

**LAKEVIEW HOMESCHOOL CORRESPONDENCE PROGRAM**

**AR 6182**

The LakeView Homeschool Correspondence Program is a district-operated correspondence study program established under Board Policy 6182. The program provides an alternative instructional option for students whose educational needs may be met outside the traditional classroom setting, consistent with Alaska statute and regulation.

The Superintendent or designee is responsible for the administration of the LakeView Homeschool Correspondence Program in compliance with state law, regulation, and district policy.

**Program Eligibility and Enrollment**

The principal or designee shall approve enrollment in the LakeView Homeschool Correspondence Program subject to the following conditions:

- A. Students must be eligible for enrollment in the Lake and Peninsula School District.
- B. Enrollment in LakeView Homeschool constitutes enrollment in a district-supported correspondence study program and is not private homeschooling.
- C. The district shall maintain an open enrollment policy for the correspondence program throughout the school year in accordance with 4 AAC 33.421.
- D. Each enrolled student shall have an Individualized Learning Plan (ILP) developed annually.

**Individualized Learning Plan (ILP)**

The principal or designee shall ensure that an ILP is developed and maintained for each student enrolled in LakeView Homeschool.

- A. The ILP shall be developed collaboratively by the student (as appropriate), the parent/guardian, and a certificated teacher assigned by the district.
- B. The ILP must:
  - 1. Provide a course of study aligned with state and district standards;
  - 2. Include provisions for ongoing assessment and statewide testing;

3. Provide for modification if the student does not meet standards on statewide assessments;
4. Be approved and signed by the assigned certificated teacher and at least one parent/guardian.

### **Teacher Liaison Assignment and Duties**

The homeschool principal or designee shall assign a certificated teacher to each enrolled student. This teacher shall serve as the Teacher Liaison.

The Teacher Liaison shall:

- A. Monitor student work and progress in accordance with the ILP;
- B. Maintain required documentation of monitoring and contact;
- C. Review work samples and academic evidence submitted by the parent/guardian or student;
- D. Assign grades or determine mastery of standards in compliance with 4 AAC 33.421;
- E. Provide instructional guidance and support to the student and parent/guardian.

### **Monitoring and Contact Requirements**

#### **A. Monthly Two-Way Contact**

The Teacher Liaison shall maintain at least monthly two-way contact with the student and/or parent/guardian. For students who did not meet standards on the most recent statewide assessment, contact shall include strategies to support proficiency.

#### **B. Quarterly Work Sample Review**

Parents/guardians and/or students shall submit work samples in each subject area at least quarterly. Academic evidence provided by the parent/guardian may be used by the Teacher Liaison to assign grades or determine mastery.

### **Grades, Records, and Transcripts**

- A. Grades or other determinations of mastery shall be assigned by the Teacher Liaison, a district distance teacher, or another approved instructional provider, as applicable.
- B. The district shall maintain grade records for correspondence students.
- C. Semester progress reports and high school transcripts shall be provided upon request.

## **Student Standing**

The principal or designee shall determine student standing based on compliance with the ILP and Parent–School Agreement.

### **A. Good Standing**

A student is in good standing when the student and parent/guardian are consistently meeting ILP and program requirements. Students in good standing may participate in district activities subject to eligibility rules applicable to all students.

### **B. Alert Standing**

If a student and/or parent/guardian fails to meet program requirements for more than thirty (30) calendar days, the student may be placed on alert standing.

1. While on alert standing, participation in extracurricular activities may be restricted.
2. Written notice outlining required corrective actions shall be provided to the parent/guardian.

### **C. Removal from Enrollment**

If corrective actions are completed within thirty (30) calendar days, the student shall be restored to good standing. If compliance is not restored within the additional thirty (30) calendar days, the student may be withdrawn from the correspondence program for non-participation, consistent with district attendance procedures.

## **Attendance for Synchronous or Hybrid Courses**

A. Students enrolled in synchronous distance or hybrid courses through their ILP shall comply with district attendance requirements.

B. Ten (10) consecutive school days of non-attendance may result in withdrawal from the course or the correspondence program, as determined by administration.

## **Assessments and Statutory Compliance**

A. Students shall participate in all statewide assessments as required by law.

- B. The district shall provide or arrange for secure testing environments.
- C. Parents/guardians shall comply with the AK READS Act, including screening and intervention requirements for K–3 students.

### **Curriculum, Materials, and Equipment**

- A. Curriculum materials and instructional resources must be approved by the district and aligned to state standards.
- B. Materials and services purchased with public funds must directly support instructional needs documented in the ILP.
- C. District-issued equipment and materials shall be returned upon withdrawal or graduation.

### **Parent and Student Responsibilities**

Parents/guardians and students enrolled in the LakeView Homeschool Correspondence Program shall:

- A. Support and comply with the ILP and Parent–School Agreement;
- B. Participate in required monitoring, communication, and submission of work samples;
- C. Make good faith efforts to support assessment participation;
- D. Comply with applicable district policies and handbooks.

### **Appeals**

Concerns regarding enrollment status, standing, or program implementation may be addressed through the district’s established appeal or complaint procedures applicable to correspondence students.

### **Associated Documents**

- LakeView Homeschool Parent–School Agreement
- Individualized Learning Plan (ILP)
- Student–Parent Handbook

- Alaska Department of Education and Early Development Correspondence Study Guidance

*Adopted: 02/2026*

Lake and Peninsula School District

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