



KENAI CENTRAL HIGH SCHOOL

Student Handbook

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BELL SCHEDULES

Regular Bell Schedule M, T, W, Th, F

7:35	Warning Bell
7:40 – 8:29	1st Period
8:34 – 9:21	2nd Period
9:21-9:26	10 Min Break
9:31 – 10:18	3rd Period
10:23 – 11:10	4th Period
11:15 – 12:02	5th Period
12:02 – 12:31	Lunch
12:36 – 1:23	6th Period
1:28 – 2:15	7th Period

Early Release Bell Schedule

7:35	Warning Bell
7:40 - 8:15	1st Period
8:20 – 8:55	2nd Period
9:00 – 9:35	3rd Period
9:40 – 10:15	4th Period
10:20 – 10:55	5th Period
10:55 – 11:25	Lunch
11:30-12:05	6th Period
12:10 – 12:45	7th Period
12:45	Early Dismissal

Activity Bell Schedule

7:35	Warning Bell
7:40 - 8:23	1st Period
8:28 – 9:11	2nd Period
9:16 – 9:59	3rd Period
10:04 – 10:47	4th Period
10:52 – 11:35	5th Period
11:35 – 12:04	Lunch
12:09 – 12:52	6th Period
12:57– 1:40	7th Period
1:40 – 2:15	Activity

Two Hour Delay Schedule

9:35	First Bell
9:40-10:11	First Hour
10:16-10:47	Second Hour
10:52-11:23	Third Hour
11:28-11:59	Fourth Hour
12:04-12:35	Fifth Hour
12:35-1:04	Lunch
1:09-1:40	Sixth Hour
1:45-2:15	Seventh Hour

ALL ABOUT KENAI CENTRAL HIGH

SCHOOL COLORS

Kardinal Red, White & Black

SCHOOL MASCOT

Tuffy Kardinal



SCHOOL SONG

Bow down to Kenai High School,
We're going to win.
Keep up the courage.
Help our Kards along,
They're always going strong.
So don't give up the battle,
We'll win or die.
Bow down to the Cardinals from Kenai High!

KENAI CENTRAL HIGH FIGHT SONG

Oh, when the Kenai Team walks down the street,
They look a hundred per from head to feet,
They have the smile, the style, the winning way,
And when you look at them you feel you want to say,
You'll say there's a team I'd like to know.
They have that high school spirit, pep and Go! Go!
Sportsmanship that can't be beat -- can't be beat
The team from Kenai High.

STUDENT BODY OFFICERS:

Executive Board

Activities Directors: Cali Holmes, Maya Montague

Student Body President: Andrew Gaethle

Vice President: Frenlee Dagomos

Secretary: Brianna Horton

Treasurer: Owen Whicker

Student Voice Leaders

Student Body President: Andrew Gaethle

Senior Class President: Kori Moore

Junior Class President: Emma Beck

Sophomore Class President: Sarah Baisden

Freshman Class President: Vail Coots

Senior Class Officers

President: Kori Moore

Vice President: Jayna Boonstra

Secretary: Kim Chanley

Treasurer: Reagan Graves

Junior Class Officers

President: Emma Beck

Vice President: Brooke Summers

Secretary: Hally Hanson

Treasurer: Chloe Grimm

Sophomore Class Officers:

President: Sarah Baisden

Vice President: Jason Johnson

Secretary: Gavin Hunt

Treasurer: Silas Freeman

Freshman Class Officers:

President: Vail Coots

Vice President: Heidi Steele

Secretary: Cara Graves

Treasurer: McKenzie Spence

TELEPHONE & EMAIL DIRECTORY

Kenai Central High School
283-2100

KCHS Auditorium 283-2133

Swimming Pool 283-7476

District Website
www.kpbsd.k12.ak.us

KCHS Website:
<https://kpbsd.org/schools/kenai-central/>

Mr. Beck: Principal
DBeck@KPBSD.k12.ak.us

Mr. Chervenak: Assistant Principal
wchervenak@kpbsd.k12.ak.us

Mr. Jesse Settlemyer: Athletic Director
jsettlemyer@kpbsd.k12.ak.us

Activities Director: Brittany Stevens
BStevens2@KPBSD.k12.ak.us

Jade Mann, Counselor 10th/12th
JMann@KPBSD.k12.ak.us

Kim Daniels, Counselor 9th/11th
KDaniels@KPBSD.k12.ak.us

ACADEMICS and GRADING POLICY

Grading Policy: A nine-week grading system will be used. Teachers may assign grades at the nine weeks using pluses (+) and minuses (-). For semester grades only whole letter grades will be used. Only semester averages will be used for computing the Grade Point Averages. All aide grades will be recorded as PASS/FAIL and will not be used in calculating grade point averages. They will count as part of eligibility. All grades will be based on a 90/80/70/60 percent grading scale.

Graduation: Graduation from Kenai Central High School and participation in the graduation ceremony is reserved for KCHS students that have fulfilled all graduation requirements and were enrolled as a full-time student at KCHS during their last semester of required coursework.

Honor Graduate Program: The purpose of the Honor Graduate Program at Kenai Central High School will be to give recognition to those students who have chosen to challenge themselves academically by taking the most rigorous academic course load available.

Graduating seniors will be designated “Honor Graduates” if they meet the following academic requirements during their high school careers (assuming these courses are offered to their graduating class). If an AP course is not offered to a graduating class the non-AP course is required:

Classes Required:

All Advanced Placement courses offered at KCHS for their graduation class

- **English – 4 credits**
At least 3 years of Honors English (must include AP English Literature)

- **Science and Math – 7 credits**
Math: Must include Advanced Algebra, Pre-Calculus, and AP Calculus
Science: Must include Anatomy and Physiology, Chemistry, and Physics

- **World Language- 2 credits**
Two years/levels of the same World Language

- **History- 2 credits**

AP World History

AP United States History

- **Activities:** Students must have participated in some aspect of the school community such as student council, student drama production, co-curricular activities, etc.
- **Grade Point Average:** Students must have a 3.25 grade point average.
- **Substitutions:** Students may substitute an equivalent college class for each of the required credits outlined above, but must submit these substitutions to the counseling office for credit and approval toward the honors graduate designation.
- **Transfer Students:** Transfer students may apply for honors graduate designation upon demonstration of completion of similar course work at their previous school(s) and completion of all honors credits appropriate to their grade level after matriculation at KCHS and all other requirements as outlined above.
- **Recognition:** Honor graduates will receive recognition at graduation by designation in the printed program and announcement as they receive their diplomas.
- **Valedictorian & Salutatorians:** KCHS will recognize all students who will receive the honors diploma and have a 4.0 or higher as a valedictorian of the class. KCHS will no longer recognize a salutatorian.

❖ **The Honor Graduate program will be available for students through the end of the 2022 - 2023 school year. Outstanding students graduating in 2024 and onward, will be celebrated with a more traditional ceremony:**

➤ **Graduates of 2024 and onward:**

KCHS will recognize one Valedictorian and one Salutatorian during the KCHS graduation ceremonies each year. All seniors who have earned a 3.7 and higher Cumulative GPA by the end of their senior year will be recognized for their academic achievements as follows:

Valedictorian

Senior with the highest weighted GPA at the end of their senior year. Weighted courses only from KCHS course title offerings will be evaluated for Valedictorian. The student will give a Valedictorian Speech at the KCHS graduation ceremonies and will receive a personalized plaque, valedictorian cord, & summa cord.

Salutatorian

Senior with the second highest weighted GPA at the end of their senior year. Weighted courses only from KCHS course title offerings will be evaluated for Salutatorian. The student will give a Salutatorian Speech at the KCHS graduation ceremonies and will receive a personalized plaque, salutatorian cord, & summa cord.

Summa Cum Laude 3.9+ Cumulative GPA

All seniors with a cumulative weighted GPA of 3.9+ will receive a Summa Cord to be worn at graduation and stand for recognition

Magna Cum Laude 3.7 - 3.899 Cumulative GPA

All seniors with a cumulative weighted GPA of 3.7-3.899 will receive a Magna Cord to be worn at graduation and stand for recognition

- In the event there is a tie for Valedictorian or Salutatorian all students in the tie will be recognized equally, giving one speech per group.
- New KCHS Valedictorian and Salutatorian plaques will be proudly displayed at KCHS listing the recipients for each year.
- Any course substitutions must be approved by the principal

Make-Up Policy: For excused absences, students ordinarily will have two school days to make up for 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. There are four exceptions to this rule:

- 1. 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 as documented in the course syllabus and/or on the online course calendar.
- 2. 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.****
- 3. When a student misses class as a result of attendance at a co-curricular activity (concerts, rehearsals, academic competitions and athletic competitions), the student must complete the missed work on the day that they return from the trip or on a schedule **predetermined by each individual teacher.** If this absence occurs at the end of a grading period, the work must be made up before the student leaves.**

Evaluation of Student Achievement

As per KPBSD AR policy 5121:

“Opportunities should be given for a student to demonstrate ability in all areas of a given subject. The evaluation of student performance will ensure that the student, teacher, and the parents can monitor progress toward the educational goals of a particular course of study.

Whenever it becomes evident to a teacher that a student is in danger of failing or not proficient in a subject, the teacher shall send a written report, personally contact the student’s parent/guardian regarding the student’s possible failure, and may request a conference with the student’s parent/guardian.

No student shall be failed/not proficient in a subject unless his/her parent guardian has been sent a verifiable, written notification and personal contact of the possible failure/not being proficient.

Site administration will be kept informed and updated by the teacher throughout this process.”

WITHDRAWAL/DROP/ADD CLASS POLICY

Students may make/request schedule changes during the first week of the semester (7 calendar days). Students who wish to make a schedule change are required to complete a Drop/Add form in the counseling office. Schedule changes may or may not be approved by the school after considering all relevant factors.

A student who drops a course after the first 7 calendar days of the semester will receive an NG on their permanent record. A student who drops a course after the first twenty days of the semester shall receive an F grade on their permanent record, will be ineligible for the remainder of that semester, and will also be required to have a meeting with parents and administration to do so.

ASSEMBLIES

Assemblies are held in the auditorium/gymnasium. They are presented for the interest and entertainment of the student body. School clubs and organizations sponsor most assemblies. Students are expected to conduct themselves properly and respectfully in accordance with the purpose of the occasion. Students ask for respect themselves and it is only fair to expect the same respect for the performers and speakers.

Attendance at assemblies and pep rallies is required by students and staff. Students are not to go home without checking out and having obtained a blue pass from the office.

ATHLETICS & ACTIVITIES

* The formation of all new clubs, athletics, and activities must first be brought to and approved by administration, and have a staff sponsor that will commit to being present at all meetings.

Kenai Central High School will participate in the following co-curricular programs: J.V. & Varsity Football, Basketball, Soccer, Volleyball, Hockey, Wrestling, Cross Country, Track and Field, Swimming, Cross Country Skiing, Baseball, Softball, and Cheerleading. There will be a user fee for those students who are selected for school teams. A unified code of ethics and conduct will also be signed by coaches, sponsors, and students prior to the start of all athletic seasons in order to ensure the best possible environment for KCHS student athletes.

A great way to meet new people and explore new interests is through the various clubs and activities offered at KCHS. Check out the clubs offered on the next two pages and try to find something to get involved in. Make your high school experience more enjoyable by getting involved.

Art Club: Students meet to discuss and share various topics related to art. Meets: During School Year. *Sponsor: Mr. Morton*

Battle of the Books: Students read 12 books and answer questions on these books at a district-wide competition and then a statewide competition. *Sponsor: Ms. Gann*

National Honor Society: KCHS sophomores, juniors, and seniors with a GPA of 3.5 or higher are eligible for consideration for membership in the Kenai Chapter of the National Honor Society. One community service project is completed each month. Students are recommended and nominated if qualified in the areas of scholarship, leadership, service, and character. *Advisor: Mrs. Davis*

TATU: Postponing Sexual Involvement & Teens against Tobacco Use. Teen leaders present 5 lessons to middle school classes in the area. Students apply and go through an interview process to be a part of the team. A 30-hour training session is completed before presentations are made. *Advisor: Mrs. Davis*

Skills USA: Vocational Industrial Clubs of America. Members compete at various competitions around the state and district and participate in activities having to do with the vocational arts: skilled, technical, or service occupations. *Sponsors: Mr. Peek, Mr. Widaman, Mrs. Christmas, Mr. Hartman and Mr. Peek*

Student Leadership: These students organize dances, Homecoming festivities, community service projects, spirit weeks, school improvement projects, pep-assemblies, actively participate in the District Student Voice Leaders board, and much more!. Students get a quarter of a credit per semester for this class so attendance is mandatory in order to receive credit. *Sponsor: Mrs. Stevens*

ELIGIBILITY:

E-checks: Must be passing all classes and have a 2.0 GPA or higher

If determined to be **ineligible**:

1. The student is ineligible for 7 days no matter what. The only exception is if there was a teacher error in reporting the grade
2. The Student may not travel to game or play in game
3. The Student may come to practice
4. The Student must pick up an eligibility form from the KCHS Office and have it signed by EVERY teacher. They must have a passing grade in all classes and have a 2.0 GPA to play on the following Monday

Quarter grades: Must be passing all classes and have a 2.0 GPA or higher

If ineligible, the student is ineligible for 4 ½ weeks with no one week make-up time.

Semester 1 grades:

Seniors must be passing 4 classes and be on track for graduation

Freshmen, Sophomores, and Juniors must be passing 5 classes

Each student must have a 2.0 GPA or higher

3+ F's = Ineligible for all of Semester 2

1 F = Ineligible for 4 ½ weeks until the next Eligibility Check

Semester 2 grades:

These F's can be remedied with Summer School to be eligible for Fall sports

*****ELIGIBILITY IS FINAL WHEN CERTIFIED BY THE SCHOOL REGISTRAR*****

Eligibility Dates:

First Quarter	Second Quarter	Third Quarter	Fourth Quarter
(E1) September 12, 2022 (Q1) October 17, 2022	(E2) November 14, 2022 (S1) January 4, 2023	(E3) February 6, 2023 (Q3) March 20, 2023	(E4) April 17, 2023 (S2) May 25, 2023

Students that are ineligible as a result of 4th quarter failing grade or a GPA of less than 2.0 at the end of the second semester will begin their ineligibility on the first day that practice begins at that school for the sport in which that student participates in the fall and will run for three calendar weeks.

ATTENDANCE

Activities: Students must be in attendance and actively participating in their classes for the entire school day in order to attend and or participate in any school sponsored activities that take place on that day. This includes co-curricular travel, performances,

practices and competitions. If the events take place on a Saturday, the student needs to be in school all day Friday. Very limited exceptions to this policy will only be made with administrative approval.

Tardies: All tardies accumulate for the quarter and students start each new quarter with a clean slate. The first unexcused tardy is a verbal warning given by the teacher. A second unexcused tardy in one class results in lunch study hall. All subsequent tardies to the same class are an assignment to progressive discipline. Teachers will notify students, parents, and administration that a student has been tardy twice (and every one thereafter) to their class through an interaction slip and a phone call/ email to parents, cc'ing this to administration.

Progressive Discipline for Tardies:

- **Second, third, and fourth** tardy to a class = **lunch detention** - apx. 20 minutes - and an interaction slip to Mr. Chervenak/Mr. Beck along with a phone call to the parent by the teacher. (if a student fails to report to lunch detention or comes unprepared, they will be assigned after school detention from 2:30 pm - 3:00 pm).
- **Fifth+** tardy to a class= **after school detention** - apx. 30 minutes - and an interaction slip to Mr. Chervenak/Mr. Beck along with a phone call to the parent by the teacher. (if a student fails to report to after school detention or comes unprepared, they will be assigned an additional day of after school detention).
- Students who accumulate **more than five** tardies to a single class **and** have **10 or more total cumulative tardies** will have a meeting with administration and possible subsequent disciplinary action.

1st Period Tardies: Students arriving at school after 7:55 am are considered absent and will not be able to participate in co-curricular activities on that day. Students need a note or a phone call with an extenuating circumstance to excuse a students' first period tardy.

Truancy: Students found to be absent from school or class for reasons other than those permitted by state law shall be considered truant. Specifically, students shall be considered truant if they:

1. Are absent from school without parent or guardian permission.
2. Are absent from class without permission, although on school grounds.
3. Leave school without administrative authorization or leave class without teacher permission.
4. Leave school or class for a specific reason and do not comply with the specific reason or do not return as requested.
5. Leave school or class due to illness without reporting to the school office or nurse.

Pre-Arranged Absences: When a student is aware in advance that they will be absent for 3 consecutive days or longer, the student must inform the school administration (Pre-Arranged Absence form from the front office). Administrators will meet with the

student and the student's parents as needed, in order to discuss and arrange all make-up procedures associated with the long-term absence.

Transfers or Withdrawals from school: Please have your parents or guardian notify the office two days in advance if you are moving out of the district or transferring to another school in the district. The secretary will issue a withdrawal form, which is to be signed by each of your teachers during the day, as well as the librarian, counselor, nurse, and school administrator. When the student is done filling out the form, he/she needs to take it to the office. A withdrawal is official when your obligations to the school and district have been met.

BLUE/RED PASSES

BLUE: If you need to leave the building for any reason, you must stop by the office to get a blue pass. A blue pass may be obtained from the front office with a call from a parent or guardian. You must obtain your blue pass from one of the front office secretaries only. The blue pass will serve to explain the absence from any classes missed upon your return to school. Passes will be checked by school staff. Failure to get a blue pass before leaving campus will result in a student receiving lunch or after school detention.

RED: Seniors and Juniors who fill out the necessary paperwork and follow all the rules spelled out in the paperwork may obtain a red pass for lunch. Seniors must:

- 1) Turn in the red pass permission slip signed by student, parents, and administration.
- 2) Meet grade eligibility (2.0 GPA and no failing classes) and behavior standards
- 3) Check out their RED PASS before you leave for lunch period.
- 4) Return their RED PASS to the office at the end of lunch.
- 5) All RED PASS holders will be subject to review at the end of each quarter.

FIGHTING/BULLYING

Fighting and/or bullying will not be tolerated at Kenai Central High School or at any activity in which Kenai Central Students are involved. Any student found to be fighting or bullying will be removed (suspended) from Kenai Central High School. The first offense will result in a minimum of a 3-day suspension, the second offense will result in a minimum of a 10-day suspension, and the third offense will result in a 45-day suspension and/or recommendation for expulsion. If you hear that a fight may ensue or are aware that bullying is taking place, please report this immediately to a teacher, counselor or administrator.

WEAPONS AND DANGEROUS INSTRUMENTS

Students shall not possess or use weapons, dangerous instruments, or their replicas in school buildings, on school grounds or on District-provided transportation, or at any

school-related or school-sponsored activity away from school, unless written permission has been previously obtained from the Superintendent specifically authorizing that possession or use. Students who violate this policy are subject to disciplinary action in accordance with District policy and procedures.

School employees may confiscate weapons or dangerous instruments on school grounds or at school-related or school-sponsored activities in order to maintain discipline and to protect the welfare and safety of students, staff and the public.

The District shall, by regulation, define the terms "weapon," "dangerous instrument" and "firearm."

The Board shall expel any student who brings a firearm to school in violation of this policy for a period of not less than one (1) calendar year. The Board may expel for the school year, or permanently, a student who possesses a deadly weapon other than a firearm. The District may consider requests for early reinstatement by students suspended or expelled for violations of this policy. The Superintendent shall develop procedures and conditions for early reinstatement.

The Superintendent may, on a case-by-case basis, recommend a modification of this period of expulsion. Such modification recommendation shall involve consideration of all relevant factors, including those in aggravation and mitigation of the violation, and, for students with disabilities, whether violation of this policy is a manifestation of the student's disability.

The Superintendent shall be responsible for reporting all violations of this policy to the Board and shall make all required reports to state, local, and federal agencies.

BUILDING HOURS

The building is open in the morning by 7:00 am and closes at 3:00 pm unless students have been assigned after school study hall or after school reflection. Any student or group of students remaining in the building after 3:00 pm must be supervised by a member of the faculty and/or sponsor. Classrooms will be opened at 7:20 am. Students working out in the gym or cage before or after school, **MUST** have supervision by a staff member.

CLOSED CAMPUS

All students are expected to remain on campus (indoors during lunch period) throughout the school day. This is the official policy of Kenai Central High School and it is implemented for your safety. The only exception to this is an open lunch for seniors and juniors who meet eligibility standards (2.0 GPA **and** no failing classes) and have a red pass. Seniors wishing to use their red passes, will need to fill out the necessary paperwork and follow all of the rules spelled out in the paperwork.

Freshmen and sophomores may leave campus at lunch once a week with a blue pass. When leaving on a blue pass, students must be back in school by the time lunch is over.

Any students leaving on a lunch pass are expected to return to school by the end of lunch break. Students are not allowed to sit in cars in the parking lot during lunch or at any other time during the school day.

CAFETERIA

There will be a 35-minute lunch. It should allow plenty of time for all students to eat and sanitize. Proceed to the cafeteria in an orderly manner and take your appropriate place at the end of the line. All students who eat in the cafeteria are expected to exhibit good manners. Each student is responsible for cleaning their individual dining area. Failure to follow this simple rule will result in lunch study hall and/or cafeteria clean-up. Please make every effort to keep our school clean so that we can be proud of it.

COUNSELING

School counselors support the developmental and academic needs of students and are focused on proactive planning to encourage success in high school and in post-secondary plans. Counselors collaborate with school staff, administration and the parent community to ensure the integration and alignment of the school counseling program with the mission of the school. They deliver prevention and intervention services which include academic advocacy, classroom/group lessons, individual student planning, staff and parent consultation, school program support and crisis response.

Each student and family work with the same counselor for four years to maximize the student/counselor relationship. From helping with transition into high school to develop a 4-year plan and writing recommendation letters, counselors are experts in this planning and assistance. During junior and senior years, counselors work with recruiters to provide students every advantage in their post-secondary planning whether that be college, military, trade school, or employment. Please call, email, or make an appointment to visit.

DANCES

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

1. Regular high school behavior policies and consequences apply to all school dances. In addition, any policy violation may result in students not attending another school dance for the remainder of the year or their years at KCHS.
2. Students from Kenai Central High School who want to bring a guest to a school dance must obtain prior approval from administration. This would include students from other Central Peninsula High Schools. One guest is allowed. Do not show up at the dance with your guest without having prior approval. This responsibility belongs to the student bringing the guest. The deadline for putting your guest's name on the list will be noon the day before the dance.
3. Dances are only open to students currently enrolled in high school or have graduated and this policy also pertains to guests. For those two dances students may bring a guest that has graduated in good standing or is out of school but under the age of 20.
4. Students and their guests cannot leave and then re-enter the dance. If there is an emergency, please notify administration or a chaperone. If you leave without approval you will not be allowed back into the dance.
5. School dances will start at 8:00 pm. No one will be admitted into the dance after 9:30 pm. Dances will end at 11:00 pm. Exceptions will be made with administrative approval.
6. In order to sign up a guest and attend a dance as a non-guest, a student must be considered a full time student at KCHS.
7. Students are expected to dress appropriately as they would for any school sponsored event. The Kenai Central High School Administrative Team has the final say if a student's dress is inappropriate or not. Students are encouraged to show potential dress problems to administration prior to purchase if the item in question has the potential to violate the school dress policy for dances.

LUNCH and AFTER SCHOOL DETENTION

Infractions or violations of rules may result in lunch and/or after school detention assignments. Repeated violations or more serious infractions will result in four (4) or more lunch or after school detentions . Failure to report to lunch or after school detention may result in additional detentions or out of school suspension for insubordination. The following rules govern the expected conduct in detention.

1. Students are to bring sufficient schoolwork for the entire lunch or after school detention .
2. Students will be assigned seats determined by the supervisor.
3. No talking or sleeping will be allowed.
4. No electronic devices are allowed to be used unless given permission by the

- supervisor.
5. Students will not be allowed to leave the room for any reason.
 6. Any absences from or schedule changes to a students' detention schedule must be approved by an administrator in advance of the scheduled detention.
 7. Students who do not follow detention rules or come without work will be asked to leave the room and face additional detentions or out of school suspension.
 8. Any student who is absent from detention without approval from the school administration will face additional detention assignments or a one-day out of school suspension.

DRESS CODE

Research demonstrates that there is a close relationship between dress and student attitude toward school and personal conduct. Students are to dress and groom themselves neatly in clothes that are suitable for school activities and an educational setting.

Clothing or accessories that disrupt the school learning environment, or draw undue attention, will not be allowed. The appropriateness of dress is the judgment of teachers and administrators. Students are expected to change their attire when kindly asked.

Any/all clothing that carries a profane, drug, alcohol, tobacco, sexually suggestive, or otherwise objectionable slogan and/or picture are not permitted. Repeated violations of the dress code will result in consequences for insubordination. Exceptions to the rules may be allowed under special circumstances, as approved by the administration. The following items are listed for clarity.

- **Shorts and/or skirts** need to go to the tips of your fingers with your arms relaxed at your sides unless pants or leggings are worn underneath. A skirt/shorts will go to the fingertips without having to pull it down.
- **Hats** may be worn in the school with the approval of the classroom teacher.
- **Hoods** or other nonreligious headwear that excessively covers the wearers head and face will not be allowed to be worn on school grounds. This presents a safety concern, especially when attempting to identify authorized students within the building or during school sponsored events.
- **Any shirt** that exposes skin above the waistband is not allowed, such as ½ shirts. Your midriff/stomach cannot be visible. No undergarments will be exposed.
- **Straps on tops** must be two fingers wide or wider. Halter-tops and backless tops are not allowed. The front of tops should be high enough so that they do not display cleavage. No undergarments will be exposed.
- Mesh and transparent clothing or undergarments are not allowed.

- **Excessively ripped or torn clothing** that results in excessive skin being visible is not allowed. Students will be asked to change.
- Students are required to wear **shoes at all times**.
- **Spandex or leggings** may be required to be accompanied with shorts or pants worn over them.

DRIVING TO SCHOOL

Kenai Central High School operates under a closed campus. Driving to school is a privilege. All student vehicles parked on campus must be registered with the school and have a school issued parking pass displayed in clear view in the front window of the vehicle. New drivers are expected to register their vehicle at the front office the first day it is parked on school property. Observance of the following rules is mandatory.

- All students at Kenai Central High School will park in the Lawton Street parking lot. After you park your car, lock it. Students are not allowed to re-enter their car until they leave school without getting permission from a school personnel. The parking area for students is limited to the blacktop area only. There will be no parking by the football field, the Challenger Center, the Cage, non-paved areas, or the front parking lot. Exit via the Spur Highway by the football field during dismissal is not permitted due to the exiting buses. Students may use the Lawton Street exit only. Failure to follow this rule will result in administrative progressive discipline, including revocation of parking privileges on KCHS campus.
- The first row of parking closest to the building in the Lawton Street lot is for staff and visitors only, not students.
- Cars parked at KCHS or the Vocational Education parking lots overnight/over the weekend will be the responsibility of the owner and not Kenai Central High School in the case of vandalism and/or theft.
- Any other driving and/or parking violation is subject to administrative progressive discipline, including revocation of parking privileges on KCHS campus.

ELECTRONIC DEVICES

Students are allowed to have electronic devices at school. They cannot use them during instructional time unless given permission by a classroom teacher. This policy also applies to any hall passes that are given during class time. Hall passes are not to be given to students to allow them to use their device.

Students leaving class to use the restroom/see the nurse are still on instructional time. Messages for students may be left with the front office. Repeated violators of this policy will require parents to pick up their student's electronic device at school from the administration.

INTERNET USE

All students will need to sign an internet agreement use form in order to use the computers at KCHS. Using the internet is a privilege. It can and will be taken away if abused. For further information on internet use, see **KPBSD board policy 6161.4**. Students found abusing the internet could lose their privileges for a quarter, semester, or an entire year.

EMERGENCY DRILLS

ALICE: If a dangerous intruder has entered the building, has a weapon, or poses an immediate threat, ALICE protocols will be activated:

- **Alert:** Use plain, specific language. Avoid code words.
- **Lockdown:** Barricade the room. Silence all cell phones. Prepare to evacuate or counter if needed.
- **Inform:** Communicate the intruder's location. Use clear and direct language.
- **Counter:** Counter is the ABSOLUTE LAST RESORT. Move, make noise, throw objects to distract the intruder, use body weight and gravity to gain control.
- **Evacuate:** Break windows from the top corner, move to a rally point. Keep hands visible and follow law enforcement commands.

Earthquakes: In case of an earthquake, stay calm. Teachers will instruct students to move away from classroom doors and windows.

- **Inside Building: DUCK, COVER, and HOLD.** Duck to your knees with your back to the windows. Crawl under a desk or table, then cover your neck and head with one hand. Hold on to a desk or table leg with your other hand. Exit the building when instructed to do so by school officials.
- **Outside Building:** Move away from buildings and other objects which might topple over. **“DUCK, COVER, and HOLD.”**

Fire: There are 10 mandatory fire drills throughout the school year. In the event of a drill or real fire, students and teachers will leave the building following fire drill procedures. Any student not leaving the building may be subject to suspension for refusing to follow the rules.

INTERVENTION TEAM

As part of our efforts to provide students with the best possible opportunity to succeed, Kenai Central High School Intervention Team meets on a regular basis. The main objective of the team is to systematically identify and recommend a course of action for students who are at risk, having difficulty achieving academic success, or exhibiting inappropriate behaviors. Referrals are taken from parents, administration, or any staff member.

LIBRARY

The KCHS library is open before school, during lunch and after school in addition to regular school hours. The library collection has an excellent fiction section with books for school assignments and pleasure reading, as well as a print non-fiction section for research and/or projects. In addition, the library offers access to numerous online resources including World Book Online, Discovery Education, Salem Health, Salem History, Overdrive Read, and several other databases. These links are located on the library website: <http://kchslibrary.blogs.kpbsd.k12.ak.us/wpmu/>

Passes: Students are required to bring a pass signed by their teacher when visiting during class time.

Circulation Policy: Library materials are checked out for three weeks and the items may be renewed. Overdue notices will be sent out through student Gmail accounts.

Food/Beverage: Are only allowed in the library at lunch time. The library will be subject to closure if students are not cleaning up their messes.

Computer Use: Computers are available for student use. Personal electronic devices may also be used to access the school's wireless network for school-related purposes.

Printer/Copier: Students have access to a printer and copier available for student use.

LOST/FOUND/STOLEN

Items that are lost or possibly stolen 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 to one of the secretaries. Lost and found items will be kept for a period of one month. PLEASE note that having valuable objects in areas without camera surveillance can result in not ever being recovered, such as the boys and girls locker rooms. The best solution is to keep all valuable objects at home or in your assigned school locker.

PERSONAL PROPERTY

Students should not bring valuable items or large sums of money to school ever, as stated above. The school will not assume any liability for lost or stolen items and/or money. Students should report lost or stolen possessions to the office immediately. Administration will investigate if needed. Please pay special attention to the locker rooms as they do not have cameras. Stolen items from locker rooms are rarely recovered.

NOTICES AND POSTERS

The Kenai Peninsula Borough School District has legal regulations that prohibit the displaying of certain materials in the school building. Please check with administration before posting or displaying any materials. If you inadvertently post materials without permission, you will find that those materials are not hanging up the following day.

NURSE and HEALTH SERVICES

Nurse Visits: Students are not to leave class to see the nurse/secretary unless they have teacher permission. Teachers should use reasonable judgment to determine the necessity of the student's medical needs. The teacher needs to ensure that the student has a pass to see the nurse.

Any student that becomes ill during the day needs to report to the nurse. If it becomes necessary for the student to go home, the nurse will contact parents or legal guardian to arrange for the student to be picked up from school with a blue pass. Failure to follow correct procedures will result in the absence being considered truant and the student receiving lunch study hall.

Students claiming illness and not reporting to the nurse or office, and either remaining in the bathroom or leaving school will be considered truant.

Immunizations: It is unlawful for any student to enroll at Kenai Central High School unless he or she has been immunized, as required under the rules and regulations of the State of Alaska. Students must be immunized against diphtheria, pertussis, tetanus, polio, measles, mumps, rubella, varicella, hepatitis A and B, and any other immunizations as required by law. Specific booster doses for some immunizations are required for some students during the school year.

Any student who does not provide evidence of each required immunization, or a valid religious or medical exemption as allowed within Alaska State Law, will be excluded from school until such time as appropriate documentation has been received by the school.

All immunization records must be kept current. The school nurse will check all records to see that each student is in compliance.

Medication Procedures: The staff and administration of Kenai Central High School recognize that students sometimes need to take prescribed medication during the school day in order to be able to attend school without jeopardizing their health. In such cases, when the district has received written statements from the student's physician and parent/guardian as required by law, designated personnel shall assist the student in taking the medication.

Over-the-counter medications such as Tylenol or Ibuprofen may be administered if the student has a parent permission form on file in the nurse's office.

1. A signed medication request form must be on file in the nurse's office.
2. Medication must be secured in the nurse's office in the locked cabinet. Students will be allowed to carry asthma inhalers with parent and school nurse approval.
3. Over-the-counter medications must be in the original container. Prescription medications must be in a container labeled by the pharmacy or health provider.
4. Medication will be given before classes begin, between classes and at lunch.

*Any type of medication that is not registered with the nurse and is brought to school will be treated as an unauthorized controlled substance - this is a serious infraction and will result in immediate disciplinary action.

POSITIVE SCHOOL CLIMATE

Board Policy 5137: School Climate:

The School Board desires to provide orderly and caring learning environments in which all students feel comfortable, share the responsibility for maintaining a positive school climate, and take pride in their school and their achievements.

The district shall encourage attitudes and behaviors that promote mutual respect and harmonious relations. The schools shall promote nonviolent conflict resolution techniques and provide students opportunities to voice their concerns about school policies and practices. The Superintendent or designee may initiate student courts, campus beautification projects, buddy systems, vandalism prevention campaigns, and other programs in which students may identify and solve problems that affect their school.

The schools shall not tolerate any comments or gestures which are vulgar or obscene or which denigrate others on account of sex, race, color, religion, ancestry, national origin, handicap or disadvantage. Students shall be subject to disciplinary procedures for bullying other students or for using insults, slurs, or fighting words, which may disrupt school activities.

School staff shall encourage and reward success and achievement, participation in community projects, and positive student conduct.

Respect: Kenai Central High School Students are expected to:

- Show courtesy and respect towards others.
- Listen, follow directions, participate and cooperate.
- Use acceptable language at all times, free of name calling, insults or profanity.
- Settle differences without put-downs, bullying, threats or fighting. Use your voice, not social media.
- Ask staff and peers for help as needed for conflict resolution.

SEARCH and SEIZURE

The School Board is committed to maintaining an environment for students and staff which is conducive to learning and working. Incidents may occur where the health, safety and welfare of students and staff are jeopardized and which necessitate the search and seizure of students, their property or their lockers by administration. Administration has the right and ability to open any locker without student permission and will do so upon probable suspicion of illicit or inappropriate activity.

SECURITY CAMERAS

The safety and security of KCHS students and staff are always our number one priority. As a way of ensuring this, security cameras have been installed throughout the inside and outside of our building. No cameras are placed in areas where students, staff, or community members have a reasonable expectation of privacy, e.g., a bathroom or the locker rooms.

School security is the main purpose of the cameras. However, recordings may be used in disciplinary proceedings. In addition, matters captured by the cameras may be referred to local law enforcement, as appropriate. For further information, view **BP 3515: School Safety and Security**.

STUDENT IDENTIFICATION POLICY

Students receive a picture identification card at the beginning of the school year after school pictures have been taken. During the school day, students must have their ID in order to:

- Purchase breakfast/lunch items
- Check out library materials

THEATER/AUDITORIUM

Students at Kenai Central are fortunate to have available to them one of the finest structures of its kind in the United States. In order for it to remain that way certain rules need to be followed:

- Student conduct in the theater/auditorium needs to be exemplary at all times.
- No food, drinks or gum is allowed in the auditorium.
- Feet are to be placed on the floor at all times and not on the seat backs in front of you.
- No tampering with switches, equipment or property.
- Students are not allowed in the auditorium unsupervised at any time.

VAPING

Vaping is not allowed at any time while on KCHS grounds or during school sponsored event/trips. The following progressive discipline policy will be implemented for students that choose to bring a vape to school:

*Vaping on school grounds or during school sponsored events/trips may also involve law enforcement and legal fines depending on the nature of the infraction.

DRUGS AND ALCOHOL

It is the intent of the Kenai Peninsula Borough School District to maintain a drug-free school environment so learning can take place; to educate students so they are aware of the issues and problems related to the use of drugs, alcohol, and controlled substances; to identify students who have chemical abuse problems; to refer students for treatment services which are beyond the scope of the schools; and to remove students possessing, distributing or selling drugs or alcohol in the school setting from that environment.

Prohibited Substances and Items

The substances and items prohibited by this policy include, but are not limited to: alcohol; prescription drugs (except as authorized by **BP 5141.21**); anabolic steroids; narcotic drugs, hallucinogenic drugs, amphetamines, barbiturates, marijuana, or any other controlled substance; intoxicants or depressants of any kind; items used as an inhalant, including paints, gasoline, glue, or similar items; over the counter stimulants of any kind, including caffeine-based substances other than beverages, substances containing phenylpropanolamine (PPA), or other similar drugs; drug paraphernalia, and imitation or designer drugs (i.e., "bath salts) or synthetic drugs (K2, Spice, etc). Imitations or synthetic drugs mean pills, capsules, tablets, powders, liquids, inhalants or other items which are designed to look like or are represented to be prohibited drugs or alcohol.

Possession/Use/Under the Influence During School

A student who is determined to have used, to be in possession and/or under the influence of prohibited substance or item as defined by this policy at school or at any

school-sponsored activity shall be reported to the appropriate law enforcement personnel, his/her parent(s)/guardian(s), and shall be subject to suspension for up to 45 student school days by the school administrator following a due process hearing pursuant to applicable School Board policies. In more serious cases, violators may be recommended for expulsion to the Board of Education.

Refusal to submit to a Breathalyzer and/or urinalysis, or any other lawful, reasonably reliable test as authorized by the Superintendent as required by this policy to determine whether a student has used alcohol or other drugs in violation of School Board policies will result in a suspension of not less than 30 student school days and not to exceed 45 student school days. Refusal to submit to such a test will be treated as a positive determination of drug or alcohol use per this policy.

Prior to re-admittance to school, the student shall participate in a conference with his/her parents(s)/guardian(s) and the school administrator to determine conditions for re-admittance.

Selling, Offering for Sale, Agreeing to Purchase or Distributing

A student selling, offering for sale, agreeing to purchase, or distributing prohibited substances or items defined in this policy shall be reported to the appropriate law enforcement personnel and his/her parent(s)/guardian(s), and will be suspended immediately following a due-process hearing pursuant to applicable School Board policies, and may be recommended for expulsion to the Superintendent who will review the matter. Based on this review, the Superintendent may recommend to the Board of Education that the student be expelled from the Kenai Peninsula Borough School District.

VISITORS

All: Visitors to Kenai Peninsula Borough School District schools are required to check in at the front office at the beginning of their visit to declare the nature of their business and to make the school aware of their presence on campus. Parents of district students and community members on legitimate business are welcome and encouraged to visit our schools but must check in at the office.

Students and Friends: Students and friends from other area schools will not be allowed on campus except for public activities unless approved by administration two weeks prior to any scheduled visitation.

Middle School Visits: Your presence at the middle school during regular hours is not wanted or necessary. Only those students that have legitimate business and a blue pass from the office will be allowed on the middle school campus. Violation of this policy will result in study hall and/or suspension.

Thank you for choosing Kenai Central High School as your child's learning community. We look forward to working with you and if you should have any questions or concerns, please feel free to call the school office and we will be happy to assist you.