

# **Student Handbook**

## **2024 – 2025**



**Goodrich Middle School**

*Maximizing Achievement for All*

# Lincoln Public Schools STUDENT CALENDAR | 2024-2025

Approved 2/27/24

## JULY 2024

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
21	22	23	24	25	26	27
28	29	30	31			

## JANUARY 2025

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	21	22	23	24	25
26	27	28	29	30	31	

## AUGUST 2024

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	21	22	23	24
25	26	27	28	29	30	31

## FEBRUARY 2025

S	M	T	W	T	F	S
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2	3	4	5	6	7	8
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16	17	18	19	20	21	22
23	24	25	26	27	28	

## SEPTEMBER 2024

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15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

## MARCH 2025

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16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

## OCTOBER 2024

S	M	T	W	T	F	S
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13	14	15	16	17	18	19
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27	28	29	30	31		

## APRIL 2025

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## NOVEMBER 2024

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## MAY 2025

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18	19	20	21	22	23	24
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## DECEMBER 2024

S	M	T	W	T	F	S
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15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

## JUNE 2025

S	M	T	W	T	F	S
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15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

● First and Last Days of Class for Students

Rev. 4/24

■ All Schools Not in Session

□ Schools Not in Session (Professional Learning/Planning Day)

◁ Quarter Start Dates

▷ Quarter End Dates

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

**Phone 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 implementing equitable practices, challenging and engaging instruction and individualized support in a safe and secure environment.***

*Principal – Kelly Apel*

*Associate Principal – Jody Joel*

*Coordinator / 8th Grade Administrator - Matt Richardson*

*Coordinator / 7<sup>th</sup> Grade Administrator – Mark Rogge*

*Coordinator / 6<sup>th</sup> Grade Administrator – Amanda Krivda*

*6<sup>th</sup> Grade Counselor – Andrea Madera*

*7<sup>th</sup> Grade Counselor – Kelly Rassfeld*

*8<sup>th</sup> Grade Counselor – Dina Lado Andrea*

*Athletic Director – Dina Lado Andrea*

*School Nurse – Sara Stoner*

*School Social Worker – Ashley Adams*

## **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 2023-2024 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.**

## **Communication**

### **Sharing Information with Parents**

Communication with parents is a critical element of a successful school experience for students. Most communication will be sent to parents electronically via email. In addition, LPS uses a mass communication system to notify parents of emergencies, special events, and schedule adjustments. Notices will be sent via email and/or phone, so it is very important that parents notify the school of any changes to contact information. A calendar of events is available on the Goodrich website.

### **ParentVUE**

ParentVUE is a great online tool for parents and guardians to be able to check on their student’s attendance, grades and assignments, as well as access report cards and much more. You can sign up for or access ParentVUE on the LPS homepage, or you can contact the Goodrich Registrar for more direct help in getting connected.

### **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.

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

Parents should keep the school informed of address, telephone number, and email changes. Please keep this information updated by contacting our office or registrar.

## **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. Please keep this information updated by contacting our office or registrar.

## **Arrival and Dismissal Procedures**

**School begins at 8:00 am and dismisses at 3:00 pm.**

Students driven to school should be dropped off on the school side of the street only for safety purposes and to respect the property of our neighbors: 6<sup>th</sup> graders at the bus cut out on the southside on Holltorf St and 7<sup>th</sup> and 8<sup>th</sup> graders on Lewis Ave. A detailed traffic flow map will be provided to parents.

Students are expected to arrive at school between 7:45 am and 8:00 am. **Prior to that time, no supervision is available.** Students will enter through their assigned areas only. Students arriving before 8:00 a.m. will wait inside in assigned areas (students are not to wait outside).

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 eating breakfast should arrive after 7:30 am and enter Door #1. 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 arriving after 8:00 am will need to enter door #1.

## **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 pm (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 pm. **Supervision is not available after 3:15 pm.**

Students will not be allowed to wait outside after 3:15 pm and may not wait across the street or on neighbor properties.

## **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 pm. Approved activities include: working with a teacher; attending ARC homework zone; participating in a school-sponsored club; participating in the CLC after-school program or participating in school-sponsored intramurals.

Family Services sponsors an after-school Community Learning Center (CLC) program each school day from 3:00 – 5:30 pm. Information will be sent home for parents and can be found on our website.

## **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 their activity.

Students participating in the CLC program must follow the program's specific dismissal plan.

## **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 or entered online via ParentVUE. 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 absence:

- \* 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 suspended from school.

### **Appointments**

When a student needs 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 students 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 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 classroom on time. Being tardy to any class is a disruption to the learning environment. It is the responsibility of the student and parent to ensure that students arrive at school on time. It is the student’s responsibility to arrive to classes throughout the day on time. Attendance and tardy interventions will be put into place for students who need support in this area.

**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.

# Daily Schedule

6 <sup>th</sup> Grade Schedule	7 <sup>th</sup> & 8 <sup>th</sup> Grade Schedule
<p style="text-align: center;"><b>Core classes</b></p> <p>Periods 1-6      *8:00 - 1:12 (includes lunch)</p> <p style="text-align: center;"><b>Academic Connections</b></p> <p>Periods 7-8      1:16 - 3:00</p> <p style="text-align: center;"><b>OR</b></p> <p style="text-align: center;"><b>Academic Connections</b></p> <p>Period 1            *8:00-8:55</p> <p style="text-align: center;"><b>Core Classes</b></p> <p>Periods 2-7      8:59 - 2:06 (includes lunch)</p> <p style="text-align: center;"><b>Academic Connections</b></p> <p>Period 8            2:10 - 3:00</p>	<p>Period 1            *8:00-8:55</p> <p>Period 2            8:59-9:49</p> <p>Period 3            9:53-10:43</p> <p>Period 4            10:47-11:37</p> <p>Period 5            11:41-1:12 (includes lunch)</p> <p>Period 6            1:16-2:06</p> <p>Period 7            2:10-3:00</p>
<p><b>*Please note: tardy bell rings at 8:00 – students are to be in class by 8:00</b></p>	

## Academic Program

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

#### 6<sup>th</sup>

##### Core:

Humanities  
Math  
Science - Physical  
Design Thinking  
PE (every other day)

##### ACES:

Art  
Technology  
Science - Biological  
Spanish  
Healthy Living  
Vocal Music  
Instrumental Music\*

\*optional

#### 7<sup>th</sup>

##### Core:

English  
Math  
Science  
Social Studies  
PE (every other day)

##### ACES:

Spanish  
Health  
Vocal Music  
Art  
FCS  
STS  
Instrumental Music\*

\*optional

#### 8<sup>th</sup>

##### Core:

English  
Math  
Science  
Social Studies  
PE/Health (X/Y day  
rotation)  
Elective  
Elective

##### Elective Periods:

Reading/Math  
Intervention

(OR)

##### Electives:

Instrumental Music  
(yr)  
Spanish (yr)  
Art  
Technology  
Drama  
Family & Consumer  
Science  
Publications  
Vocal Music  
Digital Art  
STS  
Peer Mentor



## Academic Program

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 on the use of Synergy in the fall.

Progress reports will be emailed home to parents at the midpoint 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.

## Student Health Policies

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 a cell phone) to call home concerning an illness.

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

## 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.

Breakfast is served daily from 7:30 – 7:54 am. 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 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 lunchroom 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 students (no other students) in the office. Students may not bring outside food to share with other students. This includes chips, desserts, etc.**

### **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 are not able to allow parents to take someone else's child to lunch.

# 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. Positive behavior supports are used throughout the building to encourage student responsibility.

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.

## **School-wide Expectations**

Goodrich students are expected to be Thoughtful, Invested, Cooperative and Kind (T.I.C.K.) to ensure all students have the opportunity to learn.

## **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, education, student contract, mediation, 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 understand causes of behavior and help him/her correct that behavior. If those efforts are not successful, parents will be contacted and asked for help.

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

Students must use their Chromebook to sign out on digital hall pass in order to be in the hallway during class time. Each student will have electronic passes per day. Students are to go directly from class to class during passing time, unless using the restroom. With almost 900 students attending 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.

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

Possession, use and being under 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 aggression. 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 receive the same consequences as those who actually fight. Students fighting off school grounds may also be suspended.

### **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. 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 provide 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.

### **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.

### **Cell Phones**

The use of cell phones, headphones/earbuds, smartwatches, and any other personal electronic devices by students is not allowed during the school day. All personal electronic devices must be powered off and out of sight at all times during the school day. If each student has their own school locker, the personal electronic device should be turned off and stored in the locker prior to the start of the school day.

If a student is accessing a personal electronic device during the school day the following sequence of consequences will be applied. Compliance at any step will prevent movement to the next step.

**Step 1:** The teacher will ask the student to put their electronic device in the designated storage location in the classroom. (Does not count as an electronic device infraction if the student complies with the teacher's request).

***Compliance at any step will prevent movement to the next step.***

**Step 2:** The teacher will contact the office and the device will be collected and held in the main office for the remainder of the day. The incident will be logged as an electronic device infraction. If the student refuses to turn over the device, they will be removed from the classroom and escorted to the office or designated problem-solving location.

If a student needs to leave class on a pass, the personal electronic device will be placed in the cell phone holder. If a student is accessing a personal electronic device in the **hallway during the instructional period**, the student will be returned to their classroom and asked to put their device in the classroom holder.

## **Electronic Device Infractions Per Semester**

**1st Offense:** Returned to the student at the end of the school day. Offense logged.

**2nd Offense:** Returned to the student at the end of the school day. Offense logged. Parent/guardian notified.

**3rd Offense:** Return to the student at the end of the school day and a building-level in-school corrective plan developed. Parent/guardian notified. Offense logged.

If habitual non-compliance with personal electronic device restrictions leads to frequent disruptions to learning, the teacher will write a referral and the student's administrator will work with the student and family to determine a personalized plan to meet the expectation.

Recording the image or voice of another person with an electronic device, without the express permission of the person recorded, or the failure to promptly delete such a recording following the request of the person recorded violates the LPS Responsibilities of Students (Policy 5480).

If a student brings their personal device to class, they do so at their own risk and, in doing so, specifically agree to hold Lincoln Public Schools harmless from all liability, damages, claims, costs, expenses, or other charges of any kind or nature whatsoever resulting from bringing their device to class.

## **Chromebook Guidelines**

Important Note: Students will keep the same Chromebook for all three years of middle school. Proper use and care is critical.

Students will follow all guidelines outlined in the Responsible User Agreement on pages 34-35 of the LPS Important Information Booklet. In addition, the following are expectations for Chromebook use and care at Goodrich.

### **Chromebook Care**

When not in use (1) the device must be kept in a closed and zipped case, (2) sitting on a designated shelf or desk or hanging on a chair - NEVER on the floor, and (3) carried with a strap across the shoulder.

Only the Chromebook and charger should be kept in the Chromebook case (no additional items including food, papers, or personal items). The student identification card must remain in the designated carrying case pocket at all times.

Stickers or other decorations are not allowed on the Chromebook or carrying case.

### **Chromebook Use**

Chromebooks should be charged each evening and brought to school daily.

Chromebooks may only be used for legitimate school purposes

- Students are expected to use the device only when directed to do so by a teacher. Students are expected to remain on the app or site designated by the teacher.
- Students may not download apps, music, games, videos, etc.

- The battery life is approximately three years with normal use. When students use the device for additional purposes, the battery life is limited. Students will need to pay for additional batteries.

No one other than the assigned student may use the Chromebook; no other users or accounts may be established on the Chromebook.

Chromebooks are to be used in classrooms only. No use at breakfast or lunch, in hallways, or outside. Chromebooks may not be taken into restrooms or locker rooms.

Additions and/or adjustments to these expectations may be made throughout the school year as needed.

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

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

### **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, although the school administration maintains the right to determine the appropriateness or suitability of any student attire.

#### **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 and undergarments must not be see through.
- Clothing must cover undergarments and all private parts.
- All tops must have straps.
- 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.
- Headwear is allowable as long as it follows other areas of the dress code and the student is easily identifiable. Students may be asked to remove headwear that interferes with the learning process.
- 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.
- 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 or disability.
- 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. This also includes words or graphics that have derogatory, hate or offensive images.
- Clothing, including gang identifiers, must not threaten the health or safety of any other student or staff (examples include bandanas, gang signs).

- 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 depict violence or intimidation may not be worn (examples include images of guns, knives or any other item generally considered to be a weapon).

### **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.

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.

Repeated violations could result in school consequences.

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.

## **Materials/Equipment**

### **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, dice, candy, gum, headphones, 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.

### **Skateboards/Roller Blades/Scooters/Shoes with Wheels**

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 air pods, hand-held game systems, cell phones, 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 850 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 Goodrich property, will pay for that damage and are subject to disciplinary consequences.

## **School Services**

### **Lockers**

A hallway locker will be assigned to students. Due to increased enrollment, some students will need to share lockers. Only school issued locks are allowed. Students are responsible for keeping their lock on the locker and appropriately locked. At the end of the school year, students must return their locks or be assessed a fine.

Locker use at middle school will be limited. Students will not go to their lockers between classes. Exceptions will be made to obtain PE clothing or cold lunches and for emergency needs. With the use of chromebooks, students no longer need new instructional items for their next class, thereby making lockers obsolete except as a place to store your coat and backpack.

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. Students should not share the combination with others to protect the security of their items. Locks are placed on different lockers every year. In addition, students are not to share their locker with anyone other than those assigned by the office. Any inappropriate items found in a locker are considered to be in possession of the person assigned to that locker and disciplinary action may occur.

**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.**

### **Bicycles**

Bicycle racks are provided to students. It is the student's responsibility to ensure 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 website 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 / School Social Worker**

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 ensure that the counselor is available. In addition a school social worker is available full time to support mental health concerns, connect to community resources, and support families.

## **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 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.

## **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.

## **Food / Drink**

Students are not allowed to have food or drink items in their lockers or in their Chromebook bag or pencil pouch. These items quickly lead to unwanted pests that spread to other lockers. The only exception is a cold lunch in a closed lunchbox or sack that is taken home daily. Students are allowed to carry a water bottle containing plain water only to classes.

# NOTES

# IN AN EMERGENCY

## WHEN YOU HEAR IT, DO IT.

### SECURE! 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/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

