

# **Student Handbook 2019-2020**



**Goodrich Middle School**  
*Maximizing Achievement for All*

# 2019-2020 Student Calendar



Lincoln Public Schools  
Lincoln, Nebraska



Amended 1/19

**2019**  
**JULY**

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
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28	29	30	31			

**2020**  
**JANUARY**

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**AUGUST**

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**FEBRUARY**

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**SEPTEMBER**

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**MARCH**

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**OCTOBER**

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**APRIL**

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**DECEMBER**

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**JUNE**

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- First and last days of class for students
- PLC days-early dismissal (*Plan Days and PLC Days are subject to change*)
- Schools not in session
- Students in elementary schools NOT in attendance (*Plan Days*)
- ◁ Quarter start dates
- ▷ Quarter end dates

The Lincoln Public Schools District understands and appreciates that our community has a wide variety of rich and varied religious celebrations and observances. In the event families recognize these holidays, parents should notify schools. Students will be given excused absences and allowed reasonable opportunities to make up any schoolwork missed.

**Goodrich Middle School**  
**4600 Lewis Ave**  
**Lincoln, NE 68521**  
**402-436-1213**

**Menu Choices**  
**Attendance – 1**  
**Main Office – 2**  
**Registrar – 3**  
**Health Office – 4**

<http://goodrich.lps.org>

**FAX 402-458-3213**

**Office Hours 7:30 am – 4:00 pm**  
**School Hours 8:00 am – 3:00 pm**

The mission of Goodrich Middle School is to ensure academic and personal growth for every student by providing challenging and engaging instruction and individualized supports in a safe and secure environment.

*Principal – Kelly Schrad*

*Associate Principal / 8<sup>th</sup> Grade Administrator – Allison Meister*

*Special Education Coordinator – Fran Purgatori-Conner*

*Coordinator / 7<sup>th</sup> Grade Administrator – Jered Shaw*

*Coordinator / 6<sup>th</sup> Grade Administrator – Chad Fickes*

*6<sup>th</sup> Grade Counselor – Cheryl Graves*

*7<sup>th</sup> Grade Counselor – Deb Rasmussen*

*8<sup>th</sup> Grade Counselor – Jamie Moline*

*Athletic Directors – Kent Swanson / Jordan Sis*

*School Nurse – Katie Morgan*

*Schools Social Worker – Ashley Adams*

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## Intent of this Handbook

This handbook is intended to be used by students, parents and staff as a guide to the rules, regulations, and general information about Lincoln Public Schools and Goodrich Middle School. Each student is responsible for becoming familiar with the handbook and knowing the information contained in it. Parents are encouraged to use this handbook as a resource and to assist their child in following the rules contained in this handbook.

Although the information found in this handbook is detailed and specific on many topics, the handbook is not intended to be all encompassing so as to cover every situation and circumstance that may arise during any school day, or school year. This handbook does not create a "contract." The administration reserves the right to make decisions and make rule revisions at any time to implement the educational program and to assure the well-being of all students. The administration will be responsible for interpreting the rules contained in the handbook. Should a situation or circumstance arise that is not specifically covered in this handbook, the administration will make a decision based upon all applicable school district policies, and state and federal statutes and regulations.

## Lincoln Public Schools Important Information Book

Additional information about Lincoln Public Schools procedures and policies can be found in the 2019-2020 LPS Important Information book. This book contains information regarding various district programs and services as well as forms to apply for services. The LPS Important Information book should also be reviewed carefully. This book was emailed to parents.

## Daily Schedule

6 <sup>th</sup> Grade Schedule	7 <sup>th</sup> & 8 <sup>th</sup> Grade Schedule
<p><b>Academic Connections</b> Periods 1-2 *8:00-9:43</p> <p><b>Core Classes</b> Periods 3-7 9:46-3:00 (includes lunch)</p> <p style="text-align: center;"><b>Or</b></p> <p><b>Academic Connections</b> Period 1 *8:00-8:50</p> <p><b>Core classes</b> Period 2-6 8:53-2:07 (includes lunch)</p> <p><b>Academic Connections</b> Period 7 2:10-3:00</p>	<p>Period 1 *8:00-8:52</p> <p>Period 2 8:55-9:46</p> <p>Period 3 9:49-10:40</p> <p>Period 4 10:43-11:34</p> <p>Period 5 11:37-1:08 (includes lunch)</p> <p>Period 6 1:11-2:05</p> <p>Period 7 2:08-3:00</p>
<p><b>*Please note: tardy bell rings at 8:00 – students are to be in class by 8:00</b></p>	

### **Arrival at School**

Students are expected to arrive at school between 7:45 a.m. and 8:00 a.m. **Prior to that time, no supervision is available.** Students may enter at 7:54 a.m. On days of inclement weather, when deemed necessary, students will be permitted to enter the building at 7:45 a.m. Students will enter through their assigned areas only.

Students must use crosswalks at all times to ensure their safety.

Students eating breakfast should arrive after 7:30 a.m. Only students who are eating a school breakfast will be allowed in the cafeteria before school.

Students wishing to see a teacher before school should enter via the main entrance and report to the office for a pass.

Students are assigned to wait in the following areas before school:

6<sup>th</sup> grade – Door 18 (furthest south doors on the east side of the building)

7<sup>th</sup> grade – Door 20 (furthest south doors on the west side of the building)

8<sup>th</sup> grade – Door 21 (middle doors on the west side)

Students are not to wait or hang out in any other area.

### **Dismissal from School**

The following dismissal procedures have been implemented to facilitate a safe and orderly close to the school day.

Students will be dismissed at 3:00 p.m. (with the exception of the early dismissal days which are listed later in this handbook.) Upon dismissal, students must leave the school grounds and proceed home. All students must be on their way home, with a staff member, or in an approved activity by 3:08 p.m. **Supervision is not available after 3:15 p.m.**

Students will not be allowed to wait outside after 3:15 p.m.

### **Approved After-School Activities**

Students are encouraged to work with staff members or participate in an activity program after school. Activities begin immediately after school. Students will not be able to enter these activities after 3:08 p.m. Approved activities include: working with a teacher; participating in a school-sponsored club; participating in the CLC after-school program or participating in school-sponsored intramurals.

Lincoln Parks and Recreation sponsors an after-school Community Learning Center (CLC) program each school day from 3:00-5:30 p.m. Call 402-441-4601 for more information.

### **Dismissal from After-School Activities**

Students staying after school with teachers or for Goodrich club activities are expected to leave school immediately at the conclusion of their activity.

Parents are asked to pick up students at the dismissal time of the program. Students walking home are to leave immediately at the conclusion of the activity.

Students participating in the CLC program must follow the program's specific dismissal plan. For more information call the CLC phone number at 402-441-4601.

### **Early Dismissal Days**

The dates for early dismissal are published below. Dismissal procedures will be the same for early dismissal days with the times adjusted to match the dismissal time.

**Early Dismissal Dates (Aug. 12, 13, 14):** Students will be dismissed at 1:40 p.m. and are to leave school by 1:45 p.m. There will be no outside supervision after 2:00 p.m. *There will be no after school activities on these days.*

**Professional Learning Communities (PLC) Dates (Aug.27, Sep.24, Oct.29, Nov.26, Dec.17, Jan.28, Feb.25, Mar.31, Apr.28):** Students will dismiss at 1:40p.m. and are to leave school by 1:45 p.m. There will be no outside supervision after 2:00 p.m. *There will be no after school activities on these days with the exception of the CLC core program.*

### **Breakfast/Lunch Program**

Goodrich offers both a breakfast and lunch program to students. To help lines move quickly, students must use their SNAP account. All cash and checks must be deposited. Deposits may be made online or in person from 7:30-8:00 daily. Money can be deposited in three ways: 1) for school meals only, 2) a portion for meals and a portion for a la carte items or 3) as a lump sum to be spent as the student wishes.

Breakfast is served daily from 7:30-7:54 a.m. Lunch is scheduled during the extended fifth period.

Please refer to the LPS Important Information book that explains the free or reduced price lunch/breakfast programs.

**A new free/reduced application must be completed each year.** Completing this form before the start of the school year helps ensure your student has a smooth start to the school year.

FAST, CONVENIENT AND SIMPLE INSTRUCTIONS FOR APPLYING ON-LINE Beginning in July.

- Go to [www.lps.org](http://www.lps.org)
- Under "Popular Pages" on the left-hand side of the screen click on "Free/Reduced Meal Application"
- Click on the online application picture
- Follow the easy to use, step-by-step screens and click on Submit to submit your application for processing
- Assistance with the online application is available by calling (402) 436-1746, or by visiting the Nutrition Services Department or your school office.

Cafeteria rules include: 1) deposit all litter in wastebaskets, 2) return all trays and utensils to dishwashing area, 3) leave tables and floor clean, 4) eat all food in the cafeteria, 5) act appropriately in the lunch room and follow adult directions 6) remain at your assigned table until dismissed.

**Students are not allowed to bring in commercial food or have food delivered to school. Parents bringing in commercial food can eat with their own student (no other students) in the office.**

**Leaving Campus at Noon**

The campuses of middle schools in Lincoln are closed at lunchtime. Students are not permitted to leave the school campus except by approval through the office. If a student does leave the grounds without prior approval, parents will be contacted and disciplinary consequences will result.

We discourage parents from taking their child away from school for lunch, as it often results in missed class time. We will not allow parents to take someone else's child to lunch.

**Visitors**

We welcome visitors to our school; however, we want to be certain that a safe and appropriate instructional environment can be maintained in the classroom. All visitors are expected to check in at the office. For parents/guardians to observe a classroom, please make arrangements at least one day in advance with an administrator. A student's friend, cousin, sibling, etc. cannot visit the school and attend classes or lunch due to liability issues and the possibility of disruptions.

# Academic Program

## Program for Students--Middle School Course of Study--Grades 6, 7, 8

<u>6th</u>	<u>7th</u>	<u>8th</u>
<p><b><u>Core:</u></b> Humanities Math Science Design Thinking PE (every other day)</p> <p><b><u>ACES:</u></b> Art Computer Science Science Spanish Healthy Living Instrumental Music*</p> <p>*optional</p>	<p><b><u>Core:</u></b> English Math Science Social Studies PE (every other day)</p> <p><b><u>ACES:</u></b> Chinese Health Vocal Music Art FCS Technology Computer Science Instrumental Music*</p> <p>*optional</p>	<p><b><u>Core:</u></b> English Math Science Social Studies PE/Health (X - Y Day Rotation) Elective Elective</p> <p><b><u>Elective Periods:</u></b> Reading/Math Intervention (OR)</p> <p><b><u>Electives:</u></b> Chinese (yr) Instrumental Music (yr) Spanish (yr) Art Business Computer Drama Family &amp; Consumer Science Publications Robotics Vocal Music Digital Art Peer Mentor</p>

### Reporting to Parents:

All secondary schools use a web-based grading and attendance system. Grades and attendance for all classes will be available to students and parents at any time. Goodrich will provide written information and training opportunities for parents in the fall.

Progress reports will be emailed home to parents at the mid-point of each quarter. Students will bring home a copy of the progress report for those parents preferring a paper format.

Report cards are sent home at the end of each quarter, however, only semester grades are recorded on the final transcript.



# Attendance

Regular and uninterrupted attendance at school is important in helping students to reach their maximum academic potential and to obtain maximum benefit from the school's instructional program. Attendance is also required by Nebraska law. We do understand that some absences from school are unavoidable, but please note the following.

Based on School Board policy (Reg.5140.1), the school may report to the county attorney when a collaborative plan involving the school, guardian, and student to reduce barriers to improve regular attendance has not been successful, and the student has accumulated more than twenty (20) absences per year. Absence codes that make up the excessive absences include: IL-Illness PA-Parent Acknowledged TR-Truant

## Reporting a Student Absence

1. Parent acknowledged (PA) absences must be made with a phone call to the attendance office. These include doctor's appointments, illness, etc. Parents should communicate with the Goodrich attendance office **PRIOR** to the absence.

To help us be as accurate as possible in reporting attendance, please include the following when you call to report your student's attendance:

- Student name, ID# and date of absence
- How long (clock time) you expect them to be absent
- Reason they are absent

## Participation in Activities

If a student is absent during the school day, he/she will not be allowed to participate in school programs and activities held that day or evening. This is also true if a student is assigned to in- school suspension or is suspended from school.

## Appointments

When a student is to leave the building (with parent/guardian permission) they are to check-out with the main office. If students will return the same day they will need to sign-in in the office. Students who come into school late from appointments with documentation from the doctor's office etc. should check-in at the office. (Documentation must be provided or student will be marked tardy).

## Make-up Work

Students who have had an excused absence will be allowed a reasonable time to make up their class work. Each teacher will explain his/her specific make-up procedures to students during the first few days of school. A parent of a student who is absent more than three days, and is expected to continue being absent for several more days, may call the school office to request assignments or make-up work and to arrange to pick up the books and assignments from the office. If a student wants assignments after day one or two, he/she may call a friend to get those assignments. Many student assignments are now available on google classroom as well.

The school staff will support the student's initiative to make up work. However, it is very important to understand that often there is no way to recreate an equivalent experience for what was missed in class.

### **Tardies to School/Class**

Students are expected to be at school and in their classrooms on time. **Being tardy to any class is a disruption to the learning environment.** First period class begins at 8:00 a.m.

Disciplinary consequences will result if students are tardy to class.

All students are expected to be in class by 8:00 AM. Students arriving to class after 8:00 AM will be considered tardy and the tardy policy will be implemented for that student. Parent phone calls to excuse tardies will only be accepted for medical and dental appointments. Please do not call the office to excuse your son or daughter's tardy.

### **Withdrawals and Transfers**

When a student leaves the city or moves from one school to another within the city of Lincoln, advance notice of at least one day is needed so the school can prepare a withdrawal form that includes information about courses and progress in those courses. The withdrawal form is to be taken to the receiving school. Other school records will be sent directly to the receiving school.

### **Change of Address or Phone Number**

Parents should keep the school informed of address, telephone number, and e-mail changes. Please call us with these changes or send a note to the office.

### **Emergency Contacts**

All students should have emergency contact numbers on file in the Goodrich office in case the student is injured or becomes ill and the parent/guardian cannot be reached.

## **Student Health Policies**

### **Health Services**

A student who becomes ill at school should ask the classroom teacher for a pass to the health office. Only students with emergencies will be received in the health office without a properly signed pass. In case of accident or illness the nurse or other personnel will tend to the need.

A parent will be notified immediately in serious cases. No ill student is allowed to leave the school premises unless he/she checks out through the health office. Students should use **only** the health office phone (not the classroom phone or any cell phone) to call home concerning an illness.

The LPS Important Information book contains additional important information regarding health services.

# Rules and Regulations

## **Philosophy on Discipline**

Goodrich utilizes a student management program that increases student learning time, stops disruptive/hurtful behavior, and teaches skills necessary for future success. This program is designed to help students learn to manage their own behavior so they and their classmates can learn. This life skill helps to create the positive conditions that are so important to learning. The help of parents and students in reaching these objectives is essential.

Most students do a fine job; however, when things do not go well and some type of disciplinary action is necessary, the staff uses information from the statement on **Responsibilities of Students** as a basis for action. A copy of this document can be found in the LPS Important Information booklet.

## **Referral to Administration**

When a student violates a school rule, he/she may be referred to the administration. Goodrich administrators will investigate the incident and determine the appropriate course of action.

Consequences may include: administrative conference, student contract, parent conference, detention, restitution, community service, in-school suspension, suspension from school, and/or a referral to Student Services for possible expulsion.

## **Behavior in Class**

It is important that all students contribute to a productive learning atmosphere in class. If students disrupt class due to poor behavior, they infringe on the rights of other students to learn. When a student misbehaves in class, teachers will attempt to help him/her correct that behavior. If those efforts are not successful, parents will be contacted and asked for help. Ultimately, if efforts to correct behavior fail, a student may be suspended from a class for the remainder of the semester. In this event, the schedule of the student involved will be shortened and the student will receive no credit for that class.

## **Behavior in the Hallways and Common Areas**

Students must have a pass to be in the hallway during class time. Students without a pass will be returned to their classroom. Students are to go directly from class to class during passing time. Because of almost 900 students who attend Goodrich and the size and number of hallways, groups of students can easily block a hallway and make comfortable, safe passage difficult. Therefore, students are not to gather or loiter in the hallways.

## **Staying After School**

If a student is requested to remain after school by a teacher, the student is expected to do so unless the student makes specific arrangements with the teacher. It is the student's responsibility to notify his/her parents if he/she must stay after school. The office phone may be used for this purpose.

## **Possession and Use of Tobacco and/or Alcohol and Drugs**

Possession, use and being under of the influence of tobacco, alcohol, or drugs by students in any form on school premises is a violation of school district policy. Students in violation will be suspended and police will be contacted if a violation of law has also occurred. Possession of paraphernalia will also result in suspension.

### **Fighting**

Fighting among students can have a broad range of causes and effects, but is always inappropriate. At school, striking back is not considered an appropriate response to another student's attack. Students are expected to walk away from the situation and seek adult help. If students are involved in any physical aggression regardless of who began the aggression, all involved students will receive consequences. Students involved in a fight at Goodrich will be suspended. Students who assist in inciting others to fight may suffer the same consequences as those who actually fight. Students fighting off school grounds may also be suspended. The police may be contacted and students may be cited for disturbing the peace and/or assault.

### **Use of Inappropriate Language and Gestures**

In an environment where respect is being shown to one another, the use of profanity or racially denigrating language is out of place. Staff members at Goodrich attempt to help students use only language that is appropriate in a school setting. Some words used and allowed in the public sector are considered inappropriate at school. Depending upon the circumstance, use of profanity or other inappropriate language or gestures may result in disciplinary consequences. Students who direct profanity at any staff member will be suspended. Profane or abusive language or conduct includes, but is not limited to that which is commonly understood and intended to be derogatory toward a group or individual.

### **Bullying**

Lincoln Public Schools provides physically safe and emotionally secure environments for all students. Positive behaviors are encouraged in the educational program. Inappropriate behaviors, including but not limited to bullying, intimidation and harassment, must be avoided by students. Bullying means any ongoing pattern of physical, verbal or electronic abuse at school. Strategies and practices are implemented to reinforce positive behaviors and to discourage and protect others from inappropriate behaviors. Students engaging in bullying behaviors at school are subject to disciplinary consequences.

## **District Dress Code Policy Middle School Common Practices**

### **DISTRICT DRESS CODE GUIDELINES**

Clothing must be appropriate for school settings in order to provide a safe and orderly environment for all students to learn. The responsibility for the dress and grooming of a student rests primarily with the student and his or her parents or guardians.

#### **Allowable Dress and Grooming**

- Students must wear clothing including both a shirt with pants or skirt, or the equivalent and shoes.
- Shirts and dresses must have fabric in the front, back, and on the sides. Fabric covering all private parts must not be see through.
- Clothing must cover undergarments and all private parts.
  - Shorts must have at least a 3-inch inseam.
  - All tops must have straps and straps must be at least 2 inches in width.
  - All tops must meet the top of the pants.
  - Wearing pants below the waistline is not allowed.
- Clothing must be suitable for all scheduled classroom activities including physical education, science labs, wood shop, and other activities where unique hazards exist.
- Specialized courses may require specialized attire, such as sports uniforms or safety gear.

#### **Non-Allowable Dress and Grooming**

- Clothing may not depict, advertise or advocate the use of alcohol, tobacco, marijuana or other controlled substances.
- Baseball hats, caps, visors, etc. are not allowed in and cannot be carried around the building. Students may wear hoodies, but must keep the hood off their heads. Considerations will be made for students who wear special clothing as required by religious beliefs, disability, or convey a particular message protected by law.
- Dressing, grooming, or engaging in speech that is lewd or indecent, vulgar, or plainly offensive.
- Clothing may not use or depict hate speech targeting groups based on race, ethnicity, gender, sexual orientation, gender identity, religious affiliation or any other protected groups.
- Clothing, including gang identifiers, must not threaten the health or safety of any other student or staff.
- If the student's attire or grooming threatens the health or safety of any other person, then discipline for dress or grooming violations should be consistent with discipline policies for similar violations.
- Clothing with words, pictures, or phrases that depicts violence or intimidation may not be worn.

#### **Students who are in violation of the school dress code will:**

1. Be educated on the reason this clothing is not allowed in a school setting, and when possible be given the opportunity to remove the item(s).
2. Be given the opportunity to change into school issued clothing in order to find items that are appropriate to wear.
3. When the first two are not viable options, the student's parent will be contacted to bring appropriate clothing for the student to change into.
4. Repeated violations could result in school consequences.
5. Students will not be allowed to return to classes until they are in compliance with the school dress code.

**NOTE:** Schools may communicate additional information on dress code expectations to students and parents/guardians.

### **Nuisance Items**

The possession of items that disrupt the learning environment shall be considered nuisance items. This shall include but is not limited to such things as: **toys, rubber bands, electronics, comics, sunflower seeds, lighters, dice, candy, gum, headphones, wallet chains, chokers, laser pointers and water guns.** Students shall not bring these types of items to school. Articles of value taken from students shall be returned directly to the parents/guardians at their request or to the students at the end of the school year. Any item can be considered a nuisance item depending on its use here at school. Goodrich is not responsible for the loss or theft of such items and will not investigate the loss or theft. **DO NOT BRING PERSONAL ITEMS OF VALUE TO SCHOOL.**

### **Sharpies or Other Permanent Markers**

Students are not allowed to have sharpies or other permanent markers at school.

### **Cell Phones**

Students with cell phones must keep them shut off and out of sight during the school day. Students needing to call home may use the office phone. Parents needing to contact students during the day may call the office. Cell phones used or not kept out of sight during the school day will be confiscated. Goodrich is not responsible for the loss or theft of such items and will not investigate the loss or theft.

### **Food/Drinks in Locker**

No open food or drinks are allowed in lockers, classrooms or hallways. Students are not allowed to bring outside food or drinks unless it is part of a sack lunch. Large bags of chips, Takis or candy are not allowed.

### **Skateboards/Roller Blades/Scooters**

Due to the increasing concerns about the unsafe use of skateboards, roller blades and scooters, students are not to bring them to school. Staff members will treat them as a nuisance item and they will be confiscated. We do not have a place to store these items at school.

### **Book Bags and Backpacks**

Book bags and backpacks are not allowed in the classrooms, gym or the cafeteria. Upon arrival, students need to place these items in their locker.

### **Care of Textbooks and Equipment**

Textbooks and equipment issued to students at the beginning of the school year are the property of the Lincoln Public Schools. Loss or excessive wear and damage become the student's responsibility and must be paid for at the end of the school year. Fine obligations remaining unpaid will be turned over to a collection agency.

### **Valuables**

Valuables such as airpods, hand-held game systems, expensive jewelry, etc. are not necessary at school. While specific school rules do not prohibit such devices, we strongly encourage parents to ensure these items are left at home. Goodrich is not responsible for the loss or theft of such items and will not investigate the loss or theft.

Lincoln Public Schools does not provide insurance for personal items. Please do not bring large amounts of money or other valuable items to school. Lincoln Public Schools is not responsible for lost or stolen articles.

**Building Care**

Care and maintenance of a building that accommodates over 875 students is a major job. All of us at Goodrich share this responsibility by taking care of the property we use and by helping keep the building clean. Students making a mess will be expected to clean up the mess. Students, who intentionally or through horseplay damage any of Goodrich property, will pay for that damage. Students defacing property by writing will be subject to disciplinary consequences.

**Public Displays of Affection (PDA)**

Holding hands, hugging, kissing, and other public displays of affection are inappropriate in a middle school setting and are therefore not allowed.

# Technology Use Guidelines

## Computer Use Guidelines\*

1. I will respect copyright laws and will not make unauthorized copies of software unless the original is clearly labeled shareware or in the public domain.
2. I will not intentionally access information that may be obscene or offensive toward any other individuals, nor will I place any such information on the network or Internet.
3. I will respect the security of any computer system or network and will not try to gain unauthorized access to system programs, computer systems, or another person's files.
4. I will not use the computer systems to disturb or harass other computer users.
5. I will use the computer equipment to meet instructional objectives and not be used for entertainment.
6. I will not waste or take supplies and will print only when necessary to appropriate printers.
7. I will not use the network for financial gain or any commercial or illegal activity.
8. I will not engage in vandalism, including bypassing security systems, harming or destroying any data on the LPS network or the Internet, or intentionally share computer viruses.
9. I understand that the Lincoln Public Schools is not responsible for any expenses I incur or purchases I make while accessing any on-line service, such as the Internet.
10. I understand that violation of the above statements will make me subject to disciplinary action and can include the immediate suspension of my computer privileges.

## Expectations for Use of Student Chromebooks

NOTE: Students will keep the same Chromebook for all three years of middle school

### 24/7

There are only two places the Chromebook may EVER be ....

- Device in carrying case and zipped closed OR sitting on a desk being used
- Devices should NEVER be placed on the floor
- Absolutely no decoration on carrying case or Chromebooks – this includes stickers, labels, writing, covers, etc.

Carrying the device – anytime, anywhere

Device in carrying case – closed and zipped – carry with strap across shoulder

Moving/Storing the device

- Storing the Chromebook in the bag must be with the charger on the keyboard side
  - When moving the device anywhere, pick it up by the base and use two hands; never hold the screen
  - Never walk with an open lid
  - Make sure there is nothing between the keys and the screen when closing the lid
- Items allowed in the carrying case
- Chromebook and charger ONLY
  - Name card must remain in the holder and visible

### Outside of School

- Chromebooks must remain in the student's possession at all times if it is taken to an alternate location such as the library or a store
- No one other than the assigned student may use the Chromebook; no other users or accounts may be established on the Chromebook
- Chromebook may only be used for legitimate school purposes
  - Students may not download apps, games, music, videos, etc.
  - The battery life is approximately three years, when students use the device for things not school-related, the battery life declines. Batteries will need to be replaced at student cost.
- Chromebook must remain in the carrying case unless being used or charged
- When Chromebooks are being used or charging, they should remain flat on a table



## **At School**

### **Being Prepared for School**

- All Devices should be charged and ready to go at the beginning of the day
- Report any problems, repairs, or lost/stolen items immediately to the library

### **Before School**

- Devices MUST stay in the carrying case at all times-no use is allowed in hallways, outside or at breakfast
- Breakfast
  - Bags (device inside) strapped across shoulder while in line
  - Bags (device inside) placed on table in front of your tray only-never on the floor or near food

### **During Class**

Only LPS assigned Chromebooks or school loaners may be used in the classroom

When devices are not being used

- Devices remain closed and zipped in carrying case
- Carrying cases (with devices inside) will be stored in designated area within classroom
- NO carrying cases/devices on the floor
- When devices are being used
  - Flat on table top directly in front of student

Headphones

- Students may bring small earbud-type headphones for use in classes with teacher permission only
- If permission is not given at any specific time, earbuds should remain in the carrying case
- Earbuds must be packed away in the carrying case before leaving the classroom

### **At School Outside the Classroom**

In My Locker

- Device MUST stay in the carrying case at all times – bag closed and zipped
- Carrying case must hang on hook
- Students are responsible for ensuring their locker is locked appropriately
- Students may not share lockers or share combinations with anyone unless assigned by the office
- Absolutely no food or drink in locker except those packed in a lunch box/bag
- Students may only eat/drink cold lunch items in the cafeteria
- Restrooms/Locker Rooms
  - Absolutely no devices allowed in the restrooms or locker rooms
  - ACES – go to class first and ask permission to use the restroom
- Headphones
  - Absolutely no headphones visible outside the classroom

Lunch

- No devices allowed outside the classroom during lunch time – teacher will lock classroom door
- If a student is assigned a working lunch in a classroom, devices may not be pulled out of their carrying case until the student is finished eating

### **After School**

- Devices MUST stay in the carrying case at all times – no use is allowed in hallways or outside– carrying case closed and zipped
- Homework Zone will be offered daily 3:05-4:00 – students needing to complete homework may utilize their device – only students working on homework or make up work are allowed in Homework Zone
- Working with a teacher after school – devices may only be used with teacher permission and for classroom work only
- Students attending athletic practices or clubs will have a specific place to store devices
- While riding the LPS bus, students should keep the device secured in the carrying case and placed on the student’s lap
- Chromebooks must remain in the student’s possession at all times if it is taken to an alternate location such as the public library or a store

Additions and/or adjustments to these expectations may be made throughout the school year as we continue to learn more about working in an environment with student devices.

# School Services

## Parent Communication

Lincoln Public Schools uses a mass communication system for parent notifications. This system will be used to notify parents of emergencies, special events, schedule adjustments and when progress reports are sent home. Notices will be sent via phone and/or e-mail, so it is very important that parents notify the school of any changes to your contact information. A calendar of events is available on the GMS website.

## Bicycles

Bicycle racks are provided to students. It is the student's responsibility to insure the security of his/her bicycle when using these racks. (Lock up your bicycles.)

## Bulletin/Announcements

The daily bulletin is read to students each day. This bulletin contains announcements of importance and interest to students. Daily announcements are posted on our web site for parents at <http://goodrich.lps.org>.

## Posting and Distribution of Information

All material posted or distributed must be school related and approved by the administration prior to distribution or display. Such items may only be posted in designated areas.

## Counselors

A counselor is assigned to all students. A student should feel free to contact his/her counselor for help with school or personal problems. The counselor is available during the school day for conferences with students or with parents. Parents who wish to see a counselor are encouraged to make an appointment to insure that the counselor is available.

## Media Center

"The mission of the Goodrich Library Media Center is to teach and reinforce effective and ethical use of resources, and to promote reading for enjoyment and information."

The library is open for checkout from 7:45-3:45. Students may come during the day, including lunch periods, with a pass to work on school projects, check out books or read quietly. Computers are available for educational purposes only (no games, Facebook, email, etc.). Students may check out up to three items if they have no lost or overdue items. Students will need to work out a plan with the school librarian to clear their accounts of lost and/or overdue items.

## Lost and Found

A lost and found service for students is located in the main office. Unclaimed items will be given to charitable organizations.

## **Lockers**

A locker will be assigned to students each year. Due to increased enrollment, some students will need to share lockers. In addition, each student will be issued a lock – only school locks may be used on lockers. Students are responsible for keeping their lock on their locker and appropriately locked. At the end of the year, students must return their lock or be assessed a fine. Lockers are the property of Lincoln Public Schools and are accessible to staff when necessary. Students are responsible for the content and condition of their lockers. Students are expected to keep their lockers clean and locked.

Locker use in middle school will be limited. Students will not go to their lockers between every class. We strongly discourage locker decorations and extraneous supplies. The locker is basically used to store your coat and backpack.

**Lincoln Public Schools assumes no liability for damage or theft of student property. For this reason, it is wise to leave valuables at home and to not share your locker or combination with anyone.**

## **Student Pictures/Yearbooks**

A brochure describing student picture packets will be distributed to all students during the first month of school. Pictures will be taken in early fall. Pictures taken will be used to complete a school yearbook. Damaging or defacing others' yearbooks may require you to pay for a new book. Students are not to use inappropriate language in others' yearbooks.

## **Telephones**

School phones are for school business only. School business for students consists of contacting their parents about staying after school or needing a ride. If students are staying after school for an adult-supervised activity, the adult will allow the student to use an available phone.

## **School Supplies**

Goodrich Middle School provides all necessary supplies and equipment for student use in the instructional program. Students may furnish any personal or consumable items such as pencils, paper, pens, erasers and notebooks.

# IN AN EMERGENCY

## WHEN YOU HEAR IT. DO IT.

### **LOCKOUT! Get inside. Lock outside doors.**

#### **STUDENTS**

Return inside  
Business as usual

#### **TEACHER**

Bring everyone indoors  
Lock outside doors  
Increase situational awareness  
Business as usual  
Take attendance



### **LOCKDOWN! Locks, lights, out of sight.**

#### **STUDENTS**

Move away from sight  
Maintain silence  
Do not open the door

#### **TEACHER**

Lock interior doors  
Turn out the lights  
Move away from sight  
Do not open the door  
Maintain silence  
Take attendance



### **EVACUATE! To the announced location.**

#### **STUDENTS**

Bring your phone  
Leave your stuff behind  
Follow instructions

#### **TEACHER**

Lead evacuation to location  
Take attendance  
Notify if missing, extra or injured student



### **SHELTER! Hazard and safety strategy.**

#### **STUDENTS**

#### **Hazard Safety Strategy**

Tornado	Evacuate to shelter area
Hazmat	Seal the room
Earthquake	Drop, cover and hold
Tsunami	Get to high ground

#### **TEACHER**

Lead safety strategy  
Take attendance



### **HOLD! In your classroom. Clear the halls.**

#### **STUDENTS**

Remain in the classroom until  
the "All Clear" is announced

#### **TEACHER**

Close and lock classroom door  
Business as usual  
Take attendance

