



Parent & Student Handbook

Educational Guidelines, Procedures & Rules

2020-2021

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This handbook should be read in conjunction with the ASD Student/Parent Handbook

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WELCOME TO P.A.I.D.E.I.A. COOPERATIVE SCHOOL

This document is intended to assist new and returning P.A.I.D.E.I.A families. Information in this document is taken from reference documents and references policy, but is not itself policy (if any discrepancy exists or develops between this document and the reference documents, the reference documents will take precedence). The reference documents are as follows: Anchorage School District Board Policy; P.A.I.D.E.I.A. Cooperative School Bylaws; P.A.I.D.E.I.A. Cooperative School Business Office Procedures Manual; and P.A.I.D.E.I.A. Cooperative School Policies Manual; and State of Alaska Correspondence School Regulations.

Mission

P.A.I.D.E.I.A. Cooperative School's mission is to provide a cooperative, yet individualized, learning environment where students can pursue and develop their passions while inspiring academic success, a love of learning, respect for others, and community involvement. These key components will lead to students becoming critical thinkers, problem solvers, effective communicators, and contributing members of society with readiness for a lifetime of fulfillment and service in the 21st Century.

History

P.A.I.D.E.I.A. Cooperative School was created through the dreams and vision of its founders, both parents and teachers, who hoped to accommodate what they saw as the needs of students in a 21st century learning environment. By providing a pathway for individualized learning in a flexible environment using a cooperative, project driven learning style, it was hoped that students would be well prepared as critical thinkers, problem solvers, good communicators, and contributing members of the community, well versed in the realities of what it takes to achieve success in today's world of higher academics and the workplace.

P.A.I.D.E.I.A. strives to provide a student directed program that allows students to reach their full potential in a well-rounded program that sets goals for academic performance aligned to District and Alaska State Standards.

Our correspondence/alternative school is a bridge between home-schooled students and formal education. We provide a mechanism by which families may work with certified teachers to create learning plans (SLP) for their students.

In the practical application of diverse parent/guardian educational philosophies and curriculum choices, each student will be encouraged to develop the necessary skills and concepts to his/her capacity in alignment with the State of Alaska Content and Performance Standards.

Anchorage School District

Our unique school combines the structure of the ASD with the home-school philosophy of individualized learning. The intent of P.A.I.D.E.I.A. Cooperative School is to provide an opportunity for a partnership between home schooling parents and the ASD in order to give students a flexible and customized academic experience. This provides an opportunity for students to have some or all of his/her education provided by a parent in the home, in conjunction with certified teachers, tutors, small group classes, and online classes, etc.

Attendance

Attendance is important for students who attend our on-site classes. Please be sure that students are arriving on time. If your child is going to be absent please call the main office. A meeting may be called to discuss options regarding attendance issues as our program has limited space for our on-site class offerings.

Behavior

Students are expected to follow the ASD handbook with regards to acceptable behavior. Although APCS is it's own school we do share space with Central Middle School of Science. We are also a k-12 program and therefore we want to ensure all students are being good moral and civil individuals.

Drugs/Alcohol/Weapons

Please review the ASD handbook regarding drugs/alcohol/weapons violations. We use the same discipline procedures outlined in the district handbook.

Enrollment

Any student who resides within the State of Alaska who is five years old on or before September 1st of the current school year may enroll in P.A.I.D.E.I.A. A student may stay in the program until he or she has completed all of the requirements for graduation until the end of the semester in which he or she turns twenty (20) years old. There is a link to an interest form for anyone who would like to speak with someone about additional information.

Online Information System (OLS)

Anchorage P.A.I.D.E.I.A Cooperative School is using an Online Information System to better assist teachers, parents, and students keep track of expenses as well as student's course work. Families will receive a username and password. This will allow families to see real time information about allotment expenses, classes taken, and any upcoming events or activities. Families will also use the system to upload work samples when necessary and submit receipts and requests for reimbursements. Training on this system will be available during the year.

Oversight/Advisor Teacher(4.AAC 33.421. Correspondence Study Program Requirements)

Your Advisor teacher will be the primary link between your family and P.A.I.D.E.I.A. and is a valuable resource, advocate, and ally in your home school endeavor. They can help with the following:

- * Guide you on educational options and resources

- * Get you started in the process of home-based schooling and guide you through required school processes (reimbursements, curriculum, options for electives, etc.
- * Provide tips on motivational techniques and setting expectations/goals with your student
- * Listen to and address your concerns throughout the year as needed
- * Homeroom Teachers are responsible for showing documentation that you have developed the process of transcribing all homeschooling into grades.
- * **Assist parents in their important role as the primary teacher of the child**
- * Assure that parents and students are aware of their responsibilities within P.A.I.D.E.I.A.
- * Help in assessing a student's ability (strengths and weaknesses) and learning styles
- * Model lessons/strategies for the parent
- * Be available for regular contact with the student and parent
- * Evaluate assessments and work samples, providing feedback to parents and students

Partnership with Teachers

Integral to the P.A.I.D.E.I.A. Cooperative is the concept of a partnership between families and ASD certified teachers. Each full time P.A.I.D.E.I.A. student receives monthly interaction with his or her homeroom teacher. Quarterly updates and progress reports are also required to be recorded.

Parent/Teacher Meetings

Each year parents and students are expected to meet with their advisor teacher four times a year to review progress and review a student's SLP. If students are making progress and no concerns are noted a parent/student and teacher can mutually agree to forgo 1 meeting.

- August:** Parent and student meet with advisor teacher to develop SLP
- October:** Parent/Teacher Conference
- December:** Parent and student meet with advisor teacher to review and revise SLP if needed
- February:** Parent/Teacher Conference

Part-time Enrollment

Any student who is interested in taking a course at another school will need to complete a Part-Time Enrollment Form. Schools will start accepting these forms the third week in July. Receiving schools will then notify the student within 5 days as to whether it can accommodate the request or provide an alternative.

Onsite PAIDEIA Classes

It is important to remember that PAIDEIA onsite classes are designed to support and guide instruction on the work being done at home or through a virtual platform. Our onsite classes are opportunities for students to work collaboratively on the content in a "brick and mortar" setting. The onsite classes focus more on applying, analyzing and synthesizing information learned at home. Students are still expected to work outside of class 2-4 hours a week depending on the grade and curriculum.

Student Learning Plan

P.A.I.D.E.I.A. Cooperative School is Anchorage School District’s homeschool/correspondence program designed to support students who reside in and out of our district. P.A.I.D.E.I.A.'s mission is to personalize student learning by working with them to create an individualized learning plan that maximizes their chance for academic success.

Families will set up a time to conference with an advisor teacher. This will be a time to share insight on how the student learns and his/her desires and needs. This will allow for the advisor teacher to assist in developing an individual student learning plan (SLP)

This plan will be reviewed by the advisor teacher to ensure that it meets the rigor and standards set by the district/state. Curriculum choices and classes must be aligned to the SLP course work selected to meet grade level or graduation standards. The SLP must be designed to demonstrate student progress through the curriculum.

The Personalized Learning Approach

P.A.I.D.E.I.A. Cooperative school provides a learning program which allows families to design the right fit for their child’s educational needs. The school takes a much more personalized approach by working with families to ensure that students’ interests and passions are considered when selecting the right course of study.

Students who enroll in onsite blended classes at P.A.I.D.E.I.A. Cooperative School receive instruction that focuses on teaching skills while navigating content. Teachers design instruction based on input from students while utilizing various types of curriculum to support learning. Through this approach parents, students, and staff work collaboratively and creatively so that students can still find other avenues to support learning based on their own needs and passions.

P.A.I.D.E.I.A. places a strong emphasis on student accountability as many of the online classes offered are self-paced/guided. Students are encouraged to be in charge of their learning and to work collaboratively with P.A.I.D.E.I.A. staff and parents to ensure that they are engaged while working at a pace that will allow for completion within the needed time frame.

Methods*

Online Classes	An online course presents material using a web based platform where students are working individually under the structure of an already designed course by an outside curriculum provider. These types of courses allow for flexibility as students can work at a pace and at a time that is more convenient. These classes typically follow a scope and sequence relative to the grade and content of what one would find in a classroom setting. Courses can be offered in either a semester or quarter time frame.
Text-Based Classes	A text-based course is more focused on the use of “paper and pencil” tasks. The instruction for this type of class is usually provided by someone in the home or a tutor. Assignments and assessments may need to be provided to the advisor teacher for grading.
P.A.I.D.E.I.A. Blended Classes*	A blended class incorporates onsite and offsite work and time. Students are expected to attend classes to learn new skills and work collaboratively while work

These are now Enriched Virtual for 20-21	outside of class can incorporate practice, research, or time learning a new concept. A blended learning class can include online, face-to-face, and text-based instruction. <i>Parents are still considered the primary educator and students participate in various academic enrichment opportunities to support growth and development.</i>
Neighborhood Classes	These classes are offered at a typical school. Students would attend and participate in these classes based on the expectations set by the school. Depending on the subject/content these classes meet on a regular basis and could include various approaches to instruction. Students can access up to 3 classes at their neighborhood school.
Exploratories	An exploratory class is an opportunity for a student to experience something new and outside of the core content. They are designed to be hands-on and project-based. They are typically not graded and last between 4-8 weeks.
Independent Study	An independent study is a self-directed course designed by the student and approved by the school to meet the needs of a core or an elective class. An independent study allows the student to gain depth and breadth of a subject that is of high interest to the student. Students need to select a project to demonstrate knowledge and present it at the end of the course.

***Students are not allowed to take similar courses with the correspondence program that they are taking with another education program (private or public).**

Special Education Services

APCS is a hybrid homeschool program in the Anchorage School District. APCS follows the guidelines and procedures identified by the ASD including procedures implemented for students with disabilities. As part of the processes for APCS, our special education teacher will work with IEP teams to assist in determining what services can be provided through the APCS model and what services can be provided in the neighborhood school. It is important to remember that APCS is a homeschool program and many special education services are not able to be delivered on-site.

On entrance to APCS, an IEP meeting will be held to review student needs and determine how and where services can be delivered to best meet those needs either through the home school model or neighborhood special education program(s). Students can still attend APCS while receiving services at their neighborhood school. The APCS special education teacher along with the student's IEP team will work together to develop an appropriate IEP for the student.

ALLOTMENTS

Grade	Allotment
K	1500
1-8	1900
9-12	2600

*Allotment amounts are based on starting at the beginning of the school year and will be prorated depending on entrance into APCS.

**Allotment amount may be prorated for students who take three classes at a neighborhood school and are enrolled in King Tech and taking online classes through PAIDEIA.

<p>Funded 100% if registered by October 23, 2020 Funded 50% between October 26-January 8, 2021 Funded 25% after January 11-March 19, 2021 Funded 0% after March 20, 2021 access only to services based on need and availability</p>
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Full Time and Less than Full Time Registration

Students may be able to select different types of classes based on need and schedule. It is important for families to understand that the allotment given will be adjusted based on what the student is accessing. Please use this as guidance when determining if the student is full time or less than full time. There may be extenuating circumstances that could modify the allotment amount.

Registration Scenario	Allotment amount
5+ PAIDEIA Classes Not registered at any other school	1.0
Registered at a private school and taking 4+ classes with us that are not duplicated at the private school.	.75
The student is taking PAIDEIA classes with up to 2 classes at one neighborhood	1.0
The student is taking PAIDEIA classes and enrolled at King Tech	1.0
The student is taking PAIDEIA classes with King Tech and at another neighborhood school (1 class).	.75

The student is enrolled in another district and is taking online/distant delivery classes with us.	Varies based on classes.
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Elective Spending Limits

In General, elective spending limits are set at 50% of a student’s total allotment. P.A.I.D.E.I.A. will relax the elective spending limit for those students in grades 1-9 who participate in all three of the district’s MTSS screenings (MAP or AIMS Web) during the prior year. P.A.I.D.E.I.A. will accept official score reports (showing participation in Fall, Winter and Spring screenings) for students transferring to P.A.I.D.E.I.A. from another school or district that utilizes MAP or AIMS Web.

P.A.I.D.E.I.A. will also relax the elective spending limit for those students in grades 10-12 who are on track to graduate:

- Grade 10 = 5.5 credits (By August 1, 2020)
- Grade 11 = 11 credits (By August 1, 2020)
- Grade 12 = 16.5 credits (By August 1, 2020)

Participating in Graduation

Any student who wishes to walk with his or her neighborhood school must be registered in at least one class for the second semester. The student's diploma will still be issued by Anchorage PAIDEIA Cooperative School.

A student who wishes to have their diploma issued by the neighborhood school and walk in Graduation will need to unenroll at PAIDEIA and be primarily registered (more than part-time) at their neighborhood school for the second semester.

A student who participates in an activity that takes them out of District or State during their senior year can choose to walk with their neighborhood school (even if he/she is not able to take a class at their neighborhood school). The student's diploma will still be issued by Anchorage PAIDEIA Cooperative School.

RESPONSIBILITY AND RIGHTS OF STUDENT AND PARENT

State and local regulations - P.A.I.D.E.I.A. students are subject to all state and local regulations that apply to public school students, correspondence schools, and charter schools.

Participation in mandated testing - In accordance with 4 AAC 06.710-790, every student is required to participate in all district and state mandated testing and assessments.

Materials - Families are responsible for materials checked out to them. All non-consumable materials purchased with P.A.I.D.E.I.A. funds are the property of the school and must be returned to the office upon withdrawal.

SLPs - At the beginning of each school year students, parents and the advisor teacher work together to develop SLPs. The plan is evaluated throughout the school year as you meet with your advisor teacher regularly.

Parent involvement - In order to assure a meaningful education, at least one parent or adult must take an active role in overseeing the educational program of the student. Please review the student/parent responsibility agreement.

Classes and Vendors - State of Alaska certified teachers and numerous approved vendors partner with P.A.I.D.E.I.A. to provide outstanding educational opportunities through small group classes or private tutoring. Teachers and vendors are always eager to find new ways to maximize the learning adventure.

All vendors must be pre-approved by ASD to provide services. Families who choose to use a non-approved ASD vendor can do so but allotment funds cannot be used. For more information about utilizing vendor services, please contact our Business Manager at 742-4161.

Enrolling and Re-Enrolling My Student

For your convenience, families can now re-enroll beginning in the spring and ending when school begins via parentconnect.asdk12.org under the re-enroll online tab.

New to district families also have the option of enrolling online. Families should visit the ASD website for enrollment information.

P.A.I.D.E.I.A. ACADEMIC ADVISORY COMMITTEE

Correspondence schools are created by state statute. The law provides guidelines for the operation of these schools. One fundamental concept of charter schools nationwide is the idea that they be governed by a board of directors. P.A.I.D.E.I.A.'s governing board is the Academic Advisory Committee (AAC). The AAC is elected from the school population. Each voting member of the board has a vote in every decision concerning the governance and operation of our school. There are seven voting member seats and three non-voting member seats. Seven parents, two teachers, the principal, one district person, and one ASD school board member.

GENERAL AGREEMENTS

Testing Agreements

Testing is one of the parameters by which P.A.I.D.E.I.A. is monitored by the state and district. All P.A.I.D.E.I.A. students in grades 3-10 are expected to participate in an annual standardized summative assessment in English/Language Arts and Math. Additionally, students in grades 4, 8 and 10 are assessed in Science.

State Statutes Relating to Testing:

The district must require students to participate in the statewide student assessment program as required by 4 AAC 06.710 - 4 AAC 06.790. The correspondence study program must

- (1) provide, and require parents to sign, a written statement that they understand, and will abide by the requirements of the assessment program, and
- (2) Follow the requirements of 4 AAC 06.765 for test security, by (A) providing a secure testing facility to administer all testing requirements of the assessment program.

MTSS (Multi-Tiered System of Support) or MAP Growth

P.A.I.D.E.I.A. assesses students' reading and math skills three times each year. This testing helps educators/families identify the learning needs of all students and guide core instruction. P.A.I.D.E.I.A. uses an online adaptive assessment called Measures of Academic Performance of MAP. Unlike static assessments, MAP helps us identify a student's Zone of Proximal Development (difference between a learner's ability to perform a task independently versus with guidance). By understanding what children are able to achieve alone, as well as what they are able to achieve with assistance from an adult, we can work with families to develop plans to teach skills in the most effective manner possible, giving students a gradual release of responsibility to perform tasks independently.

Parent Contact & Progress Report Agreement

Parent/Advisor Teacher communication is a critical component of our school. P.A.I.D.E.I.A. communicates with families via office visits, telephone calls, emails, newsletters and our website.

4 AAC 33.421 requires monitoring of students by certified teachers and must include at least monthly teacher-parents of teacher- student contact and quarterly reviews of student work of progress in courses in the student's SLP. Our most successful homeschooling families initiate contact with their Advisor Teaches and on occasion, more frequent contact may be necessary to ensure academic progress and overall student success. Your Advisor Teacher will be contacting you to schedule quarterly reviews of your student's work/progress and semester (face to face) meetings.

Grading Agreement

A grade book, portfolio, transcript, or a set of work samples per class is required to be submitted to you Advisor Teacher at the end of each quarter and/or semester. This is to substantiate the letter grade to be assigned for each course in your Student Learning Plan (SLP). All final grades are ultimately determined by your State Certified Advisor Teachers (not parents). Your Advisor Teacher will complete the appropriate form for your student (s) as follows:

Kindergarten: Kindergarten Pupil Progress Reports must be completed and filed in the student CUM (Cumulative Record) folder.

Grades 1-6: Elementary School Permanent Record Card (promotion/retention). Grades 1, 2, and 3 use "O", "S", and "N". Grades 4 - 6 use standard grading of "A" - "F" for all core subjects. PE, Music, and Art are effort only ("O", "S", and "N").

Grade 7 - 8: Middle School grades are submitted to the office by the Advisor Teacher each quarter and are pass/fail or letter grade for each course in the student's SLP.

Grade 9 - 12: High School grades are submitted to the office by the Advisor Teacher each semester. Semester grades must be submitted for each course in the student's SLP.

*Note: Students taking classes from distance education, college, university, vocational/technical schools need to forward a copy of the institutional grade report to their Advisor Teacher. Unofficial transcripts will be accepted, however "Official Transcripts" from postsecondary institutions will be required upon completion of all coursework for graduating seniors.

A grade of "I" (incomplete) will be given to a student who has not completed the course by the end of the grade reporting deadline for one extra semester, after which time it will become an "F" (e.g., when a student starts a semester class in September, if the course is not complete by December, the grade becomes an "I". Students then have until May to complete the course for a grade, otherwise the grade will become an "F").

Class Extensions

In certain circumstances students can be granted an extension to complete course work. This will be mutually agreed upon between the student, teacher, and parent. If a student does not complete the required work then the grade will be assigned based on work completed. **Extensions can be up to but no more than one additional semester.**

Course Planning

The majority of the course planning will be done with your Advisor Teacher. Please refer to the annually published Important Dates Calendar for deadlines.

The four main steps in setting up the academic year for your student are as follows:

- Update student/family information
- Acknowledge general agreements
- Plan SLP's/budgeting for each course
- Implement the plan

Curriculum

Advisory teachers and parents work collaboratively to select the right type of curriculum. Any curriculum selected must be agreed upon by both the teacher and parent as well as comply with State statutes. K-8 Students who are participating in the on-site workshops will use the same curriculum for Language Arts and Math. Parents will receive teaching guides to assist in the work that must be done at home.

Over Age Students

In general the maximum age for attendance in the Anchorage School District is nineteen (19) years of age, provided the student has not completed the 12th grade. A student is not considered to have completed the 12th grade unless that student has met all graduation requirements.

- A student 20 years of age or over may apply to receive educational services by submitting a statement of reasons for the request to the district.
- Services may be provided by P.A.I.D.E.I.A. at the discretion of the Superintendent upon recommendation by the P.A.I.D.E.I.A. administrator. A request may be denied if the Superintendent determines it would not serve the best interest of the student or the District.

The maximum age for attendance for a student shall be consistent with state and federal law and the student's IEP. (BP5111.1)

Enrollment Consideration after the Official Count

On occasion, due to the unique circumstances, students may be granted enrollment to P.A.I.D.E.I.A. after the count period. The principal shall have the final discretionary approval of all student requests for late enrollment. A conference with the parent and the student (s) may be requested by the Principal to determine if P.A.I.D.E.I.A. is an appropriate educational setting.

Program Withdrawal

Please take into account the following when considering withdrawal from P.A.I.D.E.I.A. Cooperative School:

- Students withdrawing from P.A.I.D.E.I.A. prior to the end of the state's count period (3rd week of October) of the current school year are responsible for reimbursing the program for the portion of the educational allotment they have used.
- Resources purchased with P.A.I.D.E.I.A. funds (student allotment), are the property of P.A.I.D.E.I.A. and the Anchorage School District and must be returned when exiting the program. Parents will be provided a list of what materials and equipment need to be returned. In some cases, materials or equipment that are assigned to a withdrawing or graduating student may be retained for use by a sibling currently enrolled in the program, if the enrolled sibling's SLP documents the need.
- A student who is withdrawn from the program at any time throughout the school year may not be eligible for re-enrollment in the program in the future. A student who has previously failed to comply with the requirements of the program may be denied admission or placed on conditional enrollment status.
- If you choose to withdraw your student from P.A.I.D.E.I.A., you will need to fill out the withdrawal paperwork in person at the P.A.I.D.E.I.A. office. P.A.I.D.E.I.A. will provide an inventory of your reimbursed/requisitioned goods upon request.
- When you withdraw your student, your Advisor Teacher will be required to provide "grades to date" for your student upon your withdrawal request. These grades to date will be forwarded to your student's receiving school.
- If you do not substantiate grades to your Advisor Teacher before withdrawing, "F's" will be recorded for each SLP course in Zangle.

REQUISITIONS

Parents/Guardians have the option of placing a requisition with P.A.I.D.E.I.A. and having the business office order the items.

HELPFUL HINTS

- Think through the entire school year when planning your purchases
- Request what you need as early in the year as possible
- Allot the amount needed for services you desire. Overages are the responsibility of the family.
- We need to know:
 - Title
 - ISBN number and Vendor item number (if there is one)
 - Quantity
 - Unit price
- Please fill out the requisition form as completely as possible.
- Shipping - if you don't know, estimate 15%. If you need the item "yesterday" let us know you want expedited shipping (UPS, FEDEX, or USPS Express mail) when offered
- One of the best ways to help us speed up your orders is to notify your Homeroom Teacher of your request so they can approve it before the office places the order. No item will be ordered or paid until the Homeroom Teacher approves your request.
- A list of approved vendors can be found on the P.A.I.D.E.I.A. Website. If you find a vendor that meets the P.A.I.D.E.I.A./ASD policy and would like to add them to our list, contact the office.
- **NON-PROFIT VENDORS** without an Educational Service Agreement are reimbursement only.
- **FOR-PROFIT VENDORS** that have chosen not to become contracted with P.A.I.D.E.I.A. will not be available for reimbursement or requisition using P.A.I.D.E.I.A. funding. This applies **ONLY** to services. This type of vendor requires the family to pay for services directly.

Example

Online supplemental learning programs/subscriptions are available for **reimbursement** only. Examples are Uzinggo, Brave-Writer, Reading Assistance, Etc. Many of these programs are not designed to be purchased by a third party due to confusion with usernames, passwords and logins.

If you have any questions about the REQUISITION process, please contact the office!

REIMBURSEMENTS

Parent/Guardian paid purchases of non-sectarian curriculum, teaching supplies and instructional services (from recognized non-profit providers) are reimbursable using P.A.I.D.E.I.A. funds.

We follow ASD policy and procedures for documentation and eligibility of reimbursements. Supporting documentation for all reimbursement checks are reviewed by P.A.I.D.E.I.A. and audited by the Anchorage School District accounting department. **Purchases using gift cards, points, rewards or store credit are not reimbursable.**

P.A.I.D.E.I.A. will only reimburse you for the items for which the proper documentation is received.

LOCAL PURCHASES

- Cash register (point of sale-original) receipts from stores such as Fred Meyer, Costco, etc. showing item(s) purchased meet the requirements for documentation.

ONLINE PURCHASES REQUIRE

- Proof of purchase: Order Confirmation - What was purchased? When? Where?
- Proof of Payment: How was the payment made?
- If the order confirmation does not include payment information, a copy of your bank or credit card statement showing the charge or a copy (front and back) of your cancelled check must be submitted.

NON-PROFIT SERVICE VENDORS NOT UNDER ASD/P.A.I.D.E.I.A. CONTRACT

- Copy of the program, course or lesson (a copy printed from the vendor's website is acceptable)
- Student name, dates, fees and description of the instruction
- Proof of Payment: Original itemized receipt
- If paid online, order confirmation with above details
- If the order confirmation does not include payment information, a copy of your bank or credit card statement showing the charge or a copy (front and back) of your cancelled check must be submitted.

Examples of approved non-profit organizations:

American Red Cross

Anchorage Museum - classes only

Alaska Fine Arts

MOA Pools (Anchorage Parks & Rec)

Anchorage Nordic Association

YMCA

If you don't know if an organization is a non-profit, and would like to use them, contact the office. In general, funds can be used to pay for **entry** fees if the venue includes activities, lessons, or classes specifically related to a course in your student's SLP packet to venues such as the Alaska Zoo, the Sealife Center in Seward, the Anchorage Museum, etc. If you have any questions, please call the office.

College/University

Anchorage PAIDEIA is designed to give eligible students the opportunity to receive credit for certain courses through accredited institutions of higher education. College courses must be 100 level and above. Course must correlate with specific graduation requirements.

It is the student's responsibility to submit their "Student Schedule/Bill" and Credit by Choice paperwork to the office in a timely manner to avoid late fees.

UA System (allowable)

Course Fees

Technology Fees

Lab Fees if attached to the course

Network Fees

All late fees are the responsibility of the family and will not be paid from the student allotment.

APU (allowable)

Flat fee (up to 50% of their allotment balance) per semester

HELPFUL HINTS

To receive your reimbursement as quickly and efficiently as possible:

- Receipts must be original and itemized, legible and readable
- Items to be reimbursed must be clearly identified by name, title, cost, etc.
- If the receipt merely says "Book" please include a note identifying the title
- Do not use a HIGHLIGHTER or TAPE over print on your register receipts, it erases ink on thermal paper
- Submit receipts with reimbursable items only. Use a separate transaction for personal purchases.
- Circle the items to be reimbursed if there are personal items on the receipt
- It is best to submit receipts as you get them and not wait until deadlines
- Requests are processed chronologically, first in first out
- Checks are mailed to the address you provided on the reimbursement form.
- Electronic Funds Transfer (Direct Deposit) option is available and forms are available in the office and on our Website.

DEADLINES FOR REIMBURSEMENTS

The time below is designed to:

- Ensure educational resources support student learning for the maximum amount of the school year,
- Minimize the reimbursement processing time at the end of the school year
- Allows time for the business office to plan and prepare for the upcoming year's budget,
- Close out P.A.I.D.E.I.A.'s school accounts for the current fiscal year by ASD deadlines.
- **Reimbursements submitted in the fall do not get processed until after October 23rd**

DEADLINE 1st Semester 3:00 PM December 4, 2020 for purchases dated 8/20 - 11/30/20

DEADLINE 2nd Semester 3:00 PM April 24, 2021 for purchases dated 12/1/20 - 4/16/21

Reminders regarding REIMBURSEMENTS:

- **NON-PROFIT VENDORS** without an Educational Service Agreement are reimbursement only
- **FOR-PROFIT VENDORS** that have chosen not to become contracted with P.A.I.D.E.I.A. will not be available for reimbursement or requisition using P.A.I.D.E.I.A. funding. This applies **ONLY** to services. Use of this type of vendor requires the family to pay for services directly.

Example

The Alaska Rock Gym is a contracted vendor with P.A.I.D.E.I.A. and if you plan to use this vendor, contact them for a schedule and then contact our business manager at P.A.I.D.E.I.A.

Online supplemental learning programs/subscriptions are available for **reimbursement** only.

Examples are Uzinggo, Brave-Writer, Reading Assistant, etc. Many of these programs are not designed to be purchased by a third party due to confusion with usernames, passwords and logins.

ALLOWABLE EXPENSES

Please be aware that all non consumable items purchased/reimbursed with P.A.I.D.E.I.A. funds remain the property of the Anchorage School District. They are not intended to be used for personal monetary gain and are expected to be returned at the end of the semester/course for which it was purchased.

All (non-curricular) purchases over \$100.00 require pre-authorization by the Principal. Forms are located in the office or on the Website.

Curriculum/Textbooks

Non secular items that are directly related to the course/credit

Supplemental items (almanac, dictionary, manipulatives, flash cards, educational games)

General School Supplies (Up to \$200 per year)

Markers, Pens, Pencils

Planners, notebooks, binders, folders

Paper, post-it notes

Scissors, rulers, tape

Science Kits/Supplies

Kits/materials need to be related to a course/credit

Kits/materials/supplies over \$100 needs prior approval

Live Animals

Ant Kit

Butterfly Kit

Ladybug Kits

Mealworm Kit

Frog Growing Kit

Silkworm Kit

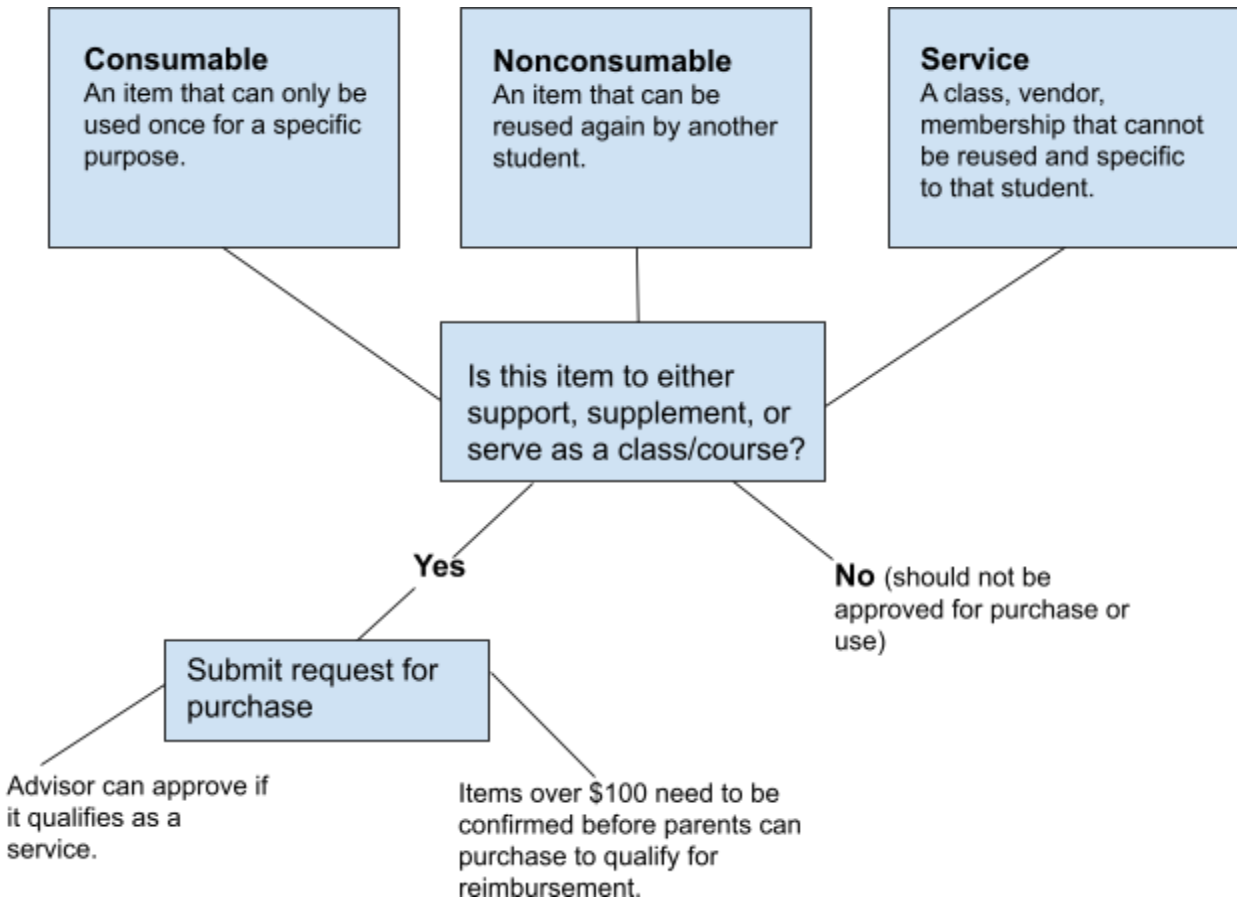
Music - Reimbursement Only

Musical Equipment Rental - P.A.I.D.E.I.A. encourages and will reimburse for the rental of musical instruments for students taking lessons or involved in group instruction. Rent to own instruments will not be approved. A contract with P.A.I.D.E.I.A. must be signed. Musical Accompanists fees will be reimbursed up to \$50 per student recital and up to \$35 per rehearsal with a maximum of two rehearsals per recital.

Internet Services

Up to \$70 per month per family while school is in session

Flow chart for allowable Expenses



Computer Lease Program-Reimbursement Only

P.A.I.D.E.I.A. families may purchase a computer (desktop or laptop) of their choosing. Anchorage PAIDEIA will reimburse up to \$500 and receive reimbursement to pay for the academic use of the computer. P.A.I.D.E.I.A. will reimburse \$250 per semester for one computer per family, every three (3) years, as long as the student is enrolled full time as of October 31st. Warranty, virus software and computer case (for laptop) may be included if they are listed on the original receipt. A signed Technology Agreement form and the original receipt of purchase need to be submitted to the business office. If a computer lease is not paid in full at the end of the school year, it will continue with the next school year. At the end of the computer lease, the computer belongs to the student, not P.A.I.D.E.I.A. Each family must budget for the computer in the student SLP. Students can revisit the lease program after the third year.

P.A.I.D.E.I.A. recognizes that families may have multiple full-time students enrolled in our program concurrently. To accommodate the technology needs of larger family sizes, a family may purchase additional computers.

Computer Lease Reimbursements paid to the families:

December	1st semester payments
April	2nd semester payments

Non Allowable Expenses (this is not an exhaustive list)

(Unless used for a course specified in a SLP or required by the district or state)

- Camera (film or digital) and photography supplies
- Cleaning supplies or equipment
- College or Scholarship application fees
- Educational testing other than assessments required by the district or state
- Electronic games equipment or televisions
- Furniture, office items not used for education
- Instrument accessories and maintenance on personally/vendor owned musical instruments
- Lodging, food or transportation for day or overnight camps, trips, and events
- Parent training
- Parking fees
- Personal items-patterns, sewing kit, fabric
- Services provided to a student by a family member; in this paragraph, “family member” means the student’s spouse, guardian, parent, step-parent, sibling, step sibling, grandparent, step-grandparent, child, uncle, or aunt.
- Tools or toys not used for a course specified in the SLP
- Items that are considered excessive by the school administrator or advisor teacher.

Non Allowable PE/Sport Expenses

- Personal Sporting equipment accessories or maintenance
- Fees related to competitions, meets, or tournaments

Conditional Approval Expenses (need prior approval and tied directly to a class)

- Membership fees, passes, punch cards, processing fees, annual fees or registration fees up to \$500 per year
- SAT test prep books or courses up to \$500 per year
- Building craft, cooking or art materials up to \$150 per year (no food items though).
- Printer and ink (up to \$200 for printer) Ink 1-2 cartridges per year.
- Printing/copying services, postage, envelopes, or mailing supplies
- Field time for sports/activities (must be attached to a class or credit) up to \$500 for the year.

IMPORTANT DEFINITIONS

AAC: The Academic Advisory Committee is the advisory board of our school. The AAC is made up of s voting member seats (parents) and three non-voting member seats (P.A.I.D.E.I.A. Principal and two teachers). All voting member seats are nominated and elected by the members of the school from the school's population. Parents serve as voting members of the school.

Consumable Goods: Consumable goods are items which are marked in workbooks or lab manuals, put together permanently (eg. models), or otherwise altered or used in a way that can only be done once (science kits, art materials, printer cartridges, etc.) Consumable goods do not need to be returned to P.A.I.D.E.I.A. Typically (but not always) consumable items do not exceed \$200 in cost.

Core Unit: A unit of instruction (course) that is in the area of Math, Science, Social Studies, Language Arts, Technology, or World Language.

Elective Unit: A unit of instruction (course) that is not a core subject area (generally art, music or PE).

Goods: Tangible items such as curricula, books, supplies, etc. All goods are either consumable or non-consumable.

Advisor Teacher: An overseeing teacher who advises the parent/guardian and student; Advisor teachers develop a comprehensive plan for the student's educational program in partnership with the parent/guardian.

IEP: Individualized Educational Plan. Special education services are available to students who experience disabilities. Individual special education programs are cooperatively developed by an individual education planning team, which includes parents, teachers, administrators, and sometimes other specialists.

SLP: Student Learning Plan. This is the schedule of classes that you, the parent, designs for your student(s) in consultation with the advisor teacher. Every student must have an up-to-date SLP on file.

Neighborhood School: The school that a student would attend if they had not chosen to attend a charter school. To find your neighborhood school go to the following ASD link:

www.asdk12.org/depts/demographics/boundary

Non-Consumable Goods: Non-consumable goods must be returned to P.A.I.D.E.I.A. when the student completes the course or leaves the program. Typically (but not always) non-consumable items are items that exceed \$200. Examples: goods not altered from original condition, hardcover textbooks, microscopes, scientific calculators, DVD/CD's, etc.

Non-Profit Vendors: A vendor that has a not-for-profit status and tax ID number.

Non-Sectarian: Secular. Not specifically pertaining to, being based upon, or incorporating religious concepts.

Onsite Teacher: A teacher who provides instruction at P.A.I.D.E.I.A. Cooperative School

Parent/Guardian: The parent, legal guardian or adult advocate recognized by the Anchorage School District as having responsibility for the student.

Private School: A primary or secondary school registered with the State Department of Education and Early Development (DEED) as a private school. Out-of-district correspondence schools and home schools registered with the state are not to be considered private schools.

Reimbursement: A means of procuring goods or services in which the parent or guardian purchases the good or service with their own funds and then seeks reimbursement from P.A.I.D.E.I.A.

Requisition: A means of procuring goods or services where the good or service is purchased by the P.A.I.D.E.I.A. purchasing department at the request of the parent.

Secondary Student: A student enrolled in grades 7 through 12.
(http://www.asdk12.org/School_Board/policy/300policy.asp#331)

Sectarian: Specifically pertaining to, based upon or incorporating religious concepts.

Services: Intangible items such as lessons, classes, equipment rental, online classes, etc. Services may be either by an ASD teachers or a vendor.

Unit of Instruction: A course consisting of ninety or more hours of instruction.

Vendor: An Individual, organization, or business, etc. that sells goods or services. This is typically associated with a person providing instruction for a class or tutoring.

STATE OF ALASKA CORRESPONDENCE PROGRAM RIGHTS AND EXPECTATIONS

The following statements are derived from the regulation listed. These are a few of the rights and expectations a parent (includes guardians) may presume of an Alaskan Correspondence Program.

A district that offers a correspondence study program must enroll a special education student on the same basis as any other student. **4AAC 33.432 (a)**

The correspondence program parents/student have the same rights and access to appeal processes/ due process and other district programs as any other parent/student enrolled with the district.

4AAC 33.421(d)(6)(A)

Correspondence programs must have an open enrollment policy (with some exceptions allowed for charter programs). No student will be denied enrollment due to a disability or special education services.

4 AAC33.421(f)

The parent and the district must jointly develop an Individual Learning Plan (ILP) for the student.

4AAC 33.421(d)

All correspondence programs must conform to statewide goals and standards. All students must have a certified teacher assigned to them. Each course the student is enrolled in must have an assigned certified teacher for that course. 4AAC 33421 (a)

No district employee may advocate religious, partisan, sectarian, or denominational doctrine as part of the employee's instructional or other duties. Note: Nothing prevents a parent from providing supplemental instruction to the parent's own child using materials of the parent's choice, if the materials were not purchased with money provided by the department or the district. 4AAC 33.421(c)

There will be at least monthly contact with the parent/student, with at least quarterly reviews of the student's work/progress. 4 AAC 33.421(d) (3)

Grades are determined by the assigned teacher. A plan for parental/student review and consideration may be allowed. 4 AAC33.421 (d) (4)

Student transcripts may include courses taken by the student that were not offered or approved by district and for which no public money was provided; the transcripts must note whether the student's mastery of the content of the course was approved by the district as meeting a requirement for graduation. 4 AAC 33.421 (d) (5)

The district must require all students to participate in the statewide student assessment and require parents to sign a written statement that they understand, and will abide by, the requirements of the assessment program. 4 AAC 33.421 (e) (1)

A parent may use education allotment fund monies to contract with a private individual to provide tutoring provided the tutoring is approved for subjects, part of the ILP, not provided by a relative and is approved by the correspondence program. 4AAC 33.421 (h)(1,2 & 3)

Students are not allowed to take similar courses with the correspondence program that they are taking with another education program (public or private). 4 AAC 33.430