



**Parent and Student Handbook**

**2017/2018**

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## **Vision**

Skyview Learning Academy is committed to providing a unique, Christian-based education to our students using nature, outdoors, hands-on learning and the Word of God as our guide.

## **Mission Statement**

The mission of Skyview Learning Academy is to fully equip our students to be the leaders of tomorrow using their God-given gifts and talents that are found and refined by the educational experience that they receive at our school. We will foster a culture of creative expression and cooperative collaboration for the students to be all that they were designed to be. Nature and hands-on learning as our focus combined with cutting edge technology will instill a precious freedom of critical thinking skills to be used as they enjoy the process of lifelong learning.

## **Skyview Learning Academy Board Members**

Michele Ray  
President/Treasurer  
1066 S 4 Road  
Douglas, NE 68344

Tim Simon  
Vice President  
8410 Hollynn Lane #84  
Lincoln, NE 68512

Mick Ray  
Board Member/Facilities/Maintenance  
1066 S 4 Road  
Douglas, NE 68344

Nichole Walkinshaw  
Board Member  
1400 Cedar Lake Lane  
Firth, NE 68358

Chellona VerMaas  
Board Member  
Nebraska City, NE

Terry Schwartz  
Board Member  
Lincoln, NE

## **Founding Principles**

- To foster a joy of learning and a passion for knowledge in each student by offering a rigorous, hands-on and Bible-based curriculum that challenges each student to achieve at their highest potential.
- To teach children to be more aware and respectful of nature and the environment.
- To encourage children to actively participate in their local community and to help them gain an appreciation and increased sense of compassion for others regardless of ability or circumstance.
- To create independent, well-rounded and confident students through a program that effectively balances academics, health and wellness and a passion for Jesus.
- To provide a school culture where students, parents and educators are welcomed, valued and actively engaged in the learning process.
- To hire staff members who are committed to the mission of our school and provide opportunities for them to learn from each other and to learn from other educational professionals.
- To recognize that not all students start at the same level, learn in the same way or master skills at the same pace and to provide a variety of teaching strategies and instructional methods that recognize these differences to make learning accessible to every student.
- To increase awareness and support for parental choice in education by creating a community of advocates that are actively involved in the independent school realm.

## **Fundraising**

Skyview Learning Academy is a small school serving students from preschool through 8th grade. It is important for our families to know that we will organize fundraising efforts that benefit our school as a whole and that we expect our families to contribute to such efforts.

## **Volunteer Program**

Skyview Learning Academy strives to build a school community of service-minded parents, students and volunteers. Our goal is to build a strong community of like-minded individuals that will provide service to not only our school but to our local community as well. This service will help to foster pride in our families and students for their own abilities and allows them to share their God-given strengths with those around them. Parents are asked and will be expected to provide volunteer support to the school on a regular basis. Without these contributions from our parents, extended family and volunteers we would be no different than other schools that are forced to cut valuable programs and personnel due to funding issues.

## **SCHOOL OPERATIONS:**

### **Contact Information**

#### **Mailing & Physical Address:**

1066 S. 4 Road  
Douglas, NE 68344

**Teacher/Student Number** 402-799-2055

**Office Related Inquires** 402-799-2054

**Director's Cell Phone** 402-890-5640

**Fax Number** 877-561-6387

**Email:** [info@skyviewlearningacademy.org](mailto:info@skyviewlearningacademy.org)

### **School Hours**

#### **Class times are as follows:**

Monday	8:45 a.m. - 3:15 p.m.
Tuesday	8:45 a.m. - 3:15 p.m.
Wednesday	8:45 a.m. - 3:15 p.m.
Thursday	8:45 a.m. - 3:15 p.m.
Friday	8:45 a.m. - 3:15 p.m.

## **School Closure**

Skyview Learning Academy will follow weather related school closures of the Lincoln Public Schools in addition to days that we feel are necessary for student safety.

School Holidays consist of the following in addition to scheduled breaks that are on the school calendar:

New Year's Day

Martin Luther King Jr. Day

President's Day

Spring Break

Memorial Day

Labor Day

Thanksgiving

Christmas

## **Calendars**

The school calendar can be found on our website at [www.SkyviewLearningAcademy.org/calendar](http://www.SkyviewLearningAcademy.org/calendar)

## **Arrivals & Departures**

Skyview Learning Academy will not be responsible for students that arrive on campus prior to 8:45 a.m. or depart after 3:15 p.m.

## **Late Pick Up Fees**

Any student being picked up from the bus stop after 4:05 p.m. will be "ticketed" with a late fee. This late fee is payable immediately to the bus driver OR will be added to the current month's tuition statement.

4:05-4:30 p.m. = \$20 fine

4:30-5:00 p.m. = \$40 fine

5:01-midnight = \$40 fine plus child will go home with teacher and cook them supper and do dishes afterwards.



## **30-Day Assessment Policy**

It is the desire of Skyview Learning Academy to accept any and all students. We believe that our philosophy of educating students using hands-on methods, plenty of free movement and exercise is beneficial for all students. In that same regard, we are limited to the amount of time and resources that we may have to cater to any one student that might require more services than what we can offer. Because of this we have implemented a 30-Day Assessment Policy as follows:

- **Enrollment**

If an IEP (Individualized Education Program) or Behavior Plan has been indicated for an applicant in previous schools, Skyview must receive student records PRIOR to final acceptance of student.

- **30-Day Assessment**

All Skyview enrollees are subject to a 30-day assessment period. During the initial 30 days of enrollment there will be an ongoing evaluation done by the teacher and the school director. At the end of this 30 day evaluation there may be a scheduled meeting with parents and school officials to discuss the results of the evaluation. If school officials deem that Skyview Learning Academy is not equipped to offer the level of education that an enrollee requires, that students may be dismissed at the end of the 30 day evaluation period.

## **Attendance**

Regular attendance is considered critical for a good education. We strongly encourage parents to see that students attend school on a regular basis. The following are examples of absences that cannot be avoided:

- Illness
- Medical appointments that cannot be scheduled outside of school time
- Family Emergencies or funerals

If your child will be absent or tardy for one of the above reasons, we ask that you please notify the school as soon as possible. Parents are asked to notify the school office, in writing, when they have prior knowledge of students' upcoming absences and/or early dismissals. In the event of an absence, students must go to the teachers and request make-up work. Any absence longer than three consecutive days will require a doctor's note upon the return of the student.

**Any student that misses three days of practice for a performance ie Strings Program, Shop Class, Gymnastics, etc. may be forced to withdrawal from the class/performance. It is critical to have all the student's in attendance in order for the group not to be affected negatively. Missed performances automatically drop a student's grade by one full letter.**

Skyview Learning Academy does not follow an "Excused" or "Non-Excused" Absence Policy. We track attendance, including tardys and absences, regularly. Four tardies equals one absence. The Nebraska Department of Education requires a minimum of 1032 hours of instruction for

elementary aged students. Skyview Learning Academy utilizes the following Attendance Process Flowchart for processing and monitoring student absences:

### **Stage 1**

The student has missed 5 days of school or the hourly equivalent thereof this school year.

- The school sends out to the student's parent(s)/guardian(s) the Stage 1 letter.
- School staff reviews the student's attendance history.
- The school contacts the student's parent(s)/guardian(s) about their student's problematic attendance.

### **Stage 2**

The student has missed 10 days of school or the hourly equivalent thereof this school year.

- The school sends out to the student's parent(s)/guardian(s) the Stage 2 letter informing them that if student reaches Stage 3, student will be dismissed and a re-enrollment application INCLUDING a new registration fee is required IF student is accepted.
- School staff reviews the student's attendance history.
- and/or possible school dismissal. If student reaches Stage 3, student will be dismissed and a re-enrollment application INCLUDING a new registration fee is required IF student is accepted.

### **Stage 3**

The student has missed 15 days of school or the hourly equivalent thereof this school year.

- The school sends out to the student's parent(s)/guardian(s) the Stage 3 letter stating that student is dismissed and must re-enroll and pay a new registration fee if accepted for readmittance.
- The school contacts the student's parent(s)/guardian(s) about their student's problematic attendance and discusses a collaborative plan to reduce absences
- The school contacts the student's parent(s)/guardian(s) about their student's problematic attendance and possible school dismissal and/or referral to the County Attorney.

**Truancy:** A student who leaves school without parental consent or is absent from school on a regular basis without school authorization, or has a high rate of absenteeism shall be reported to the Nebraska Department of Education and the County District Attorney. Parents/Guardians are compelled to send their child to school and could incur legal liability for failure to do so.

## **Health & Medications**

### **Health Insurance**

Each Skyview Learning Academy student must carry their own personal health insurance policy. The school does not carry health insurance on school students or faculty. School's insurance is for liability purposes only and does not cover accidentally injuries and/or illness. By signing the Parent/Student Handbook Acknowledgement page, each parent attest to their child having personal health insurance.

## **Contagious Disease**

Many communicable diseases are as contagious before the symptoms appear as afterwards. For this reason, parents should keep their children home whenever they appear to be ill, even with a common cold. However, parents are urged to consult a family physician for professional advice in such matters. Parents will be contacted under the following conditions: temperature of 100 degrees or more, vomiting, serious injury, and other questionable concerns of the school staff. If students are sick with a fever, please wait a minimum of 24 hours before allowing them to return to school. In the case of diarrhea, please wait a minimum of 48 hours before allowing them to return to school.

## **Medication**

Prescription and over the counter medication, including inhalers, will be administered at school only when the following requirements have been met:

1. Student Medication Request/Release Form has been signed and is on file at the school.
2. Prescription medication must be in its original labeled container with student's name and dosage amounts and must be a current prescription.
3. Nonprescription medication such as acetaminophen (Tylenol) or ibuprofen (Advil) will be given as needed per the discretion of school staff only if Student Medication Request/Release Form is signed by parent/guardian.

## **Emergency Contact & Notification Procedures**

Emergency contact information for each student MUST be kept current at all times throughout the school year. It is imperative that parents update their student's records when changes of emergency numbers, place of employment or other emergency contact numbers occur.

SLA will make every effort to ensure that employees and parents are well informed of all emergency procedures. In an actual emergency, SLA will communicate with parents via phone, email and/or website home page.

## **Transfers & Withdrawals**

Please call the school office as soon as possible if you plan to transfer or withdraw your child from school, so that appropriate forms may be completed. This will allow us time to process a student's records, anticipate a request for records from the next school, and ensure a smooth and timely transfer process for all involved. As an acknowledgement of the time and energies invested in each student and the current programs that they are participating in, we require a two-week advanced notice for withdrawals and no refunds of the current month's tuition are given. (Prepaid semi-annual and annual tuitions will be prorated from the month following the student's withdrawal.)

## **Visitors**

Visitors and guests are welcomed at our school with advance notice. When visitors arrive they are required to check in with the teacher and/or front office. Parents, visitors and/or other observers are strictly limited to one hour observations as to not interfere with student learning.

## **Animals**

No animals except for trained service dogs are allowed to be brought onto our campus. Even for service dogs, please contact the office before bringing any animal onto school grounds. This is for the safety of our students, staff and school animals.

## **SCHOOL POLICIES:**

### **Dress and Grooming**

The following dress guidelines apply for all students. Students are required to show proper attention to cleanliness, health, neatness, safety, and appropriateness of clothing and appearance for school activities. A well groomed appearance is important in developing a positive self image and complements the schools' instructional program.

- All clothing should be modest, representing good Christian values and appropriate for the season/occasion. Extreme styles that may disrupt the educational process or any other school activity are prohibited.
- Clothes must present a well-groomed appearance. All clothing should be of the correct size - baggy pants and sagging waist lines are not appropriate.
- Hair must be neat, orderly and of natural hair color. Long hair is not permitted on boys. Extreme style are not acceptable and are open to interpretation by the staff.
- Revealing clothing is not permitted. Girls must wear tops that cover their midriff area. Halter tops, strapless tops, spaghetti strap tops, and off the shoulder tops are not permitted.
- Any words, messages or brand-names on clothing must be tasteful and in agreement with Christian standards.
- Adornments (including those made of natural materials) such as rings, toe rings, bracelets, necklaces and earrings are not to be worn.
- Tattoo, permanent or temporary, must be covered by clothing at all times.
- Caps are permitted, but must be worn with the bill forward.
- Students may not wear makeup that is unnatural in appearance.
- Shoes should have closed backs so students can play safely on the playground and at P.E.

## **Conflict Resolution**

If you or your child is experiencing a problem in the school environment, please contact the staff member with whom the issue pertains to first. If communicating with this staff member does not resolve the problem, please follow these conflict resolution level guidelines to help resolve it.

**Level 1** Discussion between parent(s) and school employee with the objective of resolving the matter informally and immediately.

**Level 2** If Level 1 does not bring resolution, parents must submit, in writing, the nature of the conflict within one week of occurrence to the school Director. The school Director will request a joint meeting with the persons in conflict and will make his/her decision in writing within one week following the meeting.

**Level 3** If Level 2 does not bring resolution, the parent(s) must submit the nature of the grievance, in writing, within one week following the decision at Level 2 to the School Board. The School Board will examine the written documents submitted and will decide whether to let the decisions of the Director stand and/or to meet with the conflicting parties. All parties involved at the Level 2 meeting will be invited to participate in the Level 3 meeting. Decision rendered at the Level 3 meeting are final.

## **General Discipline Process/ Expulsion & Suspension**

Skyview Learning Academy strives to create an environment built on safety, responsibility, and respect. It is our commitment and goal to provide all students with a rewarding educational experience. While academic excellence is our focus, we also teach character education and personal responsibility. We teach this by enforcing consequence for disobeying the following school rules:

1. Follow directions given by all school adults.
2. Respect the rights and property of others in actions and words.
3. Keep hands, feet, and objects to yourself.
4. Use all areas and equipment safely.

The follow steps will be taken if discipline at school is deemed necessary.

**Step 1** - The teacher addresses the inappropriate behavior. If the act of misconduct is considered minor, the form of disciplinary action used (if any) may be recorded by the teacher. Examples of this type of discipline include time outs, missed recesses, apology letters and also the "consequence bucket". The consequence bucket is a 1-gallon bucket to be filled by the student by picking up white rocks out of the school's lawn during recess.

**Step 2** - If the same or similar act of misconduct continues or a more serious act occurs, the teacher, student and/or the Director informs the parent by phone. At this time the parent may be asked to come pick up their child from school for the remainder of the day.

Step 3 - If the inappropriate behavior continues or if a more serious act of misconduct occurs, a conference with parent, teacher, and Director will be held in order to discuss the incident, appropriate disciplinary action, and a Behavior Plan. The plan is written, distributed to all persons included in the meeting, and also placed in the student file.

Step 4 - If the Behavior Plan does not result in correction of the behavior, or a \*major act of misconduct occurs the Director may suspend the student from school, not to exceed five (5) days. Prior to readmission after suspension, the Director will convene a required meeting with the student, parent, and others involved in the incident in order to review the student record of misconduct, determine readmission eligibility and/or expulsion, or to plan a future course of action if readmitted. A written report is completed with copies given to the parents and teacher. A copy is also placed in the student file.

\*Examples of other major acts of misconduct including, but not limited to those below, that do not require procession through steps 1-3 but rather call for discipline to be administered immediately and/or to call for local law enforcement authorities are:

- Continued willful disobedience.
- Open and persistent defiance of proper authority.
- Behavior on or off school property that is detrimental to the welfare or safety of others.
- Threats of physical harm.
- Declaration as a habitually disruptive student.
- Repeated interference with the school's ability to provide educational opportunities to other students.
- Bullying, name calling, teasing, lying, and/or swearing that has continued after discipline was administered at previous steps.
- Racial, religious, and/or sexual harassment.
- Possession/use of any form of alcoholic beverages, tobacco, inhalants, illicit drugs, etc.
- Arson, theft, vandalism, and other behaviors of a criminal nature.
- Carrying, bringing, using, or possessing a dangerous weapon.
- The sale of a drug or controlled substance.
- Commission of an act which if committed by an adult would be robbery or assault.
- Carrying, using, actively displaying, or threatening with the use of a firearm facsimile.

These expectations were developed so that parents, students, and staff members will have a common understanding of what is expected from students regarding their behavior while attending school. Proper adherence to these expectations ensures a safe and orderly learning environment conducive to optimum learning. It is full intent of SLA that expectations will be implemented in a fair and consistent manner, and that open communication and cooperation will exist among parents, students, and staff members.

If a student is dismissed from Skyview Learning Academy for any of the above reasons, no tuition refund is given.

**Corporal punishment** is not used at Skyview Learning Academy in any way whatsoever. If any staff or volunteer is found to be using corporal punishment they will be immediately discharged from their position and escorted off of the school campus by the proper authorities.

## **Safety & Security Policy**

### **Safe and Drug Free**

Our goal is to provide a safe and drug free environment for all our students. We actively enforce our school's "Zero Tolerance" policy. Students who attempt to bring drugs, alcohol, or weapons to school are suspended and may be arrested by the sheriff or expelled.

### **Tobacco Free School**

Skyview Learning Academy recognizes the health hazards related to the use of tobacco, including the breathing of second-hand smoke. We are a "tobacco-free" school which means we do not allow smoking in the classrooms or on campus at any time. In addition, we may provide educational information to our students through classroom instruction and activities.

### **Internet Safety/Social Media**

Skyview Learning Academy staff members are prohibited from social networking between students and themselves. Posting photographs of SLA students on personal social media web pages violates school policy and parental privacy. Anyone wishing to post something on Skyview's official Facebook page should submit their request to the school office.

### **Duty to Report**

All school staff have a duty to report any suspicion of sexting, or any possession of sexual images, or any suspicion of harassment directly to administration. School administrators will turn over any confiscated evidence to law enforcement immediately.

### **Spiritualism**

Skyview Learning Academy was founded on Christian principles. Because of this we firmly do not allow any form of "spiritualism" in our school. The definition of spiritualism is "a belief that [spirits](#) of the dead have both the ability and the inclination to communicate with the living." Here are some examples of the spiritualism that we do not allow materials or likenesses at our school: Harry Potter, Hunger Games, zombies, witches, witchcraft, Halloween, etc.

## **EDUCATIONAL PROGRAM:**

### **Grades**

Grading Scale for Grades 1-8

92-100% = A

84-91% = B

75-83% = C

66-74% = D

55% or below = F

### **Parent-Teacher Conferences**

Parent/teacher conferences are held in the fall and the spring for all parents. We encourage parents to stay in close contact with teachers and other school staff throughout the school year. At any time during the year if you have concerns about your child's progress, please call and schedule a time to meet with the appropriate staff member(s). Scheduling such conferences before or after school will prevent the interruption of valuable instructional time.



## FINANCIAL INFORMATION:

### Tuition and Fees

The following tuition rates are set for the 2017/2018 fiscal year only.

Preschool (full day only)	\$500/month*
Kindergarten (full day only)	\$450/month*
1st-8th Grade	\$450/month*
Multi-Child Discount	\$20/month*

**One time, non-refundable registration fee is \$300/year for K-8th and \$200 for Preschool due by June 30th. A \$200 late fee is added to the registration fee for any registrations that are received by the school after June 30. Please note that we are on a 10-pay tuition system and invoices will be billed monthly August through May. Tuition is due no later than the 15th of each month and is subject to a \$25 late fee if not paid on time. Any unpaid tuition that becomes 30 days overdue will subject your student to dismissal until the bill is paid.**

### Parent/Student Handbook Acknowledgement Page

I acknowledge receipt of a copy of the Skyview Learning Academy Parent/ Student Handbook for the 2017-2018 school year. I understand that it is my responsibility to read and understand this Handbook.

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Parent/Guardian Name

This page will serve as the parent/guardian Handbook signature page for the following students:

Name \_\_\_\_\_ Grade \_\_\_\_\_

Name \_\_\_\_\_ Grade \_\_\_\_\_

Name \_\_\_\_\_ Grade \_\_\_\_\_

Name \_\_\_\_\_ Grade \_\_\_\_\_