

STUDENT HANDBOOK
2006-2007



SKYLINE R-II SCHOOL DISTRICT
NORWOOD, MISSOURI

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WELCOME

Welcome to Skyline School. We are pleased that you will be part of our school. You will find dedicated, highly trained teachers and staff to guide and help you. We hope your experiences here will be enjoyable.

We suggest that parents read and discuss the rules and regulations set forth in this handbook with their child. This will help avoid confusion and misunderstanding.

Thank you for sharing the responsibility of educating your child with us. As your child progresses through his/her school experience, he/she will be developing skills, attitudes, appreciations, and understandings they did not have previously. Your cooperation is sought to help your child put forth the best effort to achieve maximum potential.

I. EDUCATIONAL PHILOSOPHY OF SKYLINE R-II

A philosophy of education is the foundation on which a school district is built and upon which the product of the school program is evaluated. The philosophy herein subscribed to by the Skyline R-II School District Board of Education shall be a guide in determining the policies, rules and regulations of the school district.

Recognizing each student as a unique individual, we believe that education should provide an opportunity for the maximum development of each individual within the limitations of his capacities. Through education, it is possible for the individual to discover and endeavor to achieve to the limits of his capacities.

We believe that in a democratic society, education must help the student realize his worth as an individual and should lead him toward becoming a productive member of society. Strong emphasis must be placed upon democratic values which are important for an effective and satisfying personal and social life.

We believe that the role of the teacher in the educational process is to provide opportunities for the individual to achieve at the maximum level of his capacity, to create a learning situation in which individual motivation for learning is the stimulus for achievement, and to promote through teaching and example the principles of the democratic way of life.

We believe that parents/guardians have definite responsibilities in education. They need to have a basic confidence in the school, and they need to impart this confidence to the students. The parents/guardians may do this by cooperating to the fullest with the schools, by encouraging the student to give his best efforts to his daily school responsibilities and by participating in school activities.

We believe that the student must have responsibilities in the educational program of his community. Most important of these is attitude. The student is obliged to come with an open mind, equipped with all the necessary materials, ready to fulfill the responsibilities in the learning process. The basic attitude should be that the school is an institution of opportunity, staffed with trained personnel to help the student become a contributing member of society.

We believe that the foundation of the district's educational program is based on the development of competence in the basic fundamentals of reading, oral and written communication and mathematics.

It is, therefore, the responsibility of the Skyline R-II District to provide an educational environment for children of the district which will foster and accelerate their intellectual, physical, social and career development.

Adopted: 2/19/98

A: Foundations and Basic Commitments

Cross References:

IA, Instructional Goals/Priority Objectives

IF, Curriculum Development

IGA, Basic Instructional Program

MISSION STATEMENT

It is the Skyline R-II School District's mission to:

provide a secure and caring environment in which students can develop into lifetime learners,

prepare our students with academic skills necessary for the pursuit for higher levels of learning,

promote high self-esteem in order for them to reach their goals in life and to become productive members of society.

BELIEFS

Learning is...

attainable to varying degrees by all children.

lifelong.

necessary to obtain a productive life as member of the community.

All students...

need to learn basic values such as honesty and tolerance for others.

can learn and achieve at their own individual rate and pace.

have unique strengths, abilities and learning styles.

We believe that the effective learning environments...

fosters a desire for all students to learn.

values mistakes as opportunities to learn.

provides an outstanding education for all students based on individual needs.

PUBLIC NOTICE

All responsible public agencies are required to locate, evaluate, and identify children with disabilities who are under the jurisdiction of the agency, regardless of the severity of the disability, including children attending private schools, highly mobile children, such as migrant and homeless children, and children who are suspected of having a disability and in need of special education even though they are advancing from grade to grade. The Skyline R-II school district assures that it will provide a free, appropriate public education (FAPE) to all eligible children with disabilities between the ages of 3 and 21 under its jurisdiction. Disabilities include autism, deaf/blindness, emotional disorders, hearing impairment and deafness, mental retardation, multiple disabilities, orthopedic impairment, other health impairments, specific learning disabilities, speech or language impairment, traumatic brain injury, visual impairment/blindness and young child with a developmental delay.

The Skyline R-II school district assures that it will provide information and referral services necessary to assist the State in the implementation of early intervention services for infants and toddlers eligible for the Missouri First Steps Program.

The Skyline R-II school district assures that personally identifiable information collected, used, or maintained by the agency for the purposes of identification, evaluation, placement or provision of FAPE of children with disabilities may be inspected and/or reviewed by their parents/guardians. Parents/guardians may request amendment to the educational record if the parent/guardian believes the record is inaccurate, misleading, or violates the privacy or other rights of their child. Parents have the right to file complaints with the U.S. Department of Education or the Missouri Department of Elementary and Secondary Education concerning alleged failures by the district to meet the requirements of the Family Educational Rights and Privacy Act (FERPA).

The Skyline R-II school district has developed a Local Compliance Plan for the implementation of State Regulations for the Individuals with disabilities Education Act (IDEA). This plan contains the agency's policies and procedures regarding storage, disclosure to third parties, retention and destruction of personally identifiable information and the agency's assurances that services are provided in compliance with the General Education provision Act (GEPA). This plan may be reviewed during regular school hours (8a.m. - 4p.m.) on days school is in session, in the Office of the Superintendent of Schools.

Local school districts in the State of Missouri are required to conduct an annual census of all children with disabilities or suspected disabilities from birth to age twenty-one (21) that reside in the district. This census must be compiled by December 1 of each year. This information is treated as confidential and must include: name of the child; parent/legal guardian's name/address; birth date and age of the child; the child's disability; and the services provided to the child. If you have a child with a disability or know of a child with a disability that is not attending the public school, please contact the Director of Special Services at 417-779-4166.

This notice will be provided in native languages as appropriate.

SURROGATE PARENT PROGRAM

Pursuant to the requirements of state law, the State Board of Education is required to appoint a surrogate parent at such time as it becomes evident that a child with a disability does not have a parent or a person acting as a parent to participate in matters dealing with the provision of special education. For purposes of surrogate parent appointment, "parent" is defined as a biological parent, a guardian, or a person acting as a parent of a child including, but not limited to, a grandparent, a step parent, or a foster parent with whom the child lives. The term does not include the State if the child is a ward of the State. The term does not include a person whose parental rights have been terminated.

The local school district is given the responsibility to determine when a child with a disability who requires special education and who resides in the district is without a parent. The district must notify the Missouri Department of Elementary and Secondary Education of the need to appoint a surrogate parent. Training for persons serving as surrogate parents will be provided by the Missouri Department of Elementary and Secondary Education and the District.

If you are interested in volunteering to serve as a surrogate parent, more information can be obtained from the district's Director of Special Services.

PUBLIC NOTICE OF ADA REQUIREMENTS

The Skyline R-II School district does not discriminate on the basis of disability in admission to, access to, or operation of its programs, services or activities. The Skyline R-II School district does not discriminate on the basis of disability in its hiring or employment practices.

This notice is provided as required by Title II of the Americans with Disabilities Act of 1990.

Questions, concerns, complaints, or requests for additional information regarding the ADA may be forwarded to the Skyline School District's designated ADA Compliance Coordinator:

Ms. Jeanne Curtis, Superintendent
Skyline R-II School District
Rt. 2, Box 486
Norwood, MO 65717
Phone: Voice (417) 683-4874
TDD 1-800-735-2966 (Relay Missouri)
Days/Hours Available Monday through Friday
8:00 AM to 4:30 PM

Individuals who need auxiliary aids for effective communication in programs and services of the Skyline School District are invited to make their needs and preferences known to the ADA Compliance Coordinator.

This notice is available in large print, on audio tape and in Braille, from the ADA Compliance Coordinator.

Title IV and Section 504 Coordinator
Jeanne Curtis, Superintendent
Skyline R-II School District
Rt. 2, Box 486
Norwood, MO 65717
Phone 417-683-4874

PARENTS RIGHT TO KNOW

Our district is required to inform you of certain information that you, according to The No Child Left Behind Act of 2001 (Public Law 107-110), have the right to know.

Upon your request, our district is required to provide to you in a timely manner, the following information:

- Ÿ Whether the teacher has met state qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction.
- Ÿ Whether the teacher is teaching under emergency or other provisional status through which state qualification or licensing criteria have been waived.
- Ÿ Whether your child is provided services by paraprofessionals and, if so, their qualifications.
- Ÿ What baccalaureate degree major the teacher has and any other graduate certification or degree held by the teacher, and the field of discipline of the certification.

In addition to the information that parents may request, districts must provide to each individual parent-

- Ÿ Information on the achievement level of the parent's child in each of the state academic assessments as required under this part; and
- Ÿ Timely notice that the parent's child has been assigned, or has been taught for four or more consecutive weeks by, a teacher who is not highly qualified.

II. ENROLLMENT QUALIFICATIONS FOR SKYLINE R-II

A. Enrollment

All students enrolling at Skyline R-II School must have parents/guardians complete enrollment forms and present a copy of the following required documents:

1. Immunization Book

The child's immunization record must be up-to-date as required by law.

2. Social Security Number

3. Birth Certificate

a. A certificate of live birth will not be accepted.

b. Actual, original birth certificate must be presented to be copied for school records.

If a child has been attending school in another district before they transfer to Skyline R-II School, we will waive the requirements until we receive the child's records from the previous school. In the event the child's records do not meet the above requirements, the child's parents will be contacted and given time to correct the deficiency.

All **kindergarten** students must have a copy of these three (3) documents on file in the school office before they can attend school.

B. Transfer

Parents of children who are leaving the school district or transferring to another school within the district should notify the school office a few days in advance if possible. All library books and texts must be returned before the records are transferred to another school.

III. REGULATIONS, RULES, AND GUIDELINES

All visitors are to check in at the administrator's office and receive a visitor's pass before going to other areas of the campus.

A. Attendance

The Skyline R-II School was required by law to develop a Comprehensive School Improvement plan. This plan's purpose is to develop goals for school improvement as recommended by a community and school committee. This plan has been developed and was adopted by the Board of Education in June 1998 and revised in June 1999. The plan addresses the need for good student attendance by stating that all students should maintain at least a 95% attendance rate. To help comply with this student attendance standard, an attendance policy has been developed. It should be noted that school officials are charged under Missouri State Statutes 167.031, 167.081, and 167.11 with the duty of seeing that each child is in compliance with state laws and attendance policies.

Absenteeism hampers educational achievement and is detrimental to academic success. Parents, students, and teachers all share in the responsibility for encouraging regular attendance. Each day a new concept is introduced in the classroom in one or more subjects. If students are not present, the teacher has to go over that concept again or the student has to try to pick it up on his/her own. Poor attendance is one of the greatest contributors causing failure in school.

Regular and punctual patterns of attendance will be expected of each student enrolled in the Skyline R-II School. The following policy has been designed and hereby adopted to provide a framework

for ensuring responsible attendance by all students and to encourage students to stay in school by providing opportunity for recovery of loss of academic time:

1. Students who are absent from school more than 5 days in a semester will be required to attend one day of Saturday School make-up time for each unexcused absence over 5 days. After the third (3) and fifth (5) day of absence by the student, his or her parents/or legal guardian will be notified of the absences and that the student will be assigned to Saturday School after the fifth (5) absence. With the five (5) day notification, a grade of no credit (NC) will be entered unless the student is failing at that time. If the student was failing, a failing grade (F) will be entered on the record. A no credit grade will be in effect until completion of a Saturday School assignment. (Note: A student who is suspended from school will not be assigned to Saturday School and will not be allowed to make up work missed during suspension.)

2. Unexcused absences by a student exceeding 5 days or more during **one semester** and not made-up in Saturday School shall cause the student to be notified of placement in summer school. For the purposes of placement in summer school, the guidelines are as follows:

Absences not made up in Saturday School	Summer School
a. Total absences from 1 - 5 days:	10 days
b. Total absences from 6 - 10 days:	15 days
c. Total absences from 11 - 15 days:	20 days
d. Total absences over 15 days:	No credit

3. After notification of summer school assignment, the student, his/her parent or legal guardian may file an appeal in writing within five (5) days of notice with the principal/superintendent. Upon receipt of the appeal request, a hearing date shall be set for the purpose of consideration of the applicant's appeal. The appeal will be to the Board of Education. The applicant shall be required to present competent evidence to substantiate the appeal.

4. Students must attend all assigned summer school classes, maintain appropriate behavior standards, and successfully pass subjects taught. Any student who does not properly complete summer school assignment, will not be able to earn credit for classes affected by attendance violation.

5. The school administration shall reserve the right to review continuous absences for medical reasons. Students, whose illness necessitates an absence of ten or more consecutive school days, may have the option of applying for homebound instruction. This may be provided upon the request of the student, approval of the student's physician, and approval from the State Department of Education.

6. Students who transfer from other schools will have absences transferred for the current semester and applied to the attendance policy of Skyline R-II School District. The appeals process will be the same for all students, including transfer students.

7. Absences that are given as examples of unavoidable absences are:

- Personal illness.
- Regular/weekly scheduled medical appointments that could not be scheduled outside of the school day. (Every attempt should be made to arrange appointments after school hours or at a time of day requiring the least absence from school. A student should rarely miss more than a half-day for an appointment.)
- Absences due to religious observance.
- Death in the immediate family.
- Court appearances.

8. Absences that are given as examples of avoidable absences and are **unexcused** are:
- a. Hunting and Fishing
 - b. Shopping Trips
- (These definitions are not all-inclusive, but designed to provide examples.)

9. The term **excused** and **unexcused** will be used. The administrator may make inquiries to verify absences. **It is extremely important that students bring a note from the doctor or dentist to verify date and time of visits or from parents/guardians to verify other absences so that the school will have on file the reason for the absence.**

10. Any student who leaves during the school day must first get approval from the administrator's office and have the parent/guardian sign them out.

11. To be considered to have perfect attendance for the year, a student cannot miss more than one period on a given day or more than six (6) periods accumulated throughout the year.

12. Upon returning to school, the teacher will allow the student one day for each day missed of an excused absence to make up school work missed.

13. To be able to participate in an extra curricular activity a student must be present at least half of the day (from 8:10 to 12:00 or 12:00-3:20) to be eligible to participate in that day's activities.

B. Conduct Code/Discipline Policy

Development of good discipline is one of the most important goals of education. Discipline is the development of self-control, character, and proper consideration for other people. The objective of the student code of conduct is to establish rules with regard to the conduct of **all** students of Skyline R-II School.

When students are under the care of school officials, it is necessary to have a certain degree of control for safety and to ensure that learning can take place. The rules which have been established have been deemed appropriate and necessary for the maintenance of a wholesome school climate for all students.

When behavior problems are of a minor nature, the classroom teacher, or teachers on duty, will make every effort to deal with the problem and may involve the parents in correcting these particular problems before it is necessary to write up a disciplinary form. However, the seriousness of the offense will also dictate the degree of action taken. Anytime a referral warrants formal disciplinary action, the administrator will contact the parent or guardian by written notice which will be delivered by the student or through the mail or by direct contact personally or by telephone.

Each student will be guaranteed the right to due process for major offenses involving short-term and long-term suspension and expulsion.

Special Education Students

Discipline for special education students will be administered according to their individual educational programs and in accordance with Public Law 94-142 and other laws pertaining to special education students.

Disciplinary Actions

Student Conference

A formal conference is held between the student and one or more school officials. During this conference, the student should agree to correct their behavior.

Parent Involvement

Parent(s) or legal guardian(s) are notified of disciplinary action by telephone, personal contact, discipline notice, or by letter. A conference may be conducted between the student, parent(s), a school administrator, and/or teacher.

Referral to Counselor

Students may be required to meet with our counselor on a periodic basis. The counselor will advise students on ways of improving his/her behavior.

Noon Detention/After School Detention

Noon detention is a structured time out. Students will be notified of which day they are to have their detention.

In-School Suspension (ISS)

In-school suspension is a behavior modification program which involves the student being suspended from the privilege of attending his/her regular classes. Students will be under the supervision of school personnel in a secluded area and will be required to do school work. No magazine or book reading, unless part of the teacher's assignment will be allowed; nor will the watching of television or eating snacks.

Out-of-School Suspension (OSS)

Out-of-school suspension is the removal of a student from the regular school environment, not allowing the student to come to school. Students under suspension are not allowed to make up work missed during their absence. In addition, they are not allowed to be on or around the school campus. This includes participation or attendance of any extracurricular activities sponsored by or on school grounds.

Any student who has been suspended from school on three (3) previous occasions shall have his/her record reviewed by the principal for the recommendation to the Board of Education for a long-term suspension from school upon the fourth (4) suspension.

Student Expulsion

If a student consistently refuses to conform to school policies and regulations, as outlined by the student discipline code, the principal may recommend to the Board of Education that the student be expelled from school.

Any student behavior which also violates state statues will be referred to the appropriate law enforcement agency. The principal/superintendent may refer students to other agencies to include, but not limited to: Douglas County Juvenile Office, Division of Family Services, Ozark Area Care and Counseling.

Corporal Punishment

Corporal punishment, as a measure of correction or of maintaining discipline and order in schools, is permitted. However, it shall be used only when all other alternative means of discipline have failed, and then only in reasonable form and upon the recommendation of the principal/superintendent. If found necessary, it should be administered by the principal/superintendent in the presence of a teacher. The parent or guardian will be notified personally or by phone before corporal punishment is given.

Due Process

Any student that receives short-term suspension, long term-suspension, or expulsion shall be given the right of due process.

- A. Short-term Suspension (10 days or less) issued by the principal/superintendent
 - 1. The student has the right to be advised of charges during a student conference.
 - 2. If student denies charges, he or she has the right to be advised of basis of charges.
 - 3. The student has the right to respond to charges.
- B. Long-term Suspensions (Over 10 days) issued by the superintendent up to 180 days
 - 1. Upon request of the student, the suspension shall be stayed pending review by Board of Education unless in the judgment of the superintendent, the student's presence poses a continuing danger to persons or property or an ongoing threat of disrupting the academic process
 - 2. The student should be given an informal conference with superintendent prior to extension of short-term suspension
 - 3. A student is entitled to a Board hearing for a long-term suspension upon written request of the parents and for expulsion the student will always be provided a Board hearing.
- C. Nature of student's rights at board hearing:
 - 1. Statement of charges
 - 2. Advance notice of hearing
 - 3. Opportunity to be heard
 - a. Representation by legal counsel
 - b. Right to call witnesses
 - c. Right to confront and cross-examine witnesses
 - 4. Right to record of proceedings
 - 5. Written findings of fact, conclusions of law and decision
- D. Judicial Review
 - 1. Have proper procedures been followed?
 - 2. Is there substantial and competent evidence supporting the decision?
 - 3. Is the punishment excessive?

All Offenses - Modification of any disciplinary action may be made on a case by case basis by the chief administering officer. Student history and severity of violation of school rules will be taken into consideration when administrating disciplinary action. These guidelines do not list all possible areas or mention every possible disciplinary action.

MAJOR OFFENSES

Weapons: Any person utilizing a school facility is not to carry, conceal, or directly or indirectly sell, deliver or loan any kind of firearms, bowie knife, spring back knife, razor, metal knuckles, billy club, sword cane, dirk slingshot, dagger or other similar deadly weapons in school buildings, on or about the school district's grounds, on a school bus, and at school activities whether on or off school property. Violations of this provision will be referred to the appropriate legal authorities. In addition, any student who violates this provision will be subject to suspension and/or expulsion from school.

The expulsion from school for a period of not less than 180 days of any student who brings a firearm to school.

An exception that the district's chief administering officer may modify the expulsion requirement on a case-by-case basis, and to comply with the discipline of students with disabilities in accordance with the requirements of Part B of the Individuals with Disabilities Education Act (IDEA) and section 504 of the Rehabilitation Act .

DISCIPLINARY ACTION K-4

1st--180 days expulsion

DISCIPLINARY ACTION 5-8

1st--180 days expulsion

Assault--Attempting to cause injury to another person; intentionally placing a person in reasonable apprehension of imminent physical injury.

DISCIPLINARY ACTION K-4

- 1st--1/2-1 day ISS
- 2nd--1-3 days ISS/referred to counselor
- 3rd--3-5 days ISS

DISCIPLINARY ACTION 5-8

- 1st--3-5 days ISS
- 2nd--3 days OSS
- 3rd--5-10 days OSS

Fighting--Mutual combat in which both parties have contributed to the conflict either verbally or by physical action.

DISCIPLINARY ACTION K-4

- 1st--1/2-1 day ISS
- 2nd--1-3 days ISS
- 3rd--3-5 days ISS

DISCIPLINARY ACTION 5-8

- 1st--3-5 days ISS
- 2nd--3 days OSS
- 3rd--5-10 days OSS

Threatening, disparaging or demeaning language--Use of words or actions, verbal, written or symbolic meant to harass or injure another person; i.e., threats of violence or defamation of a person's race, religion, gender or ethnic origin.

DISCIPLINARY ACTION K-4

- 1st--3 days noon detention
- 2nd--1/2-1 day ISS
- 3rd--1-3 days ISS

DISCIPLINARY ACTION 5-8

- 1st--1-2 days ISS
- 2nd--3-5 days ISS
- 3rd--1-3 days OSS

Extortion--Threatening or intimidating any student for the purpose of obtaining money or anything of value.

DISCIPLINARY ACTION K-4

- 1st--3 days noon detention
- 2nd--1/2-1 day ISS
- 3rd--1-3 days ISS

DISCIPLINARY ACTION 5-8

- 1st--3-5 days ISS
- 2nd--3 days OSS
- 3rd--5-10 days OSS

Harassment--The Skyline R-II School District prohibits any and all forms of unlawful harassment and discrimination because of race, color, sex, national origin, ethnicity, disability, sexual orientation, or perceived sexual orientation. Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature when:

- Submission to such conduct is made either explicitly or implicitly a term or condition of a student's academic status or progress, or
- Submission to or rejection of such conduct by a student is used as the basis for evaluation a student's performance within a course of study or other school-related activity, or
- Such conduct has the purpose or effect of unreasonable interfering with a student's academic performance or creating an intimidating, hostile, or offensive educational environment.

Whether a student voluntarily submits to sexual advances or requests is irrelevant for purposes of this policy.

DISCIPLINARY ACTION K-4

- 1st--1/2-1 day ISS, refer to school counselor
- 2nd--2-3 days ISS
- 3rd--3-5 days ISS/Refer for professional counseling

DISCIPLINARY ACTION 5-8

- 1st--3-5 days ISS
- 2nd--3 days OSS
- 3rd--5-10days OSS

Alcohol or Drugs - in school, on school playgrounds, parking lots, school buses, and school activities whether on or off school property.

a. Use or Possession-- possession of or attendance under the influence of any unauthorized prescription drug, alcohol, narcotic substance, counterfeit drugs or drug-related paraphernalia.

DISCIPLINARY ACTION K-4

- 1st--5 days OSS
- 2nd--1 semester OSS(90 day period)
- 3rd--expulsion

DISCIPLINARY ACTION 5-8

- 1st--10 days OSS
- 2nd--1 semester OSS(90 day period)
- 3rd--expulsion

b. sale and distribution--sale, purchase or distribution of any prescription drug, alcohol, narcotic substance, counterfeit drugs and/or drug related paraphernalia

DISCIPLINARY ACTION K-4

- 1st--5 days OSS
- 2nd--1 semester OSS(90 day period)
- 3rd--expulsion

DISCIPLINARY ACTION 5-8

- 1st--10 days--OSS
- 2nd--1 semester OSS(90 day period)
- 3rd--expulsion

Tobacco--The possession or use of any tobacco products on the school premises, bus or at any school activity.
Smoking

DISCIPLINARY ACTION K-4

- 1st--3-5 days noon detention
- 2nd--1/2-1 day ISS
- 3rd--2-3 days OSS

DISCIPLINARY ACTION 5-8

- 1st--1-2 days ISS
- 2nd--3-5 days ISS
- 3rd--1-3 days OSS

Arson--Starting a fire or causing an explosion with the intention to damage property or buildings.

DISCIPLINARY ACTION K-4

- 1st--11-180 days OSS or expulsion
- 2nd--expulsion

DISCIPLINARY ACTION 5-8

- 1st--11-180 days OSS or expulsion
- 2nd--expulsion

Vandalism--Willful damages or the attempt to cause damage to real or personal property belonging to the school, staff or students.

DISCIPLINARY ACTION K-4

- 1st--1/2-1 day ISS
- 2nd--2-3 days ISS
- 3rd--3-5 days ISS
- restitution--

DISCIPLINARY ACTION 5-8

- 1st--1-3 days ISS
- 2nd--3-5 days ISS
- 3rd--1-3 days OSS
- restitution--

Theft--Theft, attempted theft or willful possession of stolen property.

DISCIPLINARY ACTION K-4

- 1st--1/2-1 day ISS
- 2nd--2-3 days ISS
- 3rd--3-5 days ISS
- restitution--

DISCIPLINARY ACTION 5-8

- 1st--1-3 days ISS
- 2nd--3-5 days ISS
- 3rd--1-3 days OSS
- restitution--

False Alarms--Tampering with emergency equipment, setting off false alarms, making false reports.

DISCIPLINARY ACTION K-4

- 1st--1-3 days ISS
- 2nd--3-5 days ISS
- 3rd--1-3 days OSS

DISCIPLINARY ACTION 5-8

- 1st--1-3 days ISS
- 2nd--3-5 days ISS
- 3rd--1-3 days OSS

Defiance of authority and disrespectful speech or conduct toward a teacher or staff member

DISCIPLINARY ACTION K-4

- 1st--3-5 days noon detention
- 2nd--1/2-1 day ISS
- 3rd--1-3 days ISS

DISCIPLINARY ACTION 5-8

- 1st--1-3 days ISS
- 2nd--3-5 days ISS
- 3rd--1-3 days OSS

Truancy--Absence from school without the knowledge and consent of parents/guardian and/or the school administration

DISCIPLINARY ACTION K-4

- 1st--5 days noon detention
- 2nd--1-2 days ISS
- 3rd--3-5 days ISS

DISCIPLINARY ACTION 5-8

- 1st--1-3 days ISS
- 2nd--3-5 days ISS
- 3rd--5-10 days ISS

Bullying --Intentional intimidation or infliction of physical, emotional, or mental harm.

First Offense - 10-30 days of OSS

Subsequent Offenses - 180 Days of OSS to expulsion

MINOR OFFENSES

Including but not limited to:

profanity

cheating

lying

class disruption (talking, etc)

public display of affection

disorderly conduct (pushing, cutting line, etc

classroom cooperation

classroom preparation

inappropriate dress

DISCIPLINARY ACTION K-4

1st--1-3 days noon detention

2nd--3-5 days noon detention

3rd--1-3 days ISS

DISCIPLINARY ACTION 5-8

1st-3-5 days noon detention or 1 day ISS

2nd-1-3 days ISS

3rd-3-5 days ISS

Bus--Any student whose conduct on a school bus is improper or jeopardizes the safety of other students may have his/her right to school bus transportation suspended for such period of time as deemed proper by the Superintendent, building principal or designee. Uniform rules of conduct and disciplinary measures will be enforced.

DISCIPLINARY ACTION K-4

according to discipline policy

DISCIPLINARY ACTION 5-8

according to discipline policy

Bus--infractions of bus riding rules including but not limited to throwing objects, excessive loud talking, out of seat, etc.

DISCIPLINARY ACTION K-4

1st--warning

2nd--1-3 days noon detention

3rd--loss of bus riding privileges

DISCIPLINARY ACTION 5-8

1st--warning

2nd--1-3 days ISS

3rd--loss of bus riding privileges

Inappropriate Computer Use

Such conduct would include, but is not limited to, the placing of unlawful information on or through the computer system, and the use of obscene, abusive, or otherwise objectionable language or images in either public or private files or messages.

DISCIPLINARY ACTION K-4

1st--disorderly conduct offense and suspension from all computers for 10 days.

2nd--disorderly conduct offense and suspension from all computers for 20 days.

Repeated: Disorderly conduct offense and suspension from all computers for 40 days.

DISCIPLINARY ACTION 5-8

1st--Disorderly conduct offense and suspension from all computers for 1 quarter.

2nd--Disorderly conduct offense and suspension from all computers for 1 semester.

Repeated: Disorderly conduct offense and suspension from all computers for the rest of the year.

Public Display of Affection (PDA)

The school setting is an inappropriate place for the excessive display of affection. Such excessive display of affection can be damaging to the reputation of those involved and is a poor model for the younger students. The "hands-off" rule applies. Hand holding is also considered to be "hands-off".

Disciplinary action will be applied.

Student Possession of Water Guns, Water Balloons, Toys, Etc.

The possession or use of water guns, water balloons, toys, etc. in the school environment is at the minimum of disruption of the normal educational process and can lead to fights, injuries, damage to property, etc. Students are not to have in their possession any such devices while on school property or at school sponsored events.

Items will be confiscated. For repeated offenses the following will apply:

DISCIPLINARY ACTION K-4

1st--1-3 days noon detention

2nd--3-5 days noon detention

3rd--1-3 days ISS

DISCIPLINARY ACTION 5-8

1st-3-5 days noon detention or 1 day ISS

2nd-1-3 days ISS

3rd-3-5 days ISS

Student Complaints and Grievances

Alleged acts of unfairness or any decision made by school personnel, except as otherwise provided for under student suspension and expulsion, which students and/or parents/guardians believe to be unjust or in violation of pertinent policies of the Board or individual school rules, may be appealed to the school principal or a designated representative.

The following guidelines are established for the presentation of student complaints and grievances:

- Ÿ The teacher shall schedule a conference with the student and any staff members involved in an attempt to resolve the problem. Parents/guardians may be involved in the conference, or a later conference for parents/guardians may be scheduled at the discretion of the teacher.
- Ÿ If the problem is not resolved to the satisfaction of the student and/or parents/guardians, a request may be submitted for a conference with the Principal/Superintendent of Schools. The Principal/Superintendent shall arrange a conference to consider the problem, and to inform the participants of the action that will be taken.
- Ÿ If the student and/or parents/guardians are not satisfied with the action of the Principal/Superintendent, they may submit a written request to appear before the Board of Education. Unless required by law, a hearing will be at the discretion of the Board. The decision of the Board of Education shall be final.

All persons are assured that this process may be used without fear of reprisal.

C. Dress Code

The Board of Education expects student's dress and grooming to be neat, clean, and in good taste so that each student may share in promoting a positive, healthy, and safe atmosphere within the school district. Guidelines were not made different for each grade or age group. This would cause the staff to be involved in constant judging about age appropriate dress, so guidelines are for all ages.

Dress and Grooming will not disrupt the teaching/learning process or cause undue attention to an individual student. Student dress and grooming will be the responsibility of the individual and parents/guardians, within the following guidelines:

1. Dress and grooming will be clean and in keeping with health, sanitary, and safety requirements.
2. All students must wear shoes, boots, or other types of footwear. A separate pair of shoes is necessary for student use while playing in the gym.
3. No midriffs, short shorts, tank tops or biking tights are to be worn.
 - Ÿ Shirts and blouses must cover the abdomen - "No Skin"
 - Ÿ If tight fitting leggings or spandex pants are worn, a top covering should be worn which comes below the students "bottom"
 - Ÿ Shorts are not to be shorter than 6" from the knee. This can be measured by having the student kneel on the ground and measure from the floor up.
 - Ÿ Headgear is not to be worn inside of the building.
4. Logos or symbols of drugs, alcohol, tobacco, or other inappropriate products should not be worn.
5. Additional dress regulations may be imposed upon students participating in certain extracurricular activities or special class activities.

D. Student Traffic

1. Hall Passes - Any student who is released from class to see the counselor, nurse, or administrator should have a hall pass; thus indicating he/she has permission to be away from class.
2. Halls - When moving through the halls, walk quietly in an orderly manner on the right side. Keep the halls free of litter.

E. Closed Campus

Skyline R-II is a closed campus. This means that whenever students arrive in the mornings, they are not to leave the campus without checking out through the office. Students who ride the school bus to school are considered on the campus when their bus arrives at school. Students who leave the campus during the school day without permission are considered truant.

Students will not be allowed to bring student visitors to class with them.

E. Student Health and Safety

1. Health Office

The school health office provides first aid and health care to all students, staff and faculty. If your child becomes ill at school, he/she will be sent to the health office. There are some general reasons the health office may request that the student go home, i.e. , temperature over 100^o F, vomiting, injury requiring a doctor's attention, head lice, scabies, or a bacterial conjunctivitis (pink eye). The school board has adopted a NIT free policy which helps to prevent the spread of head lice.

All medical records of students, staff, and faculty will be kept in the health office. An emergency number should be on file in the case someone should need emergency treatment. The telephone numbers on file include home number, parents work number, and a phone number of a neighbor or relative in the event a parent cannot be reached.

The school provides vision, hearing, dental, growth and development, and scoliosis screenings yearly in compliance with state guidelines on grade levels tested and with parental permission. A fluoride rinse program is also offered by the school which has been proved to reduce tooth decay by 20 - 50 %. This program is offered to all grades K-8.

In compliance with immunization laws set forth by the State of Missouri, all students are required to have at least 3 DPT, 3 OPV, and 2 MMR with the last shot being after the fourth birthday for grades K-4. Students K-4 and 7-8th must have their Hepatitis B series complete or started before entering school. A TD booster is required 10 years after the last DPT which affects junior high students. There is no longer a grace period and all students must be in compliance by the first day of school, without exceptions. All new students must have their immunization record, birth certificate, and a social security number upon enrollment.

If the student takes medication at school, it must be kept in the health office. Upon arrival at school students are to request permission to report to the health office with any medication. Medication is not to be sent to school without the following:

- « A note from the parent stating the time, date, and dosage that the medication should be given.
- « Original container

We request that cough drops be sent from home if the student needs them. They will be treated as any other medication.

If the student's health has changed over the summer, i.e., allergies, surgery, or chronic illness, the parent should inform the health office so better care can be given to the student.

The school health office also gives guidance and counseling concerning health problems of the students. This office does not include diagnosis, treatment, or the administering of prescription medication without parental consent.

If you have any questions, please feel free to contact the school health nurse or the administrator's office any time during school hours.

2. Earthquake Disaster Preparedness Plan

Preparation of the students:

A. Earthquake Drill

1. Complete drill to be held twice a year.
 - a. The signal for an earthquake drill will be an intermittent siren. At teacher's command, students assume drop position as follows:
 - 1) Away from windows or other potential hazards
 - 2) Under desk, table or other shelter, or against inside wall.
 - 3) Drop to knees with back to windows.
 - 4) Head down toward knees, hands clasped behind neck, arms against ears, eyes closed.
 - 5) If a jacket or other object is available, use for additional head protection.
 - 6) Be silent so directions can be heard.
 - 7) Teacher also assumes drop position with children, then stands and monitors student's position.
 - 8) Students hold drop position for 60 seconds.
 - 9) Teacher gives directions for evacuation to prearranged location.
 - 10) Teacher takes emergency kit and gallon of water to evacuation.
 - 11) Teacher and students stay at evacuation site until directed to return to room.
2. Students learn what to do during a quake if no adult is present or if the student is at lunch, in the corridor or on the playground.
3. Additional drills including non-homeroom settings, i.e., recess, lunch, special classes are to be held at the discretion of the administrator.

B. Actual Earthquake

1. Inside school building
 - a. Follow the procedures of the drill.
 - b. Remain in position until further instructions are given.
 - c. After the initial shock and things settle down, teachers will evacuate classroom when the all-clear is sounded, being alert to the possibility of aftershocks.
 - d. When leaving classrooms, make every effort to take the roll book, emergency supplies stored in tote bag near door, and a gallon of distilled water.
 - e. Announce that no one is to return to the room unless authorized to do so.
2. Outside school building
 - a. Get clear of all buildings, trees, exposed wires, or other hazards that may fall. The open is the safest place.
 - b. Assume the drop position until quake is over.

3. On school bus

- a. Drivers should immediately stop the bus away from hazards.
- b. Occupants should assume drop position under seats, if possible, or in the aisles.
- c. After the quake:
 - 1) If on the way to school, continue to school.
 - 2) If delivering students home, continue to do so.

NOTE: Schools will remain open indefinitely until every child has been released to parents/guardians or to an authorized person.

3. Tornado Drill

Evacuation procedure for a tornado will be handled as follows:

- 1. Inside school building
 - a. The signal for a tornado drill will be a siren.
 - b. The teachers are to direct their students to a designated safety area.
 - c. Teachers should take his/her grade book with them when leaving the room. Check roll to account for all students.
 - d. Students are to kneel on the floor, facing the wall with heads covered by arms. Head should be positioned between the knees as demonstrated in the classroom.
 - e. Students are to remain quiet during a tornado or drill to hear further instructions.
 - f. All clear will be announced over the intercom so as to return to the classroom and quietly and orderly.
- 2. On school bus

Evacuate the bus, if possible, take shelter in a building in the area. If no shelter take students to a ditch or low-lying area.

4. Fire Drill

Evacuation procedure for a fire will be handled as follows:

- a. The signal for a fire or drill will be a continuous beep.
- b. The teachers are to direct their students to a designated safety area outside the school building.
- c. Teachers should take his/her grade book with them when leaving the room. Check roll to account for all students.
- d. Students are to remain quiet during a fire or drill to hear further instructions.
- e. All clear will be announced over the intercom so as to return to the classroom quietly and orderly.

EMERGENCY EVACUATION

<u>Drills</u>	<u>Bells</u>
Earthquake Drill	Intermittent Siren
Evacuate during	Continuous Beep
Fire Drill	Continuous Beep
Tornado Drill	Siren

G. Lunchroom Procedures

The lunchroom is a place where student can enjoy a wholesome meal and good positive relationships with the other students. Students will be permitted to talk quietly while they are seated at the tables. We expect our students to practice general rules of good manners while in the cafeteria.

The cafeteria provides each student a nutritious meal at a reasonable price. Since we have closed lunch periods, all students are expected to be in the cafeteria during the lunch period.

The following procedures will apply:

- Students may talk quietly while they are in the cafeteria.
- Students will remove all food, napkins, and milk cartons from the table and floor before leaving the table to return their tray.
- The classroom teacher will supervise his/her students in the lunchroom.
- Students will walk single file and be patient while putting the trash in the trash can, silverware in the appropriate bowl, and tray with any leftover food/milk on the tray counter(do not dump the food) and line up in the designated area for their class.
- When all students in the class have returned their tray, they will return to the classroom.
- All food will be eaten in the cafeteria, which includes drinks.
- Payment for school lunches will be made through the office.
- Free and reduced lunch applications are available from the school secretary.

Students are not to bring soda pop to drink with a school lunch - only bring it if they bring their entire lunch.

- If a student drops his/her tray or makes a mess, he/she will clean it up.

H. Transportation

Only those students who meet eligibility requirements by means of residence will be permitted to use school bus transportation for the purpose of travel to and from school.

1. Loading/Unloading at School

The Missouri Department of Elementary and Secondary Education, Division of Transportation, has established school bus operator guidelines for Missouri schools. These guidelines list the techniques for proper handling of buses and students during loading/unloading -- plus the general rules of student behavior and procedures for handling poor or bad student conduct.

Since bus safety is our first and foremost concern, we will be holding bus evacuation drills for all students who ride the Skyline R-II buses. Parents need to assist the school by instructing their children to conduct themselves in such a manner that will not interfere with the driver while operating the bus, including loading/unloading. Students must be seated on the bus and remain seated until the bus is stopped for loading/unloading. The students are required to have the same behavior expected in a classroom setting except there may be light conversation.

Each of the four (4) daily-route buses will pull side by side in a herringbone pattern, while loading/unloading at school. This procedure prevents students from walking between the school buses. This is a state safety guideline for all school buses loading/unloading at school.

2. General Rules

Get on/off the bus in a single file and use the hand rail.

Be on time. The bus cannot wait beyond its normal schedule. Buses will not unload students before 7:45 a.m. Parents driving their children to school should realize the building does not open until then.

Students should never stand in the roadway while waiting nor “horse-play” as the bus approaches.

Students shall cross the road only in front of the bus after leaving the bus, and **ONLY** when the driver gives them the O.K. Drivers can see traffic stopped in their mirrors and not all drivers obey the law and stop for buses. Never walk between the parked buses at school. Walk in front of the first bus to go to the parking lot under the supervision of the duty teacher.

There will be no eating or drinking on the buses.

Any student who intentionally damages a school bus in anyway will lose bus privileges and will be responsible for paying for any repairs necessary.

A note must be written by the parent when they want their child/children to get off the bus at a different bus stop or to ride a different bus. This note must be given to the secretary who will then give the note to the respective drivers. A note must be written from both families before a child is to go home with another child.

3. Student Conduct on School Buses

The safety of students during their transportation to and from school is a responsibility which they and their parents/guardians share with the bus drivers and school officials. The Board wants each student to know what conduct is expected when waiting for and riding on a school bus. Therefore, the rules of student conduct are issued to all students.

Students who fail to observe these rules will be subject to disciplinary action since their actions may affect the safety of others. A student who misbehaves will be reported by the driver to the administrator on the same school day if the incident occurs in the a.m. or the next morning if it occurs in the p.m.

Failure to follow bus rules and regulations may result in the loss of the privilege of riding the bus.

The following rules will be followed concerning the school buses:

- Y The driver is in charge of the bus. Students who do not follow his/her directions may be denied the right to ride the bus as directed by the administrator.
- Y Drivers may assign students to a seat and demand that they sit in that assigned seat.
- Y Students must remain seated at all times while the bus is in motion. There will be no seat changing without the driver's permission, and then only while the bus is stopped.
- Y Students must not extend arms or heads out of the bus windows, nor should any objects be thrown from a bus or extended out the windows.
- Y Take good care of your bus and help keep the bus clean. Any damage to the bus should be reported at once to the driver.
- Y Students are expected to behave in the same controlled manner as a classroom setting except that light conversation is permitted with nearby students.
- Y **No toys are allowed on the bus.** Toys from home are not allowed at school unless there is a special “show & tell” or activity in the classroom. If toys are brought, they should be carried in a sack or book bag and not brought out until the special activity.
- Y Walkmans, radios, etc. are to be left at home. Those seen used during the school day will be confiscated.
- Y **No pets are allowed on the bus at any time.** No pets are allowed at school, except by Administration permission. If a pet is permitted by the administrator it must be shown and taken home after the showing.
- Y **No balloons or oversized bags** allowed on the bus.

IV. ACADEMIC/CURRICULUM

A. Grading Scale

100- 94 A	79 - 77	C+
93 - 90 A-	76 - 73	C
89 - 87 B+	72 - 70	C-
86 - 83 B	69 - 67	D+
82 - 80 B-	66 - 63	D
	62 - 60	D-

B. Honor Roll

“A” Honor Roll

To achieve honor standing on the “A” Honor Roll:

A student in grade 3-8 must have all core subject grades of A-, A.

“A/B” Honor Roll

To achieve honor standing on the “A/B” Honor Roll:

A student in grade 3-8 must have all core subject grades of B- or above.

Honorable Mention Honor Roll

To achieve honorable mention, students must increase their overall grade average one whole grade. This will include Special Education students.

<u>Core Subjects</u>	<u>Non-Core Subjects</u>
All Language Arts	Penmanship
Reading	Music
Spelling	Library
English, etc.	Art
Mathematics	P.E.
Science	Computer Lab
Social Studies	
Health	

C. Late Work

Late work is to be accepted as follows:

- A. 1 day late - less 10%
- B. 2 days late - less 20%
- C. Any paper turned in later than 2 days - 0%

D. Excused Absences - upon returning to school the student will have one day for each day missed to make up school work missed.

D. Promotion and Retention of Students

A student’s mastery of the key skills as specified by the Missouri State Department of Education and the Skyline School District for the grade level to which he/she is assigned shall be considered before he/she is assigned to the next higher grade. Those students who have mastered the appropriate key skills for the grade level will be promoted. Those students who have not mastered the appropriate key skills for the grade level may be retained unless students have been identified as having learning disabilities or deficiencies requiring other considerations or special education.

While the wishes and concerns of the parent/guardian will be given proper consideration, the decision to promote or retain is a professional decision. The principal shall make the final decision on promotion or retention in accordance with this policy and the administrative procedures approved by the Board of Education.

E. Middle School - Grades 6th - 8th

Students in the 6th through 8th grades will be rotating between classes. A bell system will be established to allow for the rotation of classes. Students will still be expected to follow all rules and regulations for Skyline School.

- Y Lockers: Students will be assigned a locker for their books, coats, gym shoes and other school supplies. Lockers will not be locked so it is advisable that students not bring valuable items to school.
- Y Backpacks and coats: Students will leave any backpacks and coats in their lockers. Classes are close enough that they will not need to lug backpacks around.
- Y Discipline: Discipline will continue to be handled in the classrooms by the individual teachers. Extreme problems will be sent to the office with a referral. Students will be monitored in the hallways between classes, and are asked to use this time wisely and not spend it getting into trouble.
- Y Lunchroom procedures: 6th-8th grade students will eat breakfast immediately following unloading of the buses. As soon as they have finished breakfast they will report to their homeroom assignment. Lunch procedures will be the same as explained in previous sections of the handbook. Middle school students will be allowed to have a choice of where they sit during lunch unless they are assigned detention.

V. INTERSCHOLASTIC & EXTRACURRICULAR ACTIVITIES

A. Athletic Participation

Boys and girls in grades 4-8 will have the opportunity to participate in extra-curricular activities of basketball, cheerleading, softball, track, and volleyball. All students participating in extra-curricular activities are under the supervision of the coaches and supervisors. All school rules and regulations regarding student behavior will be in effect during school-sponsored activities.

The following is a list of guidelines and regulations necessary to participate in the activities:

1. All participants will be required to have a physical examination, proof of accident/health insurance, and written parental/guardian permission before participation.
2. Physical exams will be scheduled at the school at no cost to the parents when possible. The parent will be responsible to secure the physical examination when the school cannot secure a physician to come to Skyline to give the physicals, or when the parent chooses to have another physician provide the service.
3. Students participating in the Junior High Season will be expected to do their class work at a satisfactory level of performance (**with at least a C- average and no F's**) if they are to be eligible to participate in the game. **Grades will be checked at mid-quarter and the end of the quarter to determine eligibility.** Students participating in the PeeWee season are exempt from these requirements; however, we do encourage the students to continue to strive for academic achievement.
4. Students/players riding a school bus will be expected to follow all bus rules and regulations.

5. Departure time and estimated arrival time on the return trip will be posted and given to all players. The bus will **not** wait for any player and will depart at the designated time. If we plan to stop somewhere to eat after the game, the estimated arrival time at Skyline includes the stop time.
6. Parents should be on time for evening pick-ups. Parents should know it is an estimate and expect to have a possible wait at times. Please **do not** expect the sponsor to wait while each child calls parents and waits for them to drive to school. This procedure adds quite a bit of time after games for sponsors/coaches.
7. If the parents who live on the highway between the school and our destination provide the administrator with a note making this request, we will pick up your child on our way to the game and let them off on the way back.
8. If a parent would like to take their child home after the game, they should make this request to the child's sponsor/coach. Sponsors/coaches must know that students aren't going to be on the bus. **Parents may not take home other students without notes from both families.**
9. The players will be expected to keep the bus clean and place unwanted items in the wastebasket.
10. Coaches, or other adult supervision are expected to be in the locker rooms when our players are there, to insure against vandalism.
11. If the departure time does not allow an athlete enough time to get home and back they are allowed to stay after school under school supervision.
12. Members of the pep squad may ride the bus and will be under the supervision of the pep squad sponsor or substitute.

B. Non-Participating Students

Parents and other students must provide their own transportation to games.

The bus driver will help supervise any children that are not participating in the school sponsored activity as well as athletes not participating in the present game.

Students that come with parents should stay with parents or they may be seated with the other students that are not participating in the school sponsored activity, but are not allowed to be up roaming about. Children are not allowed to be playing in the hallway or cafeteria. This applies to our home games as well.

C. Good Sportsmanship

All school personnel shall encourage and display good sportsmanship and require good sportsmanship of all students who represent the school in activities.

D. School Mascot and Colors

The school mascot is a Tiger and the school colors are Red and White.

E. Basketball

1. There will be two seasons of basketball:

- **Jr. High:**

All 7th and 8th graders that wish to participate in the Jr. High season will make the team as long as all requirements are met and maintained. 5th and 6th graders will be allowed to try out for the Jr. High team.

- **PeeWee:**

All 4th, 5th, and 6th graders that wish to participate in the peewee season may do so as long as they meet and maintain all requirements.

2. Uniforms are the school's property. Please follow the washing instructions on the label of the uniforms. Uniforms should not be worn to or home from games. Areas will be provided to change clothes.

3. Basketball or gym shoes are required.

F. Cheerleader

As a cheerleader there are certain things that are expected of you. Below is a list of those things.

A. Have at least a C- average and no F's.

B. The uniform is the school's property.

C. Hand wash uniforms.

D. Buy your own tennis shoes and socks (to be worn only to games).

E. Have your best grooming habits.

1. Be freshly bathed

2. Hair combed

3. Nails clean

4. Deodorant

5. Clean and neat uniform shoes, and socks

These things are a must:

1. Cheerleading will be an organized group all year

2. Cheerleaders should be present at all games

3. Do not wear any jewelry to the games or practices

4. Participate in all fundraising

5. Agree to the use of the demerit system*

6. Promote a cooperative spirit between the student body and the faculty and school administration

7. Set a good example

8. Keep a smile on your face

9. Keep a cheer going most of the game

10. Participate in the sports program

11. Agree to this statement:

As a cheerleader, I agree that I will follow all of these rules to the letter. If for any reason I do not, I understand that I can obtain demerits* for misconduct. After 9 demerits, I will be dismissed as a cheerleader.

To hold a Captain or Co-Captain position (ranked by points) you must have one year or more of cheerleading experience.

*Demerit = any misconduct leading to disciplinary action during school or any school functions or on the school bus.

G. Assemblies

Students will sit on the bleachers as a class with the classroom teacher. Students will sit quietly and listen, displaying good manners and conduct during all assemblies. Students will be asked to leave to a detention-monitored room should they choose inappropriate behavior.

H. School Trips

During the school year, the students will have the opportunity to go on an educational school trip. All bus rules and school rules will apply to all school sponsored trips, plus any rules the sponsor makes for the safety and the welfare of other students.

Students are expected to work hard and keep their work current in school prior to school trips. Students that have presented a discipline problem for the teacher during the year, may be asked to stay at school under the administrator's supervision.

Each child going on a school trip will be required to have a signed parental permission form in the possession of the sponsor before they will be permitted to go on the field trip. There is an exception for athletics in that parents have signed for the student to participate in a sport, therefore a parental note is not necessary for ballplayers/cheerleaders to go on athletic trips.

I. Other Activities

Students will have the opportunity to participate in extra-curricular activities such as academic bowls, spelling bees, science fairs, language arts fair, etc. All school rules and regulations regarding student behavior will be in effect during school-sponsored activities.

VI. MISCELLANEOUS INFORMATION

A. Textbooks

Textbooks are furnished by Skyline R-II School District. Textbooks that are abused beyond normal use will require payment to the school for their damage or replacement. Payment shall be assessed by the administrator in accordance with the price of the book.

B. Class Materials

Students are to take paper, books, etc. to class. Failure to take necessary materials to class may result in detention.

C. Lost and Found

Lost articles are turned in to the office. It seems students are reluctant to ask or claim lost articles. Instruct your child to check immediately with the school office if an article(s) is missing.

D. Telephone

The school phone will be used by students only in an emergency and with permission from school personnel.

E. School Closing Information

Skyline R-II School will participate in the Springfield Broadcast Council School Closing Program. The decision to have or not is made by each individual school district. If it is determined to close school because of severe weather, that information is given to the school closing program officials and it is then relayed to the various radio and TV stations in our area. Every effort is made to determine this decision before 6:00a.m. Therefore, in case of severe winter weather, Skyline patrons should listen to any of several Springfield radio or TV stations from 6:15 a.m. onward. If Skyline is not mentioned on the school cancellation list, patrons should assume we will have school.

F. Guidance and Counseling

Guidance services are available for every student in the school. These services include assistance with educational planning, interpretation of test scores, occupational information, career information, study helps, help with home, school, and/or social concerns, or any question the student may feel he would like to discuss with the counselor.

G. School Breakfast & Lunch Program

School breakfast and lunch costs for grades K-8 are as follows:

breakfast	\$0.50 students	\$0.30 reduced	\$0.65 adults
lunch	\$1.00 students	\$0.50 reduced	\$1.25 adults
milk	\$0.25 students	\$0.25 reduced	

Please pay for lunches in advance

Students will only be allowed to charge up to \$12.00 (2 weeks) for breakfast and lunch and \$2.00 (2 weeks) for milk. After a student has reached his/her limit then they will only receive a commodity lunch (such as a peanut butter sandwich) until the bill is paid.

H. Pop Machine

The pop and candy machines are to be used only after school (3:20 p.m.) and are to be used only by those staying after school. Cans are to be placed in designated canister for recycling and trash in its proper containers. If this responsibility is ignored, the machines will be turned off.

I. Time Schedule

Buses Unload	7:45 a.m.
Breakfast Served	7:45 - 8:10 a.m.
First Bell	8:05 a.m.
Tardy Bell	8:10 a.m.
Lunch Served	11:00 - 12:30 p.m.
School Out	
First Bell	3:15 p.m.
Dismissal Bell	3:20 p.m.
Buses Depart	3:25 p.m. (after Norwood unloads)

After eating breakfast, students are to go directly to their classrooms. Students not eating breakfast are to report to their classrooms when arriving at school. Teachers may expect students to begin class assignments when the student arrives in the classroom.

J. Personal Belongings/Toys/Movies

- ÿ **No toys are allowed at school** Toys from home are not allowed at school unless there is a special "show & tell" or activity in the classroom. If toys are brought, they should be carried in a sack or book bag and not brought out until the special activity.
- ÿ **Walkmans, radios, etc.** are to be left at home. Those seen used during the school day will be confiscated.
- ÿ **Movies/CDS/DVDs** are to be left at home. The library has a wide variety of educational movies that the classrooms will be viewing at times.

K. Faculty, Administration, and Other Staff

Superintendent	Jeanne Curtis
Bookkeeper	Dixie Pierson
Secretary	Helen Batten
Counselor	
PAT	Cathy Marriott
Technology	Mike Thompson
Nurse Clerk	Debbie Towell
Nurse	Portia Potter
Teachers	
Preschool	Terri Ryan
Kindergarten	Crystal Sartor
First Grade	Angie Burress
Second/Third Grade	Katie Vivod
Fourth Grade	Debbie Petty
Fifth Grade	Rosie Gunter
Sixth Grade - homeroom	Terry Prock
Seventh Grade- homeroom	Carolyn Willhite
Eighth Grade - homeroom	Lannie Hinote
Special Education	Deborah Upshaw
PE/Music	Jennifer Wilgus
Art/Gifted	Barbara Coday
Title I Reading/Library	Virginia Fultz
Reading	Ann Hunt
Cooks	Donna Boyd
	Karen Lambert
Bus Drivers	Wayne Pierson
	Fred Gillespie
	Charles McDonald
	Linda Reed
Maintenance/Custodian	Mike Malin
	Fred Gillespie
Aides	Judy Sleep
	Elaine Woodard
School Board	
President	Marla Solomon
Vice President	Dana Smith
Treasurer	Buzz Woods
Secretary	John Wycka
Members	Hanna Pippin
	Wroy Roworth
	James Brixey

Skyline R-II Handbook

2006-2007

Dear Skyline R-II School Parent/Guardian,

What you will find in this book are the rules and regulations that apply to all students in Skyline R-II School.

Copies of the detailed policies pertaining to these rules may be obtained from the principal/superintendent.

We hope that you will take the time to read this book and go over it with your child.

Changes or additions made from last year's handbook:

- Y Parents Right to Know Policy was added - Page 6
- Y Parent/Family Involvement Policy was added - Page 6 1/2
- Y Standard Complaint Resolution Procedure was added - Page 6 1/2
- Y Discipline - Bullying was added - Page 13
- Y Lunch/Breakfast Prices - Page 26 (Full Lunch \$1.00; Breakfast \$.50)

Sincerely,

Jeanne Curtis
Superintendent, Skyline R-II

After you have read this booklet and discussed it with your child(ren), sign where indicated, tear off the cover of this booklet, and have your child return it to his or her classroom teacher.

I have received and read the student handbook for Skyline R-II School.

Parent or Guardian's Signature: _____

Student Signature: _____

