

**Kenai Peninsula Borough School District
NINILCHIK K-12 SCHOOL
2026-2027**



**KPBSD PARENT & STUDENT HANDBOOK
NINILCHIK SCHOOL SUPPLEMENT**

***15735 Sterling Highway
Ninilchik, AK 99639
Phone: 907-714-0300***

Ninilchik School Mission:
*In partnership with all stakeholders, to develop enduring learners
committed to academic, social and personal excellence.*

Dear Parents and Guardians,

We are proud to welcome you and your children to Ninilchik School. We look forward to sharing the responsibility of your child's education with you. We seek your involvement and support in our best effort to provide the best education possible for your child.

We encourage you to visit and communicate with us often. The partnership forged between home and school will, in no small measure, help determine the degree of success students find in their school activities.

This handbook provides important information and is a supplement to the KPBSD Parent/Student Handbook. Please review both with your child. For additional information, please call us at 907-714-0300. Office hours are 8:15am-4pm Monday through Friday.

Welcome to Ninilchik School, Home of the Wolverines!

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All of the rules can be summarized with three expectations:

ALL STUDENTS ARE EXPECTED TO BE...

RESPONSIBLE – arrive to school on time; arrive to class on time; prepared to learn with the necessary supplies and assignments completed; turn work in on time.

RESPECTFUL – demonstrate a caring, positive attitude.

SAFE – behavior that encourages a physically and emotionally safe learning environment for oneself and others.

GENERAL INFORMATION

School Hours 9:05 am – 3:35 pm

Supervision is not provided either before or after student hours. Students should not arrive at school prior to 8:30am. Upon arrival, all students wait in the cafeteria. Breakfast service begins at 8:35am.

Secondary Students' Bell Schedule

Classes at Ninilchik School begin at **9:05 am and end at 3:35 pm**. Below is the bell schedule for our secondary students.

Period 1	9:05 - 9:55
Period 2	10:00 - 10:45
Period 3	10:50 - 11:35
K - 5 Lunch	11:10 - 11:30
K - 5 Recess	11:30 - 12:10
6 - 8 Lunch	11:40 - 12:10
Period 4	12:15 - 1:00
Period 5	1:05 - 1:50
Period 6	1:55 - 2:40
Period 7	2:45 - 3:35

Elementary lunch begins at 11:10am and ends at 11:40am. Elementary recess goes from 11:40am to 12:10pm.

Partial Week Schedules

During the school year, there are several occasions when in-services or holidays cause a partial school week. Schedules for these shortened weeks will vary and will be posted on the school's webpage.

Building Security

All visitors must use the school's front entrance. All parents and other community members entering the building during the school day are required to sign in and out at the office and will be issued a pass.

Course & Athletic Fees

Art	\$20
Guitar	\$20
Drama	\$20
Photography	\$20
Yearbook	\$20
Elementary Activities	\$15
Middle School Athletics	\$100
High School Athletics	\$300

You may go to <https://kpbsd.revtrack.net/k12-schools/ninilchik/> to pay any fees, lunch accounts, or make donations.

Release of Students

Once students arrive at school, they must remain on school grounds for the duration of the school day. Exceptions to this policy are as follows:

- Students may be signed out of school at the main office only to parents or those authorized by parents/guardians.
- Students with work release may sign themselves out only with prior written permission by their parent/guardian.
- Juniors and seniors with open class periods may sign themselves out only with prior written permission by their parent/guardian (i.e. signed Home Release Form on file).

Students who leave campus without checking out or arrive without checking in through the office will be considered in violation of the school attendance policy.

If your child has special custody or other legal arrangements of which the school should be aware, please assure that we have a current copy of such documents on file in the school office.

Lunch

Ninilchik School has a closed campus policy.

Elementary: K-5 lunch begins at 11:10 am and teachers stagger their classes to lunch every few minutes. All students are expected to eat in the cafeteria. Lunch recess takes place once students are finished eating.

Secondary: 6-12 lunch begins at 11:40 am. All students are expected to eat in the cafeteria unless pre-arrangements are made with a teacher.

Free and Reduced Federal Lunch Program

We encourage all families to complete a Federal Programs/Lunch Program application. Families who may not qualify for this program are encouraged to fill out an application as it helps us fund our Title 1 programs. [Click here to access the online application!](#) Paper applications can be picked up at the office.

Student Nutrition Services Charge Policy

To ensure that all students have access to healthy school meals and to be good financial stewards, KPBSD Student Nutrition has instituted a charge policy. This policy has as its guiding principle the belief that every student deserves a nutritious meal but that ultimately it is the parent/guardian's responsibility to provide one unless the family qualifies for the free lunch program. To that end, the charge policy is as follows:

All schools and all grade levels: The Student Nutrition department will extend credit to students without lunch or meal money. If funds are not received after two meal charges and the student account has no money, students will be provided with a cup of soup but not allowed to charge a lunch. No a la carte items or second meals may be charged. A la carte purchases may not be made with cash until the negative balance is repaid.

Adults/Teachers: Charges will not be allowed for a la carte or meal items.

Collection Procedures: Charges will be applied to a special meal account at each school. Money received from a parent/student with an outstanding charge will be applied toward the meal account first and the balance remaining will be applied to the student's account. Remaining funds and outstanding charges will be carried over to the following school year.

Parents/Guardians: It is ultimately the parent/guardian responsibility to monitor their student's account and be proactive in replenishing funds as needed. Student Nutrition encourages parents to prepay for meals and put money on their child's account at <https://kpbsd.revtrak.net/Food-Service-Payments/>. Money will be accepted at a student's school office or kitchen, preferably in the morning, to allow funds to be applied to the student's account before the meal period.

Students may bring a sack lunch from home. Parents are asked to support the District wellness policy by providing nutritious, well balanced lunches containing limited amounts of sugar and

fat. No drinks such as, but not limited to, soda, energy drinks or similar drinks will be permitted inside school. All drinks with color are only allowed in the cafeteria.

District wellness policy guidelines should be followed when providing snacks and treats for classroom parties, birthdays, etc. Contact the school office for a copy of the policy and guidelines or if you have questions.

Outdoor Recess, Clothing and Cold Weather

Students should come to school dressed for the weather and prepared to go outside. All children go outside for recess until the chill factor temperature is minus 10 degrees Fahrenheit. Generally, any child well enough to come to school is well enough to go outside for recess. Even shortened recesses give the children a much-needed break in routine and fresh air. A child too sick to go outside should be recuperating at home. When special circumstances exist, students may be allowed to remain indoors for recess with a doctor's note. Boots are essential for outdoor recess. A pair of shoes should be kept at school to wear inside the building. Sitting with boots on all day is not healthy for feet. Students should have a heavy, winter weight coat, snow pants or a snowsuit, warm hat or hood, winter boots, and gloves or mittens. Contact the school nurse if you need help securing these items for your child.

Dress Code

Student attire should not jeopardize physical health or safety and it should not be distracting, inappropriate, or have a disruptive effect on the educational process.

Guidelines for Dress and Grooming

The appropriateness of student dress will be determined based on customary standards of decency, neatness, cleanliness, and suitability for school. Administrators and staff will enforce the following guidelines:

1. Revealing clothing is not allowed including but not limited to the following:
 - a. Any shirt or top that ends above the waistband
 - b. Shirts with low necklines
 - c. Clothing worn so as to expose undergarments
 - d. Shirts with open sides from armpits to waist
2. Shirts, tops, tank tops and dresses may leave the shoulder bare as long as all undergarments are covered, and all straps must be at least 1 inch in width. No tube tops are allowed.
3. Any skirts, shorts or dresses must be no shorter than 3 inches above the knee.
4. Hats are acceptable at school and in classrooms based on teacher's discretion.
5. Clothing that advertises or suggests the use of alcoholic beverages, illegal drugs, or tobacco is not permitted.
6. Objectionable or obscene messages and words are not allowed on clothing worn to school.
7. Chains of any type are potentially dangerous and are not permitted at school. Types of chains that are not allowed include, but are not limited to, dog chains and pocket chains.
8. Shoes must be worn at all times in school.
9. Students who are lacking acceptable hygiene will be sent to the nurse for guidance.

10. For safety reasons and because of space limitations in classrooms, backpacks must be kept in lockers during class time.

All the above guidelines apply at all school functions, including athletic events and dances unless special exceptions have been made by administration. Violations of the dress code will be dealt with by administration or teachers. Parents will be contacted for assistance in correcting dress code violations. Students wearing inappropriate clothing will not be allowed to attend classes until the inappropriate clothing is changed. Continued or repeated violations will be considered a violation of school behavior policies. Final decisions on appropriateness of dress for school will be made by the school administration.

School Nurse

Ninilchik School has a nurse 2 days a week, from 8:30 am-3:30 pm. A health record for each child is kept on file in the nurse's office. All students must present proof of an up-to-date immunization record in accordance with Alaska state law. Various required health screenings are conducted throughout the school year.

Prescribed or over the counter medication you wish your child to take during school hours must be in the original container and a medication request form, available in the nurse's office, must be filled out by the parent or guardian.

In order to protect your child's health as well as the health of other children, keep your child at home for at least 24 hours AFTER any of the following symptoms have subsided: a temperature of 100 degrees or higher, diarrhea, vomiting, or a persistent cough. Parents will be requested to pick up their students who have these symptoms while at school.

Additionally, students must stay out of school for 24 hours after the beginning of treatment for lice, strep, pink eye.

Students should report any injury or illness immediately to the school nurse, the teacher, or the office.

Emergencies

In the event of a natural disaster or emergency, Ninilchik School will implement its Emergency Action Plan. Please do NOT call the school as this ties up emergency lines and critical personnel. Keep your phone line open so that we can contact you. Tune to local radio stations for emergency information. Do not proceed to school to pick up your child until it is safe and you are instructed to do so.

Be assured that a complete care plan and emergency supplies are in place at school and the staff is trained to care for students until they can be safely released to their parents. **IMPORTANT! Please maintain up-to-date contact information for your child, specifically telephone/text numbers, and email addresses.** The KPBSD website will post additional pertinent information if an emergency situation exists. Please go to <http://www.kpbsd.k12.ak.us/>

School Closures or Delays

Should severe conditions exist, an announcement of either school closure or a two-hour delay in school opening will be made over local radio stations prior to regular bus service. Please tune to a local radio station and wait for instructions. KPBSD also provides a call-out service to families with contact information on file. This information will also be posted on the KPBSD website <http://www.kpbsd.k12.ak.us/>

Information About Students

Information about students may be released to the newspaper and other organizations (awards, honor roll, etc.) A form is sent home at the beginning of each school year offering parents the opportunity to exclude their children from such announcements. Please advise us if you do not want your child's name released.

Field Trips and Parent Drivers

Teachers are in charge of field trips. Students are required to bring a permission slip signed by a parent in order to participate. In addition, field trips are a privilege. Students who fail to behave appropriately or who are not in good academic standing may be excluded from field trips. All adults accompanying classes on field trips **must** complete the KPBSD volunteer screening process and a volunteer indemnification form. If an adult shows up at a field trip without KPBSD volunteer screening, they will be asked to leave. In addition, drivers are required to provide a copy of their valid driver's license, insurance information (required to be in all vehicles under Alaska state law), and vehicle information. All forms are available through your child's teacher or at the school office.

Technology

Ninilchik School utilizes computers to support education and research consistent with the educational objectives of the KPBSD. Ninilchik is part of the KPBSD internet system which students may access with teacher approval and parental permission. Inappropriate use of these resources may result in cancellation of these privileges. Please contact the school office if you do not want your child to use the internet at school.

Electronic Communication & Digital Devices

Ninilchik School recognizes the importance of safety and communication; however, the classroom must remain a distraction-free zone. For the purposes of this policy, Digital Devices are defined as any mobile electronic tool including, but not limited to: cell phones, smart watches, angel watches, standalone recording devices, and any hardware with camera or video capabilities. These devices must be silenced and stored away during all instructional periods. Failure to comply may result in the device being secured in the administrative office until the end of the school day.

PowerSchool

PowerSchool provides individual student information. Students and parents are provided individualized access codes. Complete information will be provided at the beginning of each school year during registration. District information may be obtained by visiting <http://www.kpbsd.k12.ak.us/>

Locks and Lockers

The administration retains control over the locker space loaned to the students. The principal has the right and the duty to inspect and search student lockers if there is reasonable cause to do so. If the lock or locker does not work correctly, please report this to the office.

Volunteers

Ninilchik School desires an active volunteer program and all parents are invited to become involved. No experience is necessary. The KPBSD requires all volunteers to register and complete a background check every year. You can access the KPBSD's "Volunteer Screening Process" on its home page at <http://www.kpbsd.k12.ak.us>

Site Council

A school based advisory team composed of parents, teachers, support staff, a community member and the principal meets monthly. Meetings are open to the public. If you have an item or a concern you would like to present, please contact any council member. You can find the Ninilchik School Site Council Bylaws at the appendix section of this handbook.

Messages for Students

Routine arrangements should be made with your child prior to coming to school. End of day messages for students should be limited to urgent messages resulting from an unexpected change in plans. Please call the school prior to 2:45 p.m. After 2:45 p.m., we are busy preparing students to go home and there may not be anyone available to answer your call. **If you call and no one answers, please leave a message.**

Bus Transportation

School bus transportation is provided by First Student. Please contact the carrier in regards to bus transportation (262-4900). Pets, large objects, or hazardous items are not allowed on the bus. Please note the bus rules in the Kenai Peninsula School District's Parent/Student Handbook.

Riding district-provided transportation is a privilege that may be denied by the principal for a behavior that interferes with the health, safety, comfort or well-being of others. In the case of a serious infraction or repeated offenses, the rider may be denied transportation for a period of time determined by the principal.

School bus information and schedules may be obtained at the school office or by contacting the bus company at 262-4900. Bus transportation is a privilege and bus rules must be followed for the safety of all children. If your child is riding the bus home with a friend or getting off the bus

at a different stop, send a note to the office with the child's name, date, stop description, and bus number. Your child will be given a bus pass to present to the bus driver. Parents are expected to coordinate with each other to obtain this information. The office is not responsible for figuring bus information out for you. Parents are asked to call First Student (262-4900) for the correct information. Students are required to get their pass before 2:30. We cannot delay bus departure to issue a bus pass. If a student does not have a written note, he/she will be required to follow his/her usual procedure going home.

Parking Privilege

The school does reserve the right to search vehicles on campus (BP 5145.12). Any student with a legal driver's license and proof of insurance can drive their car/truck to school. All vehicles must be street legal. The school has the right to ask students to provide copies of insurance and driver's license. Dangerous driving of any kind with any type of vehicle will be referred to the police. Violations of these rules will result in suspension and/or loss of parking privileges. The speed limit in the Ninilchik School parking lot is 10 MPH. Student drivers who violate handbook rules may lose their parking privileges. Examples:

- Violating the speed limit, stop signs or the one-way traffic pattern.
- Reckless driving
- Leaving school without proper permission.
- Transporting other students in violation of this handbook

Parking Permits will be needed to park on school property. Please pick up your form in the office or go to our website. The form looks like the picture below.

Ninilchik School
Vehicle Registration and Parking Form

NAME _____ STUDENT ID # _____ PERMIT # _____

ADDRESS _____ VEHICLE LICENSE # _____

GRADE _____ PHONE _____ DRIVER'S LICENSE # _____

REGISTERED OWNER _____ INSURED BY _____

CAR: YEAR _____ MAKE _____ MODEL _____ COLOR(S) _____

SEMESTER: 1st 2nd

As the parent or guardian of the student listed above, or the student listed above is over the age of 18, I agree to the following terms and conditions.

1. I understand that parking on school grounds is a privilege granted by the Ninilchik School and is not a right.
2. I agree to have a current registration for the vehicle listed above ("Vehicle") and to make sure that the Vehicle has all insurance required by law.
3. I hereby agree to release and hold harmless Ninilchik School and KPBSD from any and all damages related to the use of the Vehicle on school grounds or at a school event, including but not limited to, property damage, theft, personal injury, and the like.
4. I acknowledge that Ninilchik School and KPBSD officials will be permitted to search the Vehicle for illegal drugs, alcohol, firearms, weapons, and other items related to illegal or improper conduct. I recognize and agree that such a search does not require a search warrant but can be done based on a reasonable suspicion of illegal conduct or pursuant to Ninilchik School and KPBSD policy, including random searches. By parking a Vehicle on school grounds, I am consenting to the search of the Vehicle, and I understand that if illegal items or activities are discovered the police will be contacted.
5. I will only park the Vehicle in designated parking for students and will not park in areas designated for teachers, staff or visitors.
6. I agree that if the Vehicle is parked in an unauthorized area or is lacking a visible parking pass, I will be liable for all fines, towing costs, and impoundment expenses. I further recognize that improper parking may result in the cancellation of the parking permit at the sole discretion of Ninilchik School.
7. I understand that the Vehicle must be operated in a safe manner while on school grounds. This includes, but is not limited to, compliance with municipal and state motor vehicle laws, such as speeding, reckless driving, and operating a vehicle without a valid driver's license. Operating the Vehicle in an unsafe manner will result in a cancellation of the parking permit.
8. I agree not to have anyone sit in the parked Vehicle during the school day.
9. I will not sell or transfer a parking permit to another student or person. The permit posted in the front window of the Vehicle must match the Vehicle described on this form.

Before a parking permit is issued, all the information in this form must be fully provided and it must be signed by both the parent and the student. If the student is over 18, only the student's signature is required.

PARENT/GUARDIAN: _____ DATE: _____

STUDENT: _____ DATE: _____

ATTENDANCE

One criteria of a student's success in school is regular and punctual attendance. Frequent absences may lead to poor academic work, lack of social development and possible academic failure. Regular attendance is of utmost importance for school interest, social adjustment and scholastic achievement. No single factor may interfere with a student's progress more quickly than frequent tardiness or absence.

Continuity in the learning process and social adaptation is seriously disrupted by excessive absences. In most situations, the work missed cannot be made up adequately. Students who have good attendance generally achieve higher grades, enjoy school more and are more employable after leaving school.

The School Board believes that regular attendance plays a key role in the success a student achieves in school. The Board recognizes its responsibility under the law to ensure that students attend school regularly. Parents/guardians of children aged 7 to 16 are obligated to send their children to public school except as allowed by law. The Board shall abide by all state attendance laws and may use any legal means to correct the problems of excessive absence or truancy.

Student Absences

If a student is absent, a parent or guardian must call the attendance secretary at **907-714-0300**, as soon as possible, to explain the absence. **If you call and no one answers, please leave a message.**

Board Policy 5113 explains excused absences as follows: The following are considered **excused absences**: sickness (medical note needed after 5 absences), medical appointments, school events, acknowledged religious holidays, prearranged absences and other reasons as approved by the principal. No student excused for religious holiday shall be denied the opportunity to make up a test given on the religious holiday or denied an award or eligibility to compete for an award.

Excessive Absences and Truancy

Within the timeframe of a semester:

1. At 6 absences, the parent/guardian will receive an email from the counselor.
2. At 9 absences, the parent will receive a letter from the principal.
3. At 12 absences, a meeting will be scheduled to establish an attendance contract
4. At 15 absences, students may lose course credits.

When a 9-12 grade student is absent **more than 15 days per semester (excused and unexcused)** or misses over 800 instructional minutes in any course for reasons other than school related programs, the student's attendance, discipline, and academic achievement in all classes shall be reviewed by the school intervention team to determine if the student shall be granted semester credits and/or permitted to participate in co-curricular activities.

* For more information you may refer to the following KPBSD Board Policies: BP 5113, AR 5113

A written plan will be provided to the student and parents. Upon receipt of the plan, the student must comply with the I-team's directives or semester credit may be denied and the student may not be permitted to participate in co-curricular activities.

In the event of absence due to unavoidable family decisions, parents or students should arrange in advance for the Principal and teacher(s) to provide direction to student studies while away from school for periods of 3 to 10 consecutive days. Students absent for more than 10 consecutive days may be dropped from the class rolls.

If a student misses class without an excuse and does not subsequently turn in homework, take a test or fulfill other class requirement(s) which he/she missed, the teacher may lower the student's grade for nonperformance. Teachers shall inform students about the class grading system at the beginning of the semester.

Pre-arranging an Excused Absence

To obtain a prearranged absence, you must do the following:

1. Bring a note from home to the front office.
2. The note will be verified by the attendance secretary and a form will be provided to notify your teachers.
3. Circulate it among teachers whose classes will be missed.
4. Have a school administrator sign the form.
5. Return it to the attendance secretary.

The principal or designee may deny the request if he/she believes that the absence would be educationally harmful to the student or set a poor example in the matters of school attendance for the student or other students. If the request is denied, reasons will be given.

Participation in School Activities

Students not in attendance during the full school day will not be allowed to attend or participate in school events, practices, or activities during the evening. Documented exceptions may be made for school field trips, academic requirements, religious holidays, mandated court appointments, or doctor appointments. In order to participate, an official note must be provided and **the exception must be approved by an administrator in advance.**

Also, students may not be more than 10 minutes tardy to a class (this is categorized as an absence) in order to participate in school activities.

See KPSAA Middle & High School Handbook, Section IV.2

Tardies

Students are considered tardy if they are not in their scheduled class when the second bell rings. If they are more than 10 minutes tardy, it will be considered an absence. Tardiness to class will be dealt with according to the following procedures:

A. Tardiness will be excused for the following reasons:

1. Late bus to be verified by office
2. Illness or medical appointment substantiated by a written excuse from parent, doctor
3. For a school related function
4. Official legal document
5. Circumstances approved by the principal

B. Consequences for tardies will be:

1. 6-10 cumulative tardies will require a 30 minute lunch detention.
2. 10+ consequences can be, but not limited to:
 - a. Detention
 - c. Community service
 - d. Parent meeting

ACADEMICS

Grading Scale for Middle and High School Students

The following is Ninilchik School's approved grading scale:

- A** – 4.0 (90-100)
- B** – 3.0 (80-89)
- C** – 2.0 (70-79)
- D** – 1.0 (60-69)
- F** – No credit (<60)

Academic support beyond the regular school day is provided by:

- 1) Teachers for 30 minutes before/after school. Students should arrange an appointment to ensure availability.
- 2) After school study halls with NTC per schedule posted in the hallways.

Honor Roll

The following criterion exists for 6th-12th Honor Roll recognition:

1. **Principal's List** Honor Roll = 4.0 GPA for the semester.
2. Honor Roll = 3.5-3.99 for the semester.
3. Semester averages will be used.
4. Students must be enrolled in at least 4 classes with grades P and I not counted.
5. Grades computed only for credit classes.
6. In a multiple period class, a maximum of 2 grades will be counted.

Honors – Valedictorian and Salutatorian

The Ninilchik School Valedictorian(s) will be the student(s) who meets all of the following criteria:

- The student with the highest cumulative weighted grade point average based on Ninilchik School and KPBSD coursework, calculated to five decimal places without rounding, is designated as the valedictorian for the graduating class.
- The student must have earned their last 6 credits at Ninilchik High School or be enrolled in an equally rigorous program as determined by the school's administration.
- A student may not use "repeated" courses to better one's GPA for valedictorian designation.
- The grade bump for Advanced Placement coursework from outside of KPBSD will be factored in for class rank, but not for the purpose of determining the Valedictorian.

The Ninilchik School Salutatorian is:

- The student with the second-highest cumulative weighted GPA in the graduating class, calculated to five decimal places without rounding, and is designated as the salutatorian for the graduating class.
- The student must have earned their last 6 credits at Ninilchik High School or be enrolled in an equally rigorous program as determined by the school's administration.
- A student may not use "repeated" courses to better one's GPA for salutatorian designation.
- The grade bump for Advanced Placement coursework from outside of KPBSD will be factored in for class rank, but not for the purpose of determining the Salutatorian.

UA Scholars

UA Scholars are the top 10 percent of a class based on cumulative grade point average at the end of 11th grade. Tie breakers will be:

1. Number of credits earned at Ninilchik School.
2. Strength of schedule as determined by administrators and counselors.

Make-up Work Procedures

Excused absences - students will have two school days to make up each day missed, but only up to a maximum of five make-up days. This places a large responsibility upon students to make up work immediately upon returning to school. We encourage students to take advantage of study halls offered. There are three exceptions to this rule:

First: There are certain absolute due dates that are announced far in advance. Even if a student is absent, these major, long-term assignments are due on the assigned date. Unless pre approved by the teacher or principal.

Second: If a student misses only the day of a test, or the day a project is due, the test must be made up or the project must be turned in on the day the student returns to school.

Also, when a student misses class as a result of attendance at a co-curricular activity, the student must complete the missed work on a schedule determined by the teacher.

Homework Policy

Within each teacher's syllabus, the purpose of homework should be made clear.

Staff agrees to assign no more than 3 hours of homework each week per class; this recognizes that in a single class period a student may not have any homework, but in that same class on another day they may have 1 hour of homework; this also recognizes that a student may have a wealth of homework at the end of the week because of poor time management; this recognizes current research about duration of homework (30 minutes per class, per night).

All extra-curricular activities must hold a study hall whenever their team or group participates in an overnight event when feasible, recognizing that some trips simply will not allow time for a study hall (it is suggested that the administration provides instruction on how to conduct study halls so that they are productive).

Zero/Late Work Protocol

In order to promote success for all students, we recommend the following protocol for when a student does not complete an assignment that will create a significant threat to them earning credit (this is at the teacher's discretion and takes into account that the protocol should not be in place for any assignment receiving a zero, such as a homework assignment designed as practice)

Step 1: Record a zero and missing in the gradebook on the due date or first opportunity.

Step 2: Teacher communicates to student that they are missing an assignment and that they need to make it up within the time frame allotted by the Ninilchik School policy (it is suggested that once a student turns in an assignment late, they can no longer earn full credit for the assignment).

Step 3: Teacher calls home to explain steps implemented, solicit parental support and inform of next step.

Step 4: Teacher refers student to the office, at which point the administration will determine an appropriate time for the student to complete the assignment.

This protocol seeks to ensure success by minimizing students not completing assignments; however, it does not mandate that a student will do the assignment, or that the student will pass. If these steps do not work, ultimately, the student will not earn credit for the assignment and may potentially not pass the class.

Library Use

During a class period, students are allowed to come to the library accompanied by their classroom teacher or with an appropriate pass. The library is for research, quiet study, word processing, and reading. **Students who choose to use the library during a free period or through Connections must sign in and stay through the entire class period.**

Checkout - students may check out up to 4 books for 3 weeks and may renew books twice. Electronic Readers may have additional requirements. Reference books are available for

checkout with special permission by the librarian only. Charges - Students will be charged for lost or damaged books. Food and drinks are not allowed in the library. If using computers in the library, refer to internet/computer rules above.

Computer Use

1. Academic pursuit only: computer use must be related to a school assignment.
2. No chat rooms or video streamed graphics.
3. Non academic games or inappropriate internet sites are not allowed.
4. Printing of non-school related material is not permitted.
5. Audio recording is not allowed unless part of an assignment.

Consequences for violating school guidelines may include up to a full school year of restricted or no access to the district computers or the network.

Class Changes

Choosing classes is a very important responsibility of each student and once classes are scheduled there should be few, if any, changes to a student's class schedule. The period of time for consideration of change requests will be up to ten school days into 1st semester, and 5 days following the beginning of second semester, unless approved by an administrator, counselor, and teacher. Due to cuts in programs, we will not be able to accommodate changes for teacher preferences.

If students would like to and are eligible to change classes, they can pick/up an "Add/Drop Form" at the front office or at the counselor's office. They can fill it out, have their guardian sign-off, and return it to the front office or the counselor's office for review. Students will be notified of any changes made.

Students will receive quarter and semester grades for any course in which they are enrolled past the 15th school day of the semester:

- Dropping a class after the 15th day requires administrative approval and will result in the receipt of an "F" for the course.
- Students who wish to change levels within a subject (e.g., AP Biology to Advanced Biology) after the 15th day must wait until the end of the quarter and will have their quarter grade transferred toward their semester grade in the new class.
- Students who wish to enroll in a course after the 15th day of a semester must complete the 1st quarter curriculum via a distanced education course then transfer into the Ninilchik School class at the beginning of the 2nd quarter.

Distance Education Classes

9th-10th grade students may only enroll in a distance ed. class if their Ninilchik School schedule accommodates "KPBSD-Online", a consistent class period in which they would work on a computer under the direct supervision of a Ninilchik School staff member. Attendance of "KPBSD-Online" periods is required for 9th-10th grade students.

11th and 12th grade students taking asynchronous distance education classes must check in with their online lab teacher and must attend a Ninilchik School Online Lab daily. However, if a student is making adequate weekly progress independently, a student may request a weekly check with the school's administrator in place of daily attendance. Administrator approval is necessary for 11th and 12th grade students to opt out of attending class in the KPBSD-Online class period. Home/Online Release forms can be picked up and returned to the front office.

If a student is enrolled in a Hybrid Distance Learning course, which includes either in-person or live video conferencing instruction once or more per week at a consistent time, they are expected to attend the Hybrid learning period every day. Attendance in the online learning period of a Hybrid Distance Education course is mandatory.

Course Load

Students will be required to take 7 classes per semester until they have earned 12 credits. There are limited circumstances where a student will take fewer classes upon administrative approval.

To participate in extracurricular activities, 11th graders must be enrolled in at least 5 classes per semester. Seniors must be enrolled in a minimum of 4 classes per semester.

Per district policy, seniors must be enrolled in a minimum of 4 classes at Ninilchik High for the second semester in order to be eligible to walk with their classmates at graduation commencement exercises.

Ninilchik High School Students with 5 or less Courses

Providing a safe learning environment for our students is a priority. Therefore, students must be supervised by certified staff while on the Ninilchik Elementary/High campus. While we encourage students to take six (6) classes, there are circumstances where a student will take fewer classes. We will first make every effort to provide an academic class or the opportunity for a student to be an aide for a teacher. Online classes are also available for students should they want to consider other class offerings. After all of these options are explored, if a student decides not to take a full load of classes, a student must meet the requirements listed below:

- The student will arrive on campus no earlier than the time scheduled for the beginning of passing time between classes.
- The student will exit the campus building and grounds within five minutes of dismissal, unless s/he is dismissed at lunch time and then s/he may remain on-campus to have lunch. At the conclusion of lunch she/he must exit the facility and grounds.
- Connections students who attend Ninilchik High on a part-time basis are expected to comply with all other policies and procedures that apply to full time students at the school.

Free/Home Release Periods

To be considered for a free period, students must provide documentation that they meet the following criteria:

1. 11th grader with 12 credits (14.5 credits for spring semester).

2. 12th grader with 17 credits (19.5 credits for spring semester).

*Special consideration for free periods are typically afforded to juniors and seniors who need the time for things like an AP class, a JumpStart college class or a Work Co-op class. If your request for a free period is for a reason other than the ones listed, you will need to request permission from the principal.

Student Aides

Students may apply to become a student aide for one or more class periods. A student will receive an elective pass/fail grade for one student aide placement. There will be no grade for additional placements. Students must obtain the signature of a counselor, the principal and teacher before they can enroll as an aide. Only up to 1.0 credits of “Aide” can be counted toward graduation.

Student Aides:

- May not leave campus during their assigned aide class
- Will be required to be on-time and engaged in their aide responsibilities for the entire class period
- Must be supervised by teacher unless on a teacher-directed errand
- Must bring a note to the office describing particular duties such as type and number of photocopies

ATHLETICS

Ninilchik School follows the rules, regulations and bylaws of the Kenai Peninsula Activities Association (KPSAA), Co-Curricular Activities Guidelines, as adopted in June 2023. These guidelines can be found at kpbsd.org/students-parents/kpsaa/

Athletics at Ninilchik School are an integral part of the educational experience, and an extension of our classrooms. Athletics provide opportunities that will help students develop physically, mentally, and emotionally. We view competition through activities as healthy mental, educational and physiological endeavors as they challenge each student to excel, to discover and train to increase his or her physical limits, and to work cooperatively with team members. **While winning is a natural goal in the pursuit of excellence, the principles of good sportsmanship and enjoyment of competition take precedence at all times and enhance the educational value of contests.**

The student athlete shall become a more effective citizen both in school and as a part of the community. The school, coaching staff and community feel strongly that high standards of conduct and citizenship are essential in maintaining sound athletic programs while developing student athletes of strong character. Therefore it is understood that as a part of our ‘Wolverine Pride’ our student athletes are held to a higher standard of behavior and leadership.

We continually look for ways to provide opportunities for all students to be successful and to help them grow academically, socially and emotionally. **Being a member of the interscholastic program is a privilege to be earned and maintained throughout the season. At all times, student athletes are expected to represent themselves, and their family, team and school in a responsible, sportsmanlike manner.**

Interscholastic Participation Goals

- Students commit to the team and themselves, for the improvement of all, through positive character attributes and strong work ethic.
- Students learn fundamental skills, rules and strategies of the game.
- Encourage students to step outside their comfort zones; take positive risks on our courts, fields and stages.
- Pursue victory with integrity and honor - Win

Wolverine Sportsmanship Code

- Be courteous to opponents and fans.
- Be positive in your behavior toward everyone present.
- Respect and abide by the official's decision.
- Exercise self-control at all times; never boo an official, coach or player.
- Your actions reveal your character; always display good character.
- Learn to win with character and lose with dignity.
- Display appreciation for a good performance or play regardless of the team.

Guidelines for Concern Meetings with Coaches

All meetings with coaches are to be made by appointment only. There will be no meetings between parents and coaches on the athletic fields, gyms, auditoriums or locker rooms. The protocol when resolving an issue between student athlete and coach is as follows:

- Never approach a coach immediately after a contest. Follow the 24-hour rule which prohibits any communication between a parent-coach that is not intended to be positive. This is not the proper time or place for a discussion concerning your child or the team. Please adhere to the rule to avoid unnecessary and unpleasant situations for all involved.
- Call the following day (never on Sundays) and make an appointment which is convenient for both you and the coach to meet.
- Raise your concern in a calm and civil manner. Do not be disrespectful, un-professional,
- Once you have stated your question or concern, listen to the explanation. Listening receptively may really help you to understand any explanation which is given.
- Meetings with a coach are to be made by appointment only. There will be no meetings between coaches and parents in the gym or other public place. Coaches are not required

to discuss player position, playing time, offensive, defensive, or game philosophy/decision with parents.

Process for meeting with a coach may start with the student athlete.

1. Student athlete will make an appointment and meet with the coach,
2. Next step > student athlete with parents/guardians will make an appointment and meet with coach,
3. Final step > student athlete and parent/guardian will make an appointment to meet with coach and principal.

Athletic Eligibility

1. Ninilchik school weekly grade checks every Tuesday - Tuesday. Students are to pick up a grade check form from the office on every Monday, get it filled out, have their Parents/Guardian sign it and bring it back on Tuesday to be eligible. They must have a 2.0 GPA and no F's. Ineligible athletes will sit out for the week. Exceptions may be made by admin because of extenuating circumstances.
2. Per KPSAA Students must maintain a 2.0 grade point average (GPA) in ALL classes in order to remain eligible as determined on set dates. See KPSAA handbook.

Students who do not maintain a 2.0 GPA (60 average) in ALL classes may regain eligibility during the current semester by achieving and maintaining a 2.0 GPA at the next grade check.

Middle school eligibility grades will be pulled every Monday morning. Students must maintain a 2.0 and no F's.

See [KPSAA High School Handbook](#), Section IV.C.1.

See [KPSAA Middle School Handbook](#), Section IV.C.1

The 9th-12th [eligibility check dates](#) are:

First Quarter	Second Quarter	Third Quarter	Fourth Quarter
(E1) September 15, 2025	(E2) November 10, 2025	(E3) February 2, 2026	(E4) April 13, 2026
(Q1) **October 13, 2025	(S1) **January 6, 2026	(Q3) **March 16, 2026	(S2) **May 26, 2026

*End of quarter/semester

2. All freshmen, sophomores, and juniors must be properly registered and enrolled in at least five (5) semester classes or their equivalent, in an Alaska School Activities Association member school within the district. Seniors who are **on track** to graduate must take at least four (4) semester units of credit, or the equivalent, to be eligible. All other seniors must be enrolled in a minimum of five (5) semester units of credit or the equivalent to be eligible. See KPSAA High School Handbook, Section IV.C.1.
3. A student attending KPBSD approved correspondence, alternative or charter program during the first semester of ninth grade and a student transferring from out-of-district who

attends one of the above KPBSD approved programs after the first semester of the ninth grade, must designate an Alaska School Activities Association member school within the district as the School of Eligibility. The School of Eligibility of a student, other than a first semester freshman, who transfers to a KPBSD approved correspondence, alternative or charter programs from another school within the district will be the member school from which the student transferred.

4. Students not in attendance during the full school day will not be allowed to attend or participate in school events, practices, or activities during the evening. Documented exceptions may be made for school field trips, academic requirements, religious holidays, mandated court appointments, or doctor appointments. In order to participate, an official note must be provided and the exception must be approved by an administrator in advance. Also, students may not be more than 10 minutes tardy to class (this is categorized as an absence) in order to participate in school activities. See KPSAA Middle & High School Handbook, Section IV.2

Attendance/Tardiness

Students not in attendance during the full school day will not be allowed to attend or participate in school events, practices, or activities during the evening. Documented exceptions may be made for school field trips, academic requirements, religious holidays, mandated court appointments, or doctor appointments. In order to participate, an official note must be provided and **the exception must be approved by an administrator in advance**.

Also, students may not be more than 10 minutes tardy to class (this is categorized as an absence) in order to participate in school activities.

TAD

KPSAA Middle & High School Handbook, Section IV.2
ASAA/KPSAA/Ninilchik School TAD & Proximity Policy

Any athlete who is under the influence, in possession of, or in proximity of the illegal use of alcohol, drugs or tobacco products will be suspended from practice and competition per [ASAA/KPSAA](#) policies. Additionally, Ninilchik High School student athletes with a first TAD/proximity violation must sit out of the next 4 games or 2 track meets. Any TAD/proximity violation after the first will end the student athlete's participation for that season. There may be additional consequences assigned by the coach of the sport. KPSAA and Ninilchik High School do not treat proximity or TAD offenses differently. In both cases all athletes know they are not supposed to knowingly be in a place where there is underage drinking or drug use.

Additionally students participating in open facilities, including school sponsored activity or event, may not participate until they have completed the educational component (for a first offense) or, for a second offense, both the educational component and community service (20 hours), including a reflective essay.

STUDENT CONDUCT

It is our belief that discipline is a form of education and that ultimately, the disciplinary process makes stronger, more balanced individuals. Consideration of other people, respect for each other, by treating people the way you wish to be treated form the basic expectation of student behavior at our school.

Students who choose inappropriate behavior will receive logical and natural consequences when possible. Students are expected to take responsibility for their actions when bad choices are made without resorting to excuses. Consequences will be progressive in that repeated offenses and dangerous actions will result in more severe penalties.

Conduct. Suspension from activities for a period of time up to thirty (30) consecutive school days or the remainder of the activity season to be determined by the coach/principal shall result from: a. Fighting b. Vandalism c. Theft and/or possession of known stolen property d. Other misconduct or disciplinary situations which may arise will be subject to penalties according to Board of Education policies.

Personal conduct. Classroom conduct may affect eligibility. Any misconduct affecting eligibility must be recorded in the principal's office.

Suspensions from Athletic Teams for Violation of Handbook Regulations. When a school has cause to believe that a student has violated law, policy, regulation or school district activity handbook rules that could result in suspension from a team for the remainder of the season, the administrator or his designee shall conduct a hearing that meets the following due process conditions: Prior to any disciplinary action taken the student shall be provided: 1. Oral or written notice of the charges. 2. An explanation of the evidence if the student denies the charges. 3. An opportunity to present the student's view of the incident. A student charged with a rule violation may continue to participate until a determination is made in each case by a school official. An informal hearing shall be held as soon as knowledge of a violation is known to the school. The student's parent shall be notified orally and in writing of the decision prior to the student's removal from any team or as soon afterward as practical. A hearing request must be placed with KPSAA.

If you are in the building and you observe our students modeling safe, respectful, and responsible behavior, please compliment them individually or as a class. As a school, we are focused on acknowledging and reinforcing positive behavior. Your compliment has a direct impact on students and classes reaching their behavior goals.

Public Display of Affection (PDA) (Historical Practice)

The purpose for attending Ninilchik School is to receive the best education possible. In an effort to eliminate issues that sometimes interfere with student education, three-second friendship hugs and holding hands are the only forms of public display that is acceptable.

Surveillance Systems (BP3515)

The use of surveillance systems is authorized to improve school safety and security. The Superintendent shall identify appropriate locations for the placement of surveillance equipment, including cameras. Cameras or other recording devices shall not be placed in private areas where individuals have a reasonable expectation of privacy (i.e., bathrooms, locker rooms).

The Superintendent shall ensure signs advising of the use of surveillance systems are posted at conspicuous locations at affected school buildings and grounds. The Superintendent shall also provide written or electronic notice to students, staff and parents/guardians about the District's surveillance system, including locations where surveillance may occur, explaining that the recordings may be used in disciplinary proceedings, and that matters captured may be referred to local law enforcement, as appropriate.

Access to the surveillance system is limited to authorized users. Authorized users are responsible for ensuring that unauthorized access or viewing does not occur at any terminal or site the user is controlling. The disclosure of surveillance recordings is restricted to those who have a security or safety need, a legitimate educational interest, or where disclosure is required by law.

All surveillance systems are the sole property of the District. The Superintendent shall be responsible for security, control, storage, and maintenance of all recordings. Recordings are not required to be maintained or stored beyond the storage capacity of the surveillance system unless a recording has been requested or is evidence in a proceeding.

Requests for viewing a video recording must be made in writing to the Superintendent or designee. If granted, viewing will occur in the presence of the District's designated custodian of the recording. Surveillance recordings will not be duplicated and/or removed from District premises unless legally required or authorized. This includes, but is not limited to, a law enforcement investigation, court order or subpoena.

Should a surveillance recording become a student or personnel record, the Superintendent shall ensure that the recording is retained and disclosed in accordance with law, Board policy, administrative regulation, and any applicable collective bargaining agreements.

In the case of extenuating circumstances involving health or safety, the Superintendent has the ability to release the video.

Educational Uses

In certain instances, there is educational value in utilizing personal electronic devices in classrooms when such devices aid in extending, enhancing, and/or reinforcing the students' learning process related to the instructional objectives of the class. Approval for student use of such devices will be at the discretion of the classroom teacher, upon approval of the instructional use by the building administrator.

Use of personal electronic devices will be permitted if provided for in a student's Individualized Education Program (IEP) or Section 504 plan.

If use of a personal electronic device is required in individual instances (not provided for in an IEP or 504 plan) to assist a student with the student's education, or in emergencies, permission must be obtained in writing from a building administrator prior to use of the personal electronic device at any time when such use would otherwise be prohibited by this policy.

Conditions of Use

Students may possess and use personal electronic devices including, but not limited to, cell phones, laptops, tablets, music players, etc., subject to limitations of this and other policies of the District and under the following conditions.

Personal electronic devices shall not be turned on or used in any way:

- during instructional time, unless under the direct supervision of the classroom teacher and with the teacher's approval.
- during other school sponsored and supervised group activities during the school day (for example, student assemblies, awards, or other public ceremonies, etc.)
- when their use is otherwise prohibited by school personnel

Instructional time includes the entire period of a scheduled class and other time when students are directed to report to and participate in any instructional activity. The principal may establish, and school personnel may enforce, additional guidelines limiting or prohibiting the possession and use of personal electronic devices as appropriate to campus needs.

High school students may use cellular phones and other personal electronic devices before and after school and during the student's lunch period. Elementary and middle school students (grades K-8) may use such devices only before and after school. Additionally, no student may use a cellular phone or personal electronic device in a manner, or at a time, that interferes with or is disruptive of other students' instructional time.

During school and school sponsored activities, students will comply with this policy and with administrative and staff member directives regarding use. Students are required to turn cell phones and other personal electronic devices over to school personnel when requested. Students who refuse to do so are subject to disciplinary action.

A cellular phone or personal electronic device that has been confiscated by the District and not turned over to law enforcement will be released/returned to the parent/guardian when no longer necessary for investigation or disciplinary proceedings. As appropriate, the cellular phone or personal electronic device may be returned directly to the student.

The District assumes no responsibility for loss or damage to personal property of students, including cell phones and other personal electronic devices, whether in the possession of students or if confiscated by school personnel pursuant to this policy.

Prohibited Conduct

Possession of a cellular telephone, or other personal electronic device, by students is a privilege. This privilege will be forfeited by any student who fails to abide by the terms of this policy, or otherwise engages in misuse of the device so as to violate the law or any other school or District rule. In addition to those conduct rules set forth elsewhere, the following actions are strictly prohibited and may result in disciplinary action:

- Accessing and/or viewing an Internet site that is otherwise blocked to students at school.
- Sending an email, text message or other communication that harasses, intimidates, threatens, bullies, or discriminates against another individual.
- Taking, sending, downloading or uploading a harassing, threatening, or inappropriate photograph of anyone.
- Using a camera in a restroom, dressing room, or locker room, or taking a photo of any person without permission.
- Using a camera or other recording device to record or capture the content of tests, assessments, homework, or class work without express prior permission from the instructor.
- Hacking or intentionally obtaining, accessing, or modifying files, passwords, or data belonging to others.

Searches

The contents of a cellular phone, camera, or other personal electronic device may be searched to determine ownership, to identify emergency contacts, or upon reasonable suspicion that a school or District rule or the law has been violated

Appendix

Administrative Regulation 5144 Discipline Guide

DISCIPLINE GUIDE This outline is an informational and guidance tool. It contains examples of disciplinary infractions and appropriate penalties. It is a reference tool for school staff, parents, and students regarding disciplinary responses to student misbehavior. Please be aware Student Athletes may and can be suspended or removed from athletic play time.

Infraction	Elementary and Secondary
Inappropriate use of portable electronic devices such as , cell phones, mp3 players and computers, etc.	Personal parental/guardian notification. Reprimand, return of device to parents on first offense, detention and/or community service may be added for repeated instances.
Forgery Cheating Misrepresentation	Personal parental/guardian notification. Particularly in K–1, ensure that student understands the offense. This can result in loss of credit or failing grade for test, parent notification, detention, suspension, community or school service as appropriate.
Profanity Vulgarity Public display of affection Inappropriate dress	Personal parental/guardian notification. Correction/intervention, parent notification to suspension depending on degree and context. Example: expletives directed at someone in anger or taunt or as part of harassment are treated more seriously than words said without apparent meaning or to self or in frustration with apology. Inappropriate dress: in addition to above, students may be given alternative clothing; for example, a t-shirt, to cover the offensive clothing for the day.
Gambling/gaming	Personal parental/guardian notification. In all cases call to home, reprimand to suspension depending on severity and if offense is repeated.
Insubordination Failure to identify self Disruptive behavior	Personal parental/guardian notification. Detention or suspension as appropriate to offense.

Intimidation Threatened assault Extortion Harassment Chronic major disruption Bullying	Personal parental/guardian notification. Detention, 1 to 45-day suspension, resource referral, notify law enforcement depending on context and severity, educational sessions and/or community service as appropriate. A behavior threat assessment will be conducted by the District if the Principal or Superintendent determines the student may cause a threat to the health, safety, or welfare of students and/or staff. A serious threatened assault, or one with an earlier incident, or one with felony or criminal charges may result in recommendation for expulsion. Expletives directed at someone in anger or taunt or as part of harassment/bullying are treated more seriously than words said without apparent meaning or to self or in frustration with an apology.
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“Hazing” initiation (group or one-to-one)	Personal parental/guardian notification. Detention, community service, 1 to 45- day suspension, as appropriate.
Endangering others (by any means)	Personal parental/guardian notification. 4 to 45-day suspension, notify law enforcement as appropriate.
Sexual harassment	Personal parental/guardian notification. Resource referral, educational sessions, detention or 1- to 45-day suspension as appropriate. (Investigation and steps to prevent reoccurrence must occur.) Contact law enforcement as appropriate.
Sexual abuse	Personal parental/guardian notification. Resource and law enforcement referral, educational sessions, suspension/recommendation for expulsion as appropriate. (Investigation and steps to prevent reoccurrence must occur.)
Trespass (students from one campus on another campus)	Personal parental/guardian notification. Reprimand, call home, penalty may be increased, legal authorities notified should behavior be repeated or if accompanied by other inappropriate or illegal acts or behaviors.
Gang-like behavior or apparel	Personal parental/guardian notification. Resource referral, detention to suspension depending on context, repetition of behavior, and apparel.
Truancy	Personal parental/guardian notification. Parent conference, parent shadow, resource referral, community service in exchange for time or classes missed, in-house suspension as available for continued infraction, required parent shadow for repeated occurrences. See policy manual for additional comments or guidelines. Suspension may be employed for severe incidences. Parents may be referred to the justice system for chronic cases.

Possession/use of tobacco or tobacco look-alikes	Personal parental/guardian notification. 3 to 30-day suspension as identified in board policy, community service in lieu of suspension encouraged.
Theft Vandalism (i.e., graffiti)	Elementary: Personal parental/guardian notification. Restitution, community service, detention, in-house suspension if available, parent shadow, suspension, restricted access to schools. Secondary: As above, plus could result in long-term suspension (up to 45 days) and removal from participation in any co curricular sport for that sport's season.

Fighting	Elementary: Personal parental/guardian notification. Resource referral if appropriate, peer mediation if appropriate and available, 1 to 45-day suspension depending on severity and context of incident. Secondary: Personal parental/guardian notification. Resource referral if appropriate, 1 to 45- day suspension depending on severity and context of incident.
Assault on another person	Personal parental/guardian notification. Referral to resources or agencies and law enforcement, 11 to 45-day suspension to expulsion based on context and severity.
Arson Activating emergency procedures	Personal parental/guardian notification. Referral to resources or agencies and law enforcement, 11 to 45-day suspension to expulsion based on context and severity.
Possession/distribution of alcohol/ other drugs or look-alikes Possession of weapons (guns, knives, incendiaries, etc.) or look-alikes	Personal parental/guardian notification. Possession – up to 45 day suspension or expulsion; refusal to submit to Breathalyzer – 30-45 day suspension; selling – notify police, suspension or expulsion.
Possession of weapons (guns, knives, incendiaries, etc.) or look-alikes. Firearms includes guns, bombs, grenades, mines, rockets, missiles, pipe bombs, or similar devices designed to explode and capable of causing bodily harm or property damage.	Personal parental/guardian notification. Possession of a knife with more than a 2.5 inch blade: up to 45 days suspension or expulsion. Possession of a firearm: not less than one year expulsion.
Reckless driving	Personal parental/guardian notification. Reprimand, contact law as appropriate, detention, revoke parking privilege as needed for repeat offenses.
Refusal to submit to search and seizure with cause and per policy guidelines.	Personal parental/guardian notification. Refusal to consent: up to 45 days suspension or expulsion.

Inappropriate use of the internet.	Personal parental/guardian notification. Suspension of some or all access privileges up to and including expulsion.
Violent and aggressive behavior including verbal abuse, stalking, defiance and racial slurs.	Personal parental/guardian notification. Will result in immediate corrective action including reporting to Law Enforcement.
Bus incident	Personal parental/guardian notification. To be reported to the school principal, who shall determine the severity of the misconduct and take action accordingly. In all instances of misconduct, the rider and his/her parent/guardian shall be given notice and warning. In the case of a severe violation or repeated offenses, the rider may be denied transportation for a period of time determined by the principal, up to the remainder of the school year.

When making decisions about disciplinary consequences for misbehavior and infractions of school rules, the administrator and teacher will consider the context of the incident and the actual behaviors of the student.

The student's age, general behavior, and behavior pattern prior to and following the incident may be factors considered in this deliberation.

In all instances where the violation and/or penalty are defined by law or regulation, the full extent of the law may be exercised. The District retains the right to conduct a behavior threat assessment, in addition to any other identified discipline, should the Principal or Superintendent determine the student is a threat to the health, safety, or welfare of students and/or staff.

This list is exemplary only. There are acts of misbehavior or violations of law or school regulations that may not be included in this list. In such instances, disciplinary action will be at the discretion of the Principal and/or Superintendent with the understanding that the response and penalties will conform to District policy, state law, and regulations of the state and District.

APPENDIX

Ninilchik School Site Council Bylaws Elementary and High School

- 1. NAME:** The Name of this organization shall be Ninilchik Site Council.
- 2. COUNCIL PHILOSOPHY STATEMENT:** The philosophy of the Ninilchik Site Council is to instill in students a love of learning, foster academic excellence, and create a safe environment in which students feel empowered to become lifelong learners and positive contributors to society. The council believes this is best accomplished through communication among school staff, parents, students, and community. Through this cooperative effort, Ninilchik students will be prepared for adulthood in a safe and positive environment. We will ensure that students succeed by monitoring their progress, improvement, and overall accomplishments. Students will demonstrate that they are succeeding by actively participating in their own education.

3. COUNCIL PURPOSE: The purpose of the Council shall be to assist the Ninilchik School Administration and Staff in the Site based decision making process, and to provide planning and input for conducting and pursuing improvements in facilities and education at the Ninilchik Elementary and High School.

4. COUNCIL MEMBERSHIP: The Committee shall include representation of the following:

- Principal: This position will remain a permanent position on all Committee boards but will not be a voting member.
- Teachers: There will be two (2) certified positions on the Committee. These positions will be selected by a vote of all staff.
 - 1) Seat A - This position will be elected annually.
 - 2) Seat B - This position will be elected annually.
- Support Staff: There will be one (1) support position on the Committee. Support positions will come up for election each year. This position will be selected by a vote of all staff.
- Non-parent community member: This position will be selected annually by the Site Council after nominations/letters of intent due.
- Parents: There will be three (3) parent positions on the Committee. Of these (3) parent positions, one will be a 1-year term and two will be 2-year terms. Parent members shall not be employees of the District assigned in any capacity (except short term substitute or stipends) to the school of their representation.
 - 1) Seat A - This is a 2-year position and will rotate in the fall of odd years.
 - 2) Seat B - This is a 2-year position and will rotate in the fall of even years.
 - 3) Seat C - This is a 1-year position and will rotate in the fall of each year As a result, there will always be one continuing parent member on the Committee.
- The primary student representative will be the elected Student Body President or an alternate from Student Council as President is unavailable.

a. Elections:

- All Terms begin and end in October of the year of said term.
- All elections will be held at the beginning of school each year for staff members.
- Parents will be re-elected, with nominations due by the end of September and voting for the new elections held during the parent-teacher conferences of the first quarter.
- The non-parent community council member will be nominated and elected by the council, with nominations/letters of intent due by the end of September.

b. Removal or Replacement of Members:

- Any member who no longer meets the requirements of the Council membership will be removed from the Council.
- The Council may remove a member from the organization by a vote of two-thirds of the majority of the membership. A member may be removed by the Council only if membership is not in the best interest of the organization and has just cause for removal.
- The term of any member of the Council will terminate automatically in the event of three unexcused absences. Excused absences are those duly announced and granted by the Chair, subject to the approval of the membership.

5. DUTIES OF THE COUNCIL:

- a. The council is authorized and shall engage in all discretionary functions permitted by the Kenai Peninsula Borough School District Site Based Planning Procedures and in all appropriate measures deemed necessary to carry out such discretionary functions. These discretionary functions include, but are not limited to: The interviewing process, In-service plans, School staffing plans, Curricular Initiative/Projects/New courses, Co-curricular activities, School policies, School Budget, Scheduling.
- b. The Council shall, on an annual basis, set forth student achievement goals with yearly performance targets based on the District's assessment policy and other indicators identified by the District. The Council will annually evaluate its performance in reaching the targets.
- c. The School District supports the concept of shared decision making as a strength in the instructional process. The Principal remains the sole administrator of the school and will operate the school within the normal constraints of the district, including working with the school council.

6. OFFICERS:

- a. Anyone may volunteer to be nominated for Site Council or be nominated by another person within their own group with consent of each person. Election of candidates will be done by closed ballot at parent teacher conferences. Representatives must be selected by their own group. Candidates from any section may be elected for more than one consecutive term. Nominations and elections will be advertised to the public of Ninilchik.
- b. The Council annually shall elect by a majority vote of the entire Council, a Chairperson, a Vice-Chair, and a Secretary at the first regular meeting of the school year after the popular vote from parents of students of Ninilchik.
- c. The duties of the Chairperson are as follows:
 - Shall preside at all meetings of the Council
 - Shall be responsible for conducting affairs of the Council
 - Shall be responsible for executing the policies of the Council
 - Shall communicate to the Council such matters and make any suggestions which will promote the welfare of the school
 - Shall be responsible for the conduct of the Council in strict conformity to the policies, principles, rules, and regulations of the Council, KPBSD, and the State of Alaska.
- d. The duties of the Vice Chairperson are as follows:
 - In the absence of the Chairperson or during his/her incapacity to act, shall perform the duties of that office;
 - Shall perform such other duties as may, from time to time, be assigned by the Board or Chairperson.
- e. The duties of the Secretary are as follows:
 - Shall issue notice of all Council meetings with an agenda one week prior
 - Shall keep accurate minutes of all Council meetings and assist in posting on the website
 - Shall have charge of all books, records, and papers.
- f. All officers shall remain in office until their successors are able to be elected.
- g. Any officer may be removed from office at any time by a vote of two-thirds of the majority of all the Council. An officer may be removed by the Council whenever it is in its judgment the best interest of the Council will be served.

7. MEETINGS:

- a. The Council shall meet a minimum of four times per school year and as necessary when school is not in session. Recommendation of monthly meetings during the school year is advisable.
- b. Meeting times and dates will be decided prior to the conclusion of the previous meeting in consideration of the varying work schedules of the Council Members.
- c. Special meetings may be called by the Chairperson or any other three members upon 72 hour notice to the other members.
- d. In points of question, the proceedings shall be governed by the Roberts Rules of Order. Decisions, unless otherwise specified, shall be made by consensus.
- e. The secretary shall maintain minutes of all Council meetings. The minutes shall be sent to the Superintendent of the Kenai Peninsula Borough School District.
- f. At the conclusion of each year, the Council shall prepare a report of goals and objectives accomplished for that year. Such reports shall be maintained in the Council files.
- g. Files shall be maintained at the Ninilchik school in the main office. These files will be available to all members of the Council, parents, and other constituents on the school website.
- h. All meetings of the Ninilchik Site Council shall be held in open session and be accessible to the public.
- i. A quorum shall consist of no less than two-thirds of the members of the Council.
- j. Agenda:
 - Submission of agenda items needing action must be submitted to the council at least 7 days prior to regularly scheduled meetings.
 - The Secretary shall notify the public five days prior regarding the time, place, and tentative agenda of the scheduled Council meeting.
 - Action shall not be taken on items not included on the official action item agenda. Items not submitted under the 7 day deadline may be added to the action agenda by a two-thirds affirmative vote of the Council body.

8. COMMITTEES: The Council may appoint committees to assist them in carrying out their responsibilities. Committees are to be advisory to the Council on matters such as finance, public relations, programs, etc.

9. PROCESS FOR COMMUNITY INPUT:

- a. Each agenda will include a “public comments” section.
- b. Each public speaker will be provided 3 minutes to address the council to the limit of 30 total minutes.
- c. A 30 minute aggregate will be provided for public comments.

10. BYLAWS AMENDMENTS: The Council shall have the authority to make, alter, or repeal the bylaws of this organization by a two-thirds vote of all the members of the Council at any regular or special meeting of the Council, provided that notice of intention to make, amend, alter, or repeal the bylaws shall have been given thirty (30) days prior to such meeting.

11. LIABILITY: Nothing herein shall constitute members of the Council as partners for any purpose. No matter, officer, agent, or employee shall be liable for the acts or failure to act on the part of any Council member, officer, agent, or employee, nor any director, member officer, agent, or employee be liable for his/her acts or failure to act under the bylaws, or otherwise.

12. NON-DISCRIMINATION POLICY: It shall be a policy of this Council that membership on the Council may be extended to anyone, subject to District approved qualifications, without regard to race, handicaps, age, sex, marital status, economic status, religious, or political affiliation.

Please cut off and return signatures to Secretary.

I have received, read and understand the KPBSD Parent & Student Handbook, Ninilchik School Supplement, for the 2026-2027 school year.

Student Printed Name: _____

Student Signature: _____ **Date:** _____

Parent Printed Name: _____

Parent Signature: _____ **Date:** _____