

Policy Committee Work Session  
Tuesday, October 14, 2025 5:00 PM Alaskan

District Office Board Room  
300 Kostrometinoff Street  
Sitka, AK 99835

1. AR 5112.2 Pediculosis - Head Lice
2. BP 3290 Gifts, Grants, and Bequests
3. BP 6151 Class Size (Adopt)
4. BP, AR, and E 5128 Alaska Performance Scholarship Program (Revise)
5. AR and E 5111 Admission
6. BP 4133 Travel Expenses
7. Draft School Board Liaison Policy
8. REMOVE AR and E 6182 Homeschool Correspondence Program

## AR 5112.2 PEDICULOSIS - HEAD LICE

- Children with head lice will be excluded from school until ALL lice are removed. Children will not be excluded from school if they have nits only.
- Children returning to school after exclusion for pediculosis, shall be examined by the building principal or designee to verify lice free status prior to entering the classroom.

### Procedure:

#### A. Upon notification of discovery:

- A. Examine student's hair for presence of lice or nits. **Note:** adult lice and nits are visible to the naked eye.
- B. Interview student or family to determine "source" or exposure history. Case finding is the most important method of identifying "source" cases.

**Note:** Lice can't live off the human body for more than 24 hours (perhaps under ideal conditions 48 hours). Eggs of lice, under optimum conditions, hatch in 7 - 10 days. Louse sexual maturity is reached in approximately 14 days.

3. Examine any available siblings of the infected student to determine lice or nits.
4. If lice are present, contact parent or responsible adult to take student out of school.
  - a. Inform parent of discovery.
  - b. Instruct parent regarding exclusion and treatment Requirements.
  - c. Give parent information sheet with recommended treatment procedure.
5. Students will not be excluded from school due to nits being present, since nits cannot be spread from one child to another, however, school personnel will contact the parent regarding the presence of nits.
6. Examine classmates and close friends for presence of lice or nits, and upon discovery handle as stated above.
7. Provide education and support throughout the examination.
8. Notify teacher, principal and secretary of student exclusion for head lice, and remind of reexamination requirements upon return to school.

#### B. Upon students return to school:

- A. Examine student's hair for presence of lice or nits. The student is required to be lice free.
- B. Interview student to determine that treatment was completed.
- C. Re-admit or re-exclude as appropriate. Persistent failure at nit removal may indicate that the parent has not understood the steps necessary to eradicate pediculosis, and a home visit may be indicated.
- D. If nits are still present a phone call home will be made, and another note will be sent home with an information sheet with recommended treatment

procedure. If the nits are not gone in 7-10 days, referral to a health care provider is appropriate.

**Implementation Date: NOVEMBER 7, 1995**

**Revision Date: August 1, 2000**

**Sitka School District**

## BP 3290 GIFTS, GRANTS AND BEQUESTS

Note: This optional policy may be revised as needed to reflect district philosophy and needs.

The School Board greatly appreciates the support of community members and may accept suitable donations on behalf of the district. All donations greater than \$45,000 shall be brought before the School Board. The Superintendent or designee may apply for special revenue grants.

To be acceptable, a gift, grant, or bequest must satisfy the following criteria:

1. not begin a program which the School Board would be unable to continue when the donated funds are exhausted.
2. not entail undesirable or hidden costs, such as additional staff workload.
3. place no restrictions on the school program.
4. not be inappropriate or harmful to the best education of students.
5. not imply endorsement of any business or product.
6. not conflict with any provision of the School Board policy or public law.
7. have a purpose consistent with those of the district.

The School Board discourages any gifts which may directly or indirectly impair its commitment to providing equal educational opportunities for all district students. Use of a gift shall not be impaired by restrictions or conditions imposed by the donor. The School Board will try to follow the donor's wishes insofar as they do not conflict with district philosophy or operations.

### Recognition of Donors:

Recognition of donors, including businesses and organizations that contribute to student activities or programs, shall be consistent with district policy and administrative regulation. Recognition may not imply district endorsement or promote commercial products or services. The Superintendent or designee shall establish procedures for appropriate acknowledgment, including signage and sponsorship at events.

**Commented [DJ1]:** The reason I want to look at this policy is because we currently have a "booster club" of sorts at the high school where businesses contribute funds and then their name goes on a banner or board on the wall in the gym. We need to be consistent with policy, so is there a way we can write an exception for this in this policy or how do other school district handle "booster clubs"

Upon acceptance by the School Board, all gifts, grants and bequests shall become school district property. At the Superintendent or designee's discretion, a gift may be used at a particular school.

*(cf. 3430 - Investing)*

*(cf. 3440 - Inventories)*

**Adoption Date: June 8, 1995**

**Revision Date: June 1, 2022**

**Sitka School District**

## **AR 3290 GIFTS, GRANTS AND BEQUESTS**

### **AR 3290 – Student Activity Sponsorship and Donor Recognition**

When a memorial scholarship fund is created, the District will administer the fund in the following manner:

1. Bequests that provide a scholarship of \$1,000/year or less will be administered separately for up to five years at which time the remaining balance will be placed in a general memorial scholarship fund.
2. Bequests that provide a scholarship of \$1,000 to \$5,000/year will be administered separately for up to ten years at which time the remaining balance will be placed in a general memorial scholarship fund.
3. Bequests that provide a scholarship in excess of \$5,000/year will be administered for as long as the family desires.
4. The District will maintain in perpetuity a Memorial Scholarship Fund containing any of the proceeds identified herein.
5. The High School Principal or designee shall develop a process for the awarding of any memorial scholarship funds.

#### **Purpose**

To clarify acceptable practices regarding recognition of sponsors and donors in connection with school programs and student activities, including the role of booster clubs, while maintaining compliance with BP 3290 and avoiding the appearance of district endorsement.

#### **1. General Principles**

The Sitka School District encourages community support through sponsorships and donations that benefit student activities.

Recognition of sponsors is permitted as long as it does not imply endorsement, promote commercial products, or conflict with educational goals or district policy.

#### **2. Booster Clubs**

Booster clubs are independent organizations and may solicit sponsorships to support district activities.

When sponsorship results in public recognition on district property or at district events, the following guidelines apply.

#### **3. Recognition Guidelines**

Recognition (e.g., banners, printed programs, PA announcements) must:

- Be limited to the name, logo, and/or slogan of the sponsoring business.
- Not include promotional language, pricing, or calls to action (e.g., “Buy now!” or “Visit our website for deals!”).
- Be clearly labeled as recognition, not advertising (e.g., “Proud supporter of Sitka Wolves athletics”).
- Avoid references that suggest district or school endorsement, such as “official sponsor of Sitka High School.”

#### **4. Signage on School Property**

Banners or signage must be:

- Pre-approved by the school principal or designee.
- Limited in duration (e.g., for the season or event sponsored).
- Maintained in good condition and removed promptly after the agreed period.

No signage promoting alcohol, tobacco, cannabis, political candidates/issues, or any message inconsistent with the district’s values will be permitted.

#### **5. Use of Funds**

All funds raised or donated for student activities must be:

- Deposited into appropriate district or student activity accounts.
- Spent in accordance with district financial procedures and guidelines.

#### **6. Oversight and Exceptions**

The Superintendent or designee may develop further guidance or forms to assist in the approval and management of sponsorships.

Any exceptions must be approved by the Superintendent in writing.

**Adoption Date: June 8, 1995**

**Sitka School District**

## AR 5128 ALASKA PERFORMANCE SCHOLARSHIP PROGRAM

The Alaska Performance Scholarship Program provides scholarships for high school graduates who are Alaska residents to attend a qualified postsecondary institution in the State of Alaska. The district is required to determine student eligibility for the three levels of scholarships available. The district must then notify the Alaska Department of Education and Early Development of each qualifying student's eligibility.

### Eligibility Determinations

The principal or designee of each high school shall determine scholarship eligibility for each graduating student by application of the following criteria.

#### A. Course Work Requirements

**Note:** The following curriculum requirements are in place for students graduating in ~~2011~~2024. These requirements will be increased in later years to comply with [AS 14.43.810](#). Specifically, scholarship eligibility will require either: A) four years each of math, language arts, science, and social studies, one year of which may be a foreign language, Alaska Native language, fine arts, or cultural heritage; or B) three years of math, four years of language arts and social studies, three years of science, and two years of a foreign language or an Alaska Native language.

To qualify for any of the three levels of award under the Alaska Performance Scholarship Program, students must meet state curriculum requirements for graduation plus additional coursework.

1. Graduation Requirements
  - a) language arts - four units of credit
  - b) social studies - three units of credit
  - c) mathematics - two units of credit
  - d) science - two units of credit
  - e) health/physical education - one unit of credit
2. Additional Requirements for Scholarship Eligibility additional  
One additional unit of credit from any of the following:
  - a) mathematics - one unit of credit

**Commented [DG1]:** This regulation has been updated to reflect the current terms of the Alaska Performance Scholarship Program, following the adoption of HB 148 in 2024. It includes revisions to the GPA or test scores a student must achieve to qualify for a scholarship, as well as revised scholarship amounts. It also simplifies and updates outdated language.  
Additional regulatory proposals to modify the curriculum requirements are under consideration. This model AR will be further updated should those regulations go into effect.

**Commented [DG2R1]:** The SSD AR missed some of the previous updates. I suggest replacing this with the updated AR from AASB.

b) science - one unit of credit

c) mathematics and science - one half unit of credit in each

## B. Grade Point Average and Standardized Examination Scores

In addition to the curriculum requirements above, students must meet certain GPA and standardized examination score requirements. It is the student's responsibility to provide proof of results achieved on one of the standardized examinations required for scholarship eligibility. GPA and test scores determine a student's level of eligibility for each of the three scholarships set forth below:

### 1. Alaska Performance Honors Scholarship

Grade Point Average: 3.5 or higher

Test Scores: ACT score of 25 or higher; or

SAT score of 1680 or higher; or

WorkKeys score of 5 or higher in each of the following:

- a. applied mathematics
- b. reading for information
- c. locating information

**Note:** The Alaska Performance Honors Scholarship has an award level of \$4,755.

### 2. Alaska Performance Achievement Scholarship

Grade Point Average: 3.0 or higher

Test Scores: ACT score of 23 or higher; or

SAT score of 1560 or higher; or

WorkKeys score of 5 or higher in each of the following:

- a. applied mathematics
- b. reading for information
- c. locating information

**Note:** The Alaska Performance Achievement Scholarship has an award level of \$3,566.

### 3. Alaska Performance Opportunity Scholarship

Grade Point Average: 2.5 or higher

Test Scores: ACT score of 21 or higher; or

SAT score of 1450 or higher; or

WorkKeys score of 5 or higher in each of the following:

- a. applied mathematics
- b. reading for information
- c. locating information

**Note:** The Alaska Performance Opportunity Scholarship has an award level of \$2,378.

**Note:** A student who qualifies for one of the above scholarships using the WorkKeys examination must use the scholarship award in a career and technical program that results in the award of a certificate. [4 AAC 43.020](#).

#### **Notice to Parents/Guardians of Eligibility Determination**

The principal or designee shall provide written notice to all parents/guardians, or to students if 18 or older, of the eligibility determination. The notice should also explain how a parent/guardian or eligible student may challenge this determination.

**Note:** The AASB Model Policies provide for scholarship eligibility challenges to be handled through the procedures for Challenging Student Records found at BP 5125.2. Utilization of this specific process is not required, and different procedures can be developed and utilized by a district. The district's notice to parents should include the appropriate procedures as adopted by the district.

#### **Permanent Record**

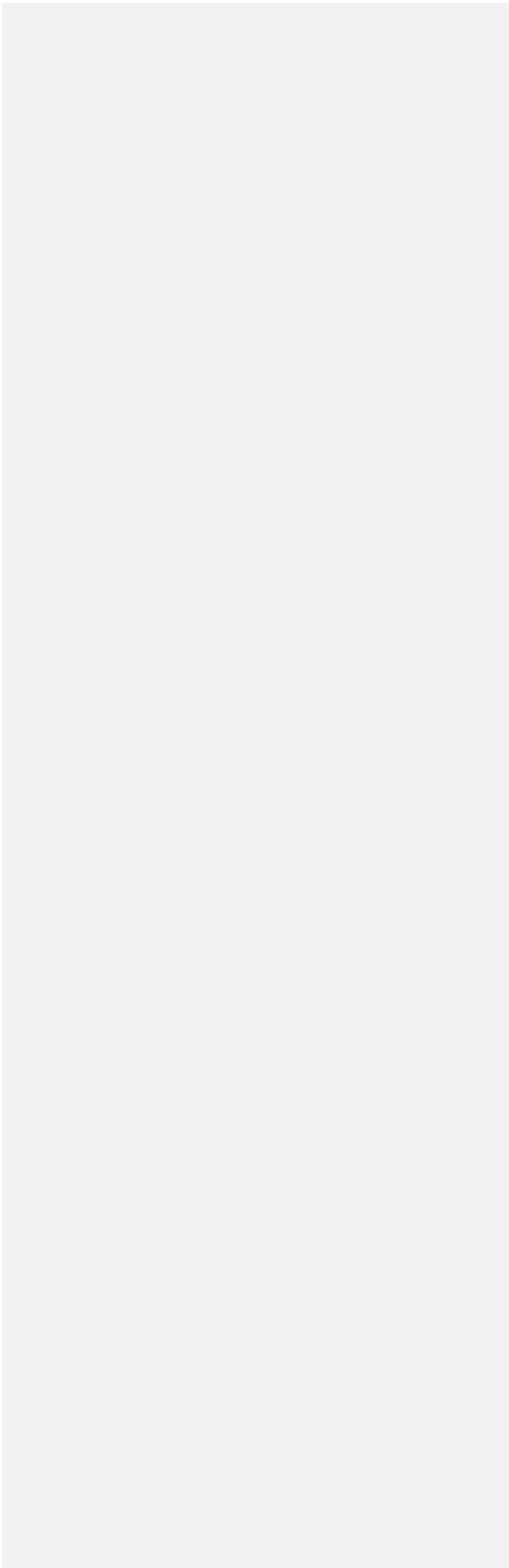
Once eligibility levels are determined, the district will record the level of eligibility on each qualifying student's permanent record. No notation should be made for those students who are not eligible for a scholarship award.

#### **Annual Transmittal of Records**

No later than July 15 of each year, the district will transmit an electronic version of each graduating student's permanent record that describes the student's eligibility for the Alaska Performance Scholarship Program.

**ADOPTION DATE: May 5, 2011**

**Sitka School District**



WORKSHEETS for the district policy committee:  
DISCARD WHEN FINISHED

Students

## **ALASKA PERFORMANCE SCHOLARSHIP PROGRAM**

AR 5128(a)

The Alaska Performance Scholarship Program provides scholarships for high school graduates who are Alaska residents to attend a qualified postsecondary institution in the State of Alaska. The district is required to determine student eligibility for the three levels of scholarships available. The district must then notify the Alaska Department of Education and Early Development of each qualifying student's eligibility.

### **Eligibility Determinations**

The principal or designee of each high school shall determine scholarship eligibility for each graduating student by application of the following criteria.

#### **A. Course Work Requirements**

Note: The following curriculum requirements are in place for students graduating from high school in and after ~~2015~~2024. Qualifying units of credit shall include a student's completion of a high school level course in an earlier grade if: 1) the course meets content standards for a grade 9-12 course; 2) is within a qualifying curriculum (math, science, language arts, etc.); and 3) appears on the student's high school transcript. A course does not satisfy the requirements of this section, regardless of the course name unless it is: 1) a college or industry preparatory course; and 2) meets or exceeds the standards and grade level expectations in *Alaska Standards: Content and Performance Standards for Alaska Students*. An advanced placement and international baccalaureate course meets curriculum requirements and is considered an approved course as fully stated in 4 AAC 43.030.

The Alaska Performance Scholarship may be awarded based on a student's completion of either a math and science curriculum track, or a social studies and language curriculum track.

#### **2015 and after Curriculum Requirements**

~~Students graduating in and after 2015~~ Graduating students in 2024 and beyond must meet the following curriculum requirements to qualify for all scholarship levels (Achievement, Performance, and Honors):

##### Math and Science Curriculum:

1. Math – 4 units of credit, consisting of either four units selected from the following courses or a combination of three units selected from the following courses and an additional course approved by the department:
  - i. algebra I;
  - ii. algebra II;
  - iii. geometry;
  - iv. trigonometry;
  - v. pre-calculus;
  - vi. calculus;
  - vii. calculus II;
  - viii. statistics.

**Commented [DG1]:** This regulation has been updated to reflect the current terms of the Alaska Performance Scholarship Program, following the adoption of HB 148 in 2024. It includes revisions to the GPA or test scores a student must achieve to qualify for a scholarship, as well as revised scholarship amounts. It also simplifies and updates outdated language. Additional regulatory proposals to modify the curriculum requirements are under consideration. This model AR will be further updated should those regulations go into effect.

WORKSHEETS for the district policy committee:  
DISCARD WHEN FINISHED

Students

**ALASKA PERFORMANCE SCHOLARSHIP PROGRAM**

AR 5128(b)

2. Science – 4 units of credit, consisting of either four units selected from the following courses or a combination of two units selected from the following courses and two additional courses approved by the department:
  - i. physical science;
  - ii. earth science;
  - iii. biology;
  - iv. chemistry;
  - v. physics;
  - vi. marine biology;
  - vii. anatomy and physiology.
  
3. Language arts – 4 units of credit, consisting of either four units selected from the following courses or a combination of three units selected from the following courses and an additional course approved by the department:
  - i. composition;
  - ii. American literature;
  - iii. world literature;
  - iv. speech and debate;
  - v. advanced composition;
  - vi. creative writing;
  - vii. British literature.
  
4. Social studies – 4 units of credit, one unit of credit in a foreign or Alaska Native language, fine arts, or cultural heritage may substitute for one of the four units of credit of social studies; at least two units of credit must be from the following courses, with any remaining credits from courses approved by the department:
  - i. World history;
  - ii. American history;
  - iii. geography;
  - iv. American government/civics;
  - v. economics;
  - vi. Alaska history;
  - vii. western or eastern civilization;
  - viii. psychology;
  - ix. sociology.

*Social Studies and Language Curriculum*

1. Math - 3 units of credit, consisting of either three units selected from the following courses or a combination of two units selected from the following courses and an additional course approved by the department:
  - i. algebra I;
  - ii. algebra II;
  - iii. geometry;
  - iv. trigonometry;

WORKSHEETS for the district policy committee:  
DISCARD WHEN FINISHED

Students

- v. pre-calculus;
- vi. calculus;
- vii. calculus II;
- viii. statistics.

**ALASKA PERFORMANCE SCHOLARSHIP PROGRAM** (continued) AR 5128(c)

2. Science – 3 units of credit consisting of either three units selected from the following courses or a combination of two units selected from the following courses and an additional course approved by the department:
  - i. physical science;
  - ii. earth science;
  - iii. biology;
  - iv. chemistry;
  - v. physics;
  - vi. marine biology;
  - vii. anatomy and physiology;
3. Language arts – 4 units of credit consisting of either four units selected from the following courses or a combination of three units selected from the following courses and an additional course approved by the department:
  - i. composition;
  - ii. American literature;
  - iii. world literature;
  - iv. speech and debate;
  - v. advanced composition;
  - vi. creative writing;
  - vii. British literature;
4. Social studies – 4 units of credit, consisting of either four units selected from the following courses or a combination of three units selected from the following courses and an additional course approved by the department:
  - i. world history;
  - ii. American history;
  - iii. geography;
  - iv. American government/civics;
  - v. economics;
  - vi. Alaska history;
  - vii. western or eastern civilization;
  - viii. psychology;
  - ix. sociology.
5. Foreign, Alaska Native or American sign language – 2 units of credit in the same language.

WORKSHEETS for the district policy committee:  
DISCARD WHEN FINISHED

Students

**ALASKA PERFORMANCE SCHOLARSHIP PROGRAM (continued)**

AR 5128(d)

Note: A district that offers courses meeting the requirements for APS but that do not clearly fall within the course names found above may seek approval from the Department to have those courses approved for APS purposes. 4 AAC 43.030(j).

**B. Grade Point Average and Standardized Examination Scores**

In addition to the curriculum requirements above, students must meet certain GPA ~~and-or~~ standardized examination score requirements. It is the student's responsibility to provide proof of results achieved on one of the standardized examinations required for scholarship eligibility. GPA ~~and-or~~ test scores determine a student's level of eligibility for each of the three scholarships set forth below:

1. Alaska Performance Honors Scholarship

Grade Point Average: 3.5 or higher

~~\_\_\_\_\_~~ **or**

Test Scores: ACT composite score of 25 or higher; or  
SAT combined score of ~~1680-1210~~ or higher; or  
A combined WorkKeys score of ~~13-18~~ or higher, with no single score lower than ~~46~~, in each of the following:

1. applied mathematics
2. reading for information
3. locating information

Note: The Alaska Performance Honors Scholarship has an award level of ~~\$4,7557,000~~.

2. Alaska Performance Achievement Scholarship

Grade Point Average: 3.0 or higher

~~\_\_\_\_\_~~ **or**

Test Scores: ACT composite score of 23 or higher; or  
SAT combined score of ~~1560-1130~~ or higher; or  
A combined WorkKeys score of ~~13-15~~ or higher, with no single score lower than ~~45~~, in each of the following:

1. applied mathematics
2. reading for information
3. locating information

WORKSHEETS for the district policy committee:  
DISCARD WHEN FINISHED

Students

**ALASKA PERFORMANCE SCHOLARSHIP PROGRAM** (continued)

AR 5128(e)

Note: The Alaska Performance Achievement Scholarship has an award level of ~~\$3,5665,250~~.

3. Alaska Performance Opportunity Scholarship

Grade Point Average: 2.5 or higher

or

Test Scores: ACT composite score of 21 or higher; or  
SAT combined score of ~~1450-1060~~ or higher; or  
A combined WorkKeys score of ~~13-12~~ or higher, with no  
single score lower than 4, in each of the following:

1. applied mathematics
2. reading for information
3. locating information

Note: The Alaska Performance Opportunity Scholarship has an award level of ~~\$2,3783,500~~.

Note: A student who qualifies for one of the above scholarships using the WorkKeys examination must use the scholarship award in a career and technical program that results in the award of a certificate. 4 AAC 43.020(d).

**Notice to Parents/Guardians of Eligibility Determination**

**Option 1:**

The principal or designee shall provide written notice to all parents/guardians, or to students if 18 or older, of the eligibility determination, or how they may learn the eligibility determination. The notice should also explain how a parent/guardian or eligible student may challenge this determination.

**Option 2:**

~~The principal or designee shall provide written notice to all parents/guardians, or to students if 18 or older, of how they may learn the eligibility determination. The notice should also explain how a parent/guardian or eligible student may challenge this determination.~~

**Permanent Record**

Once eligibility levels are determined, the district will record the level of eligibility on each qualifying student's permanent record. No notation should be made for those students who are not eligible for a scholarship award.

**Annual Transmittal of Records**

No later than July 15 of each year, the district will transmit an electronic version of each graduating student's permanent record that describes the student's eligibility for the Alaska Performance

WORKSHEETS for the district policy committee:  
DISCARD WHEN FINISHED

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Scholarship Program. This is a mandatory reporting obligation and parents/students may not opt out of this disclosure.

WORKSHEETS for the district policy committee:  
DISCARD WHEN FINISHED

Students

**ALASKA PERFORMANCE SCHOLARSHIP PROGRAM** (continued) AR 5128(f)

**Appeal Procedures**

The district provides the following appeal process for students who believe an error has been made regarding a student's eligibility for an Alaska Performance Scholarship. A student can request that the district review the determination of whether or not he or she is eligible or, if eligible, the level of scholarship available.

A. Appeal Form

To request an appeal, a student must complete the Alaska Performance Scholarship Appeal Form for Public School Students. [E 5128] The form requires:

1. Name, mailing address, and contact information;
2. Eligibility information in the form of official examination scores and an official transcript indicating courses taken and GPA and/or test scores;
3. A statement explaining why the student believes the eligibility determination is in error; and
4. All documents, papers, or other materials that support a reversal or modification of the eligibility determination.

Students who have questions about the form or require assistance should contact a counselor or principal at the student's high school.

Students must complete the Appeal Form and provide supporting documents as soon as possible after receiving notice of his or her eligibility determination. No appeals will be considered unless submitted within thirty (30) days of receiving the district's eligibility determination, absent unusual circumstances that prevented a timely appeal.

B. Appeal Process

1. Student submits the completed Appeal Form and supporting documentation to \_\_\_\_\_ [identify appropriate school official to process appeals].
2. The district will designate a reviewer to review and decide the appeal.
3. The reviewer will consider all information submitted and issue a determination of whether or not the student meets scholarship eligibility, and if eligible, the student's level of eligibility.
4. The reviewer's determination is the final decision of the district.
5. Notice of the district's decision will be sent to the student no later than thirty (30) days after the student submits a timely appeal.
6. If the reviewer determines that scholarship eligibility was incorrect, the district will notify the Alaska Performance Scholarship Program of the correct eligibility determination and revise the student's transcript to correctly identify APS eligibility.

WORKSHEETS for the district policy committee:  
DISCARD WHEN FINISHED

Students

**ALASKA PERFORMANCE SCHOLARSHIP PROGRAM (continued)** AR 5128(g)

Note: Effective June 6, 2015 the regulation providing for a grace period and waiver of curriculum requirements was repealed and a new section added to provide for students to request a scholarship eligibility extension. 4 AAC 43.035 (repealed); 4 AAC 43.045 (extensions of eligibility period). An extension of scholarship eligibility does not permit a student to receive a scholarship for more semester hours than is permitted under AS 14.43.825.

**Extension of Scholarship Eligibility**

The district should notify appropriate students about the availability of a scholarship eligibility extension that may be granted by the Alaska Commissioner of Education. Upon request, the Commissioner may grant a student who has previously been determined eligible for a scholarship under APS, a scholarship eligibility extension. Such an extension allows a student to remain eligible for a scholarship for longer than six years after the date of the student's graduation from high school.

To qualify for an extension of scholarship eligibility, a student must:

1. Submit a written request to the Commissioner *no later than* 30 days before the student's period of scholarship eligibility under 14.43.825(b) is set to expire; and
2. Submit with the request a signed statement from the institution of higher learning in which the student is admitted or enrolled attesting that the student has experienced or is experiencing an enrollment delay due to the availability of coursework required by the degree program the student is pursuing, and that the enrollment delay is beyond the student's control.

Revised 3/2016/2025



ALASKA PERFORMANCE SCHOLARSHIP (APS)
Sample Appeal Form for Public School Students
School Year Only

AS 14.03.113. District determination of scholarship eligibility.

A district shall provide a student with an opportunity to request that the district correct an error in the eligibility determination.

The following information is required for the school district to evaluate your appeal to receive an APS scholarship. Complete this form and return it to your school district. Please print to ensure information is legible.

Last Name First Name M.I. DOB AKSID
Permanent Mailing Address City State
Zip Home Phone Cell Phone Email

Did you meet the minimum GPA of 2.5 or test scores of ACT 21 or SAT of 1450-1060 or WorkKeys Level 13-12 (no score below a 4 in each subject area)? Yes No

My ACT score is My SAT score is My WorkKeys score is My GPA is

Did you meet the curriculum requirements for your class year? Yes No

Were your requirements met by high school graduation? Yes No

Provide a concise statement identifying the reasons supporting a reversal or modification of the school district's eligibility determination. Note: Failure to meet APS requirements for reasons other than those allowed for under the statutes and regulations governing the APS does not entitle the applicant to a reversal or modification of eligibility. You may use a separate sheet of paper.

Provide documents, papers, or other materials that support a reversal or modification of the districts eligibility determination. This may include:

- o ACT and/or SAT score report (s) (an official copy from the ACT/SAT)
o WorkKeys score (if taken outside of the school district)
o Statement
o Transcript

Student Signature Date

School District Review and Signature Date

School District should submit this Signature form and record change to:

Shari Paul, APS Program Coordinator
Alaska Department of Education & Early Development
P.O. Box 110500 Juneau, Alaska 99811-0500
Phone: (800) - 441 - 2962/907.465.6535
ACPE@alaska.gov/shari.paul@alaska.gov

Commented [DG1]: This exhibit is a model appeal form for students denied a scholarship under the Alaska Performance Scholarship Program. It has been updated to reflect the changes discussed above.

Commented [DG2R1]: Do we want to adopt this into our policy?

## **AR 5111 ADMISSION**

### **Age of Admission**

Proof of age shall be required of all enrolling students. The legal evidences of age, in order of desirability, are a birth certificate, passport, immigration certificate, government identification, religious documentation or affidavit from the parent/guardian. A child five years of age on or before September 1 may be admitted to kindergarten. A child six years of age on or before September 1 may be admitted to first grade.

### **Early Entrance**

Children who turn five years old on or before September 30 may be considered for early entrance into kindergarten.

Completed applications, including all required assessments, must be submitted no later than the second Friday in August in order for a child to be considered for early entry. Applications can also be submitted in the spring between March 1 and May 1.

Required assessments must be conducted by a licensed psychologist to determine the degree to which the child might be successful in kindergarten. These assessments may be completed through a community agency psychologist, a private psychologist, or the Sitka School District's psychologist, if the child's parent is unable to pay for testing and provides appropriate documentation of inability to pay.

Required assessments include a standardized measure of a child's

- Cognitive abilities
- Academic achievement
- Aptitude for learning

Once the district receives a completed application and required testing, the district psychologist along with the school Principal will review the results and determine if the child has met the initial criteria for completion of the Iowa Acceleration Scale. The criteria requires that a child:

- . receives a full scale cognitive score of 115 (84th percentile) or above,
- . achieves academically at or above the 90th percentile compared to same- aged peers in reading, math, and/or language, and
- . shows aptitude for learning by achieving academic scores at or above the 50th percentile compared to fall kindergarten norms in reading, math, or language.

If initial criteria have not been met, the process ends and the child will not be admitted to kindergarten. If the initial criteria have been met, a team will be assembled consisting

of the child's parents, the school Principal, the district psychologist, a kindergarten teacher, and the child's preschool teacher (if possible).

A meeting will be scheduled with the team in order to complete the Iowa Acceleration Scale (IAS) and to determine if the child is a good candidate for early entrance to kindergarten. The team will consider school and academic factors, developmental factors, interpersonal skills, and attitude and support while completing the IAS.

**Adoption Date: NOVEMBER 7, 1995**

**Revision Date: June 10, 1997, April 7, 1998, September 7, 2004, May 5, 2010; June 7, 2016**

**Sitka School District**

## E 5111 ADMISSION

### SITKA SCHOOL DISTRICT (SSD) EARLY ENTRY TO KINDERGARTEN CHECKLIST

**All steps in this checklist are part of the school district procedure for early entry and all must be followed in this order. This checklist is a reference for principals and parents to ensure that all of the necessary steps are being followed in this process.**

Parent Name(s):		Parent Phone:	
Parent Name(s):		Parent Phone:	
Student Name:		Student DOB:	
Date Process Initiated:			

**Children born after September 30th are not eligible for early entry to kindergarten. Children born within the window of time for consideration for early entry must turn 5 years of age between September 2nd and September 30th of the year in which early entry is being requested.**

\_\_\_\_\_ If the child meets age criterion, parents may request the early entry information packet from the Sitka School District Office (907-747-8622). Completed paperwork must be turned into the District Office by the second Friday in August for the child to be considered for early entry.

\_\_\_\_\_ Parent has completed financial information and returned it to the Sitka School District Office in order to request financial assistance for the evaluation. If qualified for financial assistance, an assessment will be arranged between the parent and the school psychologist. *(Mark N/A if the family will not request assistance.)*

\_\_\_\_\_ Student assessed by licensed psychologist and report turned in to the Sitka School District Office.

\_\_\_\_\_ District school psychologist and Principal have reviewed the report and determined if:

*(circle one)*

- . Initial criteria are met and completion of the Iowa Acceleration Scale is warranted
- . Initial criteria are not met and the child will not be admitted into kindergarten

\_\_\_\_\_ The team met, completed the Iowa Acceleration Scale, and determined:  
(circle one)

- . The child is a good candidate for early entry and will be admitted to kindergarten.
- . The child is not a good candidate for early entry and will not be admitted to kindergarten

**Timeline:** Applications will be accepted between March 1 and May 1 the spring before the school year for which you are requesting early entry with the deadline of the second Friday in August.

**Adoption Date: May 5, 2010**

**Revision Date: June 21, 2016**

**Sitka School District**

## **BP 4133/4233/4333 All Personnel - TRAVEL EXPENSES**

The School Board shall pay for actual and necessary expenses, including travel, incurred by any employee performing authorized services for the district. Expenses shall be reimbursed within limits established by the Board.

The Superintendent or designee may approve employee requests to attend meetings in accordance with the adopted budget.

The Superintendent or designee may authorize an advance of funds to cover necessary expenses. The Superintendent or designee shall establish procedures for the submission and verification of expense claims. The daily per diem shall be \$50.00 for FY14 beginning January 1, 2014, \$55.00 for FY15, and \$60.00 for FY16 and thereafter for meals and incidentals. Review of daily per diem shall occur every 3 years. Other expenses may be allowed for reimbursement if pre-authorized and receipts are presented.

The Board may establish an allowance on either a mileage, monthly or annual basis to reimburse designated employees for the use of their own vehicles in the performance of assigned duties.

*(cf. 3300 - Expenditures/Expending Authority)*

**Adoption Date: December 5, 1995**

**Revision Date: January 7, 2014**

**Sitka School District**

BB9130.1 School site liaison

Each year upon organization of officers, the board shall appoint a member as a liaison to each school site for one year. The role of the liaison shall be to, when possible, attend special events of that school site as a representative of the board. Such events may include, but are not limited to commencement ceremonies, family events, sporting events, and open houses. Board members should use the contact time with students, families, staff, and the community at large to engage and assess school climate.

**Commented [DJ1]:** How do we set limitations, yet positive within board boundaries and roles.

**Commented [DJ2]:** instead: work collaboratively to improve school climate.

**Commented [DJ3]:** not assess - they are not evaluative.

Board members are encouraged to participate in any parent group meeting associated with their building assignments.

**Commented [DJ4]:** participate or observe because if a board meeting gives input it can heavily influence because of their position.

The representative to Xoots Elementary shall also serve as liaison to Xóots Yádi Preschool and Ventures programs

The representative to Pacific High School will also serve as liaison to REACH homeschool program.

Board members should be cognizant that interactions with staff should be generally informational of program and climate

**Commented [DJ5]:** information that should be shared at board meeting?

board standard 4.1 Advocacy

BP 1311 Participation in Community Life

BP 5137 Positive School Climate.

Bp 1260 Visits to schools

Bb 9271 Code of Ethics

AR

Add to email list, acknowledge board member in announcements at events.

Commented [DJ6]: leave out the AR?

1. **Roles and Responsibilities:** School board members often serve as liaisons to specific schools or buildings within the district. Their role typically includes attending school events, communicating with school staff, and reporting back to the board on issues and achievements
2. **Governance Models:** There are several governance models that school boards can adopt, including operational, managerial, traditional, and policy models. The policy model is one of the most common and involves setting broad policies and goals for the district while allowing the superintendent and staff to manage day-to-day operations
3. **Best Practices:** Effective school board governance includes clear definitions of roles and responsibilities, regular communication between board members and school staff, and a focus on student outcomes. Using governance software can help streamline these processes and ensure transparency

4. **Equity Policy Toolkits:** Some organizations provide toolkits that include model policies, case studies, and best practices for school board governance. These resources can help board members implement positive changes and promote equity within the district

The Chairperson may appoint representatives, alternates, or liaisons of the Board of Education to organizational groups such as the Minnesota State High School League, MSBA Legislative Assembly, school building committees, Cooperative Educational Service organizations, etc. Such appointments shall be for one year, or term limits of the respective position, or until the discharge of the assigned function of said committee, agency or organization. A discussion of board representatives and liaisons will be held at a study session prior to January. Such liaison positions help establish positive working relationships with other public and private organizations involved in the educational process.

#### Common Components in Building Liaison Policies

From the examples, here are key elements that show up frequently:

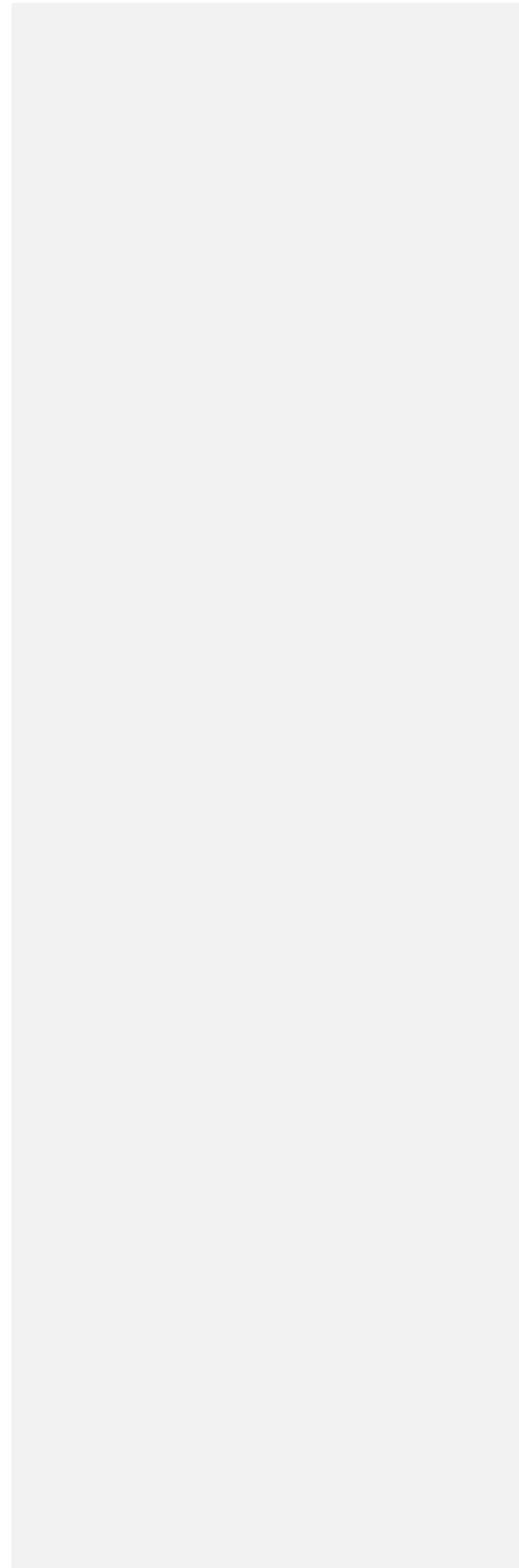
Component	Why It's Important
<b>Definition of Liaison Role</b> (observer, communicator, representative, not decision-maker)	To avoid confusion about what the liaison can and cannot do.
<b>Appointment / Term</b> (who appoints, term length, renewal)	Provides structure and fairness.
<b>Scope / Areas of Focus</b> (what kinds of issues the liaison can observe/report on)	Helps clarify expectations.
<b>Reporting / Communication</b> (how and when liaison communicates back to Board)	Ensures useful feedback; Board stays informed.
<b>Non-voting / Non-directive</b> language	Prevents conflict with administrative roles, ensures governance clarity.
<b>Regular Meeting Schedule</b> (e.g. monthly, quarterly or as needed)	Keeps the function active and consistent.

**Component**

**Why It's Important**

**Training or Orientation** (optional)

Helps liaisons understand expectations, boundaries, and effective communication.



## **AR 6182 HOME SCHOOL CORRESPONDENCE PROGRAM**

### **REACH**

Respecting Educational Alternatives & Choices in Homeschooling

#### **HOMESCHOOL / CORRESPONDENCE PROGRAM**

#### **Policies and Procedures Handbook**

(updated 4.24.17)

#### **Enrollment Requirements:**

- Must live in Sitka (Proof of residency may be required: AK Driver's license and a voter's registration card.)
- Sign a verification that student is not enrolled in any other public school in the State of Alaska.
- Take any assessment required by the Alaska Department of Education and Early Development for public school students.
- Participate in an initial planning meeting and complete these forms:
  - » Educational Learning Plan\* (ELP) see below **Due September 15**
  - » (4) Progress reports due October, January, March, and May.
- On months when progress reports or ELP's are not due, the REACH office will contact the family for an update (Nov., Dec., Feb., and Apr.)
- \$50.00 enrollment fee is required for each family at the beginning of initial enrollment. This fee is carried over until the student withdraws. This allows parents to borrow materials from the lending library. This enrollment fee is refundable when all materials are returned.

#### **Education Learning Plan (ELP):**

The ELP must be in place at the beginning of the school year and may be written either by the parent or with assistance from the REACH teacher. ELP's may be written at the initial planning meeting. ELP's must provide for a course of study for the appropriate grade level consistent with state and district standards and be specific in order to reflect the needs of the activities and materials being reimbursed. ELP's may be amended at any time. An ELP must have an on-going assessment plan that includes statewide assessments required for public schools under [AS 14.03.123\(f\)](#).

#### **Allotments:**

- **Allotments:** Parents/Guardians are allocated a specific amount of money to spend on curriculum materials that support the student's Educational Learning Plan (ELP). Allocated funds may be used to support a variety of activities related

to the child's ELP, as well as educational materials. Possible activities may include ballet, community schools' activities, swimming lessons, or music lessons. On-line courses and advisory services, which may be a part of purchased curriculum (example: Calvert and other approved curriculums like these have optional advisory services which offer additional support for the parent/student) are also options for allotment funds. All student activities should be outlined in the student's ELP. Non- consumable items from the lending library may be used without charge.

Used curriculum materials may be purchased at a reduced price (as available). Family accounts will be charged for consumed items from supply shelves. Tutoring is available for reimbursement, as long as service is *not* provided by a private school and is not a close relative of the student.

Parents must designate on the ELP, the tutored courses along with the tutor's name. Tutors must be pre-approved by the REACH office.

**Allotment Allocations:** Our allotments for full time (all classes with REACH) students are:

K-5 = \$1600  
6-8 = \$1800  
9-12 = \$2000

Partial enrollment allotments are available depending on the number of courses in which a student is enrolled. Partial allotment amounts can be determined by contacting the REACH office. Partial enrollment allotments may not be based on the amounts listed above and are determined on a case by case basis.

Per state requirements, allotment allocations may not be used to pay a family member for services (lessons, tutoring, or classes). Family members include: student's spouse, guardian, parent, step-parent, sibling, step-sibling, grandparent, step-grandparent, child, uncle or aunt.

To be eligible for full funding a student must enroll before September 30.

If an enrolled student withdraws before the end of the year, allotment funds will be pro-rated according to the number of days enrolled.

**Allotment Disbursements/Requirements:**

» Allotments are specifically assigned to a given student. (i.e. more than one student's allotment may not be combined.)

» Disbursements: **1/3** of the yearly allotment will be allocated at the beginning of the school year at the time the ELP is turned into the

homeschool office (due by **September 15**); the second **1/3** of the allotment is available after the first Progress Report is submitted in **October**; the last **1/3** of the allotment is available in **January**, after the second Progress Report is submitted.

Allotment funds may be used for activities that will be occurring in the summer, but may not be used to pre-pay activities for the up-coming school year.

If enrollment registration has been completed in the spring for the next fall and the Educational Learning Plan (ELP) has been turned in, activities reflected on the ELP, which occur after July 1, may be reimbursed.

### **Curriculum:**

**Curriculum material** shall be of the same quality offered by the district in all other programs and are in compliance with [AS 14.18.060](#).

[AS 14.03.090](#) states: Partisan, sectarian or denominational doctrines are prohibited with regards to use of public school funding. Therefore, curricular materials purchased by REACH must be neutral in religious perspective. (While REACH values a parent's choice in creating a complete education for their child, state law prohibits us from providing funding for religious materials/curriculum.) Additionally, courses purchased by parents that are religious in nature cannot count towards the Department of Education and Early Development's (EED) FTE calculation. EED guidelines require that at least 50% of REACH-supported coursework be in a core curricular area (i.e. math, English, social studies, science). Funding is based on the state guidelines with four courses constituting full-time enrollment.

Materials **that are re-usable** are the property of the REACH program and should be either returned when parents are no longer using them or when the student withdraws. These materials will be placed in the lending library.

**Ordering Procedures:** Materials may be purchased from a previously approved vendor list (a list is available on the REACH website) or from other vendors with approval from the REACH teacher. Materials must be approved as being a part of the student's ELP. Unfamiliar materials may need to be previewed by REACH teacher or Administration for purchase with allotted funds. Orders should be submitted to the REACH office for approval and then will be handled using the regular purchase order procedure. Allow 6-8 weeks for materials purchased through our office to arrive.

**Purchase order forms must be turned into the REACH office by March 30.**

**Reimbursement Procedures:** Parents may purchase materials directly from the approved vendors and submit receipts for reimbursement. Please follow the following guidelines:

\*Quarterly progress reports must be turned in before reimbursements can be distributed.

\*Prior approval is required and ensures timely and accurate reimbursement.

\*It is the responsibility of the parent/guardian to submit a list of specific materials that accurately reflect the student's ELP and which are neutral in religious perspective. Parents should list materials that they plan to purchase on a reimbursement form, or they may fill out the ordering form from the catalog and copy that for the REACH office. After receiving materials, parents should keep all original receipts/invoices and turn these into the REACH office along with the signed reimbursement form or catalog order form.

\*With multiple students in a family, *please group each student's expenditures*

\*Reimbursement for sales tax and internet fees are not allowed. See the REACH office if you have questions on this topic.

\*Reimbursements may take up to 30 days to process.

**All reimbursement forms must be turned into the REACH office by April 30, along with original receipts.**

### **General:**

**Immunizations/Birth Certificates:** All State of Alaska guidelines for immunizations apply to REACH students. Waivers for religious reasons are available. Birth certificates are required for all Kindergartners, First Graders, and any student new to the district. Kindergartners must be 5 years old by Sept. 1.

**Enrollment Period:** Students may enroll in the REACH program through the Alaska Department of Education and Early Development count period (September 30) to be guaranteed an allotment. Families, who move into the Sitka School District after September 30, may enroll, but may only be able to borrow materials from the lending library. Enrollment after Sept. 30 and any other financial support is by permission of the Superintendent of Schools.

### **Deposits/Fees:**

**Enrollment Deposit:** A \$50.00 refundable deposit is due upon enrollment and **is required** per family for REACH enrollment. (A sliding scale for financial hardship is available.) This deposit is refundable when materials

are returned and coursework is completed. This guideline includes single course enrollments.

**Computer for Loan Deposit:** The REACH office has a limited number of Windows laptop computers available for check-out. These lending library computers are available for a \$100.00 deposit. Computers should be returned in good working order. Any damage sustained, will result in a loss of deposit and possibly the replacement costs depending on the nature and extent of the damage/loss. (See attached Computer Reimbursement Form and Tech Device Reimbursement Contract)

**Private School Enrollment:** State Law allows students who are enrolled in a private school, to also enroll in REACH and receive supplemental assistance as needed. Students may not enroll for the same course with REACH and the private school. Private school tuition is not eligible for reimbursement.

"The legislature shall by general law establish and maintain a system of public schools open to all children of the State, and may provide for other public educational institutions. Schools and institutions so established shall be free from sectarian control. No money shall be paid from public funds for the direct benefit of any religious or other private educational institution." [Alaska Const. art. VII, § 1](#)

Example: Math and Science at private school paid by parents. Parent may choose to enroll in REACH for Social Studies, Language Arts, PE, and Art. This would work because at least 50% of coursework is in a core subject area and they are not the same classes as student is taking at private school. Contact REACH about these situations.

**Contact:**

- a. An **Initial Planning Meeting** is required to go over each student's Educational Learning Plan (ELP). At this time a list of curriculum materials and resources may be identified and approved by the REACH teacher. Curriculum material needs must be reflected in the ELP. It will be the parent's responsibility to complete this list on an ordering form following ordering procedures on (See #6 Ordering Procedures):
- b. **Regular Contact Meetings** are held depending on grade level of the student as outlined below:

K-9 grade parents:

- ELP's Due Sept. 15 or at time of enrollment, if after Sept. 15.
- Progress Reports and work samples Due: Oct. Dec., Mar., and May.
- Monthly Update by phone or email and initiated by REACH office Nov., Jan., Feb., Apr.

9-12 grade students/parents will meet at least weekly\*.

- ELP's Due Sept. 15 or at time of enrollment, if after Sept. 15.
- High school students and/or parents give updates on their progress and test in our office weekly. They may also be required to submitted hours weekly as well.

*\*"AT-RISK" students may be required to meet more frequently.*

A REACH teacher is available to team with parents in meeting their child's educational needs. Parents may choose to check in by phone, e-mail, by form, or in person.

### **Cumulative Records:**

1.) The REACH office will keep all student records including tests, ELP's, specific work samples along with progress report summaries (4 for the year). Parents may review cumulative files at any time. Cumulative folders are considered confidential. Yearly portfolios are kept on each student and should include:

2.) Portfolio Requirements:

Work Samples are due for each subject each quarter. Each progress report should have work samples attached for each subject. Work samples may include photos or photocopies of work or projects, specific workbook pages, or written work. A student's summary of completed assignments or journal entry is also acceptable.

### **Assessments/Screenings:**

Students are expected to take part in state mandated district assessments, which include:

- Kindergarten Development Profile
- Performance Evaluation for Alaska's Schools (PEAKS): English Language Arts and Math for students in grades 3-10 Science for students in grades 4, 8, and 10

**Progress Reports** (including work samples) are required of all K-12 students. (See also Portfolio Requirements above) and are due: **October, December, March, and May**

**Special Needs - Locating and Identifying Exceptional Children:**

Participants are encouraged to take advantage of all early screening tests in their district of residence. These are available for all pre-school aged children free of charge.

During initial contact with parents, discussion of the child's strengths and weaknesses will take place. REACH teacher will share suggestions and ways of working with the student to help with any deficit or strength area(s). If a concern is apparent or the child's learning needs are unable to be addressed without supplemental support, additional testing may be an option, which will likely involve working with a variety of Sitka School District staff.

Students who are certified as needing a special program (special needs or enrichment students) will be enrolled in Home School/Correspondence only if an IEP Team makes provisions for such services. Testing and placement must be done through the regular educational programs of the District. Members of the IEP Team will be comprised of individuals according to state special education law.

The steps for serving a student with special needs include:

- . Initial contact and discussion with the parent (as outlined above). This may include initial screening by a Sitka School District Special Education teacher. If a referral is deemed necessary, the Sitka School District will take the following steps:
  - a. Contact with a teacher who last worked with the student (if any).
  - b. A team will be formed (including, but not limited to: parent(s), REACH teacher, special education representative from Sitka, and a school district administrator.) This team will advise the parent in regard to homeschooling including interpreting test data, etc. The final decision to homeschool will be the parents.
  - c. The Sitka School District's Special Education Coordinator is available to make recommendations about needed accommodations and or services.
  - d. It is the parent's job to make sure students who receive special education services are brought to the proper location for these services. Services are usually provided at a Sitka School District school.

. **Extra-Curricular/Co-Curricular Activities:** Homeschool/Correspondence students who reside in Sitka may participate in extracurricular and co-curricular activities at Blatchley Middle School with permission by administration. Participation in extracurricular activities at the high school level is limited to students who are enrolled in at least 4 semester credits either through the REACH homeschool program, Sitka High School, or Pacific High (university classes may be used provided the transfer credit ensures the 4 semester credit minimum). Participation in extra-curricular activities at Keet Gooshi Heen and Baranof Elementary Schools will be determined on an individual basis and with permission by each school's administration.

Students participating in extra-curricular activities at Sitka High, and who are taking a REACH class, must be passing their REACH course(s) to be cleared at eligibility checks.

Extra-Curricular activities include: sports, drama & debate, academic decathlon, etc.

Co-Curricular activities include: school plays, music festival, spelling bees, geography bees, etc.

- . **Inner-Sitka Transfers:** Students currently enrolled in Sitka's educational programs (Baranof, Keet Gooshi Heen, Blatchley Middle School, Sitka High School, Pacific High) **may be allowed** to transfer to the REACH program with permission from REACH principal and the school principal. Parents are responsible for the cost of any curriculum which is needed if enrollment is after September 30. Alternatives to this policy will be considered on an individual basis and approved by the Superintendent of Schools.
- . **Students who are officially expelled** from the Sitka School District will not be allowed to enroll in the REACH program. Prior to an expulsion, REACH Home School/Correspondence may be offered as an alternative to expulsion, but only at the discretion of the administration, REACH teacher and with direct supervision by the parent/guardian.
- . **Notification of plans to withdraw** for any reason, including transferring to a different Sitka public school or moving out of the Sitka School District need to be shared with the REACH office. Materials borrowed from REACH need to be returned. Deposit(s) will be refunded as soon as possible. Cost of materials that are lost or damaged will be deducted from the deposit refunded. Materials that are re-usable are the property of the REACH program. All records will remain in our office until a request is made from another school. Parents agree that any materials purchased with REACH funds, must be returned to the REACH office following the withdrawal of student.
- . **Input:** Comment forms for parent/student feedback regarding the REACH Program/staff are available in the REACH office, at the Superintendent's office, or online at [www.sitkaschools.org](http://www.sitkaschools.org)

### **General Information Specific to Middle School and High School:**

- . **Full-time Plus Enrollment:** Any special circumstance under which a student is allowed to enroll in a REACH Homeschool/Correspondence course(s) (in addition to his/her full-time status at the middle school or a high school) requires prior approval of the REACH office and/or principal, or superintendent. The cost of full-time plus enrollment will be the price of all necessary materials for the specific course the student has chosen and a \$50.00 per class tuition fee. These fees will be paid prior to receiving materials and beginning the course. (Waivers may be granted at the discretion of the administration.)

**Full-time/Part-time Enrollment:** Students enrolled in the REACH program for the majority (50% or more) of their coursework **may** enroll as part-time students in the regular education programs of the Sitka District, as well. However, students enrolled in the regular education programs of the District for the majority of their course work may not enroll as part-time students in the REACH program unless they have received special permission from the principal and/or counseling office at that school. In both circumstances, prior approval by the administration of both programs is required.

Students approved for single class enrollment through the REACH program must pay the fees associated for that class. This includes materials cost, \$50.00 per course tuition through the REACH office, and a \$50.00 refundable deposit. Exceptions to the tuition and deposit are available for students who are wishing to study math in a way different than offered at Sitka High School, seniors who need a specific class to meet graduation requirements and transfer students who experience a hardship due to missing the US History rotation at Sitka High School. Administration approval may be required.

**High School Work:** High School students should complete all lesson work at home. Lessons will be graded by the parent/supervisor. Scores for lessons completed prior to each test should be given to the REACH office. Tests and finals will be taken in the REACH office. A certified, highly-qualified teacher will grade and evaluate final tests.

All scores for classes must be submitted by the advertised deadline. No classes will be allowed to carry over from one school year to the next without special permission.

Seniors will be expected to complete the class 2 weeks prior to semester's end, to meet deadlines for class rankings.

**NOTE:** Supervisors must be at least 21 years of age and possess a high school diploma or GED and may not be involved with the student romantically.

The REACH office reserves the right to deny access to students who do not have an acceptable supervisor or to students who have been unsuccessful with a correspondence course in the past.

### **High School graduation credit**

- Students may take a high school course through REACH prior to becoming high school age, with permission of the homeschool administrator, however, students will not be given high school credit, unless the course is started and completed after a student completes 8th grade. (Eligibility for high school extra-curricular activities will start when students are officially enrolled at

Sitka High or are listed as a 9th grader on enrollment records. Students may participate in 4 years of high school extra-curricular activities.)

- Students are able to "test out with credit" in classes. State adopted regulations allow students in grades 7 - 12 to challenge courses (test out of them) by demonstrating mastery of the course materials. Students will receive full credit for a course which is successfully challenged. Courses which may be challenged include: math, language arts, science, social studies, and world languages.

**Graduation Requirements** from the REACH Program shall be the same as for all other Sitka School District schools. A "*Sitka School District High School*" diploma will be awarded to each REACH student following completion of the graduation requirements.

- **23** credits minimum

Credit Requirements:

Language Arts: **4** Credits

Social Studies: **3** Credits (1 credit U.S. History, 1 credit American Government, ½ credit Global issues or 1 credit A/P Human Geography, ½ credit of Alaska History)

Mathematics: **3** Credits

Science: **3** Credits (1 credit Life Science, 1 credit Physical Science, 1 credit Science Elective)

Physical Education: **2** Credits (Must include ½ credit Health) and must pass Swimming competency.

Electives: **7** Credits

Vocational: **1** Credit

**Implementation Date: February 6, 1996**

**Revision Date: June 10, 1997**

**Revision Date: December 4, 2012**

**Revision Date: April 25, 2016 (typo fixed)**

**Revision Date: April 24, 2017**

**Sitka School District**

# **E 6182 REACH HOMESCHOOL PROGRAM POLICIES & PROCEDURES HANDBOOK**

## **Policies & Procedures Handbook**

### **REACH Homeschool Program Sitka School District**

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### **About REACH Homeschool**

REACH is Sitka School District's homeschool support program for families who reside in the City and Borough of Sitka, Alaska.

REACH provides educational support while honoring parental choice in curricular materials and methodology based upon the specific needs of each individual child. Each child's academic success and the success of the homeschooling parent/guardian are our priorities. REACH is dedicated to teaming with parents and guardians to provide the best educational experience for both part-time and full-time homeschool students.

In addition to offering allotment funds for educational materials, activities, and tutoring, REACH provides on-site certified teacher support for personalized assistance, dedicated high school liaison support, strong partnerships with district schools for classes and activities, and access to the Lending Library for curriculum materials and student laptop checkout.

*Comment forms for parent/student feedback regarding the REACH Program/staff are available in the REACH office, at the Superintendent's office, or online at [www.sitkaschools.org](http://www.sitkaschools.org).*

### **Enrollment Requirements**

- Reside in the City and Borough Sitka (proof of residency may be required).

- Complete enrollment online at [www.sitkaschools.org](http://www.sitkaschools.org) or at the REACH office.
- Sign verification that student is not enrolled in any other public school in the State of Alaska.
- Pay \$50.00 initial enrollment fee for use of Lending Library materials for duration of enrollment in REACH.
- Submit an Individual Learning Plan (ILP) on or before September 15<sup>th</sup> of the enrolling school year.
- Complete Progress Reports and submit work samples on a quarterly basis (October, December, March and May).
- Update REACH monthly on student progress via email, phone, scheduled meeting, and quarterly Progress Reports. At-Risk students check in weekly.
- Participate in all state and district mandated assessments particular to the student's grade level.

### **Immunization/Proof-of-Age Requirements for Enrollment**

All State of Alaska guidelines for immunizations apply to REACH students. Waivers for religious/medical reasons are available. Proof of age is required for all students in Kindergarten, First Grade, and any student new to the district. Kindergartners must be 5 years old by September 1<sup>st</sup> of the enrolling year.

### **Enrollment Period**

REACH maintains open enrollment for students throughout the school year. Students may enroll in the REACH program through the Alaska Department of Education and Early Development count period to be guaranteed allotment allocations.

Families who enroll by September 30<sup>th</sup> are eligible for full allotment allocations. Families who enroll *during* the October count period will be eligible for pro-rated allotment allocations at 5% for each verified day of enrollment during the count period. Families who enroll *after* the count period will not receive an allotment but will have full access to Lending Library materials, laptop checkout, and all other REACH services.

#### **Enrollment Timeline**

On or before September 30<sup>th</sup>  
*During* October count period  
*After* October count period

#### **Allotment Funds Eligibility**

Eligible for full allotment funds  
 Eligible for pro-rated allotment funds  
 Not eligible for allotment funds

### **Enrollment Deposit**

A \$50.00 refundable deposit is due upon enrollment for use of the Lending Library. This deposit is refundable when materials are returned and coursework is completed. This

guideline includes single-course enrollments. A sliding scale for financial hardship is available.

### **Full-Time Enrollment**

**Full-time enrollment status specifies a student is enrolled with REACH in at least 4 core courses (secondary students) or 4 hours per day (elementary students) and may not be enrolled in another public school in the state of Alaska.**

*Refer to AK State Regulations [4 AAC 09.040](#). Counting of correspondence students and part-time public school students.*

### **Core Courses**

Core courses are -

- English
- Mathematics
- Social studies
- Science
- Technology
- World Languages
- Course required by student's IEP if the student is receiving special education and related services under 4 AAC 52 *State of Alaska Correspondence Program Regulations*.

### **Part-Time Enrollment**

**Part-time enrollment status specifies a student is enrolled in another Alaska school district and REACH.**

Students enrolled in another Alaska school district may also enroll in courses through REACH, provided that at least 50 percent of the student's coursework taken through REACH is in core courses. State regulations prohibit students from enrolling in the same course(s) at both REACH and another school. Core courses must also be in two different subject areas.

*Refer to AK State Regulations 4 AAC 33.426. regarding core course requirements and Board Policy AR 5111.2 regarding part-time enrollment limitations.*

### **Shared-Student Enrollment**

**A student enrolled in both a Sitka School District school and REACH for 1 or more courses is considered a shared student.**

**A student enrolled full time in a Sitka School District school may only enroll as a shared student in REACH courses with approval from both the REACH Coordinator and principal and/or counselor.**

### **Information Specific to Elementary School Shared Students**

Full-time REACH enrolled Kindergarten - 5<sup>th</sup> grade students may attend Specials (Music, PE, Band, Science, Library) with no reduction to allotment funds.

Students enrolled full-time at a Sitka School District elementary school seeking to enroll in courses through REACH should contact the school principal for more information and scheduling options.

### **Information Specific to Middle School Shared Students**

Full-time REACH enrolled 6<sup>th</sup> - 8<sup>th</sup> grade students may enroll in courses at Blatchley Middle School. Allotment funds may be pro-rated dependent upon the shared course load.

Students enrolled as full-time students at Blatchley Middle School seeking to enroll in a course through REACH should contact the BMS counselor and principal for more information and scheduling options.

*Middle school students taking a high school-level course will not concurrently earn high school credit, rather the course would satisfy credit requirements for the current year of enrollment.*

### **Information Specific to High School Shared Students**

Full-time REACH enrolled 9<sup>th</sup> - 12<sup>th</sup> grade students may enroll in courses at SSD high schools. Allotment funds may be pro-rated dependent upon the shared course load.

Students enrolled as full-time students at a district high school seeking to enroll in courses through REACH should contact the high school counselor and principal for more information and scheduling options.

**The REACH Coordinator reserves the right to deny access to students who do not have an acceptable supervisor or to students who have been unsuccessful with a correspondence course in the past.**

### **General Guidelines for High School Shared Students**

- . Weekly check-in with the REACH High School Liaison is required.
- . Grades for REACH courses will appear on the student's transcript.
- . All REACH courses count toward sports/activity eligibility.

a) Eligibility for high school extra-curricular activities will start when students are officially enrolled at Sitka High School or are listed as a 9th grader on enrollment records. Students may participate in four years of high school co-curricular activities.

- . Students should work on homeschool courses in the SHS Library, SHS/STA Student Support Center, or other area agreed upon per the REACH Liaison.
- . Parents/guardians are responsible for grading course lessons and tests that do not require proctoring by REACH.
- . Tutors (if applicable) must be at least 21 years of age and possess a high school diploma or GED and may not be involved with the student romantically.
- . Specified tests and finals will be proctored by the REACH Liaison or REACH Coordinator

a) Proctored tests/finals will be graded and evaluated by a highly-qualified teacher certified in the subject area.

- . Timelines for all courses follow the semester schedule set by the Sitka School District.

a) Course will not be allowed to carry over to another school year without permission from the REACH Coordinator and the principal.

b) Seniors are expected to complete courses 2 weeks prior to the end of the semester to meet deadlines for class rankings.

## **Additional Enrollment Options**

### **Full-time Plus Enrollment (Middle and High School Only)**

Any special circumstance under which a student is allowed to enroll in a REACH Homeschool/Correspondence course(s) in addition to the student's full-time status at the middle school or high school requires prior approval of the REACH Coordinator and/or principal, or superintendent.

The cost of full-time plus enrollment will be the price of all necessary materials for the specific course the student has chosen and a \$50.00 per class tuition fee. These fees will be paid prior to receiving materials and beginning the course. *Waivers may be granted at the discretion of the administration.*

### **In-District Transfer**

Students currently enrolled in another Sitka School District school may transfer to REACH upon approval by both the REACH Coordinator and the corresponding school

principal. Parents are responsible for the cost of any curriculum which is needed if enrollment occurs after September 30. Alternatives to this policy may be considered on an individual basis and approved by the Superintendent of Schools.

### **Private School Dual-Enrollment**

State Law allows students who are enrolled in a private school to also enroll in REACH and receive supplemental assistance if eligible. Students may not enroll for duplicate courses with REACH and the private school. Private school tuition is not eligible for reimbursement.

*[Alaska Constitution, Article VII, § 1](#) states, "The legislature shall by general law establish and maintain a system of public schools open to all children of the State, and may provide for other public educational institutions. Schools and institutions so established shall be free from sectarian control. No money shall be paid from public funds for the direct benefit of any religious or other private educational institution."*

### **Pre/Post-Expulsion Enrollment**

Students who are officially expelled from the Sitka School District will not be allowed to enroll in the REACH program. Prior to an expulsion, REACH enrollment may be offered as an alternative to expulsion but only at the discretion of the administration and REACH Coordinator, and only with direct supervision by the parent/guardian.

### **Co-Curricular Activities**

Homeschool/Correspondence students who reside in Sitka may participate in Sitka School District co-curricular activities. Students in 9<sup>th</sup> - 12<sup>th</sup> grade may participate in all Sitka High School co-curricular activities.

Participation in 3<sup>rd</sup> - 8<sup>th</sup> grade co-curricular activities will be determined on an individual basis.

Co-Curricular activities include: sports, drama & debate, school plays, music fest, spelling bees, geography bees, etc.

### **High School Activities and Eligibility**

Participation in co-curricular activities at the high school level is limited to students who are enrolled in at least five semester credits (university classes may be used provided the transfer credit ensures the five semester credit minimum).

### **ASAA Eligibility**

REACH enrolled students participating in co-curricular activities at Sitka High School must meet all applicable eligibility requirements of Alaska School Activities Association's (ASAA) guidelines for alternative education students and those of Sitka High School, as the governing body of the school of eligibility.

### **NCAA Eligibility**

For students planning to participate in college athletics, eligibility is tied to specific academic requirements. While all REACH approved courses meet Sitka School District graduation requirements, some course offerings may not also meet NCAA eligibility requirements. Visit [NCAA.com](http://NCAA.com) for more information.

### **High School Graduation Requirements**

Graduation requirements from the REACH Program shall be the same as for all other Sitka School District schools. A *Sitka School District High School* diploma will be awarded to each REACH student following completion of the graduation requirements with a minimum of **23** credits.

#### **Graduation Requirements**

English	4 credits	
Social Studies	3 credits	1 credit of U.S. History 1 credit of American Government 1/2 credit of Global Issues 1/2 credit of Alaska Studies
Math	3 credits	Must pass Integrated Math 2 or equivalent
Science	3 credits	1 credit of Life Science 1 credit of Physical Science 1 credit Science Elective
Physical Education	2 credits	Must include 1/2 credit of health and must pass swimming competency
Vocational	1 credit	
Electives	7 credits	
<b>Total Credits</b>	<b>23 credits</b>	<b>Minimum required</b>

## Individual Learning Plan (ILP)

The Individual Learning Plan (ILP) is a state-required document that details the educational plan of the student for the enrolling school year and is **due on or before September 15th of the enrolling school year**. The ILP may be written by the parent/guardian or with assistance from the REACH Coordinator. ILPs may be amended throughout the year based on student need and certified teacher approval.

Individual Learning Plans must -

- Provide for a course of study appropriate to the student's grade level.
- Be consistent with state and district standards.
- Be specific in reflecting the necessity of the activities and curricular materials eligible for allotment allocation reimbursement.
- Provide the tutor's name and list of tutored courses. Tutors must be pre-approved by the REACH office.
- Specify an on-going assessment plan that includes statewide assessments required for public schools under [AS 14.03.123](#)(f).

## Progress Reports and Work Samples

A Progress Report is a state-required document **due quarterly in October, December, March, and May**. All students enrolled in courses through REACH are required to submit quarterly Progress Reports with work samples to be kept on file in the REACH office.

### Progress Reports

Progress Reports are a review of a student's work or progress in the courses listed on the Individual Learning Plan. Work samples for each subject/course are submitted with the Progress Report.

### Work Samples

Work Samples are due quarterly for *each* subject listed on the student's ILP and are submitted with the Progress Report. Only one work sample per subject area/course is required.

Work Samples should demonstrate academic rigor of targeted standards and be representative of the student's abilities in the subject area/course. Work Samples may include originals or copies of -

- Journal entries

- Essays
- Unit/section test
- Project/workshop summary
- Unit review
- Pictures of event/activity with description (PE, cooking, etc.)

## Curriculum

REACH supports parental choice in curriculum and will work with parents/guardians to find curriculum that both meets the needs of the student and adheres to regulations set forth by the State of Alaska and the Sitka School District.

## State of Alaska Regulations

- Curriculum material shall be of the same quality offered by the district in all other programs and be in compliance with [AS 14.18.060](#).
  - a. [AS 14.18.060](#) prohibits discrimination in textbooks and instructional materials.
- Curricular materials purchased by REACH must be neutral in religious perspective; state law prohibits REACH from providing funding for religious materials/curriculum.
  - a. [AS 14.03.090](#) states: Partisan, sectarian or denominational doctrines are prohibited with regards to use of public school funding.
- Courses purchased by parents that are religious in nature *cannot* count towards the Department of Education and Early Development's (EED) Full Time Enrollment (FTE) calculation.
  - a. EED guidelines require that at least 50% of REACH-supported coursework be in a core curricular area (i.e. math, English, social studies, science).
  - b. Funding is based on the state guidelines with 4 courses constituting full-time enrollment.

## Reusable Curriculum Materials Purchased with Allotment Allocation Funds

Curriculum materials that are reusable and purchased with allotment allocation funds are the property of REACH. These materials should either be returned when parents/guardians are no longer using them or when the student withdraws. These materials will be placed in the Lending Library.

## Allotment Allocations

REACH provides a fund account to parents/guardians for the purpose of meeting instructional expenses for the student enrolled in the program.

## Full-Time Enrollment Allocations

Parents/guardians are allocated a specific amount of funds per full-time enrolled student for curriculum materials and activities that support the student's Individual Learning Plan (ILP).

<b>Kindergarten - 5th Grade</b>	<b>6th - 8th Grade</b>	<b>9th - 12th Grade</b>
\$1600 per student	\$1800 per student	\$2000 per student

To be eligible for full allotment allocations, a student must -

- Be enrolled full-time with REACH
- Be enrolled before September 30<sup>th</sup> of the enrolling school year

### **Part-Time Enrollment Allocations**

Partial enrollment allotments may be available depending on the number of courses for which a student is enrolled and is determined on a case-by-case basis.

### **Allotment Disbursement/Reimbursement**

Sitka School District has established the following guidelines regarding the disbursement and reimbursement of allotment funds to qualifying families.

#### **General**

- Curriculum materials may be purchased directly by parents/guardians (see *Curriculum* section).
- Allotment allocations are specifically assigned to a given student; more than one student's allotment may not be combined for purchases.
- Per state requirements, allotment allocations may *not* be used to pay a family member for services (lessons, tutoring, or classes). Family members include: student's spouse, guardian, parent, step-parent, sibling, step-sibling, grandparent, step-grandparent, child, uncle or aunt.
- Tutoring services may *not* be provided by a private school.
- Allotment funds may be used for activities that will be occurring in the summer, but may not be used to pre-pay activities for the up-coming school year.
- If enrollment registration has been completed in the spring for the following school year and the Individual Learning Plan (ILP) has been turned in to the REACH office, activities reflected on the ILP and which occur after July 1 are eligible for reimbursement.
- Submit reimbursements for purchases from 1 July - 31 December by January 31<sup>st</sup>.
- Submit reimbursements for purchase from 1 January - 30 April by April 30<sup>th</sup>.
- The last day to submit for reimbursements during the school year calendar is April 30<sup>th</sup>.
- Reimbursements may take up to 30 days to process.

- Unused allotment allocation funds carry over to the following school year for full- and part-time enrolled students.

### **Disbursement Timeline**

Allotment funds are dispersed as the following conditions are met -

- 1/3 available at the time the ILP is submitted to the REACH office
- 1/3 available after Progress Report #1 is submitted
- 1/3 available after December 31<sup>st</sup>

### **Reimbursement Eligibility**

The following are eligible for reimbursement -

- General supplies (notebooks, pencils, binders, etc.)
- Books (textbooks, workbooks, audio/e-books, etc.)
- Curriculum packages
- Tutoring
- Electronic hardware (laptops, cameras, etc. under \$499)
- Physical education & enrichment activities (sports fees, music lessons, etc.)
- Educational toys/games
- Subscription boxes (Tinker Crate, Little Passports, etc.)
- Magazine subscriptions (educational)
- Online subscription programs (educational)
- Online course and advisory services

*\*Sales tax is not eligible for reimbursement*

To be eligible for reimbursement -

- All items, activities, curriculum, tutor information, and subscriptions must be detailed on the student's ILP (excepting general supplies)
- Curriculum/books must be in compliance with Alaska state regulations (see *Curriculum* section)
- Obtain prior approval for any item, curriculum, or service not specifically addressed as eligible for reimbursement
- Expenditures over \$50 must be paid with credit card, check, or money order (not cash)
- Tutoring services information must include: subjects tutored, month tutored, hours, hourly rate, method of payment, and name of parent and student

### **Reimbursement Procedures**

- Purchase materials directly and maintain original copies of receipts.

- . Fill out reimbursement form in REACH office by listing all materials purchased.  
*\*For multiple students in a family, please group each student's expenditures.*
- . Sign the reimbursement form and attach all receipts.

Receipts must -

- Include the name of seller/organization (such as official letterhead)
- Show proof of payment (such as credit card or copy of check/money order)
- Be itemized, or detailed to show sufficient proof of products purchased

### **Lending Library**

The REACH Lending Library offers a diverse selection of curriculum materials, manipulatives, games, teaching resources, and educational supplies for all grade levels. The **\$50 initial enrollment fee** allows parents/guardians to check out non-consumable items for the duration of their student's enrollment with REACH. The fee is fully refundable upon withdrawal from REACH and the return of all borrowed materials.

Consumable items such as workbooks and general supplies may also be purchased from the Lending Library. Allotment funds may be used for purchasing consumable items.

### **Computers and Laptops**

#### **Laptop Check-Out**

Laptops are available for check-out from the Lending Library and require a \$100 refundable deposit. Laptops come loaded with Microsoft applications and are maintained/updated by Sitka School District. Priority for check-out is given to full-time REACH students, with check-out to shared students dependent upon availability. Damage to laptops will result in a loss of deposit and possibly replacement costs, depending on the extent of the damage/loss. Contact the REACH office if a laptop will be needed during the summer months.

#### **Computer Reimbursement Program**

Families of full-time enrolled students may participate in the Computer Reimbursement Program which allows for incremental reimbursement of allotment allocation funds for the purchase of a computer/laptop over \$500 up to \$1500.

### **Tutors and Tutoring Services**

Tutoring services are not provided by REACH but the REACH office will assist families in finding a qualified tutor. Tutoring services are reimbursable provided all guidelines for reimbursement eligibility are met. See *Allotment Disbursement/Reimbursement*.

## **Contact Requirements**

Regular contact between REACH and the homeschooling family is an indicator for increased student success. The REACH Coordinator is available to team with parents/guardians in meeting each child's educational needs.

## **Initial Planning Meeting**

Parents/guardians of newly enrolled students will participate in an Initial Planning Meeting to discuss program options, requirements, and Individual Learning Plans. At this time a list of curriculum materials and resources may be identified and approved by the REACH Coordinator, as curriculum material needs must be reflected in the ILP.

## **Regular Contact Meetings**

Parents/guardians must regularly update REACH on student progress by email, phone, or scheduled meeting. Progress Reports may serve as the update for the corresponding month due.

Regular Contact Meeting requirements are outlined below:

### **Kindergarten - 12th Grade Full-Time Students**

**Monthly** update by email, phone or scheduled meeting. Progress Reports may serve as the update for the corresponding month due.

### **9th - 12th Grade Shared Students**

**Weekly check-in** with the REACH High School Liaison and **quarterly** Progress Report submission.

### **At-Risk Students**

**Weekly, bi-weekly, or monthly** update by email, phone or scheduled meeting to be determined on an individual basis. Progress Reports may serve as the update for the corresponding month due.

## **Assessments/Screenings**

Students enrolled in REACH are required to take part in state-mandated district assessments. Students may also take part in other assessments offered by the Sitka

School District, such as MAP Growth. *Contact the REACH Coordinator for questions regarding participation in state-mandated district assessments.*

State-mandated assessments include -

- Alaska Development Profile (Kindergarten and new-to-district 1<sup>st</sup> grade students)
- Performance Evaluation for Alaska's Schools (PEAKS): English Language Arts and Math (grades 3 - 9)
- Alaska Science Assessment (grades 4, 8, and 10)

### **Cumulative Records**

The REACH office will maintain all student records including ILPs, Progress Reports and Work Samples. Parents may review cumulative files at any time. Cumulative folders are considered confidential.

### **Early Screenings and IEPs**

Parents/guardians are encouraged to take advantage of all early screenings in their district of residence, which are available free of charge and by appointment throughout the school year. Parents/guardians with concerns regarding a student's developmental or pre-academic progress or with questions regarding evaluation and provision of SpEd services will be directed to the District SpEd Director.

### **Students with IEPs**

REACH will enroll students with special education needs on the same basis as any other student. REACH will work in collaboration with the District SpEd Director and IEP team regarding accommodations and district-provided services.

### **Withdrawal**

Notification of plans to withdraw for any reason, including transferring to another school within the district, must be shared with the REACH office. All records will remain in the REACH office until a records request is made from another school. If an enrolled student withdraws before the end of the school year, allotment allocation funds will be pro-rated according to the number of days enrolled.

### **Withdrawal Process**

- . Fill out withdrawal form from REACH office
- . Return all Lending Library materials for deposit refund
  - a. Cost of materials that are lost/damaged will be deducted from deposit amount

- b. Materials that are reusable and were purchased with allotment allocation funds will be placed in the Lending Library

Revised 10/29/19

**Sitka School District**