

SKYLINE R-II SCHOOL DISTRICT

STUDENT HANDBOOK

2026-2027



We're Respectful

We're Responsible

We're Safe

We Care

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WELCOME

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

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

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

I. EDUCATIONAL PHILOSOPHY OF SKYLINE R-II

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

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

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

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

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

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

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

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

Adopted: 2/19/98

A: Foundations and Basic Commitments

Cross References:

IA, Instructional Goals/Priority Objectives

IF, Curriculum Development

IGA, Basic Instructional Program

MISSION STATEMENT

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

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

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

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

BELIEFS

Learning is...

attainable to varying degrees by all children.

lifelong.

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

All students...

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

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

have unique strengths, abilities and learning styles.

We believe that the effective learning environments...

fosters a desire for all students to learn.

values mistakes as opportunities to learn.

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

EXPECTATIONS

Soft Paws No Claws

We're Respectful

We're Responsible

We're Safe

We Care

II. ENROLLMENT QUALIFICATIONS FOR SKYLINE R-II

A. Enrollment

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

1. Immunization Book
The student's immunization record must be up to date as required by law.
2. Social Security Number (optional – used for student id purposes)
3. Proof of Residency in District

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

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

B. Transfer

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

III. REGULATIONS, RULES, AND GUIDELINES

All visitors are to check in at the administrator's office before going to other areas of the campus.

A. Attendance

Prompt and regular school attendance is essential for student success. Absenteeism hampers educational achievement and is detrimental to academic success. Parents, students, and teachers all share in the responsibility for encouraging regular attendance. All students should strive to maintain at least a 95% attendance rate. Each day a new concept is introduced in the classroom in one or more subjects. If students are not present, the teacher has to go over that concept again or the student has to try to pick it up on his/her own.

The following policy has been designed and hereby adopted to provide a framework for ensuring responsible attendance by all students and to encourage students to stay in school by providing opportunity for recovery of loss of academic time:

1. Truancy: Regular and punctual patterns of attendance will be expected of each student enrolled in the Skyline R-II School. *Excessive absenteeism, defined as more than 10 days per school year, will initiate a review process by the principal. Excessive or unexplained absences may result in a report to the Children's Division for educational neglect and/or the Juvenile Detention Center for truancy.*

2. Absences: Every attempt should be made to arrange appointments after school hours or at a time of day requiring the least absence from school. A student should rarely miss more than a half-day for an appointment. After the fifth (5) and seventh (7) day of absence by the student, his or her parents/or legal guardian will be notified of the absences and that the student will be assigned to after school tutoring or Saturday school after the seventh (7) absence. A no credit grade (NC) will be in effect until completion hours. (Note: A student who is suspended from school will not be assigned to Tutoring or Saturday School and will not be allowed to make up work missed during suspension.)

- a. Any student with absenteeism of more than 7 days per semester may be required to make up those days

in tutoring or Saturday school. Any days over the 7 that are excused will be required to be made up in after school tutoring (1 hour per day for each day over the 5). (Attendance is kept by periods during the day – 8 periods add up to one day of absence). **A single illness with a Dr. note lasting more than 3 days will be exempt from tutoring unless needed to make up assignments.** Any days over the 7 that are unexcused will be required to be made up in Saturday School (1 day = 4 hours). If days are not made up in Saturday School, individual cases will be turned over to Truancy Court.

b. Absences by a student exceeding 7 days during **one semester** and not made-up in Tutoring/Saturday School may cause the student to be notified of placement in summer school. For the purposes of placement in summer school, the guidelines are as follows:

Absences not made up in Tutoring	Summer School
a. Total absences from 1 - 7 days:	10 days
b. Total absences from 8 - 15 days:	15 days

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

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

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

e. Students who will be missing days for vacation during the school year must get approval from the administration in writing at least five (5) days prior to the vacation before missing those days. Otherwise, these days will have to be made up in Tutoring.

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

g. Any student who leaves during the school day must have the parent/guardian sign them out.

h. Upon returning to school, the teacher will allow the student one day for each day missed or an excused absence to make up schoolwork missed.

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

★ Absences that are given as examples of unavoidable absences are:

*Personal illness *Medical appointments that could not be scheduled outside of the school day.

*Absences due to religious observance *Death in the immediate family *Court appearances

★ Absences that are given as examples of avoidable absences and are **unexcused** are:

*Hunting and Fishing *Shopping Trips *OSS *No note or call from parent

(These definitions are not all-inclusive but designed to provide examples.)

j. **A student must be present at least half of that day (3 hours) to be eligible to participate in an extracurricular activity for that day and weekend (Sports/PPP nights/Music Programs, etc.).**

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

B. Conduct Code/Discipline Policy

School-Wide Positive Behavior Support (SW-PBIS) - What is it?

Positive Behavior Support is used in our school as a proactive, positive instructional teaching tool for students, teachers, and staff in order to promote a safe and uninterrupted learning environment throughout the building.

School Wide Expectations

Our school-wide Positive Behavior Support System is called Soft Paws No Claws and supports our four common goals. The Soft Paws Goals are: We're Respectful, We're Responsible, We're Safe, We Care. Students will be taught school-wide routines and expectations throughout the first several weeks of school and teachers will continuously review behavior expectations throughout the school year. These routines and expectations will be school-wide so that students will have the same expectations regardless of who is teaching them and where they are in the building.

Rewards System

Students will be recognized for their positive behavior on a regular basis as individuals and as a class. Each time a student is caught being respectful, responsible, caring, or safe by a staff member they may receive a Tiger Buck. Tiger Bucks can also be earned for attendance, no office referrals, and special classes. Students may have the opportunity to cash in their Tiger Buck's at the Soft Paw's store. Individual classes can earn rewards as a whole class in the classroom.

Code of Conduct

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

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

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

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

Special Education Students

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

DISCIPLINE:

Skyline R-II School follows a Major/Minor discipline matrix. A major behavior results in an automatic office referral. A Major/Minor behavior depends on the severity of the behavior whether it is dealt with by the teacher or administration. A Minor behavior is a behavior that has been dealt with 3 or more times before it results in an office referral.

The behavior matrix is designed to foster student responsibility, respect for the rights of others, and to ensure the orderly operation of district schools. No code can be expected to list every offense which may result in disciplinary action. It is the purpose of this matrix, however, to list certain offenses that will result in the imposition of a certain disciplinary action. Any conduct not included herein, or an aggravated circumstance of

any offense or an action involving a combination of offenses may result in disciplinary consequences that extend beyond this code of conduct as determined by the principal, superintendent, and/or Board of Education.

In extraordinary circumstances where the superintendent or designee judges the minimum consequence to be manifestly unfair or not in the interest of the district, the superintendent or designee may reduce the consequences listed in this policy, as allowed by law.

The principal has discretion to interpret and modify penalties. The student and parent, with the principal's permission, may request corporal punishment in lieu of suspension.

In addition, teachers are professionals who may exercise the right to use their judgment to report any conduct that they see as inappropriate for school. Such conduct may not be specifically prohibited in the student handbook, but if a student's actions interfere with the educational mission of the school, he/she may be referred for disciplinary action

All applicable school policies must be adhered to when a student is attending school events (meetings, contests, tournaments) during school hours, before school, or after school and in-route to as well as returning from any type of school event.

Major Behaviors: Automatic Office Referral			
Behavior	Definition	Example	Consequences
Alcohol/Drug Possession	Student is in possession or using alcohol, or drugs.	Possessing, consuming, or being under the influence of alcohol, any controlled substance, any doctor prescribed medication not dispensed in accordance with school policy and/or used incorrectly.	See DRUG ABUSE POLICY
Arson/False Alarm	Willful or malicious burning or attempt to burn. Knowingly pull the fire alarm without reason.	Setting something on fire to burn down the school, etc.	1st offense - Restitution, ISS (number of days determined by severity of the situation), 1-10 days OSS, referred to Superintendent, notification to law enforcement Subsequent offenses - ISS,

			OSS, notification to law enforcement, referred to Superintendent
Bullying	The student delivers MULTIPLE disrespectful messages (verbal or gestural) to another person that includes threats, intimidation, obscene gestures, pictures, or written notes. Bullying must be intentional, repeated, and involve an imbalance of power.	Threatening statements, name calling, or actions such as I'm going to beat you up, give me your ____ or else, you are a retard, chest bump or showing fist to intimidate etc.	The Skyline R-II School District has a zero tolerance for bullying. See BULLYING POLICY
Explosive Behaviors	Behavior causing harm to self or others requiring removal from the classroom and/or restraint	Throwing chairs, attempting to stab with scissors, pushing over desks, banging head against wall, personal harm to self like pulling hair or scratching	1st offense - Removal from classroom, parent contact to come pick up, ISS/OSS depending on situation 2nd offense - Removal from classroom, parent come pick up, OSS Subsequent offenses - 5, 7, 10 days OSS
Fighting or Assault	Fighting - 2 or more students participating in physical/verbal confrontation at such a level that it disrupts the school environment Assault - attempting to cause injury to another person and/or intentionally placing a person in reasonable apprehension of imminent physical injury.	Punching on the playground, in the classroom, in the hallway, etc.	1st offense - 3 days of ISS or OSS (1-10 days) depending on the severity of the situation, referral to Superintendent (major offenses) 2nd offense - 5 days of ISS or OSS (1-10 days) depending on the severity of the

			situation, referral to Superintendent (major offenses) 3rd offense - Out of school suspension (1-10 days), referred to Superintendent
Pocket Knives	Possession of any pocketknife	Pocket knife **Any knife possession will be assessed to determine if the school district weapons policy has been violated and, if so, those consequences will apply. **	1st offense - Knife must be picked up by parent/guardian, ISS, or OSS Subsequent offenses - 1-10 days of OSS.
Tobacco Possession/ Use	Possession of, and/or use of, tobacco on school grounds, on the bus, or any school activity.	This applies to all forms of tobacco and/or nicotine possession including, but not limited to, electronic cigarettes, vape devices, e-juice, etc.	1st offense - 3 days of out of school suspension 2nd offense - 5 days of out of school suspension Subsequence offenses - 10 days of out of school suspension, referred to Superintendent
Weapon Possession	Possession of any item with the intent of harming another.	Firearm, explosive, knife, knuckles, projectile weapon, and any object that can be used as a weapon to cause harm to another	See WEAPONS POLICY

Major/Minor Behaviors: Normally minor behavior but can be major depending on circumstance. Major behaviors will follow the consequences listed. Consequences may vary depending on the severity of the situation.			
Abuse of Computer, Internet, Technology Use	Student violates the district's acceptable use policy	Looking up inappropriate things, listening to music during work time, refusing to put away computer when asked, playing inappropriate games	1st offense - Conference with principal 2nd offense - Loss of computer/internet privileges (amount of time to be determined by principal) Subsequent offenses - Extended loss of computer/internet privileges, permanent
Defacing School Property	Major -Student alters school property in a manner that cannot be quickly and easily repaired. Minor - Student alters school property in a manner that can be quickly and easily repaired	Major - broken window, spray painted walls, etc. Minor -pencil mark on book, marker on desk, etc.	1st offense - Cost of repair and corporal punishment/1 day of ISS, possible OSS (1-10 days) depending on severity of situation, referred to Superintendent (major offenses) 2nd offense - Cost of repair and 3 days of ISS, possible OSS (1-10 days) depending on severity of situation, referred to Superintendent (major offenses) Subsequent offenses - Out of school suspension,

			referred to Superintendent
Disrespect/ Defiance	Major- Student is disrespectful/defiant to gain attention from peers and/or disrupts current activity for others with behavior. Minor-Student engages in refusal to follow directions, talks back, and/or delivers socially rude interactions with teachers and/or peers.	Major- Yells at or talks loudly toward adults in defiant/disrespectful manner, refuses to follow direction(s) given to keep student(s) safe. Minor- Back talks teachers, refuses to comply with instructions	1st offense - Conference with principal, ISS, Corporal punishment, ASD, or OSS 2nd offense - Conference with principal, ISS, Corporal punishment, ASD, or OSS Subsequent offenses - Conference with principal, ISS, Corporal punishment, ASD, or OSS
Disruptive Speech or Conduct	Any behavior which hinders the educational process.	Verbal, written, or symbolic language and/or actions that disrupts classroom work and/or school activities/functions .	1st offense - Conference with principal, lunch detention, ISS, Corporal punishment, ASD, or OSS Subsequent offenses - Conference with principal, lunch detention, ISS, Corporal punishment, ASD, or OSS
Inappropriate Language	Major-Vulgar, excessively lewd words. Minor- Depending on the nature of the word itself and not directed towards a peer and/or teacher.	Major-Extremely lewd, use of profanity and/or cuss words. Minor-Says inappropriate	1st offense - Conference with principal, lunch detention, ISS, Corporal

		words not directed at others, says Shut up, kiss my Butt, you look sexy	punishment, ASD, or OSS 2nd offense - Conference with principal, lunch detention, ISS, Corporal punishment, ASD, or OSS Subsequent offenses - ISS (1, 3, 5, 7, 10 days), OSS (1-10 days)
Inappropriate Physical Contact/ Public Display of Affection	Physical contact that is inappropriate for the school setting. School is not the place for kissing or showing other acts of physical affection.	Student makes or attempts to make intentional physical contact with genitals, buttocks, or breasts of another student or member of the school community; kissing	1st offense - Conference with counselor and/or principal Subsequent Offenses - Conference with principal, lunch detention, ISS, Corporal punishment, ASD, or OSS
Minor Behaviors: Minor behaviors can become office referrals if they are constantly recurring. Once it becomes an office referral, the following consequences will apply. Consequences may vary depending on the severity of the situation.			
Stealing	Student takes something that does not belong to them	Stealing another student's money, taking things from the teacher's desk, etc.	1st offense - Conference with principal and restitution 2nd offense - Lunch detention and restitution Subsequent offenses - ASD, corporal punishment, lunch detention

Cheating	Student uses someone else's work as their own.	Looking at someone's paper, copying answers, sharing answers when asked not to share, etc.	1st offense - Conference with principal, redo the assignment Subsequent offenses - Receive a zero for the assignment
Physical Contact/Horse Play	Student puts his/her hands on another member of the school community and without the intention to harm	Wrestling, tickling, hugging, etc.	1st offense - Conference with principal 2nd offense - Lunch detention, recess detention Subsequent offenses - Corporal punishment, ASD, ISS, OSS
Not Following Directions	Student does not do as the teacher has instructed.	Incorrectly completed assignment, talking in line, out of seat, etc.	1st offense - Conference with principal 2nd offense - Lunch detention, recess detention Subsequent offenses - Corporal punishment, ASD, ISS, OSS
Excessive Talking	Talking without permission during class and it is disruptive.	Blurting out, talking to neighbors, etc.	1st offense - Conference with principal 2nd offense - Lunch detention, recess detention Subsequent offenses - Corporal punishment, ASD, ISS, OSS

Electronic Device Usage	Having any type of electronic device out of backpack during school hours.	Cell phone, MP3 player, tablet, etc.	See CELL PHONE/DEVICE POLICY
Misbehaving on the bus	Student fails to follow rules and safety procedures as required by the bus driver.	Student does not stay seated, use appropriate volume, follow directions of bus driver, hanging out window or throwing objects	See TRANSPORTATION
Misbehaving in the cafeteria	Student does not follow intermediate cafeteria expectations.	Excessive noise, throwing food, running, not following directions of teacher on duty	1st offense - Conference with principal 2nd offense - Lunch detention Subsequent offenses - Corporal punishment, ASD, ISS, OSS

Consequences

Possible consequences of failure to obey school expectations are as follows: Verbal warning, counseling, conference with the principal, removal from recess, lunch detention, recess, detention, lunch detention, conference with parent/teacher, in school suspension, after school detention, corporal punishment, suspension from school.

Corporal punishment by the building principal will be permitted when it is felt the behavior of the child cannot be corrected by any other means. Corporal punishment will be administered by the building principal. In all cases, a certified person will serve as a witness. Swats will only be administered to the buttocks. No more than 4 swats for any one event will be administered to students. If a student (or parent) refuses corporal punishment, suspension from school will be used as an alternative.

Student Complaints and Grievances

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

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

- The teacher shall schedule a conference with the student and any staff members involved in an attempt to resolve the problem. Parents/guardians may be involved in the conference, or a later conference for parents/guardians may be scheduled at the discretion of the teacher.
- If the problem is not resolved to the satisfaction of the student and/or parents/guardians, a request may be submitted for a conference with the Principal/Superintendent of Schools. The Principal/Superintendent shall arrange a conference to consider the problem, and to inform the participants of the action that will be

taken.

- If the student and/or parents/guardians are not satisfied with the action of the Principal/Superintendent, they may submit a written request to appear before the Board of Education. Unless required by law, a hearing will be at the discretion of the Board. The decision of the Board of Education shall be final. All persons are assured that this process may be used without fear of reprisal.

C. Dress Code

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

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

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

D. Student Traffic

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

E. Closed Campus

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

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

F. Student Health and Safety

1. Health Office

The school health office provides first aid and health care to all students, staff, and faculty. If your child becomes ill at school, he/she will be sent to the health office. There are some general reasons the health office may request that the student go home, i.e., temperature over 100°F, vomiting, injury requiring a doctor's attention, head lice, scabies, or a bacterial conjunctivitis (pink eye). The school board has adopted a NIT free policy which helps to prevent the spread of head lice. **Students must be Fever Free for 24 hours before returning to school.**

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

The school provides vision, hearing, and dental screenings yearly in compliance with state guidelines on grade levels tested and with parental permission.

In compliance with immunization laws set forth by the State of Missouri, all students entering PK-3 are required to have at least 4 DPT, 3 OPV/IPV, 3 Hep B, 1 MMR, and 1 VAR with the last shot being after the fourth birthday. For kindergarten entry, all students are required to have a finished immunization series of 4+ DPT, 3+ OPV/IPV, 3 Hep B, 2 MMR, and 2 VAR. A Tdap booster is required 10 years after the last DPT which affects junior high students. All students entering 8th grade will also need to be immunized for meningococcal conjugate (MCV). There is no longer a grace period, and all students must comply by the first day of school, without exceptions. All new students must have their immunization record, birth certificate, and a social security number upon enrollment.

If the student takes over the counter medication at school (ex: no dye cough medication/Ibuprofen), it must be kept in the health office. Parent to bring prescription to the health office. Pills will be inventoried in front of parent. At the end of the school year, parent is to come back to the health office and pick up remainder pills. We request that cough drops be sent from home if the student needs them. They will be treated as any other medication. Under no circumstances should students keep over the counter medication on their person, in their backpack, or in their desk. Medication is not to be sent to school with the student.

When it becomes imperative for the student to take prescription medication during school hours, the medication should be given in written order from a licensed physician and in the original container with a pharmacy label. Medication given to a student during school hours should be restricted to necessary medication that cannot be given on an alternative schedule. All medication should be taken to the nurse's office. In regard to bronchodilators (inhalers) and epi-pens, older students may obtain permission from the health office to carry their rescue inhaler/epi-pen in their backpacks or on their person. A contract to self-carry either a bronchodilator or an epi-pen must be filled out by the student, parent/guardian, and the school nurse clerk. A physician's order and pharmacy label for usage must accompany all medication and be used accordingly.

MEDICATION MUST BE GIVEN TO THE NURSE CLERK.

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

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

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

2. Earthquake Disaster Preparedness Plan

Preparation of the students:

A. Earthquake Drill

1. Complete drill to be held twice a year.

a. The signal for an earthquake drill will be an intermittent siren. At teacher's command, students assume drop position as follows:

- 1) Away from windows or other potential hazards
- 2) Under desk, table, or other shelter, or against inside wall.
- 3) Drop to knees with back to windows.
- 4) Head down toward knees, hands clasped behind neck, arms against ears, eyes closed.
- 5) If a jacket or other object is available, use for additional head protection.

- 6) Be silent so directions can be heard.
 - 7) Teacher also assumes drop position with children, then stands and monitors student's position.
 - 8) Students hold drop position for 60 seconds.
 - 9) Teacher gives directions for evacuation to prearranged location.
 - 10) Teacher takes emergency kit and gallon of water to evacuation.
 - 11) Teacher and students stay at evacuation site until directed to return to room.
2. Students learn what to do during a quake if no adult is present or if the student is at lunch, in the corridor or on the playground.
3. Additional drills including non-homeroom settings, i.e., recess, lunch, special classes are to be held at the discretion of the administrator.

B. Actual Earthquake

- 1. Inside school building
 - a. Follow the procedures of the drill.
 - b. Remain in position until further instructions are given.
 - c. After the initial shock and things settle down, teachers will evacuate classroom when the all-clear is sounded, being alert to the possibility of aftershocks.
 - d. When leaving classrooms, make every effort to take the roll book, emergency supplies stored in tote bag near door, and a gallon of distilled water.
 - e. Announce that no one is to return to the room unless authorized to do so.
- 2. Outside school building
 - a. Get clear of all buildings, trees, exposed wires, or other hazards that may fall. The open is the safest place.
 - b. Assume the drop position until quake is over.
- 3. On school bus
 - a. Drivers should immediately stop the bus away from hazards.
 - b. Occupants should assume drop position under seats, if possible, or in the aisles.
 - c. After the quake:
 - 1) If on the way to school, continue to school.
 - 2) If delivering students home, continue to do so.

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

3. Tornado Drill

Evacuation procedure for a tornado will be handled as follows:

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

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

4. Fire Drill

Evacuation procedure for a fire will be handled as follows:

- a. The signal for a fire or drill will be a continuous beep.
- b. The teachers are to direct their students to a designated safety area outside the school building.

- c. Teachers should take his/her grade book with them when leaving the room. Check roll to account for all students.
- d. Students are to remain quiet during a fire or drill to hear further instructions.
- e. All clear will be announced over the intercom so as to return to the classroom quietly and orderly.

EMERGENCY EVACUATION

Drills

Earthquake Drill

Evacuate during

Fire Drill

Tornado Drill

Bells

Intermittent Siren

Continuous Beep

Continuous Beep

Siren

G. Lunchroom Procedures

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

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

The following procedures will apply:

- Students may talk quietly while they are in the cafeteria.
- If a student drops his/her tray or makes a mess, he/she will clean it up.
- Students will remove all food, napkins, and milk cartons from the table and floor before leaving the table to return their tray.
- The classroom teacher will supervise his/her students in the lunchroom.
- Students will walk single file and be patient while putting the trash in the trash can, silverware in the appropriate bowl, and tray with any leftover food/milk on the tray counter (do not dump the food) and line up in the designated area for their class.
- When all students in the class have returned their tray, they will return to the classroom.
- Payment for school lunches will be made through the office.
- Free and reduced lunch applications are available from the school secretary.
- ***Water bottles and/or beverage containers are for water only.***

H. Transportation

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

1. Loading/Unloading at School

The Missouri Department of Elementary and Secondary Education, Division of Transportation, has

established school bus operator guidelines for Missouri schools. These guidelines list the techniques for proper handling of buses and students during loading/unloading -- plus the general rules of student behavior and procedures for handling poor or bad student conduct.

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

Each of the three (3) daily-route buses will pull side by side in a herringbone pattern, while loading/unloading at school. This procedure prevents students from walking between the school buses. This is a state safety guideline for all school buses loading/unloading at school.

2. General Rules

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

Be on time. The bus cannot wait beyond its normal schedule. Buses will not unload students before 7:30 a.m. Parents driving their children to school should realize the building does not open until then.

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

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

There will be no eating or drinking on the buses.

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

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

3. Student Conduct on School Buses

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

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

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

The following rules will be followed concerning the school buses:

- The driver is in charge of the bus. Students who do not follow his/her directions may be denied the right to ride the bus as directed by the administrator.
- Drivers may assign students to a seat and demand that they sit in that assigned seat.
- Students must remain seated at all times while the bus is in motion. There will be no seat changing without the driver's permission, and then only while the bus is stopped.
- Students must not extend arms or heads out of the bus windows, nor should any objects be thrown from a bus or extended out the windows.
- Take good care of your bus and help keep the bus clean. Any damage to the bus should be reported at once to the driver.
- Students are expected to behave in the same controlled manner as a classroom setting except that light conversation is permitted with nearby students.

- **No toys are allowed on the bus.** Toys from home are not allowed at school unless there is a special “show & tell” or activity in the classroom. If toys are brought, they should be carried in a sack or book bag and not brought out until the special activity.
- Tablets, cell phones, radios, etc. are to be left at home. Those seen used during the school day will be confiscated.
- **No pets are allowed on the bus at any time.** No pets are allowed at school, except by Administration permission. If a pet is permitted by the administrator, it must be shown and taken home after the showing.
- **No balloons or oversized bags** allowed on the bus.

IV. ACADEMIC/CURRICULUM

A. Grading Scale

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

B. Honor Roll

“A” Honor Roll

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

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

“A/B” Honor Roll

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

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

Honorable Mention Honor Roll

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

Core Subjects

All Language Arts
Reading
Spelling
English, etc.
Mathematics
Science
Social Studies
Health

Non-Core Subjects

Penmanship
Music
Library
Art
P.E.
Exploratory Classes

C. Late Work – Excessive Late will result in a disciplinary note

Late work is to be accepted as follows:

A. At teachers' discretion.

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

D. Homework

Students are given opportunities in school to do assignments; however, some homework may be necessary to complete unfinished work or to do make-up work after being absent. To develop good study habits, the student should have a definite time and place to study. Parents, please check folders/backpacks for notes and homework from the teacher on a nightly basis.

E. Tutoring

Tutoring may be offered to students after school certain days of the week. Parents can sign students up for one or two days of tutoring. Tutoring may be available to help with math, reading, and writing skills.

F. Promotion and Retention of Students

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

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

Each student in grades 2-8 will be required to take the 5 core subjects of English/Writing, Reading, Math, Science, and Social Studies during the 1st and 2nd semesters each year. Each student should pass 10 core subjects each year.

The following chart will be used to determine promotion or retention:

10 core classes passed – promoted unrestricted

9 core classes passed – promoted, summer school recommended

7- 8 core classes passed – promoted after completing summer school

6 or less core classes passed – retained/repeat of grade level

All 8th grade students are required to pass the Missouri and United States Constitution tests before graduating.

G. Valedictorian and Salutatorian

The valedictorian and salutatorian will be determined by a six-semester average (6th grade through 8th grade) from an accredited school. Grades will be averaged after mid-quarter of the fourth quarter. In order to be eligible, students must be in attendance full time at Skyline the entire eighth grade year.

H. Middle School - Grades 6th - 8th

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

- Lockers: Students will be assigned a locker for their books, coats, gym shoes and other school supplies. Lockers will not be locked so it is advisable that students do not bring valuable items to school.
- Backpacks and coats: Students will leave backpacks and coats in their lockers or on hooks near lockers. Classes are close enough that they will not need to lug backpacks around.
- Discipline: Discipline will continue to be handled in the classrooms by the individual teachers. Extreme problems will be sent to the office with a referral. Students will be monitored in the hallways between classes and are asked to use this time wisely and not spend it getting into trouble.

- Lunchroom procedures: Lunch procedures will be the same as explained in previous sections of the handbook. Middle school students will be allowed to have a choice of where they sit during lunch unless they are assigned detention.
- Noon detention will be used for discipline reasons only.

V. INTERSCHOLASTIC & EXTRACURRICULAR ACTIVITIES

A. Athletic Participation

Children in grades 3-8 will have the opportunity to participate in extra-curricular activities of basketball, archery, and cross country. All students participating in extra-curricular activities are under the supervision of the coaches and supervisors. All school rules and regulations regarding student behavior will be in effect during school-sponsored activities.

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

1. Basketball and cheerleading participants on a traveling team will be required to have a physical examination, proof of accident/health insurance and written parental/guardian permission before participation.
2. Physical exams will be scheduled at the school at a reduced cost to the parents when possible. The parent will be responsible to secure the physical examination when the school cannot secure a physician to come to Skyline to give the physicals, or when the parent chooses to have another physician provide the service.
3. Students participating in extracurricular activities will be expected to do their class work at a satisfactory level of performance (**No F's**) if they are to be eligible to participate in the game. **Grades will be checked at mid-quarter and the end of the quarter to determine eligibility.**
4. Coaches, or other adult supervision are expected to be in the locker rooms when our players are there, to insure against vandalism.

B. Non-Participating Students

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

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

C. Good Sportsmanship

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

D. School Mascot and Colors

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

E. Basketball

1. There will be two seasons of basketball:

- Jr. High:

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

- Peewee:

All 3rd, 4th, 5th, and 6th graders that wish to participate in the peewee season may do so as long as they meet and maintain all requirements.

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

3. Basketball or gym shoes are required.

F. Assemblies

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

G. School Trips/Field Trips

During the school year, the students will have the opportunity to go on an educational school trip. All bus rules and school rules will apply to all school sponsored trips, plus any rules the sponsor makes for the safety and the welfare of other students. Students are expected to work hard and keep their work current in school prior to school trips. Students that have presented a discipline problem for the teacher during the year may be asked to stay at school under the administrator's supervision. Each child going on a school trip will be required to have a signed parental permission form in the possession of the sponsor before they will be permitted to go on the field trip. There is an exception for athletics in that parents have signed for the student to participate in a sport; therefore, a parental note is not necessary for ballplayers/cheerleaders to go on athletic trips. **All students must ride the bus to the destination; if a parent wishes the child to ride home with them then they need to sign out the student with his/her teacher; student may only be checked out by a parent/guardian.**

H. Other Activities

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

VI. MISCELLANEOUS INFORMATION

A. Textbooks

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

B. Class Materials

Students are to take paper, books, etc. to class.

C. Lost and Found

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

D. Telephone

Students may not display or use electronic personal communication devices, such as cell phones, smartwatches, etc from the start to the end of the school day. This includes instructional time, meal times, breaks, time between classes and during study halls. Students may bring devices on buses, but cannot be a distraction for the driver. If students bring devices, they must be kept in the students backpack or put up securely during school time. The school district and its employees are not responsible for lost, stolen or broken devices.

Consequences:

Students that do not follow the rule of no devices:

First Offense: Verbal warning

Second Offense: Parent contact

Third Offense: Parent contact with required pickup

Fourth Offense: Devices banned for the school year

Exceptions:

Students may display or use devices if necessary for compliance with IEPs, Section 504 plans, Individualized Health Care Plans, the Americans with Disabilities Act, the Civil Rights Act of 1964, and the Equal Educational Opportunities Act of 1974 regarding English language learners. This is at the Administration's Discretion.

Provisions:

Devices will be allowed during times of emergency: fire, tornado, earthquake, active shooter, evacuation of school grounds, medical emergencies and any other serious, unexpected, or dangerous situations. Devices can be used for educational purposes when directed and authorized by school personnel.

E. School Closing Information

Skyline R-II School will participate in the Springfield Broadcast Council School Closing Program. The decision to have or not is made by each individual school district. If it is determined to close school because of severe weather, that information is given to the school closing program officials, and it is then relayed to the various radio and TV stations in our area. Every effort is made to determine this decision before 6:00a.m. Therefore, in case of severe winter weather, Skyline patrons should listen to any of several Springfield radio or TV stations from 6:15 a.m. onward. If Skyline is not mentioned on the school cancellation list, patrons should assume we will have school. **Skyline will also be using Apptegy Program which is an automated Phone Messaging and Text System. This system can be used for weather notifications, emergency alerts, or other general announcements.**

F. Guidance and Counseling

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

G. School Breakfast & Lunch Program

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

Breakfast: \$1.00 full \$0.30 reduced \$1.25 adults

Lunch: \$2.00 full \$0.40 reduced \$3.00 adults
milk \$0.50

Ala Cart (salad or fruit bar if not getting a tray) \$1.00 students \$2.00 adults

Entrée option (only available for adults) \$2.00

Please pay for breakfast, lunch, and extra milk in advance. Students will NOT be allowed to charge their meals.

H. Time Schedule

Buses Unload	7:30 a.m.	School Out
Breakfast Served	7:30 – 7:50 a.m.	Dismissal Bell 3:35 p.m.
	Tardy Bell 8:00 a.m.	Buses Depart 3:45 p.m.
		(after Norwood unloads)
Lunch Served	10:55 - 12:25 p.m.	

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

I. Personal Belongings/Toys/Movies

- **No toys are allowed at school** Toys from home are not allowed at school unless there is a special “show & tell” or activity in the classroom. If toys are brought, they should be carried in a sack or book bag and not brought out until the special activity.
- **Cell phones, Tablets, radios, etc.** are to be left at home. Those seen out during the school day will be confiscated. Disciplinary measure may need to be implemented.
- **Movies** are to be left at home. The library has a wide variety of educational movies that the classrooms will be viewing at times.

J. Celebrations

Scheduled celebrations are Halloween, Christmas, Valentine’s, and Easter (approximately 1 per quarter). Classroom teachers will contact parents if assistance is needed with these activities. All foods offered on the school campus will meet or exceed the USDA Smart Snacks in School nutrition standards. See approved snack list. (pg. 35)

Birthdays are special occasions for students. Students are permitted to bring special treats for the entire class if they wish. Please contact your child’s teacher in advance for specific details about the procedures in your child’s class.

K. Faculty, Administration, and Other Staff

Superintendent	Donnie Luna
Bookkeeper	Sarah Harden
Secretary	Jaime Woods
Teachers	
Preschool	Jess Harley
Kindergarten	Carolyn Willhite
First Grade	Jocelyn Downs
Second Grade	Melissa Willhite
Third Grade	Alicia Borders
Fourth Grade	Sydney Fox
Fifth Grade	Heather Decker
Sixth/Seventh - homeroom	Angela McKay
Eighth Grade - homeroom	Josh Strong
Special Education	Candace Mayberry
Music	Cheyenne McIntosh
Art	Danielle Campbell
PE	Shane Gray
Cooks	Rhonda Nava
	Jenifer Trujillo
Bus Drivers	Robert Hall
	John Nelson
	Angela McKay
Maintenance	John Nelson
Custodian	Erica Sudderth
Nurse Clerk/Aide	Karen Tamblyn
Counselor	Les Top
School Board	
President	Steven Moody
Vice President	Wes Woods
Treasurer	Samantha Parkes
Secretary	Brad Loveless
Members	David Cauthron
	Mitch Wangsgard
	Terrell Johnson

PUBLIC NOTICE

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

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

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

The Skyline R-II School District has developed a Local Compliance Plan for the implementation of State Regulations for the Individuals with disabilities Education Act (IDEA). This plan contains the agency's policies and procedures regarding storage, disclosure to third parties, retention and destruction of personally identifiable information and the agency's assurances that services are provided in compliance with the General Education provision Act (GEPA). This plan may be reviewed during regular school hours (8a.m. - 4p.m.) on days school is in session, in the Office of the Superintendent of Schools at Rt. 72 Box 486, Norwood, MO 65717.

This notice will be provided in native languages as appropriate.

USDA Nondiscrimination Statement

In accordance with federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, this institution is prohibited from discriminating based on race, color, national origin, sex (including gender identity and sexual orientation), disability, age, or reprisal or retaliation for prior civil rights activity.

Program information may be made available in languages other than English. Persons with disabilities who require alternative means of communication to obtain program information (e.g., Braille, large print, audiotape, American Sign Language), should contact the responsible state or local agency that administers the program or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339.

To file a program discrimination complaint, a Complainant should complete a Form AD-3027, USDA Program Discrimination Complaint Form which can be obtained online at: <https://www.usda.gov/sites/default/files/documents/ad-3027.pdf>, from any USDA office, by calling (866) 632-9992, or by writing a letter addressed to USDA. The letter must contain the complainant's name, address, telephone number, and a written description of the alleged discriminatory action in sufficient detail to inform the

Assistant Secretary for Civil Rights (ASCR) about the nature and date of an alleged civil rights violation. The completed AD-3027 form or letter must be submitted to USDA by:

1. **mail:**
U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410; or
2. **fax:**
(833) 256-1665 or (202) 690-7442; or
3. **email:**
Program.Intake@usda.gov

SURROGATE PARENT PROGRAM

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

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

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

PUBLIC NOTICE OF ADA REQUIREMENTS

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

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

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

Donnie Luna, Superintendent
Skyline R-II School District
Rt. 72, Box 486
Norwood, MO 65717
Phone: Voice (417) 683-4874
TDD 1-800-735-2966 (Relay Missouri)
Days/Hours Available Monday through Friday
8:00 AM to 4:00 PM

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

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

Title IV and Section 504 Coordinator
Donnie Luna, Superintendent
Skyline R-II School District
Rt. 72, Box 486
Norwood, MO 65717
Phone 417-683-4874

PARENTS RIGHT TO KNOW

Our district is required to inform you of certain information that you, according to Every Student Succeeds Act of 2015 (Public Law 114-95), have the right to know.

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

- Whether your student's teacher has met State qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction.
- Whether your student's teacher is teaching under emergency or other provisional status through which State qualification or licensing criteria have been waived.
- Whether your student's teacher is teaching in the field of discipline of the certification of the teacher.
- Whether your child is provided services by paraprofessionals and, if so, their qualifications.

In addition to the information that parents may request, a building receiving Title I.A funds must provide to each individual parent:

- Information on the level of achievement and academic growth of your student, if applicable and available, on each of the State academic assessments required under Title I.A.
- Timely notice that your student has been assigned, or has been taught for four or more consecutive weeks by, a teacher who has not met applicable State certification or licensure requirements at the grade level and subject area in which the teacher has been assigned.

Bullying Policy 2655

The district is committed to maintaining a learning and working environment free of any form of bullying or intimidation. Bullying is prohibited on school grounds, or school time, at a school sponsored activity or in a school related context. Bullying is the intentional action by an individual or group of individuals to inflict intimidation, unwanted aggressive behavior, or harassment that is repetitive or is substantially likely to be repeated and causes a reasonable student to fear for his or her physical safety or property; substantially interferes with the educational performance, opportunities, or benefits of any student without exception; or substantially disrupts the orderly operation of the school. Bullying may consist of physical actions, including gestures, or oral, cyberbullying, electronic, or written communication, and any threat of retaliation for reporting acts of bullying.

Cyberbullying means bullying as defined above through the transmission of a communication including, but not limited to, a message, text, sound, or image by means of an electronic device including, but not limited to, a telephone, wireless telephone, or other wireless communication device, computer, or pager. The District may prohibit and discipline for cyberbullying that originates on any District campus or at a District activity if the electronic communication was made using the school's technological resources, if there is a sufficient nexus to the educational environment, or if the electronic communication was made on the District's campus or at a District activity using the student's own personal technological resources. Further, students who engage in significant acts

of misconduct off campus which materially and adversely impact the education of District students will be subject to discipline.

Bullying, as defined in this policy, is prohibited. Students are encouraged to report any incident of bullying which they have witnessed or incurred, by contacting their building principal. District employees are required to report any instance of bullying of which the employee has witnessed within two (2) school days of the occurrence. Employees shall report the occurrence to the building principal, who is the person the district designates to receive reports of incidents of bullying. A principal who receives a report of an incident of bullying shall initiate an investigation into the allegations within two (2) school days of receipt of the report. The principal may assign other employees to assist in the investigation, or request that the superintendent assign an outside investigator. The investigation shall be completed within ten school days from the date of the written report of bullying unless good cause exists to extend the investigation. No employee or student who reports an act of bullying shall be subject to reprisal or retaliation for making such a report. Any person who engages in reprisal or retaliation against an employee or student who reports an act of bullying shall be subject to disciplinary action.

Students who are found to have violated this policy will be subject to consequences depending on factors such as: age of student(s), degree of harm, severity of behavior, number of incidences, etc. Consequences to a student for a violation of this policy include loss of privileges, classroom detention, conference with teacher, parents contacted, conference with principal, in-school suspension, out-of-school suspension, expulsion, and law enforcement contacted.

The district shall give annual notice of the policy to students, parents or guardians, and staff. This policy shall be included in all student handbooks. This policy shall also be posted on the district's web page (as a Board policy) and a copy shall be placed in the District Administrative Office.

The district shall provide information and appropriate training to District staff who have significant contact with students regarding the policy. All staff with significant student contact shall be trained on the requirements of this policy on an annual basis.

The District shall provide education and information to students regarding bullying, including information regarding this policy prohibiting bullying, the harmful effects of bullying, and other applicable initiatives to address bullying, including student peer-to-peer initiatives to provide accountability and policy enforcement for those found to have engaged in bullying, reprisal, or retaliation against any person who reports an act of bullying. The district shall instruct its school counselors, school social workers, licensed social workers, mental health professionals, and school psychologists to educate students who are victims of bullying on techniques for students to overcome bullying's negative effects. Such techniques include but are not limited to, cultivating the student's self-worth and self-esteem; teaching the student to defend himself or herself assertively and effectively; helping the student develop social skills or encouraging the student to develop an internal locus of control. District administrator will implement programs and other initiatives to address bullying, to respond to such conduct in a manner that does not stigmatize the victim, and to make resources or referrals available to victims of bullying.

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Trauma-Informed School

Pursuant to Missouri Senate Bill 638, Section 161.1050, the Missouri Department of Elementary and Secondary Education (DESE) has established the “Trauma-Informed Schools Initiative.”

Each district shall provide the address of the trauma-informed website developed by DESE to all parents: <https://motraumaschools.com>

For purposes of this initiative, the following terms are defined as follows:

1. “Trauma-informed approach” – an approach that involves understanding and responding to the symptoms of chronic interpersonal trauma and traumatic stress across the lifespan
2. “Trauma-informed school” – a school that:
 - a. realizes the widespread impact of trauma and understands potential paths for recovery
 - b. recognizes the signs and symptoms of trauma in students, teachers, and staff
 - c. responds by fully integrating knowledge about trauma into its policies, procedures, and practices; and
 - d. seeks to actively resist re-traumatization

ACKNOWLEDGEMENT CONCERNING USE OF STUDENT LOCKERS

I acknowledge and understand that:

1. Student lockers are the property of the School District
2. Student lockers always remain under the control of the School District
3. I am expected to assume full responsibility for my school locker
4. The School District retains the right to inspect student lockers for any reason at any time without notice, without student consent, and without a search warrant.

Computer and Internet Use, Waiver and Agreement

The School District of Skyline R-II is pleased to offer its student's access to the Internet through the District's computer system. The Internet is a worldwide communications network through which the students may communicate with other Internet users through textual, graphic, and audio transmissions. To gain access to the Internet through the District's computer system a student must sign and submit this Internet Use Agreement, Waiver and Release. All students under the age of 18 must also obtain the signature of a parent or legal guardian.

The Children's internet Protection Act (CIPA) was signed into law on December 21, 2000. Under the CIPA all schools must enforce a policy of Internet safety that includes the use of altering or blocking technology. This Internet Safety Policy must protect against access through computers with internet access, to visual depictions that are obscene, child pornography, or harmful to minors.

In addition to enabling direct communications between users, access to the Internet enables students to explore thousands of libraries, databases and bulletin boards which exist on computer servers around the world. The district's sole intent in providing access to the Internet is to further educational goals and objectives. Students and parents are warned that users may, either intentionally or unintentionally, access textual, graphic, and/or auditory information which pornographic, sexually explicit, illegal, defamatory, and otherwise offensive to the user or others. Access to the material is prohibited by this Agreement. The district is taking action to prevent student and staff access to the above-mentioned material, including the use of blocking software. However, because of the changing nature of the information of the Internet, it is impossible for the district to completely prevent access to such material. It is therefore the responsibility of students and parents to set appropriate standards concerning the access and use of material contained on the Internet. The district respects the right of each student and parent to decide whether the student will be permitted access to the Internet. In order for the student to use the Internet access provided by the district, the parents and the student must sign this Internet. e Agreement, Waiver and Release (herein "Agreement").

Conditions and Rules of Use

Access to the Internet through the District's computer system is not a right, it is a privilege. Accordingly, all users must comply with the following conditions and rules of use:

1. Users shall not access, view, transfer or store any material in any form which is pornographic, sexually explicit, illegal, defamatory, or potentially offensive to others.
2. Users who unintentionally access such materials shall immediately terminate such access.
3. Users shall respect the rights of other individuals and not use language that is abusive, profane, or offensive.
4. Users shall not damage computers, computer systems, computer networks or computer data.
5. Users shall not use Internet access for any commercial activity including political lobbying.
6. Users shall abide by all federal, state, and/or local laws.
7. Users must respect the legal protection provided by copyright license to programs, books, articles, and data; unauthorized access, including so-called "hacking" and other unlawful activities by minor on-line are prohibited.
8. Users shall not give out personal phone numbers, addresses, or personal information when students are not to use electronic mail and chat rooms unless instructed by a teacher.

Violation of any of the foregoing conditions and rules of use shall be grounds for immediate termination of Internet access privileges and may result in disciplinary action.

SKYLINE SCHOOL/PARENT/STUDENT COMPACT

Preparing all students to succeed in a challenging world by promoting high self-esteem to reach their goals.

As a teacher, I will

- ❖ Demonstrate my belief that all children can learn and grow to their fullest potential
- ❖ Show respect for each child and his/her family
- ❖ Come to class prepared to teach
- ❖ Provide a safe, positive, and healthy learning environment
- ❖ Maintain open lines of communication with students and their parents
- ❖ Seek ways to involve parents in the school program
- ❖ Demonstrate professional behavior and positive attitude

As a student, I will

- ❖ Always try to do my best in my work and my behavior
- ❖ Work cooperatively with my classmates
- ❖ Show respect for myself, my school and other people
- ❖ Take pride in my school
- ❖ Come to school prepared with my homework and school supplies
- ❖ Return completed homework to school on time
- ❖ Be responsible for my own behavior

As a parent, I will

- ❖ See that my child attends school regularly and on time
- ❖ Provide a home environment that encourages my child to learn
- ❖ Insist that all homework assignments are completed
- ❖ Communicate regularly with my child's teacher
- ❖ Support the school in developing positive behaviors
- ❖ Talk with my child about his/her school activities every day
- ❖ Encourage my child to read at home and monitor his/her TV viewing
- ❖ Show respect and support for my child, the teacher, and the school
- ❖ Make sure my child gets adequate sleep and has a healthy diet

Healthy Celebrations Suggested Snack List:

To promote the health and safety of all students, Skyline has adopted the following snack list for healthy celebrations. These snacks have been chosen for good to acceptable nutritional value and ease of serving to preserve instructional time. Check with the classroom teacher for the amount needed to serve the class. Foods of minimal nutritional value (according to USDA) will NOT be served. These include soda pop and candy (hard candy, jellies, gums, marshmallows, licorice, fondant, spun candy, candy-coated popcorn).

100% Fruit Roll Ups	baked chips	water
Animal Crackers	Triscuit crackers	100% fruit juice with no sugar added
Ants on a Log	rice cakes	fat-free or low-fat milk
Cheese Pizza	cereal bars	fruit smoothies
Cheez-Its	oatmeal cookies	100% fruit juice slushes no sugar added
Crackers	Chex mix	yogurt parfaits
Frozen Yogurt	applesauce	frosty fruits – (frozen grapes)
Fruit	fruit cups	nuts or seeds

Fruit Kabobs	mild salsa/cheese dip	tortilla chips
Graham Crackers	Wheat Thins	fat-free or low-fat pudding
Granola Bars	Fig/Fruit Newtons	pencils
Jell-O	bagels	stickers
Muffins	dried fruit	party favors
Popcorn	Go-Gurt tubes	books
Pretzels	baby carrots	school supplies
Raisin's	vegetables	bookmarks
Smoothies	peanut butter crackers	playdough
String/cube Cheese	goldfish/whales crackers	bubbles
Trail Mix	non-sugared cereal	puzzles

Skyline R-II Handbook 2026-2027

Dear Skyline R-II School Parent/Guardian,

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

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

REMINDERS:

- **Healthy Celebrations** – page 25 and list of suggestions on page 35 – Classroom parties must have healthy snacks – birthday celebrations are an exception
- **CELL PHONES/TABLETS** – page 25 – Not Allowed including on School Bus
- **Lunch/Breakfast/Milk Prices** – No one will be allowed to charge this year. Parents will need to pay in advance. Page 24
- **Breakfast** – Page 24 – If students want breakfast, they must be here by 7:30 am
- **Absence Policy** – Page 5 – if absent more than 5 days must make up extra days in tutoring or Saturday School
- **Dress Code** – Page 16
- **Health** – Page 16 and 17 – Students must be FEVER FREE for 24 hours before returning to school
- **School Closing Information** – School Automated Calling/Text - Page 24
- **Time Schedule** – May vary slightly depending on Norwood's schedule - Page 24 and 25
- A **note** must be written from both families before a child is to go home with another child.

Sincerely,
Donnie Luna
Superintendent, Skyline R-II