CORRESPONDENCE STUDY PROGRAM AND HOME EDUCATION PROGRAM

CORRESPONDENCE STUDY PROGRAM

The Kodiak Island Borough School District recognizes that the mission of the Correspondence Study Program is:

1. To provide educational services to students living in rural and remote parts of the Borough and

2. To provide educational services to students and parents who reside within the District school attendance area who are seeking a home-based educational program.

A. General Eligibility Requirements

Students must be residents of the Kodiak Island Borough and meet all requirements for enrollment in school as set out by the Kodiak Island Borough School District and the Alaska Department of Education.

B. Enrollment

1. Open Enrollment-No Fees
   a. Students enrolling in Correspondence Study by October 1 and remaining enrolled during the official count period will be allocated a student allotment of $2,200. This amount will increase to $2,500 for juniors and seniors who meet the requirements of the CSS “Honors Program.”
   b. Students enrolling in Correspondence Study School between the dates of October 1 and October 20 will be allocated a student allotment of $2,000.

2. Enrollment after the Official Count Period (Alternative Enrollment Period)
   Students enrolling in Correspondence Study School after the official count ends and before the end of the year will be provided with a basic program of study. However, students may be assessed for the cost of any resources the student may require.

3. Suspended Students' Enrollment
   Students who have been suspended or expelled from a public school may, depending on administrative or Board action, enroll in the Correspondence Study School. The student would be provided a program of study in the core academic areas.

4. Materials/Course Returns Mandated
   Students are to return non-consumable materials/courses when withdrawing, graduating, or completing their work. Students/Families may chose to purchase books, supplies, or equipment used during a
CORRESPONDENCE STUDY PROGRAM AND HOME EDUCATION PROGRAM (cont’d)

student’s enrollment at CSS. The purchase price for items can be determined at the time of withdrawal.

5. Unusual Circumstances and Independent Study
   Parents enrolling students due to unique circumstances or emancipated students enrolling in Correspondence Study during an Alternative Enrollment Period, a Suspension, or an Expulsion, may request a financial waiver or an extended payment plan for all associated materials/course fees. The administrator in charge of the Correspondence Study School may grant this request based on a review of the circumstances.

C. Procedures For Enrollment Consideration after the Official Count

All students wishing to enroll in Correspondence after the official count period, who are currently attending another school in the District, should advise that attendance school. The Principal of Correspondence Study School will have final discretionary approval of all student requests for enrollment after the official count period. The Principal may request a conference with parents and students to determine if Correspondence Study is an appropriate educational setting. Students who have been unsuccessful previously in Correspondence may be denied admission or placed on probationary status. The student and parent(s)/guardian(s) must schedule a conference with the assigned advisory teacher to determine the program of study. No materials will be issued prior to this initial conference. A program of study will be developed and supervised by the Correspondence Study Program Teacher. This program of study will be appropriate to the skill levels of each individual student. Students and parents must sign a Statement of Commitment to submit satisfactory coursework at regular intervals and upon completion or loss of eligibility, to officially withdraw and return all texts, tests, equipment, and usable materials.

D. Procedures For Credit Recovery

Students who are enrolled in a District secondary school may apply for Correspondence Study courses on an individual basis for the following reasons:

1. Course work not available at the student’s attending school.
2. Make-up courses/credits previously failed.
3. Program adjustment for those students with conflicts or in need of program modification.
Instruction

CORRESPONDENCE STUDY PROGRAM AND HOME EDUCATION PROGRAM (cont’d)

Applicants for Credit Recovery should contact their high school counselor and proceed as follows:

1. Secure from the school administrator or guidance counselor, support for, and approval to, request Credit Recovery.

2. The local school administrator or guidance counselor should send/fax the written request for Credit Recovery to Correspondence Study. This request should identify the student, reason(s) for the request, and support of the school for the request for courses.

3. If approved by the Correspondence Study administrator, a meeting will be arranged with a Correspondence Study teacher, the student, and parent(s)/guardian(s) to arrange for course enrollment and pickup of materials.

Depending on availability of materials and program needs a student may be assessed course fees for Credit Recovery courses.