



YUKON FLATS SCHOOL DISTRICT
P.O. Box 350
Fort Yukon, Alaska 99740
Phone: (907) 662-2515 / Fax: (907) 662-3094
Linda Evans, Superintendent

August 15, 2005

Dear Parents and Guardians,

I would like to welcome you to the Yukon Flats School District. I look forward to working with you as partners in the education of our children, and encourage your active support and involvement in their daily school activities. Parent involvement has been proven to be the number one factor in student success in school.

Please do not hesitate to visit our classrooms or call your students' teacher(s) or the school principal. As required by state statute, please follow your school's procedures for visitors by signing in and letting the staff know you are visiting the school. I encourage you to communicate with your Local School Advisory Committee (LSAC) concerning your child's education and invite you to participate in the Regional School Board meetings in person or by way of teleconference. Volunteers are most welcome in the classroom and at school activities. I know our region has many talented people who could use their talents and areas of expertise to supplement our local school programs. We are very interested in integrating the local culture and language into our students' daily educational experience. Please contact your local school for volunteer opportunities.

In order to keep all student records current, **please sign and return the forms included in the enrollment packet for each of your children in school** (even if they have attended a school in the Yukon Flats in the past) and return them to the local school on the first day of school. Please also take this information packet home for your use. You will find important information and forms that may be helpful to you throughout the year. **This is for your information and does not need to be returned to the school.**

The Student Handbook has information that you will use throughout the school year. Please read through it and review the information with your child/children. Feel free to contact us with any questions at (907) 662-2515 or toll free at 1-800-322-2515.

I thank you for your assistance and look forward to working with you and your child/children to make this a productive and enjoyable school year. Yukon Flats School District is dedicated to making this a most successful year for each one of our students.

Sincerely,

Linda M. Evans
Superintendent



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YUKON FLATS SCHOOL DISTRICT LOCAL SCHOOL ADVISORY COMMITTEE

LSAC

There is an established Local School Advisory Committee in each community served by the District. The purpose of the Local School Advisory Committee is to bring the control of education in each community as close to the local people as possible.

The Local School Advisory Committee advises the Regional School Board on all matters concerning schools in the community in which the Advisory Committee is established.

Yukon Flats School District Regional Board Policy 8000[a] states: The Local School Advisory Committee functions under the direction of the School Board. School Board policy and actions shall be followed. The Local School Advisory Committee's function is advisory except in those areas that have been specified by the School Board.

The Local School Advisory Committee learns the will of the people in the community and represents their interests. They work with school personnel, particularly the principal or principal/teacher on behalf of their community.

What is the committee responsible for?

Determine, assess and address the culturally related academic needs of the Alaska Native student population.

Monitor and evaluate ongoing progress of project towards meeting established goals and objectives, and make recommendations to the project coordinator.

Conduct public hearings to solicit input from community members to obtain recommendations regarding the goals and operation of the project.

Advise the District personnel department in developing project related job descriptions.

Serve on application screening and candidate interview committees to make recommendations for hiring project staff.

Who can be a committee member?

The LSAC members must be:

- U.S. citizen
- Resident of the Community
- 18 years of age

Please contact your school principal if you are interested in becoming a LSAC member.

2005/2006 Principals

(Arctic Village)	-	907.584.5211	-	Caroline Tritt-Frank
(Beaver)	-	907.628.6313	-	Margaret Ann Fisher
(Central)	-	907.520.5114	-	Jack VonThaer
(Chalkyitsik)	-	907.848.8112	-	Peggy Waldrup
(Circle)	-	907.773.1250	-	Paula Noel
(Fort Yukon)	-	907.662.2352	-	
(Stevens Village)	-	907.478.7116	-	Doris McDaniel
(Venetie)	-	907.849.8415	-	George Renfrow



REAA 13 – YUKON FLATS SCHOOL DISTRICT
Regional School Board

<u>VILLAGES</u>	<u>SECTION & SEAT</u>	<u>NAME</u>	<u>TERM ENDS</u>
Arctic Village Beaver Venetic	I-A	Dorothea M. Adams, President P.O. Box 24067 Beaver, AK 99724 dadams@wbq.yukonflats.net	10/07
	I-B	Arlene E. Pitka, Board Member P.O. Box 24002 Beaver, AK 99724	10/06
Chalkyitsik Fort Yukon	II-C	Angela F. Adams, Vice-President P.O. Box 145 Fort Yukon, AK 99740 907.662.2829 – Home	10/05
	II-D	Nancy James, Board Member P.O. Box 144 Fort Yukon, AK 99740 907.662.2440 -Home	10/06
	II-E	Laurie L. Thomas, Board Member P.O. Box 166 Fort Yukon, AK 99740 907.662.2788 - Home	10/07
Birch Creek Central Circle Circle Hot Springs Livengood Rampart Stevens Village	III – F	Earla J. Hutchins, Board Member P.O. Box 1 Circle, AK 99733 907.773.1222 – Home 907.773.1200 - Fax hutch@ptialaska.net	10/06
	III – G	Ruth A. Crow, Secretary P.O. Box 2 Circle, AK 99733	10/05



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STUDENT TRANSFER/WITHDRAWAL FORM

DATE: _____

CHILD'S NAME: _____

GRADE: _____

PARENT NAME: _____

PHONE #: _____

I am withdrawing my child from the _____ school on
_____ (date).

Please mark one of the following:

_____ I will be enrolling him/her in the _____, school in the
Yukon Flats School District on _____ (date).

_____ **I will not be enrolling him/her in another school in the Yukon Flats School
District at this time. Please send student records to his/her new school:**

_____ **School Name**

_____ **School Address**

_____ **City**

_____ **State**

_____ **Zip code**

Attention: _____

Parent Signature

_____,_____
Date

Principal or P/T signature

_____,_____
Date

Records Sent:

	_____ Transcripts	_____	_____ SPED	
By	_____	Sent By	Date	Sent
	_____ Migrant Ed	_____	_____ (Other)	
	Date	Sent by	Date	Sent By

**Student Travel Rules / Student Eligibility / Parent Permission Form
Field Trips and Extra Curricular Activities**

Eligibility Rules For Travel:

1. The student must maintain a 2.0 grade point average (GPA). The GPA will be figured on grades for the current nine-week period and on the Friday before travel. If it is the first week of the nine-week grading period, only grades for that first week will be averaged to determine a grade. The GPA will be determined as follows: A = 4 points; B = 3 points; C = 2 points; D = 1 point; and F = 0 point. The student shall submit a completed Student Grade Sheet to the site administrator on the Friday prior to student travel.
2. The student must maintain appropriate attendance. (There will be no unexcused absences for the present grading period)
3. Student must complete the Student Travel/Eligibility Form. The principal or his designee shall make the decision to determine the student's eligibility for travel.
4. Students are allowed a maximum of 15 days for school sponsored student travel per year. Absences for travel beyond the 15-day limit must have the specific approval of the principal and the advisory school board.

Cold Weather Travel Procedures: The following procedures were developed to avoid unnecessary risks to students and staff during winter travel. Students are not to travel in violation of the following procedures except as described in item #3 below.

1. Student travel will not be allowed in temperatures below -40 degrees F. This temperature includes the temperature at departure and arrival destinations.
2. All students should wear clothing appropriate for existing and anticipated weather conditions. (Recommended items include: winter boots, winter head and hand gear, snow pants, winter coat)
3. These procedures may be overlooked when the safety and health of one or more students is dependent upon immediate medical care not locally available with signed permission slips.

Student Travel Rules: Students must obey the law, school rules and regulations, and instructions of chaperone(s). No student will be allowed to:

1. Break the laws of Alaska or village.
2. Drink alcoholic beverages and use drugs of any kind unless prescribed by a physician/doctor.
3. Fight or create a problem that will keep other students from participation.
4. Stay out past curfew.
5. Students must respect the chaperone(s) decisions regarding the selection and approval of all leisure-time activities.
6. Student must use time set aside daily to work on classroom assignments.
7. Student shall be with chaperone(s) at all times. Students may travel by air without chaperone if a school official or chaperone accompanies the student until the aircraft departs and a chaperone or school official meets the student upon his/her arrival.
8. Students shall not be released to individuals other than the chaperone during the trip.
9. When approved travel plans include lodging in private homes, explicit parental permission must be obtained in writing.
10. All students traveling by means other than commercial airlines must have access to a survival kit.

When a student breaks any of the above-mentioned rules, the student will be sent home at the expense of the parents/guardians. Students who are returned from a trip or whose trip is terminated for violation of the student rules for travel, shall not be allowed to travel on school district funds for the remainder of the school year.

Permission slips will sent home in a timely manner before any field trip or other travel takes place. Parents must sign and return permission slips before a students can travel.



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COMPLAINT / CONCERN FORM

SCHOOL: _____ DATE: _____

PARENT NAME: _____ DAYTIME #: _____

We would like to assure parents that concerns regarding their children's education will be addressed in a timely, professional manner.

If you have an issue that is of concern to you, we encourage you to document it on this form, and present it to your child's teacher, with a copy to the Principal-Teacher.

If it is not resolved to your satisfaction you may submit it to the District Administration, and we will assist you in every way possible. Your input is important to us, and we appreciate your involvement.

- Issue of Concern:

- Desired Outcome:

- Suggestions to Achieve the Desired Outcome:

IMMUNIZATION

Before first entering school, a child must be fully immunized as required by law against diphtheria, pertussis, tetanus, polio, measles, and rubella. Children over the age of 12 shall not be required to be immunized against rubella (4 AAC 06.055).

Any student who does not show evidence of required immunization or who does not present a letter or affidavit from the parent/guardian or physician stating reasons for exemption based on medical reasons or personal beliefs shall be excluded from school until such time as the immunization is obtained or affidavit or exemption has been filed with the school.

The superintendent or designee shall exclude those students who fail to meet immunization requirements as required by law.

Provisional Admission

Where regular weekly medical services are not available, the superintendent or designee may grant provisional admission to students in exceptional circumstances for up to 90 days.

(cf. 5112.2 – Exclusion)

Provisional admissions shall be reported to the Department of Health and Social Services. The superintendent or designee shall inform parents/guardians of available immunization services and state or federal assistance.

Legal Reference:

ALASKA STATUTES

- 14.30.65 Supervision
- 14.30.125 Immunization

ALASKA ADMINISTRATIVE CODE

- 4 AAC 06.055 Immunizations required.

**Yukon Flats School District
Annual Parent Notice
Right to Request Teacher Qualifications**

School: All Yukon Flats Schools

Date: August 15, 2005

Dear Parent or Guardian,

Our school receives federal funds for Title I programs that are part of the *No Child Left Behind Act of 2001*. Throughout the school year, we will continue to provide you with important information about this law and your child's education.

You have the right to request information regarding the professional qualifications of your child's classroom teacher(s). If you request this information, the district or school will provide you with the following as soon as possible:

- a. If the teacher has met state licensing requirements for the grade level and subjects in which the teacher is providing instruction;
- b. If the teacher is teaching under an emergency status for which state licensing requirements have been waved;
- c. The type of college degree major of the teacher and the filed of discipline for any graduate degree or certificate; and
- d. If you child is receiving Tile I services from paraprofessionals and, if so, his/her qualifications.

If you would like to request this information, please contact you child's school.

Thank you for your interest and involvement in your child's education.

Sincerely,

Linda M. Evans
Superintendent

907-662-2515

levans@yukonflats.net

Yukon Flats School District School-Parent Compact

Dear Parent/Guardian:

We value your role in working to help you child achieve high academic standards. The following is an outline of some of the ways you and school staff can build and maintain a partnership to share the responsibility for supporting your child's learning.

School's responsibility:

- Provide high quality curriculum and learning materials
- Provide you with assistance in understanding academic achievement standards and assessments and how to monitor your child's progress
- Provide opportunities for ongoing communication between you and teachers through, at a minimum:
 - Annual parent-teacher conferences
 - Frequent reports regarding your child's progress, and
 - Opportunities to talk with staff, volunteer in class, and observe classroom activities.

Parent's responsibility:

- Encourage your child to attend school regularly
- Encourage your child to show positive behavior in school
- Review your child's homework
- Monitor television watching and encourage positive use of your child's extracurricular time
- Volunteer in your child's school and classroom if time or schedule permits
- Attend parent-teacher conferences and participate, when appropriate, in decisions relating to the education of your child

Please review this School-Parent Compact with your child. This Parent-School Compact may be discussed with you during a parent-teacher conference as it related to your child's school progress.

Thank you for your support and involvement in your child's education. Please contact me if you have any questions.

Linda Evans, Superintendent
907-662-2515
levans@yukonflats.net

Yukon Flats School District
Access to Student Information by Military or College Recruiters

Yukon Flats School

2005-2006 School Year

Dear Parent/Guardian and Secondary Students,

Our district receives funds from the federal government under the *No Child Left Behind Act of 2001*. These funds are used in a variety of ways to provide additional help to students in greatest academic need. The law also requires that districts receiving these funds must, upon request, provide to military recruiters, colleges and universities, access to the names, addresses and telephone listings of secondary students.

It is important for you to know that a secondary school student or his/her parent or guardian may request that the student's name, address, and telephone number not be released by the district, without prior written parental consent. If you would like to make such a request, please complete the following and return it to your child's school.

Parent or Guardian: Please complete this section and return the entire form to your child's school, only if you do not wish to disclose your student's information, according to the options below. Use a separate form for each child.

I am aware the district must provide access to military recruiters and colleges or universities of students names, addresses, and telephone listings. I am aware the district will provide this information upon request, unless I require that such information not be given to the following groups *without prior written parental consent*:

Military Recruiters (*please check one*):

- Do not release my secondary student's information to military recruiters at any time.
- Do not release my secondary student's information to military recruiters until you have first obtained my prior written parental consent to do so.

Colleges, Universities, or Institutions of Higher Learning (*please check one*):

- Do not release my secondary student's information to colleges, universities or other institutions of higher learning at any time.
- Do not release my secondary student's information to colleges, universities or other institutions of higher learning until you have first obtained my prior written parental consent before doing so.

Name of Student: _____ Name of Parent/Guardian: _____

Parent or Adult Student Signature: _____ Date: _____

Yukon Flats School District Protection of Pupil Rights Amendment (PPRA) Annual Notice to Parents

Dear Parent/Guardian:

It is very important to us to let you know of your rights regarding district surveys, collection and use of student information for marketing purposes, and certain physical examinations. These rights include:

1. *Consent* before students are required to complete a survey that concerns one or more of the following protected areas if the survey is funded in whole or in part by a program of the U.S. Department of Education.
 - Political affiliations or beliefs of the student or student's parent;
 - Mental or psychological problems of the student or student's family;
 - Sex behavior or attitudes;
 - Illegal, anti-social, self-incriminating or demeaning behavior;
 - Critical appraisals of others with whom respondents have close family relationships;
 - Legally recognized privileged relationships, such as lawyers, doctors or ministers;
 - Religious practices, affiliations or beliefs of the student or parents; or
 - Income, other that is required by law to determine program eligibility.
2. *Receive notice and an opportunity to opt a student out of-*
 - Any other protected information survey, regardless of funding;
 - Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, or scoliosis screenings, or any physical exam to screening permitted or required under State law; and
 - Instructional material used as part of the educational curriculum.
3. *Inspect*, upon request and before administration or use-
 - Protected information surveys of students;
 - Instruments used to collect personal information from students for any of the above marketing, sales or other distribution purposes; and
 - Instructional material used as part of the educational curriculum.

When a student reaches the age of 18 or is an emancipated minor under State law, the parent's rights transfer to the student.

The district has adopted policies, in consultation with parents, regarding these rights as well as arrangements to protect student privacy in the administration of protected information surveys and the collection, disclosure, or use of personal information for marketing, sales, or other distribution purposes. Parents will be notified of these policies at least annually at the start of each school year and after any substantive changes. The district will also inform parents at the beginning of the school year if the district has identified the specific or approximate dates of activities or surveys and will provide an opportunity for the parent to opt his or her child out of participating in a specific activity or survey.

For activities scheduled after the school year starts, parents will be provided reasonable notification of the planned activities and surveys and will be provided an opportunity to opt their child out of such activities and surveys. Parents will also be provide an opportunity to review and pertinent surveys. The following are specific activities and surveys covered under this requirement:

- Collection, disclosure, or use of personal information for marketing, sales or other distribution;
- Administration of any protected information survey non funded by the U.S. Department of Education; and
- Any non-emergency, invasive physical examination or screening as described above.

To file a complaint with the U.S. Department of Education concerning alleged failures by the district to comply with the requirements of PPRA, contact:

*Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue SW
Washington, DC 20202-5901*

Yukon Flats School District
Protection of Pupil Rights Amendment (PPRA)
Annual Notice to Parents

Dear Parent/Guardian:

The Family Educational Rights and Privacy Act (FERPA) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive federal funds.

FERPA gives parents certain rights with respect to their child's education records. When a student reaches the age of 18 or attends a post-secondary school or college, the parent's rights transfer to the student and the student is then an "eligible student" under the law.

Under FERPA, parents and eligible students have the following rights:

- 1) To inspect and review the student's education records maintained by the school within 45 days of the school's receipt of a written request. The request school identify the record(s) being inspected. The school is not required to provide copies of records and may charge a fee if copies are requested. The following staff person may be contacted to seek access to your child's record:
Rita Dayton, District-wide Counselor
907-662-2515 rdayton@yukonflats.net

- 2) To request that a school correct records believed to be inaccurate or misleading. The request must be in writing and clearly specify: (a) the part of the record requesting to be changed, and (b) why it is inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student has the right to a hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement in the record about the contested information. The school is not required to consider requests for grade or disciplinary decisions, opinions of school officials in the education record, or the child's special education determination. The following staff person may be contacted to request an amendment to your child's record:
Rita Dayton, District-wide Counselor
907-662-2516 rdayton@yukonflats.net

- 3) To control the disclosure of their child's personally identifiable information from their educational record, parents may request that the school, with certain exceptions, obtain their written consent prior to the disclosure of student information. An exception which permits disclosure without consent is disclosure to school staff with legitimate educational interests, such as a person employed by the district; a person serving on the school board; a person or company with whom the district has contracted to perform a special task (such as an attorney, auditor, or therapist); or a parent or student serving on an official committee, such as a grievance or disciplinary committee or assisting another school official; and/or an official or another school district in which as student seeks to enroll. A school official has a legitimate education interest if the official needs to review an education record in order to fulfill a professional responsibility.

- 4) To file a complaint with the U.S. Department of Education concerning alleged failures by the school district to comply with the requirements of FERPA at the following address:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DV 20202-4605

Yukon Flats School District
Family Educational Rights and Privacy Act (FERPA)
Annual Notice for Disclosure of School Directory Information
High School

Dear Parent/Guardian:

The Family Educational Rights and Privacy Act (FERPA) is a federal law that requires the school district, with certain exceptions, to obtain your written consent prior to the disclosure of personally identifiable information from your child's educational records. However, the school may disclose some student information without written consent when the information is designated "Directory Information" unless you have advised the district to the contrary in accordance with district procedures.

The primary use for Directory Information by the district is to include this type of information in certain school publications. It is generally not considered harmful or an invasion of privacy if released. Examples of school publications are:

- A playbill or program, showing you child's role in a drama or music production
- The annual yearbook
- Honor roll or other recognition lists published at school or in newspapers
- Graduation programs
- Sports statistics listed in program, such as football which may include height and weight of team members
- School or district website.

Directory Information can also be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to:

- Other schools the student is seeking to attend (transcripts, etc.)
- Class ring manufacturers
- State or federal authorities auditing, evaluating programs or enforcing state or federal laws
- A court by order of subpoena.

The school district has designated the following as Directory Information:

Student Name	Degrees, honors and awards received	Major field of study	Grade level
Address	Most recent educational agency or institution attended	Dates of Attendance	
Telephone Number	Participation in school-sponsored activities or sports	Photograph	
Email address	Weight and height of members of athletic teams	Date and Place of birth	

Parent: ONLY complete and return this entire form IF you DO NOT give your consent for release of School Directory Information. Use a separate form for each child and return it to their school.

I **do not** want my child's Directory Information disclosed and request one of the following:

- Do not release my secondary student's directory information at any time.
- Do not release my secondary student's directory information without my prior written consent.

Name of Student:

School:

Date:

Name of Parent/Guardian:

Signature of Parent/Guardian:

Address:

City:

State:

Zip:

Telephone Number:

Email Address:

Yukon Flats School District
Family Educational Rights and Privacy Act (FERPA)
Annual Notice for Disclosure of School Directory Information
Elementary/Middle School

Dear Parent/Guardian:

The Family Educational Rights and Privacy Act (FERPA) is a federal law that requires the school district, with certain exceptions, to obtain your written consent prior to the disclosure of personally identifiable information from your child's educational records. However, the school may disclose some student information without written consent when the information is designated "Directory Information" unless you have advised the district to the contrary in accordance with district procedures.

The primary use for Directory Information by the district is to include this type of information in certain school publications. It is generally not considered harmful or an invasion of privacy if released. Examples of school publications are:

- A playbill or program, showing you child's role in a drama or music production
- The annual yearbook
- Honor roll or other recognition lists published at school or in newspapers
- School/Student Directory
- School or district website.

Directory Information can also be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to:

- Other schools the student is seeking to attend (transcripts, etc.)
- State or federal authorities auditing, evaluating programs or enforcing state or federal laws
- A court by order of subpoena.

The school district has designated the following as Directory Information:

Student Name	Dates of Attendance
Telephone Number	Grade Level
Photograph	Awards or recognition received
Participation in school activities	Weight and height of athletic team members

If you do not want our school or district to disclose directory information about your child without your prior written consent, you must complete the attached form "Parent Request for Non-Disclosure of School Directory Information" by September 30, 2005 to let us know which type of directory information you wish to deny release or request prior written consent prior release.

We ask that you complete one form for each child and return the form(s) to your child's school. Form is on the next page.

Yukon Flats School District
Family Educational Rights and Privacy Act (FEPR)
Parent Request for Non-Disclosure of School Directory Information
Elementary/Middle School

Name of Student: _____ Date: _____

Name of Parent: _____ School: _____

Use a separate form for each child you are requesting nondisclosure of school directory information. Please return this form to you local school.

Parent/Guardian: Please complete the section below by selecting either 1, 2 or 3 from the list below, and return the entire form to your child's school.

I am requesting that my child's school take one of the following actions regarding the release of school directory information.

1. Do not release ANY information about my child, including name, telephone number, grade level, etc., or

2. Do not release the following information about my child (select one or more):

<input type="checkbox"/> Student Name	<input type="checkbox"/> Telephone number
<input type="checkbox"/> Grade Level	<input type="checkbox"/> Awards or school recognition
<input type="checkbox"/> Dates of Attendance	<input type="checkbox"/> Photograph
<input type="checkbox"/> Participation in school activities	<input type="checkbox"/> Weight and height of athletic team members, or

3. Notify me for my prior written consent before any directory information is disclosed or released about my child.

Signature of Parent/Guardian:

Address:

Telephone:

Email Address:

Preferred method for school to communicate with parent:

- telephone
- email