



# Working Together, Achieving Success

2015-2016 School Handbook

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Assistant Principal: Katie Magnuson

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## Staff Directory

### Office Staff

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### Teaching Staff Contact Information

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<b>Clinicians</b>		
Gloria Thayer	CPS School Nurse	gjthayer@cps.edu
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TBA	Occupational Therapist	

## Welcome

Dear Skinner North Students, Parents and Families,

We are thrilled to welcome you to the 2015-2016 school year. This handbook was designed to provide details about the upcoming school year. We hope this helps to clarify school expectations, supports, and offerings. As always, please feel free to reach out to us with any questions, comments, or concerns.

Sincerely,

Ethan Netterstrom & Katie Magnuson

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## Skinner North's Mission

The mission of Skinner North Classical School is to provide rigorous, differentiated instruction to all students. With a focus on teaching the whole child in an academically advanced environment, we work to establish norms of highly successful and socially motivated individuals in a community that promotes collaboration, leadership, and celebrates the diversity of the students, families, and staff.

## Continuous Improvement Work Plan (CIWP)

The CIWP is the strategic plan for the school. We have six priority areas around which we have developed in-depth plans. These priority areas include literacy, math, science, social/emotional learning, college and career readiness and attendance. To read more about our CIWP, go to our website [www.skinnernorth.org](http://www.skinnernorth.org).

## Local School Council (LSC)

Skinner North had its first ever Local School Council (LSC) Election in 2014. The LSC is responsible for three main duties including: approving how school funds and resources are allocated; developing and monitoring the school's Continuous Improvement Work Plan (CIWP); and evaluating and selecting the school's principal. Local School Councils include the following members: 6 parents, 2 community members, 2 teachers, 1 non-teacher staff, and the school's principal.

Skinner North's LSC members are President Leonard Rau (parent representative), Vice President Booker Whitt (parent representative), Secretary Brenda Delgado-Als (parent representative), Jon Heller (parent representative), Carine Harambillet-Sharp (parent representative), Wendy Ward (parent representative), Sarah Carter (community representative), Denise Innis (community representative), Jennifer Buckley (teacher representative), Jessica Halfen (teacher representative), Ramiro Santillan (non-teaching staff representative), and Ethan Netterstrom (principal). To view a schedule of meetings go to <http://www.skinnernorth.org/local-school-council-lsc.html>.

## Academic Programs

### Kindergarten to 3<sup>rd</sup> Grade

Math	Skinner North uses the <i>Everyday Math</i> Curriculum, which emphasizes the application of mathematics in real world situations. Students are instructed using a workshop model approach, which consists of a warm-up, mini-lesson, centers (independent practice, work with teacher and math games), and closing.
Science	Teachers use the Next Generation Science Standards, the CPS Science Instructional Framework, which includes STC and the FOSS Curriculum, a research-based curriculum created by Lawrence Hall of Science at UC- Berkeley. The instruction is inquiry-based with students using science notebooks. Classrooms have access to a science lab setting where they will learn to work in a lab setting.
Reading	Skinner North using the Common Core standards to guide literacy instruction. Teachers use a workshop model approach that consists of a warm-up, mini-lesson, centers and wrap up. This is further enhanced by the <i>Daily 5</i> literacy approach, guided reading groups, and book clubs.
Writing	Teachers use the <i>Units of Study in Opinion, Information and Narrative Writing</i> , created by Lucy Calkins. This curriculum uses workshop model and is fully aligned to the Common Core Standards.
Social Studies	The teachers of Skinner North generate standards-based curriculum aligned to the CPS Social Studies 3.0 Framework. This Framework focuses on inquiry based learning and higher order thinking skills along with content and literacies in the social sciences, global connections, civic connections, and economic connections.

### 4<sup>th</sup> – 8<sup>th</sup> Grade

Math	Skinner North uses the <i>Everyday Math</i> Curriculum (grade 4) and <i>Connected Math</i> (grades 5, 6, & 7), as well as an Algebra program (grade 8) which emphasize the application and discussion of mathematics in real world situations. The teachers instruct students using a workshop model approach.
Science	Student instruction is based on the Next Generation Science Standards, the CPS Science Instructional Framework and Next Generation Science standards and the teachers will utilize the <i>Sepup</i> text. In addition, science instruction will be inquiry-based in a lab setting with science notebooks.
Reading	Literacy instruction is aligned to the Common Core State Standards for ELA and incorporates guided reading groups, book clubs and novel studies to further enhance student learning.
Writing	Teachers use the <i>Units of Study in Opinion, Information and Narrative Writing</i> , created by Lucy Calkins. This curriculum uses workshop model and is fully aligned to the Common Core Standards.
Social	The teachers of Skinner North generate standards-based curriculum aligned to the CPS Social

Studies	Studies 3.0 Framework. This Framework focuses on inquiry based learning and higher order thinking skills along with content and literacies in the social sciences, global connections, civic connections, and economic connections.
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### Specials' Classes

All students will have daily PE class, as well as music, art and Spanish classes throughout the week. Teachers will share classroom based schedules with you.

### School Hours

The school day starts at exactly **8:30AM**, please plan accordingly. Youth Guidance will provide fee based programming for early drop offs from **7:00AM-8:30AM**. Students who arrive at or after **8:45AM** will be marked Tardy, with consequences according to the Student Code of Conduct.

Pick-Up is at **3:30PM** sharp. There are no adults to supervise students after this time. Students not picked-up by this time will be sent to the Youth Guidance Program, and a fee will be charged. Youth Guidance will be available for After-Care programs from **3:30PM-6:00PM** at a cost. Contact Sha Norman, our Youth Guidance coordinator, at [snorman@youth-guidance.org](mailto:snorman@youth-guidance.org) for more information.

### Important Dates

Sept. 7	Labor Day (No School)
Sept. 8	First Day of School
Oct. 9	Progress Report Distribution
Oct. 12	Columbus Day (No School)
Nov. 11	Veteran's Day (No School)
Nov. 12	End of 1 <sup>st</sup> Quarter
Nov. 13	School Improvement Day (No School for Students)
Nov. 18	Parent-Teacher Conferences (Non-Attendance Day for Students)
Nov. 26, 27	Thanksgiving Holiday (No School)
Dec. 21-Jan. 1	Winter Vacation (No School)
Jan. 8	Progress Report Distribution
Jan. 18	M.L. King, Jr. Day (No School)
Feb. 4	End of 2 <sup>nd</sup> Quarter
Feb. 5	School Improvement Day (No School for Students)
Feb. 11	Report Card Distribution Day
Feb. 15	Presidents' Day (No School)
Mar. 11	Progress Report Distribution
Apr. 7	End of 3 <sup>rd</sup> Quarter
Apr. 8	School Improvement Day (No School for Students)
Apr. 13	Parent-Teacher Conferences (Non-Attendance Day for Students)
Apr. 18-22	Spring Vacation (No school)
May 20	Progress Report Distribution

May 30 Memorial Day (No School)  
June 21 Last Day of School, End of 4<sup>th</sup> Quarter & Report Card Distribution Day

### **Attendance**

All absences will be considered unexcused until written documentation is provided. Please send in a signed note any time your child is absent from school, these are needed for us to excuse an absence.

Excessive absences may affect your child's growth and progress. Much of our learning is center- and workshop-based, making it difficult to "make-up" missed work. Students will have one day per absence to make up assignments before they are counted late.

### **Student Fees & Field Trips**

Student Fees are \$100 per year and due in September. Field trip fees are \$50 and may be paid in September or as each trip occurs. Waivers are available upon request. The following is a breakdown of how the student fees are allocated: Art, Gym, Music, Spanish, Computer Lab, Science Lab Materials (\$50), Reading & Math Disposable workbooks and books (\$30), Time for Kids, yearly per student (\$10), End of Year Celebration (\$10). These fees are the same as the prior year (2014-2015) and were approved by the LSC in July of 2015.

### **School Messages / News**

In case an emergency school closure should occur, families will be notified through e-mails and a robo-call. If you do not currently get emails and newsletters from Ethan or Katie please be sure to update your contact information in the main office. We send frequent updates via email as well as post updates on our website (skinnernorth.org) and via our Twitter account (@SkinnerNorth).

### **Skinner North's Grading Scale & Homework Expectations**

100-90%=A    89-80%=B    79-70%=C    69-60%=D    59% and below=F

Grades are divided into five categories: participation, in class assignments, tests, projects, and homework. Each category accounts for a fixed percentage of the student's total grade. Grade level teachers will communicate this information with you.

Through Chicago Public Schools' Parent Portal website, <https://parent.cps.k12.il.us>, parents are able to view their child's grade daily throughout the quarter. To receive log in information, please contact the main office. We highly recommend you make use of this tool.

All students grades K-2 will receive a week long homework packet every Monday and will be expected to turn in all completed assignments on the following Monday. Grade 3 will have a portion of homework assigned at the beginning of the week and some daily assignments as well. 4-8<sup>th</sup> grades will receive daily assignments that will take approximately an hour to complete.

Homework is a valuable aid that helps to strengthen the experiences students have in school. Homework is useful in reinforcing and extending what has already been learned. It prepares students for upcoming lessons, teaches responsibility, and helps students develop positive study habits. Homework should enhance the child’s growing independence as a learner and help them to develop self-discipline and organizational skills.

**Quarter Projects**

Each quarter your child will receive a complete project description including a rubric to help you to understand how the project will be assessed. Specific due dates will be included in the project description. Teachers will have periodic checks to assess student progress. Due to the time provided to complete this work, no late projects will be accepted. Below is a list of the subject and check in dates and due dates for each quarter’s project.

	<b>Subject</b>	<b>Assignment Date</b>	<b>Check-In Dates</b>	<b>Due Date</b>
<b>Quarter 1</b>	Literacy	Mon., Sept. 15	Mon., Oct. 5	Mon., Oct. 26
<b>Quarter 2</b>	Science	Mon., Nov. 9	Mon., Dec. 14	Tues., Jan. 19
<b>Quarter 3</b>	Social Studies	Mon., Feb. 1	Mon., Mar. 7,	Mon., Mar. 28
<b>Quarter 4</b>	Math	Thur., Apr. 4	Mon., May. 2	Tues., May 23

**Assessments**

At the school, teachers use assessments a helpful tool to guide differentiate instruction for students. We look to balance assessment and strategically utilize all assessments given. That being said, students participate in a variety of assessments including teacher created and standardized. In regards to standardized testing this year, students will take the following:

- NWEA (K-8<sup>th</sup>) – <https://cps-admin.mapnwea.org>
- MPG (K-2) – 3x a year
- MAP (3-6) – 3x a year (MOY & EOY)
- PARCC (3<sup>rd</sup>-8<sup>th</sup>) – 1 x a year with 3 ELA and 4 math units
- ISBE Science Assessment (Grades 5<sup>th</sup> and 8<sup>th</sup>) – 1 x a year

Algebra Exit Exam (8<sup>th</sup> grade) – 1 x a year if student elects to take

### **Parent Volunteers & Visitor's Policy**

At Skinner North, we encourage and appreciate parent support. Parents are invited to volunteer and coordinate participation in the classrooms with teachers, and to accompany children on field trips. Per CPS policy, any individuals who wishes to volunteer must be an approved volunteer.

All volunteer candidates must complete a CPS Volunteer Interest Form and submit a copy of their ID. If an individual plans to volunteer in the school or accompany students on any field trips, he/she must complete the volunteer process. This is required regardless of the number of hours or days you plan to volunteer. CPS has 2 levels of volunteers, if you are planning to volunteer more than 10 hours a week, work one on one with students, or chaperone overnight field trips, please contact the main office for more detail about becoming a Level 1 volunteer.

Volunteer approvals are good for 2 years only. If you are unsure of your status please check with DaVaughna Carruthers (dcarruthers1@cps.edu) in the main office.

All visitors must report immediately to the main office upon arrival to sign-in and obtain a Visitor's Pass. The Visitor's Pass must be worn and visible at all times and visitors must check-out upon departure. If you want to set-up a conference with a teacher, please schedule an appointment ahead of time.

Visitors should keep in mind that we want to avoid any disruption to the educational process and protect the safety and welfare of the students and staff. Therefore, visitors should adhere to the same code of conduct as the students and staff. The administration reserves the right to revoke a visitor's privilege if the policy is violated.

### **Dress Code**

There is no formal uniform for Skinner North. Please dress your children appropriately for the weather and for a school environment. Shorts/skirts of appropriate length are permitted. Please do not send your child to school with distracting jewelry, noisy watches, or toys. Be aware that students may remove accessories during the day, which puts them at risk for being lost and/or damaged, therefore it can be helpful to label jackets and other items. The school maintains a lost in found in the parent room (105). *Please note that lost items will be donated on the last school day of every month.*

Students also have Gym class and recess daily; please make sure they have closed toe shoes to wear.

## **Student Code of Conduct & Bullying Policies**

A safe and civil school environment is necessary for student learning and achievement. The CPS Code of Conduct will be followed. Bullying is defined by the board as any severe or pervasive physical or verbal act or conduct directed toward a student or students that has or can be reasonably predicted to: cause fear of harm; cause a detrimental effect on student's physical or mental health; interfere with student's academic performance; or interfere with student's ability to participate. Bullying is prohibited. Instances of bullying will be investigated and consequences given. For further information refer to the CPS Student Code of Conduct booklet. For the bullying policy, refer to pages 36-44.

## **CPS Transportation**

If there are any changes to your child's transportation, for emergencies, please inform the office staff by phone no later than **NOON**. Adherence to this time frame will ensure there is enough time to communicate the information to your student and their teacher. It is critical that students are aware of their schedules and that we are informed promptly of any changes.

## **Drop Off and Pick Up Times**

If you are dropping your student off at school, please enter Scott via Halsted and pull into the circle drive and exit onto Larabee. Parents can drop students off at the door. If you would like to walk your student in, please park in the lot across from the school. If you would like to stay longer (i.e. have breakfast with his/her student), you must have volunteer approval and sign in at the front desk. Kindergarten students will bring their backpacks/coats their cubbies first. They will then go directly to the cafeteria for breakfast. All other grade levels will go directly to the lunchroom

If you are picking up your student please enter Scott via Halsted and park in one of the parking lots (across, behind or beside the school).

**Kindergarten and 1<sup>st</sup> grade parents** will enter at the main entrance and at 3:30 be able to go to their student's classroom to pick up. Please exit using the west doors.

**2<sup>nd</sup> and 3<sup>rd</sup> grade parents**, please enter at the main entrance. At 3:30, you will be able to walk to the west stairwell to meet your student. Please use the west doors to exit

**4<sup>th</sup> -8<sup>th</sup> grade parents** will meet their students at the back entrance. Please wait for them near the playground area behind the school.

## **Breakfast & Lunch**

Students may bring lunch from home or get a school lunch. Lunches brought from home will be placed in bins/carts outside the cafeteria until they pick it up at lunch time. School breakfast and lunches are free. However, if a student does not get a school lunch, but would like to purchase milk, it will cost 35 cents. Please note, there is no snack time in the school day.

**We are a nut free school; please do not pack any nuts or products containing nuts.** This policy is in place to limit exposure to allergens and thus protect our students who have nut allergies. All food must be kept in the cafeteria as well.

## **Cell Phone and Electronics**

We urge families to keep cellular phones and other electronic devices at home. If it is necessary for a student to bring a cell phone, mp3, gaming device, or any other electronic device to school, they must keep it off and out of sight or check the phone or device in the office each morning. The phones must stay in the office the entire day, and students can claim them at dismissal. If for any reason a phone is seen in the classroom, teachers will direct the students to take them to the office immediately. If you feel that you need to get in contact with your student at any time during the day, call the main office. *The school is not responsible for lost or stolen electronics.*

## **Birthday, Holiday & Food Policies**

Student birthdays are observed in a non-traditional way at Skinner North: without food. The decision to acknowledge birthdays without cakes, ice cream, pizzas, juice, and/or other “treats” has been made to accommodate students who have severe food-related allergies, students who do not celebrate holidays, and students who have an adverse reaction to sugar consumption (which may affect classroom focus and performance in the afternoon).

Your child will be honored, in class, in other ways on his/her birthday, which may include: choosing a present from the teacher, receiving a hand-made birthday poster or card from the class, receiving compliments in a compliment circle or taking home a jar of compliments, dancing to a special song, choosing a book to read to the class or for the teacher to read aloud, creating a birthday story with his/her classmates, sitting in a special chair, acting as a helper, bringing in a show-and-tell item, choosing a favorite game or computer activity for the class to enjoy, or other ways! We feel that the children will respond positively to the extra attention, as the focus is on them and not on a treat!

If you would like to bring something in for your child’s special day, here are a few non-food options that the children may enjoy: individual pencils, stickers, books, or art supplies; an art project we can make, a song we can sing, music we can dance to, a game we can play, etc. Please communicate with your child’s teacher at least one week in advance so that she may plan accordingly.

If you choose to distribute birthday party invitations to your child’s classmates, please send enough invitations for the entire class. Too often, invitations are sent to school only for a select few. It is

too heartbreaking for those not invited. If sending invitations to school with your child, make sure that he/she gives the invitations to the teacher and not to the children directly. If you cannot send invitations for everyone, please make arrangements to pass out invitations outside of school. The school directory can be used a tool to help facilitate this.

Likewise, our current holiday policy states that classrooms are urged to study and learn about various holidays throughout the year. No formal celebrations will be conducted in the classroom. Our school wide no-food-out-of-the-cafeteria policy also applies to this situation. We encourage parents and family members to contact teachers and volunteer to come into the classrooms and share their experiences from the holidays as well.

### **Responsive Classroom**

The Responsive Classroom is a teaching approach that emphasizes social, emotional, and academic growth in a strong and safe school community. Developed by classroom teachers in 1981 and continually refined to meet schools' needs, the approach consists of practical strategies for helping children build academic and social-emotional competencies day in and day out. In urban, suburban, and rural settings nationwide, educators using Responsive Classroom strategies report increased student engagement and academic progress, along with fewer discipline problems. The Responsive Classroom approach is informed by the work of educational theorists and the experiences of exemplary classroom teachers.

At the heart of the Responsive Classroom approach are ten classroom practices:

**Morning Meeting** - Gathering as a whole class each morning to greet one another, share news, and warm up for the day ahead.

**Rule Creation** -Helping students create classroom rules that allow all class members to meet their learning goals.

**Interactive Modeling** -Teaching children to notice and internalize expected behaviors through a unique modeling technique.

**Positive Teacher Language** -Using words and tone to promote students' active learning and self-discipline.

**Logical Consequences** -Responding to misbehavior in a way that allows children to fix and learn from their mistakes while preserving their dignity.

**Guided Discovery**- Introducing materials using a format that encourages creativity and responsibility.

**Academic Choice** -Increasing student motivation by differentiating instruction, and allowing students teacher-structured choices in their work.

**Classroom Organization** -Setting up the physical room in ways that encourage independence, cooperation and productivity.

**Working with Families** -Hearing families' insights and helping them understand the school's teaching approaches.

**Collaborative Problem Solving** -Using conferencing, role playing, and other strategies to engage students in problem- solving.