

Instructions

DRAFT CORRESPONDENCE STUDY PROGRAM

AR 6182

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).

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, an Individual Learning Plan (ILP) must be developed for each subject before allotment funds can be accessed. The ILP 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 statues, state administrative codes, state standards and compliant with district policies as well as this regulation.

Allowable Expenditures

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

- Books (textbooks, workbooks, novels, audio, or e-books).
- Curriculum Packages.
- School Supplies (paper, pencils, notebooks).
- Educational Digital Devices (computer, laptop, tablet).
- 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 ILP).

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.”

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. Items are considered consumable if they cost less than \$ _____.

(Optional)

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

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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 ILP. Allotments may not be used to pay for any item considered excessive by the chief school administrator, or excluded below:

- No money shall be paid from public funds for the direct benefit of any religious or other private educational institution. Article VII, Section 1, of the Alaska Constitution
- 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).
- 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).
- Purchases of any supplies, materials, or services that will be used for profit.
- Purchases in which no instruction is directly connect to the student's ILP.
- Fees that allow entrance to a facility in which no instruction is directly connected to the student's ILP or fees that exceed the basic requirement to adequately learn or assess knowledge in the subject area.
- Entertainment or tickets to music and fine arts performances (unless related to an extracurricular activity that is specified within the ILP. Note maximum reimbursement allowable).
- 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.
- Family travel (transportation, food, lodging...etc).
- Sales tax, parking fees.
- Competitive after-school sports/activities.

- Physical education equipment, maintenance, accessories, or uniforms.
- Music instruments, maintenance, or accessories (rental or lease of an instrument may be reimbursed. Note maximum reimbursement allowable).
- Pets, livestock, or other animals.
- Personal use items, including but not limited to clothing, shoes, toys (customarily used for entertainment purposes), gaming software/media...etc.
- Personal household use items, including but not limited to furniture, desks, file cabinets, storage units, tools, kitchen items, cookware, utensils, appliances, clean supplies...etc.
- 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 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

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