KENAI MIDDLE SCHOOL

2026 - 2027 STUDENT HANDBOOK

201 Tinker

Kenai, Alaska 99611

283-1700



KMS MISSION STATEMENT:

EDUCATIONAL EXCELLENCE

IN A CARING ENVIRONMENT

KENAI MIDDLE SCHOOL
STUDENT HANDBOOK
2026 - 2027

WELCOME

Welcome to a meaningful, exciting, and successful school year! Each of you will undergo changes in your social, emotional, intellectual and physical development, which will foster your education. You will learn how to maintain healthy lifestyles, create stable friendships, be a contributing member of a group and set lifelong goals.

Success at any school begins with information. This handbook will be a valuable guide in helping you to get a good start this school year. You are encouraged to use this book to learn everything you can about your school: schedules, procedures, activities, student responsibilities, and programs. With this knowledge, you can successfully become involved in the learning process and extracurricular programs at Kenai Middle School.

Our staff will provide a challenging and safe environment where you can be successful as you pursue both academic and extracurricular activities. We will also provide you with a positive teaching environment, which promotes high expectations, develops responsibility, and builds self-esteem by providing opportunities for successful experiences.

We are excited that you are a member of the "Kossack Family". You will want to exhibit the pride and dedication we have for our school at all times. You are the reason we are here. Call on any of us whenever you need help. Good luck and may your school year be an outstanding one!

PHILOSOPHY STATEMENT

We believe in the inherent good of every student and strive to help each attain success through experiences provided within the school environment. Therefore, the primary function of the school is to educate the individual to reach his/her highest potential in an environment, which is safe physically, academically, and socially.

We understand that our students are in a major educational, social and emotional transition from elementary school to senior high school. We will help each individual make this transition by implementing flexible scheduling, integrated curriculum, exploratory programs, and interdisciplinary teams. Academic and exploratory opportunities will be provided through well-defined and structured programs, thereby creating relevant opportunities for students to interact socially and to apply this knowledge to their experiences in other areas.

We will evaluate the changing educational needs of our children by working together with our parents and community to enable our students to become responsible members of society.

KMS MISSION STATEMENT: "Educational Excellence in a Caring Environment"

VISION

Based on our belief that all children possess the ability to learn but at different rates, our vision at KMS includes developing students who will:

- think critically and solve problems.
- acquire and apply knowledge.
- develop concern, respect and tolerance for others.
- develop a sense of community by extending learning experiences beyond the school day and day.
- communicate effectively.
- make connections among various disciplines.
- use technology as a tool for learning.
- develop a positive self-image; and
- help students learn to become responsible for their own behavior.

EQUAL OPPORTUNITY SCHOOL

Kenai Middle School will not require or deny participation in any course offered on the basis of sex, age, race, creed, or handicap as prescribed by district policy, state and national law.

HOW TO USE THIS HANDBOOK

This handbook is produced so that parents and students will have information about how Kenai Middle School works. Details of each policy and procedure are in here. If there are questions, please contact Mr. Dosko, Principal, or Mr. Felchle, Assistant Principal. Your teachers will also be able to assist you.
The handbook is set up in alphabetical order.
There is a section on discipline that spells out consequences for behaviors. Hopefully, this will

just make interesting reading. If you make a mistake, it is not the end of the world. We work very hard to be fair and consistent.

2026 - 2027 SCHOOL CALENDAR

2026

First Day of School ..... August 19
Labor Day * .....September 7
In-service * .....October 16
End of 1st Quarter ……October 16
Conferences ** .....October 29 & 30
Thanksgiving * .....November 26 & 27
End of 2nd Quarter ..... December 18
Christmas Break * .....Dec. 19-Jan. 4

2027

New Year's Day ..... January 1
In-service* .....Jan 4
Martin Luther King Day ..... January 18
Conferences ** ..... February 11 & 12
End of 3rd Quarter ..... March 11
In-service* ..... March 12
Spring Break * ..... March 15-19
Last Day of School .....May 20

** No School*
*** Conference dates & times to be announced*

BELL SCHEDULE

6th Grade

7:45	**……**	**First Bell Rings**
7:50-8:35	**……**	**First Period**
8:39-9:23	**……**	**Second Period**
9:27-10:11	**……**	**Third Period**
10:15-11:18	**……**	**Fourth Period**
11:18-11:48	**……**	**Lunch**
11:48-12:18	**……**	**Sixth Period**
12:18-12:48	**……**	**Seventh Period**
12:52-1:38	**……**	**Eighth Period**
1:42-2:27	**……**	**Ninth Period**
2:32	**……**	**Buses Leave**

7th & 8th Grades

7:45	**……**	**First Bell Rings**
7:50-8:35	**……**	**First Period**
8:39-9:23	**……**	**Second Period**
9:27-10:11	**……**	**Third Period**
10:15-11:00	**……**	**Fourth Period**
11:04-11:48	**……**	**Fifth Period**
11:48-12:18	**……**	**7th Grade Lunch** **8th Grade Study Hall**
12:18-12:48	**……**	**8th Grade Lunch** **7th Grade Study Hall**
12:52-1:38	**……**	**Eighth Period**
1:42-2:27	**……**	**Ninth Period**
2:32	**……**	**Buses Leave**

SPORTS & ACTIVITY DATES

6th Grade TBA

7th / 8th Grade

X-Country	08/19/26	10/3/26
Soccer	08/19/26	10/3/26
Basketball	10/5/26	12/12/26
Volleyball	01/5/27	02/27/27
Wrestling	01/5/27	02/27/27
X-Country Ski	01/5/27	02/27/27
Track & Field	03/22/27	05/15/27
Mass Choir	04/13/27	
Mass Band	04/27/27	

ACADEMIC HONESTY POLICY

See KPBSD Parent/Student Policy Handbook.

ACTIVITIES

KMS will offer the following activities: soccer, cross country running, basketball, wrestling, cross country skiing, volleyball, track, intramural sports, Sources of Strength, robotics, Math Counts and Battle of the Books. Student interest and willingness to participate have created new activities each year. Throughout the year the school will sponsor dances for 7th and 8th grade students and activity nights for the 6th through 8th graders. Information about these activities will be released ahead of time. In addition, all students may participate in special interest clubs and then mini-courses at the end of the year.

In order to participate in school sponsored activities, students must be on time to school and attend all classes on the day of the school activity. In order to participate in weekend activities, students must have attended all classes on the last regular school day of the week, unless otherwise excused by the school administration.

Activity Night/Dance Guidelines

- Activity nights are for all Kenai Middle School students. The dance portion of activity night is restricted to 7th and 8th graders only.
- All school rules are in effect during an activity night.

- Activity nights will begin at 6:00 p.m. and end at 8:00 p.m. No student will be admitted after 6:30 PM.
- Students must arrange to be picked up no later than 8:15 p.m.
- Students will not be allowed to re-enter the activity if they leave the building without permission.
- Any student who causes a discipline problem may be indefinitely suspended from all school activity nights.
- Students who are absent the day of an activity night or have been suspended (in or out of school), did not attend detention in a timely manner, have been assigned three or more detentions, or have had a suspension during the quarter in which the activity night is held, will not be allowed to attend. Attendance at activity nights is an earned privilege. The administration reserves the right to withhold that privilege for any major infraction of school policy.
- Any student who comes to an activity night under the influence of alcohol or drugs will be indefinitely suspended from future dances. This violation will also result in police notification and parent contact. You shall be suspended from school for up to 45 school days.
- Only students with permission from the activity night sponsor may stay after school to help prepare for the activity. All other students must go home at dismissal time.
- Any guests from another school must be pre-approved by the administration (prior to the end of the school day).

The school administration reserves the right to exclude any student from attending a school activity night/dance.

ACTIVITIES / SPORTS ELIGIBILITY

All students participating in school activities are subject to the Kenai Peninsula Borough School Activities Handbook. Participation in after school sports programs requires passing grades in all classes. Students who are absent on the day of a sport practice or game/meet will not be able to attend. Coaches may have behavioral as well as attendance expectations of their students above those contained in the KPBSD Activities Handbook. If you wish to review the KPSAA activity handbook please use the link below.
https://kpbsd.org/students-parents/kpsaa/

ASSEMBLIES

Any assembly offered at the school is to be attended by all eligible students. When dismissed for an assembly, your teacher will instruct you to pass quickly, quietly, and in an orderly manner to your assigned assembly area.

Give all your quiet attention to those people who are up in front or performing at any assembly. Applaud politely to show your approval. An alert audience knows when to applaud and when to stop. Booing and whistling are never appropriate.

Follow directions for dismissal, remaining seated until dismissed and leaving the assembly area in an orderly manner. Going to an assembly is a privilege, not a right. The privilege of attending assemblies may be denied to students who have repeated conduct problems in their classes or assemblies.

ATTENDANCE PROCEDURES & TRUANCY

You must be in school to get the most out of school. Students who have poor attendance have a difficult time in any school. Daily on-time attendance is one of the keys to your academic success at school.

Two make-up days are allowed to complete all schoolwork for each day missed (5 days maximum). Work assignments given before absences will be due on the day the student returns to school. If notification of a test was given before the absence, the student will be expected to take the test the day he/she returns to school. When a student is absent, it is up to him/her to secure assignments from classmates, teachers, or PowerSchool. School absences as a result of suspensions will be handled according to district policy. If the family anticipates an absence of several days, please check on PowerSchool and, if necessary, call to make arrangements to pick up any needed handouts.

Attendance Procedures

All absences are considered unexcused until cleared with an email, phone call or note from home. On the day of a student's absence or the day of return, parents are encouraged and welcome to call the school at 283-1700 or email the attendance secretary to excuse the absence. Once notification of an excused absence is received, the absence will be updated in PowerSchool.

Late Arrivals to School

Students who arrive late to school must go directly to the main office for a pass to enter class. Parents should call the school or send in a note with the student to excuse all tardies or absences. The accumulation of five tardies will result in a detention. Students that have a chronic case of tardiness may need to meet with the Administrators.

Pre-Arranged Absences

If a student and his/her parents know in advance it will be necessary for him/her to be absent from school for three or more days, the office should be notified a pre-arranged absence form should be submitted to his/her teachers for their signatures. When possible, this should be done far enough in advance to allow the student to complete the compensatory assignments before missing school. Situations may arise where students cannot complete work before leaving. In these cases, teachers will use discretion in allotting dates in which work must be completed. The teacher's signature on a pre-arranged absence form means they understand that students have received permission from the administration to be absent and that all work will be completed. If the request for a pre-arranged absence places the student in a potential retention situation, the request will be denied.

Unexcused Absences

You are considered truant if you:

- are absent from school without parent or guardian permission;
- are absent from class or classes without permission although on school grounds;
- leave school grounds without administrative authorization or leave class without permission from the teacher;
- obtain permission to leave school or class for a specified reason and do not comply with that reason; and/or
- leave class or school due to illness without reporting to the office or the school nurse.

The parent/guardian shall be notified of any unexcused absences. Students with an accumulation of unexcused absences will be subject to the following disciplinary actions:

- Detention or possible suspension

AWARDS

Special recognition will be given to students throughout the school year for exceptional performance including, but not limited to:

- academic achievement
- attendance
- athletic achievements
- outstanding behavior
- student of the month

Students with an accumulated grade point average (GPA) of 3.0 or above and with no "D" or "F" will be on the honor roll.

CHARACTER COUNTS

If a student demonstrates any one of the six pillars of character, teachers have the option of giving them a Character Counts Card. Students may turn in their cards in a box in the office to be eligible for a drawing on Fridays. The six pillars of character are: respect, trustworthiness, fairness, caring, responsibility and citizenship.

BEHAVORIAL EXPECTATIONS

Student/Staff Behavior:

The school is a learning and working environment for both students and staff. Members of both groups are expected to behave in an orderly, mutually respectful manner at all times. Students, their parents/guardians and teachers should expect a safe, orderly, positive environment in which to work and learn. Students have a responsibility to know and follow the rules and regulations of the school at all times. Students/Staff will be expected to be respectful at all times and follow these simple rules:

RESPECT OTHERS

- Use respectful words and tone of voice when talking to anyone
- Leave other people's property alone
- Work to solve problems constructively without violence or abuse.

BE PREPARED TO LEARN

- Be in your seat and ready when class begins
- Have appropriate materials
- Have your homework completed

FOLLOW INSTRUCTIONS

- Follow reasonable instructions from staff and volunteers without argument or negative comments.

DO YOUR BEST

- Participate positively in class
- Stay on task
- Learn all you can

These simple rules reinforce our major expectations of school. Teachers must be allowed to teach and students must be allowed to learn.

The basis for this expectation is that:

- Students will allow the teacher to teach all students;
- Students will allow all students to learn; and
- Students will encourage all others to feel safe and comfortable.

Students who are unable to meet our behavioral expectations will receive appropriate consequences for choosing inappropriate behaviors. Students referred to the administration for inappropriate behavior will have the opportunity to tell/write their version of the situation. Administration will investigate and make a decision on the situation and the consequences that will be assigned. Any student concerns may be reported to KMS administration or a trusted adult.

Classroom Behavior:

Teachers will explain their expectations for behavior in their classrooms. Students can expect to see and hear the four main school rules listed above reinforced in every classroom. Teachers may also have additional expectations for student behavior. Teachers will explain their expectations and the consequences for positive and negative behavior. If parents/guardians have questions on individual classroom behavioral plans, they should speak with the classroom teacher for clarification. Rules are established to maintain a safe, orderly environment. If students demonstrate severe or repeated inappropriate behaviors, they will be referred to the administration.

If a student is sent out of a classroom for disciplinary action, he/she is to report to the office immediately unless told otherwise by the teacher.

Violations of school policy may result in disciplinary actions including detention, community service, in or out-of-school suspension, and, in severe cases, expulsion.

Hallway Behavior:

We believe every student has a responsibility to move from place to place in an orderly manner. Expected behaviors include:

- Walking in designated areas
- Keeping hands and feet to oneself
- Speaking at a moderate volume level using appropriate language and engaging in suitable conversation

Students who display inappropriate morning hallway behavior may be required to stay in a designated area until school starts. Inappropriate hallway behavior between classes and after school will result in disciplinary action.

Human Rights

- These rights apply to all persons -- students and staff -- and to the entire school day, including travel to and from school.
- The right to develop one's own personality (so long as it does not interfere with the rights of others) without disrespectful criticism or pressure from others.
- Freedom from physical abuse and mental abuse such as name calling, intimidation, or harassment.
- Freedom from being set apart or mocked because of race, sex, religion, physical strength, size, features, friendship groups, age, culture, handicap, financial status, clothing, classroom performance, or any other reason.
- The right to privacy and freedom from being harassed in the classroom; the right to be treated respectfully.
- The right to an education, which means that teachers are free to teach, and students are free to learn without being interrupted by inconsiderate or unruly students.
- The right to have personal and school property respected. Our school community is a safe place for property as well as people.
- It is the policy of the KPBSD and KMS to maintain a learning and working environment that is free from harassment.

Bullying/Cyberbullying

Bullying/Cyberbullying is a form of harassment and intimidation that disrupts a student's ability to learn and a school's ability to educate. Students are prohibited from engaging in any form of bullying while on school property, on school buses, or at school-sponsored activities or functions. Students who engage in an act of bullying are subject to appropriate interventions and disciplinary action, up to and including suspension or expulsion. Bullying is the repeated intimidation of others by inflicting or threatening physical, verbal, written, electronic, or emotional abuse, or damage to another's

property. Bullying may include, but is not limited to, conduct such as physical abuse, damage or theft of another's property, social exclusion from activities, verbal taunts, name-calling, rumors, innuendoes, drawings, jokes, gestures, pranks, and put-downs relating to real or perceived differences, including another's culture, race, ethnicity, gender, sexual orientation, religion, body size, physical appearance, clothing, personality, age, socioeconomic status, ability or disability or other distinguishing characteristics.

Procedures for Dealing with Harassing Behavior:

Students who have been seriously or repeatedly harassed by another student should tell an adult immediately. Severe situations will be referred to administration. Parents/guardians of students should contact the school if they feel their child has been the victim of harassment. Students who harass others may be referred to the police.

Students who feel they are being harassed by another student should do the following:

- Respond assertively (tell harasser to stop or walk away).
- Document the situation (write down the date, time and location of where and when the situation happened. Write down other people who saw/heard it)
- Write down your assertive response. Keep this document.
- If the harassment is severe, or if it does not stop after you have dealt with it assertively, go to the teacher in charge, another classroom teacher, counselor or an administrator and tell him/her about the situation.
- Your teacher may involve others (guidance counselor, administration).
- If you are afraid to speak to your teachers alone, take a friend along to help you.
- School staff will keep parents informed of more serious situations of harassment.

Detention

If a staff member or administration finds that a student has violated school policy or classroom rules, they may assign school detention for that student. The student will be given a detention slip to take home for his/her parents or guardian and an attempt will be made by phone or e-mail to contact the parents about the situation. Detention will be held as needed. Students are required to have schoolwork or a reading book with them during detention. Failure to arrive on time, bring homework or reading material, or failure to attend an assigned detention will result in a doubling of the detention assignment. Repeated failure to attend detention may result in suspension.

School Improvement/Community Service

In cooperation with the custodial crew, students may be given duties related to improving the school. This may include but is not limited to cleaning lockers, sweeping the parking lot, picking up papers, washing walls, etc. These assignments may take place during the day or after school.

School Wide Discipline Policies

Infractions of school rules as listed on the KMS Discipline Schedule will result in corrective action. These may include warnings, detention, school improvement/community service assignments, loss of privileges, in-school and out-of-school suspension, or expulsion. Due process and the school administration's discretion will be followed.

Suspension

All suspensions will result in parents being notified (by phone or in writing). Students may not participate in any school activity or be on school grounds during the time of suspension. Students will be required to complete all past due assignments and assignments covering the class time missed while suspended.

SEE DISCIPLINE SCHEDULE

KMS FUN STUFF

There are lots of positive ways to call attention to yourself. Below are some of the activities or programs that are a part of Kenai Middle School. We encourage you to get involved in some of the following:

- Team Awards
- Student of the Month Program
- Assemblies
- Honor Rolls
- Dances
- Extracurricular Activities (Sports, Drama, Sources of Strength, etc.)
- Mini-courses
- Battle of the Books
- W.A.K. (Welcoming All Kids)

- Quarterly Celebrations
- Leadership class
- Music Festivals and Concerts
- Future Problem Solving
- Clubs
- Math Counts
- Character Counts
- Activity Nights

BEVERAGES & SNACKS
The beverage and water machine will be available each day. The snack machine will also be available at that time.

BUILDING HOURS
KMS is open in the morning at 7:15 and dismissal time is at 2:27. Students being dropped off or walking to school should not arrive before 7:30. A sponsor must supervise any student remaining in the building after the buses leave. Custodians will not assume supervision responsibilities. By 2:35 p.m., all students need to be out of the building, waiting between the double doors, or with a supervising adult. Unsupervised students will be asked to leave the building. Failure to do so, or unauthorized reentry to the building, may result in disciplinary action.

BUS PASSES
Students who are riding a bus other than the one to which they are assigned must receive a bus pass from the office before dismissal time. Parental permission must be received before a pass will be issued. Students may use the office phones to secure permission for bus passes. Please plan ahead and bring a note from home with you to school. Bus drivers will not allow non-regular students to ride their buses or regular students to get off at a different stop without a bus pass from the school office.

BUS RULES
The following rules apply to all buses: follow driver's directions, stay in your assigned seat at all times, keep your hands, feet, books, and objects to yourself, no swearing, rude gestures, cruel teasing or putdowns, use classroom voice and behavior, no eating or drinking on the bus.

PERSONAL ELECTRONIC DEVICES
Students are allowed to utilize personal electronic devices until the first bell of the day and after the last bell of the day. The use of these devices will not be allowed in class unless the classroom teacher states otherwise. Students may check their devices between class periods and the last 15 minutes of lunch. If students use their devices to take unauthorized pictures, videos, etc. their devices will be confiscated and sent to the office. Multiple infractions of this policy will result in disciplinary action.

CLOSED CAMPUS
"Once You're Here, You're Here"

Kenai Middle School is a closed campus school. This means that all students must remain on the school grounds during school hours unless officially excused by the school administration. If it is necessary for students to leave for any reason, they must have a parent or guardian pick them up at school and transport them off the grounds, unless other arrangements have been made with the administration prior to leaving. Anyone picking up a student must sign them out at the office.

COMPUTER TECHNOLOGY
See KPBSD Parent/Student Policy Handbook.

COURT ORDERS
See KPBSD Parent/Student Policy Handbook.

DAMAGE OF PROPERTY
See KPBSD Parent/Student Policy Handbook.

DRESS CODE
Student grooming and attire should be appropriate for a learning environment. Students must wear clothing that is neat, clean, safe, and does not distract from a comfortable learning environment. Clothing which advertises for drugs (including tobacco and alcohol) and/or is decorated with sexually explicit, violent, vulgar, or gang related language or symbols is incompatible with the school environment, and thus will not be allowed. Students in inappropriate clothing will not be allowed to disrupt the teaching/learning environment.

Listed below are the guidelines that have been adopted by the KMS Site Based Council. The school will be obligated to intervene regarding any type of attire which:

- Attracts undue attention to the wearer, disrupts the learning environment or otherwise interferes with the rights of others at school; or

- Jeopardizes the safety of a student or others or can damage school property.
- Fosters the perception of a threatening, intimidating, or hostile environment in the school.

The following are some examples of how these guidelines will be applied. This is by no means a complete list, but merely represents examples of potential violations, clothing that is not allowed at school. The KMS administration will make all decisions regarding specific situations.

Clothing

- Hats, caps, or bandanas, (unless otherwise instructed).
- Any shirt or top that ends above the top of the pants or skirt when the student's outstretched arms are raised to shoulder height.
- Shorts or miniskirts (including any side slit) that end above fingertip length when arms are lowered to the sides.
- Sleeveless shirts, tops, and dresses. (May only be worn with sleeved clothing.) All shoulder straps and sleeves must be hooked over the shoulder.
- Underwear must be covered by outerwear.
- Baggy pants (pants requiring a cinched belt to stay at waist level), unhemmed pants, or pant legs which drag.
- Any clothing, body decoration or symbols potentially promoting violence, drugs, alcohol, tobacco, or suicidal ideation.

Outdoor Wear

- Long trench coats.
- Coats and jackets designed for outside protection worn inside the building. (Sweaters, sweatshirts, or vests will be allowed).
- Backpacks, book bags and purses carried to classes or during breaks. (Take only books, notebooks and other required materials to class. Everything else should stay in your locker).

Accessories

- Chains draped from belts or pants and extra long belts.
- Knives, blades, or sharp objects of any kind/size.
- Use of sprays such as perfumes, colognes, aerosols, in addition to breath fresheners containing alcohol. (These items can cause respiratory distress for others and do not belong in hallway lockers.)

Shoes

- Shoes must be worn at all times.

Graffiti

- Written statements/drawings on arms, legs, etc.

Students who wear attire which appears to violate the above standards will be sent to the office and allowed to return to class only in acceptable attire. The administration will be the final judge regarding dress code matters. Repeated violations of the KMS dress code may result in suspension or other disciplinary action.

EARTHQUAKE/INTRUDER/FIRE DRILLS

Our school is constantly reviewing and devising a comprehensive plan to deal with possible critical incidents. We appreciate your cooperation when drills are in process. We will keep you informed.

EMERGENCY EVACUATIONS

See KPBSD Parent/Student Policy Handbook.

FEES

Various classes will require fees. The length of the class and type of class will determine the fee charged. If there is a problem paying a fee, please contact the teacher or the administration for arrangements. We can assist you in many cases.

FIELD TRIPS

No student will be left behind because of parents' or guardians' inability or unwillingness to pay trip fees and/or expenses (for core class field trips, both local and extended). All school rules will be in effect on all field trips and parents are financially responsible for any fees related to a student's early return due to a behavioral incident.

GRADING, POWERSCHOOL, AND REPORT CARDS

Report cards are issued at the end of each quarter. Student progress can be monitored on PowerSchool. Grades will be updated at least every other week. Individual teachers will make their objective grading system known to students and parents. Students and parents are encouraged to speak with their teachers in regard to any questions about grades.

Parent Teacher Conferences

During conferences, parents are invited to school so they may meet with their child's teacher's and discuss their student's progress. Parents will receive a copy of their child's report card or current progress report to reference during their conferences. This is an excellent opportunity for communication between the home and school to occur.

SCHOOL COUNSELOR

The purpose of the guidance program is to help each individual student achieve his or her highest growth mentally, emotionally, and socially. We try to do this in several ways:

- By helping 6th grade students and all new students feel at home in our school with new teachers and friends.
- By holding individual conferences whenever a student or teacher deems it necessary.
- By providing a testing program designed to help the student learn as much as possible about his or her capabilities.
- By working with students individually and in small groups. The counselor will also work with teachers in presenting lessons in the classroom.

The counselor welcomes the opportunity to talk things over with any student, parent, or teacher. Parents who desire to discuss their child's behavior or class work with teachers or the counselor are advised to call 283-1700 and schedule an appointment.

HALL PASSES

Hall passes are located in the back of the student handbook. Students must have a hall pass while in the halls during class time. The pass must be signed by the issuing teacher and include date, time, destination, student name, etc. If an emergency arises, the student should exit the classroom and the teacher will notify the office and send another student to assist. If the teacher is unaware of the emergency and is not immediately available, the student should ask another student to notify the teacher and still exit to expediently deal with the situation. With the exception of these rare emergencies, detention or suspension may be assigned to students who are found in the halls during class time without a valid pass. It is the responsibility of the student to get a pass from a teacher who may have caused him/her to be late for the next class.

HEALTH SERVICES

Students going to the nurse during class must have a hall pass. Except in cases of emergencies, you will not be allowed to leave class. You may report to the nurse without a pass during your lunch break and after school. Otherwise, teachers will judge whether or not an illness constitutes an emergency. A parent must sign you out at the office before you leave due to illness. You must not leave the building because of illness without authorization.

Students must turn all medications in to the nurse (or the office if no nurse is in the building) in the original container. This includes over-the-counter medications and prescription medications. Students cannot be given any medications, including Tylenol, without authorization from parent/guardian. An 'Over-The-Counter Medication Request' (available at the office) should be filled out by the parent/guardian if students will need any short-term medication. If a student must take prescription medication for an extended amount of time, a 'Long-Term Medication Request' (available from the nurse) must be signed by the parent/guardian and kept on file at the school.

HOMEWORK

Your entire education does not take place in the classroom. Homework is a part of your responsibilities as a student. In case you forget the assignment for the day we encourage you to access your homework on PowerSchool. All teachers have their homework posted and updated weekly.

When a student is absent, it is his/her responsibility to contact a friend or visit PowerSchool to get homework. Parents are encouraged to become familiar with PowerSchool in an effort to help their students stay current on assignments. If additional assistance is needed, please contact the office at 283-1700.

INSUBORDINATION

See KPBSD Parent/Student Policy Handbook.

INSURANCE

See KPBSD Parent/Student Policy Handbook.

LIBRARY
The library is staffed half time by our school librarian, and half time by a library aid. You can go to the library for reference books, general reading material, or computer use. The Internet is also available. You need to have your classroom teacher's permission and a pass to be in the library.

Materials can be checked out for three weeks. Some materials can be used in the library only. Lost books are charged at replacement cost. No food or drinks are allowed in the library. Students are encouraged to use the library for research, study, assignments, and recreational reading. All classroom rules apply to the Library.

LOCKS AND LOCKERS
See KPBSD Parent/Student Policy Handbook.

LOST AND FOUND
Students who find lost items are asked to take them to the office. They will be held at the office or in the custodial office. Students should check periodically if they have misplaced any personal items.

LUNCHROOM CONDUCT
While waiting for hot lunch, stand in a single line and talk in normal tones only. Have your student identification number or money ready so the line can move as quickly as possible. Lunches may not be charged. All food must be eaten in the lunchroom area. Students are responsible to keep the area and floor clean wherever they choose to sit. If cleanliness becomes a problem, the administration or lunchroom staff will make seating arrangements. Students must wait to be released by a staff member before leaving their table. Please do not bring food or beverage items to lunch recess.

MONEY AT SCHOOL
Large amounts of money should not be brought to school.

ELECTRONIC GAMES, LASER POINTERS AND OTHER PLAYTHINGS
These items are not to be brought to school. They are valuable and belong at home. If you bring them to school, they will be confiscated and held in the office until a parent/guardian can pick them up.

PERSONAL PROPERTY
A student may use personal property at school (computers, musical instruments, cell phones, etc.), however, the school will not be responsible in any way for the personal property if damaged or stolen.

Personal property which is considered to be contraband (cigarettes, vapes, lighters, matches, tobacco, etc.) will be confiscated and not returned. Disciplinary action will follow.

PUBLIC DISPLAY OF AFFECTION
It is nice to show someone you care for them. Hugging, kissing, and other forms of public display of affection are <u>not</u> appropriate at KMS. <u>Hand holding</u> is the only acceptable form of public affection allowed. Students who choose to ignore these limits will be sent to the office. Repeated offenses will result in serious consequences.

RETENTION GUIDELINES
The following Borough Policy will be utilized in determining retention for Kenai Middle School students:
"In those circumstances when retention may be an appropriate educational option, consideration shall be given to the student's academic, social, emotional, and physical growth. The option of retention shall receive careful review by all interested parties prior to any recommendation or action."
At the end of each quarter, grades will be checked. The process will start on any student who is receiving mostly D's and F's. Retention of a student will not be based solely on one thing. The retention team will look at attendance, test scores, and student maturity. Attendance is a major consideration in the retention process.

A meeting will be held with all interested parties including the student and his/her parents. Information presented shall include:

- The rationale for considering retention and other potential alternatives.
- Parent and student opportunities to express observations, opinions and concerns.
- Presentation of the plan of services for the student for the balance of the student's time in the current grade assignment, planned program modifications to be put in effect if the student is retained, and alternative plans if these options are not selected.

PASSING/RETENTION GUIDELINES

Core Subject Classes

Students should pass 6 out of 8 core subjects at the end of the 2nd quarter.
Students should pass 9 out of 12 core subjects at the end of the 3rd quarter.
Students should pass 12 out of 16 core subjects by the middle of the 4th quarter.

Exploratory Classes

Students should pass 4 out of 8 exploratory subjects by the middle of the 4th quarter.

Attendance

A student who misses more than 36 days or 20% of days enrolled in a school year will be in jeopardy of being retained. Attendance will also be considered with "borderline" retention students.

SEARCH AND SEIZURE

See KPBSD Parent/Student Policy Handbook.

SEXUAL HARRASSMENT

Sexual harassment is a kind of discrimination, treating someone differently because of his or her sex. It is behavior, gestures, words, or touching directed at a person that is uninvited, unwanted, unwelcome, and offensive. Sexual harassment may cause a person to feel uncomfortable or offended and creates an environment that makes learning difficult. It may be a repeated act or may be offensive on a one-time basis.

KPBSD administrative regulations prohibit conduct which may be construed as sexual harassment and may include:

1. Unwelcome sexual flirtations or propositions.
2. Verbal abuse of a sexual nature.
3. Graphic verbal comments about an individual's body.
4. Sexually degrading words used to describe an individual.
5. Display of sexually suggestive objects or pictures in the educational environment.
6. Any act of retaliation against an individual who reports a violation of the district's sexual harassment policy or who participates in the investigation of a sexual harassment complaint.

Sexual harassment is a serious issue and should be reported to a teacher or administration immediately. The penalties for sexual harassment can include a call home, education on sexual harassment, detention, up to a 45, day suspension, and possible police contact.

SKATEBOARDS, SCOOTERS, ROLLER SHOES, and ROLLERBLADES

These personal items are a safety hazard and should not be used on school grounds (indoor/outdoor). If you ride them on school grounds, they will be confiscated and held in the office until a parent/guardian can pick them up.

STUDENT ATTENDANCE AT AFTER-SCHOOL FUNCTIONS

Concerts, sporting events, dances, overnight field trips and other late afternoon and evening activities are scheduled throughout the school year. They are always supervised by teachers and administrators who give their own time. We always make every effort to inform students when these events will conclude. For safety reasons, it is important that parents pick up their child on a timely basis following these events. Also, school sponsors have families and responsibilities outside of school they need to attend. Therefore, be courteous and prompt in picking up your child. If a late pick-up is a problem, the school administration reserves the right to keep the child from attending future after-school functions.

SUBSTITUTE TEACHERS

See KPBSD Parent/Student Policy Handbook.

TARDY POLICY

Tardiness is a lack of self discipline. Passing time will be determined by the KMS school schedule. If you are detained by a teacher, it is up to you to obtain a note from that teacher to admit you to the next class.

Hall passes may not be used to excuse a tardy. Students shall be in their seats and ready to learn when the tardy bell rings. Students shall receive their first, tardy detention when they have accumulated (5) tardies in all of their classes. Students shall receive additional detention with each additional tardy. For excessive tardiness, a student may receive a suspension. Parents are notified by the administration. If tardies continue, additional intervention such as a parent meeting, out-of-school suspension, or other

consequence that is deemed appropriate by administration.

Tardies are cleared at the beginning of each quarter.

TELEPHONE
School office phones may be used by students with permission of the office staff. Phones will be answered during office hours on school days, 7 AM until 3:30 PM. You can reach Kenai Middle School at 283-1700.

THEFT AND VANDALISM
See KPBSD Parent/Student Policy Handbook

VISITORS
If you plan to have a friend visit school, you must get permission from the principal at least one day before the visit.

All visitors and parents must check in at the office before engaging with KMS students, staff or facilities.

WITHDRAWAL FROM SCHOOL
See KPBSD Parent/Student Policy Handbook.

KENAI MIDDLE SCHOOL DISCIPLINE SCHEDULE

BEHAVIOR	1ST TIME	FURTHER CONSEQUENCES
Arson	Long Term Suspension; Notify Police Department	Up to 45 Days Suspension; Expulsion; Referral to Police Department
False Fire Alarm	Police Contact; Long Term Suspension	Up to 45 Days Suspension, Possible Expulsion
Forgery/Cheating/Misrepresentation	Teacher's Discretion; Parent Contact; Detention; Suspension	Up to 3 Days Suspension
Gambling/Gaming	Detention	Suspension
Gang-like Behavior or Apparel	Contact Parent; Detention; Suspension	Suspension; Police Contact
Harassment/Intimidation/ Hazing	Detention; Up to 45 Days Suspension; Possible Expulsion	Up to 45 Days Suspension; Possible Expulsion
Inappropriate Dress	Parent Contact; Clothing Changes; Detention	
Instigating a Fight; Fighting	Up to 3 Days Suspension	Up to 45 Days Suspension
Insubordination	Detention; Suspension	Up to 5 Days Suspension
Lighters in School	1 Day Suspension	Up to 5 Days Suspension
Lunchroom Misbehavior	Lunch Detention; Lunchroom Cleanup	Detention; Parent Contact; Possible and/or Suspension
Major/Chronic Disruption	Up to 45 Days Suspension	Up to 45 Days Suspension
Profanity/Vulgarity	Detention; Possible	Possible Suspension
Public Display of Affection	Sent to Office; Parent Contact; Warning	Up to 3 Days Suspension
Refusal or Fleeing a Search	Up to 45 Days Suspension; Expulsion	Up to 45 Days Suspension; Expulsion
Rowdiness	Detention	Up to 3 Days Detention
Sexual Abuse	Parent Contact; Suspension; Possible Expulsion; Referral to Police Department	Parent Contact; Suspension; Possible Expulsion; Referral to Police Department
Sexual Harassment	Parent Contact; Detention; Possible Police Contact	Up to 45 Days Suspension; Possible Police Contact
Smoking; Possession of Tobacco	Up to 3 Days Suspension; Referral to Police Department	Up to 10 Days Suspension; Referral to Police Department
Spitting	Detention; Possible Suspension	Up to 5 Days Suspension
Substitute Teacher Abuse	Detention; Suspension	Up to 5 Days Suspension
Tardy without a pass	Detention; Parent Contact	Parent Contact; Detention
Theft	Up to 3 Days Suspension; Restitution; Possible Police Referral	Up to 10 Days Suspension; Restitution; Possible Police Referral
Threat of Physical Harm/Assault	Parent Contact; Up to 45 Days Suspension; Notify Police Department	Parent Contact; Up to 45 Days Suspension; Notify Police Department; Possible Expulsion
Truancy		Possible Suspension 1-5 Days
Under the Influence of, Sale of, Possession of Drugs and/or Alcohol	Up to 45 Days suspension(See District Policy 5131.6-Possible Expulsion) Referral to ATOSS	Up to 45 Days Suspension; Expulsion
Unexcused Absence	Parent Contact	Possible Suspension 1—5 Days, Parent Contact
Vandalism	Up to 4 Days Suspension; Restitution	Up to 10 Days Suspension; Restitution; Referral to Police Department
Weapons	Suspension; Possible Expulsion; Report to Police Department	Expulsion; Notify Police Department

In any situation the school administration will make the decisions regarding consequences to behaviors. Circumstances may be such that the consequences will vary from those previously listed.