

Parent and Student Handbook

Grades

Skyline High School's Grading Rubric

The reported grade represents a picture of where a student is currently performing based on a weighted format.

Credit:

90—100% (A)

Student work represents an advanced level of sophistication and understanding

80-89% (B)

Student work represents a proficient level of understanding.

70-79% (C)

Student work represents movement toward proficiency.

60-69% (D)

Student work represents movement towards partial proficiency.

NO CREDIT:

0-59% (F) Failure

Student work is incomplete and represents lack of mastery of course proficiencies. Students could benefit from extended learning opportunities, such as after-school help sessions, summer school, an academic intervention class, or tutoring. Students having problems in elective classes should seek assistance during the school year since only Health and P.E. are offered during summer school.

Credit on a Student Transcript

- Credit is granted upon course completion at a D level or above. No credit is given for an "F" and a zero will be calculated into the G.P.A. Credit is assigned at the end of each semester. (Academic classes are worth .5 credits per semester. Study Hall and Student Aiding, etc. are worth .25 credits)
- A student may receive an "I" (Incomplete) due to extenuating circumstances. District Board policy allow two calendar weeks into the following semester to complete the work to earn credit for the course.

Homework

Teachers have the opportunity to coordinate the amount of homework students are expected to complete on any given day. Assignments are intended to foster academic learning, self-discipline, independence, and responsibility. Encourage students to complete their work. Discussing their work helps them develop a positive attitude about learning, especially when learning something new or difficult. **IN MOST CASES, POOR GRADES ARE A RESULT OF MISSING ASSIGNMENTS.**

Excused/Board Policy - Students with excused absences shall be granted two calendar days to make up work for each day absent. Students will receive full credit for make-up work. Make-up time granted for work assigned prior to an absence will be at the discretion of the teacher. Time allowed for make-up work may not extend beyond the end of the grading period except by special permission of the school administration. Students with prearranged absences must make arrangements prior to the absence for completing make-up work. Only students with extended, excused absences (3 or more days), and/or suspensions will be allowed to collect homework through the office. A 24-hour notice for homework collection is necessary to ensure accuracy.

Unexcused - It is at the teacher's discretion whether to accept late learning activities and/or assessments due to an unexcused absence.

Infinite Campus

Infinite Campus houses all student census information, grades, attendance, schedules, health records, and other data. Students have individual usernames and passwords to access the system. Parents will likewise receive personal log-in information to Infinite Campus, where they will be able to view all their student's information (from current grades and due dates to health records, fees, and fines) via the parent portal. See the main office about receiving an Infinite Campus account.

**Infinite Campus is an informational tool and does not replace communication between students, parents, and teachers. Skyline staff encourages all students to take responsibility for managing their own school work and to communicate with their parents about progress in classes and school activities.*

ATTENDANCE

Per Board Policy: JH

Parents/Guardians shall be required to furnish an explanation for student absenteeism either in writing, email, or orally. Absences not explained within **TWO** calendar days after returning to school shall be recorded as **unexcused absences** unless unusual or extenuating circumstances exist, as determined by the principal and/or assistant principal. A program called Shout-Point will automatically call the primary contact number when a student is tardy or absent from one or more classes for that particular day.

Skyline High School believes good attendance is critical to academic success. When a student misses class, he/she misses a learning opportunity which cannot be recaptured. **No single factor interferes with a student's academic progress more quickly than an extended absence.**

The building principal and/or assistant principals **MAY** grant excused absences for the following reasons:

- Absences caused by illness or injury or physical, mental or emotional disability.
- Serious illness or death in the family.
- Family emergencies or hardship.
- Absence required by a legal agent (court, juvenile authorities or police).
- Educational experiences when prearranged with the school administration.
- Family vacations when prearranged with the school administration. (Attendance records and academic performance will be taken into consideration.)

If you anticipate your student will miss more than two days of school, you must notify the school in advance by completing a pre-arranged absence form prior to leaving.

Also, students must communicate with their teachers and secure homework for the period of their absences. Completed work must be turned in to the teachers immediately upon return. Failure to comply with these expectations may result in loss of credit and failure of the course. Additionally, students with more than 10 consecutive instructional days of unexcused absences may be withdrawn from school.

Unexcused Absence Policy

At the third unexcused absence, the teacher will make a reasonable effort to contact the parent/guardian, informing them of the attendance policy and current status of the student.

At the sixth unexcused absence, the teacher will make a reasonable effort to contact the parent/guardian and will email administration, counselor and attendance clerk the name(s) of student(s) meeting this criteria. The attendance clerk will then mail a notice home indicating that the student has violated board policy.

At the tenth unexcused absence, the teacher will make a reasonable effort to contact the parent/guardian and will email administration, counselor and attendance clerk the name(s) of student(s) meeting this criteria. The attendance clerk will then mail a notice home including the state compulsory attendance law and notification that the student's attendance will be monitored for the next 10 days at which time a decision may be made which may include legal action. Administration may follow through with dropping the student if the teacher recommends it.

At the 13th absence (excused and unexcused): the student and parent/guardian must meet with school officials to develop an educational plan including an attendance contract.

UNEXCUSED ABSENCES

Unexcused Absences

An unexcused day is equal to a whole school day or individual classes over several school days that cumulatively add up to one whole school day. In addition, 3 unexcused tardy occurrences will be considered a one-half day unexcused absence.

- After 3 unexcused days – a general letter of concern will be sent to parents/guardians requesting a conference with school officials.
- After 6 unexcused days – a second letter will be sent indicating that the student has violated board policy regarding the number of unexcused absence days allowed before judicial proceeding may be initiated and requiring a meeting with the parent/guardian.
- After 10 unexcused days – a letter including a copy of the state compulsory attendance law and notification that the student's attendance will be monitored for the next 10 days at which time a decision may be made which may include legal action.
- In all cases, letters sent to parents/guardians will be addressed to the current address on file with the district.

Tardiness

A student is tardy (unexcused) if he/she arrives without a proper excuse after the scheduled time that a class begins. Students are expected to be on time for school and each class. Students arriving after **7:30 a.m.** or leaving early must sign in and out in the attendance office. Parents must notify the attendance office in these situations. Students with unexcused absences due to tardiness may receive 50% credit for work completed for all class work missed and will be held responsible for knowledge of class work covered during the absence.

DISCIPLINE AND STUDENT BEHAVIOR

Discipline per Board Policy: JICH-R: District Discipline Code

The St. Vrain Valley School District supports discipline codes, which define standards of conduct. Education proceeds effectively with fair, consistent discipline. Positive discipline promotes the development of self-discipline as a lifelong skill. It creates a safe climate conducive to the learning process and free from unnecessary disruptions.

To ensure the best educational environment for all students, the principal or the person serving in that capacity may take disciplinary measures including, but not limited to: enlisting parental assistance in enforcing rules, imposing detention, excluding from special or extra/co-curricular activities, requiring restitution for theft, damage or destruction of school or personal property, suspending from school or recommending additional suspension by the Superintendent or expulsion by the Board of Education. A copy of the discipline code will be sent home for review. Copies are also available in each school office.

Building Rules

Respect yourself and others. Rules are not made to restrict students, but to assure a positive and safe learning environment for everyone. Below are the rules that the Skyline staff believes to be the most important. The list is not inclusive and other rules (District, Building, & Classroom) apply to all students.

All teachers, aides, staff members, and adult volunteers are to be treated courteously by students and vice versa. Insubordination and/or disrespect to any adult will not be tolerated. Any behavior that is disruptive to the educational process will not be tolerated. Any action that takes away learning time from other students is not acceptable.

Vandalism or damage of school property will require restitution or repair. The care of all text and library books issued to the student is his/her responsibility and restitution is required for damaged or lost books. During normal hours of operation, students are to be in their assigned class. Students are expected to arrive on time. Students should use assigned entrances and exits. Students may stay after school to participate in supervised activities. As a general guideline, an adult should supervise students at all times. Loitering is not permitted. Students are to bring only those items directly related to activities of his/her class. The school is not responsible for items that are confiscated, lost, or stolen. Dangerous items such as: matches, lighters, knives, weapons, fireworks, explosives, are prohibited at school, and their possession could lead to expulsion.

Tobacco products, alcohol, and drugs are prohibited at school, and their possession and use could lead to suspension and expulsion.

Students are expected to solve their disagreements in ways other than fighting, bullying, or name-calling. Please seek out a teacher, counselor, or administrator for assistance with conflict mediation if needed. Violation of criminal law, which has an immediate effect on the school or on the general safety or welfare of students, or staff (i.e.: streaking) will result in appropriate and progressive disciplinary actions. Students who have time release must either leave campus or work in the library or another location designated by administrators as appropriate. Students with time release may not loiter in the building.

STUDENT DRESS CODE

Failure to comply with the following regulations may result in appropriate and progressive disciplinary actions, such as being requested to wear a cover-up T-shirt, being sent home to change clothes, to remove injurious or obscene items, or being suspended for not abiding with these guidelines (i.e.: suspension for insubordination)

Student Dress File:JICA (Revised 2/9/2005)

A safe and disciplined learning environment is essential to a quality educational program. District-wide standards on student attire are intended to help students concentrate on schoolwork, reduce discipline problems, and improve school order and safety. The Board recognizes that students have a right to express themselves through dress and personal appearance; however, students shall not wear apparel that is deemed disruptive or potentially disruptive to the classroom environment or to the maintenance of a safe and orderly school. Any student deemed in violation of the dress code shall be required to comply with this policy and the school's individual standards by changing into appropriate clothing (or making arrangements to have appropriate clothing brought to school immediately), to remove the paraphernalia, or modify the appearance of the hair. If the student takes such actions to be in compliance, there shall be no further penalty for that offense. If the student cannot promptly obtain appropriate clothing, on the first offense, the student shall be given a written or verbal warning and an administrator shall notify the student's parents/guardians. The student may be held out of class or classes at the discretion of the administrator. On the second offense, the student shall remain in the administrative areas of the school for the day to do schoolwork and a conference with parents/guardians should be held prior to the student's return to class or classes to clarify the District and school's expectations with respect to dress and appearance. Missed classes due to a second dress code offense will be considered similar to a suspension with regard to the student making up missed school work. On the third offense, the student may be subject to suspension or other disciplinary action outlined in the school discipline code.

Violations of Student Dress Code

The following items are deemed disruptive to the classroom environment or to the maintenance of a safe and orderly school and are not acceptable in school buildings, on school grounds/property, or at school activities:

Any clothing or accessory that presents a reasonable threat or hazard to the safety of others in a school environment, (e.g. sharp jewelry, some chains, etc.)

Sunglasses and/or hats worn over the eyes inside the building.

Clothing that bares or exposes traditionally private parts of the body including, but not limited to, the stomach, buttocks, back & breasts. Students are required to wear appropriate footwear to ensure the safety and health of the student and others while on District property.

Any clothing, paraphernalia, grooming, jewelry, accessories, or body adornments that are or contain any advertisement, symbols, words, slogans, patches, or pictures that:

- Refer to drugs, tobacco, alcohol, or weapons
- Are of sexual nature
- By virtue of color, arrangement, trademark, or other attribute denote affiliation with gangs or which advocate drug use, violence, illegal activity, or disruptive behavior which is detrimental to the safety and welfare of other students
- Are obscene, profane, vulgar, lewd, or legally libelous
- Threaten the safety or welfare of any person
- Otherwise disrupt the teaching-learning process
- May be considered harassment or offensive to an individual in any manner

Exceptions and Additions

Building principals may develop and adopt school-specific dress codes containing additional or specific criteria for student dress provided that such school standards are consistent with this policy. In addition, principals may identify certain events or occasions for which the dress code may be suspended or modified, (e.g. pep assemblies, prom, spirit days, attendance at after school events, etc.) Certain school uniforms, (e.g. athletic uniforms, cheerleading uniforms, band uniforms, etc.) approved by the principal may be exempted from the policy.

District Internet & Technology Rules of Use

1. The network and the District's Internet connection may not be used to access, download, store, and/or distribute any material (text, graphic, photo, audio) which is (or which contains material which would be classified as) defamatory, abusive, untrue, obscene, profane, threatening, or sexually explicit.
2. The network may not be used in any fashion which results in violation of District policy or city, county, state, or federal law. Federal copyright regulations are of a particular concern. Each user is responsible for knowing and abiding by his/her obligations and restraints within the law and District policy.
3. A user must keep all network access numbers and passwords confidential. One may not share his/her password or a system access phone number with another person, even if the person is an approved network user.
4. The District accepts no liability or other responsibility for costs related to long distance phone calls, commercial services accessible on the Internet, flat or metered surcharges, or any other costs which might be related to use of the Internet. Individual users are not to incur charges which may in any fashion be invoiced to the District.
5. No user is permitted to use the network to promote illegal or immoral behavior or activity nor to promote actions which violate school district policy and adopted procedures.
6. The District network may not be used for mere entertainment, games, real-time chat groups unrelated to instructional activities, personal gain, nor any commercial enterprise. It exists only for communication and access to valuable educational information.
7. Users must realize that e-mail and other communications via the network are not guaranteed to be private. In the performance of regular system maintenance and management activities, system operators employed by the District may have occasional need to view and even delete materials being transmitted by network users. The District reserves the right to examine and/or purge stored files at any time.
8. Users are not permitted to access certain programs and services available on the network without prior authority granted by the program Supervisor. Only those whose role requires access and who are granted relevant passwords are permitted to use such services. Users found experimenting with passwords to enter a restricted service will be denied continued use of the network.
9. Users shall not interfere with or in any way damage the data, programs, files, or network use of another approved network user.
10. Users shall not attempt to use a password, e-mail name, or Internet address which has been assigned for use by another person.
11. An employee-user or Board/committee-user who becomes aware of a network security issue is obligated to report it to the Supervisor of Information Technology and to no one else. This includes any problem such as access by an unapproved user, sharing of a password by any user, a software flaw which enables unapproved access, etc. A student-user shall report such issues to his/her teacher, and the teacher will report it to the Supervisor.
12. Neither the District nor our Internet access provider (Colorado SuperNet) accepts any responsibility for material which is accessible on Internet nor for improper use of our network or the Internet by anyone accessing either by use of a district site or district phone line. Although the District will seek to exclude improper use, each user is liable for his/her own actions.

13. The National Science Foundation Network and other organizations and institutions including numerous universities and libraries have rules for access and use of their services and facilities on the Internet. All VrainNet users will honor and abide by those rules.
14. An employee-user whose employment with the District is discontinued for any reason shall notify the Supervisor of Information Technology at least two weeks before employment is terminated. That may be accomplished via e-mail.
15. Student-users will be purged from the system when they graduate or otherwise depart from the District. Schools are responsible for keeping the Supervisor informed when student-users discontinue their status as students.
16. Committee or Board members who are licensed users will be purged from the system whenever that service to the District is discontinued.

Costs of Use

The school district network and Internet access are paid for by the school district. Excluding some voluntary cost-sharing with individual schools to network certain sites, there are no network costs being charged to schools or individual users. However, there are commercial services available on the Internet. Any user who incurs cost for the access of such services is personally responsible for payment of all such costs. Also, although the District has established means for legitimate users to dial into our network from outside the District, the District assumes no responsibility for hardware or software needed at the user's location nor for any long distance phone charges incurred by such activity.

Denial of use and other legal action

Any action/activity which, in the opinion of the program supervisor after appropriate investigation and a meeting with the user, constitutes a violation of these terms and conditions for network and Internet access, or a subsequent revision of these terms and conditions, shall be cause for termination of that user's rights to continued use of the network and the district's Internet system. Termination shall be immediate. Should a user's access be terminated based upon violation of these terms and conditions, said person may appeal that decision with the Assistant Superintendent of Instruction. The Assistant Superintendent of Instruction may decide to support termination or to refer the decision to the Information Technology Advisory Committee for a recommendation of action.

Should the misuse of the District network and/or Internet include an action or actions which are punishable under city, state, or federal law, denial of network use and Internet access will constitute only the first step of action against a former network user. For instance, if software theft is suspected, evidence will be turned over to law enforcement officials. If corruption of District data or other sabotage is suspected, the District may seek prosecution.

Responsibilities of the District

The St. Vrain Valley School District administration and Board of Education intend to continue to develop and improve the district's wide-area network and its connection through NCBOCES to the Internet. These systems should support the communication and information needs of our staff and students. However, there is no guarantee that there will be: a) no interruptions in service, b) no drops in performance, nor c) a continuation of funding to support the network. Also, the District makes no warranties, express or implied, that software installed on any user station or network server or any hardware or wiring installed by the District will provide the functions or performance expected by any user nor that data available on the network is error-free.

Furthermore, the District is neither equipped to nor funded for the provision of network services to its communities. While such cooperative endeavors may hold great potentials, any consideration of such proposals must hinge upon adequate funding to establish and maintain such services.

Responsibilities of the User

Each licensed user is responsible for using the network and its resources responsibly and in a manner which complies with the aforementioned rules. A user is responsible for all of his or her actions on the network and on Internet. Application for and acceptance of a license acknowledges and accepts that liability.

In the case of a student who is granted a license to use the District's network and Internet access, a parent must agree to accept responsibility for any action said student takes while using these resources. That responsibility extends to any resultant financial or other legal liability, to the extent permitted and limited by Colorado law.

STUDENT HEALTH

Health Services

Limited health services are available through our school. A health clerk is in the building part-time. During the remaining time, our staff handles all health problems. It is **ESSENTIAL** that we have the following information on file in case of illness or emergency:

- Current telephone numbers where parents/guardians may be reached.
- Names and telephone numbers of relatives or friends who should be contacted when parents are not available.
- Name and telephone number of family doctor.
- Please give the office updated information when changes are made.

Illness

If a student becomes ill in school, the student should report to the office with a signed pass from the teacher. If the student is too ill to remain at school, a parent will be contacted. In all cases where the nature of an illness or an injury appears serious, the parent or guardian shall be contacted if possible. In extreme emergencies, arrangements may be made for a student's immediate transportation to a hospital whether or not the parent or guardian can be reached.

Immunization

All students must be immunized to attend school in Colorado. No application for admission shall be complete without a certificate of immunization or a completed exemption form. Requirements for a certificate of immunization may be waived for transfer students or new students for 60 days from the date of admission. **A 2007 state law requires all 9th, 10th, 11th, and 12th grade students to have a current Tdap vaccination.** If this is not completed by the beginning of the school year, the student may not be allowed back into school until immunization documentation has been received.

Dispensing of Medication

St. Vrain Valley District RE-1J employees are not to dispense prescription or non-prescription medication without written consent from the parent and direction from physician. Before medication is administered, a permission for medication form **MUST** be on file in the school. This form should be obtained from, and signed by your physician when the medication is prescribed. This form can also be obtained in the Health office. Students may not keep any medication in their possession or locker.

OTHER IMPORTANT INFORMATION

Automobile Use/Parking

Students must complete an automobile parking request form and receive a SHS Parking Permit. Students are NOT allowed to park in staff or visitor designated areas at any time. Parking Permits are \$5.00 and are non-refundable. Skyline staff will report any automobile misuse to the Longmont Police Department. Skyline administrators reserve the right to deny parking privileges for automobile misuse. Skyline administrators also reserve the right to search a student's vehicle when it is parked on the premises. Automobiles without a SHS Sticker may be ticketed and/or towed at the owner's expense.

Bicycles, Roller Blades, Skate Boards, Scooters

Bicycles are to be parked and locked in the racks at school. The school is not responsible for damage to, or loss of, a student's bicycle. Bicycles, roller blades, scooters, and skateboards are not to be ridden on school grounds, between 7:00 a.m. and 3:30 p.m., nor should there be more than one rider on a bike. Skateboards, scooters and roller blades will be confiscated if they are used on school grounds in an inappropriate/unsafe manner.

Bus Transportation

Riding the school bus is a privilege. Every bus driver will cover rules and regulations at the beginning of the year. Bus drivers have the discretion to suspend and expel students from the bus. For further information (schedules, problems, procedures, etc.), please contact Transportation at the district offices.

Parent-Teacher Conferences

Time is set aside throughout the school year for the purpose of meeting with parents to discuss student progress. However, teachers or parents may request appointments at any time. Parents are encouraged to register for access to Infinite Campus to view student attendance and grades and to communicate with teachers.

Electronic Communication Devices

Only approved electronic devices should be out or be used during class time for instructional purposes only. If a student is using an electronic communication device inappropriately, staff will politely ask the student to put the device away. A second offense will result in the property being given to the appropriate administrator and further disciplinary action will take place.

Extra/Co-Curricular Activities

Skyline offers a number of clubs and after school activities. Sponsors will notify students through announcements concerning specific dates and requirements.

Fees and Fines

Students are responsible for a number of items that are borrowed from the school. If school property is damaged, lost, or stolen, the student is responsible for the item's value. School records (including transcripts, reports cards, and diplomas) will be withheld from a student until all fees, fines, textbooks, library books, and other classroom materials are returned or paid for. All fees are subject to change.

Lockers

Lockers are the property of Skyline. The school reserves the right to inspect lockers at any time. Students will be assigned a locker, combination and locker partner. Students should not switch lockers without seeking permission in the office. Students who are on record in the office are responsible for damaged lockers, broken locks, or lockers in need of extensive cleaning. They also will be responsible for restoring the locker to its original condition or be charged a fee depending on the extent of the damage. All personal items and books, when not in use, are to be kept in lockers. Each student is responsible for maintenance and security of his/her locker. Students may decorate the interior of lockers. No permanent markers or inappropriate pictures are allowed. Students are responsible for the safety of their own personal property. **The school cannot, and will not, guarantee the personal property of students.** Students are cautioned not to bring large amounts of money, cameras, jewelry, and other expensive items to school, including leaving them in a locker. Students may request a new locker assignment under extreme circumstances and at an administrator's discretion. Students should never give their locker combination to another student.

Lunchroom Policies/Procedures

- Walk at all times.
- Be courteous as you would in any restaurant or at home.
- Clean up when you leave. This includes throwing your trash away, returning your tray and clearing the table where you sat. This also includes keeping the patio area clean.
- Stay within the established lunch area boundaries when outside.

Federally subsidized lunches are available through application. Please obtain a form through the main office at any time. Students are not permitted to purchase foods from the account of other students. They are also not to share student ID number so other students can buy lunch.

Safety

Pursuant to Policy JLIF, JLIF-R* “Electronic recording equipment may be used to monitor student behavior on school premises, District property, and on District vehicles for the purpose of promoting safety.”

Safety drills are required by law and are an important safety precaution. It is essential for students to clear the building immediately and in an organized manner. Activating any fire alarm falsely will result in severe school disciplinary action and/or filing of charges with proper authorities. Tornado, evacuation, and lock down drills will also be practiced several times yearly.

Student safety is a paramount concern of the entire Skyline staff. Skyline continues to implement a school-wide safety plan.

- Please follow posted signs in the parking lot and drive in designated areas only.
- All doors will remain locked during the day, except for the lobby.
- All visitors must sign in and wear a nametag.
- Please report any safety concerns to the Principal or an Assistant Principal.
- Ask your student to follow the school rules at all times.
- Please discuss the safety plan with your student.

Skyline will conduct five types of drills:

1. **Fire/Evacuation** - Skyline will conduct this drill once a month. The students and faculty evacuate the building to a designated spot outside.
2. **Off-Site Evacuation** - In the event of a significant emergency, students will not be allowed to return to the building. Students and staff will transfer to an off-site facility. Skyline has designated sites and will conduct this drill every three years. Students will be transported to the Primary Site and returned to school. In the event of an actual evacuation, the school will bring student records and begin contacting parents immediately.
3. **Shelter In Place Drill** - Skyline will conduct this drill twice a year. Students are evacuated from rooms with windows and sit against the wall in a designated spot.
4. **Lockdown Drill** - Skyline will conduct this drill twice a year. Students will move to a spot in their classroom where they are out of sight from any window. Teachers shut off the lights and secure the door.
5. **Lockout Drill** – This drill is conducted twice a year. Students will remain in their class until the incident is resolved.

School Closings

In the event of severe inclement weather or mechanical breakdown, school may be closed or starting time delayed. The same condition may also necessitate early dismissal. School closing, delayed starting time or early dismissal information can be found on the district website, www.stvrain.k12.co.us. This information may also be announced over local radio and TV stations. Reports in the morning will be between 6:00 A.M. and 7:00 A.M. If no report is heard, it can be assumed that school will be in session. **Please do not call the office.**

Telephone

Students will not be called to the office to receive phone calls. Messages from parents will be given to students prior to the dismissal time. The school telephone is a business phone; therefore, student use is limited to business matters. Students may not make long distance calls on school phones. We cannot accommodate large numbers of students calling home at dismissal time for instructions in what to do. Students need to make prior arrangements with parents to stay for an after-school activity.

Traffic and Pedestrian Safety

Please use precaution when bringing children to school and picking them up after school. Parents should discuss the most desirable routes to and from school with their children, along with other safety factors while walking to and from school and while waiting for or riding buses. **Drop areas are located on the east side of the building only.**

Visiting School

Parents are welcome and encouraged to visit the school, but we ask that prior arrangements are made first. This will insure the parent visit is being made at an appropriate class time. A twenty-four hour notice is appreciated. All visitors must sign in to the office and wear appropriate name badges. Tours of the facility are offered once a month and can be booked on the Skyline STEM webpage: www.skylinestem.org.

Students from another school will not be issued a visitor pass

Volunteers

Parent volunteers play an important role at Skyline. There are a number of things parents can do to help: Office Aide, Health Aide, Mentoring, Tutoring, Classroom Assistance, etc. These activities change and expand from year to year. From time to time, parents may receive e-mails from the school asking for volunteer help. Please contact the school receptionist for more information on our PAL (Parents Assisting Learning) program.

Materials, Supplies, Fees

Students are expected to provide individual materials necessary for classes on a daily basis including paper, pens, pencils, notebooks, folders, rulers, calculators, etc. Individual teachers will inform students at the beginning of each course of any specific requirements. There are fees attached to some of the courses offered at Skyline High School. If a student has difficulty paying those fees, he or she should not hesitate to see an administrator.

Valedictorian / Salutatorian

Co-Valedictorians/Co-Salutatorians: (policy in place for classes graduating in 2014 and 2015)

- Any student who graduates with a GPA above a 4.0 will be named co-valedictorian and be given the shared class rank of number one.
- Any student who graduates with a GPA of 4.0 will be named co-salutatorian and given the shared class rank of number two.

Valedictorian / Salutatorian: (policy in place for the class of 2016 and those thereafter.)

- The Valedictorian is the student with the highest academic rank in the graduating class.
- The Salutatorian is the second highest rank in the graduating class

Minimum Requirements:

- Twelve (12) or more credits must be completed at Skyline High School
- Not more than two (2) credits of Passing "P" may be used for GPA calculation. Of these two (2) credits, not more than .5, or one (1) course may be from a core subject. (Language Arts, Math, Science, Social Studies)
- Students using non-accredited transfer credits towards graduation will not be considered for first or second rank in the class or for Valedictorian / Salutatorian.
- Students must maintain full-time academic status their senior year. This requires enrollment at Skyline High School for at least three (3) credits per semester, or six (6) courses.

Withdrawal from Skyline

A student must be released/withdrawn from Skyline before enrolling at another school.

When a student withdraws from Skyline, the following procedure must be followed.

- Pick up the required school withdrawal form and sign-out sheet from the Office
- Take sign-out to all teachers, return textbooks and any other classroom materials. Pay all outstanding fines and fees.
- Obtain necessary signatures; teachers, library, attendance, main office, administration and registrar.
- A copy of the withdrawal form, unofficial transcript and health records will be made to take to the new school.