

SKYLINE

HIGH SCHOOL

2010 - 2011

Guide for Students and Parents

School Starts Tuesday, September 7



Exceptional

ANN ARBOR PUBLIC SCHOOLS www.a2schools.org

Skyline Motto: Agile Minds • Big Hearts • Deep Questions

LETTER FROM YOUR PRINCIPAL

OUR MISSION STATEMENT:

The mission of Skyline High School is to build and sustain a community that promotes personal connections, inquiry, agile minds, and determination. *We nurture these qualities every day in everyone.*



OUR SHARED VISION:

- Creation of a safe, welcoming, and spirited school culture.
- Authentic learning experiences for all students.
- More choice within a richly varied, challenging curriculum.
- Personalized learning and academic success for all students.
- Preparation for post high school education and careers.
- Meaningful involvement in our community.
- Integration of current technology that is standard in the workplace.
- Promotion of an awareness and appreciation of international perspectives.

Fall 2010

Dear Skyline Students:

Welcome to Skyline, a high school rich in academic and co-curricular programming! We offer you many opportunities to personalize your education to better prepare you for future education and career decision-making. The staff members at Skyline are among the most expert and dedicated educators anywhere in this country. We are committed to innovative programming to foster a teaching and learning community where instruction is student-centered, project based, and connected to real world experiences.



As you matriculate through Skyline, please keep in mind that high school is about much more than earning a diploma. This is the time to learn about your maturing talents, to pursue your dreams, to explore careers, and to discover who you are and what you want to become. Take advantage of the Skyline trimester schedule to enrich your high school years with additional in-depth study in your career interests. Select a challenging course of study to ensure that colleges and future employers are made aware of your strong work ethic, desire to learn, and ambition to be the best you can be. To further enhance your learning experience at Skyline, commit to participate in one of the many co-curricular opportunities awaiting you. At Skyline, there are many ways for you to get involved and to give back to our community.

Our goal is to provide all Skyline students with the opportunity to excel in academics, athletics, and fine arts so that they may become positive contributing members of our school and community.

I look forward to working with each of you this school year. Let's make it the best one ever!

**Yours truly,
Sulura W. Jackson
Principal**

REGISTRATION AND 9TH GRADE ORIENTATION

Registration Dates – Times

Tuesday, August 24th (11th Grade)	9:00 am – 1:00 pm
Wednesday, August 25th (10th Grade)	9:00 am – 1:00 pm
Thursday, August 26th (9th Grade)	9:00 am – 1:00 pm
Late Registration: Friday, August 27	9:00 am – 12:00 noon

Note: We are completing our Registration in three days this year. Be sure to be in line and on time and totally prepared with the correct and complete documentation. Read these directions carefully.

All students must report to Skyline High School to register for the 2010-2011 school year and will register according to the Registration schedule printed in this booklet. **Athletics practices or other school activities do not have priority over Registration times and dates.**

Late registration occurs on Friday, August 27, 2010, 9:00 a.m. to 12:00 noon. Please make every effort to attend REGULAR registration. By the first day of school, unregistered students must report to their respective class offices to complete the lengthy registration process.

All students must come prepared to have their pictures taken. The pictures will be used for the yearbook and for student ID cards. No hats are allowed for school pictures. Be sure to wear apparel appropriate for a high school picture that will appear in a yearbook. All students should wear clothing fitting the business-like setting of school. You may purchase additional pictures from SchoolPictures.com, if you so desire.

Final class schedules will be issued at Registration. Schedule changes will not be made during Registration. If you have reason to believe there is an error, please complete a schedule adjustment request form and leave it at the Guidance and Counseling station during registration. Your counselor will contact you to discuss the request. **Changes motivated by teacher preference are NOT permitted.**

Students are requested to complete the Health Appraisal Form. Immunization and health records must be accurate and current. **Emergency Cards** and all other required forms must be completed, signed by parents/guardians, and turned in during Registration. Fill out all necessary forms completely and accurately.

Use the main student entrance to begin Registration. Please be present and on time. You may not enter early. **You must have a complete and up-to-date Emergency Card at Station #1.** We then proceed in an orderly manner through each of several stations.

Assist the volunteer parents and students, as well as our secretaries, counselors, and administrators by preparing yourself properly for registration and by moving hastily through the process. If you are completely prepared, this process should take just a few minutes. Your cooperation is appreciated. Please do not hesitate to ask anyone at school for help. Thank you and have the best of luck during this school year.

Obligations Memo—Students who have obligations should clear these obligations. You may pay obligations during registration week. Of course, if you have no obligations, this means that the material you checked out has been returned and now can be used for other students. It is your responsibility to clear your obligations. The best and least expensive way to clear obligations is to return all missing items. Obligations can include textbooks as well as music department items, athletic department, media center materials, books and other items borrowed from teachers, and General Office obligations. During Registration, administrators will be available to handle disputes and appeals regarding obligations. No appeals will be granted if the dispute has lasted over multiple semesters. Please take your obligation notices seriously and bring back all books and other supplies borrowed from the school. Calculators often present a big problem as obligations. Remember that you must return the exact calculator or other items that you checked out.

Payments—Payments for additional services, fees, fines, and obligations must be in the form of cash, check, or money order. Please make checks and money orders payable to Skyline High School. Keep all receipts.

BELL SCHEDULES

72 Minute Classes 7:45 Start Time

1st Hour	7:45	8:57
2nd Hour	9:02	10:19
A Lunch	10:24	10:54
3rd Hour A	10:59	12:11
3rd Hour B	10:24	11:36
B Lunch	11:41	12:11
4th Hour	12:16	1:28
5th Hour	1:33	2:45

61 Minute Skytime Periods 7:45 Start Time

1st Hour	7:45	8:46
2nd Hour	8:51	9:52
Sky Time	9:57	10:52
A Lunch	10:57	11:27
3rd Hour A	11:32	12:32
3rd Hour B	10:57	11:58
B Lunch	12:03	12:33
4th Hour	12:38	1:39
5th Hour	1:44	2:45

ADMINISTRATION AND COUNSELING

MAIN OFFICE – 2ND FLOOR

Office Staff	Phone	Extension
Sulura W Jackson, Principal	994-6515	x55203
Tanishia Peterson, Principal's Secretary	994-6515	x55202
Katrina Jenkins, Office Manager	994-6515	X55200
Kathy Handley, Finance Office	994-7419	x55204
Heather Whitmore, Attendance/ Records Clerk	994-7842	x55201

(SLC) SMALLER LEARNING COMMUNITY OFFICE – 3RD FLOOR

Smaller Learning Community	Phone	Extension
Chad Scaling, SLC Principal	994-7031	x55301
Lynn Schwind, SLC Secretary	994-7031	x55300
Ron Fear, Counselor	994-7031	x55303
Claudia Siewert, Counselor	994-7031	x55306
Krista McKinney-King, Counselor	994-7031	x55302

(SLC) SMALLER LEARNING COMMUNITY OFFICE – 4TH FLOOR

Smaller Learning Community	Phone	Extension
Alberta Britton, SLC Principal	994-7033	x55401
Patricia Menzies, SLC Secretary	994-7033	x55400
Benjamin Graham, Counselor	994-7033	x55403
Amy McLoughlin, Counselor	994-7033	x55404

ATHLETIC DEPARTMENT/BOOK DEPOSITORY- 1ST FLOOR

Office Staff	Phone	Extension
John Young, Athletic Supervisor	994-7075	x55101
Wilma Jones, Secretary	994-7075	x55100
Laurie Adams, Book Depository Secretary	994-7658	x55121

SCHOOL WEB ADDRESSES — There is an enormous amount of information and useful links at the Ann Arbor Public Schools and the Skyline High School Web addresses. Please "bookmark" and use these often:

AAPS: <http://www.a2schools.org>

SHS: <http://www.a2skyline.org>

INVOLVEMENT — There is a strong correlation between academic success and student involvement in activities. Whether participating on a football team, swim team, or any other, one cannot number the advantages of becoming active during your school years outside the classroom. We invite all students to seek groups of activities appropriate to their various personalities and interests.

2010-2011 CALENDAR

September 7, 2010	First Day of School
September 21, 2010	PD Day – Skyline ONLY
October 14, 2010	PD Day – Skyline ONLY
December 20 – 31, 2010	Winter Break
February 21-25, 2011	Mid-Winter Break
April 4 – 8, 2011	Spring Break
May 12, 2011	PD Day – Skyline ONLY
June 17, 2011	Last Day of School

PARENT/TEACHER CONFERENCES

Capsule Night, Monday, September 20, 2010 6:00 p.m. Auditorium

2010-2011 Capsule Night — Capsule Night is an opportunity for parents to visit their students' teachers in a group setting and learn about the curriculum and the procedures of particular classes, and other important aspects of the student experience at Skyline High School. Teachers encapsulate their courses of study—thus, the name "Capsule Night", Capsule Night begins promptly at 6:00 p.m. in the auditorium on Monday, September 20, 2010. At this time you will meet the administrators and receive an overview of the school. At 6:30 p.m. parents will begin to follow the same class schedule that their students' follow throughout the school day. You will receive more information about Capsule Night after school opens.

Parent/Teacher Conferences — We are planning "arena-style" conference opportunities where parents can meet with their students' teachers to discuss progress and performance. This is a first-come, first-served event. Teachers assemble in the Student Commons area to speak with parents who take turns for 5 to 7 minute mini conferences. Parents should park in the student parking lot and enter via the **Main Student Entrance**.

Parent/Teacher Communications Statement — The staff of Skyline understand the value of sharing information about student progress with parents. Therefore, we review the most effective ways of communicating with Skyline teachers outside the formal parent/teacher conference schedules. Do not hesitate to ask for help from counselors and/or administrators when you are attempting to contact teachers. This school is large, exciting, and very busy, and all of us need to communicate well to increase the chances of success for your student.

E-mail — The majority of Skyline teachers provide their e-mail addresses at the beginning of the school year. E-mail addresses are also available on the AAPS web site, at the Main Office, and in the Smaller Learning Community (SLC) office. To reduce communication errors, please e-mail the teachers so they can have your current and correct e-mail addresses. You should feel free to e-mail your questions throughout the school year.

Telephone Calls — Please feel free to call your student's teachers and leave messages. Many teachers communicate with their students outside of class via the telephone.

Personal Contact — It is also possible to meet with your student's teachers during individual teacher's planning time throughout the year. Such meetings need to be arranged directly with the teacher in advance. **Such special personal contacts often serve your students well in that the formal conferences have a limited time period of ten to fifteen minutes.**

Classroom Procedures and Guidelines — At the beginning of the year for year-long courses, and at the beginning of each semester for semester-long courses, teachers distribute information about the course to students and their parents. This information, including other written information that comes from various classes and teachers from time to time, must be considered as very important. Please ask for assistance and clarification whenever you need it from teachers, administrators, or other support staff members.

2010-2011 PARENT ORGANIZATIONS

Parental Involvement — There are many ways for parents to become involved at school. You may wish to chaperone a dance, work with a committee discussing school policy, assist a class secretary or class principal at school, or work at the PTSO student store. We will find a way for you to serve. Remember, the best involvement begins and ends with your assistance in the academic schoolwork of your student.

Athletic Booster Club – A group committed to support and fund raising for the Skyline Athletic Teams.

Visual Performing and Applied Arts Booster Club — A parent group committed to support and fund raising for Art, Music, Choir, Orchestra, and Band.

Parent Teacher Student Organization — The PTSO is a large, important parent support group. Its focus is on the entire school, and its interests include nearly all of the activities found at the school. In addition to providing volunteers for various school activities, the PTSO operates a school store that is open during lunch. The store is located inside the cafeteria. The proceeds from this operation go toward a substantial PTSO Grants program for individual staff members and school programs as well as other expenditures supporting the school throughout the year.

Ad Hoc Hiring Committees — Another important way parents can support the school is through the hiring process. Whenever possible, we include parents on our employment interview teams. Involvement in this process can have an important, long-term effect on the quality of the school. Speak with any of the administrators and volunteer your services for this opportunity to make a lasting impact on Skyline High School.

Meetings with Individual Administrators — Parents may call to make appointments to see individual administrators as needs arise. Often we encourage an even larger team meeting to work together in an attempt to solve student problems.

School Activities — Please come and enjoy our school activities. Our goal is to develop an active and vocal parent support group at athletic events, home or away. By attending school events you will see teachers and students and other administrators, and before long, even if you started by knowing absolutely no one, you will begin to see familiar faces and friendly people.

GRADING STANDARDS

GRADING — Grades are determined by measurable assessments of student mastery across content areas and are used as a means of reporting student mastery and achievement relative to curriculum objectives. Grades are determined by student performance and maintained and calculated by classroom teachers. Each teacher will communicate the components of grading and the calculation of grades at the beginning of each course based on the Skyline High School grading scale.

Grades are a measure of academic performance and are used as a means of reporting achievement relative to curriculum objectives. Grades are determined by classroom teachers and are based on a variety of factors. Each teacher will discuss the components of grading and the calculation of grades at the beginning of the school year. All teachers use the Skyline High School grading scale.

INCOMPLETE GRADES — A student receiving an “incomplete” for a grading period has until the end of the next grading period to convert the incomplete mark to an earned mark. If the student fails to complete the work necessary to receive a grade, then the incomplete mark will be changed to a failing grade.

MAKE-UP WORK — It is extremely important that students make up any and all class work or homework assignments missed due to absence. Assignments made and/or quizzes/tests given during an absence should be made up upon returning to school. The student is responsible for conferring with the teacher to arrange a make-up schedule.

LATE WORK — Skyline students are expected to complete and submit all assigned work, even when submitted late. It is the student’s responsibility to report any outside factors that may prevent them from completing an assignment on time and make arrangements with the teacher to turn the work in later. Reasonable requests from students who communicate their unusual circumstances will be considered. Teachers have the right to waive the late penalty for circumstances brought to their attention immediately (or ahead of time).

SKYLINE SCHOOL-WIDE SCALE

Grade	Range	Grade Book Value	4.0 Scale	Honors Class 4.0 Scale
A+	100	100	4	4
A	93-99	96	4	4
A-	90-92	92	3.67	4
B+	87-89	89	3.33	3.67
B	83-86	86	3	3.33
B-	80-82	82	2.67	3
C+	77-79	79	2.33	2.67
C	73-76	76	2	2.33
C-	70-72	72	1.67	2
D+	67-69	69	1.33	1.67
D	63-66	66	1	1.33
D-	60-62	62	0.67	1
E	0-59	59	0	0

FAILURE IS NOT AN OPTION — **Working Lunch** is a mandatory study session held during a student’s lunch period, to assist students with completing homework and class work.

Drop-In Center is an after school tutoring opportunity where students can get assistance with course work.

2010-2011 TESTING INFORMATION

Information, applications, and registration materials are available in SLC Offices, and Career Center. YOU MUST REGISTER TO TAKE THESE TESTS. To register for ACT and SAT, mail in the forms or register on-line. For PSAT and Advanced Placement tests, go to you SLC Office and Career Center. Juniors are required in the Month of March 2011 to take the MME/ACT. The test dates for this year are as follow: March 1 -3 and Make-Up dates are from March 15-17. This test is administered at Skyline and is free to all juniors.

ACT (American College Test):

Test dates	Registration Close	Late Registration (late fee required)
*#September 11, 2010	August 6, 2010	August 7 - 20, 2010
*#October 23, 2010	September 17, 2010	September 18 - October 1, 2010
*#December 11, 2010	November 5, 2010	November 6 - 19, 2010
* February 12, 2010	January 7, 2011	January 8 - 21, 2011
* April 9, 2011	March 4, 2011	March 5 - 18, 2011
*#June 11, 2011	May 6, 2011	May 7 -20, 2011

*#Test given at Skyline

The ACT is the State of Michigan Scholarship Exam for 2010-11. The ACT must be taken in March during the junior year of the Michigan Merit Exams. These exams are taken during the school day. The code will be available through counselors, SLC Office and the Career Center.

Scholastic Aptitude Test (SAT) and Subject Tests** (be sure to read the notes for individual testing dates)

Test dates	Registration Close	Late Registration (late fee required)
October 9, 2010	September 10, 2010	September 24, 2010
November 6, 2010	October 8, 2010	October 22, 2010
December 4, 2010	November 5, 2010	November 19, 2010
January 22, 2011	December 23, 2010	January 7, 2011
March 12, 2011(SAT only)	February 11, 2011	February 25, 2011
May 7, 2011	April 8, 2011	April 22, 2011
June 4, 2011	May 6, 2011	May 20, 2011

Test given at Skyline Only will be posted on our Website and available in the SLC Office's and Career Center.

** Subject tests are priced individually depending on number of tests taken.

PSAT/NMSQT (Preliminary Scholastic Aptitude Test & National Merit Scholarship Qualifying Test):

The Preliminary Scholastic Aptitude Test/National Merit Scholarship Qualifying Test (PSAT/ NMSQT) is taken mostly by juniors. The PSAT, will be administered this year on Saturday, October 16, 2010. Registration at the SLC Office opens Wednesday, September 15, 2010, and closes on Friday, October 8, 2010. This year the PSAT test will be given at Skyline High School. Payment for the PSAT must occur at the time of registration for the test at the SLC Office. The PSAT is the basis for many future scholarships, including the prestigious National Merit Scholarships. Many sophomores and a small number of freshmen also take the test for the experience.

AP (Advanced Placement) Tests

May 2-13, 2011

Important Websites: www.act.org

www.collegeboard.com

SKYLINE HIGH LOCAL SCHOOL RULES

PHILOSOPHY

The Board of Education authorizes the establishment of "Local School Rules" to help ensure a safe, constructive, and productive learning environment. These rules exist to help us protect students, staff, visitors, and school property as well as personal property. These Local School Rules are not all-inclusive, but are expected to provide general guidelines for student behavior. The rules are consistent with Ann Arbor Board of Education policies and state law, and we expect everyone at Skyline High School to follow them.

An important goal for all high school students is to learn to be members of a community. Rules established for behavior in and around school are much like the laws and rules in effect that govern our home, our community, and our workplace.

Students are expected to monitor their own behavior. Self-discipline is the most important element of creating and maintaining a safe school. All students should learn and understand our rules of conduct, discuss these rules with their families, and, ultimately, abide by them. Adults are expected to assist students in understanding and living within our rules. When a community develops rules, it also establishes consequences when its rules are violated. The *AAPS Rights and Responsibilities* handbook allows for individual schools to establish local rules of conduct and identifies important rules of conduct and the range of administrative responses to violations of the rules.

Disciplinary measures are taken when a student violates Skyline High School rules. Community assistants and other staff members will assist with disciplinary matters, and administrators will assign

student discipline. We have a range of options to employ when it becomes necessary to discipline a student. Students may be lectured, counseled and warned, or verbally corrected. Administrators may assign in-school suspension, after school or lunchtime detention, Saturday School, or special school service/detention. Students may be placed on disciplinary contracts. More serious infractions may lead to short- or long-term out-of-school suspension. Depending upon circumstances, students may receive multiple consequences. Administrative actions are taken within the guidelines of the *AAPS Rights and Responsibilities* handbook. Sometimes a student will be asked to go home in order to correct a problem and then return to school as soon as the correction is made. Expulsion is the process of being removed completely from the school setting for up to a full year.

APPROPRIATE SKYLINE ATTIRE

At Skyline, we believe that a student's attire and mindset are directly related and a student who is appropriately attired for school is also more apt to be mentally prepared to do school work. Inappropriate attire worn to school causes a disruption in our students' learning environment and must be avoided at all cost. Our goal is to be proactive and avoid having to ask parents to bring alternative attire to the school for their son or daughter by asking that you discuss the seven statements listed below that outline what is **NOT** appropriate for school. We are asking for your assistance in making sure that our students are both physically and mentally prepared to be successful at Skyline each and every day.

1. Undergarments should NOT be visible at any time.
2. Shirts and/or tops should not expose the midriff area in the front or back.

3. All tops should have straps that are at least TWO inches wide.
4. No see-through or clothing with holes that expose skin.
5. Hoods on hoodies may not be worn on the head in the school building.
6. When a student stands with arms straight down by their sides, the bottom of their shorts, skirts, and/or dresses should reach their fingertips or below.
7. Slacks and shorts should be belted at the waist to prevent sagging below the waistline.

A student may not remain in the classroom dressed in a manner that is in conflict with the District's goals and philosophy for the prevention of substance abuse and gang activity. We reserve the right to revise guidelines throughout the year, as we deem appropriate.

GENERAL RULES OF CONDUCT

These general rules of conduct are created to help maintain an orderly environment. Violations of these rules will be dealt with in accordance with the *AAPS Rights and Responsibilities* handbook.

PERSONAL BEHAVIOR

- 1. Reasonable Requests**—Students are expected to comply with reasonable requests from any staff member. Students must give their name and/or show their ID card when requested.
- 2. Academic Dishonesty**—Cheating and plagiarism will not be tolerated and will result in disciplinary action consistent with Skyline's policies and/or the *AAPS Rights and Responsibilities* handbook.
- 3. Technology**—The district makes available computer and other technologies for educational purposes. Any unauthorized use of these technologies will result in disciplinary action.
- 4. Forgery and Falsification of Documents**—Students may not falsify or forge any school-related documents or forms. Ann Arbor Police may be notified depending on the severity of the incident.
- 5. Dress**—Skyline High School is a semi-business-like setting and appropriate clothing choices must reflect this fact. Students must dress in a manner that does not interfere or adversely affect the learning environment. The use of "good taste" when selecting school dress is expected. School personnel reserve the right to evaluate the appropriateness of student dress during school hours as well as during school events and activities. Students may be asked to change clothes under some circumstances. Clothing which serves to advertise controlled substances is prohibited and must not be worn.
- 6. Cellular phones and Photographic Devices**—Cell phones must be turned off in all instructional settings (classrooms, labs, outdoor classrooms etc.) during the day. Cell phones may be used before and after school hours and/or during lunchtime. School personnel reserve the right to confiscate cell phones when they interfere with instruction. Photos and videos may not be taken at school without proper authorization. If asked to do so by a staff member, students must surrender their cell phone and/or camera. Confiscated phones and cameras will be taken to class offices for disposition. Failure to respond to a reasonable request may lead to serious consequences under the *AAPS Rights and Responsibilities* handbook.
- 7. Electronic Devices**—Students are prohibited from carrying pocket pagers, laser pointers, or other such devices in school. Personal radios, CD players, and personal electronic entertainment devices are not

allowed in the classroom during the school day.

The use of music and video electronics such as MP3's, iPods, or other such technologies at school create a special kind of disruption often leading to property destruction, theft, and inappropriate, unpleasant disputes. To avoid possible trouble, personal electronics devices should be left at home. Parents are urged to assist the school with this issue.

Important Note: Failure to respond to and comply with reasonable requests to surrender such electronic devices will lead to serious disciplinary action.

8. Other Equipment—Students should only bring to school what is necessary for their schoolwork. Items confiscated by staff members may be kept until parents can pick them up. Contraband will not be returned. Items such as water guns, water balloons, or similar items are prohibited on school property and buses. Skateboards and roller skates/blades are not to be brought into the school building. Inappropriate items will be confiscated.

9. Language and Gestures—Profanity, vulgar language, inappropriate comments, or obscene gestures that are exhibited either verbally, electronically, or by written word, photographs, or drawings are inappropriate and will not be tolerated.

10. Loitering—Students are not permitted to loiter in the halls or near any entrance or exit during the school day. Students must return to their homes after their school day is over, and they may not "hang out" without supervision waiting for athletic practices or other activities. Loitering includes hanging around extra-curricular activities such as dances, productions, and athletic events. Loiterers will be deemed "unauthorized persons" and will be asked to leave the premises. All students must be in an assigned, supervised area during school and after school. Failure to comply with a request to leave the premises will lead to school consequences and may lead to police notification and response.

11. Food—Students may consume food and beverages in classrooms and other spaces with the authorization of teachers. However, students must discard their trash in proper containers. Glass bottles and containers are not allowed in the building. It is the responsibility of all students and staff to keep all eating areas as clean as possible.

12. Visitors—Students are not permitted to bring visitors to school during the school day without administrative authorization. Such authorization is extremely limited and may be given only with advance notification.

13. Gambling—No form of gambling is permitted in the building or on school grounds. Gambling may include raffles,

lotteries, internet gambling, card games, craps, and so forth.

14. Public Display of Affection—Undue familiarity and excessive display of affection between students is discouraged, and any repetition after counseling and guidance will result in parental notification and involvement and/or appropriate disciplinary action.

15. Behavior expectations for all students involved in off-campus or after school activities remain the same as expectations during the school day. This includes both spectators and participants. Remember: Skyline High School rules apply to all school activities, home or away.

16. Video cameras as well as still cameras are not permitted on campus without prior approval. The video and photographic features of cellular phones are not be used at school.

17. Money—Excessive amounts of money should not be brought to school. If it is determined that a student has an excessive amount of money, parents may be contacted. Any amount of money should be managed wisely and kept extremely secure at all times.

18. Unusual behavior by students that is observed by staff members may lead to referrals to school counselors and/or other support staff.

OTHER BEHAVIOR

- 1. After School**—Students are expected to leave the building and school grounds following the completion of the school day.
- 2. Disruptive Behavior**—Disruptively loud conversations and laughter, scuffling, "play fighting", other forms of horseplay on or about the Skyline building and property are all prohibited. The throwing of any object is very dangerous and will not be tolerated.
- 3. School Buses**—Students who are transported on school buses or other school provided transportation are subject to the rules established by the transportation provider as well as our own school rules. Infractions of the rules will be reported by the transportation department to the Skyline administration. Disciplinary actions may result in short- or long-term suspension of bus privileges as well as other consequences depending upon the severity of the incident.
- 4. Behavior away from Skyline** – Students are held to the same rules and regulations when they are attending school functions away from campus as those in effect on campus.
- 5. Athletics Code of Conduct**—Students participating in Skyline High School athletics are held responsible to even higher standards. Please consult the Athletics Code of Conduct, available in the Athletics office and from coaches.

DANCE GUIDELINES

SPONSORSHIP GUIDELINES

1. The sponsoring school organization is responsible for making appropriate and timely arrangements with the administrator in charge of student activities for dance approval. All requests for dance sponsorship must be approved by the administration. The sponsoring organization is also responsible for dance decorations, clean up, DJ booking, chaperones, security, etc. Dance themes, arrangements, and decorations must meet administrative approval.
2. A minimum of 15 chaperones (a combination of staff members and parents) must be present before, during, and after each dance. A minimum of one police officer must be in attendance. A chaperone orientation session must take place prior to the dance.
3. School rules, policies, and guidelines will be enforced during all school dances.
4. Dances will be from 8:00 p.m. to 11:30 p.m. Doors will close at 10:30 p.m.
5. The sponsoring organization must pre-sell tickets. No tickets will be sold at the door. Sales will continue until the last school day prior to the dance. Count information is to be given to the administration two days prior to the dance.
6. Adult sponsors must review Skyline Revenue Accounting procedures with the Finance Secretary prior to each event. Adults (only) may pick up a cash box for the event.
7. The sponsoring organization must make proper arrangements for adequate coat checks. All those attending the dance are encouraged to leave valuables at home.

9. Dance arena lighting will be determined and adjusted at the discretion of administration. In general, perimeter lighting will be on while the lights over the dance floor will be off unless circumstances warrant otherwise. At no time will all the lights be off.

DANCE ATTENDANCE GUIDELINES

- A. Non-Skyline students may attend dances if accompanied by a Skyline student. Each Skyline student may bring ONLY one date. Split enrollment Skyline students (i.e. Skyline/Community, may attend Skyline dances.
- B. Skyline students must fill out a guest registration form if they wish to invite a non-SKYLINE student to a dance. Registered guests must be high school students or non-high school students who are no older than 20 years of age.
- C. All Skyline students must bring their current Skyline I.D. All registered guests must show proper identification (School ID, Driver's License, etc.) at the door.
- D. Students not choosing to adhere to school rules, policies, and guidelines may be removed from the dance and may be disciplined in accordance with the *AAPS Rights & Responsibilities* handbook.

SPECIFIC DANCING GUIDELINES

Always dance face to face and leave some space!

- A. **No 'dirty' dancing**
 - You may not bend over, place your hands on the floor, or wrap your legs around another person.
 - Students may not pull dresses above the thighs or wear trousers below the

waist. The exposure of private parts is strictly prohibited.

- No groping.
 - Students may not dance in a manner that simulates sexual acts. Grinding and/or sandwich dancing will not be allowed.
- B. **No dangerous dancing**
 - Students may not "bang" bodies or body parts
 - Body 'passing' is prohibited
 - Students may not engage in flips or other dangerous dance moves.
 - C. **Dance Removal**
 - Students may be removed if they are rude to chaperones, non-compliant with reasonable requests, or engage in a verbal or physical fight, or refuse to abide by Skyline's and Ann Arbor Public School's guidelines, policies, and rules.
 - If a student is suspected of being under the influence or in possession of illegal substances, school and/or police intervention will occur. Please note that students suspected of being under the influence of alcohol may be given a breathalyzer or sobriety test. Disciplinary action will be in accordance with the *AAPS Rights and Responsibility* handbook.

NOTE: Failure to abide by these dance guidelines, *AAPS Rights and Responsibilities* handbook, or other school policies may result in removal from a dance or similar activity and/or additional school discipline.

YEARBOOK INFORMATION

Buy your 2010-2011 yearbook early and SAVE!

Yearbooks will be on sale for a special price of \$50.00 during August registration. The Skyline yearbook sells out, so guarantee your order for the registration sale price of \$50.00 (+tax). Order forms are included in your registration packets. All checks should be made out to Skyline High School. To pay with a credit card, you may order online at www.jostensyearbooks.com.

2010-2011 Pricing

- August-September - \$50.00
- October-January - \$55.00
- February-May - \$65.00

Sponsor a Student Yearbook

Make a student's year by purchasing a Sponsored Gift Book! Over 80 students received Gift Books last year thanks to the generosity of the Skyline PTSO. We need to exceed that number this year and are asking for 120 families to sponsor a student yearbook. Your help in this mission will ensure that every Skyline student wanting a yearbook will have an opportunity to receive one. We thank you for your generosity and support.

Sponsored books are \$50 all year and can be ordered using the registration form or online at www.jostensyearbooks.com

Freshmen, Sophomores and Juniors...

Schoolpictures.com will take school pictures for the 2010-2011 yearbook during August registration. Come prepare to smile and snap your school photo!

Parents...

- The Skyline Yearbook class accepts photos taken at any Skyline event. Submit your photos and ensure that your student's club or sport gets amazing coverage.
- For \$15 you can personalize four full pages together with your student. These pages will appear only in your student's book and are a great way to commemorate the highlights specific to your student! Check it out at www.yearbookyourself.com.
- Contact advisor Kristal Jaaskelainen with any questions.
- jaaskela@aaps.k12.mi.us
- 734.994.6515

STUDENT INTERVENTIONS

Achievement Team

The Achievement Team meets regularly to discuss student academic, behavioral, substance abuse, and/or emotional concerns. The team generates ideas to help students be more successful at school. Typically, each meeting includes parents/guardians and teachers, a school psychologist, a school social worker, a representative of the special education department, counselors, and a principal. Intervention plans are designed to include classroom and school accommodations as well as student and parent responsibilities. The team may recommend a referral for Special Education or Section 504 assessments as well as other referrals to appropriate resources in the school or in the community. Parents or staff members may request an AT problem-solving session about a student through the counselors.

"Section 504" Plans

Section 504 of the Americans with Disabilities Act (ADA) permits students to receive accommodations in the completion of their schoolwork. A student 504 plan must begin anew when a student comes to a new school. Parents/guardians of students who are new to Skyline must initiate a new Achievement Team process by contacting the student's counselor.

Special Education Services

Students with current special education

certification who are new to Skyline should also contact the student's counselor for further direction. An Individualized Education Plan carries over from one school to the next—for at least thirty days—but the school and the Special Education Department must be made aware of the plan.

Counselors

Counselors are available throughout the school year to work with students on problems both at school and outside of school. Our school counselors are dedicated to assisting students and helping all of the students here at school. This is their job, and students need to feel comfortable seek help from their counselors.

Truancy Office

Attendance at school is mandatory, and parents may be held legally accountable for their students' attendance problems. The Ann Arbor Public Schools monitors truancy issues to assist students and their families with significant attendance concerns. Regular, focused attendance at school has been shown over and over by researchers to be closely connected to student success. We at Skyline High School work with students, parents, community advocates, the various government and private agencies to help students do the right thing, come to school, and be successful.

Alternative Placement

No school is perfect for every single individual. This could be the case for your student. The last thing we want is for students to suffer quietly and anonymously. Sometimes school officials come to believe that Skyline High School is not working for one or more individuals, and we work with students and their families to affect a better educational opportunity. Often, it is the families or individual students themselves who come up with alternative ideas that may lead to more promising educational and social results.

Dual Enrollment and Split Enrollment

Referred to elsewhere in this booklet, students may have the option of taking some classes here at Skyline and others at one of the other schools or even a local college or university. There are also Community Resource (CR) classes and distance learning alternatives. Please contact your counselor for more information about alternative enrollment possibilities.

Administrative Action

Often it is necessary for students to be removed from school temporarily for health, safety, disciplinary, or other reasons. Having a student go home does not mean that he or she has done anything wrong, but it still may be in a student's best interest to do so at the time. Sending a student home is a last resort, and the administration will work

ATTENDANCE PROCEDURES

Students are expected to be in class, punctual, and prepared to participate in the learning process every day. Regular attendance and punctuality are essential if students are to make use of the educational opportunities in high school.

EXCUSED ABSENCES

To excuse an absence a student's parent/guardian must notify (e.g. in person or a phone call—notes are not accepted) the school of the student's absence within 48 hours with an acceptable reason. Parents/guardians may excuse an absence only for the following reasons:

1. Personal illness
2. Illness of an immediate family member
3. Death of a family member or close friend
4. Verified medical or dental
5. Verified legal proceedings
6. Emergency removal for administrative reasons
7. Suspension from school
8. Approved school-sponsored or school-related activity
9. Emergency child care
10. Exceptional or unexpected transportation difficulties
11. Observance of a religious holiday
12. Other activities approved by school administration
13. Pre-excused family travel/college visits

ADDITIONAL NOTES

- The Smaller Learning Community (SLC) Principal must pre-approve absences for

family travel/college visits to allow for make-up privileges. Families are expected to completely fill out a "Request for Extended Absence" form and turn it in at the Smaller Learning Community (SLC) office in advance. Once an extended absence is approved, the student has the responsibility to make the appropriate arrangements with his/her teachers.

- When leaving school during your scheduled school hours, student must check out at the SLC office.
- Parents/guardians may not excuse students from class in order to remain in school to study for a test, go to the main office, media center, complete make-up work, or attend some other in-school activity.

EXCUSED ABSENCE PROCEDURE

When calling in an absence, please be prepared to leave the following information:

1. Student's name
2. I.D. Number
3. Grade Level
4. Date(s) and time(s) of absence
5. Reason for absence
6. Your name and relationship to the student

UNEXCUSED ABSENCES

Unexcused absences are those absences where the student fails to attend class and the parent or guardian has not notified the school in accordance with the required attendance procedures.

MAKE-UP WORK

Teachers must allow students to make up work due to excused absences. Students are expected to take the initiative in asking teachers for make up work. Any work that is not made-up in accordance with these procedures will receive no credit.

ATTENDANCE INCENTIVES

While students are expected to attend school regularly, exemplary attendance may be recognized and rewarded by individual teachers or other staff on a school-wide basis. Individual schools are encouraged to implement incentive programs for good attendance. Examples of appropriate incentives might include but are not limited to the following:

- Bonus points toward exam grades
- Bonus points toward marking period grades
- Presentation of awards and certificates
- Privileged parking passes

TARDY (EXCUSED AND UNEXCUSED)

Students have a responsibility to arrive on time. An unexcused tardy occurs when a student arrives after the bell rings without an acceptable excuse. Consequences for unexcused tardiness will be in accordance with the provisions of the *AAPS Rights and Responsibilities* handbook and Local School Rules.

For reporting attendance please call **994-7842**.

PARKING POLICY

All vehicles parked in the student lot must have a valid Skyline Parking Permit displayed at all times during school hours. A \$30.00 parking permit fee is required for student vehicle registration. Student parking is available with a valid driving license and a completed Skyline Parking Permit Form with a parent/guardian signature.

Student Parking Requirements:

- Students must read and understand the Skyline High School Student Parking Policy
- Students must register their vehicle and purchase a Skyline Parking Permit each year
- Students must display Skyline Parking Permit from rear-view mirror on windshield
- Students must park in legal parking spaces in the student parking area only
- Students must obey all posted traffic signs on campus
- Students must keep parking area clean and free of debris
- Students may not go to the parking lot or to cars during the day without permission
- Students must not tamper with other vehicles parked on campus

- Students who drive irresponsibly will forfeit their on-campus driving privileges and may be ticketed
- Students are responsible for the security of their vehicles, including the contents

Student parking is NOT permitted in the following areas:

- The Visitor's Parking Lot
- The Teacher/Staff Parking Lot
- The circular area or lanes at the student entrance
- On the grass
- On athletic fields
- On sidewalks, bus or fire lanes

Note: *The City of Ann Arbor traffic ordinances are in force on school property at all times. Violators may be ticketed or towed. Unregistered or unauthorized vehicles may also be ticketed or towed (at owners expense).*

*Administration reserves the right to remove parking permission for cause at any time

SAFETY AND SECURITY

A safe and secure environment at school exists when we live without physical or verbal harassment, without the influence of drugs, without loss or destruction of school or personal property, and without threats. The categories listed below include some of the more serious offenses because such offenses affect the safety and security of our environment. Administrators will investigate reported incidents and discipline students pursuant to the *AAPS Rights and Responsibilities* handbook.

1. Weapons—Any object, if used in an aggressive fashion, may be classified as a weapon. Michigan Law requires schools to expel students who bring dangerous weapons to school. Possession of any object manufactured as a weapon is strictly forbidden. Replicas of weapons are similarly prohibited.

2. Physical Violence (fighting, assault, physical intimidation, and threatening behavior)—No form of physical violence will be tolerated at Skyline High School. Administrators will investigate incidents of violence and assign disciplinary action appropriate to the severity of the incident.

3. Drug Use, Possession, and Sales—The use, possession, sale or attempted sale of illicit drugs, alcohol or other controlled substances are strictly prohibited at the Ann Arbor Public Schools. Violation of this policy will result in immediate disciplinary action according to the *AAPS Rights and Responsibilities* handbook and may also be reported to the Ann Arbor Police Department.

4. Harassment: Verbal, Personal, and Sexual—All reported incidents of harassment are investigated pursuant to Board of Education policies regarding harassment. Be reminded that harassment includes many behaviors like bullying, teasing, unwelcome comments, threats of any kind, and even unwanted attention. Victims of harassment must report offenses to administrators, teachers, or other school staff for investigation and possible action. *The Ann Arbor Police Department may be notified depending upon the severity of the incident.* Further information about harassment and bullying is available in the *AAPS Rights and Responsibilities* handbook.

5. Theft and Destruction of Property—Vandalism, theft, and destruction of property, whether actual or attempted, will not be tolerated. Every effort will be made to identify and prosecute offenders. Writing, defacing, marking and/or painting on any part of any Skyline building, including lockers, desks, chairs and educational materials, is prohibited. Students are subject to a minimum \$50.00 maintenance fee in addition to repair, labor, and replacement costs. In addition to restitution costs, a further consequence for either stealing or vandalism can include a police referral. Students need to be especially careful not to deface textbooks. Graffiti of any kind is considered vandalism.

6. ID Cards—All students must have Skyline ID cards on their person during the day and at certain school sponsored activities to gain entry. Students must show their ID cards when asked to do so by staff members.

7. Pranks and all forms of hazing are prohibited at Skyline. Disruptive behavior in the cafeteria, or any disruptive behavior coinciding with the end of the school year is to be particularly avoided.

8. Attempted acts of questionable propriety or legality are of concern and are also strictly prohibited. Thus, students attempting to take property without permission, for example, will receive consequences similar or equal to consequences they might have received if they had actually taken the property.

9. Disruptive Conduct includes any one or more of a large number of actions that tend to detract from the proper, business-like tone of the school. Disruptive conduct includes fooling around in the halls or in the rooms; loud talking or inappropriate laughing and shouting; throwing items, including even small pieces of food or candy; jumping up to touch the ceilings or doors; horse play of any type.

MESSAGES AND DELIVERIES, CLOSED CAMPUS

MESSAGES AND DELIVERIES

In an effort to do all we can to maximize instructional time for our students and decrease classroom interruptions, we have implemented the following policies:

1. Messages will be taken only from individuals listed on the student's emergency card. If the person is not listed, the message will NOT be given to the student.
2. Emergency messages ONLY will be delivered to students or the student sent for immediately. All others will be sent at the end or beginning of a period to avoid interrupting classes. Emergencies are unexpected events such as: illness, accidents, and deaths. Reminders of doctor's appointments and other routine information are NOT considered emergencies.
3. Lunches, money and personal items will NOT be delivered. We will send for the student by call slip requesting they come to the office between periods or during lunch. Money and other valuables will be kept in the OFFICE until the student picks them up.

4. Balloons, flower bouquets and other gift items will NOT be delivered. They will be held in the office until the end of the school day and students notified to pick them up.
5. Homework, projects, etc., will be placed in the appropriate teacher's mailbox.

Please be aware that other than in an emergency situation, we cannot promise immediate response.

CLOSED CAMPUS

1. Skyline is a closed campus and all students are required to remain on campus until they have completed their scheduled day. A student may only leave early after signing out in the SLC office or the *Clinic with parent/guardian permission.*
2. The parking lots are off limits for all students during the school day, including passing periods, breaks, lunch, and class time.

SKYLINE HIGH SCHOOL ATHLETIC FACTS

Athletic Department Administrative Staff

John Young	Athletic Supervisor	734-994-7075
	youngj@ aaps.k12.mi.us	
Wilma Jones	Secretary/ Eligibility Coordinator	734-994-7075
	jonesw@aaps.k12.mi.us	
Laurie Adams	PM Secretary	734-994-7075
	adamsl@aaps.k12.mi.us	
	Coaches Message Line	734-994-7075

Web Site Address: http://www.a2skyline.org/skyline.home/athletics_program

Practice Starting Dates

	Start Date	Head Coach/Phone/ E-mail	Start Date	Head Coach/Phone/ E-mail
Fall Sports				
Women's			Men's	
Volleyball	August 11	Janet Hinz volleyballwingnut@gmail.com	Water Polo	August 11 Ben Dahlman bendahlmann@campusinn.com
C. Country	August 11	Amber Culp Amberculp@yahoo.com	Soccer	August 11 Chris Morgan Morganc@aaps.k12.mi.us
Field Hockey	August 11	Jennifer Darga coachdarga@hotmail.com	Tennis	August 11 Sean McBrady mcbradys@aaps.k12.mi.us
Swimming	August 11	Maureen Isaac mojoisaac@aol.com	C. Country	August 11 Felix Nunley skylinetrackcoach@gmail.com
Equestrian (co-ed) (Club)	August 11	Halley Sissom hsissom@gmail.com	Football	August 9 Randy Hutchison Coachhutchison@gmail.com
Dance	August 11	Heather Carney heathercarney@hotmail.com	Sports Medicine	August 11 (co-ed) Jennifer Garcia garciaj@aaps.k12.mi.us
Golf	August 11	TBD	Crew (co-ed) (Club)	August 17 Kit Bennett kit.d.bennett@gmail.com

Winter Sports (some coaches coached in other seasons)

Women's		Men's		
Basketball	November 8	Rod Wells dewrod99@comcast.net	Basketball	November 15 Michael Lovelace lovelace@aaps.k12.mi.us
Bowling	November 15	Merritt Scheffler scheffle@aaps.k12.mi.us	Bowling	November 15 Kurt Kaiser kizerski@yahoo.com
Dance	November 8	Heather Carney heathercarney@hotmail.com	Swimming	November 22 Sean Hickman shickman@pcs.k12.mi.us
Sports Medicine (co-ed)	October	Jen Garcia garciaj@aaps.k12.mi.us	Wrestling	November 15 Bob Richards richardr@panthernet.net
Ski (Co-ed) (Club)	November 15	Kayna Edwards edwardsk@aaps.k12.mi.us	Ice Hockey (Club)	November 1 Mike Hagen mhagen@mbkconstructors.com

Spring Sports (some coaches coached in other seasons)

Women's		Men's		
Lacrosse	March 14	David McKinnon mckinnon12d@gmail.com	Baseball	March 14 Brian Clutterbuck clutterbuckbaseball@comcast.net
Softball	March 14	Stephanie Coleman scolem13@ford.com	Lacrosse	March 14 Nick Zoroya nzoroya@umich.edu
Soccer	March 14	Chris Morgan morgan@aaps.k12.mi.us	Golf	March 14 Ashley Mantha AshleyMantha@hotmail.com
Tennis	March 14	Sean Mcbrady mcbadys@aaps.k12.mi.us	Track	March 14 Felix Nunley skylinetrackcoach@gmail.com
Track	March 14	Amber Culp amberrculp@yahoo.com	Crew (co-ed) (Club)	March 14 Kit Bennett kit.d.bennett@gmail.com
Water Polo	March 14	Andy Zimmer azimmer@emerson-school.org		

All sports follow MHSAA rules. Club sports are not financially supported by the school District so participants have to pay participate. Please contact fall coaches directly for practice times, questions and locations. Other sports to be added based on need.

2010-2011 SKYLINE CLUBS & ORGANIZATIONS

Club / Organization	Staff Advisor(s)
Invisible Children	
Skyline High School Action Senate (governing body of students)	Sara Duvall and Patricia Jenkins
Skyline High School Theatre Company	Annie-Marie Roberts
International Thespian Society	Annie-Marie Roberts
Gay-Straight Alliance	Kathleen Ilaoro
Literary Magazine	Kristal Jaaskelainen (Ms. Sparrow)
Robotics Team 3322	David Coupland
WISE GISE (Girls Involved In Science)	Jeffrey Bradley
"Magic ""The Gathering"" Card Club"	Jeffrey Bradley
Black Student Union	Kay Wade
Chess Club	Jeffery Oleksinski
Ecology Club	Casey Warner, Ms. Coleman
Forensics Club	Kristal Jaaskelainen (Ms. Sparrow)
DemoExtraganza Science Club	Ms. Hetter, Ms. Vincent
Literacy Rocks	Kristal Jaaskelainen
College Football Club	Andy Walker
Health and Fitness Club	Anne Bezeau
Ski and Snowboarding Club	Kayna Edwards
Girl Power	Patricia Jenkins and Kathy Mackercher
"Chamber Music Club ""Blue Spotlight"""	Andrea Cowper
National Honors Society	Carina Sietz and Sean McBrady
Crew Team	Kit Bennett
Photography Club	Ann Hendrick
Student Volunteer Club (SVC)	Casey Warner
Interact Club	Casey Warner
Junior State of America	Patricia Jenkins and Collin Ganio
Random Acts of Kindness Club	Kay Wade
Chinese Club	PingPing Liu
Latino Student Union	Genmarie Agresar
Asian Club	Dusti Vincent
Skyline Science Olympiad	David Coupland
French Club	Andrea Clyne
Spanish Club	Sabrina Ficano
German Club	Dulce Kappler
Kiwanis (Key Club)	David Coupland
Improv Troupe	Julie Speiser
Young Men of Action Club	A. Porter, Felix Nunley, K. Wade
Skyline Photography Club	Ann Hendrick
Game Club	Christopher Naar
Animals in our Community Club	Stacey Nunley
Equestrian/Dressage Team	Halley Sissom, Ms. Katrina Jenkins
Student Volunteer Club (SVC)	Casey Warner
Global Service & Leadership	Kathe Hetter
Poetry Club	Dawn Richberg



THE SKYLINE I.D.E.A.

We believe that... Communication leads to understanding, understanding fosters relationships, and relationships to build community.

AA Skyline High School		ACADEMIC DEFINITIONS
Our community fosters and develops big I.D.E.A.s	PLC Professional Learning Community	A school staff who studies, works, plans, and takes action collectively on behalf of increased learning for students.
I ntegrity D iversity E quality A cademic	SLC Smaller Learning Community	Teams of teachers work with four smaller groups of students creating learning environments where students feel a connection with their peers and teachers. These connections are fostered providing more opportunities for students to learn and work together.
Advisory Theme: "The World is Our Classroom & its People Our Community	Skytime	To facilitate success for all Skyline students by developing relationships between students and staff to: <ul style="list-style-type: none"> • Promote student ownership of education • Provide support systems
	Mastery Teaching	Mastery learning is an alternative method of teaching and learning that involves the student reaching a level of predetermined mastery on units of instruction before being allowed to progress to the next unit.
	Formative Assessment	Occurs when teachers feed information back to students in ways that enable the student to learn better, or when students can engage in a similar, self-reflective process.
	Summative Assessment	Summative assessment is the attempt to summarize student learning at some point in time. They are not designed to provide the immediate, contextualized feedback useful for helping teacher and student during the learning process.
	Magnet Programs	A theme-based curriculum that promotes flexible hands-on learning experiences that empower learners to reach their potential.