



Northwest Arctic Borough School District

“Educating Our Children to Lead Successful Lives”

P.O. Box 51 • Kotzebue, Alaska 99752 • Phone (907) 442-3472 • Fax (907) 442-2392

Leading the Way



“The Northwest Arctic Borough School District will provide an environment for students to learn and lead healthy, successful lives with support and encouragement by all.”



GOALS:

Student Success

Advocates for
Healthy
Communities



Student Enrollment Packet

Dear Parents/Guardians:

This student enrollment packet includes forms the school needs to meet state and federal compliance and information that will help us to better serve your child.

Over time, student records may become outdated. In an effort to keep up with any changes, please take a few minutes to review and complete the following forms for your child(ren) and return to the school as soon as possible.

The packet includes the following:

Student Registration

This information needs to be completed even if you completed one last year since many of the items may have changed. **Providing the school with emergency contact numbers are especially important.**

Health Care Emergencies

Authorization for emergency health care is vital. We may not be able to reach you if your child is ill or injured and needs medical attention.

Northwest Arctic Borough School District Acceptable Use Policy for District Students and Permission to Publish

These four pages review the District’s rules and procedures concerning computers, Internet access and use, and permission to publish your child’s documents and projects on the World Wide Web (Internet).

Home Language Survey

This form needs to be completed for all students entering the District and/or entering school for the first time. If you completed one for your child last year, it does **not** have to be done again.

Serving the Villages of

Ambler • Buckland • Deering • Kiana • Kivalina • Kobuk • Kotzebue • Noatak • Noorvik • Selawik • Shungnak

(FERPA) Release and Disclosure (tan form)

This form addresses the release of directory information regarding your child. If you give permission to release information, you do **not** have to complete this form. The Parent/Student Handbook includes additional FERPA (Family Educational Rights and Privacy Act) information form.

Title VII Student Eligibility Certification (purple form)

This form needs to be completed for all students entering the District and/or entering school for the first time. If you completed one for your child at the time your child was initially enrolled, it does **not** have to be done again.

Migrant Education Parent Questionnaire (green form)

This form needs to be completed (one for each household) each year. Please make sure you list all children living in the home on one form and return that form so that you do not have to complete the form for each child living in the household.

Free and Reduced Lunch Application

These forms will be sent home to parents separately from this packet.

Thank you and have a great year!

Student Registration

Site _____
Grade Level _____

Student Data:

Student's FULL LEGAL NAME _____ Date of Birth ____/____/____
Last First Middle

Place of Birth _____ State Identification Number _____
City State

Male _____ Female _____ Racial/Ethnic Group _____ Allergies _____

EVIDENCE VERIFYING BIRTH: COPY OF BIRTH CERTIFICATE OR PASSPORT: (Please circle one)

Name Student Uses: (If Different) _____ Home Phone _____

Mailing Address _____ House or Building # _____ Street _____ Apt# _____

City _____ State _____ Zip Code _____

Grade or Level at the time of withdrawal _____ Withdrawal Date ____/____/____ Name and Address of last School attended? _____

Was your child in a resource room or receiving special services at their last school? Yes/No

Has this STUDENT ever been enrolled in the Northwest Arctic Borough School District? Yes/No If Yes, please list schools and addresses below:

Name of School(s) _____
Address _____

Family Information: (Please list legal Mother, Father and/or Guardian, including Step-Mother or Step-Father)

<u>Guardian(s) Name</u>	<u>Relationship To Student</u>	<u>Does Student Live With You?</u>	<u>Guardian Employer</u>	<u>Work Phone</u>	<u>Home Phone</u>
_____	_____	Yes/No	_____	_____	_____
_____	_____	Yes/No	_____	_____	_____
_____	_____	Yes/No	_____	_____	_____
_____	_____	Yes/No	_____	_____	_____

Emergency Contacts: (Local)

Other than Parent _____	Phone Numbers
Relationship to Student _____	_____
Babysitter/Daycare _____	_____
Other Information _____	_____

Other School Age Child(ren) in the Family:

Last Name	First Name	Grade/Level	Last Name	First Name	Grade/Level
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____

Parent/Guardian Signature _____ Date _____



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HEALTH CARE EMERGENCIES

Parents/Guardians:

If an accident or illness occurs, the Northwest Arctic Borough School District will attempt to notify the parent/guardian. If we cannot reach you, we will attempt to notify the alternate emergency contact that you provide. However, please complete the following Authorization for Emergency Medical Treatment. This authorization can be used to obtain emergency medical care for your child in the event you cannot be reached.

AUTHORIZATION FOR EMERGENCY MEDICAL TREATMENT

I, _____, parent/guardian of _____, consent to emergency transportation, medical treatment, care or hospitalization as deemed necessary for the welfare of my son/daughter by the local health care provider, in the event an injury or illness occurs while my son/daughter is at school or a school sponsored activity. I understand that the School District will assume no liability or costs for such emergency transportation and medical treatment.

Parent/Guardian Signature

Date

May 2004

Serving the Villages of

Ambler • Buckland • Deering • Kiana • Kivalina • Kobuk • Kotzebue • Noatak • Noorvik • Selawik • Shungnak

Northwest Arctic Borough School District

Acceptable Use Policy for District Students

(Intermediate/Secondary)
(grades 4-12)

Introduction

On the school network and on the Internet you may participate in a variety of activities that support learning. With access to other networks and people around the world, you may have access to information that may not be appropriate. The Northwest Arctic Borough School District has taken measures to prevent access to inappropriate information. However, we cannot control all the information available on the Internet. The district is not responsible for other people's actions or the quality or content of information available through this service. We trust our students to know what is appropriate and what is inappropriate.

The following guidelines are intended to help you use the network appropriately. If you do not follow our use policies listed here, your privilege of using the network may be withdrawn. Failure to follow these rules may also result in other forms of discipline.

Your Use is Not Private

School computers are the property of the district. You should not expect that your use is private or that files stored on the system are private. Your teacher or other authorized school employees, may, at any time, review the subject, content, and appropriateness of electronic access, communications, or other computer files, and remove them if warranted, reporting any violations of rules to the school administrator or law enforcement officials.

User Agreement

The use of school and district networks must be in support of education, research, and the educational goals of the Northwest Arctic Borough School District. You are personally responsible for this provision at all times when using building or district networks.

- The use of another organization's networks or computing resources must comply with these rules as well as rules appropriate to that network;
- Transmission of any material in violation of School Board policies and federal, state, or local laws is prohibited. This includes, but is not limited to, copyrighted material, threatening or obscene material, or material protected by trade secret.
- All sites containing sexually explicit materials—materials showing male or female nudity—are off-limits to students.
- The school district will not be responsible for any unauthorized charges or fees resulting from access to computer networks.

Be familiar with these rules and how to use the Internet before getting on-line. If you have any questions about these rules, please ask your teacher. Be aware that the inappropriate use of electronic information resources can be a violation of school rules, local, state, and federal laws and that you can be prosecuted for violating those laws.

(Over)

Network Etiquette and Privacy

You are expected to abide by the generally accepted rules of network etiquette. These rules include but are not limited to:

- **BE POLITE:** Never send, or encourage others to send, inappropriate or abusive messages.
- **USE APPROPRIATE LANGUAGE:** You are a representative of your school and your district on a public system. Never swear, use vulgarities, or any other inappropriate language.
- **PRIVACY:** Do not reveal the addresses or phone numbers of friends or colleagues without written permission.
- **DISRUPTIONS:** Do not use the network in any way that would disrupt the use of the network by others. Do not damage hardware or software.
- **REPRESENTATIONS:** Do not originate anonymous messages or represent a message to have been authored by another. All correspondence should be clearly identifiable as to its originator. Any transmission or use which has the purpose or effect of promoting hatred or harassment is prohibited.

Security

If you identify a security problem in the building or district network, notify the system administrator at once. Never demonstrate a problem to other users. Never use another individual's account. Never tell anyone your password. Any user identified as a security risk will be denied access to the network, and may be liable for disciplinary action or prosecution.

Vandalism

Vandalism is defined as any malicious attempt to physically deface, disable, or destroy computers, peripherals, or other network hardware or to harm or destroy data of another user or any other agencies or networks that are connected to the system. Any vandalism will result in loss of network privileges, disciplinary action, or possible legal referral.

Name: _____

Acceptance

I have read the Northwest Arctic Borough School District Acceptable Use Policy for Building and District Networks for Students. I agree to follow these rules and use school and district networks in an appropriate manner.

_____/_____
(Student Signature / date)

I have read the Northwest Arctic Borough School District Acceptable Use Policy for Building and District Networks for Students. I understand that determined users may be able to access services and communicate with people on the Internet that the district has not authorized for educational purposes. I also acknowledge that students may intentionally or unintentionally gain access to information and communications that they or I find inappropriate, offensive, controversial, or otherwise objectionable. I understand that by authorizing my student's use of the Internet, I assume these risks. I approve of my child's participation in network activities.

_____/_____
(Parent Signature / date)

Northwest Arctic Borough School District

Acceptable Use Policy for District Students

(Grades K - 3)

Student's Name:

Dear Parents;

Your child's teacher has read this document to his/her class and explained the importance of using the Internet and other computer resources appropriately. We want to make you familiar with these rules as well. Please review these rules with your child, sign and date the form, and return it to your child's teacher. If you have any questions, ask your child's teacher.

I have read and understand this document.

_____/_____
(Signature / date)

I understand that I may use the Internet under the direction of my teacher if I follow these rules:

I am responsible for using the Internet in an appropriate way. I may use the Internet for research, to communicate with others, and do assignments from my teachers.

If I use someone else's networks, I must obey the rules of that network.

It's against the law to send certain things over the school networks. I will not send copyrighted, threatening or obscene material over school networks.

My teachers will set rules for using school networks, and I agree to follow them. I know that the inappropriate use of our networks can break school rules and sometimes even break the law.

I will never harm or destroy computers or harm or destroy the work of another person on our school system or any other system.

When I am using school networks, I will always:

- **BE POLITE:** Never send, or tell others to send, abusive messages.
- **USE APPROPRIATE LANGUAGE:** I will never swear or use any other inappropriate language or threaten or humiliate others.
- **RESPECT PRIVACY:** I will not tell my home address, phone number, or names or addresses of family members, or the addresses or phone numbers of other students.
- **AVOID DISRUPTIONS:** I will not use the network in any way that would disrupt the use of the network by others.
- **BE HONEST:** I will not send anonymous messages or represent a message to have been written by someone else. I will always sign all messages I send with my name and e-mail address.

Northwest Arctic Borough School District Application for User ID Student

Type of Request:

New Individual Account

Renewal Current or Previous User ID _____

Change Password Current User ID _____

Current Grade _____ Home Phone/CB _____

User Name (First Name, Middle Initial, Last Name)

I have read the Northwest Arctic Borough School District Acceptable Use Policy for network access and agree to abide by the provisions. I understand that violation of the provisions stated in the policy may result in suspension or revocation of network access and related privileges, or possible disciplinary or legal action.

_____/_____
User Signature / Date

_____/_____
PARENT or GUARDIAN Signature / Date

Sponsor:

I agree to sponsor the above person and to supervise his/her responsible use of the network as defined by the Northwest Arctic Borough School District Acceptable Use Policy for Network Access.

_____/_____
Sponsor/Teacher/Principal Signature / Date

FOR SCHOOL COORDINATOR USE ONLY - DO NOT WRITE BELOW THIS LINE

_____/_____
Approved by / Date

Assigned User ID

Password

Expiration Date

Northwest Arctic Borough School District

Permission to Publish

Dear Parent/Guardians:

As part of your son's/daughter's educational program, (s)he will have the opportunity to publish documents and projects on the World Wide Web. These documents might include a personal home page, a story or poem, a graphic, a science or research project, a group photograph from an activity or club, or a collaborative project with other students locally or internationally. Individuals with Internet access around the world will be able to view and possibly respond to your child's work by electronic mail. We think this is an exciting and enriching opportunity for our students.

We will publish these documents only with your written permission. Please consider the following options, then sign and return this form to your child's teacher. To see examples of work that is already published on the World Wide Web, ask your child's teacher. Thank you for your cooperation.

Northwest Arctic Borough School District Guidelines:

- Published documents may not include a child's phone number, street address, or box number, or names of other family members;
- Documents may not include any information which indicates the physical location of a student at a given time other than attendance at a particular school or participation in school activities;
- Documents may not contain objectionable material or point directly or indirectly to objectionable material;
- Documents must conform to school board policies and established school guidelines.

Additionally, documents must be edited and approved by a teacher and school principal before publication.

Parent/Guardian Permission:

I grant _____ permission to publish documents on the World Wide Web as described above, including the following: (Initial all that apply)

initials _____ First Name

initials _____ Last Name

initials _____ Photograph

initials _____ Return e-mail address

I **do not** grant _____ permission to publish documents as described above.

Parent/Guardian signature / date

NORTHWEST ARCTIC BOROUGH SCHOOL DISTRICT
P.O. BOX 51
KOTZEBUE, ALASKA 99752
TELEPHONE (907) 442-3472 ♦ Fax (907) 442-2392

RELEASE AND DISCLOSURE

(Directory Information Board Policy 5125.1)

The **Family Educational Rights and Privacy Act (FERPA)**, a federal law, requires the District, with certain exceptions, to obtain your consent prior to disclosing personal information from your student's education records. The law recognizes, though, that schools often desire to publish student information, for example, to recognize students through awards or athletic programs. Additionally, outside organizations such as colleges, legislators, the military, and vendors for items such as photographs or class rings, often seek contact information for students. To meet this need, FERPA allows the District to designate as "directory information" any personally identifiable information in a student's educational records that would not generally be considered harmful or an invasion of privacy if disclosed. School officials may release directory information about a student without first obtaining parental consent, unless you object by returning this form.

The District has identified the following information as directory information: student name, address, telephone number, date and place of birth, major field of study, dates of attendance, degrees and awards received, name of school most recently attended, participation in officially recognized activities and sports, and height and weight of athletic team members. This list is found at Northwest Arctic Borough School District Board Policy, Article 5, section 5125.1. A copy of this policy is available for review in the office of all our schools, or on the District's website (www.nwarctic.org).

In two instances, the District is required by law to release certain contact information regarding junior and senior high school students, unless you object. First, the District is required to provide to the University of Alaska the names and addresses of those students eligible for UA scholarship programs. Second, upon receiving a request from military recruiters and/or institutions of higher learning, the District must provide names, addresses, and telephone listings.

If you do not want the District to disclose directory information from your student's education records, you must notify the District, in writing, by returning this form. If you have no objections to the release of directory information, you do not need to take any action.

Thank you for your cooperation.

(see other side)

I Do **NOT** give permission for the release of directory information regarding my child. (For parents of junior and senior high school students, this form also prevents release of phone numbers and other contact information to military recruiters and/or postsecondary educational institutions.)

Student Name _____

Teacher _____

Date _____

Parent/Guardian Signature _____

U.S. DEPARTMENT OF EDUCATION
OFFICE OF INDIAN EDUCATION
WASHINGTON, DC 02020
TITLE VII STUDENT ELIGIBILITY CERTIFICATION
Elementary and Secondary Education Act, Title VII, Part A, Subpart 1

Parents: Please return this completed form to your child's school. In order to apply for a formula grant under the Indian Education Program, your child's school must determine the number of Indian children enrolled. Any child who meets the following definition may be counted for this purpose. You are not required to complete or submit this form to the school. However, if you choose not to submit a form, the school cannot count your child for funding under the program. **This form will become part of your child's school record and will not need to be completed every year.** This form will be maintained at the school and information on the form will not be released without your written approval.

Definition: Indian means any individual who is (1) a member (as defined by the Indian tribe or band) of an Indian tribe or band, including those Indian tribe or bands terminated since 1940, and those recognized by the State in which the tribe or band reside; or (2) a descendent in the first or second degree (parent or grandparent) as described in (1); or (3) considered by the Secretary of the Interior to be an Indian for any purpose; or (4) an Eskimo or Aleut or other Alaska Native; or (5) a member of an organized Indian group that received a grant under the Indian Education Act of 1988 as it was in effect October 19, 1994.

NAME OF CHILD _____ Date of Birth _____
(As shown on school enrollment records)

School Name _____ Grade _____

NAME OF TRIBE, BAND OR GROUP _____

Tribe, Band or Group is (check one)

_____ Federally Recognized, State Organized Indian Group
Including Alaska Native _____ Recognized _____ Terminated Meeting #5 of the
Definition Above

Name of individual with tribal membership: _____

Individual named is (check one): _____ Child _____ Child's Parent _____ Child's Grandparent

Proof of membership, as defined by tribe, band, or group is:

A. Membership or enrollment number (if readily available) _____ **OR**

B. Other (explain) _____

Name and address of organization maintaining membership data for the tribe, band or group:

I verify that the information provided above is accurate:

PARENT'S SIGNATURE _____ DATE _____

Mailing Address _____ Telephone _____

Notice: Public Reporting Burden Notice on Reverse Side

PAPERWORK BURDEN STATEMENT

According to the Paperwork Reduction Act of 1995, no persons are required to respond to a collection of information unless such collection displays a valid OMB control number. The valid OMB control number for this information collection is **1810-0021**. The time required to complete this portion of the information collection is estimated to average .25 hours (15 minutes) per response, including the time to review instructions, search existing data resources, gather the data needed, and complete and review the information collected. **If you have any comments concerning the accuracy of the time estimate(s) or suggestions for improving this form, please write to:** U.S. Department of Education, Washing, DC 20202-4651. **If you have comments or concerns regarding the status of your individual submission of this form, write directly to:** Office of Indian Education, U.S. Department of Education, 400 Maryland Ave., SW, FOB-6, Washington, DC 20202-6335.

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MIGRANT EDUCATIN PARENT QUESTIONNAIRE
2006 – 2007

NAME OF FAMILY _____, _____ SITE _____
(last) (first)

Do you commercial fish? Yes _____ No _____

Do you subsistence fish? Yes _____ No _____

Did you harvest whale, seal or walrus? Yes _____ No _____

Is this a principal means of livelihood? Yes _____ No _____

Did you travel twenty miles or more from your home or cross the Northwest Arctic Borough School District boundary to harvest fish, whale, seal or walrus within the last 3 years?

Yes _____ No _____

If so, where? From _____ To _____
(your home) (camp site)

List children's names that went fishing with you or with a family member or guardian. Also, list any children who went fishing with you who are not in school (any child between the ages of 0 to 22 years old who have not graduated or received a GED).

1. _____ 5. _____

2. _____ 6. _____

3. _____ 7. _____

4. _____ 8. _____

**PLEASE RETURN THIS QUESTIONNAIRE TO THE SCHOOL SECRETARY TODAY
OR AS SOON AS POSSIBLE. TAIKU.**