



Social Studies



Science

# Cordova Correspondence School Handbook



# Handbook

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# Cordova Correspondence School

The Cordova Correspondence School was created to better meet the needs of students and to provide a connected home-school experience for families who choose an alternative educational setting.

## Eligibility

1. All parents and students in correspondence programs have the same right to access the district appeal process as parents and students in other district programs (4 AAC 33.421). This includes, but is not limited to, special education (4 AAC 33.432).
2. All enrolled students, including part-time students, are required to participate in statewide student assessments (4 AAC 33.421).
3. Courses receiving an “incomplete” may not be counted towards credit for enrollment requirements (4 AAC 33.426).
4. Parents must disclose enrollment for all other education institutions, including private schools, to ensure the student is not concurrently enrolled in a substantially similar course (4 AAC 33.430).
5. All textbooks and other curriculum materials must be aligned with state standards, comply with regulatory requirements, and be reviewed by a certified teacher (4 AAC 33.421).
6. All non-expendable materials remain the property of the school district and must be returned to the district (4 AAC 33.422).
7. All expenditures related to the student must be directly tied to a specific course with a need addressed in the Individual Learning Plan (4 AAC 33.422).
8. Monthly contact with the parent/student is required (4 AAC 33.421).
9. A quarterly review of the student’s progress with the parent/student is required (4 AAC 33.421).
10. A grade or other determination of course progress as determined by the certified teacher responsible for the course (4 AAC 33.421).
11. This plan may provide for review and consideration of any recommendations submitted by the parent or student (4 AAC 33.421).

## **Cordova Correspondence School Enrollment Process**

1. Parents/guardians fill out the Cordova Correspondence School Application available at each school office or online.
2. Once approved by the CCS Teacher, a meeting will be held with the Principal(s), Counselor, CCS Teacher, parents and child to develop the Individual Learning Plan.

## **Cordova Correspondence School Enrollment Requirements**

- A. CCS will accept any students who reside within the Cordova City School District boundaries and are at least five years old by September 1st of the current school year.
- B. Parents/guardians must complete an Individualized Learning Plan with the CCS Teacher who is a certified teacher in the State of Alaska. The Individualized Learning Plan also serves as a checklist for reporting requirements and a tool for ensuring that reimbursements are authorized based on a direct relationship to the student's educational activities. (4AAC 33.421g)
- C. CCS students must meet state testing requirements as part of their enrollment.
- D. Parents/guardians are required to meet with the CCS teacher quarterly and submit quarterly grade reports and work samples.
- E. Parents are expected to be in compliance with the enrollment requirements in order to receive reimbursements. Reimbursements must be submitted by April 15th of the current school year.
- F. Parents/guardians must maintain monthly contact with the CCS Teacher by phone call, email, fax, personal visit, or other contact as mutually arranged.
- G. Parents/guardians of newly enrolled students must help in obtaining educational records from previous schools (or provide information themselves) for each child enrolled.
- H. It is highly recommended that students have access to the Internet and parents must have a current email address.
- I. Parents/guardians acknowledge that all materials purchased or reimbursed with Cordova School District funds are the property of Cordova School District. All materials costing \$50 or more will either be returned to, or purchased from CSD upon withdrawal from the program.
- J. Students may be concurrently enrolled in the traditional "brick and mortar" schools within Cordova School District.
- K. Parents/guardians must keep their contact information up to date.
- L. State regulations specify that students who receive public education funds must take State-mandated performance and achievement tests. Students are required to attend testing to meet state testing requirements.
- M. FAILURE to meet the requirements will result in an allotment freeze and your student(s) may be withdrawn from our program.



## **Academic Year**

The Cordova Correspondence School follows the same calendar as all Cordova School District Schools. See Appendix A for current school calendar.

## **Curricular Materials**

State regulations mandate that all curricular materials, 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).

Secondary correspondence school students (grades 7-12) have the right to check out a district-owned laptop and must follow all of the same procedural and acceptable use policies that all 7-12 grades Cordova Jr/Sr High School students follow in regards to the school-owned laptop. See Appendix B.

## **Grade Level Placement**

Grade level placements up to and including grade 8 will be based on age unless otherwise specified by the parent. For advanced placement, documentation, assessment scores, or work samples may be required prior to approval. High School students will be placed according to credits achieved with proper documentation.

## **Grading Scales**

Grading scales for the Cordova Correspondence School mirror the scales in all other Cordova School District schools. See Appendix C.

## **Special Education**

Parents who are interested in enrolling a student, who is eligible for special education services, please contact the District Special Education Director to ensure your student's needs are addressed completely in compliance with the student's Individualized Education Plan per the State Special Education Handbook for the current year.

## **Withdrawal**

A parent may withdraw their student at any time by notifying the CCS Teacher and the School(s) office. Parents will be informed at the time of withdrawal that:

1. All materials purchased with allotment funds must be purchased by the family or returned to Cordova School District within 30 days of the withdrawal date.
2. If materials are not returned or paid for within 30 days, a certified letter will be sent requesting their return or purchase of the materials.

3. After 60 days, Cordova School District will take corrective action to solve the problem of materials not being returned or purchased. Parents are financially liable for damaged or missing items. Technology equipment checked out from CSD must be returned in the original packing.

Parents will be financially liable for technology equipment and/or software that is missing or damaged. Purchase requests or reimbursements dated on or after the withdrawal date will not be honored. Student records may not be released until all parent obligations are fulfilled and financial obligations met.

When a student withdraws from the Cordova Correspondence School, they usually are enrolling in another school or correspondence program. Students will be withdrawn from the program in conjunction with Alaska state law, which states that the exit date is the earlier of:

- a. the date when notice is received from the parent or guardian that the student will no longer participate;
- b. the date when the student enters and attends another school full-time;
- c. 30 calendar days after which no contact is made or correspondence is received from the student, parent or guardian.

### **Accidents**

Cordova School District can assume no responsibility for accidents occurring during home school classes, workshops, field trips, or any other activities supervised by parents or a private vendor/contracted service provider.

### **Non-Discrimination**

No parent, guardian, student, applicant, or employee shall be discriminated against. Cordova School District complies with all Federal and State Anti-Discrimination Statutes and Regulations.

### **Allotment Amounts Per Student**

To receive full allotment amount, deadline for enrollment is September 30th. Allotment amounts for enrollments after that date will be prorated.

### **K-12 Allotments**

K-12	1.0 FTE	0.75 FTE	0.5 FTE	0.25 FTE
	\$2000	\$1500	\$1000	\$500

**FTE indicates Full-Time Equivalent status.**

## Allotment Spending

The following are submitted as guidelines for appropriate allotment spending. Final approval of all spending is subject to program administration approval.

1. No reimbursements/purchase requests can be considered prior to student enrollment approval and an approved Individualized Learning Plan.
2. In general, receipts dated prior to the current fiscal year, cannot be considered for the current school year.
3. Allotment funds to be reimbursed must be directly related to activities and materials outlined on the Individualized Learning Plan.
4. Student allotment funds are dedicated to the individual student and may not be used for or transferred to siblings.
5. Items used by multiple sibling students may have the cost evenly distributed between the different student accounts (such as Internet expenses).
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.
7. The cut-off date for allotment spending is April 15<sup>th</sup> of the current school year. No purchase requests or reimbursements will be processed after this date. No exceptions can be made.
8. ~~Remaining allotment funds from one school year are carried over into the next school year. All unused funds when the student either graduates or withdraws return to Cordova School District.~~ Allotment funds will be used for the current school year. The district shall:
  - (1) account for the balance of an unexpended annual student allotment during the period in which a student continues to be enrolled in the correspondence program for which the annual allotment was provided;
  - (2) return the unexpended balance of a student allotment to the budget of the department or district for a student who is no longer enrolled in the correspondence program for which the allotment was provided;
  - (3) maintain a record of expenditures and allotments; and
  - (4) implement a routine monitoring of audits and expenditures (AS 14.03)
9. All expenses must relate directly to the Individual Learning Plan must be reflected in work samples and/or journals.

## Purchasing Guidelines

- A. All educational materials must relate directly to the student's Individualized Learning Plan and align with the State of Alaska standards for education.
- B. No religious, doctrinal, or related materials may be purchased with allotments funds. (AS 14.03.090 & AS 14.18.060)



- C. If a parent is in doubt about materials, call the CCS Teacher before purchasing curriculum or materials.
- D. Materials purchased are intended for the current school year use only, unless siblings will use them in subsequent years.
- E. Materials purchased are Cordova School District property. Care of these materials is the responsibility of the parent.
- F. If an item is returned to a manufacturer or supplier, Cordova School District must be notified and funds returned to CSD, or it will remain on your inventory.
- G. Non-consumable items purchased may not be discarded, donated, or resold ~~without permission, in writing, from Cordova School District~~ by the parent.

### **Reimbursement Procedure**

Reimbursements require approval. The parent will mail/drop off ORIGINAL receipts to the CCS Teacher. In addition, the services must be directly related and documented in the student's Individual Learning Plan. Parents must submit the invoice(s) and sign to approve of the charges.

Cordova School District will reimburse the parent for internet services provided the parent provides proof of payment and detailed internet bill for three months at a time.

Some reminders about receipts:

1. Before dropping off or mailing receipts, please mark which student(s) the receipt is for and to whom the reimbursement should be made.
2. Receipts, invoices, and sales slips will be verified. Fraudulent submissions are a crime and will be reported to law enforcement officials.
3. Missing or illegible information will result in processing delays.
4. Price tags, estimates, generic receipts, incomplete receipts, gift card receipts, and check carbons are NOT acceptable receipts.

### **Checklist for submitting receipts/invoices related to lessons, tutoring, and other instructional venues.**

- A. Vendor's name, address, phone number
- B. Student's first and last name
- C. Date(s) of service
- D. Detailed description of service

- E. Breakdown of costs associated with the service
- F. Duration of service in hours/minutes
- G. Balance due, or amount paid and form of payment
- H. Vendor signature on the receipt/invoice (indicating services/lessons were provided)
- I. Parent signature on the receipt/invoice (indicates parental approval of the charges and spending from the allotment account)
- J. When attending camps, clinics, leagues, clubs, and entrance to a facility that requires a membership, parent must provide a completed registration form.
- K. When renting or rent-to-own of instruments we must have a copy of original instrument contract with instrument pricing and then closing receipt. Rent-to-own instruments become property of Cordova School District once the agreement is paid off.

### **Examples of Allowable Expenses**

- 1. Paper, pencils, rulers, notebooks
- 2. Curriculum Supplies (workbooks, references, user-resource books)
- 3. Photocopying (legal reproduction materials)
- 4. Computer media (disks, ink, paper, standard peripherals)
- 5. Internet Access fees (up to \$60 per month/family)
- 6. Lessons/Tutoring related to ILP from approved vendors
- 7. Approved instructional materials or programs
- 8. Curricula, courses, texts, teacher manuals and/or supplements
- 9. Computer instructional software
- 10. Calculators
- 11. Instrument rentals (limitations apply)
- 12. Supplementary teaching materials
- 13. Computer printer/fax (limitations apply)
- 14. Educational applications and activities that relate to the student's Individual Learning Plan

## Examples of Non-Allowable Expenses

A statewide correspondence study program (4 AAC 33.421(k)) may not pay for or provide money for:

1. Family travel, including transportation, food, or lodging; or for expenses during, or for any travel out-of-state unless a governing body or superintendent of the district approves expenses incurred in the out-of-state travel that are associated with direct instructional activities; in this paragraph, "family travel" does not include travel in which a student is accompanied by the student's family for assessments or other required, activities initiated by the district
2. Annual passes or family memberships to a sports or recreational facility; however, an annual pass or membership for the student may be purchased for entry into a sports or recreational facility in which the student is provided lessons under the student's individual learning plan. The cost of the pass or membership is prorated to include only the cost of the student's instructional time
3. Fees that allow entrance to a facility in which no instruction directly connected to a student's individual learning plan occurs
4. Religious, partisan, sectarian, or denominational textbooks or other curriculum materials
5. Services provided to a student by an immediate family member
6. Clothing, uniforms, physical education equipment, or personal items
7. Pets and other animals
8. Furniture
9. Taxes, testing other than educational assessments required by the district, or parking fees
10. Entertainment
11. Permanent items that adhere to or enhance the value of a non-school facility;
12. Toys with no obvious educational value
13. Any educational equipment not specified for usage in relationship to the Individualized Learning Plan
14. Non-Educational Apps or Apps that do not relate to the student's Individualized Learning Plan
15. Technology equipment not specified in the Individualized Learning Plan
16. Building, craft, cooking, or art materials not specified in the Individualized Learning Plan

17. Tools for a home business
18. Cleaning supplies or equipment
19. Picture frames, matting, or related services
20. Parent classes or training
21. Equipment maintenance or warranty, including piano tuning
22. Costume or uniform rentals
23. Prepayments other than Internet
24. Transferring of funds between siblings
25. Missed lessons/sessions fees with a tutor
26. Purchasing of gift cards, including purchasing of iTunes cards
27. Purchasing items with gift cards
28. Items that are considered excessive by the school administration

# Appendix A: Cordova School District Calendar

School Calendar 2017-2018																												
District Name: Cordova School District														School: Mt. Eccels and Cordova Jr.-Sr. High School														
Approved By:														Title:														
							Jul-17							Aug-17							Sep-17							
S	M	T	W	Th	F	S	S	M	T	W	Th	F	S	S	M	T	W	Th	F	S	S	M	T	W	Th	F	S	
E	End of Quarter																											
EO	PD Early-Out												1			1	2	3	4	5							1	2
H	Legal Holiday																											
I	Inservice Day						2	3	4	5	6	7	8	6	7	8	9	10	11	12	3	4	5	6	7	8	9	
M	PT Conf. Meeting Req.																					H						
NT	New Teacher Orientation						9	10	11	12	13	14	15	13	14	15	16	17	18	19	10	11	12	13	14	15	16	
O/C	School Opens/Closes																											
S	Saturday School (make-up)						16	17	18	19	20	21	22	20	21	22	23	24	25	26	17	18	19	20	21	22	23	
T	Testing														1	1	1	1	O									
V	Vacation Day						23	24	25	26	27	28	29	27	28	29	30	31			24	25	26	27	28	29	30	
X	Emergency Closure Day																											
							30	31																				
														# of Inservice Days: 3						# of Inservice Days:								
														# of Student Days: 6						# of Student Days: 20								
														# of Teacher Days: 9						# of Teacher Days: 20								
Oct-17							Nov-17							Dec-17							Jan-18							
S	M	T	W	Th	F	S	S	M	T	W	Th	F	S	S	M	T	W	Th	F	S	S	M	T	W	Th	F	S	
1	2	3	4	5	6	7					1	2	3	4						1	2		1	2	3	4	5	6
					1						M	M	M									H	V	V	V	V		
8	9	10	11	12	13	14	5	6	7	8	9	10	11	3	4	5	6	7	8	9	7	8	9	10	11	12	13	
15	16	17	18	19	20	21	12	13	14	15	16	17	18	10	11	12	13	14	15	16	14	15	16	17	18	19	20	
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29	30	31					26	27	28	29	30			24	25	26	27	28	29	30	28	29	30	31				
															H	V	V	V	V									
														31														
# of Inservice Days: 1							# of Inservice Days:							# of Inservice Days:							# of Inservice Days: 1							
# of Student Days: 20							# of Student Days: 20							# of Student Days: 16							# of Student Days: 17							
# of Teacher Days: 21							# of Teacher Days: 20							# of Teacher Days: 16							# of Teacher Days: 18							
Feb-18							Mar-18							Apr-18							May-18							
S	M	T	W	Th	F	S	S	M	T	W	Th	F	S	S	M	T	W	Th	F	S	S	M	T	W	Th	F	S	
					1	2																						
														1	2	3	4	5	6	7				1	2	3	4	5
4	5	6	7	8	9	10	4	5	6	7	8	9	10	8	9	10	11	12	13	14	6	7	8	9	10	11	12	
					1																							
11	12	13	14	15	16	17	11	12	13	14	15	16	17	15	16	17	18	19	20	21	13	14	15	16	17	18	19	
18	19	20	21	22	23	24	18	19	20	21	22	23	24	22	23	24	25	26	27	28	20	21	22	23	24	25	26	
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25	26	27	28				25	26	27	28	29	30	31	29	30						27	28	29	30	31			
# of Inservice Days: 1							# of Inservice Days:							# of Inservice Days: 1							# of Inservice Days:							
# of Student Days: 18							# of Student Days: 17							# of Student Days: 20							# of Student Days: 19							
# of Teacher Days: 19							# of Teacher Days: 17							# of Teacher Days: 21							# of Teacher Days: 19							

H	September 4, 2017--Labor Day	Quarter 1	42	Student Days
H	October 18, 2017--Alaska Day	Quarter 2	40	Student Days
H	November 23-24, 2017--Thanksgiving	Quarter 3	42	Student Days
H	December 25, 2017--Christmas	Quarter 4	49	Student Days
H	January 1, 2018--New Year's Day	Total	173	Student Days
H	February 19, 2018--President's Day	PEAKS Assessments--March-April 2018		
P	2018 Prom--Date TBA	LEP Assessments--February 2018		
G	2018 Graduation--May 19, 2018	MAP Assessment Window--Fall, Winter, Spring		

## Appendix B: CSD Parent/Student Laptop Contract

Below is the Parent/Student Contract for the Cordova School District's Laptop Policy Manual. This is not the complete laptop policy manual. All students and parents are required to read and be familiar with the laptop policy before signing the Signature Page.

The laptop policy and related signature pages, including the Acceptable Computer System Use Agreement, can be acquired from the CJSHS office or the CSD Information Technology (IT) Department at CHS. Or it can be accessed [online](#).

Students and parents must sign all contracts, forms and releases before a laptop will be issued. Cordova School District fully expects that all members of the school community will use the computer systems in a responsible, appropriate, and legal manner. The following are the general terms of this contract:

1. The school's Internet connection should be used only for research or information gathering that is directly related to academic assignments or extracurricular projects supervised by the school staff faculty.
2. During school hours, game playing, listening to music or watching videos on computers is not allowed unless they are authorized by a teacher and directly related to a school assignment or activity.
3. Students in those grades in which notebook computers are required are expected to bring their computers to school each day with the battery fully charged. Computers should be plugged in each night to assure a full charge the following day.
4. E-mail (or any other computer communication) should be used only for legitimate and responsible communication between students, faculty, and the outside world. Rude, abusive, threatening, or otherwise inappropriate language is not permitted.
5. Students may access only those files that belong to them or which they are certain they have permission to use.
6. Files stored within the school computer systems should be limited to those relating to formal school courses or activities. Games, commercial software, or graphic files that are not for a school project or formal activity should not be stored on the school computer systems.
7. Music stored on individual laptops will be assumed by the district to be owned by the student. Should district officials learn otherwise, the student will be responsible for any copyright violations. The district will not be monetarily responsible for any copyright infringements on student machines.
8. Laptops, wireless cards and backpacks belong to and are distributed by the school. Management of cords is the student responsibility. They should not be placed across hallways or walkways where they create a tripping hazard. Names on power cords are not to be removed.
9. Use of headphones is limited to use before and after school as well as at lunchtime.



## Appendix B: CSD Parent/Student Laptop Contract

10. No stickers, scratches or drawings will be allowed on the case of the laptops.
11. Users are responsible for their laptops. If changes are made to the system software, including administrative privileges, the user will be responsible for the consequences of those actions.

### Parent Responsibilities

Your child has been issued a laptop computer to improve and personalize his/her education this year. It is essential that the following guidelines be followed to ensure the safe, efficient, and ethical operation of your child's computer.

1. I will supervise my child's use of the laptop at home.
2. I will discuss family values and expectations regarding the use of the internet at home and will supervise my child's use of the internet.
3. I will not attempt to repair the laptop.
4. I will report to the school any problems with the laptop.
5. I will not load or delete any software from the laptop.
6. I will make sure my child recharges the laptop battery nightly.
7. I will make sure my child brings the laptop to school every day.
8. I understand the user fee associated with the laptop is for the use of the machine. It may be applied to minor damage up to the amount of the fee. Additional repair costs from abuse, neglect or accident will be my student's responsibility. I know that if my child comes to school without his or her computer I may be called to bring it to school.

### Student Responsibilities

Your laptop is an important learning tool and is for educational purposes only. In order to take your laptop home each day, you must be willing to accept the following responsibilities.

1. I will treat the laptop with care by not defacing it, dropping it, getting it wet, leaving it outdoors, or using it with food or drink nearby.
2. I will not loan the laptop or power cord to my friends or siblings; they will stay in my possession at all times.

## Appendix B: CSD Parent/Student Laptop Contract

3. I will not load software from CDs or the Internet onto the laptop without the direction of a school employee.
4. I will not remove programs or school files from the laptop without the direction of a school employee.
5. I will follow the Cordova School District's Computer and Internet Usage policy when using the Internet on the laptop at home and at school.
6. I will honor my family's values when using the Internet.
7. I will not give personal information when using the Internet.
8. I will not attempt to repair the laptop.
9. I will recharge the laptop battery each night and care for the power cord.
10. I will bring the laptop to school everyday.
11. I understand the user fee associated with the laptop is for the use of the machine.
12. It may be applied to minor damage up to the amount of the fee. Additional repair costs from abuse, neglect or accident will be my responsibility.

### Internet Access Policies

Your child has access to electronic communication known as the Internet. The Internet is a collection of more than 20,000 interconnected computer networks. The vast domain of information contained within Internet's libraries can provide unlimited opportunities to students. Students will be able to access the Internet at school. If a student already has an electronic mail address, he/she (may, with permission of the supervising teacher) be permitted to use the address to send and receive mail at school. Students will be expected to abide by the following network etiquette:

1. The use of the network is a privilege and may be taken away for violation of board policy or regulations. As a user of the Internet, students may be allowed access to other networks. Each network may have its own set of policies and procedures. Students will abide by the policies and procedures of these other networks.
2. Students will respect all copyright and license agreements.
3. Students will cite all quotes, references, and sources.
4. Students will only remain on the system long enough to get needed information.

## Appendix C: Cordova School District Grading Scales

5. Students will apply the same privacy, ethical and educational considerations utilized in other forms of communication.
6. Student access of electronic mail will be through the school network. Students should adhere to the following guidelines:
  - a. Others may be able to read or access the mail; so private messages should not be sent.
  - b. Delete unwanted messages immediately.
  - c. Use of objectionable language is prohibited.
  - d. Always sign messages.
  - e. Students accessing Internet services that have a cost involved will be responsible for payment of those costs.

### Web Page Publishing Guidelines

During their studies, students may be asked to participate in the creation of web pages for a class, or they may choose to create their own page to put on the school web site. Each school web page shall contain a disclaimer statement similar to the following:

1. "We have made every reasonable attempt to insure that our web pages are educationally sound and do not contain links to any questionable material or anything that can be deemed in violation of the Acceptable Use Policy."
2. Any web page to be published to the school web site will have the approval of the school Webmaster, Technology Director, classroom teacher and the school principal.
3. Material to be published must not display, access or link to sites deemed offensive by the Cordova School District's Computer and Internet Usage policy. All published material must have educational value and/or support the District's guidelines, goals, and policies.
4. The only material to be published on the District web server must come from the designated school or department site Webmaster.
5. The web is a very dynamic resource. It is strongly recommended that links to pre-existing sites be checked regularly to insure that their links are not going to inappropriate sites.
6. Student work should not be published on a web site unless both the student and the parent(s) or guardian(s) have signed the signature page. An exception would be if the work were part of an existing publication such as a newspaper or school newsletter.
7. At no time should a student's personal e-mail address or phone number appear on a school or district web page. All e-mail should be directed to the school or site Webmaster.

## Appendix C: Cordova School District Grading Scales

Elementary Students							
Grades 1-2			Grade 3			Grades 4-6	
+	94-100%	Area of Strength	+	90-100%	Area of Strength	A	90-100%
S+	86-93%	Very Good	S+	80-89%	Very Good	B	80-89%
S	76-85%	Satisfactory	S	70-79%	Satisfactory	C	70-79%
S-	66-75%	Needs Improvement	S-	60-69%	Needs Improvement	D	60-69%
-	0-65%	Area of Weakness	-	0-59%	Area of Weakness	F	0-59%
I - Incomplete							
W - Withdraw							
Junior High and High School Students							
Report cards will be issued every nine weeks.							
An incomplete is given only when a student's work is not finished because of illness or other excused absence. If not made up within <u>two weeks</u> , the incomplete will become an F. Grades for all subjects, with exception of Advanced Placement courses will be counted as follows:							
	A =	4.0		D+ =	1.3		
	A- =	3.7		D =	1.0		
	B+ =	3.3		D- =	0.7		
	B =	3.0		F =	0.0		
	B- =	2.7					
	C+ =	2.3		I =	Incomplete		
	C =	2.0		WF =	Withdrawal Failing		
	C- =	1.7					
The District wishes to encourage students to take Advanced Placement courses in academic subjects. Because of the extra work involved, the evaluation system shall be weighted to reflect the more rigorous nature of these courses. Grades received in these courses will be counted on the following scale:							
	A =	5.0		D+ =	2.3		
	A- =	4.7		D =	2.0		
	B+ =	4.3		D- =	1.7		
	B =	4.0		F =	0.0		
	B- =	3.7					
	C+ =	3.3		I =	Incomplete		
	C =	3.0		WF =	Withdrawal Failing		
	C- =	2.7					
Students enrolled in an AP course are expected to take the AP exam.							

## Appendix C: Cordova School District Grading Scales

Cordova Correspondence School Students						
Grading Scale						
	A =	100 – 93%		D+ =	69 – 67%	
	A- =	92 – 90%		D =	66 – 63%	
	B+ =	89 – 87%		D- =	62 – 60%	
	B =	86 – 83%		F =	59 – 0%	
	B- =	82 – 80%				
	C+ =	79 – 77%		I =	Incomplete	
	C =	76 – 73%		WF =	Withdrawal Failing	
	C- =	72 – 70%				
Honor Roll						
Honor roll will be calculated at the close of each quarter. A student must have an average of 3.0 or higher to be eligible. High honor roll is 3.5 and above. Honor roll is 3.0 – 3.49						
Students must be enrolled in a minimum of six classes at CHS to be eligible for honor roll. A grade of “D”, “F”, “WF” or citizenship grade of S- or U in any class will disqualify a student for honor roll.						

## Appendix D: Approved Cordova Correspondence School Curriculum

Vendor	Program Information	Grade Level
Abeka	<a href="http://www.abeka.com">http://www.abeka.com</a>	K-12
ACE Homeschool & Lighthouse Distance Learning	<a href="http://www.aceministries.com/homeschool/?content=main">http://www.aceministries.com/homeschool/?content=main</a>	K-12
AGS	<a href="http://www.pcieducation.com/AGS-alternative-textbooks.aspx">http://www.pcieducation.com/AGS-alternative-textbooks.aspx</a>	5-12
Alaska History Course	<a href="http://www.akhistorycourse.org/">http://www.akhistorycourse.org/</a>	9-12
Alaska Learning Network (AKLN)	<a href="http://www.aklearn.net/">http://www.aklearn.net/</a>	7-12
Alaska Seas and Rivers Curriculum	<a href="https://seagrant.uaf.edu/marine-ed/curriculum/">https://seagrant.uaf.edu/marine-ed/curriculum/</a>	K-8
Apex	<a href="http://www.apexvs.com">http://www.apexvs.com</a>	9-12
BuzzMath	<a href="https://www.buzzmath.com/">https://www.buzzmath.com/</a>	6-8
BYU Independent Study	<a href="http://is.byu.edu/site/">http://is.byu.edu/site/</a>	9-12
Compass Learning	<a href="http://www.compasslearning.com/">http://www.compasslearning.com/</a>	K-12
Edmentum/EdOptions Academy/PLATO/Reading Eggs & Reading Express/StudyIsland/ESL Reading Smart	<a href="http://www.edmentum.com/">http://www.edmentum.com/</a>	K-12
Everyday Math	<a href="http://www.everydaymath.com/">http://www.everydaymath.com/</a>	K-12
Handwriting without Tears	<a href="http://www.hwt tears.com/hwt">http://www.hwt tears.com/hwt</a>	K-5
Horizon	<a href="https://www.aophomeschooling.com/home">https://www.aophomeschooling.com/home</a>	PK-12
Houghton Mifflin Harcourt	<a href="http://www.hmco.com/">http://www.hmco.com/</a>	K-12
Mathseeds	<a href="http://mathseeds.com/">http://mathseeds.com/</a>	K-12
Mavis Beacon	<a href="http://www.broderbund.com/c-33-mavis-beacon.aspx">http://www.broderbund.com/c-33-mavis-beacon.aspx</a>	7-12
McGraw Hill	<a href="http://www.mheducation.com/">http://www.mheducation.com/</a>	PK-12
MindUP	<a href="http://teacher.scholastic.com/products/mindup/">http://teacher.scholastic.com/products/mindup/</a>	K-8
Minecraft	<a href="http://www.minecraftaftercamp.com/minecraft-in-education.html">http://www.minecraftaftercamp.com/minecraft-in-education.html</a>	K-12
North Dakota Div. of Ind. Study (NDCDE)	<a href="http://www.ndcde.org/Home.aspx">http://www.ndcde.org/Home.aspx</a>	7-12
Oak Meadow	<a href="http://www.oakmeadow.com/">http://www.oakmeadow.com/</a>	K-12
Pearson (Addison & Prentice Hall) [Including Connections Learning (Pearson)]	<a href="http://www.pearsoned.com/">http://www.pearsoned.com/</a> <a href="http://www.connectionslearning.com/connections-learning/home.aspx">http://www.connectionslearning.com/connections-learning/home.aspx</a>	PK-12
Prince William Sound Community College	<a href="http://www.pwscc.edu">http://www.pwscc.edu</a>	9-12
Reading Eggs	<a href="http://readingeggs.com/">http://readingeggs.com/</a>	K-8
Rosetta Stone	<a href="http://www.rosettastone.com/homeschool">http://www.rosettastone.com/homeschool</a>	K-12
Saxon Math	<a href="http://saxonhomeschool.hmco.com">http://saxonhomeschool.hmco.com</a>	K-12
Saxon Phonics	<a href="http://saxonhomeschool.hmco.com">http://saxonhomeschool.hmco.com</a>	K-2
Sequential Spelling	<a href="http://www.avko.org/sequentialspelling.html">http://www.avko.org/sequentialspelling.html</a>	K-12
Singapore Math	<a href="http://www.singaporemath.com/">http://www.singaporemath.com/</a>	1-6
Sing Spell Read and Write	<a href="http://www.teachchildren.com/singspellreadandwrite.html">http://www.teachchildren.com/singspellreadandwrite.html</a>	K-2
Sonlight	<a href="http://www.sonlight.com">http://www.sonlight.com</a>	K-6
Story of the World	<a href="http://www.welltrainedmind.com/">http://www.welltrainedmind.com/</a>	K-8
Switched on Schoolhouse	<a href="https://www.aophomeschooling.com/home">https://www.aophomeschooling.com/home</a>	K-12
Time4Learning	<a href="http://www.time4learning.com/">http://www.time4learning.com/</a>	K-12
University of Alaska Anchorage	<a href="http://www.uaa.alaska.edu/">http://www.uaa.alaska.edu/</a>	9-12
University of Alaska Fairbanks	<a href="http://www.uaf.edu/">http://www.uaf.edu/</a>	9-12
University of Alaska Southeast	<a href="http://www.uas.alaska.edu/">http://www.uas.alaska.edu/</a>	9-12
University of Missouri High School	<a href="https://muhigh.missouri.edu/">https://muhigh.missouri.edu/</a>	9-12
Univ. of Nebraska Independent Study High School	<a href="http://highschool.nebraska.edu/">http://highschool.nebraska.edu/</a>	9-12
WriteSource	<a href="http://thewritesource.com">http://thewritesource.com</a>	7-12
YouthDigital	<a href="http://www.youthdigital.com">http://www.youthdigital.com</a>	3-12



## Appendix E: Correspondence Program Rights and Expectations

The following statements are derived from the regulation listed. These are a few of the rights and expectations a parent or guardian may presume of an Alaskan Correspondence Program.

A district that offers a correspondence study program must enroll a special education student on the same basis as any other student. **4 AAC 33.432 (a)**

The correspondence program parents/student have the same rights and access to appeal processes/due process and other district programs as any other parent enrolled with the district. **4 AAC 33.421(d)(6)(A)**

Correspondence programs must have an open enrollment policy (with some exceptions allowed for charter programs). No student will be denied enrollment due to a disability or special education services. **4 AAC 33.421 (f)**

The parent and the district must jointly develop an Individual Learning Plan (ILP) for the student. **4 AAC 33.421 (d)**

All correspondence programs must conform to statewide goals and standards. All students must have a certified teacher assigned to them. Each course the student is enrolled in must have an assigned certified teacher for that course. **4 AAC 33.421 (a)**

No district employee may advocate religious, partisan, sectarian, or denominational doctrine as part of the employee's instructional or other duties. *Note: Nothing prevents a parent from providing supplemental instruction to the parent's own child using materials of the parent's choice, if the materials were not purchased with money provided by the department or district.* **4 AAC 33.421 (c)**

There will be at least monthly contact with the parent/student, with at least quarterly reviews of the student's work/ progress. **4 AAC 33.421 (d)(3)**

Grades are determined by the assigned teacher. A plan for parental/student review and consideration may be allowed. **4 AAC 33.421 (d)(4)**

Student transcripts may include courses taken by the student that were not offered or approved by district and for which no public money was provided; the transcript must note whether the student's mastery of the content of the course was approved by the district as meeting a requirement for graduation. **4 AAC 33.421 (d)(5)**

The district must require all students to participate in the statewide student assessment and require parents to sign a written statement that they understand, and will abide by, the requirements of the assessment program. **4 AAC 33.421 (e)(1)**

A parent may use education allotment fund account monies to contract with a private individual to provide tutoring provided the tutoring is for approved subjects, part of the ILP, not provided by a relative and is approved by the correspondence program. **4 AAC 33.421 (h)(1, 2 & 3)**

Whether full-time or part-time enrolled, at least 50% of a student's course work with the correspondence program must be core courses. Cores courses include: English, Mathematics, Social Studies, Science, Technology, World Languages or a course required by a student's Individualized Education Program (IEP) if the student is receiving special education services. **4 AAC 33.426**

Students are not allowed to take similar courses with the correspondence program that they are taking with another education program (public or private). **4 AAC 33.430**

# Appendix F: Cordova Correspondence School Application

P.O. Box 1330  
675 Second Street  
Cordova, AK 99574



(T) 907-424-3265  
(F) 907-424-3271  
[www.cordovasd.org](http://www.cordovasd.org)

## Cordova Correspondence School Application

Student Name: \_\_\_\_\_ Grade Level: \_\_\_\_\_

Student Parent(s): \_\_\_\_\_

Phone: \_\_\_\_\_ Email(s): \_\_\_\_\_

Date of Application: \_\_\_\_\_

### Checklist of Requirements (as pertains to the individual applicant):

- ☐ Meet with alternative teacher, counselor and/or principal to state reasons
- ☐ Sign drop slip from teacher or withdrawal slip if currently in a class
- ☐ Transcript of grades
- ☐ Graduation Requirements Checklist
- ☐ I.E.P. or Section 504 plan (if applicable)
- ☐ Course Outline (syllabus)
- ☐ List of books, references and materials to be used
- ☐ Assessments planned to target instruction and to measure progress toward the achievement of standards
- ☐ Grade system to be used by the parent
- ☐ List of student outcomes expected by parent
- ☐ Sample weekly lesson plan
- ☐ Participation in statewide student assessments
- ☐ Sign waiver of responsibility
- ☐ CSD Individual Learning Plan paperwork completed and signed
- ☐ Other \_\_\_\_\_

### Proposed Course and Curriculum:

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# Appendix F: Cordova Correspondence School Application

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675 Second Street  
Cordova, AK 99574



(T) 907-424-3265  
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[www.cordovasd.org](http://www.cordovasd.org)

## Cordova Correspondence School Application

### **Brief Summary of Parent Responsibilities:**

1. Report to the Cordova School District CCS Contact Teacher no less than quarterly, preferably twice a quarter.
2. Meet with the CSD CCS Contact Teacher on a monthly basis.
3. Provide a copy of several work samples representative of the various coursework being done.
4. Follow the grading scale used by the CSD schools.

Specific regulations and guidelines can be found in 4 AAC 33.405-490 (the State of Alaska Correspondence Program Regulations), AS 14.30.010 (the Alaska Home School Statute) and AS 14.30.365 (the Alaska "Home School Law" for Activities).

Meeting date & location for consideration of application: \_\_\_\_\_

Application approved or denied for the following reason(s): \_\_\_\_\_

I accept responsibility for my son/daughter's education and his/her ability to pass any state required exams. By signing this form, I waive my right to hold Cordova School District and its instructors responsible for my son/daughter's education, and specifically, their understanding of reading, writing and mathematics.

All of the information above has been reviewed during the meeting and all of the related documents are attached to this application. The requirements above are understood and agreed to by all parties.

**Parent Signature (required):** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Student Signature (required):** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Counselor Signature (required):** \_\_\_\_\_

**Date:** \_\_\_\_\_

**CCS Teacher Signature (required):** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Principal Signature (required):** \_\_\_\_\_

**Date:** \_\_\_\_\_

## Appendix H: Cordova Correspondence School Handbook Committee Members

### Cordova School District Individual Learning Plan

<b>Student Name:</b> _____ (First Name, Middle Name, Last Name)	<b>Primary Phone:</b> _____
<b>Date of Birth:</b> _____ (Month) (Day) (Year)	<b>Student Email:</b> _____
<b>Student Parent(s):</b> _____	<b>Primary Phone:</b> _____
<b>Parent Email(s):</b> _____	
<b>Mailing Address:</b> _____	<b>City:</b> _____ <b>Zip:</b> _____

#### **IMPORTANT: Parent/guardian and student notice of rights and responsibilities regarding program enrollment**

1. All parents and students in correspondence programs have the same right to access the district appeal process as parents and students in other district programs (4 AAC 33.421). This includes, but is not limited to, **special education** (4 AAC 33.432).
2. All enrolled students, including part-time students, are **required to participate in statewide student assessments** (4 AAC 33.421).
3. Courses receiving an "incomplete" may not be counted towards credit for enrollment requirements (4 AAC 33.426).
4. Parents must disclose enrollment for all other education institutions, including private schools, to ensure the student is not concurrently enrolled in a substantially similar course (4 AAC 33.430).
5. All textbooks and other curriculum materials must be aligned with state standards, comply with regulatory requirements, and be reviewed by a certified teacher (4 AAC 33.421).
6. All non-expendable materials remain the property of the school district and must be returned to the district (4 AAC 33.422).
7. All expenditures related to the student must be directly tied to a specific course with a need addressed in the ILP (4 AAC 33.422).
8. Monthly contact with the parent/student is required (4 AAC 33.421).
9. A quarterly review of the student's progress with the parent/student is required (4 AAC 33.421).
10. A grade or other determination of course progress as determined by the certified teacher responsible for the course (4 AAC 33.421).
11. This plan may provide for review and consideration of any recommendations submitted by the parent or student (4 AAC 33.421).

**Your signature indicates:** you are aware of this information; you accept responsibility for ensuring your student is aware of their rights and requirements; you agree to all requirements; and you confirm that the information is true and accurate to the best of your knowledge.

**Parent Signature (required):** \_\_\_\_\_ **Date:** \_\_\_\_\_

**CCS Teacher Signature (required):** \_\_\_\_\_ **Date:** \_\_\_\_\_

<b>DISTRICT USE</b>  <b>AK STATE ID:</b> _____ <b>Computer Issued:</b> <input type="checkbox"/> Yes <input type="checkbox"/> No <b>Out of District:</b> <input type="checkbox"/> Yes <input type="checkbox"/> No <b>Dual Enrollment:</b> <input type="checkbox"/> Yes <input type="checkbox"/> No  <b>FTE:</b> <input type="checkbox"/> 1.0 <input type="checkbox"/> .75 <input type="checkbox"/> 0.5 <input type="checkbox"/> .25	<b>SPECIAL EDUCATION</b>  <b>IEP Expiration Date:</b> _____ <b>ESER Expiration Date:</b> _____ <b>Disability:</b> _____ <b>Assessment Accommodations:</b> _____
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## Appendix H: Cordova Correspondence School Handbook Committee Members

### Cordova School District Individual Learning Plan

<b>Student Name:</b> _____ (First Name, Middle Name, Last Name)	<b>Primary Phone:</b> _____
--	-----------------------------

**SUBJECT:** \_\_\_\_\_ ☐ ½ Credit Fall ☐ ½ Credit Spring ☐ Other: \_\_\_\_\_

<b>Curriculum Materials:</b> Please indicate title(s) and publisher of materials; add the material level (if specific); include texts, videos, tutoring, other resources, etc.	
<b>Estimated Cost:</b> _____	
<b>Source of Credit:</b> <input type="checkbox"/> Vendor: _____ <input type="checkbox"/> Parent Designed Course <input type="checkbox"/> District Course <input type="checkbox"/> Teacher of Record: _____	
<b>Topics:</b> This should include all major topics to be covered in the course.	
<b>Assessment Method(s):</b> <input type="checkbox"/> Quizzes/Tests <input type="checkbox"/> Learning Journal <input type="checkbox"/> Oral Review/Presentations <input type="checkbox"/> Guided Practice <input type="checkbox"/> Portfolio <input type="checkbox"/> Projects <input type="checkbox"/> Other: _____	
<b>Planned Activities:</b> Describe the activities planned and any facilities, tutoring, special materials, etc. to be used.	
<b>Grading Scale/Goals:</b> Explain what the student will be able to do as a result of the course. Include specific tasks.	

**Please use additional sheets per subject.**

## Appendix H: Cordova Correspondence School Handbook Committee Members


QUARTERLY PROGRESS REPORTING			
Date Completed:	Completed By:	Notes:	Follow-up Required?
1 <sup>st</sup> Quarter:			<input type="checkbox"/>
2 <sup>nd</sup> Quarter:			<input type="checkbox"/>
3 <sup>rd</sup> Quarter:			<input type="checkbox"/>
4 <sup>th</sup> Quarter:			<input type="checkbox"/>

MONTHLY CONTACT LOG			
Date Completed:	Completed By:	Notes:	Follow-up Required?
SEPTEMBER:			<input type="checkbox"/>
OCTOBER:			<input type="checkbox"/>
NOVEMBER:			<input type="checkbox"/>
DECEMBER:			<input type="checkbox"/>
JANUARY:			<input type="checkbox"/>
FEBRUARY:			<input type="checkbox"/>
MARCH:			<input type="checkbox"/>
APRIL:			<input type="checkbox"/>



## Appendix H: Cordova Correspondence School Handbook Committee Members

## INVENTORY OF NON-CONSUMABLE ITEMS

Item	Related Course	ID#	Condition Out	Condition In	Date Returned
					

## Appendix H: Cordova Correspondence School Handbook Committee Members

**DUAL ENROLLMENT** – *If the student is enrolled in any other public education program, this section must be completed.*

<b>Student Name:</b> _____ <div style="text-align: center; font-size: small;">(First Name, Middle Name, Last Name)</div>	<b>Primary Phone:</b> _____
<b>School Name:</b> _____	<b>School District:</b> _____
<b>Phone Number:</b> _____	<b>Fax Number:</b> _____
<b>Mailing Address:</b> _____	<b>City:</b> _____ <b>Zip:</b> _____

*This section must be completed by the other public education's program administrator.*

Please indicate the FTE the Correspondence Program is declaring for the ADM report: <input type="checkbox"/> .75 <input type="checkbox"/> 0.5 <input type="checkbox"/> .25		
Please list subjects the student is taking with this Correspondence Program:		
	Credit Hours	Check for Similar Courses
1. _____		<input type="checkbox"/>
2. _____		<input type="checkbox"/>
3. _____		<input type="checkbox"/>
4. _____		<input type="checkbox"/>
5. _____		<input type="checkbox"/>
6. _____		<input type="checkbox"/>

**PRIVATE SCHOOL** – *If the student is enrolled in private, non-public funded education institution, this section must be completed.*

<b>School Name:</b> _____	<b>School District:</b> _____	
<b>Phone Number:</b> _____	<b>Fax Number:</b> _____	
<b>Mailing Address:</b> _____	<b>City:</b> _____ <b>Zip:</b> _____	
Please list subjects the student is taking with this private, non-public funded education institution.		
	Credit Hours	Check for Similar Courses
1. _____		<input type="checkbox"/>
2. _____		<input type="checkbox"/>
3. _____		<input type="checkbox"/>
4. _____		<input type="checkbox"/>
5. _____		<input type="checkbox"/>
6. _____		<input type="checkbox"/>