

DRAFT AR 6182.1 CORRESPONDENCE STUDY PROGRAM

PACE Statewide Homeschool Curriculum

State regulations mandated that all curriculum material including textbooks and other instructional aids be reviewed and approved by the District. PACE Contact Teachers assist in identifying appropriate curricular choices. PACE will not purchase or reimburse for religious or doctrinal materials, but PACE does not prohibit the use of any materials in the education of a student.

PACE Statewide Homeschool Vendor Approval Form

A completed PACE Vendor Approval Form is required for all classes in which instruction is delivered by a third party and must show instructor/tutor qualifications. Examples include: tutoring, dance, swimming, or art lessons...etc. The PACE Vendor Approval Form contains timelines, goals, curriculum source, topics covered, projects to be completed, and method of assessment.

PACE Vendor Approval Forms are required prior to reimbursement. All forms must be maintained in the PACE offices.

- PACE does not accept direct billing from vendors.
- PACE does not allow payment for services provided to a student by a family member (the student's spouse, guardian, parent, stepparent, sibling, stepsibling, grandparent, step-grandparent, child, uncle, or aunt). AS 14.03.310(e).

PACE Statewide Homeschool Student Learning Plans (SLP)

State regulations require correspondence students to complete an Individualized Learning Plan (ILP). PACE Statewide Homeschool refers to this plan as a Student Learning Plan (SLP).

The SLP outlines curriculum, vendors, and anticipated projects and/or special assignments, assessments, and anticipated costs. A syllabus is required for all parent-designed core classes not using a recognized K-12 curriculum. The SLP is consulted throughout the year to verify quarterly grades, reports, and validate reimbursement requests.

High school students must be enrolled in formal correspondence classes guided by a certified teacher for parent-designed courses.

Per 4 AAC.06.739 (b) and 4 AAC.33.426:

- A. A student enrolled in a correspondence study program whether full time or part time must take at least 50% of the student's coursework that the student takes through the correspondence study program in core courses. A student enrolled in more than two (2) correspondence courses must take core courses in at least 2 different subject areas.
- B. A district may waive the requirements of this section if the district determines that the student is a senior and needs less than 50% of the student's curriculum in core courses to qualify for high school graduation from the correspondence study program, in which the student is enrolled. A district shall waive the requirement of this section if the student obtained achievement levels that met students in English/Language Arts and Mathematics in the previous academic year.

- C. Core course work performed outside the student's correspondence study program may not count towards the requirements set out under A of this section.

PACE Statewide Homeschool Quarter Grades & Work Samples

State regulations require that PACE Contact Teachers review student progress on a quarterly basis. At the end of each quarter a grade must be submitted by the parent/guardian for each class the student is enrolled in along with a comment regarding what the student is working on, how they are progressing...etc.

Lack of contact, grades, and/or work samples may result in withdrawal or denial of re-enrollment and/or reimbursement privileges. If no contact with parent or student is documented after sixty (60) days have passed or if no work or progress is made for 60-days, parents will be sent a letter stating they have ten (10) days to comply with the requirements. Students may be withdrawn after 10-days have passed if no parent response or progress has occurred.

Work samples are due at the end of each semester. These are considered along with quarterly grades in assigning semester grades.

Paper-based courses require at least two (2) graded pages for each subject. Copies of graded tests are excellent work samples, but graded daily work that demonstrates proficiency is preferred. Progress logs must be filled out completely if required on the Student Learning Plan (SLP). Parents must grade the papers. A progress log and/or pictures can be used WITH NOTES detailing the time spent and a summary of the project. Pictures without the written description are not acceptable work samples.

Online courses require a progress report. The report should show sufficient progress in the course throughout the year. For quarter grades, the current score based on submitted work is acceptable. For the end of semester grades, the work completed for the entire course is used.

Parents are required to furnish evidence of sufficient hours spent or demonstrate proficiency in lessons, practice, and/or performance in order to receive a semester credit. Seventy-two (72) hours for high school, thirty-six (36) to fifty-four (54) for seventh to eighth grade, and eighteen (18) to thirty-six (36) hours for kindergarten through sixth grade. Class Progress Logs (CPL) must include time in the activity as well as a summary of skills learned. Class progress logs are due at the end of each semester.

PACE grading is a cooperative effort between the parent and the assigned PACE Contact Teacher using quarter grades and work samples before officially submitting the grades. If no progress is being made in the course a grade of incomplete (I) will be assigned for each quarter. If the course has not been completed prior to the end of the school year, a failing grade (F) will be assigned.

Legal Reference:

ALASKA STATUTES

14.03.300-310 Correspondence study programs

14.14.110 Cooperation with other districts

14.17.041 Elementary and secondary instructional units

14.17.505 Fund balance in school operating fund

14.30.010 When attendance compulsory

ALASKA ADMINISTRATIVE CODE

4 AAC 33.430 Enrollment of students

4 AAC 33.432 Enrollment of special education students

4 AAC 33.405-.490 Correspondence study programs

4 AAC 09.040 Counting of correspondence students and part-time public school students

4 AAC 09.160 Fund balance

4 AAC 09.990 Definitions

Added 12/2024

Craig City School District