



# Distance Learning Center

**IDITAROD**  
**The Heart of Alaska**

Parent/Student Handbook

2021-2022

Iditarod Area School District  
Distance Learning Center  
P.O. Box 772182  
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# Distance Learning Center Directory

Distance Learning Center

Office Hours: Monday – Friday 9:00 AM – 3:00 PM

DLC Director: [mwillyerd@iditarodsd.org](mailto:mwillyerd@iditarodsd.org)  
1-800-810-3091 ext. 3 or 907-694-6100 ext. 3

DLC Teacher [awright@iditarodsd.org](mailto:awright@iditarodsd.org)  
1-800-810-3091 ext. 2 or 907-694-6100 ext. 2

DLC Secretary [dlcsecretary@iditarodsd.org](mailto:dlcsecretary@iditarodsd.org)  
1-800-810-3091 ext. 1 or 907-694-6100 ext. 1

**Iditarod Distance Learning Center**  
**2021-2022 School Calendar**  
**\*\*waiting for Testing Dates\*\***

Aug. 2 – Sept. 30	Individual Learning Plan Sessions
August 25	School Begins
September 6	Holiday – DLC Offices Closed
Sep.15 – Nov. 1	Kindergarten Development Profile
October 28	End of 1 <sup>st</sup> Quarter – Student Work Samples Due
November 1	Kindergarten Developmental Profile Due
November 1-4	1 <sup>st</sup> Quarter Parent/Student/Teacher Conferences
Nov. 25-26	Thanksgiving Holiday – DLC Closed
December 16	End of 2 <sup>nd</sup> Quarter – Student Work Samples Due
Dec. 17-Jan 3	Holiday Vacation – DLC Closed
Jan. 10-13	2 <sup>nd</sup> Quarter Parent/Student/Teacher Conferences
March 4	Teacher In-service DLC Offices Closed
March 10	End of 3 <sup>rd</sup> Quarter – Student Work Samples Due
March 14-17	3 <sup>rd</sup> Quarter Parent/Student/Teacher Conferences
April 10	Last day to order materials for the current school year
May 16	Last Day of School/end of Quarter Student Work Samples Due
May 20	Last day to submit reimbursements – Any reimbursements submitted after this deadline will not be paid.
May 23-26	Final Parent/Student/Teacher Conferences All Grades and Progress Reports Due
May 30	Holiday- DLC Office Closed

## Staff Members

Our staff members are highly qualified and have the opportunity to participate in local, on-site, district-wide, and state in-service programs. Staff meets regularly to increase knowledge, skills, and resources to share with students and their families. Certified staff work on professional plans to expand areas of expertise under their endorsed teaching areas. Staff complete annual training to keep them up-to-date on topics pertinent to solid educational practices in the home school and general education setting.

Staff is here to assist families in meeting the needs of their children as they learn in the homeschool setting.

Michael Willyerd, Principal

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Adrienne Wright, Teacher/Advisor

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Jennifer Willyerd, Administrative Assistant

[dlcsecretary@iditarodsd.org](mailto:dlcsecretary@iditarodsd.org)

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## About Iditarod Distance Learning Center

### *Our Beginnings*

The Iditarod Area School District has a long history of offering distance education to in-district and out-of-district students. Since its beginning in 1976, Iditarod Area School District has provided distance education opportunities to students living in remote areas, including mining camps, homesteads, and traplines in rural Alaska. In 1998, the Distance Learning Center was established, and the homeschool program was expanded to include out-of-district students, making DLC a statewide program.

### *Philosophy*

**Overview:** The Distance Learning Center offers a home school program using several educational innovations that meet state and district guidelines and standards. A student's educational needs are met through a flexible academic schedule and by utilizing various educational resources. **As partners with teachers, parents are involved in their child's education and are responsible for delivering the curriculum.**

The Distance Learning Center offers families the means to improve, enhance, and develop an educational program for their children. The Distance Learning Center is designed for home school students in grades K-12. It provides a flexible learning format, allowing families the opportunity to set their academic schedules. Thus, schoolwork can be completed at home or as families travel and move around.

### *Vision and Mission*

**Mission Statement:** The Distance Learning Center is a dynamic educational environment with participants willing to take risks to foster academic excellence and cultivate personal, intellectual, and emotional growth, technological skills, responsibilities of self, and citizenship. This philosophy provides a safe, nurturing environment in which the individual is valued, diversity of learning styles and teaching methods is recognized, and innovation in education – while maintaining high academic standards – is encouraged. We believe that:

- Students learn best in positive environments in which skills are taught through successful experiences;
- Students learn through a variety of methods and styles;
- Skills learned in one area are readily transferable to other areas and can be integrated into all areas of life;
- Student experiences and insights are essential and must be integrated into all areas of the Individual Learning Plan (ILP);
- Students can demonstrate successful techniques of communication and problem solving;

- Students can apply learning, integrate concepts and will demonstrate marketable skills through hands-on learning experiences;
- Students will graduate from this program with a balanced academic base and marketable, technological, and interpersonal skills, which are required on an ever-increasing basis in the workplace and by postsecondary education.

**Academic Performance:** Excellence in education can be accomplished in the home environment. The DLC Program is proof of this as the IASD homeschool program is ranked the highest among home school programs in math and second-highest for language arts on state-required tests. Compare our scores and information to other correspondence programs by going to <http://www.education.alaska.gov> and look for Statistics in the Data section of the web page to see information from 2009-2017.

(4 AAC 33.421)

### **Parents and Partners as Primary Instructors**

A critical component of this program is that the **parent is the primary instructor**. In this role, parents work with a teacher as a partner in developing and outlining an Individual Learning Plan (ILP) that meets the child's needs.

In support of our mission, the Distance Learning Center incorporates and provides the following components:

- ❖ A partnership between the parent, teacher, and student in developing an Individual Learning Plan (ILP) for each student
- ❖ A contact teacher assigned to each family, providing academic and educational support
- ❖ Guidance and instruction in implementing state and district educational standards
- ❖ Innovative curriculum materials
- ❖ Educational technology programs and internet services
- ❖ Online classes
- ❖ Parent-teacher organization (temporarily suspended) and quarterly meetings/audio conferences
- ❖ Educational accounts for each family for the purchase of instructional materials

***It is an expectation that all students will have high achievement  
for they all have great potential!***

As a participant in an organized educational program, specific requirements placed by state and district guidelines must be evidence of student learning. At the Distance Learning Center, parents are required to fulfill the following responsibilities to indicate student performance:

- Keep a record of student work, tests, projects, readings, logs, etc.
- Present a student binder and/or files containing assignments, chapter tests, writing, and reading samples, all showing student work progress.
- Contact the assigned teacher monthly via telephone, email, or correspondence to discuss student progress.
- Attend all parent-teacher conferences.
- Review students' skills and ongoing assessments.
- Complete District Quarterly Assessment.

*The above items are required and must be presented and reviewed during parent/student/teacher conferences.*

### **Teacher Resources and Support Services**

The staff at the Distance Learning Center are available to assist parents and students with questions or concerns regarding a student's home school program, educational accounts, and support materials. We welcome your calls and invite you to stop by our office. Appointments are recommended.

The Distance Learning Center staff are ready and looking forward to the upcoming school year. As partners with parents, we truly have a winning team. Quality teachers are assigned to assist in the planning of each student's Individual Learning Plan. Distance Learning Center staff teachers serve as contact teachers, providing guidance, additional ideas, and recommendations. They are **not**, however, the instructors. **The parent of the home school student is the primary instructor.**

Communication with the family's assigned teacher is an integral part of this program. **Once a month**, parents must share student progress with their assigned contact teacher. Communication can be accomplished through the phone, email, regular mail, or a meeting. **Together, our goal is to ensure student success.**

## **Eligibility and Enrollment**

The DLC has open enrollment for all eligible student's grades K-12 residing in Alaska as provided in AS 14.17.600. A child should be five years of age before September 1<sup>st</sup> or be under 20 years of age and have not completed the 12<sup>th</sup> grade as provided in AS 14.03.070. Enrolling students may not be enrolled full-time in another public school. All families enrolling students full or part-time are required to submit the following enrollment documents:

- Completed enrollment at [dlc.iditarodsd.org](http://dlc.iditarodsd.org) or [iasd.brightwayslearning.com](http://iasd.brightwayslearning.com)
- Copy of student's birth certificate
- An updated copy of immunization records
- Most recent school records, or permission for DLC to request these records
- An email address
- Conference with DLC contact teacher, parent(s), and student
- Disclose enrollment at all other educational institutions, providing a list of current courses
- Information on all past or current special education needs and concerns

The last enrollment step is to schedule an appointment with DLC to develop your child's Individual Learning Plan for the year and submit all enrollment documents. If all enrollment information is not complete, your child is not officially enrolled.

## **Regular Enrollment**

The DLC accepts new enrollments starting in the spring of the upcoming academic year. Regular registration continues through the last Monday in September. Reimbursement requests should include only purchases made between July 1<sup>st</sup> through June 30<sup>th</sup> of the academic year.

## **Late Enrollment**

The DLC accepts students after the last Monday in September; however, some changes occur due to late enrollment. Late enrollment means that allotments are subject to being prorated for students enrolling during the state count period. Students registering during the count period will receive 5% of the Allotment for each verified day of enrollment during the count period. Students who enroll after the state foundation count period (October 1-20) are not eligible to receive an allotment. Late enrollees will have access to our online curriculum for a fee of \$100.

### **Re-enrollment**

Students are able to re-enroll prior to July 15th; however, ILPs cannot be completed until the prior year is completed and all reports and work samples are received. Please note that funds are not available until August 1<sup>st</sup> with the start of each new school year. Signatures are required to finalize the enrollment process.

### **Dual Enrollment**

We accept both public and private school dual-enrolled students. Students dually enrolled with another public school must obtain authorization from the district or residence utilizing the "Dual Enrollment section of ILP" before enrollment can be processed. Please note that dual enrolled students must also participate in statewide mandated testing. The DLC does require a schedule from the school of dual enrollment to verify eligibility.

#### **Public School Dual Enrollment**

The DLC 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 to submit for correct funding. Students with dual enrolled status with two public programs cannot receive full-time status or funding.

(4 AAC 09.040)

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

The state does not count dual-enrolled students who attend private school. A student may be a dual-enrolled student in a private school and be considered a full-time student with the DLC. Since private school students do not utilize public dollars, dual-enrolled private school students may be enrolled with our program with full-time status. Please note that students may not use coursework completed at the private school for credit earned through the DLC, nor may these courses count towards funding. Private school students must verify their private school schedule. 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 courses, college courses, music courses, physical education courses/team sports, remedial courses, and other general education courses to fill gaps in their transcripts and for many different reasons. While these

courses are supported, the DLC promotes core academics, and dual-enrolled students must adhere to all program guidelines. *State-mandated testing is required for all dual enrolled students.*

**Full-Time Students**

Full-time students are required to take four classes. Two of those classes must be core academic courses from the following content areas: language arts, mathematics, science, social studies, foreign language, or technology. The remaining courses may be electives such as art, music, or P.E.

**Part-Time Students**

Part-time students are required to take two classes. One of those classes must be an academic course from any of the following content areas: language arts, mathematics, science, social studies, foreign language, or technology. The second course may be an elective such as art, music, or P.E. **Two academic courses may be taken; two elective courses may not be taken.** The student will be reported as .50 FTE, and the student will receive 50% funding.

**Enrollment Status Change**

A change in a student's enrollment status will result in changes to the family allotment amount. For example, if a student enrolls full-time and drops to a half-time student, the family allotment amount will reflect the shift from full-time to half-time. If a course has been pre-paid, the family is responsible for reimbursing the DLC for the canceled classes.

**Family Allotment Amounts**

*The following schedule represents the maximum funds available per family for the school year.*

	<i>Total Allotment</i>	<i>Full-Time student</i>	<i>½ Time student</i>
<i>K-3 Grade Students</i>	<i>\$2,200</i>	<i>100% of Allotment</i>	<i>50% of the Allotment</i>
<i>4-8 Grade Students</i>	<i>\$2,300</i>	<i>100% Allotment</i>	<i>50% of the Allotment</i>
<i>9-12 Grade Students</i>	<i>\$2,500</i>	<i>100% of Allotment</i>	<i>50% of the Allotment</i>
<i>Pre-K Ages 3 and 4</i>	<i>\$275</i>	<i><b>*With an enrollment of a sibling as Full-Time</b></i>	

*\*Preschool Children are not funded by the state; however, DLC does provide a limited stipend for approved preschool curriculum for students who are three years old on or before September 1st of the school year. As a benefit to our families, each preschool child may spend up to \$275 from the family allotment for core-subject curriculum provided they have a sibling enrolled full time in DLC.*

**Determination of Grade Level**

The DLC cannot arbitrarily place students. Grade level placement up to and including grade 8 will be based on age unless otherwise specified by the parent. For alternate grade placement, documentation of work completed will be requested and reviewed per district policy. High School grade level is determined by reviewing prior records, target graduation cohort, and documentation of previous grade level completed. Students' grade level in grades 9-12 is, in general, determined by credit hours earned.

Grade 9	0-5 + Credits
Grade 10	6-10 + Credits
Grade 11	11-15 + Credits
Grade 12	16-21 + Credits

Student date of birth, prior grade level as designated by the last school of record, and prior HSGQE testing records may also be used to determine grade level.

**Out-of-State Residency**

Students who live or move outside of Alaska are not eligible for enrollment with DLC. Students living outside of Alaska do not qualify for school funding under AS 14.17. Under exceptional circumstances, such as military or medical, limited extended leave periods may be pre-approved if the student maintains Alaska residency, maintains 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.

**Withdrawing from the DLC**

A parent may withdraw their student from the DLC at any time by notifying the DLC office. Students withdrawing from the DLC should inform the school immediately. When a student withdraws from the DLC, they usually are enrolling in another school or correspondence program. Students will be removed from the program in conjunction with Alaska state law, which states that the exit date is the earlier of:

- a) The date when notice is received from the parent or guardian that the student will no longer participate;
- b) The date when the student enters and attends another school full-time;

- c) Thirty (30) calendar days after no contact is made or correspondence is received from the student, parent, or guardian.

Withdrawal from the DLC requires parents to be informed of the following:

- Purchase requests or reimbursements dated on or after the withdrawal date will not be honored.
- Student records may not be released until all parent obligations are fulfilled, and financial obligations met.

### **Standards-Based Education**

The approved curriculum choices for the DLC students are aligned with the Alaska Content Standards. If you do not see curriculum materials on the approved list that you would like to use, there is a process for reviewing and supporting materials. Discuss this option with your teacher and the DLC director.

### **Requirements of Parents and Families after Enrollment**

- **Monthly contact (at a minimum) with assigned contact teacher**
- **Record of completed assignments/assessments that have been scored**
- **All completed work is maintained in an organized file system**
- **Conference with DLC contact teacher, parent, and student at the beginning of each Quarter**
- **Agreement to participate in all district and state-required testing**
- **Track student's progress using the district tests**

### **Records**

In compliance with the Family Education Rights and Privacy Act of 1974, the DLC will submit a Student Record Transmittal form for enrolling students who have previously attended other schools.

- The DLC will collect and maintain grade reports, monthly reports, and the Individual Learning Plan (ILP) in a permanent file for each student enrolled. Other relevant information such as student information, educational materials purchased, testing data, and work samples will also be kept on file for each student.
- Only required information will be included with a Release of Records as requested by another educational institution.
- Students enrolling in other public or private schools after being registered in the DLC may request records or transcripts. This request must be made to the DLC office. See Directory for contact information.

### **Transcripts**

Transcripts are required to place students in classes. Transcripts are maintained for all students enrolled in the DLC and are available for inspection during regular business hours.

Official transcripts (based on work completed with the DLC and prior school records) may be requested through our DLC office or by contacting the Iditarod Area School District Registrar. Please allow two weeks for transcript requests to be processed. All the DLC property must be returned before official transcripts will be issued.

### **Curricula, Materials, and Resources**

The DLC offers a wide selection of materials and instructional materials. As a partnership, families, and teachers work together to incorporate a variety of curricula to meet a student's educational needs. The Distance Learning Center funds, however, cannot be used to purchase any materials that are of a religious nature. All district curriculum materials are reviewed and are in compliance with partisan, sectarian, denominational, and sex bias regulations. Discrimination in the textbook and instructional materials is prohibited according to IASD policy.

During conferences, parents and teachers will discuss and recommend the most appropriate tools necessary to fulfill each student's educational goals. At the Distance Learning Center, students are encouraged to incorporate projects into their academic plans.

The DLC may have materials available for parents through our lending library. Please consult with your contact teacher on our current inventory of materials.

(AS 14.03.300, 4 AAC 33.421 (a))

### **Correspondence Courses from Approved Vendors**

The DLC will deduct a \$50.00 tutoring and grading fee per course from the family allotment when the DLC provides a teacher of record for correspondence courses.

If materials or textbooks have been borrowed from the DLC, they need to be returned at the end of the school year or when the student has finished with the materials or withdraws from the program.

(4 AAC 33.421 (h))

### **Pre-Approval for Curriculum**

All curricula must be aligned to state standards. If you are using a curriculum that the Iditarod Regional School Board has not approved, it must be reviewed by the contact teacher and begin its way through the approval process. When necessary, supplemental materials may be needed to ensure all standards are addressed. The origin of the curriculum that has not been reviewed and approved by the Iditarod Regional School Board must be noted on official transcripts.

### **Faith-based Curriculum**

Credit can be awarded for these courses if the contact teacher has reviewed the courses for alignment with Alaska Education Standards, included in the ILP, and received a quarterly summary of work, grades, and work samples. A faith-based curriculum cannot be purchased or reimbursed by the DLC. Parents or guardians may privately obtain any textbooks or curriculum materials not provided by our program. This means that programs like ABeka and others are acceptable.

### **Grades and Grading Scales**

#### **Reporting Grades and Grading Scale**

At the end of the Quarter, the primary teacher and student will meet with their contact teacher to provide work samples supporting the progress toward accomplishing goals established on the Individual Learning Plan. The parent, student, and teacher will review assignments, projects tests, etc. before an official recording is made on the report card. For reporting purposes, the following scales will be used:

Kindergarten report cards will be skills-based using the following marking key:

- A = Advanced
- P = Proficient
- D = Developing
- / = Skill Not Assessed
- + = Skill Achieved
- = Skill Not Achieved

First and Second Grade report cards will be skills-based using the following marking key:

#### **Math, Reading, Writing**

- |                       |                               |
|-----------------------|-------------------------------|
| 3 = Above Grade Level | + = Skill Achieved            |
| 2 = At Grade Level    | √ = Skill Developing          |
| 1 = Below Grade Level | - + Skill Needs Much Practice |

#### **Content Areas**

- |                       |                              |
|-----------------------|------------------------------|
| O = Outstanding       | / = Skill not introduced yet |
| S = Satisfactory      |                              |
| N = Needs Improvement |                              |

Grades 3 through 12 will use the following marking key:

- A = 90-100%
- B = 80-89%
- C = 70-79%
- D = 60-69%
- F = 59% and below

Pass/Fail will be used for music, physical education, and additional elective courses (consult with the DLC staff).

INC = Incomplete, indicates the student could not demonstrate accomplishments/completion of assignments, projects, etc., by the required due date. At the end of the school year, an "INC" (incomplete) mark will be recorded as a zero, and the student will need to repeat the class or goals.

### **Incomplete Grades/Assignments**

Students with incomplete projects and/or assignments will be given a deadline to complete and submit work. At the end of the two-week grace period, assignments/projects will be reviewed, and a grade will be recorded on the progress report by the parent, student, and teacher.

It is the responsibility of the parents to contact the Distance Learning Center two weeks before the end of the semester if assignments are not completed on time.

**Incomplete assignments not finished by the pre-arranged deadline will have an "INC" (incomplete) marked on the progress report. Incompletes not completed by the end of the school year will result in a failing mark.**

### **HIGH SCHOOL CREDIT FOR 8<sup>TH</sup> GRADERS**

Eighth Grade students may receive high school credit for Algebra I at the student's teacher's and parent's discretion. The student must have tested at the Proficient level on the SBA at their grade level to be considered for placement *into an approved class such as Algebra I*.

(Exceptions to this policy may be considered on a case-by-case basis).

(BP 6146.1 b)

### **HIGH SCHOOL STUDENT PLACEMENT**

Freshman	0-5 credits
Sophomore	6-10 credits
Junior	11-15 credits
Senior	16 or more credits

## **ACADEMIC HONESTY**

The Board expects students to respect the educational purpose underlying all school activities. All students need to prove to themselves that they can do successful work because of their own effort. The Board expects that students will not cheat, lie, or plagiarize. Each school shall provide an environment that encourages honesty. Students must know that their teachers will not ignore or condone cheating and penalize anyone discovered of such behavior.

## Graduation Requirements

To earn a high school diploma, students must earn 22 credits per board policy and take a college and /or career readiness assessment or receive a waiver from the Iditarod Area School Board. (BP 6141.1 (a))

The DLC uses the Carnegie credit system. A Carnegie unit equals one year of study or the equivalent of one year of study in a secondary subject. Sixty-five hours equals one-half credit.

<b>High School Graduation Requirements with Required Courses (12<sup>th</sup> grade and up in 21/22)</b>				
<b>Language Arts</b>		<b>4 Credits</b>	<b>Science</b>	<b>3 Credits</b>
English I		1.0	Biology	1.0
English II		1.0	Earth Science	1.0
Speech		0.5	Science Elective	1.0
Composition		0.5		
Language Arts Elective		1.0	<b>PE &amp; Health</b>	<b>2 Credits</b>
			Health	1.0
<b>Social Studies</b>	<b>3.5 Credits</b>		PE	1.0
U.S. History		1.0		
Alaska Studies/Land Claims		1.0	<b>Vocational Education</b>	1.0
World Studies		1.0	Information Technology	0.5
U.S. Government		0.5	Practical Living Skills/Career Education	0.5
			Vocational Education Elective	1.0
<b>Mathematics</b>	<b>3 Credits</b>			
Algebra I or Applied Math		1.0		
Geometry		1.0	<b>Electives</b>	<b>4.5 Credits</b>
Math Elective		1.0	<b>Total Credits: 22</b>	

### **High School Graduation Requirements**

Subject Area	Credits Needed
Language Arts	4.0
Social Studies	3.5
Mathematics	3.0
Science	3.0
PE & Health	2.0
Vocational Education	2.0
Electives	4.5
<b>Total Credits</b>	<b>22</b>

### High School Graduation Requirements with Required Courses (11<sup>th</sup> grade in 21/22)

<b>Language Arts</b>		<b>4 Credits</b>	<b>Science</b>	<b>3 Credits</b>
American Literature		1.0	Biology	1.0
World Literature		1.0	Earth Science	1.0
British Literature		1.0	Science Elective	1.0
Composition		0.5		
Alaska Literature		0.5	<b>PE &amp; Health</b>	<b>1 Credit</b>
			PE/Health	1.0
			(earned over four years)	
<b>Social Studies</b>		<b>3.5 Credits</b>		
U.S. History		1.0		
Alaska Studies/Land Claims		1.0	<b>Career Technical Education</b>	<b>3 Credits</b>
World Studies		1.0	Employability Skill	1.0
Civics		0.5	Practical Living Skills	1.0
			Digital Technology	1.0
<b>Mathematics</b>		<b>3 Credits</b>		
Algebra I		1.0		
Geometry		1.0	<b>Electives</b>	<b>4.5 Credits</b>
Math Elective		1.0	<b>Total Credits: 22</b>	

#### High School Graduation Requirements

Subject Area	Credits Needed
Language Arts	4.0
Social Studies	3.5
Mathematics	3.0
Science	3.0
PE & Health	1.0
Career Technical Education	3.0
Electives	4.5
<b>Total Credits</b>	<b>22</b>

\*Please see Graduation Checklist for requirements within each content area and to see the additional requirements to meet the Alaska Performance Scholarship requirements.

## College Courses

### High School Credit for College Courses

High School students may earn dual-credit for college-level courses. To ensure dual-credit is granted, official transcripts from the university or college may be requested by the DLC.

College Credits	High School Equivalency
3 Credits	1.0 Credit
2 Credits	0.5 Credit
1 Credit	0.25 Credit

## Scholarships

**ALASKA PERFORMANCE SCHOLARSHIP (APS)** The Alaska Performance Scholarship provides Alaska high school students an opportunity 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, score well on college placement or work ready exams, earn an Alaska Performance Scholarship to qualified Alaska colleges, universities, or vocational/technical programs.

Students may work towards two paths to receive the benefits of the scholarship: 1) career and Technical path, or 2) college path. Both paths award students the same financial assistance on their cumulative high school GPA and test scores at three pendants. *Send nominations to the Superintendent by April 10<sup>th</sup> each year.*

<b>Level 1</b>	<b>Level 2</b>	<b>Level 3</b>
Up to \$4,755 per year	Up to \$3,566 per year	Up to \$2,378 per year
GPA 3.5 or greater	GPA 3.0 or greater	GPA 2.5 or greater
Test scores (minimum)	Test scores (minimum)	Test Scores (minimum)
College path: ACT 25	College Path: ACT 23	College Path ACT 21
Old SAT 1680	Old SAT 1560	Old SAT 1450
New SAT 1210	New SAT 1130	New SAT 1060 (BP 5128)

### **UA SCHOLARS PROGRAM**

The U.A. Scholar Award is a \$12,000 scholarship awarded to students designated in the top ten percent of their Alaska high school class at the end of their junior year. The award may be used toward the cost of attendance at any University of Alaska's 15 campuses. *Send nominations to the Superintendent by April 10th.*

## **Special Education Services**

Curriculums are modified to meet needs on an individual basis according to the IEP. Eligible students receive special education services using a consult model. They receive district instruction in the student's homeschool setting from their parents and receive support services from the local office and the Special Education department staff as appropriate. Student progress is monitored monthly, and quarterly progress reports are maintained.

(4 AAC 33.432)

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

All students enrolled in the DLC must complete an Individual Learning Plan (ILP) outlining their course studies for the year. The Individual Learning Plan (ILP) is developed for each student and defines their educational and personal needs. Academic standards and curricula outlined in this plan are used to guide the student, parent, and teacher in implementing and meeting state and/or district standards and requirements. The ILP is developed jointly by the academic team, consisting of the parent(s), the student, and the staff of the Distance Learning Center. The educational success of each student is the primary focus and goal of the Individual Learning Plan. In addition to serving as the student's study plan, the Individual Learning Plan serves as a checklist for reporting requirements and a tool for ensuring that reimbursements are authorized based on a direct relationship to the student's educational activities. (4AAC33.421g).

Each ILP must include an ongoing assessment plan designed to target instruction and measure student proficiency towards achieving the state standards adopted in (4AAC 04.140). In addition, curriculum, educational services, and/or materials used must be aligned to the learning plan to be considered for reimbursement. Students have until May 30<sup>th</sup> to complete the coursework on the ILP.

## **Core Course Requirements**

The Distance Learning Center 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, *students enrolled in a correspondence program, whether full or part-time, must take at least 50% of the student's coursework through the statewide correspondence program in core courses. A full-time student with the DLC must take a minimum of 2 core classes. Core coursework performed outside the statewide correspondence program may not count towards the 50% core course requirement.*

### **Core classes are defined as the following:**

English/ Literature/ Reading	Technology
Math	Foreign Language/Sign Language
Social Studies/History/Geography	Courses Required by I.E.P.
Science	

The DLC administration may waive this requirement for extenuating circumstances such as fulfilling graduation requirements.

### **Parent Designed Courses**

Parents may also design courses with the assistance of their contact teacher. These classes will list what the child is expected to learn and be aligned with the state standards. The course must include the tests and materials that will be used. Parent-designed courses (PDC), must also be reviewed and approved by the contact teacher, the director, and the Regional School board before credit will be assigned. All courses require some form of assessment. Assessment may include portfolios, photo journals, final projects, presentations, or other documentation agreed upon by the educational team and documented in the ILP. For non-core courses, students may need to keep a calendar or journal to confirm completion and time spent on coursework. Parent-designed courses (PDC) have the following deadlines for approval:

First Quarter	Submitted for approval by September 15
Second Quarter	Submitted for approval by November 15
Third Quarter	Submitted for approval by January 15
Fourth Quarter	Submitted for approval by March 15

### **Amending the ILP**

It is the parent/student's responsibility to notify their advising teacher of any changes to the ILP. Courses must be added appropriately or dropped to ensure proper credit and reasonable expenses for needed materials. Coursework completed before an official change to the ILP has been made will not be rewarded credit and may not receive reimbursement for fees.

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 receive a withdrawal grade "W." Courses dropped after 60 days will receive a failing grade if not completed, unless otherwise determined by the administration or designee because of extenuating circumstances.

These deadlines allow for the receipt of curriculum and ample time for a student to begin course work. Exceptions can be made with the approval of the DLC administration.

Changes to the ILP require written documentation and approval by the contact teacher. Changes to the ILP will not be allowed after March 15th.

### **Course Time Allotments**

The following time allotments are only recommendations but can be a starting point for designing your home-based instruction time. These are recommendations and do not include breaks for lunch, recess, or other non-school-related activities.

General Instruction Recommended Daily Hours in Session	
Grade K	4
Grade 1-3	5
Grade 4-6	5.5
Grade 7-8	6
Grade 9-12	Approximately 1 hour per subject is needed daily. Total hours would be dependent upon the number of courses being taken.

The following table is meant as a guide for daily/weekly planning:

Grades	K-2	3-5	6-8	9-12
Language Arts (reading, writing, listening, speaking, grammar, spelling, phonics, literature)	2 hours per day 10 hours per week	2 hours per day 10 hours per week	2 hours per day 10 hours per week	1 hour per day per course
Math	45 minutes per day 4 hours per week	1 hour per day 5 hours per week	1 hour per day 5 hours per week	1 hour per day per course
Social Studies	20 minutes per day 1.5 hours per week	40 minutes per day 3 hours per week	1 hour per day 5 hours per week	1 hour per day per course
Science/Health	20 minutes per day 1.5 hours per week	40 minutes per day 3 hours per week	1 hour per day 5 hours per week	1 hour per day per course
P.E.	20 minutes per day 1.5 hours per week	30 minutes per day 2.5 hours per week	40 minutes per day 3 hours per week	1 hour per day
Music/Art/Fine Arts	20 minutes per day 1.5 hours per week	30 minutes per day 2.5 hours per week	40 minutes per day 3 hours per week	1 hour per day per course
Work-Study, Driver's Ed. CTE				4.5 hours per week per Quarter

### **Required Work Samples**

Work samples are required to be submitted quarterly (4 times per year.) State regulations require the DLC to review student progress quarterly. Work samples are your documentation that your student has completed their Quarter. The student and parent choose work samples to be submitted. There should be a minimum of one sample per week collected. *See the table below for the required number of samples to be submitted.*

Elective Course Journals and/or Course Verification Forms will need to accompany all elective courses, including lessons (examples: PE-hockey, dance, gymnastics, Music-vocal, instrument lessons, Cooking, etc.)

Elective Course Journals and/or Course Verification Forms are needed for parent-designed courses.

<b>Work Samples to be Submitted Quarterly</b>		
Grade Level	Number of Samples	Type of Samples
Pre-K and K	4	Worksheets/drawings, writings, photos, an audio recording of the reading, journals, etc.
1-2	4	Worksheets/drawings/writings/photos/an audio recording of the reading, journals, etc.
	1	Assessments
3-5	4	Worksheets/drawings/writings/photos/an audio recording of the reading, journals, etc.
	2	Assessments
6-8	4	Worksheets/drawings/writings/photos/an audio recording of the reading, journals, etc.
	2	Assessments
9-12	4	Worksheets/drawings/writings/photos/an audio recording of the reading, journals, etc.
	2	Assessments
	2	Correspondence courses from vendors such as BYU, NDIS, GSN, etc., will assign a grade that we can accept directly. We need two samples for our files.
	Elective Course Journal	Elective course grades will be assigned as Pass/Fail, provided the elective course journal reflects sufficient hours or Quarter or course verification form.
	Varies	Life Skills courses require work samples. These depend on the content of the course (talk to your contact teacher for details.)

## **Program Requirements**

As part of the Iditarod Area School District, the Distance Learning Center is a public school receiving public funds for each student's education. Our school must comply with Alaska statutes and regulations governing statewide correspondence schools to be eligible for funds. Each student in our program must be held accountable for completing course work and state educational requirements. These requirements include testing participation, monthly contact, progress review, and grades.

(4 AAC 33.440)

## **Testing Participation**

All 3<sup>rd</sup> - 10<sup>th</sup>-grade students enrolled in DLC (full-time, part-time, and dual-enrolled) must participate in the MAP state testing. The MAP test is given three times per school year. A MAP test will be given the first two weeks of school. The results will assist parent/s, teacher, and the DLC staff members in determining the ILP for each child.

Newly enrolled Kindergarten students are required to complete the Kindergarten Developmental Profile (KDP).

## **State and District Required Assessments**

Throughout the school year, academic tests and other assessments will be given to students as a base for determining growth in content areas. Test scores and information will be provided to each family and used to establish and monitor educational goals for students.

All students enrolled in Distance Learning Center are required to participate in state testing. Test dates and information will be provided to each family during parent/student/teacher conferences.

(4 AAC 06.710-4 AAC 06.790)

**SAT/ACT** Students in grades 11-12 will need to take either SAT or ACT.

**Alaska Kindergarten and First Grade Developmental Profile** Incoming Kindergarteners are assessed by their contact teacher using the State of Alaska Kindergarten Developmental Profile (KDP). The KDP lets teachers know their students' strengths in motor skills, general knowledge, language and communication skills, and social skills. The Alaska Department of Education and Early Development requires all Kindergarten and students entering first grade to be given a developmental profile.

## **Monthly Contact - **\*\*Important\*\*****

Parents/Families/Students are required to maintain monthly contact with their advising teacher. This contact can be made via an office visit, telephone call, Skype, FaceTime, or email. Monthly communication ensures that each student makes progress and allows for intervention if problems have arisen or to identify if additional resources are needed. Advising teachers will also inquire how much time students are spending on their studies and verify ILP and enrollment status.

### **Progress Review and Grades**

Progress review happens quarterly via the parent conferences. The purpose of parent conferences is to review the student's progress, assign grades, and provide additional support for each family. We encourage students to participate in the discussion, as it is a great way to share what they have learned. Please keep in mind that this time is set aside to review the work samples, the number of lessons completed, major topics studied skills mastered, and discuss each student's Individual Learning Plan and future courses or additional support if needed. If you are not able to attend, please notify us as soon as possible. The DLC staff are happy to reschedule a conference but will not meet with families after the listed dates unless prior arrangements are made.

<b>Parent Conferences</b>	
First Quarter	November 1-4
Second Quarter	January 10-13
Third Quarter	March 14-17
Fourth Quarter	May 23-26

Once the certified teacher has verified grades, they are transferred onto the cumulative records for grades K-8 and onto the official transcript for grades 9-12, noting the appropriate credit earned. Grades will be revised when documentation is received and reviewed. Courses not completed by the end of each review period will receive "Incomplete" status. If this happens at the end of the year, a 5<sup>th</sup> parent conference will be required.

### **Non-Compliance Procedures**

#### **Monthly Contact/Work Samples \*\*Important\*\***

**Step One:** The family will be contacted by phone and/or letter. Families who fail to maintain monthly contact for two consecutive months and/or families who fail to submit 1<sup>st</sup> and 2<sup>nd</sup> quarter work samples by mid-February will be considered non-compliant. If there is a history of submitting quarterly requirements late, this could result in a freezing of Allotment and/or withdrawal from the DLC.

Correspondence will detail what needs to be submitted and specify a deadline for receipt of items. Family accounts will also be frozen until receipt of documents.

**Step Two:** The family will be mailed a certified letter requesting contact and work samples. The family account will continue to be frozen.

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

## Statewide Mandated Testing Program and Achievement Testing Procedures

### Testing Participation

Students who fail to participate in the required testing sessions each spring will only be re-enrolled on probationary status the following year. Family accounts will be limited to curriculum only until after the current testing year has been completed. DLC will not pay reimbursements for lessons or additional resources until after testing is completed.

The DLC recognized that extenuating circumstances do occur. Before initiating the withdrawal of any students, we will ensure that **all efforts are made to work with the family** to complete paperwork as required by our program.

### Allotment Fund Procedures

*Students enrolled in the Distance Learning Center have funds available to purchase materials to assist in completing Individual Learning Plans. All purchases must align with the courses and/or goals described in the student's Individual Learning Plans.*

**No purchases or reimbursement for materials or services will be allowed without prior consolation and approval of the student's assigned teacher and the completion of an ILP.**

*The following schedule represents the maximum funds available per family for the school year.*

	<i>Total Allotment</i>	<i>Full-Time student</i>	<i>½ Time student</i>
<i>K-3 Grade Students</i>	<i>\$2,200</i>	<i>100% of Allotment</i>	<i>50% of the Allotment</i>
<i>4-8 Grade Students</i>	<i>\$2,300</i>	<i>100% Allotment</i>	<i>50% of the Allotment</i>
<i>9-12 Grade Students</i>	<i>\$2,500</i>	<i>100% of Allotment</i>	<i>50% of the Allotment</i>
<i>Pre-K Ages 3 and 4</i>	<i>\$275</i>	<b><i>*With an enrollment of a sibling as Full-Time</i></b>	

### Purchasing Materials

Updated August 2021

To acquire educational materials for your students, parents will purchase materials on their own and submit a reimbursement request. Original receipts and descriptions of materials purchased must accompany reimbursement requests. **Your contact teacher must review and approve any materials purchased, or they cannot be reimbursed.**

Purchases and reimbursements are only considered for items or services paid during the school year (August to May). If a parent plans to request a refund for expenses, we ask that consultation occurs with the contact teacher or DLC office staff before committing any educational funds. **Elective activity reimbursements will be quarterly.**

### **Receipts**

Only ORIGINAL receipts (includes invoices, checks, statements, or other submitted proof of payment information) are confirmed to be approvable items based on the student's ILP and logged under accounting codes per state accounting procedures. The parent may request a copy of these records. Parents are encouraged to make copies of receipts, before submitting documentation, they could be lost in the mail or otherwise not received.

Parents requesting a copy of specific financial information must do so in writing and allow a minimum of four to six weeks for processing, as this action is outside standard operating procedures.

### **Examples of Allowable Expenses**

- Paper, pencils, rulers, notebooks – see limitations \*
- Curriculum supplies (workbooks, references, user resource books)
- Internet access fees (up to \$150 per month/family) – only if taking online courses
- Lessons/Tutoring related to ILP from approved vendors
- Approved instructional materials or programs
- Curriculum, courses, texts, teacher manuals, and/or supplements
- Computer instructional software
- Calculators
- Instrument rentals
- Supplementary teaching materials
- Computer printer/fax/copy/scan
- Educational apps that relate to the student's ILP

### **Examples of Non-Allowable Expenses:**

Updated August 2021

A statewide correspondence study program (4 AAC 33.421 (k)) may not pay for or provide money for:

- 1) Family travel, including transportation, food, or lodging; or for expenses during, or for any travel out-of-state unless a governing body or superintendent of the district approves costs incurred in the out-of-state travel that is associated with direct instructional activities; in this paragraph, "family travel" does not include travel in which the student's family accompanies a student for assessments or other required, activities initiated by the district;
- 2) Annual passes or family memberships to sports or recreational facility; however, a yearly pass or membership for the student may be purchased for entry into a sport or recreational facility in which the student is provided lessons under the student's ILP if the cost of the pass or membership is prorated to include only the cost of the student's instructional time.
- 3) Fees that allow entrance to a facility in which no instruction directly connected to the student's ILP under (e)(1) of this section is given;
- 4) Religious, partisan, sectarian, or denominational textbooks or other curriculum materials;
- 5) Services provided to a student by a family member; in this paragraph, "family member" means the student's spouse, guardian, parent, stepparent, sibling, step-sibling, grandparent, step-grandparent, child, uncle, or aunt;
- 6) Clothing, uniforms, physical education equipment, or personal items;
- 7) Pets and other animals;
- 8) Furniture;
- 9) Taxes, testing other than educational assessments required by the district, or parking fees;
- 10) Entertainment;
- 11) Permanent items that adhere to enhance the value of a non-school facility; or
- 12) Items that are considered excessive by the school administrator.

***Also, for the sake of clarity, the following are non-allowable expenses:***

- 13) Toys with no obvious educational value
- 14) Any education equipment not specified for usage in relationship to the ILP
- 15) Non-Educational Apps or Apps that do not relate to the student's ILP
- 16) Technology equipment not set in the ILP
- 17) Building, craft, cooking, or art materials not specified in the ILP
- 18) Tools for a home business
- 19) Cleaning supplies or equipment
- 20) Picture frames, matting, or related services
- 21) Parent classes or training

- 22) Computer upgrades or other hardware without specific prior approval. (Please consult with the DLC Director for any computer-associated expenses that are not educational software).
- 23) Equipment maintenance or warranty, including piano tuning
- 24) Costume or uniform rentals
- 25) Prepayments other than Internet
- 26) Missed lessons/sessions fees with a tutor
- 27) Purchasing of gift cards
- 28) Purchasing items with gift cards

Examples of materials and equipment that may be purchased include textbooks, consumable workbooks, software, etc. Additionally, educational accounts may be used to provide opportunities for expanding learning, such as classes in technology, art, music, or physical education subject to dollar limitations. Vocational education expenses for home economics, woodshop, or welding can be approved after goals and expectations are set with a contact teacher.

## **Parental Participation and Resources**

### **Parent-Teacher Organization**

The purpose of the Parent Teacher Organization is to provide parents and teachers the opportunity to share ideas, offer recommendations, and discuss projects and programs that might enhance student learning. Participation in the PTO is voluntary. Parent involvement is always encouraged and appreciated. As a participant, families will find that a good portion of the PTO meeting will focus on developing student activities that are offered quarterly. **PTO meetings are held quarterly.**

\*PTO Meetings have been temporarily suspended until further notice.

### **Curriculum Review**

If you are using a curriculum or desire to use a curriculum that the IASD Regional School Board has not approved, it must be reviewed by the contact teacher and begin its way through the approval process. All curriculums must be aligned to state standards. Curriculum recommendations will be submitted to the IASD Regional School Board twice a year.

### **Program and Teacher Evaluation**

Program and teacher evaluations will be made available to all the DLC families on an annual basis.

## **Technology**

### **Email Address**

All families are required to provide the DLC with an email address within two weeks of enrollment. Families can subscribe to email services or set up accounts through web-based email providers. Families should also check the *DLC website* [dlc.iditarodsd.org](http://dlc.iditarodsd.org) regularly for announcements.

### **Technology Support**

Please contact the office if you need assistance with the delivery of your student's classes concerning technology.

### **Appeals Procedure/Public Complaints**

The Regional School Board believes that the quality of the educational program can improve when the district listens to complaints, considers differences of opinion, and resolves disagreements through an established, objective process.

The Board encourages complainants to resolve problems early and informally whenever possible. If a problem remains unresolved, the individual should submit a formal complaint as early as possible following appropriate district procedures. Board Policy 1312 and its associated Administrative Regulation 1312.1(a) outlines the process to follow.

*Receipt of Handbook*

I, \_\_\_\_\_, have received the Distance Learning Center Handbook for 2021-2022.

In receiving this book, I will read and review with my students the importance of this handbook within one week of receipt.

If I have any questions or concerns, I have five (5) weekdays to respond by contacting the Distance Learning Center Director to guide me through my questions or concerns.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date Signed