

May 8, 2019

Summary of Proposed Revisions to the 2019-2020 Cordova Correspondence School Draft Handbook

Proposed revisions are non-substantive in nature and provide additional readability and clarity to existing language within sections of the handbook.

Page 5, Section M

FAILURE to meet the requirements will result in an allotment freeze and ~~your~~ student(s) may be withdrawn from ~~our~~ [the CCS](#) program.

Page 6, Curricular Materials Section

State regulations mandate that all curricular materials [purchased with public funds](#), including textbooks and other instructional aids, be approved by the Cordova School Board. Partisan, sectarian, or denominational doctrines are prohibited in curricular materials (AS 14.03.090) as well as any discrimination based on gender (AS 14.18.060). [See Appendix D for a list of approved curriculum resources.](#)

Page 6, Grading Scales Section

Grading scales for the Cordova Correspondence School mirror the scales in all other Cordova School District schools. See Appendix C [for details.](#)

Page 6, Special Education Section

Parents ~~who are~~ interested in enrolling a student who is eligible for special education services, please contact the ~~District Special Education Director~~ [Superintendent](#) to ensure ~~you're~~ [the](#) student's needs are addressed completely in compliance with the ~~student's~~ [her/his](#) Individualized Education Plan per the State Special Education Handbook for the current year.

Page 8, Allotment Spending Section, Item 3

Allotment funds to be reimbursed must be directly related to activities and materials outlined on the Individualized Learning Plan. [Questions should be referred to the appropriate School Office.](#)

Page 8, Allotment Spending Section, Item 6

Cordova School District maintains a detailed account of allotment funds available for each student enrolled. This information will be available to parents from the CSD Business Office, [as requested.](#)

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Page 8, Purchasing Guidelines Section, Item C

If a parent is in doubt about materials, contact the CCS Teacher *or School Principal* before purchasing curriculum or materials. [See Appendix D for a list of approved curriculum resources.](#)

Page 8, Purchasing Guidelines Section, Item E

Materials purchased [with allotted funds](#) are Cordova School District property. Care of these materials is the responsibility of the parent.

Page 8, Purchasing Guidelines Section, Item F

If an item is returned to a manufacturer or supplier, [the CSD Business Office](#) must be notified and funds returned to **CSD** [the District.](#) **or it will remain on your inventory.**

Page 13, Appendix A: School Calendar

Updated with 2019-2020 School Calendar