

# Yukon-Koyukuk School District

## Student Rights & Responsibilities Handbook 2019-2020



Revised August 1, 2019

## Table of Contents

School District Overview	6
Mission	6
Vision	6
Beliefs	6
Goals	6
School Compact	6
Academic Progress	7
Accidents and Insurance	8
Activities and Sports—Middle School & High School	8
Activities - Enrichment	8
Alcohol and Other Controlled Substances	9
Attendance, Absences and Tardies	9
Bicycles/Four-wheelers/Snow Machines	10
Bus Transportation & Conduct	10
Cheating/Dishonesty	10
Complaint Procedure	11
Computers, Internet and Email	11
Contacting Students	12
Correspondence Guidelines--High School	12
Credits/ Loss of Credit--High School	12
Cultural	13
Dances	13
Detention	13
Directory Information/Family Education Rights & Privacy Act	13
Disciplinary Action	13
Discipline Guide	14
Disruptive, Dangerous or Illegal Articles	16
Dress	16
Due Process	17
Electronic Devices and Headsets	17
Eligibility for Students Who Possess or Use Tobacco, Alcohol or Controlled Substances	18
Eligibility for Travel/Participation in School Activities—Middle School & High School	19
Emergency Closings and Early Dismissals	19
Emergency Drills	19
Expulsion	20
Family/Parent Information Nights	20
Fees	20
FERPA	20
Field Trips	20

Final Exams--High School	20
Food In School	21
Grading--K-8	21
Graduation	22
Graduation Requirements	22
Guidance and Counseling	22
Gym Use	23
Harassment, Abuse and Assault	23
Health & Immunizations	23
Homework	23
Honor Roll - Middle & High School	23
In-service	23
Language	23
Leaving School Grounds	24
Library Use	24
Lockers	24
Make-Up Work	24
Meals	24
Motor Vehicles	24
Non-Discrimination	25
Parent-Teacher Conferences	25
Playground Supervision--Elementary	25
Profanity and/or Vulgarity	25
Public Display of Affection	25
Public Forum	25
Recess--Elementary	25
Report Cards	25
Retention/Promotion	25
School Day	26
School Spirit	26
School Store	26
Student Council	26
Student Rights and Responsibilities	26
Suspension	28
Teacher Surveys	28
Testing Program	28
Tobacco Use	28
Travel Rules	28
Valedictorian	29
Vandalism, Theft, Malicious Mischief	29
Visitors	29

Volunteers	30
Weapons & Dangerous Instruments	30

**Welcome**

It is the mission of the Yukon-Koyukuk School District, in active partnership with its families and communities, to provide our students with the skills and knowledge necessary to become contributing members of their families, communities and society. The Yukon-Koyukuk School District operates nine river school facilities: Allakaket School, Andrew K. Demoski School, Ella B. Verneti School, Jimmy Huntington School, Johnny Oldman School, Kaltag School, Merrelaine A. Kangas School, Minto School, and Rampart School. The river school enrollment is 312. All schools within the District have Internet and e-mail access. We strive to prepare students for life outside of school.

## **School District Overview**

Yukon Koyukuk School District has ten village schools located along the Yukon, Koyukuk and Tanana river systems. The District covers a geographic area larger than the state of Washington (encompassing about 65,000 square miles of territory). District boundaries fall within the Yukon-Koyukuk Census area. The YK Census area makes up only 1 percent (approximately 5,600 residents) of the state's total population. More than 93% of the district's 312 river school students are Alaska Native (Athabascan). The district also sponsors a statewide correspondence program called Raven Homeschool. There are approximately 1,682 full-time students enrolled in Raven during the 2018-2019 school year. District-wide, YKSD serves 1,994 full-time students.

Travel to eight of our nine communities is by small aircraft. Only one community (Minto) is accessible by a remote road system. Local travel within the communities is by boats during the summer months; and snow machine or dog sleds in the winter.

High school curricular offerings include English, math, science, social studies, physical education, health/first aid, career and technical education and foreign language. The graduation requirements are 21 credits.

Recognizing that today's youth need to be prepared for additional education and training and/or for entry-level positions in the workplace, our curriculum is aligned with the Alaska Performance and Content Standards and is designed to provide all students with the skills and knowledge to be successful in their chosen career path.

## **Mission**

The mission of the Yukon Koyukuk School District, in active partnership with its families and communities, is to provide our students with the skills and knowledge necessary to become contributing members of their families, communities and society.

## **Vision**

Every learner will attain excellence and learn with passion in a challenging and culturally enriched environment.

## **Beliefs**

We believe that all people are born with value and worth.  
We believe that all people are entitled to opportunity and education.  
We believe that all people are unique.  
We believe that all people have the right to be treated with dignity.  
We believe that the family is an important factor in a person's life.  
We believe that the parent is the first and foremost influence on a person's life.  
We believe that it takes a community working together to educate a child.  
We believe that it is important to recognize the values and traditions of cultures.

## **Goals**

- Start Strong: Every student starts strong with a solid foundation in grades Pre-K - Third
- Read by Third Grade: Every student reads by the end of third grade.
- Graduate Ready: Every student graduates ready for college and careers.

## **School Compact**

Students learn best when everyone involved works together to create a positive, cooperative, learning environment.

**As a student I will:**

- Be on time for school every day and prepared to learn;
- Work hard, listen, and do my best in each class;
- Participate fully in classroom activities;
- Work hard and complete assignments on time;
- Ask for help when I need it;
- Discuss with my family what I learn and do at school each day;
- Follow classroom and school rules and I will be in control of my behavior; and,
- Talk to a trusted adult if I am aware of bullying or unsafe behaviors.

**As a parent/guardian I will:**

- Make sure my child attends school every day, is on time, and prepared to learn (i.e., appropriate sleep, nutrition, and clothing);
- Support my child's efforts and celebrate with him/her successes;
- Learn how my child learns best and share that information with the school;
- Share my skills and expertise, at school, if requested;
- Monitor homework daily and support the completion of school assignments;
- Use school resources such as planners, newsletters, email/websites to keep up with school related issues and activities;
- Communicate with my child's teachers, as needed;
- Treat all staff and students with respect;
- Support and reinforce classroom expectations and school rules;
- Talk with my child about bullying and promote a safe and drug-free school environment;
- Participate in parent involvement opportunities and parent-teacher conferences; and,
- Provide family involvement opportunities and encourage participation.

**As a staff member I will:**

- Provide a welcoming environment;
- Communicate high standards for student performance and clear expectations for what students will learn;
- Treat staff, parents, other students, and visitors with respect;
- Clearly communicate school behavior expectations;
- Take steps to prevent bullying and promote a safe and drug free school;
- Keep up with current research and best practices; and,
- Assign appropriate homework.

**Academic Progress**

At no time should parents be in doubt concerning their child’s progress in school. A report of progress is sent home at midterm for all students, and report cards are mailed or given to parents/guardians at the end of each quarter. Students are also encouraged to chart their own grades as each quarter progresses. Parents, who have questions about grades or assignments, or wish to discuss a student’s academic progress, should call the office for an appointment with the teacher, counselor or principal. Parent may also check student progress online at <https://yksd.powerschool.com/public/>.

**Accidents and Insurance**

Every accident in the school building, on the school grounds, or at any school-sponsored activity, must be reported immediately to the person in charge and to the school office. The school will make every effort to inform the parent/guardian of any accident or illness occurring at school, which may need care or observation at home. However, no student will be sent home or to the clinic unless the parent/guardian has been notified or has given written permission for emergency medical treatment.

The school does not provide school accident insurance to its students. Insurance is available at parents’ expense.

**Activities and Sports—Middle School & High School**

Yukon Koyukuk School District sponsors the following activities and sports:

Activity	Dates	Grades	Est. days missed* **
Cross Country Running	August-September	Middle School & High School	6-8
Basketball	December-March	Middle School & High School	18-20
Rifle	October-December	Middle School & High School	0.5
Skiing	January-February	Middle School & High School	5-10
Native Youth Olympics	January-April	Middle School & High School	5
Archery	January-May	Elementary - High School	5
E-Sports	August-December	Middle School & High School	0
Track & Field	March - May	Middle School & High School	5

\*Does not include state travel

\*\*Note: A student’s absences for activities travel will be limited to 20 days barring unforeseen circumstances.

Students in grades 7-12 must have a physical examination in order to compete in sports. The physical form can be found in the Procedures Manual or found on-line at <http://www.asaa.org>.

All YKSD schools are members of Region II. Allakaket, Huslia, Kaltag, Koyukuk, Minto, Nulato and Ruby have individual school teams and may compete if applicable in all team and individual activities within their region. Hughes and Manley Hot Springs are eligible to compete with other member schools in all individual team sports and for the basketball and volleyball upon approval from ASAA. Eighth graders may petition to participate as part of the high school teams. Schools may have co-ed teams or cooperative teams with other schools when a school has an insufficient number of students for a team.

All students must have maintained at least an overall 2.0 GPA for the previous semester. Students who did not maintain an overall 2.0 GPA for the previous semester may regain eligibility in the current semester by achieving and maintaining an overall 2.0 GPA within the school’s grading system.

**Activities - Enrichment**

Activity	Dates	Grades	Est. days missed* **
----------	-------	--------	----------------------

Close-Up	April	High School	5
Construction/Welding Academy	Fall/Spring	High School	5-10
Cultural Camps	August - September	All	3-5
Education Academy	November	High School	10-12
Health Academy	April	High School	10-12
Career Fly-In	October	Sophomores	5
Phlight Club	All Year	Middle School & High School	3-5
Student Council	All Year	Middle School & High School	1-2
Educators Rising	All Year	High School	3-5
HOSA - Health Science Club	All Year	High School	3-5

### Alcohol and Other Controlled Substances

It is the intent of the Yukon-Koyukuk School District to maintain a drug-free and alcohol-free school environment so learning can take place; to educate students on how to avoid using alcohol and other drugs, teach students how to influence peers to avoid the use of alcohol or other drugs; provide instruction on discontinuing the use of alcohol and other drugs; to identify students who have substance abuse problems; to work with parents and community organizations in preventing alcohol and drug abuse; and to refer students for treatment as needed.

It is a violation of policy for a student to use, possess or sell alcohol, marijuana, other controlled substances while attending school or a school-related activity. This includes school related sporting events, interscholastic activities, school trips, or any other school-related activities. Violation of this policy will result in:

1. Parent/guardian contact
2. Suspension for one- to five-days
3. Contact of law enforcement authority within one school day of the suspension
4. Restriction from school activities for a minimum of 10 days.

When a student uses or possesses alcohol or illegal drugs on a school sponsored trip, the following shall also apply:

1. The student will automatically be sent home separate from the group/team as soon as can be arranged.
2. Loss of travel privileges for the remainder of the school year.

In addition, the following action may be taken:

1. Recommendation of expulsion
2. Referral to an appropriate community-counseling program with the student presenting evidence of setting up an evaluation and follow-up counseling prior to being readmitted to school.
3. Transfer/Alternative placement.
4. If student is a senior, he/she may be denied participation in the graduation ceremony.

### Attendance, Absences and Tardies

The laws of the State of Alaska specify that parents have the primary responsibility for ensuring the attendance of their children at school, and that students shall be regular and punctual in their attendance. The law also states that all children between the ages of 7 and 16 must attend school unless they have completed 12<sup>th</sup> grade. Unless a child is exempt from compulsory attendance laws, each five (5) days of unlawful attendance is a violation of state law (A.S. 14.30.020) and proper reporting procedures will be followed (i.e. Division of Family Youth Services, Tribal Family Youth Services).

If a student is absent (unexcused) for more than five (5) days per quarter, he/she will receive a non-passing grade and no credit for that quarter. If a student is absent from school, the student is prohibited from attending after school activities on that school day regardless if it is excused or unexcused. A student may be excused from classes due to illness, death in the family, prearranged situations in which the educational interests may be equally well-served by the student's absence from school, and religious activities. Three subsistence days in September have been designated in the school calendar as non-school days to allow for fall subsistence activities. For an absence to be excused the student will be required to present a note from parent/guardian or parent representation at the office upon his/her return or the parent/guardian or parent representative can contact a school employee by phone, in person or other method establishing fact that the student was absent for the stated reason.

If a student has ten consecutive unexcused full-day absences from school, the student shall be officially withdrawn from the school district.

Students who have a prearranged absence may make up the assigned work. The homework must be completed within 10 calendar days of returning to school. It is the student's responsibility to contact the teacher to receive their assignments and arrange to get help from the teacher outside of the regular school day. Students traveling on school-sponsored field trips will have a mandatory 1½-hour study hall for each day of school that is missed. If a student fails to complete the homework assignments, he/she will not be eligible for the next school sponsored field trip. Students participating in school-sponsored trips may not miss over 20 days without the permission of the superintendent.

A student is tardy if he/she arrives too late to class by 15 minutes or less. A tardy of more than 15 minutes per class period is considered an absence. Tardiness/absences can be made up before school, after school or during the weekend with a minimum of a ten (10) minute starting time. Five (5) tardies in the same class are considered one absence for that class.

Students who have missed school work because of an excused absence shall receive full credit if the work is turned in according to a reasonable makeup schedule. Students who miss school work because of unexcused absences or suspensions shall be given the opportunity to make up missed work; however, if students do not subsequently turn in homework, take a test or fulfill another class requirement, which he/she missed, the teacher may lower the student's grade for nonperformance. Students, who have a deliberate pattern of chronic unexcused absences, will not be allowed to make up assignments.

Report card mailings will include attendance summaries.

### **Bicycles/Four-wheelers/Snow Machines**

Students may ride bicycles, four-wheelers and/or snow machines as long as they ride safely to and from school. Students must have parent/guardian permission to drive four-wheelers and/or snow machines to and from school. Parent(s)/guardian(s) are liable for any injuries, accidents, or other incidents relating to bicycle, four-wheeler, ATV, and/or snow machine usage, YKSD is not liable for any incidents relating to their usage. Traffic violations using these vehicles will result in student losing the privilege of riding. Bicycles, four-wheelers, other ATV's and snow machines are not insured by the school district and bike areas are not monitored during the school day. The school does not take responsibility for lost, stolen, or vandalized bicycles, snow machines, ATV's or four-wheelers. Students bring bicycles, snow machines, ATV's and/or four-wheelers at their own risk. Students are encouraged to bring bike locks and to lock their bikes within the bike areas. Students who violate safe riding practice will lose the privilege of riding bikes, snow machines and/or four-wheelers to and from school.

Students participating in school sponsored activities that require use of off-road vehicles must wear protective gear: life vest for boat travel and helmet for snow machine and four-wheeler.

### **Bus Transportation & Conduct**

The Yukon Koyukuk School District provides school bus transportation as specified by state law. Riding the school bus is a privilege and requires good conduct while preparing to ride, riding, or leaving the bus. Because school bus passengers' behavior can directly affect their safety and the safety of others, the bus conduct rules apply at all times when students are riding a school bus, including on field trips, extracurricular activities, and other special trips. School personnel, parents/guardians and the students themselves all must see that these regulations are followed. Bus drivers have the responsibility to maintain orderly behavior of students on school buses and will report misconduct to the principal. The principal has the authority to suspend the riding privilege of students who are disciplinary problems on the bus. In all instances of misconduct, the rider and his/her parent/guardian shall be given notice and warning.

### **Cheating/Dishonesty**

Each school provides an environment that encourages honesty. Teachers will not ignore or condone cheating and anyone discovered cheating will be penalized. Inappropriate use of passes/notes, forged signatures, cheating on assignments and tests, or untruthfulness is considered dishonest and indicates an unwillingness to be accountable

for one's actions. Dishonesty will result in disciplinary action. Students caught cheating will be dealt within the following manner: teacher assign zero for the test, quiz or assignment involved and will average the zero into the quarter grade.

### **Class Examinations/Challenging Courses by Examination**

High School students may challenge a course by examination. To challenge a course students must file a request with the principal or designee for approval. The request must be filed within two weeks of the time of initial entry to the high school course to be challenged. The request shall include:

1. Grades in course in the same subject area as course being challenged;
2. Recommendations from course instructor and subject area teachers;
3. Substitute course to be taken by the student; and
4. Student's rationale or reasons for wishing to challenge a specific course.

The exam will be a written assessment based on the course outline. The student must pass the test with at least an 80% to get a grade and receive credit. The grade provided for the student's record will be based on his/her achievement level. The student may decline to accept the grade and its inclusion on his/her permanent record. The district may charge a fee up to \$50 per student per course challenged. Students may apply for a fee waiver. The guidelines for challenging a course are:

1. Students may earn no more than 10 credits through challenge which meet graduation requirements.
2. Students may only challenge a particular course once. A student may not generally challenge a course in which he/she has previously received a failing grade, a course previously taken where credit was received, or in a subject area other than math, language arts, science, social studies, or world languages.
3. A student may challenge a course in which the student is enrolled or any other approved offering. A student may not attempt credit for a course below his/her ability or grade placement.

### **Complaint Procedure**

Proper channeling of complaints involving instruction and discipline is as follows: 1) Teacher, 2) Principal, 3) Director of School Operations, 4) Superintendent, 5) School Board. Most complaints can be resolved by informal discussions. If the complaint cannot be resolved informally by the persons involved, the complainant may submit a written complaint. For more information about written complaints refer to Board Policy Manual AR 1312.

Complaints concerning instructional materials must be presented in writing to the principal on the proper form. The form and more information can be found in Board Policy Manual AR 1312.

The administration and then the superintendent will investigate any complaints about school personnel before consideration and/or action by the Board. To be considered officially by the Board or superintendent, complaints shall be in writing, and no anonymous correspondence shall be considered.

The district follows the Elementary and Secondary Education Act (ESEA) as a way to support and improve the quality of the educational program. If a violation is suspected, written complaint must be submitted to the superintendent as set forth in AR 1312.4.

The Board as a whole and individual board members shall refer those with complaints to the administrative staff, and will only consider the complaint after the administration has reviewed the complaint and the complaint still needs to be addressed.

### **Computers, Internet and Email**

Student Internet use, including email, is monitored by the district for safety and appropriateness. For a student to be eligible to use the Internet, the student and parent/guardian must read and sign the Student Internet User Agreement. Failure to follow the established rules outlined in policy will lead to appropriate disciplinary action, including loss of access to the network. Legal action may be taken where/when appropriate.

School computers, iPads, and Chromebooks are property of the school District. At no time does the district relinquish its exclusive control of devices provided for student educational use. The devices are not allowed off school campus without express written consent from the Director of Technology or designee. Computers shall not be used to disseminate sexually explicit, vulgar, indecent, offensive, or lewd communications. The School District reserves the right to inspect and review computer files at any time. School authorities may conduct such inspection

when they deem it necessary, without notice, without student consent, and without a search warrant.

Cyberbullying is bullying or harassment that happens online. It can happen in an email, a text message, a game, or on a social networking site. It might involve spreading rumors or images posted on someone's profile or passed around for others to see, or creating a group or page to make a person feel left out. Cyberbullying will not be tolerated and will have the same consequences as harassment and bullying.

Students and staff are expected to act in a responsible, ethical, and legal manner in accordance with district policy, accepted rules of network etiquette, and federal and state law. Specifically, the following uses are prohibited:

- a. Use of the network to facilitate illegal activity.
- b. Use of the network for commercial or for-profit purposes.
- c. Use of the network for non-work or non-school related work.
- d. Use of the network for product advertisement or political lobbying.
- e. Use of the network for hate mail, discriminatory remarks, offensive or inflammatory communication, harassment, or bullying.
- f. Unauthorized or illegal installation, distribution, reproduction, or use of copyrighted materials.
- g. Use of the network to access obscene or pornographic material.
- h. Use of inappropriate language or profanity on the network.
- i. Use of the network to transmit material likely to be offensive or objectionable to recipients.
- j. Use of the network for hacking or intentionally obtaining, accessing, or modifying files, passwords, and data belonging to other users.
- k. Impersonation of another user, anonymity, and pseudonyms.
- l. Use of network facilities for fraudulent copying, communication, or, modification of materials in violation of copyright laws.
- m. Loading or use of unauthorized games, programs, files or other electronic media.

### **Contacting Students**

Parents who need to contact their child or take the student out of class are asked to check in with the office before going to their child's classroom. Messages and deliveries from home should be left at the office. Telephone messages for students will be delivered between classes. Students will be called out of class only in an emergency. Students may use the office phone only for school business. Students may use classroom phones with teacher permission.

### **Correspondence Guidelines--High School**

Students may use correspondence courses to meet graduation requirements by completing online courses offered through agencies approved by the School Board. The student must have the course selection approved in advance by the principal and counselor and must fill out the Alternative Credit Options form. Students who enroll in correspondence courses are responsible for paying the correspondence costs and fees.

Credit may be earned only if a course is needed for credit recovery and the course is presently not offered at the school the student is enrolled, if a higher-level course is not currently offered at the district, or if a student is home-bound due to special needs/circumstances.

### **Credits/ Loss of Credit--High School**

A credit shall be given for 130 clock hours or 7800 minutes of instruction, which may include both formal and informal learning experiences, laboratories, work experiences, and other daily or intensive learning experiences conducted under the supervision of a certified teacher and approved by the district. Credit will be awarded on a semester basis only.

The district may approve and accept credits for work completed outside of the regular curriculum of the district provided that the request for credit is received from the student or agency prior to taking the course or program, the district has on file a complete outline of the objectives and content of the course or program, the district receives verification from the instructor or agency sponsoring the course that the work was completed and issues a grade, and the course or program is conducted under the supervision of a certified teacher, college instructor or recognized expert.

Students with excessive unexcused absences five (5) or more per quarter shall receive a failing grade and shall not receive credit for the class(es).

With the principal or designee, a student may repeat a course in order to raise his/her grade. Both grades will be entered on the student's transcript, one under subject area and one under remaining electives as appropriate.

A complete description of courses and credits is provided in the booklet, *Curriculum Handbook*.

### **Cultural**

Cultural enrichment activities and inclusion of place-based education is encouraged and celebrated in each school. When school starts in the fall, the silver salmon are running, and the berries are ripening. In the tradition of hunters and gatherers the schools take advantage of this opportunity by hosting culture camps or culture weeks, anywhere from the end of August to the end of September when moose hunting ends. Inter-generational activities between Elders, students and teachers are encouraged throughout the school year and in afterschool programs with the local tribal councils.

### **Dances**

Dances are open to Middle and High School Yukon Koyukuk School District students only, with the exception of school-wide dances open to all students. Guests may attend the dance, provided the principal or designee approves them. Guests must be in good standing with the school. Students who attend a dance may not leave and then return. During a dance, all school rules must be followed, including but not limited to possession or use of alcohol, drugs, or tobacco, swearing, or inappropriate personal contact. If a student is absent for any reason the day of a dance, they may not participate in the dance.

The principal must approve all dances.

### **Detention**

Students may be assigned to serve detention during school, before school, after school, or on the weekend as a result of unacceptable behavior. Detention may be assigned by the office or may be given by a teacher at his/her discretion. Failure to serve any assigned detention may result in suspension from school.

1. Detention will be served with the teacher who assigns it, unless other arrangements are made with the principal.
2. The student may discuss the detention with the teacher at a time arranged by the teacher.
3. The student may discuss the detention with the principal after talking with the teacher.
4. Parents are welcome to talk with the teacher to clarify the issuing of the detention.
5. Detention and other disciplinary actions will be logical, reasonable and progressive in nature.

### **Directory Information/Family Education Rights & Privacy Act**

The district may release student directory information, which includes but is not limited to the student's name, address, telephone, electronic mail address, photograph, date and place of birth, major field of study, participation in officially recognized activities and athletics, weight and height of athletic team members, dates of attendance, grade level, enrollment status, degrees and awards or honors received, scholarship eligibility, and the most recent school attended by the student. Parents/guardians and/or students have the right to refuse permission for release of information in any or all of these categories by providing written notification to the principal by September 15 or within two weeks of enrollment if after that date. The confidentiality of student records shall be maintained in accordance with legal requirements. Information may be disclosed from student records when necessary to protect the safety of a student or others, as permitted by law.

### **Disciplinary Action**

Disciplinary action may take the form of any or all of the following, depending upon the circumstances and the seriousness of the situation: 1) verbal reprimand, 2) detention, 3) suspension, 4) referral for prosecution, 5) expulsion.

**Discipline Guide**

Yukon-Koyukuk School District believes that a safe, well-disciplined school environment is necessary in order to optimize learning and to help students develop the qualities needed to become responsible citizens. The District and each staff member within the school will maintain high expectations for student behavior.

The school staff will work with students to encourage them to gain control over their behavior and to discourage repeated or serious infractions. We believe that discipline should be progressive and that the consequences should be logical and reasonable as they relate to the offense. We also believe that the school staff and parents must work together as a team to address discipline issues.

Most students are self-disciplined and will never need to be disciplined as outlined below. The following discipline plan allows latitude for mitigating or aggravating circumstances as well as for students exhibiting a pattern of misbehavior. Most classroom discipline will be the teacher’s responsibility unless a pattern of misbehavior occurs. The behaviors listed below are not always explicit, and a variety of behaviors may fall under one category. The behaviors are not exclusive, and additional behaviors and consequences may be added, as circumstances require.

<u>Offense</u>	<u>Consequence</u>
<b>Tardiness</b>	
1st offense	Warning from teacher.
2nd offense	Ten minutes detention given by teacher.
Repeat offense	Sent to the principal’s office, parent call, twenty minutes detention (additional offenses will result in a parent/principal discipline plan).
5 <sup>th</sup> offense	Equivalent to 1 absence.
<b>Electronic Device Use</b>	
1 <sup>st</sup> offense	Verbal warning - device must be put away until the end of the day (either student does or teacher holds)
2 <sup>nd</sup> offense	Device confiscated and returned at end of day, offense recorded with the principal.
3 <sup>rd</sup> offense	Device confiscated, offense recorded, device must be picked up by parent or held by principal until the end of the semester
4 <sup>th</sup> offense	Device confiscated, student may receive a one-day suspension, device must be picked up by parent or be held by the principal until the end of the semester. The device may not be brought to school for the rest of the year.
<b>Skipping (Missing class without a valid excuse)</b>	
1st offense	Principal will assign detention based on time missed (1 hour missed = 1 hour detention), parent notification.
Additional offenses	Further offenses will result in a parent/principal discipline plan, possibly including in-house suspension.
<b>Profanity, vulgarity, offensive actions</b>	
1st offense	Warning, possible parent notification, possible detention or suspension.
2nd offense	Parent notification, parent/principal discipline plan, possible one day out-of-school suspension.
Additional offenses	Parent conference, progressive suspensions, possible recommendation for expulsion.

**Motor vehicle offenses**

Any offense Warnings, parent notification, possible police notification, possible loss of school property driving/parking privileges. Progressive sanctions for repeat offenders.

**Insubordination (Refusal to comply, disrespectful behavior)**

1st offense Parent/student/principal conference, possible suspension, student apology.

2nd offense Parent/student/principal discipline plan, possible one day out-of-school suspension.

3rd offense Parent/student/principal conference, possible three day out-of-school suspension. Further incidents may result in recommendation for expulsion.

**Harassment, bullying, cyberbullying**

1st offense Parent conference, recommendation for counseling services, possible suspension.

2nd offense Parent/principal discipline plan, possible one day out-of-school suspension.

3rd offense Possible three day out-of-school suspension, possible recommendation for expulsion.

**Tobacco use or possession**

1st offense Confiscation, parent notification, possible police notification, minimum one day in-school suspension.

Repeat offenses Confiscation, parent notification, police notification, progressive out-of-school suspensions, minimum three days during which the student will be required to complete the ASAA TAD Educational Program.

**Alcohol, drugs, controlled substances**

1st offense Parent conference, possible police notification, minimum three day out-of-school suspension. Additional sanctions related to activities eligibility as outlined in student handbook.

Repeat offenses Parent conference, police notification, minimum five day out-of-school suspension, possible recommendation for expulsion. Activities eligibility sanctions as outlined in student handbook.

**Destruction of property, vandalism and theft**

1st offense Parent and police notification (discretionary), restitution, possible suspension.

2nd offense Parent and police notification, restitution, possible suspension, possible recommendation for expulsion.

3rd offense Parent and police notification, recommendation for expulsion.

**Dangerous, disruptive and illegal articles (Federal Gun Free Schools Act)**

1st offense Confiscation, parent notification, possible police notification, possible suspension, possible recommendation for expulsion (see Gun Free Schools Act.)

**Fighting (Both participants)**

1st offense Parent conference, possible one day out of school

	suspension.
2nd offense	Parent conference, possible five day out-of-school suspension, recommendation for counseling services, anger management.
3rd offense	Parent conference, possible five day out-of-school suspension, possible recommendation for expulsion.
4th offense	Parent conference, possible recommendation for expulsion.
<b>Assault</b>	
1st offense	Parent conference, police notification, minimum three day out-of-school suspension, possible recommendation for expulsion.
2nd offense	Parent notification, police notification, minimum five day out-of-school suspension, possible recommendation for expulsion.

**General School Rules and Behavioral Expectations:** *Students will be expected to behave in a manner that does not interfere with the health, safety, and learning of someone else.*

1. Treat others with fairness, courtesy and respect.
2. Treat all property and equipment (yours and others') with care and respect.
3. Follow directions.
4. Be on time and come to class prepared.
3. Use appropriate language.
4. Students are not allowed to use personal electronic devices during instructional time.
5. No fighting, rock throwing, snowball throwing or other potentially dangerous activities.

#### **Disruptive, Dangerous or Illegal Articles**

Students shall not bring to, possess, or use deadly weapons, firearms, knives, dangerous instruments, or their replicas in school buildings, on school grounds or district-provided transportation, or at any school-related or school-sponsored activity away from school, unless written permission has been previously obtained from the Superintendent or designee specifically authorizing that possession or use. Students who violate this policy are subject to disciplinary action in accordance with district policy and procedures.

School employees may confiscate weapons or dangerous instruments on school grounds or at school-related or school-sponsored activities in order to maintain discipline and to protect the welfare and safety of students, staff and the public.

The Board shall expel any student who brings a firearm to school in violation of this policy for a period of not less than one (1) calendar year. The Board shall suspend for at least 30 days, or expel for the school year, or permanently, a student who possesses a deadly weapon other than a firearm. The district may consider requests for early reinstatement by students suspended or expelled for violations of this policy. The Superintendent shall develop procedures and conditions for early reinstatement.

#### **Dress**

Dress is a matter of taste and is a responsibility of the student and his/her parent(s). Students are expected to dress tastefully and appropriately. Clothes and grooming should be neat, clean, safe, and should not disturb school activities or create a hazard to others. **Offensive or suggestive logos or clothing that promote illegal activities, such as drugs, alcohol, tobacco, violence or gang behavior are not allowed.** Sexually suggestive clothing such as strapless tops, spaghetti straps, bare midriffs, and low riders are not allowed. No cleavage may be shown. Shorts and pants should be fitted at the waist and must not reveal underwear. Students may be sent home or asked to change the offensive article of clothing. Piercings may not interfere with the student's education process. The above applies to all school activities. Students may wear or display buttons or armbands, flags, decals or other badges of symbolic expression UNLESS the manner of expression interferes with the education or activities or others. Students should not wear sandals on PE days.

### **Due Process**

Due process is the procedures to be followed when a student violates a rule. Before any discipline is imposed, a student will be advised of the reason for the disciplinary action and the evidence against them. Students shall be given the opportunity to explain their side of the situation before the discipline is imposed.

For suspensions of ten (10) days or less, an informal conference conducted by the principal or designee with the students and if possible the school employee who referred the student to the principal. At the conference, the student shall be informed of the reason for the disciplinary action, the evidence against the student, given the opportunity to explain his/her version and evidence in support of his/her defense. At the end of the discussion, if the principal believes the student is guilty of the misconduct charged, the student may be suspended for up to ten days or less. The conference may be omitted if the principal, designee, or superintendent determines an emergency situation exists, which involves a clear and present danger to the lives, safety or health of students or school personnel. If a pre-conference is not held, the parents/guardians and the student shall be notified of the student's right to return to school for the purpose of a conference. The conference shall be held within two school days, unless the student waives his/her right or is physically unable to attend the conference. In the case of a student being unable to physically attend the conference, the conference will be held as soon as the student is physically able to return to school.

If a student feels that he/she is being disciplined unfairly, the student has the right to grieve the treatment by making an appeal to the superintendent or the school board.

In suspensions or expulsions of longer than ten (10) days, the student shall have the right to a hearing before the Board. The procedures for a hearing in suspensions of more than ten days are specified in the Procedures Manual.

### **Electronic Devices and Headsets**

High school student may use cellular phones and other portable electronic devices before and after school and during the student's lunch period. Personal electronic devices include but are not limited to cell phones, headphones, iPods, MP3/MP4, CD players, and games. Elementary and middle school students (K-8) may use such devices only before and after school. Additionally, no student may use a cellular phone or portable electronic device in a manner, or at a time, that interferes with or is disruptive of other students' instructional time.

Students are required to turn cell phones and other portable electronic devices over to school personnel when requested. These items may be confiscated by the district as necessary for investigation or disciplinary proceedings.

The district assumes no responsibility for loss or damage to personal property of students, including cell phones and other portable electronic devices, whether in the possession of students or if confiscated by school personnel.

### Eligibility for Students Who Possess or Use Tobacco, Alcohol or Controlled Substances

A student who uses, possesses, distributes, or is under the influence of tobacco, alcohol or other drugs during an activity season shall be suspended from the activity as outlined below:

- First Offense     The student will be suspended from all interscholastic activities for a period of ten (10) calendar days for the first offense. Fifty (50) percent of the suspension will be forgiven and the student may return to practice if the student and parent/guardian complete the First Offense educational component.
- For tobacco use, if a student under the First Offense Penalty violates the Tobacco Rule within ten (10) calendar day period of suspension, the student's period of suspension will start over again; the First Offense educational component will become mandatory, and no forgiveness will be granted. This process will continue until the student has demonstrated ten (10) calendar days without a subsequent tobacco violation. A student who has not completed a suspension or re-suspension under the First Offense Penalty for violation of the Tobacco Rule does not become subject to imposition of penalties under a Second, Third or Fourth Offense for violation of the Tobacco Rule, until the student has completed all suspensions and re-suspensions under the First Offense Penalty for tobacco use. A student serving a First Offense Penalty under the Tobacco Rule is; however, subject to immediate imposition of a Second Offense Penalty to the extent this is based upon violation of the non-tobacco prohibitions under this Policy.*
- Second Offense    The student will be suspended from all interscholastic activities and practice for forty-five (45) calendar days. Both the student and parent/guardian must complete the Second Offense educational component prior to return to competition. The student may return to practice after completing the Second Offense educational component.
- Third Offense     The student will be suspended from interscholastic activities and practice for one (1) calendar year. Both the student and parent/guardian must complete the Third Offense educational component prior to the student's return to competition. The student may return to practice after completion of the Third Offense educational component.
- Fourth Offense    The student's privileges to participate in interscholastic activities and practice are revoked for the remainder of the student's high school year(s).

If on a school sponsored extra-curricular trip, and the student uses, possesses, distributes, or is under the influence of tobacco, alcohol, or illegal drugs, the student will automatically be sent home as soon as can be arranged at parent/guardian expense and lose travel privileges for the rest of the school year. The student may be expelled, referred to appropriate community-counseling program or transferred/alternative placement.

In addition, students possessing, selling, or using tobacco, alcohol or other drugs while on school property or while participating in school activities shall be subject to disciplinary procedures in accordance to school rules and the law. Students shall be suspended and referred to drug or alcohol counseling.

### **Eligibility for Travel/Participation in School Activities—Middle School & High School**

In order to participate in extra/co-curricular activities, 7<sup>th</sup> through 12<sup>th</sup> grade students must demonstrate satisfactory educational progress in meeting the requirements for graduation. Students must earn a minimum 2.0 or “C” grade point average on a 4.0 scale in order to participate. Students with any “F” grades must also maintain minimum progress towards graduation in order to meet eligibility requirements. The Superintendent, principal, or designee may revoke a student’s eligibility for participation in extra/co-curricular activities when a student’s poor citizenship is serious enough to warrant loss of this privilege.

As a member of the Alaska School Activities Association, Yukon Koyukuk School District upholds its bylaws. In order for a student to be eligible to travel and/or participate in extracurricular activities, s/he must meet the following conditions:

1. Be properly registered in a 9-12<sup>th</sup> grade high school program or any combination thereof, in the school where the student will participate.
2. All second semester freshmen, sophomores, juniors, and seniors who are not on track to graduate, must be enrolled in a minimum of five semester units of credits at the school of eligibility or its district, that lead to granting credit toward graduation.
3. Seniors who are on track to graduate and have taken the WorkKeys, ACT, or SAT, must be enrolled in a minimum of four semester unit credits at the school of eligibility or its district.
4. Maintain at least an overall 2.0 GPA during the current semester.
5. Be in regular attendance at school classes in which enrolled or for which credit is granted.
6. Students, other than those entering 9<sup>th</sup> grade, must have passed, for the immediately preceding semester, at least four semester units of credit toward graduation and maintained an overall 2.0 GPA.
7. All second semester freshmen, sophomores, juniors and seniors who are not on track to graduate must have passed at least five semester units of credit, or the equivalent, during the previous semester and maintained a 2.0 overall GPA.
8. Second semester seniors who are on track to graduate and have taken the WorkKeys, ACT, or SAT must have passed four semester units of credit, or the equivalent, during the previous semester and maintained a 2.0 overall GPA.
9. All first semester seniors must have passed at least five semester units of credit, or the equivalent, during the previous semester in order to be eligible anytime during the current semester.

Semester credit rules apply to each semester, following the first semester of ninth grade. All first semester freshmen are immediately eligible for the first semester. A grade of incomplete is considered as not passing until the incomplete is changed on the official school records. A student expelled from school is not eligible to participate in the interscholastic competition at another school.

### **Emergency Closings and Early Dismissals**

School may be closed as a result of emergencies, hazardous conditions, or weather conditions, if conditions exist posing a threat to the health or safety of students, staff or the community. When the temperature reaches between -40 degrees Fahrenheit, principals will use their discretion in cancelling field trips and extracurricular activities. At -50 degrees Fahrenheit, all activities that require bussing or air transportation will be canceled. The school district does not close schools for cold weather. In rare instances, the Superintendent may close school for safety reasons due to a combination of cold weather, road conditions, and/or ice fog. Every attempt will be made to announce such closures on the radio and/or by telephone.

### **Emergency Drills**

Special drills related to fire safety and other emergencies will be conducted throughout the year. Emergency evacuation/fire drills will be conducted monthly. Lockdown drills will be conducted twice a year.

## **Expulsion**

A student who is expelled from the Yukon-Koyukuk School District will no longer have access to the rights and privileges of those who are enrolled. Once expelled, s/he may not participate in any school function, event, or extracurricular activity. Students may be expelled for continued willful disobedience or open and persistent defiance of reasonable school authority; behavior which is in some way harmful to the welfare, safety or morals of other students; or conviction of a felony which the Board determines will cause the attendance of the child to be harmful to the welfare or education of other students. A student may be expelled for behavior occurring at any time, including but not limited to being on school grounds; or going to and/or from coming from school or a school-related activity; or during the lunch period, whether on or off the school campus.

A student may be expelled only by the Board. The Superintendent or principal shall recommend a student's expulsion. The student is entitled to a hearing to challenge the recommendation that the student should be expelled. The hearing shall be held within 30 school days after the principal, Superintendent, or designee determines the expulsion exists. Written notice of the decision to expel shall be sent to the student or parent/guardian. For specific expulsion requirements, please refer to the Board policy.

## **Family/Parent Information Nights**

The school will host an open house in the fall. Teachers will explain classroom subjects, rules, grades, etc.

Once a quarter a science, technology, reading, engineering, arts, and math (STREAM) night will be held for students and parents as a fun way to build knowledge in these subject areas.

## **Fees**

Fees will be charged for lost or damaged textbooks, library books, or other school equipment, materials or property. If reparation of damages is not made, the district also may withhold the student's grades, diploma and/or transcripts.

## **FERPA**

The Family Educational Rights and Privacy Act (FERPA), a Federal law, protects the privacy of student education records. The FERPA allows parents or eligible students the right to select which directory information the school request the school may or may not disclose about the student. Each student is required to submit a FERPA form annually. The FERPA form is part of the online registration packet.

## **Field Trips**

Field trips are important components of a student's development. Besides supplementing and enriching classroom-learning experience, such trips encourage new interests among students, make them more aware of community resources, and help them relate their school experiences to the outside world. Field trips are planned in consultation with the Community School Committee. Parent consent forms shall be completed. The following chaperone student ratio will be used:

Students	Community Chaperone
5-10	1
11-15	2
16-20	3

## **Final Exams--High School**

Final exams or Final Projects will be given at the end of each semester for math, science, social studies, and language arts. They will count for 10% of the student's semester grade in a given class.

## Food In School

During the regular school day, food and beverages, served from one-half hour before the start of the school day until one-half hour after the end of the school day, must meet food and beverage nutrition standards found in the Policy Manual. Food and beverages provided through the National School Lunch or School Breakfast Programs shall comply with federal nutrition standards under the School Meals Initiative.

## Grading—Middle School & High School

The grading system is weighted with a 4.0-point designation for middle school and high school course. Specific grades are weighted as follows:

A	90-100	4.0
B	80-89	3.0
C	70-79	2.0
D	60-69	1.0
F	0-59	0.0

*I--Incomplete (An incomplete is given only when a student's work is not finished because of illness or excused absence or other extenuating circumstances. If not made up within a predetermined number of days upon returning to school, the incomplete will become an F.)*

P=Pass---credit given but no letter grade assigned

Whenever it becomes evident to a teacher that a student is in danger of failing a course, the teacher shall arrange a conference with the student's parent/guardian or send the parent/guardian a written report.

Students may elect to earn a "P" Pass or "F" Fail grade instead for an A-F grade in all courses taken in the Alternative Education Program, all courses in the Special Education Program, and in 9<sup>th</sup>-12<sup>th</sup> grade non-college preparatory courses taken in summer school. Students who receive a "Pass" grade will acquire the appropriate semester units of credit for the course, and the grade will not be counted in determining class rank or honors list. Students who receive a "Fail" grade will not receive credit for taking the course. Students shall be graded Pass/Fail for classes in which they serve as student aides unless predetermined goals and objective related to specific subject knowledge are on file and have been approved by the principal or designee.

High school final grades will be calculated on a semester basis. The semester grade will be placed on the student's official transcript and will be determined in the following way:

- Each quarter will count towards 45% of the final semester grade.
- The semester exam or semester project will count towards 10% of the final semester grade.

## Grading--K-8

In grades K-5/6, special symbols and terms appropriate to the non-graded programs are used to indicate student progress. In grades K-5/6, the following grading criteria apply; however, it may be used for grades K-8 in schools that have a K-8 organization.

E - Excellent

S - Satisfactory

N - Needs Improvement

*I---Incomplete (An incomplete is given only when a student's work is not finished because of illness or excused absence or other extenuating circumstances. If not made up within a predetermined number of days upon returning to school, the incomplete will become an F.)*

Whenever it becomes evident to a teacher that a student is in danger of failing a course, the teacher shall arrange a conference with the student's parent/guardian or send the parent/guardian a written report.

Elementary students will also receive a grade for nine separate developmental skills based upon the following criteria:

- E - Exceeds
- M - Meets
- N - Needs Improvement

### Graduation

High school graduation ceremonies shall be held to recognize those students who have successfully completed the district graduation requirements and earned the right to receive a diploma. For the graduating classes of 2017 and beyond, students need to successfully complete 21 high school credits as determined by the Yukon-Koyukuk School District School Board and compete the College and Career Ready Assessment (CCRA).

A student who completes the graduation requirements at midyear is encouraged to participate in the formal commencement ceremony in May. Students may earn a certificate or diploma upon graduation based on the following requirements:

Regular Diploma: Seniors who complete all his/her graduation requirements based on the graduation requirements for that corresponding year shall earn a regular diploma, including CCRA requirements.

Certificate of Achievement: Students who are not able to complete regular or substitution courses, takes the Alternative Assessment, and completes at least 4 years of attendance in high school as determined by the SPED Department.

Certificate of Completion: Seniors who are not able to complete regular or substitute courses, takes the Alternative Assessment, and completes the IEP goals as determined by the SPED Department.

Kindergarten and eighth grade students shall participate in the graduation ceremonies to recognize those students who have successfully completed the district requirements for K-8.

### Graduation Requirements

The following credits are required for high school graduation for the classes of 2017 and beyond:

English/Language Arts -----	4.0		
Social Studies -----	3.0	Career & Technical Education --	1.0
Science -----	3.0	Health -----	0.5
Mathematics -----	4.0	Physical Education -----	1.0
Electives -----	4.5		
	TOTAL		21.0 Credits

### Guidance and Counseling

Our school guidance and counseling program is developmental by design and includes sequential activities organized and implemented by a certificated school counselor with the support of teachers, administrators and other school staff. The program includes:

- 1) Counseling curriculum--structured groups, classroom presentations.
- 2) Individual student planning--advisement, assessment, placement, vocational & career exploration.
- 3) Responsive services--personal counseling, crisis counseling, consultation, referral.
- 4) System support--program management, consultation with teachers and parents, community outreach, parent outreach, public relations.

Guidance services are provided for all students. The counselor will work with students to set goals, develop a four-year high school course plan, explore career and educational options, maintain a Student Portfolio and plan for post-secondary education or training.

Counseling services are available to all students. The counselor is available to assist students who are experiencing school or personal problems of any kind. A social worker is available to provide individual or family therapy, individual or group social skills needs assessment and development, school and home consultation for social or behavioral concerns, assessment and/or development of behavior plan and peer sensitivity training.

## **Gym Use**

The school gym is reserved for student use during the school day. When weather is extreme, elementary students shall have recess in the gym. Students are required to be supervised by school staff during any gym use, including before school, after school, at lunch, and during intermissions/recesses. School staff will ensure students follow the gym rules. Any student who has an unexcused absence, is suspended, or expelled may not use the gym at any time before school, after school, at lunch, during school, or during intermission/recesses.

## **Harassment, Abuse and Assault**

Students and staff have the right to feel safe and secure in their classrooms and while on school property or at school events. There are certain behaviors that, if tolerated, would quickly destroy the safe learning environment to which the students and staff are entitled. These behaviors categorized as violent and aggressive, will not be tolerated and will result in immediate corrective action, which may include expulsion. Acts of violence or aggression include, but are not limited to, possession, threat with or use of a weapon; physical assault; verbal abuse; intimidation; extortion; bullying; gang participation; harassment; stalking; defiance; and racial slurs. Students who have been subjected to any of these acts of violence or aggression should contact the principal or designee.

## **Health & Immunizations**

Parents/guardians can assure their child's effectiveness in school by providing good nutrition, adequate rest, cleanliness and medical and dental care. A physical examination, including screenings for vision and hearing will be conducted as soon as practical upon entry into school. Annually, parents will be notified of physical exams or screenings of students, except for routine vision, hearing, or scoliosis screenings. When it is necessary for a student to take medication during the school day, a written statement from the student's physician and parent/guardian is required by law and designated personnel shall assist the student in taking the medication.

The Superintendent or designee shall consult with local health officials regarding the criteria for determining the admission or exclusion of a child with a suspected or diagnosed infectious disease.

The State of Alaska requires that each student's immunizations be kept up to date for school attendance.

## **Homework**

Students at all grade levels are expected to complete homework assignments. Homework helps students to reinforce academic skills taught in school and learn how to conduct research effectively, develop ideas creatively and become life-long learners. Homework is the responsibility of the student and it is the student's job to develop regular study habits and to do most assignments independently. Parents are encouraged to work with their children, especially the students in the primary grades. All students are expected to spend time on homework at least four or more days per week, with the expected study time per grade level listed below.

Grade Level	Time (minutes)	Number of Days/Week
K-3	30	4, 5 or 6
4-6	45	4, 5 or 6
7-9	60-90	4 or 5
10-12	120-180	4 or 5

## **Honor Roll - Middle & High School**

To qualify for Honor Roll, a student must receive no current grade below a C and have a grade point average of 3.5 or better. All courses except Pass/Fail shall be counted in computing eligibility for the Honor Roll. A list of students who qualify for Honor Roll will be posted at each school.

## **In-service**

In-service days are scheduled for each school year to allow teachers to work together on school improvement issues. Dates are listed on the calendar posted on the YKSD website. Students do not attend school on in-service days.

## **Language**

Three languages are spoken within the YKSD villages: Benhti Kokhut'ana Kenaga' (Lower Tanana Athabaskan) in Minto; Inupiaq in Alatna and Hughes and Denaakk'e (Koyukon Athabaskan) in the other villages. The board of education mandates 30 minutes of language instruction for grades K-4. This is taught through on-site instruction by local teachers and paraprofessionals or by video-conference with co-teachers between the district office and on-site teachers. Instruction is provided for students in 5<sup>th</sup> to 12<sup>th</sup> grade, but is optional.

### **Leaving School Grounds**

All schools in the Yukon-Koyukuk School District will be considered closed campuses. Students may only leave the campus at lunchtime or have written authorization from their parents/guardians and received permission from school authorities to leave for a specific purpose.

High school students are not permitted to leave the school grounds at any time during the school day except during lunchtime. If a student must leave, written permission from their teacher or their parent/guardian must be presented to the office in advance. The office will attempt to notify parents/guardians of students who leave the school grounds without permission and these students shall be classified as truant and subject to disciplinary action.

### **Library Use**

Our school library is available for use by students, staff, parents, and community members. The automated card catalog system indexes library materials at the school and the district office. The librarian has established library use rules, including the checking out of materials. Students taking library materials without following proper checkout procedures may lose library privileges.

### **Lockers**

Most schools assign each student a locker for storage of books, school items and personal effects. PE lockers are available for students participating in physical education classes. Since lockers are a permanent part of the building and remain school property even when assigned to students, students are expected to keep them in good condition

From time to time, blanket locker searches for overdue library books and other school equipment may be conducted. Students and parents/guardians should understand that student lockers are subject to search by school officials and law enforcement officials at any time if there is any indication that illegal, disruptive or objectionable items may be present. Objectionable items are defined as, but not limited to, those, which glorify and/or advertise sex, alcohol, tobacco and other drugs. Official school action may be taken against students who have illegal, disruptive or objectionable items in their lockers.

### **Make-Up Work**

Students who are absent from school for any reason will be expected to make up work missed in each class. Students who miss school because of an excused absence shall receive full credit for work if it is turned in according to a reasonable makeup schedule. For each day of excused absence (illness, family emergency), the student will have that amount of time to make up work. Students who miss school work because of unexcused absences or suspensions maybe given the opportunity to make up missed work for full or reduced credit. A student who is suspended from school will be expected to make up work and turn it in upon his/her return.

Students who expect to be absent from school for school activities, family trips, or other reasons should make arrangements with each teacher prior to leaving school for the planned absence, regarding work to be done and when it will be due. Failure to have the work completed as arranged will adversely affect the student's grade, and therefore may affect eligibility to participate in school-sponsored activities.

### **Meals**

The Yukon-Koyukuk School District provides a meal programs at all ten of the schools. All students qualify for free lunches after presenting paperwork to the Food Program Director. Applications are available at the school office.

### **Motor Vehicles**

Any student, who drives a motor vehicle, including a motorcycle, snow machine or off-road vehicle, must observe all safe driving regulations. A strict 10 m.p.h. speed limit will be enforced on the school grounds. Student vehicles should be parked only in designated areas on the school grounds. Racing or reckless driving may result in forfeiture of permission to drive a motor vehicle to school, notification of parents/guardians, suspension from school, and in extreme cases could cause involvement by the police department.

### **Non-Discrimination**

All students, regardless of race, sex, age, marital status, pregnancy, education or disability, have a right to an equal educational opportunity. If a student believes that right is being denied, s/he is encouraged to bring this concern to the counselor or principal. If a grievance is to be filed, forms may be obtained from the principal or superintendent.

### **Parent-Teacher Conferences**

Parent-teacher conferences will be held every fall and spring. Additional conferences may be requested at any time.

Students who wish to talk with a teacher, principal or counselor about any problem should request a conference before or after school, or at any time convenient to both during the school day. Teachers, the principal or counselor may also request conferences with students in order to give or arrange individual help or to clear up misunderstandings.

### **Playground Supervision--Elementary**

Students are supervised during recess. School staff ensures students follow safety rules for playground. The students are not supervised before school, after school, at lunch, on weekends, on holidays, or during vacations.

### **Profanity and/or Vulgarity**

Profanity and vulgarity, in speech or action, will not be tolerated at any time, on school campus or on school-related activities.

### **Public Display of Affection**

The open display of affection between students in school will be strictly limited to holding hands. This standard will be in effect at all times on the school grounds and at school-sponsored activities, including travel.

### **Public Forum**

Yukon-Koyukuk School District is not a public forum. The public does not have automatic freedom to speak, issue leaflets, advertise, etc., without permission of the school administration.

### **Recess--Elementary**

All elementary students shall have at least 30 minutes of supervised recess per day. The students shall go outside for recess daily except in severe weather conditions. Parents are requested to send their child(ren) prepared for the weather conditions, with appropriate coats, snow pants, hats, mittens and boots. During severe weather conditions, recess shall be held in the school gym.

### **Report Cards**

Report cards are issued at the end of each quarter of the school year. The Elementary Report Card is used for grades K-5/6; however, it may be used for grades K-8 in schools that have this type of organization. The Secondary Report Card is provided for use in grades 6/7 through 12 and a permanent copy will be retained in the student's permanent file.

### **Retention/Promotion**

Students will normally progress annually from grade to grade by demonstrating growth in learning the required basics. Exceptions may be made when, in the judgment of certificated staff, such exceptions are in the best educational interest of the student involved. The final decision will rest with the administration. Specific procedures are outlined in administrative regulations. Parents may appeal a decision to retain to the Board only if the outlined procedure has not been followed.

Acceleration is possible when high academic achievement is evident; however, the student's social and emotional growth shall be taken into consideration before placing the student in a higher grade.

When a student is struggling, alternatives to retention shall be promoted before considering retention. A student study team will consider the student's academic, social and emotional performance. For retention, student will not have met grade-level standards of student achievement, remedial help was not sufficient, appropriate treatment will be provided to meet the student's needs, and the parent/guardian shall be notified and provided reasons for the retention.

High school students will progress from grade to grade each year, but shall not graduate until they have enough credits.

### **School Day**

In general, high school starts at 8:45 am and is dismissed at 3:25 pm. Each local school will provide specific times. Middle schools and elementary schools start and end at different times. Check with your local school for the exact time. All schools dismiss one hour earlier on Wednesdays for collaboration time.

### **School Spirit**

School spirit includes being courteous and respectful to teachers, school staff, fellow students and the officials of school athletic events. It means showing pride in our school's accomplishments and having the ability to win and lose gracefully. A student with school spirit supports the school and strives to maintain scholastic and activity standards at the highest possible level.

### **School Store**

Some of the schools have a school store, where food may be sold during lunch, nutrition break, at other times and at other events.

### **Student Council**

The Yukon-Koyukuk Student Council is a district-wide student council for middle school and high school students. The Council consists of elected representatives from each school. The student body officers are elected each fall. The student council members are expected to attend CSC meetings and provide a student report.

### **Student Rights and Responsibilities**

The Yukon-Koyukuk School Board recognizes that access to a public education is a right not to be withheld or taken away without cause. The enjoyment of this right; however, is conditional upon each individual's willingness to obey reasonable rules and regulations.

It is recognized that any well-organized community or school requires that some persons be given authority to care for the good of all. The Board delegates to the administration its authority to create rules for student behavior. Students must conduct themselves in a manner as to maintain a climate in which learning can take place, and where mature behavior; self-discipline and personal responsibility are supported.

Since it is necessary for rules and regulations to be established, students are to be informed of the rules and reasons for them. Adult authority will be used to enforce these rules when it becomes necessary. The importance of individual rights and responsibilities in the school should be related to the importance of the broader rights and responsibilities included in our nation's laws. The rights and privileges that come from a democratic society can be maintained only if each individual assumes personal responsibility for his/her own behavior and develops a real sense of social awareness. Therefore, the following administrative rules and regulations are established:

#### **Student Rights**

#### **Student Responsibilities**

Attend school in the district in which his/her parents/guardians reside.	Attend daily, except when ill, and be on time to all classes.
Express his/her own opinions verbally or in writing.	Express his/her opinions in a respectful manner so as not to offend or slander others.
Determine his/her dress so as to express his/her own personality	Dress so his/her appearance does not substantially and directly endanger physical health or safety, damage property, interfere with the activities of others or disrupt the teaching-learning process. Dress that glorifies or advertises alcohol, drugs, sex or illegal activities is not permitted. This standard will be in effect at all times on the school grounds and at school-sponsored activities, including travel.
Express one's own personality with his/her personal differences, emotions, likes and dislikes.	Act responsibly, at all times taking into consideration the feelings of others and refraining from giving offense whenever possible.
Expect that the school will be a safe place for all students to gain an education.	Be aware of rules and expectations regulating student behavior and conduct him/herself in accordance with those guidelines.
Be afforded a fair hearing with the opportunity to call witnesses in his/her own behalf, and appeal his/her case in the event of disciplinary action brought against him/her in a suspension of more than ten (10) days.	Be willing to volunteer information in disciplinary cases should s/he have knowledge of importance in such a case.
Be represented by an active student government selected by free school elections.	Take an active part in student government by running for office or carefully voting for the best candidates, and make problems known to the administration through elected representatives.
Use his/her assigned locker to store personal items, realizing that lockers may be searched.	Refrain from keeping anything in his/her locker that is illegal, dangerous or disruptive to others.
Request a review of grades, assignments or tests.	Review questions with the teacher concerning assignments and grades before bringing grievances before the principal.

Have a copy of all Board and administrative regulations and policies      Question, review and understand given policy.

Participate in educational/developmental activities that do not discriminate because of any physical/mental ability.      Not use a disability as an unjustified excuse that would limit the student's participation in an activity not to his/her liking.

### **Suspension**

A student who is suspended is not permitted to be in school or on school grounds at any time during the day(s) of suspension; this includes evening activities. School work missed during this time should be made up and turned in upon return to school. Assignments can be picked up at the school office by a parent or family member.

If a suspension is assigned immediately prior to a weekend, the student will not be permitted to attend or participate in school activities scheduled for that weekend.

### **Teacher Surveys**

Teachers are evaluated, informally and formally, a minimum of twice a year by the principal or designee. Students, parents and CSC members are requested to complete teacher and principal survey forms each year.

### **Testing Program**

Regular assessment of student progress is important in our overall education planning. Assessment informs teachers of students' areas of need and guides classroom instruction. YKSD administers several types of student assessments throughout the school year. Kindergarten and first grade students who do not have a Developmental Profile are assessed with the Kindergarten Developmental Profile to determine their school readiness skills. The Measure of Academic Progress (MAP) is given to all students in grades K-11 and measures reading, language, and math progress three times per year. The State of Alaska's annual assessment, PEAKS, is based on the measurable expectations of what students should know and be able to do in reading, writing, and math at each grade (3-9). Students in grades 4, 8, and 10 also take a state assessment in science. The WorkKeys test measures students' skills in relation to different occupations. Test results are reviewed with students and mailed to their parents/guardians. The National Assessment of Education Progress (NAEP) tests are given every other year in the spring of odd numbered years. The NAEP selects some schools and certain grade levels for the test. Results are only reported at the state level, with no individual, school, or district results reported.

### **Testing Schedule**

Kindergarten Developmental Profile, September - October  
English Language Proficiency Assessment K-12th (WIDA ACCESS), February 1 - March 31  
Measure of Academic Progress (MAP) K - 11<sup>th</sup> grade, three times per year once in fall, winter & spring  
Aimswest Progress Monitoring - grades K-12, once or twice a month to monitor student progress in areas of need  
Alaska Statewide Assessment PEAKS - 3<sup>rd</sup> - 9<sup>th</sup> grade, late March through April  
WorkKeys (11<sup>th</sup> grade) - Dates TBD  
NAEP - Selected Sites and grades levels, in spring of odd numbered years only

### **Tobacco Use**

The smoking or use of tobacco products anywhere and anytime on district property and in district vehicles, including athletic events and meetings, is prohibited. In accordance with state law, it is a violation for a person under the age of 19 to possess a cigarette, cigar, tobacco, or any product containing tobacco. Students who violate this policy shall be subject to disciplinary procedures, which may result in suspension from school.

### **Travel Rules**

Travel for activities will be considered an extension of the classroom, and all school rules will apply. Students who travel or are engaged in any out-of-district, school-sponsored activity are expected to abide by the following rules, as well as those that are included in the Activities Agreement and any that are established by the adviser, coach or chaperone.

1. Chaperone house family rules or host school rules must be followed.

2. Curfew on weeknights is 10:00 pm and 12:00 pm on weekends or one hour after the end of an activity.
3. There shall be no changes in housing assignments, except in the case of an emergency, and then only with the coach's or adviser's expressed permission.
4. Students must inform their chaperones of their intended whereabouts.
5. Students are expected to thank their chaperones for providing them with room and board.
6. Students are to call their coach or advisor immediately if any problems arise.
7. No student who is traveling for a school-sponsored activity may drive any vehicle.
8. Students are not allowed to partake of alcoholic beverages, drugs or tobacco. If a student violates this rule, the school coach or advisor will be notified immediately. Students are expected to remove themselves from any situation where alcoholic beverages or drugs are being used and to contact their coach/advisor.
9. Students are responsible for cleaning up after themselves when they leave a bus, plane, home, school, or dorm.
10. Students are to be sensitive to the rights and comforts of other plane passengers.
11. If traveling during the winter, students are required to wear proper winter gear.

Any violation of the above rules may result in the student being sent home at the parent's expense, being dropped from the activity altogether, and/or being denied an award for his/her participation in the activity. The student may also be denied travel privileges for other school-sponsored activities during the school year or for the remainder of his/her high school career.

### **Valedictorian**

In the interest of encouraging and recognizing outstanding academic achievement, a valedictorian will be selected from each graduating class where the minimum standards below are met. The valedictorian will be selected according to the following guidelines:

- The valedictorian for the graduating class will be identified as the graduating senior who has the highest grade point average at the end of the first semester of their senior year and maintains the graduation minimums during the second semester.
  - o The valedictorian must have a minimum grade point average of 3.8.
- In the rare occasion that there is a tie, the students will be named co-valedictorians.
- Schools with no graduating seniors meeting the minimum grade point average will not have a valedictorian.
- Students must be enrolled at the school on the first day of their senior year in order to be considered for valedictorian.
- If it is felt that a student is not worthy of the honor of valedictorian because of his/her conduct in school and the community, a request may be made for a committee to consider the issue.
  - o Said committee will be made up of the principal (who will chair the committee), the counselor, and a faculty member (not related) chosen by the principal.
  - o If the student is found not worthy, reasons given, the student with the next highest grade point average (with the minimum of 3.8) will become the valedictorian.

### **Vandalism, Theft, Malicious Mischief**

School and personal property must be respected at all times. Vandalism includes the negligent, willful, or unlawful damaging or theft of any district-owned real or personal property, including the writing of graffiti. Students involved in vandalism, theft or other offenses of this nature shall be subject to disciplinary action, reparation for damages, and may be reported to law enforcement. Reimbursement of damages may be sought from the student and parents/guardians of any minor who commits an act of theft or vandalism. If reparation of damages is not made, the district also may withhold the student's grades, diploma and/or transcripts.

### **Visitors**

Visitors are welcome in our school. Guests must register at the school office when coming on campus during school hours.

**Volunteers**

Parents/guardians and community members are encouraged to share their time, knowledge and abilities with our students. Please contact your child's teacher or the office if you have time and desire to contribute. Volunteers should register at the school office and fill out a volunteer waiver of liability form. Like employees and students, volunteers shall act in accordance with district policies and regulations.

**Weapons & Dangerous Instruments**

Students may not have in their possession weapons or dangerous instruments, which include, any pistol, revolver, rifle, shotgun, air gun, spring gun, zip gun, bomb or other explosive, poison, dangerous or deadly gas, slingshot, bludgeon, throwing star, brass knuckles or artificial knuckles of any kind, or knives of any kind. These weapons or dangerous instruments will be confiscated by a school employee and delivered to the building principal or other appropriate authority immediately. The principal shall recommend expulsion for not less than one year.

Student Name (Printed)

--

Last Name,

First Name

## ACKNOWLEDGEMENT

### Student Rights & Responsibilities Handbook

- I have received the 2019-2020 Yukon-Koyukuk School District's Student Rights & Responsibilities Handbook.
  
- I have read the handbook, and any questions regarding its contents, I will ask.
  
- I understand it is my responsibility to follow the stated rules at school or participating in any school-related activity, camp, event, academy, sporting event, or any other activity related to school.
  
- I have read and understand the responsibilities outlined in the school compact, found on page 7.

---

Student's Signature

Date

---

Parent/Guardian's Signature

Date

**TO BE KEPT ON FILE AT SCHOOL**