



# JUNEAU SCHOOL DISTRICT

Yaakoosgé Daakahídi High School

1208 Glacier Avenue

10014 Crazy Horse Drive • Juneau, Alaska 99801 • 907-523-1800 • Fax: 907-523-1819

## CHECKLIST FOR APPLICATION AND REGISTRATION

\_\_\_\_\_ Pick up a **2-PART APPLICATION** from the Juneau-Douglas High School counseling office or Yaakoosgé Daakahídi Alternative High School, 1208 Glacier Avenue.

\_\_\_\_\_ Complete and return each part to Yaakoosgé Daakahídi at 1208 Glacier Avenue.

1. Thoroughly read, complete and sign School and Student Information
2. Thoroughly read, complete and sign Forms and Permission Slips
3. Include most recent transcript

\_\_\_\_\_ Schedule **INTERVIEW** with Yaakoosgé Daakahídi principal, 523-1801.

\_\_\_\_\_ Yaakoosgé Daakahídi principal will inform the parent/guardian and student of acceptance and an official start date.

\_\_\_\_\_ JDHS students must complete a **JDHS WITHDRAWAL FORM** prior to starting classes at Yaakoos.

**ALL FORMS MUST BE COMPLETED BEFORE  
STUDENT CAN BE ENROLLED**

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Yaakoosgé Daakahídi Alternative High School, established in 1995, is designed to help young adults, age 16-21, meet high school graduation requirements in a small, supportive setting. Class size averages 16. Our stated vision is to be "a small school community for students who graduate at their own pace and prepare for independence." About 145 students are served by ten teachers and specialists. Our name, bestowed by Tlingit elder Anna Katzeek, means "house of knowledge" or "place where learning happens."

Students age 16 to 21 who have dropped out or who are at risk of dropping out may apply. Applications are accepted throughout the school year; students are admitted quarterly in August, October, December and March. Space is limited; prospective students may be placed on a waiting list. Priority is given to motivated students who have made most progress toward graduation.

## Attendance

- ◆ Attendance is critical to success in school – and in most other settings. In an accelerated program in which students earn credit on a quarterly basis, daily participation is essential. Skipping is unacceptable and there is no such thing as an "excused" absence. Anytime you miss a class its an absence regardless of the reason.
- ◆ An absence for any reason counts towards the limit of 4 absences per quarter.
- ◆ Three tardies equal an absence and if a student is more than 10 minutes late, it's a half-absence.
- ◆ If a student misses a Friday or an orientation day, it counts as an absence in every class.
- ◆ Copies of court or medical appointments must be provided to the attendance manager.
- ◆ **DO NOT TRAVEL OR MAKE APPOINTMENTS DURING SCHOOL DAYS.** Those absences are not excused and do count toward the limit of four per quarter.
- ◆ Parents/guardians will be contacted if a student is unaccounted for.
- ◆ Leave necessary for chemical dependency treatment, childbirth or cultural events can be negotiated.
- ◆ Family travel is not an excused absence and will not be exempted from the 4-day absence limit. All travel must be **preapproved** and the appropriate forms submitted.

## School schedule

- ◆ Four 75-minute classes occur between 8:15 am and 2:40 pm, Monday through Thursday. Lunch is 11:15 to noon. A 20-minute reading period occurs daily, from 9:40-10:00.
- ◆ The school is on a quarter system, which means that students earn credits and change classes about every nine weeks. The school follows the Juneau School District adopted calendar, except for parent conference weeks. Parent conferences are held throughout the school year at Yaakoos on an as-needed basis; we do not change our class schedule during conference week.
- ◆ Community-building/orientation activities occur on the first day and/or last day of each quarter. Attendance is mandatory. If a student fails to attend, they will accrue a full-day absence in all classes for the new quarter.
- ◆ Students take 2 to 4 classes on campus, depending on their credit needs, and earn credit off-campus by working or through service or by completing independent PE.
- ◆ On Fridays, attendance is mandatory from 8:15-11:15, followed by tutoring. Students meet in their advisory and then participate in whole-group activities or workshops related to independent living skills. Students earn a half-credit for two quarters of participation in Friday programming (as long as they do not miss more than two Fridays). A Friday absence counts as an absence in all classes and counts towards the limit of 4 per quarter.

## Work and service

- ◆ Students are required to be employed an average of 10 hours a week OR to participate in service learning or internship experience an average of 5 hours a week. They may do both. A half-credit is issued for every 180 hours of documented employment or 68 hours of documented service (plus a one-page, single-spaced reflection paper, submitted to the student's advisor). If students do not document enough hours to earn a half-credit every two quarters, they may be placed on leave for a quarter.

## Earning credits toward graduation

- ◆ Students are assigned an advisor to help guide them through the graduation process. Students need 21 credits and to pass all three portions of the High School Graduation Qualifying Exam to receive a full diploma. If students do not pass all three sections, they may participate in graduation ceremonies. However, they will receive a certificate of achievement, rather than a full diploma. The "exit" exam is administered the first week in October and April and students have five attempts (once they've achieved 4 credits) during high school and unlimited attempts after they have finished all high school credits.
- ◆ Students receive a regular JDHS diploma and participate in JDHS graduation ceremonies in June.
- ◆ Students can receive dual credit for certain courses from accredited institutions of higher education and Yaakoos will help pay tuition (although students who fail or drop such courses must reimburse the school). College courses must be three credits at the 100 level or above. For each three-credit hour course completed, a student will receive .5 high school credit. Yaakoos can help pay tuition for such courses and can assist with the registration process.

- ◆ Students can earn credit by completing paper/pencil or online correspondence class(es) purchased by Yaakoos and completed on-campus under teacher supervision.
- ◆ Credits are issued quarterly; students change classes every 9 weeks. A half-credit is earned for each completed class.

### **Probation and Drops**

- ◆ All newly-admitted students are on probation. If their behavior, including attendance, is disruptive to their education or the education of others, they may be dropped at any time.
- ◆ Students who drop or fail a class, have excessive absences, tardies, or behavioral issues during any quarter, will be placed on probation the following quarter. If such issues persist, the student may be released at the end of the probationary quarter. This policy ensures that vacancies are not filled by individuals who are not committed to graduation.

### **JDHS Campus Restrictions**

- ◆ YK students are encouraged to participate in JDHS extra-curricular activities (including dances). However, school district policy prohibits students enrolled on one campus to be present on another campus. Therefore, YK students are not allowed on the JDHS campus during school hours or at lunch.

### **Conduct**

- ◆ Once participants enter the school, all rules and the handbook pertinent to high school students in the Juneau School District apply. Our school follows the discipline categories and consequences adopted at Juneau-Douglas High School. Students are expected to maintain behaviors and actions that are respectful and responsible, including appropriate language. If a student uses crude language, such as cursing, or is defiant or disrespectful in tone or attitude, that individual will be asked to leave for the remainder of the day. Students involved with conflicts with other Yaakoos students will be referred to mediation.

### **Tobacco and Other Controlled Substances**

- ◆ Smoking is **NOT ALLOWED** anywhere in school buildings or within 500 feet of the school grounds. **Possession of Tobacco products is illegal for anyone under 19.** Violators may receive a tobacco citation and or assignment to a smoking cessation class. Juneau School District follows the Drug Free School Zone procedures and dictates. Students under the influence or in possession of any controlled substance face automatic suspension.

### **Chemical Use Policy**

- ◆ Any student found using, in possession of, or distributing any drug or drug paraphernalia on school premises, during the school day, or at any school function is in violation of Board Policy 5530. S/he will be subject to the disciplinary procedures set forth in the administrative regulations for School Board Policy (BP5530), which **WILL** result in suspension and/or expulsion from the District. Drugs include all controlled substances, all chemicals that release toxic vapors, all alcoholic beverages, and any prescription drug, except those medications permitted by BP 5530 (Use of Medications). For

information regarding the Chemical Use Policy contact the Principal and request Board Policy 5530 (as amended).

### **Personal Music Players**

- ◆ Such players are NOT allowed to be used during instruction time at school without specific permission by the instructor.

### **Appropriate Clothing**

- ◆ Clothing appropriate to the learning environment is expected of all students. Underwear is not to be visible. Hoods are down at all times. Cleavage (front and back) is to be covered. Items of clothing which violate the chemical use policy (drug/alcohol), or the District's harassment policy (gender, race, etc.) will not be tolerated. Students will be asked to leave if a request from staff to remedy inappropriate dress is not followed.

### **Gang Activity**

- ◆ Any group of two or more persons who associate in whole or in part of the purpose of committing violent, illegal, threatening, or intimidating acts, is considered by Board Policy as a gang. Any students engaged in gang activities will be subject to suspension and/or expulsion from the Juneau School District.

### **Weapons In Schools**

- ◆ Students bringing weapons of any sort into a school or on school grounds will be suspended or expelled from the District for up to one calendar year, in accordance with the District weapons policy (Board Policy 5540) and federal law. In addition, criminal charges will be filed with the Juneau Police Department. Weapons include, but are not limited to guns, bombs, and other firearms as that term is defined in Section 921 of Title 18 of the U.S. Code, including the parts from which firearms may be assembled. Prohibited weapons also include sling shots, bludgeons, artificial knuckles of any kind, knives of any kind having a blade of greater than two inches, knives the blades of which can be opened by a flick of a button or pressure on the handle, any pocket knife where the blade is carried in a partially open position, or any other item the purpose of which is to inflict bodily harm.

### **Harassment**

- ◆ Harassment between students, or between a student and staff, whether verbal, physical, or sexual in nature will not be tolerated. The consequences for harassment include suspension or, in more extreme forms of harassment, expulsion from the District. Students may be referred to mediation.

### **Fighting**

- ◆ Any student involved in a physical confrontation on or off school property during the school day (defined as the time a student leaves their home to school until they leave school for home) or at a school event will be subject to suspension and other disciplinary procedures as addressed in the JDHS discipline grid.

### **Plagiarism and Other Cheating**

- ◆ If a student presents another's work as his or her own, whether it be copied and pasted from the internet or directly quoted without attribution, that assignment will receive an automatic zero and may be subject to further disciplinary action.

## Phones

- ◆ Students may use the office telephone attached to the fax for short local phone calls, during breaks or lunch time. Cell phones must be off and stored out of sight during class, otherwise, they will be confiscated until the end of the day. Phone use during breaks or at lunch should occur in the Commons or outside the building – **not in classrooms or hallways.**

## Parking

- ◆ Unfortunately, student parking is **NOT** available. Students who park in school or business parking lots will be towed. Avoid the expense of tickets and towing by planning plenty of time to find street parking. Parking is prohibited in the Wash Board Laundry lot, the Bill Ray Center lot, or the lot behind the senior center, or in the Blockbuster or J&J parking lots, and vehicles may be towed or booted.

## Food

- ◆ Food is available for students either for free or for a small fee at the school store. Free lunch is based on student application. **No food or drink are allowed near computers.** Only bottled water is allowed in classrooms. Students are expected to dispose of trash and place aluminum cans, glass, and plastic containers in the recycling bins.

## Field Trips

- ◆ Participants usually will travel as a group to and from the activity. On occasion, Yaakoosge Daakahidi staff will transport participants. (Students will not be allowed to drive their own cars nor transport other students unless in accordance with School Board Policy #1340R). Yaakoosge Daakahidi does not assume responsibility for injuries in the school program. Participant conduct will reflect behaviors appropriate to a work environment. If staff feels that a student is creating a disturbance or causing a problem, the student will be asked to correct the behavior or leave the premises.

## Payment For Lost or Damaged Instructional Materials

- ◆ Students who fail to return loaned materials (including laptops) or who deface or otherwise make unusable real or personal property or who fail or drop a class paid for by Yaakoos (such as at the University) will have their diplomas, and transcripts withheld until the debt is cleared per Board Policy #5513. Laptop loss may result in garnishment of the student's Permanent Fund Dividend.

## Student Rights & the Grievance Procedure

- ◆ Students have a right to be treated fairly and with respect. If any student or family believes they have a grievance, there is a 4-step process to pursue the complaint, as outlined in Board Policy #5710. In short, the first step is for the student/parent to directly address the issue verbally with the appropriate teacher or administrator. If the result is unsatisfactory, the complaint is submitted in writing to the principal. If a resolution does not occur, a written appeal is submitted to the superintendent and, eventually to the Board of Education, if necessary.

## Anti-discrimination Policy

- ◆ Discrimination includes, but is not limited to, the exclusion of any person from participation in school activities, denying any student a benefit under any program, or

granting any student discriminatory consideration or advantage on any basis other than merit. Discriminatory harassment includes, but is not necessarily limited to, slurs, epithets, threats, derogatory comments, unwelcome jokes, teasing, stereotyping, sexual harassment, physical assault or other forms of verbal or physical harassment which adversely affects their education. Any student who believes they have been subject to discrimination, harassment, assault or abuse are encouraged to contact any school official they feel comfortable discussing the matter. Students are encouraged to follow the procedures established under Board Policy #5710 ("Student Grievance"). A copy of this policy may be obtained from the Program office.

### **Safety Procedures**

- ◆ Yaakoos follows the emergency preparedness and crisis intervention plans adopted by the Juneau School District.

I have reviewed this document with my student and will support his/her effort as a student of this program.

\_\_\_\_\_  
Parent/Guardian Signature (if student is under 18)      Date \_\_\_\_\_

\_\_\_\_\_  
Student Signature      Date \_\_\_\_\_

\_\_\_\_\_  
Student Printed Name      Date \_\_\_\_\_



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## PART 1

(OF A 2-PART APPLICATION PROCESS)

# SCHOOL AND STUDENT INFORMATION

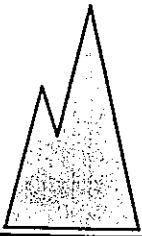
STUDENT NAME \_\_\_\_\_

DATE SUBMITTED \_\_\_\_\_

DATE INTERVIEWED \_\_\_\_\_

STUDENT CONTACT # \_\_\_\_\_

PARENT CONTACT # \_\_\_\_\_



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## Student Information

Name: _____	Date of Birth: _____
Mailing Address _____	Your Home Phone _____
_____	Your Cell Phone _____
Student email _____	
Name of Parent or guardian _____	Their Home Phone _____
	Their cell Phone _____
Parent email _____	Their work Phone _____
Second parent _____	Their Work Phone _____

**YOU MUST ATTACH CURRENT TRANSCRIPT FROM YOUR SCHOOL'S REGISTRAR**

Please explain why you would like to attend Yaakoosgé Daakahídi.

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Strengths & interests (academic, sports, hobbies, talents, etc):

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Previous school: \_\_\_\_\_

Attendance: excellent \_\_\_ average \_\_\_ poor \_\_\_

Did you have any behavior/discipline problems? Yes \_\_\_ No \_\_\_

If yes, please describe: \_\_\_\_\_

Were you on an IEP (Individualized Education Plan)? Yes \_\_\_ No \_\_\_

What help do you need to be a successful learner? \_\_\_\_\_

Involvement with counseling? Yes \_\_\_ No \_\_\_

Drug/Alcohol \_\_\_

Personal \_\_\_

Other (please explain) \_\_\_

**Recommendations/Referrals:**

Please provide the names of two school district staff members who know you well:

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

**Living status (check one):**

Living at home with parent/guardian \_\_\_ Living independently \_\_\_

Temporary accommodations \_\_\_ Homeless \_\_\_

Living with relatives \_\_\_ If so, what is the relationship? \_\_\_\_\_

**Support services (check those you are using or would like to use):**

Section 8 housing \_\_\_ Public assistance \_\_\_ Medicaid \_\_\_

Free/reduced lunch \_\_\_ WIC (Women, Infant & Children) \_\_\_

Daycare assistance \_\_\_ (our students use a nearby daycare facility)

Chemical dependency treatment \_\_\_ When? \_\_\_\_\_

**Medical:**

Do you have any health issues? Yes \_\_\_ No \_\_\_

If yes, describe: \_\_\_\_\_

Pregnancy? Due date \_\_\_\_\_ Children? Ages \_\_\_\_\_

**Support network:**

Family member: \_\_\_\_\_ Phone: \_\_\_\_\_  
Friend: \_\_\_\_\_ Phone: \_\_\_\_\_  
Relative: \_\_\_\_\_ Phone: \_\_\_\_\_

**Legal:**

Are you on probation? Yes \_\_\_\_\_ No \_\_\_\_\_

If yes: Probation officer: \_\_\_\_\_  
Probation period: \_\_\_\_\_

Have you ever been court-ordered to go to school? Yes \_\_\_\_\_ No \_\_\_\_\_

Have you ever been to Friday court? Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, what was the offense? \_\_\_\_\_

**Employment:**

**You must be employed (180 hours every 2 quarters) or involved in regular volunteer service (68 hours every 2 quarters)**

Are you employed? Yes \_\_\_\_\_ No \_\_\_\_\_

If yes: Employer: \_\_\_\_\_  
Phone number: \_\_\_\_\_  
Work hours: \_\_\_\_\_

If no: Are you seeking employment? Yes \_\_\_\_\_ No \_\_\_\_\_

If living independently:  
Can you survive on your wage? Yes \_\_\_\_\_ No \_\_\_\_\_

What will you do to survive if you can't find a job? \_\_\_\_\_  
\_\_\_\_\_

**Personal/Family Situations which could make going to school hard**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_