

# Distance Learning Center

*Iditarod is the heart of Alaska.*

## Parent/Student Handbook 2018-2019

Iditarod Area School District  
Distance Learning Center  
19111 Stephanie Blvd.  
P.O. Box 772182  
Eagle River, Alaska 99577  
1-800-810-3091  
(907) 694-6100 Fax (907) 694-6105

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## **Distance Learning Center Directory**

Distance Learning Center

E-Mail: [dlcsecretary@iditarodsd.org](mailto:dlcsecretary@iditarodsd.org)

Office Hours: Monday – Friday 9:00 AM – 3:00 PM

DLC Director: [dlcsecretary@iditarodsd.org](mailto:dlcsecretary@iditarodsd.org)

1-800-810-3091 ext. 5 or 907-694-6100 ext. 3

DLC Secretary [dlcsecretary@iditarodsd.org](mailto:dlcsecretary@iditarodsd.org)

1-800-810-3091 ext. 2 or 907-694-6100 ext. 1

**Iditarod Distance Learning Center**

*2018-2019 School Calendar*

*Dates subject to change*

Aug. 1 - Sep. 30	Individual Learning Plan Sessions
Aug. 16	School Begins
Sep. 3	Holiday – DLC Offices Closed
Sep.15 - Nov. 1	Kindergarten Development Profile
Oct. 12	End of 1 <sup>st</sup> Quarter – Student Work Samples Due
Nov. 1	Kindergarten Developmental Profile Due
Nov. 15	Dibels Testing for Kindergarten, Grade 1, 2, and 3 Due
Nov. 23-24	Thanksgiving Holiday – DLC Closed
Dec. 14	End of 2 <sup>nd</sup> Quarter – Student Work Samples Due
Dec. 17-Jan 4	Holiday Vacation – DLC Closed
Jan	2 <sup>nd</sup> Quarter Parent/Student/Teacher Conferences
Feb. 1- Mar 30	English Language Proficiency Assessment (WIDA) LEP Students K-12
March 8	Teacher In-service DLC Offices Closed
March 18	End of 3 <sup>rd</sup> Quarter – Student Work Samples Due
Mar. 19-May 4	Alternate Assessment (DLM) for Students Grades 3-9 with Significant Cognitive Disabilities
Mar 26-Apr. 27	Computer-Based Performance Evaluation for Alaska’s Schools (PEAKS) Grades 3-9
March 26-April 27	Computer-Based Alaska Science Assessment Grades 4, 8, 10
March	3 <sup>rd</sup> Quarter Parent/Student/Teacher Conferences
April 2-13	Paper Based Performance Evaluation for Alaska’s Schools (PEAKS) Grades 3-9
April 2-13	Paper-Based Alaska Science Assessment Grades 4, 8, 10
April 17	Last day to order materials for current school year
May 15	Last Day of School/end of 4 <sup>th</sup> Quarter Student Work Samples Due
May 14-21	Final Parent/Student/Teacher Conferences All Report Cards Due Return all Textbooks, non consumable materials and equipment to the DLC office.
May 21	Last day to submit reimbursements – Any reimbursements submitted after this deadline will not be paid.
May 27	Holiday- DLC Office Closed

## **Staff Members**

Our staff members are highly qualified and have the opportunity to participate in local, site, district, and state in-service programs. Staff meet regularly to increase knowledge, skills, and resources to share with students and their families. Certified staff work on professional plans to increase areas of knowledge under their endorsed teaching areas. Staff complete annual training to keep them up-to-date on a variety of topics pertinent to solid educational practices in the home school and general education setting.

Staff are here to assist families in meeting the needs of their children as they learn in the homeschool setting.

Michael Willyerd, Principal

[mwillyerd@iditarodsd.org](mailto:mwillyerd@iditarodsd.org)

Ronna Lopizich, Teacher

[rlopizich@iditarodsd.org](mailto:rlopizich@iditarodsd.org)

Celeste Williams, Office Support

[dlcsecretary@iditarodsd.org](mailto:dlcsecretary@iditarodsd.org)

PH: [907-694-6100](tel:907-694-6100)

FAX: [907-694-6105](tel:907-694-6105)

## **About Iditarod Distance Learning Center**

*Our Beginnings*

Updated1/2018

The Iditarod Area School District has a long history of offering distance education to both in-district and out of district students. Since its beginning in 1976, Iditarod Area School District has offered distance education opportunities to students living in remote areas including mining camps, homesteads, and trap lines in rural Alaska. In 1998, the Distance Learning Center was established and the homeschool program was expanded to include out of district students, making DLC a statewide program.

### *Philosophy*

**Overview:** The Distance Learning Center offers a home school program using several innovations in education which meet state and district guidelines and standards. A student's educational needs are met through a flexible academic schedule and by utilizing various educational resources. **Parents, as partners with teachers, are involved in their child's education and are responsible for delivery of curriculum.**

The Distance Learning Center is designed for home school students in grades K-12. The Distance Learning Center offers families the means to improve, enhance, and develop an educational program for their children. It offers a flexible learning format, allowing families the opportunity to set their own academic schedule. Thus, schoolwork can be completed at home or as families travel and move around.

### *Vision and Mission*

**Mission Statement:** The Distance Learning Center is a dynamic educational environment with participants who are willing to take risks as they foster educational excellence and cultivate personal, intellectual, and emotional growth, technological skills, responsibilities of self, and citizenship. This philosophy provides a safe, nurturing environment in which the individual is valued, diversity of learning style and teaching methods is recognized, and innovation in education – while maintaining high academic standards – is encouraged. It is our belief that:

- Students learn best in positive environments in which skills are taught through successful experiences;
- Students learn through a variety of methods and styles;
- Skills learned in one area are readily transferable to other areas and can be integrated into all areas of life;
- Student experiences and insights are important and must be integrated into all areas of the Individual Learning Plan;
- Students can demonstrate successful techniques of communication and problem solving;
- Students can apply learning, integrate concepts, and will demonstrate marketable skills through hands-on learning experiences;
- Students will graduate from this program with a balanced academic base, as well as marketable, technological, and interpersonal skills, which are required on an ever-increasing basis in the work place and by post-secondary education.

**Academic Performance:** Excellence in education can be accomplished in the home environment. The DLC Program is proof of this as our homeschool program is ranked the highest among home school programs in the area of math and second highest for language arts on State required tests. Compare our scores and information to other correspondence programs by going to <http://www.education.alaska.gov> and look for Statistics in the Data section of the web page to see information from 2009-2016.

### **Parents ad Partners as Primary Instructors**

An important component of this program is that the **parent is the primary instructor**. In this role, parents work with a teacher as a partner in developing and outlining an Individual Educational Plan that meets the needs of the child.

In support of our mission, the Distance Learning Center incorporates and provides the following components:

- ❖ A partnership between the parent, teacher, and student in developing an Individual Learning Plan (ILP) for each student
- ❖ A contact teacher assigned to each family, providing academic and educational support
- ❖ Guidance and instruction in implementing state and district educational standards
- ❖ Educational training workshops
- ❖ Innovative curriculum materials
- ❖ Educational technology program and internet services
- ❖ On-line classes
- ❖ Parent-teacher organization and quarterly meetings/audio conferences
- ❖ Educational accounts for each family for the purchase of instructional materials pertaining to the student's educational plan

***It is an expectation that all students will have high achievement  
for they all have great potential!***

As a participant in an organized educational program, certain requirements placed by state and district guidelines must be provided as evidence of student learning. At the Distance Learning Center, parents are required to fulfill the following responsibilities to indicate student performance:

- Keep a record of student work, tests, projects reading, logs, etc.
- Present a student binder and/or files containing assignments, chapter tests, writing and reading samples – all showing evidence of student work progress.

- Contact, on a monthly basis, assigned teacher via telephone, e-mail, or correspondence to discuss student progress.
- Attend all parent-teacher conferences.
- Review students' skills and on-going assessments.
- Complete District Quarterly Assessment.

*The above items are required and must be presented and reviewed during parent/student/teacher conferences.*

### **Teacher Resources and Support Services**

The staff at the Distance Learning Center are available to assist parents and students with questions or concerns regarding a student's home school program, educational accounts, and support materials. We welcome your calls and invite you to stop by our office. Appointments are recommended.

The Distance Learning Center staff are ready and looking forward to the upcoming school year. As partners with parents, we truly have a winning team. Quality teachers are assigned to assist in the planning of each student's Individual Learning Plan. Distance Learning Center staff teachers serve as a contact teacher – providing guidance, additional ideas, and recommendations. They are not, however, the instructors. **The parent of the home school student is the primary instructor.**

Communication with the family's assigned teacher is an integral part of this program. **Once a month**, parents must share student progress with their assigned contact teacher. This can be accomplished through the phone, e-mail, regular mail, or a meeting. **Together, our goal is to ensure student success.**

### **Eligibility and Enrollment**

The DLC has open enrollment for all eligible student's grades K-12 residing in Alaska as provided in AS 14.17.600. A child should be five years of age before September 1<sup>st</sup> or be under the age of 20 and has not completed the 12<sup>th</sup> grade as provided in AS 14.03.070. Enrolling students may not be enrolled full time in another public school. All families enrolling students full or part time are required to submit the following enrollment documents;

- Completed enrollment packet
- Copy of student's birth certificate
- Updated copy of immunization records
- Most recent school records, or permission for DLC to request these records
- An email address

- Conference with DLC contact teacher, parent(s), and student
- Disclose enrollment at all other educational institutions, providing list of current courses
- Information on all past or current special education needs and concerns

**Forms can be found at [iasd.brightwayslearning.com](http://iasd.brightwayslearning.com) and can be submitted online.**

The final step of enrollment is to schedule an appointment with DLC to develop your child's Individual Learning Plan for the year and to do a final review of enrollment documents for completion. If all enrollment information is not complete, your child is not officially enrolled.

### **Regular Enrollment**

The DLC accepts new enrollments starting in the spring of the upcoming academic year. Regular enrollment continues through the last Monday in September. The official fiscal and academic year opens August 1<sup>st</sup> and ends the following July 15<sup>th</sup>.

### **Late Enrollment**

The DLC accepts students after the last Monday in September, however, there are some changes that occur due to late enrollment. Late enrollment means that allotments are subject to being pro-rated for students enrolling during the state count period. Students enrolling during the count period will receive 5% of the allotment for each verified day of enrollment during the count. Students who enroll after the state foundation count period (October 1-20) will not receive an allotment and will have access to limited curriculum choices.

### **Re-enrollment**

Students are able to re-enroll prior to July 15<sup>th</sup>, however, ILPs cannot be completed until the prior year is completed and all reports and work samples are received. Please note that funds are not available until August 1<sup>st</sup> with the start of each new school year. Signatures are required to finalize the enrollment process.

### **Dual Enrollment**

We accept both public and private school dual enrolled students. Students dually enrolled with another public school must obtain authorization from the district or residence utilizing the "Dual Enrollment section of ILP" before enrollment can be processed. Please note that dual enrolled students must also participate in statewide mandated testing. DLC does require a schedule from the school of dual enrollment to verify eligibility.

### **Public School Dual Enrollment**

Updated 1/2018

The DLC is a public school using public dollars to fund its operations. Students may be enrolled in two public school programs simultaneously. However, a student may not be funded for more than four classes between two public programs. Students will need to have their local school principal or district official sign off on the dual enrollment form in order for us to submit for correct funding. Students with dual enrolled status with two public programs cannot receive full time status or funding.

### **Private School Dual Enrollment**

The state does not count dual enrolled students who attend private school. A student may be a dual enrolled student in a private school and be considered a full-time student with DLC. Since private school students do not utilize public dollars, dual enrolled private school students may be enrolled with our program with full-time status. Please note that students may not use coursework completed at the private school for credit earned through DLC, nor may these courses count towards funding. Private school students must verify their private school schedule. The regulations prohibit counting a student for correspondence funding if the student is enrolled in a substantially similar course in a different educational institution, including a private school.

Many private school students like to take advanced placement courses, college courses, music courses, physical education courses/team sports, remedial courses, and other general education courses to fill gaps in their transcripts and for many other reasons. While these courses are supported, DLC promotes core academics and dual enrolled students must adhere to all program guidelines. State mandated testing is required for all dual enrolled students.

### **Full Time Students**

Full-time students are required to take four classes. Two of those classes must be core academic courses from any of the following content areas: language arts, mathematics, science, social studies, foreign language or technology. The remaining courses may be electives such as art, music or PE.

### **Part Time Students**

Part-time students are required to take two classes. One of those classes must be an academic course from an of the following content areas: language arts, mathematics, science, social studies, foreign language or technology. The second course may be an elective such as art, music, or PE. **Two academic courses may be taken; two elective courses may not be taken.** The student will be reported as .50 FTE and the student will receive 50% funding.

**Enrollment Status Change**

A change in a student’s enrollment status will result in changes to the family allotment amount. For example, if a student enrolls as a full-time student and drops to a half time student; the family allotment amount will reflect the change from full time to half time. All materials for dropped classes are the property of DLC and must be returned. If a class has been prepaid then the family is responsible for reimbursing the DLC for the cancelled classes.

**Family Allotment Amounts** (define ¾ time: 2 core with 1 elective?)

	Total Allotment	Full Time student	¾ Time student	½ Time student	1/4 <sup>th</sup> Time student.
K-8 Students	\$2,200	100% of Allotment	75% of the Allotment	50% of the Allotment	25% of the Allotment
9-12 Students	\$2,500	100% of Allotment	75% of the Allotment	50% of the Allotment	25% of the Allotment

*\*Preschool Children are not funded by the state; however, DLC does provide a limited stipend for approved pre-school curriculum for students who are three years old on or before September 1 of the school year. As a benefit to our families, each preschool child may spend up to \$200 from the family allotment for core-subject curriculum provided they have a sibling enrolled full time in DLC.*

**Determination of Grade Level**

DLC cannot arbitrarily place students. Grade level placement up to and including grade 8 will be based on age unless otherwise specified by the parent. For alternate grade placement, documentation of work completed will be requested and reviewed per district policy. High School grade level is determined by the review of prior records, target graduation cohort, and documentation of previous grade level completed. The grade level of students in grade 9-12 is in general, determined by credit hours earned.

Grade 9	0-5 + Credits
Grade 10	6-10 + Credits
Grade 11	11-15 + Credits
Grade 12	16-21 + Credits

Student date of birth, prior grade level as designated by last school of record, and prior HSGQE testing records may also be used to determine grade level.

**Out-of-State Residency**

Students who live or move outside of Alaska are not eligible for enrollment with DLC. Students living outside of Alaska are not eligible for school funding under AS 14.17. Under special Updated1/2018

circumstances, such as military or medical, limited extended leave periods may be pre-approved as long as the student maintains Alaska residency, maintains monthly contact and reporting schedule, and has completed required forms. Students must also be present during state mandated testing periods. The Extended Stay Outside form is required for all absences greater than 30 days.

### **Withdrawing from DLC**

A parent may withdraw their student from DLC at any time by notifying any DLC office. Students withdrawing from DLC should notify the school immediately. When a student withdraws from DLC, they usually are enrolling in another school or correspondence program. Students will be withdrawn from the program in conjunction with Alaska state law, which states that the exit date is the earlier of:

- a) The date when notice is received from the parent or guardian that the student will no longer participate;
- b) The date when the student enters and attends another school full-time;
- c) 30 calendar days after which no contact is made or correspondence is received from the student, parent or guardian.

Withdrawal from the DLC requires parents to be informed of the following:

- All materials purchased with allotment funds must be purchased or returned to DLC within 10 days of the withdrawal date.
- If materials are not returned or paid for within 10 days, a certified letter will be sent requesting the return or purchase of materials from the DLC Office.
- Parents are financially liable for damaged or missing items.
- Technology equipment must be returned in the original packaging.
- Purchase requests or reimbursements dated on or after the withdrawal date will not be honored.
- Student records may not be released until all parent obligations are fulfilled and financial obligations met.

### **Standards-Based Education**

The approved curriculum choices for DLC students are aligned with the Alaska Content Standards. If you do not see curriculum materials on the approved list that you would like to use, there is a process for reviewing and approving materials. Discuss this option with your teacher and DLC director.

### **Requirements of Parents and Families after Enrollment**

- Monthly contact (at a minimum) with assigned contact teacher
- Record of completed assignments / assessments that have been scored
- Record of parent lesson plans
- All completed work maintained in an organized file system (bring to end-of-quarter conference)

- Conference with DLC contact teacher, parent, and student at the beginning of each quarter
- Agreement to participate in all district and state required testing
- Track student's progress using the district tests

### **Records**

In compliance with the Family Education Rights and Privacy Act of 1974, DLC will submit a Student Record Transmittal form for enrolling students who have previously attended other schools.

- DLC will collect and maintain grade reports, monthly reports, and the Individual Learning Plan (ILP) in permanent file for each student enrolled. Other relevant information such as student information, educational materials purchased, testing data and work samples will also be kept on file for each student.
- Only required information will be included with a Release of Records is requested by another educational institution.
- Students enrolling in other public or private schools after being enrolled in DLC may request records or transcripts. This request must be made to the DLC office. See Directory for contact information.

### **Transcripts**

Transcripts are required to place students in classes. Transcripts are maintained for all students enrolled in DLC and are available for inspection during regular business hours.

Official transcripts (based on work completed with DLC and prior school records) may be requested through our DLC office or by contacting the Iditarod Area School District Registrar. Please allow two weeks for transcript requests to be processed. All DLC property must be returned before official transcripts will be issued.

### **Curricula, Materials, and Resources**

The DLC offers a wide selection of materials and instructional materials. As a partnership, families, and teachers work together to incorporate a variety of curricula to meet a student's educational needs. Distance Learning Center funds, however, cannot be used to purchase any materials that are of a religious nature. All district curriculum materials are reviewed and are in compliance with partisan, sectarian, denominational, and sex bias regulations. Discrimination in textbook and instructional materials is prohibited according to IASD policy.

During conferences, parents and teachers will discuss and recommend the most appropriate tools necessary to fulfill each student's educational goals. At the Distance Learning Center, students are encouraged to incorporate projects into their educational plan.

The DLC may have materials available for parents through our lending library. Please consult with your contact teacher on our current inventory of materials.

### **Correspondence Courses from Approved Vendors**

DLC will deduct a \$50.00 tutoring and grading fee per course from the family allotment when the DLC provides a teacher or record for correspondence courses.

All non-consumable materials must be returned at the end of the school year or at the time the student has finished with the materials or withdraws from the program. **All textbooks, non-consumable materials, and equipment must be returned to the DLC.**

### **Pre-Approval for Curriculum**

All curricula must be aligned to state standards. If you are using a curriculum that has not been approved by the Iditarod Regional School Board, it must be reviewed by the contact teacher and begin its way through the approval process. When necessary, supplemental materials may be needed to ensure all standards are addressed. The origin of curriculum that has not been reviewed and approved by the Iditarod Regional School Board must be noted on official transcripts.

### **Faith-based Curriculum**

Credit can be awarded for these courses as long as the courses have been reviewed by the contact teacher for alignment with Alaska Education Standards, are included in the ILP and quarterly summary of work, grades, and work samples are received. Faith-based curriculum cannot be purchased or reimbursed by DLC. Parents or guardians may privately obtain any textbooks or curriculum materials not provided by our program. This means that programs like ABeka and others are acceptable.

## **Grades and Grading Scales**

### **Reporting Grades and Grading Scale**

At the end of each quarter the primary teacher, and student will meet with their contact teacher to provide work samples supporting the progress made toward accomplishing goals established on the Individual Learning Plan. The parent, student, and teacher will review assignments, projects tests, etc., before an official recording is made on the report card. For reporting purposes the following scales will be used:

Kindergarten report cards will be skills-based using the following marking key:

- A = Advanced
- P = Proficient
- D = Developing
- / = Skill Not Assessed
- + = Skill Achieved
- = Skill Not Achieved

First and Second Grade report cards will be skills-based using the following marking key:

Math, Reading, Writing

3 = Above Grade Level	+ = Skill Achieved
2 = At Grade Level	√ = Skill Developing
1 = Below Grade Level	- + Skill Needs Much Practice

Content Areas

O = Outstanding	/ = Skill not introduced yet
S = Satisfactory	
N = Needs Improvement	

Grades 3 through 12 will use the following marking key:

A = 90-100%  
B = 80-89%  
C = 70-79%  
D = 60-69%  
F = 59% and below

Pass/Fail will be used for music, physical education, and some additional elective courses (consult with DLC staff).

I = Incomplete, indicates the student was not able to demonstrate accomplishments/completion of assignments, projects, etc., by the required due date. At the end of the school year, an "I" (incomplete) mark will be recorded as a zero, and the student will need to repeat the class or goals.

**Incomplete Grades/Assignments**

Students with incomplete projects and/or assignments will be given deadline to complete and submit work. At the end of the two-week grace period, assignments/projects will be reviewed and a grade will be recorded on the report card by the parent, student, and teacher.

It is the responsibility of the parents to contact the Distance Learning Center two weeks prior to the end of the semester in the event that assignments will not be completed on time.

Incomplete assignments not finished by the pre-arranged deadline will have an "I" (incomplete) marked on the report card. Incompletes not finished by the end of the school year will result in a failing mark.

## **Graduation Requirements**

To earn a high school diploma, students must earn 22 credits per board policy as well as taking a college and /or career readiness assessment or receiving a waiver from the Iditarod Area School Board. (BP 6141.1 (a))

DLC uses the Carnegie credit system. A Carnegie unit equals one year of study or the equivalent of one year of study in a secondary subject. Sixty-five hours equals one-half credit.

<b>High School Graduation Requirements with Required Courses</b>				
<b>Language Arts</b>		<b>4 Credits</b>	<b>Science</b>	<b>3 Credits</b>
English I		1.0	Biology	1.0
English II		1.0	Earth Science	1.0
Speech		0.5	Science Elective	1.0
Composition		0.5		
Language Arts Elective		1.0	<b>PE &amp; Health</b>	<b>2 Credits</b>
			Health	1.0
			PE	1.0
<b>Social Studies</b>		<b>3.5 Credits</b>		
U.S. History		1.0		
Alaska Studies/Land Claims		1.0	<b>Vocational Education</b>	1.0
World Studies		1.0	Information Technology	0.5
U.S. Government		0.5	Practical Living Skills/Career Education	0.5
			Vocational Education Elective	1.0
<b>Mathematics</b>		<b>3 Credits</b>		
Algebra I or Applied Math		1.0		
Geometry		1.0	<b>Electives</b>	<b>4.5 Credits</b>
Math Elective		1.0	<b>Total Credits: 22</b>	

### **High School Graduation Requirements**

Subject Area	Credits Needed
Language Arts	4.0
Social Studies	3.5
Mathematics	3.0
Science	3.0
PE & Health	2.0
Vocational Education	2.0
Electives	4.5
<b>Total Credits</b>	<b>22</b>

\*Please see Graduation Checklist for requirements within each content area and to see the additional requirements to meet the Alaska Performance Scholarship requirements.

## **College Courses**

### **High School Credit for College Courses**

High School students may earn dual credit for college level courses. To ensure dual credit is granted, official transcripts from the university or college may be requested by DLC.

College Credits	High School Equivalency
3 Credits	1.0 Credit
2 Credits	0.5 Credit
1 Credit	0.25 Credit

### **Scholarships**

Alaska Scholars – The Alaska Scholars Scholarships are awarded to the top 10% of the graduating class. This is determined in the Junior year of High School.

Alaska Performance – The Alaska Performance Scholarship is a merit-based scholarship that provides an opportunity for any Alaska high school graduate who meets a core set of requirements to receive funding to pursue college and/or career training in Alaska. Check out their website for requirements and additional information: <http://www.APS.alaska.gov/>  
Additional information can be found at [www.iditarodsd.org](http://www.iditarodsd.org)

### **Special Education Services**

Eligible students receive special education services through a consult model. Curriculums are modified to meet needs on an individual basis according to the IEP. They receive district instruction in their homeschool setting from their parents and receive support services from the local office as well as the Special Education department staff as appropriate. Student progress is monitored on a monthly basis and quarterly progress reports are maintained.

### **Individual Learning Plan (ILP)**

All students enrolled in DLC must complete an Individual Learning Plan (ILP) outlining their course studies for the year. The Individual Learning Plan (ILP) is developed for each student and defines his or her educational and personal needs. Academic standards and curricula outlined in this plan are used to guide the student, parent, and teacher in implementing and meeting state and/or district standards and requirements. The ILP is developed jointly by the academic

team, consisting of the parent(s), the student, and the staff of the Distance Learning Center. The educational success of each student is the primary focus and goal of the Individual Education Plan. In addition to serving as the student's study plan, the Individual Learning Plan serves as a checklist for reporting requirements and a tool for ensuring that reimbursements are authorized based on a direct relationship to the student's educational activities. (4AAC33.421g).

Each ILP must include an on-going assessment plan designed to target instruction and measure student proficiency towards achievement of the state standards adopted in (4AAC 04.140). In addition, curriculum, educational services and/or materials used must be aligned to the learning plan to be considered for reimbursement. Students have until May 30 to complete the coursework on the ILP.

### **Core Course Requirements**

The Distance Learning Center requires enrollment in a minimum of four courses (8 semester classes) with our school to be counted as full time. Per regulation 4 AAC 33.426, *students enrolled in a correspondence program, whether full or part-time, must take at least 50% of the student's coursework through the statewide correspondence program in core courses. A full-time student with DLC must take a minimum of 2 core classes. Core coursework performed outside the statewide correspondence program may not count towards the 50% core course requirement.*

### **Core classes are defined as the following:**

English/ Literature/ Reading	Technology
Math	Foreign Language/Sign Language
Social Studies/History/Geography	Courses Required by I.E.P.
Science	

This requirement may be waived by DLC administration for extenuating circumstances such as fulfilling graduation requirements.

### **Parent Designed Courses**

Parents may also design their own courses with the assistance of their contact teacher. These classes will list what the child is expected to learn and be aligned with the state standards. The course must include the test and materials that will be used for the course. Parent designed courses (PDC) and the test and materials used must also be reviewed and approved by the contact teacher, director, the Parent Advisory Committee and the Regional School board before credit will be assigned. All courses require some form of assessment. Assessment may include: portfolios, photo journals, final projects, presentations, or other documentation agreed upon by the educational team and documented in the ILP. For non-core courses students may need

to keep a calendar or journal for documentation of completion and time spent on coursework. Parent designed courses have the following deadlines for approval:

First Quarter	Submitted for approval by September 15
Second Quarter	Submitted for approval by November 15
Third Quarter	Submitted for approval by January 15
Fourth Quarter	Submitted for approval by March 15

**Amending the ILP**

It is the parent/student responsibility to notify their advising teacher of any changes to the ILP. Courses must be properly added or dropped to ensure proper credit and allow for appropriate expenses for needed materials. Coursework completed before an official change to the ILP has been made will not be rewarded credit and may not receive reimbursement for expenses.

Courses dropped within 45 days of the ILP date will not appear on the student’s permanent record. Courses dropped after this deadline but before 60 days will receive a withdrawal grade “W”. courses dropped after 60 days will receive a failing grade if not completed, unless otherwise determined by the administration or designee because of extenuating circumstances.

These deadlines allow for the receipt of curriculum and ample time for a student to begin course work. Exceptions can be made with the approval of DLC administration.

Changes to the ILP require written documentation and approval by the contact teacher. To ensure adequate time to complete course work for the academic year, changes to the ILP will not be allowed after March 15.

**Course Time Allotments**

The following time allotments are only recommendations but can be a starting point for designing your home -based instruction time. These times are recommendations and do not include breaks for lunch, recess, or other non-school related activities.

General Instruction Recommended Daily Hours in Session	
Grade K	4
Grade 1-3	5
Grade 4-6	5.5
Grade 7-8	6
Grade 9-12	Approximately 1 hour per subject is needed daily. Total hours would be dependent upon the number of courses being taken.

The following table is meant as a guide for daily/weekly planning:

Grades	K-2	3-5	6-8	9-12
Language Arts (reading, writing, listening, speaking, grammar, spelling, phonics, literature)	2 hours per day 10 hours per week	2 hours per day 10 hours per week	2 hours per day 10 hours per week	1 hour per day per course
Math	45 minutes per day 4 hours per week	1 hour per day 5 hours per week	1 hour per day 5 hours per week	1 hour per day per course
Social Studies	20 minutes per day 1.5 hours per week	40 minutes per day 3 hours per week	1 hour per day 5 hours per week	1 hour per day per course
Science/Health	20 minutes per day 1.5 hours per week	40 minutes per day 3 hours per week	1 hour per day 5 hours per week	1 hour per day per course
P.E.	20 minutes per day 1.5 hours per week	30 minutes per day 2.5 hours per week	40 minutes per day 3 hours per week	1 hour per day
Music/Art/Fine Arts	20 minutes per day 1.5 hours per week	30 minutes per day 2.5 hours per week	40 minutes per day 3 hours per week	1 hour per day per course
Work Study, Driver's Ed. CTE				4.5 hours per week per course 35 hours per quarter per course

**Required Work Samples**

Work samples are required to be submitted quarterly (4 times per year.) State regulations require the DLC to review student progress on a quarterly basis. Work samples are your documentation that your student has completed their work for the quarter. Work samples to be submitted are chosen by the student and parent. There should be a minimum of one sample per week collected, as this will show the student's growth in learning throughout the quarter. *See the table below for the required number of samples to be submitted.*

***Elective Course Journals and/or Course Verification Forms will need to accompany all elective courses including lessons (examples: PE-hockey, dance, gymnastics, Music-vocal, instrument lessons, Cooking etc.)***

***Elective Course Journals and/or Course Verification Forms are needed for parent-designed courses.***

<b>Work Samples to be Submitted Quarterly</b>
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Grade Level	Number of Samples	Type of Samples
Pre K - K	4	Worksheets/drawings, writings, photos, audio recording of reading, journals, etc.
1-2	4	Worksheets/drawings/writings/photos/audio recording of reading, journals, etc.
	1	Assessments
3-5	4	Worksheets/drawings/writings/photos/audio recording of reading, journals, etc.
	2	Assessments
6-8	4	Worksheets/drawings/writings/photos/audio recording of reading, journals, etc.
	2	Assessments
9-12	4	Worksheets/drawings/writings/photos/audio recording of reading, journals, etc.
	2	Assessments
	2	Correspondence courses from vendors such as BYU, NDIS, GSN, etc. will assign a grade that we can accept directly. We need two samples for our files.
	Elective Course Journal	Elective course grades will be assigned as Pass/Fail provided the elective course journal reflects sufficient hours of 35 hours per quarter or course verification form.
	Varies	Life Skills courses require work samples. These depend on the content of the course (talk to your contact teacher for details.)

### **Program Requirements**

The Distance Learning Center as part of the Iditarod Area School District is a public school receiving public funds for each student's education. To be eligible for funds, our school must comply with Alaska statutes and regulations governing statewide correspondence schools. Each student in our program must be held accountable for completion of course work and state educational requirements. These requirements include: testing participation, monthly contact, progress review, and grades.

### **Testing Participation**

All 3<sup>rd</sup> -12<sup>th</sup> grade students enrolled in DLC (full-time, part-time, and dual enrolled) are required to participate in the PEAKS state testing.

### **Monthly Contact**

Parents/Family/Students are required to maintain monthly contact with their advising teacher. This contact can be made via an office visit, telephone call, Skype, FaceTime, or email. Monthly contact ensures that each student is making progress and allows for intervention to occur if problems have arisen or to identify if additional resources are needed. Advising teachers will also inquire as to how much time students are spending on their studies and to verify ILP and enrollment status.

### **Progress Review and Grades**

Progress review happens quarterly via the parent conferences. The purpose of parent conferences is to review the student's progress, assign grades, and to provide additional support for each family. We encourage students to participate in the conference, as it is a great way for them to share what they have learned. Please keep in mind that this time is set aside to review the work samples, the number of lessons completed, major topics studied, skills that have been mastered, and to discuss each student's Individual Learning Plan and future courses or additional support, if needed. If you are not able to attend, please notify us as soon as possible. The DLC staff are happy to reschedule a conference, but will not be able to meet with families after the listed dates unless prior arrangements are made.

<b>Parent Conferences</b>	
First Quarter	October 27-31
Second Quarter	January 12-16
Third Quarter	March 9-13
Fourth Quarter	May 14-21

Once grades have been verified by the certified teacher, they are transferred onto the cumulative records for students in grades K-8 and onto the official transcript for students in grade 9-12 noting the appropriate credit earned. Courses not completed by the end of each review period will receive "Incomplete" grades, which are later revised when documentation is received and reviewed. If this happens at the end of the year a 5<sup>th</sup> parent conference will be required.

### **Non-Compliance Procedures**

### **Monthly Contact/Work Samples**

Families who fail to maintain monthly contact for two consecutive months and/or families who fail to submit 1<sup>st</sup> and 2<sup>nd</sup> quarter work samples by mid-February will be considered non-compliant. In the event that there is a history of submitting quarterly requirements late, this could result in a freezing of allotment and/or withdrawal from the DLC.

Step One: Family will be contacted by phone and/or letter. Correspondence will detail what needs to be submitted and specify a deadline for receipt of items. Family accounts will also be frozen until receipt of documents.

Step Two: Family will be mailed a certified letter requesting contact and work samples. Family account will continue to be frozen.

Step Three: DLC will initiate withdrawal of all students whose records do not document adequate progress. A withdrawal form will be mailed a certified return receipt.

## **Statewide Mandated Testing Program and Achievement Testing Procedures**

### **Testing Participation**

Students who fail to participate in the required testing sessions each spring will only be re-enrolled on a probationary status the following year. Family accounts will be limited to curriculum only until after the current testing year has been completed. This means that reimbursements for lessons or additional resources will not be paid by DLC until after testing has been completed.

The DLC recognized that extenuating circumstances do occur. Before initiating withdrawal of any students, we will ensure that **all efforts are made to work with the family** to complete paperwork as required by our program.

### **State and District Required Assessments**

Throughout the school year, academic tests and other assessments will be given to students as a base for determining growth in content areas. Test scores and information will be provided to each family and will be used in establishing and monitoring educational goals for students.

All students enrolled in Distance Learning Center are required to participate in state testing. Test dates and information will be provided to each family during parent/student/teacher conferences.

**SAT/ACT** Students in grades 11-12 will need to take either SAT or ACT.

**Alaska Kindergarten and First Grade Developmental Profile** Incoming Kindergarteners are assessed by their contact teacher using State of Alaska Kindergarten Developmental Profile

(KDP). The KDP lets teachers know the strengths of his or her students in motor skills, general knowledge, language and communication skills, and social skills. The Alaska Department of Education and Early Development requires all Kindergarten and students entering first grade be given a developmental profile.

**Allotment Fund Procedures**

*Students enrolled in the Distance Learning Center have funds available for purchase of materials to assist in completing Individual Learning Plans. All purchases must align with the courses and/or goals described in the student’s Individual Learning Plans.*

**No purchases or reimbursement for materials or services will be allowed without prior consultation and approval of the student’s assigned teacher and the completion of an ILP.**

*The following schedule represents the maximum funds available per family for the school year.*

	<i>Total Allotment</i>	<i>Full Time student</i>	<i>¾ Time student</i>	<i>½ Time student</i>	<i>1/4<sup>th</sup> Time student.</i>
<i>K-8 Students</i>	<i>\$2,200</i>	<i>100% of Allotment</i>	<i>75% of the Allotment</i>	<i>50% of the Allotment</i>	<i>25% of the Allotment</i>
<i>9-12 Students</i>	<i>\$2,500</i>	<i>100% of Allotment</i>	<i>75% of the Allotment</i>	<i>50% of the Allotment</i>	<i>25% of the Allotment</i>

**Purchasing Materials**

In order to acquire educational materials for your students, parents will purchase materials on their own and submit a reimbursement request. Original receipts and description of materials purchased must accompany reimbursement request. **Any materials purchased must be reviewed and approved by your contact teacher or they cannot be reimbursed.**

The purchase of materials follows district purchasing procedures and must be approved in advance by the Distance Learning Center staff.

**Procedures:**

- Educational resources, materials, outside classes and/or equipment are discussed during the parent/student/teacher planning conferences.
- A description of each item and how it will be used to complete a student’s program will be included in the Individual Learning Plan.
- Parent or teacher completes a purchase request form, which is then submitted to the DLC.
- The vendor completes the order and sends the order directly to the family. In some cases, materials will be sent to the DLC office for the family to pick up.

- Once the order arrives, parents need to check the purchase order copy and confirm that all items have been received and notify the contact teacher or business office that you have received ordered materials by e-mail, mail, or phone.

**Notification of receipt of materials is crucial for the purchase order to be completed and the vendor paid in a timely manner.**

Purchases and reimbursements are only considered for items or services paid during the school year (August to May). If a parent plans to request reimbursement for expenses, we ask that consultation take place with the contact teacher or DLC office staff prior to committing any educational funds. **Elective activity reimbursements will be on a quarterly basis.** Purchase requests for tutoring, electives, etc. will be put on a Purchase Order to encumber funds in the education account. This will be done at the ILP meeting for each quarter. Any exceptions will need director approval.

### **Receipts**

Only ORIGINAL receipts (includes invoices, checks, statements or other submitted proof of payment information) are confirmed to be approvable items based on the student's ILP and logged under accounting codes in accordance with state accounting procedures. The parent may request a copy of these records. Parents are encouraged to keep their own copies before submitting documentation in the event a document is lost in the mail or otherwise not received.

Parents requesting a copy of specific financial information must do so in writing and allow a minimum of four to six weeks for processing, as this action is outside standard operating procedures.

### **Examples of Allowable Expenses**

- Paper, pencils, rulers, notebooks – see limitations \*
- Curriculum supplies (workbooks, references, user resource books)
- Internet access fees (up to \$50 per month/family) – only if taking online courses
- Lessons/Tutoring related to ILP from approved vendors
- Approved instructional materials or programs
- Curriculum, courses, texts, teacher manuals, and/or supplements
- Computer instructional software
- Calculators
- Instrument rentals (limitations apply – please contact DLC for details)
- Supplementary teaching materials
- Computer printer/fax/copy/scan (limitations apply – please contact DLC )
- Educational apps that relate to the student's ILP

**Examples of Non-Allowable Expenses:**

A statewide correspondence study program (4 AAC 33.421 (k)) may not pay for or provide money for:

- 1) Family travel, including transportation, food, or lodging; or for expenses during, or for any travel out-of-state unless a governing body or superintendent of the district approves expenses incurred in the out-of-state travel that are associated with direct instructional activities; in this paragraph, “family travel” does not include travel in which a student is accompanied by the student’s family for assessments or other required, activities initiated by the district;
- 2) Annual passes or family memberships to a sports or recreational facility; however, an annual pass or membership for the student may be purchased for entry into a sports or recreational facility in which the student is provided lessons under the student’s individual learning plan, if the cost of the pass or membership is prorated to include only the cost of the student’s instructional time.
- 3) Fees that allow entrance to a facility in which no instruction directly connected to the student’s ILP under (e)(1) of this section is given;
- 4) Religious, partisan, sectarian, or denominational textbooks or other curriculum materials;
- 5) Services provided to a student by a family member; in this paragraph, “family member” means the student’s spouse, guardian, parent, stepparent, sibling, step sibling, grandparent, step-grandparent, child, uncle, or aunt;
- 6) Clothing, uniforms, physical education equipment or personal items;
- 7) Pets and other animals;
- 8) Furniture;
- 9) Taxes, testing other than educational assessments required by the district, or parking fees;
- 10) Entertainment;
- 11) Permanent items that adhere to enhance the value of a non-school facility; or
- 12) Items that are considered excessive by the school administrator.

***Also, for the sake of clarity, the following are non-allowable expenses:***

- 13) Toys with no obvious educational value
- 14) Any education equipment not specified for usage in relationship to the ILP
- 15) Non-Educational Apps or Apps that do not relate to the student’s ILP
- 16) Technology equipment not specified in the ILP
- 17) Building, craft, cooking, or art materials not specified in the ILP
- 18) Tools for a home business
- 19) Cleaning supplies or equipment
- 20) Picture frames, matting, or related services
- 21) Parent classes or training
- 22) Computer upgrades or other hardware without specific prior approval. (Please consult with the DLC Director for any computer related expenses that is not educational software).

- 23) Equipment maintenance or warranty, including piano tuning
- 24) Costume or uniform rentals
- 25) Prepayments other than Internet
- 26) Missed lessons/sessions fees with a tutor
- 27) Purchasing of gift cards
- 28) Purchasing items with gift cards

Examples of materials and equipment that may be purchased include textbooks, consumable workbooks, software, etc. Additionally, educational accounts may be used to provide opportunities for expanding learning, such as classes in technology, art, music, or physical education subject to dollar limitations. Vocational education expenses for classes such as home economics, wood shop, or welding can be approved after goals and expectations are set with a contact teacher.

All non-consumable items purchased with school account monies (textbooks, technology equipment, library books, etc.) must be returned in good satisfactory condition. Parents will be invoiced for damaged or non-returned items.

#### **Curriculum/Textbook/Materials Return Policy**

If a vendor has shipped the wrong curriculum, textbook, or materials to you, contact the vendor to obtain a RMA (return merchandise authorization).

All non-consumable materials must be returned at the end of the school year or at the time the student has finished with the materials or withdraws from the program. **All textbooks, non-consumable materials, and equipment must be returned to the District Learning Center by the last day of the school year.**

### **Parent Participation and Resources**

#### **Parent Teacher Organization**

The purpose of the Parent Teacher Organization is to provide parents and teachers the opportunity to share ideas, offer recommendations, and discuss projects and programs that might enhance student learning. Participation in the PTO is voluntary. Parent involvement is always encouraged and appreciated. As a participant, families will find that a good portion of the PTO meeting will focus on the development of student activities that are offered on a quarterly basis. **PTO meetings are held quarterly.** For meeting dates, times, and locations, please check our newsletter or call the Distance Learning Center Office.

### **Curriculum Review**

If you are using a curriculum or desire to use a curriculum that has not been approved by the IASD Regional School Board, it must be reviewed by the contact teacher and begin its way through the approval process. All curriculums must be aligned to state standards. Curriculum recommendations will be submitted to the IASD Regional School Board twice a year.

### **Program and Teacher Evaluation**

Program and teacher evaluations will be made available to all DLC families on an annual basis.

### **Technology**

#### **E-mail Address**

All families are required to provide DLC with an e-mail address within two weeks of enrollment. Families can subscribe to e-mail services or set up accounts through web-based e-mail providers. Families should also check the [\*DLC website\*](#) on a regular basis for announcements.

#### **Technology Support**

Training sessions and workshops will be available for parents and students throughout the school year. Each session is designed to assist parents in the delivery of curricula, as well as assist students with their individual projects and assignments. Advise the DLC staff of areas of interest to you and your child. Teachers and professionals from within each field of expertise will conduct sessions. The training sessions include, but are not limited to:

- Internet use and research
- Writing workshops
- MS Office – including spreadsheets, word processing, database, and Power Point
- Art classes
- Elementary science
- DLC online Courses

*Any charge for training sessions will be announced with the date, time, and location and will be deducted from the educational account.*

### **Group Learning Opportunities**

The Distance Learning Center provides a variety of options for home schooling your child. These may include:

- ❖ Traditional basic skills and activities
- ❖ Project-based learning
- ❖ Online courses

- ❖ Pre-packaged courses
- ❖ Workshops and field trips
- ❖ Enrichment
- ❖ Adventure Learning
- ❖ Academies

For detailed information on these opportunities, please talk with your contact teacher and/or check the DLC website.

### **Appeals Procedure/Public Complaints**

The Regional School Board believes that the quality of the educational program can improve when the district listens to complaints, considers differences of opinion and resolves disagreements through an established, objective process.

The Board encourages complainants to resolve problems early and informally whenever possible. If a problem remains unresolved, the individual should submit a formal complaint as early as possible in accordance with appropriate district procedures. Board Policy 1312 and its associated Administrative Regulation 1312.1(a) outlines the procedure to follow.