

Valdez City Schools

Valdez Homeschool Program

Valdez City School District
Correspondence Program

Parent/Student Handbook

Valdez Homeschool Program
1112 West Klutina Street
P.O. Box 398
Valdez, Alaska 99686

Superintendent of Schools – Jim Nygaard
VHP Coordinator – Kipp Norris

Valdez Homeschool Program (VHP) Overview

This program was developed by the steering committee and staff of Valdez City Schools in response to the growing demand for alternative educational settings within our own district. Offering choices to students and parents is the key element of our philosophy at VHP. The program was established in 2014 and is pleased to be part of VCS. Our goal is to respect our families who choose the independence of home-schooling and help VHP children reach their education goals.

The program provides an allotment to all students, who register before September 30, for curriculum, technology, tutoring, instructional materials and supplies to assist you in achieving your educational goals. In addition, we provide instructional aid through our office. The VHP office is located in the Valdez City School District Office at 1112 West Klutina Street. Our contact number is 907-834-4711. All visitors are welcome and asked to check in upon arrival.

Home Teacher: Requirements and Expectations

All 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 ensure that all work is actually being completed. The home teacher needs to be 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 (at least monthly) contact with the VHP office.**

A list of some of the responsibilities of the home teacher includes:

- 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.
- To be available, by phone or email, for communication with the contact teacher.
- To meet quarterly with the contact teacher, in person or by phone, to discuss student progress and to provide student work samples. Grades are completed at the end of each semester.
- To provide a regular place for my student to work; to plan, monitor, and correct daily assignments; and to supervise any required tests 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.

Historically students that do well in these programs are ones that have a daily and weekly schedule organized for them. This helps create an environment where learning is a priority and the student has an established routine.

Enrollment

VHP has an open enrollment for all eligible students in grades K-12. A child who is five years of age before September 1st following the beginning of the school year, and who is under the age of 20 and has not completed the 12th grade, is of school age. The registration form can be accessed from the VCS website at:

<https://www.valdezcityschools.org/> find the online registration tab and follow instructions.

To be eligible for full funding, a student must enroll prior to September 30.

Re-enrollment

Families will receive an email reminder during the spring of each year to schedule a meeting for next year's ILP

development. Keep in mind that allotment funds are not available until July 1 of each new school year.

New Enrollment

VHP accepts new enrollment starting in the spring of the upcoming academic year. General enrollment continues through the student count period each year. Students are required to complete all enrollment forms online. A copy of the birth certificate and immunizations must also be received before the application can be processed.

Late enrollment

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

Date of enrollment

Date of enrollment is determined by: the date of the enrollment form, receipt of appropriate withdrawal forms from the student's prior school and the completion of the ILP.

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 of residence utilizing the "Dual Enrollment Form" before enrollment can be processed. Please note that dual enrolled **students must also participate in statewide mandated testing**.

Dual Enrollment/Another Public School

VHP 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, VHP does not allow for the dual enrollment of public school students in elementary school without special requests. Exceptions are made for students in a blended VCS program.

Dual Enrollment/Private School

A student may be a dual enrolled student in a private school and be considered a full-time student with VHP. 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 VHP, nor may these courses count toward funding. 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 for many reasons. While these courses are supported, VHP 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 VHP. Students living outside Alaska are not eligible for school funding under AS 14.17. 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 monthly contact and reporting schedule. Students must also be present during state mandated testing.

Non-Discrimination

The VCS and VHP comply with all Federal and State Anti-Discrimination Statutes and Regulations.

Enrollment Forms

All of the following must be on file at the VHP office.

- Enrollment form
- Home Teacher Agreement
- Individualized Learning Plan (ILP)
- Student record request form (only if transferring from another school district)
- Current Immunization Record (only if the student is planning to participate in school activities or is in a blended VHP/VCSD program.)
- Physical examination required if participating in sports (will receive form from coach or clinic has them on file)
- Placement test /State test scores if applicable
- Copy of student's birth certificate
- Home Language Survey
- Migrant education form
- Indian Education form (for Alaska Native or American Indian students only)
- Media Release form
- Federal Impact form

Pre-school children

Pre-school age children are not funded by the state; however, VHP does provide a limited stipend for approved pre-school curriculum for students who are the age of 4 by September 1st. As a benefit to our families, each pre-school child may spend up to \$250 for core-subject curriculum provided they have a sibling enrolled full time in VHP. *All other preschool children, whose siblings are enrolled with Valdez City Schools and meet the age criteria, are eligible to receive 50% of the above allotment.*

Withdrawing from VHP

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 in to the VHP office.

- All non-consumable materials purchased with allotment funds must be returned to the VHP office in a timely fashion.
- Technology equipment on loan from the program must be returned.
- Parents may be financially liable for equipment that is damaged or missing.
- Purchase request 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 met.

Students can also be withdrawn from the program per non-compliance with our program requirements. For details, see Program Requirements on page 10.

Grade Level Placement

VHP cannot arbitrarily place students. Grade level is determined by the review of prior records and documentation of previous grade level completed. Student's 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 -	9 th grade	0 – 6.5 credits
Sophomore -	10 th grade	7 – 13.5 credits
Junior -	11 th grade	14 - 20 credits
Senior -	12 th grade	20.5 - 24+ credits

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).

Curriculum & Instruction

Individual Learning Plan

All students enrolled in VHP must complete an Individualized Learning Plan (ILP) outlining their course of studies for the year. The parent/homeschool teacher, advising teacher and student, when appropriate, develops this plan jointly. The ILP must include on-going 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 academic year to complete their coursework.**

Core Course Requirements

VHP 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 correspondence program in core courses. A student enrolled in more than two correspondence classes must take core courses in at least two different subject areas. A full time student with VHP must take a minimum of two core classes. Core coursework performed outside the correspondence program may not count towards the 50% core course requirement.

Core classes are defined as the following:

- Language Arts
- Math
- Social Studies/History/Geography
- Courses Required by I.E.P
- Science

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

Curriculum Choices

VHP 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 VHP teacher is available to assist parents in making decisions regarding appropriate curriculum.

Faith-based Curriculums:

VHP supports parents' rights to design the curriculum that best fits their child's needs. Faith-based courses may not be used to determine a student's full-time-enrollment (FTE) status. Credit can be awarded for these courses as long as the advisory teacher has reviewed them, are included in the ILP and quarterly summary of work, grades, and work samples are received. These courses will be noted on the transcript outside of the program. *Faith-based curriculum cannot be purchased or reimbursed by VHP.* Parents or guardians may privately obtain any textbooks or curriculum material not provided by our program. VHP advisory teacher will match district-approved assessments to Faith-based classes, as needed for grades 9- 12.

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 the state standards. The course must include the text and materials that will be used for the course, if this course is to be used for credit in grades 9-12. Parent Designed Courses (PDC) and the text and materials used must be reviewed and approved before credit will be assigned. VHP advisory teacher will match district-approved assessments to parent designed classes, as needed for grades 9- 12.

Pre-Approval for Curriculum:

All curricula must be aligned to state standards. If you are using a curriculum that is not on the VHP approved curriculum list, the advising teacher must review it. When necessary, supplemental materials may be needed to ensure all standards are addressed.

Alaska English Language Arts and Mathematics Standards

Curriculum will be reviewed by a certified teacher to assure alignment to state. The Department of Education and Early Development website provides explanations and the key elements of educational standards:

<https://education.alaska.gov/akstandards/>

ILP Amendment

It is the parents'/student's 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 15th or fall courses and March 15th 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 such as music, art, world language, work study, service learning, etc. not specified in the graduation requirements. Any additional classes taken in any required subject area beyond the requirements (a fourth social studies credit, for example) automatically count as an elective.

Course Options

Course options usually fall into six categories:

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

Suggested Time Allotments for K-8 Courses:

VHP recommends the following hours in session per day:

Grade	K	1-3	4-6	7-8	9-12	
Contact Hours	4	5	5.5	6	6	See below

Grades 9-12 must complete the curriculum to receive credit in core courses.

Contact hours include instruction, practice, and teachable moments.

Grading Scale

Elementary Grading (K-5)

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 Valdez City Schools 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 (K-1)

For reporting purposes, the following system will be used in grades K – 1.

1. **E** Excellent, exceeds required standard
2. **S** Satisfactory, meets required standard
3. **N** Needs practice to meet required standard
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.

Elementary Grading (2-6) and Secondary School Grading (7 -12)

For reporting purposes, the following system will be used in grades 3 – 12.

- **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.
- **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.
- **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.
- **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.
- **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.
- **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.

Special Needs Students

VCS provides all special education services as required by state and federal law to students enrolled in VHP. Any funding necessary for IEP related services are provided outside the student's allotment. Where appropriate, VCS enters into a cooperative agreement with the district to ensure the needs of each student are met. Special needs students will receive narrative reports and grades based on progress toward goals stated in their Individual Education Program (IEP) in light of their exceptionalities.

G/T Students

VCS identifies and provides service to students who are gifted and talented. These students need instruction and curriculum that will meet their needs. If a parent deems their child is gifted and talented, they should contact the VHP teacher to get the child evaluated. When the child is identified as G/T, a G/T Plan will be written into their ILP and will be provided by their teacher/parent at home. The ELOP (Extended Learning Opportunity Program) at VCS may have special events or projects where other G/T students will be involved. When these occur, VHP G/T students will be eligible to participate in these events or projects.

Graduating Seniors

- All graduating seniors will meet the credit requirements adopted by the VCS as outlined in the School Board Policy Manual. (BP6146.1)
- VHP does not plan a regional graduation ceremony, instead, we assist parents and students in planning your own celebration, VHP can provide assistance.
- A diploma shall not be issued until all loaned equipment has been returned and fees have been paid to the district.
- The opportunity exists for VHP/VHS blended students to participate in the VHS graduation ceremony.

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. VHP does not accelerate 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 administrator, working with staff and parents, will make the final decision on acceleration. 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 parent and staff, will make the final decision on retention.

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

Release of Records:

In compliance with the Family Education Rights and Privacy Act of 1974, VHP 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 VHP may request a Release of Records. This request must be submitted to the VHP office. Please allow 2 weeks for processing.

Reporting and Assessment Requirements

VHP 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 course work and state educational requirements. If a student does not participate in the state required testing, further reimbursements from allotments will not be allowed after the testing date.

Testing Participation

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

Performance Evaluation for Alaska's Schools (PEAKS)

PEAKS is an online assessment for grades 3-10 that uses technology to increase the opportunities for measuring the new, more rigorous Alaska English Language Arts and Mathematics and Science Standards adopted in 2012. VCS will administer all assessments during state testing dates. If a student does not participate in the state required testing, further reimbursements from allotments will not be allowed after the testing date.

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 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. The teacher, to determine how well a child with a second language is performing in the classroom, can also complete a Classroom Observation Form. The diagnostic assessment chosen by the State of Alaska is the WAPT, 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 2-3 times per year for students in grades 1st-10th, and VHP students are welcome to participate. 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 will be initiated by the VHP advising teacher and can be made via an office visit, telephone call, 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.

Semester Grades and Quarterly Progress Review

Families are required to submit four work samples or progress reports throughout the school year for Language Arts and math courses. Families will work with the advisory teacher to assure progress is occurring toward state standards in Language Arts and Math for K-12 students.

In grade 9 – 12, 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 (must include; the number of lessons completed out of the total lessons for the year, time spent per week, major topics studied and skills mastered), journal entries, photographic documentation or activity log. Once the certified teacher verifies grades, they are transferred onto the cumulative records for students in K-8 and onto a VCSD transcript for students in grades 9-12.

Progress Reports are due:

Quarter 1 - October 31
Quarter 3 - March 31

Quarter 2 - January 31
Quarter 4 - May 31

Non-Compliance/Non-Participation Procedures

Families who have failed to maintain monthly contact for two consecutive months and/or families who have failed to submit 1st and 2nd quarter reviews and work samples by mid-February will be considered noncompliant.

- Step One: The family will be notified regarding what needs to be submitted and specify a deadline for receipt of items. Family accounts will be held until receipt of documents.
- Step Two: Family will be mailed a certified letter requesting quarter reviews and work samples. Family 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 related to truancy.

Non-compliance Testing Participation

Students who fail to participate in the required testing sessions each spring will only be enrolled on probationary status the following year. Family accounts will be limited to curriculum only until after the current testing year has been completed. **Reimbursements for lessons or supplemental resources will be paid only after testing has been completed.**

Financial Procedures

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.

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:

2020/2021 allotments

The official fiscal and academic year opens July 1. To be eligible for full funding a student must enroll prior to September 30.

Grades	Full-time	3 classes	2 classes	1 class
K-12	100%	75%	50%	25%
	\$3000	\$2250	\$1500	\$750

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

- Funds are not available until after July 1st of each academic year. Purchase orders for curriculum will not be processed until after this date.
- All expenses must be directly related to the student's Individualized Learning Plan.
- Unexpended funds provided for student allotments may be carried over from one fiscal year to the next, provided the student continues to be enrolled in VHP.

Approved Curriculum Purchases

VHP utilizes a variety of curriculum to meet the needs of our students. Parents, working with their advising teacher, will determine if curriculum aligns to state standards, are appropriate to grade level and meet other program requirements.

Supplies and Materials

- All supplies must be educationally appropriate and related to the course listed on the ILP.
- 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 VHP is not able to purchase or reimburse for religious or doctrinal materials.
- All materials purchased with allotment funds (excluding technology devices discussed in the section below) are property of VCS. If a VCS purchased item is returned to the manufacturer or supplier, VCS 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 VCS receives the refund.
- Materials purchased with allotment funds that are no longer useful to families are asked to be returned to the VHP office so that they may benefit other students.

Tutoring and Lessons

Students who receive an allotment from VHP may contract with a private individual to provide tutoring to a student in a core subject or in fine arts, music, or physical education, if:

- The instruction is not provided by a private school or a sectarian institution;
- The instruction is part of the Individual Learning Plan for the student;
- The instructor is approved by the VHP administrator;

Planned expenditures for the student's instructional needs must be documented in the student's ILP and associated with a particular course (i.e. if the student is receiving tutoring for a math class the ILP must indicate tutoring for math). Upon completion, the payment for services should be submitted to the VHP office documenting the student's name, course tutored, and actual dates and times billed for tutoring and/or lessons.

For students in grades 9-12, lessons that constitute a grade on the student's report card for electives do require that a teacher oversee the planning and grading of the program. VHP will provide this oversight.

Students must keep a detailed activity log tracking activities and hours.

Technology Purchasing/Loan Guidelines

Each fulltime student has the option to purchase (new or used) a device using student allotment money or borrow (check out) a district computer. The device becomes yours if purchased with the allotment money. If the student withdraws from VHP, the borrowed device will be returned to VCS.

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 VHP.

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 submitted to the program administrator in a timely manner.
- VHP does not guarantee reimbursement for items that are not pre-approved.

Deadlines

- January 31st Semester One purchase request and receipt deadline
All purchase requests and receipts dated July 1st through December 31st must be received by January 31st.
- May 31st Semester Two purchase request and receipt deadline
All purchase requests and receipts dated January 1st through May 31st must be received by May 31st.

****Do not wait until the last week of January or May 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.****

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 VHP office. Please include shipping costs. The program administrator will place this order.
- Request a reimbursement. Purchase the items and then provide the office with the store or online receipt. Reimbursements will be processed in a timely manner.

Expenses: Allowable

- **Consumable Teaching/Learning Supplies:** Paper, pencils, rulers, notebooks, workbooks, references, resource books, photocopying, computer disk, printer ink, monthly Internet, and other general school supply needs.
- **Non-consumable Teaching Materials:** Approved instructional materials or programs, curricula, courses, texts, teacher manuals, and/or supplements, computer instructional software, and computer accessories directly related to the coursework. Students who use the district's subscription to Edmentum/PLATO courseware for online classes will be charged \$125/semester class.

Expenses: Non-Allowable

As per State of Alaska Correspondence Regulations correspondence study programs may not pay for or provide for the following:

1. Family travel, including transportation, food, or lodging; or expenses incurred for any travel out of the state unless a governing body or superintendent of the district approves expenses incurred in the out of state travel that are associated with direct instructional activities; in this paragraph, "family travel" does not include travel in which a student is accompanied by the student's family for assessments or other required activities initiated by the district;

2. Annual passes or memberships to a sports or recreational facility unless an annual pass or membership for a student is purchased for entry into a sports or recreational facility that the student is being provided lessons included in the student's individual learning plan and 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 into a facility not directly connected to instructional elements included within the student's individual educational plan;
4. Religious, partisan, sectarian, or denominational textbooks or other curriculum materials;
5. Clothing, uniforms, physical education equipment, or personal items;
6. Pets or other animals;
7. Furniture;
8. Taxes, testing other than educational assessments required by the district, or parking fees;
9. Entertainment;
10. Permanent items that adhere to or enhance the value of a non-school facility;
11. Items that are considered excessive by the school administrator;
12. Toys with no obvious educational value;
13. Technology equipment not specified in the program of study;
14. Building, craft, cooking, or art material not specified in the program of study;
15. Cleaning supplies or equipment;
16. Picture frames, matting or related services;
17. Parent classes or training;
18. Leasing or renting of equipment;
19. Maintenance on musical instrument or sporting equipment;
20. Furniture including music and art stands;
21. Educational applications or testing related expenses (i.e. scholarship applications, SAT test)

Special Equipment:

Special Equipment is defined as an individual item, not covered under technology, costing more than \$199.99. VCS will reimburse the purchase price of special equipment if this is included in the student's ILP. *This reimbursement can be used for musical instruments, sewing machines, science equipment, cameras 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.* Parent must discuss the request with their advisory teacher to make sure that it is an appropriate and aligned request that will receive approval.

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, unless other arrangements have been made due to special circumstances. Items returned are placed in the VHP office.

Administrative Discretion:

If there is no written policy for a specific financial situation, the VHP administration will make the determination.

Financial Appeal Process

While participating in VHP, parents are entitled to appeal any financial decision to the VHP administration. This appeal must be in writing and clearly outlining the areas of concern. If the decision of the VHP administration 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 VCS Board of Education in writing. The decision rendered by the Board of Education is final.

Graduation Requirements

To earn a high school diploma, students must earn 24 credits as per board policy. (BP6146.1(a))

English	4 credits	Physical Education	1.5 credit
Math	3 credits	Health	.5 credit
Science	3 credits	Electives	8.5 credits
Social Studies	3.5 credits		

Alaska History, U.S. History, World History, Economics/Government must be included in the Social Studies requirements. (College Political Science 101/102 may be substituted for Economics/Government.)

Physical Science and Biology must be included in the Science requirements.

Algebra I or a higher level math class must be included in the Math requirements.

College / University Classes

Valdez City Schools and the VHP encourage students to take college/university classes. Due to the expense of these classes, VHP 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 VHP 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 the VHP program administrator.
- 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 1/3 high school credit per 1 college level credit earned.

UA Scholars Scholarships

The Alaska Scholars Scholarships are awarded to the top 10% of the graduating class. GPA will determine the top 10% at the end of the junior year. Juniors wishing to be considered are required to have work completed by the May 31 deadline to determine GPA. Transcripts from outside institutions (i.e. BYU, NDIS, UAF) must be submitted by June 30 of the academic year of eligibility.

Alaska Performance Scholarship

Students enrolled with VHP 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 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, online, 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.

School Facilities & Activities

Use of School Facilities and Programs

VHP students have the same access rights as regular classroom students. Therefore the use of the

facilities and programs the local district has to offer is available to all VHP students. (see Appendix A) However, the use of certain facilities does require some forethought and preparation. The libraries and gymnasiums, for example, are very busy places with many different organizations using them. Anyone wishing to access a specific facility needs to notify the VHP office in advance so that arrangements can be scheduled. Please recognize that at no time can students be unsupervised in school facilities.

Extra-Curricular Activities

Correspondence students have the right and privilege to participate in all school activities such as sports and the academic competitions. With this right and privilege come certain responsibilities in order to participate. All students in grades 9-12 and participating in ASAA (Alaska School Activities Association) activities must be enrolled in VCS and adhere to all ASAA requirements. (see Appendix B)

Student Activity fee

Each district school has extra-curricular activity fees that must be paid before a student can participate. **These fees are non-refundable.**

Eligibility (grades 6th-12th)

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.

On each grade check, students must maintain a cumulative 2.00 grade point with no grade of “F” to have unrestricted privileges to participate in extracurricular activities. If a student has an “F” or less than a 2.00 grade point average on a grade check, that student will not be eligible to compete until the grade is improved.

In order to travel and participate in non-sporting activities the participating student cannot be failing in any class and have at least a 2.0 GPA for the current semester.

Parents need to communicate with VHP weekly regarding eligibility.

Eligibility (grades K-5th)

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 adequate forward progress, with no failures 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, or requested work samples show forward progress.

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.

APPENDIX A

List of library and technology resources available to VHP students:

Full time homeschool VHP students-

Destiny Account/ school library access

Sora Account/ e-book checkout

Gaggle Account/student email account (grade

Computer Log-in (student id #) and computer

Blended VCS/VHP students-

Destiny Account/ school library access

Sora Account/e-book checkout

Gaggle Account/student email account

Computer Log-in (student id #) and computer

Resources that are accessed through our school network while they are on school property.

Access to the library as a study area during the school day, during extended hours (before/after school), when at school for classes.

APPENDIX B

VCSD Activities

in which VHP students can participate
by school and by time period

HHES:

Fall:

Winter:

- Battle of the Books

Spring:

- Science Fair
- Geography Bee
- Spelling Bee

Yearlong:

- Afterschool Gym activities
- Lego Robotics
- After the Bell (ATB)

GMS:

Fall:

- Basketball
- Cross Country
- Cheerleading

Winter:

- Battle of the Books
- Geography Bee
- Spelling Bee
- Volleyball
- Wrestling

Spring:

- Science Fair
- Native Youth Olympics (NYO)
- Geography Bee
- Spelling Bee

Yearlong:

- ATB (After the Bell)
- Lego Robotics

VHS:

Fall:

- Football
- CC Running
- Swimming
- Volleyball
- Wrestling
- Drama
- E-Sports

Winter:

- Pep Band
- Battle of the Books
- Basketball
- Cheerleading
- XC Skiing

Spring:

- Pep Band
- Science Fair
- Native Youth Olympics
- Track & Field

Yearlong:

- Jazz Band
- Band
- Aca-Deca (Academic Decathlon)
- Student Government