



The Legacy, the Passion, the Opportunity
Educating and motivating life-long learners who explore, create and achieve.

STUDENT AGENDA/PARENT HANDBOOK 2017 - 2018

This agenda belongs to:

Student Name: _____ Grade: _____

Learning Family: _____

At Skinner Middle School, we envision:

- *A dynamic community of students, families and staff in constant pursuit of high levels of academic and personal achievement.*
- *An engaged community of students, staff and families, who routinely collaborate to acquire and use the instructional, personal, and community resources that develop academic, social, and life skills that lead to success.*
- *A learning environment that promotes academic knowledge and skills, and an intentional culture that promotes respect and appreciation of diverse cultures and points of view.*
- *A learning community committed to individual and school-wide goals, and constant assessment of progress toward the achievement of those goals.*

Families will:

1. *Help students be at school every day, on time.*
2. *Help students follow Reading & Math Plan, monitor homework and set a regular study/reading and bedtime.*
3. *Encourage students to complete all assignments and produce quality work.*
4. *Communicate on a regular basis with my student's teachers, check agendas, attend conferences and other events.*
5. *Ensure my student wears school dress code every day.*

Students will:

1. *Attend school every day.*
2. *Demonstrate appropriate behaviors by following the 5 Bs; Be Respectful, Be Responsible, Be Team-Oriented, Be Peaceful, Be Positive.*
3. *Complete all assignments, produce quality work, participate in all class activities, attend school events, and ask questions when I do not understand.*
4. *Wear school dress code.*
5. *Read a minimum of 30 minutes each night.*
6. *Set academic goals using the Body of Evidence (BoE) folder and/or my academic learning plan and attain or surpass those goals.*

Skinner Staff will...

1. *Model expectations we have set for students and families.*
2. *Foster a climate that supports high standards and quality performance.*
3. *Provide a safe environment for students.*
4. *Communicate and build relationships with all students and families.*
5. *Provide continual feedback to students and families regarding academic progress.*



Important School Information

School Day:

Morning Tardy Bell: 7:35 am
Dismissal: 2:45 pm

Address:

3435 West 40th Avenue
Denver, Colorado 80211

Main Office Hours: 7:00 am - 3:30 pm

Office Phone: 720-424-1420

Fax Number: 720-424-1446

Website: <http://skinner.dpsk12.org>

Neighborhood Center Phone: 720-424-1435

Neighborhood Center Website: <http://skinner.dpsk12.org/neighborhood-center>

To report an absence: call 720-424-1420 before 8:00 a.m. All absences, excused or not, count against a student's overall attendance rate. The attendance expectation at Skinner is 95%. See the "Attendance" section on page 4 for more details.

Skinner Calendar: <http://skinner.dpsk12.org/calendar/>

(The Skinner calendar deviates from the district calendar, it is important you review both)

DPS Calendars: <http://www.dpsk12.org/calendars>

Skinner non-student contact days in addition to DPS closure days:

- September 22, 2017
- December 21, 2017
- May 14, 2018

Parent/Student Portal: <https://myportal.dpsk12.org>

Students: have an existing login which is formatted as follows;

User Name: <Student ID#, for example, 123321>

Password: <Student's birthdate as a number, for example, child's birthdate is March 15, 2004, the password is 03152004>

Parents: If you do not have an existing Parent Portal username and password you must call 720-423-3163 to have one created for you.

Contacting Teachers: Call the Skinner Main Office 720-424-1420 to leave a voicemail or visit the Skinner website at <http://skinner.dpsk12.org/staff/> for a list of emails.



About Skinner

Entering the school

All students will enter the school through their assigned door. All visitors are to enter and exit through the main front door. Students and visitors requiring ADA (American with Disabilities Act) access can use the science wing entrance (south east corner) and ring the doorbell for entry. Students may enter the building at 7:25 a.m. During inclement weather, the auditorium is open at 7:10 a.m. School is dismissed at 2:45 p.m. Students who remain in the building must be supervised by a teacher or in attendance at a school sponsored activity or sporting event. Students not involved in an organized school activity need to be off school premises by 3:00 p.m. To ensure your student's safety, any student not participating in a Skinner sponsored after-school activity who remains on campus after 3:00 p.m. will be escorted to After School Intervention (ASI.) Parents will then need to enter through the front door of the building to sign his/her child out from the ASI room.

Visitor Passes

All visitors to the building during school hours are required to sign-in at the main office. Loitering in a school building or disrupting the school environment is prohibited by law. Staff members will not admit any visitor to a classroom unless that visitor has a pass. Parents of students are always welcome to visit our school but are required to stop by the main office to sign-in and pick up a visitor pass. At no time is recording of a teacher (voice or video) permitted without permission. If the visit requires a conference with the classroom teacher, a pre-arranged appointment must be made with that teacher. No student visitors are permitted at Skinner Middle School during the course of a regular school day.

School Safety

Safety at school must be a priority for all stakeholders of a school. Students should only have to worry about doing their best in their schoolwork, not about whether or not they are safe. Please report any incident which could involve safety of an individual, group or the school community to a school administrator. Don't assume that the school is aware of the situation. Students must be encouraged to talk to an adult at any point when they feel worried, frightened or uncomfortable about a situation at school. **Please reinforce with your child that if they see something, to say something.**

Building Security

Like all DPS middle schools, Skinner's doors are locked throughout the day. Students are instructed not to open the door, even to individuals they recognize. Students, staff and visitors must ring the buzzer for entry during office hours. Each of our entrance areas are monitored by DPS security cameras and by school personnel. **All visitors are required to sign in at the Main Office.**

Weapons

Carrying, bringing, using or possessing a dangerous weapon in any school building, on school grounds or at any school-sponsored activity is prohibited. A dangerous weapon will be defined as a firearm or firearm facsimile, any pellet gun, BB gun, or other device designed to propel projectiles, a knife (including pocket knives) or any other object, device, or instrument used to inflict harm including, but not limited to, explosives, slingshots, bludgeon, brass knuckles, or artificial knuckles of any kind.

Consequences: Students who violate the policy dealing with dangerous weapons shall be penalized according to Board Policy found on the DPS website.



Emergency Lockdown

In the event of a community emergency in which Denver school buildings are required to be in emergency lockdown, the following regulations apply:

- Students remain in classrooms under the supervision of teachers.
- Parents are required, for the safety of students and staff, to remain away from the school building until the lockdown has ended.
- Parents should check the [district website](#) or tune into local radio and television stations for information.

Students are expected to follow the directions of all staff during a lockdown (real or practice). Students who do not comply put themselves and their peers at risk. Non-compliance during emergency situations (real or practice) will not be tolerated and participation in negative behavior will be disciplined accordingly.

Fire and Disaster Drills

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

School Closures

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

Dress Code

Skinner Dress Code

What Skinner Scholars Wear - PERMITTED

- Solid blue, black, tan or gray jeans
- Tan, black or navy khaki material shorts, pants, or jumpers (NO leggings)
- Tan, black or navy khaki skirts. Skirts, jumpers, and shorts must have a hemline no shorter than “a credit card length” above the knee
- Solid black or white crewneck t-shirt, polo or collared shirts with sleeves or Skinner logoed gear. Sleeveless or tank tops not allowed. Undershirts must be white or the same color as the outer shirt. Shirts may not be worn inside out.
- Sweatshirts and sweaters without hoods. No hoodies or garments with hoods will be allowed. All sweatshirts and sweaters must be white, black or Skinner logoed gear.

What Skinner Scholars DO NOT Wear - NOT PERMITTED

- Shredded pants/shorts, or pants/shorts with holes
- Sagging pants; students who are constantly sagging will be required to wear a belt, tuck in their shirt, or have a plastic cinch placed on belt loops to hold pants up. This decision will be made by an administrator or Student Advisor. The administrator or advisor may require that the student wear Skinner issued bottoms.
- The PE uniform shirt is to only be worn during PE. It is not part of the school day uniform and should not be worn other than during PE. Leggings are considered athletic gear and cannot be worn during the school day.
- Headwear is not allowed in the building (hats, caps, bandannas, du-rags, etc.) unless it is a Hijab.

The appropriateness of student dress will always be up to the discretion of Skinner Middle School Staff.



Violating Dress Code

Minor infractions of dress code, occurring repeatedly will not be tolerated. After fair warning, the Student Advisor or Administrator may assign a student After School Intervention (ASI) for violating the dress code policy.

Students who are purposely out of dress code will be sent immediately to the Student Advisor's office. Parents will be called to bring the appropriate items for student to change into. Students will not be permitted to interact with the student body until they are in compliance with dress code unless otherwise deemed by an administrator.

Student grooming and apparel must adhere to DPS standards of dress, must not pose a threat to public or personal safety or health and must not be disruptive of or distracting to classroom activity or student behavior. These standards apply in school buildings, on school grounds, in school vehicles, on school property, and at school-sponsored activities.

Students who attend Saturday School are also expected to adhere to dress code standards.

The Skinner dress code is consistent with [DPS Policy JICA](#)

Why Do We Have A Dress Code?

- A dress code promotes a more serious school atmosphere that emphasizes academics; not outward appearances.
- A de-emphasis on clothing can also save money for parents.
- Dress codes in school settings reduce social conflict and peer pressure that may be associated with appearance.
- Dress codes allow schools to control situations of clothing representing gang affiliation.
- School dress codes promote a safe, healthy learning environment!
- Dress codes make it easier for school officials to identify non-students while promoting a safe and comfortable atmosphere.
- As opposed to uniforms, dress codes still allow students some choice.

Dress Code Exceptions

Skinner Sponsored Club Shirt Wednesday

Skinner students are allowed to wear Skinner affiliated shirts which don't always follow Skinner's typical dress code colors (team shirts, drama shirts, etc.)

College Logo Fridays

On Fridays, Skinner scholars are allowed to wear shirts displaying college logos. Hats and hoodies are not permitted.

DPS Dress Code Days

Throughout the school year, the administration may declare a DPS Dress Code Day or non-Skinner Dress code day. Students with 95% attendance can earn a DPS dress day on a monthly basis. These designated days are announced to students. DPS dress code day must still be school appropriate and in accordance with [Denver Public School's JICA Policy](#).

As a reminder, the following items are never permitted, even for DPS dress code days:

- NO sagging, NO holes or shreds, NO large patches or decals
- No logos other than Skinner logo should be visible on clothing
- No leggings
- Shirts may not be worn inside out to hide decals
- Scoop-neck and V-neck shirts that do not touch the collar bone are not permitted.
- No sheer, netted or lace shirts are permitted
- No hoodies, zipper sweatshirts or jackets
- NO hats worn in the building



Attendance Policies

Attendance Expectations

The DPS Middle School attendance expectation is 95% or better. Daily attendance is crucial for your child's academic success. All non-emergency medical, dental, and mental health appointments should be scheduled outside of the school day. Vacations should be coordinated with the DPS calendar. Vacations taken during the school year will not be excused and the days missed do count against your student's overall attendance rate.

If a student is absent from school, a parent or guardian is expected to call the main office (720-424-1420) before 8:00 a.m. on the day of the absence to explain the absence. If a phone call is not possible, a written note must be presented to the Main Office when the student returns to school. Students may not attend after school recreational events, including athletic playoff games, on days that they have been absent.

An excused absence is an absence the school determines to be for a legitimate reason. Examples of such absences are illness, death in the family, medical or legal appointments (documentation must be provided) and religious observances. An unexcused absence is an absence that the school cannot honor, such as oversleeping, lack of transportation, car trouble, "out-of-district residency", work, babysitting, etc. **All absences, whether excused or not count against the student's overall attendance rate unless there is a doctor or legal note on file in the office.**

The principal makes the final determination if an absence is excused. If the absence has been approved, the absence will be coded as such in Infinite Campus as soon as the missing class work from the absence has been submitted and is an acceptable level of work.

Parents should provide the school nurse with medical documentation for any student who has a medical condition preventing the student from attending school regularly.

Excessive Absences

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

Truancy

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

Hall Passes

A student in the halls during any class period must have a hall pass. There is a pass system located in this agenda. Students who need to visit the nurse or health tech paraprofessional must get a green nurses pass from a classroom teacher. Students who do not have the pass will be considered truant and may or may not be seen by the health office.

Tardies Aren't Permitted (TAP) Policy

School starts at 7:35 am. Students should be in their seats, in their first period class and ready for instruction at this time. Students who arrive late to school must report to the main office to obtain a pass. School tardies will be considered "unexcused." **Students who exceed three tardies to school in a trimester will be assigned Saturday School.** Additional interventions including but not limited to, keeping a student after school, lunch detention, and Truancy Court referral, may be implemented with continued excessive tardies.

Students who are at school but arrive late to class(es) will be held accountable by that classroom teacher for arriving late to class and missing initial instruction.



Parent Requests for Make-up School Work

From time to time, parents may request work for extended absences of 3 or more days (suspension, funeral, etc.) but should be aware that the teacher may not be able to meet the immediate demand. Teachers have 24 hours to prepare work once the request has been made. Collected work for a student is placed in the homework basket in the main office.

Saturday School

Saturday School is assigned to students who have accumulated 5 unexcused absences, 3 tardies to school in a trimester, or excessive absences resulting in a 90% attendance rate or lower, as a way to help make up missed instructional time and as a form of academic accountability.

Saturday School will also be used from time to time by teachers to assist students who may be struggling with their subject areas. Students who do not attend Saturday School when they are assigned, will be assigned ASI (After School Intervention) as a consequence for missing Saturday School. Students will be expected to make up the Saturday School session on the next Saturday when Saturday school is held.

Academic & Behavior Policies

The 5 Bs

The behavioral expectations at Skinner can be defined through five simple principles. The 5 Bs were created with student input for what would make a safe and positive school environment.

These are the 5 Bs:

- **Be Respectful**
- **Be Responsible**
- **Be Team-Oriented**
- **Be Peaceful**
- **Be Positive**

Personal Success Factors (PSFs)

Research shows that effort in these areas directly impacts school achievement and long-term life successes. At Skinner we incorporate these character strengths in our daily routines to work toward the development of the whole child. The Personal Success Factors are:

- Curiosity
- Gratitude
- Grit
- Optimism
- Self-Control
- Social Intelligence
- Zest

Agenda Expectations

Skinner Scholars maintain an agenda to track learning, homework, due dates and communication between school and home. Agendas are purchased during registration. If the agenda is lost or misplaced, it is the expectation that the student **immediately** purchase a replacement.

Students are expected to have their agendas with them in all classes every day. Students are expected to write the Content Learning Objective (CLO) and/or the HOMEWORK for each class in their agenda so that parents are aware of what is taking place in class. Agendas should be taken home each day and used to convey the day's learning. Students are responsible for completing all homework on time. Parents **must** also sign the agenda each weekend. The Learning Family Mentor will check for parent signature and sign each student's agenda on the first school day of every week. The purpose of this is to assure that the student is using the agenda in a useful manner and that the student is sharing the agenda with his/her family. If a student does not have his/her agenda, a phone call will be made to the parents informing them that the student has not come to school prepared to learn.



Homework

Teachers and staff at Skinner Middle School believe in assigning purposeful homework. Homework is meant as a means of additional practice and reinforcement of concepts previously taught. Homework is monitored by each teacher for both quality and return rate. Teachers at Skinner try to distribute homework assignments over the course of the week to assist students with balancing homework responsibilities with involvement in athletics and additional extra-curricular involvement. **Students are required to read a minimum of 30 minutes from an independent reading book each night.**

Homework Help

Homework help is available through the Skinner Neighborhood Center and is available Monday—Thursday. Students are required to register with the Neighborhood Center before utilizing this resource. The Skinner Neighborhood Center can be reached by calling 720-424-1475 or 720-424-1435. Students may also pre-arrange homework help with individual teachers.

Teacher Office Hours (Formerly PIE)

Teacher office hours are designed to assist students for two reasons. First, it is for students who have not completed their homework or have failed to participate in classwork/activities. Second, it is also in place for students to get additional support from teachers **before they fall behind** with their learning. Office Hours should be used proactively by students before it is assigned reactively by a teacher. Each Core and Core+ team of teachers will notify parents of their office hours at the beginning of the school year.

Academic Standards for Honors Classes

Skinner Middle School offers Honors classes in Math and Language Arts at each grade level as well as Honors options for Science, Social Studies and Spanish. Multiple criteria, including State and district assessments, Scholastic Reading Inventory (SRI,) teacher recommendation and classwork, are used to place students in Honors classes. Honors classes provide enrichment and acceleration. Students considering Advanced Placement or International Baccalaureate classes at the high school level are encouraged to participate in Honors classes. Students should expect nightly homework. Careful consideration as to the number of Honors courses selected is highly recommended. Students who fall below classroom expectations will be placed on an academic probationary plan. If the agreements of the plan are not met within a three to four week time period, the student's schedule will be changed.

Progress Reports & Grading

At Skinner we teach and assess by standard. A standard is what all students should know and be able to do. Standards do not vary from school to school, but are consistent statewide, and nationally. Standards-based teaching gives every child in every school, the opportunity to meet or exceed the state standard. We will report progress via percentages for designated categories (major and minor assessments & classwork – which can include homework). A major assessment is a student's final assessment of a student's understanding (example – unit test), and a minor assessment (example – a quiz) is a student's progress toward mastery.

Student Led Conferences

Conferences are held in the fall and late winter for the purpose of reviewing progress toward learning goals and to set new ones. This opportunity for direct communication is the best way for parents to know and support teacher expectations for their child's learning. Students are expected to attend student led conferences as the students are responsible for presenting their learning and progress to families. Grade level teachers provide information about how to sign up for a conference through phone contact or written invitation.

If parents/guardians wish to have an additional individual time with one or more of the team of teachers, please contact the main office to facilitate the coordination of this additional meeting time.



Academic Promotion Policy

The teachers, parents and community are committed to achievement, maintaining high academic standards, and promoting self-discipline along with a strong work ethic. In order to meet these standards, every Skinner scholar is held accountable for class participation, homework & assessment completion, and behavior. Students are invited to a celebration at the end of the month if they meet their grade level expectations for these elements of accountability.

Skinner Middle School expects academic success for all students. It is the student's responsibility to complete all class work and homework to the best of his/her ability. Students earn scores in all courses based on daily and cumulative classroom assessments, homework, and the completion of other assigned work. Attendance, work habits, behavior, and attitude also impact student achievement and factor into promotion. **At the end of the year, promotion to the next grade is dependent upon having met classroom requirements and demonstrating proficiency of the assigned curricula linked to the Common Core State Standards.**

When a student is not meeting academic expectations, parents, teachers, support staff, and administrators will use a variety of interventions to help that student develop the skills required for success in the classroom. These interventions may include:

- Individualized conferencing with the team and/or support staff
- An individualized check-in/check-out system
- Additional study time in Office Hours and/or Saturday School
- Placement in intervention classes for literacy and/or math development
- Point sheet to monitor academic and behavioral expectations in each class period
- Increased parental involvement and communication

Additionally, a conference involving the student, parents/guardians, teachers, and administrators may be necessary to formalize an *Academic Plan of Action*.

The goal of an *Academic Plan of Action* is to define and design strategies for academic success. Students who successfully complete the goals outlined in their *Academic Plan of Action* may be considered for promotion to the next grade level.

8th Grade Continuation

All 8th grade students, along with a parent/guardian, are required to attend a pre-registration conference with an administrator. Expectations for attendance, behavior, and academics are established during this meeting.

- Attendance must meet 95% overall rate
- Behavior in alignment with 5Bs
- Performance expectations met:
- Completed summer homework
- No 1s in any class (including Core+ classes)

In preparation for a solid academic foundation for high school, college and career, all 8th grade students have required summer homework, and all students performing below level in reading and or math have mandatory tutoring requirements until achievement levels demonstrate grade level expectations.

All 8th graders have a mid-year, one-on-one conference with an administrator to check on progress toward Continuation. Parents are mailed home the documents from this meeting. A Continuation Meeting also takes place the first week of May to inform families what to expect from the students and school during the month of May to support the students' transition to high school.

Eighth graders who do not meet the requirements for advancement to ninth grade shall not participate in Continuation.

Eighth graders who do not clear fee requirements will not receive report cards or transcripts needed for enrollment at the ninth grade level.

Skinner administrators have final authority on all remedial plans. Failure to complete one of the requirements above can result in retention.



Ensuring Student Success

Bullying in Middle School

Middle School is a period for young people that is rife with bullying. Bullying includes all forms of purposeful mistreatment. It can be in the form of physical aggression, but more often than not, it comes in other forms such as threats (spoken or unspoken), verbal abuse and berating. This can include saying something mean and derisive directly to someone or ABOUT someone. Another form of bullying is purposeful exclusion. This is when someone is purposefully left out of something in a manner that is intended to hurt him/her emotionally such as purposely ignoring someone. Most recently, we have seen a huge increase in cyber-bullying, which refers to the use of the internet/technology to do any of the above things. All forms of bullying can come in varying degrees.

Part of the reason bullying is at an all-time high during the middle school years is that developmentally, empathy- the ability to put oneself in another's shoes- is at an all-time low.

It is often difficult for students to report incidents of bullying to their parents. Students often feel embarrassed by the fact that this is happening to them and that they don't know how to handle it or that they are scared. If your child reports incidents of bullying to you, either incidents that have occurred with them, or incidents that they have witnessed, please inform a school administrator or the student advisor immediately. The school is unable to address situations of which we are unaware. Additional ways to report bullying: Skinner Bullying Hotline: 720-424-1454 and [Safe2Tell](https://www.safe2tell.org/): 1-877-542-7233

Discipline Philosophy

The word *discipline* refers to “training [that is] expected to produce a specific character or pattern of behavior” (The American Heritage Dictionary, 4th ED.) When used in reference to a school setting, discipline is often interchangeable with *punishment*. If punishment is used with the intention of producing a specific pattern of behavior, or to inflict a penalty for an offence, where does the training piece come in?

Skinner's restorative culture seeks to address this missing piece by turning misbehaviors into learning opportunities. Skinner operates from a philosophy called Restorative Approaches. Restorative Approaches promotes building relationships and strengthening community bonds. The philosophy supports student growth toward self-discipline, accepting responsibility, and appreciating the rights of others. It is our desire at Skinner to maintain an environment where students grow and thrive intellectually, socially and emotionally. This philosophy guides our interventions and disciplinary procedures. Accepting responsibility for behaviors and making right what has been wronged is the goal for all misbehavior. Each classroom teacher has their own expectations and forms for accountability in his/her classroom. As much as possible, students are responsible to their teachers for classroom expectations and behavior. When a student does not respond to the classroom teacher's accountability system, a student will be referred to a support staff member for a more intensive intervention aimed at helping the student make better behavioral choices. However, there are some behaviors that require an immediate response from our student advisor and/or administration. Some examples of these behaviors include incidents which may compromise student safety, bullying, vandalism, and inappropriate language or vulgarities. The ultimate goal in addressing all misbehaviors is to ensure a safe and stable educational environment while supporting students' growth towards self-discipline, accepting responsibility and appreciating the rights of others.

ASI: After School Intervention Program

The After School Intervention Program is designed to hold students accountable for on-going minor infractions that create disruptions to the learning environment **after other interventions** by the teacher **have failed**. The Student Advisor and/or Administrators assign ASI. The program will be held after school from 2:45 to 4:00 p.m.

Drug/Alcohol Policy

It is critical for all Skinner Scholars to understand [DPS drug policies](#).

Students may not have any drugs in their possession during the school day – not even aspirin or over-the-counter medicines. Any student in possession of over-the-counter medications should turn them in to the office. **Students may not give drugs of any kind to each other** – not even common over-the-counter medicine or vitamins.



Non-Academic Items

Non-academic items brought to class will be confiscated if the items are a distraction to learning in any way. **Students are not to have Sharpies on school grounds.** Sharpies will not be returned to students after confiscation. **Students are not to chew gum in the building.** Thank you for helping us keep our building clean of sticky situations.

Personal Electronic Devices

The best way for a student to protect his/her personal electronic devices is to leave them at home.

Skinner Middle School is not responsible for lost or stolen devices.

Students who choose to bring electronic devices to school must store them, in the turned off position, in their lockers during the school day. **Any visible device will be confiscated and returned to parents by an administrator.** This includes the following: portable gaming devices, iPods, iPads, cell phones, and any other electronic device.

All students are encouraged to carry their own ear buds for use in the school computer labs.

Telephone Use

It is strongly discouraged for students to make self-directed phone calls from the classroom. Classroom telephones may be used by students with the permission of the teacher to report to parents about homework, projects, or staying after school for a study session with the teacher. A phone is also available in the main office for students who need to inform parents of a last minute change in after school ride arrangements, to stay for school-related activities or study.

Students may use their cell phone after school at the end of the day to coordinate transportation. If a student remains on campus for Neighborhood Center activities, the cell phone must be put away after 3pm.

Students who call their parents without adult direction and approval, to come pick them up from school, will not be released.

Social Media & Your Child



Social media like Instagram, Facebook, Snapchat, Twitter, etc. have become part of many teenagers' lives. It has also become a place where kids start rumors, bully, post photos without permission, make threats or accusations about others, or share pornography.

At Skinner, we strongly advise that parents do not allow middle schoolers to have these social media accounts as they cause many problems for the students who use them.

The school's involvement in online rumors, photographs, videos and cyberbullying will vary from situation to situation. Be advised that there have been police reports, law enforcement referrals and investigations with many situations here at Skinner that have resulted in tickets, suspensions, and police confiscation of cell phones and other devices.

If you choose to allow your middle schooler to have access to these social media accounts, please commit to monitoring their online activities and behavior. Please continue to have conversations with them about Internet safety. The user (usually minors) and owner of the cell phone (usually parent) can be held liable for what has been posted.

Medical Policies

School Nurse

Skinner Middle School has a nurse on campus two days a week. A nurse consultant works with the district to promote optimal physical, social, and emotional wellness in the school community. The focus of the school nurse is to enhance the educational process by managing and protecting the overall health status of all students. Healthy children learn better and school nurses actively promote healthy lifestyle choices and are advocates for school age children.



Emergency Information Form

School personnel will inform parents as soon as possible following an accident, injury, or illness. For student safety, emergency information is required for each student at the beginning of the school year. The emergency form contains personal information, doctor's name and telephone number, parents' work phone numbers, and emergency contact numbers. It is extremely important for parents to report any change of information to the office during the school year.

Illness and Accidents

Ill or injured students should report to the nurse's office or main office. If an accident has occurred, an accident report form will be completed by a teacher or supervisor. Parents will be notified immediately if the illness or injury is determined to be serious. Students will remain in the clinic until transportation arrangements are made and confirmed with parents.

Dispensing of Medication to Students

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

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

1. Obtain a Student Medication Release Agreement form from the school nurse or the main office.
2. The parent fills out the top half of the form and the physician completes the second half. It is possible for this form to be faxed to the physician's office, if needed.
3. Return the completed form to the school with the medication in the original container clearly showing the name of the physician prescribing the medication, the child's name, the name of the medication, the time it is to be given, and the dosage. Parents are responsible for bringing the child's medication to the school.

Immunizations

State laws mandate that all immunizations must be current for children to attend school. Immunization records are required at the time of registration and immunization laws will be strictly enforced throughout the school year. All middle school students are required to receive a T-DAP vaccine and it is highly recommended that they receive this vaccine prior to school starting in the fall.

Daily Life

Breakfast

Skinner offers free, hot breakfast from 7:10 a.m. to 7:25 a.m. each morning in the cafeteria. Students who would like to take advantage of breakfast will enter the building through the back (northwest) doors and remain in the cafeteria until 7:25 a.m. Students who do not eat breakfast at school must enter the building through the front doors at 7:25 a.m.

Lunch

At the beginning of the year all families receive a lunch application. It is extremely important that all families return this completed form within the first month of school in order to sustain free lunch programming for all of our students. During August, September, and October, students are required to purchase lunch until notified of individual or school payment status.

Students are permitted to bring a sack lunch from home. We promote healthy choices and ask families to refrain from sending students with junk food. Students are responsible for cleaning up after themselves in the cafeteria. This responsibility may include sweeping and/or wiping down tables.



Food and Drink

Water bottles (containing clear water only) **are permitted in classrooms**

No other food or drink (except for water) is permitted in classrooms. This includes water enhancements — only pure water. For students who bring their own lunch, we encourage healthy foods: cheese, fruit, vegetables, crackers, granola bars, etc. We discourage Hot Cheetos, Takis, soda, fast food etc. Opened containers of food, candy, or drink in the halls and classrooms during school hours will be confiscated and *not returned*.

If outside food is brought to school to celebrate birthdays please bring enough for all students in that grade level. Class time will not be provided to host birthday celebrations.

Lockers

Lockers are the property of the school district and provided for student convenience to store books and other property needed at school. Most students may only use their lockers before and after school and before and after lunch. 6th and 7th grade students do not use their lockers in between classes in an effort to help students get to their classes on time. 8th grade students are able to use their lockers between each class in an effort to help them transition to high school. ***The school district reserves the right to open and search any locker at any time without notice or permission.*** Locker numbers and combinations are registered with campus security. Gym lockers will be issued by the P.E. department.

- Combination locks are installed on the lockers; students should not bring their own lock to place on the locker.
- Lockers are assigned by Learning Family Mentors.
- **Students should keep their combination secret** - they should not give their combination to anyone.
- ***Above all, students should not keep valuable items in their locker. The school is not responsible for lost or stolen property.***
- If a locker does not work properly, the student should report it to his/her Learning Family Mentor or to the main office for custodial assistance.
- ***Students are not to share lockers.***
- All students are assigned individual lockers; therefore, anything in that assigned locker is considered that student's responsibility.

A locker is a privilege, not a right. Skinner Middle School reserves the right to revoke a student's locker at any time.

Backpacks

Backpacks are to be stored in student lockers at the beginning of the day and may be retrieved at the end of the school day. Backpacks are not allowed in classrooms at Skinner. Skinner Middle School reserves the right to revoke a student's backpack use at any time if the privilege is being abused. Use of Trapper Keeper type binders is encouraged.

Lost and Found

All lost and found articles are turned in to the Lost and Found area in the cafeteria where they may be claimed. If names are in books or in clothing every effort will be made to return them. All unclaimed items will be disposed of periodically. Students should always secure personal items including bicycles and other valuables. The school is not responsible for students' personal belongings.

Skateboards & Bikes

If you are on school property, you are not allowed to be on your board (including sidewalks). This is the same rule for bikes. There is a large amount of foot traffic on campus and we want both parties to be safe. Students who ride a board or bike home should walk their board or bike to a corner to cross safely. Students should never ride their bikes or boards out of the parking lot directly into the street. If you are within sight distance of school and on your board, you can board if you are headed somewhere, but not if you are just doing it for fun. It's all about making sure everyone is safe.



Transportation

Students who are eligible for transportation (residing 2.5 miles or more from their boundary school at the middle school level) will be issued a +Pass. The +Pass is manufactured with a chip that each DPS bus will read. If a student does not meet the eligibility criteria and a parent would like them to ride the bus, they are welcome to fill out a Transportation Exception form for any available spaces on the DPS routes. The +Pass will renew itself from year to year throughout their DPS school career. Any questions about +Pass can be directed to the DPS Transportation department at 720-423-4699.

If a student should misplace or forget his/her +Pass, the student *must obtain a temporary card from the main office during their lunch period*. Students will need to fill out a request for replacement and pay a \$2.00 fee for the cost of supplies. The student must obtain the temporary card on a weekly basis until their replacement +Pass card is issued to them from the Transportation department.

Parent Messages for Students – Emergency Only

Please honor the learning time of students by making requests ***for emergency messages only*** to be delivered to your child while at school. Thank you for honoring our policies by not calling or texting your child during the school day on their personal phone and expecting him/her to reply during school hours. **If it becomes necessary for a parent or guardian to contact a student, the following procedures are followed at Skinner:**

- Emergency messages only will be delivered immediately to the student.
- All other messages will be delivered at the end of the school day.

Library Media Center (LMC)

With over nine thousand books in our general collection, the Library Media Center (which also includes 3 computer labs and a research station) is the information center of the school. The library media specialist and core teachers collaborate to teach information literacy skills to all students. The library is open throughout the day for students to check out books, study or find information for reports and assignments. Students must have a valid pass from a teacher to be in the library. Our Librarian is available to discuss reading and research with students and staff throughout the school day. The student I.D. may be used as a library card or a student may simply use her/his student ID number. **Lost or badly damaged books have a standard \$20 replacement fee.** Fees may be paid directly to the librarian or worked off with four after-school sessions of 45 minutes each per lost or damaged item. Replacement books of the same title, purchased locally, are also accepted.

Checking out books and materials:

Books may be checked out for three weeks and may be renewed if the student's library account is current (with no overdue books) and no one has a hold on the book. Late fees accrue at ten cents per day to a maximum of \$1.50. The lost book replacement fee is generally \$20 per book. We are able to request books from all DPS Libraries. Students may access the Skinner LION catalog from any computer with Internet access at <http://lion.dpsk12.org>

Library Hours:

Mon, Tue, Thur: 8:30 a.m. - 3:15 p.m.

Wed: 8:30 a.m. - 2:45 p.m.

Fri: 8:00 a.m. - 3:15 p.m.



Student Athletics

Athletics

The Denver Public Schools Athletics program provides opportunities for participants as an extension of academics in a competitive and wholesome environment. DPS athletics emphasizes the promotion of life skills, citizenship, cooperation, and work ethic in an interscholastic environment. In middle school, sports such as flag football, soccer, volleyball, softball, cross-country, basketball and baseball are offered.

In the spirit of inclusion, Skinner will make an effort to include as many students as possible in DPS athletics programs. Should initial desire for participation far exceed the capacity of the team or sport, the potential of a skill building session can be explored. Skill building sessions can be created on an as-needed basis with the collaboration of parents, coaching staff and PTO working together to identify funds, training staff, space and scheduling. Tryouts will determine who makes the team(s) and the balance of interested students will be eligible for skill building sessions, if possible. The skill building sessions do not include uniforms or games, but have proven valuable in creating a team spirit of learning, skill building and future interest in the sport.

The first 20 minutes of each team practice and/or skill building session will consist of a structured study, homework or SSR (Sustained Silent Reading) time supervised by the coach or staff. A student must participate in the twenty-minute session in order to practice with the team on that day. Students must be in school at least half the day in order to participate in practice or play in a game.

The middle school athletic program is substantially funded by community businesses and organizations, however, there is still a \$25 fee for each sport a student participates in. A current physical is also required for each athlete.

Eligibility for Athletics

Student athletes are leaders of the school and represent as such in the community. Therefore, student athletes are held to the same high expectations, of the school day, on the field. Students are monitored weekly for academic and behavioral eligibility.

Students receive a weekly eligibility form to get completed by their classroom teachers. This eligibility form dictates eligibility for the following week's game(s). The purpose of the form is for the student to communicate with the family about being on track in academics and behavior. If academics are not yet on par, the student has a quick opportunity to become eligible based on completion of missing work, or re-submitting work to be proficient. If a student has been in after school detention, received referrals to the discipline office, or worse, a suspension, the student will not be eligible for the game(s) and may risk being removed from the team.

Student and Family Resources

Support Services Available to Students and Families

Our school has administrators and support staff (student advisor, nurse, restorative approach coordinator, psychologist, social worker and social work interns) who are invested in forming positive relationships with students and helping students problem-solve issues ranging from academic concerns to safety and social/emotional concerns. Parents should inform an administrator or support staff member immediately regarding any emergency situation that has to do with physical or emotional well-being of a student. Parents may request the assistance of an administrator or support staff member for support of their student in regard to academics or social/emotional concerns.

Hardship Support

Due to difficult financial times it may be a hardship to provide their children all the resources they need. This includes providing school supplies, clothing, winter coats, sometimes food and shelter, and medical, dental and vision care. The **school social worker** often has resources to help provide school supplies, clothing, winter coats, food, and intervention services for homelessness. The **school nurse** is often aware of free and reduced fee services for medical, dental and vision care. The nurse and social worker can help some families access medical insurance through the Colorado Medicaid and CHP + program. All referrals to the school nurse and social worker are confidential.



Digital Citizenship

Digital Citizenship refers to the rights & responsibilities of participating in today's global society via the internet. Elements of digital citizenship include digital communication, online etiquette (or "Netiquette") and digital ethics. The practice of digital citizenship entails navigating the digital world safely, responsibly, and ethically.

We expect our scholars to practice responsible technology use to be good digital citizens. Below are guidelines for practicing good digital citizenship:

- A good rule of thumb for posting on the internet is: Don't post anything you wouldn't want your grandmother (or someone you respect) to see.
- Use social networking sites cautiously and appropriately.
- Online actions have real-life consequences. If you wouldn't do it in real life, don't do it online.
- Be mindful of the trail of content (postings, etc.) that you leave on the internet. Once it's posted, you can never take it back.
- Your future employers, friends and partners can and probably will, trace the cyber-trail you leave on the internet.
- Keep your browsing history appropriate. Your internet history can be seen by DPS staff, even if it's deleted.
- DPS has a filter to prevent all users from accessing inappropriate websites when using the DPS network. However, if you accidentally stumble upon an inappropriate website, quickly exit the site, close your computer's lid, and tell your teacher. Do not show or discuss what happened with your classmates.
- Students are expected to notify a staff members immediately if they come across information, images, or messages that are inappropriate, dangerous, threatening, or make them feel uncomfortable.

Parent / Guardian Guidance for Student Technology Use

DPS makes every effort to equip parents/guardians with the necessary tools and information to ensure students' safe use of the Chromebooks in the home. DPS has adopted a K-12 digital citizenship curriculum through Common Sense Media to train students in using technology tools appropriately, which is an important life skill. There are several areas where parents/guardians can support their students:

Encourage Healthy Digital Citizenship

- Monitor your students' activity on social networking sites to ensure none of their private data is posted online, and also to catch any symptoms of cyber-bullying.
- Cyber-bullying is a real thing, so please help your students avoid and prevent this despicable act.
- Set and enforce rules (e.g., time limits, behavior, purchases) for your students' internet use.
- Know your students' online friends.
- Be a good digital role model for your child/ren. Demonstrate the same online behavior you expect them to use.
- Help your child/ren understand that digital communication may not always be the best way to interact with others. Depending on the situation or the topic, face-to-face discussions or phone calls may be better options.

Monitor Student Use

The parent/guardian must agree to monitor their students' internet use at home and away from school. The best way to keep students safe and on-task while online is to have a parent/guardian present and involved.

- Investigate and apply the parental controls available through your internet service provider and/or your home's wireless router.
- Know your students' usernames and passwords for their DPS Google accounts. To manage your students' DPS Google passwords, go to <http://iforgot.dpsk12.org>.
- Develop a set of rules and expectations for your students' Chromebook use at home. Set limits on the amount of time your students use technology – to help prevent physical harm due to extended and concentrated use, and also to help your child/ren to not become over-dependent on technology.
- Only allow your students' Chromebook use in common rooms of the home (e.g., living room or kitchen) and not in students' bedrooms.
- Get to know the websites your students access and use.
- Demonstrate a genuine interest in what your students are doing online. Frequently ask questions and request them to show you their work.

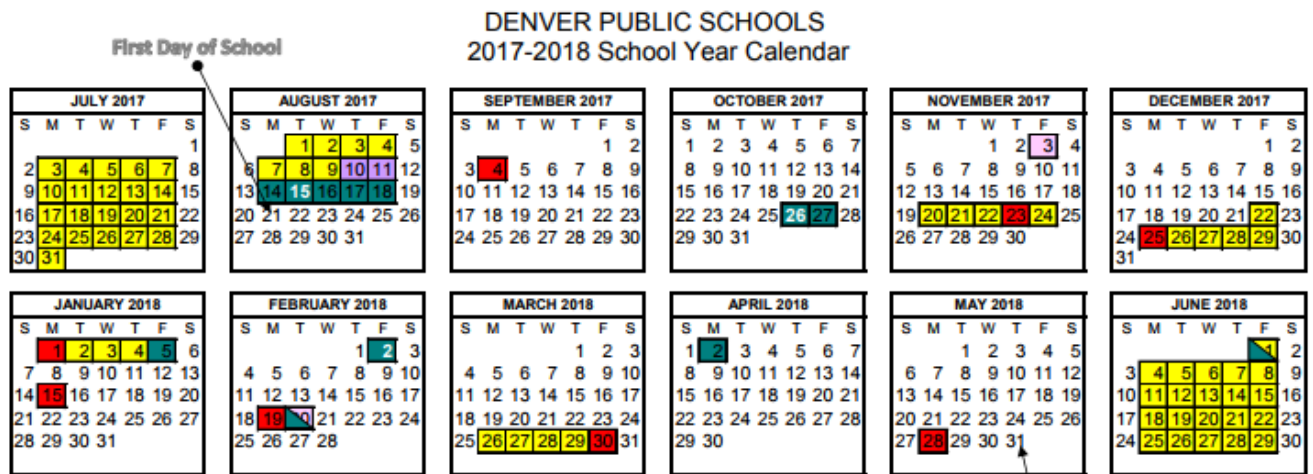
Skinner Neighborhood Center



Skinner Middle School offers many opportunities for extracurricular and academic activities after school through the Skinner Neighborhood Center. There is a schedule of activity and tuition breakdown found on the Skinner website or the documents can be obtained in the main office. Scholarships are available to families who meet eligibility for Free and/or Reduced lunch. Tax credits are also available to families who access our programs.

Clubs are organized by the Neighborhood Center with sponsoring teachers or community volunteers throughout the school year. Students should listen to the morning announcements and check the activities calendar in the hall by the main office for reminders of club activities. All students are welcome to join clubs, most of which meet after school. The Skinner Neighborhood Center can be reached by calling 720-424-1475 or 720-424-1435. You can also refer to the Skinner Website for current [Neighborhood Center Information](#).

District Calendar



NON-STUDENT CONTACT DAYS

Planning/Assessment/Professional Days (No classes for students)
 August 14, 15, 16, 17, 18; October 26, 27; January 5; February 2, 20; April 2; June 1.
 11 Professional Days Total. (see breakdown below)
 Minimum of 4.5 days for teacher, self-directed planning distributed in meaningful increments; 3 days for principal-directed professional development; 3 days for data culture/analysis.
 Notes: SLT to determine which non-student contact days are planning vs. professional; professional learning opportunities for teachers across the district will be provided centrally on August 15, October 26, February 2; Attendance is at school leader discretion, but some flexibility decisions will require teacher attendance on these days; Additional recommendations and guidance will be provided on the Professional Learning Center website: plc.dpsk12.org

END OF TERM-TO BE FOLLOWED BY REPORT CARDS

ES, ECE-8 and MS Trimester: November 13; February 26; May 25.
 6-12, High School 9 Weeks: October 20; December 21; March 9; May 31.
 6-12, High School 6 Weeks: September 29; November 3; December 21; February 16; April 6; May 31.

MS/HS WALK-IN REGISTRATION

August 10, 11

VACATION/NO CLASSES

HOLIDAY/NO CLASSES

Labor Day - September 4
 Thanksgiving Day - November 23
 Christmas Day - December 25
 New Year's Day - January 1
 Martin Luther King Jr. Day - January 15
 Presidents' Day - February 19
 Cesar Chavez Day - March 31 (observed March 30)
 Memorial Day - May 28

Parent/Teacher Conference Days (No classes for students)

November 3; February 20 (Schools may modify the daily schedule for parent/teacher conferences to meet the needs of the school community).

Last Day of School

SEMESTER DATES

First Semester Begins 8/21; Ends 12/21
 Second Semester Begins 1/8; Ends 5/31

STUDENT REPORT DAYS

80 Days 1st Semester
 93 Days 2nd Semester
 173 Total Days

TEACHER REPORT DAYS

88 Days 1st Semester
 96 Days 2nd Semester
 186 Total Days

The Calendar for the 2017-2018 school year is adopted by the Board of Education subject to the provision that if for any reason the School District must close schools for more than the time provided by the statutes, the adopted 2017-2018 calendar may be amended by the Board of Education to provide enough additional school days on Saturdays, during vacation, or at the end of the present calendar to meet legal requirements as required by the statutes.

