

# *Skyline Elementary School* *Parent/Student Handbook*

*Skyline Elementary School*  
*9911 N. Bob Olson Ln.*  
*Spokane, WA 99208*

[\*https://skyline.mead354.org\*](https://skyline.mead354.org)

*Phone: (509) 867- 2300*

*Fax: (509) 867-2320*

*Attendance: (509) 867-2384*



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Dear Parents and Friends of Skyline Elementary School,

Welcome to Skyline Elementary School! We hope that this handbook will familiarize you with the important information at our school. We look forward to an outstanding year of working together towards a common goal of educating ALL students. Our partnership with families is part of what makes Skyline Elementary a wonderful place to learn and grow.

The Sky's the Limit,  
Erik Olson  
Principal

## **GENERAL INFORMATION**

### **ABSENCES/ATTENDANCE**

Please call the Attendance Hotline @ (509) 867-2384 or the office @ (509) 867-2300 or send a note when your child will be absent from school. If you anticipate an extended absence, please notify the attendance secretary - as well as the teacher. This is most helpful to us and assures the school of your child's safety. Should we not hear from you, you will be called to verify the child's absence. We are required by the State to report any unexcused absences as truancies. In general, the reasons for absence from school fall into one of two categories:

1. Excused: Absences due to illness, health condition, a religious observance, school approved activities, family emergencies and, as required by law, disciplinary actions or short-term suspension.
2. Unexcused: Absences due to a student's failure to attend the majority of classes in an average school day and when a parent has not excused the absence by providing a note or informing the school by phone within 24 hours.

Under the Washington State Compulsory Attendance Law, parents or guardians have the primary responsibility for keeping their students in regular attendance. Children may be excused for medical and dental appointments during school hours. Parents should request in writing that their child be released at a specific time or phone the office and request a release. Parents are asked to sign their children in and out of school at the school office when picking up or returning children to school during the school day. If the office has not heard from the parent, a phone call will be made to the home or the emergency numbers we have for the student, to find out why the child is not in school. It is very important that parents call or write a note about the child's absence. Parents will be notified when their student is marked unexcused, has excessive tardies. If an attendance problem develops, the student, parent/guardian and principal/social worker will meet to develop a plan to resolve the attendance issues.

## **BAD WEATHER**

When the weather is severe, please be careful to ensure that your child arrives at the regularly scheduled time. To avoid after school confusion, please have a foul weather plan if your child walks or rides a bike. This helps keep your child safe and keeps our phone lines free in emergencies. Please listen to major radio and TV stations for school closure information. They generally begin broadcasting at 5:30 a.m. Closure and delay information may also be found on the district's website <https://www.mead354.org/>.

## **BUS POLICY**

Our buses in the Skyline Elementary School area are operating at capacity. Extra seating is seldom available. We request that students make other transportation arrangements for visiting friends, attending a party or non-school event that is outside his/her normal bus route. We appreciate your cooperation and support. Our goal is to transport your child(ren) to and from school as safely and efficiently as possible. The transportation office phone number is (509) 465-6107.

## **CLOTHING**

Our role as a school is to educate students for life and work in their future. Therefore, we want our environment to be conducive to such a focus. Any clothing that disrupts the educational process is not allowed. Bare midriffs, too short shorts/skirts, visible undergarments, clothing that advertises drugs, alcohol, or has inappropriate messages for small children will not be allowed. Skyline Elementary parents exhibit great judgment in this area and we want to continue to support that with our school dress code. Please have tennis shoes for the gym as we want to help preserve our wood floor!

## **CHILD CARE PROGRAMS**

Please contact the YMCA at (509) 868-5757 for availability and registration.

## **PARKING LOT**

Drivers - please use the main parking lot for parking and pickup during the school day. Parent pick up is the second loop off Bob Olson Ln. Please pick up your student without leaving your vehicle, and exit the pickup lane in a timely manner to allow other parents to pick up their students. Please remember to drive only **5 M.P.H.** when on school property. Please refrain from talking on cell phones while driving in our parking lot.

## **DRUG FREE ENVIRONMENT**

The Mead School District believes that the use of illicit drugs and unlawful possession and use of alcohol is wrong and harmful. This policy is in compliance with state law. All students in the district are held to the same standards. Compliance with these expectations is mandatory. Drug (alcohol and tobacco) advertisements on T-shirts and jackets are not permitted at school or school sponsored activities.

## **EXTRA MONEY**

Students should not bring any extra money to school. Lunch money should be brought and marked in an envelope with the student's name on it. If any student must bring more money to school, please leave it at the office during the day.

## **HOME ADDRESS and TELEPHONE NUMBER**

It is very important that the school be kept informed at all times of the home address, email, telephone number, and emergency telephone numbers where a parent can be reached. Please notify us if there are any changes so that we may have authorization and information as to what we are to do in case of an emergency with your child.

## **FIRST AID**

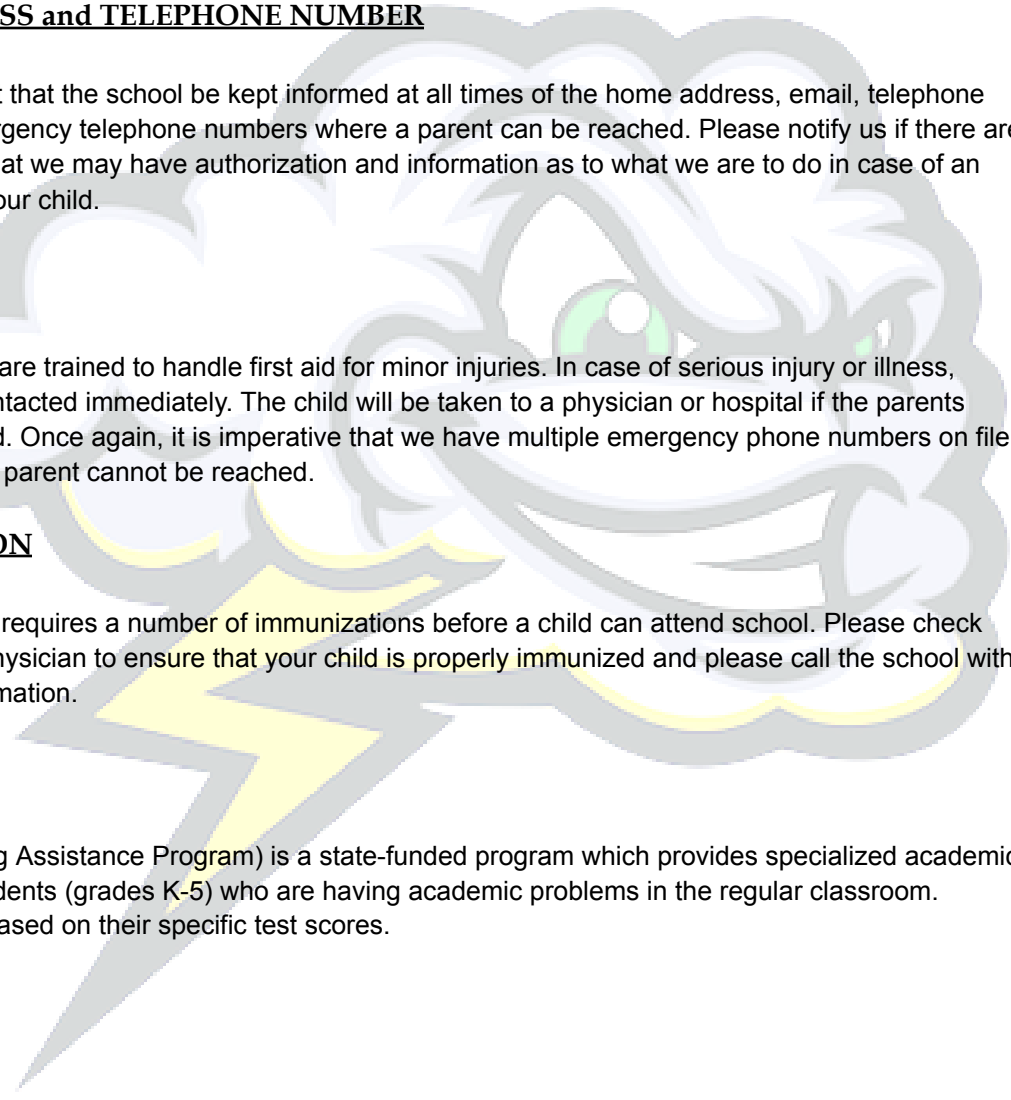
School personnel are trained to handle first aid for minor injuries. In case of serious injury or illness, parents will be contacted immediately. The child will be taken to a physician or hospital if the parents cannot be reached. Once again, it is imperative that we have multiple emergency phone numbers on file in the event that a parent cannot be reached.

## **IMMUNIZATION**

Washington State requires a number of immunizations before a child can attend school. Please check with your family physician to ensure that your child is properly immunized and please call the school with any updated information.

## **LAP**

The LAP (Learning Assistance Program) is a state-funded program which provides specialized academic assistance for students (grades K-5) who are having academic problems in the regular classroom. Students qualify based on their specific test scores.



## **HARASSMENT, INTIMIDATION AND BULLYING**

Harassment, intimidation and bullying on the basis of race, color, religion, ancestry, national origin, gender/sex, age, sexual orientation, or disability are prohibited. Acts that violate district policies and school rules and regulations shall be cause for disciplinary action, suspension, or expulsion.

"Harassment, intimidation or bullying" means any intentional written, verbal, or physical act, including but not limited to one shown to be motivated by any characteristic in RCW 9A.365.080(3), (race, color, religion, ancestry, national origin, gender, sexual orientation or mental or physical disability), or other distinguishing characteristics, including written, verbal, or physical acts.

Reprisal, retaliation, or false accusations against anyone reporting or thought to have reported harassment, intimidation, or bullying is prohibited and will be treated as a serious violation of policy, regardless of whether any harassment, intimidation, or bullying is substantiated. Persons engaged in reprisal, retaliation, or false accusations are subject to serious disciplinary and/or legal action.

For additional information see Mead School Board Policy 3207.

## **LEARNING IMPROVEMENT DAYS**

The state legislature realized that reforming education will not only take a great deal of effort - but time as well. Therefore, they funded two additional teacher work days in order to meet, plan, and continue the process of improvement. These two days are not days removed from the student calendar, but added to the staff calendar. We appreciate your continued support of our efforts to constantly improve the learning for every student.

## **LIBRARY**

The most important space in schools! In order to position our students for success, Skyline students have access to welcoming and modern state of the art library spaces, staffed by a full-time certified teacher librarian, which include updated, relevant resources along with programming that inspires creativity, collaboration and interaction while supporting reading interests.

The Skyline library is a place where students can discover their passion; it's a think tank of ideas, an entrepreneurial zone where students have opportunities to investigate and create while developing their personal reading interests. The library fosters an environment of citizenship, creativity and inquiry. With the support from both our PTO and our district we have and will continue to develop our collection to include a variety of resources to enhance student learning.

All students receive one hour of library instruction per week.

Students in kindergarten may check out one book at a time.

Students in grades 1-5 may check out up to three books at a time.

In addition to books, there are a variety of other things for checkout including robots and audio books.

### **LOST and FOUND**

Please check the lost and found frequently for lost items. You wouldn't believe how large our lost item collection becomes! To help keep our closet in better order, we're implementing a closet cleanout five times during the school year. Please mark your calendars for the following times:

- End of October after conference week
- Day before Winter Break
- End of February after conference week
- Day before spring break
- End of the day on the last day of school

All remaining items will be donated to a charitable organization during the times outlined.

### **LUNCH and BREAKFAST PROGRAM**

A breakfast program available at approximately 15 minutes before the first bell rings. Hot lunches prepared in the Skyline kitchen are served daily. Please find complete child nutrition information, including menus at <http://mead.healtheliving.net/>. Student breakfast and lunches are paid via a debit account system. Money is sent to the school in any amount and is deducted when breakfast or lunch is purchased. Parents with more than one child at Skyline can set up family accounts, enabling them to transfer meal money among sibling accounts. Students are informed when the account has a balance of one meal so money can be added. Please encourage your child to bring the "low account balance" notice home. Students may use the debit account to purchase milk or pay cash.

Applications for free and reduced-price meals are available in the school office. Parents are invited to join their child for lunch at any time. Please contact the office by 9:30 a.m. or send a note to your child's teacher on the day you plan to come so that lunch can be ordered.

## MEDICATION AT SCHOOL

According to state law and district policy, if it is necessary for your child to receive medication during school hours, a Medication Request Form must be filled out. This form is available at the school office or on the Mead School District website: "Our District: Mead School Nurses." The form must be signed by the attending physician and the parent. The medication must be in the original container and properly labeled. All medication will be kept in the health room office. Please check with the physician regarding alternative times for administering medication such as before school, after school, and before bedtime. This policy applies to both prescription and nonprescription medicines, i.e., cough drops, aspirin, over-the-counter medications.

## NONDISCRIMINATION

Mead School District does not discriminate in any programs or activities on the basis of sex, race, creed, religion, color, national origin, age, veteran or military status, sexual orientation, gender expression or identity, disability, or the use of a trained dog guide or service animal by a person with a disability and provides equal access to the Boy Scouts and other designated youth groups. Grievances or concerns should be directed to **Josh Westermann**, Assistant Superintendent of Student Services/Civil Rights and Section 504 Coordinator/Title IX Officer, at **(509) 465-6045**, via email at **[josh.westermann@mead354.org](mailto:josh.westermann@mead354.org)**, or mail to 2323 E. Farwell Rd., Mead, WA, 99021.

**You can report discrimination and discriminatory harassment** to any school staff member or to the district's Civil Rights Coordinator, listed above. You also have the right to file a complaint (see below). For a copy of your district's nondiscrimination policy and procedure 3210, contact your school or district office.

## PHYSICAL EDUCATION

Physical Education is a required part of the curriculum unless your child has a doctor's excuse. We hope that each student will have appropriate clothing to wear for this class or for after-school sports. Tennis shoes are required.

## PHYSICAL VIOLENCE

Physical violence will not be tolerated at school or when traveling to and from school. Any students involved in altercations will be progressively disciplined. Students are to walk away from altercations and notify adults if a student becomes aggressive towards them.

## RECESS

Unrestricted play time is an important time for students to practice being good citizens and to just "be kids." Therefore, we encourage students to dress appropriately during inclement weather as they will be expected to go outside during recess.

## RESOURCE ROOM

The Resource Room staff provides specially designed instruction for children in grades kindergarten through fifth grade who have been formally identified as needing special education services. To be eligible, students must be referred, tested, and qualified based on current Washington State Law. Please contact your child's teacher if you have any further questions about such assistance.

## SAFETY

The safety of our students is a top concern for all of us. Skyline has the following procedures and programs in place to hopefully avert any predictable problems:

- Comprehensive club and sport programs to involve students
- Classroom discussions on the importance of being a responsible student
- Continual staff discussions and planning on keeping school safe
- A full - time social worker
- A progressive discipline plan
- A visitor sign - in procedure.
- Single point of entry; all exterior doors remain locked during school hours
- Monthly fire drills
- Periodic Lock Down drills
- No pets may visit the school at any time when students are present

We appreciate your support in keeping our students involved and connected to school, and in keeping our campus safe.

### 1. Be Safe

- Walk to and from all areas.
- Stay on the right in the halls.
- Use school equipment and materials appropriately.
- No chewing gum.
- "Four on the floor."

### 2. Be Responsible

- Treat others the way you would like to be treated.
- Use appropriate voice, language, and gestures inside and out.
- Eat in designated areas.
- Use good manners.

### 3. Be Respectful

- Do what's asked~Stay on task!
- Follow directions.
- Have self and materials ready on time.
- Own up to your part in problems with others.
- Pick-up, clean-up, help-out, and recycle.
- Talk, walk, and squawk.

Throughout the year, we emphasize our guidelines for success. These efforts make Skyline a warm and exciting place where new learning occurs each and every day. Our discipline plan at Skyline is



designed to reinforce, or to teach, appropriate behaviors. Classroom teachers address most instances of misbehavior, referring only a small percentage to the office. Our consequences are progressive and parents are informed of recurring or major concerns. Consequences range from a simple "Time Out" & problem-solving session with the teacher to expulsion from school, depending upon the infraction. Please contact your child's teacher or the office if you have any behavioral concerns.

### SCHOOL HOURS

- **TK**                      **Monday, Tuesday, Thursday, Friday: 9:00-3:10 p.m.**  
                                 **Wednesday: 9:40-3:10 p.m.**
  
- **GRADES K - 5**      **Monday, Tuesday, Thursday, Friday: 9:00-3:20 p.m.**  
                                 **Wednesday: 9:40-3:20 p.m.**

Student arrival is designated for 9:00 a.m. Notice of any before-school activities will be sent home for your information well in advance of any activity. For the safety of our children, ***please do not have students arrive earlier than 9:00 a.m. as supervision is unavailable.***

**Student dismissal for TK is at 3:10 p.m. and grades K-5 is at 3:20 p.m.** Please, if at all possible, pick your child up after their bell rings as our teachers and students are busy working up until the bell rings. If a student needs to leave school earlier than dismissal our school policy is to have parents wait at the office as your student is called down to meet you by our office staff. This is to ensure the safety of all of our students.

Messages to students will be delivered by 3:00 p.m. ***NO ANNOUNCEMENTS*** will be made to classes after that time (except for a serious emergency). Students will not be called out of class after this time. Please try to make arrangements before school with your child so as not to interrupt the learning process.

### SEXUAL HARASSMENT

Students and staff are protected against sexual harassment by anyone in any school program or activity, including on the school campus, on the school bus, or off-campus during a school-sponsored activity.

Sexual harassment is unwelcome behavior or communication that is sexual in nature when:

- A student or employee is led to believe that he or she must submit to unwelcome sexual conduct or communications in order to gain something in return, such as a grade, a promotion, a place on a sports team, or any educational or employment decision, or
- The conduct substantially interferes with a student's educational performance, or creates an intimidating or hostile educational or employment environment.

Examples of Sexual Harassment:

- Pressuring a person for sexual favors
- Unwelcome touching of a sexual nature
- Writing graffiti of a sexual nature
- Distributing sexually explicit texts, e-mails, or pictures
- Making sexual jokes, rumors, or suggestive remarks
- Physical violence, including rape and sexual assault

You can report sexual harassment to any school staff member or to the district's Title IX Officer, **Josh Westermann**, Assistant Superintendent of Student Services/Civil Rights and Section 504 Coordinator/Title IX Officer, at **(509) 465-6045**, via email at **josh.westermann@mead354.org**, or mail to 2323 E. Farwell Rd., Mead, WA, 99021. You also have the right to file a complaint (see below). For a copy of your district's sexual harassment policy and procedure 3205, contact your school or district office.

## **COMPLAINT OPTIONS: DISCRIMINATION AND SEXUAL HARASSMENT**

If you believe that you or your child have experienced unlawful discrimination, discriminatory harassment, or sexual harassment at school, you have the right to file a complaint.

Before filing a complaint, you can discuss your concerns with your child's principal or with the school district's Section 504 Coordinator, Title IX Officer, or Civil Rights Coordinator, who are listed above. This is often the fastest way to resolve your concerns.

### **Complaint to the School District**

#### **Step 1. Write Out Your Complaint**

In most cases, complaints must be filed within one year from the date of the incident or conduct that is the subject of the complaint. A complaint must be in writing. Be sure to describe the conduct or incident, explain why you believe discrimination, discriminatory harassment, or sexual harassment has taken place, and describe what actions you believe the district should take to resolve the problem. Send your written complaint—by mail, fax, email, or hand delivery—to the district superintendent or civil rights compliance coordinator.

#### **Step 2: School District Investigates Your Complaint**

Once the district receives your written complaint, the coordinator will give you a copy of the complaint procedure and make sure a prompt and thorough investigation takes place. The superintendent or designee will respond to you in writing within 30 calendar days—unless you agree on a different time period. If your complaint involves exceptional circumstances that demand a lengthier investigation, the district will notify you in writing to explain why staff need a time extension and the new date for their written response.

#### **Step 3: School District Responds to Your Complaint**

In its written response, the district will include a summary of the results of the investigation, a determination of whether or not the district failed to comply with civil rights laws, notification that you can appeal this determination, and any measures necessary to bring the district into compliance with civil rights laws. Corrective measures will be put into effect within 30 calendar days after this written response—unless you agree to a different time period.

#### **Appeal to the School District**

If you disagree with the school district's decision, you may appeal to the school district's board of directors. You must file a notice of appeal in writing to the secretary of the school board within 10 calendar days after you receive the school district's response to your complaint. The school board will schedule a hearing within 20 calendar days after they received your appeal, unless you agree on a different timeline. The school board will send you a written decision within 30 calendar days after the

district received your notice of appeal. The school board's decision will include information about how to file a complaint with the Office of Superintendent of Public Instruction (OSPI).

### Complaint to OSPI

If you do not agree with the school district's appeal decision, state law provides the option to file a formal complaint with the Office of Superintendent of Public Instruction (OSPI). This is a separate complaint process that can take place if one of these two conditions has occurred: (1) you have completed the district's complaint and appeal process, or (2) the district has not followed the complaint and appeal process correctly.

You have 20 calendar days to file a complaint to OSPI from the day you received the decision on your appeal. You can send your written complaint to the Equity and Civil Rights Office at OSPI:

*Email:* [Equity@k12.wa.us](mailto:Equity@k12.wa.us) | *Fax:* 360-664-2967

*Mail or hand deliver:* PO Box 47200, 600 Washington St. S.E., Olympia, WA 98504-7200

For more information, visit our [website](#), or contact OSPI's Equity and Civil Rights Office at 360-725-6162/TTY: 360-664-3631 or by e-mail at [equity@k12.wa.us](mailto:equity@k12.wa.us).

### Other Discrimination Complaint Options

*Office for Civil Rights, U.S. Department of Education*

206-607-1600 | TDD: 1-800-877-8339 | [OCR.Seattle@ed.gov](mailto:OCR.Seattle@ed.gov) | [OCR Website](#)

*Washington State Human Rights Commission*

1-800-233-3247 | TTY: 1-800-300-7525 | [Human Rights Commission Website](#)

### SNACKS

Students may bring nutritional, store-bought snacks to school to eat in the classroom at the teachers' discretion. No eating is allowed on the school bus or on the playground.

**GUM IS NOT ALLOWED AT ANY TIME.**

### STUDENT BEHAVIOR AND ATTITUDES

All staff and students at Skyline Elementary School work together to help each other reach their fullest potential. Everyone is treated with respect and dignity. Any behavior or action that helps someone grow and mature will be encouraged. Staff will keep students focused on our school guidelines.

### TOBACCO-FREE ENVIRONMENT

District policy prohibits the use of any and all tobacco products in or on all school property, including all buildings and grounds (playing fields, parking lots, etc.).

## TOYS & ELECTRONIC DEVICES

Toys and electronics are a wonderful part of childhood, but can be very disruptive at school. Also, they can be attractive to thieves. No toys or electronics (cell phones, watches that can send/receive texts and calls, game boys, CD or DVD players, iPods, video cameras, cameras, etc.) visible or audible at school. **Cell phones and Apple type watches may only be utilized before or after school.** Under special circumstances, with prior arrangement from the teacher, these items may be brought at your own risk. Skyline Elementary will not be responsible for lost or stolen items.

## VOLUNTEERS/VISITORS

When visiting Skyline Elementary, please sign in and pick up a visitor pass at the office. Part of our security system requires you to "scan" your driver's license upon check-in. For the safety of our students, we will be enforcing this for ALL visitors wishing access to the school beyond the front office. Volunteers are required to fill out a volunteer request online. Please see <https://www.mead354.org/community/volunteers> for additional information.

## WEAPONS

Our school district staff is dedicated to working with parents, police, and lawmakers to create the safest possible environment. Washington State law mandates that any student bringing a firearm to school, onto a school bus, or to any school-sponsored activity be expelled from all Washington State schools. The firearm need not be loaded or even in operating condition. In a similar law, a tougher stand against dangerous weapons is now in effect. The dangerous weapon list includes objects such as slingshots, air rifles, knives and anything that propels a projectile such as a rubber dart gun, etc. Even a young student bringing such objects to school for "show and tell" faces serious consequences. Toy weapons should not be brought to school under any circumstances. Thank you for your support in helping us protect students and being safe at school.

## WALKING and BICYCLING TO and FROM SCHOOL

At times, when the weather permits, students enjoy walking or bicycling to school. Bicycles must be walked across patrolled crossings and on the school grounds. Skateboards/roller blades/skates are never to be ridden on the school grounds. Bicycles should be secured at the school as the school cannot be responsible in case of loss. Helmets are recommended to be worn. For safety reasons, we request that all children ride the bus across busy intersections.