

**Skyline High School 2015-16
ADMINISTRATIVE TEAM**

Main Office

525-7770

Principal	Aaron Jarnagin
Assistant Principal	Jody Immel
Assistant Principal	Heidi Crouch

Secretary	Tammy Anderson	525-7770
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Fax	525-7778
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Bookkeeper	Madeline Worrell
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Athletic Director (SHS)	Jeff Sanders	525-7500
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Attendance Office

Secretary	Ann Peterson	525-7775
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Counseling Center

Secretary	Kristi Novascone	525-7780
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Registrar	Rocio Wernette	525-7736
	Fax	

Counselors	Jennifer Horne
	Valerie Rodel
	Angie Adams

<u>School Nurse</u>		525-7770
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<u>School Resource Officer</u>	John Cowley	525-7770
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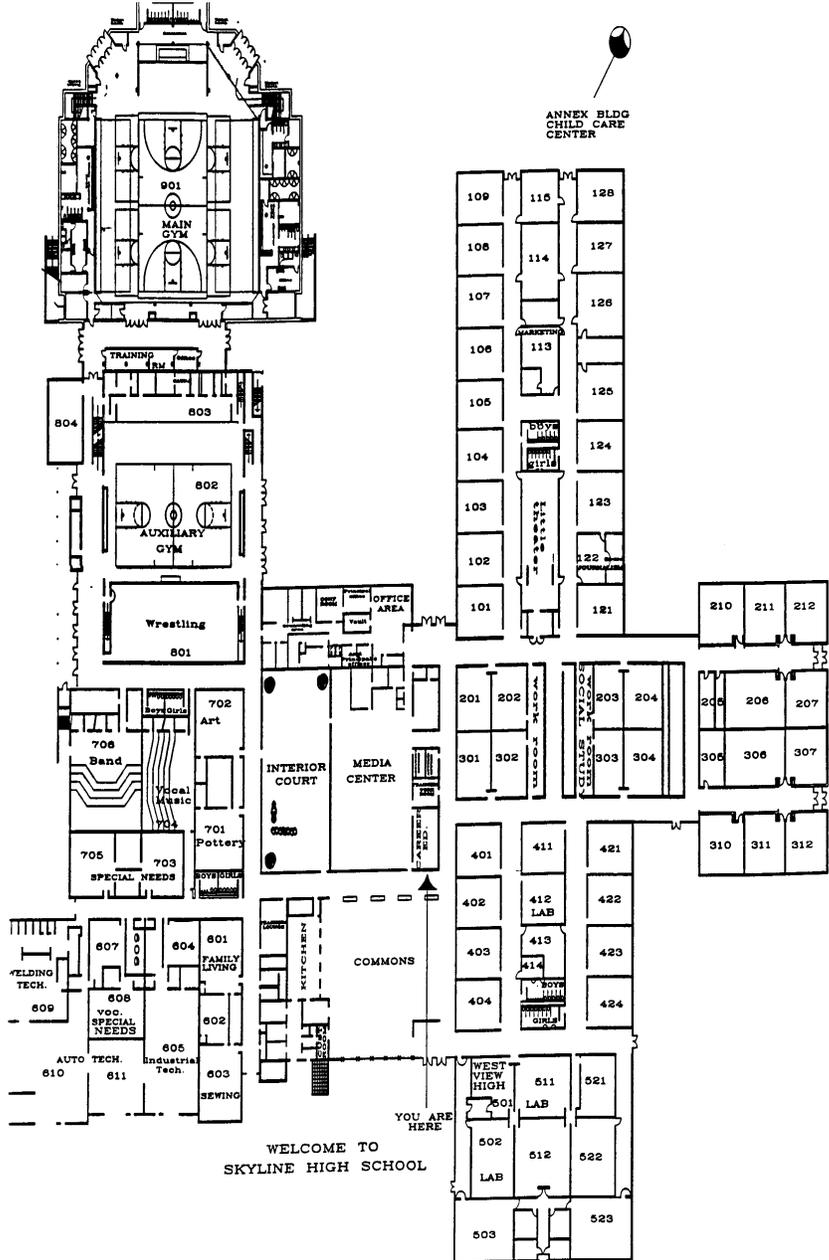
2015-2016 School Year Bell Schedule

Monday Late Start/Advisory Schedule	
Collaboration	8:15 - 9:15
1st Period	9:30 - 10:20
2nd Period	10:25 - 11:11
3rd Period	11:16 - 12:02
Advisory	12:07-12:37
Lunch	12:37 – 1:07
4th Period	1:12 - 1:58
5th Period	2:03 - 2:49
6th Period	2:54 - 3:40

Tuesday-Friday Schedule	
1st Period	8:30 - 9:30
2nd Period	9:35 - 10:35
3rd Period	10:40 - 11:40
Lunch	11:40 - 12:25
4 th Period	12:30 – 1:30
5th Period	1:35 - 2:35
6th Period	2:40 - 3:40

Early Release Schedule	
1st Period	8:30 - 9:05
2nd Period	9:10 - 9:40
3rd Period	9:45 -10:15
4th Period	10:20 - 10:50
5th Period	10:55 - 11:25
6th Period	11:30 - 12:00

SKYLINE HIGH SCHOOL MAP



Skyline High School

2015-2016

A World Class Education

Vision Statement

Skyline High School works collaboratively to educate our students to be successful in the 21st century

Mission Statement

Skyline High School is a community of professional educators working collaboratively to empower, engage and educate our students to be college and career ready so that they are able to meet the challenges of the 21st century..

To achieve this mission, all employees in District 91 and Skyline High School pledge to:

- Ensure students graduate with the college and career ready skills they will need to be self-sufficient citizens, lifelong learners and competitive in today's world.

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We Believe...

- Students are our first priority.
- All students can learn and demonstrate measurable growth.
- Individual learning needs are best addressed through differentiated instruction.
- Students learn best when actively engaged.
- Whole child development requires an enriched curriculum that provides a wide array of opportunities.
- Learning is a cumulative, lifelong pursuit.
- Consistent application of research-based teaching and curriculum maximizes student achievement.
- All people have a right to a safe, respectful, and orderly educational environment.
- Quality educators make a difference in students' lives.
- Data-based decisions drive and develop academic and professional improvement.
- Our similarities and differences are to be recognized with dignity and respect.
- Expectations, attitudes, and efforts directly affect the performance of all people.

Student Body Officers

President:	Stockton Hansen
Vice-president:	Addy Barnes
Secretary/Treasurer:	Lacey George
Historian:	Nathan Browne
School Board Rep:	Jenny Hayman
Public Relations:	Jenny Hayman
Male Activities Director:	Ben Naukaya
Female Activities Director:	Jessica Dennert
Spirit Coordinator:	Melissa Klingler
Student Body Advisor:	Heidi Guza

GRIZZLY ATHLETIC TEAMS

Fall

	<u>Head Coach</u>
Cross Country	Sean Schmidt
Football	Scott Berger
Boys Soccer	Byron Moretz
Girls Soccer	Kip Archibald
Volleyball	Ceanna Larson

Winter

Boys Basketball	Clint Cornish
Girls Basketball	Ty Keck
Wrestling	Brock Zollinger

Spring

Baseball	Bret Taylor
Softball	Tammy Sorenson
Golf	Paula Trudell
Tennis	Austin Wood
Track	Chase Meyer

Year Long

Cheerleading	Paula Ashby
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Skyline Clubs and Organizations

Art Club	Advisor: Allison Noble
Behemoth (Yearbook)	Advisor: Becky McGuyer
Bible Club	Advisor: Robyn King
Band	Advisor: Bob Dunmire
Blue Rage Drum Line	
Percussion	
Jazz	
Pep	
Symphonic	
Boys/Girls Federation	Advisor: Paula Trudell, Pat Gyles
BPA (Business Professionals of America)	Advisor: Bev Hott
Drama Club	Advisor: Beci Beck
Debate	Advisor: Christine Hubbard
FCCLA	Advisor: Alyssa Rangel
(Family, Career, Community Leaders of America)	
French Club	Advisor: Heather Youinyou
German Club	Advisor: Bob Koeplin
National Honor Society	Advisors: Julie Nawrocki, Erin Price
Orchestra	Advisor: Karen Beck (IFHS)
Scholastic Team	Advisors: Kelle Martin, Julie Nawrocki
Science Olympiad	Advisor: TBA
Ski/Snowboard Club	Advisor: Chase Meyer
Spanish Club	Advisor: Stacy Rhodes
Student Government/Leadership and Executive Council	Advisor: Heidi Guza
TSA (Technology Student Association)	Advisor: Dave Heath
Westside Story (Newspaper)	Advisor: Courtney Morgan
Chess Club	Advisor: Julie Duffield
Skyline High Outdoor Club (SHOC)	Advisor: Pat Gyles
Parent/Booster Club	Presidents: Kris and Curtis Smith

2015-2016 Important Dates

Dance Schedule 2015-16

Homecoming Dance	Sep. 12	Student Government
Harvest Ball	Nov. 7	FCCLA
Sweetheart Ball	Feb. 13	German Club
Prom	May 21	Cheer

Other Activities 2015-16

Homecoming Week	Sep. 7-11
Emotion Bowl Week	Oct. 19-23
Awareness Week	TBA
Deck the Halls	Dec. 14-18
"Souper" Bowl Drive	Jan. 18-29
Mr. Skyline	TBA
Awards Night	May 9

Play Performances 2015-16

November 10-14, 2015
February 23-27, 2016
May 11-14, 2016

Testing Windows 2015-16

SAT (Jrs. Only)	April 13
ISAT	April 18-29
AP	May 2-13

District 91 Important Calendar Dates 2015-16

1st Trimester	August 31 to November 20
2 nd Trimester	November 30 to March 4
3 rd trimester	March 7 to June 3

Labor Day (No School)	September 7
State Wide Teacher In-service (No School for Students)	October 2
Teacher Workday (No School)	November 23
Thanksgiving Holliday Break (No School)	November 24-27
Christmas Vacation (No School)	December 21 – January 1
President's Day Holiday (No School)	February 15
Teacher Workday (No School)	March 7
Spring Break (No School)	March 21-25
Memorial Day (No School)	May 30

**IT'S A TRADITION AT SKYLINE HIGH SCHOOL...
TRADITION IS A MAJOR PART OF SKYLINE HIGH SCHOOL AND ITS CULTURE.
COMMUNITY AND STUDENT PRIDE IS EVIDENT IN EVERY HALLWAY AND
EVERY CLASSROOM. WE ARE PROUD TO BE GRIZZLIES!**

SHS SCHOOL SONG

We took the blue from the sky on a bright summer's day
And the blue from the rolling sea
And the white from the lily that blooms in May
And carried them to victory.
Our men they are brave and will fight to the end
Our fame, it will never die.
For we are ready to stand to defend,
The glory of Skyline High
Oh, we are proud of our school 'cause we win every duel
And if no spirit is still high
We'll rise almighty, victorious in the end,
For we are SKYLINE HIGH

Creating Your Own Success

Welcome to Skyline High School! Home of the Grizzlies! Skyline prides itself on student success in and out of the classroom. The following guidelines will help all students become successful.

Be Organized

- Use this handbook for jotting down due dates for assignments, quizzes, and tests.
- Keep your locker neat and clean so you can find items easily.

Manage Your Time Well

- Use class time for its intended purpose. Pay attention and participate as directed by your teachers.
- Break large assignments into smaller parts to keep from feeling overwhelmed.

Conduct in the Classroom

- Be in school, on time, every day.
- Have everything you need with you when going to class.
- Always do your homework.
- Participate in class.
- Be a good group member.
- Treat others with courtesy and respect.
- Ask questions if you don't understand.

Student Information

To help with achieving our mission, each student is responsible for knowing and following the information and policies listed below.

Academic Grading Policies - Academic grades are given based on the following guidelines: A 90-100%, B 80-89%, C 70-79%, D 60-69%, F below 60%, and I (incomplete). Each student's GPA will be calculated on the following system A=4pts, B=3pts, C=2pts, D=1 pt, F=0pt. Students will receive a copy of their grade report at the end of each trimester. Midterm reports are also distributed to students each trimester. Parents may request a progress report from the counselor's office, a teacher conference and/or a counselor conference during the year. To access students' grades, classroom assignments and attendance, please log on to Power School. <http://ps.d91.k12.id.us/public/>

Academic Honesty Policy - Please read and follow all procedures carefully. Remember, this policy is in place for the fairness of all students. Cheating, plagiarism, and dishonesty violate this code and defeat the purposes of learning. These practices place the value of grades over learning and run counter to Skyline High School's philosophy and practice of promoting academic excellence. The following policy is to be followed at all times:

Cheating includes, but is not limited to:

- Taking, stealing, and/or using an assignment from someone else and submitting it as your own.
- Allowing another student to take and/or use an assignment to submit it as his/her own.
- Looking at another student's test or essay with or without the consent of the owner for the purpose of duplicating that work and submitting it as your own.
- Representing as your own the work or words of a parent, sibling or someone else.
- Discussing a test or quiz with students who have not completed or taken the assessment.
- Using teacher test materials and/or answer sheets without authorization.
- Using teacher computer files or grading programs.
- Using any type of "cheat-sheet" on your person, an object, or programmed within graphing calculators, PDA, CD players, or other electronic devices without teacher approval.

Consequences of Cheating are outlined in the discipline section of this handbook. (These offenses are cumulative 10-12)

Plagiarism includes, but is not limited to:

- Directly quoting or paraphrasing all or part of another's written or spoken words without citing the author.
- Presenting an idea, theory or formula originated by another person as your original work.
- Purchasing or receiving a term paper or other assignment that is the work of another person and submitting that assignment as your own work.
- Repeating information, such as statistics or demographics, which is not common knowledge and which was originally compiled by another person.

Students are responsible for:

- Managing time to adequately study for any assessments.
- Taking responsibility in class to be attentive to instructions and directions.
- Covering work during assessments to keep others from looking at your work.
- Keeping eyes on your own work during assessments.
- Asking your teacher for clarification, not your neighbor.
- Not discussing questions with other students until ALL students have completed work.
- Not copying other student's assignments.
- Not working with other students on tasks unless given permission by teacher.
- Not copying or paraphrasing without proper documentation.
- Making teachers aware cheating is taking place.
- Adhering to instructions of teacher.

Teachers are responsible for:

- Making personal philosophy known to all students in class syllabus.
- Being specific about expectations for tests, essays, homework, etc. in class syllabus.
- Supervision of students.
- Proctoring tests, essays, and tasks actively.

Parents are responsible for:

- Encouraging honesty and a good work ethic.
- Reducing the pressure for "success at any cost."
- Giving your child support when his or her best effort does not earn an "A."
- Being aware of homework.
- Helping your child manage study time.
- Providing a good study environment.

Student Appeal Process:

- Any student who wishes to appeal these penalties may do so through the high school Academic Integrity Committee. The student must file a written appeal to the administration within three (3) school days from the date of notification.
- The Academic Integrity Committee consists of an administrator, guidance counselor, and three classroom teachers each representing different academic departments (teacher(s) of accused cannot serve on committee).
- The Committee will review student appeal and make final decision.

Thanks and credit to the following schools whose policies provided a foundation upon which this policy is built:

Palo Alto High School, www.paly.palo-alto.ca.us

Garden Spot High School, www.elanco.k12.pa.us/schools/gshs

West Springfield High School, www.fcps.k12.va.us/westspringfieldhs

Tipton High School, www.tcsc.k12.in.us/hs

Administration Team- Please feel free to consult with any of the administrators regarding any concern(s) you may have regarding Skyline High School.

Advanced Placement Courses- Grades in AP courses will be weighted based on the following scale; A=5pts, B=4pts, C=3pts, D=2pts, F=0pts. AP course offerings include Biology, Calculus, Chemistry, Government, English Language, Literature, Physics, Statistics, and US History. Other courses may be offered if supported by student interest. AP information may be obtained at www.collegeboard.com

Athletics and Eligibility- Any student participating in any athletic program is required to meet the Idaho High School Activities Association Eligibility Requirements. In addition, all athletes must have the necessary forms and questionnaire completed, pay participation fees, purchase an activity card, and have a current physical on file. To be eligible to participate on all academic and/or athletic teams, students must have earned 5 credits from the previous trimester and currently be enrolled in 5 trimester classes. On the day of athletic events, all student athletes must attend at least 5 out of 6 classes on that specific day. Students must have a cumulative GPA of 2.0 to participate in any extra-curricular activity as per District Policy. Students who do not have a 2.0 GPA need to meet with an administrator to discuss an eligibility contract. Contact the Athletic Director or school administration for more information.

Academic Eligibility- Students must have a cumulative GPA of 2.0 to participate in any extra-curricular activity. Students who do not currently have a cumulative GPA of 2.0 are eligible for an athletic contract that allows them to participate if their current grades are maintained at a 2.0 or higher. Students must be passing 5 of 6 classes during the sport season to participate. See Athletic Director or Administration for further information.

Athletic Schedule- See Event Calendar on School Web Page or Student Handbook.
<http://www.d91.k12.id.us/skyline/template/HomepageV2.html>

Attendance Policy- Students are more successful when they establish habits of good and regular attendance. The most successful students are those who are present and who do not need to make up class lectures, notes, discussions, homework explanations, assignments, quizzes, and tests. You can never make up everything you miss, even when you're out for only one day. If you must be absent from school, remember that you are responsible for finding out what you missed and for getting all of your make-up work.

1002.21 – Dis-enrollment/Re-enrollment on the Basis of Attendance
Students may be dropped from enrollment records after they miss five consecutive days of attendance without their school being notified by a parent/guardian of the reason(s) for their absence. Students should be enrolled on the date and begin attending a District # 91 school.

1002.3 – Responsibility- Trustees and educators recognize that regular attendance is positively related to student achievement. **Everyone shares in the responsibility for making school attendance a priority.**

- **Parents/Guardians** are urged to establish good attendance habits throughout the child's schooling experiences. Absences due to family convenience such as vacation, baby-sitting, and shopping are strongly discouraged. **Parents are responsible for verifying absences by contacting the attendance office within 48 hours from the time the student returns to school.** Parents are responsible for providing the school a current and secure telephone number for contact regarding absences.
- **Students** are responsible for attending school every day except when excused for legitimate health reasons or death in the family. Days missed for personal or family convenience should be minimized. **When in school, students are required to be in class or in designated areas. (See also definition of truancy.) If a student exceeds the allowable days, it becomes the student's responsibility to participate in scheduled make-up sessions.** Students who are not living with a parent/legal guardian and have declared themselves emancipated may clear their own absences with an administrator. In addition, students need to give teachers advanced notice if classes are known to be missed by student (see Attendance Office for Pre-Excused From).
- **Teachers are responsible for structuring the class in such a way that each day is meaningful and rewarding to students in attendance.** Teachers are required to take accurate attendance and comply with building level attendance procedures. Teachers should model regular attendance.
- **Administrators are responsible for establishing building level procedures that are needed to implement the attendance policy.** School activities and related travel should be arranged to minimize negative impact on attendance. Attendance records follow a transferring student to the new school. The building principal has final responsibility in attendance matters.

1002.4 Secondary Attendance

Students can miss up to 5 times per class per trimester. Any days missed beyond the 5 must be made up. Board Policy also states that a maximum of 5 absences per class per trimester can be made up for any class. All absences must be verified to be eligible to make up. See Board Policy.

Excused Absence: An excused absence is one that the parent/legal guardian knew of, approved, and cleared with the attendance office before, the day of, or within 48 hours of the student's return to school. **All students are expected to check out at the attendance office if they leave during the school day.**

Unexcused Absence: An unexcused absence is one in which the parent/legal guardian did not have knowledge of, and/or did not approve, and/or did not clear with the attendance office.

- **Late verified absences** – absences cleared after the forty-eight hour deadline has passed.
- **Truancies, including the following** (see discipline policy for consequences):
- **The student is in the school building but is not in attendance at a regularly scheduled class without permission of the teacher or the school office. Parental permission is not valid when a student misses class and remains on school grounds.** It is mandatory to receive permission from the teacher of the class the student is leaving or permission from the office.
- The student leaves the school building **without prior approval** by the parent or guardian (given by phone or written note) and without checking out through the attendance office.
- The student intentionally misses class(es) without the consent/knowledge of the parent.

Loss of Credit Due To Absences (LCA)

Students shall lose credit for any class in which they exceed five (5) absences in a trimester class with the following exceptions:

- Death in the family.
- School-sponsored activities.
- Acute or chronic illness/medical condition verified by state licensed medical practitioner (**specific dates should be noted in the medical excuse and administration should be notified of long term illnesses**).
- Excused absences which were made up in sessions in accordance with District policy as stated below.

Credit loss due to excessive absences will be designated on the student's transcript with the letters "**LCA**" – loss of credit due to poor attendance.

Loss of Credit Appeal – Each secondary school shall establish a LCA committee consisting of at least one counselor, one administrator. A parent, guardian, or student may appeal the assignment of an LCA to the Attendance Committee **ONE** time during their high school career. All appeals must be submitted in writing to Main Office no later than the 15th school day of the following trimester.

Make-Up Opportunities: The maximum makeup hours for any one class is 5 per trimester. Sessions will be provided for students at Skyline High School who incur more than the allowable number of excused absences (5) and want to avoid loss of credit. Students may make up for credit assignments missed due to an excused absence. Make up opportunities will be provided only for students who have exceeded the allowable number of excused absences (5).

- For each class period missed, one hour's attendance in makeup session will be required.
- It is the **student's responsibility** to make up each class that was within the current trimester grading period.
- Transportation for students involved in makeup sessions will be the responsibility of the student and/or parents/guardians.
- Make up sessions are expected to be productive, disciplined, and focused on the course work. Specific rules governing make up sessions are the responsibility of the building principal.

Tardiness (see discipline policy for consequences): Punctuality is a life skill. **When a student is tardy, serious disruption to effective learning occurs.** Teachers will discuss classroom tardy policies with students. Students will be considered tardy unless they are in their assigned location according to the scheduled time.

Make-up Work-Students will be given the number of days they missed plus one for making up missed work for excused absences. **All assignments made before a student was absent will be due the day they return.** Make-up work for unexcused and/or unverified absences will not be accepted.

Backpack/Bags - Backpacks, tote bags, gym bags, fanny packs or any other type of book bag **are discouraged in class and may not be allowed according to your individual teachers.** If your teacher does not approve, they are to be stored in student lockers before school begins.

Bikes, Blades, Boards - For everyone's safety these items are restricted. Bikes are not to be ridden on SHS property and are to be parked in the designated bike racks. The school assumes no responsibility for the loss or damage of these items. Roller blades, skateboards, and scooters are not to be ridden on campus or used on campus.

Bullying 1005.8 Education and discipline-Student Conduct

Bullying means a student or groups of students repeatedly use their personal power with the clear intention to hurt another student or group of students. Bullying may include, but not limited to physical (hitting, pushing, punching, cornering), verbal (calling names or insults, threatening, telling cruel jokes), and indirectly (isolating, rejecting, excluding, ranking or rating, giving hateful looks,). Bullying often occurs without apparent provocation. Bullying is **not** playful teasing between relatively equal individuals. An act of harassment, intimidation or bullying may also be committed through the use of a land line, car phone or wireless telephone or through the use of data or computer software that is accessed through a computer, computer system, or computer network.

Cyber bullying is an aggressive, intentional act carried out by an individual or group using electronic forms of contact. These include but are not limited to:

- a. **Text message bullying** involves sending unwelcome texts that are threatening or cause discomfort.
- b. **Sexting** is the slang term for the use of a cell phone or other similar electronic device to distribute pictures or video of sexually explicit images. It can also refer to text messages of a sexually-charged nature.
- c. **Picture/video-clip bullying via mobile phone cameras** is used to make the person being bullied feel threatened or embarrassed, with images usually sent to other people.
- d. **Phone call bullying via mobile phone** uses silent calls or abusive messages.
- e. **Email bullying** uses email to send bullying or threatening messages.
- f. **Chat room bullying** involves sending menacing or upsetting responses to children or young people when they are in a web-based chat room.
- g. **Bullying through instant messaging (IM)** is an Internet-based form of bullying where students are sent messages as they conduct real-time conversations online.
- h. **Bullying via websites** includes the use of defamatory blogs (web blogs), personal

Hazing - Includes but is not limited to, any act that recklessly or intentionally endangers the mental health, physical health, or safety of a student for the purpose of initiation or as a condition or pre condition of attaining membership in, or affiliation with, any District sponsored activity or grade level attainment such as but not limited to: Compelled ingestion of any drink, alcoholic beverage, drug, or controlled substance; Forced exposure to the elements; Requiring total or substantial nudity on the part of the person; Requiring, encouraging, authorizing or permitting another to be subject to wearing or carrying any obscene or physically burdensome article; Physical assaults upon the person; Offensive physical contact with the person; Participation by the person in boxing matches, excessive number of calisthenics, or other physical contests; Transportation and abandonment of the person; Forced prolonged exclusion from social contact; Confinement to unreasonably small, unventilated, unsanitary or unlighted areas; Sleep deprivation; Assignment of pranks to be performed; Any forced activity that could adversely affect the mental or physical health or safety of a student; or Any other activities intended to degrade or humiliate. The term hazing, as defined in this section does not include customary athletic event/ activity or similar contests or competitions, and is limited to those actions taken and situations created in connection

with initiation into or affiliation with any group or organization. The term "hazing" does not include corporal punishment administered by officials or employees of the District Board Policy 1005.1, Freedom from Abuse. For the purposes of the definition, any activity described in the definition shall be presumed to be "forced" activity, the willingness of an individual to participate in such activity notwithstanding. websites and online personal polling sites.

Clubs/Organizations - Students can be involved in a wide variety of clubs and organizations at SHS. We highly recommend all students actively be involved in at least one club or organization. A full list of what is available is located in the main office.

Club/Organization Announcements - All announcements regarding club or organizational meetings and including posters and flyers are to be approved by Administration.

Counseling Services - SHS offers a variety of services within the Counseling Department including course scheduling, scholarship opportunities, ACT/SAT testing, personal assistance, and group meetings. It is best to schedule an appointment with assigned counselor at least once each grading period to discuss future opportunities.

Dance Dress and Conduct - The dress code for all school sponsored activities is in effect, including dances, although, some dances may require a higher standard of dress. Dances are classified into three (3) categories: formal, semi-formal and casual. Students who meet the appropriate dress standards will be allowed to remain and participate in Formal, Semi-Formal, and casual dances.

- **Formal Dress:** Girls wear formal-length gowns and Boys wear a tuxedo, suit or dinner jacket may enter and participate in a Formal dance.
- **Semi-Formal:** Girls wear knee-length or cocktail-length dresses and boys wear a coat, tie and dress pants, or a sweater.
- **Casual:** School dress guidelines in effect.

Dance conduct rules and guidelines are as follows:

- School Dress code will be followed
- There will be no public display of affection
- Students will not mosh (push and shove), body surf, or ride on anyone's shoulders.
- Students will not "grind" (freak dance), bend over, straddle a dance partner, remove his/her or another's clothing, or perform any other sexually suggestive act.
- Students will be respectful to teachers, parent chaperones and administrators.

Dress Code - The rules of dress for a senior high school are based on common sense, decency and modesty and are not meant to be an inconvenience. Dress standards are subject to current District #91 School Board Policy. Students who wear inappropriate attire may be asked to change, cover the clothing and may receive discipline consequences. Examples of inappropriate attire are as follows:

- References to drugs, alcohol or tobacco products
- Profanity, vulgarity or demeaning language or pictures
- Tank tops, spaghetti straps, bare midriff-type shirts, muscle shirts or half tops for either males or females (The 3 finger rule is a myth)
- Displaying of undergarments, no low-riders (pants or shorts) that expose boxers or undergarments
- Attire that displays or reflects any association to any gangs or gang activity
- Short or skirt hemlines above the normal extension of the student's finger tips
- See through or revealing attire, including torn pants and other garments
- Sunglasses worn in the building.

This code applies to all school affiliated activities.

Dropping Classes- If students wish to drop a class from their schedule they must get approval from their counselor and have the "Class Drop" form completed before the

class can be dropped. Classes dropped after the 6th day of the trimester will result in a "WF" (Withdraw Fail) grade. Students must be enrolled in four of the five classes and are only allowed one period of off campus release per trimester.

Off Campus Release - Students who have approval of counselor/administrator to not have a full academic schedule must be off campus. Students will be scheduled for off-campus release during their open period(s). ***If found on campus students may be referred to School Resource Officer for trespassing.***

Electronic Devices – BYOD Bring your own device. It is at the teacher's discretion on whether a student uses his/her device in the classroom. Failure to follow teacher instruction may lead to a discipline referral.

Evacuations, Fire and Lock Down Drills - Drills are periodically conducted to practice building evacuation. Students should follow the evacuation route or lock-down procedures prescribed for their classroom.

Free and Reduced Lunch - Skyline High School and District #91 participate in the National School Lunch and Breakfast Programs. Eligibility forms are available in the front office or in the cafeteria.

Graduation Honors - The following honors are granted at the graduation ceremony: Suma Cum Laude (4.0 GPA), Magna Cum Laude (3.99 to 3.90 GPA), and Cum Laude (3.89 to 3.75 GPA).

Graduation Requirements - Only students who have met school, district, and state requirements (including ISAT) for graduation will be allowed to participate in the graduation exercises or the graduating senior-related activities. All fees and fines must be paid. Graduation requirements are listed in the Idaho Falls School District Registration manual.

Impact - Impact is a program that offers individually designed interventions for students who may be involved in high-risk behavior, such as substance abuse, teen-pregnancy, etc. See impact coordinator, counselors or administrators for more information.

ISAT & Other Student Assessments - All students must meet a minimum score as established by the State Board of Education in all three tested areas to graduate: **Math, Reading, and Language Usage.**

Lockers –Students are responsible to keep lockers clean. Students are not to jam the lockers in any way. Personal locks on lockers are not permitted unless authorized by the administration. PE lockers will also be assigned to each student enrolled in a PE class. Locks for PE lockers will be provided by the PE Department. All lockers may be inspected at any time by school administrators.

Media Center – The Media Center is open before and after school including lunch and is full of excellent resources for your research projects and pleasure reading. Books may be checked out for two weeks and renewed as long as there is not a hold on the book. Magazines and reference books must be used in the Media Center.

Medication Policy - Prescribed medicine must be brought to school in the original bottle or container marked with the student's name in a Ziploc bag or envelope and given to the school nurse. All medication must be accompanied with the appropriate documentation from a licensed medical practitioner.

Parking - Students are allowed to park in the areas designated as student parking. Students need to display their parking pass in a visible location when parking on

campus. Students have the responsibility to drive in a safe manner. Students must obey all posted signs in the parking lot. **Privileges may be revoked for repeated parking infractions and/or unsafe driving behavior.**

Vehicles found in violation of the rules listed above may be cited, have an immobilization device (car boot) placed on the vehicle, or result in the vehicle being towed away. The owner of the vehicle will be responsible for citation and booting fees, damages to the vehicle from an immobilization device, and/or towing fees.

Public Concerns Policy - According to Board Policy (Section 506), the Board recognizes that situations may arise in the operation system, which is of concern to parents or the public. Such concerns are best dealt with through communication with appropriate staff members and officers of the District. Persons with concerns shall use the following procedures:

1. **Any concern (grading, student issues, concerns) involving a teacher should first be addressed between the teacher and the concerned party. If requested an administrator may attend the meeting. If the initial concern is expressed to an administrator or a counselor, the concerned party shall be referred to the teacher as soon as possible but no later than five working days. The following steps will then be followed:**
2. If the parties are not able to resolve the concern, it will then be resolved in an administrator-mediated conference between the teacher and the concerned party.
3. Unsettled matters from above, or problems/questions concerning individual schools, should be referred to the appropriate District Administrator.
4. Unsettled matters from above, or problem/questions concerning the District Administrator, should be referred to the Superintendent.
5. If the Superintendent cannot settle the matter satisfactorily, it may be brought before the Board of Trustees.

Public Display of Affection – Students and visitors to the school are not to display public affection on school grounds, such as hugging, kissing, etc.

Renaissance - The purpose of the Renaissance Program is to recognize students who are achieving academic excellence. Renaissance offers these students a few tangible incentives to improve their GPA and to work even harder. Students will receive information at the beginning of the school year about this program.

Schedule Changes - The Master Schedule is based on pre-registration requests. Schedule changes cause major disruption with the already developed schedule—students must first have administrative approval to change classes. All student/parent requests for class transfers will be dealt with in accordance with the class size standards and the Teacher’s Negotiated Master Agreement.

Tri Start Date	Tri End Date	Schedule Change Deadline	Class Drop Deadline without W/F
8/31/15	11/20/15	8/28/15	9 th – 9/8/15, 10 th -12 th – 9/9/15
11/23/15	3/4/16	10/30/15	12/7/15
3/7/16	6/3/16	2/1/16	3/15/16

Scholarships - All scholarship information can be obtained in the Counseling Center.

School Property - School property is public property and is paid for and maintained by tax funds. Students will be held financially responsible for any damage done to school property.

School Website - The Skyline High School website, www.d91.k12.id.us/SHS, (click on Calendar) is an excellent way of keeping up to date on any school activities and athletic events. The Student Handbook is also available for viewing (click on Handbook). Access to Power School is available for viewing at <http://ps.d91.k12.id.us/public/>.

Search and Seizure -SHS staff, administration, and security officers, may check/search any person, locker, backpack, book bag, purse, when reasonable cause is present. Periodic general inspections of lockers may be conducted by school authorities for any reason, at any time, without notice, without student consent, and without a search warrant.

SRO – SHS has School Resource Officers to help students with any issue that may involve their safety and/or the law.

Student Discipline Policy

There are a variety of potential disruptions to the educational process in school. Student safety, both physical and emotional, is a top priority at Skyline High School. We also believe that problems are best resolved at their lowest level (i.e. student to student, teacher to student, etc.). It is our responsibility to publish a list of potential offenses as well as options that will be utilized to attempt to remediate inappropriate student behavior. The discipline policy will be administered in a firm, fair and consistent manner, respecting the individual dignity of all students. 3rd offense and beyond on any particular offense also includes insubordination and consequences are assigned accordingly. **The items listed are not intended to encompass all problems but to serve as a guide.**

Problem	1st Offense	2nd Offense	3rd Offense
Cheating / Plagiarism	Zero on Assignment Parents contact Disciplinary referral	Zero on Assignment Parent Conference Disciplinary Referral	Same as previous Withdraw Fail class
Disruptive Behavior* Inappropriate Language/Harassment	Detention or Sat. School Parent Contact	1-3 Day Suspension Parent Called	3-5 Day Suspension Parent Called
Dress Code	Student asked to change	Student asked to change Parent Called Saturday School	1-3 Day Suspension Parent Called
Electronic Devices+	Detention Parent Contact	1-3 Day Sat. School Parent Called	1-3 Day Suspension Parent Called
Failure to Serve Detention	Detention Doubled Parent Contact	Saturday School Parent Called	1-3 Day Suspension Parent Called
Failure to Serve Saturday School	Saturday School Doubled	1-3 day suspension	3-5 day suspension
Fighting/ Physical Threat*	1-5 Day Suspension Inform SRO Parent Called	3-5 Day Suspension	Long Term Suspension/ Expulsion
Hazing/Bullying*	Detention/ Suspension Parent Contact	1-3 Day Suspension Bully Ticket	3-5 Day Suspension Bully Ticket
Public Display of Affection	Conference w/Student	Student Parent Conference	1-3 Day Suspension Parent Called

Insubordination*	Detention or Sat. School Parent Contact	1-3 Day Suspension Parent Called	3-5 Day Suspension Parent Called
Substance Abuse* Under the influence or possession of Alcohol/ Drugs/ Tobacco/"Vapes"	1-5 day Suspension Parent called Refer to IMPACT	Parent Called Petition for Expulsion (DDRC)	Parent Called Expulsion
Tardiness	2nd tardy 1 hour Detention Parent Contact	3rd Tardy Referral to office Saturday School Parent Called	4th Tardy Parent Conference Suspension (Typically SSS)
Theft*	1-3 day Suspension Inform SRO Restitution Parent Called	3-5 day Suspension Restitution Parent Called	DDRC for expulsion Restitution Parent Called
Truancy/ Improper Checkout	Saturday School Parent Called	Suspension Parent Called Attendance Contract	1-3 Day Suspension Parent Called
Vandalism*	Detention Restitution Parent Contact	1-3 Day Suspension (SSS) Restitution Parent Called	3-5 Day Suspension Restitution Parent Called
Sexting/Sexual Harassment	**All Disciplinary consequences are subject to Administrative discretion.		
Weapons	**All Disciplinary consequences are subject to Administrative discretion.		
Computer Use Violation	Computer privileges maybe revoked.		

***Board Policy allows school administration to suspend a student up to 5 days per incident and to notify law enforcement.**

+ Use of electronic devices (i.e. cell phones) during the academic day is a privilege not a right. Students that refuse to comply with teacher directives regarding the use of electronic devices, including cell phones, will be disciplined accordingly.

Technology Use Agreement

http://www.ifschools.org/documents/TUN_English.pdf

Users of D91 Technology shall:

- Use the technology equipment for educational purposes, not for personal or commercial business on district time, nor for any illegal purpose, nor for any other activity prohibited by District policies or guidelines.

- No student use of D91Net unless under instructor supervision and with permission of school personnel, for educator-approved purposes; no use for recreation and entertainment.
- No student use of direct communications such as instant messaging or online chat during class time or on D91Net except under the direct supervision of teaching or administrative staff for educational purposes.
- Be responsible at all times for proper use of accounts:
Use only assigned accounts and keep passwords confidential; NO STUDENT USE OF STAFF ACCOUNTS.
- Not permit others to use accounts for which I am responsible.
- Prevent unauthorized use by logging off of or locking any computer that I am not directly monitoring.
- Protect the privacy of others and myself:
- Not view, use, transmit or copy information or files for which I am not authorized.
- Not disclose personal or private information about others or myself.
- Respect and protect the intellectual property of others:
- Be responsible for determining whether or not any material, including software, texts, music files, movies etc., is in the public domain before using, copying, distributing or installing it.
- Not use D91Net for copyrighted or licensed material without permission, recognizing that it is illegal.
- Not plagiarize (use another person's work without permission and attribution).
- Treat D91Net with respect, to protect its security, integrity and availability:
- Not disable or interfere with any antivirus or anti-malware protection on D91Net, and to immediately notify school personnel if a virus or malicious software is found.
- Report any security risks or violations to a teacher or system administrator.
- Not destroy damage or alter equipment, information or resources that do not belong to me.
- Use only approved technology equipment and software within the District, following D91 policies and guidelines for where and how they are to be used.
- Not use personally owned technology unless inspected and approved according to D91 policies.
- Not permit others (such as family or friends) to use technology assigned by D91 for my use.
- Not send spam, chain letters or other mass unsolicited mailings.
- Respect and practice community principles and ethics:
- Use polite communication; no harassment or bullying, or abusive, vulgar or inappropriate language.
- Not intentionally access, transmit, copy or create any defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive or illegal material; and to immediately report accidental access to a teacher or administrator.
- Avoid material on the Internet that does not relate to educational pursuits.
- Not transmit materials, information or software in violation of any local, state or federal law.
- Conform to all D91 Board policies regarding technology use while using D91 technology resources.

Visitor's Pass - We welcome parents and other adults to SHS! However, we do need all visitors, including parents/guardians, to check in at the main office and obtain a visitors pass before visiting any classroom. Students from other schools and young people who are not enrolled in school are not allowed to visit during school hours. Failure to comply may result in criminal prosecution. This also includes students who were once and are not currently enrolled at SHS.

Zero tolerance for weapons

Statement of Policy for Possession- Section 1006 of the Board of Trustees of School District 91 states that any student who has a firearm or explosives in their possession (either on their person, in their purse, handbag, or backpack, or in their locker) will be immediately suspended from school. The administration of the building where the offense occurred will hold a Due Process hearing within five days of the incident and

make a written recommendation for expulsion to the Board of Trustees, if appropriate. If petitioned for expulsion, the Board will hold such a hearing at its next regularly scheduled meeting, or at a special meeting, if the Board deems necessary. In addition, any student who uses other deadly or dangerous weapons as defined in federal law section 921 of title 18 of the United States Code shall be subject to the same procedures and penalties described in the above paragraph. Any student expelled under this section may not apply for re-admission for twelve months from the date of expulsion. If re-admission is granted after proper application, it will not occur until the start of the next grading term following approval of re-admission. The entire Zero-Tolerance policy is located in the Main Office or can be view on the District's website: www.d91.k12.id.us.

2015-2016 Graduate Project Deadlines

Summer Track:

Item:	Turn It In To...	Date It Is Due:
Midterm Mentor Report	The Main Office	August 14, 2015
Graduate Portfolio	Mrs. Bataldan or Mrs. Brian (Room 104 or 107)	September 22, 2015
Presentation Needs Survey	Mrs. Bataldan or Mrs. Brian (Room 104 or 107)	September 28, 2015

Summer Track Presentations October 12 - 13, 2015.

Fall Track:

Item:	Turn It In To...	Date It Is Due:
Proposal Letter	Your Advisory Teacher	October 6, 2015
Parent Permission Form Mentor Agreement Form Contact Information Sheet	Your Advisory Teacher	October 19, 2015
Mid-Term Mentor Report	Your Advisory Teacher	December 8, 2015
Graduate Portfolio	Mrs. Bataldan or Mrs. Brian (Room 104 or 107)	March 15, 2016

Fall Track Presentations April 11 - 12 2016.

Requirements for your graduate project portfolio:

- You must use dividers in your portfolio. Items marked with a double asterisks** are the labels for your dividers. You will need seven (7) dividers. (See Mrs. Bataldan or Mrs. Brian if you need dividers.)
- Do not use plastic sheet protectors or page covers.

- Your portfolio must be in a three-ring binder in excellent condition. (See Mrs. Bataldan or Mrs. Brian if you need a binder.)
- Your portfolio must contain the following items in this order:
 - Cover Page (first and last name, year of graduation, project title)
 - Table of Contents
 - **Introduction Section
 - Letter of Introduction to Panel
 - **Proposal Section
 - Graduate Project Approval Form and Project Proposal Letter
 - **Forms Section
 - Contact Information Sheet
 - Signed Parent Permission Form
 - **Mentor Section
 - Graduate Project Mentor Agreement Form
 - Graduate Project Mentor Mid-Project Report Form
 - Graduate Project Mentor Final Evaluation Form
 - Copy of Mentor Thank You Letter
 - **Evidence Section
 - Letters and other communications relevant to the Graduate Project
 - Photos of project work (at least 5) or a video clip of at least 5 minutes length
 - Project Log (15 hr. minimum on the project itself; research, essay writing,)
 - **Research Section
 - Annotated Bibliography (at least 5 sources including your mentor)
 - **Reflection Section
 - Reflective Essay