



# Kenai Alternative High School

## Student Handbook 2023-2024

### **Welcome:**

The administration and staff would like to take this opportunity to welcome you to Kenai Alternative High School. The information in this handbook is in compliance with Board of Education policies, copies of which are available in the principal's office. The support staff, teachers, counselors and administrators are all here to assist you with your education.

### **Academics:**

**Withdrawal or transfer from school:** Parent or guardian must notify the office via a written letter 2 days in advance of the student moving or transferring.

**Incompletes:** In order to accommodate students in extenuating circumstances, teachers may assign a grade of "incomplete". Any incompletes not made up within 1 week of the end of a rotation automatically become "Fs". Exceptions will be made with "504 Accommodation Plans". Any grade changes after the one-week period will require an administrator's signature.

### **Graduation Requirements:**

**H.S. Diploma:** 22 credits for students scheduled to graduate in the 2006-2007 school year and subsequent years.

English	4 credits
Practical/Creative Arts	3 credits
Social Studies	3 credits
Physical Education	1 credit
Math	3 credits
Health	.5 credits
Science	3 credits
Electives	4.5 credits

### **Attendance Policy:**

**When an absence occurs:** Parents or guardians must either call the office at (907) 335-2870 between 7:30 and 9:00 am or send a note the day the student returns to school to excuse the absence.

**All absences must be excused within 24 hours.** If absences are not excused by the next day, the absence will be listed as an unexcused absence or truancy.

**Cutting Class/Skipping School:** Administration will determine the consequences of students cutting class. Initial consequences result in a meeting with the principal. A third incident of cutting class of any length will result

in the student being put on the No Fly list. Any subsequent skipping will result in community service. Failure to complete community service will result in a two-day suspension from school.

**According to Alaska State Law,** a student missing 10 consecutive days will automatically be withdrawn. Attendance at school is an integral part of the learning process and the high school experience of each student. Earning credits in each course is dependent upon both the quality of work submitted and attendance in class.

In an effort to underscore the importance of attendance, Kenai Alternative High enacted the following attendance policy for **each rotation** of the 2022-2023 school year and subsequent years:

- When a student reaches 3 absences in a class period for reasons unrelated to school programs, school administration will require a student and parent conference. In this conference, pertinent staff will review current performance in the class, graduation plan progress, and create a plan to improve attendance moving forward.
- When a student reaches 6 absences in a class period for reasons unrelated to school programs, the student will be placed on an attendance contract. This will serve as formal warning of the possibility that credit will not be achieved unless the agreed upon plan is implemented with fidelity. The student, his/her parent or guardian, school counselor, teacher of class in question, and school administration will sign the contract to make every party aware of the dangers of continued Unexcused Absences, up to and including denial of credit for the course.
- When a student reaches 9 or more absences in a class period for reasons unrelated to school programs, credit for the course may be denied by Kenai Alternative High School. The members of the team on the student's attendance contract will develop a plan for recovery of the credit, if necessary. The student will also be required to re-interview for the next rotation.

**Prearranged Absences** are excused absences arranged in advance. To obtain a prearranged absence the student must do the following:

1. Bring a note from home to the attendance office and pick up a form.

2. Circulate form among teachers whose classes will be missed and collect homework.
  3. Return form to the attendance office.
- Prearranged absences may affect a student's grade and will count toward the 6-day attendance policy.

### **Make-Up Policy:**

- **Excused absence:** Students who miss class time must assume responsibility for obtaining make-up work. Students have two days for each excused day they are absent up to a maximum of 5 days. There are three exceptions: First, there are absolute due dates that are announced far in advance. Even if absent, these assignments/projects are due on the assigned date. 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. Third, if a student is found truant he/she will not be permitted to make up the work missed. Make-up work will be done outside of the regular class period so that the student will not be behind in his/her present class responsibilities.
- **Prearranged Absences:** (including school related) Students have the responsibility to get assignments before leaving. Work for prearranged absence is due upon return to class.

### **Student Tardiness to Class**

Prompt arrival to class helps to minimize classroom disruptions and maximize instructional time. For this reason, tardiness is discouraged by the staff at Kenai Alternative High School. In an effort to communicate this priority to the students, the following tardy policy will be implemented for **each rotation** of the 2022-2023 school year:

- Students who reach a cumulative total of 5 tardies across all classes will require a conference with administration.
- Students who accumulate 10 tardies across all classes will be placed on the "No Fly List" meaning that they are not allowed to leave a class during class time without a staff escort and are subject to appropriate disciplinary action including parent shadowing and community service or others as decided by school administration.

**Students arriving at school after the designated start time must sign in at the office and obtain an admit slip to class.** Students may not attend any district sponsored dance or other after school extra-curricular activity if they were not in attendance on the day of the activity.

**Daily sign out pass:** If students need to leave the building, they must have written or oral permission from parents or the school nurse to obtain a pass from the

attendance office and sign out. Upon returning to school, students must check back in at the office with the pass. Students who are 18 years old or older may check themselves out if the proper form has been filed in the front office. Please see the attendance secretary for a copy of the form.

### **AWOL Policy (Away Without Leave)**

In order to ensure the highest levels of safety on campus, Kenai Alternative High School students are provided with scheduled classes and directed to remain in supervised areas at all times. If a student chooses to deviate from their regularly scheduled classes/activities, to access unsupervised areas, or to leave the campus without prior clearance, that student is deemed AWOL (Away Without Leave).

Because student health and safety are the top priority of the administration and staff of KAHS, being AWOL is a behavior that is subject to disciplinary action. The following is a list of consequences on a graduated scale to encourage students to change their behavior early on.

- **1<sup>st</sup> offense**—Parent contact and loss of open campus privileges for 3 days
- **2<sup>nd</sup> offense**—Parent contact, loss of open campus for 10 days, and placement on the NO FLY LIST
- **3<sup>rd</sup> offense**—Parent meeting with administration, 1 day of ISS, and 5 hours of community service
- **4<sup>th</sup> offense**—3 days of ISS
- **Any further offense**—Consequence to be determined by administration

### **Discipline:**

The school district conducts an instructional program for the benefit of pupils living in the school district. It is desirable to have all pupils remain in school until they have graduated from senior high school. Every resource available to the school district and the parents shall be used to achieve this purpose.

Students are expected to be reasonably diligent in carrying out their school obligations. Failure to be diligent in study or in adhering to school regulations means that a student is guilty of misconduct and may lose the privilege of attending school. Students will be given every opportunity to achieve scholastic success, but those who persist in creating behavioral problems will be subject to disciplinary action and/or suspension. District policies will be closely followed in disciplinary situations involving any substance use.

A copy of the district's handbook has been provided to each student. Students are responsible for knowing the contents. A discipline code has been established by the Kenai Peninsula Borough School District. The school administration or staff will address questions about this

code. District policy and due process will be closely adhered to in all discipline issues.

**Suspension:** All students are provided access to the discipline policies. Students who are disciplined are required to fulfill the assigned discipline before readmission to the regular school program. Parent meetings will be held when needed to resolve discipline issues.

**Alcohol and Drug Policy:** Refer to KPBSD Policy Manual BP5131.6

**Dress Code:**

Allowable Dress:

- Students must wear clothing including both a shirt with pants or skirt, or the equivalent, and shoes.
- Shirt and dresses must have fabric in the front, back and on the sides.
- Clothing must cover midriff/stomach area. The front of tops should be high enough to not display cleavage.
- Clothing must cover undergarments.
- Fabrics covering all private parts must not be see-through (no mesh or fish nets).
- Shorts and/or skirts must go to the tips of your fingers when your arms are relaxed at your sides (unless leggings or pants are worn underneath).
- Hats and other headwear must allow the face to be visible and not interfere with the line of sight to any student or staff. Hoodies, hats, and other headwear must allow the student face and ears to be visible to staff.
- Clothing must be suitable for all scheduled classroom activities including physical education, science labs, shop classes, and other activities where unique hazards exist.
- Specialized courses may require specialized attire, such as sports uniforms or safety gear.

Non-allowable Dress:

- Excessively ripped or torn clothing that results in excessive skin or undergarments to be visible.
- Clothing may not depict, advertise, or advocate the use of alcohol, tobacco, marijuana, or other controlled substances.
- Clothing may not depict or advertise pornography, nudity, or sexual acts.
- Clothing may not use or depict hate speech targeting groups based on race, ethnicity, gender, sexual orientation, gender identity, religious affiliation, or any other protected groups.
- Clothing may not include gang identifiers and must not threaten the health or safety of any other student or staff member.
- If the student's attire threatens the health or safety of any other person, then discipline for dress or grooming violations should be consistent with discipline policies for similar violations.

**Search and Seizure:** If administration has reasonable suspicion, they may search your locker and/or personal belongings. Examples of reasonable suspicion include handoffs of money, more than one person in a bathroom stall, etc.

**Computer/Technology:** Computers and technology have become an integral component of education. Students are given the opportunity to work and use computers on a daily basis. Students who abuse, vandalize, steal or access or manipulate inappropriate material, will be handled according to district disciplinary codes. Students may be suspended and/or have the privilege of using computers revoked due to inappropriate use. Students should refrain from altering desktops, systems configurations, and other hard drive set-ups without prior permission from school staff. Students will be referred to local law enforcement agencies should it be deemed necessary. Computer misuse can be considered a felony offense and district officials will take each offense very seriously and evaluate it based upon investigation results.

**Electronic Devices:** The use of personal electronic devices (including cell phones, smartwatches, wireless headphones, etc.) and/or any other electronic device is deemed inappropriate for most classroom situations. Appropriate electronics use will be determined by the instructor. Violations of this policy will be dealt with on a graduated consequence system.

- First offense: warning from teacher and the student is allowed to put it away. The teacher will notify administration.
- Second offense: teacher collects the device and turns it into the administration. Student is allowed to collect the device at the end of the day. Parent conference with administration required.
- Third and every subsequent offense: student will turn in his/her cell phone at the start of every school day to the front office. The cell phone will be returned to the student at the end of the school day.

**Athletics:** Students can participate in athletics at the school that they are transferring from (KCHS, Nikiski, or SOHI). If the student is moving in from out of district, the student will determine a school of eligibility for activities.

**Assemblies:** Assembly programs are held in the main office (or gym if necessary). Programs are presented for the interest or entertainment of the student body. Students are expected to conduct themselves properly and in accordance with the purpose of the occasion. Respect for the speakers and/or a performer is expected.

**Dances:** Students are permitted to attend dances at the school they are transferring from. Students must gain approval by the host school's administration team.

**Counseling/Guidance Services:** Guidance services are available for every student in school. Counselors provide a number of services for students and parents. Whether it is in the area of post high school plans, personal concerns, or academic decisions, the counselor is here to help.

**Building Hours:** Normal building hours are from 7:30 AM – 2:30 PM. During school hours, all students and visitors are expected to enter the building from the front entrance (direct access from Bluff Street). Students should not open locked doors for people to enter. Any student not under the direct supervision of a teacher or administrator should not be in the building after 2:05pm.

**Closed Campus:** All students are expected to remain on campus throughout the day. This is the official policy of Kenai Alternative High School. If a student leaves campus during the school day, regardless of the reason, without obtaining permission from the office, the student is considered truant and may be suspended from school.

**Open Campus:** The principal reserves the right to cancel “Open Campus” because of weather and/or unusual circumstances. Students who are the age of 16 years and older that meet eligibility requirements will be eligible for Open Campus.

1. Open campus is a privilege extended to students 16 and older. It is not a right.
2. Open campus privileges are for lunchtime only.
3. All students leaving at lunchtime must have a signed Open Campus Policy Agreement on file. Students who do not have this form signed who leave at lunch will be considered truant.
4. Open Campus privileges permit you and ONLY YOU to leave campus at lunchtime. Kenai Alternative High School is not responsible for monitoring if students walk, drive, or ride with another student during the Open Campus period. Kenai Alternative High School is also not responsible for a student’s destination during Open Campus. **Parents, please discuss your expectations with your child regarding whether or not they have permission to ride with anyone or provide rides.**
6. Poor student behavior away from KAHS reflects poorly on everyone associated with the school. Students who behave or drive in an unacceptable manner during lunchtime may lose their Open Campus privileges.
7. Not adhering to the rules of Open Campus may result in disciplinary action or community service as well as having these privileges revoked.
8. If a student is late from lunch they are considered truant and will lose their open campus privileges according to the table below as well as being disciplined for the truancy.

- a. First offense=warning
- b. Second offense=1 week
- c. 3rd offense=1 month
- d. 4th Offense=1 rotation (6 weeks)
- e. 5th offense=Loss of Open Campus for the remainder of the school year.

9. Parents can electively revoke Open Campus privileges at any time by notifying administration.

**Lockers:** Each student is provided a locker in the school. Lockers are the property of the school district and are under the direct control and supervision of the administration of the district. The school administration reserves the right to inspect lockers, desks, and other storage areas and their contents to protect the health, safety, and general welfare of every person in the school community. Money or other valuables (such as electronics) should not be left in school lockers, desks, or storage areas. Neither the school nor the district is responsible for losses.

**Eating Areas:** All people who eat in the common areas of the school are expected to exhibit proper manners. Each student is responsible for cleaning his/her individual dining area. Please make every effort to keep our school clean so we may be proud of it.

**Parking:** Staff and visitor parking will be located in the back of the school. Students must park on Frontage Road in the parking spots located in front of the United Methodist Church. Students may have their parking privileges revoked for reckless driving, parking improperly, or other careless acts. Please drive carefully!

**District Policy:** All school district policies can be reviewed via the school district website. School district policy manuals are also available in the school office. Administration welcomes questions and will be happy to meet with interested parties to discuss specific questions. The KPBSD parent/student handbook is accessible on the district website.

**District Administration:**

Clayton Holland	Superintendent of Schools
Kari Dendurent	Assistant Superintendent
Tony Graham	Director of Secondary Ed.
Eric Pedersen	Director of Elementary Ed.
Terry Manning	Student Support Services
Kevin Lyon	Planning and Operations
Nate Crabtree	Director of Human Resources
Eric Soderquist	Information Services
Elizabeth Hayes	Chief Financial Office