



Working Together, Achieving Success

2018-2019 School Handbook

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Welcome

Dear Skinner North Students, Parents and Families,

We are thrilled to welcome you to the 2018-2019 school year. This handbook was designed to provide details about the upcoming school year. Our goal is to clarify school expectations, supports, and course offerings. As always, please feel free to reach out to us with any questions, comments, or concerns.

Sincerely,

Katie Magnuson & Derrick Kimbrough

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.

Academic Programs

Kindergarten to 3rd 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 uses 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.

4th – 8th Grade

Math	Skinner North uses the Everyday Math Curriculum (grade 4) and Connected Math (grades 5, 6, & 7), as well as an Algebra program (grade 8) which emphasize the application and discussion of mathematics in real world situations to build deep conceptual understanding. The teachers instruct students using a wide range of pedagogical strategies.
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 FoSS (4&5) and the <i>SEPUP</i> text (6-8th) <i>SEPUP</i> is, an issue-oriented science text. Every unit uses personal and societal issues to provide thematic continuity for student investigations and observation. 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 at a grade level above and incorporates guided reading, groups, book clubs and novel studies to further enhance student learning.
Writing	Teachers uses units of study of argument, opinion, information and narrative writing. 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 Illinois State Standards for Social Studies. This Framework focuses on inquiry based learning and higher order thinking skills along with content and literacies in the social sciences, global connections, geography, civic connections, and economic connections.

Specials Classes

All students will have 150 minutes weekly of physical education. 120 minutes of arts instruction and 30-60 minutes of Spanish each week. Teachers will share classroom based schedules with you.

School Hours

The school day starts at exactly **8:30AM**, and students are able to arrive as early as **8:00 AM**. **Students may not enter the building before 8:00 if not signed up for J@School before care.** Please plan accordingly. JCC will provide fee based programming for early drop offs from **7:00AM-8:00AM**. Students who arrive at or after **8:45AM** will be marked Tardy, with consequences according to the Student Code of Conduct. Parents may not come to the classrooms unless the teacher has scheduled to meet with them. In the event the parents have an appointment with the teacher, they first need to sign-in from the main office, who will further assist you.

Please note that the robo or automated call is programmed to notify student absences everyday at the scheduled time. If students arrive late to school, after attendance is recorded at 8:45 a.m. , the system will generate the unexcused absence and will call automatically as scheduled.

Pick-Up is at **3:30 PM** sharp. There are no adults free to supervise students after this time. Students not picked-up by this time will be sent to the JCC Program, and a fee will be charged. JCC will be available for After-Care programs from **3:30PM-6:00PM** at a cost.

Early Dismissals

SN's goal is to improve in all areas including overall student attendance. If a student falls under the required instructional minutes due to an early dismissals or a late arrival (tardy), the student can be marked with a half day absence. Please note that recess and lunch are not part of student's instructional minutes.

To ensure the safety of all students, early dismissals will not be permitted after **3:00PM**. While we know that emergencies arise and plans change at the last minute, early dismissals after this time create a challenge for the front office staff to properly notify teachers and students in a timely manner.

Bus and private transportation students under the supervision of the ESP assistants. Dismissal for bus and private transportation students is at 3:15 p.m.

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. Absences will be excused according to the CPS Attendance Policy. According to CPS policy, the reasons for an excused absence are: (i) illness; (ii) observance of a religious holiday; (iii) death in the immediate family; (iv) family emergency; (v) circumstances which cause reasonable concern to the parent or legal guardian for the safety or health of the student (the reasonableness of the parent's or legal guardian's concern is subject to evaluation by the principal, principal's designee, or other Board officials, on a case-by-case basis); and (vi) other situations beyond the control of the student as determined by the principal, or principal's designee, on a case-by-case basis, including, but not limited to, homelessness and its attendance difficulties. (Students who may be homeless should be referred to the Homeless Education Department of the Office of Specialized Services for additional assistance.)

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 day absent to make up assignments before they are penalized as 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. While these fees cannot be required, it is our hope that all families are able to participate. Waivers are available upon request. The following explains how the student fees are allocated: Instructional Materials (Art, Gym, Music, Spanish, Computer Lab, Science Lab Materials) - \$50, Reading, Math, Science, Social Studies disposable workbooks and books - \$30, subscriptions and licenses (tech, online, or paper based) - \$25, End of Year Celebration (events, trips, and/or admissions) - \$10. These fees were approved by the LSC in July of 2018. (go to <http://www.skinnernorth.org/student-fees-2018-2019.html> for more information)

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 please be sure to update your contact information in the main office or by emailing Katie (kmagnuson@cps.edu) or Derrick (dkimbrough@cps.edu).

Skinner North’s Grading Scale & Homework Expectations

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

As a part of the Chicago Teachers Union Contract, teachers have autonomy over grading policies and procedures. Below is a listing of the grading weights assigned to categories teachers teams determine would best meet the needs of our students. Each category accounts for a fixed percentage of the student’s total grade.

1st Grade		2nd Grade	
Participation	10%	Participation	20%
Homework	10%	Homework	10%
Tests	25%	Assignments/Projects	40%
In Class Assignments	40%	Assessments	30%
Projects	15%		

3rd Grade		4th Grade	
Participation	15%	Participation	10%
Homework	10%	Homework	10%
Class Assignments	30%	Tests	35%
Assessments	30%	In class Assignments	30%
Projects	15%	Projects	15%
5th/6th Grade		7th/8th Grade	
Participation	10%	Participation	10%
Homework	15%	Homework	10%
In class Assignments	25%	Formative Assessments (Classwork, Binder/Notebook Checks, Exit Slips)	30%
Quizzes, Tests, & Projects	50%	Summative Assessments (Quizzes, Test, Projects)	50%

PE		Spanish	
Participation & Preparedness	60%	Participation	50%
Knowledge Concepts	20%	Quizzes	20%
Skill Development	20%	Projects	30%
		Please use this link for additional information regarding grading in Spanish.. https://sites.google.com/cps.edu/skinnerspanish/home	
Art		Music	
Projects	60%	Participation	60%
Effort & Participation	30%	In Class Assignments	30%
Reflection & Discussion	10%	Quizzes	10%
Please use this link for additional information regarding grading in Art. skinnernorthart.weebly.com		Please use this link for additional information regarding grading in Music musicatskinnernorth.weebly.com/	

Through the Chicago Public Schools' Parent Portal website, <https://parent.cps.k12.il.us>, parents are able to view their child's grades throughout each academic quarter. To receive login 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. 4-8th grades will receive daily assignments that will take in total approximately an hour to complete.

Homework is a valuable tool 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.

Required homework will not be given during summer, Thanksgiving, winter or spring breaks to give students a chance

Teachers will regularly update Parent Portal, which will provide parents with an up to date review of their child's progress. Regular check-ins through portal will benefit both the parent and the teacher, thus eliminating requests for grade changes at the end of the quarter.

As you child moves up moves from one grade level to another, he/she becomes more of an advocate for their education. This means, they become an important and immediate point of contact with regards to their progress. Always feel free to ask your child or their teacher about their learning.

Late Policy

While we understand that situations occur that may cause a child to turn in assignments late, listed below is the policy around late homework by grade levels. (This does not include missing work due to absences. Students have 3 days to make up work from an absence.)

Grade	Late Policies
KDG-3	Highest grade you can earn is a 3 (on a scale of 1-4, 4 being the highest) 1 day late highest grade possible 89% (B) 2 days late highest grade 79% (C) 3 days late highest grade 69% (D) 4 days late highest grade 59% (F) 5+ days late highest grade 49%
4	Assignments/Projects- 1 letter grade deduction per day late, after 3 days = 0 points Weekly HW (Due every Fri)- will only be accepted on Monday (for 1 letter grade deduction), after Monday= 0 points
5/6	If a student is missing an assignment or homework, they will be notified <u>in class</u> that it is late. They will receive a late slip that must be signed by a parent and returned with the assignment or homework. Late assignments will be accepted up to 3 days after the due date. 10% of the total points is lost for each late day. After 3 days, the assignment will not be accepted.

7/8	<p>The expectation is that students will complete all assignments and that grades will reflect their understand of the content and skills they are learning in the classroom. Therefore, Study Hall Mondays will serve as a time where students can finish unfinished assignment and seek help from their teachers. If needed, students with missing/incomplete work will need to finish it during Friday’s Advisory Club session.</p> <p>Late work will be accepted without penalty up until a date established between the student and teacher, using teacher discretion. (ie, a teacher may determine that an assignment can not be turned in after a unit assessment, a teacher may determine that it is too late in the quarter, a teacher may determine that a student has had sufficient time and support and has not submitted the assignment)</p> <p>Students who show a repeated pattern of incomplete/missing assignments will be referred to Mrs. Jacobson and the team to determine strategies to help in the future and create a plan to support the student moving forward.</p>
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Quarterly Projects

We will no longer require quarterly projects for all grade levels based on teacher and parent feedback. Instead teachers will be including project based learning aligned to their curriculum. Examples of projects could include things like science fair, history fair, QED (math), and author study. This change will increase student ownership over their learning and emphasize the process of learning rather than outcome.

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, all individuals who wish to volunteer must complete the volunteer approval process prior to be allowed to volunteer. Gloria Morales (gqmorales@cps.edu) is our Volunteer Coordinator and can assist with any questions. To sign up to be a volunteer, you can go to http://cpsparentu.org/apps/pages/index.jsp?uREC_ID=319488&type=d.

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. As teachers are focused on our getting ready for students before school and focused on students during the school day, visitors should not go to classrooms or search out teacher before or during the school day without a scheduled meeting or checking in with the office to make sure it is okay.

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.

Health Requirements

Research shows that healthy students have better attendance and perform better in school, academically. Children must have proof of required immunizations and health exams before October 15th, or they will face exclusion from school. Please remember that a healthy child is a healthy learner.

Physical examination requirements

All students must have a physical examination within one year of:

- entering schools in the State of Illinois for the first time, at any grade level
- entering kindergarten or 1st grade, 6th grade, and 9th grade (ages 5, 10, 15 for ungraded programs)
- entering preschool, up to age 6 (physical exam and lead screenings)

Immunization requirements

- Diphtheria, Pertussis (Whooping Cough), Tetanus (DTP/Td)
- Inactivated Polio
- Measles
- Rubella
- Mumps
- Hepatitis B
- Varicella (Chicken Pox)
- Haemophilus Influenza, Type B (HIB)

Dental requirement

All students in Kindergarten, 2nd, and 6th grade must have a dental exam completed by a licensed dentist prior to May 15th of the current school year.

If you want more details about the immunization requirements, or if you have questions, first call your local school nurse or the Office of Coordinated School Health [\(773\) 553-1830](tel:773-553-1830).

Dress Code

There is no formal uniform for Skinner North. Please dress your children appropriately for the weather and for a school environment. Clothing 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. Students also have Gym class and recess daily, please make sure they have closed toe shoes to wear.

Lost & Found

Skinner North has a lost and found for clothing available in the Parent's Room. Please note that the lost and found items are donated quarterly after the last day of the quarter (Nov. 1, Feb. 1, April 5 and June 19). There is a lost and found for lunch boxes and water bottles in the cafeteria. This lost and found will be cleared the last day before each extended break (Thanksgiving, Winter, Spring, Summer). (We encouraging you to label clothing, lunch boxes, water bottles, etc. with student name as it has a higher chance of getting returned.

Student Code of Conduct & Bullying Policies

A safe and civil school environment is necessary for student learning and achievement. We follow the CPS Code of Student Conduct, which emphasizes a restorative approach to discipline, meaning we seek to resolve behavioral incidents by teaching students social and emotional skills, shaping positive behavior, and repairing harm done. Each family receives a copy of the SCC and it is also available at <http://cps.edu/Pages/StudentCodeofConduct.aspx>. The SCC sets forth the expected behaviors for students and a transparent process for administrators to redirect inappropriate behavior. Parents are expected to review the SCC with their children, and encourage their children to conduct themselves appropriately at all times. Students are also expected to [sign the SCC receipt](#) and exhibit appropriate behavior by following all school rules and Board policies.

The Student Code of Conduct (SCC) supports school leaders in restorative and equitable disciplinary practices that address root causes of behaviors, maximize learning time, and promote social & emotional learning. CPS believes that discipline practices should support students in understanding the impact of their actions, taking responsibility for choices, and resolving conflict or repairing harm. Disciplinary processes should consider the needs of all stakeholders involved and contribute to a safe, supportive learning environment for all students. Adults help students hold themselves accountable by both setting high expectations and providing high levels of support.

Under state law, CPS must review the SCC annually and ensure exclusionary discipline practices are used as a last resort. From Nov. 2017-May 2018, CPS Office of Social & Emotional Learning and Law Department reviewed the SCC with Central Office, Network, and school staff, students, Local School Council Advisory Board, and parent and community partners. Based on the review, the SY19 Student Code of Conduct includes the following updates:

Anti-Bullying Policy

CPS is committed to ensuring all students have access to a safe, supportive learning environment free from bullying and harassment. Updates provide guidance and protections against bias-based harassment, and clarify steps for schools to follow when responding to bullying allegations. (See section for of the Student Code of Conduct for more information and below for a few updates to the policy.

- “**Immigration status**” is added for protection against discrimination in both the Anti-Bullying Policy and SCC Section 3-4 (harassment based on race, color, national origin, sex, gender, sexual orientation, age, religion, gender identity, gender expression or disability).
- The **definition of bullying** is aligned to national definitions of bullying and clarified as incidents that meet four criteria: 1) real or perceived imbalance of power between students; 2) severe or pervasive behaviors; 3) intent to cause physical or emotional harm; *and* 4) behaviors have or can make the student fearful, have a detrimental effect on the student’s physical or emotional health; or interfere with the student’s academic

performance or participation in school.

- **Prejudice or bias** is included as a form of harassment/bullying.
- **Step-by-step guidance** is provided for documenting, investigating, and responding to allegations of bullying. Schools are required to notify involved parents/guardians in writing of the outcomes of bullying investigations.

CPS Transportation

It is important to communicate your student's weekly afternoon bus schedule. Please email that to Carmen Ortiz (cmortiz7@cps.edu). If we do not receive a weekly schedule, we will assume your child will be taking the bus after school every day.

The bus schedules will be updated weekly so you will need to know on Monday what your child's bus schedule will be for the week. For students in grades K-3, we will update schedules with any emergency changes. For students in grades 4-8, it is expected that you will communicate with your child if there is a change in their normal schedule before the school day begins.

If there is a last minute emergency change in the schedule for a 4th-8th grader, you will need to communicate that with your child. You can call the office and we can have your child called down to talk. Emailing teachers with changes will not be useful as 4th-8th grade students each have multiple teachers during the day, so it will not be possible to rely on them to communicate a change with students.

Students will meet in the auditorium to wait with their route for their bus. Please keep in mind we do check off students in grade K-3 boarding the bus, but do not be check off students in grades 4-8 as they board the bus as they are responsible for knowing their schedule. It will be important for parents to communicate this with their child.

For grades K-3, any changes to your child's schedule please contact:
Carmen Ortiz – cmortiz7@cps.edu.

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 to 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 the parking lot across from the school (south) or in the Target lot. Please do not use the lot north or west of the school during dismissal to help ensure the safety of our students.

Kindergarten and 1st grade parents will enter at the main entrance. At 3:30, parents will be able to go to their child's classroom for pick up. Please exit using the west doors.

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

4th-8th grade parents will meet their children at the back entrance. Please wait for them near the playground area behind the school.

For situations where a student is asked to assist a teacher prior to the start of school, he/she must have a pass from that classroom teaching with specifics (date and time of assistance) for that occurrence. Prior to going to the that classroom, the student must check in with the office.

Cell Phone and Electronics

A principal may allow students to possess cellular phones or other information technology devices by creating a school policy identifying when the items may be authorized, used, and how they must be kept. A principal may also prohibit cellular phones and other information technology devices but allow individual students to possess them for any good cause after considering a written request from a parent/guardian. If a principal denies a parent/guardian's request, the parent may appeal to the Network Chief or his/her designee. Unless approved by the principal, cellular phones and other information technology devices are not allowed at school.

We urge families to keep cellular phones and other electronic devices at home, but we understand at times they are necessary for a student to bring a cell phone, mp3, gaming device, or any other electronic device at school.

From 8:30 to 3:30 technology usage is not allowed, unless specifically tied to instruction with the teacher's permission. During J @school, there is also no usage during lunch/recess.

In order to follow these policies, we set forth the following guidelines.

- After the first offence, teacher/staff member will remind student to put device away.
- After the second offence, teacher may direct student to give device to the main office and the student can pick it up at the end of the day.
- After the third offence, the student will be directed to bring the device to the main office and a parent/guardian must come to the main office to retrieve the cell phone.

We will allow students to possess cell phones provided the following procedures and rules are strictly adhered to:

1. The use of cell phones (out-going or incoming calls and messages) in the school building is prohibited during the school day. Using a cell phone or other device during school hours will result in confiscation of the device.
2. If a student needs to call his/her parent during school hours for an emergency or an important reason, they can call from the school's phones, preferably in the main office.
3. Parents should call the main office for any emergency situation. We will contact your son/ daughter for you.
4. Cell phones and other electronic devices are to be turned off and kept in non-visible location, i.e. the student's book bag or locker.
5. The school will not be responsible for any lost, misplaced, or stolen cell phones or other electronic devices.

*Please note we do allow e-readers to be used during the school day if a student uses them for independent reading.

Teacher/Parent Communication

In order to keep the lines of communications consistent and open, parents should expect the following:

- Teachers will respond to emails with a 24 to 48 hour time period. This time period does not necessarily include over a weekend.
- Specific communications around grade level topics will be provided in updates which will consist of the routes listed below:

Grade	Parent Communication (Means and times)
KDG	Weekly newsletters and Shutterfly website
1	Weekly newsletters and Shutterfly website
2	Weekly newsletters and Shutterfly website
3	Daily homework updates on www.SNThirdGrade.com and weekly updates on classroom news blogs
4	Weekly email with subject updates; Use Bloomz for photos and updates about special events, requests for volunteers, scheduling conferences.
5/6	Bloomz updates, emails as needed, Google Classroom for students
7/8	Bloomz (updates at the beginning of a unit, brief weekly updates), emails as needed, Google Classroom (Students will join and will show parents weekly at home)
Admin.	Monthly newsletter, website, emails updates as needed

Special note: We also acknowledge many parents are a part of unofficial Facebook groups with other parents. These can be a helpful means to stay in touch, plan events and connect. Please use these as a positive and productive space. We strongly recommend reaching out directly to administration or teachers if you have a question or concern.

Breakfast & Lunch

Students may bring lunch from home or get a school lunch. There is no snack for students in grades 2-8 during the school day. Breakfast and lunch are available free to all students.

We are an allergen aware school and ask that you do not pack any nuts or products containing nuts, as we are trying to limit the exposure to allergens. All food must be kept in the cafeteria. To ensure the safety of all students, we expect students to place their lunches in the assigned bins for the classrooms. Lunch bag should not be brought to classrooms or onto the playground during recess. Due to limited staff for adequate supervision during the lunch and recess block, they will not be permitted to go back to the classroom to retrieve it, unless a previously approved plan is in place. As a natural consequence, they will be offered a free school lunch, unless a documented food allergy or dietary restriction is on file.

Birthday, Holiday & Food Policies

Student birthdays will be 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 handmade 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 he/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.

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.

Skinner North Food Safety and Inclusive Protocols

We are an allergen aware school and ask that you support the safety for all students that attend Skinner North. Due to severe food allergies, we have safety protocols in place to lessen the chance of a food related allergic reaction to occur. We ask that all students sanitize their hands before all meals/snacks and use a hand wipe before exiting the cafeteria after breakfast, lunch, Kindergarten/1st grade snacks, and after school snacks/meal.

The following information is provided to any planners (Skinner North teachers, staff, Friends of Skinner North, J@School and any parent arranging school events). This section has been created to aid in the implementation of CPS policies, school rules and individual 504 plan provisions at various types of school and FoSN events for students (during school hours, after school hours, on or off the Skinner North campus). Skinner North is permitted to have two celebrations with food each year, *per CPS policy 407.3*, which are International Night and June Jamboree at this time.

School-Wide Events ON School Grounds - This type of event includes any event on school grounds in which all or a large segment of the student body is invited, whether parents are present or not. Events may be held during school hours, before school, after school, or in the evenings. Student individual 504 plans must be followed at all times.

1. Food may never be the focus of an event. *CPS policy 704.8 IV.C and CPS Food Allergy Guidelines pp. 13-4*
2. Food may be provided at on-site school events through the school dining center, currently managed by Aramark. *CPS Food Allergy Guidelines pp. 13-4.*
3. Any student with a 504 plan must be provided a nutritionally comparable allergen-safe version of **each** food being served at the event. "Nutritionally comparable" means the food has approximately the same amount of calories, fat, protein, and/or sugar as the original food, and is as close as possible to the original item served. For example, if pizza is served, dairy-free pizza or gluten-free pizza might be served. *CPS Food Allergy Guidelines pp. 13-4.*
4. Paying for food, arranging for food, or the consumption of food at a school event legally constitutes the provision of food, whether the food is available for free or purchase, onsite or offsite. *CPS Food Allergy Guidelines pp. 13-4.*
5. Per CPS policy, no homemade food can be distributed at school events. For picnics, families may bring and consume their own food, but this food cannot be distributed or shared between families or students. *CPS Food Allergy Guidelines pp. 13-4.*

6. All food served must be labeled with ingredients, including cross contamination risks when possible, in the original packaging and **supplied by the dining center**. *CPS Food Allergy Guidelines pp. 13-4.*
7. Food may not contain nuts per school “no nut” policy.
8. Food may only be served in the cafeteria, parent room, teacher lounge, and gym (during breakfast hours) per school food policy.
9. Some student 504 plans require two-week notification of food to be served prior to any event. This includes what foods to be served, the provider of the food, and the ingredients and cross-contamination risks for each food. Please provide this information two weeks before any event to the school counselor.
10. School policies and individual 504 plan accommodations for hand cleaning must be followed. Students with food allergies must be offered hand wipes **before** eating. All students and parents must wipe hands **after** eating. Hand sanitizer is not an allowable substitute. *CPS Food Allergy Guidelines pp. 13*
11. School policies for table cleaning and sanitation must be followed if janitorial staff is not on hand. This includes using approved CPS spray cleaner and disposable cloths. *CPS Food Allergy Guidelines pp. 13*

School-Wide Events OFF School Grounds - This type of event includes any event not at the school that invites all or a segment of the student body whether parents are present or not. Events may be held during school hours, before school, after school, or in the evenings. Student individual 504 plans must be followed at all times (An example of this is the 8th grade graduation luncheon).

1. Food may never be the focus of an event. *CPS policy 704.8 IV.C and CPS Food Allergy Guidelines pp. 13-4*
2. Any student with a 504 plan must be provided a nutritionally comparable allergen-free version of **each** food being served at the event. “Nutritionally comparable” means the food has approximately the same amount of calories, fat, protein, and/or sugar as the original food, and is as close as possible to the original item served. For example, if pizza is served, dairy-free pizza or gluten-free pizza might be served. *CPS Food Allergy Guidelines pp. 13-4.*
3. Some student 504 plans require two-week notification of food to be served prior to any event. This includes what foods to be served, the provider of the food, and the ingredients and cross-contamination risks for each food. Please provide this information two weeks before any event to the school counselor.
4. Paying for food, arranging for food, or the consumption of food at a school event legally constitutes the provision of food, whether the food is available for free or purchase, onsite or offsite. *CPS Food Allergy Guidelines pp. 13-4*
5. Per CPS policy, no homemade food can be distributed at school events. For picnics, families may bring and consume their own food, but this food cannot be distributed or shared between families or students. *CPS Food Allergy Guidelines pp. 13-4 and verbally confirmed by CPS legal on 2/23/17.*

Parent-Only Events on School Grounds - This type of event includes regularly scheduled meetings, parent coffees, and similar events that are intended for parents only.

1. Food may be served or brought to these events. Food substitutions, food notifications, and other food-related accommodations in individual student 504 plans **DO NOT** have to be followed. Please kindly consider asking parents whether dietary restrictions should be considered.
2. Food served must follow school rules and not contain nuts per the “no nut” school policy.
3. Food may only be consumed in rooms that allow food. These include the cafeteria, parent room, teacher lounge, and gym (during breakfast).
4. School cleaning and sanitation procedures must be followed. Wipes or moist towelettes should be provided for all parents after eating to prevent allergens from being spread throughout the school. Please kindly ensure food is never left unattended. If custodial staff is not present, tables should be cleaned with approved CPS spray cleaner and disposable cloths. *CPS Food Allergy Guidelines p. 13*

Parent-Only Events off School Grounds

These events include any off-site event geared toward parents, such as new parent events, social events, or fundraising events.

1. There are no restrictions regarding food, sanitation, or consumption unless otherwise provided by the venue. Please consider asking parents whether dietary restrictions should be considered.
2. Food substitutions, food notifications, and other food-related accommodations in individual student 504 plans **DO NOT** have to be followed.

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 the needs of schools, the approach consists of implementing practical strategies for helping children build academic and social-emotional competencies. 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.

J@School

J@School provides before and after care programming for students. In addition, they supervise our lunch and recess time blocks. To help support productive lunch and recess times for our students, please review the expectations with your student.

Recess Expectations

Be Safe / Be Kind / Be Awesome

- Respect all recess equipment.
- J at School equipment will provide all equipment needed. This is to ensure there are no interruptions to PE classes.
- Stay inside the boundaries.
- Use the sidewalk and follow direction of J at School staff when walking out to recess.
- If you have conflict with a friend, use STEP:
 - S-State the problem out loud
 - T-Think of three solutions that are safe and respectful
 - E-Explore consequences: Think of one positive and one negative consequence for each solution
 - P-Pick the best solution
- Keep hands and legs to yourself.
- Bathroom breaks will be done during lunch, unless it is an emergency.
- Use fair rules for organized sports.
 - Demonstrate good sportsmanship.
 - If you have a disagreement, use rock, paper, scissors to resolve it.
- Two whistles means one minute left, one whistle means line up.
- Indoor Recess

- Each class will display classroom specific expectations for indoor recess.
- Students must stay in their assigned classroom during indoor recess.

Cafeteria Expectations

- Lunches brought from home must be placed in the bin outside of the cafeteria in the morning
 - To ensure the safety of all students, we expect students to place their lunches in the assigned bins for the classrooms.
 - Due to limited staff for adequate supervision during the lunch and recess block, students will not be permitted to go back to the classroom to retrieve lunches, unless a previously approved plan is in place.
 - As a natural consequence, they will be offered a free school lunch, unless a documented food allergy or dietary restriction is on file.
- Sanitize your hands before entering the cafeteria; use a hand wipe before leaving the cafeteria and throw it away in the trash.
- Food should not be shared or thrown.
- Sit in assigned location.
- Stay in your seat for the duration of lunch.
 - If you need to use the bathroom, raise your hand and you will be given a bathroom pass.
 - Raise your hand to throw away trash.
- Speak at a reasonable voice level.
- Classes will be lined up one at a time by a J at School staff member.
 - The class will wait for their teacher at the door.
 - All trash must be thrown away before whole class line up can occur.