

**GODDARD MIDDLE SCHOOL  
STUDENT/PARENT HANDBOOK 2018-2019**



**Our Shared Mission:**

**To create a high-performing school that supports continuous learning, pride in individual accomplishment, and growth toward independence and social responsibility.**

**This is possible by:**

- creating safe, supportive communities for learning
- setting high standards for behavior and performance
- teaching and learning essential knowledge and skills
- honoring individual abilities
- ensuring success for all students
- nurturing creativity and exploration
- respecting and caring for ourselves and others
- connecting with our families and community

**This handbook belongs to:**

Name \_\_\_\_\_

Address \_\_\_\_\_

City/Town \_\_\_\_\_ Zip \_\_\_\_\_

Phone \_\_\_\_\_ Core \_\_\_\_\_

**Nondiscrimination Statement**

Littleton Public Schools does not discriminate on the basis of race, color, sex (which includes marital status), sexual orientation, religion, national origin, ancestry, creed, age, disability, or need for special education services. The following individuals have been designated to handle inquiries regarding the non-discrimination policies: Mike Jones, Assistant Superintendent of Human Resources or Melissa Cooper, Director of Special Education and student Support Services, Littleton Public Schools; 5776 S. Crocker; Littleton, CO 80120; 303-347-3330.

**KEY**

- NT - New Teacher Orientation
- SS - Start of School
- TC - Teacher Contract Day
- 6 - End of 6 Weeks
- 9 - End of 9 Weeks
- 12 - End of 12 Weeks
- \* - End of Semester
- \*\* - End of Trimester

- Holiday or Vacation
- Nonstudent Day
- Elem. Planning (short day)
- Elem. Only Nonstudent Day
- Elem./Middle Nonstudent Day
- Shaded = Designated PLC Days

## Littleton Public Schools 2018-2019 School Year Calendar

August 2018					September 2018				
M	T	W	T	F	M	T	W	T	F
6	7	1	2	3		4	5	6	7
13	14 <sup>TC</sup>	15 <sup>TC</sup>	16 <sup>TC</sup>	17 <sup>SS</sup>	10	11	12	13	14
20	21	22	23	24	17	18	19	20	21
27	28	29	30	31	24	25	26	27	

October 2018				
M	T	W	T	F
1	2	3	4	5
8	9	10	11	12
15	16	17		
22	23	24	25	26
29	30	31		

November 2018				
M	T	W	T	F
		7	8	
12	13	14	15	16
26	27	28	29	30

December 2018				
M	T	W	T	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21*

January 2019				
M	T	W	T	F
	8	9	10	11
14	15	16	17	18
	22	23	24	25
28	29	30	31	

February 2019				
M	T	W	T	F
				1
4	5	6	7	8
11	12	13	14	
	19	20	21	22**
25	26	27	28	

March 2019				
M	T	W	T	F
				1
4	5	6		
11	12	13	14	15
18	19	20	21	22

April 2019				
M	T	W	T	F
1	2	3	4	5 <sup>12</sup>
8	9	10	11	12
15	16	17	18	19
22	23	24	25	
	30			

May 2019				
M	T	W	T	F
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24**
	28 <sup>TC</sup>	29	30	31

June 2019				
M	T	W	T	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28

**Important Dates**

Start of School	Aug. 17	New Year's Day	Jan. 1
Labor Day	Sept. 3	Martin Luther King Day	Jan. 21
Thanksgiving Vacation	Nov. 19 - 23	Presidents' Day	Feb. 18
Winter Break	Dec. 24 - Jan. 4	Spring Break	Mar. 25-29
Christmas Day	Dec. 25	End of School	May 24
		Memorial Day	May 27

**Nonstudent Days**

K-12 Parent/Teacher Conferences: Oct. 18-19, Mar. 7  
 Additional Elem. Parent/Teacher Conference Day: Mar. 8  
 Elem. Planning (Short Days): Sept. 28, Nov. 9, Feb. 15, April 26  
 K-12 In-Service/Staff Development Day/Work Day: Jan. 7

All schools will choose 1 additional teacher contract day before the start of school.

**High School graduation dates:**  
 Heritage: May 22, Arapahoe: May 23, Littleton: May 24

## GODDARD MIDDLE SCHOOL 2018-2019 SCHOOL CALENDAR

<b>August 17</b>	First Day of School: - Grade 6: 8:54 a.m. -3:50 p.m. - WEB Orientation - Grades 7 and 8: 10:54 a.m. - 3:50 p.m.
<b>August 23</b>	Back-to-School Night 7:00 p.m. (6:15 p.m. for special programs)
<b>September 3</b>	Labor Day Holiday/No school
<b>September 20</b>	Early Bird Conferences
<b>October 17</b>	Full day of school/Evening conferences
<b>October 18</b>	Nonstudent day/Conferences
<b>October 19</b>	No School
<b>October 19</b>	End of first quarter
<b>November 19-23</b>	Thanksgiving Vacation/No school
<b>December 21</b>	End of first semester/Full day of school
<b>Dec. 24 - Jan. 7</b>	Winter break/No school
<b>January 7</b>	Nonstudent day
<b>January 21</b>	Martin Luther King Holiday/No school
<b>February 18</b>	President's Day Holiday/No school
<b>March 7</b>	Full day of school/Evening conferences
<b>March 8</b>	Nonstudent day
<b>March 8</b>	End of third quarter
<b>March 25-29</b>	Spring Break/No school
<b>April 29</b>	Nonstudent day/Staff development
<b>May 24</b>	Last student day/End of second semester

**Classroom hours are 8:54 a.m. until 3:50 p.m.  
Late Start Wednesdays 9:54 a.m. until 3:50 p.m.**

### **Transportation on Late-Start Wednesdays**

Buses will run one hour later on the late-start PLC days. These times will be reflected in the bus schedule that will be sent to parents prior to the beginning of the school year.

Student –Parent Handbook

2018-2019

SCHOOL CONTACT NUMBERS

<b>About</b>	<b>Contact</b>	<b>Phone</b>
<b>Absences</b>	24-hour reporting	303/734-6170
<b>Address Changes</b>	Student Services	303/347-7855
<b>Attendance Inquiries</b>	Student Services	303/347-7855
<b>Fines/Fees</b>	Bookkeeper	303/347-7872
<b>Breakfast and lunch information</b>	Cafeteria	303/347-7890
<b>Bus Schedules</b>	Transportation - ESC	303/347-4775
<b>Classroom/Teachers</b>	Main Office	303/347-7850
<b>Clinic</b>	Student Services	303/347-7874
<b>Fax Number</b>	Main Office Fax	303/347-7880
<b>Infinite Campus / Parent Portal</b>	Registrar	303/347-7863
<b>Library Services</b>	Library	303/347-7873
<b>Chromebook Questions</b>		303/347-7896
<b>Lockers</b>	Student Services	303/347-7855
<b>Lost and Found</b>	Main Office	303/347-7850
<b>Registration/Schedules</b>	Registrar	303/347-7863
<b>Special Education</b>	Special Education Office	303/347-7886
<b>Student Activities</b>	Main Office	303/347-7850
<b>Transportation</b>	District Office	303/347-4775

**LPS Security for afterhours emergencies.....303/347-3420**

**Internet Addresses:**

Goddard Middle School - <http://www.littletonpublicschools.net/schools/goddard-middle-school>

Infinite Campus Parent Portal - <https://campus.lps.k12.co.us/campus/portal/littleton.jsp>

Littleton Public Schools - <http://littletonpublicschools.net>

PTO Today Website - <http://www.goddardms.ptomanager.com>

## **TEACHER, PARENT,STUDENT RESPONSIBILITIES**

As a school community, we understand the importance of providing a supportive home and educational environment for every student. To accomplish this, parents, students, and Goddard staff will become partners in learning for student success.

### **THE STUDENT WILL:**

- ...set high learning goals
- ...always do his/her best work
- ...attend school regularly and be on time
- ...demonstrate positive, respectful and responsible behavior
- ...actively participate in classroom and school activities
- ...turn all work in on time
- ...assume responsibility for his/her own learning

### **THE PARENTS WILL:**

- ...have realistic expectations for achievement
- ...ensure regular attendance
- ...establish a home study environment
- ...know and support teacher expectations
- ...be involved with the student and the school
- ...communicate regularly with the school

### **STAFF WILL:**

- ...have high and reasonable expectations for student achievement and behavior
- ...prepare and present appropriate instruction
- ...know and care about each individual student
- ...acknowledge effort and reinforce academic success
- ...regularly communicate academic expectations and student progress to student and parent
- ...encourage parent involvement

### ***LPS MISSION STATEMENT***

“To educate students for the future by challenging every individual to continuously learn, achieve, and act with purpose and compassion.”

### ***LPS VISION STATEMENT***

“Exceptional community, extraordinary learning, expanded opportunity and success for all students

# SCHOOL INFORMATION

## ABOUT OUR SCHOOL

**Building Hours:** All doors to the school will be closed until 8:45 a.m. No students will be permitted into the lobby until 8:45 a.m. After 3:50 p.m. students must be supervised by a teacher or in attendance at an activity or intramural event. Only students eating breakfast are allowed into the cafeteria at 8:30 a.m. Students should enter through the cafeteria doors.



**Breakfast and Lunch:** A breakfast program is available to all students beginning at 8:30 a.m. daily. Students will enter through the west playground doors and remain in the cafeteria until the 8:45 a.m. bell rings. Breakfast prices are \$1.85 for middle school students. Lunch prices are \$3.15 for middle school students and \$4.05 for adults. Lunches include the hot lunch entrée with two choices including a salad and one other selection. Core classes will be assigned cleanup responsibilities in the cafeteria throughout the year. Assigned students are expected to sweep the floor and wipe the tables at the end of their lunch period. Students will be permitted to get their coats before entering the cafeteria on inclement weather days. After exiting the cafeteria, the students will remain on the south side of the building until the bell rings for their next class period.

**Free and Reduced Meals:** Applications for free and reduced meals are available online or in the Student Services Office. Please visit LPS website and Nutrition Services @ [www.lpsnutrition.com](http://www.lpsnutrition.com) or call 303-347-3360.

**Lockers:** Lockers are the property of the school district and provided for student convenience to keep books and other property needed at school. The school district reserves the right to open and search any locker at any time without notice or permission. Locker numbers and combinations are registered with the attendance office. Gym lockers will be issued by the P.E. department.

1. Combination locks are installed on the lockers; do not bring your own lock to place on the locker.
2. **Keep your combination secret** – do not give your combination to anyone.
3. **DO NOT** exchange lockers.
4. **Above all, do not keep valuable items in your locker. The school is not responsible for lost or stolen property. Do not bring or keep glass items in your locker.**
5. Any locker decorations must be of a temporary nature only, located inside the locker, be able to be removed easily, and be in good taste. Items may be removed at the discretion of the administration.
6. All backpacks and book bags are to be kept in the student locker during the school day.
7. If your locker does not work properly, report it to your Core teacher or to the attendance office for custodial assistance.
8. **Students are not to share lockers and will be disciplined appropriately if they do.**

**Lost and Found:** All lost and found articles are turned in to the main office where they may be claimed. All unclaimed items will be disposed of periodically. Students should secure bicycles, valuables, and lockers. The school does not accept responsibility for personal articles and property.

# ACADEMIC INFORMATION

## Professional Learning Communities

Littleton Public Schools is committed to increasing achievement levels for every student.

All LPS schools will provide time for teachers to meet together to have frequent, consistent, and data-driven conversations about student achievement. These meetings are called Professional Learning Communities (PLCs). There are 36 late-start days built into this year's calendar that allow time for PLCs to take place.

In PLC meetings, teachers answer four critical questions:

- What is essential for students to learn?
- How will we know when each student has learned it?
- How will we respond when a student experiences difficulty in learning?
- How will we respond when a student already knows it?

Through this kind of collaboration, instructional staff will be able to work together to continually improve their teaching to ensure high levels of learning for every student.

## Online Information

Please visit our web page to learn more about classroom expectations and assignments from the individual teacher web pages. <http://www.littletonpublicschools.net/schools/goddard-middle-school>

## Extended Learning Opportunities

Extended Learning Opportunities or ELO is the first or the last period of the day for all students. Students are assigned to an intervention or enrichment class. Sixth grade students begin the year with a unit designed to help students transition to middle school. Positive Behavior Intervention Support. Health and Life Skills lessons are also taught during ELO. ELO is just one of the many ways Goddard works to meet individual student needs.

## Homework Standard Practices

- Students will use assignment notebooks in every class to facilitate communication between home and school. Assignment notebooks are also used as hall passes.
- Homework grades should not count more than one third of a student's final grade.
- Late homework will not be accepted for full credit unless that student has an excused absence.
- Late homework will be accepted at the discretion of the teacher for partial credit to honor student learning and effort, not to exceed the nine-week period during which it is assigned.
- Homework assignments should be limited on weekends.

## Academic Standards for Advanced Classes

Goddard Middle School offers ability grouped classes in math and language arts for all students. Additionally, honors science, math and language arts are available in grades seven and eight. Honors Spanish is available at the eighth grade level. Multiple criteria, including MAP testing results, are used to place students in classes. Advanced classes provide enrichment and acceleration. Students considering Advance Placement or International Baccalaureate classes at the high school level are encouraged to participate in honors level classes. Students should expect nightly homework and careful consideration as to the number of advanced courses selected is highly recommended. Students placed in the advanced classes are expected to maintain a C or better grade average.

## Homework Club

Homework Club provides an opportunity for students to finish assignments that were not complete when due. Homework Club meets after school from 4:00 to 5:00 p.m. on Tuesdays and Thursdays. Homework Club can be assigned by a teacher. Students assigned to Homework Club are not allowed to attend sporting practices, games, clubs, activities or other school events.

## Parent/Student/Teacher Conferences

Conferences are held in the fall and spring for the purpose of reviewing progress toward learning goals and to set new ones. The yearly calendar gives the exact dates of these meetings. This opportunity for direct communication is the best way for parents to know and support teacher expectations for their child's learning. Students are expected to attend parent/student/teacher conferences.

## Progress Reports

Report cards are issued at the end of each nine weeks. The report card at the 18-week (semester one) and 36-week (semester two) period is a reflection of all work completed during the semester and is an average of the two nine-week grades. Only semester grades are recorded on a student's permanent record. Elective grades at the completion of the course also appear on the permanent record.

## Infinite Campus Grade Information

Student performance information, including current progress reports for every class, is available through the Parent Portal of Infinite Campus: <https://campus.lps.k12.co.us/campus/portal/littleton.jsp>

**Parents MUST sign up for their own Parent Portal log-in.** A parent log-in is required to complete annual updates and pay fees online. A parent log-in allows you to see all students in a family. It is extremely important **not** to use your students account. Emergency contacts, permissions and health up-dates are completed through the portal as well as access to grades and report cards.

## **Absences**

Credit for work missed during excused absences will be allowed when the required work has been satisfactorily completed. A student is allowed one day more than the total number of days absent, not to exceed ten (10) school days to make up any missed assignments. This policy does not apply to long term assignments for which students had advance notice prior to their absences. It is the student's responsibility to obtain make-up work. Students who have truancies will be responsible for all class work and assignments missed.

## **Prearranged Absences**

Requests for prearranged absences should be made at least three (3) school days prior to the absence to allow time for an individual plan for assignments to be formulated. Parents should request in writing, through the student services office, any prearranged absence. Family trips, religious occasions, and other extended absences are examples of prearranged absences.

## **Make-Up Work for Prearranged Absence**

An individual plan will be formulated by the student teacher(s), and parent/guardian that will:

- a) meet the individual needs of the student during the prearranged absence.
- b) permit alternative learning experiences (i.e., students may not be compelled to complete all work done in the classroom during the prearranged absence).
- c) define credit to be awarded for completing the individual plan.

Work is due upon return unless an alternate date has been agreed upon with the teacher. Make-up work will be made available not more than three days before the start of the student absence.

## **Promotion Policy**

The teachers, parents, and community of the Littleton Public Schools are committed to encouraging achievement, maintaining high academic standards, and promoting self-discipline along with a strong work ethic. In order to meet these standards, every Goddard student is held accountable for class participation, homework completion, and successful test taking. In keeping with this philosophy, Goddard Middle School expects academic success for all students. It is the student's responsibility to complete all class work and homework to the best of his/her ability. Students earn grades in Core, elective and exploratory courses based on test results, homework, and the completion of other assigned work. Work habits, behavior and attitude also impact student achievement. At the end of the year, promotion to the next grade is dependent upon having met classroom requirements and demonstrating proficiency of the assigned curricula.

When a student is not meeting academic expectations, parents, teachers, counselors, and administrators will use a number of interventions to help that student develop the skills required for success in the classroom. These interventions may include signing off on the student's assignment notebook, in-school study time, or placement in a remediation class for skill development in an academic area. Additionally, a conference involving the student, parents/guardians, teachers, and administrators may be necessary to formalize an *Academic Plan of Action*. The goal of an *Academic Plan of Action* is to define and design strategies for academic success. Students who successfully complete the goals outlined in their *Academic Plan of Action* may be considered for promotion to the next grade level.

## **Continuation**

Eighth graders who have not met the requirements for advancement to ninth grade **shall not** participate in Continuation.

## **Fines/Fee Information**

The District may require students to pay fees, fines or charges. The Board also recognizes the need for student fees to fund certain school activities. It also recognizes that some students may not be able to pay these fees. No student will be denied access into any class that is part of the academic program because of inability to pay these fees.

Students may be charged a fee for the cost of expendable materials used in coursework. Per Board Policy students shall be assessed fines for lost, damaged, or defaced book(s), materials, or equipment.

Penalties for failure to pay fines include denial of participation in extra class activities while the student is enrolled in the District. Transcripts will be withheld until payment is made.

Any fee or charge due to any school in the District and not paid at the end of the school year will be carried forward to the next succeeding school year. Such debts are considered to be debts of the students to the District and not to a particular school.

## **LIBRARY**

The Library Media Center is the information center of the school. Students are taught skills to find and use information by Core teachers and the library/media clerk. Students are taught skills to find and use information by Core teachers and the Teacher/Librarian. Students are welcome in the library any time throughout the day to check out books, study, or find information for reports and assignments. Over twelve thousand books are housed in the library. Full-time library staff is available to discuss reading.

Operation Hours: Monday thru Friday 8:45 am – 3:30 pm,.

During school hours you must have a valid pass from your teacher to be in the library.

### **Checking out Books and Materials:**

Please have your I.D., GMS Assignment Notebook, and no overdue books on your record. You may enjoy your book for three weeks. You may renew a book if your library account is current (with no overdue books) and no one has a hold on the book. Magazines are available for a two-day check out. We are able to request books from all Littleton Public School Libraries.

### **Obtaining your library card:**

Your student I.D. is your library card. If you lose your I.D., please report it to the library. The replacement cost is \$3.00.



## ATTENDANCE

Attendance in school every day in every class is an important part of a student's education. If a student is absent from school, the parent or guardian is expected to call the school's 24-hour recording line (303-734-6170) before 10:00 a.m. on the day of the absence. The call should be made within 24 hours of the absence. If a phone call is not possible, a written note must be presented to the Student Services Office when the student returns to school.

An **excused absence** is an absence the school determines to be legitimate. Examples of such absences are illness, family emergencies, medical or legal appointments, special family trips, and religious observances. An **unexcused absence and/or tardy** is one that the school cannot honor, such as oversleeping, lack of transportation or car trouble, "out of district residency", work, babysitting, traffic, etc.

**Excessive Absences:** The school may request a physician's verification (doctors note) of illness for excessive absences if deemed necessary. Excused absences become excessive after a student misses five (5) days of school. The principal or designee may authorize exceptions in case of an emergency such as a death or severe illness in the family. The school retains the right to determine if an absence is excused or unexcused.

**Truancy:** Colorado State Law requires that a student with excessive absences or tardies be referred to truancy court.

**Tardy Policy:** Students who arrive after 8:54 a.m. are to report directly to the Student Services Office. Unexcused tardies will result in a referral to truancy court. School administrators will determine whether a tardy is excused or unexcused.

**Hall Passes:** A student in the halls during any class period must have a hall pass. Requests by students or other teachers for a student to be out of the classroom during a class session may be denied by the teacher if the teacher feels the request interferes with the instruction planned for that class period.

**Leaving During the School Day:** If someone other than a parent/guardian is to pick up a student early from school, parent/guardians must call the Student Services Office to advise who will be picking up their student from school. Students will not be released from school to anyone unless approved by a parent/guardian. This includes people who are listed as emergency contacts, sibling, grandparents and friends.

**Once students arrive on school grounds, they may not leave before the end of school unless a parent signs them out through the Student Services Office. All parents/guardians must sign their child out in person at the Student Services Office. Students will not be released to parents waiting outside the building.**

**Student Dismissal Precautions:** Students of estranged parents shall be released only upon the request of the parent whom the court holds directly responsible for the student and who is the parent or guardian registered on the school emergency record. The principal, or designee, may require presentation of the appropriate court document for verification purposes.

**Visitor Passes:** All visitors to the building during school hours are required to check in the main office. Loitering in a school building or disrupting the school environment is prohibited by law. Staff members will not admit any visitor to their classroom unless that visitor has a pass. Parents of students are always welcome to visit our school and must stop by the main office before visiting to pick up a visitor's pass. Parents, please call 24 hours in advance to notify the administration if you are planning to visit a classroom or to have lunch with your student so we can ensure it is not a testing day and there is a chair available.

## SCHOOL RULES – Rules for Success

**Electronic Devices:** Electronic devices at GMS may be used for educational purposes. Devices that disrupt instruction are not allowed during the school day. This includes the following: phones, laser pointers, iPods, and any other electronic device. These devices must remain locked in lockers for the day. GMS is not responsible for lost or stolen electronic devices.

### Telephones

1. Classroom telephones may be used by students with the permission of the teacher to report to parents about homework, projects, or staying after school for a study session with the teacher.
2. A phone will be made available in the main office for students who need to inform parents of a last minute change in after school ride arrangements, to stay for school-related activities or study. Permission to accompany a friend home from school should be arranged before this time.
3. The clinic phone will be used for health contacts primarily, and as back-up for the main office phone when needed.

### LPS Middle School 1:1 initiative

What is 1:1? All middle schools in LPS provide every middle school student a Chromebook which is assigned for his/her use and we encourage students to take these devices home. LPS students, parents and teachers indicate that students with devices are more engaged; more organized, and have new ways to demonstrate their learning. Thus far, we have over 95% of our families opt in to taking the device home. The device going home has content filtering, giving them the same access (or non-access) to websites and social media. Parents will be asked to sign a Responsible Use Policy detailing the expectations for use and how damage and loss are handled.

Students have the following responsibilities regarding the chromebooks:

\*It is a privilege to have a Chromebook – Take care of your Chromebook

\*Bring your charged Chromebook everyday

\*If you forget your Chromebook, a loaner is available for checkout with your school ID

\*If you forget your Chromebook three times in one semester, misuse your Chromebook or vandalize your Chromebook Your Chromebook privileges will be revoked. Please know GMS Administration makes final decisions.

\*Damage – If you damage your Chromebook (blown screen, missing keys, writing gouges, and intentional vandalism, Charges are assessed as follows:

- First incident: is understandable and no charge will be assessed
- Second incident: \$50.00 fine
- Third incident: \$100.00 fine
- Fourth incident: student will lose usage rights for the Chromebook for the remainder of the year.
- Damaged or lost chargers: \$30.00
- You are responsible for the replacement cost of a lost or stolen Chromebook - \$185.00
- Finally, LPS has the right to repossess Chromebooks at their discretion.

### **Food and Drink**

1. No food or drink (other than water bottles with water only) in classrooms.
2. For snack times, parents and teachers please encourage healthy snacks; cheese, fruit, vegetables, crackers, granola bars, etc.
3. Opened containers of food, candy, or drink in the halls and classrooms will be confiscated and not returned.

### **Student Dress Standards**

Student grooming and apparel must adhere to LPS standards of dress, must not pose a threat to public or personal safety or health, and must not be disruptive of or distracting to classroom activity or student behavior. These standards apply in school buildings, on school grounds, in school vehicles, on school property, and at school-sponsored activities. Forms of dress which are **unacceptable include, but are not limited to:**

- Clothing that is transparent or does not adequately cover the body (spaghetti straps, halter, midriff tops, muscle shirts, or low cut tank tops). Shoulder straps will be at least 2" (or three fingers) wide.
- Short shorts and skirts are inappropriate. Shorts must have an inner inseam of 5" or more. For skirts, stand straight, drop hands straight to sides and add an inch of length. When wearing leggings, follow the skirt rule for the length of the top worn over leggings.
- Sagging pants, pajama pants, tops or slippers
- Clothing with suggestive or offensive language or that advocates or represents drugs, alcohol, and/or gang affiliation
- Clothing inappropriate for specific classroom activity or that interferes with the overall educational process
- Outerwear (hats, coats, jackets, parkas, windbreakers) must be placed in lockers by 8:54 a.m. and may be removed at 3:50 p.m. Students may wear outerwear outside during lunch.
- Sunglasses
- Wallet chains and/or spikes
- Body piercing that may create physical harm to oneself or others will result in a request that the student remove any implanted material.
- Bandanas
- Shoes with wheels in the heels
- Hats or head coverings of any kind, including hoodies

**School administrators and teachers may establish additional specific standards for their individual classrooms within the LPS dress guidelines.** Disciplinary action for violation of dress standards may include requiring the student to remove or change the apparel, referral to counselor or administration, parental conference, and suspension and/or expulsion upon repeated code violations.

## **STUDENT DISCIPLINE**

Disciplinary Philosophy at Goddard Middle School, it is our belief that good behavior supports student growth toward self-discipline, accepting responsibility, and appreciating the rights of others. It is our desire at Goddard to maintain an environment where students can learn. Every student has the right to a physically safe, stress-free environment.

The goal of education is the total development and enhancement of a student's intellectual, social, emotional, and physical growth. In order for optimum teaching and learning to occur, students have a right to an uninterrupted education in a productive, challenging, and stimulating atmosphere. Students' actions, as individuals or groups, must not interfere with this right.

In order to ensure the best possible educational climate for all students, unacceptable behavior shall be subject to disciplinary action while the student is in school, on school grounds, at school-sanctioned activities, or during the transportation of students in vehicles dispatched by the Littleton School District. A system of rules, rewards, and consequences has been outlined to aid us in reaching our objectives.

### **Discipline Overview**

At Goddard Middle School the discipline system is structured so as to escalate the consequences for repeated inappropriate behavior. A reward system will also be incorporated into this process. The following behaviors are always unacceptable at Goddard Middle School:

- Disruption of the classroom or the educational program of the school
- Placing hands on another student
- Public displays of affection inside or outside the school building
- Inappropriate language or vulgarities

- Disrespectful actions toward a teacher, student, or school personnel
- Violations of attendance regulations as outlined in school, district, or state policy
- Vandalism
- Fighting or inciting a fight
- Any form of harassment, threatening, or bullying behavior toward another individual
- Lying or giving false information

### **Drug/Alcohol Policy**

It is critical for all GMS students to understand LPS drug policies.

- Students may not have any drugs in their possession during the school day, not even aspirin or over-the-counter medicines.
- Students may not give drugs of any kind to each other, not even common over-the-counter medicine or vitamins.
- Students who forget should go to Student Services immediately and give their medicines to the clinic.

Controlled substances include, but are not limited to, narcotic drugs, hallucinogenic or mind-altering drugs or substances, amphetamines, barbiturates, stimulants, depressants, marijuana, anabolic steroids, any other controlled substances as defined in law, or any prescription or nonprescription drug, medicine, vitamin, or other chemical substances not taken in accordance with Board policy and regulations on administering medicines to students. This definition also includes substances that are represented by or to the student to be any such controlled substance or what the student believes to be any such substance.

Penalties: Students who use or possess alcohol, drugs, other controlled substances or drug paraphernalia or are under the influence of alcohol, drugs, or other controlled substances shall be penalized according to Board Policy found in the Student Code of Conduct.

Students who sell, buy, procure, distribute, give, exchange, or receive alcohol, drugs, other controlled substances, or drug paraphernalia in violation of Policy JICH will be expelled; provided that the purchase or exchange of over-the-counter drugs may be limited to a suspension in appropriate circumstances at the discretion of the principal.

### **Weapons**

Carrying, bringing, using, or possessing a dangerous weapon in any school building, on school grounds, in any school vehicle, or at any school-sponsored or District-sponsored activity, or off school property when the conduct has a reasonable connection to school or any District curricular or noncurricular event without the approval of authorized school personnel is prohibited.

Dangerous weapons are defined as:

- Any pellet, BB gun, or other device, whether operational or not, designed to propel projectiles by spring action or compressed air
- A fixed blade knife with a blade that measures longer than three inches in length or a spring loading knife or a pocket knife with a blade longer than three one-half inches
- Any object, device, instrument, material, or substance, whether animate or inanimate, used or intended to be used to inflict death or serious bodily injury, including, but not limited to explosives, slingshot, bludgeon, brass knuckles, or artificial knuckles of any kind.

Penalties: Students who violate the policy dealing with dangerous weapons, shall be penalized according to Board Policy found in the Student Code of Conduct.

**The Student Code of Conduct is available on the District and school website**

### **Zero Tolerance**

**Goddard Middle School has a zero-tolerance policy for possession of any weapons or controlled substances and for fighting. Automatic suspension and/or expulsion will result from these behaviors.**

### **Goddard Disciplinary Process**

Our disciplinary policy at Goddard Middle School involves a system of escalating consequences for repeated negative behavior. It is a three-tiered approach.

#### **Level One – Teacher Monitoring**

At this level of discipline, teachers work with both students and parents to monitor specific conduct and behaviors in the classroom. The following behaviors will be addressed at the teacher-student-parent level:

- Missing homework, materials, and teacher-parent communications
- Tardiness to class ( up to three )
- Minor infractions of classroom rules (talking; off task behavior, etc.)

At this level of discipline, a teacher will initiate a phone call to the parent and devise a strategy or consequence for the student. This strategy or consequence can be of the nature of, but not limited to:

- time before, during, or after school with the teacher
- loss of classroom privileges
- opportunities for completion of work

#### **Level Two – Lunch or After School Detention**

Classroom Procedure: For minor infractions, teachers should give a clear verbal and/or written warning on the board as to the nature of the student's disruption in the classroom. A warning is used to correct the student's behavior. A second correction by the teacher during the class period for inappropriate behavior can result in a lunch detention.

Lunch Detentions can be assigned by a staff member for the following inappropriate behaviors:

- continued failure to follow directions
- classroom disruptions

- placing hands or feet on another individual
- hallway disruption
- excessive tardiness – after three and ending at five
- disrespectful behavior to another individual
- inappropriate language

Lunch/After School Detention Procedure: Any staff member can assign a lunch or after school detention for the previously stated reasons. This will be communicated by the teacher to the Principal.

Lunch/After School Detention Rules:

Tardiness to lunch/after school detention is unacceptable and will result in an additional detention. Non-compliance with detention rules result in an administrative referral.

Missed Detentions: Since there are virtually no excuses for missing a detention if a student is present at school. The student has one chance to make it up before the detention doubles.

### **Level Three – Administrative Involvement**

At this level of discipline, students are referred to the administration for violations of school rules. Administrators will involve parents at this level and can administer the following:

- Plan of Action
- Administrative Detention/After School
- Behavior Contract
- Alternate Educational Placement
- Suspension
- Expulsion

### **Withdrawing from School**

If a student moves to another school district during the school year, records will be sent to the new school at the request of that school when all books are returned and fees paid. When withdrawing from Goddard Middle School, we ask the parent or guardian to visit the Student Services Office with the following information: confirmation of the move, date of withdrawal, new city and state, and, when available, name and address of the new school. Parents will be asked to sign withdrawal papers stating the student's next school of attendance.

### **Yearbook and School Pictures**

Yearbooks will only be ordered online. Students order and pre-pay for yearbooks in the fall. Payment for yearbooks will be paid to the Yearbook company. The year books will be distributed in late May.

School Pictures are paid directly to the photographer when taken at the start of the school year.

## **STUDENT SERVICES**



### **What do School Counselors Do?**

The Goddard Middle School counselors work to develop positive relationships with students, staff and the community. We use a strengths-based, wellness model to support the academic, social/emotional, and college/career readiness of ALL students. In addition, we work to support the overall mission and vision of Goddard Middle School.

School Counselors are the backbone of our Student Services Department. They collaborate with all staff members to help students acquire the knowledge, skills, and attitudes needed to achieve success. Students can fill out a request to see their counselor located in the student services office.

Students visit and talk with their counselor for a variety of reasons:

- Struggling with classes
- Conflict Resolution
- Problem Solving
- Goal Setting
- Home and Family Support
- Transitioning to/from Elementary/High School
- Discussing how awesome they are
- Just need someone to talk to

## HEALTH SERVICES

### The Health Office

Goddard has a Health Office located in the Student Services Office. The Health Office is staffed by a paraprofessional. A nurse consultant from Children's Hospital works with the school.

### Ambulance Expense

Any expenses incurred by emergency use of an ambulance will be the responsibility of the parents/guardians of the injured student. Parents or guardians of an injured student will be notified before an ambulance is called unless the injury requires immediate emergency transportation.

### Dispensing of Medication to Students

Littleton Public Schools follows medication guidelines which are in accordance with "Rules and Regulations Governing Schools in the State of Colorado", set by the Colorado Board of Health. Parents are encouraged to work with their health care provider so the dosage schedule can be arranged to give medications at home rather than during the school day.

However, if your child needs to receive medication during school hours, including prescription and non-prescription medications, the following conditions must be met:

1. A signed parental permission clearly stating the name of the medication and the time it is to be given at school.
2. A physician's signed statement must also be received by your child's school that matches instructions on the container and the signed parental permission. It should also include the purpose of the medication, the length of time it needs to be given at school and possible side effects.
3. The medication is in the original container clearly showing the name of the physician prescribing the medication, the child's name, the name of the medication, the time it is to be given, and the dosage. Parents are responsible for bringing the child's medication to school. The above policy also applies to non-prescription medications (Tylenol, vitamins, cough drops, etc.).

### Emergency Information

School personnel will inform parents as soon as possible following an accident, injury, or illness. For student safety, Emergency Information is required for each student at the beginning of the school year. Emergency Information needs to be updated annually through the Infinite Campus Parent Portal. Emergency Information contains personal information, doctor's name and telephone number, parents' work numbers, and emergency contact numbers. **It is extremely important for parents to report any change of information to the office during the school year and to update Infinite Campus information.**

### Illness and Accidents

Ill or injured students should report to the Health Office. An accident report form will be completed by the teacher or supervisor. Parents will be notified immediately if the illness or injury is determined to be serious. Students will remain in the Health Office until transportation arrangements are made and confirmed with parents.

### School Immunization Law

For the 2018-2019 school year, **all** students are required to have the following vaccines:

- Two doses of the varicella or history of the disease (chicken pox)
- 2 MMR (measles, mumps and rubella)
- 5 DTP/DTaP/DT/Td-series
- 4 polio
- Completion of the Hepatitis B series

All 6<sup>th</sup>, 7<sup>th</sup> and 8<sup>th</sup> graders are required to have a Tdap (Tetanus, Diphtheria, Pertussis) booster.



**All students must provide proof of immunization.**

**Please notify the Health Office of updates to your student's immunization record.**

**Students who fail to comply will be subject to suspension or expulsion.**

# ATHLETICS AND ACTIVITIES

## Activity Buses

Activity buses run each day Monday through Thursday for those students who have after school activities.



## Clubs

Goddard offers many opportunities for extracurricular activities after school. Clubs are organized by sponsoring teachers or community volunteers throughout the school year. Listen to the morning announcements and check the activities bulletin board in the cafeteria for reminders of club activities. All students are welcome to join clubs, most of which meet afterschool. There is a \$20 participation fee to cover the expense of the club.

## Student Council

**The purpose of this leadership group is to promote citizenship, provide for a good relationship between students and teachers, help gain a better understanding of democracy, support ideals of good education, promote community relationships, provide for meaningful learning and social activities, and serve as a liaison between the student body and the administration by presenting suggestions and ideas of the student body to the administration**

## WEB Program

The WEB (Where Everybody Belongs) Program is specifically designed to relieve some of the tensions and fears that a new student may have entering middle school. Eighth grade students act as mentors to incoming sixth grade students and other new students entering Goddard Middle School.

## Intramurals

The GMS intramural/sports program has been designed to involve students at all grade and skill levels, emphasizing participation over competition. Sports-related activities will be held after school. The daily announcements and the school activities bulletin board in the cafeteria are sources of information regarding school activities and athletics.

Fees will be determined by the Littleton Board of Education.

### Grade 6:

Sports activities at this grade level are generally clubs and do not involve inter-school competition. Wrestling is the only intramural sport at this grade level. Activities will be conducted after school twice a week on days to be announced. There is a \$20.00 participation fee.

### Grade 7:

Sports offered at this grade level are intramural in nature with some activities being co-ed. There are optional opportunities for some competition among the other middle schools in Littleton Public Schools. Activities will be conducted after school on days to be announced. There is a \$20.00 participation fee.

### Grade 8:

All sports offered at this grade level are skill oriented and incorporate a schedule of competition among the other middle schools in Littleton Public Schools. The intramural schedule is set by the middle school athletic directors. Practices and games are conducted after school throughout the week on days to be announced. There is a \$30.00 participation fee.

## CHARACTER EDUCATION AT GODDARD

### The Viking Way!

The mission of the GMS PBIS team is to foster and promote a safe and positive school environment that enhances student learning through teaching and recognizing positive behavior. The focus of our PBIS program is to promote academic achievement and appropriate behaviors. PBIS is a school-wide strategy for helping all students achieve important social and academic goals, enabling them to become productive, responsible citizens. As part of the PBIS program, we have established several clear expectations for the behaviors we require throughout our school.

## Sources of Strength

Sources of Strength is a national best practice youth suicide prevention project designed to harness the power of peer social networks to change unhealthy norms and culture, ultimately preventing suicide, bullying, and substance abuse. The mission of Sources of Strength is to prevent suicide by increasing help seeking behaviors and promoting connections between peers and caring adults. Sources of Strength moves beyond a singular focus on risk factors by utilizing an upstream approach for youth suicide prevention. This upstream model strengthens multiple sources of support (protective factors) around young individuals so that when times get hard they have strengths to rely on.

## TRANSPORTATION

Bus transportation is provided for students living in designated area. Students must follow district bus regulations and the instructions of the bus drivers at all times. Violation of posted bus rules may result in loss of bus privileges.

### **These are the District Bus Regulations:**

1. Passengers must not throw objects on the floor or out of the window of the bus. Arms and heads must be kept inside the bus windows at all times. No portion of a passenger's body may extend beyond the bus window.
2. There will be no eating or drinking on the bus, except by prior arrangement with the Transportation Department.
3. Passengers must not tamper with the emergency door, windows or any part of the bus.
4. Passengers will keep aisle and emergency door clear at all times.
5. Passengers must not engage in disruptive behavior including fights.
6. Students must not bring objects on the bus which may endanger the safety of passengers (i.e., animals, birds, amphibians, glass objects and large objects).
7. Skateboards are not allowed on LPS buses.
8. Passengers must not ask driver for the designated stop. (NOTE: Parents administrator who may authorize the alternate stop. Students must bring the noon on the day for which the request
9. Passengers may not use, possess or distribute tobacco products, drugs or drug paraphernalia, alcohol on the bus.



permission to get off at any stop other than must send a signed note to a school driver to pick up or discharge students at an note to the main office for approval before is being made).

Buses carrying school students are extensions of the school program and any student whose conduct on a school bus or at a bus stop which is improper or jeopardizes the safety of other students may result in having his/her transportation services suspended or revoked. Bus referrals will be written by bus driver. Consequences could vary from a warning to extended time off the bus.

**A fight or act of vandalism will result in an immediate loss of all bus privileges for a period of not less than one week. Any ensuing fights or vandalism will result in the immediate loss of all bus privileges for the remainder of the year.**

**Bus Notes:** For one student to ride the bus of another student home in the afternoon as a guest, the guest rider will need to provide a note written and signed by their parent indicating what day and which bus the ride is requested for and who they are riding with. **The note must be brought to the main office before school begins or at lunch time.** This note must be signed by their parent, and by an office staff member. This note is required by the bus driver in the afternoon.

**Student Pick Up/Drop Off Areas:** Students may be picked up and dropped off in the designated area south of the oval or the lower and middle parking lots on Berry Avenue. Please be aware of the "Buses Only" section in the oval. Parents are encouraged to use the lower lot to avoid delays due to congestion on the oval.

Goddard has the biggest hill in town, and it's AWFUL on an icy morning. Please, avoid the rush and drop your students in the lower lot. They can walk up the stairs to the entrance by the art room or the front doors. They are less likely to be late and you are less likely to get stuck on the hill.

All students must be picked up no later than 4:00pm on Fridays and on days that there are no after school activities.



## SCHOOL SAFETY INFORMATION FOR PARENTS AND STUDENTS

**The SRO (School Resource Officer) Program:** Goddard is fortunate to have a full-time school resource officer. This officer works for the Littleton Police Department and is here to support students, families, and school personnel. Our SRO has an office in our Student Services Office and an appointment can be made by calling our attendance office.

**Building Security:** Like all LPS elementary and middle schools, Goddard's doors are locked throughout the day. A call box, buzz-in system at the main entrance allows GMS staff to regulate and monitor entrance for students and visitors. All visitors are required to sign in at the Main Office.

**Emergency Lockdown:** In the event of a community emergency in which Littleton School buildings are required to be in emergency lockdown, the following regulations apply:

- Students remain in classrooms under the supervision of teachers.
- Parents are required, for the safety of students and staff, to remain away from the school building until the lockdown has ended
- Listen to local radio stations for district announcements
- 

**Fire and Disaster Drills:** Fire drill procedures have been posted in each classroom. Staff and students are expected to familiarize themselves with exit routes from each area. Students are to exit the building in a quiet, orderly manner. Upon leaving the building, students will remain with their classes and proceed at least 100 feet from the building. Three bells will signal that students may return to the building. Students will return to the building in the same manner and route in which they left. Pulling a fire alarm may result in suspension from school, as well as appropriate civil action.

Disaster drills are scheduled once a year by an administrator. Teachers and students will be notified by the main office when to evacuate the building and when it is clear to return to classes.

**School Closures:** When the district experiences severe weather conditions that might force cancellation of the school, students/parents should check the district website or tune into local radio and television stations for information. **When school is cancelled, all meetings and activities after school are cancelled.**

On district "delayed start days" only elementary schools begin 30 minutes later than their normal start time. Middle and high schools begin at their normal start time.

**Student Messages – Emergency Only:** Please honor the learning time of students by making requests for emergency messages only to be delivered to your child while at school. Share information regarding lunch, going home, appointments, etc. **before the student comes to school.**

It becomes necessary for a parent or guardian to contact a student, the following procedures are followed at Goddard:

1. Emergency messages only will be delivered immediately to the student.
2. Other messages may be delivered depending on the availability of a student assistant.