

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 Individual Learning Plan (ILP). 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. Course materials will be reviewed to be in alignment with state statutes, state administrative codes, state standards and compliant with district policies and regulations.

Allotments & Purchasing Guidelines

Allotments amounts are based upon the student’s grade, type of enrollment, and date of enrollment in PACE Statewide Homeschool. Detailed allotment information is available in the PACE Statewide Homeschool Handbook.

- If a student is solely enrolled with PACE Statewide Homeschool or dually enrolled with Craig City School District and PACE Statewide Homeschool, families may begin ordering and submitting reimbursements for instructional materials once the enrollment process as well as the SLP are complete and the school year has begun (July 1st).
- If a student is dually enrolled with PACE Statewide Homeschool and another Alaska Public School District, a Dual Enrollment Form must be on file prior to ordering and submitting reimbursements for instructional materials. Families may begin ordering and submitting reimbursements for instructional materials once the signed Dual Enrollment Form is on file, the enrollment process and SLP are complete, and the school year has begun (July 1st).
- After core curriculum is purchased with a student’s allotment, only 50% of the remaining allotment may be accessed during the first semester. The remaining student allotment balance will be made available for disbursement in the second semester.
- Reimbursements for technology equipment will not occur until after November 5th.
- Teacher and Principal approval are required for all reimbursement requests. In addition, the following also needs to be verified:
 - Items correspond with the student’s SLP and the student’s instructional needs
 - Allotment is remaining and allotment limits have not been reached
 - Check-ins have occurred with teachers at least monthly
 - Dual Enrollment or Vendor Approval Forms are on file, when applicable
 - Work Samples Quarter Grades are current, when applicable

Allowable Expenditures

Every student allotment purchase must be clearly supported by an approved 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 / Digital Devices (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 in writing by the Principal of the PACE Statewide Homeschool. While items purchased may be divided between the allotments for students within a family, any item exceeding \$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/guardians will be held liable for damaged or missing items.

An educational, digital device (laptop or ipad) that is leased through use of the student’s allotment may be purchased, if the device has been fully paid in accordance with Craig City School District’s technology purchase procedures.

Laptop Depreciation Scale

- 3 years - 50% (+cost of AppleCare+, if applicable)
- 4 years - 40%
- 5 years - 30%
- 6 years+ - 20%

Reimbursement Deadline

Internet and lesson reimbursements must be submitted monthly. *****Request from Accounts Payable to avoid cash flow issues.**

All first semester reimbursement requests and receipts must be submitted on or before January 15th of each school year, unless prior written approval has been obtained from the PACE Statewide Homeschool Principal. *****Request from Accounts Payable to avoid cash flow issues.**

All **second** semester reimbursement requests and receipts must be submitted on or before May 15th of each school year, unless prior written approval has been obtained from 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:

- 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.
- 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. o Purchases in which no instruction is directly connected to the student's SLP.
- 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.
- 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).
- 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, parking fees).
- Competitive after-school sports/activities.
- Physical education equipment, uniforms, maintenance, or accessories. Rental or lease of physical education equipment may be reimbursed.
- Music instruments, maintenance, or accessories. Rental or lease of a musical instrument may be reimbursed. **Note: Instruments are not part of the equipment limitations.*
- Pets, livestock, or other animals.
- Personal use items, including but not limited to **personal hygiene items**, clothing, shoes, toys, **legos**, gaming software/media.
- Personal household use items, including but not limited to furniture, desks, file cabinets, storage units, tools, kitchen items, cookware, utensils, appliances, cleaning supplies, groceries.
- Permanent items that adhere to or enhance the value of a non-school facility.

The student's allotment may not be used to pay for any purchase that exceeds the needs of the student's SLP 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

14.17.041 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 1/2025

Craig City School District