

# GOZA MIDDLE SCHOOL



## STUDENT PROCEDURE BOOK

2023-24

DEAR PARENTS/GUARDIANS,

Thank you for taking the valuable but necessary time to read through the GMS Parent/Student Procedure Book. We find that this step helps us establish the partnership that is imperative to promote your child's success this year.

GMS Parent/Guardian and Student:

**“By signing this document, I acknowledge receiving or downloading a copy of the GMS Parent/Student Procedure Book. I promise to read its contents with (or to) my student, and I agree to act according to the standards, procedures, and policies it contains.”**

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*Parent/Guardian Signature*

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*Date*

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*Print Student Name*

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*Date*

## FAMILIES,

We are overjoyed to start a new school year with you and your scholars. Be sure to take the time to review the Student Procedure Book and return the signature page to the school. The District Handbook and the Goza Student Procedure Book are available at <https://www.arkadelphiaschools.org/o/goza>. In this procedure manual, you will find the procedures of our school. This document is beneficial because it informs you and your student of the expectations prior to starting school. If you need any assistance academically or behaviorally, please do not hesitate to call your scholar's teacher. It is our goal to work together to ensure our scholars' success.

Your Partner in Education,

Team GMS

## DEAR GOZA SCHOLAR,

Welcome to Goza Middle School! This school belongs to you, and your success here will be determined by you. This procedure manual has been developed to inform you of the procedures of GMS. It is the expectation you follow these rules and procedures to make your school experience pleasant and productive. Our faculty and staff know you will take full advantage of the opportunity to learn and soar.

We believe in YOU!

Team GMS

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## **Goza Middle School Description**

Emphasis is placed on academic achievement, participation in school activities, social interaction with other students, and opportunities, which enable students to experience personal success. Students are in a school setting where they learn socially as well as academically, where they can develop a sense of ownership through participation in school activities, and where they learn how to work with one another.

Course selections include traditional courses in language arts, social studies, math, and science as well as courses in art, keyboarding skills, and career planning.

School activities are encouraged, and participation in both music and sports may be done with few or no conflicts. Seventh-grade practices occur during the school day and the number of after-school competitions is limited. Practice time for 8<sup>th</sup> graders includes both during and after school. Most Goza night activities are on Tuesday and Thursday nights. There are special student performances at Christmas and during the spring. Through sports, music, clubs and organizations, and fun events, there are many niches for students to fit into at school and be an active part of Goza.

An important component of the Goza curriculum is teaching through school values and actions. This is done by recognizing students for excellence throughout the year. Students are recognized for attendance, promptness to class, academic achievement, and outstanding performance in academics and in activities. These rewards reinforce to students that they are doing what the school values and considers important. The focus is always on academic achievement, student interaction, student involvement, and student sense of self-worth.

### **VISION STATEMENT**

**We envision a school in which students, parents, and guardians are in partnership with staff to provide an academic environment that promotes success.**

### **MISSION STATEMENT**

**We will ENGAGE, EDUCATE, and EMPOWER all students to excel.**

# ARCADELPHIA PUBLIC SCHOOLS

## 2023 - 2024

### SCHOOL CALENDAR

|                  |   |
|------------------|---|
| August 14        | First Day for Students                      |
| September 4      | Labor Day Holiday – No School               |
| October 13       | End of 1 <sup>st</sup> Grading Period       |
| October 17 & 19  | Parent/Teacher Conferences 4:00-6:30        |
| October 20       | Professional Development/No School          |
| November 20-24   | Thanksgiving Holidays – No School           |
| December 21      | End of 2 <sup>nd</sup> Grading Period       |
| December 22-29   | Christmas Break                             |
| January 1        | New Year's Day                              |
| January 3        | Teacher Workday-No School                   |
| January 4        | Students Return                             |
| January 15       | Martin Luther King, Jr. Holiday – No School |
| February 13 & 15 | Parent/Teacher Conferences 4:00-6:30        |
| February 16      | Professional Development-No School          |
| February 19      | President's Day-No School                   |
| March 14         | End of 3rd Grading Period                   |
| March 15         | No School                                   |
| March 18-22      | Spring Break                                |
| April 8          | Professional Development/No School          |
| May 23           | Last Day and End of 4th Grading Period      |
| May 27           | Memorial Day                                |

## **Daily Routine**

Classes begin at 8:00; however, students may enter the building as early as 7:25. All students who are eating breakfast are expected to report to the cafeteria upon arriving at school. All others are expected to report to the gymnasium. Breakfast is available during this time. Students do not go to lockers until 7:55.

Students have from 7:55 to 8:00 to go to lockers and travel to first-period classes. All students should be in class each period prior to the tardy bell. Students are given three excused tardies each semester. Most classes are 57 minutes in length.

Lunch will be served in three different shifts by grade level. All purchased food is to be eaten in the cafeteria. Students may go outside after lunch, provided the students stay in the specified accepted area. Students are expected to help in maintaining a clean and attractive school by picking up used lunch paper and trash in the cafeteria and by taking none of this outside.

***Backpacks, purses, and electronic devices (cell phones, wireless earbuds, headphones) are to be stored in student lockers.***

### **Transportation: Bus Students**

**In the mornings**, students riding the bus are dropped off at the gym entrance. A staff member will be in the gym. Students may report to the cafeteria for breakfast or remain in the gym. Students must remain in the gym or the cafeteria.

**In the afternoons**, students are dismissed from class and must report to the gym within 5 minutes. If students are lingering in the hallway, they are considered truant. Once in the gym, students must be seated and pay attention to the bus route announcements.

### **Transportation: Car Riders, Walkers, and Bicyclists**

**In the mornings**, students in vehicles are dropped off in front of the building. A staff member will be there to assist students.

**In the afternoons**, students are picked up in front of the building. Students report to the car rider lane within 5 minutes. If students are lingering in the hallway, they are considered truant. A staff member will be present to assist. All students who walk or ride bicycles should leave campus immediately.

### Goza Bell Schedule

| WIN Schedule |               |           |               |           |               |
|--------------|---------------|-----------|---------------|-----------|---------------|
| 6th Grade    |               | 7th Grade |               | 8th Grade |               |
| 1            | 8:00 - 9:10   | 1         | 8:00 - 8:45   | 1         | 8:00 - 8:45   |
| 3            | 9:15 - 10:25  | 2         | 8:50 - 9:35   | 2         | 8:50 - 9:35   |
| WIN          | 10:30 - 11:05 | 3         | 9:40 - 10:25  | 3         | 9:40 - 10:25  |
| 4            | 11:10 - 11:35 | WIN       | 10:30 - 11:05 | WIN       | 10:30 - 11:05 |
| Lunch        | 11:35 - 12:05 | Lunch     | 11:05 - 11:35 | 4         | 11:10 - 12:05 |
| 4            | 12:10 - 12:35 | 4         | 11:40 - 12:35 | Lunch     | 12:05 - 12:35 |
| 5            | 12:40 - 1:25  | 5         | 12:40 - 1:25  | 5         | 12:40 - 1:25  |
| 6            | 1:30 - 2:15   | 6         | 1:30 - 2:15   | 6         | 1:30 - 2:15   |
| 7            | 2:20 - 3:05   | 7         | 2:20 - 3:05   | 7         | 2:20 - 3:05   |

### Goza Office

The primary concern of Goza secretaries is student health and safety. They follow a number of procedures that help assure these factors. In addition to working with students, they have record-maintenance chores and assist the administrators. Their jobs can be done more efficiently if students, parents, and relatives adhere to the procedures below.

### Signing Students In and Out

Parents wishing to sign their student out early for various reasons will need to come into the main office and place their signature on the sign-out sheet. Students may not check out with anyone other than their parent/guardian unless with written consent from the parent.



Students arriving at school later than the typical beginning of the day must sign in at the office. Students signing in 25 minutes or more after the start of the 1<sup>st</sup> class period are recorded as absent for the period. Students coming in late without a note MAY BE considered truant. Even if it is unexcused, students need a note from a parent, stating the reason.

### **Admits for Absence**

Following any absence, students should report to the office between 7:30-7:50 upon returning to school. The parent/guardian will provide a written excuse explaining the absence. The excuse must include the parent/guardian's signature AND a phone number so that we may reach you for random confirmation. We are unable to confirm each and every note that comes through the office, but we do make a practice of randomly checking for student safety purposes, as well as office liability.

### **Office/Classroom Phone Use**

The following rules apply before school, during lunch, and after school collectively:

- The office phone is for school business and emergency use only.
- Emergencies considered are illness or injury. Situations not considered emergencies are books, homework, reports, etc. left at home, afternoon plans, appointments, or lunch money. Students must, to the best of their abilities, plan ahead for each school day.
- **Incoming Phone Messages to Students:** The office does not accept any calls from anyone other than a student's parent/guardian. If it becomes necessary to leave a message for students, please phone the office as early as possible to allow ample time to make contact. The intercom is to be used for the safety and communication of Goza students and faculty. The classroom phones are to be used by teachers only

## **Cafeteria**

The cafeteria is operated under Chartwells. All food services meet the requirements of the State Department of Education and the Health Department. **This year there WILL be a charge for meals.** No food may be taken out of the Cafeteria.

|           |        |                   |       |
|-----------|--------|-------------------|-------|
| Breakfast | \$1.90 | Reduced Breakfast | \$.30 |
| Lunch     | \$2.70 | Reduced Lunch     | \$.40 |

## **Backpacks, Purses, and Electronic Devices**

***Backpacks, purses, and electronic devices (cell phones, wireless earbuds, headphones) are to be stored in student lockers.***

## **Dress Code Guidelines**

The responsibility for the dress and grooming of a student rests primarily with the student and his or her parents or guardians. Arkansas passed a 2011 law requiring school districts to prohibit the wearing of clothing that exposes underwear, buttocks, or the breasts of a female.

### **Allowable Dress & Grooming:**

- Students must wear clothing, including a shirt with pants or skirt, or the equivalent, and shoes.
- Shirts and dresses must have fabric on the front, sides, and back. Shirts and dresses must cover undergarments, waistbands, and bra straps.

### **Non-Allowable Dress & Grooming:**

- Clothing may not depict, advertise, or advocate the use of alcohol, tobacco, marijuana, or other controlled substances.
- Clothing may not depict pornography, nudity, or sexual acts.

- 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 may not depict gang identifiers.
- Clothing must cover the upper chest to the mid-thigh - no skin exposure.

### **Guidelines:**

- Tank tops must be two inches wide on the shoulder (three fingers) - no spaghetti straps.
- Sleeveless shirts must be two inches wide on the shoulders (three fingers) - no undershirts or muscle shirts.
- Shorts must be mid-thigh in length.
- Ripped jeans - no undergarments may show, no rips on inappropriate places, no holes above the mid-thigh.
- No sunglasses
- Pajama pants - only on specific days determined by the administration.
- Hats and hoods may not be worn inside the building.

### **GMS School-Wide Expectations**

|                  | <b>Be Respectful</b>  | <b>Be Responsible</b>  | <b>Be Safe</b>   |
|------------------|---|--|--|
| <b>Classroom</b> | <ul style="list-style-type: none"> <li>• Follow Teachers' expectations and directions</li> <li>• Respect other people's property</li> <li>• Be polite</li> <li>• Be active listeners</li> </ul> | <ul style="list-style-type: none"> <li>• Be on time and prepared</li> <li>• Complete assignments and turn them in on time</li> <li>• Be on task</li> <li>• Take ownership of your actions</li> </ul> | <ul style="list-style-type: none"> <li>• Follow emergency procedures</li> <li>• Use technology safely and appropriately</li> <li>• Report unsafe incidents</li> </ul>              |
| <b>Hallway</b>   | <ul style="list-style-type: none"> <li>• Respect property - yours and others</li> <li>• Use appropriate language, volume, and behavior</li> <li>• No PDA - Keep hands to yourself</li> </ul>    | <ul style="list-style-type: none"> <li>• Pick up after yourself</li> <li>• Be respectful and polite to others</li> <li>• Use your time wisely</li> </ul>   | <ul style="list-style-type: none"> <li>• Walk at all times</li> <li>• Stay to the right of the hallway</li> <li>• Keep traffic moving</li> <li>• Be where you should be</li> </ul> |
| <b>Cafeteria</b> | <ul style="list-style-type: none"> <li>• Use good manners</li> <li>• Clean up your area</li> <li>• Raise your hand to leave your seat</li> <li>• Follow procedures</li> </ul>                   | <ul style="list-style-type: none"> <li>• Wait in line patiently</li> <li>• Hold others accountable</li> <li>• Clean up spilled food</li> </ul>   | <ul style="list-style-type: none"> <li>• No sharing food</li> <li>• Walk at all times</li> </ul>   |

|                                     |  |   |  |
|-------------------------------------|--|---|--|
| <b>Restrooms</b>                    | <ul style="list-style-type: none"> <li>• Give people privacy</li> <li>• Respect property - yours and others</li> <li>• Keep the area clean</li> <li>• No cell phones</li> </ul>  | <ul style="list-style-type: none"> <li>• Flush toilets</li> <li>• Use time wisely for restroom breaks</li> <li>• Take care of business and leave</li> </ul>   | <ul style="list-style-type: none"> <li>• Wash hands</li> <li>• Put trash in garbage</li> <li>• Inform adults of inappropriate behavior and vandalism</li> </ul>                      |
| <b>Bus Riders</b>                   | <ul style="list-style-type: none"> <li>• Respect property - yours and others</li> <li>• Use appropriate language, volume, and tone</li> <li>• Listen to bus announcements</li> <li>• Stay outside the blue border</li> </ul> | <ul style="list-style-type: none"> <li>• Remain seated until your route has been announced</li> <li>• No food or drink</li> <li>• Put trash in garbage cans</li> </ul>                                      | <ul style="list-style-type: none"> <li>• Walk through the gym and to the bus</li> <li>• Report directly to the gym when the bell rings</li> </ul>                                    |
| <b>Car Riders</b>                   | <ul style="list-style-type: none"> <li>• Respect property - yours and others</li> <li>• Use appropriate language, volume, and tone</li> </ul>  | <ul style="list-style-type: none"> <li>• Be attentive and look for your car</li> <li>• Interactions should be appropriate</li> <li>• Keep everything in you backpack</li> <li>• On time (5) min.</li> </ul> | <ul style="list-style-type: none"> <li>• Walk to your car</li> <li>• Use the crosswalk</li> <li>• Pay attention to the duty teacher</li> </ul>                                       |
| <b>School Events and Assemblies</b> | <ul style="list-style-type: none"> <li>• Say positive and respectful language</li> <li>• Respect school property</li> <li>• Cooperate with all adult requests</li> <li>• Keep the area clean</li> </ul>                      | <ul style="list-style-type: none"> <li>• Wear appropriate Badger gear to show your school spirit</li> <li>• Be responsible with spectator rules</li> </ul>  | <ul style="list-style-type: none"> <li>• No loitering</li> <li>• Follow safety procedures</li> <li>• Report unsafe incidences</li> <li>• Orderly transitions and grouping</li> </ul> |

## **Health Service and School Nurse**

The school district employs three nurses for student needs. The school nurses service all schools in the district and are not located at one particular campus for a full school day. The nurses respond as quickly as possible when called by a school secretary or administrator. Basic first-aid treatment is provided for students who are injured during school hours.

### **Allergies**

If your child has any food allergies that will require dietary restrictions, a note from your child's doctor is required to accommodate these restrictions. A new letter from the healthcare provider is required each year. If your child is allergic to any of the first-aid medicines listed above, or any medicine in general, the school nurse must be informed in writing by the parent and/or physician, and a note of this allergy must be made anywhere on the signature verification page sent home on the first day of school.

## Illness While at School

When a school district employee suspects a child has become ill while at school, a school employee will take the child's temperature. If the temperature registers above 100 degrees, the parent will be contacted by the principal, secretary, or school nurse. All students sent to the office for illness will have their name, date, reason for referral, and action taken recorded on a daily log.

Other types of illness symptoms will be treated by the teacher using his/her first aid kit or by sending the student to the nurse's office to lie down on the bed. The principal, secretary, or school nurse will then determine if the child is too ill to remain at school. Parents will be notified by the school office and expected to pick up their children when one or more of the conditions listed below are noted:

- Temperature 101 orally
- Vomiting or diarrhea
- Rash
- Suspected communicable illness
- Injury or illness requiring a doctor's evaluation
- Live head lice or scabies
- Conjunctivitis (possible pink eye infection)
- Flu-like symptoms

**Please notify the school should your child develop any of the above conditions at home.**

- Sick children should remain at home until they have been FREE OF FEVER FOR 24 HOURS. Children who have vomited within 24 hours should not be sent to school. A student who has had a contagious disease and who has been treated should be completely free of symptoms BEFORE returning to school or provide documentation from the physician that states when the student is allowed to return to school.
- A student with head lice **MUST** remain at home until proof of treatment can be presented to the school and/or a statement from a certified health official has been obtained.
- The school should be notified of a student's diagnosis of communicable diseases, including flu, strep, stomach virus, etc.

## Guidance Counseling Program

The school district has a full-time guidance-counseling program (K-12) to aid the students, parents, and faculty. The guidance office works closely with students in assisting them with their educational, vocational, health, social, and personal needs.

### **Elevator**

The elevator is reserved for handicap use only. Students may not use the elevator without permission from a teacher or administrator.

### **Water Bottles, Gum, Candy, and Sunflower Seeds**

Water bottles must be plastic, clear, with no open spouts or straws. Eating candy, sunflower seeds, or chewing gum is not permitted at Goza Middle School. Students may not sell gum, candy, or any other items unless it is part of a school-sponsored fundraising activity.

## **Vending Machines**

Students are not allowed to use the vending machines at any time unless being supervised or given permission from a teacher or administrator. Items that are purchased without permission will be confiscated, and a disciplinary referral will be turned in for violating school rules and procedures.

## **PERFORMANCE REPORTING/PROMOTION/RETENTION**

1. Parents will receive reports on the child's academic progress from the classroom teacher during each nine-week grading period. These reports are in addition to the nine-week report card.
2. School-wide parent/teacher conferences are held twice a year, once during the fall and again in the spring.
3. Teachers will make more frequent communication with parents/guardians of students not performing at the level expected for their grade. If at any time, parents have any questions or problems, we encourage them to contact the office.
4. Conferences can also be arranged at other times. Parents are asked to call the office to arrange a conference time with the teacher. Please do not drop in to see the teacher for a conference when classes are in session.
5. Parents and students have continuous availability to see student progress in every class, using ECHO (LMS) and HAC (Home Access Center). Usernames and passwords are printed on the letters sent to students in August to welcome them back to school. In addition, one teacher in each grade level (6-8) will have access to the HAC information and will make it available to students after school starts.

## **Promotion and Retention of Students**

It is the philosophy of the Arkadelphia Public Schools that all students should be placed in instructional programs in which they can achieve academically as well as develop emotionally, socially, and physically. It is expected that most students will progress annually from grade to grade. As soon as the possibility of non-promotion becomes a consideration of the school staff, parents/guardians will be consulted.

## **Promotion of students in grades 6-8 will be based on:**

1. The recommendation of the professional staff
2. Passing grades in three (3) of the four (4) core subjects (English, Mathematics, Science, and Social Studies) and two (2) other subjects. A passing grade is determined by receiving a final average of the 1<sup>st</sup> & 2nd-semester grades of 60% or above.
3. Student performance on multiple assessments (local, state, and national).
4. Compliance with State Attendance Law and board policy.

## **Goza Activities**

School activities are an important component of the Goza curriculum. Students are encouraged to participate in school activities and become active members of the Goza student body. Involvement in music, sports, and clubs is a common expectation of students in all Arkadelphia Schools K-12. All Arkadelphia Schools have individual staff members who instruct specifically in art, music, and physical education. School activities do not guarantee success, but having been involved in school activities is the most common factor successful people share.

Academic Quiz Bowl

Band

Boys Athletics (Football, Basketball, Track)

Cheerleaders

Choir

Girls Athletics (Basketball, Volleyball, Track)

Jazzlers Dance Team



## **National Junior Honor Society**

The purpose of the National Junior Honor Society is to create enthusiasm for scholarship, stimulate a desire to render service, promote leadership, develop character, and encourage citizenship.

Membership in this chapter is an honor. Selection for membership is based on a cumulative GPA of at least a 3.85 and evidence of the qualities of leadership, service, character, and citizenship as documented in the activity packet and essay they turn in. Once the packet is turned in with all the information required, a faculty committee will score the information using a rubric. Selection is based on the evidence provided by each student. New members will be announced, and an induction ceremony will take place. Once selected, members have the responsibility to continue to demonstrate these qualities.

A candidate is one who has met the GPA requirement and receives a packet to fill out. A member is one who has been selected based on the documentation in the packet and the essay.

## **Extracurricular Activities**

Goza Middle School believes in providing opportunities for students to participate in extracurricular activities that can help enrich the student's educational experience. At the same time, a student's participation in extracurricular activities cannot come at the expense of his/her classroom academic achievement. Interruptions of instructional time in the classroom are to be minimal, and absences from class to participate in extracurricular activities shall not exceed one per week per extracurricular activity (tournaments excepted).

Additionally, a student's participation in extracurricular activities shall not be considered a "right" by students, but a privilege. Sponsors, coaches, directors, etc. may establish eligibility requirements for their organization, provided approval is obtained from the principal and superintendent in advance.