

2024-2025



# Parent Handbook

PACE Craig  
Learning Center  
100 School Road  
PO Box 800  
Craig, AK 99921  
Phone Option 4  
Fax 907-826-2974

PACE Ketchikan  
Learning Center  
2417 Tongass Ave.  
Suite 209C  
Ketchikan, AK 99901  
Phone Option 2  
Fax 907-225-3284

PACE Anchorage  
Learning Center  
4241 B St  
Suite 203  
Anchorage, AK 99503  
Phone Option 1  
Fax 907-677-9664

PACE Mat-Su  
Learning Center  
351 W Parks Hwy  
Suite 101  
Wasilla, AK 99654  
Phone Option 3  
Fax 907-373-9700

Phone: (907) 373-9701 or Toll Free 1-866-864-5491

Listen for the correct learning center option

# PACE STATEWIDE HOMESCHOOL 24/25 DATES TO REMEMBER



## PACE Statewide Homeschool 2024-2025 Dates to Remember (907) 373-9701 Toll Free 1-866-864-5491

### OFFICE CLOSURES

July 4	Holiday
Sept 2	Holiday
Nov 13-14	Fall Inservice
Nov 28-29	Holiday
Dec 23-Jan 3	Holiday Hours
Jan 1	Holiday
Apr 16-17	Spring Inservice
May 26	Holiday

### QUARTERLY GRADES DUE

October 31  
January 31  
March 28  
**\*May 16**

### PURCHASE REQUEST and RECEIPTS DUE

October 31  
January 31  
March 28  
**\*May 16**

### TESTING

Sept 16-27	DIBELS
Oct 7-12	MAP
Jan 13-18	DIBELS & MAP
Mar 24-29	AK STAR State Testing
Apr 7-12	AK STAR State Testing
May 5-9	DIBELS

### WORK SAMPLES DUE

January 31  
**\*May 16**

**\*May 16<sup>th</sup> is the DEADLINE for ALL Work Samples, Quarterly Grades, and Purchase Requests with Receipts. None will be accepted after this date.**

## PACE LEARNING CENTER INFORMATION

PACE Website .....[www.paceschool.net](http://www.paceschool.net)  
CCSD Website .....[www.craigschools.com](http://www.craigschools.com)

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Craig Learning Center  
PO Box 800 .....Local 907-373-9701 or Toll Free 1-866-864-5491  
Craig, AK 99921 .....Fax 1-907-826-3322  
Heather Mendonsa, Principal/Teacher .....[hmendonsa@craigschools.com](mailto:hmendonsa@craigschools.com)

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Ketchikan Learning Center ..... Local 907-373-9701  
2417 Tongass Ave. #209C .....Toll Free 1-866-864-5491  
Ketchikan, AK 99901 .....Fax 1-907-225-3284  
Jennifer Whicker, Contact Teacher .....[jwhicker@craigschools.com](mailto:jwhicker@craigschools.com)  
Vacant, Admin Assistant .....[vacant@craigschools.com](mailto:vacant@craigschools.com)

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Anchorage Learning Center .....Local 907-373-9701  
4241 B St Suite 203 .....Toll Free 1-866-864-5491  
Anchorage, AK 99503 ..... Fax 1-907-677-9664  
Kimberly McMillan, Contact Teacher .....[kmcmillan@craigschools.com](mailto:kmcmillan@craigschools.com)  
Mikal Sparkman, Contact Teacher .....[msparkman@craigschools.com](mailto:msparkman@craigschools.com)  
Bobbie Duerksen, Special Ed Teacher .....[bduerksen@craigschools.com](mailto:bduerksen@craigschools.com)  
Shary Fia'ai, Admin Assistant.....[sfiaai@craigschools.com](mailto:sfiaai@craigschools.com)

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Mat-Su Learning Center ..... Local 907-373-9701  
351 W Parks Hwy Suite 101..... Toll Free 1-866-864-5491  
Wasilla, AK 99654 ..... Fax 1-907-373-9700  
Cassie Kinsland, Contact Teacher .....[ckinsland@craigschools.com](mailto:ckinsland@craigschools.com)  
Donna Sheldon, Admin Assistant.....[dsheldon@craigschools.com](mailto:dsheldon@craigschools.com)

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Craig City School District .....Toll Free 1-877-935-5655  
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Craig, Alaska, 99921 .....Fax 1-907-826-3322  
Jackie Hanson, Superintendent.....[jhanson@craigschools.com](mailto:jhanson@craigschools.com)  
Kerin Crews, Financial Coordinator/Accounts Payable .....[kcrews@craigschools.com](mailto:kcrews@craigschools.com)  
Melissa Peavey, School Counselor .....[mpeavey@craigschools.com](mailto:mpeavey@craigschools.com)  
Heather Mendonsa, Principal/Teacher.....[hmendonsa@craigschools.com](mailto:hmendonsa@craigschools.com)

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## COMMENT ON SCHOOL AUTHORITY

Both the Alaska Legislature and the State Board of Education have given to public schools the authority to establish rules which restrict student behavior while in school, while traveling to and from school, while participating in school events, and while traveling to and from school events.

The Craig City School District School Board has enacted policies that govern students' behavior. In addition, the School Board has authorized the administration to develop rules that are in keeping with its policies. When enrolled in the Craig City School District, students accept these policies as a condition of enrollment. School rules published in this handbook are subject to change as may be needed to ensure compliance with federal, state or local regulations and are subject to review and reiteration as becomes necessary for the routine operation of school.

## NOTICE OF NONDISCRIMINATION

PACE Statewide Homeschool does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities and provides equal access to designated youth groups. The following person has been designated to handle inquiries regarding the non-discrimination policies:

Jackie Hanson, Superintendent  
PO Box 800  
Craig, AK 99921  
866-864-5491 ext 4003  
Toll Free 1-877-935-5655

## PACE PROGRAM OVERVIEW

**Craig City School District Mission Statement:** Our students will be lifelong learners who will be resilient, compassionate, self-sufficient members of society.

### **PACE Purpose:**

- P**ersonal, flexible, individualized education plans
- A**cademic education at home with state funds
- C**hoices through diverse curriculum options
- E**ducation for Kindergarten through Twelfth grade

**What is a Homeschool program?** A homeschool program is parent-led learning through parent provided education at no cost to the family. PACE offers curricular support and individualized assistance from state certified teachers through the use of public school funds.

**Enrollment:** Enrollment begins late winter, early spring for the following school year.

**Student Learning Plan (SLP):** During enrollment, families work with a PACE contact teacher to complete an SLP containing courses, which includes a selection of online programs, books, materials, and activities that meet the student's needs. Curriculum can then be purchased once enrollment has been completed.

**Allotment:** Allotment amounts vary according to grade level and full-time or part-time status. The date of enrollment impacts the amount of the student's allotment account. Funds are used to purchase PACE approved educational materials directly relating to PACE coursework.

**Accessibility:** PACE has an interactive website at [www.paceschool.net](http://www.paceschool.net), where families can, among other things, download forms, complete online reimbursement requests and view the school calendar. PACE updates a Facebook page with local events, school activities, and workshops.

**Technology:** Each student enrolled at least halftime by October 1st has the option to be issued an Apple computer, iPad, or be reimbursed for a device within limits (see technology section for details).

**Testing:** PACE recommends students are assessed throughout the year to ensure progress.

**Learning Centers:** PACE maintains Learning Centers in Craig, Ketchikan, Anchorage, and Mat-Su. Aside from providing educational consultation, PACE Learning Centers schedule events and periodic workshops designed to enhance the educational programs of our students.

## PACE ENROLLMENT AND ELIGIBILITY

### ENROLLMENT REQUIREMENTS

- A copy of each student's birth certificate must be on file.
- A copy of each student's immunization record or a notarized document stating religious or medical exemption from immunizations must be on file. Exemption forms must be submitted annually.
- PACE will accept students that are at least five years old for but not older than nineteen for grades K-12 by September 1<sup>st</sup>. Age restrictions may vary for students with special education needs.
- Parents should notify PACE staff at the time of initial enrollment of any previous experience a child has had in another district's special education programs, or referrals and testing that were pursued to support the student's individual needs.
- Parents should notify PACE staff at the time of initial enrollment of any previous experience a child has had in another district's bilingual programs, or referrals and testing that were pursued to support the student's individual needs.
- A student must reside and be an Alaskan resident to be eligible to enroll in PACE.
- Students enrolled in any other public school in the State of Alaska will not be eligible for full allotment funding.
- A Student Learning Plan (SLP) will be completed with the assistance of a PACE teacher during the enrollment procedure. *(For more details, please see [Student Learning Plan \(SLP\)](#))*

- During online enrollment, parents will sign a records release form to obtain records from the student's previous school.
- Parents are expected to check-in monthly with their PACE contact teacher.
- Parents agree that all non-consumable materials purchased or reimbursed with District funds over \$200 are the property of PACE and will either be returned or purchased from PACE upon withdrawal from the program. (*For more information see [Expenses](#)*).
- Parents agree that students in grades K-12 will participate in state and local assessments throughout the year or will withdraw their student(s) from part of or all testing.
- Initial enrollment after the end of September will result in reduced student funding (*see the [Allotment Allocation](#)*). These reduced funds must be used for core curriculum **first**. Technology devices are assigned based on availability.
- High school students must be enrolled in PACE approved classes, guided by a certified teacher, or parent-designed courses, with syllabus and sample lesson plans submitted prior to the beginning of class. High school students may enroll in classes for college credit.

## DUAL ENROLLMENT IN ANOTHER PUBLIC SCHOOL

With enrollment in PACE comes the understanding that the student is not a student of any other public school. A student may request to participate in a particular class at another public school. This student would be dual-enrolled. Dual enrollment is contingent upon agreement between school administrators at both schools. Funding is split between the districts and the allotment will be determined according to state funding policies.

## EXTRACURRICULAR ACTIVITIES

Each student who attends PACE may have the opportunity to participate in extracurricular activities at their local public school, contingent upon administrative approval. Guidelines and requirements include, but are not limited to:

- Students must have a signed activities agreement after meeting with the brick and mortar school principal.
- Students must meet the Alaska School Activities Association (ASAA) standards and the local school standards, including being enrolled in at least 5 year-long classes.
- Students must pay any participation fees as required by the brick and mortar school.
- Students must follow the rules of the district and school, including conducting him/herself appropriately in the role of school and community representative. He/she accepts responsibility for his/her actions and will act in a mature manner, including the use of appropriate language and respectful behavior at all times.
- Students are required to show weekly eligibility
- Student must have no more than one D and no F's or I's.
- Student must have a physical exam on file.



## DUAL ENROLLMENT IN A PRIVATE SCHOOL

- Students may concurrently enroll with PACE and a local private school and receive full funding.
- Funds may not be paid directly to a private school for any religious materials, services rendered, or programs offered.

## REPORTING

- Monthly check-ins are required between the family and PACE teacher.
- Work samples are required on a semesterly basis.
- PACE will document all contact attempts. If no contact with parents or student is documented after 60 days have passed and/or if no work or progress is made for 60 days, parents will be sent a letter stating that they have 10 days to comply with the requirements. Students will be withdrawn after 10 days have passed if no parent response and/or progress has occurred. Students that are withdrawn will automatically forfeit their allotment funds.

## STATE MANDATED TESTING

- Participation in state standardized tests is a requirement for continued enrollment in PACE unless the parent/guardian has withdrawn from testing during enrollment or in writing prior to testing.
- A developmental profile (ADP) will be completed for all Kindergarten students by their parents/guardians.
- For those students participating in testing:
  - Kindergarten through 3<sup>rd</sup> grade students will participate in DIBELS testing three times a year to track literacy progress.
  - MAP testing will be used with all 3<sup>rd</sup> through 9<sup>th</sup> grade students three times a year to track student progress.
  - PEAKS statewide Science testing occurs in April for 5<sup>th</sup>, 8<sup>th</sup> and 10<sup>th</sup> grade students.
- PACE partners with local educational institutions around the state to provide testing sites for our students. If it is not possible to attend a testing site, PACE will make arrangements for an adult in your area to proctor the state mandated exams. Please contact PACE at least one month prior to the testing dates to make arrangements.
- Test results will be sent to individual families when scoring is completed.

## PACE ACADEMIC PROCEDURES

### STANDARDS-BASED EDUCATION

- The approved curriculum for PACE and Craig City School District aligns with the Alaska Standards.

## STUDENT RECORDS AND TRANSCRIPTS

- In compliance with the Family Education Rights and Privacy Act (FERPA) of 1974, PACE will obtain a signed release of records form for enrolling students.
- Transcripts from previous educational institutions are required in order to place students in high school classes.
- Dual-enrollment forms are completed for students enrolled in more than one school to confirm they are taking significantly different classes.
- Students enrolling in other public or private schools after being enrolled in PACE may request records or transcripts via our online form at <http://www.paceschool.net> or by emailing a PACE staff member. **Please allow two weeks for transcript requests to be processed. All PACE property must be returned before official transcripts will be issued.**
- Unofficial transcripts are maintained for all students enrolled in PACE and are available for inspection through MyPACE and in-person during regular business hours.
- PACE will maintain quarterly report cards, signed PSP, and the SLP in a permanent file for each student enrolled in PACE.

## ACADEMIC YEAR

- The Academic Year for PACE begins on July 1<sup>st</sup> and ends on June 30<sup>th</sup>.
- Please check with your local PACE Learning Center, our website calendar, or Facebook for closures.

## GRADE LEVEL PLACEMENT

- PACE will accept Kindergarten students who are at least five years old by September 1<sup>st</sup>.
- Grade level placements up to and including 8th grade will be based on age unless otherwise specified by the parent. For alternate grade placement speak with your contact teacher.

## SPECIAL EDUCATION

- The goal of PACE is to work collaboratively with parents, families, and agencies to develop and provide the best educational program for students with disabilities.
- Special education is designed to ensure that students with disabilities are provided with an environment that allows them to be educated effectively. PACE's special education teacher will serve as a case manager for the student with a disability that impacts the student's access to education. Each student who is determined to have a disability has a yearly plan called an Individual Education Plan (IEP). The IEP is a collaborative document created by a group of individuals who are familiar with the student's needs. This plan may be amended before the annual date if the team agrees.
- Eligible students receive special education services through a consult model. Their curriculum is modified to meet needs on an individual basis depending on their IEPs. They receive direct instruction in their homeschool setting from their parents or guardians. Parents/Guardians receive support from the Special Education teacher as appropriate. Parent/Guardian and case manager collaborate to monitor progress toward meeting IEP goals.

- It is important to note that not all students' needs can best be served through a homeschool program. When the needs of individual students require more involved direct instruction, or supports not easily provided in a homeschool model, the district will recommend other programs to serve these needs in Craig or may recommend the consideration of programs operated by the student's district of residence.

### **PACE CONTACT TEACHERS**

- Students are assigned a PACE contact teacher who is Alaska State certified in the field of education. The PACE contact teacher will assist you throughout the year with both academic and financial issues.
- The PACE contact teacher provides guidance when researching and ordering educational materials and has an extensive knowledge of K-12 curricula.
- The PACE contact teacher will review academic progress reports.
- Direct all questions or concerns to your PACE contact teacher first. Your inquiry will then be directed through the proper channels.
- The PACE contact teacher will assign student quarterly grades based on standards the student has met. Parent's recommendations and review of work samples will assist in assigning grades.

### **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 and core classes not using a recognized K-12 curriculum.
- The SLP will be consulted throughout the year to verify quarterly grade reports and validate reimbursement requests.
- High school students must be enrolled in formal correspondence classes, guided by a certified teacher, or parent-designed courses. Parent-designed classes require a syllabus and sample lesson plans be submitted for approval prior to the beginning of class.

### **CORE CLASS PERCENTAGE**

As per State of Alaska Correspondence Regulations (4 AAC 33.426):

*(a) A student enrolled in a correspondence study program, whether full-time or part-time, must take at least 50 percent of the student's coursework that the student takes through the correspondence study program in core courses. A student enrolled in more than two correspondence classes must take core courses in at least two different subject areas.*

*(b) A district may waive the requirement of (a) of this section if the district determines that the student is a senior and needs less than 50 percent 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 (a) of this section if the student obtained achievement levels that met standards in English language arts and mathematics as set out in [4 AAC 06.739\(b\)](#) during 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.*

(d) In this section, "core course" means:

(1) A course of study in

- (A) English;
- (B) Mathematics;
- (C) Social Studies;
- (D) Science;
- (E) Technology;
- (F) World Languages; or

(2) A course required by a student's IEP if the student is receiving special education and related services under 4 AAC 52.

## CURRICULAR MATERIALS

- State regulations mandate that all curricular materials, including textbooks and other instructional aids, be reviewed and approved by the district. PACE offers a wide variety of approved materials to support the philosophy of choice in education.
- PACE contact teachers will assist in identifying appropriate curricula choices.
- Curricula choices are subject to PACE approval and may be ordered prior to the reimbursement cut-off date of May 17<sup>th</sup>.
- PACE is not able to purchase or reimburse for religious or doctrinal materials, but PACE does not prohibit the use of any materials in the education of a student.
- Materials ordered will be shipped to the nearest PACE Learning Center for pick-up. For those families living in rural areas not serviced by a PACE Learning Center, PACE will directly mail the materials to the family.
- Allow at least four to six weeks for materials to be delivered. Inquiries about learning materials may be directed to the nearest PACE Learning Center.

## VENDOR APPROVAL

- The 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. This form contains timelines, goals, curriculum source, topics covered, projects to be completed, and method of assessment.
- Vendor Approval Form is required prior to reimbursement. To find out if a vendor has been approved, contact your local PACE Learning Center.

## MONTHLY COMMUNICATION

- Monthly check-ins are expected between the parent and PACE contact teacher. Communication initiated by the parent can be made through email, phone call, or face-to-face conversations.
- It is important that monthly check-ins occur. Lack of contact, grades, and/or work samples may result in withdrawal or denial of re-enrollment and/or reimbursement privileges. PACE will document all contact attempts. If no contact with parents or student is documented after 60 days have passed or if no work or progress is made for 60 days, parents will be sent a letter stating that they have 10 days to comply with

the requirements. Students may be withdrawn after 10 days have passed, if no parent response or progress has occurred.

## QUARTER GRADES

- 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.
- It is important that quarter grade submission occurs. 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 parents or student is documented after 60 days have passed or if no work or progress is made for 60 days, parents will be sent a letter stating that they have 10 days to comply with the requirements. Students may be withdrawn after 10 days have passed if no parent response or progress has occurred.
- How to enter Quarter Grades
  - Go to <http://www.paceschool.net/>
  - Click on the MyPACE login
  - Sign in
    - User Name: your Family Group Number
    - Password: your Zip Code (unless you've changed it since your original enrollment)
  - Click on "Submit Quarterly Grades" in the red, middle box
  - Enter the grade in the Q1 box for quarter 1 (if Quarter 2, enter in Q2 box, Q3 for quarter 3, etc.)
  - Enter a comment in the comment box (you cannot submit grades without a comment for each class)
  - Click "Submit Quarterly Grades" at the top or bottom of the page
  - Repeat for all students

## SEMESTER WORK SAMPLES

- Work samples are due at the end of each semester as noted on our [PACE Dates to Remember](#). These will be considered, along with quarterly grades, in assigning semester grades.
- Work samples can be emailed, mailed, or dropped-off at your local PACE Learning Center.
- Work samples will be maintained in the teacher's working file. Please notify us if you want any of the original samples returned.
- Work samples required vary depending on the type of course delivery: paper-based courses, online courses (core or non-core), and non-core courses.

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## PAPER-BASED COURSES

Submit at least two graded pages from each subject. Copies of graded tests are excellent work samples but graded daily work that demonstrates typical proficiency in the subject also work well. If your child is working on a science project, or a hands-on activity, a progress log and/or pictures can be used with notes detailing time spent and a summary of progress in the subject.

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## ONLINE COURSES (CORE OR NON-CORE)

Work samples for online courses should be a report that shows sufficient progress throughout the year. If progress reports are not available, the parent must provide downloads or screenshots of completed lessons to their contact teacher.

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## NON-CORE COURSES (ART, MUSIC, PE, HOME & CONSUMER SCIENCES, WORK STUDY, ETC.)

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: 72 hours for high school, 36-54 hours for 7th and 8th grades and 18-36 hours for K-6th grades. Proficiency will be defined in the SLP at the beginning of the year. Please submit a class progress log (CPL), or similar log, which includes time spent in the activity as well as a summary of skills learned and progress made. Please total the time spent for each semester.

## GRADING SCALES

➤ The Approved Craig City School District Grading Scale (K-3<sup>rd</sup> Grades)

A = Advanced: Child completes tasks with minimal support from parents and with minimal mistakes.

P = Proficient: Child completes tasks with some support from parents and with limited mistakes.

D = Developing: Child needs support or help for most of the tasks; concepts are developing.

I = Incomplete: Work has not been submitted and/or not enough work completed.

N/A = Not applicable

➤ The Approved Craig City School District Grading Scale (4<sup>th</sup>-12<sup>th</sup> Grades)

A (90-100%)	Outstanding achievement	4.0 grade points
B (80-89%)	Above average achievement	3.0 grade points
C (70-79%)	Average achievement	2.0 grade points
D (60-69%)	Below average achievement	1.0 grade points
F (0-59%)	Little or no achievement	0.0 grade points
I	Incomplete	0.0 grade points

➤ N/A should only be used if a class is not in session, or if you have not started classes yet

- Use the comments section to explain the N/A grade

➤ No pluses or minuses (+/-) are added to the grade (example: C+, A-)

## GRADING PRACTICES

➤ 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 a 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. Extensions may be granted upon request of the PACE contact teacher and principal.

## HIGH SCHOOL GUIDANCE COUNSELING

- We offer information on preparing for post-secondary education including assistance with filling out applications for financial aid, vocational education, colleges, and scholarships. Each PACE Learning Center has valuable information for post-secondary education planning. Our webpage also has pertinent information at the [Counselor's Corner](#).
- For more information or assistance please contact:
  - CCSD Counselor, at 800-864-5491 ext: 2002
  - Your PACE Contact Teacher

## HIGH SCHOOL GRADUATION REQUIREMENTS

- PACE High School Graduation requirements are as follows:

English	4 Credits
Math	3 Credits
Science	3 Credits
Social Studies	3 Credits (0.5 must be Alaska Studies/Alaska History)
PE/Health	1 Credits (0.5 must be in Health)
Electives	7 Credits
<b>Total</b>	<b>21 Credits*</b>

- Students meeting these requirements will be awarded a Craig City School District diploma.
- If students transfer to PACE in their last semester before graduation, the student must complete at least 2.5 credits.
- \* The Alaska Performance Scholarship is available to students. If you are interested in the Alaska Performance Scholarship please speak with the school counselor or your contact teacher.

## DUAL CREDIT COLLEGE CLASSES

- Students enrolled and receiving credits for a semester college class will also receive 0.5 high school credits concurrently.
- Students must submit a course syllabus and proof of successful completion to receive PACE High School credit.

## HIGH SCHOOL GRADUATION

- PACE will honor and recognize its graduates by providing a diploma and commemorative tassel for all graduates.
- Upon request, PACE will make every effort to have a staff member attend personal graduation ceremonies.

## EDUCATIONAL WORKSHOPS AND SPECIAL EVENTS

- **ACCIDENTS: PACE and the Craig City School District assume no responsibility for accidents, which may occur during classes, workshops, field trips, or any other activities supervised by parents or private vendors. Parent/Guardian signatures on permissions slips and sign-in sheets are equivalent to indemnification.**
- PACE Learning Centers offer periodic workshops for both parents and students. These workshops cover a wide variety of topics and content areas. Non-PACE students may be included at the discretion of the teacher and will be responsible for any associated materials and/or fees.
- PACE encourages parents or a legal age sibling to be present with children during the entirety of the workshop or event. PACE reserves the right to require parental supervision of misbehaving students or to decline participation in the workshop.
- Workshops may be one session or stretch over a number of sessions depending on the content. PACE strives to schedule these workshops at times when they will be accessible to the **majority** of area students. PACE may exercise the option to repeat particular workshops due to high demand or scheduling conflicts with other local activities.
- **PACE encourages parent volunteers** for activities such as testing, parent-guided workshops, and social events. Please contact your PACE contact teacher if you would like to volunteer.
- PACE encourages parents to develop and facilitate workshops for other students and parents. PACE Learning Centers will host appropriate workshops that parents have developed and wish to facilitate.
- PACE reserves the right to refuse admittance to anyone who appears to be under the influence of drugs or alcohol to any PACE sponsored activities.
- Previous workshop subjects have included the Alaskan Culture and Arts, geocaching, knitting, quilting, beach week activities, drawing, Spanish lessons, calligraphy, origami, and career development.
- When you reserve a spot for a PACE paid activity and you do not show, your student(s)'s allotment(s) will be charged for the cost of the activity.
- Other organizations or individuals may organize special events that include PACE students. Any event not specifically advertised by a PACE Learning Center should not be considered a PACE sponsored event.

## ADMINISTRATIVE DISCRETION

- If there is no written policy for a specific academic or financial situation, the PACE principal will make the appropriate determination.

## ACADEMIC APPEALS PROCESS

- While enrolled in PACE, parents have the ability to appeal any academic decision.
- This appeal must be submitted in writing, clearly outlining the area of concern:
  1. The first step is to submit this to your contact teacher. If their decision is not satisfactory to the parent, the parent may then appeal in writing to the principal.
  2. If the principal's decision is not satisfactory to the parent, the parent may then appeal in writing to the superintendent of the Craig City School District.
  3. If superintendent's decision is not satisfactory, the parent may then appeal in writing to the Craig City School District Board of Education. The decision rendered by the Craig City School District Board of Education is to be considered final.



## COMPLAINT PROCEDURE

School Board Policy No. 1312 advises the public that the proper channeling of complaints involving personnel, instruction, discipline, or learning materials is as follows:

1. Teacher
2. Principal
3. Superintendent
4. School Board
5. State Board of Education

In order to promote fair and constructive communication, procedures have been developed that govern the resolution of complaints. Every effort should be made to resolve a complaint at the earliest possible stage. Complaints concerning school personnel should be made directly by the complainant to the person against whom the complaint is lodged. Parents/guardians are encouraged to attempt to resolve concerns with staff members personally. Complaints will be investigated by the administration before consideration and/or action by the Board. To be considered official by the administration or School Board, complaints must be in writing. Anonymous complaints will not be considered. Complainants should accept the Superintendent's decision as final, however the Complainant may request the opportunity to address the School Board regarding the complaint. The School Board will only consider complaints that have been first reviewed by the Superintendent and have followed the proper chain of command.

## WITHDRAWAL FROM PACE

- A student may withdraw from PACE at any time.
- To withdraw from PACE, please first notify your PACE contact teacher. Your teacher will tell you what needs to be returned to PACE. A PACE withdrawal letter, technology inventory buyout/return sheet will be mailed to you within two weeks.
- You will then receive an exit survey by email.
- All non-consumable materials greater than \$200 purchased with allotment funds must be returned to PACE or purchased upon withdrawal. Parents may be financially liable for damaged or missing items.
- Technology equipment on loan or purchased with allotment from PACE must be returned to PACE upon withdrawal. **Parents are financially liable for technology equipment that is missing or damaged.** Parents are responsible for the balance due on all technology, unless the device is returned to PACE.
- Postage expenses to return non-consumable items are the **parent's responsibility.**
- Reimbursement requests or reimbursements dated on or after the withdrawal date will not be reimbursed.
- Student records will not be released until all parent obligations are fulfilled and financial obligations met.
- If a student moves out of the state of Alaska, they are considered non-residents and no longer eligible to be enrolled in PACE and must be withdrawn.

## PACE FINANCIAL PROCEDURES

### ALLOTMENT ALLOCATION

- Students enrolled in PACE receive the educational allotments listed below for the fiscal year of July 1<sup>st</sup> to June 30<sup>th</sup>. If the student has a remaining balance at the end of the school year, that balance will rollover to the next year as long as the student enrolls by September 27<sup>th</sup>.
- Complete the enrollment process by September 27<sup>th</sup> for the following funding:

Grade	Full-Time 100%	3 Classes 75%	2 Classes 50%	1 class 25%
K-2	\$2,200	\$1,650	\$1,100	\$550
3-8	\$2,400	\$1,800	\$1,200	\$600
9-12	\$2,600	\$1,950	\$1,300	\$650

- Initial Enrollment after count starts (near the end of September) will result in reduced student funding. These reduced funds must be used for core curriculum first. A computer may not be available at that time.
- Open enrollment continues throughout the school year. We will provide students with the necessary educational materials but additional student funding (allotment) will not be available.

### ALLOTMENT AND PURCHASING GUIDELINES

- Families may begin ordering and submitting reimbursements for educational materials once the enrollment process and SLP are complete and the school year has begun (**July 1<sup>st</sup>**).
- **After** core curriculum is purchased, families may use 50% of their student's allotment during the first semester and the remaining 50% will be made available for disbursement second semester.
- Please budget your allotment funds to benefit your student throughout the year.
- Please budget within the allowed allotment amounts for Internet (max. \$800), supplies (max. \$300), non-core equipment (max. \$300), and technology equipment (max. \$600).
- Up to \$200 can be used for educational materials for a three- to five-year old sibling who did not meet the cutoff date for Kindergarten. A maximum of \$200 per pre-K student can be used regardless of the number of siblings enrolled in PACE.
- Teacher approval is required for all reimbursement requests. There are six elements to teacher approval:
  1. Items correspond with courses in the SLP
  2. Check-ins with teacher occur at least once a month
  3. Quarter grades are current
  4. Work samples are on file

5. Vendor form is on file, if necessary (please see Vendor Approval section)
  6. Allotment remaining
- PACE does not guarantee reimbursement for items that are not pre-approved.
  - ALL educational expenditures must be completed by the parent using an online reimbursement request and approved by the PACE teacher. *(For directions on how to complete a reimbursement request see the [Reimbursement Request Directions](#)).*
  - **Reimbursement deadline and recommended submission dates:**
    1. **End of Year Deadline:** All reimbursement requests and receipts must be submitted by the deadline listed on the Dates to Remember ([See Dates to Remember](#)). If a complication arises please reach out to your PACE contact teacher.
    2. PACE recommends not waiting until the end of the year to turn in reimbursement requests and receipts as this will greatly delay processing and reimbursement times. **It is recommended to turn in reimbursement requests with corresponding receipts at least quarterly.** This will ensure a faster turnaround time for reimbursements.
  - Changes to reimbursement requests can be made clicking on the edit button beside the appropriate pending reimbursement request in MyPACE **prior** to Admin. Approval. Please call your contact teacher if you have any questions.
  - All documents required for reimbursement can be found on the PACE website [www.paceschool.net](http://www.paceschool.net).
  - Direct payment to a vendor is available for those who have a business license or W-9 on file. Please use a Direct Payment to Vendor form to utilize this payment option. A PACE contact teacher can provide the form or find it on our website under Forms. Forms must be filled out and signed by parent and vendor annually.
  - Advanced reimbursement for ongoing services such as music lessons, tutoring, or Internet will not be reimbursed more than three months in advance.
  - Purchases are for materials to be used primarily within the current academic year. Materials for the following school year may not be purchased with current allotment funds.
  - If the dates of an activity cross into the following school year, the reimbursable amount will be prorated for the current school year and the remainder will need to be submitted the following school year.
  - All materials purchased with allotment funds are property of PACE and the Craig City School District. If a PACE-purchased or reimbursed item is returned to the manufacturer or supplier, PACE must be notified prior to the transaction and the funds must be returned to PACE. The student allotment will be credited only after PACE receives the refund.
  - Materials purchased with allotment funds may not be donated or resold to another student before the end of the school year without expressed permission from PACE.
  - All educational materials must be purchased between July 1st and June 30<sup>th</sup>. The purchases and receipts must be dated accordingly for reimbursement.

- PACE is not financially responsible for those unaware of the final date for submitting reimbursement requests and receipts.

*\*\*\*Do not wait until the reimbursement deadline to submit your requests, as it will overburden the reimbursement system and processing will be slowed considerably. Further, if all materials are ordered at the last minute, it is not possible that those materials could be used during the current school year and it is unlikely the materials/supplies will be approved.*

## REIMBURSEMENT REQUEST DIRECTIONS

All educational expenditures must be submitted using the online reimbursement request through the family's MyPACE account.

### TO SUBMIT A REIMBURSEMENT REQUEST

1. Go to [www.paceschool.net](http://www.paceschool.net)
2. Click on MyPACE; you will be re-directed to an instant web-publishing page. Where it asks for your "Account Name," please enter your family group number. Where it asks for your "Password," please enter your zip code.
3. Click "OK."
4. Click the "Submit Reimbursement Request" tab.
5. In Sections 1-2, enter all required information including parent name, vendor name, address, phone, fax, and website.
  - Only one vendor per reimbursement request is allowed.
6. Upload the related receipt or use one of the other methods listed in Step 12.
  - Click "Upload Receipt" and attach a photo or screenshot of the receipt.
    1. Links to receipts will not work.
    2. You may upload up to three receipts for one PR, however, they must all be from the same vendor.
    3. To upload a receipt, it must be in one of the following formats: JPEG, PDF, PNG, or a screenshot.
7. In Section 3, click on "Add an Item" and a box will appear to choose the correct student, or click ALL if it is to be divided among all of your students.
8. Please fill in Description/Month of Service with as much detail as possible. (i.e. April Internet, May dance lessons)
9. Continue filling in the remaining boxes: quantity, price, and course.
10. Respond to questions following purchase details in Agreement 4.
11. Click "Submit reimbursement request" at the bottom of the page.

12. The page will refresh with a message thanking you for submitting a reimbursement request and offering you the options to create another reimbursement request, return to the main page, or exit.
13. Write the PRN, family group number, and student's last name on all the receipts. **Paid** receipts may be submitted using the following methods:
  - Upload the receipt(s) in Section 2 of MyPACE. Click "Upload Receipt" and attach a photo or screenshot of the receipt. Links to receipts will not work. You may upload up to three receipts for one PR, however, they must all be from the same vendor. To upload a receipt, it must be in one of the following formats: JPEG, PDF, PNG, or a screenshot.
  - Email to Kerin Crews at [kcrews@craigschools.com](mailto:kcrews@craigschools.com)
  - Send via regular mail to PACE Statewide Homeschool, ATTN: Kerin Crews, PO Box 800, Craig, AK 99921
  - Fax receipts 907-826-3322.

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### TO CHECK IF YOUR REQUEST HAS BEEN APPROVED

1. Check your email for confirmation or
2. Go to [www.paceschool.net](http://www.paceschool.net) to check reimbursement status.
3. Log into MyPACE by entering your family group number (account name) and zip code (password).
4. Click "OK."
5. You will be on the "Family Information" page. Click *Allotment* button next to your student's name.
6. All of the reimbursement requests you have submitted for that student will be listed along with all of the details in the Pending Reimbursement Requests/Reimbursements box.

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### THE FINAL STEP

- After you have submitted your purchase request, it must first be approved by your contact teacher.
- After teacher approval, the final step to receive reimbursement is administrative approval.
  - Administrative approval occurs when your receipt is received in Craig and the charges verified.
- After administrative approval and processing, reimbursement will be mailed or directly deposited into your account.
- There is a two week minimum turnaround for reimbursement payments.

### RECEIPTS

- Receipts should not include personal items or any other items not related to the request for reimbursement of educational expenses.
- Write the PRN, family group number, and student's last name on all the receipts. **Paid** receipts may be submitted using various methods. (*Please see #12 under [To Submit a PR](#) for more specific directions*).

- Price tags are not accepted as proof of payment.
- The PACE standard receipt form is available to download and print when adequate information is not provided on the original receipt. This form can be found on our website under the *Current Families* tab and clicking on *Forms*.
- Cancelled checks are acceptable for educational services where receipts are not available, though completed standard receipts are preferred. Check carbons, copies of checks, or invoices are not an acceptable proof of payment.
- Please submit receipts and reimbursement requests in a timely fashion. If the expenses are denied for reimbursement after deadlines, there will be no option for choosing other materials.
- PACE is not financially responsible for those unaware of the final dates for submitting reimbursement requests and receipts.

## EXPENSES

### ALLOWABLE

- **Consumable Teaching/Learning Supplies:** Any item \$199.99 or under is considered consumable.
- **Non-Consumable Teaching Materials:** Any item over \$199.99 must be returned or balance paid to PACE when exiting the program. These items are marked as returnable.

### NON-ALLOWABLE

A correspondence study program may not pay for or provide money for services or materials that do not reasonably relate to the delivery of the students' instructional needs. Items that will not be reimbursed include: family fees; family travel; religious, partisan, sectarian, or denominational textbooks or other curriculum materials; materials not used or listed for a course that is specified in the SLP; and items that are considered excessive by the school administration.

## OUT OF STATE EXPENDITURES

To help maintain the integrity of the allotment accounts, all expenditures incurred out of state must have prior written permission by the CCSD Superintendent. This is required under state regulation 4AAC 33.422(f)(1).

You can request the *Out of State Expenditures* form from any PACE staff member. You must fill out the form and submit it to your contact teacher **prior** to travel for approval.

## LESSONS AND TUTORING

A correspondence study program, or a parent through a fund account under 4 AAC 33.422, may contract with a private individual to provide tutoring to a student in a core subject, fine arts, music, or physical education, if:

- The instruction is part of the student's individual learning plan; and
- The tutor is not vested with the primary responsibility to plan, instruct, or evaluate the learning of the student in the subject.

## FINANCIAL APPEAL PROCESS

- While participating in the PACE program, parents have the ability to appeal any financial decision to the PACE principal.
- This appeal must be submitted in writing, clearly outlining the area of concern.
  1. The parent first submits this to their contact teacher. If the contact teacher's decision is not satisfactory, the parent may then appeal in writing to the principal.
  2. If the principal's decision is not satisfactory to the parent, the parent may then appeal in writing to the superintendent of the Craig City School District.
  3. If superintendent's decision is not satisfactory, the parent may then appeal in writing to the Craig City School District Board of Education. The decision rendered by the Craig City School District Board of Education is to be considered final.

## PACE TECHNOLOGY

### REIMBURSEMENT OF PERSONAL TECHNOLOGY

- PACE will reimburse up to \$400 per year for parent purchased technology. Payments are made on November 1<sup>st</sup> each year until the balance of the device has been paid in full.
- It will be the responsibility of the family to maintain the technology.
- PACE will not offer technical support for reimbursed technology.
- The **original receipt** for the purchased technology must be submitted with the reimbursement agreement form.
- If the student withdraws from PACE all remaining payments are forfeit.

### PACE ISSUED COMPUTERS AND TABLETS

- If desired, a PACE student, who is enrolled at least half-time may choose to lease an Apple computer or iPad from PACE. This must be done by the end of October.
- Please reference the signed agreement for details.
- The student's allotment will be deducted each year according to the plan agreed on at check out.
- For assistance with your computer, please contact AppleCare at 800-275-2273.

### INTERNET

- PACE does not provide technology support for your Internet connection. Please contact your Internet service provider for more information about connecting to the Internet.

PACE 2024-2025 SCHOOL CALENDAR

**PACE Statewide Homeschool  
2024-2025 School Calendar**

(907) 373-9701 or toll free 866-864-5491

S	M	T	W	T	F	S
JULY						
	1	2	3	4	5	6
7	8	9	10	11	12	13
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28	29	30	31			

SEPTEMBER						
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NOVEMBER						
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OCTOBER						
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JUNE						
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29	30					

**JULY**

- 1 First Day of School
- 4 ALL Offices Closed for Holiday

**SEPTEMBER**

- 2 ALL Offices Closed for Holiday
- 16--27 DIBELS Testing

**OCTOBER**

- 7--12 MAP Testing
- 31 Quarterly Grades Due
- 31 Purchase Requests and Receipts

**NOVEMBER**

- 13--14 ALL Offices Closed for Inservice
- 28-29 ALL Offices Closed for Holiday

**DECEMBER**

- 23 to Jan 3 ALL Offices on Holiday Hours

**JANUARY**

- 1 ALL Offices Closed
- 13--18 DIBELS & MAP Testing
- 31 Quarterly Grades Due
- 31 Submit 1st Semester Work Samples
- 31 Purchase Requests and Receipts

**MARCH**

- 24--29 AK STAR Statewide Testing
- 28 Quarterly Grades Due
- 28 Purchase Requests and Receipts

**APRIL**

- 7--12 AK STAR Statewide Testing
- 16--17 ALL Offices Closed for Inservice

**MAY**

- 5--9 DIBELS Testing
- 16 Deadline for Purchase Requests & Receipts
- 16 Submit 2nd Semester Work Samples
- 16 Quarterly Grades Due
- 26 ALL Offices Closed for Holiday

**JUNE**

- 30 Last Day of School



**Congratulations to the 23/24 Photo & Artwork  
Contest Winners!!**

**First Place K-5<sup>th</sup>**



Lincoln W. grade 4th

**First Place 6<sup>th</sup>-12<sup>th</sup>**



Bella R. grade 9th