

# Parent/Student Handbook

## Knik Charter School

Jason S Moen, Principal  
758 N. Shoreline Drive  
Wasilla, Alaska 99654  
(907) 352-5700

*Welcome to Knik Charter School!*

**Vision:** Is that our children and youth become life-long learners and are successful in their chosen path.

**Mission:** Our children and youth receive a world-class education through exceptional Alaska Native culture and values-based learning opportunities preparing them for success in their future endeavors.



The information included in this handbook is specific to Knik Charter School and all policies included here are in addition to the policies stated in the [Matanuska Susitna Borough School District's Handbook for Students and Parents](#).

## Knik Charter School Goals:

- Honor the first peoples of the Knik Tribe and Alaska by celebrating, teaching, and valuing the customs, languages, and Native ways of knowing in all we do.
- Create a school culture of support for high expectations for academic and social emotional success utilizing a standards-based approach to teaching.
- Provide world-class science, technology, engineering, arts, and math (STEAM) educational opportunities.
- Build a strong sense of community among our children, youth, and families.
- Instill a sense of pride and deep understanding of indigenous knowledge and values.
- Prepare our children and youth to successfully carry on and reflect these values with pride in the community where they choose to live, work, and play.
- Prepare our children and youth to become leaders in their chosen paths.
- Provide personalized learning opportunities that bring out the best in our children and youth.
- Expect excellent effort and teach all children so they excel in reading and math.
- Empower our youth to take pride in their work and to finish projects with excellence.
- To be a resource for the greater community in understanding, appreciation, and support for indigenous knowledge, languages, and cultures.
- Employ trained and professional staff who respect, reflect, and share our vision, mission and goals.
- Provide diverse learning opportunities both in school and out of school
- Prepare students for success through education of Native culture, values, and Alaska Standards.

## Knik Tribe's Guiding Principles (Values):

- Honor Your Elders
- Know Who You Are -Family and Language
- Respect for Others -People and Land
- Take Care of Others -Community and Society
- See Connections -All things are related.
- Have Patience -Accept Responsibility
- Spirituality-Pray for guidance.
- Live Carefully -What you do will come back to you.
- Honesty -With yourself and others.
- Humility and Humor -Accept what life brings.
- Share -Giving makes you rich.
- Work Hard -Take Responsibility

Matanuska-Susitna Borough School District  
Knik Charter School  
2025-2026

S	M	T	W	T	F	S
---	---	---	---	---	---	---

JULY						
		1	2	3	H	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

AUGUST						
					1	2
3	4	5	6	WD	PL	9
10	PL	PL	PL	SO	15	16
17	18	19	20	KG	22	23
24	25	26	27	28	29	30
31						

SEPTEMBER						
	H	2	3	4	5	6
7	V	9	10	11	12	13
14	V	16	17	18	19	20
21	V	23	24	25	14	27
28	PL	30				

OCTOBER						
		1	2	3	4	
5	6	7	8	9	10	11
12	13	14	15	16	Q1	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

NOVEMBER						
						1
2	3	4	5	6	7	8
9	PC	V	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	H	H	29
30						

DECEMBER						
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	Q2	WD	20
21	V	V	V	H	V	27
28	V	V	V			

**August**

7	Work Day for Teachers (WD)*
8-13	Professional Learning Day (PL)*
14	School Opens for 1-12 (SO)
21	First Day for Kindergarten and PK (KG)

**September**

1	Labor Day Holiday (H)*
8	Subsistence Day (V)*
15	Subsistence Day (V)*
22	Subsistence Day (V)*
29	Professional Learning Day (PL)*

**October**

17	Quarter 1 Ends (42 Days)
----	--------------------------

**November**

10	Parent Conference Day (PC)*
11	Veterans Day (V)*
27-28	Thanksgiving Holiday (H)*

**December**

18	Quarter 2 Ends (40 Days)
19	Work Day for Teachers (WD)*
25	Christmas Holiday (H)*
22-31	Winter Vacation (V)*

**January**

1	New Years Day (H)*
2	Winter Vacation (V)*
19	Martin Luther King Jr. Day (H)*

**February**

16	Parent Conference Day (PC)*
----	-----------------------------

**March**

6	Quarter 3 Ends (43 Days)
9-13	Spring Vacation (V)*

**May**

20	School Closes/Quarter 4 Ends (48 Days)
21	Professional Learning Day (PL)*
22	Snow Day Makeup if needed (SN)
25	Memorial Day (H)*
26	Professional Learning Day (PL)*
27	Work Day for Teachers (WD)*

\*Indicates no school for students

S	M	T	W	T	F	S
---	---	---	---	---	---	---

JANUARY						
				H	V	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	H	20	21	22	23	24
25	26	27	28	29	30	31

FEBRUARY						
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	PC	17	18	19	20	21
22	23	24	25	26	27	28

MARCH						
					Q3	7
8	V	V	V	V	V	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

APRIL						
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

MAY						
						1
						2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	SC	PL	SN	23
24	H	PL	WD	28	29	30
31						

JUNE						
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

# Knik Charter School Information

## Registration/Verification

We are happy to assist you in enrolling your child at Knik Charter. If you are new to the district, we will need you to provide:

1. Current immunization records
2. Previous school records and/or address for obtaining them.
3. Birth certificate for students entering the Mat-Su District for the first time.

If you are a returning student, prior to the beginning of each school year you will need to complete the online verification process. You can complete the verification form by going online to [Parent Vue](#) and clicking on the link "Registration Form". If you are not able to register online, you may use the verification computer station at our school.

## Free and Reduced Lunch

Parents can submit applications to enroll their student(s) in the free and reduced meal program. Applications should be submitted annually and may be completed [online through School Cafe](#) or via a [printable meal application](#). Paper applications cannot be submitted via email or fax but must be submitted to Knik Charter School or directly to Nutrition Services (690 E Cope Industrial Way, Palmer, AK 99645).

## Insurance

The Mat-Su Borough School District does not carry accident insurance on students during the school day or on field trips. An insurance policy with a variety of options is available for you to purchase. Insurance forms are available in the school office if you did not receive your copy sent home with students.

## Medications

We understand that it may be necessary for your child to take medication during the school day. **All medications are to be left at the front office; this includes over-the-counter medications and cough drops. Prescription medications** must be authorized by a physician or health care provider and a medication authorization form must be filled out. Prescription medications must be in appropriately labeled prescription bottles. Ask your pharmacist to give you a labeled bottle for school and another one for home.

**All medications must be delivered to the school by an adult**, non-prescription medications must be in the original, non-expired container with a manufacturer's label identifying the medication, dosage schedule and the student's name.

\* A short-term/field trip form may be completed by a parent or guardian for medication needed for less than two weeks.

## Arrival /Departures

	Monday	Tuesday-Friday
Student arrival:	9:55 am	8:55 am
School Begins:	10:15 am	9:15 am
School ends:	3:45 pm	3:45 pm

**Arrival:** Parents can drop students off along the sidewalk or park and walk their child into the building.

**Afternoon dismissal:** Students are to go directly to their bus unless they have a note/message saying otherwise. To protect your children, bus drivers will not release a child to anyone except a school official once they have boarded the bus. Please come to the office for assistance getting a student off a bus. **Parents are not allowed at or in the buses.**

## School and Illness: Should Your Child Stay Home?

Parents often have trouble knowing whether their child is too ill to go to school. The following guidelines will help you decide.

**Child is Too Ill:** Your child is too ill to go to school if he or she has any of these signs:

- Seems **very** tired and needs bed rest (this is common with flu symptoms).
- Has vomiting or diarrhea.
- Becomes short of breath or has an increase in wheezing during normal activity.
- Has a cough that disrupts normal activity.
- Has an oral temperature above 100°F
- Has pain from earache, headache, sore throat, or recent injury.
- Has yellow or green drainage from eye(s).
- Has head lice.
- Breaks out in a rash.

## Attendance and Tardiness

Studies have shown that attendance at school is directly related to student success. Parents, students, and schools need to work together to promote attendance and success.

Parents are encouraged to take an active role in student attendance and to alert the school when their child is to be absent. It is the responsibility of the student to make arrangements to keep up with schoolwork when he or she is absent from school.

Repeated tardiness may require a parent conference with the principal, student, and parents.

## **Leaving School Early**

We understand that your child may occasionally need to leave school before dismissal time. Please call the office to request an early release. Also, if you plan to have a non-family member pick up your child, the school must be notified in writing and the person must present identification.

## **Visitors and Volunteers**

We encourage all interested parents or community members to come visit us.

Our visitor policy requires that volunteers notify the staff members in writing and pre-arrange the visits to the classroom. If the teacher/staff reports that the parent, observer, or volunteer disrupts the educational setting, the principal reserves the right to end the visits. Parents must sign in at the office and put on a visitor's sticker or badge before entering classrooms. Parents must also return to the office and sign out so that we know you have exited the building.

## **Dress and Recess** Please see **BP5144.1** in the **District Student Handbook**

Students must be dressed appropriately for the weather and for an academic learning atmosphere. We are concerned with the number of children who come to school with light jackets and tennis shoes in cold weather. Please remind your child to dress adequately for winter weather. Elementary students will continue to have outdoor recess unless the temperature drops to minus 10 degrees (with wind-chill factor considered) or in times of heavy, steady rain.

## **Grading Systems**

**Kindergarten - 5th grade will follow this system:**

● 1, 2, 3, NM, NE

1 = Not proficient = Does not meet grade level standards

2 = Approaching proficient = Partially meets grade level standards

3 = Proficient = Independently meets grade level standards

NM = Not Measured = Not measured/evaluated at this time

NE = No Evidence = No evidence demonstrated by student

**Secondary grades shall be reported for each semester as follows:**

A (89.5-100%) Outstanding Achievement 4.0 grade points

B (79.5-89.4%) Above Average Achievement 3.0 grade points

C (69.5-79.4%) Average Achievement 2.0 grade points

D (59.5-69.4%) Below Average Achievement 1.0 grade points

F (0-59.4%) Little or No Achievement 0 grade points

## Conferences

Conference days will be scheduled twice during the school year; however, all teachers at Knik Charter welcome the opportunity to confer with parents about student progress on an on-going basis. Please call the school office or your child's teacher to set up an appointment.

## Make-Up Work Policy

The student is responsible for getting assignments and completing all work missed in accordance with the teacher's published procedures, which according to AR5121, includes a minimum of one day for each absence plus one additional day (i.e. if a student is gone for two school days, he/she should have three days to make up the work).

## Parent/classroom volunteers

Throughout the school year, there are several occasions for classroom parties. Many parents see this as a chance to assist with needed preparations. If you are interested in being a classroom volunteer, or helping with special events, please contact your child's teacher early in the school year.

## Replacement Fees

Student Chromebook, workbooks, and textbooks will be supplied to each child. There will be a replacement fee for lost materials. Cost depends upon the replacement value.

## Cell Phones, Electronic Games or Music, and Similar Devices

Cell phones, pagers, electronic games, and personal music devices are not permitted in class unless with prior approval of the teacher. Electronic devices brought to class will be placed in a school supplied cell phone locker or must remain in a student's backpack. Teachers may permit the purposeful use of personal electronic devices in support of curriculum learning objectives.

These personal digital devices are the sole responsibility of the owners. The school is not responsible for the loss or theft of these devices.

## Internet

The use of the Internet while at school is a privilege, not a right. Students and parents need to read and sign the **Acceptable Internet Use Form** as part of the Registration or Verification process at the beginning of each school year. Parents may decline the use of the Internet for Internet research by signing the No Internet Use Form found on the district IT web page, but students will still have access to district sponsored curriculum.

# Student Conduct

The foundation for a good instructional program is self-discipline and responsible behavior. Our staff works on the principle that each child has the right to learn, and the teacher the right to teach, without interference.

## School-wide Discipline Rules

### Guidelines for Success:

1. Cooperate with others.
2. Learn self-control.
3. Be honest.
4. Have a positive attitude.
5. Be respectful and responsible.

### General School-wide Rules:

1. Follow directions the first time they are given.
2. Stay in assigned area.
3. Keep hands, feet, and objects to yourself.
4. Respect other people and their property.
5. Use appropriate language.
6. Appropriate dress at all times.

### Rules for Playground:

1. Use equipment properly.
2. Follow directions the first time.
3. No use of physical aggression or fighting.
4. Use appropriate language.
5. Do not throw snowballs, rocks, dirt, etc.
6. No toys from home.

## Consequences for Misbehavior

*(Not necessarily in order)*

- \* Verbal warning
- \* Discipline referral sent to principal
- \* Time-out from the classroom
- \* Conference with the principal
- \* Recess privileges denied (Elementary)
- \* Conference with principal and parent
- \* Referral to outside agency
- \* School Service
- \* Saturday School
- \* Out-of-school suspension
- \* Suspension of bus privileges

## **Drug Free Schools**

Students have a right to attend school in an environment conducive to learning. Since drug, alcohol, and tobacco use is illegal, contagious, and interferes with both effective learning and the healthy development of children and adolescents, the school has a fundamental legal and ethical obligation to prevent drug use and to maintain drug-free educational environments.

Appropriate disciplinary sanctions for violation of the drug/alcohol policy will be determined by the building principal and referring to BP 5144.1

## **Public Display of Affection**

Public displays of affection are not permitted in the hallways or any areas of the school. This includes close body contact, kissing, and any excessive display of affection. Students are permitted to hold hands. Repeated PDA after a polite reminder will result in disciplinary action.

## **Food and Drink**

Food and drink are not allowed, without permission, in any classroom.

## **Bullying/Harassment**

All types of harassment are prohibited. Harassment includes, but is not limited to, abusive language, sexual harassment, inappropriate physical contact, racial or ethnic slurs and comments, hazing and other similar provocative actions. Bullying and harassment are not tolerated at Knik Charter School and will result in immediate disciplinary action.

## **Dress and Appearance**

Student dress and general appearance is a shared responsibility among students, parents/guardians, and the school. The Board of Education believes that appropriate dress and grooming contribute to a productive and safe learning environment. The Board expects students to give proper attention to personal cleanliness and to wear clothes that are suitable for the school activities, including industry requirements at the work site, in which they participate. Students have the right to make individual choices from a wide range of clothing and grooming styles, but they must not present a health, safety hazard, or a distraction which would interfere with the educational process. Students wearing prohibited attire will be asked to cover it, change it, or go home until proper attire is worn.

District and/or School Administration may address student dress and appearance trends as necessary through administrative regulation and/or school-based expectations. The following minimum standards will be enforced:

- a. Clothing and accessories must be appropriate for school and may not present a substantial disruption in classrooms or common areas.

- b. Clothing and accessories, to include but not limited to: Notebooks, patches, tattoos, and jewelry must not display racial or ethnic slurs or symbols, gang affiliations, vulgar, subversive, sexually suggestive, or otherwise inappropriate language or images.
- c. Promotion of products that students may not legally buy such as alcohol, tobacco, illegal drugs, or the promotion of establishments that are illegal for students; or anything that promotes harm to another or to oneself is prohibited.
- d. Attire, accessories, etc. bearing expression or insignia which is obscene, libelous, or which advocates racial, religious, or other prejudice is prohibited.
- e. Clothing that is overly revealing is not allowed. This includes shirts/dresses that are low cut, sleeveless shirts that do not cover undergarments, or that are not long enough to cover the waistband. The midriff/stomach cannot be visible.
- f. Pants/shorts/skirts/dresses must cover the legs to mid-thigh. Holes in pants must be below mid-thigh. All undergarments must remain covered. No clothing may be see-through or transparent.
- g. Attire that resembles non-human characteristics is prohibited.
- h. Students are required to wear shoes at all times.
- i. For safety reasons, nothing should obstruct or cover the head or face that would block identification. Items that may conceal a student's head or face are not allowed during the instructional day without administrative approval.

Reasonable accommodation for a student's religious beliefs will be made unless the accommodation creates an undue hardship.

Any individual who needs accommodation is encouraged to request it from the administration.

At the discretion of the building administrator, in special circumstances such as spirit days or field trips, exceptions may be made to student dress and appearance standards.

## **Academic Honesty**

"The School Board believes that personal integrity is basic to all solid achievement. Students will reach their full potential only by being honest with themselves and with others. Cheating, plagiarizing (stealing and using the ideas, work, or writing of another as one's own), and other dishonest behavior is unacceptable and prohibited. "  
Students who violate this policy will be subject to the following:

1. Student must re-do and re-submit any work that was submitted in violation of this policy to receive credit on the assignment.
2. Student(s) will be subject to progressive discipline which may include parent notification, detention, school service, suspension, and other sanctions as deemed appropriate by the administration.

\*\*\*Students who provide completed work and/or answers to other students will be held to the same standard, and consequences, as those who submit the copied work. \*\*\*

## School Bus Procedures and Rules

### Transportation Contacts

District Transportation Office: 907-761-4357

Durham School Services: 907-885-3561

We are required to have students go home on a school bus unless parents notify the school otherwise. If parents want their child to ride a different bus home or wait at school, they must notify the school office. It is preferable that a note be sent with your child in the morning. If you find it necessary to call, please contact the office prior to 3:00 P.M.

Once a child boards a school bus, **NO ONE**, including a parent, can remove the child from the bus without the authorization from the school office. Parents are not allowed in the bus loop. We respectfully request parents not to attempt to remove children from the bus. Simply come to the school office and we will call your child off the bus. Students who are issued bus misconduct citations may lose school bus privileges.

## Be Safe and Responsible

- \* Remain in assigned seat facing forward
- \* Keep hands, feet, and objects to yourself and out of the aisle
- \* Use voice level 2 while riding the bus
- \* Maintain silence at railroad tracks
- \* Treat everyone with respect
- \* Use polite language
- \* Report any harassment to bus driver, parent or teacher as soon as possible
- \* No eating or drinking on the bus

## Student Transportation

Alaska statutes do not mandate pupil transportation in this state. School bus transportation is provided as a courtesy and is a privilege, not a right. If a student's conduct is such that the health, safety, comfort, or the well-being of others is jeopardized, on or off the bus, the privilege of riding the bus may be denied by a school district official. The school bus driver is in charge of the bus and all its passengers and has total authority and responsibility. Only designated school officials are authorized to suspend transportation privileges.

1. Line up at the place designated by the bus driver when the school bus approaches.
2. Stay clear of the wheels until the school bus has come to a complete stop. Don't play or push others.
3. Let the smaller children board first.

## **For Safety's Sake**

\* The bus driver has full responsibility and authority for the safety of students while they are being transported on a Mat-Su School District bus.

\* Students must be responsible for their own conduct on the bus so that nothing they do will risk their own safety or the safety of others.

\* Habitual misconduct may result in permanent suspension from the privilege of bus transportation. Suspension from bus transportation does not excuse the student from school attendance.

\* Parents should discuss safety and good behavior on the bus with their children. Parent support of the bus driver and the school will ensure safe rides to and from school.

## **Remember**

1. Riding on the school bus is a privilege and not a right.
2. If a pupil's conduct is such that the health, safety, comfort, or well-being of others is jeopardized, on or off the bus, the privilege of riding the bus may be denied by a school district official.
3. Have a safe, pleasant, and enjoyable trip.