

Yukon Flats School District

Student-Parent Handbook

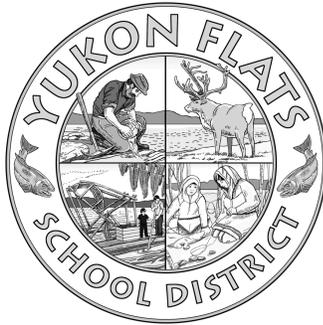
Dr. Lance S Bowie, Superintendent

Revised 05-05-2017

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Yukon Flats School District

**P. O. Box 350
Fort Yukon, AK 99740
Phone: (907) 662-2515
Fax: (907) 662-2519 or 3094
www.yukonflats.net**

**Arctic Village
Beaver
Chalkyitsik
Circle
Fort Yukon
Venetie**

Welcome to YFSD

May 5, 2017

Dear Parents, Guardians and Students

I wish to welcome you back to another school year. I am very excited about the upcoming 2017-2018 school year!

We value your input and suggestions. Your involvement in the educational process is a key component to success in school. If you can set aside time to volunteer in your students' classroom, please contact your school. Please also let us know if you have suggestions for improving our schools.

This year we are proud to announce the expansion of our vocational educational offerings. Our goal is to offer programs to meet the needs of our students locally without their having to travel elsewhere for their educational needs.

The staff of the Yukon Flats School District greatly appreciates your support. We look forward to working with you in the upcoming year. We are deeply committed to providing the best possible education for the students in the district. Enclosed you will find the District calendar for the school year highlighting the important dates.

Sincerely,

Dr. Lance S Bowie
Superintendent

YFSD Mission Statement



The Yukon Flats School District will provide its students with a quality education, which will ensure that they will become responsible and productive citizens with pride in themselves and their culture.

YFSD District Phone Numbers

YFSD District Office: (907) 662-2515

Administration	Extension
Superintendent	24
Director of Curriculum	26
Director of Maintenance	25
Itinerant Counselor	28
Director of Technology	23
Executive Secretary	21
Director of Federal Programs.....	27
Director of Special Education.....	29
Business Office	Extension
Business Manager	32
Food Services.....	33
Purchasing & Accounts Payable	35
Payroll.....	31
Schools	Phone
Arctic Village School	907-587-5211
Cruikshank School (Beaver).....	907-628-6313
Tsuk Taih School (Chalkyitsik)	907-848-8113
Circle School.....	907-773-1250
Fort Yukon School	907-662-2352
John Fredson School (Venetie).....	907-849-8415
Vocational Education Center (Fort Yukon).....	907-662-2765

YUKON FLATS SCHOOL DISTRICT

District Policies**STUDENT ATTENDANCE****Hours (for YFSD sites other than Fort Yukon)**

School buildings are open to students and the public from 8:00 a.m. to 3:30 p.m. The student's school day is as follows:

Preschool: Specific times determined by site

K-6: 8:30 a.m. to 3:00 p.m.

7-12: 8:30 a.m. to 3:30 p.m.

K-12 student breakfasts begin at 8:00 to 8:25, and all students have a 30-minute lunch. Only students participating in special school-supervised activities may remain after dismissal. No students are to be dismissed early unless communication with their parents has taken place. Teachers will keep records of early dismissals.

Note: *Times for Fort Yukon School are 30 minutes later than those given above.*

School Age

A child who is five (5) years of age before September 1 following the beginning of the school year, and who is under the age of 20 and has not completed the 12th grade, is of school age. A child who is three (3) years of age before September 1 is of pre-school age.

Compulsory School Attendance

Regular attendance of all students enrolled in the YFSD is required by the laws of the State of Alaska. The laws state that students must attend school during the full period and hours that school is in session.

General Information to Students

Regular attendance is essential to a student's success in school. Personal illness, death or serious illness in the immediate family, religious holidays, and unavoidable emergencies will be considered reasons for excused absences.

Admission to Class

Students should present a valid written excuse from a responsible adult stating the reason for their absence on the first day on which they return to school. Telephone calls will not be accepted in place of the required written excuse.

Attendance Recording

Teachers record daily a student's absence as *Excused* or *Unexcused* in their Attendance and Grade Book. Notes and records of phone calls regarding absences are kept on file by the teacher for the entire school year. Excessive numbers of Unexcused absences will be referred to the principal or principal/teacher. For schools other than Fort Yukon, monthly attendance reports are submitted by email or fax to the District Office at the end of each month.

Make-Up Work

School work missed as the result of absences is to be made up within a reasonable number of days. The teacher(s) will make the assignments—and the deadlines for doing the work—reasonable for a person who has recently been ill. Completion dates for make-up work will be made clear to the students. Identified deadlines will be enforced.

Request for Early Dismissal

Permission from home is required to authorize a pupil to leave school during the school day. In case of an emergency, parents should call or be called prior to early dismissal. Once students get on a school bus, they are under the jurisdiction and the control of the school and will go only to the school or to their home.

Students Leaving School Grounds

After the students arrive at the school, they are not to leave the school grounds until school is dismissed at lunch or at the end of the school day. Permission for students to leave the school grounds may be granted only by the principal or principal/teacher. Secondary Students grades 7th to 12th are allowed to leave school grounds during their lunch break.

Tardiness

To be on time for class is very important. Students who are not in their classrooms are considered tardy (either Excused or Unexcused). Students who are tardy for class will be referred to the principal or P/T for disciplinary action. Consequences may include spending 2 minutes of after-school detention for each minute a student is late to class, in-school suspension, etc.

Truancy

If a truancy problem should arise, the principal or principal/teacher will be notified.

Cold-Weather Policy

Children will attend school at parent's discretion if the temperature is -50° (fifty degrees below zero); absences will be Excused. Travel to and from school activities if the temperature is -50° (fifty degrees below zero) will be at the parent's discretion.

ABSENCES, GRADES, PROMOTION, RETENTION AND PLACEMENT**Absences**

To emphasize the importance of school attendance, students with excessive absences (15 Unexcused absences a semester) shall receive a failing grade and shall not receive credit or be considered for promotion. The Superintendent or designee will review extenuating circumstances on a case-by-case basis. BP AR 5113(a)

Grades

Students shall receive course grades that represent an accurate evaluation of the student's achievement on grade-level material. Teachers shall evaluate a student's work in relation to the state standards, which apply to all students at their grade level. Grades should be based on their mastery of course content and objectives as demonstrated through classroom participation, homework and tests. Site administrators and supervisors shall ensure that student grades conform to this system.

Promotion

Students shall progress through the school system's grade levels by demonstrating growth in learning the required basic skills. The student must meet grade level standards of expected student achievement (i.e. a minimum of a letter "D" grade). Other factors to consider are the student's daily attendance, attendance in after-school tutorials, and attendance in summer school. Progress toward high school graduation shall be based on the student's ability to pass the required subjects and electives necessary to earn half school credit

Retention

The following criteria shall be used when determining whether a student should or should not be retained:

1. The student has met grade-level standards of achievement (i.e. the student must pass core subjects with a minimum of a letter "D" grade).
2. Remedial help for the student is provided (i.e. after-school tutorials, attendance in and successful completion of summer school, one-on-one instructional aide assistance, Title I reading aide assistance, additional classes in core subject, etc.).
3. Treatment appropriate for the students needs (i.e. IEP's followed, updated or revised as necessary).
4. Parent/guardian has been informed of the student's progress on a quarterly basis (i.e. a log of parent conferences will be maintained and turned in at the end of the year).
5. Final decision for retention will be made by April of every school year.

Based on the above criteria, when a teacher believes retention is necessary, she/he will ask the site administrator to hold a conference by March 1. The student's parent/guardian shall be invited to participate. Although parental agreement is suggested, it is not required for retention.

PROGRESS REPORTS**Report Cards**

Yukon Flats School District will issue report cards at the end of each nine-week period.

Conferences

Parents/guardians will be informed of student's progress on a three-week basis. Additional conferences may be requested by parents or teachers. A log of parent conferences will be maintained by each teacher and turned in at the end of the year.

Deficiency Reports

Deficiency Reports are mailed out to parents at mid-quarter for students who are at risk of failing or when students are not working to their potential. Teachers will notify parents when students' grades or conduct are approaching this "at risk" status.

Pupil Records

A student's records shall be available only to school personnel on a need-to-know basis, and open to inspection by the student and/or his parent or guardian on appointment during regular school hours.

Grading System

K-3	Satisfactory or Unsatisfactory		
4-12	100-90	= A	= 4 points
	89-80	= B	= 3 points
	79-70	= C	= 2 points
	69-60	= D	= 1 point
	59-0	= F	= 0 points

Graduation Requirements

Graduation requirements for the Yukon Flats School District are as follows:

- a. Twenty-one (21) credits are required for a student to receive a diploma.
- b. Credits of students will be compiled and recorded by the principal or principal/teacher no later than one week after the end of each semester. This information will be forwarded to the Counselor’s office.
- c. During the senior year, compilation and recording of credits will be done for students at the end of the first and third quarters as well (see *Appendix A* for a complete list of the *Yukon Flats School District’s Graduation Requirements*)
- d. High school students will be offered classes of one full credit or one half-credit. No credits will be awarded to students of less than one half-credit.
- e. On one-credit courses, students will receive one half-credit at the end of each semester upon satisfactory completion of course work.
- f. On one-half-credit courses, students may not receive less than one half-credit. Students must satisfactorily complete all work during the semester that the course is offered.
- g. One-fourth-credit courses are no longer offered by the school district except for pre-approved Voc Ed courses.
- h. Instructional Hours are as follows:

One (1) Credit	= 135 clock-hours of instruction
One-half (.5) Credit	= 67.5 clock-hours of instruction

- i. “I” (Incomplete) grades will be assigned to students unable to complete the contact hours and course requirements.
- j. Removal of “I” grades must take place during the following semester:
 - All grades shall be made up within the following semester.
 - A grade of “F” will be assigned when time limits are exceeded.
- k. Petitions for time extension shall be directed to the principal or principal/teacher for approval.
- l. Students have the right to “challenge a class”. If the student receives a mark of “A”, “B” or “C” in “challenging” a class examination, the student will earn that grade for that class. The challenge procedures are found in the *Administrators Handbook*.

- m. Official copies of the student transcripts will be sent to the counselor's office at the end of each semester. One copy will be retained in the student file.
- n. The principal or principal/teacher and the counselor will be responsible for counseling students on course work toward graduation, and for keeping records of student progress on the District's *High School Course of Study Plan*.
- o. Students making in-district transfers will be able to continue their course of studies with appropriate arrangements made by the instructors.

Homework Guidelines

Homework will be assigned on a regular basis. Homework assignments should follow the daily time guidelines below:

Grades K-3: 15 – 30 minutes

Grades 4-6: 30 – 45 minutes

Grades 7-8: 45 – 60 minutes

High School: 60 - 120 minutes

Parents and Homework

Parents have a definite responsibility in the area of pupil homework. They should:

- Show positive interest in their child's schoolwork.
- Cooperate with the teacher to make homework more effective.
- Provide pupil with suitable time and place for homework.
- Serve as "consultants" to the child—*not* do the research or problems.
- Encourage, but not pressure the child.

DISCIPLINE

Code of Ethics for Students

Your reputation and the reputation of the YFSD are largely dependent on the manner with which you conduct yourself. The following may be helpful to you as a guide towards becoming a better student in school, and a better citizen upon leaving school:

- Do not cheat, and discourage all dishonorable practices.
- Conduct yourself in assembly programs, athletic contests, and all school functions so as to reflect credit upon yourself, your family and your school.
- Respect the rights and properties of others.
- Maintain high moral standards.
- Accept your responsibilities and attempt to fulfill them to the best of your abilities.
- Have respect for your parents, teachers and any other persons who have authority over you.
- Remember that using obscene language can only lower you—rather than raise you—in the eyes of others.
- Show tolerance towards others.

Remember this:

“Anybody can do what he is told to do, but to do the right thing at the right time without being told puts you in a class by yourself.”

— *Elbert Hubbard*

Purpose of Discipline

All students must be given the opportunity to pursue their educational interests in a setting that is free from disruptions or distractions that will interfere with the learning process. For this reason, discipline must be an integral part of an educational program. In order to create a good learning climate, fair and reasonable discipline guidelines and regulations must be established and enforced equitably.

Role of the Student

Students have the responsibility to adhere to all rules and regulations set by the Board of Education, superintendent, principal or principal/teacher, teacher and all other school personnel.

Role of the Teacher

Teachers have the responsibility to see that all students attend school in an atmosphere free from fear of physical or psychological abuse. Teachers have the authority to adopt reasonable rules and regulations for conduct within their classrooms and with conformance to the general school and District Discipline Plan. Teachers must fully inform students as to the reason for disciplinary action and insure that all actions are appropriate. Teachers must communicate immediately, with the parents of the students involved in serious trouble warranting disciplinary action. Teachers will make contact with the home to communicate absences and discipline.

Remember: Teachers are supervisors of pupils in all activities and situations concerning the school. They will exercise the degree of control that is reasonable and proper, both in and out of the classroom, to maintain order and safety.

Role of the Principal or Principal/Teacher (P/T)

The principal or P/T will see that order and discipline are maintained consistently throughout the school. In performing this responsibility, the administrator will see that all rules, regulations, policies and laws relating to the school and its students are enforced fairly, so that proper educational climate can be maintained.

Role of the Parents

Parents have the responsibility to be supportive of school actions taken when students are in violation of rules and regulations that have been adopted by school authorities. Parents must assume responsibility for all actions by their children, just as defined by law.

Role of Others (outside school)

In circumstances when a student presents a clear and present danger to himself or others, parents, local police and tribal leaders will be contacted to resolve the matter.

Corporal Punishment

No faculty member, under any provocation or circumstance, may use physical force of any kind with respect to students in their charge. Students are not to be touched even in jest. This does not preclude self-defense or intervention to stop physical confrontations. A degree of force necessary to restrain a student from such attack may be applied by a faculty member.

RIGHTS, RESPONSIBILITIES & LIMITATIONS

Any conduct prescribed by the following statement of rights, responsibilities, and limitations shall be subject to appropriate corrective action.

Criminal Acts

The commission of (or the participation in) any criminal act, as defined by law, in school buildings, on school property, or at school-sponsored events is prohibited. Disciplinary action may be taken by the school regardless of whether or not criminal charges result.

Firearms

Students on school property or at a school-sponsored event shall not carry on their person nor place anywhere on school property, nor in the vicinity of a school-sponsored event, any firearms or other weapons, except as assigned to students for (and used during) a regular course of instruction.

Smoking

Students are not permitted to smoke on school property. State law prohibits any smoking (criminal law 11.76.105).

Attendance

Daily attendance of all students that are enrolled in public schools is required in accordance with state law and Board rules. Students shall attend regularly-scheduled classes unless officially excused. Students on travel must be in attendance on the day of travel.

Disruptive Conduct

Conduct which materially and substantially interferes with the educational process or the lawful activities of others is prohibited.

Cooperation with School Personnel

Students must obey the lawful instructions of all school district personnel.

Refusal to Identify Self

All students in school buildings, on school grounds, or at school-sponsored events must, upon request, identify themselves to authorized school district personnel who properly identify themselves as being in a position of authority.

Off-Campus Events

Students at school-sponsored off-campus events shall be governed by school district policies and regulations, and shall be subject to the authority of school district personnel.

Freedom of Speech and Assembly

Students are entitled to express verbally their personal opinions in a manner that does not interfere with the freedom of others to express themselves. Obscenity and slander are prohibited.

Students have the freedom to assemble peacefully. There is an appropriate time and place for such assemblies. Meetings of school-sponsored organizations on school property shall be conducted at times and at places approved by the principal or P/T. Demonstrations or meetings which interfere with the educational process or the lawful activities of others are prohibited.

Freedom of Symbolic Expression***Dress and Appearance***

Students will be asked to change or cover up clothing that is considered to be disruptive to the educational process. Clothing that advertises or promotes the use of drugs, alcohol, tobacco products, sex and obscene language is *not* acceptable school attire.

Buttons and Armbands

Students may wear or display buttons, arm bands, flags, decals and other badges of symbolic expression, unless the manner of expression materially or substantially interferes with the orderly process of the school or the rights of others.

Patriotic Assembly

A student may abstain from the Pledge of Allegiance or salute if he or she desires.

Freedom to Publish

Generally, the restrictions and regulations governing responsible journalism as defined by the *American Society of Newspaper Editors* should be applied to student publications with the clear understanding that school officials have the authority—indeed the duty—to provide for an ordered educational atmosphere that is free from constant turmoil and distraction.

Unacceptable Items

- Hate literature which scurrilously attacks ethnic, religious and racial groups; materials involving defamation of the character of individuals in or out of the school; other irresponsible publications aimed at creating hostility and violence; hard-core pornography, profanity and vulgar slang are not suitable for distribution in the schools.
- Students are entitled to express in writing their personal opinions, but are expected to exercise responsibility and good judgment.
- The distribution of such material may not interfere with or disrupt the educational process. A written expression of opinion must be signed by its author, except that editorials representing a newspaper position may be printed without signature if all members of the editorial board are identified elsewhere in the paper.
- Students have the right to distribute leaflets and handbills at times and places as determined by the principal or P/T. The students that edit, publish or distribute

such leaflets and handbills among their fellow students assume the responsibility for the content of such publications.

- Non-school publications being distributed on school property may be seized by the principal or P/T who has reasonable cause to believe that such publications contain libelous or obscene material. Seized publications must be returned to the student or made available to the parent or guardian at the end of the school day.
- Commercial solicitation not authorized by the Superintendent shall not be allowed on school property at any time. An exception to this will be the sale of non-school-sponsored student newspapers published by the students of the school district. Such non-school newspapers, however, may be distributed only at times and places as determined by the principal or P/T.
- Students have the right to do necessary research for articles, including public opinion polls, and shall have the responsibility not to abuse that right. Polls shall require the permission of the principal or P/T if they interrupt class time, and the principal or P/T shall be informed of polls taken during the students' free time in school.

Search and Seizure

The following rules shall apply to search and seizure pertaining to students and school property assigned to them (e.g. lockers, desks):

1. Search of a specific area assigned to a student should be for a specific time and take place in his presence and that of a third person if each, respectively, can be located. No search shall be conducted without an attempt to secure the permission of the possessor unless the suspected possession poses a threat to life or property.
2. The school administration retains control over lockers and desk space loaned to students. The principal or P/T has the right and duty to inspect and search students' lockers and desks if he/she has reasonable cause to believe—upon information received from the police or otherwise—that drugs, weapons, dangerous, illegal, prohibited matter or goods stolen from the school or from members of the staff are likely to be found therein. The principal or P/T has the right and duty to search a student's person if he/she has reasonable cause to believe that drugs, weapons, illegal or prohibited matter or stolen goods are likely to be found on the student's person. Items discovered in such searches may be turned over to the police or used in school disciplinary proceedings.
3. Illegal items (e.g. firearms, weapons) or other possessions reasonably determined to be a threat to the safety or security of others may be seized by school authorities and at the discretion of the principal or P/T, and turned over to the police authorities. All legal items shall, upon request, be made available to the parent at the end of the school day, subject to possible limitations.
4. The above provisions shall not apply to general searches conducted for a specific purpose and with announcement at least one day prior to the day of the search.
5. Items which are used for disrupting or interfering with the educational process may be seized by school authorities.

6. The principal or P/T may search automobiles, snow machines, and four-wheelers which are parked on school grounds if he/she has probable cause to believe upon information received that drugs, weapons, dangerous, illegal matter or goods stolen from members of the staff or student body may be found.

INTERNET USAGE

Personal Digital Electronic Devices are not allowed to be used during regular school hours. Electronic devices may be used before and after school and during lunch.

Students are discouraged from bringing personal electronic devices to school and bear sole responsibility for their safety – neither the school nor any school personnel may be held liable for the loss of a student's devices brought to school.

Any students that are using a personal electronic device for non-school work will be confiscated and turned into the Principal's Office for safe keeping. Parent(s) will be notified to pick up the digital device at the end of the school day.

The complete electronic device for Yukon Flats School District policies can be found in BP 5138 (a) in the YFSD policies.

USE OF ALCOHOL AND ILLEGAL DRUGS BY STUDENTS

Appropriate disciplinary action will be taken against any student who is determined by the principal or P/T (or his/her designee) to be intoxicated with, or in possession of, any illegal drug or alcohol or tobacco products while under the jurisdiction of the School District.

Intoxication

1. A first offense by a student who uses or is intoxicated with alcohol or illegal drugs will result in three (3) days suspension from school. A student may be readmitted prior to the completion of the three days suspension if the parents/guardians of the student meet with the principal or P/T, and the principal or P/T recommends early re-admittance.
2. A second offense by a student who uses or is intoxicated with alcohol or illegal drugs will result in a minimum of three (3) days suspension from school.

Possession

Any student who buys, sells, or possesses intoxicating liquor, illegal drugs, or substances designed, intended or purported to look like illegal drugs, while under the jurisdiction of the School District, shall be referred to local law enforcement authorities. In addition, the Superintendent may recommend to the Board that the student be expelled for the remainder of the school year. The student and his/her parents/guardians may appear before the School Board to show just cause why the student should not be expelled for the remainder of the school year.

Counseling

The District may utilize available resources to provide counseling for students who are determined to be using illegal drugs or intoxicating liquors. Such counseling may be provided by District personnel, or through the use of other agencies. Counseling shall be designed to educate the students about alcohol or drug abuse, and reasonable efforts will be made to assist such students to overcome alcohol or drug problems.

Readmission

Any student who has been expelled for intoxication (or possession or use of intoxicating liquor or illegal drugs) shall be permitted to attend school when it reasonably appears to the School Board that the cause for the suspension or expulsion has been appropriately remedied.

Application for readmission shall be submitted by the student and his/her parents/guardians to the Superintendent. Such application for readmission shall be in writing, shall state the remedial actions taken, and any other cause warranting the readmission of the student.

The Superintendent shall present the request for readmission to the School Board, and may make a recommendation to the Board for disposition of the request.

Jurisdiction

The scope and extent of the authority of the District relating to disciplinary matters extends to classrooms, on school buses, on all school property, and during all school-related activities, on or off school property, whether taking place during or outside regular school hours.

GENERAL TRAVEL RULES / GUIDELINES

Student Travel Rules

1. Students must obey the law, school rules and regulations and instructions of chaperone(s). Students who display gross disobedience to the chaperone(s), break the laws of Alaska (such as in the case of shoplifting or the use of alcohol, tobacco or illegal drugs) ***shall be returned to their village as soon as possible at their own expense.***
2. Students shall be with chaperone(s) at all times.
3. Students must respect the chaperone's decisions regarding the selection and approval of all leisure time activities.
4. Time will be set aside daily for students to work on classroom assignments.

Eligibility Rules for Travel

1. Students must maintain a 2.0 point grade average. Students with any "F" grades do not meet eligibility requirements.
2. Students must maintain appropriate attendance.
3. Students must complete the *Student Travel/Eligibility Form*. The principal or P/T (or designee) shall make the decision and determine the student's eligibility for travel.

4. Students are allowed a maximum of 15 days for absences (including travel) per semester. Absences beyond the 15-day limit will result in failure for that semester.

General Procedures for Travel

1. Students must remain with chaperone(s) at all times except as listed below:
 - a. Free-time activities in another village. Chaperones, however, are responsible for checking on students at least once every three hours during free-time activities.
 - b. Students may travel by air without a 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 at the destination.
 - c. If a snow machine or boat is the method of transportation, the student must be accompanied by a chaperone while traveling.
2. Students who are returned from a trip—or whose trip is terminated for violation(s) of student rules for travel—shall not be allowed to travel on school district funds for the remainder of the school year
3. Students shall not be released to any individual without specific written authorization from the parent/guardian and the principal or P/T prior to the initiation of the trip.
4. When approved travel plans include lodging in private homes, explicit parental permission must be obtained in writing prior to the initiation of the trip.
5. All students traveling by means other than commercial jet must have access to a survival kit.

STUDENT ACTIVITY RULES

General Activity Rules

1. To attend a school activity, a student must be in attendance in school on the day of the activity.
2. Students must obey chaperone(s) at all times.
3. No smoking, chewing or other use of tobacco products will be allowed.
4. Possession, use or being under the influence of alcohol or other drugs is prohibited.
5. A person who is not enrolled in school or is on suspension will not be admitted to any activity that is not open to the general public.

STUDENT HEALTH

Health and School Performance

A very important feature of knowing students is knowledge of any physical defects and health conditions students may have. Teachers should be informed of health conditions that affect the student's schoolwork. Parents should give this information to teachers. At the beginning of the school year, the Clinic Health Aide may inform teachers of students with specific problems and needs. This information will be kept confidential.

Immunization

Parents must present a record of their child’s immunization before he/she can attend school. The record must include the date (day, month and year) that each vaccine dose was received. The immunization history of each child will be kept in school files.

Communicable Disease

Any child afflicted with or suffering from (or who has been exposed to or is suspected of having) any communicable disease shall be excluded from attendance.

Administering Medication

Under normal circumstances, the teacher is only permitted to give First Aid. The administration of medication to pupils is by authorization of the parent in writing.

First Aid Procedures

“First Aid” is treatment that will protect the life and comfort of an individual child until authorized treatment is secured, and is limited to the protection of life and comfort only, after which the individual is to be placed under the care of his/her parent/guardian. Responsibility for subsequent treatment rests with parent/guardian and health officials. *School employees are not authorized to provide medical or dental care beyond First Aid.*

EMERGENCY PROCEDURES

Students will be briefed and or drilled on appropriate actions for emergency situations including:

Flood

Students must remain at school until parent/guardian pick them up.

Fire and Earthquake

- a. Evacuate rooms through designated exits upon notification by alarm.
- b. Walk in an orderly manner to the prearranged safety zone.
- c. Close doors and window.
- d. Turn lights off.
- e. Don’t enter school without approval of a teacher, the principal or P/T, and only after the “all clear” is given.
- f. Teachers do a headcount at designated waiting areas to ensure that all students are accounted for.

School Lock Down

Soft Lock-Down

This is a precautionary security procedure due to a potential threat in the community or school.

Inside activities may continue as normal, however all outdoor activities are canceled and all exterior doors are locked. The main entrance to the school will be monitored and secured by the administrator or designee.

Hard Lock-Down

Interior doors are locked as a result of a life-threatening event occurring inside the school, on school grounds, or immediately nearby. Exterior doors are also locked.

All students and staff are behind locked doors and away from windows.

Red/Green Card Notification

Place a green card under the doorway and in the exterior window if the situation in the classroom is stable.

Place a red card under the doorway and in an exterior window if there is a problem in the classroom that needs prioritized response. (The absence of any card will be treated as a red card)

CHILD ABUSE OR NEGLECT

The Yukon Flats School District's teachers, social workers and administrative staff members are required by Alaska Statute 47.17.020 (a) (2), (3) and (c) to report child abuse or neglect if those employees in performance of their occupational duties have reasonable cause to suspect that a child has suffered harm as a result of child abuse or neglect. The report is required to be made immediately to the State of Alaska, Department of Health & Social Services, Division of Family & Youth Services, Fairbanks, Alaska.

If the employee cannot reasonably contact the Division of Family & Youth Services in Fairbanks, Alaska, and immediate action is necessary for the well-being of the child, the employee shall make the report to the Alaska State Troopers, Fairbanks, Alaska, and shall also notify the Village Police or VPSO.

STUDENT/PARENT GRIEVANCE PROCEDURE

The purpose of this procedure is to find a solution to a problem at the lowest possible level. Everyone involved agrees to keep problems confidential and to try to work out any problems informally.

A *grievance* is anything that interferes with you or your student's education or insults you as a person.

A grievance should be made within thirty (30) school days of the problem first occurring. A written record shall be kept of each session after Level One.

- **Level One:** Oral discussion between parties directly involved. If the grievance is unresolved, go to Level Two within five (5) school days.
- **Level Two:** The problem will be submitted in writing to the principal or principal/teacher. The action requested must also be stated. A written reply must be received within five (5) school days of receiving the submittal.
- **Level Three:** The grievance shall be submitted to the Superintendent of the Yukon Flats School District. A hearing will be held within five (5) school days of receipt of the grievance unless the timeline is extended by mutual agreement. A written reply must be made within fifteen (15) school days of receipt of the grievance. If unresolved, the

grievance shall go to Level Five within ten (10) school days of receipt of the Superintendent's reply.

- **Level Four:** The YFSD Board of Education shall hold a hearing within twenty (20) school days of receipt of the written grievance.

The Board may select a hearing officer or a panel of at least three (3) Board Members. The Board, at their next regular meeting, shall provide a written decision that will be forwarded within ten (10) school days to the aggrieved party. A student or parent may use the student council representative or the faculty representative to assist in the processing of a grievance.

A.S. 14.18. In the case of formal complaints filed under the terms of *A.S. 14.18* or *4AAC 06.500 – AAC 06.600*, the Board shall render a decision within 60 days after the initial filing of the complaint. If the complainant believes that a satisfactory remedy has not been achieved, the complainant may file a complaint with the Commissioner of Education on a form approved by the State Board of Education. The complaint must be filed within 180 days of the alleged violation.

EDUCATIONAL INCENTIVES

The following activities are examples of a portion of the extended curriculum available to eligible students in the Yukon Flats School District:

Perfect Attendance Stipend

- Year: Bicycle
- Quarter: \$10.00

Activities/ Programs That May Be Offered

- Basketball
- Volleyball
- Cross Country Running
- Cross Country Skiing
- Intramurals
- Yukon Readers Program
- Speech Competition
- Battle of the Books
- Career Day Experience
- Close-Up Program
- Survival Skills
- Travel
- Math Bee
- Spelling Bee

APPENDIX A

High School Graduation Requirements

The superintendent or designee shall prepare for Board approval a plan consisting of district graduation requirements. Students shall receive diplomas or graduation from high school only after meeting the following graduation requirements.

<i>Subjects (one credit each, except where noted)</i>	<i>Credits</i>
English I, II, III, IV <i>(all are required)</i> To include speech, reading, comprehension, vocabulary-building, grammar, written communications, content analysis, literature, leadership, critical thinking, and applied skills	4.0
Mathematics Select from: Integrated Math I, Integrated Math II, Pre-Algebra, Algebra I & II, Geometry, Calculus, Trigonometry	2.0
Social Studies Select from: World History, U.S. History and U.S. Government, Alaska Studies (.5), Alaska Native Land Claims or Alaska Studies II (.5), World Geography, U.S. Geography	3.0
Science Select From: General Science, Biology, Chemistry, Physical Science, Earth Science, Natural Science	2.0
Physical Education Select from or add to: Gymnastics (.25), Skiing (.25), Roller-Skating (.25), Ice-Skating (.25), Basketball (.25), Track (.25), Wrestling (.25)	.50
Health To include alcohol and drug abuse in an integrated approach, health and parenting	.50
Vocational Education Program (when available)	.50
Electives Select from: Vocational Education, Foreign Languages, Native Languages, River Navigation, Gwich'in, Computer Applications and Drivers Education	9.0

APPENDIX B

Approved Secondary Courses

<i>Course Names</i>	<i>Credits</i>	<i>Course Names</i>	<i>Credits</i>
LANGUAGE ARTS			
English I	1	English III	1
English II	1	English IV	1
SCIENCE			
Biology	1	Integrated Science II	1
Chemistry	1	Integrated Science III	1
Integrated Science I	.5		
MATHEMATICS			
Advanced Mathematics	1	Calculus	1
Algebra I	1	Geometry	1
Algebra II	1	Pre-Algebra	1
Integrated Mathematics I	1	Trigonometry	1
Integrated Mathematics II	1		
SOCIAL STUDIES			
Alaska Studies I	.5	U.S. Government	1
Alaska Studies II	.5	U.S. History	1
Alaska Native Land Claims	.5	World History	1
PHYSICAL EDUCATION			
Physical Education	1		
HEALTH			
Health	.5		
GENERAL ELECTIVES			
Gwich'in Language Studies I	1	Native Crafts	.5
Gwich'in Language Studies II	1	Principles of Technology 1	1
Gwich'in Studies	1	Principles of Technology 2	1
Journalism	.5		

<i>Course Names</i>	<i>Credits</i>	<i>Course Names</i>	<i>Credits</i>
VOCATIONAL EDUCATION			
Business			
Accounting	1	Keyboarding/ Typing I	.5
Recordkeeping	.5	Keyboarding/ Typing II	.5
Bookkeeping	.5	Journalism	.5
Computer Business Applications	.5	Marketing & Distributive Educ.	.5
Home Economics			
Basic Home Economics	.5	Healthful Living / Human Relations	.5
Child Development	1	Clothing and Sewing	.5
Industrial Arts			
Construction / Carpentry	.5	Vocational Drawing and Drafting	
Electricity / Wiring	.5	Photography	.5
Power Mechanics	.5	Welding	.5
Snow Machine Maintenance/Repair	.5	Woodworking	1
Small Engine Repair	.5	Chainsaw Maintenance and Repair	1
Outboard Engine Repair	.5		1
General			
Applied Communications	1	On-the-Job Training	.5
Work Experience	.5		

APPENDIX C

Course Descriptions

Course Names	Credits
<p>Alaska Studies I</p> <p>This course includes an overview of the six main geographical areas of Alaska and how these relate to Alaska's natural and human resources, transportation and communication.</p>	½
<p>Alaska Studies II</p> <p>This Course is a continuation of the first semester course and surveys Alaska's history from the first appearance of people in Alaska to the present, including a look at local, state, and federal governments in Alaska and current Alaska issues.</p>	½
<p>Alaska Native Land Claims</p> <p>May be offered in place of Alaska Studies II. The 1971 act is the event around which the course is organized. Achievement of the settlement act shapes the historical sketches that make up the first part of this course; the act's provisions-as implemented in 1975 and additional changes- define the topics for the second part of this course. The focus of the course is Alaska Natives and their destinies. Students will be able to tell why and how Eskimos, Indians, and Aleuts achieved a claims settlement and to explain what the Alaska Native Claims Settlement Act provides.</p>	½
<p>Advanced Mathematics</p> <p>This course culminates the process of acquiring fundamental skills in algebra and geometry</p>	1
<p>Algebra I</p> <p>This course emphasizes signed numbers, integer exponents, solving equations, systems of two linear equations in two unknowns, coin problems and unit conversions. The course also includes perimeter, area and volume in irregular geometric solids, and unit multipliers with English-metric and metric-English equations. Surface area problems involving prisms, cylinders, cones, and spheres are also practiced.</p>	1
<p>Algebra II</p> <p>The course completes the automation of fundamental skills of algebra by including motion problems, chemical mixture problems, nonlinear and simultaneous equations with two and three variables. The course also includes all concepts of geometry and 70 problems in trigonometry. Emphasis is placed in rectangular-to-polar and polar-to-rectangular coordinated, addition of vectors, similar triangles, problems on the equation line, complex numbers, completing the square, and deriving and using the quadratic formula.</p>	1

Course Names	Credits
<p>Applied Communications</p> <p>Students develop awareness of human relations. Students will develop competencies in communication skills: reading, writing, speaking, and listening. Students will develop competencies in business vocabulary and electronic communications.</p>	1
<p>Dance</p> <p>This course is designed to provide physical exercise, improve stamina and increase knowledge of the performance arts. Students will engage in various forms of dance including jazz, modern, and ballet. Students will also study basic movement and the great performances and performers. Traditional Athabaskan dance will also be included.</p>	$\frac{1}{2}$
<p>Drama</p> <p>This course is designed to explore and study the performance art. Students will study the great performances, playwrights, and actors/actresses from early civilization to the twentieth century. Students are expected to take part in several one-act plays, reader's theatre and improvisational theatre. There will be one major production per year, and all students must participate.</p>	$\frac{1}{2}$
<p>English I</p> <p>English I is comprised of two parts: Compositional and World Literature. First semester reviews the basic of grammar and usage. Students learn to put together well-organized, thoughtful sentences, paragraphs, and essays. Emphasis is on concise, technical writing. Second semester is focused on World Literature. Students explore literature by authors from around the world. Culturally diverse, famous pieces are the basic for discussion and expository writing.</p>	1
<p>English II</p> <p>English II is composed of two parts: Advanced Speech, Composition, and British Literature. First semester is based on composition. The writing process is emphasized, and students are encouraged to do a great deal of writing to express opinions, capture detail and use sensory language. First semester also includes an oral component. Students will be required to write and deliver 3-4 speeches as part of the course. Second semester is English II is focused on British Literature. Continental authors and works ranges from the 1300's to today. Meaningful, insightful text is the basis for discussion, composition and debate.</p>	1

Course Names	Credits
<p>English III English III is study of American Literature and U.S. Literature.</p> <p>First semester is focused on American Literature from the top of South America to the Polar Region. Students explore works from colonization of the Americas to the late 1800's. Short stories, essays, novels, and plays will be offered. Emphasis is on literary analysis, comparison and contrast.</p> <p>Second semester focuses on American and U.S. Literature from the turn of the century to the present. Contemporary authors, modern literature and modes of communication by mass media are covered. A term paper is a requirement for completion of this course.</p>	1
<p>English IV English IV is divided into two parts: Communication and Creative Reading/Writing.</p> <p>First semester explores modes of modern communication. Literature, music, video, cinematography, and on-line communication are utilized to acquaint students with all the major methods of modern communication and information access. Students will participate in activities related to gathering and effective communication.</p> <p>Second semester offers a student a chance to read preferred authors and try their collective hand at writing for enjoyment and mastery. Emphasis is on individual preference and Alaska Literature.</p>	1
<p>Geometry This course is designed to acquaint the student with the basics of plane geometry. Areas such as lines, planes, angles, congruent triangles, polygons, constructions, loci, area, and volume of solids, coordinated geometry, and transformations are considered.</p>	1
<p>Gwich'in Studies The goal of this course is to incorporate traditional practices of the Gwich'in people into a classroom learning experience. To ensure that we meet our educational objectives, the bilingual instructor will introduce and extensive Gwich'in vocabulary list with each unit, this course will be facilitated by the regular classroom teachers, but much of the instruction will be presented by local native speakers of Gwich'in. Gwich'in history will introduce the course, and will be part of each unit. Oral Traditional stories as well as published materials will be used in this course.</p>	$\frac{1}{2}$
<p>Gwich'in Language Studies I Introduction to Gwich'in, the language of the upper Yukon Flats. This course provides a framework for learning to speak, read, and write the language. Consideration given to dialect differences.</p>	1

Course Names	Credits
<p>Gwich'in Language Studies II</p> <p>The course is designed to learn to speak and understand Gwich'in. Focus on communication in everyday situation. For speakers the course provides literacy and grammatical analysis.</p>	1
<p>Health</p> <p>This course provides an overview of health. It studies the effect that life-style can have on one's overall wellness and the ways in which people can maximize their physical, emotional, and social health through positive life-style choices.</p>	$\frac{1}{2}$
<p>Integrated Math I</p> <p>This course bridges elementary math and high school math. It includes the study of fractions, decimals, percents, word problems, geometry, perimeter, circumference, area, pi, volume, ratio, proportion, exponents, scientific notation, signed numbers, mean, median, mode, sales tax, solving equations, and unit multipliers.</p>	1
<p>Integrated Math II</p> <p>This course is a continuation of Integrated Math I.</p>	1
<p>Integrated Science I</p> <p>This course provides an overview of physical science, biology, geology, and chemistry.</p>	$\frac{1}{2}$
<p>Integrated Science II</p> <p>This course provides more in-depth study of physiology, physics, earth science, biology, and chemistry.</p>	1
<p>Integrated Science III</p> <p>This course provides more detailed study of physiology, physics, earth science, biology, and chemistry.</p>	1
<p>Journalism</p> <p>All aspects of the news profession are examined through a balance of objective and subjective questions. Written work includes the development of a student newspaper.</p>	$\frac{1}{2}$
<p>Music</p> <p>This course is designed to study the area of music. Music appreciation, basic structures and music origin will be taught the first semester. Modern music and music video/multimedia production will also be taught.</p> <p>The second semester will be based on choral singing. Students will learn the basics of vocalization, rhythm, and sight-reading. Students will be required to participate in all performances.</p>	1

Course Names	Credits
<p>Native Crafts This course includes building skin canoes, snowshoes, sleds, drums, and beading.</p>	½
<p>Physical Education Students will be able to recognize the components of fitness, develop positive attitudes towards fitness and sports activities, and demonstrate cooperation and respect for rules and sportsmanship in all activities. Some team sports are flag football, floor hockey, basketball, volleyball, and softball.</p>	1
<p>Pre-Algebra This course automates the use of fractions, and mixed numbers, and decimals. It includes procedures for solving simple word problems and the concept of area.</p>	1
<p>Principals of Technology I The student will learn traditional concepts in the context of their relationship to four energy systems—mechanical, fluid, electrical, and thermal. This course allows students to discover and experience physics first-hand by exposing them to modern technical equipment with over 90 hands-on laboratory activities. Students learn both the underlying mathematical and scientific principals behind technology. Units during the first year focus on force, work rate, resistance, energy, power and force transformers.</p>	1
<p>Principals of Technology II The second year deals with momentum, waves and vibrations, energy converters, transducers, radiation, optical systems, and time constants.</p>	1
<p>U.S. Government The course covers the basic principals, structure, and operations of national, state, and local government. Participation in the political system, policy making, and contrasting economic and political systems are also studied.</p>	1
<p>U.S. History This course presents the values, ideals, and attitudes of Americans and significant themes in American History. Major topics include colonial settlement, the Revolutionary War, the development of the federal government, the Civil War and Reconstruction. Additional topics include industrialization, the First World War, Franklin Roosevelt, the Second World War, and contemporary international and domestic development.</p>	1
<p>World History This course gives a brief overview of world history from the Stone Age to the 1990's. Course topics include the rise of civilization, the Greeks and Romans, early Asian empires, African and American cultures, the spread of Islam, the development of Europe through the Middle Ages and Renaissance, and the European colonial system.</p>	1

Fort Yukon School Discipline

CONDUCT

In order for students to take advantage of available learning opportunities and to be productive members of our campus community, each student is expected to:

- ✓ Demonstrate courtesy — even when others do not.
- ✓ Behave in a responsible manner, always exercising self-discipline.
- ✓ Attend all classes, regularly and on time.
- ✓ Prepare for each class; take appropriate materials and assignments to class.
- ✓ Meet District or building standards of grooming and dress.
- ✓ Obey all building and classroom rules.
- ✓ Respect the rights and privileges of other students, teachers, and other District staff.
- ✓ Respect the property of others, including District property and facilities.
- ✓ Cooperate with or assist the school staff in maintaining safety, order, and discipline.

Applicability of School Rules and Discipline

To achieve the best possible learning environment for all our students, Ft. Yukon School rules and discipline will apply:

- On, or within sight of, school grounds before, during or after school hours or at any other time when the school is being used by a school group;
- Off school grounds at a school sponsored activity or event, or any activity or event that bears a reasonable relationship to school;
- Traveling to and from school or a school activity, function or event; and
- Anywhere, if the conduct may reasonably be considered to be a threat or an attempted intimidation of a staff member, or an interference with school purposes of an educational function.

Fort Yukon School Examples of Infractions

(The list is not meant to be exclusive but to provide examples)

Level One: (Examples)

1. Tardy- after 2 in a week or 5 in a quarter
2. Running in the halls
3. Misuse of equipment
4. Repeated disruption of class and repeated detention slips
5. Put down of others - bullying

Level Two: (Examples)

1. Cheating
2. Deliberate use of profane language
3. Fighting and physically abusive behavior
4. Abuse of school equipment on property including computers
5. Direct refusal to cooperate
6. Intimidation and/or bullying verbally or physically

Level Three: (Examples)

1. Being under the influence of illegal drugs, or alcohol while at school
2. Vandalism of school property
3. Profanity or other abusive language directed at students or staff members
4. Sexual harassment (verbal), sexual references or racial slurs of students or staff
5. Stealing
6. Repeated threats or intimidation (Bullying)
7. Failure to serve an in-school suspension within given expectations

Level Four: (Examples)

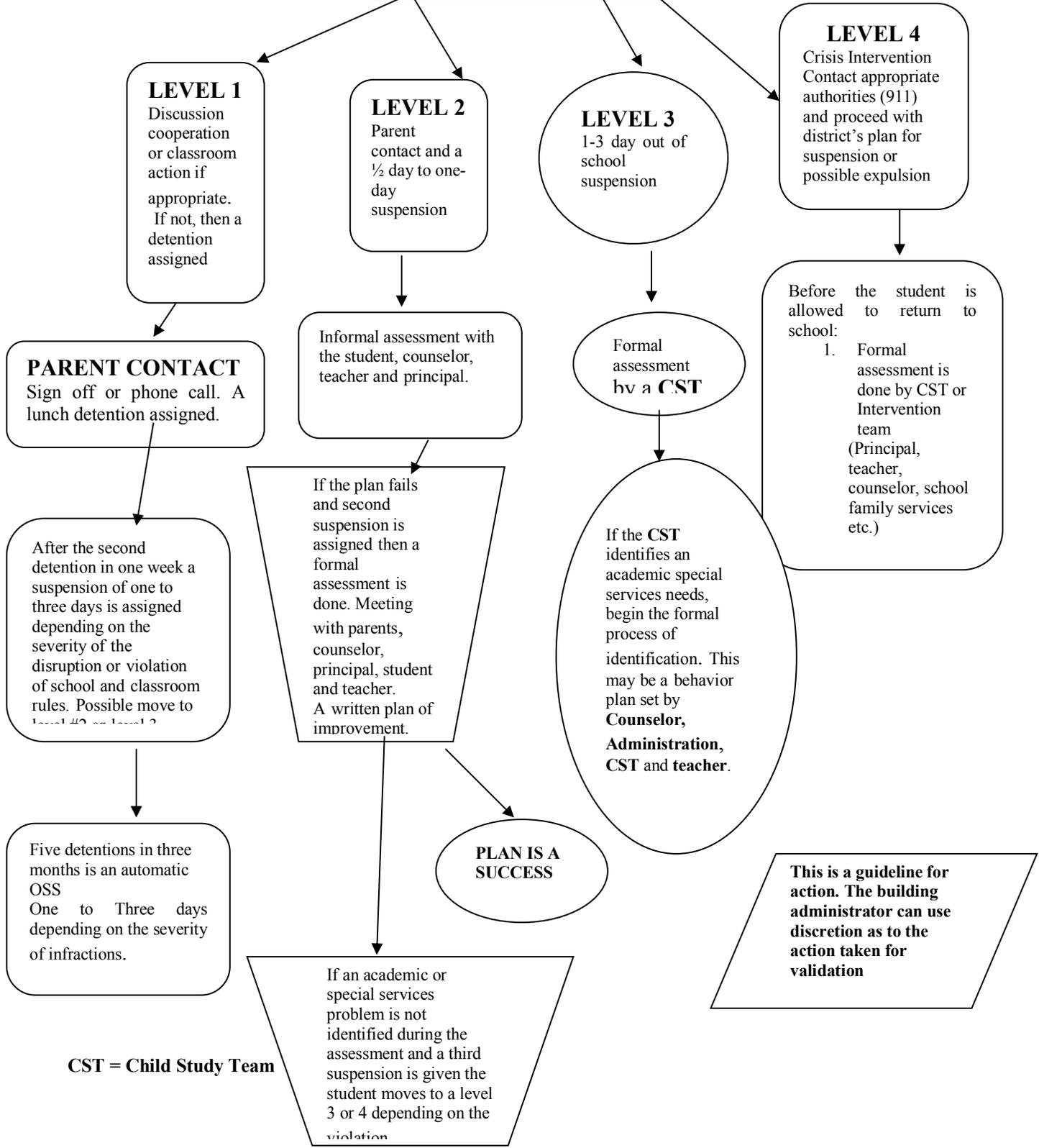
1. Physical assault of a staff member
2. Causing serious physical harm to another student
3. Deliberate action that endangers the life, health, or safety of another student or staff member
4. Sexual harassment (physical) of student or staff
5. Bringing a weapon to school (i.e.: knife, of any length, or any instrument that can be used as a weapon)
6. Using tobacco products at school
7. Bringing drugs to, or abusing drugs at school (illegal, prescribed, alcohol, tobacco and etc.)
8. Deliberate threat to harm another student or staff member
9. Possession of pornography of any kind brought on school property

Student Due Process

Students or parents have the right to appeal disciplinary actions or school procedures to the responsible teacher or to the principal. It is the goal of the Ft. Yukon School to provide an orderly, positive learning environment for all students. Your comments and concerns are welcome and will be addressed.

**Ft. Yukon School
Discipline Flow Chart**

**STUDENT
ACTION**



APPENDIX E

Fort Yukon School Staff Assignments / Room#s

<i>Position</i>	<i>Name</i>	<i>Room</i>
Principal	Debra Van Dyke	156
Voc Ed.		Voc/Ed Bld.
Secretary	Georgianna Engler	Office
K	Martinez	150
1st	Marci Woren	142
2nd	Michelle McGovern	148
3rd		149
4th		143
5th		147
6th		144
Science		132
Language Arts	Jenny Morrisett	125
Math		120
Social Studies	Tim Johnson	133
Counselor		District Office
Reading Specialist	Linda Gies	137
Technology Assistant	Richard Bloom	129
SPED Teacher	Mary Zika	136
SPED Aide	Patricia Carroll	136
SPED Aide	Bonnie Peter	136
SPED Aide		104
Bilingual	Jerene James	124
Maintenance	Derek Carroll	155***
Cook	Joyce Ward	Kitchen
Cook's Helper	Philene James	Kitchen
Custodian	Jasmine James	High School
Custodian	Walter Ansaknok	Elementary
Gym Custodian	Valerie Englishoe	Gymnasium
Bus Driver		Bus Route