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.
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 on-going development of tradition for 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 and procedures plus district policies that apply to you. You need to read and study this handbook so that you know what is expected of you at Lucile Erwin Middle School and Thompson School District.

The policies and procedures in this student handbook have been carefully prepared and presented so it will be of great value in helping you to adjust to Lucile Erwin Middle School and become an important part of it. Thompson School District publishes a “Code of Conduct” and you are responsible for following all procedures. Your education is the most valuable investment you will make in yourself.

Put Your Paw Print on it!

Students and Families,
Please take the opportunity to read and discuss the information in the LEMS Student Handbook, and the Thompson School District Code of Conduct and complete the acknowledgement form.

In order for us to know that you have had the opportunity to read the Code of Conduct and LEMS Student Handbook, please take a moment to complete the google form shared with you by your advisory teacher by Friday, August 31. Teachers will be holding students accountable for this task in advisory.
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
- Knowledgeable
- Caring
- Balanced
- Thinkers
- Open-minded
- Communicator
- Risk-takes
- Reflective
- 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 (sophomores) 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:
- Study time with access to teachers and students during Tutor Time after school
- High teacher expectations for each class
- Student-Led Conferences
- After school 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
- Ruler
- Pencil bag or pouch
- 1 package loose-leaf paper
- 3 boxes tissues
- 1 set highlighters
- 1 package graph paper
- 1 package glue sticks
- 4 composition notebooks
- 7 pocket folders
- 1 box colored pencils
- 1 box colored markers
- 1 box 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)

**Schedules and Calendars**
Thompson School District School Year Calendar 2022-2023
LEMS Calendar
### 2022-2023 Daily Class Schedules

#### 6th Grade

<table>
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<th>Monday</th>
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#### Electives

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**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. Colorado State Law requires students to attend school every day that it is in session except on those occasions when the school has been notified that the student is ill, has a family emergency, or has a pre-arranged absence.
**Excused absences include the following:**

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 schools' policy.
- Students are expected to make up work when absent whether excused or unexcused

**TSD Truancy Policy:** If a student is absent without an excuse signed 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. An “habitually truant” 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.

Tardy Policy: A tardy is when a student is up to 10 minutes late to a class without an excuse pass. After that, it is considered truancy, out of class or school without permission of the school or parent/guardian, and disciplinary measures for the violation will be followed. 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 Office Referral
5th+ Tardy Office Referral

Students who have 10 or more tardies between school dances, or receive referrals resulting in suspension (out of school or in-school) may not be allowed to attend the dance. Dances are usually held in October, December, February, and May.

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, your student will then be dismissed at the time needed to be picked 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 student body 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 form 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.
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 missing assignments (see policy below).

Make-up Work: It is the student’s responsibility to make up any work missed because of an absence 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.

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.
∙ Homework will be monitored to assure optimal benefit to the student.

Student Expectations: Homework is an essential component of the educational process, therefore we recommend the following:
∙ Students complete all homework assignments routinely, thoroughly, accurately, and in a timely manner
∙ Students dedicate the prescribed homework time to successfully complete assignments.
∙ Students keep an agenda or utilize Google Calendar to keep a running list of assignments and due dates

Parent Expectations: We recommend the following in order to stay informed about the child’s performance in school:
● 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
● 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 @thompsonschools.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

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<thead>
<tr>
<th>Attitudes</th>
<th>Community</th>
<th>Technology</th>
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<tbody>
<tr>
<td><strong>“BE KIND”</strong></td>
<td>* I am caring and kind toward myself and others.</td>
<td>* We are principled and open-minded in our interactions within our communities.</td>
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<td>* I am open minded toward people and ideas.</td>
<td>* We care about those around us and how we affect people and our surroundings.</td>
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<td>* I am balanced and reflective.</td>
<td>* We take time to reflect on the effects our words and actions can have on those around us.</td>
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<th>Actions</th>
<th>Community</th>
<th>Technology</th>
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<tr>
<td><strong>“MAKE GOOD CHOICES”</strong></td>
<td>* I reflect on the choices I make and how they impact others.</td>
<td>* We care for the technology/equipment we use, ours and others’.</td>
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<td>* I communicate my needs with kindness.</td>
<td>* We use technology to support ourselves and others in positive ways.</td>
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<td>* I am principled in how I interact with my social and academic environment.</td>
<td>* We are principled and use only our own personal technology.</td>
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<td>* I communicate safety concerns to a trusted adult.</td>
<td>* We care about the impact our use of technology has on others.</td>
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<th>Community</th>
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<td><strong>“WORK HARD”</strong></td>
<td>* I am open-minded and principled; I arrive to class on time, prepared, and avoid distractions.</td>
<td>* We use technology only when instructed.</td>
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<td>* I balance my personal and academic obligations.</td>
<td>* We use technology to inquire about and become knowledgeable about the world around us.</td>
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<td>* I give myself the opportunity to become more knowledgeable by being engaged in class.</td>
<td>* We are reflective and principled about the way we use and communicate the knowledge obtained through technology.</td>
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<td>* I am a thinker/inquirer and ask questions to learn.</td>
<td>* We are principled in the way we use our knowledge and putting it into practice.</td>
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<td>* We reflect on what we are learning and where we can take next steps as a classroom community.</td>
<td>* We are principled and use only our own personal technology.</td>
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**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 your 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:** 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 incident

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 appear, 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 some time 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.

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<th>Source of Concern:</th>
<th>Who to Contact:</th>
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| Student in class   | 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 device, 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 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 a 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 of 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 PEDs) 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, violation will result in disciplinary and/or referral to local law enforcement.

In order to promote general health, welfare and well-being of students and staff at LEMS, possession and/or 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 parents’ 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.

**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. Luisa Tagliavini is the 6th grade counselor, Stacy Adams is the 7th grade counselor, and Amy Hazel-Coley 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. An early dismissal slip must be obtained from the health office before a student with an illness or injury is allowed to leave the building.

**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 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 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** and states 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. Always follow directions from teachers and LEMS staff. We want all of us to be safe at Lucile Erwin Middle School.

**School Breakfast and Lunch**

Breakfast is served at LEMS starting at 8:30 am-8:50 am (M, T, Th, F) and 9:30-9:50 am on Wednesdays. Breakfast is $2 and lunch is $3.25. You may eat breakfast in the cafeteria before the school bell rings. School lunches are served daily during scheduled lunch times. Students are encouraged to wash hands before and after eating lunch. They may use their own hand-sanitizer if they prefer.

It is important to follow cleaning directions and get dismissed before heading outside. All trash be deposited in the trash cans located in the lunchroom and tables need to be sprayed and wiped. **Food and drinks are NOT allowed outside.** Be sure to recycle appropriately.

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.

**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.
2. Students must wear tops (shirts) and bottoms (pants, sweat pants, 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 discipline measures taken will be based upon 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)

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 the middle school student, please visit awayfortheday.org.

To ensure such a learning environment, LEMS follows an “Away for the Day” phone/personal electronic device (PED) policy. Please review the specifics of this policy with your student. We will also go over it with students.

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 locker or away in school binder for the entire school day unless a specific teacher has requested students to bring it to class for use.

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 headphones, earbuds, and Airpods. 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.

It is the student’s choice to bring personal electronic devices to school, and Lucile Erwin Middle School accepts NO RESPONSIBILITY should any of these devices be damaged, lost, or stolen.

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 unless specifically asked by a teacher. Specifically, PEDs are not allowed in hallways, cafeteria, classrooms, restrooms, and other locations around LEMS. **PED shall be stored in student lockers or in binders during the school day.** If I do not want to keep it my locker or binder, I can turn in my PED to the front office for safe keeping.

● I understand that if a teacher asks me to bring my PED to class, I will pick it up on the way to class from my locker and return it immediately to my locker after class.

● I understand that I am responsible for the safekeeping of my PED.

● I understand if I need to make a call to my parents or guardians during the day, I am able to come to the main office, check-in, and either use my personal device or a school phone to make a call.

● I understand I may have my smart watch 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 away in 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, place in basket, 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 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 for helping us provide your students with a distraction-free learning environment at LEMS!**

**Student Chromebooks**

During the 2022-2023 school year, students will be issued chromebooks for academic use. These will be stored and charged in students' LAST period classrooms (period 6 GOLD DAY for 8th grade). Students will be responsible for:

- Following the [District Student Acceptable Technology Agreement](#)
- Picking up their Chromebooks in the morning as part of their entry routine
- Returning their Chromebooks to their assigned slots and plugging them in to charge charge at the end of day
- Handling Chromebooks with two hands
- Closing Chromebooks for safe transport during transitions
- Handling, touching, and using ONLY their OWN machines
- Reporting any damage to school personnel promptly
● Leaving their device with the office when checking out early for appointments
● Checking out and returning their device when they need to take it home to finish work

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 student misuse or abuse. **Device insurance will be available for parents to purchase for a nominal fee at the beginning of the year. This is highly recommended** as it covers costs of repairs and replacements protecting parent and guardians budgets as well as the school's budget!

Estimated costs for common issues:

- Device Replacement $250
- Screen Replacement $130
- Charger Replacement $25
- Case Replacement $40

**Communication**

Communication is the key to a successful year. Information can be obtained in a variety of ways. Due to increased postage rates, an effort to ‘go green’ and REMOTE learning necessity, 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 sent to email and posted on our web page (S'Mores) 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 School Closure Line at 613-6788
- Thompson School District Transportation Hotline at 613-5192
- Thompson School District Website or Facebook Page
- Please 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 humanities class shortly to help them learn about and explore Sora. We are excited to help you get books in your child's hands! Please contact meridith.russell@thompsonschools.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 or have excessive tardies. Please see the tardy policy above. A student must attend school 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.