

Seward High School

Student Handbook

2026-2027



“Home of the Seahawks”

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INTRODUCTION:

This student handbook was developed to answer many of the commonly asked questions that you and your parents may have during the course of a school year. The handbook also contains information about student rights and responsibilities; therefore, each student is responsible for knowing the contents. Please take time to become familiar with the following information and keep the handbook available for your easy reference.

Note: Information taken from KPBSD Board Policy (BP), Administrative Recommendation (AR), or the Kenai Peninsula Student Activity Association (KPSAA) handbook is cited. Additional information was created collaboratively with Seward High's Staff, Administration, Site Council, and/or Student body and is not cited. This handbook should be considered supplementary to the Kenai Peninsula Borough School District's Parent/Student Handbook.

MISSION STATEMENT:

. Preparing every student for success through high expectations, meaningful relationships, and engaging learning experiences.

VISION STATEMENT:

Every student graduates prepared for college, career, and life.

Core Values

Respect

Responsibility

Integrity

Excellence

Kindness

Guiding Principles:

Guiding Principle...	This Means...	Behaviors...
Respect	Valuing oneself and others' differences and diversity.	• I don't insult others. • I don't judge others. • I am not in fear of ridicule or rejection. • I am not hypocritical. • I help others if they're struggling. • I take pride in my school. • I say positive things. • I don't spread rumors. • I don't discriminate. • I don't put others down. • I listen.
Attitude	A positive opinion or general feeling.	• I am optimistic. • I am comfortable with who I am. • I am nice to others. • I have integrity.
Commitment/ Dedication	The quality of being devoted to something.	• I am on time to class. • I don't skip classes. • I work hard for good grades. • I participate. • I try. • I listen to my teachers. • I do my homework. • I study for my tests. • I work to my fullest potential.
Maturity	The condition of being mentally and emotionally grown.	• I don't just live in the moment. • I have goals. • I plan for my future. • I acknowledge when I'm wrong. • I don't blame others for my choices. • My jokes don't hurt others. • I think before I speak.
Open-Mindedness	Free from prejudice and receptive to new ideas.	• I am tolerant of others and their ideas. • I give new things a try. • I defend the rights of others. • I am open to new ideas.

Welcome

Welcome to Seward Middle/High School! It is my pleasure to welcome you to another exciting school year. As one unified school serving grades 7–12, we are committed to providing every student with a safe, supportive, and challenging learning environment where they can grow academically, socially, and personally.

At Seward Middle/High School, we believe that every student has the ability to succeed. We strive to foster a culture built on **Respect, Responsibility, Integrity, and Excellence** while preparing students for college, careers, military service, and life beyond graduation.

Our staff is dedicated to building positive relationships with students and families. We encourage every student to become involved in academics, athletics, fine arts, career and technical education, and extracurricular activities.

Together, we will make this a successful year.

Dr. Henry Burns Jr.
Principal

Academics and Activities

Academics: Seward High School is committed to academic excellence. Students should choose those classes and programs that enable them to reach their potential. The National Honor Society (NHS) recognizes those students who have reached the highest possible level of achievement and leadership in academics. Membership in NHS is based on a cumulative GPA of 3.6 or higher and completion of two advanced classes. The selection criterion for valedictorian/salutatorian is based on the student's cumulative GPA for the four-year high school curriculum and participation in advanced classes.

Graduation Requirements, All students must satisfactorily complete 22 credits for graduation and diploma, which include the following requirements:

English	4.0 Credits
Math	3.0 Credits
Science	3.0 Credits
Social Studies	3.0 Credits
Physical Education	1.0 Credits
Health	0.5 Credits
Electives	4.5 Credits
Practical/Creative Arts	3.0 Credits

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

Incomplete: In order to accommodate students in extenuating circumstances, teachers may assign a grade of “Incomplete.” An incomplete not made up within two weeks automatically becomes a “F.” Exceptions will be made with “504 Accommodation Plans.” Any grade-changes after the two-week period will require an administrator’s signature.

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

Student Activities:

Seward High School offers varsity sports and many clubs and activities to meet students’ co-curricular needs. The Kenai Peninsula Student Activities Association (KPSAA) governs all sports and activities. All students who represent Seward High School in a co-curricular activity are required to follow the rules for participation and eligibility as outlined in KPSAA’s Co-Curricular Activities Guidelines.

School Day: The school day begins at **7:50 a.m.** (first bell) for students and ends at 2:20 p.m. Students are asked to come to school no later than **7:45 a.m.** daily.

Building Hours: Normal building hours are from 7:50 AM – 2:20 PM. Seward High School will close all doors at 8:10am. During school hours, visitors and volunteers can come to the front entrance and call the number provided. Visitors will be escorted to the main office. Students should not open locked doors for anyone to enter. The above is to improve our overall school security. Any student not under the direct supervision of a teacher, coach, or administrator should not be in the building after 2:35pm.

Bell Schedule:

Time	Activity
7:35–7:45	Calorie Break
7:45–8:34	Period 1
8:38–9:27	Period 2
9:31–10:20	Period 3
10:24–11:13	Period 4
11:17–11:47	HS Lunch
11:51–12:41	Period 5
12:11–12:41	MS Lunch
12:44–1:33	Period 6
1:37–2:15	Period 7

Attendance

- Regular attendance is essential.
- Students should arrive on time every day.
- Parents should notify the office when a student is absent.
- Pre-arranged absences require administrative approval.
- Students have two school days per day absent to complete make-up work.

Tardies

Repeated tardiness may result in:

- Parent contact
- Lunch detention
- Administrative conference
- Additional disciplinary action

Home Release: The option of home release is only available to seniors that require four (4) or less credits to graduate with their class. Seniors opting for home release must complete a form that is approved by their parents and the building administrator. Students that use the home release option are not allowed to loiter at school when they are not in a scheduled class.

Tardiness: A tardy is defined as not being in the classroom at the time when class is scheduled to begin.

If a student is late to class without a pass, the teacher will mark the attendance record for the period: **UNEXCUSED TARDY. Students arriving at school after the tardy bell** must sign in at the office and obtain an admit slip to class.

TARDY CONSEQUENCES:

1st Tardy– Teacher talks to student

2nd Tardy– Parent contact

3rd Tardy– Warning Letter and Parent Contact

4th Tardy– 1 Day of Lunch Detention

5th Tardy– 2 Days of Lunch Detention

6th Tardy– After School Detention

7th Tardy- Saturday School

8th Tardy- Discipline Determined by Administration

*Transportation for after-school detention is the responsibility of the parent/student.

***FAILURE TO SERVE TARDY CONSEQUENCES WILL RESULT IN THE NEXT CONSEQUENCE LEVEL FOR NON-COMPLIANCE WITH ASSIGNED DISCIPLINE.**

* Tardies are cumulative every 9 weeks.

* Excessive Tardies to period 1 and 5 may result in loss of parking privileges.

Policies and Procedures

FRESHMEN MAY NOT LEAVE CAMPUS. Students in grades 10, 11 and 12 may leave for lunch. In order to preserve the privilege of open campus during lunch and promote a positive image of SHS, students are expected to follow all of the same rules and regulations that are enforced at school, including arriving to their afternoon classes on time. Students found in violation of these rules may have their open campus privileges revoked.

Hall Passes: During class time students should not be in the hall without a pass from the office or a teacher. Passes will be periodically checked in the hall by the staff. The pass should show the time the student left and the destination.

Dress Code: Students are to dress and groom themselves neatly in clothes that are suitable for school activities and an educational (not social) setting. Clothing or accessories that tend to be costumes or

draw undue attention will not be allowed. T-shirts or other clothing that carry profane, drug/alcohol/tobacco related, sexual suggestive, or otherwise objectionable slogans or pictures are not permitted. The students will need to replace the offending item or go home to change if necessary. Repeated violations of the dress code will result in consequences for insubordination.

Dress Code- Including Dances

- Undergarments showing (top or bottom) will not be allowed. The only exception to this rule is if the student is wearing a bra with see-through straps.
- Students will not be allowed to wear see-through clothing.
- Students will be subject to a dress length rule: each student must demonstrate to the chaperones that the length of their skirt reaches their fingertips when the student arms are hanging to their side if questioned by chaperone or administrator.
- Students will not be allowed to wear clothing displaying alcohol, profanity, sex, drugs, or drug paraphernalia.
- Students must realize that there are consequences for breaking these rules. Students will be asked to change their clothing or leave the dance.

1st Violation: Change clothes, parent phone call

2nd Violation:: Change clothes, one day lunch detention, parent phone call

3rd Violation: Change clothes, 1 day of ISI, parent phone call

4th Violation: Subject to Saturday School

****If a student does not change his/her clothes during any of the above violations, that student will be sent to ISI for the remainder of the day.**

Dress Code: Allowable Dress:

- Students must wear clothing including both a shirt with pants or skirt, or the equivalent, and shoes.
 - Shirt and dresses must have fabric in the front, back and on the sides.
 - Clothing must cover undergarments, waistbands and bra straps excluded.
 - Fabrics covering all private parts must not be see-through.
 - Hats and other headwear must allow the face to be visible and not interfere with the line of sight to any student or staff. Hoodies, hats, and other headwear must allow the student's face and ears to be visible to staff.
 - Clothing must be suitable for all scheduled classroom activities including physical education, science labs, shop classes, and other activities where unique hazards exist.
 - Specialized courses may require specialized attire, such as sports uniforms or safety gear.
- Non-allowable Dress:**
- Clothing may not depict, advertise, or advocate the use of alcohol, tobacco, marijuana, or other controlled substances.
 - Clothing may not depict or advertise pornography, nudity, or sexual acts. • Clothing may not use presumed/implicit profanity/vulgarity. Administration will determine appropriateness and address students as necessary.
 - Clothing may not use or depict hate speech targeting groups based on race, ethnicity, gender, sexual orientation, gender identity, religious affiliation, or any other protected groups.
 - Clothing may not include gang identifiers and must not threaten the health or safety of any other student or staff member.

- If the student's attire is purposely divisive or intends to cause upset in others with an opposing viewpoint or if it threatens the health or safety of any other person, then discipline for dress or grooming violations should be consistent with discipline policies for similar violations.
- If a student's attire causes a disruption to the educational environment, Seward High Administration will address the student and/or contact parents.

Cell Phone Policy:

Middle School (Grades 6–8)

Phones remain in lockers throughout the school day.

High School (Grades 9–12)

Phones are placed in classroom phone holders during instructional time.

Phones may be used:

- Before school
- Passing periods
- Lunch
- After school

Teachers may authorize educational use.

Student Driving/Parking: All student vehicles will have a parking decal. The administrator has the right to trespass a vehicle from school grounds. Students whose driving habits are found to be potentially dangerous to people or property may have their vehicles trespassed from school grounds and their driving infraction reported to Seward Police as appropriate.

Alcohol and Drug Policy:

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.

Any athlete who is under the influence, in possession of, or in proximity of the illegal use of alcohol, drugs or tobacco products will be suspended from practice and competition per [ASAA/KPSAA](#) policies.

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

Internet/computer use guidelines for the library and/or computer labs:

1. Academic pursuit only: computer use must be related to a school assignment.
2. Non-academic games or inappropriate internet sites are not allowed.
3. Audio recording is not allowed. This includes MP3's, CDs, tapes, or internet resources unless approved in advance by a teacher for a classroom assignment.

Consequences for violating school guidelines may include up to a full school year of restricted or no access to the district computers or the network.

Assemblies, Visiting Schools, Personnel: Respect and courtesy shall be shown to anyone coming to the school to speak to classes or work with students. The rules of common courtesy will always apply. We want to exhibit good sportsmanship and manners at all times.

Bullying: Bullying is a form of harassment and intimidation that disrupts a student's ability to learn and school's ability to educate. Students and staff are prohibited from engaging in any form of bullying. Students who engage in an act of bullying are subject to appropriate interventions and disciplinary action, up to and including suspension or expulsion.

Sexual Harassment: Students must not engage in unwanted and/or unwelcome verbal or physical conduct of a sexual nature directed toward another student or a district employee. This prohibition applies whether the conduct is by word, gesture, or any other sexual conduct, including requests for sexual favors. All students are expected to treat other students and district employees with courtesy and respect; to avoid any behaviors known to be offensive; and to stop these behaviors when asked or told to stop. Students who engage in an act of sexual harassment are subject to appropriate interventions and disciplinary action, up to and including suspension or expulsion.

Bus Conduct: Bus transportation is a privilege and may be revoked if students do not display good conduct in and around the bus or follow the directions of the driver. Further, students will pay restitution for damages they cause due to vandalism.

Discipline:

Teachers are responsible for handling minor classroom misbehavior through their own policies, procedures and consequences. These teacher designed policies are to be outlined in writing, posted in the classroom and explained to all of their students. Students who fail to follow teacher directions are considered insubordinate and subject to office referral and discipline sanctions. Consequences such as Lunch Detention, Community Service, In School Suspension and Out of School Suspension are assigned by administration.

LUNCH DETENTION - Work Detail

- Students must report to and check in with the administrator in the cafeteria.
- Attendance will be taken.
- Students must report no later than 10 minutes into the lunch period.
- Students will eat in the cafeteria and then receive instructions from the administrator.
- Students will be dismissed when the bell rings at the end of the period.

ISI (In-School Intervention)

ISI is held in main office where the student will work independently to complete assignments submitted by the teachers. Students assigned ISI will remain in the ISI room the entire day

Saturday School- Will be used as a last result from suspending a student for minor offenses including dress code, truancy, tardies and skipping class.

GO SEAHAWKS