



July 2019

Dear Lewis-Palmer Middle School Families,

Welcome to the 2019-2020 school year. We hope you are having a fun and relaxing summer. Throughout the summer months, we have been working to ensure that the upcoming school year is filled with learning and rewarding opportunities for our students. This letter includes important information about returning to school.

Lewis-Palmer Middle School is a beautiful facility, and our custodians have worked hard all summer to make sure that it is ready for students and staff. While a clean and safe building is important, the best thing about LPMS is the people. Our students and families are involved and really care about education and our community. Our staff is dedicated to providing the finest education and creating positive relationships with our students, parents, and the community.

The LPMS parent community is a big part of our success. There are numerous ways for parents to become involved, and we welcome and appreciate whatever your schedule allows. Please consider joining our BAC and PTO. These organizations contribute to making LPMS a topnotch school. We will be sending a schedule of meeting times after the start of the school year and there will also be information at processing.

Before and after school traffic requires all drivers to be extremely cautious. If you drive your student to and/or from school, please exercise great care and follow the recommendations for drop off and pick up. These directions will be posted on the LPMS website before the start of school.

Each grade level has a Processing Time. The purpose of this Processing Time is for students to take care of school business prior to the first day of school. There are processing information and forms on the LPMS website under *Family Resources*, then *Back to School Documents*. Please take the time to review all of the forms and fill them out before you come to LPMS for processing.

Representatives from Inter-State Studio will be here on processing days, and all students will have their picture taken for IDs. School pictures for 7th and 8th graders will also be taken at these times. Information regarding picture packages and prices has been included with this letter.

Yearbooks may be purchased on processing day and must be paid for when purchased. The yearbook order form will be available on the aforementioned "Back to School Documents" page during the 1st week of August.

****This year we are continuing the Online Registration for Lewis-Palmer School District #38. Please make sure that you have logged in to Infinite Campus to update your student/families demographic and health information between July 1st and July 31st. It can be found under the *Annual Update* tab. If you have troubles with login to Infinite Campus Parent Portal, please contact the District Office at 719-488-4700. To avoid delays on Processing day, we recommend that this update be completed by July 31, 2019.**

On the LPMS website, under *Parents*, you will find additional forms that can be turned in at processing. Parents please sign all appropriate forms. Please have money or checks for payments. Please make **separate checks** for the following items:

- Inter-State Studio (pictures)
- Athletics (participation and Athletic Wear require separate checks) **LPMS will only accepting payment for Football, Volleyball and Cross Country at time of Processing.** Softball, Basketball, Wrestling and Track will be paid for by season schedule.

- Food Service
- Transportation
- Yearbook
- Fees – fee billing statements can be found on parent portal. You may also pay these fees with debt/credit card using the portal. Please be sure to print off a statement showing fees have been paid for faster service.

Charging school fees is necessary to maintain excellent offerings to students. We realize that the economy has put a strain on many family budgets. Students who qualify for free or reduced lunch are eligible for a waiver. Other students with unique circumstances may also receive a reduction or waiver in fees. We feel strongly that no student should ever miss out on an opportunity at school due to financial hardship. To apply for a reduction or waiver, please contact Mr. Seann O'Connor.

The annual District fee for media resources and class fees have the option to be paid online with a credit card or e-check through Parent Portal with the PaySchools link. We encourage you to pay all fees, as they will make processing faster and smoother for everyone.

****Please print off your schedule and your fee billing statement (after paying online, if you chose) from Infinite Campus and bring them with you at your processing time.****

Here are some upcoming important dates:

Monday, August 12, 2019	8 th grade Processing A-F 8am to 9:30am G-L 9:30 to 11am M-R 11am-12:30pm Close for lunch 12:30pm-1:30pm S-Z 1:30pm-3pm
Tuesday, August 13, 2019	WEB day for 7 th graders from 8am-10:30am
Wednesday, August 14, 2019	7 th grade Processing A-F 8am to 9:30am G-L 9:30 to 11am M-R 11am-12:30pm Close for lunch 12:30pm-1:30pm S-Z 1:30pm-3pm
Friday, August 16, 2019	Make-Up Processing @ LPMS 10am-2:30pm
Monday, August 19, 2019	Students' First Day
Thursday, August 29, 2019	Back to School Night 6pm-8pm
Monday, September 2, 2019	Labor Day - No School

The beginning of a school year is very exciting. We look forward to working with all of you. We share a most important goal, and that is taking good care of our students and providing all of them a first rate education. Enjoy your final days of summer. We'll see you soon!

The Faculty and Staff of Lewis-Palmer Middle School

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