

SKYVIEW MIDDLE SCHOOL



PANTHERS

2025-2026 STUDENT HANDBOOK

“No one has the right to interfere with the learning, safety, or well-being of others.”

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WELCOME TO SKYVIEW MIDDLE SCHOOL

We are excited that you are a member of the Skyview Middle School Panthers Community. You are the reason we are here, so please reach out to us whenever you need help. The policies and procedures contained in this handbook are the result of a joint effort of students, parents, faculty, and the administration of Skyview Middle School.

Mission Statement

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

Who We Are

We take pride in who we are as a school and as a community. Skyview Panthers are ...

Successful

- We contribute positively to our classroom and school community.
- We take pride in our work and strive for quality and integrity in everything we do.
- We stay organized and manage our time and resources effectively to achieve our goals.
- We celebrate our own personal success and the successes of others, inspiring everyone to do their best.

Motivated

- We are curious learners who ask questions and seek new knowledge.
- We ask questions and seek out new information to deepen our understanding.
- We persevere through challenges, knowing that effort leads to growth.
- We offer encouragement and support to our classmates.
- We take responsibility for our choices and learn from our mistakes, seeing them as opportunities to grow stronger.

Safe

- We are honest and trustworthy in all our interactions.
- We look out for each other and report anything that makes us feel unsafe.
- We use kind words and our actions ensure that everyone feels welcome and safe.
- We walk and move through the school in a way that ensures the physical safety of everyone around us.
- We follow all school rules that are designed to keep us and our community safe.

Our Golden Rule:

“No one has the right to interfere with the learning, safety, or well-being of others.”

SCHOOL SCHEDULES

2025-2026 KPBSD Calendar

You can access the 2025-2026 school calendar using the following link: [2025-2026 KPBSD Districtwide Calendar](#)

Regular Monday – Friday 7/8th Grade Passing Schedule

Warning Bell 7:35 a.m.

1 st Period	7:40 – 8:24	44 mins
2 nd Period	8:28 – 9:10	42 mins
3 rd Period	9:14 – 9:56	42 mins
4 th Period	10:00 – 10:42	42 mins
8th Homeroom/ 7th Lunch	10:46 – 11:16	30 mins
7th Homeroom/ 8th Lunch	11:20 – 11:50	30 mins
5 th Period	11:54 – 12:37	43 mins
6 th Period	12:41 – 1:24	43 mins
7 th Period	1:28 – 2:10	42 mins

Early Release Schedule

Warning Bell 7:35 a.m.

1 st Period	7:40 – 8:10	30 mins
2 nd Period	8:14 – 8:44	30 mins
3 rd Period	8:48 – 9:18	30 mins
4 th Period	9:22 – 9:52	30 mins
5 th Period	9:56 – 10:25	29 mins
8th Homeroom/ 7th Lunch	10:29 – 10:59	30 mins
7th Homeroom/ 8th Lunch	11:03 – 11:33	30 mins
6 th Period	11:37 – 12:06	29 mins
7 th Period	12:10 – 12:40	30 mins

Early Release Dates and Information:

- Early Release dates for 2025-2026 are on the following days: 9/12, 10/17, 11/14, 12/12, 1/16, 2/6, 3/5, and 4/10.
- Bus Pick-up on Early Release Days is at 12:40.
- Practices on Early Release Days are each coach's option; however, students cannot be in the building between 12:45 and 2:15 pm.
- Students must either ride the bus or be picked up just as any other school day. Students are not permitted to ride their bikes or walk to school due to safety concerns.

2-Hour Delayed Start Schedule

Warning Bell 9:35 a.m.

1 st Period	9:40 – 10:06	26 mins
2 nd Period	10:10 – 10:35	25 mins
3 rd Period	10:39 – 11:04	25 mins
8th Homeroom/ 7th Lunch	11:08 – 11:38	30 mins
7th Homeroom/ 8th Lunch	11:42 – 12:12	30 mins
4 th Period	12:16 – 12:41	25 mins
5 th Period	12:45 – 1:10	25 mins
6 th Period	1:14 – 1:40	26 mins
7 th Period	1:44 – 2:10	26 mins

OUR FOUNDATIONAL RIGHTS AND FREEDOMS

Equal Opportunity School

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

Community Rights, Responsibilities, and Freedom

- No one has the right to interfere with the learning, safety, or well-being of others. Students are free to learn, and teachers are free to teach without being interrupted.
- The right to personal and school property is respected.
- The right to freedom without being harassed in the classroom and to be treated respectfully.
- Freedom from physical or mental abuse such as name calling, intimidation, or harassment.
- Freedom from being set apart or mocked because of race, sex, religion, physical strength, size, features, friendship groups, age, culture, disability, financial status, clothing, classroom performance or any other reason.

THE “MUST KNOWS” OF SKYVIEW MIDDLE SCHOOL

1: Student Transportation

- Students are not allowed to walk or ride their bike to school. All students must arrive and be picked up either by the school bus or by personal vehicles.
- All individuals picking up students with their personal vehicle **during the school day** must be identified by parents and/or guardians as approved for student drop-off and pickup. Parents and Guardians should contact the SMS office to notify the school of any individual they permit to pickup or drop off their student so they can be added as approved transportation on PowerSchool.

2: Passing Periods

- The morning begins with a five-minute warning bell before 1st period begins. All students should be in class with all materials before 1st period begins.

- Passing periods at Skyview Middle School are 4 minutes long and students are expected to have all materials and be in their seats and prepared to learn before the bell.
- Should a student have a medical condition or other reason that requires additional time between passing periods, parents should contact the main office to ensure we can best support your student with any necessary accommodations.

3: Skyview is a “Bell to Bell with No Cell” School, meaning that students are not permitted to have or use their cell phones and smart devices during the school day.

Skyview Middle School aligns with [KPBSD Board Policy 5138](#) which states that Middle School Students may use electronic devices **only** before and after school. As such, students and parents should be aware of the following policies regarding electronic devices at Skyview Middle School:

- CELL PHONES, SMART WATCHES, AIRPODS/HEADPHONES and other smart devices are NOT PERMITTED during school hours with the exception of medical or learning necessity.
- Parents who would like to contact their students may call the front office.
- A phone is available for students to contact their parents in the main office throughout the day.
- Cellphones and other electronic devices may be used on the bus or before and after school.
- Before students begin their first class, cell phones should be turned off and placed in their lockers and left there throughout the day.
- Students should NOT have a cell phone in their possession, nor should they be using them at their lockers throughout the school day.
- Students who violate this policy will have their phone or smart device confiscated and the following protocol will be enforced based on the number of cell phone policy offenses of the student
 1. **First Offense:** The student will have their phone/smart device confiscated and receive an initial warning. The phone/smart device may be picked up from the front office after school by the student.
 2. **Second Offense:** The student will have their phone/smart device confiscated and a parent/guardian will be required to pick up the device from the front office.
 3. **Third Offense:** The student will have their phone/smart device confiscated and will be required to check-in their phone/smart device at the front office at the beginning of each day and check them out at the end of each day. Further violations will result in consequences for insubordination.

4: We Do Not Condone Discrimination of Any Kind

Skyview Middle School does not condone discrimination of any kind. It is not who we are. The use of racist, sexist, or discriminatory language of any kind will result in mandatory consequences to ensure our students feel safe and our community lives up to our standards and identity.

5: Students Should Be in Class on Time and Prepared

All students are expected to be in class in their seats before the bell rings ready to learn with all the materials and supplies they need.

6: We Use a Hall Pass System. Except for Emergencies, Only One Student Should be out of the Classroom at a Time.

7: Students should be Engaged in Learning and are not Permitted to Leave Class During the first 10 Minutes or Last 10 Minutes of a Class Period

8: Students Must Follow School/District Expectations Regarding Appropriate Attire for the Learning Environment.

Please refer to Skyview's dress code under the Safe section of this Handbook.

9: Running is not Permitted in the Hallways or Lunchroom

Students should recognize safety first and never run or engage in other activities that put the safety of others at risk.

10: Students Are Expected to Follow Direction from All Staff Members

In order to support student safety and maintain a positive and safe community, all students should follow reasonable expectations and directions from ALL staff members at Skyview Middle School.

11: Backpacks and Belt Bags MUST be Kept in Student Lockers

Except for medical exceptions that require parental communication and documentation with the school nurse, all backpacks, belt bags, and bags, must be kept in lockers throughout the day.

SUCCESSFUL

Academic Excellence

Recognition is given to those students who are on the honor role.

- Gold Honor Roll is awarded to students with a 4.0 GPA
- Silver Honor Roll is awarded to students with a 3.5-3.9 GPA

Academic Honesty

Skyview Middle School adheres to the expectations of KPBSD's Academic Honesty Policy which can be found using this link: [Board Policy 5131.9](#). Any work submitted that does not represent a student's personal work and understanding of the topics is an academic integrity violation. A student sharing their own work to be used dishonestly by another student is also a form of academic dishonesty.

Artificial Intelligence and Academic Honesty

- AI is a useful tool for learning and offers Skyview Middle School students the opportunity to develop skills and critical thinking regarding the use of AI through conversations, course material, and feedback to students.
- Students should acknowledge and cite the use of AI as appropriate for their work when the use of AI is incorporated into lessons by teachers.
- The use of AI as the sole contributor to a work or assignment submitted by a student is a violation of the academic integrity policy.

Examples:

1. You **cannot** just type a question into ChatGPT, or a problem into a math app, copy and paste the answer, and expect to get credit.
2. You **can** type a question into ChatGPT, or a problem into a math app, if the assignment states it is allowed in the instructions as an initial step in the work that you add to, edit or otherwise improve. You **MUST** acknowledge the use of AI when you submit the assignment.

Attendance

Attendance plays a key role in the success a student achieves in school. By law, all students are required to attend school and be on time for classes. For the full KPBSD attendance policy, please refer to the following link to [KPBSD BP 5113](#).

Key Points Regarding Attendance

- Two make-up days are allowed to complete all the schoolwork for each day missed (Five days maximum).
- Work assignments given before absences will be due on the day the student returns to school.
- If notification of a test was given before the absence, the student will be expected to take the test the day he/she returns to school.

- When a student is absent, it is up to him/her to secure assignments from teachers or PowerSchool.
- School absences as a result of suspensions will be handled according to district policy.
- If the family anticipates an absence of several days, please complete a pre-arranged absence form which is available at the front office.

Approved “Excused” Absences

The following are approved excused absences according to KPBSD board policy:

- School approved activities
- Family emergencies
- Discipline or suspensions
- Parent-requested religious observances
- Occurrences that are excused by the school or Principal or Designee
- Legitimate illness verified by the parent, guardian, or doctor

Absences that do not meet these requirements are considered unexcused. The principal or designee, through a note or phone call from the parents will make the determination. A student who misses more than 36 days or 20% of the days enrolled in a school year will be in jeopardy of being retained.

Late Arrivals to School

Students who arrive late to school must sign in at the office for a pass to enter class. A family emergency or a doctor’s appointment will be marked as excused. Students participating in extracurricular activities must arrive at school before 7:50 a.m. to be eligible to participate in that day’s activity.

Pre-Arranged Absences

If a student and his/her parent know in advance it will be necessary for a student to be absent from school three or more days, the office should be notified and a pre-arranged absence form taken to his/her teachers for their signatures.

Some Key Points to Pre-arranged Absences:

- Students should complete the pre-arranged absence at least a week in advance of the absence, when possible.
- Work assigned during the pre-arranged absence will be completed and turned in upon the student’s return to school.
- If the proposed pre-arranged absence a. places the student in a potential retention situation (due to numerous absences), b. is an additional pre-arranged request during the same school year, or c. is during a testing window, it may be denied.

Activities

SMS offers multiple activities for students to engage in as valuable members of our community. These include:

- Soccer
- Cross Country Running
- Basketball
- Wrestling

- Cross Country Skiing
- Volleyball
- Track and Field
- Intramural Sports
- Battle of the Books
- Student Council
- E-Sports
- Sources of Strength

Student interest and willingness may create new activities and all federal regulations such as Title IX will be followed.

Activities Policies

In order to participate in school sponsored activities, students must follow the policies of the KPBSD Activities Handbook which can be found through this link: [KPBSD Activities Handbook](#)
Some Key Points: In order to participate in activities, students must ...

- Be on time for school and attend and fully participate in all classes on the day of the school activity.
- Must dress out and fully participate in Physical Education Class in order to attend and participate in athletic activities.
- Must attend all classes on the last regular day of the week in order to participate in weekend activities, unless otherwise excused by school administration.
- Participation in after school sports programs requires passing grades in all classes.
- Coaches may have behavioral expectations of their students above those contained in the KPBSD Activities Handbook.

Panther Celebrations and Activity Nights

Panther Celebrations are held during school hours and at the midpoint of each quarter throughout the year with parents and teachers acting as chaperones. Students with no F grades, no office interactions, and no cell phone policy violations for that quarter are eligible to participate. Students who don't meet the qualifications will have an academic opportunity instead.

Attendance at an Activity Night is an earned privilege. Administration reserves the right to withhold that privilege for any infraction of a school policy. Activity Nights are held after school until 4:15. Activity Nights are for Skyview Middle School students only.

Key Points about Activity Nights:

- School rules are in effect during Activity Nights.
- Students whose parent(s) chaperone are admitted free.
- Students must arrange to be picked up by 4:30, or they may be denied the opportunity to attend future Activity Nights.
- No students will be allowed to leave before the end of the activity unless they are signed out by their parent / guardian.
- All students will exit the building through the front door.
- Any student who causes a disruption or has a discipline problem may be indefinitely suspended from all future Activity Nights.
- Students who are late to school on the day of an Activity Night cannot participate.

- PARENTS ARE ENCOURAGED TO ATTEND

Policies Regarding Homeschool Students, Dances, and Guests

- Homeschool students can participate in any Skyview intramural and non-cut sports teams. In the case of a cut sport team, full-time Skyview students are given priority.
- Assemblies and other school activities held during the school day are intended for full-time Skyview students only.
- After-school activities such as activity nights and dances are intended for full-time Skyvie students only; however, each Skyview student may invite one 7-8th grade non-fulltime Skyview student as a guest to the dances but must return a completed guest pass by 2:00pm on the Monday BEFORE the event. Guest pass applications may be approved or denied by administration. Guest pass applications are available at the Main Office or via the following [Link to Skyview Dance Guest Application](#).

Grade Updates and Report Cards

Grades will be updated weekly by 5pm each Monday. Individual teachers will make their objective grading system known to students and parents. Students and parents are encouraged to speak with their teachers regarding any questions about grades.

PowerSchool

One of the keys to finding success at Skyview Middle School is staying informed and monitoring progress. Student progress can be monitored on PowerSchool through the KPBSD district website <https://kpbsd.org/> by selecting the Parents/Students Tab at the top of the page, then selecting PowerSchool on the right side of the dropdown menu, then selecting Parent/Student Login. For a quick link, you can click the following [Link to PowerSchool](#).

PowerSchool Help

For help creating, logging into your account, and navigating PowerSchool, you can use the PowerSchool Instruction Guide, which you can find on our school website under the Parent Student Portal or by clicking this [Link to PowerSchool Instructions](#).

Fees for Classes in PowerSchool

Various classes will require fees. Fee amounts are shown in PowerSchool. If there is a problem paying a fee, please contact the teacher or administration for arrangements.

Change of Address/Phone

Students and parents are requested to keep the school informed of their current addresses and telephone numbers. If there should be a change in either, please notify the school office immediately so that the school has accurate contact information logged in PowerSchool.

Make-up Work

When absent, students are responsible for communicating with their teachers and getting work they have missed from each teacher. Students will have two days for each day of excused absences to make-up work, up to five days total. Parents may request homework through the office for a student is at home for a lengthy illness. If a student knows they will be absent for more than three days, please arrange to obtain class assignments in advance. Prearranged absence forms may be

picked up at the front office. Homework assigned and given to a student during a suspension period is due on the day the student returns to school unless other arrangements have been made. Students that have been determined to be truant will forfeit the opportunity to make up any missed work. Any questions should be addressed to the main office.

MOTIVATED

Assemblies

Assemblies offer unique opportunities for our school to come together as a community to celebrate successes, stay motivated and have fun! An all-school assembly is to be attended by all students and staff. Students will not be allowed to leave the assembly until the program is completed.

- Students must stay seated until dismissed by the faculty or supervising teacher.
- Students who misbehave during an assembly will be subject appropriate disciplinary action.
- Proper behavior at an assembly includes expressing approval by applause.
- NEVER WHISTLE, YELL NAMES, OR BOO!
- Going to an assembly is a privilege of our community, not a right. The privilege of attending assemblies may be denied to students who have repeated conduct problems.

Field Trips

Field Trips offer unique opportunities for students to learn and engage. Some important information regarding Field Trips:

- No Student will be left out of a field trip because of parents' or guardians' inability or unwillingness to pay trip fees/and or expenses (for core class field trips, both local and extended).
- All School expectations will be in effect on all field trips and parents are financially responsible for any fees related to a student's early return due to a behavior.
- Students who are late to school on the day of a field trip, have been suspended (in or out of school) or have had three office interactions during the quarter of the field trip, may be denied the opportunity to attend.
- Attendance on a field trip is an earned privilege. Administration reserves the right to withhold that privilege for any infraction of a school policy.

Flag Salute/Daily Announcements

The flag salute and Pledge of Allegiance will be recited daily after the first period bell.

Library

Students can go to the library for reference books, general reading material, or computer use. Students are encouraged to use the library for research, to study, to support their assignments, and for recreational reading.

- Students need to have their classroom teacher's permission and a pass to be in the library.
- Materials can be checked out for three weeks.
- Some materials can be used in the library only.
- Lost/damaged books are charged at a replacement cost.
- No food or drinks are allowed in the library.

Lunchroom Workers

- We love having lunchroom workers who motivate others and positively contribute to our community. Lunchroom workers get a free entrée, are dismissed 10 minutes early to lunch. Please contact our School Counselor if you are interested in contributing to our community.

Sources of Strength

All students are welcome to participate in our Sources of Strength program which promotes strength-based activities to raise awareness of sources of strength within our school community to promote health and wellness and prevent bullying, violence, self-harm, and substance misuse.

Student Council

Skyview Middle School Student Council is designed to teach civic responsibility as well as assist administration in preparing and running school activities and participating as a student-voice advocacy group.

- The SMS Student Council is voluntary and any student who wishes to participate may do so.
- The SMS Student Council is divided into 7th and 8th Grade components.
- The objective of the SMS Student Council is to focus on service learning in an effort to positively impact the learning as well as the social environment at school and the surrounding community.

SAFE

Campus Expectations and Office Hours

- Skyview Middle School is a closed-campus and all students are expected to remain on school grounds or in the building once they arrive at school.
- If it is necessary for students to leave for any reason, they must have permission from the office, and a parent/designee must pick them up at school to transport them off school grounds.
- The front office is open from 7:00am – 3:00pm.
- Students may enter the building at 7am and go to their lockers when the first bell rings at 7:20.
- Early arrivals must wait in the commons until the 7:20 bell.

Campus Visitors

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

Accidents

All student accidents should be reported to a teacher, coach or the office.

Transportation

No students may walk or bike to school without permission from the principal.

Closed Campus and Restricted Areas

- Skyview Middle School is a closed campus.
- Any time students are observed in a restricted area and not under supervision of a teacher or staff, they are suspected of undesirable and/or unlawful activities and may face consequences.

Bus Transportation and Expectations

The school district provides student transportation to and from school according to the provisions of state law and regulation. In addition, students may be transported to participate in regular and extracurricular school activities. Student transportation is provided as a district support and **student use of that service is a privilege that may be revoked for cause (see below).**

Bus Disciplinary Procedures and Consequences

- 1st Bus Interaction = Reprimand/ Parent Contact
- 2nd Bus Interaction = 1 week (5 school days) off the bus
- 3rd Bus Interaction = 1 month (30 school days) off the bus
- 4th Bus Interaction = Permanent removal from the bus.

The following are not allowed on the bus:

- Sleds, unless they are the roll up kind that are small and compact.
- Hockey sticks of any kind
- Blown up balloons
- Glass of any kind unless it fits in a backpack and is in the backpack throughout its time on the bus
- Any projects that contain anything edible must be in a sealed bag before coming on the bus.
- Balls of any kind must be in backpacks and can be taken away by the driver if not contained
- Large sports equipment
- Skis, skateboards, snowboards

Behavior Expectations

Skyview Middle School is a learning and working environment for students and staff. Members of our community are expected to behave in an orderly, mutually respectful manner at all times. No one has the right to interfere with the learning, safety, or wellbeing of others. Students are expected to live up to who we are. Skyview students are ...

Successful

- We contribute positively to our classroom and school community.
- We take pride in our work and strive for quality and integrity in everything we do.
- We stay organized and manage our time and resources effectively to achieve our goals.
- We celebrate the successes of others, inspiring everyone to do their best.

Motivated

- We are curious learners who ask questions and seek new knowledge.

- We ask questions and seek out new information to deepen our understanding.
- We persevere through challenges, knowing that effort leads to growth.
- We offer encouragement and support to our classmates.
- We take responsibility for our choices and learn from our mistakes, seeing them as opportunities to grow stronger.

Safe

- We are honest and trustworthy in all our interactions.
- We look out for each other and report anything that makes us feel unsafe.
- We use kind words and our actions ensure that everyone feels welcome and safe.
- We walk and move through the school in a way that ensures the physical safety of everyone around us.
- We treat school property and each other's belongings with care to prevent damage or accidents.
- We follow all school rules that are designed to keep us and our community safe.

Classroom Expectations

Skyview Middle School's approach to student citizenship and self-discipline allows students to take control of their own behaviors. Our discipline process is designed to allow teachers to teach and students to grow. Teachers may have additional expectations for student behavior. Teachers will explain their expectations. If parents/guardians have questions on individual classroom behavior, they should speak with the classroom teacher for clarification. Expectations are established to maintain a safe orderly environment.

Skyview's approach to discipline allows for many situations to be resolved at the classroom level, often avoiding an official office interaction. For low-level classroom behavior offenses, Skyview Middle School follows a protocol that offers students the opportunity to learn from their mistakes, correct their behavior, and grow. Our protocol for low-level classroom behavior infractions includes the following based on whether the behavior is repeated:

- 🐾 1st Offense: The teacher will remind and reteach the student through in a private way that maintains the dignity of the student.
- 🐾 2nd Repeated Behavior Offense: The teacher will contact the parent/guardian to discuss the repeated behavior and work together to help the student correct their behavior.
- 🐾 3rd Repeated Behavior Offense: The teacher will submit a behavior referral to administrators who will follow-up with the student and assign appropriate consequences based on the KPBSD's Discipline Guide which can be found via this link to [KPBSD AR 5144](#).

Violations that are considered serious disciplinary problems will be reported to administrators and appropriate consequences will be assigned following due process. Some examples of violations that are considered serious Behavior Offenses include:

- 🐾 Disrespect toward faculty members or fellow students
- 🐾 Theft or unauthorized use of school property
- 🐾 Vandalism
- 🐾 Profanity or use of vulgar language in any form
- 🐾 Fighting, Intimidation, Bullying, Sexual or racial harassment
- 🐾 Public Display of affection
- 🐾 Disruptive behavior that can include inappropriate actions, behavior, dress, or appearance
- 🐾 Being in a restricted or out-of-bounds area.
- 🐾 Making any type of verbal or written threat that could compromise the safety of themselves or others.

Hallway Behavior

- 🐾 We walk on the right side of the hall.
- 🐾 We keep our hands to ourselves.
- 🐾 We plan ahead and have our class materials with us.

Lunchroom Expectations

- 🐾 We pride ourselves on keeping our cafeteria and school neat and clean! All students are responsible for the area where they eat. When standing in the lunch line, remember there are no cuts
- 🐾 Students should bring cold lunch and any items they may want during lunch with them and arrive before the tardy bell rings.
- 🐾 Students may choose where to sit, but they must stay wherever they choose.
- 🐾 Students may use the restroom, get a drink from the water fountain, get an eating utensil or use the microwave without permission, but they should go individually.

Potential Consequences for Behavior Offenses

Skyview Middle School uses a progressive discipline model in which repeated behavior offenses result in more significant consequences.

Consequences of offenses can include the following based on the behavior offense and appropriate consequences as defined by the KPBSD Discipline Guide which can be viewed in its entirety through the following link [KPBSD AR 5144](#).

School Improvement/ Community Service

We believe that one of the best ways a student can grow when they make poor choices that negatively impact our school community is to offer them the opportunity to contribute positively by improving our community. In cooperation with school staff, students may be given duties related to improving the school.

Suspension

All suspensions will result in parents being notified (by phone or in writing). Students may not participate in any school activity or be on any KPBSD school grounds (including sporting events at other schools) during the time of suspension. Students will be required to complete all past due

assignments covering the class time missed. Suspensions of less than 10 school days are not subject to appeal.

Due Process

A principal or designee shall conduct an informal hearing when there is cause to believe that a student has violated law, policy, regulation or school rules that could result in disciplinary action. The meeting requires no prior notice. The student shall be provided:

1. Oral or written notice of the charges
2. An explanation of the evidence
3. An opportunity to present the student's view of the incident
4. An explanation of the sanctions
5. A reasonable attempt will be made to contact the parent(s)/guardian(s) orally prior to the suspension.
6. The student's parents/guardians shall be notified in writing of the principal's decision to suspend the student from school as practical.

For more detailed information about suspensions, student's and parent's rights and the appeal process, please refer to the KPBSD Parent and Student Handbook which can be accessed via the following link: [KPBSD Parent and Student Handbook](#).

Sexual Harassment and Discrimination

Skyview Middle School has a firm 0 tolerance policy for sexual harassment and discrimination. Using behavior, gestures, words, or touching directed at a person that is uninvited, unwanted, unwelcome and offensive or treating someone differently due to their gender, age, ancestry, race, disability, ethnicity, religion, or sexual orientation is unacceptable and not who we are as a school community.

Sexual Harassment may be a repeated act or may be offensive on a one-time basis. KPBSD administrative regulations prohibit conduct which may be construed as sexual harassment and may include:

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

Violations of KPBSD's sexual harassment, discrimination, and bullying, harassment, and intimidation policies can include up to a 45-day suspension and possible police contact.

Dress and Grooming

The SMS school dress code will be in effect for the academic day as well as extracurricular and after school activities, when wearing attire other than the school uniforms. Student grooming and attire should be appropriate for a learning environment. Students must wear clothing that is neat, clean, safe, and does not distract from a comfortable learning environment. Clothing which advertises drugs (including tobacco and alcohol) and/or is decorated with sexually explicit, violent, vulgar, or gang related language or symbols are incompatible with the school environment;

therefore, they are allowed. Students in inappropriate clothing will be asked to change into appropriate attire.

Listed below are the guidelines that have been adopted by the SMS Site Based Council. The school will be obligated to intervene regarding any type of attire which ...

- 🐾 Attracts undue attention to the wearer
- 🐾 Disrupts the learning environment or otherwise interferes with the rights of others at school
- 🐾 Jeopardizes the safety of a student or others
- 🐾 Can damage school property
- 🐾 Fosters the perception of a threatening, intimidation, or a hostile environment in the school.

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

Clothing

- 🐾 Hats, caps, (unless otherwise instructed or approved by administration).
- 🐾 Hooded sweatshirts: Hoodies are allowed; however, they may not have their hood over their head.
- 🐾 Any shirt or top that ends above the top of the pants or skirt when the student's outstretched arms are raised to shoulder height (bare midriff skin should not be visible at any time). Tops should not have excessively low necklines (front and/or back). Undergarments should be covered at all times. Sheer and/or see through attire is not allowed. Strapless, or spaghetti-strap tops are not allowed.
- 🐾 Shorts, dresses or miniskirts (including any side slit) above fingertip length while standing upright are inappropriate for school. Pants with holes or slits in them above fingertip length are also inappropriate for school unless covered.
- 🐾 Baggy pants (pants requiring a cinched belt to stay at waist level) or pant legs which drag.
- 🐾 Baggy loungewear such as Snuggies, Cuddies, etc.
- 🐾 Any clothing, body decoration or symbols which imply profanity or potentially promote violence, drugs, alcohol, tobacco, suicidal ideation or other illegal activity.

Outdoor Wear

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

Accessories

- 🐾 Dangling shoulder straps. All shoulder straps must be hooked over the shoulder.
- 🐾 Non-prescribed dark glasses are not allowed. If prescribed, a doctor's note must be on file in the nurse's office and in the student's file.

- 🐾 Chains draped from belts or pants, as well as extra long belts. Pins and spike jewelry are potentially dangerous and not allowed at school.
- 🐾 Knives, blades, or sharp objects of any kind/size.
- 🐾 Overuse of sprays such as perfumes and colognes. Aerosol sprays and breath fresheners that contain alcohol are prohibited. These items can cause respiratory distress for others and do not belong in hallway lockers.
- 🐾 Toys that distract from the learning environment.
- 🐾 Blankets and pillows.

Makeup

- 🐾 Excessive or distracting to the learning environment.
- 🐾 Body and face paint are prohibited

Shoes

- 🐾 Students must wear weather appropriate shoes at all times. Flipflops, sandals, and slides must be worn with socks from snowfall until breakup. Slippers are not allowed.

Graffiti

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

Students who wear attire which appear to violate the above standards will be sent to the office and allowed to return to class in acceptable attire. A student who is insubordinate, argumentative, or is a repeat dress code violator will be referred to administration.

Public Display of Affection

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

Tardy Policy and Procedure

- Showing up on-time and prepared for class is a life skill that demonstrates responsibility and respect for others.
- Teachers may submit a behavior referral should one of their students be tardy three or more times in a quarter. This will result in consequences that align with [KPBSD AR 5144](#).
- Students who are habitually and excessively tardy are demonstrating willful disobedience which can result in additional discipline including possible suspension and/or ineligibility for school functions.

Hall Passes

Students released from the classroom should have an appropriate pass from their teacher, should use the restroom nearest to their classroom, and should return promptly. Except for in the case of

emergencies or due to diagnosed medical conditions or student with specific accommodations, only one student should be out of class at a time and students should not be permitted to leave class during the first or last 10 minutes of a class period.

Fire Drills

When the fire alarm rings, students should leave classrooms in a quiet and orderly manner, following your teacher's directions. Fire drill instructions are posted in each classroom. If the fire alarm should ring during passing or lunch, students are to exit through the closest available exit and meet their previous hour teacher in the parking lot.

Computer and Internet Usage

- Students are provided the opportunity to use school computers and the internet at Skyview Middles School.
- Students are provided with a school district Gmail and Office 365 account to facilitate additional communication between students and teachers.
- Using the computers, internet, or email in an inappropriate manner is strictly prohibited. Examples include ...
 - Accessing inappropriate websites
 - Accessing or displaying any type of profanity or vulgar material
 - Accessing and damaging another person's files
 - Entering any restricted area or file

Violations will result in either permanent or temporary revocation of computer privileges, with possible additional consequences. The building administrator will make the final decision on any questionable issues.

Lockers

At the beginning of the school year, each student is assigned a hall locker and a P.E. locker.

- ***Students should not share their locker or locker combinations with others.***
- Lockers are to be kept clean, orderly, and free from offensive material.
- Combination locks for P.E. will be assigned by the P.E. teacher, and there is a lock replacement fee for any lost locks.
- Students should not leave money or valuables in an unlocked locker and should always double check to ensure their locker door is closed properly.
- The school is not responsible for lost/stolen items.
- ***Student lockers are district property and are subject to search and investigation at any time.***

Lost and Found

- Students who find lost items are asked to take them to the office so they can be placed in our lost and found.
- Students should check periodically if they have misplaced any personal items. Lost and Found items not claimed will be donated at the end of each quarter.

Lunch Accounts

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