/erwin>

History

Lucile Erwin Middle School opened in the 1998-1999 school year. LEMS is named for Lucile Erwin who was a physical education teacher and counselor in Thompson R2J for thirty-eight years before retiring in 1983. Lucile was born in Longmont on April 2, 1913, and was raised on a farm southeast of Loveland.

While in grade school, Lucile decided that she wanted to teach. She majored in physical education at the University of Colorado. She taught in Brush, Colorado for two years before beginning a teaching assignment in Loveland. Although Lucile taught physical education at all levels, her work was primarily at the junior high level. Her memories of the kids remain positive. She says, "I enjoyed that age. Those kids just intrigued me."

Learning Culture

The International Baccalaureate Program aims to develop inquiring, knowledgeable, and caring young people who help to create a better and more peaceful world through intercultural understanding and respect. To this end, the organization works with schools, governments, and international organizations to develop challenging programs of international education and rigorous assessment. These programs encourage students across the world to become active, compassionate, and lifelong learners who understand that other people, with their differences, can also be right. The Middle Years curriculum is organized around three major concepts: Intercultural Awareness, Holistic Education, and Communication.

We strive to develop learners who have attitudes and dispositions that will be successful in all parts and phases of life. These are called the [IB Learner Profile Traits](#) We want to develop learners who are:

Inquirers
Caring

Knowledgeable
Balanced

Thinkers
Communicator
Reflective

Open-minded
Risk-takers
Principals

The IB curriculum is designed around **eight subject groups**: languages A & B, individuals and societies (social studies) technology, mathematics, arts, science, and physical education/health. The units of study begin with **key concepts and inquiry statements** through which students can connect their learning to the world outside the classroom. The Middle Years Program is for grades 6-10. Erwin students can continue in the MYP at Loveland High School. In year 5 (sophomore year) of the program, students are able to demonstrate their deep knowledge of an area of interest through the **personal project**.

LEMS's primary purpose is to educate all students to help them fully achieve their potential. We recognize teaching and learning must be interactive and meaningful and appropriate to each student's development and learning style. LEMS strives to be a safe, nurturing school where self-confidence, self-worth, achievement, and initiative are promoted.

At LEMS, we work together as staff, students, parents, and community to:

- Set measurable school goals for which we are accountable
- Establish and practice high, measurable expectations in classrooms, on our school grounds, and in the community, during academic classes, student activities, and in student leadership.
- Teach fundamental and advanced skills as required by the TSD curriculum, state standards, and the school community.
- Support interdisciplinary learning and encourage growth to ensure each student reaches his/her full potential.
- Provide a physically and emotionally safe environment for learning.
- Promote a productive work ethic, and listen to students' needs.
- Enable students to face, survive and excel in society, keep current with technology, and use critical thinking and reasoning skills.

Student Support

In order to help you learn and accomplish the school goal of high academic achievement, LEMS offers support in a variety of ways:

- ✓ High teacher expectations for each class
- ✓ Student-Led Conferences
- ✓ Academic support
- ✓ Athletic and club eligibility
- ✓ I.B. International Baccalaureate Middle Years Program (IB MYP)
- ✓ Infinite Campus for grades and attendance, 24 hours/day
- ✓ Reading and math support classes for those who need them
- ✓ Multi Tiered System of Support (MTSS)
- ✓ PBIS System to celebrate student successes throughout the year

School Supply List

- | | |
|------------------------------|---------------------------|
| • 2 packages #2 pencils | • 1 package graph paper |
| • Ruler | • 1 package glue sticks |
| • Pencil bag or pouch | • 4 composition notebooks |
| • 1 package loose-leaf paper | • 7 pocket folders |
| • 3 boxes tissues | • 1 box colored pencils |
| • 1 set highlighters | • 1 box colored markers |

- 1 box/package blue or black pens
- 2 packages of 5 tab dividers
- 1- 1" 3-ring binder
- 1- 2" 3-ring binder
- 1 pair wired headphones (simple earbuds will do, no airpods or large headphones)

Optional items that are useful: standard backpack, water bottle, light jacket or sweatshirt (our AC can be chilly)

Lockers measure 34" tall, 10' wide, and 10.5" deep

Schedules and Calendars

[Thompson School District School Year Calendar 2023-2024](#)
[LEMS Calendar](#)

2023-2024 Daily Class Schedules

| 6th Grade | | | | | | 7th Grade | | | | |
|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|
| Monday | Tuesday | Wednesday | Thursday | Friday | | Monday | Tuesday | Wednesday | Thursday | Friday |
| Advisory 8:50-9:25 | Advisory 8:50-9:25 | Advisory 9:50-10:25 | Advisory 8:50-9:25 | Advisory 8:50-9:25 | | Advisory 8:50-9:25 | Advisory 8:50-9:25 | Advisory 9:50-10:25 | Advisory 8:50-9:25 | Advisory 8:50-9:25 |
| Elec Pd 1 9:29-10:14 | Elec Pd 1 9:29-10:14 | Elec Pd 1 10:29-11:04 | Elec Pd 1 9:29-10:14 | Elec Pd 1 9:29-10:14 | | Period 1 9:29-10:33 | Period 1 9:29-10:33 | Period 1 10:29-11:23 | Period 1 9:29-10:33 | Period 1 9:29-10:33 |
| Elec Pd 2 10:18-11:03 | Elec Pd 2 10:18-11:03 | Elec Pd 2 11:08-11:43 | Elec Pd 2 10:18-11:03 | Elec Pd 2 10:18-11:03 | | Period 2 10:37-11:41 | Period 2 10:37-11:41 | Lunch 11:23-11:53 | Period 2 10:37-11:41 | Period 2 10:37-11:41 |
| Period 3 11:07-12:11 | Period 3 11:07-12:11 | Period 3 11:47-12:41 | Period 3 11:07-12:11 | Period 3 11:07-12:11 | | Lunch 11:41-12:11 | Lunch 11:41-12:11 | Period 2 11:57-12:51 | Lunch 11:41-12:11 | Lunch 11:41-12:11 |
| Lunch 12:11-12:41 | Lunch 12:11-12:41 | Lunch 12:41-1:11 | Lunch 12:11-12:41 | Lunch 12:11-12:41 | | Elec Pd 3 12:15-1:00 | Elec Pd 3 12:15-1:00 | Elec Pd 3 12:55-1:30 | Elec Pd 3 12:15-1:00 | Elec Pd 3 12:15-1:00 |
| Period 4 12:45-1:49 | Period 4 12:45-1:49 | Period 4 1:15-2:09 | Period 4 12:45-1:49 | Period 4 12:45-1:49 | | Elec Pd 4 1:04-1:49 | Elec Pd 4 1:04-1:49 | Elec Pd 4 1:34-2:09 | Elec Pd 4 1:04-1:49 | Elec Pd 4 1:04-1:49 |
| Period 5 1:53-2:57 | Period 5 1:53-2:57 | Period 5 2:13-3:07 | Period 5 1:53-2:57 | Period 5 1:53-2:57 | | Period 5 1:53-2:57 | Period 5 1:53-2:57 | Period 5 2:13-3:07 | Period 5 1:53-2:57 | Period 5 1:53-2:57 |
| Period 6 3:01-4:05 | Period 6 3:01-4:05 | Period 6 3:11-4:05 | Period 6 3:01-4:05 | Period 6 3:01-4:05 | | Period 6 3:01-4:05 | Period 6 3:01-4:05 | Period 6 3:11-4:05 | Period 6 3:01-4:05 | Period 6 3:01-4:05 |
| | | | | | | | | | | |
| 8th Grade | | | | | | Electives | | | | |
| Monday | Tuesday | Wednesday | Thursday | Friday | | Monday | Tuesday | Wednesday | Thursday | Friday |
| Advisory 8:50-9:25 | Advisory 8:50-9:25 | Advisory 9:50-10:25 | Advisory 8:50-9:25 | Advisory 8:50-9:25 | | Advisory 8:50-9:25 | Advisory 8:50-9:25 | Advisory 9:50-10:25 | Advisory 8:50-9:25 | Advisory 8:50-9:25 |
| Period 1 9:29-10:33 | Period 1 9:29-10:33 | Period 1 10:29-11:23 | Period 1 9:29-10:33 | Period 1 9:29-10:33 | | Elec Pd 1 9:29-10:14 | Elec Pd 1 9:29-10:14 | Elec Pd 1 10:29-11:04 | Elec Pd 1 9:29-10:14 | Elec Pd 1 9:29-10:14 |
| Period 2 10:37-11:41 | Period 2 10:37-11:41 | Period 2 11:27-12:21 | Period 2 10:37-11:41 | Period 2 10:37-11:41 | | Elec Pd 2 10:18-11:03 | Elec Pd 2 10:18-11:03 | Elec Pd 2 11:08-11:43 | Elec Pd 2 10:18-11:03 | Elec Pd 2 10:18-11:03 |
| Period 3 11:45-12:49 | Period 3 11:45-12:49 | Period 3 12:25-1:19 | Period 3 11:45-12:49 | Period 3 11:45-12:49 | | Lunch 11:03-12:03 | Lunch 11:03-12:03 | Lunch 11:43-12:43 | Lunch 11:03-12:03 | Lunch 11:03-12:03 |
| Lunch 12:49-1:19 | Lunch 12:49-1:19 | Lunch 1:19-1:49 | Lunch 12:49-1:19 | Lunch 12:49-1:19 | | Elec Pd 3 12:15-1:00 | Elec Pd 3 12:15-1:00 | Elec Pd 3 12:55-1:30 | Elec Pd 3 12:15-1:00 | Elec Pd 3 12:15-1:00 |
| Period 4 1:23-2:27 | Period 4 1:23-2:27 | Period 4 1:53-2:47 | Period 4 1:23-2:27 | Period 4 1:23-2:27 | | Elec Pd 4 1:04-1:49 | Elec Pd 4 1:04-1:49 | Elec Pd 4 1:34-2:09 | Elec Pd 4 1:04-1:49 | Elec Pd 4 1:04-1:49 |
| Elec Pd 5 2:31-3:16 | Elec Pd 5 2:31-3:16 | Elec Pd 5 2:51-3:26 | Elec Pd 5 2:31-3:16 | Elec Pd 5 2:31-3:16 | | Elec Pd 5 2:31-3:16 | Elec Pd 5 2:31-3:16 | Elec Pd 5 2:51-3:26 | Elec Pd 5 2:31-3:16 | Elec Pd 5 2:31-3:16 |
| Elec Pd 6 3:20-4:05 | Elec Pd 6 3:20-4:05 | Elec Pd 6 3:30-4:05 | Elec Pd 6 3:20-4:05 | Elec Pd 6 3:20-4:05 | | Elec Pd 6 3:20-4:05 | Elec Pd 6 3:20-4:05 | Elec Pd 6 3:30-4:05 | Elec Pd 6 3:20-4:05 | Elec Pd 6 3:20-4:05 |

2023-2024 Lucile Erwin Middle School Maroon/Gold Schedule

| 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 |
| 23/30 | 24/31 | 25 | 26 | 27 | 28 | 29 |



No School - Students



District Closed - No School

PT

Parent/Teacher Conferences

| January 2024 | | | | | | |
|--------------|----|----|----|----|----|----|
| S | M | T | W | T | F | S |
| | | | | | | |
| | | | | | | |
| 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 | | |

August

- 14 Transition Day - 6th grade only
- 15 All Students School

September

- 4 Labor Day
- 5 No School Students

| February 2024 | | | | | | |
|---------------|----|----|----|----|----|----|
| S | M | T | W | T | F | S |
| | | | | | | |
| | | | | | | |
| 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 |
| | | | | | | |
| | | | | | | |
| 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 |

October

- 13 No School Students
- 19 Parent/Teacher Conferences
- 20 No School Students

November

- 20-24 Thanksgiving Break - No School

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

| 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 | | | | |

December

- 18-29 Winter Break - No Students

January

- 1-3 No School Students
- 15 Martin Luther King Jr. Day

| April 2024 | | | | | | |
|------------|----|----|----|----|----|----|
| S | M | T | W | T | F | S |
| | | | | | | |
| | | | | | | |
| 7 | 8 | 9 | 10 | 11 | 12 | 13 |
| 14 | 15 | 16 | 17 | 18 | 19 | 20 |
| 21 | 22 | 23 | 24 | 25 | 26 | 27 |
| 28 | 29 | 30 | | | | |

February

- 19 President's Day
- 20 No School Students

March

- 7 No School Students
- 8 Parent/Teacher Conferences
- 18-22 Spring Break - No Students

| May 2024 | | | | | | |
|----------|----|----|----|----|----|----|
| S | M | T | W | T | F | S |
| | | | | | | |
| | | | | | | |
| 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 | |

| November 2023 | | | | | | |
|---------------|----|----|----|----|----|----|
| S | M | T | W | T | F | S |
| | | | | | | |
| | | | | | | |
| 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 | | |

April

- 19 No School Students

May

- 10 No School Students
- 24 Last Day of School - 1/2 Day
- 27 Memorial Day

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

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

Attendance

Every day is an important day at Erwin Middle School. **Good school attendance** is important to the student's success at middle school and beyond. Chronic absence – missing 10 percent or more of school days due to absence for any reason—excused, unexcused absences, and suspensions—can translate into students having difficulty learning to read by the third-grade, achieving in middle school, and graduating from high school. Colorado State Law requires students to attend school every day that it is in session with the following exceptions:

A student who is...

- temporarily ill or injured or whose absence is approved by the administrator of the school of attendance
- absent for an extended period due to physical, mental, or emotional disability pursuing a work-study program under the supervision of a public school
- participating in any school sponsored activity or a student who has advance approval by the Administration to attend an activity of an educational nature
- on a doctor's written advice, absent because their presence may constitute a danger to their health or will seriously expose other students to a health hazard
- has a death in his or her immediate family
- attending a scheduled health appointment with a doctor, dentist, or other medical advisor (please provide a note from the health professional for excusal)
- under quarantine
- required in court
- with advance approval, attends for a minimum of one hundred seventy-two days in an independent or parochial school which provides a basic academic education as defined in state law
- in the custody of a court or law enforcement authorities
- being instructed at home by a certified teacher or under a system of home study pursuant to state law and state board of education rules
- absent with written approval of the building principal based on special family circumstances
- issued with current age and school certificate or work permit pursuant to state law
- participating in an observance of their religion
-

Unexcused Absences: An unexcused absence is an absence that is not covered by one of the foregoing exceptions, including:

- Leaving school or a class without permission of the teacher or administrator in charge.
- Not reporting to school or a class unless the absence is excused in accordance with the school's policy.

TSD Truancy Policy: If a student is absent without an excuse authorized by the parent/guardian or if the student leaves school or class without permission of the teacher or administrator in charge, the student shall be considered truant. A "habitually truant" student shall be defined as a student of compulsory attendance age who has **4 unexcused absences from school or from any class in any one month or 10 unexcused absences during any school year**. Absences due to suspension or expulsion shall not be counted in the total of unexcused absences.

The school has established a **system of monitoring individual excused and unexcused absences**. When a student fails to report on a regularly scheduled school day and school employees have received no indication that the parent/guardian is aware of the absence, school employees or volunteers under the direction of school employees shall make a reasonable effort to notify the parent/guardian by telephone. Additional communication regarding absences will be as follows:

4 absences (excused or unexcused): a contact from school personnel explaining the attendance policy and process and offering assistance if needed

7 absences (excused or unexcused): · A first attendance letter will be sent. A meeting with school personnel may be required. An attendance contract may be required.

10 absences (excused or unexcused): A second attendance letter will be sent. **Absences will only be excused for medical reasons.** This means students must be excused by our health office prior to missing school, or students must return with proper documentation from medical offices. A meeting with school personnel may be required. An attendance contract may be required. Referral to the district truancy office and initiation of legal proceedings related to truancy may begin.

A plan shall be developed for a student who is at risk of being declared habitually truant/absent with the goal of assisting the child to remain in school. When practicable, the child's parent/guardian or legal custodian shall participate with district employees during the development of the plan. Appropriate school personnel shall make reasonable efforts to meet with the parent/guardian or legal custodian to review and evaluate the reasons for the child's truancy/absenteeism.

Pre-arranged Appointment:

PLEASE HAVE YOUR STUDENT STOP INTO THE OFFICE BEFORE SCHOOL on that day and get an Appointment Pass. Your student will need to know the time being picked up for an appointment. Your student will show this pass to his/her teacher to be dismissed for pick up. This practice will GREATLY reduce the number of interruptions to classrooms and help you get to your appointment sooner:)

All students are expected to remain at school for the entire day. If a student must leave for an appointment, they must:

1. **Present a note to the attendance office before school that day.**
2. **Have a parent/guardian sign the student out when they leave.** Anyone signing a student out from school before the end of the school day may be asked to present an ID before the student will be released. In an effort to maximize our students' safety, if someone other than the parent/guardian is picking up a student, a written note signed by the parent is necessary.

3. **Check-in with the office when they return.** Please return students to school after appointments to resume their school day when possible. **Please provide a written excuse from your healthcare provider whenever possible.** This allows our attendance clerk to "medically excuse" the appointment time. Most providers can print these for you as you check out.

Illness and Emergency Absences: Whenever a student is absent from school, a parent/guardian is asked to call 613-7690 before 9:00 am on the day of the absence. Notes are only required and accepted when it has been impossible to make a call to the school. Please see ["How sick is too sick?"](#) for detailed guidance on when to keep your child home.

Prearranged Absences:

Students /or parents can pick up the long-term absence form (3+ days of absence) at the attendance window. This provides the student an opportunity to receive some make-up work prior to the absence. Students will need to make up assignments (see policy below).

Make-up Work: It is the student's responsibility to make up any work missed because of an absence (excused or unexcused) or tardy. Students and families can communicate with teachers directly and check their Google

Classrooms for assignments. Students will be allowed one day to complete missing work for each day missed. In the event of an **extended illness**, arrangements to pick up schoolwork or Chromebooks/chargers can be made with the front office by calling 613-7600. Please allow 24 hours for requests.

Closed Campus

Middle schools operate under a closed campus policy. Once you arrive on school grounds, even before the bell rings at the start of school, whether walking or in a vehicle, **you will not be permitted to leave the school grounds at any time during the school day without parent/guardian and office permission.**

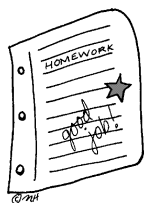
Tardy Policy: Students are allowed 4-minute passing periods between classes. They are encouraged to use their lockers, the restroom, and drinking fountains at this time. A tardy is when a student is **up to 10 minutes late** to a class without an excused pass. After 10 minutes, a tardy is considered truancy. If you arrive at school after the tardy bell has rung in the morning, you must report to the office with a written explanation from a parent/guardian or they must contact the office by phone. After period 1, tardies will be recorded and monitored by teachers.

- | | |
|--------------|--|
| • 1st Tardy | Warning/Reminder |
| • 2nd Tardy | Consequence from teacher |
| • 3rd Tardy | Consequence from teacher and parent phone call |
| • 4th+ Tardy | Referral to the office administrator |

Students who have 10 or more tardies between school dances, or who receive referrals resulting in suspension (out-of-school or in-school) may not be allowed to attend the dance.

Hallways and Hall Passes

In order to ensure safety and effective use of learning time, students are not allowed to be in hallways or bathrooms without a pass from their teacher. Each teacher may issue one hall pass at a time. Students may not use the hall pass during the first 10 minutes of class or the last 10 minutes of class unless being called by the front office or the counseling offices. Students should only pass in areas designated for their grade level and those specified on their pass. Students should not visit or enter classrooms they are not part of.



Homework

Homework is essential for academic achievement. It's important for the learning community of students, parents, and teachers to work together with common goals and expectations for high performance. Our goal is for students to have a successful and rewarding experience at Erwin Middle School. We believe this can be achieved through partnership with the learning community.

Teacher Expectations:

- Homework is directly connected to the skill and conceptual development of the learner.
- Homework is purposeful and meaningful.
- Homework will support student progress toward achieving learning standards.

Student Expectations: Homework is an essential component of the educational process. We recommend the following:

- Students complete all homework assignments routinely, thoroughly, accurately, and promptly
- Students dedicate the time needed to complete assignments successfully.
- Students keep an agenda or utilize Google Calendar to keep a running list of assignments and due dates

Parent Expectations: Stay informed about the child's performance

- Encourage growth in academic responsibility by openly valuing "best efforts and best work"
- Routinely talk with your child about their progress in school
- Provide an appropriate environment for studying at home

- Monitor your child's progress in Google Classroom and [Parent Portal](#).
- Reach out to teachers when you have questions or concerns. School staff can be emailed (first name. last name@tsd.org)
-

PBIS Positive Behavior Intervention And Support

PBIS falls under the umbrella of MTSS (Multi-Tiered System of Support) and is intended to help teach our students expected behaviors in our building. In our building, the PBIS motto is we do things the "Wildcat Way." We teach students **to be kind, make good choices, and work hard**. Students should follow specific Wildcat Way expectations for each area or instance in the building. Students are regularly recognized for following the Wildcat Way and exhibiting positive behaviors.



The Wildcat Way

| | Individual | Community | Technology |
|--|--|--|---|
| Attitudes "BE KIND" | <ul style="list-style-type: none"> * I am caring and kind toward myself and others. * I am open-minded toward people and ideas. * I am balanced and reflective. | <ul style="list-style-type: none"> * We are principled and open-minded in our interactions within our communities. * We care about those around us and how we affect people and our surroundings. * We take time to reflect on the effects our words and actions can have on those around us. | <ul style="list-style-type: none"> * We understand that technology is a tool and a privilege and we are principled in our use of it. * We follow the school and classroom rules regarding technology. * We care about the impact our use of technology has on others. |
| Actions "MAKE GOOD CHOICES" | <ul style="list-style-type: none"> * I reflect on the choices I make and how they impact others. * I communicate my needs with kindness. * I am principled in how I interact with my social and academic environment. * I communicate safety concerns to a trusted adult. | <ul style="list-style-type: none"> * We are caring and principled in the ways we communicate and interact with others. * We take appropriate risks to create an inclusive community. * We reflect on our choices and outcomes with others. | <ul style="list-style-type: none"> * We care for the technology/equipment we use, ours and others'. * We use technology to support ourselves and others in positive ways. * We are principled and use only our own personal technology. * We communicate with an adult if we see anything unsafe or inappropriate. |
| Academics "WORK HARD" | <ul style="list-style-type: none"> * I am open-minded and principled; I arrive to class on time, am prepared, and avoid distractions. * I balance my personal and academic obligations. * I give myself the opportunity to become more knowledgeable by being engaged in class. * I am a thinker/inquirer and ask questions to learn. | <ul style="list-style-type: none"> * We communicate to share/ enhance academic experiences. * We are open-minded and risk-takers in our collaboration with others. * We are principled in the way we use our knowledge and put it into practice. * We reflect on what we are learning and where we can take the next steps as a classroom community. | <ul style="list-style-type: none"> * We use technology only when instructed. * We use technology to inquire about and become knowledgeable about the world around us. * We are reflective and principled about the way we use and communicate the knowledge obtained through technology. |

Behavior

Mutual respect and good communication among students, staff, and parents characterize the Erwin Middle School community. Mutual respect fosters social and academic growth, self-discipline, responsibility, and problem-solving skills. By setting clear behavior expectations, a safe environment can be established. Our school teaches and models caring and respect. Appropriate and consistent consequences will be carried out for those who choose to overstep the boundaries. The following behaviors are unacceptable, will not be tolerated, and will result in disciplinary action:

- Rude and disrespectful toward any individual
- Insubordination including talking back, arguing, refusing to follow directions, or obey the rules
- Disrespectful and inappropriate language
- Intimidation and harassment including threatening someone (verbally or in writing), using inappropriate physical contact, or using derogatory language (written, verbal, or hand gestures)
- Dishonesty or cheating (written or verbal)
- Roughhousing including tripping, pushing, kicking, hitting, picking up other students, etc.
- Stealing
- Fighting-- Students who are having conflicts should seek help from a staff member before a fight begins. **All parties involved in a fight will be disciplined.**



General Classroom Expectations

1. **Prompt:** Come to class on time and take your seat quickly and quietly. Classes will be dismissed by the teacher, not the bell. You are not permitted into the halls during class periods unless you are accompanied by a staff member or have a hall pass from a staff member
2. **Prepared:** You should bring all of your supplies to class.
3. **Participate:** Engage in all learning activities planned by your teachers.
4. **Polite:** Follow respect agreements created by your class. Students visiting other classrooms or waiting to talk to an adult should knock and wait to be recognized by the teacher/adult before interrupting a class or work.
5. **Produce** Complete tasks and assignments. Do your work!

Classroom Respect Agreements

Each teacher will spend time at the beginning of the school year establishing **class respect agreements**. Teachers and students will collaborate in each class to define what RESPECT looks and sounds like in the class. Respect agreements will examine how students want to be treated by the teacher, how students want to be treated by each other, how the teacher wants to be treated by the students, and how the students will treat their classroom environment and materials.

Discipline

It is impossible for teaching and learning to take place in a classroom unless discipline is maintained. Students must follow the [Thompson Schools Code of Conduct](#) for good behavior not only for their own benefit but for the benefit of others as well.

Administrative Disciplinary Process: Administrators use the process described below when any incident is reported to them:

- a. **Investigate the incident:** Talk to witnesses, both adult and students if appropriate
- b. **Conference with the student(s) being reported:** Tell them what they are being accused of and let them tell their side of the story.
- c. **Make a determination:** Decide, based on the evidence, if the student has violated a rule or policy of the school/school district
- d. **Establish consequences/restorative action:** Use the levels of consequences described as a guide. Thompson School District Code of Conduct will be the rule.
- e. **Contact Parent/Guardian:** Contact parent/guardian on major or repeated incidents

LEMS Classroom Discipline System:

1. Classroom expectations (Wildcat Way) are taught and students and staff members create class "Respect Agreements" (classroom expectations) together.

2. When students are not following established respect agreements or are not following the Wildcat Way as posted, they will be **verbally redirected** with the following questions:
 - What are you doing?
 - What are you supposed to be doing?
 - What do you need to make that happen? (Teachers will partner in problem-solving with the student if possible)
3. Should the behavior continue or a new behavior appears, there will be a **second redirect**.
4. Should the behavior continue or new behavior appears, the student will be sent to a neighboring classroom to fill out a **refocus form**. The teacher will process with the student after the form is completed and the student will be allowed to return to class if things seem to have been resolved in conversation. If a resolution cannot be met, or if problems continue, staff may call for an administrator.

The staff member will make contact with parents sometime during that same school day informing them that the child was out of the room to refocus or if an administrator needs to get involved.

Students may receive office referrals for major or repeated minor infractions. Students shall receive an opportunity to tell “their side of the story” in these cases.

Fair Treatment: If you feel that you have NOT been treated fairly by your teacher.

First: talk with your teacher in private, before or after class, or by appointment

Second: talk with the counselor

Third: talk with an administrator

Parent Concerns

Problems are best solved with the person closest to the problem.

Source of Concern:

Student in class

Who to Contact:

1. Teacher of the class
2. Administrator

Student outside of class

1. Counselor
2. Assistant Principal
3. Principal

Teacher

1. Teacher of the class
2. Assistant Principal
3. Principal

Principal

1. Principal
2. Director of Secondary Schools
3. Superintendent



Safety and Security

Providing a learning environment that is physically and socially safe is a top priority. Students will enter the building in the morning via their grade-level pod doors. Breakfast is available in the cafeteria.

Please enter through the cafeteria doors on the southeast side of the building to eat breakfast. **Only those eating breakfast should enter here.** All others should wait outside their pod doors. After school begins at 8:50 a.m. (9:50 a.m. Wednesdays), only the front door may be used.

All visitors must check in at the office and obtain identification passes. Students should not open any emergency exit unless it is during an emergency drill or an actual emergency. Students should direct all visitors to come through the front doors to check in and not open side doors for strangers. All equipment associated with the security of the school building and the safety of everyone inside, for example, fire sensors, alarms,

lighted exit signs, cameras, motion sensors, security keypads, AED devices, etc. must never be tampered with by students for any reason—consequences for tampering with these devices are severe.



Search and Seizure

Students possess the right to privacy of a person as well as freedom from unreasonable search and seizure as guaranteed by the 4th Amendment of the United States Constitution. This individual right, however, is balanced by the school's responsibility to protect the health, safety, and welfare of all its students and staff. School employees (usually administration and safety and security staff) may conduct searches when they have reason to suspect that the health, safety, or welfare of students or staff might be in danger.

Note: *Lockers and student belongings may be searched at any time where a reasonable suspicion of a safety or school policy violation exists.*



Bus Safety/Expectations:

Riding the bus is a privilege based on need and good behavior. Inappropriate behavior could result in the denial of this privilege. Students may not ride on a bus other than the one assigned unless a bus pass is issued by the front office. Rules for safety and conduct set by the driver are to be obeyed by all students.

Student Valuables

Students are responsible for the safety of their own personal property. The school cannot guarantee the personal property of students. Therefore, students are cautioned not to bring large sums of money or other valuable items to school. **Students who bring valuable items to school (including phones and other electronic devices do so at their own risk.** It is suggested that personal items, such as school supplies be labeled with the student's name. Student belongings will need to be stored in their lockers.

Lockers/Backpacks

All backpacks and or bags must be kept in a school locker during the school day. **Students are not permitted to carry bags of any sort (including purses)** with them during the school day. Students may carry lunch boxes or lunch bags with them during the lunch period.



Alcohol, Drugs, and Tobacco

Students may not use, possess, sell, distribute, acquire, or be under the influence of alcoholic beverages, drugs (or "look-alike" substances), or other controlled substances other than those prescribed by a licensed physician while attending school or a school-sponsored event. According to TSD policy, a violation will result in disciplinary and/or referral to local law enforcement.

Possession and smoking, chewing, vaping, or any other use of tobacco/nicotine products by students while in or on school properties or under the school's jurisdiction during school hours or while participating in school-sponsored events is prohibited. "Tobacco" shall include, but is not limited to: cigarettes, vaping devices, cigars, pipe tobacco, snuff, chewing tobacco, cloves, and all other kinds of tobacco prepared in such a manner as to be suitable for chewing, smoking, or both.

Campus Supervision

Campus is open from 8:35 a.m. (breakfast) or 9:35 a.m. Wednesdays until 4:20 pm Monday-Friday on scheduled school days. Students on campus outside of this time should be with an adult or attending a supervised club or activity meeting. We are unable to provide supervision outside of those times if students are not in an activity or sport. All students will be invited into the building when the temperatures are below 15 degrees.

Bikes, Scooters, Skateboards, Etc.

Bicycles, scooters, skateboards, etc., should not be ridden on school grounds since the sidewalks and other perimeter areas are often crowded with children. Bicycle privileges are



accompanied by responsibility, including awareness of the rider's safety and the safety of others. Because school personnel cannot monitor bicycle safety to and from school, **it is the parent's responsibility to see that the student complies with basic safety rules and has chosen a safe route. Please encourage your student NOT to wear headphones when biking and to cross at designated crossing areas.** Bicycles should be parked in the designated bike parking area. Locks are strongly recommended to protect property. The school cannot be responsible for bicycles, scooters, or skateboards. Do not leave bikes on school grounds overnight.

Public Display of Affection

Holding hands and quick hugs are permitted in school. Any other type of public displays of affection are not allowed on school grounds, school transportation, or at school events/activities. PDA can make others around you feel uncomfortable. Please monitor yourself so that others don't have to monitor you!

Guidance and Counseling

School and community educators work cooperatively with the staff, the Director of Student Activities, and Student Health Services to enhance the educational process for students, parents, and staff. They work directly with students in facilitating small group sessions and some limited individual sessions. They also serve as a resource for parents when the service is requested. The school/district community supports students in all aspects of their personal and educational lives, in successful and positive transitions to middle school, and in conjunction with staff members should extraordinary or difficult situations arise for students. Amy Hazel-Coley is the 6th-grade counselor, Luisa Tagliavini is the 7th-grade counselor, and Stacy Adams is the 8th-grade counselor.

Health Services

A RN or health aide will be available in the health office for minor illnesses, health concerns, and emergency situations. Except in the case of an emergency, students must have a pass from a teacher before being allowed in the health office. Please see the district's [Health Services Page](#) for detailed information on health and safety guidelines, immunizations, medications and (forms), asthma, and allergy awareness.

Parents/Guardians, when completing your family update in Infinite Campus, please be sure your child's emergency contacts are updated and that you elect to receive messages from the health office any time your child visits.

MEDICATIONS: The health office cannot dispense medication of any kind without written physician and parent permission. In the case of prescription medications, the labeled prescription bottle indicates written physician permission. The medication must be in the prescription bottle and be accompanied by the district ["Permission for Medication"](#) form with the required physician and parent signatures.

The district allows students to carry over-the-counter medication (Advil, Tylenol, cough drops) as long as it is **one day's dose, in the original container, with a parent note.** All prescriptions or frequent-use over-the-counter medications must be locked in the health office

Standard Response Protocol and Emergency Drills

Thompson schools use [Standard Response Protocols](#) to ensure we are all on the same page when communicating about safety.



Hold is followed by the Directive: "**In Your Room or Area**" and is the protocol used when hallways need to be kept clear of occupants.



Secure is followed by the Directive: "**Get Inside. Lock Outside Doors**" and is the protocol used to safeguard people within the building.



Lockdown is followed by "**Locks, Lights, Out of Sight**" and is the protocol used to secure individual rooms and keep occupants quiet and in place.



Evacuate and may be followed by a location, and is used to move people from one location to a different location in or out of the building.



Shelter State the **Hazard and Safety Strategy** for group and self protection.

Emergency drills are conducted at regular intervals, are required by law, and are an important part of safety practice. It is essential that when signaled, everyone obeys instructions promptly and/or clears the building by the prescribed route as quickly as possible. Students are expected to follow directions from staff.

School Breakfast and Lunch



Breakfast is served at LEMS 8:30 am-8:50 am (M, T, Th, F) and 9:30-9:50 am on Wednesdays. You may eat breakfast in the cafeteria before the school bell rings. School lunches are served daily during scheduled lunch times. **Colorado voters passed the Healthy School Meals for All program which allows Nutrition Services to provide breakfast and lunch to all students at no charge. This change becomes effective with the 2023-24 school year.**

While meals are free this year for students, we still need you to fill out a Free & Reduced application even if you believe you won't qualify. The HSMA program is funded in partnership with federal nutrition programs that rely on that income information to support meals for ALL students. Other state and federal grants for schools are awarded based on free and reduced meal eligibility rates - this could mean more money for our school! Additionally, families who qualify may receive discounted or waived school fees, sports fees, utility support, etc.

To complete a Free & Reduced application, please click the link below:

<https://www.myschoolapps.com/Application>

Students should report promptly to the lunch room at lunchtime. They are not allowed to linger in hallways or bathrooms. Students may use the restrooms in the music/TED hallway at lunchtime. Students are not allowed to go to the PE hallway or locker rooms at lunchtime.

It is important to follow cleaning directions and get dismissed before heading outside. All trash must be deposited in the trash cans in the lunchroom, and tables need to be sprayed and wiped. **Food and drinks are NOT allowed outside.** Students are not allowed to leave campus during lunch unless accompanied by their parent/guardian. **Eating in classrooms or pods will be permitted with teacher approval only (students must have a written pass).** If you eat your lunch in a classroom with a teacher's permission, you must remain there for the duration of the lunch period.

Information about school meals, including menus, free/reduced lunch applications, and current lunch pricing can be found [here](#). Please talk with your child about the [importance of healthy eating](#) during adolescence. We want our students to stay healthy, emotionally regulated, and well-fueled for learning.

Dress Code

A safe and disciplined learning environment is essential to a quality education program. District-wide standards on student attire are intended to ensure that all students are treated equitably and benefit from a safe learning environment. The Board of Education recognizes that students have a right to express themselves through dress and personal appearance and the responsibility for the dress and appearance of students generally rests with the student and their guardians. However, students shall not wear apparel that is deemed disruptive or potentially disruptive to the classroom environment or to the maintenance of an overall safe and equitable school environment for all students. Students are expected to dress appropriately for all school activities. The following general guidelines will be in effect:

1. Shoes, sandals, or boots must be worn in the building and on school grounds in order to avoid injury and disease (no slippers please).
2. Students must wear tops (shirts) and bottoms (pants, sweatpants, shorts, skirts, dresses, leggings)
3. Traditionally known private parts of the body must be covered with non-transparent material
4. Sunglasses, bandanas, and/or hats may only be worn inside the building with permission from an administrator*
5. The following will not be allowed: Any clothing, paraphernalia, grooming, jewelry, hair coloring, accessories, or body adornments that are or contain any advertisements, symbols, words, slogans, patches, or pictures that:
 1. refer to drugs, tobacco, alcohol, or weapons
 2. are of a sexual nature
 3. by virtue of color, arrangement, trademark, or other attribute denote membership in gangs which advocate drug use, violence, or disruptive behavior
 4. are obscene, profane, vulgar, lewd, or legally libelous
 5. threaten the safety or welfare of any person
 6. promote any activity prohibited by the student code of conduct
 7. are racist in nature or include derogatory comments or slurs against groups of people
 8. otherwise disrupt the teaching-learning process
 9. All middle and high school students are required to have in their possession an unaltered school-issued photo identification card (ID) during school hours, or at such times, locations, and activities specifically identified by the building principal.

* Hats will be allowed as long as they follow the criteria set in item 5 of the dress code and are not causing safety issues or disruption to the learning environment.

The following articles are not allowed:

• Hoods are not allowed to be up in the building • Chains hanging from pockets • Coats and backpacks/bags in classrooms • Laser pointers

Consequences for Dress Code Violations: The administration reserves the right to determine whether clothing is distracting, indecent, unsafe, or inappropriate to wear in the school environment. Violations of the dress code are subject to disciplinary action. The disciplinary measures taken will be based on the degree and frequency of violations. All staff members will enforce the dress code. This dress code will be enforced beginning in the first period and for the entire school day.

Students wearing unacceptable apparel will be asked to change, cover their clothing, or have parents bring a change of clothing. Erwin spirit wear will be available in the office for students in violation of the dress code to wear and borrow for one day.



Personal Electronic Devices

(cell phones, tablets, headphones, smart watches)

Lucile Erwin Personal Electronic Device (Cell Phones, Headphones, Tablets, Smart Watches) Policy Away for the Day!

Lucile Erwin Middle School wishes to provide each student and teacher a distraction-free learning environment every school day. Research shows that when access to personal electronic devices is moderated during the school day, students are more engaged socially and academically. For more information and research on the effects of cell phones and other personal electronic devices on middle school students, please visit **awayfortheday.org**.

To ensure such a learning environment, LEMS implemented the following cell phone/personal electronic device (PED) policy. Please review the specifics of this policy with your student. We will also go over it with students when they return to school in the fall.

Cell phones and/or any personal electronic devices (PEDs - any device that can connect wirelessly to a network) may be brought to school; however, **these items must remain off or silent and placed in the student's locker or binder for the entire school day**. Specifically, this includes periods before school, lunch, hallways, and other unstructured times. For the purposes of Lucile Erwin's policy and to ensure a distraction-free learning environment, **this also prohibits the personal use of wireless headphones, earbuds, and AirPods in all spaces. Students may use corded headphones with their Chromebooks when given teacher permission**. Having a cell phone or PED is a privilege, not a right as defined by Thompson School District Board Policy ([JS](#)).

*Medical exemptions to this policy may be coordinated with a school administrator.

Student Expectations:

- I understand that I am allowed to have my PED at LEMS, but I am asked not to use it during the school day. Specifically, PEDs are not allowed in hallways, cafeteria, classrooms, restrooms, and other locations around LEMS. **PED shall be stored in my locker or my binders for the entire day.** I can also ask the front office to hold it for me for safekeeping.
- I understand that I am responsible for the safekeeping of my PED. The school is not responsible for lost or stolen devices.
- I understand if I need to make an emergency call or text during the day, I am able to ask my teacher for a pass to step out of class to make a call or text.
- I understand that I may only use corded headphones with teacher permission
- I understand I may have my smartwatch on, but only in airplane mode, and receiving/sending text messages may result in the loss of this privilege

Our "away for the day" starts upon entering the building and continues until exiting the building at the end of the school day. **"Away for the day" means phones will be stored in lockers or binders from the start of**

the school day until the end of the school day. If a student does not want to keep their PED in their locker or binder, it may be turned in to the front office. Violation of our policy may result in the following:

First offense: warning and student asked to follow teacher directives (i.e PED returned to locker or binder, place in are designated by teacher, etc.).

Second offense: PED confiscated, brought to the main office, and retrieved at the end of the day.

Third offense: PED confiscated, brought to the main office, parents/guardians notified by student and administration, and phone retrieved at the end of the day.

Fourth offense: PED confiscated, brought to the main office, parents notified, and parents/guardians pick up phone or device from office.

Any further incidents or not following teacher directives at the first and second offense will result in following the TSD Code of Conduct for insubordination and may result in consequences ranging from checking in a cell phone and/or electronic device daily to out-of-school suspensions.

Thank you for your support in helping us provide our students with a distraction-free learning environment at LEMS ☺

Student Chromebooks

During the 2023-2024 school year, students will be issued Chromebooks for academic use according to the district [Tech4All Program](#).

Students will be responsible for:

- Bringing Chromebooks to school CHARGED and in working order. With your family, determine a safe place at home to store and charge your Chromebook.
- Following the [District Student Acceptable Technology Agreement](#)
- Handling Chromebooks with two hands
- Closing Chromebooks for safe transport during transitions, taking care to make sure NOTHING is closed inside that might damage the screen
- Handling, touching, and using ONLY their OWN machines
- Reporting any damage to school personnel promptly

Chromebooks are to be used for school purposes only. Any misuse of district property may result in disciplinary action. Students and parents/guardians will be responsible for any damage to the district device as a result of misuse or abuse.

Repair Costs for TSD Chromebooks

11 Inch Models

| Part Name | 11 inch Part Price |
|-------------------------|--------------------|
| Camera | \$20 |
| Cover (Top) | \$30 |
| Cover (Bottom) | \$35 |
| Charger | \$25 |
| Charging Port | \$40 |
| Hinge | \$15 |
| Keyboard | \$80 |
| LCD Display | \$80 |
| Speakers | \$15 |
| Touchpad | \$30 |
| Full device replacement | \$245 |

Communication

Communication is the key to a successful year. Information can be obtained in a variety of ways. Due to increased postage rates, and our efforts to be eco-conscious, 'Erwin operates under a paperless system for the reporting of grades, student schedules, discipline, and attendance. **Therefore, information may only be available via Campus Portal.** This [guide](#) can assist you in setting up your account. Please make sure you have correct household information (names, phone numbers and email addresses) updated in our Infinite campus system.

Communication Formats:

- Formal semester and year-long grades can be found in Infinite Campus Parent Portal.
- **Weekly Online Newsletters (S'Mores)** sent to email and posted on our web page (S'More) and sent to parent guardian email
- Parent-teacher Conferences (2/year-- October and February)
- Contacting the teacher directly through the voice mail or email
- Infinite Campus Parent Portal and Messenger
- LEMS [WebPage](#) and Facebook
- Daily announcements
- Bulletin boards/displays
- Attending meetings of school organizations

School Closures or Early Dismissals: If the school schedule is changed for inclement weather, emergency or other situation, announcements will be made on the following:

- Thompson School District website at www.thompsonschoools.org

- Thompson School District School Closure Line at 613-6788
- Thompson School District Transportation Hotline at 613-5192
- Thompson School District Website or Facebook Page
- Listen or watch: KOA (85 AM) KLMO (1060 AM) KCOL (600 AM) KTRR TRI 102 (102.5 FM) KCNC Channel 4 KMGH Channel 7 KUSA Channel 9

Media Center

When in-person, the media center hours are from 8:35 a.m. to 4:25 p.m. for student use. Students must have a pass to use the library before the start of school. Students may check out most of the library materials by using their school-issued IDs; however, there is a fine for any overdue materials so pay attention to due dates.

Students can also check out books online with the Sora App. Your student can access that from our LEMS website (click resources at the top, then library, then scroll down). A video tutorial will be pushed out to your child's class to show them how to explore Sora. We are excited to help you get books in your child's hands! Please contact meridith.russell@tsd.org if you have more questions.

Assemblies

In the event that we have a school assembly, your behavior must be courteous and appropriate at all times. The reputation of our school is based on the conduct of its student body at assemblies, when guests are present in our school. Prior to each assembly, student behavior expectations will be reviewed.



Dances

Several dances will be scheduled throughout the year. All students are invited to these dances unless they have been suspended from school (ISS or OSS) during or have excessive tardies (10+ between dances). Please see the tardy policy above. A student must attend school on the day of any dance in order to attend the dance. Proper dance behavior will be reviewed before each dance. We do our best to schedule dances to accommodate as many schedules as possible. However, there are times when dances are scheduled during an athletic event or practice.



ATHLETICS AND ACTIVITIES (CLUBS)

Athletic Director: Tim Bren

Athletics Bookkeeper: Meghan Frohling

We offer the following sports:

Fall: Cross Country, Volleyball, Swimming/Diving

Winter: Basketball, Wrestling

Spring: Track

All students who try out for a sport will make either the varsity or an intramural team for the above sports. All students participating in any school sport must pass an annual physical, have insurance, pay sports fees, and sign appropriate paperwork prior to trying out for teams.

Eligibility: Athletics in middle school is the start to understanding that academics come first followed by athletics. Together they are powerful for the student/athlete's growth. We want to encourage every athlete to work hard in both academics and athletics.

The Athletic Director (AD) at LEMS school will pull grades every Monday. **Eligibility is Tuesday to Monday.** If an athlete is ineligible, they will be unable to participate from Tuesday until the following Monday when new eligibility begins. The AD will talk with the coach and athlete to explain what classes are causing the athlete to be ineligible. They will help work on a plan to progress the athlete on a path to understanding and working harder to improve the Standards Based Scoring (SBS) and letter grades to regain eligibility.

Two (2) substandard courses make an athlete ineligible. The AD and teacher will discuss all SBS scores that are 1.5 or lower and look at the trends with the habits/work ethic of the athlete as well. If a student is enrolled in a class with traditional grades (ie. a high school math class), then anything below 60% is substandard. Please do not hesitate to reach out to our AD for assistance in understanding this process.

Activities: Other activities for student involvement may include: Mesa, Fuel UP to Play 60, Drama, Honor Choir, Jazz Band, Math Club, Yearbook, LUC Club, Tutoring, Knitting, Greenhouse, Card Club/Game Club, Student Council, NJHS, Honor Orchestra, Honor Choir, Advanced Chamber Strings, Give Next, and WEB.

The sponsor is responsible for the conduct and citizenship of the members of the group when involved in an official function. In addition, if there are specific scholastic or citizenship requirements for membership in the group, it is the responsibility of the sponsor to hold students accountable.

Listen to morning announcements to hear when your club or activity might meet! Research shows that when students are involved in extracurricular activities, they do better academically:) We are confident we can find a place for every student to feel like they belong.

