

GODDARD MIDDLE SCHOOL

STUDENT/PARENT HANDBOOK 2024-2025



Our Shared Mission

To foster a high-performing school that supports continuous learning and inclusivity, while providing opportunities for academic and social-emotional growth.

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

LPS MISSION STATEMENT

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

As changes to the LPS calendar sometimes occur, please consult this [link](#) for the most up to date calendar.

First Day of School

Designated PLC Days

Holiday or Vacation

Non-Student Day

Teacher Comp Day-No School

Elem Non-Student Day

Elem/Middle Non-Student Day

High School Non-Student Day

LPS 2024-2025 SCHOOL YEAR CALENDAR

-Version date October 26, 2023
-Approved by the Board of Education October 26, 2023

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| AUGUST 2024 | | | | |
|-------------|----|----|----|----|
| M | T | W | T | F |
| | | | 1 | 2 |
| 5 | 6 | 7 | 8 | 9 |
| 12 | 13 | 14 | 15 | 16 |
| 19 | 20 | 21 | 22 | 23 |
| 26 | 27 | 28 | 29 | 30 |

| SEPTEMBER 2024 | | | | |
|----------------|----|----|----|----|
| M | T | W | T | F |
| 2 | 3 | 4 | 5 | 6 |
| 9 | 10 | 11 | 12 | 13 |
| 16 | 17 | 18 | 19 | 20 |
| 23 | 24 | 25 | 26 | 27 |
| 30 | | | | |

| OCTOBER 2024 | | | | |
|--------------|----|----|----|-----------------|
| M | T | W | T | F |
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| 7 | 8 | 9 | 10 | 11 ⁹ |
| 14 | 15 | 16 | 17 | 18 |
| 21 | 22 | 23 | 24 | 25 |
| 28 | 29 | 30 | 31 | |

| NOVEMBER 2024 | | | | |
|---------------|----|----|----|-----------------|
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| 4 | 5 | 6 | 7 | 8 ¹² |
| 11 | 12 | 13 | 14 | 15 |
| 18 | 19 | 20 | 21 | 22 |
| 25 | 26 | 27 | 28 | 29 |

| DECEMBER 2024 | | | | |
|---------------|----|----|----|-----------------|
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| 9 | 10 | 11 | 12 | 13 |
| 16 | 17 | 18 | 19 | 20 [*] |
| 23 | 24 | 25 | 26 | 27 |
| 30 | 31 | | | |

| JANUARY 2025 | | | | |
|--------------|----|----|----|----|
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| 13 | 14 | 15 | 16 | 17 |
| 20 | 21 | 22 | 23 | 24 |
| 27 | 28 | 29 | 30 | 31 |

| FEBRUARY 2025 | | | | |
|---------------|----|----|----|------------------|
| M | T | W | T | F |
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| 3 | 4 | 5 | 6 | 7 |
| 10 | 11 | 12 | 13 | 14 |
| 17 | 18 | 19 | 20 | 21 ^{**} |
| 24 | 25 | 26 | 27 | 28 |

| MARCH 2025 | | | | |
|------------|----|----|----|----------------|
| M | T | W | T | F |
| | | | | |
| 3 | 4 | 5 | 6 | 7 ⁹ |
| 10 | 11 | 12 | 13 | 14 |
| 17 | 18 | 19 | 20 | 21 |
| 24 | 25 | 26 | 27 | 28 |
| 31 | | | | |

| APRIL 2025 | | | | |
|------------|----|----|----|-----------------|
| M | T | W | T | F |
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| 14 | 15 | 16 | 17 | 18 |
| 21 | 22 | 23 | 24 | 25 |
| 28 | 29 | 30 | | |

| MAY 2025 | | | | |
|----------|----|----|----|-----------------|
| M | T | W | T | F |
| | | | 1 | 2 |
| 5 | 6 | 7 | 8 | 9 |
| 12 | 13 | 14 | 15 | 16 |
| 19 | 20 | 21 | 22 | 23 [*] |
| 26 | 27 | 28 | 29 | 30 |

| JUNE 2025 | | | | |
|-----------|----|----|----|----|
| M | T | W | T | F |
| 2 | 3 | 4 | 5 | 6 |
| 9 | 10 | 11 | 12 | 13 |
| 16 | 17 | 18 | 19 | 20 |
| 23 | 24 | 25 | 26 | 27 |
| 30 | | | | |

- 9: End of 9 Weeks
- 12: End of 12 Weeks
- *: End of Semester
- **: End of Trimester

littletonpublicschools.net/calendars

IMPORTANT DATES

| | | | |
|----------------|---|------------|--|
| Aug. 13 | Start of School, Elem. Early Release | Feb. 14 | Elem. Planning, Elem. Non-Student Day |
| Sept. 2 | Labor Day, No School | Feb. 17 | Presidents' Day, No School |
| Sept. 27 | Elem. Planning, Elem. Non-Student Day | Mar. 6 | Additional Elem. Parent/Teacher Conf., Elem. Non-Student Day |
| Oct. 17 | K-12 Parent/Teacher Conferences | Mar. 7 | Teacher Comp Day, No School |
| Oct. 18 | Teacher Comp Day, No School | Mar. 24-28 | Spring Break |
| Oct. 21 | Districtwide Teacher Work Day, Non-Student Day | Apr. 18 | Elem. Planning, Elem. Non-Student Day |
| Nov. 25-29 | Thanksgiving Break | Apr. 21 | Elem. and Middle Non-Student Day |
| Dec. 23-Jan. 3 | Winter Break | May 23 | End of School, Elem. and Middle Early Release, High School Non-Student Day |
| Jan. 6 | Districtwide Teacher Staff Development Day, Non-Student Day | May 24 | High School Graduations |
| Jan. 20 | Martin Luther King Jr. Day, No School | May 26 | Memorial Day |
| | | June 19 | Juneteenth |

As changes to the LPS calendar sometimes occur, please consult this [link](#) for the most up to date calendar.

LPS 2024–2025 SCHOOL YEAR CALENDAR

-Version date October 26, 2023
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AUGUST 2024

August 13: Start of School, Early Release Elementary Only
August 14, 21, 28: PLC Late Start Wednesdays

SEPTEMBER 2024

September 2 (No School): Labor Day Holiday
September 27 (No Elementary): Elementary Planning, Elementary Non-Student Day
September 4, 11, 18, 25: PLC Late Start Wednesdays

OCTOBER 2024

October 11: End of 9 Weeks
October 17 (No School): K-12 Parent/Teacher Conferences, Non-Student Day
October 18 (No School): K-12 Teacher Comp Day, Non-Student Day
October 21: Districtwide Teacher Work Day, Non-Student Day
October 2, 9, 16, 23, 30: PLC Late Start Wednesdays

NOVEMBER 2024

November 8: End of 12 Weeks/Trimester
November 6, 13, 20: PLC Late Start Wednesdays
November 25-29 (No School): Thanksgiving Break

DECEMBER 2024

December 4, 11, 18: PLC Late Start Wednesdays
December 20: End of Semester
December 23-31 (No School): Winter Break

JANUARY 2025

January 1-3 (No School): Winter Break
January 6 (No School): Districtwide Teacher Staff Development Day, Non-Student Day
January 20 (No School): Martin Luther King Jr. Day
January 8, 15, 22, 29: PLC Late Start Wednesdays

FEBRUARY 2025

February 14 (No Elementary): Elementary Planning, Elementary Non-Student Day
February 17 (No School): Presidents' Day
February 21: End of Trimester
February 5, 12, 19, 26: PLC Late Start Wednesdays

MARCH 2025

March 6 (No Elementary): Additional Elementary Parent/Teacher Conference
Elem Non-Student Day
March 7 (No School): Teacher Comp Day, Non-Student Day
End of 9 Weeks
March 24-28 (No School): Spring Break
March 5, 12, 19: PLC Late Start Wednesdays

APRIL 2025

April 4: End of 12 Weeks
April 18: Elementary Planning, Elementary Non-Student Day
April 21: Elementary and Middle Non-Student Day
April 2, 9, 16, 23, 30: PLC Late Start Wednesdays

MAY 2025

May 7, 14, 21: PLC Late Start Wednesdays
May 23: End of School/Semester/Trimester, Early Release for Elementary and Middle
High School Non-Student Day
May 24: High School Graduations
May 26 (No School): Memorial Day

JUNE 2025

June 19 (No Summer Programming or SACC): Juneteenth

GODDARD MIDDLE SCHOOL 2024-2025 SCHOOL CALENDAR

| | |
|-------------------------|---|
| August 13 | First Day of School - Grade 6: 8:20 a.m. - 3:30 p.m. - WEB Orientation - Grades 7 & 8: 10:20 a.m. - 3:30 p.m. |
| August 22 | Back-to-School Night 6:00 p.m. (5:00 p.m. Parent University) |
| September 2 | Labor Day Holiday / No School |
| October 21 | End of First Quarter (End of First 9 Weeks) |
| October 10 | Full Day of School / Evening conferences at EPIC 4:45-7:45 |
| October 15 | Full Day of School / Evening conferences 4:00-7:00 |
| October 17 | Non Student day / Morning Conferences 7:30-11:30 |
| October 18 | Non Student Day |
| October 21 | Non Student Day |
| November 25-29 | Thanksgiving Break / No School |
| December 20 | End of First Semester / Full Day of School |
| Dec. 23 - Jan. 5 | Winter Break / No School |
| January 6 | Non Student Day / Teacher Planning Day |
| January 20 | Martin Luther King Jr. Holiday / No School |
| February 17 | President's Day Holiday / No School |
| February 21 | End of Third Quarter (End of Trimester) |
| March 5 | Full Day of School / Evening Conferences 4:15-7:15 |
| March 7 | Non Student Day |
| March 24-28 | Spring Break / No School |
| April 21 | Non Student Day / Staff Development |
| May 22 | 8th Grade Continuation |
| May 23 | End of Second Semester / Last Student Day |

Goddard Middle School Hours

Monday/Tuesday/Thursday/Friday: 8:20 a.m. until 3:30 p.m. (Doors open at 8:10 a.m. and attendance is taken at 8:20 a.m.)
Wednesdays (late start days): 9:20 a.m. until 3:30 p.m. (Doors open at 9:10 a.m. and attendance is taken at 9:20 a.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.

Transportation Phone Number 303-347-4775

**Goddard Middle School Student–Parent Handbook
2024-2025
SCHOOL CONTACT PHONE NUMBERS**

| About | Contact | Phone |
|--|---------------------------|------------------------------|
| Absence Reporting | 24-hour absence reporting | 303/734-6170 |
| Address Changes | Registrar | 303/347-7863 |
| Attendance Inquiries | Attendance Clerk | 303/347-7855 |
| Fees / Fines | Bookkeeper | 303/347-7863 |
| Breakfast and Lunch information | Cafeteria | 303/347-7890 |
| Bus Schedules | Transportation - ESC | 303/347-4775 |
| Classroom / Teachers | Main Office | 303/347-7850 |
| Clinic | Health Clerk/Clinic | 303/347-7874 |
| Fax Number | Main Office Fax | 303/347-7880 |
| Infinite Campus / Parent Portal | Registrar | 303/347-7863 |
| Library Services Chromebook Questions Library Fines | Library | 303/347-7873 303/347-7896 |
| Lockers | Counseling Office | 303/347-7872 |
| Lost and Found | Counseling Office | 303/347-7872 |
| Registration / Schedules / Open Enrollment | Registrar | 303/347-7863 |
| Special Education | Special Education Office | 303/347-7886 |
| Student Activities | Main Office | 303/347-7850 |
| Transportation | Transportation Office | 303/347-4775 |

LPS Security for after hours emergencies....303/347-3420

Internet Addresses:

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

Infinite Campus Parent Portal- <https://littletonco.infinitecampus.org/campus/portal/parents/littleton.jsp>

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

Goddard PTO - <https://sites.google.com/lps.k12.co.us/goddardpto>

LPS Bus Transportation - <https://littletonpublicschools.net/bus-transportation>

LPS Nutrition Services - <https://littletonpublicschools.net/nutrition>

Goddard Staff Pages - <https://littletonpublicschools.net/schools/goddard-middle-school/staff-pages>

Goddard Clinic & Forms - <https://littletonpublicschools.net/schools/goddard-middle-school/clinic>

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

SCHOOL INFORMATION

Building Hours:

All exterior doors to the school will be locked until 8:00 a.m. (9:00 a.m. on Wednesdays). No students will be permitted into the lobby until 8:10 a.m. (9:10 a.m. on Wednesdays). After 3:30 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 8:00 a.m (9:00 a.m. on Wednesdays). Students should enter through the south cafeteria doors.

NUTRITION INFORMATION

Breakfast and Lunch:

A breakfast program is available to all students beginning at 8:00 a.m. daily (9:00 a.m. on Wednesdays). Students will enter on the south side of the building through the cafeteria/playground doors and remain in the cafeteria until the 8:15 a.m. bell rings. Breakfast and lunch prices are listed on the Littleton Public Schools Website. Lunches include the hot lunch entrée with two choices including a salad and one other selection. 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 at <https://littletonpublicschools.net/nutrition> or call 303-347-3355.

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 counseling office. Gym lockers will be issued by the P.E. department (a PE lock fee is assessed to students).

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 or share lockers.

4. **Above all, do not keep valuable items in your locker. The school is not responsible for lost or stolen property.**
5. **DO NOT bring or keep glass items in your locker.**
6. Any locker decorations must be of a temporary nature only, located inside the locker, be able to be removed easily, and be school appropriate. Items may be removed at the discretion of the administration.
7. All backpacks and bookbags are to be kept in the student locker during the school day.
8. If your locker does not work properly, report it to your Advisement teacher or to the Counseling Office for custodial assistance.
9. **Students are not to share lockers and will have their lockers moved if they do so.**

LOST AND FOUND

Lost and Found:

All lost and found articles are turned in to the Counseling 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.

PROFESSIONAL LEARNING COMMUNITIES

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 (Wednesdays) 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.

ACADEMICS

Class Information

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

LPS middle schools will be reporting student progress in a developmentally appropriate way. We believe it is important to implement equitable grading practices that are based on growth/mastery of essential learning, independent from behavior/work habits. Two separate grades (Academic Content & Work Habits) will be reported on report cards.

ACADEMIC CONTENT MARK:

A content grade represents student demonstration of what a student knows and can do in relation to content standards and/or skills. This grade will be reported on a letter grading scale of A, B, C, D, IE (Insufficient Evidence).

WORK HABITS MARK:

A work habits grade represents student demonstration of behaviors related to work completion aligned to the standards, preparedness for learning, participation, and following classroom expectations. This grade will be reported on a numeric grading scale of:

- 4 – Demonstrates Consistently
- 3 - Demonstrates Frequently
- 2 – Demonstrates Occasionally
- 1 – Demonstrates Rarely

Progress Reports:

Progress reports are posted at the end of each nine weeks. The Final grade at the end of each semester is a reflection of all work completed during that semester. 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>

Honors and Accelerated Classes:

- Honors opportunities within grade level standards in all core classes
- Compaction Math for identified students in 7th grade who may meet criteria for acceleration
- Accelerated math in 6th, 7th, & 8th grade for students who are working at one or more years above grade level.
- Honors Language Arts classes in 6th, 7th & 8th grade for students with a strong interest and aptitude in Reading and Writing and a desire to delve deeper into grade level standards. Students must qualify for Honors L.A. in grades 7 & 8. Placement in these classes or offerings are based on a body of evidence including I-Ready scores, writing samples, academic grades and teacher recommendation.
- Students placed in honors L.A. or accelerated math are expected to maintain a C or higher.

PARENT PORTAL (INFINITE CAMPUS)

Parents MUST sign up for their own infinite Campus Parent Portal login. A parent login 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 student's account. If you are having issues accessing your parent portal or need your password reset, please contact the Goddard Registrar. Emergency contacts, permissions and health updates are completed through the portal as well as access to grades and report cards.

ADVISEMENT

Advisement

Advisement is the first period of the day for all students. Sixth grade students begin the year with a unit designed to help students transition to middle school. Positive Behavior Intervention Support. Social/Emotional Skills lessons are also taught during Advisement. Advisement is just one of the many ways Goddard works to meet individual student needs.

CONFERENCES

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.

SCHOOL FEES/FINES

Fines/Fees 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 welcome in the library any time throughout the day to check out books, study, or find information for reports and assignments. If a student has an issue with their chromebook, they should also visit the library for assistance.

Library Hours:

Monday through Friday 8:30 a.m. – 3:30 p.m.

Closures or modified hours will be posted on the library doors.

Checking out Books and Materials:

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.

Library Fines:

If a student loses or damages a book, a fine will be assessed to the student's account in Infinite Campus.

ABSENCES

Attendance Reporting Line

Goddard has a 24 hour/day attendance reporting line. Please call 303-743-6170 to report your student's absence. Please provide your student's name (spell the name), grade, date of absence, and reason for absence.

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. Students who miss school for any reason should stay connected to learning through Google Classroom.

ATTENDANCE

Attendance in school everyday 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. Please call as soon as possible, and call regardless of the time. Every absence requires formal notification to the school.

An **excused absence** is an absence the school determines to be legitimate, based on district and state policies. 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. The school retains the right to determine if an absence is excused or unexcused.

Excessive Absences: The school may request a physician's verification (doctor's 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.

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

Tardy Policy: Students who arrive after 8:20 a.m. are to report directly to the Main Office. School administrators will determine whether a tardy is excused or unexcused. Students who are tardy during the school day are subject to school consequences.

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 Attendance 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, siblings, grandparents and friends.

Once students arrive on school grounds, they may not leave before the end of school unless signed out through the Attendance Office. All parents/guardians must sign their child out in person at the Attendance 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.

VISITORS TO GODDARD

Visitor Passes:

All visitors to the building during school hours are required to check in the main office and obtain a visitor badge. 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.

Expectations

Electronic Devices:

We are a no cell phone school. Meaning, we do not allow phones to be used or carried or physically on the student during the school day. Phones must be turned off and placed in their lockers during the school day. If a phone is found with a student and taken away it will be held in the office until the end of the day. After the second offense, a parent will have to come in and pick up the phone. Devices that disrupt instruction are not allowed in the classroom. This includes the following: cell phones, laser pointers, ipods, smart watches, earbuds and any other electronic device. These devices must be *turned off* in backpacks or lockers. **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, consequences will be implemented. Please know the 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: if it's deemed accidental damage - no charge will be assessed
- Second incident: \$50.00 fine
- Third incident: \$100.00 fine
- Fourth incident: students will lose usage rights for the Chromebook for the remainder of the year.
- Damaged or lost chargers: \$35.00
- You are responsible for the replacement cost of a lost or stolen Chromebook - starting at \$285.00 (subject to change/update)
- Students will be notified of fines. Please check Infinite Campus regularly.
- Finally, LPS has the right to repossess Chromebooks at their discretion.

Food and Drink:

- We do not allow students to bring coffee or energy drinks into the building.
- We do not allow students/parents to order food through a 3rd party for delivery.
- No food or drink (other than water bottles with water only) in classrooms.
- For snack times, parents and teachers please encourage healthy snacks; cheese, fruit, vegetables, crackers, granola bars
- Open containers of food, candy, or drink in the halls, lockers and classrooms may 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, tube tops, muscle shirts, or low cut tank tops). Shoulder straps will be at least 2" (or three fingers) wide. Shirts must fall below the waist line. Midriffs must remain covered at all times.
- Short shorts and skirts are inappropriate. Shorts must have an inner inseam of 3" or more. For skirts, stand straight, drop hands straight to sides and add an inch of length.
- Pajama pants, pajama tops and slippers are not allowed at school
- 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 8:20 a.m. and may be removed at 3:30 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.
- Shoes with wheels in the heels
- Hats, hoods and bandanas are not allowed

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 the Main Office 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.

Drug/Alcohol 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 may 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 non curricular 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 or any small knife.
- 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.

Weapons 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.

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 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 to the parents by the teacher.

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:

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
- Alternative 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 the chromebook, chromebook charger, and all books (library and classroom) are returned and fees are paid. When withdrawing from Goddard Middle School, we ask the parent or guardian to visit the Goddard Registrar's Office and provide the following information: confirmation of the move, date of withdrawal, new city and state, and the name and address of the new school. Parents must complete an LPS withdrawal form (which includes parent new contact information, date of withdrawal from Goddard, date of start at the new school, new school name and address, parent signature) prior to withdrawing their student from Goddard. We will confirm enrollment of the student at their new school before any records will be sent by our Central Records Department. Students must turn in their chromebook, chromebook charger, library books, and other school books prior to leaving.

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.

GODDARD COUNSELING OFFICE

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 on the Goddard Website under [Explore/Parents & Students/Counseling-Make An Appointment](#).

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

Counselor Information:

Mrs. Scott (8th grade & 7th grade last names A-M)
ascott@lps.k12.co.us
 303-347-7864

Ms. Gruver (6th grade & 7th grade last names N-Z)
kgruver@lps.k12.co.us
 303-347-7868

GODDARD HEALTH CLINIC

The Health Clinic:

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

Health Information for Parents:

Health information can be found by visiting this [link](#) on the LPS website.

Dispensing of Medication to Student:

Littleton Public Schools follow medication guidelines which are in accordance with "Rules and Regulations Governing Schools in the

State of Colorado", set by the Colorado Board of Health.

For prescription medication, 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 prescribed 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. Medication Authorization Forms can be found by visiting this [link](#).
2. A physician's signed statement must also be received by your child's school that matches the 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:

Immunization requirements can be found by clicking this [link](#). All students must provide proof of immunization or must submit a [certificate of exemption](#). Please notify the Goddard Health Clinic of updates to your student's immunization record. Students who fail to comply will be excluded from school.



For the 2024-2025 school year, **all** students are required to have the following vaccines:

- Varicella vaccine (chicken pox) or history of the disease
- Measles, Mumps and Rubella (MMR)
- Diphtheria, Tetanus, and Pertussis (DTaP/Tdap series)
- All 6th, 7th, and 8th graders are required to have a Tdap (Tetanus, Diphtheria, Pertussis) booster.
- Polio (IPV)
- Hepatitis B (HepB series)

Arapahoe County Vaccination Clinics:

Arapahoe County immunization clinics are up and running! They offer low or no cost vaccinations to children covered by Medicaid as well as those who are under or uninsured. Please call 303-734-5445 to schedule an appointment. Information can be found by clicking this link to [Arapahoe County Public Health/Immunizations](#).

- Aurora Clinic: 15400 E 14th Place, Ste. 115 (Chambers and Colfax), appointments on Tuesdays and Thursdays
- Englewood Clinic: 4857 S Broadway (Belleview and Broadway), appointments on Mondays and Wednesdays
- Vaccine questions: For specific questions regarding routine vaccines, immunizations schedules, routine immunization clinics or for assistance translating an overseas immunization record please contact the immunizations department at 303-734-5445.

COVax4Kids:

If you need help finding free or low-cost vaccines, go to [COVax4Kids.org](#), contact your local public health agency ([cdphe.colorado.gov/find-your-local-public-health-agency](#)), or dial 2-1-1 for information on Health First Colorado (Medicaid) and vaccine clinics in your area.

ATHLETICS & ACTIVITIES



Activity Buses:

Activity buses run each day (Monday through Thursday) for those students who have after school activities. Buses depart Goddard at 4:55 p.m.

Athletics/Sports:

Littleton Public Schools offers several sports at the middle school level (basketball, track, volleyball, and wrestling).

To find out more about athletics, visit the [Goddard Middle School Athletics page](#).

**Grade 6:**

Sports at this grade level are generally clubs and do not involve inter-school competition. Wrestling is the only intramural sport at this grade level. There is a \$20.00 athletic participation fee for each sport. Coaches will let students know if extra fees will be collected (entry fees, end of season party, etc.).

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 \$25.00 athletic participation fee. Coaches will let students know if extra fees will be collected (entry fees, end of season party, etc.).

Grade 8:

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 \$35.00 athletic participation fee. Coaches will let students know if extra fees will be collected (entry fees, end of season party, etc.).

Intramurals:

The Goddard 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 are determined by the Littleton Board of Education. Cross Country may have additional entry fees for meets.



Goddard offers several intramurals at the middle school level (track and field, cross country, soccer).

The Goddard Middle School Intramural Sports program is designed to involve all students at all grades and skill level. Goddard follows a "no cut" policy. At GMS, we emphasize participation over competition. Sports related activities & intramurals will be held either before or after school. Buses are provided if the team travels to another school to compete. There are Activity/Late Buses available for the regular bus rider. Please check the Daily Announcements, the School Activity Calendar, or the individual sports page to learn about the schedule & coach's contact information.

To participate in intramural sports, you must return the fee along with the [intramural/athletics participation form](#).

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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 entrance hallway for reminders of club activities. All students are welcome to join clubs, most of which meet after school. There is a \$25 participation fee to cover the expense of each club. Additional fees may be required (dependent upon the club) and



you will be informed by the club sponsor of those fees. This is a link to the [Goddard Clubs page](#).

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.



CHARACTER EDUCATION AT GODDARD

PBIS (Positive Behavior Support):

The Viking Way!

The mission of the Goddard 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.

Goddard's own spin on the PBS approach is "PR2", Positive, Respectful, and Responsible. We know that Goddard students are PR2 at home, in the community, on the bus, and throughout our school. We know you set high expectations at home and hope you will partner with us to encourage the PR2 theme at all times. Talk to your child about how they can continue to be a positive, respectful, and responsible member of society.



SOURCES OF STRENGTH

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.



BUS TRANSPORTATION



LPS Bus Transportation:

Bus transportation is provided for students living in designated areas.

[Link to LPS Bus Transportation information](#)

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.

If you need to fill out a space available form to obtain bus transportation, use this [Space Available Transportation Application](#).

If you have general questions or your student left an item on the bus, please call LPS District Transportation at 303-347-4775.

If you need to contact Dispatch (Where is my bus? My child is not riding (SPED), etc.), please call Transportation Dispatch at 303-347-4779.

District Bus Regulations:

1. Students must display district provided bus passes to ride their assigned bus.

2. Passengers should never 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.
3. There will be no eating or drinking on the bus, except by prior arrangement with the Transportation Department.
4. Passengers must not tamper with the emergency door, windows or any part of the bus.
5. Passengers will keep the aisle and emergency door clear at all times.
6. Passengers must not engage in disruptive behavior including fights.
7. 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).
8. Skateboards are not allowed on LPS buses.
9. Passengers must not ask the driver for permission to get off at any stop other than the designated stop. (NOTE: Parents must send a signed note to a school administrator who may authorize the driver to pick up or discharge students at an alternate stop. Students must bring the note to the main office for approval before noon on the day for which the request is being made).
10. Passengers may not use, possess or distribute tobacco products, drugs or drug paraphernalia, alcohol on the bus.

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 the 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 a 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. Parents must reach out to Transportation at 303-347-4775 to ensure there is space available to accommodate the request. Transportation will notify the school if space is available to accommodate the request. Additionally, the note must be brought to the main office before school begins. This note must be signed by their parents, and by an office staff member. This note is required to be given to the bus driver in the afternoon (if space has been granted by Transportation for that day).

SCHOOL PICK UP AND DROP OFF

Student Pick Up/Drop Off Areas:

Students may be picked up and dropped off in the designated area up top or in the lower and middle parking lots on Berry Avenue. Drop off in the right lane and exit the passenger side of the car only.

Follow all signs on campus.

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. Students 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 3:30 p.m. on Fridays and on days that there are no after school activities. On Fridays there are no late run buses.



SCHOOL SAFETY INFORMATION FOR PARENTS & 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 Main 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 and get a visitor badge at the Main Office. Please bring your ID or driver's license to scan to get your visitor badge

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 canceled, all meetings and activities after school are canceled.** Middle schools may have a one or two hour weather delay based on a decision made by the Superintendent.

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.) with your student **before** they come 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 will be delivered as time allows to the student.