

# 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:  
<http://nikiskimiddlehighschool.blogs.kpbsd.k12.ak.us/wpmu/>

### 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.

### 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  
Mock Convention

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

### ATHLETIC ACTIVITIES

Basketball  
Cross-Country Skiing  
Volleyball

Cross-Country Running  
Football  
Track and Field

Wrestling  
Soccer  
Cheerleading

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 25 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 25 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.

#### **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.

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, assistant 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

### **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**

Students who have cell phones should turn them off and place them in their locker when the first bell rings at 7:35 until the final bell rings at 2:15. An exception to this rule is at lunch time. Students are allowed to use their cell phones when the lunch bell rings, but again are required to turn them off and place them in their lockers at the conclusion of lunch. If a teacher notices a cell phone that goes off in class, it will be confiscated. The student may pick up the cell phone in the office at the end of the 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 or stolen cell phones.

## **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. Guests are only allowed at Homecoming, and Junior/Senior Prom. 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.
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.
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 8:00 p.m. and end at 12:00 a.m. 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 two days of 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.
- 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:

- Minimum GPA of 3.50
- 4 credits of progressive math (or offered classes through calculus)
- 4 credits of science
- 4 credits of English/Language Arts
- 2 credits of the SAME foreign language
- 1/2 credit of computer applications
- One performance class (e.g. choir, band, drama, debate, speech)
- 100 hours of community service with a pre-approved non-profit community based organization. (Documented and turned in on school form).
- In addition, the student must write a brief essay focusing on the community service that they performed.

\*\*\*\* 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:

1. A prospective member list is acquired through the records department of all sophomores through seniors that have met the SCHOLARSHIP criteria, which is established as a 3.5 G.P.A. or higher.
2. All high school faculty members are given the opportunity to comment on this prospective member list and provide their input regarding the student's **LEADERSHIP, CHARACTER, and SERVICE** qualifications.
3. A comprehensive comment list is generated by the NHS advisor and is distributed to the five member Faculty Council.



4. A meeting is held where the Faculty Council determines the student's eligibility qualifications based on the information they have. If further clarification is needed from the faculty members regarding any comments they recorded, further research into the matter is conducted.
5. Membership applications are then distributed to those prospective members as determined by the Faculty Council. Only those applicants that return their application by the announced deadline are considered for admission into NHS.
6. The remaining candidates are given a date and time for an interview conducted by the Faculty Council and the NHS advisor.
7. The student's applications are distributed to all Faculty Council members prior to the interview process. Interviews are conducted and a majority vote of the five member Faculty Council is needed to become an inductee of the National Honor Society.

### **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.

### **MUSIC PLAYERS/iPods/LAPTOPS**

Students who have music players and/or laptops should turn them off and place them in their locker when the first bell rings at 7:35 until the final bell rings at 2:15. An exception to this rule is at lunch time. Students are allowed to use their music players and laptops when the lunch bell rings, but again are required to turn them off and place them in their lockers at the conclusion of lunch. At no time are music players allowed in the hallways. In certain situations, teachers may allow discretionary use of music players and laptops in the classroom when their use is directly related to the academic goal of the lesson. However, in the beginning or at the conclusion of each class, students are required to turn off and store their devices in their lockers.

**\*\*Note\*\*:** Nikiski Middle/High School is not liable for lost or stolen electronic devices.

### **LIBRARY POLICIES**

- Each student may check out up to four books at a time. More than four 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.
- Most videos may be checked out for one week at a time. Late fines are \$.25/day up to \$2.00.
- 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. We ask that students in need of medical attention check in at the front office. 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.

### **Eligibility**

Any junior or senior who meets the following criteria will be eligible for open campus during lunch:

1. No interactions resulting in suspensions at any time.
2. No interactions regarding tardies or unexcused absences at any time.
3. Not on the ineligibility list every quarter and midquarter as determined by KPSAA eligibility standards: 2.0 GPA and no F's.

Students who meet these requirements may pick up an open campus letter at the office. 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. Snow machines, four wheelers, or unlicensed motorcycles are not allowed on the campus.

### **PTSA AND SITE-BASED COUNCIL**

In order for a school to work effectively, two organizations must be in working order. The PTSA (Parent, Teacher, Student Association) and the Site-Based Council have been an integral part of Nikiski Middle/High School, and the school owes much of its success to these organizations which are kept in motion by very willing and talented parent volunteers.

### **SITE COUNCIL**

The Site Council meets the second Tuesday of each month at 4:00 pm in the library. The Site Council is comprised of two teachers, two students, three 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: 2013-2014**

### **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:**

**1. 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  
**Directed to Staff:** 1 or more day's 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, 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**

# HALL PASS

[illegible][illegible]

**Destination Codes:** R=Restroom L=Locker G=Guidance M=Media Center O=Office U=Unexcused E=Excused