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A Message from the Principal

It is with great joy that I enter the role of principal at Skyway Elementary School. This year marks my 22nd year in education. I have spent my entire career in the elementary setting as a teacher, math interventionist, instructional coach, assistant principal and principal. I am a graduate of Northern Arizona University and the University of New Mexico. I am the mom of three boys and married to a fellow educator. My family and I are thrilled to be here in North Idaho!

As an administrator and a parent, it is imperative to me that children are actively engaged each day. Collaboration, communication, exploration, and problem solving are just a few skills students will need to master to compete in the 21st Century. This year, we will embrace the workshop approach to reading and writing. This approach ensures children’s needs are met as a whole group as well as individually. I am excited to lead this charge! The entire Skyway Staff will be learning alongside your children.

I believe open communication and an open door policy is necessary to support growing learners at school and at home. Please do not hesitate to email me jpeak@cdaschools.org, call the office (208-664-8998) or stop by any time. I look forward to getting to know each and every one of you.

Eagles Soar!

Jennifer Peak
Principal
School Bell Schedule

**Monday Late-Start**
9:20 — Breakfast served
9:35 — Playground coverage begins
9:55 — First Bell
10:00 — Tardy Bell

**Tuesday - Friday Start**
8:20 — Breakfast served
8:35 — Playground coverage begins
8:55 — First Bell
9:00 — Tardy Bell

**Recess & Lunch Monday – Friday**
10:20 - 10:35 — Recess for Grades 1-3
11:40 - 12:20 — 4th Grade Lunch
11:50 - 12:30 — 5th Grade Lunch
11:55 - 12:35 — 3rd Grade Lunch
12:05 - 12:45 — 1st Grade Lunch
12:25 - 1:05 — 2nd Grade Lunch
1:40 - 1:55 — Recess for Grades K, 1st and 5th
2:15 - 2:30 — Recess for Grades 2nd, 3rd and 4th

**End of School Monday - Friday**
3:30 — Dismissal

Mission/Vision Statement

**School Mission Statement**

All Skyway STUDENTS will achieve their full POTENTIAL to become PRODUCTIVE CITIZENS who are LIFELONG LEARNERS.

**Vision Statement**

We recognize all Students have unique needs, and we celebrate their strengths and successes.
Who to Contact

Principal: Jennifer Peak
Principal Assistant: Jennifer Kelly
Lunch: Tami Buttz Kitchen Manager
Transportation: Transportation Dept.
Counselor: Roni Melton
Special Ed: Michelle Beidiger or Amy Hansen
Parent Association: Christina Harris
Volunteering: Classroom Teacher

Lora Payton: Office Manager and Asst. Treasurer
  • School Finance/Accounting
  • Student Fines & Payments
  • Purchasing & Supplies
  • Facility use & Scheduling
  • Fundraising & Donations

Jaclyn Adams Registrar and Attendance Secretary
  • Student Records
  • Enrollment
  • Attendance
  • Immunization
  Birth Certificates
  • Skyward Family Access
General Information

Absences and Leaving Early
Your child’s attendance is crucial to their success at school. If your student must be absent, please enter
the absence in Skyward Family Access before 9:00 am, call the office before 9:00 am at 664-8998, or
email our registrar Jaclyn Adams, at jadams@cdaschools.org. For your child’s safety the office staff calls
on all unverified absences. Please help reduce the number of calls we need to make each day by
notifying the office in advance. To minimize interruptions to the classroom during the school day, please
schedule appointments outside school hours.

ALL students must sign in at the office and obtain an admit to class pass if they arrive tardy to school.

To protect the learning environment, we also ask that parents do not pickup students early unless
absolutely necessary. If your child must leave before the school day ends, please give yourself a few
extra minutes to sign your child out at our office, we will call them down when you arrive at the front office.

Need to Leave a Message?
In order to preserve instructional time, we encourage you to use email. If you need to leave a time
sensitive message, such as a change in after school arrangements for a student, please call and speak
directly with the office before 3:00 pm. Please note: we cannot ensure the delivery of messages
to students called in after 3:00 pm

Skyward Family Access –

Skyward Family Access is an extremely valuable online tool for parents. Family Access allows you to
update your family information at any time, all year long, and view your student’s attendance, test scores,
lunch account and much more. To get started all you need is an email address. The office will email your
login and password. We strongly encourage parents to become familiar with Family Access because it
will follow your student through high school.

Online Payments/e-Funds
E-Funds for Schools offers parents the convenience of playing online for school lunches, School Plus,
yearbook orders, donations and much more. You can pay for multiple students at multiple schools with
any internet connected device. Just click on the “Online Payment” icon at the top of our webpage or click
on “District Links” in Family Access in the top right corner. There is also a tutorial on the district website
www.cdaschools.org. Both debit & credit card payments are accepted through e-funds for schools.
There is a small convenience fee per credit card transaction but no fee if you use your checking route
number.

Birthday/Holiday Treats and Deliveries
Due to possible allergies and potential disruption to instructional time we ask that parents please
communicate in advance with his/her teacher before providing birthday treats for the class. In addition,
we ask that deliveries of holiday flower arrangements, balloons, candy bouquets, etc. not be sent
to the school. Any such deliveries will be held in the office until the end of the school day for the student
to pick up.
Change of Address/Phone Number
Please make sure we have your current contact information so we can contact you in the event of an emergency, update, or teacher communication.

This information can be charged online by logging into Skyward. If you have forgotten your pass-word, or need extra assistance, call or front office at 208-664-8998.

Field Trips
During the school year there are times when our instructional program must be taken out of the classroom and into the community.

When you first registered your student in our district, you were asked to agree to or to deny permission for your child to participate in school field trips. Unless you have updated this information, prior authorization is assumed. Through published calendars, newsletters and special notes, we will inform you of the time/date of each field trip prior to the event. This will give you the opportunity to be in touch with your child’s teacher if you have questions or decide your child should not participate.

Lost and Found
Our lost and found grows quickly. Please check it frequently for lost or missing items. It is donated 3 times a year after conferences and at the end of the year.

Guidelines
- Avoid bringing dangerous/expensive or fragile equipment or violent toys to school.
  - (hardballs, skateboards, rollerblades, boom boxes, electronic games, ipod's, phones,
    - battery operated cars, play guns, pea shooters, sling shots, etc)
- Snacks can be taken outside as long as trash goes into the garbage
- Food will not be taken outside from the lunchroom
- Please do not enter play park while eating.
- Dispose of garbage in the trash bin near the cafeteria doors.
- Eat all snacks at the snack area
- Orange cones on play park or playground area means OFF LIMITS.

Snacks and Food
- Food will not be shared
- Food will not be taken from the lunchroom
- Dispose of garbage in the trash bin near the cafeteria doors.

Lunchroom Duties
- Walk the rows during your time in the lunchroom monitoring behavior
- Cell phones should be put away unless it is an emergency
- Do not let students leave the table until trash is picked up.
Safety and Security

Visiting Our School
Our district uses the Raptor Tracking System to help protect your children. District policy requires that all visitors entering a school during school hours are screened with this program. This applies to our parents, volunteers and community visitors. The Raptor software uses information from the visitor’s driver’s licenses or state ID to check the sex offender database from all 50 states, including Idaho, and saving their names in the data system.

Please follow these procedures:

· Be ready to provide a driver’s license at the front office.

· Sign in and receive a visitor’s badge. Remember to sign out and return the badge when you leave.

· Once inside our school, never open the doors to admit another visitor. Thank you for cooperating and supporting the safety of our students, staff, and families.

Resources and Communications
Our school website http://cdaschools.org/skyway is the best resource for lunch menus, calendars, School Plus registration, t-shirt & yearbook order forms, cross-country permission slips and so much more. Using our website keeps you informed, reduces printing costs for the school, and is more environmentally friendly. Your child’s teacher may also post their parent letter or other information on the website, so please check it often.

Email is our primary tool for communication. Emails from our office &/or teachers go out weekly, if you are not receiving them please let us know. Having your accurate email address in our system is vital to our communication with you. If you do not have access to the internet, please let the office know.

Volunteering in Your Child’s Classroom
All volunteers are required to complete and abide by the district’s “Confidentially Agreement”. Teachers will request volunteer help after a few weeks to allow their classes to settle into a routine. Please refer to the parent letter from your child’s teacher to see when he/she is ready for volunteers. During this first week of school, the teachers will go over the expectations of school behavior in all common areas (hallways, cafeteria, playground, etc.) You can find these expectations on our website. Please go over them with your child to help reinforce our expectations for a safe and caring environment.

School Drop Off/Pick Up Schedule

Drop off begins Mon 9:35, T-F 8:35

· Pickup Lane Option: The lane closest to the curb is a CONTINUALLY MOVING curbside pickup lane.

· Cars must continue moving forward as space along the curb becomes available.
  · Do not block the crosswalks.
  · Do not leave your vehicle.
  · If pickup lane is full you must pull into a parking space.
• **At the curb students should:**
  - Wait behind the yellow line.
  - Watch for parent. (This is not play time for children.)
  - Load using a curbside passenger door only.

• **Passing/Exit Lane:** The lane furthest from the curb is for passing & exiting only.
  - No pickup is allowed from this lane.

• **Parking Option:** Park your car, use the crosswalk and escort your child back to your car.
  - Do not block parking spaces by waiting or double parking between parking lanes.

**Crosswalks:**

- For safety, two designated crosswalks are staffed within the parking lot after school. Parents and students must cross only at designated crosswalks.
  - *Parents must escort their child from the sidewalk to the parking lot.*
  - Bus Loop/Staff Parking Area: This is the area indicated in Red on the map. For safety reasons, there is absolutely **NO PARENT PARKING, NO DROP-OFF OR PICK-UP!**

- Law enforcement will be strictly enforcing this policy and you may be ticketed!

- **DRIVE SLOWLY, REFRAIN FROM USING YOUR CELL PHONE, AND MOST OF ALL...PLEASE BE PATIENT!** Suggestions & Tips:
  - Use the parking option. If you arrive early, you might back in. It’s easier to pull out and you can see better.
  - Carpool. It reduces the number of cars in the parking lot and it saves gas.
  - Plan ahead. Let your child know where to meet you.
Behavior Expectations

Dress Code
Our school board has adopted a comprehensive dress code. Following are some highlights from the full policy.

- Articles of clothing with inappropriate logos such as obscenities, vulgarities, and offensive remarks, advertisements of controlled /illegal substances or activities are not allowed. *No hats or sunglasses shall be worn in the building.
- Bandana headbands are prohibited.
- Footwear shall be worn at all times. (Sandals or flip flops are unsafe for P.E. Appropriate footwear is recommended.
- Tank tops and other tops or dresses must have wide straps and high cut arm holes. Tops should not be cut or revealing (i.e. spaghetti straps). Tops must be waistline length with no midriffs or skin showing.
- Shirts must be worn at all times.
- No undergarments are to be showing.
- Shorts and skirts are to be mid-thigh length or longer. Mini-shorts or skirts are not allowed.
- Accessories that me be used as a weapon are prohibited.
- Sleepwear cannot be worn to school.

For more information, see the District Handbook for Parents and Students, Section xxx, Policy 3255

Electronic Devices/Cellphones
If your child brings a cell phone to school, it needs to be off and in their backpack while on school grounds. If you need to contact your child during the day, please call the office. Students will only be able to use the office phone with permission from their classroom teacher.
Skyway Playground Expectations

- Be sure you can always see a duty teacher
- Take turns. Count to 100 slowly or to 10, ten times
- Shoes are to be worn at ALL times

**Slides**
- Walk up stairs
- Sit down on slide, facing forward
- Wait until the bottom of the slide is clear
- Move off the mat of the slide quickly

**Tire Swings**
- Two to three riders at a time
- Sit with feet down
- Push in a circle (older students may not push younger students)

**Swings**
- One person on a swing
- Sit on your bottom
- Swing back and forth only
- No jumping off
- Keep a safe distance when not swinging

**Dome**
- Use your hands for climbing and holding onto the dome
- Keep your hands and feet to yourself

**Wall Ball**
- Hands only
- Large playground balls only

**Off Limits**
- Behind hill
- Behind, between, or in front of the portables
- ALL areas with plants or planters
- Between Music room and Art room
General Playground

Tetherballs
- 2 players at one time
- Hit ball clean without stopping or grabbing rope
- Rotate players in to play winner
- Do not stop and hold ball
- All rules will be taught in P.E.

Field Games
- Avoid tackling, pushing tripping, or swinging. Use as little contact as possible.
- Speak in “put ups” not “put downs”

Snow-Ice
- No sliding on ice
- No climbing on large snowballs or forts
- No throwing snow or ice

Playground Boundaries
- Playground includes: basketball courts, play park, tetherballs, grass field and any area in view of supervisors.
- Stay away from classroom windows when class is in session.
- No climbing fences or trees.
- Please avoid walking on landscaped areas.
- Stay off of deck & stair areas of portables in morning and all recesses.