

Alaska **REACH** Academy

*Resources for **E**ducating **A**laska's  
**C**hildren at **H**ome*



Student/Parent Handbook  
2023-24

**ALL CHANGES ARE NOTED BY BEING IN BOLD PRINT**

# Resources for Educating Alaska Children at Home



Welcome Reach Academy Students and Families,

The Reach Academy program was developed by the staff of the Alaska Gateway School District in response to the growing demand for alternative educational settings within our own district. We believe that offering choices to students and parents is a fundamental key to the students' lifelong learning process. At Reach Academy we believe that no two students are alike, and therefore neither are their learning styles. We work together with parents, students, and teachers to ensure your child's academic success.

Our program has existed for over thirty years helping to individualize the education each child receives. Our goal is to support our students and families in the lifelong learning process by guiding you through the Individualized Learning Plan process, providing counsel on curriculum, grades, and graduation progress. Since you as the parent have committed to schooling, educating, and guiding your child to learn throughout the coming years, we hope that you will take advantage of the support role that our Principal/Teacher can provide for you. We know that you will invest a lot of time into your child's education and our Principal/Teacher has the skills, wisdom, and knowledge to help you educate your child.

Our program serves students in grades K-12 within the Alaska Gateway School District. Whether you are looking for an online curriculum or traditional textbooks, we can help design an educational plan that works for your child. If you are a family or student within the Alaska Gateway School District and you are looking for a different and individualized learning approach, contact us to begin your homeschool adventure today.

The Reach Academy office is located in the Tok School. All visitors are welcome and should check in at the main office. Upon arrival you will be directed toward the Reach Academy office.

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Alaska Gateway School District  
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**DATES TO REMEMBER (REACH WILL USE ADOPTED AGSD DISTRICT WIDE CALENDAR)**

July 1st	Allotments are available for 2023-2024 school year
September 1st	Semester 1 requests for curriculum are due Eligible for Kindergarten (if 5 years old on or before)
September 15th	Requests or Reimbursements due for Curriculum of Semester 1
October 20th	Kindergarten Developmental Profile Due
<b>October 26th</b>	<b>End of 1st Quarter Grades, reports, and work samples are due Oct. 30</b>
October 30th	2nd and 3rd quarter allotments available to new students
November 15th	Deadline for ILP changes for Semester 1
<b>December 22nd</b>	<b>Semester 1 Ends</b>
<b>January 8th</b>	<b>2nd Quarter Grades, reports, and work samples are due</b>
January 15th	Requests or Reimbursements due for Curriculum of Semester 2
January 31st	Reimbursement deadline for Semester 1
<b>March 15th</b>	<b>End of 3rd Quarter. Deadline for ILP changes for Semester 2</b>
<b>March 25th</b>	<b>Grades, reports, and work samples are due</b>
<b>May 24th</b>	<b>4th Quarter Grades, reports, and work samples are due</b> <b>Reimbursements deadline for Semester 2</b> <b>Semester 2 Ends</b>

## Enrollment

As a District-wide correspondence program, Reach Academy may enroll students in grades Kindergarten through 12th grade from all communities within the Alaska Gateway School District. A student must be 5 years old on or before September 1st to enter Kindergarten. A Pre-K student must be 4 years old on or before September 1st to enroll. A student can not be over the age of 20 before September 21st, unless he/she qualifies for Special Education Services.

Reach Academy has an open enrollment for all eligible students in grades K-12 as provided in AS 14.17.600. Early enrollment in Reach Academy ensures that curriculum materials will be ready for students to start their studies by the end of the summer.

## Registration

The following are required:

- Online enrollment completed
- Home Teacher Agreement completed and signed
- Copy of your Birth Certificate on file
- Copy of up-to-date Immunizations on file
- ILP (Individualized Learning Plan) Meeting with Principal/Teacher
- Student record request form (only if transferring from another school district)
- Physical examination required if participating in sports
- Placement tests, MAP test scores, and State standardized testing results
- Home Language Survey
- Migrant Education form
- Indian Education form (for Alaska Native or American Indian students only)

## Preschool

Preschool age children are not funded by the state; however, Reach Academy does provide a limited stipend for approved preschool curriculum for students who are the age of 4 by September 1st. As a benefit to our families, each preschool child may spend up to \$250 for core-subject curriculum provided they have a sibling enrolled full time in Reach Academy.

## Individualized Learning Plan

The Individualized Learning Plan is a document that outlines the students' course studies for the year. Those new to the program may benefit from an ILP meeting that includes the parent, advising teacher, and student to jointly develop the course plan for the year. The ILP must include ongoing assessments and be designed to meet proficiency toward achievement of state standards. The ILP gives focus to the parent and student for the upcoming year, informs the contact teacher of what each student is studying, what curriculum is being used, and ensures the responsible use of state funding. Curriculum, educational services and/or materials used must be aligned to the learning plan to be considered for reimbursement. Students have one year to complete their coursework.

### Full-time Enrollment

Full-time enrollment is defined for elementary students as having 4 courses taken through the correspondence program with at least 2 of the courses being core classes. For High School, full-time enrollment is 4 courses or 8 semesters with at least 50% of those courses being core classes.

### Dual Enrollment

Our families are entitled to enroll their children in a public education program part time. We accept both public and private school dual enrolled students. Students dually enrolled with another public school must obtain authorization from the district of residence utilizing the “Dual Enrollment Form” before enrollment can be processed. Note that any dual enrollment will cause a decrease to the students’ allotment accordingly. For each hour (grades K-8) or course (grades 9-12) that your child attends at a public school their allotment will decrease by 25%. Please note that dual enrolled students must also participate in statewide mandated testing.

### Dual Enrollment/Another Public School

Reach Academy is a public school using public dollars to fund its operations. Students may be enrolled in two public school programs simultaneously. However, a student may not be funded for more than four classes between two public programs. Students will need to have their local school principal or district official sign off on the dual enrollment form in order for us to submit for correct funding. Students with dual enrolled status with two public programs cannot receive full-time status benefits (Computer and Internet Options). With the exception of students under a cooperative agreement, Reach Academy does not allow for the dual enrollment of public school students in elementary school without special requests. Due to the complexity of scheduling and credits at these grade levels, such special requests are rarely granted.

### Dual Enrollment/Private School

A student may be a dual enrolled student in a private school and be considered a full-time student with Reach Academy. Since private school students do not utilize public dollars, dual enrolled private school students may be enrolled with our program with full-time status. Students may not use coursework completed at the private school for credit earned through Reach Academy, none may these courses count toward funding. The student’s private school schedule must be on file to verify courses. The regulations prohibit counting a student for correspondence funding if the student is enrolled in a substantially similar course in a different educational institution, including a private school. Many private school students like to take advanced placement classes, music courses, physical education courses/team sports, remedial courses and other general education courses to fill gaps in their transcripts and for many other reasons. While these courses are supported, Reach Academy promotes core academics and dual enrolled students must adhere to all program guidelines. Mandated standardized testing is required.

### Out of State Residency

Students who live or move outside of Alaska are not eligible for enrollment with Reach Academy. Students living outside of Alaska are not eligible for school funding under AS 14.17.410. Under special circumstances, such as military or medical, limited extended leave periods may be pre-approved as long as the student maintains Alaska residency, maintains a monthly contact and reporting schedule, and has completed required forms. Students must also be present during state mandated testing periods. The Extended Stay Outside Form is required for all absences greater than 30 days.

### Re-enrollment

Students will receive enrollment forms and ILP paperwork during the spring of each academic year. Keep in mind that allotment funds are not available until July 1st of each new school year.

### Late Enrollment

Students applying for enrollment after the count period are considered on a case-by-case basis. Allotments may be prorated for students enrolling during the October count period. Students who enroll after the count period will not receive an allotment and are not eligible for computer/internet benefits, and have access to limited curriculum choices.

### Non-Discrimination

The AGSD and REACH Academy comply with all Federal and State Anti-Discrimination Statutes and Regulations.

### Special Needs Students

AGSD provides all special education services as required by state and federal law to students enrolled in REACH Academy. Any funding necessary for IEP related services are provided outside the student's allotment. Special needs students will receive narrative reports and grades based on progress toward goals stated in their Individual Education Program in light of their exceptionalities.

### Grade Level Placement

REACH Academy cannot arbitrarily place students. Grade level is determined by the review of prior records and documentation of previous grade level completed. Students' date of birth, prior grade level as designated by the last school of record, and prior testing records may also be used to determine grade level.

High School students will be placed according to the number of credit hours earned.

Freshman	9th grade	0-5	credits
Sophomore	10th grade	5.5-10.5	credits
Junior	11th grade	11-15.5	credits
Senior	12th grade	16-22	credits

### Acceleration/Retention

It is our responsibility to ensure that students have the academic skills needed at each grade level to allow for progress through their academic career. REACH Academy does not promote or retain students without valid and proper documentation.

A student may be considered for acceleration only if the following can be clearly demonstrated that acceleration will be beneficial to the student socially, emotionally, and academically; and there is no other way to provide for the student's needs. Formal and informal test scores and physical and social development may be considered in making this determination. The site administration, working with staff and parents, will make the final decision on acceleration **and will follow the guidelines established through AGSD BP 5123(a) and (b).**

As long as adequate instruction is demonstrated, retention of a student is rarely recommended. If retention is recommended or requested, district policy will be followed. The site administrator, working with parents and staff, will make the final decision on retention.

Please see BP 5123(a) and (b) for more information on acceleration and retention.

### Health records / Immunizations

Students who attend school ONLY by correspondence are not required to be immunized, however, all students who PHYSICALLY attend school (including "correspondence" students who might attend for short periods of time) or participate in organized school activities must meet Alaska immunization requirements. There are medical and religious exemptions from the Alaska immunization regulations. The state regulations that deal with medical exemptions are 4 AAC 06.055(b)(2) and 4 AAC 62.450(c)(1).

### Withdrawal

A student may withdraw at any time; however students who withdraw prior to the end of the first quarter will be held accountable for all expenditures and will be required to return all materials. To withdraw please complete a withdrawal form and turn it into the Reach Academy office. If you withdraw your child during the course of the year, or if your child is unable to complete the entire year's curriculum by the beginning of the next school year and chooses to return to another school, the grade level placement will be up to the receiving school's principal. Records will be sent to the enrolling school upon receipt of a student record request.

- All non-consumable materials purchased with allotment funds must be returned to the Reach Academy office in a timely fashion. Parents may be financially liable for damage or missing items.
- Technology equipment on loan from the program must be returned.
- Parents may be financially liable for equipment that is damaged or missing.
- Purchase requests or reimbursements dated on or after the withdrawal date will not be honored.
- Student records will not be released until all parent obligations are fulfilled and financial obligations are met.

### Non-Compliance/Non-Participation Procedures

Reach Academy may withdraw a student at any time during the school year if the Home Teacher Agreement (which was accepted at registration) is not being adhered to. Examples of Non-Compliance that could result in withdrawal:

- Not responding to repeated communication attempts by the contact teacher or office.
- Not submitting an ILP or student work samples in a timely manner
- Student demonstrating little or no attempt to complete school courses

Reach Academy will give every effort and work diligently with families and students to support them in their homeschooling efforts. Sometimes a student's needs are better met in a different method of instruction. In this case we will do our best to find a more suitable avenue for your child's educational needs. In the case of withdrawal for non-compliance the following procedures are in place:

Step One: The family will be notified regarding what needs to be submitted and specify a deadline for receipt of items. The family's accounts will be held until receipt of documents.

Step Two: The family will be mailed a certified letter requesting quarter reviews and work samples. The family's account will continue to be held.

Step Three: The program will initiate withdrawal of all students whose records do not document adequate progress. A withdrawal form will be mailed certified return receipt.

\*The district will follow state laws as is related to truancy and therefore; the troopers may be notified.

### Home School/Teacher Requirements

Reach Academy is a publicly funded home education program based on the premise that the student's home teacher, the school district's contact teacher, and any other tutors, instructors, and educators are working together, in partnership, to provide a well-rounded and quality education for the student.

### Home Teacher

All homeschool students must have a responsible adult (usually a parent or guardian) who will agree to supervise and assist the student as his/her home teacher. The home teacher is responsible to assist the student in completing homework, supervising tests and returning homework for grading. Even a child who seems to be an independent worker requires supervision to observe that all work is actually being completed. The home teacher needs to be continually available to provide instruction to the student. Teaching children at home by correspondence study is a full-time commitment. The home teacher also needs to maintain regular contact with the REACH office. Students enrolled in the credit recovery option will work with the Principal/Teacher to ensure that all courses are completed within the agreed upon timeframe.



Following is a list of some of the responsibilities of the Home Teacher:

- To develop a written Individual Learning Plan (ILP) for my student that meets or exceeds Alaska Standards and grade level expectations.
- To make sure my student is present to participate in mandatory state assessments **or sign district approved “opt– out” form.**
- To be available, by phone or email, for monthly communication with the contact teacher.
- To meet quarterly with the contact teacher, in person or by phone, to discuss student progress and grades and to provide student work samples.
- To provide a regular place for my student to work; to plan, monitor and correct daily assignments; and to supervise any required test or exams.
- To organize a daily schedule that will permit my student to progress steadily and complete the ILP before the start of the next school year.

### Teaching Partnerships

#### Contact Teacher

The Alaska Gateway School District provides a state-certified contact teacher. The primary responsibility of this individual is to support and encourage the home school teachers in their role of instructing their children at home. The contact teacher is available by phone, email, and parents and students can stop by the REACH Academy office during office hours. The Contact Teacher will work with the Home Teacher to develop an ILP that meets or exceeds the state requirements. The Contact Teacher may share ideas of curriculum choices and help to ensure a well-rounded education that is suited to the student's interests and abilities. It is the job of the Contact Teacher to coordinate a group activity each month where students may socialize and learn together. They will also keep you informed of any other pertinent information within the correspondence program.

#### Tutors/ Lesson Instructors

Families may contract with a private individual for tutoring or instructing a student (in core subjects, fine arts, music, and physical education), and use student allotment for payment if, according to state regulation:

- The instruction is not provided by a family member or a private or sectarian educational institution.
- The instruction is listed as part of the ILP designed for the student.
- A certified teacher who is highly qualified to teach the subject or the grade level, as appropriate, and
- who is employed by the program, has the primary responsibility to plan, instruct, and evaluate the learning of the student in the subject.

The tutor/instructor and the family will determine and agree upon the fee for tutoring or lessons.

Tutors/instructors new to AGSD should submit a tutoring/instructor packet to the AGSD office before instruction begins. Check with the office to see your chosen tutor/instructor has been approved. The parent will coordinate necessary forms with the tutor/instructor at the time lessons or tutoring sessions are arranged.

#### Instructor

Some students may decide to take a class from a venue where there is a separate instructor from that of the Home Teacher. In this case, the instructor will be responsible for issuing the grade and communicating that to the family as well as to the Contact Teacher.

## PAC Committee

Reach Academy has a Parent Advisory Committee which consists of Reach parents who work together in their commitment to education for their children. The PAC partners with other parents, the Reach Principal/Teacher, and AGSD district staff to **interact through** positive dialog about the educational process. They meet several times a year to discuss, advise, and lend support to **all REACH parents and students**.

## Curriculum & Instruction

### Individual Learning Plan

All students enrolled in REACH Academy must complete an Individualized Learning Plan (ILP) outlining their course studies for the year. The parent, advising teacher and student, when appropriate, develops this plan jointly. The ILP must include ongoing assessment and be designed to meet proficiency toward achievement of state standards. Curriculum, educational services and/or materials used must be aligned to the learning plan to be considered for reimbursement. Students have one year to complete their coursework.

### Core Course Requirements

REACH Academy requires enrollment in a minimum of four courses (8 semester classes) with our school to be counted as full time. Per regulation 4 AAC 33.426, A student enrolled in a statewide correspondence program, whether full-time or part-time, must take at least 50 percent of his/her coursework through the statewide correspondence program, in core courses. A student must be enrolled in at least 4 courses to be considered full time.

*Core classes are defined as Foreign Language, Math, Language Arts, Science, Social Studies, and Technology*

This requirement may be waived by REACH Academy administration for extenuating circumstances such as fulfilling graduation requirements.

### Curriculum Choices

REACH Academy encourages the use of programs that meet all of the requirements of a sound education for the student. This may be accomplished through various ways and each parent has the ability to select the curriculum he/she feels is the best suited for his/her child. *(Please recognize that religious, partisan, sectarian, or denominational textbooks, curriculum or materials are not reimbursable)*. The REACH Academy office has many samples of curriculum at all grade levels and the REACH Academy teacher is available to assist parents in making decisions regarding appropriate curriculum.

### Supplemental Curriculum

**REACH Academy does its best to make curriculum available to provide unique learning opportunities for students and their families.** Supplemental curricula may be used in conjunction with a comprehensive curriculum, but will not, in and of itself, meet the requirement for a complete course.

### Faith-based Curriculums:

Faith-based courses may not be used to determine a student's full-time-enrollment (FTE) status, nor can they be purchased with the allotment provided by AGSD. Parents may privately obtain faith based curriculum or course, but credit cannot be awarded for these courses unless a review of the course or curriculum is done by a content specialized teacher (a \$50 fee will be taken out of the allotment to cover the cost **of the off duty review**) as well as a approval from the Curriculum and Instructional Specialist from the AGSD district office.

### Parent Designed Classes

Parents may design their own classes with the assistance of the assigned advising teacher. These classes will list what the child is expected to learn and be aligned with state and district learning standards. The course must include the text and materials that will be used for the course. The core courses of math, science, social studies, and language arts are not eligible for high school credit as parent designed courses. Parent Designed Courses (PDC) and the text and materials used must be reviewed by a content specialized teacher (as above, a \$50 fee will be taken out of the allotment to cover part of the costs of a review) as well as a approval from the Curriculum and Instructional Specialist from the AGSD district office before the course is approved for credit.

### Pre-Approval for Curriculum:

All curricula must be aligned to state and district standards. If you are using a curriculum that has not been approved by the Regional School Board, it must be reviewed by a content specialist and be approved by the Curriculum and Instructional Specialist within AGSD (a \$50 fee will be subtracted from the child's allotment to offset cost). When necessary, supplemental materials may be needed to ensure all standards are addressed.

### Grade Level Expectations

Curriculum will be reviewed by a certified teacher to assure alignment to state standards and district grade level expectations. The Department of Education and Early Development website provides explanations and the key elements of educational standards: <http://www.eed.state.ak.us/standards/>

- Performance Standards: <https://education.alaska.gov/akstandards/standards/standards.pdf>
- Content Standards: <https://education.alaska.gov/akstandards/#c3gtabs-standards>

### ILP Amendment

It is the parents/students responsibility to notify their advising teacher of any changes to the ILP. Courses must be properly added or dropped to ensure proper credit and allow for appropriate expenses for needed materials.

Changes to the ILP require written documentation and/or approval from the advising teacher. In high school, an ILP amendment to remove or change a class must be submitted by mid-semester: November 15<sup>th</sup> for fall courses and March 15<sup>th</sup> for spring courses. If you do not submit an ILP amendment to remove a course in a timely manner, your student will be held accountable for the course.

Courses dropped within 45 days of the ILP date will not appear on the student's permanent record. Courses dropped after this deadline but before 60 days will receive a Withdrawal grade (W). Courses dropped after 60 days will receive a failing grade if not completed, unless otherwise determined by the administration because of extenuating circumstances.

### Elective Courses

Electives include courses in subject areas not specified in the graduation requirements such as music, art, work study, service learning, etc. Any additional classes taken in any required subject area beyond the requirements automatically count as an elective.

### Activity Logs

Activity logs are needed for any course that does not cover a specific body of knowledge. All credit earned comes from either learning a specific body of knowledge (i.e. the content of Biology or Algebra I) or accumulating hours. Logs are required for all classes that are based on the accumulation of hours. Some examples of these courses are PE, art, and music. These courses can consist of a combination of activities and must be outlined in the student's ILP. One-half credit (.5) is earned for a course once your child accumulates 60 hours and submits a progress report and activity log to your contact teacher. Activity logs can be found on the website and are available at the REACH Academy office.

### Course Options

Course options usually fall into six categories:

1. Traditional Textbook
  - a. Convenient
  - b. Teacher-tested
  - c. Provides structure
2. Correspondence/Credit Recovery Course
  - a. Grades are provided by independent instructor
  - b. Student receives transcript from another institution
3. Parent Designed Course
  - a. Provides an opportunity to take advantage of parental expertise in a particular subject area
  - b. Typically incorporates material from a variety of sources
  - c. A parent designed course form must be submitted for each course
  - d. Topics and assessment methods must be clearly defined before the course begins
4. Work Study and Service Learning
  - a. Life experience
  - b. Submit proposal forms to get approval **before** you begin.
  - c. No retroactive credit will be given
  - d. Credit limits
    - i. 2 credits of both combined
    - ii. .5 credit of either per fall or spring semester
    - iii. .5 credit of either per summer
    - iv. 1 credit per job type
5. Guided Instruction
  - a. Credits based on an accumulation of hours
  - b. Log required
6. College Courses
  - a. High school students may earn dual credit for college level courses
  - b. A three-credit college course is equal to 1 (one) high school credit

**Guidelines for Daily Instructional Time**  
(Contact hours)

<b>Subject</b>	<b>Grades K-3</b>	<b>Grades 4-6</b>	<b>Grades 7-12</b>
Language Arts: Grammar, Literature, Spelling, Reading, Writing, Speech	120	135	135
Math	45	55	60
Science/Health (0.5 required -Health)	25	35	50
Social Studies (0.5 must be Alaska Studies, 0.5 must be Civics)	25	35	50
Physical Education (0.5 -required PE)	20	25	30
Music/Art/Technology (0.5 required - Survey of Emerging Technology) Electives (0.5 required - College & Career Readiness, 0.5 required - Personal Finance)	15	30	35
<b>Total</b>	<b>4 hours</b>	<b>5 hours 15 min</b>	<b>6 hours</b>

Some days might take longer to cover a topic, some days might be shorter, some weeks might have to spill over into the weekend.....that's homeschooling. The important thing is that your child is getting the best education possible....however long that takes.

## AGSD High School Graduation Requirements

Subject	Credits Needed
English	4
Math	3
Social Studies	3
Science	3
PE	0.5
Health	0.5
Technology	0.5
Electives	7.5
Total	22

### Graduating Seniors:

All graduating seniors will meet the credit requirements adopted by the AGSD as outlined in the Regional School Board Policy Manual.

Reach Academy is allowed to graduate with other Regional schools in the district. REACH will hold an end of the year banquet for all of our families and students to celebrate the end of the school year.

A diploma shall not be issued until all loaned equipment has been returned and fees have been paid to the district.

## Grading

The purpose of elementary grading is to report academic progress and observations of personal and social progress during the grading period. These grades will be based on standards found in the Alaska Gateway School District curriculum.

Elementary grades will reflect a combination of some of the five areas listed below and will not be based on only one evaluation or criteria.

1. Daily work    2. Test scores    3. Participation    4. Skill application    5. Student performance.

### Primary Grading Scale (K-3)

1. **E** Excellent, exceeds required standards
2. **S** Satisfactory, meets required standards
3. **N** Needs practice to meet required standards
4. **U** Unsatisfactory
5. **NS** Non-sufficient information is available to give a grade because the student has been enrolled for fewer than twenty (20) days.

## Intermediate Grading (4-6) and Secondary School Grading (7-12)

For reporting purposes, the following system will be used in grades 4 – 12.

1. **A 90-100 Excellent:** indicates the student has done work in quality and quantity far in excess of the standards set forth for a satisfactory grade in the subject. Where state performance standards have been established, indicates that the student's performance significantly exceeds the standards.
2. **B 80-89 Above average:** indicates the student is doing work in quality and quantity above the standards set forth for a satisfactory grade in the subject. Where state performance standards have been established, indicates that the student's performance exceeds the standards.
3. **C 70-79 Satisfactory:** indicates the student is acquiring the necessary information and skills to proceed in the subject. He/she is meeting the standards set for a satisfactory grade in the subject. Where state performance standards have been established, indicates that the student's performance meets the standards.
4. **D 60-69 Poor:** indicates the student is meeting the minimal standards for a passing grade in the subject. Where state performance standards have been established, indicates that the student's performance falls below the standards.
5. **F 0-59 Failure:** indicates insufficient progress in the subject to merit granting of a passing grade in the subject. Where state performance standards have been established, indicates that the student's performance falls significantly below the standards.
6. **NS** indicates that non-sufficient information is available to give a grade because the student has been enrolled for fewer than twenty (20) days.
7. **INC** indicates that the course is incomplete. When an INC is recorded on a transcript it means that as of the end of a semester grading period the course was not completed. This INC will remain on the transcript until either; a final grade is received or the class expires and at that time a grade of F will be recorded.

## Release of Records

In compliance with the Family Education Rights and Privacy Act of 1974, REACH Academy will submit a release of records form for students who have previously attended other schools.

Students enrolling in other public schools or private schools after being enrolled in REACH Academy may request a Release of Records. This request must be submitted to the REACH Academy office. Please allow 2 weeks for processing.

## Reporting and Assessment Requirements

REACH Academy is a public school receiving public funds for each student's education. To be eligible for funds, our school must comply with Alaska Statute and regulations governing statewide correspondence schools. Each student in our program must be held accountable for completion of coursework and state educational requirements.

### Testing Participation

The only students exempt from such testing are those enrolled .25 FTE or less.

### Performance Evaluation for Alaska's Schools MAP'S- AK-STAR

MAPS and AK-STAR are the summative assessments that the Alaska Department of Education and Early Development (DEED) require. All students in grades 2-10 are tested in English and Math, while students in 5th, 8th, and 10th grades are also assessed in Science. Students are required to test unless the parents/guardians specifically **sign the district opt-out form**, and provide **the form** to the District Testing Coordinator.

*Alaska Gateway School District highly recommends that each student at REACH Academy participate in state summative assessments (or sign the district "Opt-Out" form), as it provides valuable feedback on the student's educational progress. In addition to the valuable assessment information gathered from the summative PEAKS assessment, REACH Academy receives a rating from the state of Alaska DEED. Testing participation is figured into this rating.*

### Alaska Kindergarten Developmental Profile

The Alaska Department of Education (DEED) requires that all Kindergarten students and first grade students entering the district be given a developmental profile who have not yet been profiled. The KDP assesses the strengths of his or her students in motor skills, general knowledge, language and communication skills, and social skills. The results of this assessment will be completed on-line by October 20 and submitted to DEED by November 1 of each school year.

### Limited English Proficiency (LEP)

Specific teachers and students who are involved in the English Language Proficiency Assessment are determined each year based on responses regarding use of another language in the home as reported on a Parent Language Questionnaire. The PLQ is part of each student's registration packet. A Classroom Observation Form can also be completed by the teacher to determine how well a child with a second language is performing in the classroom. The diagnostic assessment chosen by the State of Alaska is the W-APT, and results guide the types of resources and supports to use in instruction. The State requires that students who are identified as LEP be assessed each spring to measure progress toward language proficiency. The assessment is called ACCESS for ELLs.

### MAP Assessment

These assessments are given 3 times per year for students in grades 2-12. Data generated from these assessments is very valuable to homeschool teachers and can be used to create a valuable educational experience. It is a computerized adaptive assessment that can help pinpoint where students are ready to advance and where they need help. Results provide teachers with information that can help guide instructional planning for students individually or in groups.

### Monthly Contact

Parents/Families/Students are required to maintain monthly contact with their advising teacher. This contact can be made via an office visit, telephone call, video conference, or email communication. 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.



### Quarter Grades and Progress Review

Families are required to submit four progress reports throughout the school year that include a quarter grade and review of progress. A review for all courses listed on the ILP is required. Work samples must be submitted for ALL courses listed on the ILP. For courses that do not produce a “work sample”, students are encouraged to submit a written summation, journal entries, photographic documentation or activity log.

The summary of work must include; the number of lessons completed out of the total lessons for the year, time spent per week, major topics studies and skills mastered.

Once grades are verified by the certified teacher, they are transferred onto the cumulative records for students in K-8 and onto an AGSD transcript for students in grades 9-12.

### *Financial Procedures*

The student allotment functions as an educational fund for meeting instructional expenses during the school year. Expenditures must be used for the student’s instructional needs as described on the student’s Individual Learning Plan (ILP). Each school year, an ILP must be developed by the home teacher and approved by our contact teacher before allotment funds can be accessed. Allotment funds may not be used by the district or parent to meet obligations for Special Education IEP services. The State Department of Education has developed allotment regulations for statewide correspondence programs, including AGSD. They are included in the guidelines below.

Student allotments must be used for instructional expenses for the student enrolled in our program. All expenses must be directly related to the Individualized Learning Plan (ILP) and reviewed and approved by the administration. **Student activity fee may be paid, but is not required.**

### **2023/2024 Allotments**

The official fiscal and academic year opens July 1. To be eligible for full funding a student must enroll prior to October 31, **2023**.

### Allotment Allocation

Allotment amounts for full-time / part time correspondence students which can be used to purchase materials and equipment for the child’s education are as follows:

Grade	Full-time 100%	3 classes 75%	2 classes 50%	1 class 25%
K-5	\$2,700	\$1,650	\$1,100	\$550
6-8	\$2,700	\$1,800	\$1,200	\$600
9-12	\$2,700	\$2,025	\$1,350	\$675

*Please be aware that this amount is subject to change due to funding allocations from the state.*

## GUIDELINES:

Once the contact teacher approves the ILP and the chosen curriculum, families may purchase instructional materials (after July 1st). The parent may submit an order form to our office staff, and we will place orders, or the parent may purchase items directly, then submit for reimbursement.

Include a receipt with proof of payment for each item purchased along with the reimbursement form. Approved curriculum purchases are deducted from the student allotment.

At least 50% of the allotment must be used for the student's core academic program: English/language arts, math, science, social studies, technology or world languages.

Remaining funds may be used for supplemental materials, academic activities, tutoring services, reimbursement for computer purchase, or reimbursement of Internet service.

Combined funding for the subjects of fine arts, music or physical education may not exceed 15% of the base student allocation.

Allotments for students enrolled part-time will be adjusted accordingly.

Allotment is available from July 1st through May 25th. Remaining funds can roll over to the next academic year.

All reimbursement forms/receipts must be turned in by the final 4th quarter due date for grades and quarterly reports for the current school year.

Receipts for previous school years are not accepted.

All non-consumable items purchased with allotment funds are property of AGSD. If an AGSD purchased item is returned to the manufacturer or supplier, AGSD must be notified prior to the transaction and the funds must be returned to the district. The student allotment will then be credited only after the AGSD receives the refund.

Fees for lost books or late fees are the responsibility of the student/family.

Fees for special education services are not deducted from the student allotment.

The student allotment cannot be transferred from one student to another, but purchases may be divided equally between students in the same family.

According to 4 AAC 33.421 (d), certificated staff members may not advocate partisan, sectarian or denominational doctrine as part of the member's instructional or other duties as certificated staff for the district correspondence study program. All materials purchased by the district must be in compliance with AS 14.03.090. State regulations prohibit the purchase of, or reimbursement for, religious or doctrinal materials by a school district. Parents may still use materials of their own choosing in the education of their children but REACH Academy is not able to purchase or reimburse for religious or doctrinal materials.

Materials purchased with allotment funds that are no longer useful to families are asked to be returned to the main office so that they may benefit other students.

Allotment Funds may not be used for:

Annual passes or family memberships to a sports or recreational facility.

Family travel (transportation, food, lodging) or for expenses during or for any travel out-of-state, unless the district governing body approves expenses in the out-of-state travel that are associated with direct instructional activities. This does not include funding for student travel for assessments or other required activities initiated by the district.

Fees that allow entrance to a facility in which no instruction directly connected to a student's ILP is given.

Religious, partisan, sectarian, or denominational textbooks or other curriculum materials.

Services provided to a student by a family member.

Clothing, uniforms, physical education equipment or personal items.

Pets and other animals.

Furniture.

Entertainment.

Permanent items that adhere to or enhance the value of a non-school facility.

Items that are considered excessive by the school administrator. \* As per state regulations, AS 4AAC 33.421 (g) 1-12

If you have questions regarding the use of the allotment, please call the Reach Academy office for clarification.

#### Approved Curriculum Purchases

REACH Academy utilizes a variety of curriculum to meet the needs of our students. If parents choose to use a curriculum other than what is on the approved AGSD list, reimbursement is not guaranteed.

#### Technology Purchasing/Loan Guidelines

Each *full-time* student has the option to purchase (new or used) or borrow a device using student allotment money. The device is and shall remain the property of REACH Academy until the student is enrolled for three consecutive years, then the device becomes yours. If the student withdraws from REACH Academy before October 22nd of the 3rd consecutive year, the device will either be returned to REACH Academy or may be purchased at a discounted rate to be determined at the time of withdrawal. Items covered under this rent to own policy include; computers, tablets, ipods, digital cameras, camcorders, printers, scanners, and e-readers with a purchase price exceeding \$199.99.

### Internet Service Reimbursement

Monthly Internet service can be deducted from the student allotment. It is the responsibility of the student /parent to order and set up Internet access. The district will reimburse parents for the monthly charge when the district receives a copy of the charges. The district does not reimburse for any installation fees or other phone charges related to an Internet company's requirements.

It is the district's policy to pay for only the monthly package fee. If personal downloading exceeds the monthly allowance for the Internet, the parent is responsible for the excess fees. The Internet's main purpose is to access educational programs and websites used in the student's education. Secondly, this service will provide a means to communicate with the families and REACH Academy.

Students must be making adequate progress in their coursework to be eligible for Internet Reimbursement.

### Reimbursement Requests

- All reimbursements must be pre-approved by the program administrator.
- All receipts must be accompanied with a Reimbursement Form.
- Reimbursements requests are due to the REACH office on the last day of each month to be processed the following week.
- REACH Academy does not guarantee reimbursement for items that are not pre-approved.

### Ordering Supplies

If you should find that your student needs supplies or educational materials there are two ways to order:

- Complete an order form either online or in a catalog and bring it to the REACH Academy office. Please include shipping costs. The business office will place this order.
- Request a reimbursement. Provide the REACH Academy office with a list of materials you plan on purchasing for pre-approval. Purchase the items and then provide the office with the store receipt. Reimbursements will be processed in a timely manner and the AGSD business office writes checks monthly.

### Expenses: Allowable

- Consumable Teaching/Learning Supplies: Paper, pencils, rulers, notebooks, workbooks, references, resource books, photocopying, computer disk, monthly Internet, and other general school supply needs.
- Non-consumable Teaching Materials: Approved instructional materials or programs, curriculums, courses, text, teacher manuals, and/or supplements, computer instructional software, and computer accessories directly related to the coursework.

### Expenses: Non-Allowable

A correspondence study program may not pay for or provide money for services or materials that do not reasonably relate to the delivery of the students' instructional needs. Textbooks, curriculum materials, school supplies, tutoring services, athletic equipment, and technology expenses may be approved by the certificated teacher who has primary responsibility for the course. Funding for other materials or services requires the approval of the correspondence program director or the director's trained designee and the valid instructional purpose served by the expenditure must be noted in the student's individual learning plan.

4 AAC 33.421(h).

### Special Equipment

Special Equipment is defined as an individual item not covered under technology costing more than \$199.99. AGSD will reimburse one half the purchase price of special equipment not to exceed \$200 per project with the approval of the REACH principal and superintendent. This reimbursement can be used for musical instruments, sewing machines, science equipment or other equipment not covered under technology. It is understood that students who choose to purchase special equipment will own that equipment and assume responsibility for maintaining it. Parents must discuss the request with their advisory teacher to make sure that it is an appropriate and aligned request that will receive approval.

### Specialized Supplies

Specialized supplies must be for a specified course on the ILP and project tied to AGSD standards.

The following supplies will be limited to \$150 per semester or \$300 per year per student unless special consideration is given. REACH Academy does not allow for the purchase of musical instruments.

- Gardening
- Sewing / craft / art
- Small engines or vehicle parts
- Trapping supplies

### Curriculum/Textbook/Materials Return Policy

As per 4 AAC 33.422. (b): Textbooks, equipment, and other curriculum materials purchased with state money, including money provided to the parent through a fund account, are property of the district. Materials that are not consumables must be returned to the district when the student leaves the program for any reason. Items returned are placed in the Parent Resource Center.

### Administrative Discretion:

If there is no written policy for a specific financial situation, the REACH Academy principal will make the determination.

### Financial Appeal Process

While participating in REACH Academy, parents are entitled to appeal any financial decision to the REACH Academy Principal. This appeal must be in writing and clearly outlining the areas of concern. If the decision of the principal is not satisfactory to the parent, the parent may then appeal to the superintendent in writing. If this decision is not satisfactory, the parent may then appeal to the AGSD Regional Board in writing. The decision rendered by the Regional Board is final.

### Deadlines

- |                          |  |
|--------------------------|--|
| January 31 <sup>st</sup> | Semester One purchase request and receipt deadline<br>All purchase requests and receipts dated July 1 <sup>st</sup> through December 31 <sup>st</sup> must be received by January 31 <sup>st</sup> . |
| May 1 <sup>st</sup>      | Semester Two purchase request and receipt deadline<br>All purchases requested dated January 1 <sup>st</sup> through May 1 <sup>st</sup> must be received by May 1 <sup>st</sup> .                    |

\*\*\*Do not wait until the last week of January or April to submit your request so processing and the reimbursement system can remain on a timely cycle. Further, if all materials are ordered at the last minute, it is not possible that those materials could be used during the current school year and highly unlikely the materials/supplies will be approved.

## *Counseling Student Support Services*

On the counselor's website you will find upcoming events such as testing dates, workshops, and other great opportunities for students. You will also find information on scholarships and post-secondary planning, as well as the counselor's monthly newsletter with loads of information in each issue.

Check out the counselor website at: <http://www.agsd.us/counselor2>

### College / University Classes

Alaska Gateway School District and the REACH Academy program encourages students to take college/university classes. Due to the expense of these classes, REACH Academy collaborates with the administration in seeking funds available to allow the student to take classes.

The procedure for enrolling in a college / university class is:

- A. The class has to be approved by the REACH Academy principal before enrolling.
- B. The parent / student must pay all fees for the class when the student enrolls in the class.
- C. Upon successful completion of the class, the student will submit an official transcript to Scott MacManus.
- D. The District will reimburse the parent / student upon receiving the transcript validating the successful completion of the class.
- E. College level courses will be transcribed as 1/6 high school credit per 1 college level credit earned.

### UA Scholars Scholarship

The UA Scholar Award is awarded to the top ten percent of all graduating seniors from Alaska high schools. It is a \$12,000 scholarship to any of the 15 University of Alaska campuses. With over 500 degree and certificate programs to choose from you are likely to find a program that will help you meet your career goals.

### Alaska Performance Scholarship

Students enrolled with REACH Academy may be eligible to qualify for the Alaska Performance Scholarship (APS). The APS is a merit-based scholarship that provides an opportunity for any future Alaska high school graduate who meets a core set of requirements to receive funding to pursue college and/or career training in Alaska. Students must plan with their academic counselor to ensure they are on track for eligibility.

### Alaska Career Information System

Plan your education and career with the Alaska Career Information System (AKCIS). AKCIS is available through RCS free of charge. AKCIS gives you the tools for a successful future. Students can build a career portfolio, take career assessments, research career options, set goals, find colleges and universities, learn about financial aid and more.

### 9<sup>th</sup> Grade Transition Packet

The transition from middle school to high school is challenging for all students as a number of academic, environmental, personal, social, psychological, and physiological changes are imposed on them. The end of eighth grade is a pivotal period in channeling students towards successful paths. In an effort to minimize the challenges and maximize student achievement, REACH Academy has developed a 9<sup>th</sup> Grade Transition Packet. These packets include information on: Getting Ready for High School, Choosing Electives, Goal Setting and Time Management and Post-Graduation Planning. These packets are available online and will be sent out in the fall to all 8<sup>th</sup> grade students.

## School Facilities & Activities

### Use of School Facilities

Anyone wishing to access a specific facility needs to notify the appropriate facility site administrator and fill out a facility use agreement in advance so that arrangements can be scheduled. Please recognize that at no time can students be unsupervised in school facilities.

Since our school facilities are used to educate the children at that site, priority is given to those students who are enrolled at that site whether the activity is academic, social, or sports related. Remember that the use of certain facilities does require some forethought and preparation. The library, gymnasium and computer lab, for example, are very busy places with many different organizations using them.

### Extra Curricular Activities

Correspondence families have chosen to educate their children at home and therefore are responsible for their general, academic, social, and athletic well-being. While AGSD wishes to include all students in various activities across the district, a \$200 fee is attached to each extra curricular activity. This fee will be taken out of the student's allotment to cover and off-set costs acquired and paid out by the organization sponsoring the event. This fee is subject to change throughout the year depending upon the event organized.

All AGSD students (Reach Academy students as well) who wish to participate in any ASAA activity must be enrolled in grades 9-12 and must adhere to all ASAA requirements.

### Course Enrollment

Any student wishing to enroll in a distance course offered by another AGSD school will be charged a course fee of \$150. A student wishing to have seat time (attend another AGSD school for a portion of the day) will need to coordinate with the site administrator as well as the Reach Academy Principal/Teacher to determine eligibility, enrollment status, and fees associated.

### Eligibility (grades 6<sup>th</sup>-12<sup>th</sup>)

All second-semester freshman, sophomores and juniors, as well as seniors who are not on track to graduate, must be enrolled in a minimum of five (5) semester units of credit.

**Seniors who are on track to graduate must be enrolled in a minimum of four (4) semester units of credit.**

**Each week students will be expected to follow the Board approved eligibility requirements of the school they are co-oping with (Tok or Northway).**

In order to travel and participate in non-sporting activities such as "Close-up" the participating student can not be failing in any class and have at least a 2.0 GPA for the current semester.

The eligibility of all students will be determined each Monday by 3:30 pm for the current week. Parents need to communicate with the principal/teacher weekly regarding eligibility.

### Eligibility (grades K-5<sup>th</sup>)

There are two standards that a student is expected to uphold in order to be considered eligible for any

extracurricular activity:

**Academic:** Students will be expected to maintain an accumulated “C” (2.0) or “S” average, with no failures or “U” in any subject. The student’s eligibility shall be determined on a weekly basis. Should the student not have a current passing grade, he/she will be ineligible until the grade is at a passing level.

**Social:** Whenever students are traveling with the team they are expected to conduct themselves in a proper manner at all times. Failure to do so may result in the participant not being allowed to travel with the team for future contests.

Parents need to communicate with the principal/teacher weekly regarding eligibility.

### *Policies for Students enrolled full-time in a district school*

#### Alaska Gateway School District Students:

Classes taken through REACH Academy by students enrolled full time in another district institution will be subject to the same time restraints as all other classes and count toward the GPA for eligibility to participate in school sponsored activities.

### *Documents*

[Home Teacher Agreement](#)

[Individualized Learning Plan](#)

[Parent Designed Class](#)

[Quarterly Report](#)

[Activity Log](#)

[Reimbursement Request](#)

[Religious Exemption Request](#)

[Technology Agreement](#)

[Kindergarten Progress Report](#)

[Kindergarten Report Card](#)

[Receipt for Services](#)