

Skyview Middle School



“Panthers”

2017/2018

STUDENT HANDBOOK/PLANNER

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This Student Handbook belongs to:

Name _____ **Grade** _____

1st Semester Schedule

2nd Semester Schedule

Period 1 _____

Period 1 _____

Period 2 _____

Period 2 _____

Period 3 _____

Period 3 _____

Period 4 _____

Period 4 _____

Period 5 _____

Period 5 _____

Period 6 _____

Period 6 _____

Period 7 _____

Period 7 _____

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WELCOME TO SKYVIEW MIDDLE SCHOOL

Our staff will provide a challenging and safe environment where you can be successful as you pursue both academic and extracurricular activities. We will provide you with a positive teaching environment, which promotes high expectations, develops responsibility, and builds self-esteem by providing opportunities for successful experiences.

We are excited that you are a member of SMS Panthers. **You are the reason we are here.** Call on any of us whenever you need help. The policies and procedures contained in this handbook are the result of a joint effort on the part of students, parents, faculty, and the administration of Skyview Middle School.

MISSION STATEMENT

Through a cooperative effort between school, home, and community, our students will demonstrate increasing proficiency in core subjects as determined by state and national standards. We will encourage the exploration of fine arts, applied arts, and extra-curricular activities. We commit to a comprehensive system of support to assure this outcome.

Skyview Middle School

Monday - 7/8th Grade Passing Schedule

<u>Warning Bell 7:47 AM</u>			
Health	7:50 -	8:30	(:40)
1st Hour	8:34 -	9:17	(:43)
2nd Hour	9:21 -	10:04	(:43)
3rd Hour	10:08 -	10:51	(:43)
4th Hour	10:55 -	11:38	(:43)
Lunch	11:38 -	12:08	(:30)
5th Hour	12:13 -	12:56	(:43)
6th Hour	1:00 -	1:43	(:43)
7th Hour	1:47 -	2:30	(:43)

Tuesday-Friday - 7/8th Grade Passing Schedule

<u>Warning Bell 7:47 AM</u>			
1st Hour	7:50 -	8:36	(:46)
2nd Hour	8:40 -	9:25	(:45)
3rd Hour	9:29 -	10:14	(:45)
4th Hour	10:18 -	11:03	(:45)
5th Hour	11:07 -	11:52	(:45)
Lunch	11:52 -	12:22	(:30)
6th Hour	12:27 -	1:12	(:45)
7th Hour	1:16 -	2:01	(:45)
FOL	2:05 -	2:30	(:25)

EQUAL OPPORTUNITY SCHOOL

Skyview Middle School will not require or deny participation in any course or activity offered on the basis of sex, age, race, creed, or handicap as prescribed by district policy, state and national law.

* A 4-minute break is allowed between class periods to permit students the necessary time to move from one class to another, make restroom stops, and to transact minor items of business at the office. Students are expected to be in their seat and ready to work at the beginning of class.

GENERAL INFORMATION

Academic Excellence - Honor Roll - Recognition is given to those students who are on this honor list. Requirements for this honor roll are a "B" average with no "D" or "F" grades.

Academic Honesty Policy – See *KPBSD Parent/Student Handbook*

Accidents - In the event of an injury, an adult is to remain with the injured student and send another student immediately for help. All student accidents should be reported to a teacher, a coach, or to the office.

Activities – SMS will offer the following activities: soccer (A & B teams), cross country running, basketball (A & B teams), wrestling, cross country skiing, volleyball (A & B teams), track and field, intramural sports, Battle of the Books, student council, and other activities as they become available. Student interest and willingness may create new activities. Please note that the school will not deny or require participation in any course or activity on the basis of sex, age, race, creed, or handicap. All federal regulations (i.e. Title IX) will be followed.

In order to participate in school sponsored activities, students must be on time to school and attend and fully participate in all classes on the day of the school activity. Students must dress out and fully participate in Physical Education Class in order to attend and participate in athletic activities. In order to participate in weekend activities, students must attend all classes on the last regular day of the week, unless otherwise excused by school administration.

Throughout the year Skyview Middle School will sponsor Activity Nights. Information about these activities will be released ahead of time. During our activity nights

students can participate in such things as basketball, volleyball, dodge ball, organized competitions, foosball, air hockey, Guitar Hero, Wii System games, X – Box 360 Kinect, as well as dancing and listening to music.

Activity Nights - The hours of our activity nights are **2:45 to 4:45 p.m.** on prearranged dates throughout the school year, with parents and teachers acting as chaperones.

- Activity Nights are for Skyview Middle School students and their pre-approved guests.
- School rules are in effect during activity nights.
- Entry time is from **2:45 to 3:00p.m.** The regular admission charge is \$5 per student. Students whose parents chaperone are admitted free. Chaperones are encouraged to arrive by 2:30.
- Students must arrange to be picked up by 5:00pm. If a student's ride does not arrive within 30 minutes of the end of the event, that student's name may be removed from the next activity night.
- No students will be allowed to leave before the end of the activity unless they are signed out by their parent.
- All students will exit the building through the front door.
- Any student who causes a disruption or discipline problem may be indefinitely suspended from all future activity nights.
- **Students who are late to school on the day of an activity night, or have been suspended, in or out of school, did not attend an assigned detention, or have been assigned three or more detentions during the quarter of the activity night, will not be allowed to attend. Student eligibility lists will be posted by lunch time the day of the event. Students are encouraged to check the list before attending the activity.** Attendance at an activity night is an earned privilege. Administration reserves the right to withhold that privilege for any infraction of a school policy.
- Any student who comes to an activity night under the influence of alcohol or drugs will be suspended from future activities. The violation will result in police notification and parent contact. You may be suspended from school for up to 45 school days.

PARENTS ARE ENCOURAGED TO ATTEND

Activities Eligibility – All students participating in school activities are subject to the Kenai Peninsula Borough School Activities Handbook. Participation in after school sports programs requires passing grades in all classes. Coaches may have behavioral expectations of their students above those contained in the KPBSD

Activities Handbook. If you wish to review an activity handbook, check with SMS administration.

Assemblies - Assemblies offered as an all-school assembly are to be attended by all students and staff. Students will not be allowed to leave the assembly until the program is completed. Students must stay seated until dismissed by the faculty or supervising teacher. Students who misbehave during an assembly will be subject to appropriate disciplinary action. Proper behavior at an assembly includes expressing approval by applause. **NEVER WHISTLE, YELL NAMES, OR BOO!**

Follow directions for dismissal, remaining seated until dismissed and leaving the assembly area in an orderly manner. Going to an assembly is a privilege, not a right! The privilege of attending assemblies may be denied to students who have repeated conduct problems.

Attendance Procedures - By law, all students are required to attend school and be on time for classes. There is a direct relationship between regular attendance and school success.

Two (2) make-up days are allowed to complete all schoolwork for each day missed (5 days maximum). Work assignments given before absences will be due on the day the student returns to school. If notification of a test was given before the absence, the student will be expected to take the test the day he/she returns to school. When a student is absent, it is up to him/her to secure assignments from classmates, teachers, or PowerSchool. School absences as a result of suspensions will be handled according to district policy. If the family anticipates an absence of several days, please check on PowerSchool, and, if necessary, call to make arrangements to pick up any needed handouts.

The following reasons for absences will be considered excused at Skyview Middle School:

- School-approved activities (Student work is to be completed and turned in prior to the activity, or immediately upon the student's return),
- Family emergencies,
- Discipline or suspensions,
- Parent-requested religious observances,
- Occurrences that are excused by the school principal on prior approval,
- Legitimate illness verified by a parent, guardian, or doctor.

Absences that do not meet these requirements are considered unexcused. The principal or designee, through a note or phone call from the parents, will make the determination.

All absences, even for only one period, are considered unexcused until cleared with a note or call from home. All students are to report to the office to obtain an admit

slip before the first bell rings on the day they return from an absence. Students are to bring a note, signed by a parent or guardian, or the parent or guardian may call the attendance office to excuse an absence. Even if a student forgets to bring a note, an admit slip must be obtained before school starts. After two days without clearing an absence with a note or through a phone call, the absence will be considered unexcused.

Late Arrivals to School – Students who arrive late to school must sign in at the office for a pass to enter class. A family emergency or a doctor’s appointment will be marked as excused. All other tardies to school are considered unexcused and will accumulate with class to class tardies. Five accumulated tardies to class or school will result in a disciplinary consequence.

Pre-Arranged Absences – If a student and his/her parents know in advance it will be necessary for a student to be absent from school three or more days, the office should be notified and a pre-arranged absence form taken to his/her teachers for their signatures. When possible, this should be at least a week in advance to allow the student time to complete the compensatory assignments before missing school. It is expected that work assigned during the pre-arranged absence will be completed and turned in upon the student’s return to school. Students who are unable to complete the assigned work during their absence will be given up to 5 days to complete missing work upon return to school. **If the proposed pre-arranged absence places the student in a potential retention situation (due to numerous absences), is an additional prearranged request during the same school year, or is during a testing window it may be denied.**

Awards – Special recognition will be given to students throughout the school year for exceptional performance including, but not limited to:

- Academic achievement
- Attendance
- Athletic involvement
- Citizen of the Quarter
- Student of the Month

Students with an accumulated grade point average (GPA) of 3.0 or above with no “D” or “F” will be on the honor roll. Students with straight A’s will receive special recognition.

Behavioral Expectations -

The school is the learning and working environment for students and staff. Members of both groups are expected to behave in an orderly, mutually respectful manner at all times. **No one has the right to interfere with the learning, safety, or well being of others.** Students, their parents/guardians and teachers should expect a safe, orderly, positive environment in which to work and learn. Students have a responsibility to know and follow the rules and regulations of the school at all times. Students

will be expected to be respectful at all times and follow these simple rules:

RESPECT YOURSELF, OTHERS, YOUR SCHOOL, AND YOUR COMMUNITY!

- ◆ Use respectful words and tone of voice when talking to anyone;
- ◆ Leave other people’s property alone;
- ◆ Work to solve problems constructively without violence or abuse.

BE AT SCHOOL PREPARED TO LEARN!

- ◆ Be in your seat and ready when class begins;
- ◆ Have appropriate materials;
- ◆ Have your homework completed.

FOLLOW INSTRUCTIONS!

- ◆ Follow reasonable instructions from staff and volunteers without argument or negative comments.

DO YOUR BEST!

- ◆ Participate positively in class;
- ◆ Stay on task;
- ◆ Learn all you can.

These simple rules reinforce our major expectations for school: *Teachers must be allowed to teach and students must be allowed to learn.*

School-Wide Expectations -

- Students must bring their planners, textbook, and all class material to each class every day.
- Running is not permitted in the hallways or lunchroom.
- Gum, candy or beverages are not allowed in the hallways or classrooms.
- Good manners are expected in the cafeteria.
- Follow directions from all staff members.
- Students will be courteous and polite to others.
- Permanent Markers are not allowed in a student’s possession unless they are being used under the direct supervision of an SMS staff member.

Skyview Middle School’s approach to student citizenship and self-discipline allows students to take control of their own behaviors. Our discipline process is designed to allow teachers to teach and students to learn.

The SMS discipline program allows for many situations to be resolved at the classroom level, often avoiding an official office interaction. There is an established set of consequences, called “Steps,” that coincide with not meeting behavioral expectations. Students “choose” to go to “Step” when they violate a school-wide rule. Students who continue to violate school policy after being put on “Step 2” will be sent to the office for administrative

intervention. Students will be taught the step system of discipline/citizenship during their first week of school.

Students who are unable to meet our behavioral expectations will receive appropriate consequences for choosing inappropriate behaviors. Students referred to the administration for inappropriate behavior will have the opportunity to tell/write their version of the situation. Administration will investigate and make a decision on the situation and the consequences that will be assigned.

Infractions of school rules as listed on the SMS Discipline Schedule (page 14) will result in corrective action. These may include warnings, detention, Saturday school, school improvement/community service assignments, loss of privileges, in and out-of-school suspension, or expulsion. Out-of-school suspension is defined as the temporary prohibition of a student from physically attending school on the school grounds or from participation in school-related or supervised activities on or off the school grounds. Due process and the school administration's discretion will be followed.

Violations that are considered serious disciplinary problems include:

- Disrespect towards faculty members or fellow students,
- Theft of, or unauthorized use of, school property,
- Vandalism,
- Profanity or use of vulgar language in any form,
- Fighting or use of physical force to settle disagreements,
- Public display of affection,
- Disruptive behavior that can include inappropriate actions, behavior, dress, or appearance,
- Sexual or racial harassment,
- Being in a restricted or out-of-bounds area, such as behind the portables,
- Making any type of verbal or written threat that could compromise the safety themselves or others.
- **In situations involving a substitute teacher**, if a student chooses to go to Step more than once in a period, or goes beyond Step 1, that student may be sent to the office. **This may result in the student being suspended.**

Classroom Expectations - Teachers will explain their expectations for behavior in their classrooms. Students can expect to see and hear the four main school rules listed on pg. 5 reinforced in every classroom. Teachers may also have additional expectations for student behavior. Teachers will explain their expectations and the consequences for positive and negative behavior. If parents/guardians have questions on individual classroom behavioral plans, they should speak with the classroom teacher for clarification. Rules are established to maintain a safe, orderly environment. If students demonstrate

severe or repeated inappropriate behaviors, they will be referred to the administration. If a student is sent out of a classroom for disciplinary action, he/she is to report to the office immediately unless told otherwise by the teacher.

Hallway Expectations - We believe every student has a responsibility to move from place to place in an orderly manner. Expected behaviors include:

- **walking** in designated areas,
- **keeping hands and feet to oneself**,
- **speaking at a moderate volume** level using **appropriate language** and engaging in **suitable conversation**.

Students who display inappropriate morning hallway behavior may be required to stay in a designated area until school starts. Inappropriate hallway behavior between classes and after school may result in disciplinary consequences.

Human Rights Expectations -

- These rights apply to all persons -- students and staff -- and to the entire school day, **including travel to and from school**.
- The right to develop one's own personality (so long as it does not interfere with the rights of others) without disrespectful criticism or pressure from others.
- Freedom from physical abuse and mental abuse such as name calling, intimidation, or harassment.
- Freedom from being set apart or mocked because of race, sex, religion, physical strength, size, features, friendship groups, age, culture, handicap, financial status, clothing, classroom performance, or any other reason.
- The right of privacy and freedom from being harassed in the classroom; right to be treated respectfully.
- The right to an education, which means that teachers are free to teach and students are free to learn without being interrupted by inconsiderate or unruly students.
- The right to have personal and school property respected. Our school community is a safe place for property as well as people.

It is the policy of KPBSD and SMS to maintain a learning and working environment that is free from harassment. Students who have been seriously or repeatedly harassed by another student should tell an adult immediately. Parents/guardians of students should contact the school if they feel their child has been the victim of harassment. Students who harass others may be referred to the police.

Students who feel they are being harassed by another student should do the following: respond assertively (tell harasser to stop, or walk away). Document the situation (write down the date, time and location of where and when the situation happened. Write down other people who saw/heard it).

- Write down your assertive response. Keep this

document.

- If the harassment is severe, or if it does not stop after you have dealt with it assertively, go to the teacher in charge, another classroom teacher, counselor or an administrator and tell him/her about the situation.
- Your teacher may involve others (guidance counselor, administration).
- If you are afraid to speak to your teachers alone, take a friend along to help you.

School staff will keep parents informed of serious situations of harassment.

Possible SMS Disciplinary Consequences:

School Improvement/Community Service - In cooperation with the custodial crew, students may be given duties related to improving the school. This may include but is not limited to cleaning lockers, sweeping the parking lot, picking up papers, washing walls, etc. These assignments may take place during the school day or after school.

Detention - If a staff member or administration finds that a student has violated school policy or classroom rules, they may assign school detention for that student. The student will be given a detention slip to take home for his/her parents or guardian and an attempt will be made by phone or e-mail to contact the parents about the situation. Detention will be held after school on Tuesdays and Thursdays from 2:30 – 3:30 pm. Detention is considered scheduled school time so student cell phones will be required to remain in the student's locker until dismissal from detention. Students are **required** to have school work or a reading book with them during detention. Failure to arrive on time, bring homework or reading material, or failure to attend an assigned detention will result in a doubling of the detention assignment. Repeated failure to attend detention may result in Saturday school or suspension. Students must arrange transportation home immediately following their detention assignment.

Saturday School – Students will report to school on the appointed Saturday at 8 A.M. They will bring sufficient schoolwork or reading materials to keep them busy until noon, when Saturday school is dismissed. Any student who fails to follow Saturday school rules or who fails to attend Saturday school without prior authorization from administration, may be suspended the next regularly scheduled school day.

Suspension - All suspensions will result in parents being notified (by phone or in writing). Students may not participate in any school activity or be on any KPBSD school grounds during the time of suspension. Students will be required to complete all past due assignments and

assignments covering the class time missed.

Book Bags/Backpacks - The purpose of a book bag is to transport books to and from school - not from class to class. Book bag/backpacks must be small enough to fit inside a locker. Your bags must be kept inside your locker during the day, and they are not to be brought into the classrooms.

Building Hours – Students may enter the building and take care of their personal needs at their locker beginning at 7:30 a.m. each morning. The administration asks that parents and students plan their morning so that they do not arrive prior to 7:00 a.m. Early arrivals are required to remain in the commons area until the 7:30 bell. Likewise, the school day ends promptly at 2:30 p.m. Students who do not ride the bus should be picked up by 2:40 if they are not involved in a supervised activity. All students must arrive and leave Skyview Middle School in a motorized vehicle. Walking/biking to and from Skyview Middle School is not allowed. Students may not stay after school to “watch” an athletic practice, or wait for another person. It is our intent that any students remaining in the building after 2:40 p.m. be under the direct supervision of a coach or teacher.

Bus Transportation - The district provides student transportation to and from school according to the provisions of state law and regulation. In addition, students may be transported to participate in regular and extracurricular school activities.

Student transportation is provided as a district support service and **student use of that service is a privilege that may be revoked for cause.** The parent or guardian is expected to provide transportation during the time the student is denied bus-riding privileges. Students wishing to ride a different bus from their assigned route must have a written/signed note from a parent or guardian, approved by an administrator. **Students should come to the office and obtain their bus passes before lunch period.**

The following are not allowed on the bus:

- Sleds, unless there the roll up kind that is small and compact
- Hockey sticks of any kind
- Blown up balloons
- Glass of any kind unless fits in backpack, (must be in backpack before coming out to the bus)
- Any projects that contain anything edible must be in a sealed bag before coming to the bus
- Balls of any kind must be able to fit in their backpack, can be taken away by the driver if NOT contained
- Large sports equipment
- Skis, Skate boards, Snow boards

*Band instruments **are** ok as long as there in their cases and fit in the seat with the student*

Cell Phones –Cell phones may be used to make or receive calls before the first bell rings in the morning, at lunch, or after school is dismissed in the afternoon. Cell phones being used by a student during the class period will be confiscated (unless the device is required by the teacher). On the first offense, the student may pick up the phone after school and take it home. Any additional violations will require that the phone be picked up by the parent or guardian. Cell phones are not to be used during school assemblies.

*Teachers may request that students bring their smart phone or electronic device to class to use in conjunction with the lesson.

Change of Address/Phone - Students and parents are requested to keep the school informed of current addresses and telephone numbers. If there should be a change in either, please notify the school office immediately. This information is very important, particularly in an emergency.

Closed Campus - Skyview Middle School is a closed campus school. This means that all students must remain on the school grounds or in the building once they arrive at school. If it is necessary for students to leave for any reason, they must have permission from the office, and a parent or parent-designee must pick them up at school to transport them off the school grounds.

Computer and Internet Use – Students are provided the opportunity to use school computers and the Internet at Skyview Middle School. Students are provided with a school district G-Mail account to facilitate additional communication between students and teachers. Using the computers, internet, or e-mail in an inappropriate manner is strictly prohibited. These behaviors include but are not limited to: accessing inappropriate websites, accessing or displaying any type of profanity or vulgar material, accessing and damaging another person’s files, entering any restricted area or file. Sanctions for such actions will result in either permanent or temporary revocation of computer privileges, with possible additional consequences. The building administrator will make the final decision on any questionable issues.

Critical Incidents - Skyview Middle School takes a proactive stance regarding critical incidents. There will be scheduled and unscheduled drills to prepare for earthquakes, gas leaks, fires, and other unforeseen critical incidents. Parents should plan on having alternate housing for students in case of a large scale disaster. (Housing on the same side of the river as SMS)

Cutting Class/Skipping School Defined -

- Students who are absent from school without parent or guardian permission;
- Students who are absent from class or classes

- without permission although on school grounds;
- Leave school grounds without administrative authorization or leave class without permission from the teacher;
- Students who are tardy from class 5 or more minutes;
- Obtain permission to leave school or class for a specified reason and do not comply with that reason; and/or
- Leave class or school due to illness without reporting to the office or the school nurse.

The parent or guardian will be notified of any apparent cut or skipped class and notified of the proposed disciplinary consequences:

- First Offense – Saturday School or Suspension
- Repeat Offenses – Saturday School or Multi day Suspension

Dress and Grooming – The SMS school dress code will be in effect for the academic day as well as the extra-curricular activities, when wearing attire other than the school issued uniforms. Student grooming and attire should be appropriate for a learning environment. Students must wear clothing that is neat, clean, safe, and does not distract from a comfortable learning environment. Clothing which advertises drugs (including tobacco and alcohol) and/or is decorated with sexually explicit, violent, vulgar, or gang related language or symbols are incompatible with the school environment, and thus will not be allowed. Students in inappropriate clothing will be asked to change into appropriate attire. Listed below are the guidelines that have been adopted by the SMS Site Based Council. The school will be obligated to intervene regarding any type of attire which:

attracts undue attention to the wearer, disrupts the learning environment or otherwise interferes with the rights of others at school; **jeopardizes the safety of a student or others**, or can damage school property; **fosters the perception of a threatening, intimidating, or a hostile environment** in the school.

The following are some examples, by no means a complete list, of potential violations-clothing, accessories, and make-up. SMS administration will make all decisions regarding specific situations.

Clothing:

- Hats, caps, bandanas, or headscarves (unless otherwise instructed).
- Any shirt or top that ends above the top of the pants or skirt when the student’s outstretched arms are raised to shoulder height (bare midriff skin should not be visible at any time). Shirts and tops with low necklines (front and/or back) that distract from or disrupt the learning environment are not appropriate for school. Undergarments should be covered at all times. Sheer and/or see through attire is not allowed.

Sleeveless shirts, tank tops, or dresses may only be worn with sleeved clothing.

- Shorts and/or miniskirts (including any side slit) that end more than four inches above the kneecap while standing upright are inappropriate for school. Pants with holes or slits in them that are four or more inches above the kneecap are also inappropriate for school.
- Spandex pants or shirts that are deemed too revealing.
- Baggy pants (pants requiring a cinched belt to stay at waist level), unhemmed pants, or pant legs which drag. Pajama pants and/or slippers are not allowed.
- Any clothing, body decoration or symbols potentially promoting violence, drugs, alcohol, tobacco, or suicide ideation.

Outdoor Wear:

- Long trench coats.
- Coats and jackets designed for outside protection worn inside the building. (Sweaters, sweatshirts, or vests will be allowed. Students may wear coats to and from portables in winter months).
- Backpacks, book bags and purses carried to classes or during breaks. (Take only books, notebooks and other required materials to class. Everything else should stay in your locker).

Accessories:

- Dangling shoulder straps. (All shoulder straps must be hooked over the shoulder.)
- Non-prescribed dark glasses are not allowed. If prescribed, a doctor's note must be on file in the nurse's office and in the student's file.
- Chains draped from belts or pants and extra long belts. Pins and spike jewelry are potentially dangerous and not allowed at school.
- **Knives, blades, or sharp objects of any kind/size.**
- Over use of sprays such as perfumes, and colognes. Aerosols sprays and breath fresheners containing alcohol are prohibited. (These items can cause respiratory distress for others and do not belong in hallway lockers.)

Make-Up:

Exaggerated, excessive, or distracting to the learning environment.

Shoes:

- Students must wear weather appropriate shoes at all times. No flip flops from snow fall until break up.

Graffiti:

- Written statements/drawings on arms, legs, etc.

Students who wear attire which appear to violate the above standards will be sent to the office and allowed to return to class only in acceptable attire. The administration will be the final judge regarding dress code

matters. **Repeated violations of the SMS dress code may result in disciplinary action. Our dress code remains in effect during after-school activities.**

Fees – Various classes will require fees. **Fee amounts are shown in PowerSchool.** The length of the class and type of class will determine the fee charged. If there is a problem paying a fee, please contact the teacher or administration for arrangements.

Field Trips – No student will be left behind because of parents' or guardians' inability or unwillingness to pay trip fees/and or expenses (for core class field trips, both local and extended). All school rules will be in effect on all field trips and parents are financially responsible for any fees related to a student's early return due to a behavioral incident.

Fire Drills - When the fire alarm rings, leave your classroom in a quiet and orderly manner, and follow your teacher's directions. It is vital that all students and staff vacate the building to a safe area and stay there until the all-clear signal is given. Fire drill instructions are posted in each classroom. If the fire alarm should ring during lunch, students are to exit through the closest available exit. They will meet their previous hour teacher in the parking lot. If the alarm rings during a passing period, students should vacate the building at the nearest exit, and then report to their next period teacher at that class's assigned location.

Flag Salute/Daily Announcements - The flag salute will be recited daily in each first period class. Announcements will be read at the beginning of each first period class.

Grading, PowerSchool and Report Cards – Report cards are issued at the end of each quarter. Student progress can be monitored on PowerSchool at <http://skyviewmiddleschool.blogs.kpbsd.k12.ak.us/wpmu/> Grades will be updated weekly. Individual teachers will make their objective grading system known to students and parents. Students and parents are encouraged to speak with their teachers in regard to any questions about grades.

Guidance Counselor-The purpose of the guidance counseling program is to help each individual student achieve his or her highest growth academically, emotionally, and socially.

We try to do this in several ways:

- Designing schedules that meet students' needs based on data
- Offering academic and organizational skills support
- Holding individual conferences with a student, parent and/or teachers
- Providing a testing program designed to help students perform to their highest capabilities

- Providing career awareness designed to link the relevance of academics to the job world
- Maintaining a merit system to recognize students' academic and social achievements
- Transition planning (that could be included above as well in place of something).

The counselor welcomes the opportunity to talk things over with any student, parent, or teacher. Parents who wish to discuss their child's behavior or class work with teachers or the counselor are asked to call 260-2300 to schedule an appointment.

Hall Passes - Any student out of an assigned class must have the proper hall pass with the student's destination, the date, and the time the student left the classroom. Any student found in the buildings or grounds without such a pass, in a location other than specified on a pass, or off the most direct route to the class or destination, may be disciplined. There are two types of hall passes – personal hall passes and nurse passes. Personal hall passes are for a student's use to leave class to go to the bathroom, lockers, etc, and will be issued at the teacher's discretion. Students are limited to five personal hall passes per quarter. Hall passes may not be shared or loaned to another student. Students in need of a pass who are either out of passes or without a planner may be issued a red card. The red card acts as a temporary pass, but must be presented at the office before the student may return to class. Accumulated red cards may result in a detention.

Health Services – Students new to Alaska must offer proof of a physical examination within the past 12-months and an up-to-date inoculation/immunization record. A Tuberculosis (TB) assessment questionnaire is also required for any new-to-district students or students who have been out of the district for at least two years as well as all seventh graders. Failure to abide by these regulations will result in the student being excluded from attendance until all areas are completed, comply with State of Alaska laws, and are acceptable to the school nurse.

Students going to the nurse must have a nurse pass signed by their teacher. Except in cases of emergencies, you will not be allowed to leave class without a signed nurse pass. You may report to the nurse without a pass during your lunch break and before and after school. Otherwise, teachers will judge whether or not an illness constitutes an emergency. To leave school due to an illness, you must come to the nurse's office and your parent will be contacted. A parent must sign you out at the office before you leave due to illness. You must not leave the building because of illness without authorization.

Students must turn in all medications to the nurse **in the original container**. This includes over-the-counter medications and prescription medication. Students

cannot be given any medications, including Tylenol, Advil, etc., without authorization from the parent/guardian. A Medication Authorization Form – Non-prescription Medication (available at the nurse's office or online) should be filled out by the parent/guardian if students will need any OTC medication. If a student must take prescription medication for either a short or extended amount of time, a Medication Authorization: Prescription Short Term or Medication Authorization Form – Long Term Medication (available from the nurse or online) must be signed by the parent as well as the health care provider (for long term medication) and kept on file at the school.

Homework – Your entire education does not take place in the classroom. Homework is a part of your responsibilities as a student. In case you forget the assignment for the day we encourage you to access your homework on PowerSchool. All teachers will have their homework posted and updated each week by Tuesday morning.

When a student is absent, it is his/her responsibility to contact a friend, or PowerSchool to get homework. Parents are encouraged to become familiar with PowerSchool in an effort to help their student stay current on assignments. If additional assistance is needed, please contact the office at 260-2500.

I-Pods, MP3 Players, Electronic Games and Laser Pointers We discourage students from bringing these items to school. They are valuable and belong at home. If you bring them to school, they may be confiscated if used inappropriately. On the first offense, the student may pick up the item after school and take it home. Any additional violations will require that the item be picked up by the parent or guardian. Continual inappropriate use of electronic devices can result in the student being required to check in electronics before school each morning. The school is not responsible for lost or stolen items.

Library - You can go to the library for reference books, general reading material, or computer use. The Internet is also available. You need to have your classroom teacher's permission and a pass to be in the library.

Materials can be checked out for three weeks. Some materials can be used in the library only. Lost books are charged at replacement cost. No food or drinks are allowed in the library. Students are encouraged to use the library for research, study, assignments, and recreational reading.

Lockers - At the beginning of the school year, each student is assigned a hall locker and a PE locker. **Please do not share your combinations with others.** Lockers are to be kept clean, orderly, and free from offensive material. Students are encouraged to go to their locker

before school, at lunch, and after school to avoid being tardy to class. If your locker jams, check with your next period teacher, then come to the office. Office personnel will notify the custodian of the problem and he/she will repair the locker at his/her earliest convenience. Combination locks for P.E will be assigned by the P.E. teacher early in the school year. There is a lock replacement fee for any/all lost locks. ***Students are NOT permitted to change lockers during the year unless authorized by the office. Do not allow friends to share your locker or show your combination to anyone.*** The school is not responsible for lost/stolen items. Do not leave money or valuables in a locker and always double check your locker to be sure you closed it properly.

Students' lockers are district property and are subject to search and investigation at any time.

Lost and Found- Students who find lost items are asked to take them to the office so they can be placed in our lost and found. Students should check periodically if they have misplaced any personal items.

Lunch Accounts – Your Student ID # is also your lunch account number. Please memorize it and don't share it with others.

Lunchroom Conduct - Please keep our cafeteria neat and clean! All students are responsible for the area where they are eating their lunch. When standing in the lunch line, remember there are no cuts, no sneaking in line, etc. Stand in a single line! Students must stay seated until their table has been dismissed.

Students are not allowed in the halls during lunchtime. Be sure to get your money or other lunch items from hall lockers before the lunch hour begins. Permission must be granted by a lunchroom supervisor to leave the lunchroom. **Borrowing money from teachers, fellow students, or the office is not allowed.**

All food and drink must be consumed in the cafeteria and at the lunch tables. Do not walk around eating or drinking. Be neat, clean, and use good table and eating manners at all times. Throwing food is prohibited.

Make-up Work – When absent, it is the students' responsibility to get the work they have missed from each teacher. Students will have two (2) days for each day of excused absence to make up work, up to five (5) days total. Parents may request homework through the counseling office for a student who is at home for a lengthy illness. If a student knows they will be absent for more than three days, please arrange to obtain class assignments in advance. Prearranged absence forms may be picked up at the front office. Homework assigned and given to a student during a suspension period is due on the day the student returns to school unless other arrangements have been made. Students that have been

determined to be truant will forfeit the opportunity to make up any missed work, and will be subject to further disciplinary actions. Any questions should be addressed to the counseling office or administration.

Passing/Retention Policy and Criteria -

The following Borough Policy will be utilized in determining retention for Skyview Middle School students:

"In those circumstances when retention may be an appropriate educational option, consideration shall be given to the student's academic, social, emotional, and physical growth. The option of retention shall receive careful review by all interested parties prior to any recommendation or action."

At the end of each quarter, grades will be checked. The retention process will start in January for any student who is receiving mostly D's and F's. Attendance will also be checked. Attendance is a major consideration in the retention process.

A meeting will be held with all interested parties including the student and his/her parents. Information presented shall include:

- The rationale for considering the retention and other potential alternatives.
- Parent and student opportunity to express observations, opinions and concerns.

Items to be discussed will include presentation of the plan of services for the student for the balance of the student's time in the current grade assignment, planned program modifications to be put in effect if the student is retained, and alternative plans if these options are not selected.

Retention Criteria:

Core Subject Classes - Students must pass 6 out of 8 quarter core subjects by the end of the 2nd quarter.

Students must pass 9 out of 12 quarter core subjects by the end of the 3rd quarter.

Students must pass 12 out of 16 quarter core subjects by the middle of the 4th quarter.

Elective Classes -

Students must pass half of their elective subjects by the middle of the 4th quarter.

Attendance -

A student who misses more than 36 days or 20% of days enrolled in a school year will be in jeopardy of being retained. Attendance will also be considered with "borderline" retention students.

Student Achievement-

Students who are not proficient or who are not making progress toward proficiency on the state required tests may be considered for retention.

PE Clothing – All Skyview Middle School students are required to wear appropriate PE clothing during class. Appropriate P.E. clothing consists of a school dress code appropriate t-shirt, shorts/sweatpants, and none gym floor marking tennis shoes (used only for PE).

Personal Property - A student may use personal property at school (computers, musical instruments, etc.), however, the school will not be responsible in any way for personal property if damaged or stolen. Personal property which is considered to be contraband (cigarettes, lighters, matches, tobacco, etc.) will be confiscated and not returned. Disciplinary action will follow.

Public Display of Affection - Inappropriate public display of affection is discouraged and not tolerated while in attendance during the day or at any school function. Those in violation will be subject to disciplinary action. Holding hands is considered an acceptable form of public display of affection; hugging or kissing is not. Repeated violations of the public display of affection rule can result in students not being allowed to associate with each other in the hallways and at lunch.

Restricted /Out of Bounds Area – Any time students are observed in a restricted area and are not under supervision of a teacher or staff, they are suspected of undesirable and/or unlawful activities and may be disciplined as such.

Schedule Changes - Schedule changes are highly unusual and will be minimally performed during a school year. If a conflict appears in a student's schedule, please, contact the counselor prior to the new quarter. All schedule changes require administrative approval.

Sexual Harassment – Sexual harassment is a kind of discrimination, treating someone differently because of his or her sex. It is behavior, gestures, words, or touching directed at a person that is unwanted, unwelcome, and offensive. Sexual harassment may cause a person to feel uncomfortable or offended and creates an environment that makes learning difficult. It may be a repeated act or may be offensive on a one-time basis. KPBSD administrative regulations prohibit conduct which may be construed as sexual harassment and may include:

- Unwelcome sexual flirtations or propositions.
- Verbal abuse of a sexual nature or graphic verbal comments about an individual's body.
- Sexually degrading words used to describe an individual.
- Display of sexually suggestive objects or pictures in the educational environment.

Sexual harassment is a serious issue and should be reported to a teacher or administration immediately. The penalties for sexual harassment can include a call home, education on sexual harassment, detention, Saturday

school, up to a 45 day suspension, and possible police contact. Any act of retaliation against an individual who reports a violation of the district's sexual harassment policy or who participates in the investigation of a sexual harassment complaint may result in disciplinary action.

Skateboards, Scooters, Roller Shoes, and Rollerblades - These items are a safety hazard and should not be used on school grounds (indoor/outdoor). If you ride them on school grounds, they will be confiscated and held in the office until a parent/guardian can pick them up.

Student Attendance at After-School Functions - Ball games, Fortnightlies, overnight field trips and other late afternoon and evening activities are scheduled throughout the school year. They are always supervised by teachers and administrators who are giving their own time. We always make every effort to inform students when these events will conclude. For safety reasons, it is important that parents pick up their child on a timely basis following these events. Also, school sponsors have families and responsibilities outside of school they need to attend. Therefore, be courteous and prompt in picking up your child. If a late pick-up is a problem, the school administration reserves the right to keep the child from attending future after-school functions.

Student Council – Skyview Middle School Student Council is designed to teach civic responsibility as well as assist administration in preparing and running school activities and participating as a student-voice advocacy group. The SMS Student Council is divided into 7th grade and 8th grade components. Membership in the SMS student council is voluntary. Any student who wishes to attend and participate in Student Council may do so. The object of the SMS Student Council is to focus on service learning in an effort to positively impact the learning as well as social environment at school and the surrounding community.

Tardy Policy and Procedure - Promptness to class is extremely important! Tardiness demonstrates a lack of self discipline and is disrespectful to the teacher and other students. Passing time will be determined by the SMS school schedule. An unexcused tardy of five minutes or more is considered cutting class/truant and will be treated as such by the office. If you are detained by a teacher, it is up to you to obtain a note from that teacher to admit you to the next class. Students are to be in their seats and ready to work when the tardy bell rings. Students will be assigned detention for every five cumulative tardies during a given quarter. Excessive tardies may result in additional discipline to include Saturday school or suspension, and/or ineligibility for school functions.

Visitors - All visitors, students or adults, are asked to report to the school office and sign in. Visitors not on approved business are not permitted to loiter on school property.

**Skyview Middle School
Discipline Schedule 2017-18**

BEHAVIOR	1st TIME	FURTHER CONSEQUENCES
Arson	Contact parent, 11-45 day suspension; referral to police department.	Contact parent, 11 to 45 Day suspension; possible expulsion; referral to police department.
Bullying	Contact parent, detention; SS; up to 45 day suspension.	Contact parent, up to 45 day suspension; possible expulsion.
Cut Class or Skip School	Contact parent, SS, possible parent shadow.	Contact parent, SS, possible suspension 1-5, required parent shadow.
Excessive Tardies	Contact parent, detention, possible SS.	Contact parent, detention, possible SS, suspension, possible tardy contract/alternate passing time.
False Fire Alarm	Contact parent, referral to law enforcement, 11 - 45 day suspension.	Contact parent, referral to police department, 11 to 45 day suspension; possible expulsion.
Forgery/Cheating/Misrepresentation	Contact parent, teacher's discretion; failing grade on assignment or test, detention; SS.	Contact parent, teacher's discretion; failing grade on assignment or test, detention; SS, up to 3 day suspension.
Gambling/Gaming	Contact parent, detention; SS.	Contact parent, SS; possible suspension.
Gang-like Behavior or Apparel	Contact parent, detention; suspension	Contact parent, suspension; referral to police department.
Harassment/Intimidation/Hazing/Threatened Assault/Extortion	Contact parent, detention; SS; up to 45 day suspension, referral to police department.	Contact parent, detention; SS; up to 45 day suspension, possible expulsion, referral to police department.
Inappropriate Dress	Contact parent, clothing change; detention.	Contact parent, clothing change; SS, possible suspension.
Instigating a Fight; Fighting	Contact parent, up to 45 day suspension, possible referral to police department.	Contact parent, up to 45 day suspension, possible referral to police department.
Insubordination	Contact parent, detention; SS; possible suspension.	Contact parent, SS; up to 5 day suspension.
Lighters in School	Contact parent, 1 day suspension.	Contact parent, up to 5 day suspension.
Lunchroom Misbehavior	Contact parent, lunchroom cleanup, lunch detention.	Contact parent, detention, possible SS and/or suspension.
Major/Chronic Disruption	Contact parent, up to 45 day suspension.	Contact parent, up to 45 day suspension.
Possession of weapons (guns, knives, incendiaries, etc.) or look-alikes	Contact parent, suspension; expulsion; referral to police department.	Contact parent, expulsion referral to police department.
Possession/distribution of alcohol/other drugs or look-a-likes	Contact parent, up to 45 day suspension (See District Policy 5131.6-possible expulsion), referral to police department.	Contact parent, up to 45 day suspension (See District Policy 5131.6-possible expulsion), referral to police department.
Possession/Use of Tobacco or Tobacco Look-alikes	Contact parent, 3 to 30 day suspension; referral to police department.	Contact parent, 3 to 30 day suspension; referral to police department.
Profanity/Vulgarity	Contact parent, detention; possible SS.	Contact parent, SS; possible suspension.
Public Display of Affection	Contact parent, office referral; warning.	Contact parent, SS; up to 3 day suspension.
Refusal or Fleeing a Search	Contact parent, up to 45 Day suspension; possible expulsion.	Contact parent, up to 45 Day suspension; possible expulsion.
Rowdiness/"MESSING AROUND"	Contact parent, warning; detention.	Contact parent, SS; possible alternate passing time, up to 3 day suspension.
Sexual Abuse	Contact parent, suspension; possible expulsion; referral to police department.	Contact parent, suspension; possible expulsion; referral to police department.
Sexual Harassment	Contact parent, sexual harassment education; detention; possible referral to police department.	Contact parent, 11 - 45 day suspension: possible referral to police department.
Spitting	Contact parent, detention; possible suspension.	Contact parent, up to 5 day suspension.
Substitute Teacher Harassment/Abuse	Contact parent, detention; SS; possible suspension.	Contact parent, up to 5 day suspension.
Theft	Contact parent, restitution; SS; up to 3 day suspension; possible referral to police department.	Contact parent, restitution; up to 9 day suspension; referral to police department.
Threat of Physical Harm/ Assault	Contact parent, 11 - 45 day suspension, possible expulsion, referral to police department.	Contact parent, 11 - 45 day suspension, possible expulsion, referral to police department.
Unexcused Absence	Contact parent.	Contact parent, SS, possible suspension.
Vandalism	Contact parent, restitution; SS; up to 3 day suspension; possible referral to police department.	Contact parent, restitution; up to 9 day suspension; referral to police department.

In any situation the school administration will make the decisions regarding consequences to behaviors.

Circumstances may be such that consequences will vary from those listed above.

SS = Saturday School