

Skyview High School
1300 NW 139th Street
Vancouver, WA 98685

Principal: Kym Tyelyn-Carlson **Associate Principals:** Jim Condon
Rob Duncan
Rick Wilson

Name _____

MESSAGE FROM THE VANCOUVER SCHOOL BOARD

To promote a safe, nurturing and beneficial learning environment for each of our students, and to maintain order and discipline in classrooms, playgrounds, hallways, school buses, and school sponsored activities off campus, the Vancouver Board of Directors adopts policies and regulations for administering discipline within each school. These policies and regulations are developed with participation from parents and community. The policies and regulations are designed to involve the parent and student early in the resolution of discipline problems. Annually, the principal and the certificated staff of each school review these disciplinary procedures to ensure uniform enforcement.

MISSION OF VANCOUVER PUBLIC SCHOOLS

Excellence in Education

In partnership with home and community, Vancouver Public Schools provides an innovative learning environment that engages and empowers each student to develop the knowledge and essential skills to become a competent, responsible, and compassionate citizen.

NOTICE OF NONDISCRIMINATORY POLICY

The Vancouver Public Schools is an Equal Opportunity district in education programs, activities, services, and employment. Vancouver Public Schools do not discriminate on the basis of race, creed, color, sex, national origin, marital status, sexual orientation, age, or the presence of any sensory, mental, or physical disability, or the use of a trained dog guide or service animal by a disabled person. We comply with Section 504 of the Rehabilitation Act of 1973, Section 402 of the Vietnam Era Veterans Readjustment Act of 1974, the Americans with Disabilities Act of 1990, the Civil Rights Act of 1964, the Age Discrimination in Employment Act, Older Worker Protection Act, and all other state, federal, and local equal opportunity laws.

If you have a physical or mental disability that causes you to need assistance to access school facilities, programs, or services, please notify the school principal. This district endeavors to maintain an atmosphere free from discrimination and harassment. Any person who believes he or she has been discriminated against should contact the school principal and complete the appropriate grievance or complaint form.

You may contact any of the following people by calling 360-313-1000; ADA – Missy Hallead; Title VII, 504, IDEA – Sally Charuhas; Affirmative Action – Missy Hallead; Title IX Elementary, Glenys Pavelglio; Title IX Secondary, Kathy Everidge; Athletic Equity, Mick Hoffman.

Dear Skyview Students and Families:

This year marks my third year as Skyview High School's principal. It promises to be an exciting year of growth, challenge and celebration. I'm honored to be a part of this dynamic school community.

At the start of every school year, students are given their own Student Handbook. It is reviewed in class and outlines Skyview's school rules and Vancouver Public Schools' policies. This resource provides students and their families with essential information surrounding students' rights, rules and responsibilities.

I don't believe there is anything more important than ensuring that students have the knowledge and skills they need to achieve their dreams. In order for that to occur, students and staff need to know that their school is a safe place; a safe place for students and teachers alike to accept challenges, raise questions, research, try out ideas, make mistakes, reflect, learn and move on to the next challenge. Physical, intellectual and emotional safety is dependent on good management, fair and consistent leadership, and a culture that collectively embraces personal ownership of the school.

As an educational leader, my goal is to purposefully lead a school into doing what is best and right for all students. I want my school community to be empowered, excited and successful; I want it to be unstoppable in its pursuit of high standards and excellence.

Please take the time to review this handbook and partner with us in continuing to make Skyview the very best school it can be for every student. If you have any questions regarding the contents of this handbook, please call. The administrative team is at your service. We're looking forward to working with you; this is going to be an outstanding year!

Sincerely,

Kym Tyelyn-Carlson, Principal

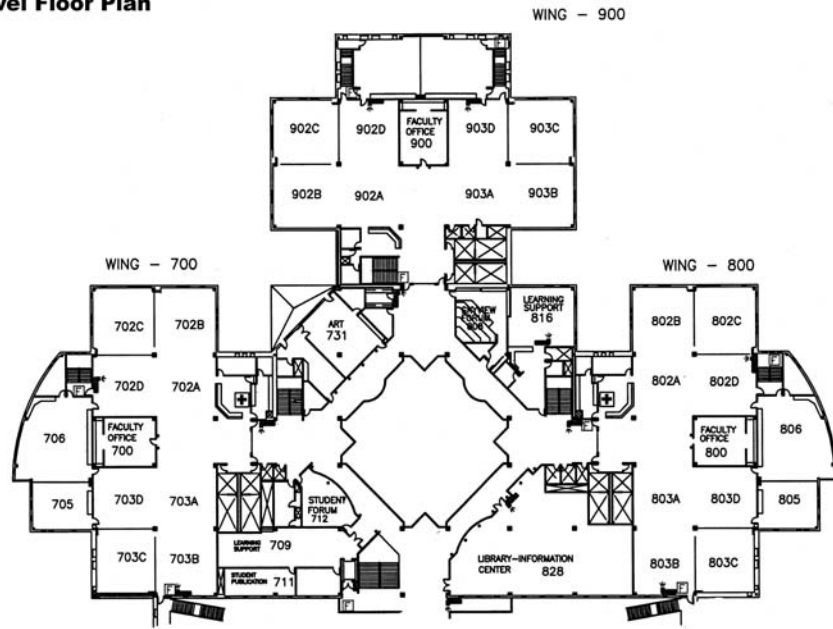
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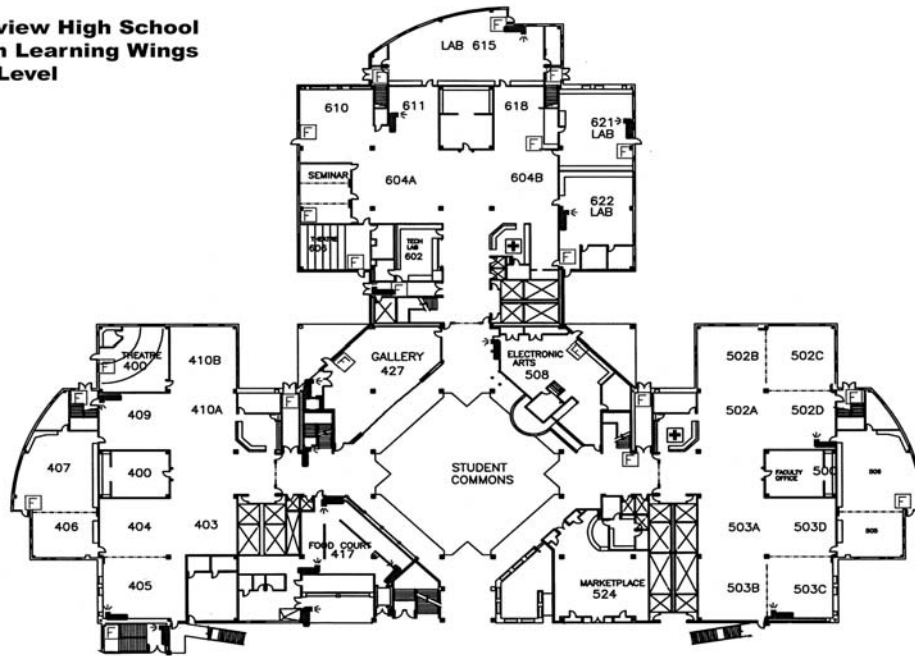
SKYVIEW HIGH SCHOOL BELL SCHEDULES 2009-2010

| | REGULAR | ADVISORY | MID MORNING ASSEMBLY | AFTERNOON ASSEMBLY | 2 HOUR LATE ARRIVAL | 2 HOUR EARLY RELEASE |
|--------------------------------|-------------------------------|--|--|-------------------------------|-------------------------------|-------------------------------|
| WARNING BELL | 7:25 | 7:25 | 7:25 | 7:25 | 9:25 | 7:25 |
| Passing to 1st | 7:25 - 30 (5) | 7:25 - 30 (5) | 7:25 - 30 (5) | 7:25 - 30 (5) | 9:25 - 30 (5) | 7:25 - 30 (5) |
| 1ST PERIOD | 7:30 - 8:30 (60) | 7:30 - 8:30 (50) | 7:30 - 8:20 (50) | 7:30 - 8:40 (50) | 9:30 - 10:10 (40) | 7:30 - 8:10 (45) |
| Passing | 8:30-35 (5) | 8:20 - 25 (5) | 8:20 - 25 (5) | 8:20 - 25 (5) | 10:10 - 15 (5) | 8:10 - 15 (5) |
| 2ND PERIOD | 8:35 - 9:30 (55) | 8:25 - 9:15 (50) | 8:25 - 9:15 (50) | 8:25 - 9:15 (50) | 10:15 - 10:55 (40) | 8:15 - 8:50 (35) |
| | | Passing 9:15 - 20 (5) | Passing 9:15 - 20 (5) All report to Per. 3 at 9:20 | | | |
| | | Advisory: 9:20 - 10:00 (40) | Group A: P.A. call to Assembly, then Per. 3 | | | |
| Passing | 9:30 - 35 (5) | 10:00 - 05 (5) | Group B: Period 3, then P.A. call to Assembly | 9:15 - 20 (5) | 10:55 - 11:00 (5) | 8:50 - 55 (5) |
| 3RD PERIOD | 9:35 - 10:35 (60) | 10:05 - 10:55 (50) | | 9:20 - 10:15 (55) | 11:00 - 11:40 (40) | 9:55 - 9:35 (40) |
| 1ST LUNCH | 10:35 - 11:05 (30) | 10:55 - 11:25 (30) | 11:00 - 11:30 (30) | 10:15 - 10:45 (30) | 11:40 - 12:05 (25) | 9:35 - 10:05 (30) |
| Passing | 11:05 - 11:10 (5) | 11:25 - 30 (5) | 11:30 - 35 (5) | 10:45 - 50 (5) | 12:05 - 10 (5) | 10:05 - 10 (5) |
| LATE 4TH PER. | 11:10 - 12:05 (55) | 11:30 - 12:15 (45) | 11:35 - 12:25 (50) | 10:50 - 11:35 (45) | 12:10 - 12:45 (35) | 10:10 - 10:45 (35) |
| Passing | 10:35- 40 (5) | 10:55 - 11:00 (5) | 11:00 -05 (5) | 10:15 - 20 (5) | 11:40 - 45 (5) | 9:35 - 40 (5) |
| EARLY 4TH PER. | 10:40 - 11:35 (55) | 11:00 - 11:45 (45) | 11:05 - 11:55 (50) | 10:20 - 11:05 (45) | 11:45 - 11:05 (45) | 9:40 - 10:15 (35) |
| 2ND LUNCH | 11:35 - 12:05 (30) | 11:45 - 12:15 (30) | 11:55 - 12:25 (30) | 11:05 - 11:35 (30) | 12:20 - 12:45 (30) | 10:15 - 10:45 (30) |
| Passing | 12:05 - 10 (5) | 12:15 -20 (5) | 12:25 - 30 (5) | 11:35 - 40 (5) | 12:45 - 50 (5) | 10:45 - 50 (5) |
| 5th PERIOD | 12:10 - 1:05 (55) | 12:20 - 1:10 (50) | 12:30 - 1:15 (45) | 11:40 - 12:30 (50) | 12:50 - 1:25 (35) | 10:50 - 11:25 (35) |
| Passing | 1:05 -10 (5) | 1:10 - 15 (5) | 1:15 - 20 (5) | 12:30 - 35 (5) | 1:25 - 30 (5) | 11:25 - 30 (5) |
| 6TH PERIOD | 1:10 - 2:05 (55) | 1:15 - 2:05 (50) | 1:20 - 2:05 (45) | 12:35 - 1:25 (50) | 1:30 - 2:05 (35) | 11:30 - 12:05 (35) |
| | | | * Mid Morning | Passing 1:25 - 30 (5) | | |
| ** Given extra | | | assemblies "flip flop" | ASSEMBLY | School Dismissed | |
| 5 minutes for announcements | | Dates TBA | with Per 3 classes and end at 11:00 | 1:30 - 2:05 (35) | at 12:05 | |

**Skyview High School
2nd Level Floor Plan**



**Skyview High School
Main Learning Wings
1st Level**





Attendance

All pupils enrolled in Vancouver Public Schools shall be punctual and regular in their attendance. Parents/guardians in the State of Washington for any child eight years of age and under 18 years of age, shall cause such child to attend public school under the Compulsory Attendance Law.

a. Excused absences

- Medical appointment
- Illness
- Dental appointments
- Mental health problems
- Family Emergencies
- Court Appointments
- Preapproved Vacations

b. Parental request absences

- Family activities

c. School related absences

If a student is to be excused from one or more classes in order to participate in a school sponsored activity (field trip, guest speaker, athletic event, etc.) they must check with each teacher prior to the absence to confirm assignments and class responsibilities.

d. Unexcused absences

- Oversleeping
- Car problems
- Transportation
- Later than 15 minutes to class
- Leaving without checking out

Students must check out BEFORE leaving campus. Failure to do so will result in a truancy, regardless of later returning to school with a note from a parent.

Prearranged absence procedures

- Student brings a note from their parent or guardian to a Wing Clerk prior to the absence.
- Wing Clerk issues an admit for the date/time of absence.
- Student takes the admit to each of their teachers, who record the absence on their attendance roster.

Procedures to follow when absent:

- Students must bring a written note signed by a parent or guardian for their absence. **A note must be received within 3 days from being absent.**
- Students that were absent must report to their first period Wing Clerk and receive an admit to class.

Truancy

A student without school permission, who stays out of school or class, or who comes to class after the tardy bell rings, is deemed truant. The student shall receive a failing grade for those activities that occurred on the day(s) of truancy.

Tardies

Students are expected to arrive at school and be to class on time. Students who consistently violate tardy policies will face disciplinary consequences for their actions. Students that arrive more than 15 minutes late to a class after the tardy bell will be deemed truant. Passes will not be issued to students to leave class during the first or last ten minutes of class.

Attendance Codes:

- U - Wing Clerk has entered truancy
- W - Teacher has entered truancy
- T - Wing Clerk has entered tardy
- L - Teacher has entered tardy
- O - Absence due to discipline
- S - School excused absence
- A - Parent excused absence with note
- E - Prearranged excused absence with note
- I - In -school suspension



Cell Phones

Students may bring cell phones to school for use during non-class time. Students may not use or have their phones visible during classes. Multiple violations shall result in warnings, In-school suspensions, suspensions, expulsions and loss of the privilege to have a phone on campus.



Closed Campus

Off campus passes are **only issued to 11th and 12th grade students** who have obtained parent permission to **leave campus during lunch**. Students may not use off campus passes to leave campus for another purpose.

9th and 10th grade students **may not leave** the building at any time during the school day without teacher or administration permission.

Once a student arrives on school campus (by bus, walking, car, etc.) they may not leave the school campus without permission.

Students are not allowed in the following areas unless permission to enter is obtained from a classroom teacher or an administrator:

- Parking lots
- Baseball, track, soccer and football fields
- Tennis courts
- PE locker rooms and gym areas



Clothing

Clothing worn to school shall be modest in appearance in keeping with an educational setting. Prohibited apparel includes disruptive and inappropriate words and graphics, gang related items, depictions of drugs, obscenities or violence in addition to clothing that is excessively revealing, allows underwear to be visible, exposes a bare midriff or is inappropriately short (skirts and shorts). Hats may be worn with permission from individual classroom teachers.

Offenders will be asked to call home for appropriate clothing. A few pieces of clothing may be available in the office for emergency situations. Shorts and skirts will be measured by the standing fingertip method.



Electronic Devices

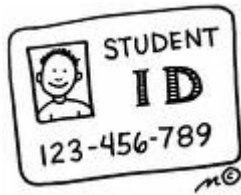
Electronic equipment such CD-players, MP3 players, personal game systems, multifunction cell phones and headphones are not to be visible or turned on during class time unless teacher permission is given.

Because of potential damage and or loss at school, students are discouraged from bringing high cost electronic equipment to school.



Weapons

A word of extreme caution: Guns, look-alike guns such as soft pellet guns, any kinds of knives, lasers or weapons are never to be brought to school by anyone. If a student brings any one of these to school it could result in an emergency expulsion, expulsion from school and arrest of the student



ASB/ID Cards

Students may purchase an ASB card that permits them free admission to all regularly scheduled home athletic contests and reduced prices at Skyview dances, theater and music events. Students without an ASB card must pay regular adult prices to these venues. Proceeds from sale of ASB cards contribute to the financial support of student activities at Skyview High School.

All students participating in extracurricular sports or activities must purchase an ASB card.

If a student does not purchase an ASB card, she/he must obtain a student ID card (free of charge). All students at Skyview High School must have a student ID card or ASB card and show it upon request.



Assemblies

Assemblies may be held during the school year for a variety of reasons, including promoting school spirit, observing special occasions or honoring school students or staff. Students are expected to attend school assemblies, conduct themselves appropriately, and may not leave campus during assemblies.



Athletics

Eligibility

To be eligible to participate in interscholastic activities program in the Vancouver Public Schools, students must meet the requirements as written in the WIAA handbook, which are as follows:

Previous Semester

The student shall have been in regular attendance in a middle school or high school during the semester/trimester immediately preceding the semester/trimester in which the contest is held. A student who fails to complete the previous semester shall be ineligible for athletic competition unless the student was in regular attendance minimum of fifteen weeks of the previous semester or ten weeks of the previous trimester.

Grades/GPA

In order to maintain athletic eligibility during the current semester, the student shall maintain passing grades in a minimum of four full-time subjects. A student shall have passed at least four subjects in the immediately preceding semester in order to be eligible for competition the following semester.

The record at the end of the semester shall be final except for those credits earned in a regularly accredited summer school program and accepted by the school district. Incompletes may be made up for credit during the first five weeks of the subsequent semester. The student shall be ineligible for interscholastic competition until the incomplete(s) are cleared.

A student who has been in regular attendance at least fifteen weeks of the previous semester, but who failed to make the grade requirements shall be placed on probation during the first five weeks of the succeeding semester/trimester and shall be ineligible during this time.

Age Limits - Senior High School

The student(s) shall be under 20 years of age on September 1st for the fall sports season, on December 1st for the winter sports season and on March 1st for the spring sports season. An athlete must be enrolled and passing classes in school for the first semester to be eligible for the second semester. An athlete must be cleared through the Business Office. An athlete must have a certificate of fitness issued by a licensed medical physician. This physical examination is good for a period of 24 months.

Eligibility - Special Rules

In cases where residence location is questionable, special clearance needs to be obtained. Transfer students must verify eligibility through the Athletic Director. Transfers from other school districts are usually only eligible for the JV level. Students turning out for a fall sport cannot participate in a summer camp of that particular sport during the month of August.

| <i>Fall</i> | | |
|-----------------------|------|-------|
| | Boys | Girls |
| Cross Country (V, JV) | x | x |
| Football (V, JV, 9) | x | |
| Golf (V, JV) | x | |
| Soccer (V, JV, C) | | x |
| Swimming (V, JV) | | x |
| Tennis (V, JV) | x | |
| Volleyball (V, JV, 9) | | x |

| <i>Winter</i> | | |
|-----------------------|------|-------|
| | Boys | Girls |
| Basketball (V, JV, 9) | x | x |
| Swimming (V, JV) | x | |
| Gymnastics (V, JV) | | x |
| Wrestling (V, JV) | x | |

| <i>Spring</i> | | |
|---------------------|------|-------|
| | Boys | Girls |
| Baseball (V, JV, 9) | x | |
| Golf (V, JV) | | x |
| Soccer (V, JV, C) | x | |
| Softball (V, JV, 9) | | x |
| Tennis (V, JV) | | x |
| Track (V, JV) | x | x |



Co-curricular/Extracurricular Activities

Co-curricular/extracurricular activities are an optional experience in which students may or may not choose to participate. Participating students agree to:

1. Act as an ambassador for his/her school and community.
2. Refrain from misconduct while traveling to and from conferences/competitions.
3. Display appropriate behavior at all times.
4. Students must be in attendance for at least half of the school day to participate in practices and contests.
5. Violations may result in students losing the privilege of attending the event.



Driving and Parking Regulations

All students driving cars to school must:

1. Hold a valid Washington

- State Driver's license.
- 2. Have car insurance.
- 3. Register their car in the Main Office at the start of each school year.
- 4. Park only in the student parking lot.
- 5. Follow all existing traffic laws.
- 6. Observe the speed limit while driving on school grounds (10mph).
- 7. Parking at Skyview is limited to **Junior and Senior** students only. *Sophomores are not allowed to park on campus.*

- All PE areas, media center and career center per building policy

****Building administration may override this policy if problems arise****



Graduation

Requirements

| | |
|-----------------------------|-----|
| English | 4.0 |
| Mathematics | 2.0 |
| Science* | 2.0 |
| Fine Arts | 1.0 |
| Physical Education | 1.5 |
| Health/Wellness | 0.5 |
| Washington State History | 0.5 |
| Social Studies | 1.0 |
| U.S. History | 1.0 |
| Contemporary World Problems | 1.0 |
| Occupational Education | 1.0 |
| Other (misc. choice) | 7.5 |
| Senior Project/PDP | 0.5 |

Total 23.0 Credits

*One science credit must qualify as a laboratory science.

The final ranking of the senior class will be based on the final cumulative GPA at the end of the seventh semester (end of 1st semester senior year).

College Credit in High School

Students and parents should be aware that any courses denoted in course descriptions by an 'AP' (*Advanced Placement*) are courses designed to be the equivalent of college level work. This also applies to course indicating an 'IB' (*International Baccalaureate*). Studies have shown that students who take AP or IB classes are better prepared for

Parking Permits

Students that are of Junior or Senior class standing can apply for a Skyview Parking permit. The permit allows the student to park a vehicle in the designated student parking areas while at school or attending school events. Application for the permit requires the signature of a parent or guardian. The permit and right to park on campus can be revoked if the student fails to follow student or district rules.



Food and Drink

Beverage/food in the classroom is a privilege that may be granted by individual teachers. If permitted by the teacher the following requirements must be met at a minimum:

- Closed container
- Not disruptive to the learning environment
- No glass containers per district policy
- No cafeteria trays left in wings
- All garbage in permitted classrooms must be cleaned up

In addition beverages and food are prohibited in the following areas:

- All science labs per OSHA regulations
- All computer labs, theatres, and the auditorium per district policy

college than students who have not participated. The completion of AP or IB courses receives favorable consideration by college admissions offices. Students who successfully pass an AP or IB test will receive college credit at most colleges and universities. Such testing traditionally takes place during the first two weeks of May.

“Running Start” is another program which can lead to college credit, and it is operated in conjunction with Clark College. Students have the opportunity as juniors and seniors to take courses at both their home school and Clark College. Credits earned count toward both high school graduation and community college degree programs. Anyone interested in enrolling in classes at Clark throughout his program should consult the Running Start program guidelines available from the high school counselor within the Vancouver Public Schools.

Tech Prep/Direct Credit is a dual-credit program that allows high school students to earn college and high school credits simultaneously in selected high school Career & Technical Education (CTE) courses. Vancouver Public Schools has identified courses and approved formal agreements between Clark College and Vancouver Public Schools high school Career and Technical Education instructors. Career Specialists at each high school serve as the Site Coordinators to work with CTE instructors to encourage students to complete the necessary paperwork to apply for and potentially earn college credit while taking high school courses.



Lost & Found

Students that have lost personal items can check with the lost and found department. The Main Office keeps small, valuable items that may have been lost such as: watches, jewelry, calculators and glasses. The 700-wing desk keeps larger items that may have been lost such as: coats, backpacks, bags, etc. Items that have not been claimed at the end of a school year will be donated to a local charity.

Profanity and Vulgarity



Students at Skyview are expected to use appropriate, respectful language at all times. Profanity on school property or on buses is prohibited. Vulgar or disrespectful language directed toward any district employee will result in disciplinary action.



Pupil Transportation

Bus drivers are in full charge of the bus and pupils while riding the bus. Students who choose not to follow safe procedures on the bus will be disciplined and may lose bus-riding privileges. The following are rules for riding a school bus:

1. Students must arrive at their designated bus stop 5 minutes prior to the scheduled stop time.
2. Students must never approach a bus until it has come to a complete stop and the access door has been opened.
3. Students shall cross the roadway only when the bus driver gives approval and must cross only in front of, and never behind, the bus.
4. Students shall always use their regular bus stop and ride their regular bus. Permission to do otherwise must first be obtained from the building staff or supervisor of transportation. Such permission should be requested in writing by the student's parent or guardian and given to the driver, with the building principal or associate principal's signature.

5. Articles, which may be hazardous in the event of an accident or an emergency stop, and articles hazardous in and of themselves, which could cause injury to passengers, shall not be transported in the passenger area of any school vehicle. The bus driver shall determine which articles are hazardous and are not to be transported in the passenger area of the vehicle.
6. Except for guide dogs, no animals, reptiles, fish, fowl, bugs or insects are permitted on school buses without bus driver permission.
7. Appropriate behavior will be observed at all times. Students shall:
 - talk in a manner that will not distract the driver
 - remain in their seats, in a face-forward position, while the bus is in motion
 - refrain from profanity/vulgarity
 - respect the rights of others
 - follow the direction of the person in charge
 - keep hands, feet and objects to themselves
8. Windows may be opened only with permission of the bus driver. No student shall extend any part of his/her body or belongings beyond the window ledge on windows that are opened.
9. The bus driver may assign seats at his/her discretion.
10. Students are to assist in keeping litter off the floor. To help keep the bus clean, consumption of food/beverages is not allowed without prior arrangements with the bus driver.
11. Excessive noise and loud behavior are not permitted. Students shall refrain from talking to the bus driver when the vehicle is in motion, unless absolutely necessary.
12. Students shall never sit in the bus driver's seat and students shall not tamper with any emergency doors, windows, or equipment unless an emergency condition exists.

Sexual Harassment



Sexual harassment is any unwelcome and sexually oriented verbal, written or physical advances or conduct received by one student from another person (student or adult) in school, on the bus, or at school sponsored activities. Conduct is viewed as sexual harassment when it is unwelcome by the recipient and has the purpose or effect of interfering with a student's school performance or creates an intimidating, hostile or offensive environment. See regulation posted in the main office for examples.

If a student believes he or she is being harassed, he/she has the right to tell the person to stop. If the victim is uncomfortable with taking this step, or the harasser continues, he/she should report this directly to a school administrator. The student will be asked to complete Harassment Report Form, and an investigation will be conducted promptly and fairly. The full regulation regarding sexual harassment is included in another section of this handbook.



Showing of Affection

Student's behavior is to be that which is acceptable to parents, teachers, or any group of adults.

Permitted Behavior

1. Hand holding
2. Arm around waist while walking
3. Peck on cheek or lip

Behavior Not Permitted

1. Couples leaning on each other or against wall
2. Long moments of intermittent kissing or passionate embraces

Action of Staff

1. Names of students warned will be sent to the office (entered on database)
2. Phone call will be made to parents for possible conference
3. Continued violation will be subject to school discipline



Skateboards, Roller Blades and Scooters

These and other recreational transportation devices are prohibited on school grounds for the safety of all students. See P/R 5156 for more details



Technology Access Agreement

Before being allowed to use Skyview High School's computer system all students must first agree to, and comply with the following rules:

1. *Conserve School Resources-* Agree to do your part to conserve paper, printer supplies and network file space. Print only one page at a time. Delete all files from your network home directory that you no longer need. Never send chain letters or bulk e-mail through the school network without first getting approval of a Skyview administrator.
2. *No Games at School-* Computer games do not belong at school. Do not use school E-mail to forward games to others. Delete games that others send to you. Never use the school Internet connections to download games.
3. *Copyright Law-* Under no circumstances are you to install, store or e-mail executable programs using the school's computers without authorization from the school system manager. This restriction extends to all executable files, including those with: exe, zip, scr, com, bat or pif extension.
4. *Vandalism-* Attempts to modify or crash the school network or a workstation will be treated as acts of vandalism. Damaging any school property is a crime and may involve criminal prosecution. Deliberately and maliciously deleting the files of any other user will be grounds for disciplinary action.
5. *Respecting Others-* Never use Skyview computers to convey profanity, abusive language, derision, threats, racial or sexual innuendoes. Don't use someone else's school account and never allow others to use yours. Keep all passwords private and don't snoop on others. Students that share their accounts and passwords with others may lose their account and may be subject to disciplinary action.
6. *Pornography-* Despite Vancouver Public Schools attempts to block all pornographic or graphically violent sites on the Internet, new sites appear all the time. If students encounter an inappropriate site, report it to a teacher immediately. Under no circumstances are students to seek out these sites on the Internet; store files from them on the school network, or send those files through the school network.
7. *Chat rooms-* Do not enter chat rooms or any other interactive sites without the explicit permission of a Skyview teacher or administrator.
8. *Computer use during class-* During class time you must obtain a teacher's permission before using the computer, browsing the Internet or sending e-mail.



Telephone Use

Telephones in office areas are reserved for the use of office staff conducting school business. There is a designated telephone for student use in the Main Office in the case of an emergency. If the main office telephone is not available, students will be allowed to use a wing clerk telephone.



Textbook Fines

Teachers may assign textbook fines for materials not returned at the end of the course or school year. Once fines are registered with the business office, it is the responsibility of the student to clear or resolve any disputes over the fines.

Clubs and Organizations

ASB – Student Government



The Associated Student Body (student government) is an organization of students elected to represent their classes and the school. These leaders meet daily to organize a variety of school-related projects. Student government is responsible for all dances during the year as well as charity fund-raisers, blood drives, and many other services, social and recreational activities. Members provide invaluable service to the high school.

The members of ASB are elected by the student body to represent the students in all decision making processes of the school. ASB is always open to any student who wishes to present an idea or would like to propose a new activity at Skyview. Class is held during 4th period every day in room 808. Come in during this time or contact one of the members of ASB and either we will set up a time for you to present your idea or we will present it on your behalf. Student input from outside the class is greatly appreciated.



Clubs and Organizations

American Sign Language Club
Debate
DECA
Drama
Diversity Committee
French Club
German Club
Junior States of America
Key Club
Knowledge Bowl
Math Club – Greek
Math Team
Model United Nations
National Honor Society
Natural Helpers
Prevention Club
Red Cross Club
Science Club
SEEL Club
SMT Club
Spirit Club
Theater Club
Skills USA
Skyview Mentors Club
Graphic Design Club
Hip Hop /Enigma Diamonds Step Team
Chess Club
Frisbee Club
Anime Club

Emergency Procedures



All students will remain in their classrooms during an emergency. If the emergency happens during break or lunch, students are to report to their next period class. Students not reporting to class will be counted absent. If students are in a classroom that is to move to a prearranged area, they are to do so at the direction and supervision of their classroom teacher.

Earthquake

Drop down to the floor. Take cover under a desk, table or other furniture. If that is not possible, try to seek cover against an interior wall and protect your head and neck with your arms. If you take cover against a sturdy piece of furniture, hold to it and be prepared to move with it. Hold your position until the ground stops shaking and it is safe to move. If outdoors, move to a clear area, away from trees, signs, buildings, or downed electrical wires and poles.

After:

- ◆ Comply with all the directions of the staff
- ◆ If outdoors, go to the nearest classroom and report to the teacher.



Fire Alarm/Drill

When the Fire Alarm is activated leave the classroom under the direction of the teacher. Stay with your class and move to the designated assembly area. When the “all clear” is sounded return to your classroom.

Intruder/Lock Down

1. When an “Intruder Alert” is activated, staff will initiate lock down procedures.
2. *Outside the Classroom:* Report to the nearest classroom immediately or comply with the directions of the staff.
3. *Inside the Classroom:* Move away from the windows and exit doors. Comply with directions of the teacher.

Flowers/Gifts/Balloons



We realize the importance of showing someone you care, but please do not have flowers/gift balloons sent to students at school. They will not be delivered, and school bus drivers will not allow students on the bus with balloons. Latex balloons are strictly prohibited on campus due to allergies.



Media Center

SKYVIEW LIBRARY MEDIA CENTER POLICIES AND OBJECTIVES

Instructional objectives:

Consistent with the American Library Association’s publication *Information Power*, the mission of the Skyview Library Media Program is to ensure that students and staff are effective users of ideas and information. This mission is accomplished:

- by providing intellectual and physical access to materials in all formats
- by providing instruction to foster competence and stimulate interest in reading, viewing, and using information and ideas

- by working with other educators to design learning strategies to meet the needs of individual students.

INTELLECTUAL AND PHYSICAL ACCESS

Circulation

Students can loan up to three books for a period of one month with unlimited renewals unless materials are on hold.

Faculty can loan materials for a period of two months.

If a patron has overdue materials, the patron will be unable to loan new materials or renew existing ones until overdue materials are returned. No overdue fines are assessed. The cost of materials not returned at the end of the year will be charged to students as fines. Damage to materials will result in appropriate fines up to and including replacement costs.

Library scheduling

Hours of operation: 7:00 a.m. to 3:30 p.m. Monday through Thursday (Fridays: 7:00-2:30) on days of student attendance. Closing times may be different on days prior to holidays and vacations. Services may be limited during the beginning and end of the school year.

Due to the limited size of the Skyview Library Media Center, patron use of the facility is subject to the following guidelines:

Individual and small groups (4 or less) are always welcome, subject to space and availability of resources. Students and small groups must present a completed pass to visit the library media center.

Groups larger than 4 persons (including full classes) must pre-arrange with library staff for use of the facility.

Materials

The library media center provides access to a wide variety of resources, in both electronic and print formats.

Online: Skyview provides school-wide and home access (with Internet connectivity) to a suite of reference databases. These resources can be found at <http://skyview.vansd.org/media.htm>. Databases are chosen for their ability to provide quality content for student research needs. They include both encyclopedic and magazine/journal collections. Details about these databases along with usernames and passwords are available in the library media center for students and faculty.

Print: Skyview provides a tailored collection of books to meet the reading and research needs of the Skyview community. Print materials are selected to complement online resources or provide materials not available electronically. An emphasis is placed on reference materials. A core collection of magazines and newspapers are maintained for general interest browsing.

Video: Skyview maintains a collection of VHS and DVD videos to support the instructional needs of teachers. These materials are intended for classroom use and are not generally circulated to students.

Computer use

Computers in the library media center are expressly for the instructional use of students and faculty. Recreational use of computers is not allowed in the library media center. Recreational use includes email, gaming, or non-educational web use. Priority for computers is generally given to pre-scheduled classes. A small number of computers are available for drop-in use. Students are encouraged to save or forward research materials vs. printing.

Copier use

The photocopier is for library media center use only. Students may copy pages from books, periodicals, and reference materials. No other use of the copier is allowed. Copies for other purposes should be directed to the Production Center.

USE OF FACILITIES

To ensure access and maintain a conducive learning environment, the following are not allowed in the media center:

- food or drink
- cellular phones, pagers, or beepers

Personal stereos with headphones are allowed as long as the volume does not disturb other patrons.

INSTRUCTION

The primary goal of the library media staff is to assist students and faculty through formal and informal instruction. We are more than happy to provide individuals or groups with training and support to assist in literature selection and information access.



Class instruction can be arranged by appointment with the library media specialist. Due to space limitations, a maximum of two classes (not to exceed 75 students) can visit the library media center at one time. All classes must be pre-scheduled with the library media center staff. Computers are available for classes to use by arrangement. Class use of computers in the library media center should be research or literature-related.

Instruction is available for range of research and general library topics including:

- research skills (print and electronic)
- web development
- materials location
- bibliography and citation

The library media specialist can also arrange to have either print or electronic materials available for classes if pre-arrangements are made.

Personal Safety Guidelines

Back/Forth to School

While you're walking remember:

- ◆ Always travel with a friend. Two heads are better than one, especially if there's an emergency. Strangers usually pick on one person, not two.
- ◆ If a car follows you or beckons you while you are walking, do not approach the car; instead, turn and quickly walk the other direction.
- ◆ If you think you are in any danger, yell, and run to the nearest store, Block Home or back to school.
- ◆ Avoid strangers who seem to be hanging around public rest rooms or school campus. Tell your teacher or another adult you trust about it.
- ◆ If you're ever in a situation that makes you feel uncomfortable in any way, you have the right to say NO, loud and clear and leave.
- ◆ Always stick to the same safe route in going to and coming from school, and never hitchhike—never!

If you are approached inappropriately, be sure to report to an adult and/or call *911 immediately*



Photocopies

Students must have a pass from a teacher to enter the production room. Students must check in with the front office with a pass before coming into the production room. Students are not allowed to enter the production room during 2nd lunch or after 1:30 PM. Students are not allowed to make copies of homework assignments/projects to be used for class sets. Students that need copies of senior projects must provide their own paper.



Plagiarism

Plagiarism is defined as “the offering of another’s artistic or literary work as one’s own”. Any work that has been plagiarized by a student and submitted as his or her own work for a class will receive an incomplete for the assignment. The student must revise and resubmit the paper within a time specified by the instructor, or receive an “F” letter grade. Extra credit assignments cannot be resubmitted. Progressive discipline will be followed.



School Closure Information

Calls will be made to radio stations beginning at 6:00 a.m. if an emergency exists or as soon as a decision is reached. Parents do have the option to decide when their child should be kept home based upon hazardous conditions in their immediate area. These situations will be treated as excused absences. If no announcement is made schools are open as usual. School Closure information:

Internet: www.pdxinfo.net

School Closure Info Line: 313-1401

TV/Radio Stations:



KATU T.V. (CH 2)
KGW T.V. (CH 8)
KOIN T.V. (CH 6)
KVAN 1550 AM
KXL 750 AM, 95 FM

KUPL 1330 AM /98.5 FM
KGW 620 AM
KWJJ 1080 AM and 99.5 FM
KIVK 102FM
KXYQ 105 AM
K 103 FM
KEX 1190 AM, 100 FM



School Visitors

Students are not allowed to bring visitors to school. Visitors, by law, are not allowed on campus. Parents are always welcome but must check in at the main office first in order to receive a visitor’s pass.



The Vancouver Public Schools provides appropriate educational opportunities for children and youth with disabilities from birth to 21 years of age. Students become eligible for special education classes or programs following an evaluation and determination of a disability. Procedures for referral, assessment, documentation and placement are contained in the Special Education Handbook. Basic programs established to assist students with disabilities may be provided in regular learning support or self-contained classrooms. Speech and language pathologist, nurses and occupational therapists also serve a number of students.

Learning Support programs are located in every school and self-contained programs are located in

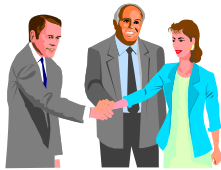
seven elementary school, five middle schools and four high schools. Special early childhood or preschool programs are provided for children ages birth to five Fir Grove Children's Center and Vista Program provide day treatment for behaviorally disabled students in grades one to 12. The center serves students from throughout Clark County and is a collaborative effort between school districts and Columbia River Mental Health.

Each student in the district's special education program has an Individual Education Program (IEP) specifically designed in cooperation with parents/guardians to develop an individual transition plan designed to take the student into the community and the world of work.

Student Management System

Responsibilities of Administration for School Rules

The administrative staff of Skyview High School will work cooperatively with staff, students and parents to ensure consistent enforcement and support of the student management system.



Responsibilities of Parents/Guardians for School Rules

It shall be the parent and/or guardian's responsibility to cooperate with the school to reinforce efforts to change inappropriate behavior. Parent support is felt to be of the utmost importance. A committee of parents will meet annually to review and evaluate the student management system.

Responsibility of Teachers and other Certificated Employees for School Rules

All certificated staff has the responsibility of enforcing all regulations of the Vancouver Public Schools and Skyview High School while at any school activity on or off campus. Certificated staff

will take an active part in evaluation and development of the student management system.

The student learning Plan and Roadmap to Success meet all Title 1A Parent Compact requirements.

Responsibility of Classified Staff for School Rules

All classified staff has the responsibility of enforcing the rules and regulations of Skyview and the Vancouver Public Schools at any time students are on campus.

Responsibility of Students for School Rules

It shall be the students' responsibility to maintain a favorable learning atmosphere that encompasses the whole campus. Students must respect the rights and property of others and follow the rules and regulations of Skyview High School and the Vancouver Public Schools.

Review of the Student Management System (SMS)

On an annual basis, staff, parents and students will review the SMS. The following is a description of the review process which will be conducted during the month of May:

1. Survey staff
2. Survey representative of students
3. Review SMS with Parent Advisory Committee
4. Survey administrative staff

Vancouver Public Schools Dance Rules



The following rules apply to all Vancouver Public Schools high school dances:

1. **Appropriate dancing is expected** of all students. Vulgar and sexually suggestive behavior will not be tolerated.
 - **Face-to-Face with Space**
 - Freak (or Club) Dancing is not permitted at school dances.
 - On the floor dancing or lap dancing is not allowed
 - Front to front straddling is not an acceptable form of dancing.
 - No violent, “mosh pit” style dancing, or shoving, pushing, flailing will be permitted.
2. **Excessive displays of affection** are not permitted including inappropriate fondling or touching.
3. **Removal of any necessary articles of clothing (shirts, pants) is not permitted.** Any student or guest that is dressed inappropriately will be asked to change or be removed from the dance. No refund will be given. For appropriate dress description, please see Vancouver Public Schools dress code policy in the student handbook.
4. For dance admission, **EVERYONE MUST HAVE PICTURE ID.** Current school ID, passport, or driver’s license will be the only forms of ID accepted.
5. **No re-entry** to the dance is permitted once a student leaves.
6. Students who bring a guest to a semi-formal or formal school dance are required to have the appropriate **dance**

pass completed and signed before purchasing tickets.

7. **Students may NOT bring a guest that is middle school student.**
8. **If you or your guest is asked to leave a dance, both parties will be required to leave.** Parents will be called and asked to pick up each student if necessary.