



Parent Handbook



Louisville Middle School

2011-2012

1341 Main Street

Louisville, CO 80027

720-561-7400

Attendance Line 720-561-7402

Visit our Website: <http://schools.bvsd.org/louisvillemiddle>

Library Website: http://teachers.bvsd.org/diane_fitzgerald/library/index.html

Staff e-mail address: firstname.lastname@bvsd.org

Visit our website: <http://schools.bvsd.org/louisvillemiddle>

OUR MISSION	5
OUR VISION	5
OUR GOALS	5
OUR CURRICULUM	5
ACADEMIC PROGRAMS	5
<i>Literacy/Language Arts</i>	
<i>Math</i>	
<i>Science</i>	
<i>Social Studies</i>	
ELECTIVES & SPECIAL PROGRAMS	6
<i>Physical Education and Health</i>	
<i>Art</i>	
<i>Technology</i>	
<i>Library Media Center</i>	
<i>World Languages</i>	
<i>Literacy</i>	
<i>Performing Arts</i>	
<i>Special Education</i>	
<i>Talented and Gifted Programs</i>	
Co-Curricular Activities	7
<i>Athletics</i>	
<i>Clubs:</i>	
<i>Scholastic</i>	
<i>Rise Program</i>	
COMMUNITY AND FAMILY INVOLVEMENT	8
<i>Parent Engagement Network</i>	
<i>LMS PEN Greeter Program</i>	
<i>Parent Partner Transition Program</i>	
<i>SAC</i>	
<i>Community Partnerships</i>	
<i>Chamber of Commerce</i>	
• <i>YMCA Partnership</i>	
FUNDRAISERS	9
<u><i>Principal's Fundraisers:</i></u>	
STUDENT SERVICES	10
<i>Student Services Department</i>	
<i>Health Room Services</i>	
<i>Pirate 360 Mentor Student program</i>	
<i>LMS Problem Solving Team</i>	
A Day In The Life of a LMS Parent	10
ATTENDANCE	
Excused absences	
Unexcused absences	
Homework Requests	
Early dismissal	
Pre-arranged absences	
CONTACTING YOUR CHILD	
SCHOOL CLOSURE INFORMATION	
TARDY POLICY	
CANCELLATION OF AFTER SCHOOL ACTIVITIES	
CLOSED CAMPUS	

VISITORS and GUESTS

GRADES

HONOR ROLL

COURSE SYLLABUS

Communication with Parents 13

SCHOOL INITIATED COMMUNICATION:

The Pirates' Pride Newsletter

Weekly Bulletin

Daily Announcements

Back to School Night

Quarter Grade Reports

LMS Web Site

LMS Marquee

Parent-Teacher Conferences

Parent TIES TEAM also called SAC

Other:

PARENT INITIATED COMMUNICATION:

Progress Reports

E-mails and phone calls to teachers

Conferences

STEPS TO TAKE WHEN YOU HAVE AN ACADEMIC CONCERN

STEPS TO TAKE WHEN YOU HAVE A SOCIAL CONCERN

A Day in the Life of an LMS Student 15

DROP OFF AND PICK UP

BUS SERVICE

SCHOOL HOURS

Bell Schedule: Mon, Tues, Thurs, Fri

RISE 7:30-8:15AM (45 minutes Z period)

Bell Schedule: Wednesday E7

7:30 – 9:20 am: LMS Teacher Collaboration

9:20 – 9:30 am: Staff & Students Report to Class

CLASS SCHEDULES

LUNCH

LOCKERS

PHYSICAL EDUCATION/MUSIC

PE LOCKERS

AFTER SCHOOL ACTIVITIES

HOMEWORK

STUDENT PLANNER

WORK ON SCHOOL COMPUTERS

COMMUNICATION

PRIDE PROGRAM

SCHOOL PICTURES AND ID'S

YEARBOOK

LOST AND FOUND

SCHOOL CALENDAR

CSAP

FREQUENTLY ASKED QUESTIONS 20

Important Telephone Numbers

Title	Number
Main Office	720-561-7400
Attendance Line	720-561-7402
Health Room	720-561-7420
Student Services	720-561-7408
School Closures	www.bvsd.org or local radio and TV

Administrative Offices

Title	Name	Voice Mail
Principal	Adam Fels	720-561-7404
Assistant Principal	Ginny Vidulich	720-561-7407
Principal's Secretary	Jane Keene	720-561-7404
Asst. Principal's Secretary/Athletics	Denise Pfinister	720-561-7407
BVSD Administrative Offices		303-447-1010

Counseling Offices

Title	Name	Voice Mail
Counselor	Jen Jaworowski	720-561-7413
Counselor	David Aудay	720-561-7411
Secretary/Registrar	Lynn Manders	720-561-7408
Psychologist	Andrea Clyne	720-561-7422
Health Room Assistant	Debbie Chabon	720-561-7420
Communication Specialist*		720-561-7400
Occupational Therapist*		720-561-7400
Nurse*	Judy Singer	720-561-7420

*These are district positions and travel between schools

OUR MISSION

It is the mission of Louisville Middle School to provide a positive, safe, and challenging learning environment to meet the unique and changing needs of our students.

OUR VISION

At Louisville Middle School, we envision a learning environment where:

- Students in the new century develop the knowledge, skills and personal characteristics that will prepare them for the challenges they will encounter as adults.
- We find strength in our individual differences.
- There is a collaborative partnership among students, staff, and parents.
- Each student and adult is valued in a caring and nurturing environment.

OUR GOALS

School improvement goals at LMS focus on raising achievement in reading, writing, math, and science. We continue to direct our resources toward raising achievement for all learners and toward closing the gap between our highest and lowest performing students. We also focus on supporting a culture where students feel safe, and problems are addressed immediately and appropriately. We utilize a team approach where students, staff, and parents are all prime contributors to the success of each student.

OUR CURRICULUM

Louisville Middle School promotes academic excellence for all students. Our wide variety of programming choice provides students with the level of challenge necessary to support them in their personal journey toward independent learning. We continuously nurture a culture where students are valued as individuals and allowed to explore their creative talents. We believe that positive self-concept is achieved through academic success and it is our goal to raise the bar for all students so they go forward with the skills and confidence to be successful in our highly competitive society.

HOT TIP:

IMPORTANT INFORMATION

By the end of September your child will have received a number of documents from our school. Please contact Student Services if your child has not received them.

- Student handbook - in student planner
- Student schedule
- Student/Parent Portal (p.7) information and password - 6th grade parents and parents new to the district
- BVSD/LMS calendar
- Athletic and Co-curricular calendars

ACADEMIC PROGRAMS

Literacy/Language Arts

Our comprehensive literacy program ensures that students receive services from highly qualified staff at their instructional level. Teachers are trained to deliver reading and writing instruction in all curriculum areas. Our literacy specialist gives individual and small group instruction to struggling readers and writers.

Sixth, seventh, and eighth graders benefit from a rigorous and well designed curriculum which supports all students to be proficient writers. Honors Language Arts is available to qualified seventh and eighth grade students.

Math

Math classes meet or exceed the state standards providing a strong foundation for future math success. Two high school classes, Honors Algebra and Honors Geometry are the gateway for an accelerated high school program.

Science

Students meet science standards through a three year curriculum of General Science, Life Science, and Earth Science. Eighth grade students taking algebra or higher may elect to take a compacted Advanced Science course that enables them to take Biology as they enter some of the high school program.

Social Studies

Students study the cause and effect of historical events and how they relate to our everyday world through the study of World Geography and American History.

ELECTIVES & SPECIAL PROGRAMS

Physical Education and Health

- Developmental activities and games for the middle level student
- Team building challenge ropes course for eighth grade.

Art

- Drawing, Painting, Pottery, and Crafts

Technology

- Industrial/Applied technology lab, and woodworking
- Computer literacy and multimedia production
- Engineering Lab
- Special opportunity to do guided independent study in engineering, math, and applied sciences.

Library Media Center

- Over 10,000 books and reference materials for research and enjoyment.

World Languages

- French
- Spanish

Literacy

- Stir It Up - reading program by invitation
- 7th/8th grade Reading Clinic

Performing Arts

- Band
- Orchestra
- Choral Music
- Drama
- Honors Choir
- Jazz Band

Special Education

Specialists provide services and resources for identified students and for our multi-intensive magnet program. Call the counseling office to set up an IEP or 504 meeting. Contact LMS for additional information about special education coordination and services at (720) 561-7408.

Talented and Gifted Programs

Secondary TAG Students are served primarily through their class teachers and courses they sign up for. Additionally, LMS offers various academic competitions, special events, and clubs to enhance our curriculum. LMS also offers limited teacher and paraprofessional oversight to offer some case management of gifted students. **All TAG activities are open to every student.**

- Geography Bee
- Math Counts
- Destination Imagination
- Sixth Knowledge Masters
- Quiz Bowl
- Spelling Competition
- Math Olympiad
- Rocky Mountain Talent Search
- 7th/8th grade Knowledge Masters
- Holocaust Survivor Presentation
- Word Power competition

For more information about course Curriculum and grade level requirements contact Student Services or see the LMS website information located under the homepage tab *About LMS/Courses*.

Co-Curricular Activities

For more information about dates, required forms, and fees see our registration packet insert and website information located under the tab *Extracurricular Activities*.

Athletics

- Intramural Athletics (within school)
 - Basketball
 - Flag Football
 - Volleyball
 - Soccer
 - Tennis
 - Golf
 - Ultimate Frisbee
 - Bolder Boulder
- Interscholastic Athletics (with other schools)
 - Football
 - Soccer
 - Basketball
 - Volleyball
 - Coed Wrestling
 - Track

Clubs:

Below are examples of clubs that have been sponsored at LMS. Students who have interest in starting a club that revolves around a different activity are welcomed to suggest their idea to LMS faculty. Sign up for clubs at registration or in the Main Office early in the school year.

- Art Club
- Book Club
- Chess Club
- Dance Club
- Musketeers
- Orchestra Club
- Skate Club
- Writing Club
- Lego League
- Horse Club
- Yoga

Scholastic

- National Junior Honor Society

- Community Service Projects
- Learning to Learn Clinic
- Math Clinic
- National History Day
- Reading to End Racism
- Seventh and Eight Grade Reading Clinic
- School Drama Productions
- Science Fair
- The Crow's Nest/Homework Help
- Yearbook
- 7th and 8th grade Select Choir
- Enrichment assemblies and field trips for math, science, and the performing arts.

Rise Program

The RISE program has been implemented in order for your students to receive the support needed to succeed during the 2011-2012 school year. Instruction will be given in organization, time management, test-taking, memory skills and to supplement the general education curriculum. In Short, a full study supported system designed to both teach the skills of "learning to learn" and to support gaps in reading, writing and math.

Parental Permission and support are needed and required for this program. Transportation must be provided by the family. Additionally, students and parents MUST give a nine (9) week commitment for attendance, as this will count as a full elective class. If you need more information or have questions please contact Student Services at (720) 561-7408.

COMMUNITY AND FAMILY INVOLVEMENT

Parent Engagement Network

(PEN)A parent based group that works in partnership with BVSD schools and the Boulder County Healthy Youth Alliance focused on developing parenting skills for all ages. PEN fosters youth resilience and engages and supports parents and the community by offering education, awareness and resources on a variety of topics. The LMS PEN team holds monthly meetings, provides workshops, parenting book groups, Parent Partners, and Parent Greeters.

LMS PEN Greeter Program

This is a team of parents who welcome people as they enter LMS, sign them in, answer questions, and direct them to their intended destination.

Parent Partner Transition Program

7th and 8th grade parents act to welcome and guide parents of incoming 6th graders and new students to our community. Contact your Parent Partner for answers to questions, information, and perhaps a cup of coffee. If you have not yet been contacted by a Parent Partner, please contact a PEN member on our website under the tab *Parent Link/PEN*.

SAC

Tools of Inquiry for Equitable Schools is the process by which a team of teachers, parents, and school administration create the school improvement goals in three focus areas: Achievement, Equity, and Organization. These goals are part of the overall S.I.P. - School Improvement Plan. For more information on how to be involved contact principal's secretary, Jane Keene.

- Volunteer for activities on our Volunteer Form. If you're not sure about what you want to do, sign up for "Miscellaneous (but fun) Projects" and receive e-mail notification of volunteer opportunities.
- Respond to calls from classroom and activities for volunteer needs.

Community Partnerships

King Soopers Reloadable Gift Card Program: At no extra cost to you, 5% of every dollar you spend at King Soopers will be given back to LMS to enhance your child's education. Funds from this program will support general school supplies, textbooks, library books, club and sport activities, just to name a few. *BUY* a \$5 reloadable gift card from the LMS Greeter Station near the front office and *reload* (and keep reloading) your gift card **BEFORE** grocery scanning begins in a separate transaction.

Albertsons Community Partners: Stop by the office to pick up your Albertsons Community Partners key tag today. The school earns 1% of all purchases when they scan your key tag at the check out.

Campbell's Labels for Education: Campbell Soup Company is offering FREE equipment to schools in exchange for labels and other proofs of purchase from the company's products. Labels from "Campbell's Soup, Franco-American, V-8 Juice, Prego, Swanson, Pepperidge Farm and Pace" are ALL eligible for redemption. Students are encouraged to bring labels to school and drop them off in the collection box in the Gym and Main Office.

General Mills Box Tops for Education: The school earns 10¢ for every box top turned in from participating General Mills cereals, Betty Crocker products and fruit snacks, Yoplait Yogurt multi-packs, Yoplait Go-Gurt, and Lloyd's barbeque buckets. Box tops are being collected in the Gym and Main Office.

Target Take Charge of Education: When a member of our school community uses their Target Visa or Target Guest Card to make purchases, Target will donate money to our school. For more information, please call 1-800-316-6142 or visit <http://target.com/tcoe>.

LMS Service Programs: Each year LSM kids support many causes, each based on community and global needs: the Penny Drive, the Sega Girls School, Coat Drive, Canned Food Drive, and Toy Drive; all require parent support in order for our students to reach their goals.

Funding Factory™ Cartridge and Cell Phone Recycling Programs: Donate your empty printer cartridges and used cell phones to LMS. We will recycle them through the Funding Factory™ to earn funds that support technology and special programming. Please place your donations in the collection box found in the LMS Main Office.

Office Depot - 5% Back to Schools Program: Receive a credit of 5% on qualifying back-to-school merchandise purchases. You can also call 1-800-GO-DEPOT or shop online at <http://www.OfficeDepot.com>. LMS can use this credit to get free supplies!

Chamber of Commerce

- **LMS is a Member of the Louisville Chamber of Commerce**
- **YMCA Partnership**
 - The Crow's Nest/Homework Help
 - Skate Club (skateboard)
 - Drop Anchor: Wednesday 8:30 AM until start of school

FUNDRAISERS

These provide an essential source of funding necessary to support staff and students at LMS and help to bolster limited tax dollars. Financial donations are a personal decision and not a requirement. Please review the following list of fundraisers and options for financial support. Each fundraiser has a specific focus and families are invited to decide which is best suited to their interests.

Principal's Fundraisers:

The Principal's Fundraisers support designated staff and courses. Funds are overseen by the school Principal. LMS runs one major fundraiser, **The Pirate Pride Challenge**, that's all it takes! This direct check writing campaign begins during registration and will end when our goal of \$20,000 is reached. That's it.

- **Student Picture Sales:** Fall 10 photographs and spring "Student's Choice" photographs are offered to parents. A portion of every sale is donated back to our school.

STUDENT SERVICES

Student Services Department

Is staffed by counselors, a psychologist, and college interns. Counselors are available to assist students. In addition to meeting with students individually, counselors meet with groups of students, conduct classroom and other small group activities, and consult with teachers and parents. Counselors can assist your child in making educational plans, understanding test scores, exploring career options, learning effective study skills, resolving conflicts with friends, family, and teachers, and understanding themselves and others. If you wish to see a counselor, contact the Counseling Secretary at (720) 651-7408 to arrange an appointment. Students: During the school day, a pass from a staff member is needed to visit with a counselor. Appointments can be made with the counselors before and after school or, if time permits, during passing periods.

Health Room Services

The Health Room is available for students who are ill, injured, or have a health concern. Students MUST have a pass from a teacher to come to the Health Room, except in the case of an emergency. Permission to leave school must be obtained from the Health Room or Main Office after a parent has been contacted by a staff member. A student may stay in the Health Room for 20 minutes and then he/she must return to class, unless he/she is waiting for a parent to take him/her home.

If your child needs to take medication of any kind, including nonprescription products such as aspirin, the following three items are required, per board policy:

1. A signed copy of the "Parents Request for Giving Medicine at School and Release Agreement," which is available from your doctor or the Health Room.
2. A doctor's written order for the medication to be administered.
3. Medication must be kept in the Health Room in a properly labeled container.

For more information on student medications at school and required forms see our registration packet insert or stop by the Health Room.

HOT TIP: Keep your emergency information up to date using the Infinite Campus. Once logged in look down the grey sidebar for "Change Contact Info". This will link you to the information form. Please call the Health Room to update information on your emergency contact card.

Pirate 360 Mentor Student program

6th grade students will be paired with 8th grade student Pirate 360 Mentors to both welcome and introduce them to LMS. Pirate 360 activities continue through January to help ensure a productive and enjoyable experience for your middle school student.

LMS Problem Solving Team

Counselors set-up and monitor IEP and 504 programs. Contact them to schedule a meeting.

A Day In The Life of a LMS Parent

ATTENDANCE

Excused absences

Only the LMS Principal, Assistant Principal, or designee may excuse a student's absence. Generally, absences will be excused with parent approval because of illness, injury, or any other reason deemed acceptable by an administrator.

Unexcused absences

These are absences where the school has not been notified or where the reason is not considered acceptable by the assistant principal. Students will be required to make up missed work and double the amount of class time missed, but will not receive credit for class work missed.

HOT TIP: When your child is absent, it is the parent's/guardian's responsibility to call the school attendance line at (720) 561-7402 before 9:00AM that day and every day of the absence to explain the reason for the absence. Parents may excuse a student in writing within 48 hours. If the school is not notified, students remain unexcused. The student has TWO school days to make up missed work from one day's excused absence.

Homework Requests

Can be made through Student Services after 3 days of absence. Homework requested prior to 9:00AM is gathered and ready by 3:30PM on the day of the request.

Early dismissal

—during the school day requires a note or phone call to the Main Office. A note stating your child's name, grade, reason, and time of release is preferred. Your child needs to bring this note to the Main Office before school starts in the morning. A pass is then given to your child that he/she may present to staff to allow dismissal directly from class. Upon your child's return to school, he/she must bring this pass to the Main Office to allow reentry into class.

Pre-arranged absences

Extended vacations, reunions etc. are done through the Main Office. If a pre-arranged absence is necessary, your child needs to bring a note to the Main Office stating: name, grade, dates of absence, and reason. The student will then be given a prearranged absence form to be signed by each of the student's teachers. The form is then returned to the Main Office to be copied for school records.

CONTACTING YOUR CHILD

Should you need to get an emergency message to your child during the school day, call the Main Office at (720) 561-7400. Messages will be directed to your child in a timely manner without disturbing classroom activities.

Your child may not use his/her cell phone at anytime during the school day.

Telephones for student use are available in the Main Office and in Student Services.

Packages for students may be delivered to the Main Office. Please label them with your child's name. We will contact your child to pick it up.

HOT TIPS: Hints for successful school year

Help your child get a good night's rest (8-10 hours)

Help your child eat a good breakfast trying to incorporate 3 of the 4 food groups: Meat; Dairy, Grains/Breads, and fruit

Help your child pack a good sized lunch or have plenty of money to buy an adequate amount of food for lunch.

Help your child carry a water bottle in school and consume at least 24 oz. of water during the school day.

SCHOOL CLOSURE INFORMATION

Under all but the most extreme conditions, school officials have a responsibility to keep school in session. When the weather is bad, but school is open, parents must make a family decision regarding attendance or late arrival for their children. A personal contact by the parent or a written note to school officials will excuse a students' late arrival or absence during these conditions. Occasionally, the weather is severe enough that it is necessary to close schools in all or part of the district. When this occurs, it is extremely important that working parents have pre-arranged child care available to them; arrangements with a friend

or neighbor; provisions at a child care center; child care leave from work (if available); arrangements with a neighborhood teenager who also would be out of school; etc. It is very important that parents make these arrangements now, since the weather is unpredictable and often we are hit with storms early in the school year.

Whenever it is necessary to close schools, the district immediately contacts the following radio and TV stations:

KWGN-TV CHANNEL 2	KRCN 1060 AM
KCNC-TV CHANNEL 4	ALICE 105.9 FM
KMGH-TV CHANNEL 7	FOX 103.5 FM
CHANNEL 8	KBCO 97.3 FM
KUSA-TV CHANNEL 9	KBPI 106.7 FM
KDVR-TV FOX 31 NEWS	KGNU 88.5 FM
KCEC-TV CHANNEL 50	KISS 95.7 FM
KBNO 1280 AM	KOOL 105.1 FM
KHOW 630 AM	KOSI 101.1 FM
KOA 850 AM	KTCL 93.3 FM

Notices will also be posted on the Boulder Valley School District web page at www.bvdsd.org in the blue side bar under the tab School Cancellations. Notification is given prior to 6:30AM, or as soon as the decision is made to close during the day. Typically the media will release information only if school is closed. In most cases, no announcement will mean that schools are open.

TARDY POLICY

Tardy occurs when a student arrives to class after the class period start time. **Students who are late to school after 8:40AM must check in with the Main Office.** Students who are late to any class throughout the day and are un-excused will receive consequences from their teacher or the administration for time and work missed. It is expected that teachers address this periodically throughout the year. Administration routinely runs reports checking student attendance in regards to unexcused tardies. If a student has accumulated four or more unexcused tardies in a single calendar quarter, they will be assigned lunch detention. 4-7 unexcused tardies = 1 lunch detention, 8-11 unexcused tardies = 2 lunch detentions, 12-15 unexcused tardies = 3 lunch detentions. 16-19 unexcused tardies = 4 lunch detentions. Any student with 20 or more unexcused tardies begins a "1 for 1" contract where 1 tardy = 1 lunch detention. Attendance is checked weekly for all students who are put on a "1 for 1" contract.

CANCELLATION OF AFTER SCHOOL ACTIVITIES

It is possible that degrading weather during the school day would force the cancellation of after school activities or practices. On such rare occasions, it is important that parents have prearranged childcare. Notice of such cancellations will be posted on our website or mailed as soon as such a determination is made.

CLOSED CAMPUS

The Boulder Valley School District has a "Closed Campus" policy for all middle level schools. Students must remain on school grounds during the school day. Permission for a student to go to his/her own home for lunch or with his/her own parent to lunch will be given with written permission from his/her parent when presented to the Main Office. Per BVSD policy, parents are the only adults allowed to join their children for lunch, and require principal or assistant principal approval here at LMS.

HOT TIP: All parents and visitors to LMS are required to check in with the Main Office to receive a visitor pass. This pass is to be worn at all times. If a student is needed, we will have the student come to the office. Teachers and staff are instructed not to allow a student to leave his/her classroom with any non-school personnel. This is to ensure the safety of our students!

VISITORS and GUESTS

Due to the number of students at LMS, friends/guests are asked to visit after school hours (3:30PM) with

permission from an administrator. Please make arrangements to meet students from other schools off school grounds and away from Pirate's Park. Parents and family cannot attend class with their students nor can they attend lunch. LMS does not allow student shadows.

GRADES

It is the expectation of Louisville Middle School that students use their abilities to the fullest. The staff, along with parents, are here to assist and support their success.

Louisville Middle School operates on a semester system. Each semester is eighteen weeks long; there are two semesters in the school year. Final grades are issued at the end of each semester and mailed home within two weeks of the semester's end. Progress reports are issued every nine weeks (halfway through each semester). Progress reports are sent home with students.

Sixth grade students in the Exploratory (Wheel) Program will have six 6-week exploratory classes. These courses will receive final grades for each class.

In-Progress reports will be given directly to the student to bring home. Any concerns about grades should be discussed with your child's teacher or directed through Student Services, (720) 561-7408.

HONOR ROLL

Students are on the honor roll when they complete first semester with a grade point average of 3.75 or better. There is a special evening of recognition for honor roll students late in the school year.

See this year's student handbook or the LMS website under the tab *Parent Link/Calendar/LMS List of Important Dates* for progress report and end semester dates.

HOT TIP: Infinite Campus Student/Parent Portal is available through the BVSD or LMS website for parent's to follow curriculum, attendance and performance more frequently. 6th grade parents and parents new to the district will be sent a letter with a unique password to access their child's schedule, assignments, grades and teacher comments.

COURSE SYLLABUS

Each student will receive a syllabus for each course in which he/she is enrolled to communicate course expectations, materials, skills, and content. This information will be available to parents on Back to School Night and/or upon request. General course information and grade level specific schedule and program information are available on our website under the tab *About LMS/Courses*.

HOT TIP: Attend Back to School Night in September to learn more about individual teacher's class curriculum and expectations. Some teachers offer students different opportunities to improve grades and/or make up work. This is your chance to find out too.

Communication with Parents

Maintaining communication with several teachers, each of whom have between 145 and 155 students, can be a real challenge! Middle level parents find that they must take more responsibility for initiating communication with the school. The following are the various channels available for gathering information or initiating communication.

SCHOOL INITIATED COMMUNICATION:

The Pirates' Pride Newsletter

will be emailed or can be accessed on line at the LMS web site, each semester. It will contain information about upcoming events, activities, and important dates.

Weekly Bulletin

Showcasing the past week and contains reminders. Emailed to parents or available on the school website under the tab *Current Info/Weekly Student Bulletin*.

Daily Announcements

Each day LMS emails our entire listserv. You read what our kids hear each day. These include, news of the day, schedule changes, special events and even pictures. Be sure your email is updated regularly in Infinite Campus.

Back to School Night

for middle school provides parents with the opportunity to meet teachers and get an overview of their children's academic program. There will be short visits to each class for all. See registration information on the website for this year's date and time.

Quarter Grade Reports

LMS runs on a semester schedule and those cumulative grades will be mailed home in the form of a Report Card. Progress Reports will be sent home with students approximately seven days after the end of intervening the quarter (nine weeks into the grading period) for parental review. Dates for Progress Reports and Semester Report Cards will be included in the school newsletter and on our website calendars. Some teachers give computerized progress reports to all students on a regular basis. Parents of students who are having difficulty in a course will likely be contacted by the teachers.

LMS Web Site

is an awesome cyber site detailing all our events and educational links. Go to:
<http://schools.bvsd.org/louisvillemiddle/>

LMS Marquee

Highlights weekly events. Located in front of the school on Main Street.

Parent-Teacher Conferences

are held for 4 days in the fall and 3 days during the spring semester. Nights are divided up alphabetically and it is appreciated that you make every effort to attend on your assigned night. Invitation only conferences offer private consultation with the inviting teacher. Regular conferences offer an opportunity for students to show off their school and schoolwork to their parents. There is time for a short conversation with each teacher in an open setting. Please limit this time to 5 minutes per teacher. If you feel that more time is necessary please make arrangements to meet with the teacher at another time. Conferences are arena style and are held in the multipurpose room and gym. It may take up to 2 hours to meet with all of your student's teachers.

Parent TIES TEAM also called SAC

To Engage in LMS academic and climate achievement.

Other:

Teachers make every attempt to notify parents when there has been a significant change in a student's performance. Teachers, counselors, and administrators may request a conference with a parent at any time. Various positive communications such as postcards and letters may also be given or mailed to students and parents.

HOT TIP: READ ALL LMS EMAILS!

Daily, weekly, and monthly notices will arrive like clockwork!

PARENT INITIATED COMMUNICATION:

Progress Reports

Student-circulated weekly progress reports can be arranged through the counseling office. At the request of a parent, the student will pick up a weekly progress report form which all teachers are asked to sign. Parents are responsible for holding their student accountable for bringing these reports home.

E-mails and phone calls to teachers

are welcomed any time a parent has a question or a concern regarding a student's situation. Teachers will make every effort to return these e-mails and calls as soon as possible. When calling during school hours, please make every attempt to leave a message on voice mail so as to avoid disturbing classroom activities. A list of teacher voice mail extensions and e-mail addresses are published in the newsletter and available on the website under the tab [About LMS/Staff](#) and through the Student/Parent Portal (pg 13).

Conferences

with a particular teacher or teachers can be requested by a parent at any time. Every effort will be made to arrange these as soon as possible. In order to request such a conference, parents can contact the teacher directly or ask the counselor to contact the teacher.

STEPS TO TAKE WHEN YOU HAVE AN ACADEMIC CONCERN

1. Check your parent portal (pg 13)
2. E-mail or contact teacher
3. Meet with teacher and student
4. Contact counselor
5. Use interventions available
6. Set up meeting with principal's office

HOT TIP: Check your child's grades on the Student/Parent Portal (pg 13). Keep up on their progress, missed assignments and teacher comments. Schedule an appointment with a teacher should you have questions.

STEPS TO TAKE WHEN YOU HAVE A SOCIAL CONCERN

1. Let child work through social issue
2. Encourage child to seek help with counselor
3. Set up meeting with teacher
4. E-mail or contact counselor
5. Share any information that will help counselors or teachers
6. Set up meeting with counselor and principal

A Day in the Life of an LMS Student

HOT TIP: The 4B's of a Successful Middle School Experience:

- * Be at school everyday
- * Be in class on time
- * Be prepared to participate
- * Be involved in school activities

DROP OFF AND PICK UP

HOT TIP: Use caution when dropping off your child. Lafayette and Jefferson streets have ample space to park and wait.

BUS SERVICE

Bus route and bus stop information is available on our website under the tab [About LMS/Bus Routes](#). Questions and concerns about BVSD bus service and activities on the bus should be directed both to the school and the bus service company. Public bus service is also available. See RTD schedules for more information.

SCHOOL HOURS

School starts at 8:40AM (9:30 on Wednesday) and ends at 3:30PM each day. The Main Office is open from 8:00AM to 4:00PM. Students may only enter the building before 8:30AM if they are attending a specific activity. There is outdoor supervision beginning at 8:20AM before school and after school until 3:40PM. A bell will ring for students to enter the building at 8:30AM (9:20 AM on Wednesday). Doors will be secured during the school day. Students in the building or on school grounds after 3:40PM must be

under the direct supervision of an adult.

Bell Schedule: Mon, Tues, Thurs, Fri

RISE 7:30-8:15AM (45 minutes Z period)

1st Lunch		2nd Lunch		3rd Lunch	
6th Grade	Time	7th Grade	Time	8th Grade	Time
Period 1 (50)	8:40 – 9:30	Period 1 (50)	8:40 – 9:30	Period 1 (50)	8:40 – 9:30
Period 2 (50)	9:35 – 10:25	Period 2 (50)	9:35 – 10:25	Period 2 (50)	9:35 – 10:25
6th Grade Lunch (30)	10:25 – 10:55	Period 3 (50)	10:30 – 11:20	Period 3 (50)	10:30 – 11:20
Period 3 (50)	11:00 – 11:50	7th Grade Lunch (30)	11:20 – 11:50	Period 4 (50)	11:25 – 12:15
Period 4 (50)	11:55 – 12:45	Period 4 (50)	11:55 – 12:45	8th Grade Lunch (30)	12:15 – 12:45
Period 5 (50)	12:50 – 1:40	Period 5 (50)	12:50 – 1:40	Period 5 (50)	12:50 – 1:40
Period 6 (50)	1:45 – 2:35	Period 6 (50)	1:45 – 2:35	Period 6 (50)	1:45 – 2:35
Period 7 (50)	2:40 – 3:30	Period 7 (50)	2:40 – 3:30	Period 7 (50)	2:40 – 3:30

Bell Schedule: Wednesday E7

7:30 – 9:20 am: LMS Teacher Collaboration

9:20 – 9:30 am: Staff & Students Report to Class

1st Lunch		2nd Lunch		3rd Lunch	
6th Grade	Time	7th Grade	Time	8th Grade	Time
Period 1 (39)	9:30 – 10:09	Period 1 (39)	9:30 – 10:09	Period 1 (39)	9:30 – 10:09
Period 2 (39)	10:13 – 10:52	Period 2 (39)	10:13 – 10:52	Period 2 (39)	10:13 – 10:52
6th Grade Lunch (33)	10:52 – 11:25	Period 3 (39)	10:56 – 11:35	Period 3 (39)	10:56 – 11:35
Period 3 (39)	11:29 – 12:08	7th Grade Lunch (33)	11:35 – 12:08	Period 4 (39)	11:39 – 12:18
Period 4 (39)	12:12 – 12:51	Period 4 (39)	12:12 – 12:51	8th Grade Lunch (33)	12:18 – 12:51
Period 5 (39)	12:55 – 1:34	Period 5 (39)	12:55 – 1:34	Period 5 (39)	12:55 – 1:34
Period 6 (39)	1:38 – 2:17	Period 6 (39)	1:38 – 2:17	Period 6 (39)	1:38 – 2:17
Period 7 (39)	2:21 – 3:00	Period 7 (39)	2:21 – 3:00	Period 7 (39)	2:21 – 3:00
E7 (30)	3:00 – 3:30	E7 (30)	3:00 – 3:30	E7 (30)	3:00 – 3:30

CLASS SCHEDULES

All students will receive their class schedules on their first day of school. Class schedules and grades can be accessed by parents through the Student/Parent Portal

LUNCH

Lunch is a 30 minute period. Lunch choices for students are hot lunch or a lunch from home. Menus for hot lunches are found on the lunchroom bulletin board and on the BVSD website under the tab *Current Info/Lunch Menu*. BVSD is now well into a nationally recognized healthy lunch program. All items served via BVSD are healthy and nutritious. Give hot lunches here a try!

Students may prepay for lunches and snacks using cash or by dropping off cash or a check made out to BVSD to the lunch line cashier, or pay online using PayForIt. Each student is given an account number from which they may charge their lunch costs. Weather permitting; a student may go outside for free time recreation after they have finished lunch. See menu example and prices in the registration packet or on

our website under the tab *Current Info/Lunch Menu*.

LOCKERS

Lockers are issued to students by designated teachers. Lockers may be searched with "reasonable suspicion" at anytime. Lockers should be clean, inside and out. Keep your kid's locker combination to yourself for security. The school will not be responsible for lost or stolen items. A \$5.00 fee will be charged if the combination has to be changed because it has been shared with friends. Leave valuables at home. All backpacks must be kept in lockers until the end of the day.

HOT TIP: Check out your child's locker. A reorganization/clean-up may be a great way to share some time with your child after school.

PHYSICAL EDUCATION/MUSIC

6th grade students alternate odd and even numbered days between Physical Education and Choir/Instrument classes. Check your child's schedule to determine which day your child will have Physical Education as they are required to wear appropriate footwear for this class. Students do not take showers after PE.

PE LOCKERS

7th and 8th graders are required to "dress out" for PE classes and are assigned a locker in which to keep their clothes and shoes. Please remind your child to bring his/her clothes home for washing on a regular basis.

AFTER SCHOOL ACTIVITIES

Many clubs and athletic events are held after school. See our website for the most up to date information about schedules for after school events under the tab *Extracurricular Activities*.

There is no late after school bus service provided by BVSD. Students staying later than 3:40PM will need to arrange for transportation from LMS.

HOMEWORK

Homework is a regular expectation at Louisville Middle School for all grade levels. It provides the student and teacher with information about the extent to which the subject matter has been mastered. Although homework may not be assigned in every subject every day, assume that students will have some homework on a regular basis. Each teacher has specific expectations for homework.

STUDENT PLANNER

Students buy, as part of fees, a student planner. This will help him/her record homework assignments and school activities. It also contains the student handbook.

HOT TIP: Check you child's student planner periodically to stay informed about homework and project schedules.

WORK ON SCHOOL COMPUTERS

Work that a student has left on a school computer may be accessed from home.

<https://sp2.bvsvd.org/Login.aspx?ReturnUrl=%2fDefault.aspx> . Your child will use the same sign in as he/she does on the school computers. Follow the directions under the Help link.

COMMUNICATION

Students are kept up to date with school activities by teachers, weekly/monthly bulletins, school announcements, coaches and counselors. A calendar of activities is located on the wall of the main hallway. Sign up sheets for sports activities are located in the Main Office. Students may also check for grades, missing assignments and thoughts from teachers using the Student/Parent Portal (pg 13) on the LMS website. Some teachers maintain their own websites and will let students know how to access their

pages. Students may make an appointment with teachers and/or counselors by either a written note, direct conversation or by e-mail. All students should get to know the people in the Main Office and Student Services who can answer just about anything.

PRIDE PROGRAM

This is a school initiative started in 2006 that fosters values that promote a school environment which supports learning to the greatest degree positive.

Positive: Acting in a manner that is solution focused, constructive and helpful.

Respect: Respecting the dignity and worth of self and others.

Integrity: Being honest and doing the right thing, even when nobody is watching.

Determination: Approaching challenges with energy and persistence.

Empathy: Connecting with others through compassion and caring.

More information about the **PRIDE** program is available in our registration packet and available through Student Services.

SCHOOL PICTURES AND ID'S

School pictures are taken at registration and available to students in mid-September. This photo will be used to make your child's school ID which also has their Student Number on the back. If your child needs a picture retaken, watch for announcements of the date. IDs can be used for lunchroom charges and library check out. There may be a spring photo session as well. Photos from both photo sessions may be purchased.

YEARBOOK

Yearbooks are sold during registration in August. See the registration packet for cost and sign up information. "Last Chance" pre-sales are done before winter break in December. We are always on the hunt for unusual pictures of our students. Watch for information in our newsletter for a contact person.

LOST AND FOUND

Your child's possessions should all be marked with his/her name or some form of identification. The school is not responsible for items lost or stolen. Lost and found items will be turned in to collection boxes located in the lunchroom, gym and the locker room. Found items are retained for a period of time before being given to a charitable organization. Items such as jewelry, wallets, etc. will be kept in the Main Office.

SCHOOL CALENDAR

Holidays, important meeting dates, professional development days, conference dates, and semester dates are on the BVSD calendar in the registration packet and are available on our website under the special "Calendar" buttons. Website calendars also include all activity schedules. Across from the Main Office is large calendar of school activities.

CSAP

Colorado Student Assessment Program testing is a required part of our curriculum. There are six days of testing for all students. Class schedules and workloads are modified during this period. 6th and 7th graders are tested in the areas of reading, writing and math. 8th graders are tested in the areas of reading, writing, math and science. Typically CSAP will occur during the second and third weeks of March. Exact dates for this years testing may be found on the LMS calendar on our website. Reminders of scheduled CSAP testing will be sent to all parents. We appreciate all attempts to have your child attend school on testing days.

We hope that you find this information helpful. Should you have any other questions, please feel free to contact LMS, Student Services, or your Parent Partner.

Welcome To Louisville Middle School!

FREQUENTLY ASKED QUESTIONS

If I am having trouble with an older student, what do I do?

First, see a counselor to resolve the problem. If it continues, or is of a very serious nature, see an administrator.

What if my child is having ongoing difficulties with my peers, what should I do?

Make an appointment with your counselor in Student Services.

How do I make an appointment with a counselor?

Students go to Student Services to fill out an appointment slip. Place the request form in the envelope outside your counselor's office door. The counselor will call you to Student Services as soon as possible.

Parents call Student Services at 720-561-7404 to schedule an appointment.

If I am having academic difficulties, what should I do?

First discuss the difficulties with your teacher. If the problem persists, see a counselor to talk about the concerns and seek out solutions.

If my parents want a conference with my teachers, who should they call?

If parents want a conference with just one teacher, they should call that teacher. If they want a conference with all your teachers, they should call Student Services to set up an appointment through the secretary.

If student has a locker problem, what should they do?

Damaged or jammed locker? Sign up in the Main Office for help. Give your locker number, name and concern, so the custodian can fix it as soon as possible.

Locker partner problems? See a counselor to try and work out a solution.

What do I do if I've lost something?

Check the lost and found in the multi-purpose room. Jewelry, glasses, money and bus passes are usually turned in to the Main Office.

What should I do if I need to make a phone call?

Phones are available in the Main Office and Student Services for student use. You may ask a teacher to use his/her classroom phone if you're staying after school for an activity.

If I am absent, how do I obtain my make-up work?

If you are absent three days or more, your parents should call Student Services to request homework. If the absence is less than three days, call a friend in the same class to get the assignments. You have two days for every day missed, to make-up missed work.

What should I do if I see a problem and want to report it?

Go to the Main Office and fill out a "green sheet" or ask to see an Administrator or Student Services and ask to see a counselor.

If I have an injury or feel sick, what should I do?

Obtain a pass from your teacher and go to the Health Room Clinic in the Student Service Office. Have someone walk with you if necessary. We will contact your parents.

What time does school start and end?

School starts at 8:40AM and ends at 3:30PM except on Wednesday start time is 9:30AM.

What should I do when calling in a student absence?

Call the Attendance Line: 720-561-7402 as soon as possible on each day that your child is absent. This recorded line is available 24 hours a day.

How do I get a message to my child?

Messages for students should be called in by 10:30AM. This allows the office to have messages delivered at lunchtime. Students who receive messages after 11:00AM will be called to the office during passing periods.

How do I have my child released early?

Send your child with a note for the time to be released that day, to the Attendance Secretary in the Main Office, before first period to receive a blue pass. This pass is shown to the teacher by the student at the time they are to leave. The student may then leave and meet the parent or designated person in front of the school entrance.

Does my student need a physical to play sports?

All 7th and 8th graders must have a SPORTS PHYSICAL in order to participate in any before or after school sport. 6th graders need to have a SPORTS PHYSICAL in order to participate in wrestling or track. Somewhere on the form, it must state that the student can participate in sports or athletics. Sports physicals are valid for one calendar year.

Where can I find LMS policies?

The student handbook is available on our website and is in the student planner.

Where can I meet the teachers and find out course curriculum and homework expectations?

Come to Back to School night.

In case of bad weather, how will I know if an activity is cancelled?

Information regarding after school activity cancellations will be available on our website as soon as a decision is made - hopefully by 2:00PM. Living in Colorado it is wise to have a backup plan for the rare occasions that after school activities are cancelled.

Where can I drop my child off and where can I park?

Drop off/Pick up and parking sites are on Jefferson and Lafayette Streets. Parking is available in the main parking lot at the front of the building and on the street directly in front of the main lot.

What should I do if I don't have internet access?

Talk with your Parent Partner and follow all student mailings so that we can assure that you're kept up to date.

What if I have a complaint about a teacher?

Make an appointment with the teacher first then with a counselor to discuss your concern and assist you in resolving the problem.

