

Mat-Su Career & Technical High School Student Handbook



Introduction

FOREWORD

Welcome to Mat-Su Career & Technical High School. We look forward to assisting you in maximizing your high school education. Feel free to bring suggestions and concerns to us through our faculty, our parents, the student government, or the administration.

This handbook should serve as a guide that should be read carefully. Please share this handbook with your parents/guardians.

PHILOSOPHY

Mat-Su Career & Technical High School seeks to provide a safe learning environment where our staff emphasizes both fundamentals and intellectual thought. We expect students to be respectful, to try hard, and to accept responsibility for their actions.

MISSION STATEMENT

CTHS prepares students for career and college success by engaging them in an enriched learning environment that fuels their ambition through real-world experiences, inspires excellence through rigor and promotes leadership and lifelong learning.

Table of Contents




Introduction.....	1
FOREWORD.....	1
PHILOSOPHY.....	1
MISSION STATEMENT.....	1
General Information.....	3
INSTRUCTIONAL CALENDAR.....	3
OFFICE STAFF: CONTACT INFORMATION.....	3
BELL SCHEDULES.....	4
DAILY BELL SCHEDULE.....	4
Academics.....	5
EMPLOYABILITY SKILLS.....	5
GRADUATION REQUIREMENTS.....	6
GRADING, GPA, CLASS RANK.....	6
SCHEDULE CHANGES.....	7
EARLY FINAL EXAM POLICY.....	7
Activities.....	8
ATTENDANCE RULE.....	8
ACTIVITIES LETTER.....	8
CAREER and TECHNICAL STUDENT ORGANIZATIONS (CTSOs).....	8
ELIGIBILITY - Requirements for Practice and Participation.....	9
PLAY FOR KEEPS - TOBACCO, ALCOHOL, and CONTROLLED SUBSTANCES (TAD) POLICY (ASAA).....	10
Student Conduct.....	11

General Information

INSTRUCTIONAL CALENDAR

Calendar will be posted throughout the building and on the school web page for student reference. Use this [calendar](#) to stay up to date with school wide events, academics, and activities. Calendar is a working document and will frequently be updated.

OFFICE STAFF: CONTACT INFORMATION

 Name	 Phone	 E-mail
Main Office	(907) 352-0400	Fax: (907) 352-0480
Jason Ross, Principal	(907) 352-0402	Jason.Ross@matsuk12.us
Kim Carney, Admin. Secretary	(907) 352-0401	Kimberly.Carney@matsuk12.us
Jolene McDowell, Asst. Principal	(907) 352-0403	Jolene.McDowell@matsuk12.us
Janet Milner, Front Office Secretary	(907) 352-0400	Janet.Milner@matsuk12.us
Christine Sison, Register	(907) 352-0451	Christine.Sison@matsuk12.us
Kim Butler, Safety Coordinator	(907) 352-0426	Kim.Butler@matsuk12.us
Danielle Chyko, Counselor (N-Z)	(907) 352-0415	Dannielle.Chyko@matsuk12.us
Kahla Kallam, Counselor (H-M)	(907) 352-0408	Kahla.Kallam@matsuk12.us
Kristina Kinney, Counselor (A-G)	(907) 352-0416	Kristina.Holman@matsuk12.us
Ashley Kelly, CTE Counselor	(907) 352-0460	Ashley.Kelly@matsuk12.us
Jenny Deeder, Counseling Secretary	(907) 352-0453	Jenny.Deeder@matsuk12.us
Jennifer Wells, Counseling Secretary	(907) 352-0449	Jennifer.Wells@matsuk12.us
Sonja Mack, School Nurse	(907) 352-0417	Sonja.Mack@matsuk12.us

Other Important Numbers

IT Help Desk (907) 761-HELP

BELL SCHEDULES

DAILY BELL SCHEDULE

CTHS 2025-2026 Bell Schedule

Effective Sept. 23, 2024

Monday	Tuesday	Wednesday	Thursday	Friday
PLC Time 7:30-8:30	Period 1: 7:55 - 8:59	Period 3: 7:55 - 8:59	Period 1: 7:55 - 8:59	
Period 1: 8:55-9:35				Period 1: 7:55 - 8:35
Period 2: 9:40 - 10:20	Period 2: 9:04 - 10:08	Period 4: 9:04 - 10:08	Period 2: 9:04 - 10:08	Period 2: 8:40 - 9:20
Period 3: 10:25 - 11:05				Period 3: 9:25 - 10:05
LUNCH: 11:05 - 11:35	Period 5: 10:13 - 11:17	Period 5: 10:13 - 11:17	Period 3: 10:13 - 11:17	Period 4: 10:10 - 10:50
Period 4: 11:40 - 12:20				LUNCH: 10:50 - 11:20
Period 5: 12:25 - 1:05	LUNCH: 11:17 - 11:47	LUNCH: 11:17-11:47	LUNCH: 11:17-11:47	Period 5: 11:25 - 12:05
Period 6: 1:10 - 1:51	Period 6: 11:52 - 12:56	Period 6: 11:52-12:56	Period 4: 11:52-12:56	Period 6: 12:10 - 12:50
	Period 7: 1:01 - 1:51	Period 7: 1:01 - 1:51	Period 7: 1:01 - 1:51	Period 7: 12:55 - 1:51

Monday/Friday: Classes 40 min/5 min passing/30 min lunch
Pds 1-6: 208
Pd 7: 206

Tues - Thursday: Pds 1-6 - 64 min/5 passing/30 lunch/4Pd 7 - 51 min

TWO HOUR DELAY SCHEDULE

CTHS 2-Hour Delay Schedule



Monday	Tuesday	Wednesday	Thursday	Friday
	Period 1: 9:55 - 10:33	Period 3: 9:55 - 10:33	Period 1: 9:55 - 10:33	
Period 1: 9:55-10:26				Period 1: 9:55 - 10:21
Period 2: 10:31 - 11:01	Period 2: 10:38 - 11:15	Period 4: 10:38 - 11:15	Period 2: 10:38 - 11:15	Period 2 10:26 - 10:51
Period 3: 11:06 - 11:36				Period 3: 10:56- 11:21
LUNCH: 11:36 -12:06	Period 5: 11:20 - 11:57	Period 5: 11:20 - 11:57	Period 3: 11:20 - 11:57	LUNCH: 11:21- 11:51
Period 4: 12:11 - 12:41				Period 4: 11:56 - 12:21
Period 5: 12:46 - 1:16	LUNCH: 11:57 - 12:27	LUNCH: 11:57-12:27	LUNCH: 11:57-12:27	Period 5: 12:26 - 12:51
Period 6: 1:21 - 1:51	Period 6: 12:32 - 1:09	Period 6: 12:32 - 1:09	Period 4: 12:32 - 1:09	Period 6: 12:56 -1:21
	Period 7: 1:14 - 1:51	Period 7: 1:14 - 1:51	Period 7: 1:14 - 1:51	Period 7: 1:26 - 1:51

Monday - 31-30 Min classes
Tues/Wed/Thurs - 37 Min classes
Friday - 25 min classes

Academics

EMPLOYABILITY SKILLS

Employability skills reflect the basic attributes identified by industry leaders as equally crucial as industry-specific knowledge and skills. Employability will be assessed in all courses using the following rubric:

Employability Standards Rubric

1. **Preparedness**
Comes to class prepared with a charged Chromebook and required supplies.
Shows up on time, ready to work.
Completes work on time and/or checks in before and/or after absences and makes up work in a timely fashion.
2. **Professionalism**
Demonstrates appropriate behavior and attire for the workplace, including professional dress, and meets safety expectations.
Positive and effective communication with peers and teachers.
Takes initiative and shows a positive work ethic.
3. **Respectfulness**
Shows respect for others' opinions, backgrounds, and diversity.
Listens actively and attentively during discussions and instructions.
Uses language and actions that promote a positive and inclusive environment.
4. **Effort and growth mindset**
Uses class time wisely and contributes to class discussion.
Accepts feedback constructively and works to improve.
Demonstrates consistent effort and a willingness to learn new skills.

Criteria	Never	Rarely	Sometimes	Habitually
Preparedness	0	1	2	3
Professionalism	0	1	2	3
Respectfulness	0	1	2	3
Effort with a Growth Mindset	0	1	2	3
TOTAL				/12

GRADUATION REQUIREMENTS

A half credit is earned for completing a semester course with a passing grade. Credit is not awarded for courses where a student earns an I, F, NC, or has been withdrawn (WD.)

Participation in the graduation ceremony is a privilege that can be denied if a student is not in good standing behaviorally.

Credit requirements are specific to your anticipated graduation year and are subject to change. For more details consult the MSBSD Student Rights and Responsibilities Handbook at www.matsuk12.us.

For the 2025-2026 school year, MSBSD is offering the following diploma options:

1. [MSBSD Standard Diploma](#)
2. [MSBSD Honors Diploma](#)
3. [MSBSD Honors with Distinction Diploma](#)

GRADING, GPA, CLASS RANK

Grading

Letter grades are as follows:

Grade	Achievement	Score	Grade Points	Weighted Points
A	Outstanding	89.5 - 100	4	5
B	Above Average	79.5 - 89.4	3	4
C	Average	69.5 - 79.4	2	3
D	Below Average	59.5 - 69.4	1	2
I	Incomplete (no credit)	44.5 - 59.4	0	0
F	Little or No (no credit)	0 - 44.4	0	0

Incomplete (I) - Indicates that course requirements were not completed by the student within the standard grading period. An "I" must be made up by the end of the school year (June 30). If an "I" has not been replaced with a passing grade, it will remain permanently on the student's record. Courses delivered through optional choices, such as Mat-Su iTech, may overlap with a traditional semester timeline.

Grade Point Average and Class Rank

GPA is calculated by adding grade points and dividing by the number of classes taken. Grade point averages are computed at the end of each year. Class rank is based on the highest **weighted** grade point average ranking as number 1, the second highest as number 2, etc.

Graduation with Distinction

Cum Laude - 3.5-3.79
Magna Cum Laude - 3.8-3.99
Summa Cum Laude - 4.0+

Valedictorian/Salutatorian

Valedictorian and salutatorian will be determined by using the highest type of diploma earned and the highest class rank. Students earning the diploma with distinction will be considered first.

SCHEDULE CHANGES

Schedule changes can occur within the semester's first two weeks when an academic need or an error has occurred. Students must request any returned fees when they change their schedule. All students are to attend current classes until the counseling office processes the Schedule Change Request Form. A student's attendance follows him/her to their new class. After four weeks, a dropped course will result in a NC (No Credit Failing) or a NCP (No Credit Passing) for courses dropped. Priority for schedule changes is given to seniors and students who have "holes" (no class scheduled).

EARLY FINAL EXAM POLICY

A student who leaves prior to the semester's end will receive an Incomplete in that course. Forms to request early final exams are located in the front office and must be approved by the administration. At the beginning of the next semester, a student has two weeks to arrange a make-up final exam with teachers. If coursework is not completed within the first two weeks of the next semester, the grade will turn into an I (Incomplete). An "I" in a high school credit bearing course must be made up within the current academic year, ending on June 30. If an "I" has not been replaced with a passing grade within the academic year, it will remain permanently on the student's record.

Activities

ATTENDANCE RULE

To be eligible for an activity or contest, a student must satisfy the below requirements regarding practice and competitions.

Practice:

A student must have been in attendance for at least half the school day to attend that day's practice or meeting.

Games/Competitions/Representations/Events:

1. A student must be in full attendance on the day of an activity.
2. If an event is held on a weekend, the student must be in full attendance the day prior to the contest.

Not following the above rules will result in the student forfeiting the next scheduled competition.

School attendance for all Region and State events is at the discretion of the building administration.

ACTIVITIES LETTER

Students can earn a CTHS activities letter by placing in the top 3 in state and or national competition, and meet the standards set by each individual CTSO or school sanctioned activity. A student that has been actively involved in a CTSO or activity, and has met the standards set by that CTSO or activity, will also be eligible to receive a letter.

CAREER and TECHNICAL STUDENT ORGANIZATIONS (CTSOs)

The term 'career and technical student organization' means an organization for students enrolled in a career and technical education program that engages in career and technical education activities as an integral part of the instructional program.

CTSO	PATHWAY
Business Professionals of America (BPA)	Business
Educators Rising	Human Services
Future Health Professionals (HOSA)	Health and Fitness
Future Farmers of America (FFA)	Natural Resources and Human Services
ProStart* (Culinary)	Tourism
Skills USA	Building and Transportation

CLUBS and ORGANIZATIONS

Bible Club	Student Government	Girls Who Code
Battle of the Books	Weight Lifting	STEM Challenge
Robotics	Peer Tutoring	GSA
Science Bowl	Ocean Bowl	Ice Fishing

National Technical Honor Society (NTHS)

We believe in advocating for all skilled career paths and empowering students in seeking skill to build their career and the global workforce. NTHS honors the achievements of top CTE students and strives to help connect education, and industry to build a highly skilled workforce. We achieve this through the implementation of *career development, leadership, service and recognition opportunities*.

NTHS Core Four Objectives:

Career Development- Resumé development workshops, mock interviews, career fairs, industry speakers, and credential opportunities

Leadership- Team-building activities, leader training & workshops

Service- Skill-based service projects, community needs-based projects, annual holiday service projects

Recognition- Design & distribute nomination letters and induction invitations and assist in coordinating Induction Ceremonies

ELIGIBILITY - Requirements for Practice and Participation

The following requirements shall be enforced to ensure students are in compliance with district and AASA policies for eligibility. High School student athletes will not be allowed to play or travel while academically ineligible.

- i. To be eligible to participate in extracurricular activities; all second semester freshmen, sophomores, juniors as well as seniors who are not on track to graduate must have passed at least five (5) semester units of credit, or the equivalent, toward graduation, during the previous semester. At the end of each semester all students must have a 2.0 grade point average and comply with all other minimum ASAA requirements. Seniors who are on track to graduate must successfully have completed five courses the previous spring for early fall sports.
- ii. Seniors who are on track to graduate must be enrolled in a minimum of four (4) semester units of credit, or the equivalent toward graduation, during the previous semester with a 2.0 GPA.
- iii. All students must have maintained at least an overall 2.0 GPA for the previous quarter.
- iv. For the purpose of this section, academic deficiencies may be made up through successful completion of correspondence courses, online courses, or summer school. Should a student be enrolled in an Apex class above and beyond the minimum class requirements for participation, they may be allowed an additional semester (or summer term) to complete the Apex course.

- v. There will be a grace period for eligibility at the culmination of each quarter to allow time to submit grade changes. The deadline for this grace period will be determined prior to the beginning of the school year by the district's Athletic Directors.
- vi. Students making up grades/credit from 2nd semester during the summer must have a confirmed final grade and credit prior to the first academic contact day.
- vii. A grade of incomplete is considered not passing until the incomplete is changed on the official school records.

Fliers - must be approved by administration or the Activities Director be on 8 ½ x 11 paper, and be hung on an existing bulletin board

PLAY FOR KEEPS - TOBACCO, ALCOHOL, and CONTROLLED SUBSTANCES (TAD) POLICY (ASAA)

Prohibited Conduct: The possession, distribution or use of any tobacco products, including "E" or electronic cigarettes, alcohol, and controlled substances by a student athlete or activity participant, whether it occurs on or off school property is prohibited. Violations of this policy will be cumulative and progressive, throughout a student's high school years.

Orientation Video: [Play for Keeps, Win for Life](#)

Minimum Penalties for Violation of this Policy.

First Offense - suspension from interscholastic competition and practice for five calendar days and completion of educational component

Second Offense - suspension from interscholastic competition and practice for forty five calendar days. Both the students and parent/guardian must complete the educational component prior to the student's return to competition. In addition, the student must complete 20 hours of community service and write an essay on what they learned about this experience.

Third Offense - suspension from interscholastic competition and practice for six months. Seek assessment and counseling/treatment from a local health care professional. Additional sanctions as imposed by Alaska School Activities Association (ASAA).

Student Conduct

All expectations and rules also apply to school sanctioned events and transportation.

BY STATE LAW: Mat-Su Career and Technical High School is DECLARED A DRUG-FREE ZONE

ACADEMIC DISHONESTY

AT CTHS personal integrity is an expectation. Using another student's work, copying another student's work, or using unauthorized materials or tools (including AI) is prohibited. Misrepresentation of AI content as that generated by a human is dishonest. Using published work without appropriate citation is also prohibited. Academic dishonesty violations are cumulative and follow a student throughout their high school career. Students will be given the opportunity to redo the assignment. Removal from school may be the consequence for egregious acts such as altering a teacher's grade book or violating computer security.

CTHS Honor Code: "As a future employee and responsible citizen, I pledge to always do my own work and never cheat."

ACCESSING NURSE, COUNSELOR or ADMINISTRATIVE OFFICES

Students having an urgent need to see the nurse, a counselor or an administrator will be given a pass to said destination. Except in an emergency, check in with your assigned teacher prior to going to an alternative destination.

ATTENDANCE PROCEDURES

Parents/guardians can report an absence in ParentVUE ahead of time or your parent should send a note or a phone call (352-0400) that explains your absence.

It is the student's responsibility to make up for missed work due to an absence. When a student has an absence they have the number of days they were absent plus one to make up the work. This can also be extended at the teacher's discretion.

If a student is going to miss more than three days at one time, a Pre-Arranged Absence Form must be filled out and approved by an administrator five days before the absences. Absences during final exam week must be approved by the administration and may result in a grade of "incomplete" until class obligations are completed.

From the District's Student Handbook: Alaska Law provides: "*Unless excepted by law, every child between seven and 16 years of age shall attend school at the public school in the district in which the child resides during each school term. Every parent, guardian, or other person having responsibility for or control of a child between 6 and 16 years of age shall insure that the child is not absent from attendance.*" (AS 14.30.010. AS = Alaska Statute). There are limited exceptions specified in this law.

Ten absences is considered excessive. Absentee cases will be reviewed on an individual basis. A parent note explaining the tardiness or absence is required.

BULLYING/CYBERBULLYING

Bullying is repetitive, unwanted, aggressive behavior among students that involves a real or perceived power imbalance. Bullying can be verbal (teasing, name-calling, harassment, etc.), social (rumors, embarrassing someone, leaving someone out on purpose, etc), physical, or cyber (social media, texts, IM, email, etc). All forms of bullying and cyberbullying by school district students are strictly prohibited. Anyone who engages in bullying or cyberbullying in violation of this policy shall be subject to appropriate discipline and other corrective action, including but not limited to behavior contract, educational counseling, parent conference, detention, suspension, expulsion, loss of school privileges, computer use and media device restrictions, and/or exclusion from school-sponsored activities and events.

Students are encouraged to report bullying, including cyberbullying, to the building principal or via the StopIt app on all district websites.

BUS PRIVILEGES and PASSES

While riding the bus, students are to be extremely orderly and follow the driver's directives exactly. Students who violate the rules or misbehave on buses may lose bus-riding privileges. Referrals may result in a loss of bus riding privileges for a period of time ranging from one week to the remainder of the school year.

Bus passes may be obtained from the front office. Passes will only be given to students who have a written note or a phone call from a parent or guardian. Please pick up passes before school or during lunch. Asking for a bus pass after school could result in you missing the bus.

CELL PHONES/ELECTRONIC COMMUNICATION DEVICES

To maintain a safe, organized, and focused learning environment, **all students are required to keep their cell phones , ear buds, smart watches, and similar devices, (BP 5131.02), bags of all sizes, and coats in their lockers during school hours.**

This policy supports several key goals:

- **Heightened concentration:** Communication devices, even when powered off, can interfere with attention and participation in class. Keeping belongings in lockers helps students stay focused on learning.
- **Enhancing organization, responsibility, and safety:** Backpacks and coats left in classrooms or hallways can create tripping hazards and make it more difficult to ensure everyone's safety in emergencies. It alleviates the burden of carrying a heavy backpack throughout the day. Managing a locker increases executive function because it requires students to plan, prioritise, and keep track of their belongings.

First offense: The parent/guardian must pick up the device. We will place the device in a manilla envelope with a reminder of Board Policy 5131.02.

Second offense: The parent/guardian must pick up the device. The student must complete three lunch detentions.

Further offenses: The parent/guardian must pick up the device. In addition, the student and parent

must attend a principal conference and/or progressive disciplinary action may be assigned, up to and including out-of-school suspension.

District Policy: MSBSD BP 5131.02 prohibits the use of non-school issued wireless telecommunication devices (including cell phones, ear buds, and Smart watches) during regular school hours, including lunch, and passing periods. Regular school hours start at the beginning of the first period/block of instructional time through the end of the final period/block of instructional time. The district is not responsible for wireless telecommunication devices that are lost or stolen on school grounds.

CHECKING OUT OF SCHOOL DURING THE SCHOOL DAY

Students leaving school during the school day must have prior approval from parents and administrative permission. ***Text messages will not be accepted.*** Students must sign out and sign in upon return at the main office. ***Students must only use the main exit/entrance of the school building.***

DANCE POLICY

Once a student leaves a dance, they will not be readmitted. School dances are for full-time Mat-Su Career and Technical High School students and their guests only. Guests must be less than 20 years of age, and a guest pass must be approved by the administrator at least one week before the event. Junior high and elementary students will not be admitted to any high school dance. Parents are encouraged to attend school dances and need to pick up their students within 15 minutes of the end of the activity. Students are required to follow dress expectations for semi-formal and formal dances and to show an ID at the door. No aerial or acrobatic maneuvers are allowed at school dances.

DISRUPTIVE BEHAVIOR/WILLFUL DISOBEDIENCE

Disruptive behavior is student conduct that materially interferes with the educational process. Disruptive behavior can take the form of extreme behavior in speech or action, or continued failure to comply with school rules and directives. Such behavior can jeopardize the welfare and safety of students and staff and can result in a student's immediate removal from school. Willful disobedience is the failure to follow a reasonable request.

DRUGS, DRUG PARAPHERNALIA, AND INTOXICANTS

Alcohol, drugs, drug paraphernalia, intoxicants, or substances purported to be such things are prohibited at all times on school property. Non-alcoholic beer and synthetic substances that are ingested for recreation are also prohibited. Violators of this policy will be detained until parents and law enforcement have been notified. It is a felony to be in possession of an illegal substance in a Drug Free Zone. To deliver, use, possess, sell, give, or be under the influence of drugs and/or alcohol, or to possess drug paraphernalia can result in suspension, expulsion, legal action, or all three. Students in the company of such individuals may also face similar consequences.

EMERGENCY and EVACUATION CONDUCT

During any emergency drill or procedure, students are expected to be completely compliant to staff requests in order to maintain safety and control. Students must leave the building quietly, remain with their classroom teacher, obey directions, and stay quietly outside until signaled to return.

Tampering with the fire alarm system or fire safety equipment is against the law, as is making false hazard reports, such as a false fire alarm or an anonymous bomb threat. Violators are subject to suspension, expulsion, restitution, and/or legal action.

EXPLOSIVES

Possessing an explosive device is strictly prohibited anywhere on school property. Ammunition and firecrackers are considered explosive devices. Possession or use of explosive devices on school grounds is a federal offense.

FAILURE TO IDENTIFY SELF

Students must identify themselves upon request of an adult. Failure to comply with identity requests will result in disciplinary action.

FIGHTING/ASSAULT

Physical assault of any kind is strictly prohibited. The only way to ensure that your conduct will not be considered mutual assault is if it can be clearly corroborated that you made every reasonable effort to remove yourself from the situation; you must exhaust avenues of escape to preserve a claim of self defense. Arguing that someone hit you first does not give you reason to retaliate. Unless it is evident that your behavior was consistent with self-defense, both parties in a fight are suspended. Fighting or assault will result in a minimum 3-day out-of-school suspension.

HARASSMENT

Offensive language, jokes, names, gestures, notes, innuendoes, pictures, and other means of a derogatory or embarrassing nature are strictly prohibited on campus, at all school functions, and through technology. Students are to report harassment, bullying, cyberbullying, and discrimination. Offending students will comply with the school's corrective measures to stop harassment or they will be removed from school.

Non-Harassment, Non-Discrimination Regulations (taken from BP 5145) It is the intent of the District to provide an environment for students which is free of harassment, bullying, cyber bullying and discrimination whether based on sex, age, marital status, race, religion, color, national origin, sexual orientation, ethnicity, handicap, pregnancy, or parenthood. Harassment; whether ethnic, racial or sexual in nature, which is sufficiently severe or pervasive to create a hostile, offensive or abusive educational environment is illegal and is prohibited. Students who engage in such harassment, bullying, cyber bullying, or discrimination will be subject to disciplinary sanctions as appropriate. Non-employees who engage in these activities may be subject to other sanctions as appropriate.

HAZING RESTRICTION

Physical or verbal hazing and initiations that include physical or verbal hazing, is prohibited by school board policy.

HEALTH ISSUES

If a student has a health problem such as asthma, diabetes, allergies, vision/hearing impairment, heart conditions, seizures, etc, these conditions should be indicated on health forms during the registration process. Please contact the school nurse to update any changes in condition.

Illness: Students who become ill during the day should report to the school nurse. Students who are determined to be too ill for school, must stay home from in-person school, particularly if they have

moderate to severe symptoms. In no instance is a student authorized to leave campus without office personnel permission. Emergency phone numbers for students are vitally important. Be sure your parent/guardian's emergency contact numbers are accurate and up to date.

Medications: School District policy (5141.21 AR and BP), states that medication may be dispensed in school only when the student's health requires administration during school hours. Medication dispensed at school must be in its original prescription bottle with the prescription label attached. No medication can be accepted in baggies or other containers.

Medications prescribed for less than two weeks; the parent must come sign a short-term medication administration form. Medication needed for longer than two weeks must be signed by the health care provider on the Medication Authorization Form.

Only those over-the-counter medications approved by the medical advisor may be given out at school and only when marked on the online health registration are approved.

Student possession of any prescription medications, supplements or over the counter medications are prohibited per the school board policy. Student possession of any medications will result in confiscation, parent conference, and possible disciplinary action up to and including suspension from school.

INTERNET USE

To access the internet, students need to complete an Internet Use Agreement Form. Students are required to use the MSBSD Guest Network when using a personal device. Personal device use is only permitted outside of instructional hours (before the first bell and after the last bell).

LYING TO A SCHOOL OFFICIAL

When questioned by a school official, students are to reply respectfully and honestly. Lying to a school official may result in suspension. A falsified student pass is considered lying to a school official.

OFF CAMPUS SCHEDULE

Students whose schedule displays an off-campus period may not be on any school grounds during that time.

OFFENSIVE LANGUAGE

The use of profane or obscene language is unacceptable and will not be tolerated. Violation of this offensive language policy may result in an office referral or suspension from school. Swearing directed at a staff member will result in suspension.

OPEN CAMPUS

Students who qualify for open campus privilege and who complete the appropriate application will get an Open Campus ID card. You must enter and return through the main entrance doors and show your Open Campus ID when leaving campus for lunch.

Criteria to be eligible for Open Campus Privileges:

- a. Junior or Senior in high school
- b. 3.0 GPA for the semester prior to application for privilege
- c. No tobacco, alcohol, or drug infractions the previous school year
- d. No in or out of school suspensions in the previous semester
- e. Parent permission provided.

Reasons Open Campus will be revoked include but are not limited too:

1. Late or absent from class following lunch four or more times in a semester.
2. Any in-school or out of school suspension
3. Poor behavior or leaving a mess at a restaurant or other location while off campus
4. Lending your pass to another student
5. Forgery or creating a false Open Campus pass
6. Taking students who do not qualify for Open Campus off campus.
7. Reports of reckless driving.
8. Loitering in the parking lot.

PARKING LOT AND STUDENT VEHICLES

1. Students must register their vehicle through ParentVue. Updates may be made through the Front Office.
 2. Students must properly park in designated parking spots.
 3. Students are prohibited from parking in visitor spaces.
 4. Students must observe the 10-mph speed limit in parking areas.
 5. Students should quickly exit their cars when they arrive at school and come into the building.
 6. Once students arrive on campus, the parking lot is off limits unless there is explicit permission from the front office or the student's day has ended. Students must promptly exit the parking lot.
 7. Student vehicles are subject to search at any time.
 8. ATVs, UTVs, Dirtbikes, etc., are not permitted on campus
- Failure to follow these driving and parking rules can result in your vehicle being towed at student expense and possible loss of driving privileges.

PATHWAY MEETINGS and GUEST SPEAKERS

All students (9-12) will attend quarterly pathway meetings. Meetings will be announced in advance.

When listening to guest speakers, students are expected to demonstrate several key behaviors to ensure a respectful and productive environment. Here are some important behaviors to encourage:

1. **Active Listening:** Students should focus on the speaker, making eye contact, and showing engagement through their body language.
2. **Respectfulness:** It's essential for students to show respect for the speaker's time and expertise. This includes refraining from disruptive behaviors, such as talking or using phones during the presentation.
3. **Participation:** Encouraging students to ask questions and contribute to discussions can foster a more interactive atmosphere. This includes raising hands to speak and waiting for their turn.
4. **Professionalism:** Students should behave as they would in a professional setting, which includes using polite language, dressing appropriately (if applicable), and maintaining a positive attitude.
5. **Openness to New Ideas:** Students should be willing to consider different perspectives and ideas presented by the speaker, even if they differ from their own beliefs.

PUBLIC DISPLAY OF AFFECTION

Displays of affection are to be limited to handholding and brief hugs.

RESPONSIBLE USE of TECHNOLOGY

CTHS provides students with access to a variety of digital technologies and services to support the mission of our school. As a CTHS student, every time you use these resources, you agree to use them responsibly and in accordance with the school and district policies. Responsible use of technology includes, but is not limited to:

1. Taking steps to protect your personal property
2. Respecting and taking care of the technology that students have access to
3. Using technology ethically.
4. Using technology for educational purposes.

Using your Google account to include inappropriate language, pictures, or harassment and bullying will result in a GAGGLE ALERT to your Principals, an investigation, a phone call home, and disciplinary consequences. Continued irresponsible use of technology may result in a loss of internet and computer privileges at school.

RIGHT TO APPEAL

In any disciplinary action, you have the right to administrative review of the sanction or the facts involved in the proceedings. Procedures for an appeal are explained in the Student Rights and Responsibilities Handbook (provided to all students when enrolling at any school in the district). The preliminary steps are:

1. Appeal to the Principal
2. Appeal to the Superintendent
3. Appeal to the School Board

SCHOOL LOCKERS

Lockers must be kept locked at all times. DO NOT SHARE YOUR COMBINATION with anyone.
The school has the right to search lockers at any time.

SEXUAL MISCONDUCT/SEXTING

Sexual acts of any type at school, off-campus events, during sponsored activities or on a school bus are prohibited. These acts could lead to a semester suspension or possible expulsion. Sexting is the act of sending sexually explicit messages or photos electronically, primarily between cell phones and other mobile devices. Sexting may be seen as an act of sexual misconduct and may be investigated by local police authorities.

STUDENT DRESS

Student dress and general appearance is a shared responsibility among students, parents/guardians, and the school. The Board of Education believes that appropriate dress and grooming contribute to a productive and safe learning environment.

1. **Appropriateness:** Clothing and accessories must be suitable for a school setting and should not cause significant disruption in classrooms or common areas.
2. **Prohibited Symbols and Messages:** Clothing, accessories, and personal items such as notebooks, patches, tattoos, and jewelry must not display racial or ethnic slurs or symbols, gang affiliations, vulgar, sexually suggestive, or otherwise inappropriate language or images.
3. **Advertising and Promotion:** Promotion of products that students may not legally purchase, as well as anything that promotes illegal activities or harm to oneself or others, is strictly prohibited.
4. **Obscenity and Advocacy:** Attire bearing obscene, libelous, or prejudicial expressions or insignia is not permitted.
5. **Modesty:** Clothing that is excessively revealing, including low-cut shirts/dresses, sleeveless shirts that do not cover undergarments, and clothing that exposes the midriff or stomach, is not allowed.
6. **Length and Coverage:** Pants, shorts, skirts, and dresses must cover the legs to mid-thigh. Any holes in pants must be below mid-thigh level, and all undergarments must remain covered. Clothing must not be see-through or transparent.
7. **Animal Characteristics:** Attire that resembles non-human characteristics is prohibited.

8. **Footwear:** Students are required to wear shoes at all times.
9. **Head Coverings:** For safety and identification purposes, items that obstruct or cover the head or face are not allowed during the instructional day unless approved by school administration.
10. **Religious Accommodations:** Reasonable accommodations will be made for students' religious beliefs.

Please note that these guidelines are designed to ensure a respectful and focused learning environment for all students. While these standards will be consistently enforced, exceptions may be made at the discretion of the building administrator for special circumstances such as spirit days or field trips.

More specific information on acceptable dress is defined in the District's *Students' Rights and Responsibilities Handbook*. BP5144.1 C9

INTERVIEW DRESS MONDAY

Interviews are an important part of obtaining a desired career position. They are often the first chance you'll get to make an in-person impression. In addition to how you hold yourself and how you present yourself through language and diction, how you dress is a major part of the impression you'll leave. Students are expected to wear interview dress every Monday. Examples of interview attire include but are not limited to:

Tops and Shirts

Acceptable: Ladies' style shirts must have sleeves, be blouse-styled or collared. Men's style shirts must have sleeves and be worn with a tie, a collar and be tucked in.

Unacceptable: Denim, camouflage, hoodies, sweatshirts, jackets/vests, T-shirts, tight, low or midriff baring clothing, transparent clothing.

Pants, Dresses, Skirts

Acceptable: All pants must be a solid color and reach the ankle. Skirts and dresses must reach the top of the knee or longer including any slits that open.

Unacceptable: Coveralls, overalls, jeans, denim, camouflage, spandex, yoga pants, tight, low-cut clothing, strapless/sleeveless dresses, shorts

Shoes

Acceptable: Loafer-style shoes, dress shoes, dress boots, solid color tennis shoes.

Unacceptable: Flip flops, slides, Crocs, slippers, heelys, military boots, Ugg-style boots, Open-toed sandals

Consequences can include:

1st Offense: Warning

2nd Offense: Warning

3rd Offense: Phone call home

4th Offense: Professionally dress for two consecutive days when others are not required to.

TARDINESS/START ON TIME (employers expect you to be on time)

Students are expected to be on time to all classes. If a student is in the hallway after the bell rings, they should report to the office for a pass before attempting to enter a classroom. Employability points may be reduced for unexcused tardies.

1st & 2nd Offense: Teacher will document the tardies in Synergy.

3rd Offense: Teachers will continue to document the tardies. Office referral and individual intervention.

4th Offense: Progressive discipline may include lunch detention, ISS, etc.

THEFT

Theft or possession of stolen property will result in school sanctions and police referral. Entering someone else's locker will result in school sanctions. Always lock your locker and never leave anything unattended.

TOBACCO/E-CIGARETTES/VAPES IN SCHOOL

Possession or use of nicotine and marijuana products are prohibited on campus. Possessing or using tobacco products including e-cigs/vape on school property will result in a choice of paying for and completing a VapeEducate online class (\$25 fee) and 3 days of out of school suspension or 5 days out of school suspension. Students in activities will be issued a T.A.D. violation. Repeated violations can result in escalated consequences.

TRUANCY

Truancy is any time you are not in your assigned area. Missing a class for any reason without every affected teacher's permission is strictly prohibited. For example, going to the media center to work in one class while you are supposed to be in another class is truancy. Truancy will result in lunch detention or in-school suspension. and/or out-of-school suspension. Progressive Discipline will be used to deter repeated offenses.

VANDALISM, THEFT, AND GRAFFITI

The School Board considers vandalism a very serious matter. Vandalism includes the negligent, willful, or unlawful damaging or theft of any district-owned real or personal property, including the writing of graffiti.

Any district student who commits an act of vandalism shall be subject to disciplinary action, reparation for damages, and also may be reported to the appropriate authorities for legal prosecution.
(BP5131.05)

VISITORS

Student visitors are not allowed. Adult visitors **must** check in at the office.

WEAPONS

Possessing a weapon or look-a-like weapon such as a gun, stun gun, or a knife is prohibited. Weapons and look-alike weapons will be confiscated and suspension or expulsion will follow. Knives will be taken and returned to parents only.

INCLUSIVENESS

This document cannot possibly cover every situation. It is set up as a guide for students to follow. BP 5144.1 C applies to all student conduct. The Mat-Su Career & Technical High School administration reserves the right to implement, modify, and enforce policies to maintain a safe learning environment. Students are expected to act responsibly and follow the directives of the staff in situations not covered by this handbook.

