

Instructions

DRAFT AR 6182.2 CORRESPONDENCE STUDY PROGRAM

PACE Statewide Homeschool Student Allotments

The Craig City School District operates a correspondence school called PACE Statewide Homeschool. Students enrolled in the PACE program may receive a student fund account, often referred to as an "allotment," that can cover a variety of resources needed to accomplish a student's annual academic plan. Allotment funds are public funds to be used as part of a student's educational program. Expenditures from an allotment must be for the student's instructional needs as described in the student's Individual Learning Plan (ILP) under [AS 14.03.300](#) and [4 AAC 33.421\(a\)](#). 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).

Craig City School District / PACE Statewide Homeschool is required by Alaska state regulation [4 AAC 33.422](#) to have final approval in the spending of allotment funds, and to establish written standards on the use of allotments. This regulation constitutes those written standards.

Each school year, a SLP must be developed for each subject before allotment funds can be accessed. The SLP outlines goals and objectives and lists instructional materials and methods to be used throughout the school year for each student. Course materials will be reviewed by the advisor to be in alignment with state statutes, state administrative codes, state standards and compliant with district policies as well as this regulation.

Annual Allotment

| 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 |

Allotment Limits

| | |
|--|--|
| Internet | Maximum of \$1,200 per year (\$600 per semester) |
| Supplies (pencils, paper, notebooks, etc.) | Maximum of \$300 per year |
| Non-core equipment (supplies for electives courses) | Maximum of \$300 per year |
| Technology equipment (headphones, computers, printers, etc.) | Maximum of \$400 per year (see technology agreement) |

Allotment & 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 1st).
- 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 in the second semester.
- Teacher approval is required for all reimbursement requests. The following needs to be approved:
 - Items correspond with courses in the SLP
 - Check-ins have occurred with teachers at least once a month
 - Quarter grades are current
 - Work samples are on file
 - Vendor forms are on file, if necessary
 - Allotment is remaining and allotment limits have not been reached

Allowable Expenditures

Every student allotment purchase must be clearly supported by an appropriate student(s) Student Learning Plan (SLP). Allowable expenditures include the following:

- Books (textbooks, workbooks, novels, audio, or e-books)
- Curriculum Packages
- School Supplies (paper, pencils, notebooks)
- Educational Technology Equipment (laptop, ipad)
- Instructional Services (academic courses, tutoring, music, fine arts, and PE instruction)
- Entrance/Attendance Fees to a facility for a field trip (if part of the SLP)

Consumable & Non-Consumable Items

Per 4 AAC 33.422(b), *"Textbooks, equipment, and other curriculum materials purchased with state money, including money provided to the parent through a fund account, are property of the district. Materials that are not consumables must be returned to the district when the student leaves the program for any reason."*

Items are considered consumable if they cost less than \$99.99, unless specified. While items purchased may be divided between the allotment for students within a family, any item exceeding the \$99.99 is still considered to be non-consumable and must be returned to the district.

Non-consumable items purchased or reimbursed with student allotment funds remain the property of Craig City School District / PACE Statewide Homeschool and shall be returned upon exit of a student from the program. Parents may be financially liable for damaged or missing items.

An educational digital device (laptop or ipad) may be retained/kept, if the device has been fully repaid in accordance with Craig City School District's technology purchase procedures.

Laptop Depreciation Scale

- 3 years - 30% + cost of AppleCare+
- 4 years - 25%
- 5 years - 20%
- 6 years+ - 15%

Reimbursement Deadline

All reimbursement requests and receipts must be submitted on or before May 16th of each school year, unless prior written approval has been obtained by the PACE Statewide Homeschool Principal.

Expenditure Limitations

Student allotments shall not be used to pay for or provide money for services or materials that do not reasonably relate to the delivery of the students' instructional needs. Additionally, allotments may not be used by the school or the parent to supplant district obligations for Individual Education Program (IEP) services.

A valid instructional purpose, served by the allotment expenditure, must be noted in the student's SLP. Allotments may not be used to pay for any item considered excessive by the chief school administrator, or excluded below:

- o No money shall be paid from public funds for the direct benefit of any religious or other private educational institution. Article VII, Section 1, Alaska Constitution.
- o Religious, partisan, sectarian, or denominational textbooks or other curriculum materials. Materials/textbooks/programs may be purchased from religiously affiliated schools provided the materials/textbooks/programs themselves are nonsectarian. AS 14.03.310(b).
- o 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).
- o Purchases of any supplies, materials, or services that will be used for profit.
- o Purchases in which no instruction is directly connected to the student's SLP.
- o Fees that allow entrance to a facility in which no instruction is directly connected to the student's SLP or fees that exceed the basic requirement to adequately learn or assess knowledge in the subject area.
- o Entertainment or tickets to music and fine arts performances (unless related to an extracurricular activity that is specified within the SLP. Note maximum reimbursement allowable).
- o Annual passes or family memberships to a sports or recreational facility. However, an annual pass or membership for a student may be purchased for entry into a sports or recreational facility in which the student is provided lessons under the student's ILP, if the cost of the pass or membership is prorated to include only the cost of the student's instructional time.
- o Family travel (transportation, food, lodging, parking fees...etc).

- o Competitive **after-school** sports/activities.
- o Physical education equipment, maintenance, accessories, or uniforms.
- o Music instruments, maintenance, or accessories (rental or lease of an instrument may be reimbursed. Note maximum reimbursement allowable). *Note: Instruments are not part of the equipment limitations.*
- o Pets, livestock, or other animals.
- o Personal use items, including but not limited to clothing, shoes, toys (customarily used for entertainment purposes), gaming software/media...etc. *(define personal use)*
- o Personal household use items, including but not limited to furniture, desks, file cabinets, storage units, tools, kitchen items, cookware, utensils, appliances, clean supplies, *groceries*...etc.
- o Permanent items that adhere to or enhance the value of a non-school facility.

The student fund account may not be used to pay for any purchase that that exceed the needs of the student's ILP under AS 14.03.300, as determined by the chief school administrator.

Legal Reference:

ALASKA STATUTES

- 14.03.300-.310 Correspondence study programs*
- 14.14.110 Cooperation with other districts*
- 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