

SILVER HILLS MIDDLE SCHOOL



Student and Parent Handbook 2023-2024

Silver Hills Middle School
12400 Huron Street, Westminster, CO 80234
720-972-5000

Attendance Line: 720-972-5038

Visit our website: [Link](#)

SCHOOL INFORMATION

Important Phone Numbers

Main Office (Hours 8:00 am to 4:05 p.m.): 720-972-5000

Fax Line: 720-972-5039

Attendance Line (available 24 hours a day): 720-972-5038

*Please call before 9 am if your student will be absent or tardy.

Cafeteria: 720-972-5000

Library: 720-972-5000

School Hours

Students enter at 8:30. Tardy Bell is at 8:40 am

Daily Schedule

8:40 am to 3:50 pm

Delayed Start: 9:40 am (end times remain the same)

Breakfast is served in our cafeteria daily from 8:10 am to 8:40 a.m. Breakfast students can enter the doors on the south side of the school/blacktop doors at 8:10 am or the main front doors at 8:30 am.

School Calendar

2023-2024 IMPORTANT DATES

Throughout the year, there will be many additions to our calendar. Please visit our school website for a current list of events: [link](#)

- 6TH GRADE ORIENTATION: Friday, August 4th from 9am-11am
- BACK TO SCHOOL NIGHT: Wednesday, August 9, 4-7 pm
- FALL CONFERENCES: Wednesday September 27 from 4:30 -7:30 pm; Wednesday, October 4 from 4:30-7:30 pm and Thursday, October 5 from 4:30 - 7:30 pm.
- SPRING CONFERENCES: Tuesday, February 13, 4:30-7:30 pm; Thursday, February 15, 5:00-7:30 pm
- NO SCHOOL FOR STUDENTS:
Fall break: Monday, October 16 to Friday, October 20
Mid-winter break: Monday, February 19 to Friday, February 23

Bell Schedule

[Click here for link to bell schedule](#)

Delayed Start Bell Schedule

[Click here for link to bell schedule](#)

School Assembly Bell Schedule

[Click here for link to bell schedule](#)

Academic Information

Your student's schedule contains six classes, four of which are considered core classes. These classes consist of math, language arts, science, and social studies. Core teachers work together as a team to ensure that your student's academic, social, and emotional needs are met. Each core meets weekly to discuss student concerns and plan units of instruction. It is important that you contact a core teacher or counselor as soon as possible if you have concerns about your student's academic performance or school engagement in order to establish appropriate, timely interventions for your child to be successful. The other two daily classes are electives, which are an important part of every child's development. Your child has some choice in these electives based on class size, date of registration, and what is offered at each grade level. In addition, on Wednesdays in all classes, we offer STORM TIME. This is our social emotional learning time (SEL) in which all students engage with their peers and teachers in learning about and practicing healthy life choices. The curriculum is approved by the district and can be accessed upon request made to an administrator or STORM TIME teacher. You will see this course noted on your child's schedule on Wednesdays. All schools in the district offer SEL curriculum and have coaches provided by the district to oversee the process.

To provide clearer understanding of where each student is on the learning trajectory, educators from across the district worked with content coordinators and used the Common Core State Standards to develop the following Gradebook Reporting Criteria (GRCs). Based on the Common Core State Standards, these grade reporting criteria help break down an overall course grade into specific aspects of study, so that educators, students, and parents/guardians can know where a student is doing well, and in what areas he or she may need to focus more attention.

Final marks are first and foremost determined by teachers' professional opinion of your child's work toward those standards, not by mathematical calculations. Teachers have been trained in analyzing student products against standards and in finding evidence of that learning using a variety of methods. Please do not hesitate to inquire how marks for your child were determined if you are unsure. Official notification of progress towards GRCs will be given at the quarter mark and at the end of each semester; however, marks can be accessed through the Infinite Campus Parent Portal at any time. Follow the links provided on our school website to gain access.

Assemblies

Occasionally during the school year, assemblies are scheduled for the student body. Students will be advised by way of the school announcements of scheduled assemblies. Although we want all students at assemblies, there are situations which would exclude students from attending (especially previous poor assembly behavior).

Attendance - Reporting Absences

Attendance Line: 720-972-5038

Absences must be reported on the school's attendance line, even if the student's teacher(s) have been informed of the absence. The school's attendance line may be called at any time to report an absence or tardy. Attendance is taken at the beginning of each class period.

View the Adams 12 Five Star School District School Attendance Policy [here](#).

Backpacks/Book Bags/Computer cases

Students are encouraged to carry backpacks/bookbags, and computer cases since they are expected to bring a chrome book and charger to school every day. The supply list states that all students should have a [Chromebook SLEEVE](#) to protect the computer from damage. There are district fees this year for damaged chromebooks.

Behavior Expectations, Disciplinary Action and Student Code of Conduct

In order to ensure a positive and safe learning environment that helps facilitate self-discipline, encourage academic success and promote school wellness, school staff will enforce District policies and school rules related to expected student behavior. Consequences will be administered by staff in those circumstances where a student exhibits behavior contrary to these policies/rules. Each teacher/staff member will have a set of specific guidelines of acceptable behavior, in addition to the school rules and District policies.

A summary of the Student Code of Conduct for Adams 12 Five Star Schools (the District) is available on the District's [website](#). For complete information, please refer to the latest version of each District policy, available [here](#).

This summary includes information such as:

- student conduct
- student attendance
- cell phones and personal electronics
- District technology and Internet usage
- student dress code
- bullying and harassment

In-School Suspension

For certain infractions, a student may be assigned to in-school suspension (ISS) instead of being assigned out-of-school suspension. In this case, the student will be expected to complete all assignments that are provided by teachers. Students assigned to ISS may not attend nor take part in any extracurricular or after school activities on days of the suspension, unless special arrangements are made. Their personal cell phones are collected and stored in a locked drawer during school hours.

Bicycles/Skateboards/Scooters

All bikes ridden to school should be locked in the racks on the east side of the school grounds. Bikes should not be locked to trees on or near school property. Scooters and skateboards should not be brought to school. If they are, they must be brought to the office if lockers are not available. Students may request that the campus supervisor lock their bicycles and skateboards into the storage room next to the bike racks.

Due to safety concerns, bicycle/scooter riding and skateboarding are prohibited on school property. The school does not assume liability for bicycles, skateboards or scooters.

Books, Materials and Equipment

All textbooks are provided by the school. Lost or damaged books must be paid for by the student before another book will be issued. If a lost book has been paid for and then found, the student will be given a refund. School equipment damaged by a student because of carelessness will be paid for at the time it occurs. Chromebooks and chargers will be checked out to students at a replacement cost of \$250 for the computer and \$35 for the charger. These fees are assessed to the Student's Account.

Communication

Please make sure to keep your email addresses updated through Infinite Campus so you receive these important messages from administrators, counselors, and teachers.

Students will not be allowed to use the office phone to make after school social arrangements. Students will be allowed to use the phone only in the following situations:

- When requested by their teacher
- When requested by an administrator
- When requested by the health aide, nurse or office staff

School office staff will only deliver emergency messages to students. Please assist us by making arrangements for after school pick-up prior to your child leaving for school in the morning. Response to parent phone calls/emails will be made within one business day.

Communication with your student's teacher

Although teachers have telephones located in their classrooms, they have been directed to keep their ringers turned off during instructional time. If you want to reach your child's teacher, you may do the following:

- Call the classroom teacher and leave a voicemail. Teachers have been asked to check voicemail before and after school.
- You may call the office, and they will deliver messages to your student's teacher at the end of the day.
- Emails are an efficient way to connect with teachers. Use our website to find each staff member's classroom phone number and email address. You may expect to hear back from them within one business day.

Public Displays of Affection (PDA)

Students are not allowed to express affection through holding hands, kissing, inappropriate embracing or walking in the halls with arms around each other's waist or shoulders.

Early Departure/Late Arrival

Students who must leave school during regular school hours must be signed out through the office by a parent or legal guardian. A student may not be dismissed from their classroom until someone has signed the student out. Students cannot be released to leave school alone. Students are involved in instruction until the end of the school day. You must come into the office and provide proof of identity.

We request that you do not pick your students up early unless it is extremely necessary. Students who arrive late to school must check in at the office.

Hall Passes

If a teacher feels that it is necessary for a student to leave class, the student must have a purple hall pass. Students in the halls during class time without a pass will be sent back to the classroom. To make an appointment with the counselors, students stop by the counseling office, fill out a request for appointment, leave it with the secretary, and they will be called from classes or lunch when the counselor is available to meet.

Homework

Homework should be used for the practicing of skills learned in class or preparing for the next class, not for the teaching of new material or as motivation. Therefore, while homework is not calculated in the final grade, it is critical in helping teachers drive their instruction and identify student weaknesses. This could be compared to sports in that practice (homework) prepares the athlete for the game but does not count toward the outcome of the game. Homework is any assignment given by the teacher that is required to be completed outside of class. Homework is not an assignment that is done in the classroom. Homework is in addition to class work.

Types of homework:

- Practice – The goal is to master a skill, not to acquire new information.
- Preparation – The goal is to access prior knowledge about a new topic.
- Elaboration – The goal is to require students to engage in activities that extend their knowledge.

Inclement Weather/School Closure

Information on emergency school closures due to severe overnight storms or other emergency situations is available on local television stations. Please listen for announcements concerning Adams 12 Five Star Schools. Information on closures may also be obtained by calling the district information number at 720-972-4000, then press 7 for school closure information or check the district website: www.adams12.org. Please note that school is rarely canceled.

Infinite Campus

Parents have up-to-date access to class marks, attendance and fees through the Infinite Campus Parent Portal. You may access the log-on by going to the school's website, select "Useful Links", then select "Infinite Campus Student and Parent Portal." Please contact the school registrar with any questions or concerns.

Students have access to Infinite Campus on their computer's DASHBOARD when they log in. Look at the left-hand black column and click on grades, assignments, and/or attendance for up-to-date information.

Intramurals, Clubs and Co-Curricular Information

The school is proud to offer a variety of student activities and sports outside the regular school program. This year the District has authorized all middle schools to offer Cross Country Track and Basketball for all students. Students are encouraged to become involved in such activities. Involvement fosters school pride, a stronger sense of belonging at school and better appreciation

of the total school program. We encourage every student to participate in at least one activity outside of the regular classroom. These activities are held before or after school and may require parents to sign permission forms or provide transportation to and from the activity. For safety and supervision reasons, it is important that students arrive and be picked up promptly at prescribed times. To contact club sponsors, visit our school website at [this link](#)

School-sponsored clubs are designed based upon student interest. A student must attend at least four full classes during the school day to take part in student activities. Any student with an unexcused absence will not be permitted to appear at or in a school activity of any type. A suspended student may not attend or participate in any student activities during the period of suspension.

Late/Missing Work/Retakes

Whenever possible/practical, students should be given multiple opportunities to demonstrate their current level of understanding and mastery of standards. Multiple opportunities may mean the retaking of a summative assessment on which the student has not demonstrated proficiency. However, it may also mean that a particular concept can be reassessed later in the unit or another unit as part of a spiraling learning process without the actual retaking of an assessment.

Retakes

Students are eligible for a retake on most assessments*, provided they meet the following:

1. The student participates in a form of relearning decided upon by the teacher. Additional learning may be required of the student, as well as possible additional instruction from the teacher.
2. The student has completed all required and associated formative coursework.
3. The student has not demonstrated understanding at a proficient level (3 or higher).

*Students will not be allowed to “redo” or “retake” a summative assessment such as products, projects, extended writing assessments, etc. that have periodic formative checkpoints leading to the summative assessment.

Students must complete retakes no later than two weeks following the receipt of summative assessment results and/or within two weeks of unit completion. The score on a retake will not replace the original score; however, it will be used as another piece of data when analyzing the body of evidence before assigning an overall mark on the report card.

Lunch & Breakfast

The USDA has issued waivers so that all students enrolled in Adams 12 for the school year 2023-2024 will have access to free breakfast and free lunch all year. Assorted ala carte items will be made available during lunch time as well as additional items for purchase.

There are certain basic rules that students will be expected to follow when they are in the lunchroom.

- All food will be eaten in the lunchroom or on the playground as instructed by an administrator.
- When you are finished eating, you are expected to leave the table and surrounding area clean for the next person. This includes the floor and table. A teacher will dismiss you.

- When you leave, take your tray to the return spot, dump your trash, and exit the lunchroom through the assigned doors.
- After you have finished eating, you should go to the assigned area outside.
- If you have been assigned lunch detention by a teacher, you must have a pass from the teacher to leave the lunchroom. Otherwise, your detention is at the lunch room table indicated by the administrator.
- Repeated misconduct may result in loss of the privilege of eating in the cafeteria and another location will be chosen, such as the office.

Parent Involvement and Engagement

Parent and family involvement are critical to the success of our students and our school. Families can be involved and engaged by reviewing their child's work and assignments, talking with their child about their day and learning, volunteering, attending school events and functions, belonging to the Parent Organization, etc. If you are looking for ways to become more involved and engaged, please call our office at 720.972.5000.

Pets on School Property

To keep our school feeling safe for all students and families and in accordance with District Policy, only service animals are permitted on school property. We ask that all other pets remain off school grounds during school hours. We appreciate your cooperation with this request.

Reporting Student Progress

Your student's progress will be reported at individual parent conferences at least twice a year. Grades are available online daily through Infinite Campus. You may also make an appointment to meet with teachers and discuss progress.

School and Personal Property

We are proud of our school and show our pride by taking care of our building. You can add to our pride by keeping classrooms, lockers, halls, and restrooms clean. You can help make the school a pleasant place to be by respecting students' and staff's personal property.

Large amounts of money, expensive jewelry or watches, and other valuable possessions should not be brought to school. At no time will the school assume responsibility for valuables. All lost and found items (other than clothing) are to be turned in to the school office. Clothing items should be placed in the box in the cafeteria and any unclaimed items will be donated to a local charity.

Lockers

Lockers are the property of the district. The school may search student lockers on a periodic basis to protect the health, safety, and welfare of all students. Lockers are supplied to students free of charge to store books, coats, backpacks/bags, school supplies and school related items. Students may not carry backpacks provided by their families to their classes.

Students may decorate their lockers with appropriate pictures, mirrors, shelves, magnets, etc., if such items can be easily removed without permanent damage to the locker. Writing in or on the locker is not permitted. All pictures and posters hung in lockers must meet District standards.

Students having troubles with lockers should report problems to the school registrar before or after school.

It is suggested that you do not keep valuable items in your locker. Your combination should not be shared and should remain private. Moving to another locker without permission of the registrar is prohibited and will result in assignment of consequences. Private locks are prohibited, unless approval is given by school administration, and will be cut off the locker. The school is not responsible for items contained in lockers. Items found in lockers not assigned to students will be discarded.

Safety Information

Student Safety

Please help us keep students safe.

- Remind your child to use sidewalks and crosswalks.
- Drop off and pick up of students is along the curb only, so they do not have to cross traffic other than at the crosswalk.
- Avoid parking within 15 feet of school crosswalks.
- Parents should encourage children to adhere to all safety rules established for pedestrians. This emphasis on safety is also a concern of the school's staff and is an important part of the instructional program.
- Students are expected to go directly to and from school. They are to respect the rights and property of all people in the neighborhood.

Reminders for Parents

Please keep the following traffic safety information in mind as you are driving near our school:

- Refer to the map of our school for designated drop-off locations. Drop off occurs in front of the building. The back of the building is for buses only.
- Watch for children running into the street, particularly from between parked cars.
- Be alert for children at designated school crossings and other crosswalk locations.
- Obey speed limits, especially school zone speed limits during school hours. Take your time!
- Do not stop or park on or near crosswalks or other designated "NO PARKING" zones.
- Do not block school bus loading zones, crosswalks, intersections, or traffic lanes while waiting to pick up your child.
- Do not make U-turns in school zones or within crosswalks.
- Consider carpooling to reduce the amount of congestion around the school

Safety Concerns

In any event where you have safety concerns for yourself or others, you can:

- Contact school Administration 720.972.5000.
- Submit a Safe2Tell report located with a link on our [school website](#)

School Security System

In our ongoing efforts to provide the safest and most secure environment for our students, an additional security measure has been installed, which requires the following safety measures.

- ALL exterior doors will always be locked.
- Please do not prop the door open or hold the door open for others.

- In order to enter the building, open the lobby door and report to the window to speak to a secretary. ALL visitors must check in at the window, show a picture ID, and obtain a visitor pass.
- An office member will release the doors, allowing access to the building if it is appropriate to do so.
- If you would like to wait with your child before school or wait for your child after school, you will need to wait outside.

Student IDs

Students are required to always carry their school-issued ID while on school property. Refusal to wear their ID will result in consequences as outlined in the district's student discipline matrix. Students who fail to wear their IDs will be required to come to the office for a temporary ID. A replacement ID will be issued after three temporary IDs were issued in one school year. Replacement IDs are \$5.00.

Visitor/Parent Check-In

District Policy requires that all parents and visitors present a driver's license/I.D. at the front desk and sign in at the office upon entering the building. Your license will be scanned through our Raptor system and a visitor's badge/sticker will be provided. You will be asked to wear a visitor's badge/sticker.

INFORMATION AVAILABLE ON DISTRICT WEBSITE

STUDENT CODE OF CONDUCT

A summary of the Student Code of Conduct for Adams 12 Five Star Schools (the District) is available on the District's [website](#). For complete information, please refer to the latest version of each District policy, available [here](#).

This summary includes information such as:

- student conduct
- student attendance
- cell phones and personal electronics
- District technology and Internet usage
- student dress code
- bullying and harassment

COMMONLY REQUESTED INFORMATION

A summary of commonly requested information is available on the District's [website](#). For the most complete information, please refer to the latest version of each District policy (if applicable), available [here](#).

“Commonly requested” information includes topics such as:

- complaints or grievances
- consolidated billing
- service animals on District property
- student transportation
- video and audio monitoring
- visitors to schools

STUDENT HEALTH INFORMATION

Information about student health and wellness, including immunizations, health screenings, COVID-19, and when to keep your child home from school, is available on the District's [website](#).

LEGAL NOTIFICATIONS

The District's legal notifications/annual notices are available on the District's [website](#).

These notices include information concerning:

- non-discrimination (including Title IX)
- rights under the Family Educational Rights and Privacy Act (FERPA)
- directory information under FERPA
- rights under the Protection of Pupil Rights Amendment (PPRA)
- other opt-out provisions