



## **2019-2020 Handbook**

**“Nurturing, empowering, and inspiring today's student to positively shape tomorrow's world.”**

## Table of Contents

<b>Denali PEAK Contact Information</b>	<b>4</b>
<b>Denali PEAK Academic Compliance and Honesty</b>	<b>4</b>
<b>Denali PEAK Program Overview</b>	<b>5</b>
Program Eligibility	5
Enrollment Process	5
Enrollment Requirements	5
Individualized Learning Plan (ILP)	7
<b>Reporting</b>	<b>7</b>
Monthly Contact (12 per year)	7
Quarterly (4 per year)	8
Semester Requirements (2/year)	8
State Annual Testing	9
<b>Academics</b>	<b>9</b>
Academic Year	9
Curricular Materials	10
Tutoring	10
Grade Level Placement	10
Grading Scales	11
Grading Scale K-12	11
When does Denali PEAK use Withdraw or Fail?	11
<b>Denali PEAK Certified Teachers</b>	<b>12</b>
<b>High School Graduation Requirements</b>	<b>12</b>
Credit by Examination	13
College Classes	14
Graduation Ceremony	14
<b>Student Records</b>	<b>14</b>
Transcripts	14
Release of Records	15
<b>Special Education</b>	<b>15</b>
<b>Appeals Process</b>	<b>15</b>

<b>Withdrawal</b>	<b>16</b>
Collections	17
<b>Accidents</b>	<b>18</b>
<b>Non-Discrimination (BP 5145.3)</b>	<b>18</b>
<b>Preschool Aged Sibling Scholarship</b>	<b>18</b>
<b>Student Allotment Fund Accounts (Allotments)</b>	<b>18</b>
Allotment Amounts Per Student	18
Allotment Spending	18
Student Allotment Fund Account Funds Transfer	20
Examples of Allowable Expenses	20
Examples of Non-Allowable Expenses:	21
Financial Record Keeping	22
<b>Reimbursement/Vendor Payment Procedures</b>	<b>22</b>
Parent Reimbursement	22
Denali PEAK Vendors	22
Parent Receipts	22
Invoices/Receipts:	23
<b>Technology</b>	<b>24</b>
New Computers	24
New iPads	24
Buy Your Own Device (BYOD)	25
AT&T Mobile Wireless Devices (MiFi Cards)	25
Unclaimed PEAK Ordered Technology	26
Borrowed Computers	26
Computer/iPad Care	27
<b>Record Keeping</b>	<b>27</b>
<b>Continuous Enrollment</b>	<b>28</b>
<b>Appendix - Parent Calendar</b>	<b>29</b>

## Denali PEAK Contact Information

<p><b><u>Denali PEAK Anchorage Office</u></b>          4240 Old Seward Hwy, Suites 3-6          Anchorage, AK 99503          (907) 563-0990 - Phone          (907) 563-0996 - Fax</p>	<p><b><u>Denali PEAK Mat-Su Office</u></b>          1401 S Seward Meridian Pkwy, Suite H          Wasilla, AK 99654          (907) 357-2730 - Phone          (907) 357-2733 - Fax</p>
<p><b><u>Denali PEAK Healy Office</u></b>          (Located in our District Office)          PO Box 280          Healy, AK 99743          (907) 683-2278 - Phone          (907) 687-2514 - Fax</p>	<p>Send us an email:  <a href="mailto:DenaliPEAK@dbbsd.org">DenaliPEAK@dbbsd.org</a>          Visit our website:  <a href="http://www.DenaliPEAK.org">www.DenaliPEAK.org</a>          Check us out on Facebook:  <a href="https://www.facebook.com/DenaliPEAKHomeschool">DenaliPEAKHomeschool</a>          Find us on Twitter:  <a href="https://twitter.com/DenaliPeak">@DenaliPeak</a></p>

## Denali PEAK Academic Compliance and Honesty

Academic compliance, honesty, and integrity is of the utmost importance to Denali Borough School District (DBSD). When a student is enrolled in Denali PEAK Correspondence/Homeschool Program, they become responsible for all aspects of the program. Individual Learning Plans (ILPs) created together with parent educators and certified teachers are designed based on standards (AS 14.03.300(a)(1)(2)) to establish classes which produce academic assignments, journals, and assessments, which exist to help students learn. Grades that result from each of these exist to show how fully the goal stated on the ILP is attained; therefore, the expectation of each Denali PEAK student is all work and grades should result from his/her own effort and understanding.

## **Denali PEAK Program Overview**

The Denali PEAK Correspondence/Homeschool Program was developed through combining the best of many Alaskan home school programs. The need for the Denali Borough School District to provide families a homeschool alternative stems from a growing demand for diverse educational settings within our own District and the State of Alaska. Offering students and parents individualized choices in educational programs is central to the philosophy of the Denali PEAK program. Denali PEAK Correspondence/Homeschool Program utilizes current educational research and technology to provide a high level of quality assistance and support to our homeschool parents and students.

### **Program Eligibility**

Enrollment with the Denali PEAK Correspondence/Homeschool Program is open to school age students who reside in Alaska and are not enrolled full-time in another public school. The academic year begins on July 1st and ends on June 30th.

\*\*\*Please contact our office about Summer Session. Summer Session runs from July 1st through August 15th of the current school year\*\*\*

### **Enrollment Process**

Once an online enrollment application is completed, a Denali PEAK staff member will contact the parent via phone to set up an Individualized Learning Plan (ILP) appointment and complete registration. A student is not considered enrolled in Denali PEAK until a completed enrollment form is verified and an ILP is signed by a parent/guardian/student. By verifying enrollment and signing the ILP the parent/guardian agrees to the requirements below.

### **Enrollment Requirements**

- Denali PEAK will accept Kindergarten students who are at least five years old by September 1st of the current school year.
- Denali PEAK students must be able to prove that they are residents of Alaska.
- Denali PEAK parents/guardians/students must complete an Individualized Learning Plan with a Denali PEAK Teacher who is certified in the state of Alaska.

- Denali PEAK students must meet Denali Borough School District testing requirements as a part of his/her compliance.
- Denali PEAK students are expected to be in compliance in order for allotment funds to be utilized.
- Parents/guardians of newly enrolled students must agree to assist Denali PEAK in obtaining educational records from previous schools (or provide required information themselves) for each child enrolled.
- Denali PEAK parents/guardians are required to have access to internet with an active email address.
- Denali PEAK will accept students concurrently enrolled in any other public school in Alaska, provided the student is not enrolled full time at either school. Coursework from other schools may not be substantially similar to that of Denali PEAK. Upon enrollment, the family will need to submit a schedule of courses from their public school in order for the Denali PEAK staff to assist with determining needed courses with Denali PEAK. A student may not be counted as more than one full time equivalent for state funding purposes. One Denali PEAK course is equivalent to 0.25 full time equivalent.
- Denali PEAK will accept students concurrently enrolled in a private school in Alaska, provided the student is not enrolled in a substantially similar course at that private school. Upon enrollment, the family will need to submit a schedule of courses from their private school in order for the Denali PEAK staff to assist with determining courses needed with Denali PEAK.
- Denali PEAK requires that parents keep their contact information (especially email, current physical and mailing address, and phone numbers) up to date. In the event that contact information changes, please update the information in SkyWard.
- Students who are not enrolled full time will not receive a full allotment, carry forward funding from any previous year, nor are they eligible for technology.

**FAILURE TO COMPLY WILL RESULT IN AN ALLOTMENT FREEZE AND YOUR STUDENT(S) MAY BE WITHDRAWN FROM OUR PROGRAM.**

## **Individualized Learning Plan (ILP)**

The Individualized Learning Plan (ILP) describes the student's courses, activities, and curricular materials. This is presented in a format reflecting the Common Core Standards by ability level and the new Alaska State Standards. In addition to serving as the student's study plan, the ILP serves as a checklist for reporting requirements and a tool for ensuring that reimbursements are authorized based on a direct relationship to the student's educational activities (4 AAC 33.421(a)(h)).

- Parents consult with a Denali PEAK Teacher Consultant (certified teacher) with any questions or changes to the student's Individualized Learning Plan.
- The Individualized Learning Plan outlines specific goals and requirements to be reviewed in quarterly progress reporting.
- Full time student(s) must be enrolled in a minimum of four (4) courses.
- At least 50% of courses on an ILP must be academic core courses: Language Arts, Math, Social Studies, Science, Technology, World Languages or required IEP courses. (4 AAC 33.426)
  - Student(s) may not have more elective courses than academic core courses.
  - For students in grades K-10, two core courses must be Language Arts and Math.
  - Students in grades 11 and 12 must take at least one academic core course for each elective course, unless they have met graduation requirements.
- Students and parent/guardians must ensure that the ILP consists of courses that are not substantially similar to what the student is taking with another public/private school.

## **Reporting**

### **Monthly Contact (12 per year)**

Denali PEAK Correspondence/Homeschool Program requires monthly contact concerning academic progress to be maintained between the parent(s)/guardian(s), or adult aged student(s), and the Denali PEAK teacher. Contact may take one of the following forms: a phone call, email, fax, personal visit, or other contact as arranged with Denali PEAK staff.

## **Quarterly (4 per year)**

- State regulations require that Denali PEAK teachers monitor each student's work and progress.
- Denali PEAK utilizes online assessments for reporting beginning and year end progress in Language Arts and Mathematics for grades K-12
- Elective Course Journals (ECJs) may accompany elective courses and include a log of hours.
- Course Journals (CCJ) may accompany core courses and include a log of hours.
- Work samples must be graded (BP 6184/5121), submitted quarterly, and may be used as a component of course assessment.
  - The following are *examples* of what may be requested on a quarterly basis:
    - Elementary (K-5)
      - 2 graded work samples, grades of 70%/C or above per subject, per quarter
      - Log of hours
    - Middle School (6-8)
      - 4 graded work samples, grades of 70%/C or above per subject, per quarter
      - Log of hours
    - For High School courses
      - 4 graded work samples, grades of 70%/C or above per subject, per quarter, and/or log of hours will be required each quarter in order to receive any portion of a credit.
      - Correspondence courses from vendors which assign a letter grade will require a transcript.
      - Log of hours

## **Semester Requirements (2/year)**

- Semester grade reports are available for print and download from the Denali PEAK website.
- Grade reports are required at the end of semester 1 and 2 (quarters 2 and 4 respectively).

**\*\*If you expect to have an extended absence, please contact a Denali PEAK Correspondence/Homeschool Program office prior to departure. \*\***

## **State Annual Testing**

Denali PEAK requires students to participate in state annual assessments. School districts must obtain a minimum of 95% compliance in testing attendance. This is a critical issue for all schools, but is of paramount importance for homeschool programs.

General information concerning annual assessments (subject to change):

- All students in grades 3-9 will be assessed in English Language Arts and Math.
- ONLY students in grades 4, 8, and 10 will take the Alaska Science assessment.
- Denali PEAK strives to coordinate with local educational institutions throughout the state to provide testing sites for students.
- Students are required to attend testing, and parents must work cooperatively with Denali PEAK and other agencies to meet Denali PEAK testing requirements.
- Scores will be made available as soon as possible.
- Failure to participate in mandatory testing may result in refusal of enrollment privileges such as awarding of carryover funding, and may result in immediate withdrawal from the Denali PEAK program.
- Non-attendance issues will be reviewed on a case-by-case basis.
- Assessments take place in March and April.

## **Academics**

### **Academic Year**

The academic year for Denali PEAK Correspondence/Homeschool Program begins July 1st. The academic year for Denali PEAK ends June 30th. All quarterly work and semester grades must be submitted by the designated calendar dates, all twelfth grade work must be submitted by the first week of May (see Appendix A). Staff training, holiday, and vacation closures for Denali PEAK are posted on the website, calendar, social media accounts, and emailed via our student information system.

## **Curricular Materials**

- State regulations mandate that all curricular materials, including textbooks and other instructional aids, be reviewed by the District. Partisan, sectarian, denominational doctrines are prohibited in curricular materials (AS 14.03.090). Discrimination in curriculum, including textbooks and other instructional materials, is also prohibited (AS 14.18.060).
- Curricular materials not available from Denali PEAK are reviewed to meet State of Alaska Education Standards. If the materials meet these standards, they are approved and purchased through individual student allotments.
- Denali PEAK materials purchased or reimbursed for, with District funds, are the property of the Denali Borough School District.
- Denali PEAK may have materials available for parents through the Lending Library for use at a discounted rate. Please consult with teachers for more information on the current inventory of materials.
- Denali PEAK offers online curriculum for grades K-12. The costs for these programs may be deducted from each student's allotment when setting up the ILPs.

## **Tutoring**

For all grades K-12, Denali PEAK Correspondence/Homeschool Program staff offers tutoring, workshops, and activities for students and parents.

## **Grade Level Placement**

Denali PEAK Correspondence/Homeschool Program will accept Kindergarten students who are at least five years old by September 1st of the current school year. Grade level placements will be based on age or current grade level if a student is dually enrolled. For advanced placement - documentation, assessment scores, or work samples may be required prior to approval.

## **Grading Scales**

There are several methods of grading used by a wide variety of vendors, school districts and parents. The most important thing to remember about grading is that it is simply a fast and easy way to list the student's progress in a given area. After review and consideration of any recommendations submitted by the student and parents, the student's grades are determined and assigned by a certified teacher. High school student grades are different because some institutions use them for program eligibility, placement or other requirements. For this reason, high school level classes must be graded by a certified teacher and/or through a certified program that meets Alaska state requirements for credit. For high school students, an adequate number of work samples must be turned in each quarter in order to receive a grade and credit. Please consult with a Denali PEAK Teacher to determine the appropriate amount of work samples needed for each course.

### **Grading Scale K-12**

- A (90-100%) Outstanding Achievement or Advanced 4.0 grade points
- B (80-89%) Above Average Achievement or Proficient 3.0 grade points
- C (70-79%) Average Achievement or Developing 2.0 grade points
- D (65-69%) Below Average Achievement or Emerging 1.0 grade points
- F (0-64%) No Credit 0.0 grade points
- W Withdraw 0.0 grade point

### **When does Denali PEAK use Withdraw or Fail?**

- "W" is used if the student is still enrolled in the school, but withdraws from the class if there is an amendment to the ILP (another class replacing that class) prior to grades being entered for that semester.
- "W" is used if a parent withdraws a student from the school before the first business day of November.
- If a student drops a course in quarter 3, that was originally a year long course, and no work was submitted for quarters 1 and 2, that student would receive an "F" for first semester and a "W" for second semester.
- An "F" is used if a parent withdraws a student after quarter 1, before the end of quarter 2, and has not submitted the required work and Semester Grade Report.

## Denali PEAK Certified Teachers

- All Denali PEAK Correspondence/Homeschool Program parents/students may contact any Denali PEAK office. We are staffed with teachers, who are certified by the State of Alaska. Denali PEAK contact teachers may be available in person, by phone, email, and fax.
- Denali PEAK contact teachers provide assistance with: curriculum selection, education and content planning, instructional tips and pointers, tutoring, allotment spending related to the ILP, testing information, testing accommodations as required, contact information concerning Special Education Services/Child Find Activities, and referral to additional services.
- All students seeking a diploma through Denali PEAK will have access to a contact teacher to help set up and maintain an advising sheet for graduation requirements. Denali PEAK Administration will assist in maintaining transcripts, transferring credit, and, upon request, with college testing and scholarship information.
- Any parent concerned with the actions of a Denali PEAK contact teacher is encouraged to contact the Denali PEAK Administration.

## High School Graduation Requirements

Denali Borough School District has established the following credit requirements for Denali PEAK Correspondence/Homeschool Program high school graduation (BP 6146.1):

- Language Arts: 4 credits
- Math: 4 credits
- Science: 3 credits
- Social Studies 3 credits: 0.5 credit of Alaska Studies; 0.5 credit US Government; 1 credit US History; 1 credit Social Studies
- Technology and/or Career: 1 credit
- PE: 1 Credit
- Health: 0.5 credit
- Electives: 5.5 credits

22 Credits Total

A Denali PEAK teacher will review student transcripts and inform families of required credits per DBSD high school graduation requirements. Denali PEAK high school credits will be assessed and awarded using the Individualized Learning Plan, report information, sufficient work samples/evidence of course completion, and Denali PEAK Teacher Consultant review. Those students who have completed the required credits will be awarded a high school diploma through the Denali Borough School District.

### **Credit by Examination**

- As per AS 14.03.73, DBSD students enrolled in grades 9-12 may challenge one or more courses provided by the district by demonstrating mastery in mathematics, language arts, science, social studies, and world languages. A school district shall give full credit for a course to a student who successfully challenges that course.
- A student cannot be granted credit by examination for a course in which he/she has previously earned credit, nor may he/she receive credit for a prerequisite course if they are presently enrolled in or have previously earned credit in an advanced course. Laboratory courses are excluded from credit by examination procedure.
- Upon receipt of request for credit by examination, the principal will select an appropriate exam or appoint an examiner. The examiner will select or construct an examination that is consistent with the approved course description and objectives and will be equivalent to a final examination of a given course. The examiner is expected to proctor the test, score it, notify the principal of the results and submit the test materials to the secretary.
- The student must pay all fees related to the exam in advance. When a DBSD teacher is assigned to create and score the exam, a fee of \$85 will be charged and will be used to compensate the teacher for his/her time.
- A ninety-percent or “A” score on the exam is required to receive credit. If credit is denied, a student may not re-apply for credit by examination for the same course. (BP 5121.2)

## **College Classes**

High school credits will also be granted for post-secondary courses taken through regionally accredited postsecondary institutions. Superintendent approval, or designee, in writing on a case-by-case basis is required in order for post-secondary credits to be counted for non-elective courses. (BP 5121.1)

Post-secondary Credit = High School Credit

- 1 = .10
- 2 = .25
- 3 = .50
- 4 = .65
- 5 = .80
- 6 = 1.00

## **Graduation Ceremony**

Denali PEAK will conduct an annual graduation ceremony. Denali PEAK Homeschool/Correspondence does not reimburse for graduation related expenses (i.e. student photos, announcements, transportation, lodging).

## **Student Records**

### **Transcripts**

The term “Transcript” refers to the course records and grades for students. Transcripts are based on work completed with Denali PEAK Correspondence/Homeschool Program, approved vendors, and records received from other schools attended. Copies of transcripts are available to students, parents, and third parties upon the legal guardian's written request. Please allow a minimum of ten (10) business days for transcript requests to be processed. All transcript requests must be made to the Anchorage Denali PEAK office by completing the Denali PEAK Transcript Request Form. Denali PEAK is not responsible for obtaining course credit information from outside vendors. It is your responsibility to ensure that Denali PEAK receives this information for transcript purposes.

## **Release of Records**

In compliance with the Family Education Rights and Privacy Act of 1974 (FERPA), Denali PEAK Correspondence/Homeschool Program will request records from a student's indicated previous school. Parents/guardians have the right to see, obtain copies from, and contest the contents of, educational records (for additional information, contact the Denali PEAK principal). Upon parent/guardian request, notice of transfer to another school, or a request for records from another educational institution, Denali PEAK will forward education records in accordance with governing regulations.

## **Special Education**

If you are interested in enrolling a student in Denali PEAK Correspondence/Homeschool Program who is eligible for special education services, or your student is currently enrolled with Denali PEAK and you feel they may need to be assessed for the existence of a recognized handicapping condition, please contact our Special Education Team by calling (907) 563-0990 to ensure your student's needs are addressed.

## **Appeals Process**

While participating in the Denali PEAK Correspondence/Homeschool Program, parents/guardians are entitled to appeal any restriction within the program model to the Denali PEAK Principal. If there is no written policy for a specific situation, the Denali PEAK Principal will determine the response, which is also subject to appeal.

- Appeals must be submitted to the principal in writing, clearly outlining the area of concern and the effect this decision has on the student.
- If an appeal is based on the Denali PEAK Principal's decision, the matter will be forwarded to the District Superintendent.
- Regardless of the outcome, all appeals will be responded to in writing and include the information used to render the final decision. The decision rendered by the Denali Borough School District Superintendent can be appealed to the DBSD School Board (BP 1312, BP 4344 these are at our website).

## Withdrawal

A parent may withdraw their student from Denali PEAK Correspondence/Homeschool Program at any time by notifying any Denali PEAK office and completing a Withdrawal Form. At the time of withdrawal:

- It is the parent's responsibility to return all student allotment funds to Denali PEAK that were paid out to parents or vendors for any student who withdraws prior to the last business day of October. Parents are financially liable for damaged or missing items.
- Materials reimbursed or paid for, at a cost of \$100 or more, will be returned to Denali PEAK within 30 days of the withdrawal date.
- Parents are financially liable for damaged or missing items.
- If materials are not returned or paid for within 30 days, a certified letter will be sent requesting their return or purchase of specific materials in accordance to withdraw procedures.
- After 60 days, Denali PEAK will take corrective action to solve the problem of materials not being returned or purchased. Parents are financially liable for damaged or missing items.
- Technology equipment (i.e., computers, iPads, cords) on loan from Denali PEAK (including purchase option technology) must be returned to Denali PEAK in the original packing. Parents will be financially liable for technology equipment and/or software that is missing or damaged.
- Purchase requests or reimbursements dated on or after the withdrawal date will not be honored. Student records may not be released until all parent obligations are fulfilled and financial obligations met.
- Students who are withdrawn, by parent or administration, will not receive carryover funding from any previous year.
- Parents who do not respond to emails, messages, or letters within 30 days, *or* do not meet minimum reporting requirements, may be withdrawn from the Denali PEAK program, may be required to reimburse funds disbursed, and return technology.

- Students may be withdrawn for not participating in the required Denali PEAK testing program.
- Students will be withdrawn immediately if a parent defrauds the school.

When a student withdraws from Denali PEAK Correspondence/Homeschool Program, they usually are enrolling in another school or correspondence program. Students will be withdrawn from the program in conjunction with Alaska State Law, which states that the exit date is the earlier of:

- a) the date when notice is received from the parent or guardian that the student will no longer participate;
- b) the date when the student enters and attends another school full-time;
- c) 30 calendar days after which no contact is made or correspondence is received from the student, parent or guardian.

## **Collections**

- Computers/tablets/inventory items \$100 or more are owned by the Denali Borough School District if they are purchased with, or reimbursed for with student allotment funds.
- Student(s) who withdraw, or are withdrawn, from Denali PEAK Correspondence/Homeschool Program must return their computer/tablet or inventoried items worth \$100 or more within ten (10) business days of withdraw.
- Students who do not re-enroll with Denali PEAK, have not completed the three year purchase of the computer, or have a borrowed computer or inventoried item, must return said items by October 10th of the current year, or ten (10) business days from the date non re-enrollment has been established.
- If items requested are not returned by the above times specified, Denali PEAK will begin the collections process:
  - First notice - return the computers/tablets/inventoried items
  - Second notice - 30 days - return the computers/tablets/inventoried items
  - Third notice - 60 days - return the computers/tablets/inventoried items
  - Final notice - 90 days - Cornerstone Collection Agency notified, items listed become the property of the student/family and payment must be made in lieu of returning requested items

## **Accidents**

Denali PEAK and the Denali Borough School District can assume no responsibility for accidents occurring during homeschool classes, workshops, field trips, or any other activities supervised by parents or a private vendor/contracted service provider.

## **Non-Discrimination (BP 5145.3)**

Denali Borough School District and Denali PEAK Correspondence/Homeschool programs and activities shall be free from discrimination with respect to sex, race, color, religion, national origin, ethnic group, marital or parental status, and physical or mental disability. The DBSD School Board shall ensure equal opportunities for all students in admission and access to academic courses, guidance and counseling programs, athletic programs, testing procedures, vocational education and other activities.

## **Preschool Aged Sibling Scholarship**

Enrolled families with preschool aged siblings, who are three (3) years old by September 1st of the current school year may be eligible for a scholarship. Unused scholarship funds do not carry forward.

## **Student Allotment Fund Accounts (Allotments)**

### **Allotment Amounts Per Student**

- Pre-K: Ask us about possible scholarships
- K-2: \$2000.00
- 3-8: \$2300.00
- 9-12: \$2700.00

### **Allotment Spending**

The following are submitted as guidelines for appropriate allotment spending; final approval of all spending is subject to program administration approval:

- No reimbursements/purchase requests will be considered prior to student enrollment approval and an approved Individualized Learning Plan.

- Receipts for the current school year may be submitted starting July 1st; receipt processing for the school year will begin on August 15th, or the first business day following.
- Core curriculum deductions are required before any other receipts will be processed. If receipts/vendor payments are submitted without a core curriculum deduction, a fee of \$75 will be deducted for our online curriculum and the student will have access to that for the remainder of the school year.
- Student allotment fund account funds to be reimbursed must be directly related to activities and materials outlined on the Individualized Learning Plan.
- Student allotment funds are dedicated to the individual student.
- Items used by multiple sibling students may have the cost evenly distributed between the different student accounts (such as Internet expenses), with the exception of technology.
- Denali PEAK maintains a detailed account of student allotment fund account funds available for each student enrolled. This information will be available to parents via the Internet through DBSD student information system (SIS) using a district supplied user account. Items pending actions will not be reflected until processed.
- The cut-off date for student allotment fund account spending is the last business Friday in the month of April. Exceptions will not be made.
- Student allotment fund account funds from the previous school year will carry forward into the current school year for incoming grades 1st-12th, not to exceed \$5000.
- Requisitions to vendors will be processed prior to cash and carry receipts.
- Denali PEAK deducts \$100 for tutoring and grading fee for correspondence courses for which Denali PEAK provides a teacher of record (instead of the parent).
- For educational apps used, the parent will need to submit the receipt.
- iTunes/Google Play, or similar, gift card purchases are not reimbursed.
- Denali PEAK will allow up to 20% of shipping expenses to be reimbursed.

- Family memberships will be reimbursed in its entirety.
- Sales Tax is not reimbursable.
- No religious, doctrinal, or related materials are permitted (AS 14.03.090 & AS 14.18.060). (Faith based or faith infused materials are not reimbursable.)
- Materials purchased are Denali PEAK property. Cost of repair for these materials is the responsibility of the parent/guardian, and not reimbursable out of the student allotment fund account.
- If an item is returned to a manufacturer or supplier, Denali PEAK must be notified and the funds must be returned to Denali PEAK, or it will remain on the student's inventory list.
- Items purchased may not be discarded, donated, or resold without permission, in writing, from Denali PEAK Correspondence/Homeschool Program.
- If a parent is in doubt about materials, call any Denali PEAK office before purchasing curriculum or materials and speak to a contact teacher.

### **Student Allotment Fund Account Funds Transfer**

- Funds may be transferred from one student allotment to another only under the following circumstances:
  - Only funds in the current year's allotment may be transferred
  - The transferred funds must be used for a purchase in the current year
  - The giving and receiving students must be in the same family
  - The receiving student must have used all of his/her available funds from both the current year's allotment and the carry over from previous years

### **Examples of Allowable Expenses**

- 4 AAC 33.421.(B)(h)
  - A correspondence study program may not pay for or provide money for services or materials that do not reasonably relate to the delivery of the students' instructional needs. Textbooks, curriculum materials, school supplies, tutoring services, athletic equipment, and technology expenses may be approved by the certificated teacher who has primary responsibility for the course. Funding for other materials or services requires the approval of the correspondence program director or the director's trained designee and the valid instructional purpose served by the expenditure must be noted in the student's individual learning plan.

- Examples are as follows (including, but not limited to):
  - Paper, pencils, rulers, notebooks
  - Curriculum Supplies (workbooks, references, user resource books)
  - Photocopying (legal reproduction materials)
  - Computer media (disks, ink, paper, standard peripherals)
  - Internet Access fees
  - Lessons/tutoring related to ILP from approved vendors
  - Approved instructional materials or programs
  - Curricula, courses, texts, teacher manuals and/or supplements
  - Calculators
  - Instrument rentals (limitations apply – please contact Denali PEAK for details)
  - Supplementary teaching materials (non-faith based/faith infused)
  - Computer printer/fax, (limitations apply – please contact Denali PEAK)
  - Educational apps that relate to the student’s ILP
  - Athletic items/equipment (up to \$99.99 will be reimbursed)
  - Monthly subscriptions to e-reader programs (including list of purchased books from the account to verify amount to reimburse)

**Examples of Non-Allowable Expenses:**

A statewide correspondence study program may not pay for or provide money for:

- 4 AAC 33.421(e)
  - (e) An employee of the district, including a certificated staff member, may not advocate religious, partisan, sectarian, or denominational doctrine as part of the employee's instructional or other duties. Nothing in this subsection 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 district.
- 4 AAC 33.421(h)
  - (h) A correspondence study program may not pay for or provide money for services or materials that do not reasonably relate to the delivery of the students’ instructional needs. (i.e., Repair to any curriculum, materials, supplies, *and* technology)
- 4 AAC 33.422[d]
  - (d) The fund account may not be used by the district or the parent to supplant district funds or obligations for IEP services.

## **Financial Record Keeping**

- The Denali PEAK Business Office will keep a record of all financial transactions pertaining to the allotment of each enrolled student and all spending related to that student.
- Original receipts are approved based on the student's Individualized Learning Plan.
- Parents are encouraged to keep their own copies before submitting documentation to the Denali PEAK office in the event a document is lost in the mail or otherwise not received.
- Parents requesting a copy of specific financial information must allow a minimum of 10 business days for processing, as this action is outside standard operating procedures.

## **Reimbursement/Vendor Payment Procedures**

### **Parent Reimbursement**

- The parent/guardian will mail/drop off ORIGINAL receipts with a completed (signed and dated) Payment Request form to one of the Denali PEAK offices.
- Reimbursement requests are administrator reviewed and approved.

### **Denali PEAK Vendors**

- Denali PEAK can pay an approved vendor invoice for the current month of services, during the current school year.
- Parents, or approved vendors, may submit original vendor invoices.
- Vendors will only be paid in advance for May and June of the current school year to comply with Denali Peak's April receipt/invoice deadline.

### **Parent Receipts**

- Submit one Payment Request Form per student.
- Receipts, invoices, and sales slips are ALL VERIFIED.

- Missing or illegible information will result in return of the payment request and all receipts/invoices.
- Price tags, estimates, generic receipts, handwritten receipts, incomplete receipts, gift card receipts, and check carbons are NOT acceptable receipts.
- Groupons/Daily Deals can only be submitted once they are used. Please submit a proper receipt and the Groupon/Daily Deal used.
- Items purchased with gift cards, gift cards themselves, or store credit are not reimbursable.

**Invoices/Receipts:**

What is considered complete for receipts and invoices for lessons and tutoring?

- Handwritten invoices/receipts are returned immediately.
- Vendor/Store name, address, phone number
- Student's first and last name
- Date(s) and duration of service
- Description of service
- Balance due, or amount paid, and form of payment
- Vendor signature on the receipt/invoice (indicating services/lessons were provided)
- Parent signature on the Payment Request Form (indicates parent approval of the charges and spending from the allotment account.)
- Memberships: When attending camps, clinics, leagues, clubs, and entrance to a facility that requires a membership, parents must provide a completed registration form.
- Instruments: We must have a copy of instrument contract with instrument pricing and then closing receipt. Rent-to-own instruments become property of Denali Borough School District once the agreement is paid off.

# Technology

We believe the integration of educational technology will enhance the effectiveness of student learning. Students enrolled in the Denali PEAK Correspondence/Homeschool program will have the following options to choose from for computers and tablets, if desired:

- Every student is eligible for one new computer (laptop or desktop) every three (3) years for purchase, every four (4) years for borrowing.
- Every student is eligible for one tablet each year for purchase.
- Cost break down:
  - Tablet:
    - Year 1- cost of the tablet is deducted from the allotment.
  - Computers:
    - Borrowed- \$100 per year
    - Year 1- 50% of the cost of the computer (laptop/desktop) deducted from the allotment.
    - Years 2 and 3- 25% of the cost of the computer (laptop/desktop) deducted from the allotment.

## New Computers

Denali PEAK Correspondence/Homeschool Program will purchase a NEW Apple laptop/desktop with a maximum value of \$1500, including AppleCare+ for three (3) years. A 50% allotment deduction will be made the first year. Each year for two (2) additional years, Denali PEAK will deduct 25% from the student's allotment. At the end of three years, the family has the option to keep the computer.

## New iPads

Denali PEAK Correspondence/Homeschool Program will purchase a NEW iPad with a maximum value of \$500. A 100% allotment deduction will be made at the beginning of the current school year. Denali PEAK will provide basic technical support for the iPad.

## **Buy Your Own Device (BYOD)**

- A parent/guardian of a Denali PEAK student can purchase a *new* computer/tablet for their student outside of the DBSD provided Apple technology. Reimbursement may be sought out for computers under \$1500 and tablets under \$500. New computers/tablets must be purchased from well-established retailers such as Best Buy, Costco, Amazon, etc., and may not be purchased through other sellers from places like eBay, Craigslist, Facebook Marketplace, etc.
- BYOD computers will be reimbursed over the course of three (3) years (*up to 50%* the first year, and *up to 25%* the second and third year); BYOD tablets will be reimbursed *up to 100%* out of the student allotment the year it is purchased.
- The Denali Borough School District, and the Denali PEAK Technology Department will not provide support/technical services for devices outside of DBSD. Denali PEAK will not reimburse for technology related fees, including (but not limited to) repair services (including damage repairs), hardware upgrades, modifications, etc. Parents/guardians/students are responsible for any damage to the BYOD computer/tablet. BYOD devices are expected to be kept in good working conditions; failure to do so may result in out-of-pocket expenses.

## **AT&T Mobile Wireless Devices (MiFi Cards)**

- Denali PEAK Correspondence/Homeschool Program offers mobile wireless devices (MiFi cards) to each student as their internet source to complete his/her course work.
- Once a parent or guardian requests a MiFi card for their student, Denali PEAK will deduct from the allotment \$55/month remaining in the school year. For example, if a parent/guardian requests a MiFi card in July, Denali PEAK will deduct \$660 for the *monthly service* (\$55 x 12 months); if a parent/guardian requests a MiFi card in March, Denali PEAK will deduct \$220 (\$55 x 4 months). Outside of the monthly cost, there will also be a deduction for the fee that Denali PEAK pays for the device.
- If Denali PEAK has already ordered the MiFi card, and the parent/guardian chooses to cancel the order, the device fee and first month of service will still be deducted from the student's allotment. Once the device has been configured and picked up by the parent/guardian/student, and the parent/guardian decides to cancel the service, all associated fees (monthly cost, device fees, etc.) will *not* be refunded to the student's allotment.

- All Denali PEAK MiFi cards will be disconnected on the last business day of June within the current school year. The MiFi card should be returned to Denali PEAK for recycling. If a student's ILP meeting is held *before* July 1st, and a parent/guardian would like to keep service active for the following school year, arrangements can be made to continue service after the last business day in June.
- Denali Borough School District and Denali PEAK Correspondence/Homeschool program must abide by State and Federal laws included in the Children's Internet Protection Act (CIPA). Denali PEAK issued MiFi cards will be configured for content filtering per CIPA laws. The parent/guardian/student may **not** factory restore the MiFi card unless under the guidance of the Denali PEAK office. If the MiFi card has been factory restored, Denali PEAK will contact the parent/guardian and ask that the device be returned to a Denali PEAK office to have it configured again. If the MiFi card is not returned to the Denali PEAK office within three business days, Denali PEAK will shut down the device, making it unusable.

### **Unclaimed PEAK Ordered Technology**

If a student has ordered technology during the first quarter, and has had a deduction from their student allotment fund, but does not pick up the device by the end of the school year (or upon re-enrollment for the next school year), the student will be assigned the *original* technology the deduction was made for. If the device not picked up is an iPad, the student will still be eligible for a new iPad or BYOD tablet upon re-enrollment. If the device not picked up is a computer, the student will not be eligible for a new or updated PEAK ordered computer or BYOD computer. If technology is not picked up during the original school year, the student forfeits the deduction from the student allotment fund.

### **Borrowed Computers**

Families can choose to request a computer to borrow from the Denali PEAK inventory; all requests are granted based on availability. The laptop or desktop will likely be at least two (2) years old, but the computers will be functional. Yearly, the computer must be checked back into a Denali PEAK office for review if the family has not re-enrolled by July 1 of the current school year. Denali PEAK will provide basic technical support for the Apple computer.

*\*\*\*Denali PEAK reserves the right to refuse any software and computer hardware requests for computers and iPads. We will not reimburse for any software that is not directly related to the student's ILP.\*\*\**

## **Computer/iPad Care**

- Denali PEAK Correspondence/Homeschool Program is not liable for intentional or accidental damage or misuse. Conditions indicating improper use are outlined in the documentation available online from the computer manufacturer. Denali PEAK and the Denali Borough School District accepts no responsibility for the actions of students, parents or persons allowed access to a Denali PEAK computer.
- Actions of the operator are exclusively the responsibility of that individual; this includes, but is not limited to: illegal software or music media; internet related financial fraud or identity theft; access to illicit sites; hacking, cracking, or activities related to these general terms; copyright infringements made on user sites or postings; or virus distribution activities (known or unknown involvement). Do not attempt to repair or replace hardware without first consulting with the Denali PEAK Technology Department (this may void a warranty). Do not install third-party internal hardware such as hard drives, DVD drives, CD burners, wireless cards, sound or graphic cards, etc.
- All computers/iPads must be returned upon withdrawal from the Denali PEAK Correspondence/Homeschool Program, including cords, chargers, keyboards, and mice.
- A signed computer/iPad use agreement is required from every parent/guardian, who is issued a computer/iPad.
- Allotment funds may not be used for repair or replacement of technological devices (DIY repair, Apple AlaskaCare, Geek Squad, etc.)
- Apple computers and/or iPads, purchased by the Denali Borough School District, will no longer be serviceable by the Denali PEAK Technology Assistant once they become the property of the student.

## **Record Keeping**

- Denali PEAK Correspondence/Homeschool Program utilizes an online record-keeping system that provides detailed information concerning the reporting and financial records for students in the Denali Borough School District, including Denali PEAK Correspondence/Homeschool Program. Parents/guardians and our high school students will be issued a username and password to access this system.

- Information available via the Student Information System (SIS) that is commonly requested by parents includes:
  - Transcript information for secondary students
  - Finance account balances
  - Student demographics
  
- Reporting forms, access links for web-based services and resources, as well as Denali PEAK information are available at the Denali PEAK website: [www.denalipeak.org](http://www.denalipeak.org)

## **Continuous Enrollment**

Families that are enrolled with Denali PEAK Correspondence/Homeschool Program may utilize our re-enrollment feature within our website for the next school year.

# Appendix - Parent Calendar

Denali PEAK Parent Calendar 2019-2020 (ANC & MS)																											
District Name: DBSD														School: PEAK													
Jul-19							Aug-19							Sep-19							Oct-19						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
1	2	3	4	5	6					1	2	3	1	2	3	4	5	6	7			1	2	3	4	5	
I			H									H															
7	8	9	10	11	12	13	4	5	6	7	8	9	10	8	9	10	11	12	13	14	6	7	8	9	10	11	12
14	15	16	17	18	19	20	11	12	13	14	15	16	17	15	16	17	18	19	20	21	13	14	15	16	17	18	19
21	22	23	24	25	26	27	18	19	20	21	22	23	24	22	23	24	25	26	27	28	20	21	22	23	24	25	26
28	29	30	31				25	26	27	28	29	30	31	29	30						27	28	29	30	31		
# of Inservice Days: 1	# of Inservice Days: 0						# of Inservice Days: 0						# of Inservice Days: 1														
# of Student Days: 21	# of Student Days: 22						# of Student Days: 20						# of Student Days: 22														
# of Teacher Days: 22	# of Teacher Days: 22						# of Teacher Days: 20						# of Teacher Days: 23														
Nov-19							Dec-19							Jan-20							Feb-20						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	Th	F	S	S	M	T	W	T	F	S
					1	3	1	2	3	4	5	6	7			1	2	3	4							1	
															H	TO	TO										
3	4	5	6	7	8	9	8	9	10	11	12	13	14	5	6	7	8	9	10	11	2	3	4	5	6	7	8
10	11	12	13	14	15	16	15	16	17	18	19	20	21	12	13	14	15	16	17	18	9	10	11	12	13	14	15
17	18	19	20	21	22	23	22	23	24	25	26	27	28	19	20	21	22	23	24	25	16	17	18	19	20	21	22
24	25	26	27	28	29	30	29	30	31				26	27	28	29	30	31	23	24	25	26	27	28	29		
# of Inservice Days: 0	# of Inservice Days: 0						# of Inservice Days: 1						# of Inservice Days: 1														
# of Student Days: 16	# of Student Days: 15						# of Student Days: 19						# of Student Days: 19														
# of Teacher Days: 16	# of Teacher Days: 15						# of Teacher Days: 20						# of Teacher Days: 20														
Mar-20							Apr-20							May-20							Jun-20						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	Th	F	S	S	M	T	W	T	F	S
1	2	3	4	5	6	7					1	2	3	4					1	2	1	2	3	4	5	6	
8	9	10	11	12	13	14	5	6	7	8	9	10	11	3	4	5	6	7	8	9	7	8	9	10	11	12	13
15	16	17	18	19	20	21	12	13	14	15	16	17	18	10	11	12	13	14	15	16	14	15	16	17	18	19	20
22	23	24	25	26	27	28	19	20	21	22	23	24	25	17	18	19	20	21	22	23	21	22	23	24	25	26	27
29	30	31					26	27	28	29	30		24	25	26	27	28	29	30	28	29	30					
# of Inservice Days: 1	# of Inservice Days: 0						# of Inservice Days: 0						# of Inservice Days: 0														
# of Student Days: 15	# of Student Days: 22						# of Student Days: 15						# of Student Days: 17														
# of Teacher Days: 17	# of Teacher Days: 22						# of Teacher Days: 15						# of Teacher Days: 17														
Total Teacher days available: 229							Total Student Days available: 225							Total Inservice Days: 5													

OC	School Opens/Closes
E	End of Quarter
H	Legal Holiday
I	Inservice Day
TO	Teachers Out
T	Testing
W	Teacher Workday
OC	Office Closed
	Learning Lab

<b>JULY</b>	1	First day of school- PEAK Staff Inservice
	4	Holiday
<b>AUGUST</b>	23-24	State Fair
<b>SEPTEMBER</b>	2	Labor Day Holiday
	17	Open House ANC (evening event)
	24	Open House MS (daytime event)
<b>OCTOBER</b>	11	End of Quarter
	18	PEAK Staff Inservice
<b>NOVEMBER</b>	25-27	Teachers Out
	28-29	Holiday
<b>DECEMBER</b>	20	Quarter 2/Semester 1-Work Due
	23-31	Winter Break/ Teachers Out
	25	Holiday
<b>JANUARY</b>	1	Holiday
	2-3	Winter Break/ Teachers Out
	20	PEAK Staff Inservice
<b>FEBRUARY</b>	17	PEAK Staff Inservice
<b>MARCH</b>	6	End of Quarter
	9	PEAK Staff Inservice
	13	WIDA ACCESS assessment
	16-20	Spring Break/ Teachers Out
	23	Office Closed, Teacher Work Day- Classified SBD
	30-3	Mat-Su PEAKS Assessments
<b>APRIL</b>	30-3	Mat-Su PEAKS Assessments
	1	LAST DAY TO PROCESS STUDENT REQUISITIONS
	7-10	Anc Morning PEAKS Assessments
	14-17	Anc Afternoon PEAKS Assessments
	24	LAST DAY TO SUBMIT RECEIPTS
<b>MAY</b>	1	12th Grade Work Due
	4-8	Teachers Out
	22	End of Quarter
	25	Holiday
<b>JUNE</b>	15-19	Teachers Out
	30	Last day of school