



# LEAD CORRESPONDENCE

Leading Education in Alaska via Distance

**Working Together for Successful Students**

## **Student/Parent Handbook**

LEAD Correspondence -Yakutat School District  
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[www.leadschool.org](http://www.leadschool.org)

# Program Overview

## **Enrollment**

LEAD Correspondence has an open enrollment for all eligible students in grades K-12 as provided in AS 14.17.600. A child who is five years of age before September 1<sup>st</sup> following the beginning of the school year, and who is under the age of 20 and has not completed the 12<sup>th</sup> grade, is of school age. All registration forms can be completed online or downloaded at [www.lead.school.org](http://www.lead.school.org) or requested from the office. Once enrollment paperwork has been received the contact teacher will call you to set up a meeting to discuss additional paperwork and program policies. To be eligible for full funding a student must enroll prior to the October enrollment count period.



## **LEAD CORRESPONDENCE**

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Students K-12<sup>th</sup> receive an allotment for purchasing curriculum materials of their choice that align with an Individual Learning Plan (ILP) and state standards.

### **Students in LEAD correspondence program are:**

- Eligible to participate in athletics, music programs, and other extra-curricular activities.
- Assigned a certified education specialist who is knowledgeable of various curricula, courses, resources, and learning styles as well as Yakutat Correspondence School policies and requirements.

### **Mission:**

LEAD Correspondence program will provide resources and support in order to facilitate a successful alternative learning environment to meet individual student needs; resulting in the skills necessary to participate as a responsible citizen in a global society.

### **Objective:**

LEAD Correspondence will provide an alternative for families who want to teach state content and performance standards using methods and materials of their choice with allotment support from the Yakutat School District.

# Enrollment

## **Re-enrollment**

Students will re-enroll online and develop their ILP in the spring of each academic year. Keep in mind that allotment funds are not available until July 1 of each new school year.

## **New Enrollment**

LEAD Correspondence 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 the **online enrollment application** found at leadschool.org. All additional applicable forms and information must also be received before the application can be processed.

## **Enrollment Forms**

All of the following must be on file at the LEAD Correspondence office and can be found on our website leadschool.org. Many of the forms are included in the Online Enrollment process.

- Online 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, sports, GAP etc.)
- Physical examination required if participating in sports (will receive form from coach or clinic has them on file)
- Placement test SBA /AMP/MAP 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)

Once we have received and reviewed your registration application, we'll contact you to set up a meeting with our contact teacher to begin developing an ILP for your student. The ILP is an individualized and comprehensive summary of all subjects your student will be studying during the school year.

If you are new to home education, our contact teacher will assist you in choosing appropriate curriculum for your child. Once you've finalized classes for the ILP, you will enter the details online through the BrightWays Learning portal. The ILP must be in place by October 1st. Families may access allotment funds after July 1st, once the ILP is completed.

A Brightways user guide has been included as Appendix A in this handbook and will help guide you through the process.

**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**

LEAD Correspondence 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, LEAD Correspondence does not allow for the dual enrollment of public school students in elementary school without special requests. Due to the complexity of scheduling and credits at these grade levels, such special requests are rarely granted.

**Dual Enrollment/Private School**

A student may be a dual enrolled student in a private school and be considered a full-time student with LEAD Correspondence. 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 LEAD Correspondence, 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 to fill gaps in their transcripts and for many other reasons. While these courses are supported, LEAD Correspondence 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 LEAD Correspondence. Students living outside of 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, and has completed required forms. Students must also be present during state mandated testing periods. The Extended Stay Outside Form is required for all absences greater than 30 days.

**Non-Discrimination**

The YSD and LEAD Correspondence comply with all Federal and State Anti-Discrimination Statutes and Regulations.

**Pre-school children**

Pre-school age children are not funded by the state; however, LEAD Correspondence does provide a limited stipend for approved pre-school curriculum for students who are the age of 4 by September 1<sup>st</sup>. 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 LEAD Correspondence.

**Withdrawing from LEAD Correspondence**

A student may withdraw at anytime; 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 LEAD Correspondence office.

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

**Grade Level Placement**

LEAD cannot arbitrarily place students. Grade level is determined by the review of prior records and documentation of previous grade level completed. Student 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 <sup>th</sup> grade	0-5	credits
Sophomore	10 <sup>th</sup> grade	5.5-10.5	credits
Junior	11 <sup>th</sup> grade	11-15.5	credits
Senior	12 <sup>th</sup> grade	16+	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 LEAD Correspondence must complete an Individualized Learning Plan (ILP) outlining their course studies for the year. The parent, advising teacher and student, when appropriate, develops this plan jointly. The ILP must include 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 year to complete their coursework.

### **Core Course Requirements**

LEAD requires enrollment in a minimum of four courses (8 semester classes) with our school to be counted as full time. Per regulation 4 AAC 33.426, students enrolled in a correspondence program, whether full or part-time, must take at least 50% of the student's coursework through the statewide correspondence program in core courses. A student enrolled in more than two correspondence classes must take core courses in at least two different subject areas. A full time student must take a minimum of 2 core classes. Core coursework performed outside the statewide correspondence program may not count towards the 50% core course requirement.

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

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

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

### **Curriculum Choices**

LEAD encourages the use of programs that meets 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).* Your LEAD teacher is available to assist parents in making decisions regarding appropriate curriculum.

### **Faith-based Curriculums:**

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 they have been reviewed by the advisory teacher, are included in the ILP and quarterly summary of work and 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 LEAD. Parents or guardians may privately obtain any textbooks or curriculum material not provided by our program.

### **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. Parent Designed Courses (PDC) and the text and materials used must be reviewed and approved before credit will be assigned.

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

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

### **Grade Level Expectations**

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

- Performance Standards: <http://www.eed.state.ak.us/tls/PerformanceStandards/>
- Content Standards: <http://www.eed.state.ak.us/contentstandards/>
- Grade Level Expectations: <http://www.eed.state.ak.us/tls/assessment/GLEHome.html>

### **ILP Amendment**

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

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

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

### **Elective Courses**

Electives include courses in subject areas not specified in the graduation requirements such as music, art, foreign language, work study, service learning, etc. Any additional classes taken in any required subject are beyond the requirements are also counted as and elective. For example a fourth social studies credit automatically count as an elective.

## Activity Logs

Activity logs are needed for any course that does not cover a specific body of knowledge. All credit earned comes from either learning a specific body of knowledge (i.e. the content of Biology or Algebra I) or accumulating hours. Logs are required for all classes that are based on the accumulation of hours. Some examples of these courses are PE, art, and music. These courses can consist of a combination of activities and must be outlined in the student's ILP. One-half credit (.5) is earned for a course once your child accumulates 75 hours and submits a progress report and activity log to your contact teacher. Activity logs can be found on the website and are available at the LEAD office.

## Course Options

Course options usually fall into six categories:

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

**Suggested Time Allotments for K-8 Courses:**

LEAD Correspondence recommends the following hours in session per day:

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

Grades 9-12 must complete the curriculum to receive credit in core courses. Seat time should be approximately 37.5 hours per quarter per subject according to Carnegie Units.

*Contact hours include instruction, practice, and teachable moments.*

*Of the recommended hours in session above, LEAD recommends a **minimum** of 2 hours per day be spent on Language Arts at grade levels K-8. Language Arts consists of reading, writing, grammar, spelling, phonics, etc.*

## Grading Scale

### **Elementary Grading (K-6)**

The purpose of elementary grading is to report academic progress and observations of personal and social progress during the grading period.

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-2)**

For reporting purposes, the following system will be used in grades K – 2.

1. **O** = Outstanding, exceeds required standard
2. **P** = Proficient, meets required standard
3. **D** = Developing, does not meet required standard
4. **N** = No Effort

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

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

1. **A (90-100) Excellent:** indicates the student has done work in quality and quantity far in excess of the standards set forth for a satisfactory grade in the subject. Where state performance standards have been established, indicates that the student's performance significantly exceeds the standards.
2. **B (80-89) Above average:** indicates the student is doing work in quality and quantity above the standards set forth for a satisfactory grade in the subject. Where state performance standards have been established, indicates that the student's performance exceeds the standards.
3. **C (70-79) Satisfactory:** indicates the student is acquiring the necessary information and skills to proceed in the subject. He/she is meeting the standards set for a satisfactory grade in the subject. Where state performance standards have been established, indicates that the student's performance meets the standards.
4. **D (60-69) Poor:** indicates the student is meeting the minimal standards for a passing grade in the subject. Where state performance standards have been established, indicates that the student's performance falls below the standards.
5. **F (0-59) Failure:** indicates insufficient progress in the subject to merit granting of a passing grade in the subject. Where state performance standards have been established, indicates that the student's performance falls significantly below the standards.
6. **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**

Yakutat School District provides all special education services as required by state and federal law to students enrolled in LEAD Correspondence. Any funding necessary for IEP related services are provided outside the student's allotment. Where appropriate, YSD enters into a cooperative agreement with the district of residence 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.

## **Graduating Seniors**

- All graduating seniors will meet the credit requirements adopted by the YSD as outlined in this handbook.
- LEAD Correspondence does not plan a regional graduation ceremony, instead, we assist parents and students in planning your own celebration, and welcome graduates to attend the local YSD graduation in Yakutat.
- A diploma shall not be issued until all loaned equipment has been returned and fees have been paid to the district.

## **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. LEAD Correspondence does not promote or retain students without valid and proper documentation.

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

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.

## **Release of Records:**

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

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

## **Reporting and Assessment** **Requirements**

LEAD Correspondence 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.

### **Testing Participation**

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

### **PEAK**

PEAK is the current statewide summative assessment for grades 3-9.

### **WorkKeys**

All 11th grade students must participate in WorkKeys Assessment held each fall. Students in Alaska can earn a career readiness certificate (CRC) by taking WorkKeys assessments in three key areas: Reading for Information, Applied Math, and Locating Information. WorkKeys as a job skills assessment system measuring "real-world" skills that employers believe are critical to job success. Dates and testing windows will be arranged at the individual sites. Students in grade 12 have the option of retaking the WorkKeys assessment if they want to achieve a higher score.

### **Alaska Kindergarten Developmental Profile**

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

### **Limited English Proficiency (LEP)**

Specific teachers and students who are involved in the English Language Proficiency Assessment are determined each year based on responses regarding use of another language in the home as reported on a Parent Language Questionnaire. The diagnostic assessment chosen by the State of Alaska is the W- APT, and results guide the types of resources and supports to use in instruction. The State requires that students who are identified as LEP be assessed each spring to measure progress toward language proficiency. The assessment is called ACCESS for ELLs.

### **AIMSWEB/MAP Assessment**

These assessments are given 3 times per year for students in grades 1<sup>st</sup>-12<sup>th</sup>. Data generated from these assessments is very valuable to homeschool teachers and can be used to create a valuable educational experience. It is an assessment facilitated by LEAD that can help pinpoint where students are ready to advance and where they need help. Results provide teachers with information that can help guide instructional planning for students individually or in groups.

### **Monthly Contact**

Parents/Families/Students are required to maintain monthly contact with their advising teacher. This contact can be made via an office visit, telephone call, or email communication. Monthly contact ensures that each student is making progress and allows for intervention to occur if problems have arisen or to identify if additional resources are needed.

### **Quarter Grades and Progress Review**

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

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

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

Progress Reports are due:

- **Quarter 1**      October 31
- **Quarter 2**      January 31
- **Quarter 3**      March 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 1<sup>st</sup> and 2<sup>nd</sup> quarter reviews and work samples by mid-February will be considered non-compliant.

**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 as it related to truancy and therefore; the troopers may be notified.

### **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:

### **Allotments**

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

<b>Grade</b>	<b>Full-time 100%</b>	<b>3 classes 75%</b>	<b>2 classes 50%</b>	<b>1 class 25%</b>
K-2	\$2000	\$1500	\$1000	\$500
3-8	\$2500	\$1875	\$1250	\$625
9-12	\$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 1<sup>st</sup> 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 LEAD Correspondence.

### **Approved Curriculum Purchases**

LEAD 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 LEAD is not able to purchase or reimburse for religious or doctrinal materials.
- All materials purchased with allotment funds are property of YSD. If an YSD purchased item is returned to the manufacturer or supplier, YSD 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 YSD receives the refund.

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

### **Tutoring and Lessons**

Students who receive an allotment from LEAD Correspondence 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 LEAD 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, three hours per week.) Upon completion, the payment for services should be submitted to the LEAD Correspondence office documenting the student's name, course tutored, and actual dates and times billed for tutoring and/or lessons.

For students in grades 7-12, lessons that constitute a grade on the student's report card for fine arts do require that a Highly Qualified Certified teacher of that subject area oversee the planning and grading of the program. LEAD 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. The device is and shall remain the property of LEAD Correspondence until the student is enrolled for three consecutive years, then the device becomes yours. If the student withdraws from LEAD Correspondence before October 22nd of the 3rd consecutive year, the device will either be returned to LEAD or may be purchased at a discounted rate to be determined at the time of withdrawal. Items covered under this rent to own policy include; computers, tablets, ipods, digital cameras, camcorders, printers, scanners, and e-readers with a purchase price exceeding \$199.99. Televisions are not covered under this policy.

### **Internet Service Reimbursement**

Monthly Internet service can be deducted from the student allotment. It is the responsibility of the 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 LEAD Correspondence.

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

## **Reimbursement Requests**

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

## **Ordering Supplies**

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

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

## **Expenses: Allowable**

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

## **Expenses: Non-Allowable**

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

### **Specialized Supplies**

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

The following supplies will be limited to \$150 per semester per student unless special consideration is given.

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

### **Curriculum/Textbook/Materials Return Policy**

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

### **Administrative Discretion:**

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

### **Financial Appeal Process**

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

## Deadlines and Important Dates

<b>September 1</b>	Kindergarten Eligible: if age 5 before Sept. 1st
<b>October 31</b>	Kindergarten Developmental Profile 1st Progress Report and Samples due
<b>December 15</b>	Winter Course Completion for Graduation
<b>January 31</b>	2nd Progress Report and Work Samples due Reimbursement Deadline-July thru December, 2020 due
<b>February 15</b>	Add/Drop Deadline-Final ILP changes
<b>March 31</b>	3rd Progress Report and samples due Last day to submit Purchase Requisitions
<b>Spring</b>	Spring Assessment Window for 3 <sup>rd</sup> – 9 <sup>th</sup> Grade
<b>April 1</b>	<b>Re-Enrollment and Enrollment</b>
<b>May 1</b>	Reimbursement deadline for January thru April, 2021 due
	Computer Purchase Deadline Internet Reimbursement for January thru April, 2021 due Encumbered Fund Deadline (Lessons & Tutoring for May/June)
<b>May 15</b>	Spring Course Completion for Graduation
<b>May 31</b>	4 <sup>th</sup> Progress Report and Samples due
<b>June 10</b>	Original Receipt Deadline (Encumbered Funds only)
<b>June 30</b>	End of Academic Year

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

## Graduation Requirements

To earn a high school diploma, students must earn 21 credits as per board policy.

<i>English</i>	<i>4 credits</i>	<i>Physical Education</i>	<i>.5 credit</i>
<i>Math</i>	<i>3 credits</i>	<i>Health</i>	<i>.5 credit</i>
<i>Science</i>	<i>3 credits</i>		
<i>Social Studies</i>	<i>2.5 credits</i>	<i>Electives</i>	<i>7 credits</i>
<i>Alaska Studies</i>	<i>.5 credit</i>		

\*Transcripts and graduation audits are available on each student Brightway account.

### **College / University Classes**

Yakutat School District and the LEAD Correspondence program encourage students to take college/university classes. Due to the expense of these classes, collaborates with the administration in seeking funds available to allow the student to take classes.

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

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

### **UA Scholars Scholarships**

The Alaska Scholars Scholarships are awarded to the top 10% of the graduating class. A combination of course load, test scores, and 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 LEAD Correspondence may be eligible to qualify for the Alaska Performance Scholarship (APS). The APS is a merit-based scholarship that provides an opportunity for any future Alaska high school graduate who meets a core set of requirements to receive funding to pursue college and/or career training in Alaska. Students must plan with their academic counselors to ensure they are on track for eligibility.

### **Alaska Career Information System**

Plan your education and career with the Alaska Career Information System (AKCIS). AKCIS is available through LEAD 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**

Correspondence students have the same access rights as regular classroom students. Therefore the use of the facilities the local district has to offer is available to all correspondence students. However, the use of certain facilities does require some forethought and preparation. The library, gymnasium and computer lab, for example, are very busy places with many different organizations using them. Anyone wishing to access a specific facility needs to notify the LEAD 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 “National Close-up” program. 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 LEAD Correspondence and adhere to all ASAA requirements.

### **Student Activity fee**

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

### **Eligibility**

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

Seniors who are on track to graduate must be enrolled in a minimum of four (4) semester units of credit. Each week students must maintain a cumulative 2.00 grade point average with no grade of “F” to have unrestricted privileges to participate in extracurricular activities for the following week. If a student has an “F” or less than a 2.00 grade point average on a weekly check, that student will not be eligible to compete the following week.

Parents need to communicate with the principal/teacher of the school in which their student is participating regarding eligibility for extra-curricular activities specific to that school above and beyond ASAA regulations.



# BrightWays Learning Systems Parent Guide

## Welcome!

BrightWays is an online system that supports home-based education support programs. It offers easy-to-use tools that help customize student learning plans and connect teaching parents with the program's advisory teachers and related staff with real-time information 24/7. This guide will lead you through some of the key areas of your BrightWays system, to help you keep your contact information up to date, develop Individual Learning Plans (ILP) for each of your students, and input Progress Reports (PR) at the end of each school term.

Your program's web address is unique and will be provided to you by the program coordinator or other staff.

## Family Dashboard

When you log in to BrightWays, you will land on your Family Dashboard. From here, you can email your Advisory Teacher, edit your own contact information, and jump to a student's ILP (or PR, when the time comes).

**Brightways Learning Systems** [Logout \(Parent\\_Demo\)](#)

**Dashboard** | **Enrollments**

Use these global tabs to navigate to different sections, including back to your Dashboard

**Brightways Family Dashboard**

Teacher: **Tanya Teacher** ✉ Tanya Teacher

Click one of these links to easily email your Advisory Teacher from your computer's email program.

### Students

School Year: **2011-12**

<b>Jason Brightways, Grade 3</b>
Individual Learning Plan (ILP): <b>Building</b>
<b>Johnny Brightways, Grade 8</b>
Individual Learning Plan (ILP): <b>Building</b>

### Contact Information

**Jill Brightways** ✎ Edit

Mailing Address	Physical Address	
P.O. Box 1234 Anytown, AK 99999	3767 Whitetail Court Anytown, AK 99999	
Home	Cell	Work
(907) 123-4567	(907) 789-1012	
Email		
jill@alaska.net		

Update your own contact information

### Manage Enrollments

Dashboard & Re-enrollment Guide (PDF)

**Johnny Brightways**  
2011-12 Enrollment: Active [Request Withdrawal](#)

**Jason Brightways**  
2011-12 Enrollment: Active [Request Withdrawal](#)

[+ Enroll New Student](#)

Click link to go to student's ILP



# BrightWays Learning Systems Parent Guide

## Individual Learning Plan (ILP)

You will build an ILP for each of your students course by course. When you are satisfied with the selections for a course, Submit it to your teacher for their review. Once a course is approved, its status is marked as “Active”. If modifications need to be made to an approved course, contact your Advisory Teacher, who will be able to help you make the changes, as needed. It is important to have the ILP accurate and complete, as the courses listed and approved on it drive the options on your student’ Progress Reports.

### Step 1: Add A Course

Click one of the +Add Course links.

Dashboard | Enrollments

Get a printer-friendly version of any page by clicking this icon where displayed

Other navigation options are listed on the right side of every page

Brightways, Johnny  
Individual Learning Plan

Student ID 5678 Year 2011-12 Grade 8 ILP Status Building

+ Add Course

Begin building Johnny's ILP

+ Add Course

Click either link to Add a Course to the ILP

ILP  
Progress Report  
Tanya Teacher



# BrightWays Learning Systems Parent Guide

Choose from the options provided to indicate the course features. These options are customized to your program's specifications.

Move down the list of options to make sure you choose each of the applicable options. Your Advisory Teacher can provide specific guidance, as needed.

**New Course**

**Subject**  — Pick Subject first;  
**Course**  — this drives options list for Course

**Status**

**Faith Based**

**Grade Scale**

**Other Institution**

**Terms**

- Mid-Semester 1
- Semester 1
- Mid-Semester 2
- Semester 2

**Curriculum Source**

**Supplemental Curriculum or Enrichment**

**Assessment Type(s)**

- Daily Assignments
- Log
- Participation/Picture
- Portfolio
- Tests/Quizzes
- Other

— Click to SAVE selections



# BrightWays Learning Systems Parent Guide

## Step 2: Submit A Course for Review

Click Submit button for each Course you have completed and is ready for your Advisory Teacher to review. You will see a pop-up prompt asking, “Change status to Submitted?” Click OK to complete the submission.

**Brightways, Johnny**  
**Individual Learning Plan**

Student ID 5678 Year 2011-12 Grade 8 ILP Status Building

+ Add Course

	Course	Mid-Semester 1	Semester 1	Mid-Semester 2	Semester 2	Status	Curriculum	Mastery
Submit	Language Arts — Writing	✓	✓	✓	✓	Building	Writeguide.com	 

Click button to Submit each Course to your Advisory Teacher for approval

Optionally, click this icon to review and include related State Education Standards (GLEs) to the Course

Any time before approval, you can click to Edit the Course

ILP Progress Report Tanya Teacher

The Course’s Status will change from “Building” to “Submitted”.

## Step 3: Advisory Teacher Approves Course/ILP

When your Advisory Teacher has approved a Course, then the Status will have changed to “Active”. When all Courses have been approved, then the ILP Status (which displays above the Courses table) will change from “Building” to “Approved”.

**Brightways, Johnny**  
**Individual Learning Plan**

Student ID 5678 Year 2011-12 Grade 8 ILP Status Approved

+ Add Course

	Course	Mid-Semester 1	Semester 1	Mid-Semester 2	Semester 2	Status	Curriculum	Mastery
	Language Arts — Writing	✓	✓	✓	✓	Active	Writeguide.com	 

ILP Progress Report Tanya Teacher



# BrightWays Learning Systems Parent Guide

## Progress Report (PR)

When it is time to submit your student's grades (and Work Samples, if applicable), click the Enrollments tab. For each student, click the PR icon to go to their Progress Reports page.

Dashboard **Enrollments** **\*\*Click this tab\*\***

2011-12 Active

Click this icon to go to the student's Progress Report page

Name	Grade	Status	Entry	Exit	Year	ILP	A+
Brightways, Jason	3	Active	01/11/12	06/30/12	2011-12		
Brightways, Johnny	8	Active	10/11/11	06/30/12	2011-12		

### Step 1: Add Grades

All approved Courses on the ILP will automatically display on the Progress Reports, as applicable. Click to select the correct school term for which to enter the student's grades.

#### Progress Report List

Term	Status
Mid-Semester 1	
Semester 1	
Mid-Semester 2	
Semester 2	

Click to +Add Grades for the correct school term

#### Course Grades

Course	Mid-Semester 1			Semester 1			Mid-Semester 2			Semester 2		
	Grade	Credit	Sample	Grade	Credit	Sample	Grade	Credit	Sample	Grade	Credit	Sample
Language Arts — Writing	NC	✓		NC	✓		NC	✓		NC	✓	





# BrightWays Learning Systems Parent Guide

**WARNING:** If your Internet connection is unstable or slow, your work may be lost if the connection drops while you are in the process of completing a Progress Report. This can especially happen when trying to upload large Work Sample files.

Therefore, we suggest that you **FIRST SAVE GRADES ONLY** to ensure that input, including Progress Summaries, are saved right away. Return to Edit Grades to upload any Work Sample files.

## Step 2: Submit Grades

Click the Submit button, as you did for Courses on the ILP. The Status will change from “Building” to “Submitted on [the date]”. Edit the PR at any time, such as to upload Work Samples, before Submitting to your Advisory Teacher or until they have been approved.

Progress Report List

Term	Status		
Mid-Semester 1	Building	 	<input type="button" value="Submit"/>
Semester 1		+ Add Grades	
Mid-Semester 2		+ Add Grades	
Semester 2		+ Add Grades	

Click button to Submit the Progress Report to your Advisory Teacher

Click the pencil icon to edit the Progress Report at any time before it is approved

Course Grades

Course	Mid-Semester 1			Semester 1			Mid-Semester 2			Semester 2		
	Grade	Credit	Sample	Grade	Credit	Sample	Grade	Credit	Sample	Grade	Credit	Sample
Language Arts — Writing	B+	✓		NC	✓		NC	✓		NC	✓	

## Step 3: Advisory Teacher Approves Grades

When the student’s PR has been approved, the Status will change from “Submitted” to “Approved”. The Course Grades table will also indicate if Work Samples have been reviewed and approved. If any further edits need to be done, contact your Advisory Teacher about what changes may be needed.

Progress Report List

Term	Status		
Mid-Semester 1	Approved		
Semester 1		+ Add Grades	
Mid-Semester 2		+ Add Grades	
Semester 2		+ Add Grades	

Course Grades

Course	Mid-Semester 1			Semester 1			Mid-Semester 2			Semester 2		
	Grade	Credit	Sample	Grade	Credit	Sample	Grade	Credit	Sample	Grade	Credit	Sample
Language Arts — Writing	B+	✓	✓	NC	✓		NC	✓		NC	✓	

# LEAD Correspondence School

## Progress Report of Student Work Explanation

A **Progress Report of Student Work** along with a work sample from each course is required **four times during the school year**. The Progress Report provides the opportunity to check student progress and also serves as a means to issue credit and quarterly grades.

To submit quarterly progress reports online and upload work samples you will need to log on to:  
**<https://lead.brightwayslearning.com>**

Your user name is: \_\_\_\_\_ Your password is: \_\_\_\_\_

Once you have logged in you will see your family “dashboard.” Under each student’s name is an ILP button and a button with an A+ next to the words; “Progress Report”. Click on Progress Report; then click on “**add grades**” next to the current quarter to enter your student’s grades.

- 1) **Enter the quarter grade.** If you have not yet reached the quarter point in your curriculum, please enter INC, for incomplete. If you have completed the quarter’s work, please include the grade and percentage where applicable. This grade will be reviewed along with the work samples to allow your contact teacher to assign a final grade.
- 2) **Enter the Summary of Progress**  
# Lessons completed: *Example: 32 out of 130*  
Time Spent: *Example: 1hour/day or 30 minute lessons MWF*  
Skills Mastered: *Enter the subjects/topics covered for the quarter*
- 3) **Turn in one work sample for each class** your student is taking. Courses that produce paper, like traditional math with written practice exercises, simply choose one significant work paper or test as a work sample. For courses that may not produce paper such as: P.E., music, etc., you may submit documentation such as athletic schedules, letters from trainers/coaches, recital programs, photographs, recipes, or an essay written by the student documenting skills learned. You can upload work samples in your progress report on Bright Ways or you can mail/fax/email copies to your teacher. **Make sure you click the SAVE button at the bottom of the page.**
- 4) After your grades have been entered, you can click submit so your contact teacher can check them. Please call or email your contact teacher advising them of your submittal.

### Progress Report Due Dates

**1<sup>st</sup> Quarter October 31**

**2<sup>nd</sup> Quarter January 31**

**3<sup>rd</sup> Quarter March 31**

**4<sup>th</sup> Quarter May 31**

**\*\*Please note: Orders and reimbursements may be delayed or held if work samples and Progress Reports are not submitted for each student each quarter.**

*Forms can also be found @ [www.lead.school.org](http://www.lead.school.org) (click on forms)*