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BELL SCHEDULES

Regular Schedule

7:40	Warning Bell
7:45 – 8:39	1 st Period
8:44 – 9:35	2 nd Period
9:35 – 9:55	3 rd Period Reading
9:55 – 10:06	Break
10:06 – 10:57	4 th Period
11:02 – 11:53	5 th Period
11:53 – 12:28	Lunch
12:28 – 1:19	6 th Period
1:24 - 2:15	7 th Period

Advisory Schedule (Tuesday)

7:40	Warning Bell
7:45 – 8:34	1 st Period
8:39 – 9:30	2 nd Period
9:35 – 9:55	3 rd Period Advisory
9:55 – 10:06	Break
10:06 – 10:57	4 th Period
11:02 – 11:53	5 th Period
11:53 – 12:28	Lunch
12:28 – 1:19	6 th Period
1:24 - 2:15	7 th Period

Activity Schedule

7:40	Warning Bell
7:45 – 8:35	1 st Period
8:40 – 9:30	2 nd Period
9:35 – 10:25	4 th Period
10:30 – 11:20	5 th Period
11:20 – 11:55	Lunch
11:55 – 12:45	6 th Period
12:50 – 1:40	7 th Period
1:40 – 2:15	Activity

Early Release Days

7:40	Warning Bell
7:45 – 8:32	1 st Period
8:37 – 9:18	2 nd Period
9:23 – 10:04	4 th Period
10:09 – 10:50	5 th Period
10:55 – 11:36	6 th Period
11:36 – 12:04	Lunch
12:04 – 12:45	7 th Period

SCHOOL COLORS

Kardinal Red & White

SCHOOL MASCOT

Tuffy Kardinal

SCHOOL SONG

Bow down to Kenai High School,
We're going to win.
Keep up the courage.
Help our boys 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!

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.

TELEPHONE & EMAIL DIRECTORY

Kenai Central High School	283-2100
Swimming Pool	283-7476
Laura Beeson, Counselor 9 th /11 th & Testing Coordinator	283-2110
Leslie Fazio, Counselor 10 th /12 th	283-2111
KCHS Theatre	283-2133
Counseling/Power School Information	283-2112
District Website	www.kpbsd.k12.ak.us
KCHS Website	www.kenacentralhighschool.blogs.kpbsd.k12.ak.us/wpmu/
Mr. Field's Email Address	afields@kpbsd.k12.ak.us
Mrs. Randle's Email Address	brandle@kpbsd.k12.ak.us

Any Teacher's Email Address: Type the first letter of the teacher's first name followed by their last name and then the following address
@kpbsd.k12.ak.us

POSITIVE SCHOOL CLIMATE Board Policy 5137

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, threats or fighting. Use your voice, not social media.
- Ask staff and student conflict managers for help as needed for conflict resolution
- Eat in designated areas only and keep the school clean and free of litter
- Interact with each other safely without pushing or roughness
- Remain on school grounds from the time of arrival to dismissal. KCHS is a closed campus
- Take care of school grounds, property and equipment

RESPONSIBILITY

Kenai Central High School Students take responsibility for the task of learning. They are expected to:

- Come to school and class on time, prepared to work and study;
- Leave toys, electronic devices and any other things that may distract from learning at home or in their school locker;
- Wear clothing that does not distract from the educational environment. Clothing must cover undergarments and the midriff. Clothing which promotes alcohol, drugs, tobacco, gang affiliation, nudity or profanity is not allowed.

PLANNERS/AGENDAS

Each KCHS Student is supplied with a planner, which is to be in their possession at all times. The planner is the student's hall pass and must be signed by the student's teacher for each time they leave the classroom. In addition, teachers may require students to keep assignments in their planners. If a student loses his/her planner they will have to pay for a replacement one. If a student is in the halls without a planner, they could receive a lunch detention.

ASSEMBLIES

Assembly programs are held in the auditorium/gymnasium. Programs are presented for the interest and entertainment of the student body. School clubs and organizations sponsor some programs. Students are expected to conduct themselves properly in accordance with the purpose of the occasion. Students ask for respect for themselves and it is only fair to expect the same respect for the performers and speakers. Attendance at assemblies and pep rallies is required. Students are not to go home without checking out and obtaining a blue pass from the office.

ATHLETICS & ACTIVITIES

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 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.

Academic Decathlon: A group of students compete individually or as a team in ten academic events, including: geography, science, music, art, literature, math, social studies, speech, personal interview, & super quiz.
Sponsor: To Be Announced

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

Band: Concert Band, Jazz Band, and Pep Bands are available at KCHS. The concert band is taken as a class and has winter and spring performances. Jazz Band is also a class and performs at the winter and spring performances, as well as in other venues. Pep band is a group of concert band students who play at home football, hockey, and basketball games. *Teacher: Mrs. Deb Souart*

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: To Be Announced

Choir: There are multiple choirs for students to join during their career at KCHS. There are winter and spring choir concerts, along with a Pop's concert in May. Many members are chosen to sing the national anthem at various extra-curricular events throughout the school year. *Teacher: Mr. Simon Nissen*

Drama, Debate, and/or Forensics: Students compete in various public speaking and debate competitions. *Sponsor: To Be Announced*

Future Problem Solving: Groups of 3 to 4 students take a hypothetical situation, determine the problems in that situation, and come up with solutions to that problem in a district competition setting. *Sponsor: To Be Announced*
Meets: Second & third quarters

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: To Be Announced

PSI/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.

Student Council: These students organize dances, Homecoming festivities, community service projects, spirit weeks, school improvement projects, pep-assemblies, and much more! The Student Council meets as a class on Monday & Wednesday from 2:30 pm to 3:00 pm. Students get a quarter of a credit per semester for this class so attendance is mandatory in order to receive credit. *Sponsor: Mr. Jesse Settlemyer*

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. Scott Peek, Mr. Matt Widaman, and Mrs. Emily Sims*

ATTENDANCE AND ACTIVITIES

Students must be in attendance 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. Limited exceptions to this policy will only be made with administrative approval.

CLOSED CAMPUS

All students are expected to remain on campus throughout the school day. This is the official policy of Kenai Central High School. The only exception to this is an open lunch for seniors who meet eligibility standards 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. Freshman, sophomores and juniors may leave campus at lunch once week with a blue pass. When leaving on a blue pass, students must be back in school by the time lunch is over. Students leaving campus without a pass or returning late from lunch will receive two lunch detentions. In addition, students that drive and take students that don't have a pass with them will receive lunch detentions. Any students leaving on a lunch pass are expected to return to school by the end of lunch break.

BLUE PASS

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. 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 detention. Again, students leaving on a blue pass cannot take other students with them that do not have a pass.

RED PASS

Seniors 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 follow the following steps:

- 1) Turn in the red pass permission slip signed by student, parents, and administration.
- 2) Meet grade eligibility standards
- 3) Check out their RED PASS by morning break on the day they are leaving for lunch.
- 4) Have their RED PASS in hand when they leave campus. If they leave without their RED PASS, they will be considered truant and receive two lunch detentions.
- 5) Return their RED PASS to office at the end of lunch.

CAFETERIA

There will be a 35 minute lunch hour. It should allow plenty of time for all students to eat. Proceed to the cafeteria in an orderly manner and take your appropriate place at the end of the lines (no cuts). All students who eat in the cafeteria are expected to exhibit good manners. Each student is responsible for cleaning their individual dining area. All food purchased in the cafeteria is to be eaten in the cafeteria unless students are serving detention. Failure to follow this rule will result in lunch detentions or cafeteria clean-up. The lunch tables are for eating only. Please do not sit on the top of the tables. Students who want to work in the cafeteria during part of the lunch period should see Dan Hastings, the Kitchen Manager. Please make every effort to keep our school clean so that we can be proud of it.

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;
2. Dances must be sponsored by a recognized club or organization and be approved by the student council sponsor and administration at least 7 days before the dance is to take place;
3. Students from Kenai Central High School who want to bring a guest to a school dance must obtain prior approval in the office. 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 signed him/her up beforehand. 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;

4. Dances are open to only to students attending KPBSD high schools and this policy also pertains to guests. This rule will be waived twice during the year - Homecoming Dance and Junior/Senior Prom. For those two dances students may bring a guest that has graduated or is out of school but under the age of 20;
5. Students and their guests cannot leave and then re-enter the dance without first getting administrative approval. If you leave without approval you will not be allowed back into the dance;
6. All dances must have at least six faculty members, three men and three women sponsors at all times. This does not include administration. In addition, the administration encourages parents to help chaperone. All chaperones must be at least 21 years old;
7. School dances will start at 8:00 pm. No one will be admitted after 9:30 pm. Dances will end at 11:00 pm. Exceptions will be made with administrative approval;
8. Clean-up is the responsibility of the sponsoring organization. If they fail to do so, a custodial charge for cleaning will be made.
9. 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.

DETENTION

Infractions or violation of the rules may result in detention assignment. Minor offenses may result in a two lunch detentions. Repeated minor violations or more serious infractions will result in four (4) or more lunch detentions. Failure to report will result in out of school suspension. The following rules govern the expected conduct in detention.

1. Students are to bring sufficient schoolwork for the entire lunch;
2. Students will be assigned seats determined by the supervisor;
3. No talking or sleeping will be allowed;
4. No electronic devices are allowed;
5. Students will not be allowed to leave the room;
6. Any absences from or schedule changes to a student's detention schedule must be approved by an administrator in advance of the scheduled detention;
7. Students who do not follow detention rules or come to detention without work will be asked to leave detention and face out of school suspension.
8. Any student who is absent from detention without approval of the school administration will face 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, not social setting. Clothing or accessories that tend to be costumes 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 asked. Practice uniforms will be approved by the administration. T-

shirts or other clothing that carry a profane, drug, alcohol, tobacco, sexually suggestive, or otherwise objectionable slogans or pictures 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 (or slits in skirts) need to go to the tips of your fingers with your arms relaxed at your sides unless pants or leggings are worn underneath. This same rule applies to skirts when in the sitting position. Skirts need to go to the fingers tips without having to pull them down;
- Hats may be worn in the school with the approval of the classroom teacher;
- Any shirt that exposes skin above the waistband when the arms are lowered is not allowed;
- Straps on tops must be two fingers 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;
- Mesh and transparent clothing or undergarments are not allowed;
- Students need to wear shoes at all times.

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. Suspensions of driving privileges and/or detentions will be assigned to students who fail to register their vehicle after the second week of school. 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. **Students not registered will receive lunch detentions.**

- 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 administrator. 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 athletic building, 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 a parking ticket and detention.
- Cars parked in the main lot should be parked within lined parking spaces only. No parking or driving on any non-paved area is allowed. Vehicles parked incorrectly may be towed at

- the owner's expense and/or the student will be issued a ticket and be assigned detentions. The fire lanes and shaded areas are not to be parked in. Parking in the fire lanes will result in the vehicle being towed at the owner's expense.
- Dangerous driving of any kind with any type of vehicle will be referred to the police. In addition, the student will be subject to suspension and driving privileges revoked;
 - Students working on their cars during the day as a class project at the Auto shop must park them in the vocational area. This must be done before first period. You may not move your cars between the two (2) lots during the school day;
 - 1st Violation of parking privileges constitutes a warning ticket. 2nd offense means loss of driving privileges for the semester and possible towing of the vehicle. 3rd offense means loss of driving privileges for the remainder of the school year.
 - If students use their own cars and have mechanical failures, they are responsible for their tardies and trancies;
 - 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.

EARTHQUAKES

In case of an earthquake, do not rush out of the building. Get under a desk or table if possible. Protect your head and facial areas from falling objects or shattered glass. Wait for instructions before leaving your room. If you are instructed to exit the building, follow fire drill procedures, being careful to avoid power lines and poles. Do not panic!

ELECTRONIC DEVICES

Students can have electronic devices at school but cannot use them during instruction time unless given permission by a classroom teacher. This policy also applies to any hall passes that are given during class time. Students leaving class to use the restroom/see the nurse are still on instructional time so be prepared to lose your electronic device if you are caught using it during this time. Messages for students may be left with the office. Repeated violators of this policy will require parents to pick up their student's electronic devices at school from the administration.

FIGHTING

Fighting 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 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 or recommendation for Expulsion.

FIRE AND BOMB THREAT DRILLS

In the event that a fire alarm or bomb threat drill is held, students and teachers will leave the building following fire drill procedures. Any student not leaving the building may be subject to suspension and their parents notified.

SCHOOL 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 developing a 4-year plan and writing recommendation letters, counselors are experts in this planning. During junior and senior years, counselors work with recruiters to provide students every advantage in their post-secondary planning whether that is college, military, trade school, or employment. Please call, email, or drop in to visit.

HEALTH SERVICES

Students are not to leave class to see the nurse/secretary unless they have teacher permission and their planner. Teachers should use reasonable judgment to determine the necessity of the students' leaving class. The teacher needs to fill out the student's planner with the date and time they left class.

Any student that becomes ill during the day needs to report to the nurse. If it becomes necessary for you to go home, the nurse will contact your parents or legal guardian and arrange for you to leave school with a blue pass. Failure to follow correct procedures will result in the absence being considered truancy and the student receiving lunch detentions.

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

MIDDLE SCHOOL VISITATION

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 detention, community service or suspension.

ACADEMIC RECOGNITION

Achieving academic success should be the main goal for every student at KCHS. Students whom excel academically are awarded the following:

- Certificate is given for the first time a student achieves a 3.5 or above GPA;
- Academic Letter and Scroll is awarded for achieving a 3.5 or above GPA for two consecutive semesters;
- Stars are awarded for each semester a 3.5 GPA or above are achieved after the letter is earned. Red stars for a 3.5 GPA and a white star for a 4.0 GPA.

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:

Required Classes:

- **English** – 4 credits

At least 3 years of Honors English (must include AP Literature)

- **Science and Math** – 7 credits
Math: At least 3 years (Algebra or higher) - must include two out of the following three: Advanced Algebra, Trigonometry/Math Analysis, AP Calculus

Science: At least 3 years- must include the following three classes: Anatomy and Physiology, Chemistry, and Physics
- **World Language** – 2 credits
2 years/levels of the same World Language
- **History** – 2 credits
AP World History
AP US 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.

WITHDRAWAL/DROP/ADD CLASS POLICY

Students may make/request schedule changes during the first two weeks of the semester. Students who wish to make a schedule change should 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 during the first two weeks of the semester may do so without any entry on his/her permanent record. A student who drops a course after the first two weeks of the semester shall receive an F grade on his/her permanent record, unless otherwise decided by the principal or designee because of extenuating circumstances.

IMMUNIZATION

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 attending Kenai Central High School should be immunized against diphtheria, tetanus, whooping cough (DTaP), polio, Hepatitis A & B, and measles before they enter high school. All immunization records will be kept current. The school nurse will check the records to see that each student is in compliance.

INTERVENTION TEAM

As part of our efforts to provide students with the best possible opportunity to succeed, Kenai Central High School Intervention Team meets bi-monthly. 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.

KENAI CENTRAL HIGH SCHOOL GRADING SYSTEM

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 "S" (satisfactory) and "U" (unsatisfactory), and will not be used in calculating grade point averages. All grades will be based on a 90/80/70/60 percent grading scale.

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 and it can

and will be taken away if students abuse the use of it. For further information on internet use, see KPBSD board policy.

KCHS 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 their student planner 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.

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.

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 not on the seat backs in front of you. Mrs. Sims will surely remind you if need be.
- No tampering with switches, equipment or property;
- Students are not allowed in the auditorium unsupervised at any time.

NOTICES AND POSTERS

The Kenai Peninsula Borough School District and legal regulations prohibit the displaying of certain materials in the school building. Please check with the office before posting or displaying any materials. Permission from the office is required.

LOST AND FOUND

Items that are lost 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 at the main office. Lost and found items will be kept for a period of at least one month.

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;
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. If a student is found to be truant/unexcused, they will not be permitted to make up work missed while truant/unexcused;
4. 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 determined 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.

PRE-ARRANGED ABSENCES

When a student is aware in advance that they will be absent for an extended period of time, 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. This conference should be frank and honest about the chances of the student successfully completing the work/lectures/labs that will be missed

during their absence. It is the student's responsibility to get the work done while they are gone.

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 parent permission 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.

SCHOOL VISITS

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. Students and friends of students from area schools will not be allowed on campus except for public activities (this includes the time from 2:30 pm to 5 pm). Parents of district students and community members on legitimate business are welcome and encouraged to visit our schools at any time but once again please check in at the office.

SCHOOL VISITATION BY OTHER STUDENTS

Other students attending high school elsewhere are not allowed visitation during the regular school day. Exceptions may be occasionally made with administrative approval, in special cases. Arrangements must be made two (2) weeks previous to any scheduled visitation.

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 is one lunch detention and all subsequent tardies to the same class are a lunch detention each. Teachers will notify students, parents, and administration that a student has been tardy twice (and every one thereafter) to their class through interaction slip, phone call and/or email.

1st Period Tardies: Students arriving to school after 8:00 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 extenuating circumstance to excuse a students' first period tardy. Sleeping in or stopping to get breakfast or coffee is not excusable nor fair to first period teachers that start their classes off with providing pertinent information/instruction during the first few minutes of class. Please be on time!

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.

TRANSFERS OR WITHDRAWAL FROM SCHOOL

Please have your parents or guardian notify the office via a written note 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.

BUILDING HOURS

The building is open in the morning by 7:00 am and closes by 3:00 pm. If for any reason you need to be in the school before 7:00 am on a daily basis your parents need to call the office and let us know. 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. Custodians are NOT to assume this responsibility. Classrooms will be opened at 7:15 am. Students "working out" in the gym or weight room, before or after school, MUST have a supervisor present.