

**MAT-SU CAREER & TECHNICAL HIGH
STUDENT HANDBOOK
2022-2023**



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 accept responsibility for their actions.

MISSION STATEMENT

CTHS prepares students for real-world success through career pathways, inspires excellence through academic rigor, and empowers leadership through lifelong learning.

TABLE OF CONTENTS

- I. [GENERAL INFORMATION](#)
- II. [ACADEMICS](#)
- III. [ACTIVITIES](#)
- IV. [STUDENT CONDUCT](#)

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.

OFFICE STAFF: CONTACT INFORMATION

Main Office	(907) 352-0400	Fax (907) 352-0480
Jason Ross, Principal	(907) 352-0402	Jason.Ross@matsuk12.us
Melody Daniel, Admin Sec	(907) 352-0401	Melody.Daniel@matsuk12.us
Jolene McDowell, Asst. Principal	(907) 352-0403	Jolene.McDowell@matsuk12.us
Janet Milner, Front Office Sec	(907) 352-0400	Janet.Milner@matsuk12.us
Meg Arneson, Register	(907) 352-0451	Margaret.Arneson@matsuk12.us
Danielle Chyko, Counselor (N-Z)	(907) 352-0415	Danielle.Chyko@matsuk12.us
Amy Dorsey, Counselor (H-M)	(907) 352-0408	Amy.Dorsey@matsuk12.us
Kristina Holman, Counselor (A-G)	(907) 352-0416	Kristina.Holman@matsuk12.us
Larilinn Hill, CTE Counselor	(907) 352-0460	LariLinn.Hill@matsuk12.us
Sonja Crockett, Counseling Secretary	(907) 352-0449	Sonja.Crockett@matsuk12.us
Jenny Deeder, Counseling Secretary	(907) 352-0453	Jenny.Deeder@matsuk12.us
Sonja Mack, School Nurse	(907) 352-0417	Sonja.Mack@matsuk12.us
Kim Butler, Safety Coordinator	(907) 352-0426	Kim.Butler@matsuk12.us
Transportation	(907) 761-HELP	

Bus Schedules ([linked](#))

[Monday](#)

[Tuesday - Friday](#)

[Mid-day Transfer Bus](#)




Daily Bell Schedule ([link](#))

ACADEMICS

EMPLOYABILITY SKILLS

Employability skills reflect the basic attributes identified by industry leaders as equally important as industry-specific knowledge and skills. Employability will be assessed in all courses, by student self assessment. Core courses will use the standards listed below:

Use the rubric below to reflect on your classroom performance.

Standard	Unsatisfactory = 0	Basic = 1	Proficient = 2
<p>Do I stay on task during work hours?</p> <p>Productivity</p> 	I accomplished little in class today. I did not stay on task for most of the work time	I made progress but I wasted some class time or rushed through my assignments.	I used my work time efficiently and did a good job on all of my assignments.
<p>Do I arrive on time and ready to start working?</p> <p>Preparedness</p> 	I was missing materials (including completed assignments) or was tardy to class.	I arrived to class without some needed materials (including completed assignments)	I had all of my materials for class today!
<p>Do I work well with others (peers & staff)?</p> <p>Respect</p> 	I interfered with others' learning, safety, or well being several times in class.	I interfered with others' learning, safety or well being once in class.	I worked well with my peers and staff in class.

In core classes employability will make up 5% of the student's final grade. For CTE classes, employability will be dependent on the course and will be assessed using an industry specific rubric.

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 F, NC, NCP or if a student has been withdrawn.

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.*

GRADING, GPA, CLASS RANK

Grading

Letter grades are used as follows:

Grade	Achievement	Grade Points	Advanced Placement
A	Superior	4	5
B	Above Average	3	4
C	Average	2	3
D	Below Average	1	2
F	Failing (no credit earned)	0	0
NC	No Credit Failing	0	0
NCP	No Credit Passing	0	0
I *	Incomplete	(made up within 1 year, Or 0 grade points)	

I* - Indicates that course requirements were not completed by the student within the standard grading period. An "I" must be made up within 1 year of the date when grades are issued to parents/guardians. If an "I" has not been replaced with a passing grade after 1 year it will remain permanently on the student's record. Courses delivered through optional choices, such as Mat-Su iTech, may overlap a traditional semester timeline. Students with an "I" in a distance course may be granted additional time to complete the course

GRADE POINT/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.

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 that have “holes” (no class scheduled).

EARLY FINAL EXAM POLICY

A student who leaves prior to semester’s end will take an Incomplete in that course. Forms to request early final exams are located in the front office. At the beginning of the next semester, a student has two weeks to arrange a make-up final exam with teachers. If course work is not completed within the first two weeks of the next semester, the grade will turn into an NC (No Credit).

GRADUATION WITH DISTINCTION

Cum Laude - 3.5 - 3.79

Magna Cum Laude - 3.8 - 3.99

Summa Cum Laude - 4.0+

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:

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)

Business Professionals of America (BPA)

Health Occupations Students of America (HOSA)

Skills USA

CLUBS and ORGANIZATIONS

Art Club	Academic World Quest	Alaska Climate Research	Alaska Youth for Environmental Action
Battle of the Books	Bible Club	Book Club	Career Tech Aerospace Engineers
Chess Club	E-Sports	Gay Straight Alliance	Model UN
National Technical Honor Society	ProStart	Science Bowl	Science Olympiad
Student Government	Tiger Tribune	Tiger TV	Tsunami Ocean Bowl
STAR	Writer's Club		

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.

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).

NATIONAL TECHNICAL HONOR SOCIETY

The four basic requirements for membership are scholarship, leadership, service, and character. The goal of NTHS is to see that deserving technical students are recognized and that people from the community become aware of the talents and abilities of the young people who choose technical education pathways to a successful future. The main purpose of the society is to reward scholastic achievement in occupational and career technical education. Students are eligible to apply for NTHS membership if they demonstrate academic achievement by achieving a **3.7 or higher**.

STUDENT CONDUCT

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

BY STATE LAW:

Mat-Su Career & Technical High School IS DECLARED A DRUG-FREE ZONE

ACADEMIC DISHONESTY

AT CTHS personal integrity is an expectation. Using another student's work or copying another student's work is prohibited. Using published work without 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.

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 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 excused 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 3 days at one time a Pre-Arranged Absence Form must be filled out and approved by an administrator five days before the absences

*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 [Tip Line](#) on the MSBSD app or district website.

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 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 DEVICES

Cell phones or other electronic devices are permitted on school property for safety purposes, but should be stored in a safe place. Cell phone distractions may pose a safety risk in shop environments and are not permitted in some workplaces. In order to ensure your safety and work readiness, you must follow the teacher's instruction in regards to cell phone use. Because they are a disruption to the educational process, the use of cell phones and other electronic devices are prohibited in the classroom without the consent of the teacher.

Teachers may permit the purposeful use of the personal electronic devices in support of curriculum learning objectives. At lunch and between classes, students may use their electronic devices. Only one earbud may be worn during passing time. Electronic use is not permitted in bathrooms and/or locker rooms. Use of electronic devices in restrooms will result in an automatic office referral. These personal digital devices are the sole responsibility of the owners. The school is not responsible for the loss or theft of these devices.

When an electronic device is used without teacher permission, the device may be turned into the teacher for the duration of the class period. Additional offenses may result in the

device being sent to the office, electronic use contract, parent contact, lunch detention, or additional consequence.

CHECKING OUT OF SCHOOL DURING THE SCHOOL DAY

Students leaving school during the school day must have prior written approval from parents and administrative permission. 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 he/she will not be re-admitted. School dances are for 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 prior to 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 which 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 direction 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 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, of ensive 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.

HEADGEAR IS NOT ALLOWED IN THE BUILDING

Headgear is anything worn on the head, including all kinds of hats and caps, hoods, hoodies, bandanas, sunglasses or anything that obscures identification. Headgear is to be removed upon entering the building and may not be worn until you have exited the building. Headgear may not be worn at lunch. An exception is made for headgear worn as a safety precaution during CTE classes.

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.

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.

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 of not less than 2 days.

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 to:

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

PARKING LOT AND STUDENT VEHICLES

1. Students must register their vehicle with the Front Office.
2. Students must 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.
7. Student vehicles are subject to search at any time.

Failure to follow these driving and parking rules can result in your vehicle being towed at student expense and possible loss of driving privileges.

PUBLIC DISPLAY OF AFFECTION

Displays of affection are to be limited to hand holding 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 for 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. Lockers are not completely secure—**Do not leave valuables in the lockers. 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

Students 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, Dress attire which are prohibited include attire bearing expression or insignia which is obscene, libelous, or which advocates racial, religious, or other prejudice. In addition, attire that advertises illegal substances, items that suggest sex, alcohol or tobacco products. Clothing which does not cover undergarments. Students wearing prohibited attire will be asked to cover it, change it, or go

home until proper attire is worn.

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

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, T-shirts, tight, low or midriff baring clothing, transparent clothing. Coats and jackets should not be worn over your professional dress.

Pants, Dresses, Skirts

Acceptable: All pants/capris 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

Consequences can include:

1st Offense: Warning

2nd Offense: Phone call home

3rd 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.

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

individual intervention

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 (\$20 fee) and 1 day of OSS or 3 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 on one class while you are supposed to be in another class is truancy. Truancy will result in in school suspension and/or out-of-school suspension, and loss of credit for that class day. Progressive Discipline will be used to deter repeated offenses.

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-a-like 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. 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.