

2006-2007 Curriculum

The qualities of the school as a whole can either enhance or detract from the learning environment. One key factor in support of student success includes efficient planning and clear goals. It is the role of the Principal to communicate and monitor teacher lesson plans to ensure optimal learning opportunities are provided for all students. Therefore, the Principal shall monitor teacher lesson plans to ensure:

- State and District adopted standards are identified/referenced in all subject areas, and
- There is a clear relationship among learning goals, instructional activities, on-going assessment, and student mastery.

Note: A July 8, 1997 letter from Kathi Wineman, Title I – Migrant Education Program Specialist, in reference to the Alaska Department of Education Improving America’s Schools Act Program Review of the Northwest Arctic Borough School District, February 24-28, stated in the area of Instruction:

“The use of curriculum objectives as the basis of instruction varied between sites and between teachers at sites. Some teachers were very results oriented, focusing on student understanding of the curriculum objectives in the math and language arts documents; others equated curriculum to adopted text and did not differentiate between the new objectives-based math and language arts curriculum and the older science and social studies materials. We strongly encourage the District to include professional development opportunities for teachers to understand standards-based instruction in your plan for curriculum revision and using a standards-based approach. Emphasis should be placed on using the objectives to base instruction on relevant contexts.”

Lesson Planning

It is the responsibility of the principal to establish clear written regulations concerning daily, unit, and yearly planning. Each teacher must know from the very first day of employment what is expected of him or her in the way of lesson planning. In general, regulations should be developed with the following in mind:

1. Each teacher shall maintain daily and weekly written lesson plans. Lesson plans must reference curriculum objectives.
2. Before a teacher leaves for the day, written plans should be left in the teacher’s room in the event the teacher is unable to return to work the following day(s).
3. It is recommended that a set of emergency lesson plans be developed by each teacher and placed on file with the principal in case of unforeseen circumstances.
4. It is recommended that yearly or quarterly planning be in evidence that relates to instructional objectives outlined in the *Curriculum Guidelines*.
5. Lesson plan format is to be determined by the Principal.
6. Lesson plans are to be reviewed by the Principal weekly to insure curriculum objectives, learning activities and assessment procedures are aligned and meet the learning needs of students.

FY-07 Inservice Plans

Send a copy of your FY-07 Inservice Plan to the Director of Instructional Services prior to the end of May 2007. Identify inservice topics and dates of training according to state requirements. Any changes to your site inservice plan content must be submitted to the Director of Assessment and Evaluation at least one month in advance of the scheduled inservice date. The director will in turn submit the request for change to the Department of Education and Early Development for their approval. Each inservice activity occurring during the FY-07 school year requires an evaluation by the participants. If you need suggestions on evaluation items and/or format, contact the Office of Assistant Superintendent. Copies of inservice evaluations should be sent to the Office of Assistant Superintendent as completed.

Schedules

Length of School Day

Under State Law, "The day in session in every school shall be at least four hours long, exclusive of intermissions, for Kindergarten, First, Second and Third grades and five hours, exclusive of intermissions, for all other grades." Schools wishing to deviate from the above must apply for a waiver through the District Office to the Alaska Department of Education.

The school day for teachers in the Northwest Arctic Borough School District will be seven (7) hours long.

Scheduling

The school schedule must be planned to provide equal access for all students to the educational opportunities provided by the school.

School schedules must contain accurate curricular course titles as noted in the Curriculum Guidebook 2006-2007.

Class Schedules

Review your class and staff schedules submitted in the spring of FY-06. Class schedules must contain accurate curricular course titles, time periods, teacher names, and date the schedule was created. After reviewing your schedules, send them to the Director of Instructional Services with your August reports due **September 8, 2006**.

Whenever there is a schedule modification, a new schedule is to be submitted.

High School Graduation Requirements

The graduating class of 2007 is required to pass all three portions of the Alaska High School Qualifying Exam (AHSGQE) and complete NWABSD graduation credit requirements in order to be awarded a high school diploma. Students completing solely the NWABSD credit requirements receive a Certificate of Completion. However, state regulation 4AAC 06.771 High School Graduation Qualifying Examination Reexamination provides guidelines and opportunities for graduates to take the High School Graduation Qualifying Exam after exiting high school until the person passes the AHSGQE.

Students' credits will be compiled and recorded by the Principal no later than one week after the end of each semester. This information will be forwarded to the Director of Instructional Services. During the senior year, compilation and recording of credits will be done for students at the end of the first and third quarters as well.

1. High school students will be offered classes of:
 - a. one full credit or
 - b. half a credit.
2. On one credit courses, students will receive one half credit at the end of each semester upon satisfactory completion of course work.
3. One one-half credit courses, students may not receive less than one-half credit. Students must satisfactorily complete all work during the semester that the course is offered.
4. One-fourth credit classes may be awarded for pre approved District courses only.
5. Instructional hours are as follows:

One (1) credit	=	135.0 clock hours of instruction
One-half (.5) credit	=	67.5 clock hours of instruction.
6. All course work will be graded using the following marks:
 - A = 90-100 Superior Achievement
 - B = 80-89 Above Average
 - C = 70-79 Average
 - D = 60-69 Below Average
 - F = 59 & Below Failing

7. "I" (Incomplete) will be assigned to students unable to complete the contact hours and course requirements.
8. A copy of the official transcripts will be sent to the NWABSD Student Information Officer at the end of each semester. The original transcripts will be retained in the student's file.
9. The Principal and Itinerant Counselor or Kotzebue Middle/High School Counselor will be responsible for counseling students on course work toward graduation and for record keeping of student progress on the District's High School Course of Study Plan.
10. Students making in-district transfers will be able to continue their course of studies with appropriate arrangements made by the instructors.
11. The Superintendent, or his/her designee, shall prepare for Board approval a plan consisting of District graduation requirements.
12. Students shall receive a High School Diploma after meeting NWABSD's graduation requirements and passing all three sections of the Alaska High School Graduation Qualifying Exam. Students shall receive a Certificate of Completion after meeting the NWABSD's graduation requirements.

NWABSD High School Graduation Requirements

Subject	Units of Credit	
	2006-2007	2007-2010
Language Arts	4.0	4.0
Mathematics	3.0	3.0
Science to include 1 unit of Integrated Earth Science and Physics and 1 unit of Integrated Biology and Chemistry	2.0	2.0
Social Studies to include 1 unit on Inupiaq Studies, 1 unit of United States History, ½ unit of Alaska Studies, and ½ unit of United States Government	3.0	3.0
Health/Physical Education to include 1 ½ units of Physical Education and 1 unit of Health (1/2 of which is Family Life)	2.5	2.5
Technology*	1.0	1.0
Electives	6.5	5.5
Workplace Basics**	0.0**	1.0**
Total Graduation Credits	22	22

- For a complete list of technology courses, please see the Approved Vocational Course List in this book
- 1 credit Workplace Basics I *recommended* for those graduating 2007; 1 credit Workplace Basics I *required* for those graduating in 2008.

NWABSD SECONDARY COURSES AND REQUIREMENT INFORMATION

(Requirements effective with the class that graduates in 2006 and 2007)

Language Arts: 4 credits required

- Introduction to Literature (EOL/Introductory Course)
- Thematic Explorations I (EOL/First Course)
- Thematic Explorations II (EOL/Second Course)
- Non Fiction/Poetry (EOL/Third Course)
- World Literature (EOL Fourth Course)
- U.S. Literature (EOL/Fifth Course)
- British & World Class Literature (EOL/Sixth Course)
- Graphics Communications *
- Technical Writing & Oral Communications*

Foreign Language (elective credit)

- Spanish I
- Spanish II
- Inupiaq

Mathematics: 3 credits required

- Pre-Algebra
- Algebra I
- Geometry (Prerequisite for Algebra II)
- Algebra II
- Personal Finance*
- Pre-Calculus
- Applied Math I *

Social Studies: 3 credits required

- Alaska History (.5 credit required)
- Inupiaq Studies (1 credit required)
- U.S. Government (.5 credit required)
- U.S. History (1 credit required)
- Global Studies

Fine Arts:

- Choral Music
- Art I
- Art II
- Beginning Band
- Advanced Band
- Hand bell Ensemble

Vocational Education:

- 1 credit Workplace Basics (recommended 2007)
(required 2008)

Language Arts: Continued (Supplemental Basic Skills) .5 elective credit)

- Developmental Reading & Writing Level 1
- Developmental Reading & Writing Level 2
- Developmental Reading & Writing Level 3
- Developmental Reading & Writing Level 4

Science: 2 credits required

- Integrated Earth Science & Physics (required)
- Integrated Biology and Chemistry (required)
- Field Biology
- Chemistry
- Geology
- Physics

Health and Physical Education 2.5 credits required

- Family Living .5 credit required
- Health .5 credit required
- Physical Education I 1.5 credits required

Technology: ** 1 credit required

- All technology courses marked with an * on the *Approved Vocational Education Course List* apply

Other:

- Qualifying Exam Course I - credit recovery for L.A. or math or an elective.
- Qualifying Exam Course II - credit recovery for L.A. or math or an elective.
- Qualifying Exam Course III - credit recovery for L.A. or math or an elective.
- Service Learning

In addition to this list, the NWABSD provides a variety of courses and options for students desiring an alternative approach to learning through the Northwest Arctic Online Learning Center.

NWABSD SECONDARY COURSES AND REQUIREMENT INFORMATION
(Requirements effective with the class that graduates in 2008)

Language Arts: 4 credits required

- Introduction to Literature (EOL/Introductory Course)
- Thematic Explorations I (EOL/First Course)
- Thematic Explorations II (EOL/Second Course)
- Non Fiction/Poetry (EOL/Third Course)
- World Literature (EOL Fourth Course)
- U.S. Literature (EOL/Fifth Course)
- British & World Class Literature (EOL/Sixth Course)
- Graphics Communications *
- Technical Writing & Oral Communications*

Foreign Language (elective credit)

- Spanish I
- Spanish II
- Inupiaq

Mathematics: 3 credits required

- Pre-Algebra
- Algebra I
- Geometry (Prerequisite for Algebra II)
- Algebra II
- Personal Finance*
- Pre-Calculus
- Applied Math I *

Social Studies: 3 credits required

- Alaska History (.5 credit required)
- Inupiaq Studies (1 credit required)
- U.S. Government (.5 credit required)
- U.S. History (1 credit required)
- Global Studies

Fine Arts:

- Choral Music
- Humanities—Art *
- Music—Band

Language Arts: Continued (Supplemental Basic Skills) .5 elective credit)

- Developmental Reading & Writing Level 1
- Developmental Reading & Writing Level 2
- Developmental Reading & Writing Level 3
- Developmental Reading & Writing Level 4

Science: 2 credits required

- Integrated Earth Science & Physics (required)
- Integrated Biology and Chemistry (required)
- Field Biology
- Chemistry
- Geology
- Physics

Health and Physical Education 2.5 credits required

- Family Living .5 credit required
- Health .5 credit required
- Physical Education I 1.5 credits required

Technology: ** 1 credit required

- All technology courses marked with an * on the *Approved Vocational Education Course List* apply

Approved Vocational Course List

- Drafting I
- Drafting II
- Subsistence Shop
- Hunting/Trapping/Survival
- Power Technology I
- Power Technology II
- Principles of Technology I
- Principles of Technology II
- Woods Technology I
- Woods Technology II
- Metal Technology I
- Metal Technology II
- Welding I
- Welding II
- Word Processing *
- Business Software I *
- Business Software II *
- Desktop Publishing *

Vocational Education Electives Taught at ATC, Chukchi or other delivery means

- Applied Math II
- Word Processing *
- Career Transition Class
- Food Preparation I
- Food Preparation II
- Clothing Construction I
- Clothing Construction II
- Tourism
- Applied Biology and Chemistry I
- Applied Biology and Chemistry II
- Geology I
- Business Software I *
- Business Software II *
- Office Occupations at ATC
- Desk Top Publishing *
- Rural Economic Development at Chukchi
- Health Technologies at Chukchi
- Social Science Program at Chukchi
- Health Occupations at ATC
- Construction Trades I at ATC
- Building, Industrial, Technology Program at ATC
- Industrial Mine Maintenance at ATC

- Accounting I
- Accounting II
- Office Procedures
- Video Production
- Photography I
- Advanced Photography
- Graphic Communication I
- Graphic Communication II
- Family and Consumer Science-HS
- Independent Living
- Child Development I
- Child Development II
- Workplace Basics I (recommended)
- Workplace Basics II
- Cooperative Vocational Education
- Small Business Enterprise
- Applied Math I
- Computer Systems Troubleshooting *
- Programming *
- Personal Finance

*** Credit earned in this course can be used toward the District's requirement of one credit in technology.**

Transcript Request Procedure

~When a student who is still attending school requests a transcript ~

The school where the student last attended or is currently enrolled in the District is responsible for sending transcripts and school records to the person or institution requesting the information. Complete student records are kept at school sites and not at the District Office. The “records request form” must be completed and signed by the parent/guardian of the student before any information is released. A student can sign for himself/herself if he/she is at least 18 years old. Any school, institution, association, business, foundation, etc. requesting student records must provide a parent signature.

~ When a student who has graduated requests a transcript ~

The principals must provide official graduate transcripts and copies of diplomas during the Principal Checkout Procedure. These are archived by the Students Information Officer in the Special Programs Department with the Most graduate transcripts are from the past six years. There are some transcripts prior to 1997, but not all graduates of this District have transcripts on file in the District Office. When there is a missing transcript, the person making the transcript request is directed to the school where they graduated for records.

Again, the “records request form” must be completed and signed by the parent/guardian of the student or the student before any information is released. Verbal requests are not accepted. We must have documentation with the signature providing permission to release information to the requested institution or person. Transcripts can be given directly to individuals or we will mail the information to the address provided by the person requesting the information.

~ Official transcripts ~

Most accredited institutions, e.g. colleges and universities will not accept a transcript unless it is official. When a student requests an official transcript from the District Office, it is crimped with the Northwest Arctic Borough School District Official Transcript crimper and signed with an official signature. If a school site provides the official transcript, the school crimper should be used and the transcript signed by the principal. The transcript is sealed in an envelope and sent to the institution directly from the school or the District Office. Official transcripts should not be given directly to the student. A log must be kept at the school for all student record requests and transactions. Signed request forms must be archived with the log. The District also keeps a log and request forms for all student records transactions.

~ Unofficial transcripts ~

An unofficial transcript is one that is not crimped or in an official envelope. It can be given to the student directly after a request form is signed. Some institutions do not request official transcripts and will simply ask you to fax the transcript to them.

CONSENT TO RELEASE EDUCATION RECORDS

I hereby consent to the release by the Northwest Arctic Borough School District of the education records specified below of: _____,

Student's name

whose birthdate is ____/____/____. Release is authorized to the following individual, agency, and/or organization: _____ for the following purpose(s): _____. Name of school graduated from _____ Date of Graduation ____/____/____. *If **NOT** a graduate, send this request directly to school site.*

The education records to be released are those checked below:

____ Transcripts ____ Attendance Records ____ Health Records
____ Special Ed. Records ____ Psychological & Counseling Records ____ Others as described:
____ Disciplinary Records ____ All the above _____

I understand that by consenting to the release of the above-specified education records, the party to whom those records will be released is not to permit any other party to have access to those records without my written consent, unless required by law. I further understand that it is my right to have a copy of the records to be released.

I ____ **DO** or ____ **DO NOT** request a copy of such records.

DATED at _____, Alaska, this ____ day of _____, 200__.

Signature of Parent/Guardian or Student if at least 18 years of age

Mailing
Address _____

City _____ State _____
Zip _____

Telephone (_____) _____ Fax
(____) _____

Northwest Arctic Borough School District

NWABSD Contact: Carl Chamblee, Director of Assessment
 442-3472 ext. 451 or cchamblee@nwarctic.org

2006-2007		
Date	Assessment Name	Grade Levels
Due to EED November 1, 2006	Kindergarten Developmental Profile	K-1
August 28-September 29, 2006, January 3-29 and April 2-27, 2007.	Dynamic Indicators of Basic Early Literacy (DIBELS)	K-3
October 3-5, 2006	HSGQE Fall Retake	11,12,12+adult
January 22 – March 9, 2007	National Assessment for Educational Progress (NAEP) <i>nationsreportcard.gov</i>	<i>Selected sites</i> Noorvik, Buckland, Deering, June Nelson, Kobuk, Kotzebue Middle School, and Napaaqtugmiut
January 30 – February 19, 2007	Norm-Referenced Assessment: TerraNova Cat/6	5,7
<i>Test and test window will be established based on new contract.</i>	Alternate Assessment	3-10
March 1 – April 30, 2007	English Language Proficiency Assessment	K-12
April 3-5, 2007	HSGQE Spring Retake	11,12,12+adult
April 3-5, 2007	Combined SBA-HSGQE	10 only
April 2-16, 2007	Standards Based Assessments (SBA)	3-9
April 2-16, 2007	Science Assessment (stand-alone field tests)	<i>Selected sites (TBA)</i>

Assessment Calendar for 2006-2007

Assessment Descriptions

High School Graduation Qualifying Examination (HSGQE):

This criterion-referenced test is required by the State of Alaska. To receive a diploma, each student must be proficient in all three of the subtests (reading, writing, and math). Tenth grade participation levels are crucial since these help determine each school's Annual Yearly Progress. The HSGQE is an untimed test that helps to measure students' progress toward meeting the Alaska Content Standards. The current minimum scores required for subtest proficiency are: reading – 322; writing – 275; and math – 328. For more information on the HSGQE and to download HSGQE practice tests, please visit: <http://www.eed.state.ak.us/tls/assessment/hsgqe.html>. The HSGQE will be given in the fall for any student who has previously taken the HSGQE and not passed one or more of the subtests, and any 11th or 12th grade student (determined by number of high school credits) who has not previously taken the exam. The HSGQE will be given in the spring for all 10th grade students (determined by number of high school credits) and for all 11th and 12th grade students who have not passed one or more of the subtests.

Terra Nova (CAT/6) Norm Referenced Test:

This norm-reference test is required by the State of Alaska for students in grades 5 and 7. This test shows how well our students are performing in relation to other students across the nation. The Terra Nova is a timed test. The Northwest Arctic Borough School District currently administers only the required portions of the test which are: Reading & Language Arts and Mathematics. Participation in this test is **not** a factor in determining a school's Annual Yearly Progress.

National Assessment of Educational Progress (NAEP):

The criterion-referenced NAEP test is known as the "Nation's Report Card." It is used to collect achievement data for students in grades 4 and 8 at the national level. Districts across the nation are selected to participate in this test.

Kindergarten Developmental Profile:

The Kindergarten Developmental Profile is given to all students in Kindergarten and all students in 1st grade who are entering school for the first time (i.e. those who did not attend Kindergarten). This profile is required by the State of Alaska to report each child's development in the areas of physical well-being, motor development, language and literacy, personal/social skills, thinking and cognition. NWABSD uses the Anchorage Developmental Profile to gather the information required by the State.

Standards Based Assessments (SBA):

The Standards Based Assessments are proficiency-based criterion-reference tests developed for Alaskan students in grades 3 – 9. Testing occurs once per year (in the Spring). Participation in the SBA is crucial since the test participation rate is a factor in determining a school's Annual Yearly Progress. Each student in grades 3 – 9 completes this test based upon the number of years the student has been in school beginning with 1st grade (i.e. a student who has been in school for three years – 1st, 2nd, & 3rd - will complete the 3rd grade SBA).

Dynamic Indicators of Basic Early Literacy Skills (DIBELS):

The NWABSD requires all students in Kindergarten and grade 1 to take the DIBELS test three times per year: fall, winter, and spring. The DIBELS test is optional for students in grades 2 – 3. DIBELS are a set of standardized, individually administered measures of early literacy development used to regularly monitor the development of pre-reading and early reading skills.

Standardized Test Analysis Training Suggestions

There are numerous factors to consider and evaluate in relation to test results. The following is a list of suggestions for principals and teachers to consider when analyzing results and planning for future practices.

1. Examine the change/stability of student, teacher, and principal transience rates.
2. Examine curriculum adoption/revision dates and correlation between test items and curriculum goals/objectives.
3. Examine how various concepts have been taught to determine if other methods might produce different results.
4. Examine the effects of special populations as subgroups and determine their impact on test results.
5. Examine attendance patterns to determine potential impact on student performance.
6. Examine previous training teachers have received in giving the test and identify problems encountered during testing periods, i.e., are there contingency plans for a student who becomes disruptive, for students exempt for the test, etc.
7. Examine test format and correlate to the how students are tested or encounter the items in their classrooms.
8. Examine test scores across grades, i.e., compare progress of students as second graders to their performance as third, fourth graders, etc.
9. Examine test scores of same grades across ears.
10. Remember student population samples are small and statistical analysis will not provide significant data for making decisions, i.e., scores alone will not provide an accurate direction for change. Evaluation of all of the above factors will help you to develop plans to move students to higher performance levels.

Section 504

Under Section 504 of the Rehabilitation Act of 1973 school districts have to identify a Section 504 Coordinator. In the Northwest Arctic Borough School District, the designated Section 504 Coordinator is the Director of Special Programs. Section 504 covers all students who have physical or mental impairments that substantially limits one or ore major life activities (including learning). Section 504 covers all students who meet this definition, even if they do not fall within the IDEA-enumerated categories and even if they do not need to be in special education. If students are determined to be handicapped as defined under Section 504 the District must develop and implement a plan for the delivery of any needed services. Please refer to your on-site copy of *Section 504 Plan Handbook for Regular Educators*, March 1994 for the 504 Plan Process, Accommodation Plan form and information. Principals should contact the Section 504 Coordinator when they believe they have a student at their site whom has disabilities and who would need special accommodations in a regular education classroom. A copy of the 504 Accommodation Form should be sent to the 504 Coordinator upon completion.

Note: If you do not have a copy of the handbook, please contact the Director of Special Programs at 442-3472 ext. 268 and a copy will be sent.

ALASKA STATUTE

TITLE 14.20 TEACHERS AND SCHOOL OFFICIALS

Sec. 14.20.680. Required alcohol and drug related disabilities training.

(a) A school district or regional educational attendance area shall train each teacher, administrator, counselor, and specialist on the needs of individual students who have alcohol or drug related disabilities. The training must utilize the best available educational technology and include an overview of medical and psychological characteristics associated with alcohol or drug related disabilities, family issues, and the specific educational needs of students with alcohol or drug related disabilities.

(b) A newly hired teacher, administrator, counselor, or specialist who has not previously received the training required under (a) of this section shall receive the required training within 45 days after the first day the teacher, administrator, counselor, or specialist begins to work.

Sec. 18.66.310. Continuing education for public employees, court system employees, and for prosecuting authorities.

(a) Employers of state or local public employees, including employees of public schools, shall, in consultation with the Council on Domestic Violence and Sexual Assault, provide continuing education in domestic violence for the public employees who are required by law to report abuse or neglect of children under AS 47.17.020 .

(b) The administrative director of the Alaska Court System shall, in consultation with the Council on Domestic Violence and Sexual Assault, provide continuing education in domestic violence for judicial officers and court clerks who have contact with parties involved in domestic violence.

(c) The Department of Law and other prosecuting authorities in the state shall, in consultation with the Council on Domestic Violence and Sexual Assault, provide continuing education in domestic violence for prosecuting attorneys and other employees who have contact with persons involved in domestic violence.

(d) The continuing education required under (a) - (c) of this section must include information on the following subjects:

- (1) the nature, extent, and causes of domestic violence;
- (2) procedures designed to promote the safety of the victim and other household members;
- (3) resources available to victims and perpetrators of domestic violence; and
- (4) the lethality of domestic violence.

Sec. 47.17.022. Training.

(a) A person employed by the state or by a school district who is required under this chapter to report abuse or neglect of children shall receive training on the recognition and reporting of child abuse and neglect.

(b) Each department of the state and school district that employs persons required to report abuse or neglect of children shall provide

(1) initial training required by this section to each new employee during the employee's first six months of employment, and to any existing employee who has not received equivalent training; and

(2) at least once every five years, appropriate in-service training required by this section as determined by the department or school district.

(c) Each department and school district that must comply with (b) of this section shall develop a training curriculum that acquaints its employees with

(1) laws relating to child abuse and neglect;

(2) techniques for recognition and detection of child abuse and neglect;

(3) agencies and organizations within the state that offer aid or shelter to victims and the families of victims of child abuse or neglect;

(4) procedures for required notification of suspected abuse or neglect;

(5) the role of a person required to report child abuse or neglect and the employing agency after the report has been made; and

(6) a brief description of the manner in which cases of child abuse or neglect are investigated by the department and law enforcement agencies after a report of suspected abuse or neglect.

(d) Each department and school district that must comply with (b) of this section shall file a current copy of its training curriculum and materials with the Council on Domestic Violence and Sexual Assault. A department or school district may seek the technical assistance of the council or the Department of Health and Social Services in the development of its training program.

ALASKA ADMINISTRATIVE CODE

CHAPTER 6. GOVERNMENT OF SCHOOLS

4 AAC 06.530 Guidance and Counseling Services.

(a) School personnel assigned to provide guidance and counseling services shall plan and implement programs and services, and use materials that encourage students to explore and develop their individual interests in vocational programs and career opportunities without regard to gender. This may include encouraging students to consider nontraditional occupations.

(b) Before December 15 of the school year beginning after June 4, 1993, each school district shall establish, have on file, and implement written procedures for the biennial training of all certificated personnel who are assigned to provide guidance and counseling services. Training must include the recognition of gender bias in counseling materials and specific techniques that may be used with students to overcome the effects of gender bias.

History -

Eff. 10/31/82, Register 84; am 6/4/93, Register 126

Authority - AS 14.18.010

AS 14.18.040

AS 14.18.080

4 AAC 06.550 Review of Instructional Materials.

(a) Instructional materials must portray people or characters of each gender in a wide variety of occupational, emotional, and behavioral situations, and present each gender in a broad range of its human potential.

(b) Before December 15 of the school year beginning after June 4, 1993, each school district shall establish and implement written procedures

(1) for the biennial training of certificated personnel in the recognition of gender bias

(A) in instructional materials,

(B) in career instruction, and

(C) in instructional techniques that may be used to overcome the effects of gender bias and discrimination; this training must be at least three hours in length;

(2) for the review of textbooks and instructional materials for evidence of gender bias; or discrimination; this review may occur as part of a district's established curriculum review cycle; and

(3) for the replacement or supplementation of materials found to exhibit gender bias or discrimination, according to the general textbook and instructional materials replacement procedure of the district.

(c) The procedures required by (b) of this section must be submitted to the commissioner within 30 days after their establishment or modification.

(d) Nothing in this section requires a district that is in substantial compliance with the requirements of this section to adopt new or different procedures.

History -

Eff. 10/31/82, Register 84; am 6/4/93, Register 126

Authority - AS 14.18.010

AS 14.18.060

AS 14.18.080

CHAPTER 19. EVALUATION OF PROFESSIONAL EMPLOYEES

4 AAC 19.060 Evaluation Training.

Each school district shall provide in-service training in evaluative techniques for all certificated staff.

History -

Eff. 8/30/75, Register 55

Authority -AS 14.07.020

AS 14.07.060

CHAPTER 52. EDUCATION FOR EXCEPTIONAL CHILDREN

4 AAC 52.250 Special Education Aides

(a) A person employed as a special education aide shall be trained by a special education teacher or specialist certificated under 4 AAC 12.025 or 4 AAC 12.041, or licensed under AS 08.84, AS 08.86, or AS 08.11 to provide the services with which the aide will assist.

(b) Before a special education aide assists in providing direct special education or related services to a child or children, or concurrent with providing direct special education or related services to a child or children, the district must provide and document a minimum of six hours of training, in the aggregate, to the aide regarding

- (1) the child's or children's exceptionalities;
- (2) the content of the IEPs;
- (3) the instructional and safety procedures to be used; and
- (4) confidentiality procedures.

(c) Each special education aide employed by the district to assist in providing special education to a child must be supervised on-site at least monthly by the certificated special education teacher responsible for the child's program.

(d) Each special education aide employed by the district to assist in providing related services to a child must be supervised on-site at least monthly by the certificated or licensed related services provider responsible for the child's program.

History -

Eff. 7/1/83, Register 86; am 6/9/85, Register 94; am 7/16/89, Register 111

Authority - AS 14.07.060

AS 14.30.180 - AS 14.30.350

4 AAC 52.260 Personnel Development

Each school district shall provide a program of on-going training for general and special education instructional providers of related services, and support personnel, including teacher aides, and as appropriate, bus drivers and bus aides. The program must implement and use the comprehensive system of personnel development established by the department under 34 C.F.R. 300.380 – 34 C.F.R. 300.387, as amended through January 27, 1993. (Eff. 7/1/83, Register 86; am 11/26/93, Register 128)

Authority - AS 14.07.060

AS 14.30.250

AS 14.30.255

CODE OF FEDERAL REGULATIONS

29 CFR 1910.1030 Bloodborne Pathogens

For regulatory language, implementation and documentation requirements contact the Alaska Department of Labor, Division of Standards & Safety, Office of Safety, and Health at 465-6006.

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District Media Resource Center Services

The District Media Resource Center is located on the first floor of the District Office and provides the following services to the 11 communities served by the Northwest Arctic Borough School District.

Circulation of Media

The DMRC has a large collection of educational videos, CDs, filmstrips, and other audio-visual materials that are available for loan throughout the Northwest Arctic Borough School District. A new catalog of DMRC materials is made available on-line. DMRC order forms, which can be mailed or faxed if on-line access is not available, are located at the back of the DMRC catalog.

Battle of the Books Tie-Ins

For the past several years' students of the Northwest Arctic Borough School District have been enthusiastic participants in the yearly Alaska Battle of the Books Program. The DMRC can often provide classroom sets of some of the titles on each level of the competition, as well as, cassette, video and activity book tie-ins that will help students remember the important story details. Contact the DMRC to see what current Battle of the Books materials are available.

The DMRC staff takes pleasure in fulfilling your library/media needs in the coming year. Please contact us with your questions, concerns, requests, and input. Have a great year!

District Media Resource Center Catalog

The District Media Resource Center (DMRC), located on the first floor of the Northwest Arctic Borough School District Office Building, houses a large collection of media materials, which are circulated free of charge to schools throughout the District. It is the goals of the DMRC to:

1. Provide supplementary materials in a variety of formats throughout all areas of the curriculum and to offer educational, as well as, entertaining materials to enhance classroom instruction;
2. Provide District-wide access to materials which would be too expensive to purchase by a single site;
3. Coordinate all efforts to increase access to materials located outside our District, which are available on a loan basis to school sites within the Northwest Arctic Borough School District through Interlibrary Loan and other means of borrowing.

DMRC Catalog 2006-2007

Access to DMRC materials is online. Refer to online insert. The main section of the newly revised and updated catalog lists all DMRC materials in title order, giving full descriptions of each item under the title listing.

Indexes

In order to simplify your search for items of interest, we have included several indexes to the collection:

1. To find titles on a certain topic, check the subject index located before the title entry section.
2. To find other titles of the same series – for example, all the titles we have from “The Short Story Series” – check the series index under the series title.
3. Once you have found a title that you would like to know more about, refer to the title entry section for a more complete description of the item.

Formats

The DMRC collection consists of items in the following formats: filmstrips, VHS videos, books, booklets, audiocassettes and multi-media kits. If you want to borrow an item from the DMRC on a certain topic such as “World History,” but you only want a particular format, notice that the titles listed under the heading “World History” are broken into sections according to the format. If you are interested in only the video format, for instance, just check through that particular section under the “World History” heading.

Ordering DMRC Materials

Use this procedure if your on-line access is not working. Order forms are included in the back of the DMRC catalog. It is best to order materials using this form, filling in all requested information as fully as possible.

It is to your advantage to make your DMRC requests as much in advance for a particular year as is possible. By booking an item early, you will increase the chances that the item will be available for you when you need it. We encourage you to look at your school calendar and determine which topics you will be covering during specific weeks of the year. Then place a yearlong request and we will send back a confirmation stating which items have been booked in your name and the dates when you can expect them to arrive. Also included will be the dates by which you are expected to return the item so that it will be available in time for the next user.

Note: If an item is not returned to the DMRC on time, it may mean that the item will not be available to send out to the next scheduled patron. The DMRC does everything it can to encourage patrons to return items on time, but weather constraints and post office problems, as well as, misplaced or forgotten items may result in an item not arriving on schedule. To check if an item is on the way to you, contact the DMRC at 442-3472 ext 218.

Length of Time Items can be Checked Out

Videos:

Kotzebue Sites = 7 days

Village Sites = 10 days

CDs, activity packets/booklets, cassettes, filmstrips, kits:

All Sites = 30 days

Book sets, posters:

All Sites = approximately 45 days

High demand items such as those related to books on the current year’s Battle of the Books list or those related to a holiday, may have shortened borrowing periods to allow for use at a greater number of our sites.

Out of courtesy to all the DMRC patrons, please use DMRC items as soon as you can after their arrival and return them as soon as you are finished so that others can use them.

**Delivery and Confirmation Slips will have due dates on them
and will be confirmed via e-mail.**

Shipping Dates

The DMRC will book and ship out items on any day of the week. Items scheduled to village schools for 10 school days allows approximately one week for mailing the item back and forth and approximately one week for the item to be on site.

Title Entry Information

The title section of the catalog lists all DMRC items in alphabetical order by the title. It is in this section that you will find the most complete description of the item.

For example, audience levels are noted with the following codes:

- P = Primary (Pre-K through Primary Exit)
- I = Intermediate (Intermediate Entry through Intermediate Exit)
- M = Middle School (Middle Entry through Middle Exit)
- S = Senior High (grades 9-12)
- A = Adult (professional)

Incomplete or Damaged Items

The DMRC tries to maintain each item so that it is in good condition upon your receiving it. However, it is impossible to inspect each item every time it is returned to the DMRC. To assist us in caring for incomplete or damaged items, please attach a note to the item explaining the problem (e.g.) leader is broken, or filmstrip 3 is missing.

Also, when using activity booklets or kits containing materials that might be considered consumable, the DMRC requests that you copy the pages that you would like students to fill in so that the original materials will remain free of markings and ready for others to use.

End of the Year Details

In order for the DMRC to receive all borrowed items before teachers leave on summer vacation and in order to conduct a yearly inventory of the DMRC collection, our last date for shipping items to the village sites will be during the first week in May. All items must be shipped back to the DMRC during the second week in May.