



# 2023 – 2024 AKTEACH Program Handbook



722 Mill Bay Road ~ Kodiak, Alaska 99615 ~ (Office) 907-486-7545 or (907) 486-7544 ~ [www.akteach.com](http://www.akteach.com)

# IMPORTANT DATES

Aug. 1, 2023	AKTEACH OPENS
Aug. 21, 2023	First Day for Teachers
Aug. 21-23, 2023	DISTRICT INSERVICE
Sept. 4, 2023	AKTEACH CLOSED for Labor Day Holiday
Sept. 22, 2023	Individual Learning Plans (ILPs) Due
Sept. 29, 2023	Enrollment Deadline to Receive Allotment
Oct. 9-10, 2023	AKTEACH CLOSED – DISTRICT INSERVICE
Oct. 18-19, 2023	Parent-Teacher Conferences, 5 – 8pm
Oct. 27, 2023	1 <sup>st</sup> Quarter Progress Reports & Student Work Samples Due
Nov. 10, 2023	AKTEACH CLOSED – DISTRICT INSERVICE
Nov. 22-24, 2023	AKTEACH CLOSED – THANKSGIVING BREAK
Dec. 18-Jan. 1, 2024	AKTEACH CLOSED – WINTER BREAK
Jan. 2, 2024	AKTEACH RE-OPENS
Jan. 12, 2024	2 <sup>nd</sup> Quarter/1 <sup>st</sup> Semester Progress Reports & Student Work Samples Due Reimbursements for 1 <sup>st</sup> Semester Due
Jan. 15, 2024	AKTEACH CLOSED – DISTRICT INSERVICE
Feb. 19, 2024	AKTEACH CLOSED – DISTRICT INSERVICE
Mar. 7-8, 2024	Parent-Teacher Conferences, 5 – 8pm
Mar. 18-22, 2024	AKTEACH CLOSED – SPRING BREAK
Mar. 15, 2024	3 <sup>rd</sup> Quarter Progress Reports & Student Work Samples Due
Mar. 25-April 26, 2024	AK STAR Assessment Window
May 10, 2024	4 <sup>th</sup> Quarter/2 <sup>nd</sup> Semester Progress Reports & Student Work Samples Due Final Reimbursements for 2 <sup>nd</sup> Semester Due
May 17, 2024	Re-Enrollment Deadline for 2024/2025 unused allotment to rollover & to be able to keep checked out devices (computer or iPad) over the summer <i>All online courses through AKTEACH must be completed</i>
May 24, 2024	Last Day of School for Teachers
June 7, 2024	Final Internet (May) Reimbursement Due

# Staff Directory for AKTEACH

PROGRAM	CONTACT	PHONE	EMAIL
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AKTEACH Office		Phone: 486-7544 Fax: 486-7443	
Head Teacher Homeschool Program Coordinator K-12	Heidi Hargraves	486-7545 or (907) 313-8794 (Text messaging does not work )	<a href="mailto:heidi.hargraves@kibsd.org">heidi.hargraves@kibsd.org</a>
Homeschool Coordinator K-12 Reading Specialist	Katie Conway	907-917-3711 (Text messaging does not work )	<a href="mailto:Kathryn.conway@kibsd.org">Kathryn.conway@kibsd.org</a>
Homeschool Project Specialist	Tricia Nash	486-7544	<a href="mailto:patricia.nash@kibsd.org">patricia.nash@kibsd.org</a>
Homeschool Project Specialist			
Instructional Support Specialist	Violet Garcia	486-7529	<a href="mailto:vgarcia01@kibsd.org">vgarcia01@kibsd.org</a>

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## **About this Handbook:**

This handbook is a resource for program information and homeschooling support. Currently, additional information can be found at [www.akteach.com](http://www.akteach.com). As policies or information change, the handbook will be updated accordingly.

## **Mission Statement**

Alaskans Transforming Educational Access within Communities and Homes (AKTEACH) recognizes that the traditional brick and mortar model of educating students has its limitations and seeks to meet the diverse educational needs of learners through our application of the 3W principle - Wherever, Whenever, Whatever. AKTEACH's intent is to provide diverse educational opportunities: Wherever the student is currently located (home, school, or mobile); Whenever they need access to content (any time of the day); and Whatever the content needs may be (diverse course offerings regardless of the student's geographic location).

## **AKTEACH Program Overview**

The purpose of AKTEACH is to provide a cutting-edge, K-12 educational option that allows parents to select from a wide range of traditional homeschool and/or online academic options. Local homeschool and correspondence students have access to district academic and elective courses and a full range of extracurricular activities.

Parents teach to their children's individual abilities and learning styles by using curriculum of their choice. Approved curriculum is paid for through an allotment set up for each student to meet his or her educational needs. The non-consumable portions of these materials are required to be returned to AKTEACH when the child is withdrawn from the program.

AKTEACH students have the option of accessing the district's programs and facilities. Academic courses, elective courses, and after-school activities are available to AKTEACH students. Team sports, group musical instruction, correspondence courses, and after-school clubs are just a few of the many opportunities available. Additionally, AKTEACH students have the opportunity to participate in homeschool-only social and academic events and activities.

AKTEACH students also have access to screenings, assessments, interventions and Gifted and Talented programming.

## **Program Eligibility**

Enrollment with AKTEACH is open to school-aged students (ages 5 to 20) who maintain a permanent address within the boundaries of the Kodiak Island Borough School District.

Students over the age of 20 may petition the KIBSD school board for admission. Please contact an AKTEACH staff member for more information.

## **Enrollment Eligibility and Process**

Kindergarten students must be at least five years old on or before September 1<sup>st</sup> of the current school year.

### **Exceptions include:**

- ⇒ Kindergarten and 1st grade students entering from another state or district may be accepted if enrolled in the former school in accordance with the laws and regulations of that state.
- ⇒ A child under school age for kindergarten may be admitted by KIBSD upon written recommendation by the school psychologist (from boundary school) and principal. The recommendation should be based on appropriate assessment and evaluation of the child's readiness to attend school.
- ⇒ Children born after September will not be considered for early entry to kindergarten.

Parents must complete the enrollment process online and turn in required documents in person, by fax, or by mail. Required documents are as follows:

1. Online Enrollment
2. Birth certificate
3. Immunization record or immunization waiver
5. School Information Form
6. AKTEACH Media Release Form
7. W-9 (Needed for reimbursement, will not impact your taxes) – Must be done yearly
8. ACH Payment Authorization (Direct Deposit) Form

## KIBSD Learner Expectations:

- **Possess a Broad Knowledge Base**
  - Know and be able to discuss the critical body of knowledge in science, mathematics, literature/language arts, history, geography, and health.
  - Apply that knowledge to everyday life situations.
  - Use what is already known to acquire new knowledge, develop new skills, and expand understanding.
- **Communicate Effectively**
  - Express ideas clearly, both verbally and in writing.
  - Be a good listener and be able to follow verbal directions.
  - Read, understand, and respond to written information.
  - Integrate the use of a variety of communication forms and use a wide range of communication skills.
- **Use Technological Skills**
  - Use computers and other technologies to manage data and to facilitate communication.
  - Use a calculator in appropriate situations.
  - Become familiar with technology at an appropriate level as it is used in an individual's everyday life.
- **Think Logically and Critically**
  - Solve problems using different methods of questioning, reasoning, and analysis.
  - Be able to process, use, and evaluate information.
  - Evaluate ideas through discussion with others.
  - Understand and apply the decision-making process in a variety of settings.
- **Explore Creative Talents**
  - Generate new and creative ideas by taking risks in a variety of contexts.
- **Accept Responsibility for Personal and Economic Well-Being**
  - Demonstrate skills and work habits necessary for employment.
  - Possess consumer skills necessary for making informed choices.
  - Know how to set and achieve personal goals.
  - Develop skills and knowledge which can be used in the pursuit of lifelong personal fitness.
  - Manage and evaluate behavior as a group member.
- **Be a Responsible Citizen**
  - Understand and participate in the democratic process.
  - Demonstrate respect for cultures and people.
  - Be aware of the environment and evaluate the use of resources.
  - Take responsibility for personal actions and act ethically.
  - Demonstrate an understanding of, and responsibility for, global and environmental issues.
- **Be an Enthusiastic Learner**
  - Make a commitment to create quality work and strive for excellence.
  - Use a variety of learning strategies, personal skills, and time management skills to enhance learning.
  - Reflect on and evaluate learning for the purpose of improvement.



# **AKTEACH Program Information**

## **Program Guidelines**

1. At least one parent/guardian must commit to supporting the child(ren)'s learning.
2. Parents enter into an agreement to enroll their child(ren) for the duration of the academic year. If the student is withdrawn from AKTEACH prior to November 1<sup>st</sup>, parent(s) will reimburse and/or return materials purchased to AKTEACH. We ask that parents return all items purchased with the allotment within a week of being withdrawn.
3. Parent(s) collaborate with contact teacher to create & submit the student ILP by September 22<sup>nd</sup>, 2023. If enrolled after this date, the ILP will be completed within 10 school days of enrollment with AKTEACH.
4. Parent(s) submit quarterly/semester grade reports within a timely manner – within 10 days of due date or upon pre-approved extensions.
5. Parent(s) will submit student work samples for math and writing (not to include handwriting practice) each quarter.
6. Monthly teacher-student or teacher-parent contact for students who have obtained a proficiency level of below proficient or far below proficient on the most recent administration of Alaska's statewide standards-based assessment is required per 4 AAC.33.421. This contact will occur in whatever form is most convenient to the parent/student -phone, Microsoft Teams, Zoom, email, and/or in person. This should be maintained throughout the school year, even when traveling.
7. We ask that parent(s) create email accounts and check email at least weekly to maintain communication. This requirement may be waived depending on Internet availability.
8. Failure to comply with guidelines as outlined by state statute may result in withdrawal from AKTEACH and may make one ineligible to homeschool through AKTEACH in the future.

## **Academic Year**

The AKTEACH academic year is in accordance with the school district calendar. Purchases for the upcoming school year can be made in advance to July 1<sup>st</sup> (April 1<sup>st</sup> – June 30<sup>th</sup>) but receipts dated prior to July 1<sup>st</sup> cannot be submitted until after AKTEACH opens at the beginning of August. Allotment money is usually allocated in October, and reimbursements will begin being dispersed then.

## **AKTEACH Office Hours**

The AKTEACH office is open from 8am – 4:30pm, Monday – Friday.

## **Individual Learning Plan (ILP)**

The Individual Learning Plan (ILP) is a way to individualize studies for a student while meeting district and state standards. The ILP is developed in collaboration with the student, parent or guardian of the student, and a certificated teacher assigned to the student.

The ILP development process is typically discussed at the time of enrollment with a completion deadline (to include parent signature) of September 22, 2023. If a student enrolls after this date, the ILP should be completed within 10 school days of enrollment. The ILP is completed using Microsoft Word. This requirement may be waived depending on internet availability. Microsoft Office may be reimbursed through the allotment. The ILP is a working document and can be adjusted throughout the year depending on the student's needs.

Quarterly reporting (required by state statute) is used to determine student growth which, in turn, guides the ongoing modification of the ILP. Supporting individual growth lies at the heart of ILP development. According to state statute, the ILP will provide for a plan to gain proficiency for those who have not scored proficient on the state assessment under *AS 14.03.123(f)*.

The ILP, per state statute, must provide for a signed agreement between the certificated teacher assigned to the student and at least one parent or guardian of the student, verifying compliance with the ILP. The signed agreement must verify that:

1. The student and parent have the same right to the district's appeal process as students and parents in the district's other programs; and
2. The online courses, textbooks or other curriculum materials and the course of study are appropriate for the student as outlined in the ILP.

## **Core Course Requirement**

Per regulation *4 AAC 33.426*, students enrolled in a correspondence program must take at least 50 percent of the student's coursework in core courses. Core coursework performed outside the correspondence program may not count towards the 50 percent core course requirement.

**"Core Course" means a course of study in the following:**

English/Language Arts	Science
Social Studies	Technology
World Languages	Mathematics

Alternative core courses may be required by a student's IEP.

## **Full-Time Students**

Full-time correspondence/homeschool students must be enrolled in a minimum of 4 courses. State statute requires that at least 50 percent of a full-time student's coursework be comprised of core courses from any of the following content areas: English/language arts, mathematics, science, social studies, world languages, or technology. The remaining courses may be electives such as art, music, or PE.

## **Half-Time Students**

Students are required to take at least three classes with AKTEACH and not have more than three classes/courses with another school in KIBSD to be eligible to receive a half-time enrollment allotment. Per state statute, two of those courses must be core courses. The third course may be an elective such as art, music, or PE. A three-course, part-time student will receive 50 percent of the full-time allotment.

## **Core Course Exception**

*The 50 percent core course requirement may be waived if the district determines that the student is a senior and needs less than 50 percent of core courses to qualify for high school graduation from the correspondence study program in which the student is enrolled. Further, a district shall waive the 50 percent core course requirement if the student has obtained a proficiency level of advanced or proficient in English/Language Arts and Mathematics as determined by the state assessment. If a student opts out of the state assessment, then they will be considered non-proficient.*

## **Curriculum**

Families can choose from a wide selection of traditional instructional materials (K-12) that best fits their needs.

A list of approved curriculum is available on the AKTEACH website (<https://www.kibsd.org/akteach/>) or contact your homeschool coordinator for a copy. Parents and teachers will discuss and recommend the most appropriate tools necessary to fulfill each student's educational goals.

AKTEACH may also have materials available for families through our lending library. Please consult AKTEACH staff on our current inventory of materials.

## **Advanced Placement (AP®) Courses**

For a course to be listed as an AP course on the transcript, curriculum used for the course must be approved by the College Board, and the instructor MUST be an AP® Certified Instructor.

## **Faith-Based Curriculum**

AKTEACH welcomes faith-based homeschool families. AKTEACH can support faith-based program development within the scope of state statutes, which requires that at least 50 percent of a full-time student’s coursework be comprised of core courses. Though faith-based curriculum cannot be purchased using an AKTEACH allotment, ***nothing prevents a parent from providing supplemental instruction to the parent/guardian’s own child using materials of the parent/guardian’s choice.*** AKTEACH will also accept, for credit, faith-based academic programs. We ask that parents/guardians work with their contact teacher to obtain credit approval.

**Correspondence Curriculum Available through AKTEACH for Grades 6-12**

Online and paper-based curriculum is only available in the fall and spring semesters. There will be an educational service fee associated with all of these courses. These courses will be graded by AKTEACH.

Number of Courses	Educational Service Fee	Additional Fees
1 Course	\$300	World Language Courses = \$300 Additional Fee for Instructor.
2 Courses	\$600	
3 Courses	\$900	Advanced Placement (AP®) Courses = Additional \$300 Fee for Instructor
4 or More Courses	\$1000	

**\*Semester courses that are not completed within 18 weeks will have a re-activation fee of \$150 per semester course per course to a maximum of \$450.**

**Online Curriculum – 9<sup>th</sup> -12<sup>th</sup> Grade**

There is a selection of courses in core subject areas as well as electives with our online curriculum through Kodiak Virtual Learning Academy (KVLA).

Please contact an AKTEACH teacher for a list of available online courses. Course descriptions are also available upon request.

**Paper-Based Curriculum**

AKTEACH has a limited number of paper-based courses available for correspondence courses. Assignments and assessments for these courses will be graded by an AKTEACH staff member. All assessments will be administered in the AKTEACH office. Please contact AKTEACH for a list of possible paper-based courses.

## **AKTEACH Lending Library**

### Library

The Library includes literature and non-fiction books appropriate for grades K-12. These books can be checked out.

### Curriculum Library

The Curriculum Library consists of varied materials returned by families, with the majority being for grades K-8. This includes textbooks, kits, puzzles, STEM-related materials, games, and general subject materials, such as a globe, microscopes, telescopes, a pottery wheel, rock collections, etc.

### STEM Materials

AKTEACH also has STEM-related activities, such as Dash and Dot Robots, Lego Robotics Kits and Bloxels.

## **Re-Enrollment Procedures**

Students not re-enrolled by May 17<sup>th</sup> will not have access to unused allotment funds. A laptop or iPad that has been checked out by the student may be kept over the summer if the student is re-enrolled by May 17<sup>th</sup>.

If not re-enrolling for the next year, laptops/iPads that have been checked out must be returned to AKTEACH by May 19<sup>th</sup>. If choosing to purchase the laptop or iPad, the device still needs to be returned for the technology department to wipe district programs from the device. Payment is required before this can be done. Other non-consumable items must be returned by May 31<sup>st</sup>.

## **Withdrawal Procedure**

A parent may withdraw their student from AKTEACH at any time, however if a student is withdrawn before Nov. 1<sup>st</sup>, the parent is required to reimburse AKTEACH for any allotment expenditures made prior to Nov. 1<sup>st</sup>.

All non-consumable materials (any item over \$200) purchased with allotment funds must be returned to AKTEACH within 10 days of the withdrawal date or purchased with the buyout option.

Computers or iPads on loan must be returned to AKTEACH within 10 days of the withdrawal date or purchased with the buyout option.

## **Textbook/Materials Return Policy**

*Per 4 AAC 33.422. (b): Textbooks, equipment and other curriculum materials purchased with state money, including money provided as the student allotment, are property of the district.* Materials that are not consumable must be returned to AKTEACH when the student leaves the program for any reason. All items purchased costing \$200 or less are considered to be consumable and not subject to return. Any item purchased over \$200 must be returned after the student leaves the program. Items returned are located in our family resource library so others may use them.

## Dual Enrollment

### Procedure for Partial Enrollment at an Elementary School in KIBSD

If you are interested in your student attending an elementary school (1-3 classes), please contact your homeschool coordinator first. You will create a plan with your homeschool coordinator that is best for your child. The homeschool coordinator will then share the plan with the elementary principal and act as a liaison to get everything set up.

### Enrollment in KMS/KHS Classes:

An AKTEACH student may choose to also enroll in core or elective courses offered at Kodiak Middle School or Kodiak High School. Enrollment in these courses is dependent on space availability. The number of courses taken at KMS or KHS may affect the student allotment. Students enrolled full-time with AKTEACH may take up to 2 courses (core or elective) or 1 credit, per semester, at a school within KIBSD at no charge.

If you are interested in having your child attend any classes at one of the schools, please make sure to contact your homeschool coordinator to get this started for you. Please do not contact the school directly.

<b>Kodiak Public School (KHS, Learning Café, KMS, East, Main, North Star, Peterson)</b>		<b>AKTEACH</b>	<b>AKTEACH Status</b>
1-2 Courses	=	Must be enrolled in at least 4 courses with AKTEACH (50% must be core). Will receive full allotment with no charge for public school courses.	Full-Time
3 Courses (half-time)	=	Must be enrolled in at least 3 courses (50% must be core) with AKTEACH to qualify for half-time allotment.	Half-Time
4 Courses (full-time)	=	Student does not qualify for an allotment, regardless of number of courses with AKTEACH.	Partial

***\*Please note that courses taken at a public school must be different than courses taken with AKTEACH. (Example: A student cannot take Algebra I at KHS and take an Algebra Enrichments course for math credit with AKTEACH.)***

### Enrollment in a Private School:

A student enrolled in a full-time or half-time private school, may choose to also enroll in AKTEACH and be eligible to receive an allotment for homeschool courses. Students must take different subjects with AKTEACH than they are taking at the private school. Some non-religious courses are eligible for reimbursement.

<b>Full-Time AKTEACH</b>		<b>Half-Time AKTEACH</b>
4 or more courses with 50% of the courses being core subjects.	=	2-3 Courses with 50% of the courses being core subjects.
Will receive full allotment.	=	Will receive half of the allotment

## **Additional District Services**

Homeschool students enrolled in AKTEACH have full access to all supplemental services offered in traditional schools.

Access for homeschool families includes:

- ⇒ Have face-to-face contact with program representatives who are available to answer questions and listen to concerns regarding instruction, curriculum, assessments, and/or technology.
- ⇒ Access Special Services which include Gifted & Talented (GT), Reading Specialists, Speech/Language Therapy, Occupational Therapy (OT), Physical Therapy (PT). Contact an AKTEACH staff member for specific referral information.
- ⇒ Have access to professional services for health screenings and some immunizations.
- ⇒ Be reimbursed for music, dance, and some athletic lessons from approved vendors if part of the student's ILP.
- ⇒ Able to access the opportunity of using a laptop OR iPad. See computer policy for more information.
- ⇒ Enroll in core or elective courses at KHS, KMS or local elementary schools, as well as activities to enrich and enhance the homeschool experience.
- ⇒ Participate in after school clubs or extracurricular activities offered at your boundary school.

## **Program Requirements**

AKTEACH receives public funds for each student's education. To be eligible for the funds, our school will comply with Alaska Statutes and regulations governing correspondence schools. Each student in the program will be held accountable for completion of coursework and state educational requirements. These requirements include: testing participation, monthly contact, individual learning plans, and quarterly progress/semester grade reports with work samples.

## **Testing Participation**

All students in grade 3-10 enrolled in AKTEACH must participate in the standardized testing sessions (AK STAR) as required by state statute, *AS 14.03.123(f)*. However, under state law, parents have the authority to *object to and withdraw the child from a standards-based assessment or test required by the state. AS 14.03.016 (a)(1)*. If a parent chooses to withdraw their child(ren) from the state testing, a KIBSD Standardized Testing Withdrawal Form must be completed by the due date given each year. AK STAR testing traditionally happens during the month of April.

## **Monthly Contact**

Parents/Families/Students are required to maintain monthly contact with their contact teacher. This contact can be made via an office visit, telephone call, Teams, or email. Monthly contact ensures that each student is making progress and allows for intervention to occur if problems have arisen or to identify if additional resources are needed. Please note that this contact should continue throughout the school year regardless if traveling.

## **Progress Reports and Grades**

Per state statute, progress reports, along with student work samples, must be reviewed quarterly. Progress reports and grades are intended to reflect the level of student content mastery as well as help provide the contact teacher with a better understanding of how to better support the parent and student in their educational experience (if necessary).

## **Student Work Samples**

Each quarter/semester, student work samples for math and writing must be submitted. Samples should include a page from a math lesson or test as a math sample. Younger students using a hands-on curriculum for math, may submit pictures of activities or the student completing an activity as the sample. Writing samples vary on grade level. Older grades should include an original typed or handwritten journal entry, essay or multi-paragraph writing. This writing sample can be from any subject. Younger grades should include an original handwritten (or typed for intermediate grades) writing sample, not to be confused with a handwriting practice page. A dictated writing sample is appropriate for the fall semester of kindergarten, but after that we should see the student's writing. Invented spelling is encouraged for kindergarten students beginning to write. Ask your contact teacher if you need more information.

## **Grading Scale – K–3<sup>rd</sup> Grade**

O = Outstanding Achievement (above expectation of goals)

S = Satisfactory Achievement (met expectation of goals)

I = Needs Improvement (below expectation of goals)

Pass/Fail (used for non-core classes such as music, art, and P.E.)

## **Grading Scale – 4<sup>th</sup>–12<sup>th</sup> Grade**

<b>Grade</b>	<b>Percentage</b>	<b>GPA Scale</b>	<b>Weighted Advanced Placement High School Classes</b>
A+	98 – 100%	4.0	5.0
A	93 – 97%	4.0	5.0
A-	90 – 92%	4.0	5.0
B+	88 – 89%	3.0	4.0
B	83 – 87%	3.0	4.0
B-	80 – 82%	3.0	4.0
C+	78 – 79%	2.0	3.0
C	73 – 77%	2.0	3.0
C-	70 – 72%	2.0	3.0
D+	68 – 69%	1.0	2.0
D	63 – 67%	1.0	2.0
D-	60 – 62%	1.0	2.0
F	0 – 59%	0.0	0.0
Pass/Fail	These grades do not receive grade points but count towards credit if a Pass grade is awarded.		



## High School Graduation Requirements

It is the students' and parents' responsibility in conjunction with the contact teacher, to monitor credits towards graduation. If a student fails a class, it is possible that the class will need to be rescheduled for the next semester or year. AKTEACH follows district standards and requires the following credits in order to receive a high diploma.

**Total Credits Required:**      **for class of '24-'26: 23.5;**      **for class of '27 and beyond: 24.5**

<b>Subjects</b>	<b>'24-'26 Credits</b>	<b>2027+ Credits</b>	<b>Specific Courses Required/Notes</b>
English	4.0	4.0	
Mathematics	3.0	3.0	1.0 credit must be Algebra I or higher, '27: .5 credit must be Personal Finance
Science	3.0	3.0	1.0 credit may be from core elective science courses
Social Studies	3.0	3.0	.5 credit must be AK History & 1.0 credit must be US History, '27: .5 credit must be Civics/Government
Career Technology	1.0	2.0	'27: 1.0 credit must be CT and 1.0 must be CT or Fine Arts or Language
Health	1.0	0.5	
Physical Education	1.5	1.0	.5 credit may be earned per year through participation and completion of an ASAA interscholastic sports activity for a maximum of '24-'26: 1.5 credits; '27: 1.0 credit.
Electives	7.0	8.0	(In addition to the above.)

## High School Credit for College Courses

This program is designed to provide eligible students the opportunity to receive credit for certain courses through accredited institutions of higher education. College courses must be "100" level or college level and above to be eligible for a full high school credit. Students enrolled in college level, non-remedial courses in Math and English, Science or Social Studies, must register for at least a three (3) semester hour (credit) course to receive 1.0 Carnegie Unit (one year) high school credit.

Upon completion of the course, official proof of grade must be submitted to the contact teacher and will be recorded on the student's transcript in the semester the final grade was issued.

1. College course work may be used for specific core credit and for elective credit.
2. College courses used for elective credit for HS graduation will receive .5 Carnegie Unit (one semester) high school credit per three (3) semester hour (credit) course.
3. A remedial level college course in Math, English, Science and Social Studies, three (3) semester hour course (credit), is eligible for to receive .5 Carnegie Unit (one semester) of high school credit upon approval from AKTEACH.

## **Eligibility for Alaska Performance Scholarship**

The Alaska Performance Scholarship provides an opportunity for Alaska high school students to earn a scholarship to help cover the cost of an Alaska postsecondary education. Alaska high school students who take a more rigorous curriculum, get good grades, and score well on college placement or work ready exams, can earn an Alaska Performance Scholarship to qualified Alaska colleges, universities, or vocational/technical programs.

Students can choose between two options to be eligible for the Alaska Performance Scholarship.

*(Please talk to your homeschool coordinator for information on qualifying courses.)*

### **Math & Science Curriculum**

Science – 4 credits

Math – 4 credits

Social Studies – 4 credits

Language Arts – 4 credits

### **Social Studies & Language Curriculum**

Science – 3 credits

Math – 3 credits

Social Studies – 4 credits

Language Arts – 4 credits

World Languages – 2 credits (of one language)

## Student Allotments

Fall enrollment allotments:

	<u>Full-Time</u> (100% Allotment)	<u>Half-Time</u> (50% Allotment)
Kindergarten – 12 <sup>th</sup> Grade	\$2600.00	\$1300.00

Allotments can be used to cover academic materials and experiences that relate directly to the student's ILP, as approved by the certificated teacher who has the primary responsibility for the course. ***(Please contact an AKTEACH staff member for approval to purchase any item over \$200)***

Examples of what allotments may be used for include:

**Curriculum Packages:** Moving Beyond the Page, Book Shark, Timberdoodle, & other approved vendors

**Books:** textbooks, novels, workbooks, dictionary, thesaurus, poetry, audio or e-books, etc.

**General Homeschooling Supplies:** Paper, writing supplies, whiteboards, notebooks, etc.

**Art Supplies:** Brushes, various paint/drawing media, canvas, sketchbook, etc.

**Social Studies Materials:** Maps, globes, atlases, etc.

**Science Supplies:** Microscopes and slides, dissection materials, experiment kits, etc.

**Math Manipulatives:** Pattern blocks, base ten materials, counters, clocks, flash cards, etc.

**Software:** Digital downloads, typing software, apps, etc.

**Magazine Subscriptions:** Highlights, Ranger Rick, National Geographic for Kids, etc.

**Online Subscription-Based Programs:** Keyboarding without Tears, Spelling City, IXL, etc.

**Subscription Boxes:** Kiwi Crates, Raddish Kids, Groovy Lab in a Box, Little Passports, MEL Science, etc.

**Educational Toys/Games:** Chess, Osmo, Lego Educational Kits, Dash & Dot Robots

**Physical Education:** Next Step Dance Studio, King Fishers, gym memberships, horseback riding, etc. *(Must be an approved vendor before reimbursement can be given. Please note that services must be rendered before reimbursements can be processed.)*

**Field Trips:** Museums, theater presentations, musical performances, aquarium or zoo visits, etc.

**Tutoring Services:** Tutoring for academic subjects. Must be an approved vendor, which requires the tutor to be a certified teacher, and a Tutoring Report must be on file before reimbursement can be given.

**Internet:** Monthly services fees for internet service.

**College Courses:** Kodiak College and other approved, accredited universities.

Funding for other materials or services requires the approval of the program director, or program director's designee, and the valid instructional purpose served by the expenditure must be noted in the student's ILP. Per state statute, there is no longer a specific list of prohibited expenses associated with the use of an allotment. Though faith-based curricula cannot be funded through allotments, faith-based vendors may be used to purchase non-faith-based curriculum materials.

*If parents find curriculum or activities that they would like to include in the student's ILP and are uncertain if the curricula or activity would be covered by the allotment, please contact an AKTEACH staff member for approval.*

### **Non-Consumable Items**

Individual items that cost \$200 or more are considered non-consumable and must be returned to AKTEACH when the student leaves the program or purchased with the following buyout option:

End of year one: Parent may purchase the item for 75% of the original price.

End of year two: Parent may purchase the item for 50% of the original price.

End of year three: Parent may purchase the item for 25% of the original price.

End of year four: Parent may purchase the item for \$1.

### **Allotment Rollover**

At the end of a school year, money left in the allotment may rollover to the next school year.

A maximum of \$1000 of remaining allotment in a year may be rolled over to the next school year. The student must be re-enrolled for the upcoming school year by May 17<sup>th</sup> in order to be eligible for allotment rollover.

### **Expenditure Limitations**

Expenditures must reflect what is on the student's Individual Learning Plan.

Laptop or tablet – Allotment may not be used to purchase a laptop or tablet, but there is an option to check out one with AKTEACH (*See page 27 for our computer procedures to check out a laptop or iPad*)

Travel – Allotment may not be used to purchase travel with airlines, railroad, or other modes of travel. Allotment may not be used for hotel stay or car rentals. However, entrances fees or tickets to events while traveling may be eligible for reimbursement if the activities directly relate to subjects within the student's ILP and noted under "planned activities."

## **Tutoring**

AKTEACH allotments can be used to pay for tutoring/instruction that is part of the student's ILP. The parent hires instructors, but instructors must be approved vendors. Please contact AKTEACH staff prior to hiring a tutor to see if he/she is an approved vendor. AKTEACH reserves the right to limit the amount that will be paid per hour for tutoring. AKTEACH does not reimburse any instruction that is provided by family members. Most parents pay their tutor directly and then submit receipts for reimbursement. In some cases, the tutor/vendor will submit their invoice to AKTEACH for reimbursement. These vendors must have an Alaska Business License on file with AKTEACH. In either case, services must be rendered before reimbursements are authorized. Invoice/receipts must be original and contain the name of the vendor, name of the student, description of service, dates of service, rate, method of payment, and parent/vendor signatures. ***A Tutoring Report Form must be on file before this can be reimbursed.***

## **Homeschool Cooperatives**

A homeschool cooperative is a group of families who come together to provide educational and social opportunities. In some cases, they hire instructors. AKTEACH allotments can be used to pay for tutoring/instruction through homeschool cooperatives if the cooperative is an approved vendor, and only for non-religious instruction. Informal co-ops can also be formed to meet and work cooperatively, especially for students with common ages or grade levels.

## **Local Vendors**

You may want to use a local vendor for a course or class, such as dance, karate, horseback riding or others. In order to be reimbursed through the allotment the vendor must be an approved vendor through AKTEACH per state law AS 43.70.

## **Procedure to Become an Approved Vendor Through AKTEACH**

If you want to use a vendor who is not currently an approved vendor, they can complete the steps to become one.

- Complete Vendor Application
- Provide a copy of their business license
  - If they do not currently have a business license, they can go to:  
<https://www.commerce.alaska.gov/web/cbpl/BusinessLicensing/NewBLOnline.aspx>
- Provide copy of resume
- Complete a W9 form
- Agree to a background check
- Provide copy of driver's license for the background check

# Reimbursement Requests

Before submitting a reimbursement request, ensure that you have a W9 on file. You also need a ACH Form on file if you wish to have reimbursements direct deposited into your bank account. The W9 should be re-submitted each year.

AKTEACH follows KIBSD policy and procedure for reimbursements. After approval by AKTEACH, reimbursements with supporting documentation are sent to KIBSD accounting where they are reviewed and audited. Reimbursements are deposited directly into your bank account if a direct deposit form is on file, otherwise checks are mailed directly to you from the KIBSD accounting department. No checks or items may be mailed/ordered to an out-of-state address. Reimbursements can only be made to parent/guardian.

Parents/Guardians can turn in reimbursement requests after a completed ILP has been submitted to AKTEACH for each student. Reimbursement requests will begin to be processed by KIBSD in October.

A completed Reimbursement Form must accompany receipts that are turned in for reimbursement. Each receipt (not item) should be listed per line, along with the total amount from that receipt.

Parents seeking to purchase an item/items over \$200.00 are asked to communicate with their contact teacher prior to purchasing.



**AKTEACH**  
722 Mill Bay Road  
Kodiak, AK 99615  
Phone: (907) 486 – 7544 Fax: (907) 486 – 7443

**AKTEACH Request for Reimbursement/Payment**

**ROUTE TO BUSINESS DEPARTMENT**

**Student Name:** John Smith **Grade:** 5<sup>th</sup>  
**Student Account #** (to be completed by AKTEACH)  
**Date Submitted:** 2/25/21

Payment of charges for items/services listed below are authorized to:

**Parent/Vendor:** Jane Smith  
**Phone:** (907) 942-0000  
**Mailing Address:** 1234 Rezanof Dr.  
Kodiak, AK 99615

LC Account (office use only)	Description of item or service	Amount
	Walmart - Supplies	\$45.99
	Teaching Textbooks - Curriculum	\$69.07
	Kiwi Crate Subscription - January	\$29.95
	Piano Lessons - January	\$160.00
	Amazon – Books and Supplies	\$63.38

**Requested By:** Jane Smith **Approved By:** \_\_\_\_\_  
Parent Signature Homeschool Coordinator Signature

\_\_\_\_\_  
Administrator Signature

**NOTE TO PARENTS:** Please attach receipt(s) (Original preferred) to this form for reimbursement.

## Follow these guidelines for quick and efficient reimbursements:

- Must be up to date with ILPs, Progress Reports, and work samples to be processed.
- Requests are processed chronologically, first-in, first-out.
- Receipts should be original and itemized, legible and readable.
- Items to be reimbursed should be clearly identified by name, title, cost, etc.
- Payment with gift cards, points, rewards or store credit are not reimbursable.
- Avoid highlighter or tape on receipts, it will erase ink on thermal paper.
- Avoid using staples.
- Submit receipts for local vendors after services have been rendered. AKTEACH will not reimburse for future lessons or tutoring.
- Checks are mailed to the address you provided during enrollment if a Direct Deposit (ACH) form is not on file.
- Electronic Funds Transfer (Direct Deposit) will be deposited based on the ACH Form on file.
- If you can't prove you received and paid for the item, we can't reimburse the item.
- Please submit your reimbursement requests as they happen. Waiting until the deadline may result in delays in receiving reimbursements. Final reimbursement deadline is strictly enforced.

## Online Purchases Require:

- Proof of Purchase: Order Confirmation – What was purchased? When? Amount?
- Proof of Payment: Was it paid with cash, check, or credit card?
- Amazon receipts must show that all items have been shipped (print the "Invoice").
- If the order confirmation does not include payment information, a copy of your bank or credit card statement showing the charge or a copy (front and back) of your canceled check must be submitted.

## Reimbursement Deadlines

1 <sup>st</sup> Semester	January 12, 2024	For 1 <sup>st</sup> semester purchases
2 <sup>nd</sup> Semester	May 10, 2024	For 2 <sup>nd</sup> semester purchases
	June 7, 2024	Only for May Internet (June Statement)


*Please note that non-consumable materials purchased with allotments should be returned to AKTEACH at the end of the child's schooling experience. Please ask us for a list of exceptions to this expectation.*

***Please note that requests for reimbursements will not be processed without the completion of required paperwork (ILP, quarterly/semester reports, work samples, and required documents for enrollment). Further, requests for reimbursements cannot be processed if the materials/services purchased are not related to what is on the ILP, or are not approved vendors or curriculum.***

## Example of the type of documentation needed:

The image shows a browser window with the URL [outschool.com](https://outschool.com). The page content includes a navigation link « Your payments, the Outschool logo, and the order ID XBDOWASX. A green banner highlights the purchase description: "Financial assistance by Outschool.org". The receipt text states: "This receipt confirms your purchase from Outschool.com". Key details are listed: "Payment amount: \$494 USD", "Payment received: Sep 18, 2020 at 11:55am", "Paid by: Jane Smith", and "Paid with: Credit card ending with 3214". A "Refund Policy" section follows, along with the recipient address: "Paid to: Outschool, Inc., PO Box 77107, San Francisco, CA 94107, USA". The bottom section lists: "1 enrolled student: John Smith", "Class subject: English", "Class title: High School English 2 Complete Second Semester", "Class dates: Dec 1, 2020 - Apr 14", and "Class page: https://outschool.com/classes/high-school-english-2-complete-second-semester-MKEkL9WK?sectionUid=c145b826-fb91-4d57-9015-06ebc8af1046". Red annotations with arrows point to: "Name of Company" (Outschool), "Purchase Amount" (\$494 USD), "Purchase Date" (Sep 18, 2020 at 11:55am), "Name of person purchasing item" (Jane Smith), "Payment Confirmation or Method" (Credit card ending with 3214), and "Description of item purchased" (High School English 2 Complete Second Semester).

« Your payments

 Outschool ← Name of Company

### Order XBDOWASX

**Financial assistance by Outschool.org**

This receipt confirms your purchase from Outschool.com

**Payment amount:** \$494 USD ← Purchase Amount

**Payment received:** Sep 18, 2020 at 11:55am ← Purchase Date

**Paid by:** Jane Smith ← Name of person purchasing item

**Paid with:** Credit card ending with 3214 ← Payment Confirmation or Method

**Refund Policy:** Limited - Full refund until a week in advance, or within 24 hours of purchase (until class starts).

**Paid to:**  
Outschool, Inc.  
PO Box 77107  
San Francisco, CA 94107  
USA

---

**1 enrolled student:** John Smith ← Description of item purchased

**Class subject:** English  
**Class title:** High School English 2 Complete Second Semester  
**Class dates:** Dec 1, 2020 - Apr 14  
**Class page:** <https://outschool.com/classes/high-school-english-2-complete-second-semester-MKEkL9WK?sectionUid=c145b826-fb91-4d57-9015-06ebc8af1046>



**Example of local vendor receipt and type of documentation needed:**

Vendor/Business Name & Information

**Cyndi's Music Studio**

111 Mill Bay Rd.  
Kodiak, AK 99615  
(907) 486-1111  
cyndi'smusic@hotmail.com

Date Paid

Receipt # 100  
Receipt Date 03/21/2018

Parent/Guardian Name

Sold To  
Sample Parent  
PO Box 1111  
Kodiak, AK 99615

Date of Service

QTY	DESCRIPTION	UNIT PRICE	AMOUNT
1	Sample Student - Piano Lessons 2/5/18	25.00	25.00
1	Sample Student - Piano Lessons 2/7/18	25.00	25.00
1	Sample Student - Piano Lessons 2/12/18	25.00	25.00
1	Sample Student - Piano Lessons 2/14/18	25.00	25.00
1	Sample Student - Piano Lessons 2/19/18	25.00	25.00
1	Sample Student - Piano Lessons 2/21/18	25.00	25.00

Amount for each Lesson

Student Name

Description of Service

**SALES RECEIPT TOTAL**

**\$150.00**

Total Amount Paid

Payment Method

Terms & Conditions  
PAID IN FULL with Mastercard

Signature of Vendor Receiving Payment

*Cyndi Johnson*

# Example of internet statement needed:

**GCI**

INVOICE DATE: November 01, 2020 | BILLING DATES: Nov. 01 - Nov. 30, 2020  
 ACCOUNT NUMBER: 1234567890 INVOICE NUMBER: 987654321

Invoice Date  
 Only September - June Invoices are reimbursed.  
 Hello, here's a summary of your monthly services and billing

**An Update on Alaska's Best Loyalty Program**

We have updated the rules and eligibility requirements for our Alaska Airlines miles program. For the most up-to-date information, please visit:  
[gci.com/alaska-airlines-miles](http://gci.com/alaska-airlines-miles)

**Payment for previous month**

PREVIOUS BALANCE	\$220.96
PAYMENTS	-\$220.96
INTERNET	\$99.99
TV	\$130.97
DISCOUNTS	-\$10.00
<b>TOTAL DUE</b>	<b>\$220.96</b>

Due November 22

You earned 211 Alaska Airlines miles last month! Earn more at: [gci.com/miles](http://gci.com/miles)

Include page 1 and 3 with most providers to show the description of actual cost of the internet service as well as showing payment.

**GCI** Jane Smith ACCOUNT NUMBER 1234567890 INVOICE DATE: Nov 01, 2020 INVOICE NUMBER: 987654321

Parent/Guardian Name & Address

**GCI** PO Box 99001 Anchorage, AK 99509-9001

Account Num: Invoice Num: Bill

Address Service Requested

**Total Due by Nov 22, Amount Encl**

Check here for change of address (see reverse side for details)

Jane Smith  
 1111 Rezanof Dr.  
 Kodiak, AK 99615

GCI  
 P.O. Box 99016  
 Anchorage, AK 99509

00002209620000446709

Go Paperless at my.gci.com

**INVOICE SUMMARY**

Previous Balance	\$220.96
Payment Received - Oct. 21, 2020	-\$220.96
<b>Total Payments Received</b>	<b>-\$220.96</b>
Current Month Charges	\$220.96
<b>TOTAL DUE NOVEMBER 22, 2020</b>	<b>\$220.96</b>

**INTERNET \$99.99**

Description	Service Name	Amount
Faster	68:8f:2e:14:66:6c	\$99.99
		<b>\$99.99</b>
<b>TOTAL for Internet Service</b>		<b>\$99.99</b>

**TV \$120.97**

Description	Service Name	Amount
<b>Plus TV</b>	1215 W Kouskov St	<b>\$86.99</b>
TiVo Mini - Rent	1215 W Kouskov St	\$8.00
TiVo - Rent	1215 W Kouskov St	\$10.00
Lifestyle	1215 W Kouskov St	\$9.99
First Box Free		-\$10.00
		<b>\$104.98</b>
Broadcast TV Fee		\$8.00
Cable System Subscriber Fee		\$0.08
City Sales Tax		\$7.91
		<b>\$15.99</b>
<b>TOTAL for TV Service</b>		<b>\$120.97</b>

Payment for previous month

Amount charged each month. If discount is given from internet, parent will only receive what was actually paid for the internet service.

## Technology Device Options

Though student allotments may not be used to purchase a computer or tablet, families with a full-time student enrolled with AKTEACH have the option of renting a computer OR an iPad. There is a buyout option after each year of use. Families with four or more children enrolled in the program will be allowed to check out two devices such as: 2 laptops, laptop & iPad, or 2 iPads.

### Computer System

A MacBook Air computer is available for every family with full-time student(s) enrolled with AKTEACH. Please note that this device does not have a DVD drive. Parents will need to purchase an external drive if needed. The amount of \$300 will be deducted from the student's allotment each year, with no out-of-pocket expense to the parent. At the end of the school year, the following options are available for purchase:

End of year one: Parent may purchase the computer for \$750 or return the computer.

End of year two: Parent may purchase the computer for \$500 or return the computer.

End of year three: Parent may purchase the computer for \$150 or return the computer.

End of year four: Parent may purchase the computer for \$1.

\*If withdrawing from the program, the computer must either be purchased or returned to AKTEACH within 10 days of withdrawal. If purchasing device, it must be turned in for the technology department to wipe district applications after payment has been received for the device.

\*\*If not re-enrolling or graduating from the program, the computer must either be returned by May 17<sup>th</sup> to AKTEACH, or purchased. If purchasing device, it must be turned in for the technology department to wipe district applications after payment has been received for the device. A signed Equipment Agreement Form must be received before any equipment is distributed.

### Purchasing Laptop

If purchasing the computer, please note that all district licensed applications need to be removed from the device.

***This means that the laptop must be turned into AKTEACH after payment so the technology department can remove the district licensed applications.*** The parent will need to back up all files before turning in the computer, as it will be returned to the family with factory default applications.

### Used Computers

As families withdraw, some computers are accumulated that have time remaining on the loan. AKTEACH restores these computers to their like-new condition and make them available to families on loan. While the yearly allotment deductions for the loan are the same as those for a new computer, the deductions occur for fewer years, because these computers have only one or two years left on the loan. A four-year loan is tied to the computer itself, not to the family receiving the computer. The loan price for laptop computers is \$300/year.

## iPad

An iPad 2 is available for every family with full-time student(s) enrolled with AKTEACH. An amount of \$200 will be deducted from a family allotment. At the end of the year, the following options are available for purchase:

End of year one: Parents may purchase the iPad for \$200 or return the iPad.

End of year two: Parents may purchase the iPad for \$1.

\*If purchasing the iPad, please note that all district licensed applications need to be removed from the device. This means parents will need to back up all files before turning in the iPad after payment, as it will be returned to the family with factory default applications.

\*\*If withdrawing from the program, the iPad must either be purchased or returned to AKTEACH within 10 days of withdrawal. If purchasing device, it must be turned in for the technology department to wipe district applications after payment has been received for the device.

\*\*\*If not re-enrolling or graduating from the program, the iPad must either be returned by May 17<sup>th</sup> to AKTEACH, or purchased. If purchasing device, it must be turned in for the technology department to wipe district applications after payment has been received for the device.

## Computer/iPad Care

AKTEACH is not liable for **intentional or accidental damage or misuse of loaned technology**. Conditions indicating improper use are outlined in the documentation available online from the computer manufacturer. AKTEACH accepts no responsibility for the actions of students, parents, or persons allowed access to an AKTEACH computer or iPad.

Actions of the operator are exclusively the responsibility of that individual; this includes, but is not limited to: illegal software or music media; internet related financial fraud or identity theft; access to illicit sites by minors; hacking, cracking, or activities related to these general terms; copyright infringements on student, parent or user sites or postings; or virus distribution activities (known or unknown involvement). Replacement assistance will be limited to existing stock. Allow for shipping time and costs when considering repair and replacement options deemed your responsibility. **The replacement price of a new laptop is \$1200.00 and will depreciate on a yearly sliding scale. The replacement cost of a new charger is \$94.00.** Do not attempt to repair or replace hardware without first consulting with AKTEACH as this may void a warranty. Do not install third-party hardware such as DVD drives, CD burners, wireless cards, sound or graphic cards without first consulting with AKTEACH. **All computers/iPads must be returned upon withdrawal from the AKTEACH Homeschool/Correspondence program with the exception of parents who wish to buy out an existing loan.** A signed computer/iPad use agreement is required from every parent/guardian, who is issued a computer/iPad.