



# NIKISKI MIDDLE/HIGH SCHOOL

## Student Handbook

### PHILOSOPHY

Nikiski Middle/High School will provide an environment to encourage the development of mental, social, emotional, and physical aspects of all students. More specifically, the school accepts the following responsibilities:

- Provide an appropriate education for each student;
- Provide each student the opportunity to explore individual talents and interests;
- Encourage every student to learn to relate to the world environment;
- Help the student effectively organize and understand knowledge for practical application;
- Guide the development of social behavior to promote successful living in a social group and a changing society;
- Establish patterns of learning to enhance lifelong education;
- Help students form a valid system of values.

Recognizing that the school reflects the community, the school staff believes that working cooperatively and effectively with the community will build understanding and mutual respect. The community will be invited to take part in decision-making and planning. Students, parents, and community members who would like to change or enact a policy are encouraged to talk with staff members and attend Site Council meetings where policies and practices are discussed. A close working relationship between the school and community is encouraged. Students are encouraged to take responsibility for their own learning, organization, and communication between home and school.

- For more information, please click on the link on PowerSchool or visit our website: <https://kpbsd.org/schools/nikiski-middle-high/>

## Graduation Requirements [BP 6146.1 High School Graduation Requirements](#)

Language Arts	4 Credits
Math	3 Credits
Science	3 Credits
Social Studies	3 Credits
Health	.5 Credit
PE	1 Credit
Practical/Creative Arts Combination	3 Credits
Electives	4.5 Credits
<b>Total</b>	<b>22 Credits</b>

### GENERAL ACTIVITY RULES

- **Materials Fee.** There will be a \$10.00 materials and activities fee for all students, which will cover the expense of a student planner, registration materials, and various in-school activities during the year. There is no fee for student parking.
- **Activity Fee.** Students are encouraged to purchase activity passes. These passes cost \$20.00 and provide discounts to dances and allow students to enter all regular season school sporting events (including the annual Tip-Off Tournament) in the borough (at our school and at other KPBSD schools), with the exclusion of region and state tournament games.
- **All School Fees must be paid before graduation practice or the student may not be able to walk in graduation.**

### NIKISKI MIDDLE/HIGH SCHOOL FEES SCHEDULE

<u>MS Class Fees</u>		Football	\$200
MS CadCam	\$35	Volleyball	\$200
MS Musical Theater	\$25	XC Running	\$200
		Cheerleading	\$100
		Wrestling	\$200
<u>HS Class Fees</u>		Basketball	\$200
Art	\$25	Soccer	\$200
CadCam	\$35	Track	\$200
Foods	\$25	E-Sports (Fall & Spring)	\$100
Welding	\$35	Middle School Sports	
Woods	\$35	Intramural	\$15
Student Body	\$10	Competition	\$45
PE	\$10		
MS Musical Theater	\$25	Band: Instrument Rental	\$75
		PE: Locks are Available for	\$5 from your PE teacher.
<u>High School Sports</u>			

Yearbook: Pre-Order before November 1 for \$50, Order by Winter Break for \$55, After Winter Break for \$65

### **EQUAL OPPORTUNITY SCHOOL**

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

### **ACADEMIC/FINE ARTS ACTIVITIES**

National Honor Society  
Dance Troupe  
Drama club  
Spelling Bee

Battle of the Books  
Geography Bee  
Student Council  
K.E.Y. Program/Academic Lettering

### **ATHLETIC ACTIVITIES**

Basketball  
Football  
Volleyball  
Cheerleading

Cross-Country Running  
Wrestling  
Soccer  
Track and Field

All students participating in extracurricular activities are required to abide by the rules and regulations of that activity as established by the activity coach, Kenai Peninsula School Activity Association, and the Alaska State Activity Association.

#### **Travel Limitations: Vehicles**

- Students traveling less than a 30 mile radius to and from all district-sponsored practices or contests not held at their home site must do so in school-provided vehicles, unless specifically released in writing by their parent or legal guardian and approved by the building administrator or his/her designee to travel by some other method. "Home site" is defined as the location where your school is hosting the event or all schools share a site (e.g. Central Peninsula Sports Center). (Pg. 13 KPSAA co-curricular guidelines). Students may not drive other students to these activities.
- For travel further than 30 miles, students may not drive under any circumstances.

#### **Refund Policy**

If a student participates in any scheduled athletic/activity event, refunds will not be made. Full refund will be awarded before scheduled events begin. Administration will make decisions on refund policy for injured athletes and other circumstances that may need a refund.

## **Waiver Forms**

Waivers can be awarded to students with specific needs provided the Federal Lunch Program worksheet has been completed and returned to the school, and a Request of Waiver has also been completed and turned into the coach or office. It is the responsibility of the student to get all necessary paperwork turned in prior to the beginning of the season. Students receiving waivers will be allowed a payment plan to meet the obligation of the program fee. The fees must be paid in full prior to the conclusion of the season, and at least one payment must be received before travel can take place.

## **ASSEMBLY PROGRAMS**

Assembly programs will be held from time to time. During any special program or activity, special effort should be given to display courtesy and respect. Discourtesy on the part of even one student reflects the entire student body, school, and community. During assemblies in the gym or the auditorium, students and teachers are expected to sit with their assigned classes. Any misbehavior on the part of students will result in the usual consequences of the school. Also, misbehaving students will lose the opportunity of attending assemblies.

## **Academic Eligibility Requirements for High School Activities**

### ASAA

- Must pass 5 classes the previous semester
- Must earn at least a 2.0 the previous semester

### KPSAA

- Must pass all classes the previous grade check
- Must earn at least a 2.0 GPA the previous grade check
- End of Semester grade checks use semester grades, not quarter grades

## **Grade checks occur at mid-quarter and the end of each quarter.**

If a student is ineligible at mid-quarter, they may become eligible after 7 days if they have a 2.0 GPA and are passing all of their classes.

## **Academic Eligibility Requirements for Middle School Activities**

During each sports season, academic eligibility checks will be completed every Monday morning. Students must have all their work turned into their teachers by the completion of the day on Friday to ensure that those grades are entered into PowerSchool by the Monday morning grade check.

## **Be Involved**

You could volunteer to help with Athletics, there are lots of jobs that require little knowledge or training and we are always looking for help. Please call Mr. Hooper at 776-9415 or email at [DHooper@kpbsd.k12.ak.us](mailto:DHooper@kpbsd.k12.ak.us) if you are interested.

## **ATTENDANCE**

Attendance in school is the responsibility of the parents, or legal guardian, and the students. During the times that the public school is in session, all students up to age 16 are required by law to attend school regularly and to be on time for classes.

Seniors must take four classes at NMHS in order to play sports and walk at graduation. **In addition seniors must be passing four classes in order to walk at graduation.**

Students must be in attendance at school in order to attend any afterschool school sponsored event, activity, or fundraiser. This includes participation or just watching the event, activity, or fundraiser. Additionally, any student that is involved with sports must comply with KPSAA requirements as well.

Students who have perfect attendance will be honored by the school each quarter with a certificate and perfect attendance celebration.

The attendance office must be notified by a telephone call on the day of the absence. If a phone is not available, the student must provide a note upon returning to school. **Students will receive consequences if a phone call or note is not given to the school within a day after the student returns to school.**

Students who will be absent for an extended period of time shall have a parent call or provide a note before they leave, and the student will complete a prearranged absence form.

The following protocol will be utilized to address student absences for each student per semester:

### District Policy

- **“When a 9-12 grade student is absent more than 15 days per semester or misses over 800 instructional minutes in any course for reasons other than school related programs, the student's attendance, attitude, behavior, and achievement in all classes shall be reviewed by the school intervention/assistance team to determine if the student shall be granted semester credits and/or permitted to participate in co-curricular activities.”**
- At 7 absences in any class a warning letter goes home
- At 15 absences or 800 instructional minutes in any class there will be a meeting with the Nikiski MS/HS intervention team
  - The intervention team includes the student, principal, counselor, and school psychologist.
  - A plan will be created for each individual student based on their circumstances. The plan consists of:
    - Making up every hour that a student has missed over 15 days after school.

- Developing a schedule for making up the time by the intervention team.
  - Completing all hours before the last student contact day of the semester.
  - Indicating the number of absences the student can have before credit is lost. (High School)
  - Indicating the number of absences the student can have before the student is assigned to summer school program. (Middle School)
- Copy of the plan is given to the student and one is mailed home.
  - If hours owed due to a student missing over 15 days are not made up by graduation practice they may not be able to walk at graduation.

## **MAKE-UP POLICY FOR ABSENCES**

**EXCUSED ABSENCE:** Students who miss classes must assume responsibility for obtaining make-up work. Students have one day for each day absent to make up missed work up to 5 days beginning on the day the student returned to school. Students missing more than 5 days have no more than a total 5 days to make up the work. Make-up work will be done outside of the regular class period so that the student will not get behind in his present class responsibilities. **Students will be expected to make up quizzes and tests on the day they return to class provided they were aware of the test or quiz.**

**PREARRANGED ABSENCES (INCLUDING SCHOOL-RELATED):** Students have the responsibility to get assignments before leaving. Work for a pre-arranged absence is due upon return to class. Students will be expected to make up quizzes and tests on the day they return to class.

**UNEXCUSED ABSENCES** – Students missing school for unexcused reasons lose the right to complete make-up assignments or missed tests for the unexcused dates.

## **TARDIES**

Prompt attendance in class is very important and limits classroom disruptions. Therefore, unexcused tardies will not be tolerated and the tardy policy in the discipline guidelines should be reviewed by every student. The only tardies that will be excused are notes from a staff member or a compelling reason (see 'compelling reasons' earlier in this section) from a parent/guardian. Please remember that it is the responsibility of the student to ask for a pass or note to have the tardy excused.

## **BUILDING AND GROUNDS**

The high school building and grounds are a source of pride for all of us. We should all make a special effort to keep these facilities in good condition. Any vandalism will be reported to the state troopers.

## **BUILDING HOURS**

Nikiski Middle/High School is not a hangout and students cannot remain in the building unsupervised until activities/games/practices start. The building is open in the morning by 6:45 a.m. and closes at 3:00 p.m. If you need to be in the building before 6:45 a.m., please make arrangements with the office. **A member of the faculty and/or a sponsor must supervise any students or group of students remaining in the building after 3:00 p.m.** Students remaining in the building at the end of the school day must have permission from the administration or be under the supervision of a staff member. Students who remain in the building after 3:00 PM will be asked to leave. Further violations will result in possible disciplinary actions for insubordination.

## **CAMPUS VISITORS**

During the school day the only visitors allowed on campus are those people with official business, volunteers, parents and legal guardians. All visitors must check in at the front desk to apply for a visitor pass. The pass will be issued upon approval of the administration. At no time will a student aged visitor be allowed on campus during the school day unless participating in a school sponsored event or previously approved by administration.

## **CELL PHONES**

**Middle School** will not be allowed to have cell phones/ear buds, air pods, Bluetooth speakers, and or Bluetooth/wireless headsets during the school day. When students enter the building, they must put their cell phones/electronic devices in their lockers and they are to remain in the locker until the end of the day when students are going home.

**High School** will not be allowed to have cell phones/ear buds, air pods, Bluetooth speakers, and or Bluetooth/wireless headsets in the classroom/instructional time during the school day. Classroom Teachers/Librarian will have a designated spot in the classroom/library for all students to place their cell phones when they enter the room. They may collect their cell phone when they leave that classroom/library. Students may also elect to leave them in their lockers. Only use of cell phones/electronic devices will be during passing period and at lunch.

## **Discipline**

**1<sup>st</sup> Offense** – Cell phone will be given to the office and **Student** may pick it up at the end of the day.

**2<sup>nd</sup> Offense** – Cell phone will be given to the office and **Parent** must pick it up.

**3<sup>rd</sup> Offense** – Cell phone will be given to the office and the **Parent** must pick it up. Every day after that for 3 weeks the phone will be checked into the office when the student comes into the school. The student may pick it up at the end of the day on their way home.

**4<sup>th</sup> Offense** – Cell phone will be given to the office and the **Parent** must pick it up. It will be checked into the office when the student arrives at school and picked up on their way home. This will be for the semester.

If a student refuses to give the cell phone to the office it will result in an automatic suspension. If it is before lunch they will go home for the rest of the day. If it is after lunch they will go home for the rest of the day and the next day.

In regards to state testing, it is imperative that students do not bring cell phones to a testing location. During these testing days, please make sure cell phones are off and remain in the locker or given to the proctor to be held until the conclusion of testing for the day.

**\*\*Note\*\*: Nikiski Middle/High School is not liable for lost, damaged, or stolen cell phones/electronic devices of any kind.**

### **CHECKOUT SLIPS**

If you wish to withdraw from school for any reason, bring a written request signed by your parent or guardian. If, after a conference with the principal, your request to withdraw is approved, you will receive a checkout slip to be signed by all your teachers, and the school nurse. When the slip is properly completed, return it to the office. Failure on the part of a student to check out properly shows lack of consideration for the faculty and disregard for school property.

### **COMMONS AREA**

Everyone who eats in the cafeteria will be expected to observe common rules of good manners. You are responsible for cleaning your individual dining area. No food or drink is allowed in the carpeted areas of the school. The snack machines and pop machines are to be used during lunch periods and passing periods. Chairs, not the tabletops, are to be used for sitting.

### **COMPUTER LAB RULES**

1. Students are not to be in the computer lab without staff supervision.
2. Students working on individual projects may be asked to leave if a teacher has a class signed up.
3. Absolutely no food, candy, or drinks are allowed. Students will be written up for violation and may forfeit all computer privileges.
4. Students will clean up their area before leaving.
5. All students should log off when done. You are responsible for the use/misuse of your account-do not share it with anyone.
6. Print only word documents. You should not print directly from the Internet. Transfer data from the Internet site to a word document to determine what you



want to print. Students will be charged \$1.00 a page for wasteful or unauthorized printing. If your document does not print, notify your teacher as the printer may be out of paper, the computer may be printing to another site, or there may be an error.

7. Students that are found violating computer use rules may lose privileges for up to a year.

## **DANCES**

It is the goal of Nikiski Middle/High School to provide dances that are well planned. The following rules apply:

1. Regular school behavior policies and consequences apply to all school dances. In addition, any policy violation may result in students not attending another school dance.
2. A recognized club or organization must sponsor dances. A dance form must be filled out and approved by school administration 1 week prior to the dance.
3. High School Dances: **Guests are allowed**. One guest per person is allowed and the sponsor must accompany the guest to be admitted into the dance. The deadline for adding a guest's name to the list will be noon the Wednesday before the dance; exceptions will not be made at the door. This responsibility belongs to the student bringing the guest. Guests must be 19 or younger or enrolled in high school and must fill out the dance guest form located at the office. Any homeschool student that has been invited by a current brick and mortar student must meet with the administration prior to the dance and must bring photo ID to be admitted into the dance.
4. Middle school students may not attend high school dances and high school students may not attend middle school dances.
5. Students or their guests are not permitted to re-enter a dance after leaving for any reason.
6. All dances must have at least three faculty members as chaperones. Parents are encouraged to attend. Parents that would like to attend need to contact the front office to fill out the volunteer form.
7. High school dances will start at 8:00 p.m. and end at 11:00 p.m. Doors will close 45 minutes after start time at 8:45 p.m. Homecoming and Prom will begin at 8:30-11:30. The doors will close at 9:30. Middle school dances will start at 7:00 p.m. and end at 9:30 p.m. Doors will close at 8:15 p.m.
8. Clean up is the responsibility of the sponsoring organization. If it fails to do so, a custodial charge for cleaning will be made.
9. In order to be admitted to a dance, students must be in attendance the day of the dance or the day prior if the dance is on a Saturday or a vacation day or previous arrangements must be made through administration.

**In addition to these guidelines, eligibility for a middle school dance will include the following:**

- No more than four written interactions and/or received a suspension since the last dance

- No disciplinary issues at previous dances during the current school year
- 6<sup>th</sup> graders will not be allowed at MS dances until the final dance of the year

## **DRESS CODE**

The dress code for our school falls under school district guidelines and the discretion of the teachers and administrators. Because we have a school with diverse values, with a wide range of ages, and because we are preparing students for the professional world, we have adopted a “G” rating dress code.

- Students may not wear clothing or paraphernalia that advertises tobacco, alcohol, or drugs. Additionally, profanity, vulgarity, degrading language or pictures, or scenes depicting violence or sex are also prohibited. Examples: Salty Dawg or Kassiks shirts/hoodies.
- Shirts, blouses, dresses, and tops of all kinds must provide coverage of shoulders and underarms, fit snugly around the underarms, be long enough to cover the midriff and meet the tops of pants or shorts, and have a modest neckline. Tank tops or shirts with spaghetti straps not covering the entire top of the shoulder are not allowed as the primary clothing item and must be completely covered.
- Shorts and skirts must be longer than 1 inch below the fingertips. Skirts and shorts should be loose enough that they do not move up to an inappropriate length while a person is walking.
- Jeans with holes must be appropriate as well. The same standard will apply for holey jeans that is used for skirts:
- Mesh, sheer, and see-through clothing is unacceptable, unless the shirt underneath is appropriate.
- Undergarments must not be exposed nor worn as the primary clothing item. (Hanes undershirts or “muscle shirts”)
- Chains of any kind are not allowed in school. This includes wallet chains, chains that connect pant legs, chains draped around the neck, etc...
- Pajamas, blankets, pillows, and house slippers are not allowed in school.
- Students may not wear any headgear, coats or backpacks in school (headgear means hats, headphones, scarves, hoods, sunglasses, etc.). Headgear must be placed in a locker upon arrival at school until the final dismissal bell. Violations will result in the item(s) being confiscated. All confiscated items will be returned on Friday afternoons or on the last day of the week in cases of vacation days.

Students that are continually asked to change their clothing may be suspended for insubordination. Administration reserves the right to use discretion in the enforcement of the dress code policies.

## **GRADES**

Nikiski Middle/High teachers are utilizing the PowerSchool system, making grades available on-line. All grades and assignments are updated once a week. At their discretion, teachers may send home updates to solicit a parent signature and to keep

parents informed. Parents are encouraged to check <https://ps.kpbsd.k12.ak.us/public/home.html> or email or call the teacher directly if they have a specific concern about their child's progress.

## **HALL PASSES**

During class time, students should not be in the hall without a hall pass, either from the office or a teacher. Students that are found in the hallway without an approved pass will be asked to return to class. A student may be written up for not using the correct pass. Aide passes will be issued to students that are teacher aides. These must be turned in at the end of each semester. Students found abusing aide pass privileges will be prohibited from being an aide in the future.

## **HALLWAYS**

Appropriate behavior should be exhibited in the hallways. These behaviors include:

- Walking to and from classes.
- Horseplay and roughhousing is not allowed.
- No spraying perfumes/colognes/body sprays in the hallway. You may keep a stick deodorant in your locker "just in case". Keep the spray on items in a PE locker.
- If you are in the hallway during class time, you must have a pass.

## **ACADEMIC HONESTY**

Rationale: This policy is written to communicate that cheating and plagiarism are not acceptable at Nikiski Middle /High School. All students are expected to adhere to the highest standards of personal honesty in their work. Work that is presented for credit in all classes must be original.

### **Academic Honesty violations include:**

- Copying homework or allowing homework to be copied.
- Looking at another's test or quiz during testing.
- Allowing another person to look at a test or quiz.
- Using cheat sheets or other secretive methods of getting/giving answers on a test or quiz unless given permission by the teacher
- Taking information from another source that is not properly cited. (Plagiarism)
- Taking papers from the Internet, other publications, or other students without proper citation.
- Working on an assignment that was meant to be done individually. Students should consider all work individual unless otherwise specified by the teacher.

**Level one violations** will be dealt with by the teacher in the classroom but documented with the assistant principal. Students who are caught cheating will receive a zero on the suspect assignment/test. The teacher will write up an intervention slip for the office.

**Level two violations** are considered severe and will be dealt with by the teacher with administrative direction provided. Students found guilty of a level two violation will

receive a zero on the suspect assignment/quiz.

Consequences may be more severe as determined by the administration in relation to the committed offense. Depending upon the degree of infraction, a second level violation may also include:

Automatic drop of one letter grade for the class where the infraction occurred.

Result in a grade of "F" for the course on a second write-up in the same class.

Required community service of not less than 20 hours.

Loss of eligibility for student government, honors diploma and/or NHS

Loss of open campus privileges.

### **K.E.Y. PROGRAM – Academic Lettering**

K.E.Y. stands for Knowledgeable Educated Youth. This program not only recognizes students who earn good grades, but also encourages students to improve their grades. At Nikiski Middle/High School nearly half of our students receive recognition for good grades or improvement of their GPA. Our program aims to recognize academic achievement and foster improvement by publicizing academic excellence and offering incentives to achieve. A committee of parents, teachers, students, and administrators work together to plan and promote the K.E.Y. Program, which includes academic lettering for high school students.

### **ACADEMIC LETTERING GUIDELINES:**

#### **HIGH SCHOOL STUDENTS:**

NHS Academic Letter Requirements:

- 3.5 GPA or higher for first year (two consecutive semesters) = "N" letter and scroll pin
- 3.5 GPA or higher for any following year (two consecutive semesters) = service bar
- Students have to be taking at least ½ day of classes (NHS or college) for the semester to count.
- Awards will be handed out at an Academic Award Banquet (potluck) to be held in the fall. (Seniors will receive their academic awards during the Award Night in the spring.)

### **Special Honors Criteria**

**Valedictorian/Salutatorian Criteria** The award of Valedictorian will go to the student or students who are ranked number one academically in their class standing as well as those who have fulfilled all of the requirements for the Nikiski High School Honors Diploma. The award of Salutatorian will go to (one) student who is ranked number two in his/her class and who has also fulfilled all of the requirements for the Nikiski High School Honors Diploma.

**Honors Diploma Requirements** In an effort to recognize students who display excellence both academically and in their extracurricular endeavors in school and the community, Nikiski High School has established an Honors Diploma to be awarded to graduating Seniors who have met the following criteria:

- Must meet the required curriculum of the Alaska Performance Scholarship for either the Math and Science Curriculum OR the Social Studies and Language Arts Curriculum.
- Must have a 3.5 GPA.
- Must have 100 hours approved and documented volunteer hours.
- Community service hour forms can be found and turned in at the counseling office and will be approved by the principal.

**\*\*\*\* Students must fulfill these requirements in order to be considered for Valedictorian or Salutatorian status.**

Community service forms are located in the Counseling Office.

### **National Honor Society**

For a select group of students, selection as a member of the National Honor Society (NHS) is the pinnacle of their achievements in school. This honor, recognized throughout the nation, is both the public recognition of accomplishment and the private commitment to continued excellence on the part of the new member.

Selection to NHS is a privilege, not a right. Students do not apply for membership in the National Honor Society; instead, a majority vote of the Faculty Council in each school selects them. The following steps are those steps used by the Nikiski chapter of the National Honor Society and are supported by the National Council:

Section 1. The selection of members to this chapter shall be by a majority vote of the faculty council which consists of five faculty members appointed by the principal. The chapter adviser shall be the sixth, nonvoting, *ex officio* member of the faculty council.

Section 2. The selection of active members shall be held once a year during the first semester of the school year.

Section 3. Prior to the final selection, the following shall occur:

1. Students' academic records shall be reviewed to determine scholastic eligibility.
2. All students who are eligible scholastically (i.e., candidates) shall be notified and asked to complete and submit the candidate information form for further consideration.
3. The faculty shall be requested to evaluate candidates determined to be scholastically eligible using the official input form provided by the chapter adviser.

4. The faculty council shall review the candidate information forms, faculty input, and other relevant information to determine those who fully meet the selection criteria for membership.

Section 4. Candidates become members when inducted at a special ceremony.

Section 5. An active member of the National Honor Society who transfers from this school will be given an official letter indicating the status of his/her membership.

Section 6. An active member of the National Honor Society who transfers to this school will be automatically accepted for membership in this chapter. The faculty council shall grant to the transferring member one semester to attain the membership requirements and, thereafter, this member must maintain those requirements for this chapter in order to retain his/her membership.

### **MIDDLE SCHOOL STUDENTS:**

Each semester the Assistant Principal will recognize those students with a 3.5 GPA or higher. This will be incorporated with the Middle School Semester Celebration.

Each quarter there will be a quarter celebration. The criteria to attend these celebrations is grades. For 1<sup>st</sup> through 3<sup>rd</sup> quarter, any student with a D or F will not be allowed to attend the quarter celebration. 4<sup>th</sup> quarter celebration is the end of the year camping trip. Due to safety concerns discipline is used for the criteria to attend this camping trip. If a student has been suspended (either OSS or ISS) at any time during the year, they will not be allowed to attend the middle school camping trip. Multiple office referrals may also result in not being allowed to attend the camping trip.

### **LIBRARY POLICIES**

- Each student may check out up to three books at a time. More than three books may be approved for students (with no fines or overdue books) who are doing research.
- Books are checked out for three weeks at a time and may be renewed for an additional three weeks if not reserved by other patrons.
- Some reference books may be checked out overnight.
- Current magazines and newspapers must be used in the library. Older magazines may be checked out for one week at a time.
- Late fines are \$.10/day up to \$2.00 for most items.
- Students with overdue books and/or fines that are outstanding for 2 months or more may be subject to disciplinary action.
- Students may check out some equipment. The late fee per day is \$1.00.
- Ten cents (\$.10) per page is charged for all items photocopied in the library.
- One dollar (\$1.00) per page will be charged for personal computer items printed in the library.
- The library is open before and after school for student use.

## **LOCKERS**

All students will be assigned a locker with lock at the beginning of the year. Students are NOT allowed to change their locker without the permission of the office. Students who do so may be subject to disciplinary action.

Use your assigned locker for your coats, books, papers, pencils, and other personal belongings. **Students should not keep valuables or money in their lockers, such items may be left at the office for safekeeping. The school will not take responsibility for items that are taken from lockers.**

It is the student's responsibility to keep his/her locker clean and in good repair. He/she should not deliberately damage the locker in any way.

Students are NOT allowed to use or enter other students' lockers without the expressed permission of that student.

**As stated in Alaska Statute 14.03.105 lockers are the property of KPBSD and are subject to inspection.** The school reserves the right to inspect lockers of any student suspected of possessing illegal, unauthorized, or dangerous materials. The school also has the right to inspect the personal property and its contents of any student suspected of possessing illegal, unauthorized, or dangerous materials.

Students taking physical education are strongly urged to leave money or valuables with their instructor when they dress for class. **Money or valuables should not be left in clothes or the gym locker under any circumstances.** If there is any question about leaving valuables, check with your teacher or coach. The school is not responsible for items taken from lockers.

## **LOST AND FOUND**

Items that are lost should be reported to the main office. If they are recovered they will be available in the main office. If you find items around the school, please turn them in. You would want the same consideration from someone finding your possessions! Lost and found items will be kept for a period of one month.

## **MONEY/VALUABLES AT SCHOOL**

Any student that has a large amount of money or valuables, including iPods, for whatever reason may check it in at the office for safekeeping. This is mentioned for your protection only. Students should take extreme caution when in possession of a large sum of money or items of high value. The school will not be responsible for money or valuables taken from lockers, etc.

## **NOTICES AND POSTERS**

The Kenai Peninsula Borough School District and legal regulations prohibit the displaying of certain materials in the school building. Permission from administration office is required before distributing or posting anything.

## **NURSE/MEDICAL PROCEDURES**

Staffing for a nurse at Nikiski Middle/High School is limited. If the nurse is available, the student may proceed to the nurse's office. However, if the nurse is not available, the student may be asked to return to class, given ibuprofen/Tylenol, if needed, (provided a parent permission form is on file), or asked to call a parent/guardian and go home. Unless it is an emergency, students without a pass during class time will be asked to return to class.

## **OPEN CAMPUS**

Open campus is a privilege enjoyed by 11<sup>th</sup> and 12<sup>th</sup> grade students who demonstrate responsibility, good judgment, and good behavior both inside and outside the doors of Nikiski High School. Open campus does not apply to times outside of the lunch period. If a student must leave campus for any reason (i.e. a dental appointment) during the regular school day, the formal sign-out procedures must be followed.

If the student's parents wish for their son or daughter to have open campus privileges during lunch, the parent can sign the letter and return it to the school for approval.

### **Check-Out**

Once the open campus letter has been approved, a student wishing to leave receives a card. Each day the student leaves at lunch they must sign out and pick up their card at the office prior to leaving the building. If the student does not sign out, he or she will be considered truant and normal consequences will apply.

If an eligible student takes someone off campus who is not eligible, the eligible student will lose their privileges for the remainder of the semester or 20 days, whichever is greater. Both students will also receive appropriate consequences from an administrator.

### **Check-In**

Upon returning to the school, students must turn their card in at the office, sign in and be in class before the tardy bell rings. The following policy will apply to students who do not meet these requirements:

- 1<sup>st</sup> tardy: Loss of open campus for one week (five school days)
- 2<sup>nd</sup> tardy: Loss of open campus for two weeks (10 school days)
- 3<sup>rd</sup> tardy: Loss of open campus for remainder of semester (20 day minimum)



Administration reserves the right to revoke open campus privileges from students if they are causing unnecessary problems in town, returning late to school or are having discipline problems in school.

## **PARKING**

Nikiski Middle/High School operates under a modified open campus. Driving to school is a privilege. Observance of the following rules is mandatory:

1. All students at Nikiski Middle/High School must park their vehicles in the main parking lot. After you park your car, lock it. Do not re-enter your car until you leave school. The parking area for students is limited to directly in front of the school.
2. Cars parked in the main lot should be parked within parking spaces only. Automobiles parked out of the main lot on the sidewalk may be towed at the owner's expense.
3. Dangerous driving of any kind with any type of vehicle may be referred to the state troopers. In addition, the student may be subject to suspension and driving privileges revoked. Parents will be notified.
4. Violations of parking privileges constitute a warning or possible loss of driving privileges for the semester.
5. If students use their own cars and have mechanical failures, they are responsible for tardies and trancies
6. Students who drive all-purposes vehicles (APVs) on school grounds must fully comply with state and local laws. In order to drive an APV on school grounds the student must be 16 years of age, have the appropriate license, be registered, and insured. Students who drive APVs on school grounds must park in the designated parking area and may not be anywhere else on campus.
7. Students will lose their privilege to drive to campus if they violate any section of this parking policy. .

## **SITE COUNCIL**

The Site Council will meet 4 times a year, once per quarter, at 4:00. The Site Council is comprised of two teachers, two students, two parents, a classified employee, a community member, and the principal. This is the primary decision making body for the school. Students, parents, and community members are encouraged to use the site council process to address concerns they may have with the school.

## **PUBLIC DISPLAYS OF AFFECTION**

It is nice to show someone you care for them. Hugging, kissing, holding hands and other forms of public display of affection are not appropriate at NMHS. Students who choose to ignore these limits will be sent to the office. Repeated offenses may result in serious consequences. Administration reserves the right to use discretion in this area.

**Nikiski Middle/High School  
Discipline Policies and Consequences:**

**KPBSD Discipline Guide:** [AR 5144 Discipline](#)

**Alcohol:**

**Possession or under the influence:** 30 – 45 day suspension, ATOSS,  
Possible report to law enforcement, possible expulsion

**Distribution:** Report to law enforcement, immediate 30-45 day suspension,  
possible expulsion

**Attendance:**

**Tardy** Tardies will be cumulative through each quarter and for all classes; they will start over each quarter as well. The following discipline will be assigned for tardies:

- 7 total tardies = One detention
- 14 total tardies = One detention, parent contact
- 20 total tardies = 1 day suspension (could be out of school or in school, depending on availability)
- Continued tardies after previous step will be grounds for continued suspensions.

**2. Forging the attendance sheet or guardian note** 1 or more detention, or suspension

**3. Cutting Class** 1 or more detentions, parent shadow, community service, suspension

**Assault - Intimidation**

**Threatened:** 1 – 45 day suspension, call home, and further consequences as appropriate.

**Physical:** Contact parents, 11-45 day suspension based on severity, referral to law enforcement

**Classroom Disruption or Sleeping:** 1 or more detentions, community service, or suspension.

**Computer Misuse or Printing of Personal Items:** Loss of computer privileges, detention, or suspension. May also be charged \$1.00 per page for unauthorized materials.

**Dress Code Infraction:** (Teacher and administrative discretion) Change attire, notify parents, detention

**Driving or Parking on School Grounds** (Reckless or dangerous behavior) Parent notification, contact law enforcement as appropriate, Revoke parking and driving privilege as appropriate.

**Drugs:**

**Possession or under the influence:** 30 – 45 day suspension, ATOSS, report to law enforcement, possible expulsion

**Distribution** – Report to law enforcement, immediate 30-45 day suspension, possible expulsion

**Eating or Drinking in Carpeted Areas:** Detention

**Excessive Number of Interactions:** out-of-school suspension

**Fighting:** 1 – 10 days suspension, possible long-term suspension or expulsion, police referral

**Inciting a fight:** 1 or more day's suspension

**Hall Pass Privilege Abuse:** loss of pass privileges for the remainder of the semester or the year.

**Harassment:** Parent notification, detention or suspension, depending on the severity of the offense

**Hats, Coats, Backpack, Headgear:** Must be removed upon entering the building and stored in a locker until leaving the building. Refusal to comply can lead to detention and confiscation of the item or possible consequences of insubordination.

**Insubordination/Flagrant Disrespect:** 1 or more detentions or suspension depending upon severity.

**Late or Incomplete Work:** No assignment will be accepted if turned in more than five days past the original due date. Teachers may elect to mark down the grade a percentage of their choosing for each late day

**Lunch Room Disruption:** Detention, suspension, or custodial work detail

**Open Campus Abuse:** Loss of privilege, (11<sup>th</sup> & 12<sup>th</sup> only with permission letter on file)

**Profanity or Vulgarity:** 1 or more detentions, community service or possible suspension

**Profanity Directed to Staff:** 1 or more days suspension

**Public Display of Affection:** Warning, 1 or more detentions or community service

**Sexual Misconduct:** 15 – 45 days suspension

**Substitute Teacher:** Disrespectful, disruptive or insubordinate behavior, 1 or more detentions, or suspension.

**Theft:** 3–10 days suspension, restitution recommended, possible expulsion for continued offenses notification of law enforcement

**Tobacco/Vape, Smoking or Possession:** 3-10 days suspension, possible report to police.

**Vandalism:** Report to police, restitution recommended, 3-10 days suspension,

**Weapons:** possession of gun, knife, or other weapons, including look-alikes Report to police, immediate suspension and possible expulsion for 1<sup>st</sup> offense. No knives of any length are allowed at school.

## **BUS POLICIES AND CONSEQUENCES FOR GENERAL MISBEHAVIOR**

1. **1<sup>st</sup> Written Offense:** Detention, or possible bus and/or school suspension.
2. **2<sup>nd</sup> Offense:** 2 detentions, or possible bus and/or school suspension
3. **3<sup>rd</sup> Offense:** 3 days off the bus – and/or school suspension
4. **4<sup>th</sup> Offense:** 10 days off the bus – and/or school suspension
5. **FURTHER OFFENSES:** 30 days off the bus

### **General Guidelines:**

**Food and Drink are not allowed on the bus.**

**No throwing of Items**

**Students must remain seated while the bus is moving**

**No Insubordination, disrespect, or disobedience**

**No Excessive Noise**

**No generally disruptive behavior**

**No inappropriate public behavior**

**No lighting matches or lighters**

**No Vandalism**

**No Fighting**

**No public display of affection**

**No profanity or vulgarity**

**No Harassment**

**No weapons**  
**No Drugs or Alcohol**  
**No Tobacco**