

SILVER HILLS MIDDLE SCHOOL



Student and Parent Handbook 2025-2026

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 a.m. – 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 9:00 a.m. if your student will be absent or tardy.

Cafeteria: 720-972-5000

Library: 720-972-5000

School Hours

First Bell 8:30 a.m. Tardy Bell 8:40 a.m.

Monday through Friday: 8:40 am – 3:50 p.m.

If you arrive after 8:40 a.m., you are considered tardy.

Delayed Start: 9:40 a.m. (end time remains the same)

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

School Calendar

2024-2025 IMPORTANT DATES

Throughout the year, there will be many additions to our calendar. Please visit our school website for a current list of events: <https://silverhills.adams12.org/our-school/calendar>

6TH GRADE ORIENTATION: Thursday, July 30th from 9 am-11am

- BACK TO SCHOOL NIGHT: Thursday, August 7, 4-7 pm
- FALL CONFERENCES: 9/23, 9/30, 10/2 from 4:30 - 7:30 pm
- SPRING CONFERENCES: 2/10, 2/12, 4:30 - 7:30 pm
- NO SCHOOL FOR STUDENTS: [English](#) [Spanish](#)

Bell Schedule

[Click Here for Link to Bell Schedule](#)

Delayed Start Bell Schedule

[Click Here for Link to Delayed Start Bell Schedule](#)

School Assembly Bell Schedule

[Click Here for Link to Assembly 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. You must contact a core teacher or counselor as soon as possible if you have concerns about your student's academic performance or school engagement 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 Wednesday mornings, all students will experience 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 Mondays. All schools in the district offer SEL curriculum and have coaches provided by the district to oversee the process.

To provide a 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

Throughout 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 to attend assemblies, some situations 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 tardiness. 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

To maintain a safe and organized learning environment, our school has implemented a **no backpack** rule during school hours. This rule aims to minimize distractions and create a clutter-free space where students can focus on their studies.

Additionally, as part of our commitment to providing students with technology-enhanced learning opportunities, each student is assigned a Chromebook for educational purposes. To ensure the longevity and proper functioning of the Chromebooks, we highly recommend using a Chromebook sleeve for protection. A Chromebook sleeve is a specially designed case that provides cushioning and safeguards the device from scratches and minor impacts. It is essential to handle the Chromebooks with care and store them securely when not in use.

By following the no backpack rule and utilizing a Chromebook sleeve, students can promote a safer and more organized learning environment while protecting their assigned Chromebooks from damage.

We appreciate your cooperation in adhering to this rule for the benefit of all students.

Behavior Expectations, Disciplinary Action, and Student Code of Conduct

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 on the District's [website](#).

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 suspension, unless special arrangements are made.

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 scooters 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.

Cell Phones/Personal Electronic Devices

Our goal is for students to be responsible digital citizens with their cell phones and other personal electronic devices. This means understanding and working within the parameters of the school's guidelines regarding the use and allowance of electronic devices while on school property or at a school-sponsored activity.

We expect all students to adhere to the following guidelines:

- For students in grades K-8, PTDs must be in the "off" or "silent" position and stored out of sight at all times during the school day.
- Students with a 504 plan/health care plan are permitted to have access to their cell phone following their plan.

The school is not responsible for any lost, stolen, or destroyed personal electronic devices on school property or at a school-sponsored activity away from campus. School administration, teachers, or staff will not investigate incidents.

Students who violate these guidelines or District Policy regarding student use of cell phones/personal electronic devices may be disciplined per [District Policy](#).

Communication

An email will be sent home weekly to remind parents of important dates and events. Please make sure to keep your email address updated through Infinite Campus so you receive these important messages.

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 before 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 ringer 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, and during their lunch break.
- You may call the office, and they will deliver messages to your student's teacher at the end of the day.
- You may call the classroom teacher before or after school.

You may also reach your student's teacher via email. Your student's teacher will provide you with the teacher's email address, and you may email them at your convenience. You may expect to hear back from them within one business day.

Displays of Affection

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.

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.

Grades

The primary purpose of the grading system is to clearly, accurately and consistently communicate learning progress and achievement to students, families, staff and postsecondary institutions. Under District Policy, our school reports student progress using letter grades with the following numerical scale:

- A 89.5 – 100%
- B 79.5 – 89%
- C 69.5 – 79%
- D 59.5 – 69%
- F Below 59.5%

Each class grade will consist of 80% Summative Assessments and 20% of Formative Assessments. Summative Assessments consist of tests, reports, projects, etc., while Formative Assessments consist of class work, homework, etc. The lowest grade a student can receive for attempting the assignment is a 50%. 0's will not be given. All un-submitted assignments may initially reflect a grade of missing in the Infinite Campus Gradebook. At the end of the grading period, if still un-submitted, the grade will reflect 50%. Please don't hesitate to inquire how grades for your child were determined if you are unsure.

Student grades can be accessed through the Infinite Campus Parent Portal at any time. Follow the links provided on our school website to gain access.

Hall Passes

If a teacher feels that a student must leave class, the student will create a digital hall pass via Minga, pending teacher approval. Students in the halls during class time without a pass will be sent back to the classroom. Students who habitually abuse their digital hall pass will be put on a restricted/no pass list until their behaviors are corrected. Students must make visits to the restrooms and drinking fountains during the passing periods and not expect to use class time for these purposes.

Homework

Homework should be used for practicing skills learned in class or preparing for the next class, not for teaching 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 emergencies 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 pressing 7 for school closure information, or by checking the District website: www.adams12.org. Please note that school is rarely canceled.

Infinite Campus

Parents and students 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, selecting "Useful Links", then selecting "Infinite Campus Student and Parent Portal." Please contact the school registrar with any questions or concerns.

Intramurals, Clubs, and Co-Curricular Information

The school is proud to offer a variety of student activities outside the regular school program. Students are encouraged to become involved in such activities. Involvement fosters school pride, a stronger sense of belonging at school, and a better appreciation of the total school program.

Because of this, 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 [link](#).

School-sponsored clubs are designed based on 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 and Breakfast

Colorado law allows all students to receive a FREE breakfast and lunch.

We offer a variety of a la carte items for students to purchase. These include 2nd entrées, milk, and a variety of snack items that meet federal Smart Snacks in School guidelines. Because student meals are free, no "charging" is allowed. This means a la carte purchases must be funded at the time of service, either with money in the account or cash or a check in hand.

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

- You must put your books away in your locker and get your jacket before you come to lunch. You will not be permitted to be in the halls or go to your locker until the lunch period is over.
- All food must be eaten in the lunchroom unless otherwise approved.

- 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. Students will be dismissed at the table.
- When you leave, take your tray to the return counter and exit the lunchroom through the assigned doors.
- After you have finished disposing of your trash, you should go to the assigned area outside.
- Remember that others are in class. Please stay away from the building and classroom windows.
- If you have been assigned lunch detention by a teacher, you must have a pre-assigned pass from the teacher to leave the lunchroom.
- Should a student cause a disturbance in the cafeteria or be found in the halls without a required pass, the student may be put on a clean-up work crew or some other similar activity. Constant misconduct may result in the loss of the privilege of using the cafeteria.

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 PTA, etc. If you are looking for ways to become more involved and engaged, please visit the school’s website.

Pets on School Property

To keep our school feeling safe for all students and families and per District Policy, only service animals and therapy dogs are permitted on school property. District Policy requires prior authorization from the principal to have a therapy dog 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. Report cards are sent home at the end of each grading period. Academic progress can also be found via the Infinite Campus Parent Portal.

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 decorate their lockers with appropriate pictures, mirrors, shelves, magnets, etc., as long as 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 trouble 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 from the registrar is prohibited and will result in the assignment of consequences. Private locks are prohibited, unless approval is given by the 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 don't have to cross traffic other than at the crosswalk. Hug and Go lanes are located on the west side of the school.
- Avoid picking up or dropping off students in the parking lots.
- 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.
- 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.
- Respect the “NO PARKING” and “NO STOPPING OR STANDING” signs. They are there to ensure the safety of your children.
- 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 the school Administration
- Contact a member of the school’s Social Emotional Learning Team
- Contact a trusted adult
- Submit a Safe2Tell report

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 be locked at all times.
- Please do not open the door or hold the door open for others.
- To enter the building, open the lobby door and report to the window to speak to a secretary.
- An office member will release the doors, allowing access to the building.
- Once entering the building, ALL visitors must check in at the office, show ID, and obtain a visitor pass.
- 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 wear their school-issued ID on a lanyard around their neck and visible to school personnel at all times 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 have been issued in one school year. Replacement IDs are \$5.00.

Visitor/Parent Check-In

District Policy requires that all parents and visitors must 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 at all times.

NOTICE OF NONDISCRIMINATION

The District is committed to nondiscrimination in relation to race, color, sex (including pregnancy, childbirth, and related medical conditions), age, religion, creed, national origin (including ethnicity), ancestry, genetic information (including family medical history), marital status, family composition, sexual orientation, transgender identity, gender identity, gender expression, or disability (“Protected Classes”), in its educational programs or activities, operations, and employment applications and decisions. Harassment, if it rises to the level described in state law, is a prohibited form of discrimination.

A report of discrimination or harassment may be made to any District employee, including the District’s Title IX/Nondiscrimination Coordinator or designated assistant principal in each school building. Reports may be made in person, in writing, over the phone, by email, or via the District’s website. The District’s nondiscrimination policies, grievance procedures, and online complaint form are available on the District’s Nondiscrimination and Title IX web pages on the District’s website, <https://www.adams12.org/>.

The District’s Title IX/Non-Discrimination Coordinator is responsible for coordinating, monitoring, and documenting District compliance with District Policies 4140 (Equal Employment Opportunity), 8400 (Nondiscrimination), and 8410 (Sex-Based Discrimination and Harassment). Inquiries about these policies may be referred to the District’s Title IX/Nondiscrimination Coordinator, the U.S. Department of Education’s Office for Civil Rights, or both.

The District’s Title IX/Nondiscrimination Coordinator is:

Megan Brooks
Title IX/Nondiscrimination Coordinator
Adams 12 Five Star Schools
1500 E 128th Ave, Thornton, CO 80241
TitleIX-Nondiscrimination-Coordinator@adams12.org
(720) 972-4179

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 on the District's [website](#).

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, 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