

Welcome to Skyline High School, Home of the Coyotes!

As a member of the Skyline Community, you play an incredibly important role in making our school exceptional. Skyline is *our* school--it belongs to all of us: students, teachers and staff, parents, and community members. We all have the unique privilege to attend this great school, to be a part of one of our teams or clubs, to come to work in this beautiful school, or to attend any of the hundreds of events that will take place on campus this year. To be a Skyline Coyote is an honor and a privilege, and with this privilege comes some important responsibilities. Some of your important responsibilities as a student at Skyline are outlined in this handbook. You can find more information in the MPS Secondary Students Information & Guidelines: mpsaz.org.

The information presented in this handbook will help to make your experience as a Coyote more successful, more fun, and more excellent. We want you to succeed, and we want you to be prepared to meet your goals for life after high school, whatever your goals may be--attending a college or university, participating in service work, entering the full-time workforce, or enlisting in the one of the branches of the military. Everything you do at Skyline – in the classroom, in your free time before and after school, at lunch, in between classes, and in your extra-curricular activities – defines your Skyline legacy. Everyone leaves a legacy--with planning, commitment, and focus every Skyline Coyote can achieve a Legacy of Excellence.

A successful Skyline career resulting in a high school diploma and a post-secondary plan is within your reach, but you will have to work for it. Your successful high school experience will require self-discipline, persistence, planning, creativity, and balance. Enjoy your years as a Coyote, but keep your eye on the prize (a diploma and preparation for what comes next!) and let any one of us know if you are experiencing challenges; we are here to help.

Have a great year!

Mr. Tom Brennan, Principal
tpbrennan@mpsaz.org

Mr. Mark Munoz, Assistant Principal, Seniors
mamunoz@mpsaz.org

Mrs. Nancy Roberts, Assistant Principal, Student Services and Freshman
ngroberts@mpsaz.org

Mr. Greg Schultz, Assistant Principal, Athletics and Juniors
gl Schultz@mpsaz.org

Mr. Adam Unrein, Assistant Principal, Activities and Sophomores
ajunrein@mpsaz.org

Email is an effective way to contact any staff if you have a question. You can access all staff email addresses by going to the Skyline High School website at www.mpsaz.org/skyline

Mission Statement – Skyline High School – dedicated to intuitive learning and active citizenship. We foster student success.

Vision Statement – Creating a Legacy of Excellence

Colors – Forest Green and Las Vegas Gold

Mascot – Coyote

Alma Mater

Whenever Skyline Coyotes enter,
There is a story to be told.
We're here to prove all the world
The pride of green and gold.

So watch out when Coyotes enter
You'll feel the strength of green and gold
What we do here will show all the world
Our hearts beat true and bold

Look upward to the sky! Skyline

Academic Expectations – Our primary focus at Skyline is on excellent teaching and student learning. Successful learning is the result of effective teaching and student *engagement* in the learning environment. We expect Skyline teachers to provide instruction that engages, inspires, challenges, and pushes students to think deeply. We expect Skyline students to be active, engaged participants in their learning. We expect Skyline students to:

- Be present and be on time.
- Come to class prepared with necessary learning materials including your computer.
- Be engaged in the learning environment--take notes, ask questions, participate, complete assigned work.
- Ask for assistance from teachers or others as needed.
- Self-advocate.
- Frequently self-monitor academic progress in each class.
- Use technology appropriately and effectively.
- Demonstrate academic integrity.

Athletics (Mr. Schultz, Athletic Director, glschultz@mpsaz.org) – We encourage students to participate in athletics, and we offer a variety of sports from which students can choose. In order to participate, there are many rules pertaining to eligibility and participation that must be followed. For written information about these guidelines, see a coach, the athletic director, or refer to the school's website: www.mpsaz.org/skyline/athletics

Attendance Expectations - Consistent, on-time attendance is critical to your success at Skyline. Every student should strive for perfect attendance. However, if a student must miss class, the parent must contact Skyline attendance to excuse the absence. Next, email, meet, or call instructors right away to catch up on missed activities and homework. Similarly, students must not be tardy to class; tardiness interrupts classes and shows a lack of respect for the learning environment and diminishes your commitment to your Legacy of Excellence. Take pride in all that you do; showing up on time is the first step. ***Excessive tardiness or absenteeism will result in disciplinary consequences up to and including loss of credit for the course.***

Attendance Clerks:

Alexia Roque 10th and 11th grade (480) 472-9412 (Español)

Karina Pierce 9th & 12th grade (480) 472-9414

Email: skyline-attend@mpsaz.org - If sending an email to excuse a student from school, you must call to follow-up with an attendance clerk. **Note: An email from a student account will not excuse a student's absence.**

AVID--Advancement Via Individual Determination: Skyline is an AVID school. Dozens of Skyline's teachers, advisors, administrators, and staff members are AVID-trained educators. Students who are selected for the AVID program will receive specialized support and instruction to help them prepare for college. Contact your advisor for more information.

Bell Schedules

Regular bell schedule--every Monday, Tuesday, Thursday, and Friday

A	6:40 – 7:55		
1	8:00 – 9:00		
2	9:05 – 10:05		
3	10:10 – 11:10		
L	11:15 – 11:45	4	11:15 – 12:15
4	11:50 – 12:50	L	12:20 – 12:50
5	12:55 – 1:55		
6	2:00 – 3:00		

Wednesday late start--(**Every** Wednesday except the four “extra late starts” shown below)

A	Does not meet		
1	8:30 – 9:25		
2	9:30 – 10:25		
3	10:30 – 11:25		
L	11:30 – 12:00	4	11:30 – 12:25
4	12:05 – 1:00	L	12:30 – 1:00
5	1:05 – 2:00		
6	2:05 – 3:00		

Extra Late Start Wednesdays (**September 14, November 2, February 15, April 5 only**)

A	Does not meet		
1	10:00 – 10:40		
2	10:45 – 11:25		
3	11:30 – 12:10		
L	12:10 – 12:45	4	12:15 – 12:55
4	12:50 – 1:30	L	12:55 – 1:30
5	1:35 – 2:15		
6	2:20 – 3:00		

Testing Schedule – December 19 and May 24

A Hour	6:40 – 7:55
First Period	8:00 – 9:20
Second Period	9:25 – 10:45
Third Period	10:50 – 12:15

Testing Schedule – December 20 and May 25

A Hour	6:40 – 7:55
Fourth Period	8:00 – 9:20
Fifth Period	9:25 – 10:45
Sixth Period	10:50 – 12:15

Buses will leave campus at 12:20 p.m. on testing days. No lunch is served on testing days.

Early Release – October 7 and March 10

A Hour	6:40 – 7:55
1 st Hour	8:00 – 8:40
2 nd Hour	8:45 – 9:25
3 rd Hour	9:30 – 10:10
4 th Hour	10:15 – 10:55
5 th Hour	11:00 – 11:40
6 th Hour	11:45 – 12:25
Lunch	12:30 – 12:55

Buses depart campus at 1 p.m.

Bookstore (Mrs. Tristan, Bookstore Manager, dmtristan@mpsaz.org) – Textbooks, school supplies, student ID cards, and tickets to school-sponsored events are available in the bookstore. Textbooks are provided at no cost. Lost, stolen, or damaged textbooks must be replaced by the student at full cost. The bookstore is open from 7:30 a.m. to 3:30 p.m. The school's lost and found is also located in the bookstore.

Bus Riding Privilege – In order for students to ride a bus, they must be carrying their MPS student I.D. cards. Students riding buses are expected to follow district transportation rules and regulations (See MPS Secondary Student Information and Guidelines booklet). Bus transportation is a privilege, not a right.

Campus/Hall Pass – A student who is out of class must have a pass.

- **Classroom pass:** Prior to leaving class, the student must get permission from his/her teacher, sign the classroom log, and take a color-coded pass.
- **Office pass/call slip:** Advisors, administrators, security, or office staff will issue students a written pass with the student's name, date, time, and destination.

Career Center (Now located in the front of the Media Center) (Mrs. Garland, Career Center Specialist, cjgarland@mpsaz.org) – Students and parents are encouraged to visit the Career Center, which has a wealth of resources for career planning, colleges and universities, technical schools, and military opportunities as well as scholarship searches and career testing. Visit the Career Center [here](#).

Calendar – An updated master calendar is available on the school's website:

www.mpsaz.org/skyline

CEP – Career Exploration Program – Students who are employed and work 128 documented hours in a semester may earn one semester elective credit (maximum 1.0 credit). This program is open to juniors and seniors, only. Each should see their grade level student advisor or administrator for more information.

Closed Campus – Skyline is a closed campus; all students will remain on campus. Parents or legal guardians, through the attendance office, are the only people allowed to sign their students out and/or excuse an absence. Any student who has parental permission to leave campus must be cleared through the attendance office. Students are not allowed off campus for lunch. During the school day, all entrance/exit from campus must be through the security gate between front office and auditorium. All other gates on campus are closed during the school day. Students with release time must have appropriate I.D. markings in order to be excused from campus.

Clubs – Skyline offers a wide variety of clubs and organizations in which students can be involved. In order for a club to be formed, students must have a faculty advisor. For a complete

listing of school clubs and weekly meeting dates for many clubs, check out the Skyline website:
www.mpsaz.org/skyline/clubs

Dress Expectations – Students are expected to dress appropriately for school. Dress should be modest, should be non-offensive in message, should promote only school appropriate products and teams, etc. If you have a question about the appropriateness of something, see an administrator prior to wearing the item.

Here are more specific dress expectations that students must comply with during the school day:

- Jeans, pants, and trousers must be worn at the waist area and must not drag excessively on the ground. No sagging is allowed.
- Clothing must cover undergarments, the abdomen, back, buttocks, chest, and genital areas. Tops that expose cleavage are prohibited. When standing, tops must completely cover the midriff to the skirt, shorts, or pants. See-through clothing is prohibited.
- Tube tops and halter tops are prohibited.
- Short sleeve and long sleeve tops and shirts are expected. Tops and shirts may be permitted if the straps are wider than 1 ½ inches and the armholes are no lower than 2 inches from the armpit.
- Shorts, dresses, and skirts must be an appropriate length and must cover the buttocks.
- Pajamas, lounge pants, slippers, and other sleepwear are prohibited.
- Bandanas, hairnets, and do-rags are prohibited.
- Jewelry and accessories with studs, spikes, sharp objects or heavy chains are prohibited.
- Sunglasses may not be worn indoors unless medically necessary.
- Footwear must be worn at all times. Wheeled shoes and cleats are not appropriate on campus unless part of an athletic program and then must be worn in appropriate areas.
- Safety dress guidelines for specific classes must be followed.
- Causes a reasonable person to feel threatened, intimidated or harassed.
- Relates to tobacco, alcohol, or illegal drugs.

Electronic Devices

Please read the MPS Technology User Agreement:

[MPS Technology User Agreement](#)

If problems arise with your device, the technology specialists are located in the Media Center for questions and repairs.

Gates – During the school day, all students and others entering and exiting campus should do so through the gate located between the office and the auditorium. All other exterior gates are locked after the school day begins.

Health Concerns (Mrs. Wheeler, School Nurse, jmwheeler@mpsaz.org) – We are committed to providing appropriate educational opportunities for all students including those with defined health concerns. In order to get more information and for appropriate forms, please see the Nurse's office [here](#).

Media Center - The Media Center is open Monday, Tuesday, Thursday and Friday before school at 7:00; students may also use the Media Center daily during lunch hours and after school until 3:30. Students need to sign in with a pass during lunch or during classes. School IDs are required for checking out books and computer assistance. Food and drink are not allowed but can be left near the front door of the Media Center. Water is allowed.

Parking – District guidelines require all vehicles parking on campus be registered and display a district-issued decal. All licensed student drivers have the privilege of driving and parking on the Skyline campus if they pay the \$30 yearly parking fee or \$20 for second semester parking fee and adhere to school driving and parking expectations. Students may park in the south parking lot, only. Students are not allowed in the parking lot or in their vehicles during class time. Students are expected to drive safely and obey speed limits. Student vehicles are subject to search if there are reasonable grounds to believe contraband may be present in that vehicle. Students riding in vehicles must be in seats designated to carry passengers (i.e., no riding in the back of trucks).

PE Locks - Physical education/athletics students are required to provide a lock for their PE locker. Locks may be purchased in the bookstore or students may elect to bring one from home. It is important to have a lock on the first day they dress out and every day after that until the end of the semester. Care must be taken to ensure the locks are properly secured. One of the biggest problems is theft due to unlocked PE lockers. A second major concern and loss/theft issue is the sharing of lockers. This practice of sharing lockers is not recommended.

Safety & Security:

Fire Drills – When the fire alarm sounds, all students and staff must evacuate the buildings. Follow the established evacuation routes posted in each area to exit the buildings safely. Skyline has two buildings that require stairs or the use of an elevator. Safety standards require that all two-story buildings have an AREA OF REFUGE for disabled individuals to report to in the case of a fire alarm. The designated areas are located near the elevators and are posted with a sign stating AREA OF REFUGE. Individuals with disabilities will move to these places and wait for assistance from emergency personnel. At no time will elevators be used to get to the bottom floor during a fire alarm.

Lockdown - For your safety, we have established lockdown procedures. It is important that you consider your safety at all times. If a decision is made to lockdown the school, an announcement will be made, "This is a lockdown." Ignore all other school bells and fire alarms. Please move to the closest secure area. Do not utilize cell phones. These calls can disrupt cellular service during an emergency and may also draw attention to your location due to the

noise. Remain quiet and away from all doors and windows. Throughout the school year, we will practice lockdown procedures.

Schedule Requirements – Students in grades nine, ten, and eleven must take six classes. Students in grade twelve may take a minimum of four classes if they are on track to graduate.

Security Cameras – Skyline has security cameras in place throughout the campus. These cameras are monitored by security and administration at both the school and district levels.

Student Advisement – Skyline student advisors are available to provide support to students and families in all areas of need with emphasis in the following areas: academic goal setting, post-secondary planning, career exploration, and transcript evaluation. For more information please visit the Skyline Student Advisement webpage [here](#).

Amie Ledwith	9th grade	alledwith@mpsaz.org	480-472-9453
Randy Payne	9th grade	rbpayne@mpsaz.org	480-472-9476
Kathryn Leach	10th grade	kjleach@mpsaz.org	480-472-9452
Anita Williams	11th grade	anwilliams@mpsaz.org	480-472-9422
Cynnamon Martinez	12th grade	cmmartinez@mpsaz.org	480-472-9455
Melissa Preuhs	12th grade	mcpreuhs@mpsaz.org	480-472-9454

Student Store

The Skyline Student Store (The Den) is located next door to the Bookstore. Store hours:

M, T, Th, F 7-7:50, 11:15-1:00, and during passing periods

W, 7:00-8:20, 11:30-1:00, and during passing periods

The Den carries snacks (e.g., chips, granola bars, nuts, ice cream, ramen) drinks, and Skyline spirit wear.

Student ID Card or Student Sports Event Card (Mrs. Tristan, Bookstore Manager, dmtristan@mpsaz.org) – Every student is required to have in his/her possession a current 2016-17 Skyline High School ID card when on campus or when attending a school activity or sporting event. Identification cards are provided to students for free at the beginning of each school year. A replacement fee of \$3 is charged for lost/stolen cards. Students are expected to carry their student I.D. at all times.

Students may opt to purchase a sports ID card for \$20. The purchase and presentation of this card will allow students into regular home athletic events for free and will provide discounts at other Mesa high school athletic events. The benefit does not apply to AIA region and state tournaments. Students will carry this card as their ID card. A replacement fee of \$3 is charged for lost/stolen cards.

Creating a Legacy of Excellence

Excellence Achieved

2015-16

- Toni Marcheva, Skyline's first ever Flynn Scholar
- The Class of 2016 received over \$16,600,000 in scholarship awards
- Bailey Jayes, QuestBridge Scholar, Stanford
- 2015 City Badminton Champions
- 2015 Girls City Swim Female Coach of the Year-- Leah Ruane
- 2015 Girls Cross Country Section Champions
- 2015 Football Section Champions
- 2015 Girls Tennis Female Coach of the Year-- Sara Nixon
- 2015 Boys Tennis Male Coach of the Year--Ben Orwin
- Lowell Milken Center Fellow: Ms. Nancie Lindblom – AP U.S. History Teacher
 - 2014 National American History Teacher of the Year
 - 2013 Arizona Teacher of the Year
- NFL Pat Tillman Scholar Award: Mr. Joseph Wheaton – AP Government Teacher
- \$20,000 Verizon/ASU Innovation & Design Grant Recipient – Ms. Sylvie Kasztan
- 2015-16 Skyline Band selected to march in the Fiesta Bowl Parade.
- Skyline named a 2015-16 U.S. News & World Report Silver Medal Award winner

These accomplishments were earned by the graduating class of 2015 and recognized during their graduation ceremony. However, these accomplishments were the result of a high school career of goal setting and focused effort.

What will you do today that will contribute to the Legacy of Excellence of your graduating class?