**7th Grade**

**Parent and Student Information Packet**

***2014-2015 School Year***

**7th Grade Teachers**

Ms. Cox

Mrs. Kleinertz

Ms. Ridgway

Mrs. Buckley

Ms. Halfen

Dear Skinner North Families,

We are so excited for this upcoming school year. We look forward to another great year of learning and fun! In this packet, you will find important information regarding middle school policies and procedures. Please feel free to contact us if you have any questions.

Please review this with your child and sign the receipt at the end of the packet. The packet should be kept for reference throughout the school year, but the receipt should be turned in to the homeroom teacher by Monday, September 8th. We have also included a list of other documents to be signed and returned.

Thank you!

Middle School Team

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| Form Checklist:* Parent/Student Information Packet receipt
* Science Safety Contract
* Locker Contract
* Technology Contract
* Media Consent Form
* Lunch Form (all families must complete and sign)
* Student Code of Conduct Acknowledgement of Receipt
* Volunteer Sign Up Form (optional)
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**7th Grade Information**

**Daily Schedule**

## School begins at 8:30 and class begins *promptly* at 8:45 a.m. Listed below is the daily schedule:

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| **7th Grade** |
| 8:30-8:45 Breakfast8:45-10:00 Math10:05-11:05 Science11:05-11:25 Recess11:30-11:50 Lunch11:50-12:10 Circle of Power and Respect (CPR/Second Step)12:10-2:10 Literacy and Social Studies 2:10-2:40 PE (daily)2:45-3:15 Specials (M & T- Music, W - Spanish, Th & F- Art)3:15–3:30 End of Day Check In3:30 Dismissal |
| Mondays 12:05-12:35 SpanishFridays 12:05-12:35 Library\*Daily PE is new this year! Students will need gym shoes daily. Students can leave gym shoes in their lockers or wear them all day as their regular shoes. Students may bring a small bag for deodorant and shoes, but will not be changing clothes for gym. There is no uniform required. |

**Developmental Designs**

**Overview**

Developmental Designs is a teaching approach that emphasizes social, emotional, and academic growth in a strong and safe school community.

**Expectations of Students**

Skinner North is a school where all students can feel safe and welcome. Bullying and behaviors that fall under this category will be written up and reported to the principal and middle school team. Throughout the year, students will have the opportunity to work with their peers in groups or pairs. Respect for others in all situations will be modeled and taught. Students will be receiving separate contracts outlining locker and technology expectations.

**Bullying Policy**

 School Bullying Policy: “A safe and civil school environment is necessary for student learning and achievement. 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. (See pages 36-44)”

**Rule Creation**

 During the first week of school, students in grades five through seven will be creating a social contract through a democratic process. This will include rules for the classroom, hallway, bathroom, cafeteria, and recess. At the end of the rule creation process, students will sign an agreement to abide by these school expectations. A copy of the rules will be posted on the website.

**Circle of Power and Respect**

Each and every day, students will participate in a classroom meeting called Circle of Power and Respect (CPR). Seventh grade will be divided into two groups and led by Mrs. Kleinertz and Ms. Cox. During this time students will greet each other, have opportunities to share important news, and participate in discussions and activities promoting social emotional growth.

**Second Step**

On Wednesdays, students will be participating in an extended version of CPR called Second Step. Second Step is a series of thematic units designed to guide students in skills such as organization, personal relationships, safe internet practices, and self-control.

**Take a Break (TAB)**

 Students will be given the opportunity to take a break in situations where they are feeling overwhelmed or are not following the agreements in our social contract. TAB is not a punishment, but rather an opportunity for students to reflect on their behavior and then rejoin the group. Each teacher will have a space within their room that is designated for TAB. If students are not showing control after taking a break, they will be required to take a break out of the classroom (TAB Out) with a neighboring teacher. If students are required to TAB Out, they will complete a written reflection to help them develop a plan to change their behavior. A conference with the teacher will follow. Severe or repetitive behavior will be directed to administration and include parent phone call or conference. Consequences will align to the Student Code of Conduct.

**Restorative Justice/Peer Conferencing**

 Minor conflicts between students and minor/repeated behavior infractions will mediated through a peer conferencing process. Students who are recommended by teachers and wish to apply can be selected as peer conferencing team members. Team members will take part in facilitating a mediation process between any parties involved. The team will work together to resolve conflict and create a plan of action to solve the problem. Mrs. Jacobson and Ms. Halfen will facilitating this program and will provide more information in the near future.

**Assignment Policy**

**Homework**

Homework is assigned regularly to reinforce skills and concepts taught during the school day. In order to reinforce lessons, teach responsibility, and to develop positive study habits, late assignments will be given partial credit and will not be accepted after 3 days. **In order to receive partial credit, students are required to complete and attach a Homework Late Slip with parent and student signature.**

**Make-Up Work**

Students have as many days as they are absent to complete any missing class assignments, tests, and/or homework. For example, if a student misses two days, they have an additional two days from the day they return to make-up assignments. If students know of absences in advance, they should check-in with all teachers before and after absences. Providing students with all necessary assignments beforehand is not guaranteed, but we will do our best to work with your family during these circumstances.

**Grading Scale**

100%-90%- A

89%-80%- B

79%-70%-C

69%-60%- D

59% and below- F

**Participation**

Participating in class includes:

* Being on time for each subject
* Being prepared with completed assignments and necessary supplies
* Being engaged in classroom activities and discussions
* Being collaborative in small groups

**Grade Categories**

Participation- 10%

Homework- 15%

Assessments- 35%

In Class Assignments- 25%

Projects- 15%

**Assessments**

**Classroom Assessments**

Students will be assessed on daily activities, in-class assignments, homework, quizzes, final assessments, and projects. All students will be monitored closely for growth and mastery in curriculum based concepts and skills.

Long-term projects, papers, and assignments will be accompanied with checklists, rubrics, and/or guidelines to provide expectations and necessary content.  Teacher instruction regarding the project will take place in the classroom.

Tests will be given at the conclusion of studying a specific skill or topic. Students that receive below a 70% on a final assessment will be required to make test corrections after appropriate review time. The highest possible final assessment grade a student may receive from re-taking a test is 70%.

Report cards will be given in November, February, April, and June. Traditional grades will be given for each benchmark in each curriculum area. Progress reports will be sent home at the half-way point of each quarter and must be signed by a parent and returned to the homeroom teacher.

**PARCC**

 All 7th graders in the state of Illinois will be taking the state required Reading and Math PARCC tests. The PARCC assessment is replacing the former ISAT assessment. The students will be well prepared for what to expect on these tests. Parents and students will receive more information as the year progresses.

**NWEA Tests**

 Students will take NWEA assessments in reading, math, and science in the fall and spring. These tests are designed to target a student’s academic performance in science, mathematics, reading, and language use.

The purpose of NWEA testing is to measure your child’s progress or growth in school. These tests are important to teachers because they let us know where a student’s strengths are and if help is needed in any specific areas. We will use this information to help guide instruction in the classroom.

**Quarter Projects**

At the beginning of each quarter students will receive a quarter project. Students will be given project descriptions, rubrics, and specific due dates for each quarter project. We will have periodic check-ins with our students 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 for each quarter’s project:

* Quarter 1 – Science
* Quarter 2 – Math
* Quarter 3 – Social Studies
* Quarter 4 – Literacy

*\*Note: Due to citywide CPS competitions, middle school quarter projects are in a different order than primary grades.*

**Student Planners**

Students will receive a planner that they are required to use each day to keep track of assignments and due dates. Homework is posted in each classroom as well as on the middle school website. Using their planner is part of the student’s participation grade, and students are expected to bring the planner to class each day and home each night.

**Parent and Teacher Communication**

Communication is a vital component of any relationship. We plan to keep our communication open to parents in a number of different ways. These will include phone calls, conferences, emails, and updates on the middle school website.

**Websites**

* Middle School Website: Please check the \*NEW\* middle school website for important announcements, daily homework, and subject-specific information. www.skinnernorthmiddleschool.weebly.com
* Parent Portal: All parents and students are able to access the parent portal to view grades. Please see office staff for information on how to access parent portal.

**Email**

Please feel free to contact us if you ever have any questions or concerns. It is easiest to reach us via e-mail:

* Ms. Cox: mecox1@cps.edu
* Ms. Ridgway: aridgway@cps.edu
* Mrs. Kleinertz: kkleinertz@cps.edu
* Ms. Halfen: jlhalfen@cps.edu
* Mrs. Buckley: jljohnson17@cps.edu

**Volunteers**

If you are interested in volunteering at school or chaperoning a field trip this year, you must have a current and approved Volunteer Application. You can find this application in the school office or online at <http://www.cps.edu/documents/resources/volunteer_application.pdf>. Once approved, this application is good for 2 years.

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Parent and Student Information Packet Receipt

We have reviewed the information packet together and understand the outlined expectations for middle school students at Skinner North.

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Parent(s) Signature(s) Date

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Student Signature Date

*Return this portion of the information packet only to Ms. Ridgway by Monday, September 8th.*