

2026/2027

A dark blue silhouette of the state of Alaska is centered in the upper half of the page. Overlaid on the map is the text "PACE Statewide Homeschool" in a yellow, serif font. The word "PACE" is on the first line, "Statewide" is on the second line, and "Homeschool" is on the third line.

PACE Statewide Homeschool

PACE STATEWIDE HOMESCHOOL PARENT HANDBOOK

PACE CRAIG
Learning Center
100 Panther Way
PO Box 800
Craig, AK 99921

PACE ANCHORAGE
Learning Center
3701 E Tudor Rd
Suite 206
Anchorage AK 99507

Phone: (907) 373-9701 or Toll Free 1-(866)-864-5491

School Calendar 2026/2027

District Name: Craig City School District
Approved By:

PACE
Title: PACE Teacher Calendar

E	End of Quarter
H	Legal Holiday
T	All Staff Day
	Testing Window
I	Inservice Day
NC	Non Contract Day
D	District Non Contract Day
W	Work Samples
C	School Closes

July							August							September							October						
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
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# of Teacher Days:						21	# of Teacher Days:						22	# of Teacher Days:						21	# of Teacher Days:						22

Aug. 17-Oct. 16 ADP
Sep. 14-18 MClass (DIBELS)
Sep. 28 Count Begins (Anticipated)
Sep. 17-Nov. 2 ADP
Oct. 5-9 MAP Testing
Oct. 23: Count Ends (Anticipated)
Oct. 30: End of Quarter 1

November 6: Report Cards Due
Jan. 8: End of Quarter 2
Jan. 15: Semester 1 Reimbursement Due
January 11-15 MClass (DIBELS)/ MAP
Jan. 15: Work Samples Due
Jan. 29: Report Cards Due

Mar 12: End of Quarter 3
Mar. 19: Quarter 3 Reimbursements Due
Apr. 5-9; 19-23 AK Star
May 3-7: MClass (DIBELS)
May 21: Work Samples Due
May 21: Semester 2 Reimbursements Due
May 21: End of Quarter 4
May 22: Deadline for parents to submit final reimbursements
June 2: Teacher Deadline for Final Reimbursement Approvals
June 4: Report Cards Due
June 9: Principal Deadline for Final Reimbursement Approvals
June 30: Last Day of School

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Comment on School Authority

Both the Alaska State Legislature and the Alaska State Board of Education have given public schools the authority to establish rules which restrict student behavior while in school, while traveling to and from school, while participating in school events, and while traveling to and from school events.

The Craig City School District Board of Education has enacted policies that govern student behavior. Additionally, the School Board authorized the administration to develop rules that are in keeping with its policies. When enrolled with the Craig City School District, students accept these policies as a condition of enrollment. School rules published in this handbook are subject to change as necessary to ensure compliance with federal, state, or local regulations and are subject to review and reiteration for the routine operation of school.

Notice of Nondiscrimination

All PACE Statewide Homeschool educational programs (including CTE and activities) and employment practices follow Craig City School District's policies of nondiscrimination on the basis of age, gender, race, color, religion, national origin, ethnic group, marital or parental status, physical or mental disability, or any other unlawful consideration as required by Title II, Title VI, Title IX, and Section 504. It is the policy of the Craig City School District to make all services, programs, and activities available and to provide reasonable accommodations to people with disabilities. CCSD will take steps to ensure that lack of English language skills will not be a barrier to admission and participation in all educational and vocational programs.

For more information about accommodations, civil rights, or grievance procedures, contact Superintendent Jackie Hanson: (907) 826-3274, CCSD, 100 School Road, PO Box 800, Craig, AK, 99921 ([BP 0410](#)).

Mission and Vision

CCSD Mission: Our students will be compassionate, resilient, self-sufficient, engaged members of their community.

PACE Vision Statement: The mission of PACE Statewide Homeschool is to support students and their families in the designing and implementation of a targeted, individualized public education through the development of a strong instructional partnership.

Program Overview

PACE Statewide Homeschool is a statewide correspondence school operating under the authority granted by AS §14.03.300 – 14.03.320, 4 AAC 09.040, 4 AAC 09.160, 4 AAC 33.405 – 490, and other relevant statutes and codes.

PACE supports parent-led learning through a parent-provided education. Alaska certified teachers work with families to develop personalized student learning plans and will provide individualized assistance when needed. PACE Homeschool is a recognized public school that utilizes public school funding in its support of families.

PACE provides Personal and flexible curriculum choices; believes in Academic success for all students; with Comprehensive support that Empowers families to provide a quality education.

Academic Year

The PACE academic year begins July 1 and ends June 30. Learning centers are staffed year-round with limited closures. Please review the school year calendar on our website or check our Facebook page for closures.

Eligibility and Enrollment

Potential students must meet the following state and district enrollment criteria before being enrolled with PACE.

- A child must reside in the State of Alaska to be eligible for PACE enrollment.
- A child who is five years of age on or before September 1, following the beginning of the school year, may be enrolled as a kindergartner. A child who is under the age of 20 and has not completed the 12th grade is eligible for enrollment. (AS 12.03.070, AS 12.03.080)
- Families must indicate whether a child is enrolled in another Alaskan public school. Families with dual enrolled children may be eligible for partial PACE funding.
- A copy of the child's birth certificate must be provided prior to enrollment. When a birth certificate is unavailable, other proof of birth may be acceptable. Please contact the PACE office.
- Immunization records, or a notarized statement of religious or medical exemption, must be provided prior to enrollment. Exemptions must be renewed annually.
- The Family Education Rights and Privacy Act (FERPA) of 1974 requires PACE to obtain a signed release of records from families of all enrolling students. A completed records request must be filed for all transfer students before enrollment can be completed.
- Students transferring from another high school must have previous transcripts on file before enrollment. Coursework completed outside of PACE may not count

toward graduation requirements. Certain courses may require principal approval before inclusion on transcripts.

- A full-time student is one who is enrolled in at least 4 but no more than 10 semester-based courses with PACE, 50% of which must be core courses. Students enrolled in 3 or fewer courses will receive a proportionally reduced allotment.
- Continuing students may re-enroll for the upcoming school year beginning April 1.

Family Communication

4 AAC 33.421 (a) (1) requires a minimum of once-per-month contact for students and families. The Alaska Student Data Reporting manual requires that a student be exited from a correspondence school “30 calendar days after which no contact is made or correspondence is received from the student, parent, or guardian.”

Homeschool families are required to be in regular communication with their contact teachers. Acceptable contacts include family-initiated or replies to emails, voice calls, or in-person visits.

By enrolling in PACE Statewide Homeschool, parents agree to maintain this mandated regular communication with their contact teachers.

Grade Level Placement

Grade level placement up to and including 8th grade will be based upon a child’s age unless otherwise specified by the family. High School students are placed based upon earned credits at the time of enrollment, regardless of age. For example, a 17-year-old student who has 8 credits at the time of enrollment would be considered a sophomore. Placement based on credit attainment follows:

- Freshman (9th grade): 0 – 5 credits earned
- Sophomore (10th grade): 6 – 10 credits earned
- Junior (11th grade): 11 – 15 credits earned
- Senior (12th grade): 16 or more credits earned

PACE Contact Teachers

Upon enrollment with PACE, students are assigned a Type A Alaska Certified contact teacher. The contact teacher will assist families with both academic and PACE-specific financial matters.

Your contact teacher will help design SLPs aligned to state standards and find curricular materials to support your academic goals and objectives. They will review academic progress reports, work samples, and parent recommendations when assigning quarterly student grades.

Contact teachers review all reimbursement requests and can provide guidance about which items are reimbursable and which are not.

All PACE questions and concerns should be shared with your contact teacher first. Any inquiry requiring further investigation will be directed to the appropriate individual.

Student Learning Plan (SLP)

The Student Learning Plan acts as a student's academic framework. It delineates course content area, course names, objectives and goals (state standards) to be met, materials to be used, vendors, length of class, grading scales, types of assessments, and estimated costs.

Most courses are typically delivered using printed materials or via an electronic platform – this is determined by families and the contact teacher during the writing of the SLP.

Alaska Administrative Code requires that at least 50% of a correspondence school student's enrollment be in core courses. A student enrolled in more than two classes must take core courses in at least two different subject areas. This may be waived for seniors on track to graduate who do not need core courses and for students who have already completed English and math graduation requirements.

Certain courses, such as physical education, require a minimum number of logged hours to be eligible for reimbursement. Required hours are dependent upon grade level.

All parent-designed core courses require submission of a syllabus, or list of major topics to be covered, and sample lesson plans for contact teacher review prior to approval.

SLPs will be consulted when validating reimbursement requests and verifying quarterly grade reports.

Core Courses

Core courses are defined as courses in: English, mathematics, social studies, science, technology, world languages, or a course required by a student's IEP if the student is receiving special education and related services under 4 AAC 52.

Courses outside the categories above are considered non-core.

Curricular Materials

All curricular materials must be aligned to Alaska State Standards (or Common Core) and approved by the Craig City School Board prior to purchase. PACE maintains a list of approved curricular materials and regularly submits new materials for review and approval by the district. These materials shall be of the same quality as those materials used in other district programs. Contact teachers will assist families with selection of materials during the creation of the SLP.

New materials will be shipped directly to families. Alternatively, materials may be sent to the Anchorage Learning Center or the Craig Learning Center. For families residing outside of Anchorage or Craig, PACE will arrange for mailing materials directly. Please allow four to six weeks for materials to arrive.

All curricular materials (textbooks, equipment, other items) purchased with state money (including money provided to families via allotments) are property of the district. All non-consumables must be returned to the district when a student leaves PACE for any reason.

Religious or doctrinal materials cannot be purchased with public school funds.

Curricular choices are subject to PACE approval.

Required State Testing/MAP Testing

The State of Alaska mandates specific annual student testing. Parents may exempt their child(ren) from testing during enrollment or at a time prior to testing.

The following tests are required by the state:

- Alaska Developmental Profile (all kindergarten students)
- DIBELS: Literacy (3 times per year K – 3 grade)
- Alaska Science Assessment (10th grade)
- AK STAR: Language Arts and Math (3 – 9 grade)

Additionally, PACE provides an opportunity for MAP testing in English Language Arts and Math for students in grades 3 – 9.

Your contact teacher will provide additional testing information upon request.

Dual Enrollment – Public Schools

Students who are enrolled in more than one Alaskan public school are considered Dual Enrolled students. Upon enrollment with PACE, families must disclose whether their child is enrolled with any other Alaskan public schools. Families interested in dual enrollment are limited to no more than 2 classes outside of PACE. Percentage of dual enrollment must be agreed upon in writing by both the PACE principal and the principal of the participating school. Because PACE does not receive full funding for dual enrolled students, family allotments will be reduced based on the number of dual enrolled classes.

A dual-enrolled student may not be counted as being enrolled in a course if the student is concurrently enrolled in a substantially similar course in a different educational institution, including a private school.

Private School Students

Private and religious schools do not receive state funding. Allotment funds are not allowed to be spent on private or religious school tuition, materials, services, or programs. Students enrolled in both private and public schools are not considered dual enrolled students by the State of Alaska or PACE for purposes of funding.

Vendor Approval

A completed PACE Vendor Approval form is required for any parent reimbursement for tutoring. The form includes lessons, topics supported, major lesson goals, estimated hours per week, and resources used.

Vendor approval is required before reimbursement can be approved. You may seek vendor approval by submitting this form via your contact teacher.

Quarter Grades

PACE parents are required to submit student progress for review each quarter. Along with a grade, parents must provide a written description of the student's current progress. Grading is a cooperative effort taking place between families and the contact teacher. Quarter grades and work samples are taken into consideration before the contact teacher enters the final grade.

PACE is in the process of updating its student information system. The process for submitting grades will be provided separately.

Work Samples and Semester Grades

Work samples are due at the end of each semester – due dates are listed on the PACE calendar and highlighted as PACE Dates to Remember. Work samples and quarter grades are used to assign a final semester grade.

For paper-based courses, submissions are required to have a minimum of two graded pages per subject. Pages may be daily work that demonstrates proficiency or graded tests. For longer-term projects, a progress log detailing time spent, containing notated pictures, and a final project summary is acceptable.

Physical work samples can be mailed electronically, mailed via USPS, or submitted in person at the Anchorage or Craig Learning Center.

For electronically delivered courses, a progress report showing the percentage of coursework completed is required. An average grade or overall grade to the point of the report must accompany it. A target of 40% completion by the first grading midpoint is suggested.

Work samples for non-core courses such as art, music, physical education, and work study require that a student keep a Class Progress Log (CPL). This log will be used to track the time a student spends on that activity. A student's grade level will define the minimum number of hours required for a semester's worth of credit as follows:

- Kindergarten – 6th grade 18 hours
- 7th – 8th grade 36 hours
- 9th – 12th grade 72 hours

All work samples and logs will be maintained digitally in PACE's working files. If you would like an original sample to be returned, please inform your contact teacher at the time of submission.

Grading Scales

PACE uses CCSD grading scales as defined in CCSD AR 5121:

For Kindergarten through 2nd grade, teachers shall use narrative descriptions to indicate the student's level of achievement and may also furnish examples of student work. Level of achievement grades shall be reported as follows:

A	Advanced
P	Proficient
D	Developing
/	Not Assessed

Grades for students in grades 3 – 12 shall be reported as follows:

A	(90-100%)	Outstanding Achievement	4.0 grade points
B	(80-89%)	Above Average Achievement	3.0 grade points
C	(70-79%)	Average Achievement	2.0 grade points
D	(60-69%)	Below Average Achievement	1.0 grade points
F	(0-59%)	Little or No Achievement	0 grade points
I		Incomplete	0 grade points

Interscholastic Activities Participation/Eligibility

Alaska Statutes §14.30.365 and §14.45.150 allow full-time (enrolled in 5 or more classes) PACE students in grades 9 – 12 to participate in any interscholastic activities program available in a public, private, or religious school.

Students wanting to participate in interscholastic activities will be required to provide documentation to the host school that establishes proof of full-time enrollment. Host schools may have additional documentation requirements for participation. Students must also meet eligibility criteria established by the host school.

Participation in interscholastic activities is not considered an instructional expense, and student allotment funds cannot be used to pay participation fees.

Participation eligibility does not guarantee a waiver or reimbursement of fees.

Special Education

When transferring to PACE from another district, our request for records encompasses all special education documents. However, families are encouraged to disclose any involvement with special education programs their child may have had. This includes referrals and testing that may have been pursued whether it resulted in an IEP or not.

It is PACE's mission to work collaboratively with families and agencies to develop the most appropriate educational program for our students with disabilities. If a student is

determined to have a disability that is impacting their education, PACE's special education teacher will serve as a case manager for that student. Each of these students will receive an Individualized Education Plan (IEP) that is reviewed annually. The IEP is a document that is written in collaboration with families, teachers, administration, and often the student. A student's IEP may be amended as necessary.

Because PACE students are educated in the home environment, PACE provides special education services through a consult model. Curriculums are modified to meet individual needs based upon the student IEP with assistance from PACE contact teachers and the PACE special education teacher. Families work with the PACE special education teacher to monitor student progress toward IEP goals.

It is important for families to understand that not all student needs can be best served by a homeschool or correspondence school model.

Workshops and Special Events

PACE Learning Centers offer periodic workshops for both parents and students. These workshops cover a wide variety of topics and content areas. Non-PACE students may be included at the discretion of the teacher or host and will be responsible for any fees associated with the event, including but not limited to admission and materials. If the event requires payment in advance, students who register for an event and do not attend without prior notification will have their allotment reduced by the cost of the activity.

PACE and the Craig City School District assume no responsibility for accidents that may occur during classes, workshops, field trips, or other activities supervised by parents or private vendors. Parent/Guardian signatures on permission slips and sign-in sheets are equivalent to indemnification.

High School Graduation Requirements

PACE high school graduation requirements are defined by CCSD Board Policy 6146.1

<u>Subject</u>	<u>Units of Credit</u>
Language Arts	4
Social Studies	3 (.5 credits must be in AK History)
Mathematics	3
Science	3
Health	0.5
Physical Education	0.5
Electives	7
Total credits required for graduation	21

Note: The three required credits of social studies must include one-half credit in Alaska history or demonstration that the student meets Alaska history performance standards. This requirement will not apply to a student who (1) transfers into PACE after the student's second year of high school, or (2) has already successfully completed a high school state history course in another state. (4 AAC 06.075)

Dual Credit

Dual credit provisions are outlined in CCSD AR 6146.1-3. PACE Homeschool high school students may earn high school credit by taking college-level courses. Colleges must be accredited, and classes must be 100-level or above to be eligible for high school credit.

PACE students who enroll in 3-credit, non-remedial college level courses in mathematics, language arts, science, world languages, or social studies are eligible to receive 1 high school credit.

Three-credit, non-remedial college level courses outside the above content areas will be eligible to receive 0.5 high school credits.

With approval from the PACE counselor or principal, remedial-level college courses in mathematics, language arts, or social studies will be eligible to receive 0.5 high school credits.

To receive credit, a student's official final grade must be submitted to the PACE office. It will be recorded on the student's transcript for the semester when the final grade was issued.

High School Graduation Counseling

PACE contact teachers and the PACE counselor can provide information about post-secondary education opportunities — including college, vocational education, military service, and labor unions. Assistance with financial aid and scholarships is available upon request.

For additional information please visit the Counselor's Corner. Find it at paceschool.com under the Current Families menu.

High School Graduation

We are proud of our graduates and provide each graduate a diploma, an official transcript, and a commemorative tassel. If invited, a PACE staff member will make every effort to attend personal graduation ceremonies.

Records and Transcripts

PACE maintains a permanent file for each enrolled student. This file contains:

- quarterly report cards
- Signed Parent Signature Pages
- Student Learning Plans
- Birth certificate
- Immunization records
- Testing records
- Unofficial transcripts (official transcripts for graduated students)

Unofficial transcripts are available for inspection through the MyPACE portal and in person at your nearest Learning Center during scheduled business hours.

Students transferring from PACE may request records and transcripts via our online records request found at paceschool.net or by emailing a PACE staff member. Students exiting the PACE program must return all PACE and district property before official transcripts are issued.

Official transcripts are available upon graduation or by request.

Academic Appeals Process

PACE families may appeal academic decisions by submitting a written concern that clearly outlines the issue they would like to address. Initial appeals are submitted to the student's contact teacher. Only then may the parent submit the appeal to the PACE principal. If that decision is not satisfactory, the parent may submit the written appeal to the CCSD superintendent. The superintendent's decision may be appealed to the CCSD school board. The decision of the school board will be considered final.

Alaska Performance Scholarship (APS)

The Alaska Performance Scholarship is available to all eligible Alaskan graduates and can be applied to the cost of attending a variety of Alaskan educational institutions.

All 9th and 10th grade students will receive information about APS opportunities and requirements no later than January 15th each school year. This notification will include potential curriculum pathways, GPA requirements, testing requirements, and vocational opportunities.

Eleventh grade students will be provided with the remaining academic requirements needed to qualify for the APS including required courses needed, and what the student needs to achieve to earn each level of the APS through GPA requirements or standardized test scores. This notification shall take place no later than December 31st each year.

UA Scholars

The University of Alaska established the UA Scholars Award (“Award”) in 1999 to encourage Alaska students to attend and graduate from college in their home state. It is designed to provide an incentive for secondary school students to achieve academic excellence, to nourish efforts of schools to provide high quality education, and to encourage high school graduates from every Alaska community to seriously consider the opportunities that the University of Alaska has to offer.

Each year, PACE identifies the top 10 percent of the junior class based on academic factors. The first and preferred determination criteria used is weighted GPA (AP coursework). In the case of a GPA tie that results in more qualified students than we are permitted, qualifying students will be determined by points. Only in the case of ties resulting in more than 10 percent of eligible students qualifying for the UA Scholar program will the following point system be used (based on college-prep coursework):

- AP course or non-vocational dual-credit course: 2 points
- Advanced Science (physics, chemistry, anatomy & physiology, etc.): 1 point
- Advanced mathematics (algebra II or beyond, statistics): 1 point
- Advanced social studies (economics, focused history study, etc.): 1 point
- Advanced language arts (beyond English IV, targeted writing, etc.): 1 point
- Foreign language (each year): 1 point

The award amount as of 2026 is \$15,000 and is paid out \$1,875 per semester for eight semesters. The award will expire after a total of twelve semesters or within six years of the Scholar’s designation as a UA Scholar.

A Scholar will forfeit any portion of the Award not used within this six-year period and any portion remaining, if a Scholar fails to use the Award for more than four semesters.

Statement of Administrative Discretion

Craig City School District administration reserves the right to make policy determinations for situations where no written policy exists.

Complaint Procedure

Complaints involving personnel, instruction (including academic decisions), discipline, or learning materials must follow a chain of command as outlined by CCSD Board Policy 1312.

Every effort should be made to resolve a complaint at the earliest stage and at the lowest level. Complaints concerning school personnel should be made directly by the complainant to the person against whom the complaint is lodged. Family members are encouraged to attempt to resolve concerns with staff members personally. Complaints must be presented in writing and will be investigated by administration before consideration. Anonymous complaints will not be considered.

Complainants should accept the superintendent's decision as final; however, the complainant may request an opportunity to address the school board regarding the complaint. The school board will only consider complaints that have first been reviewed by the superintendent and have followed the proper chain of command.

The proper channeling of complaints involving personnel, instruction (including academic decisions), discipline, or learning materials is as follows:

1. Teacher
2. Principal
3. Superintendent
4. School Board

Withdrawing from PACE

Families must notify their contact teacher before withdrawing from PACE. Upon notification, the PACE office will mail you a withdrawal letter, technology inventory, and a return/buyout sheet as applicable. You will also receive an exit survey — we would really appreciate it if you took the time to complete it!

Any non-consumable items (valued over \$99) are the property of PACE and the Craig City School District and must be returned upon exiting PACE. This includes all technology purchased or leased with allotment funds. Families are financially liable for damaged and missing equipment. If you are returning non-consumables via post, postage costs are the family's responsibility.

Any parent request for reimbursement submitted on or after the date of withdrawal will not be approved.

Student records will not be released until financial obligations have been met and district property has been returned or purchased.

If a student moves outside the State of Alaska, they will be considered non-resident and will no longer be eligible to be enrolled in PACE. Withdrawal procedures will be initiated.

Instructional Allotments

Families enrolled with PACE may be eligible for an allotment that will help to offset the cost of courses, supplemental instructional materials, lessons, tutoring, and more. The student's allotment may not be used to pay for any purchase that exceeds the needs outlined in the SLP under AS §14.03.300, as determined by the chief school administrator.

General guidelines on expenditures and reimbursements are outlined by Alaska State Statute and Alaska Administrative Code. Written standards on the use of allotments, as required by State regulation, are provided by Craig City School District Administrative Regulation 6182.2, and by this handbook.

Students will receive an allotment amount based upon their grade level, enrollment status, and date of enrollment with PACE.

PACE Allotments by grade level and enrollment status are outlined below:

Grade Level	100% (4 – 7 courses)	75% (3 courses)	50% (2 courses)	25% (1 course)
K – 2	\$2,200	\$1,650	\$1,100	\$550
3 – 8	\$2,400	\$1,800	\$1,200	\$600
9 – 12	\$2,600	\$1,950	\$1,300	\$650

In addition, the following stipulations are in effect:

- Student allotments are calculated proportional to the number of days that student is enrolled during the state count period. A student enrolling with PACE after count has begun will have a reduced allotment.
- Students who enroll after the state count period will not receive an allotment. PACE will provide families with limited, district-approved curricular options that will meet individual educational needs.
- PACE laptop leases are not available to students who enroll after the state count period.

Families receiving allotments and who enrolled solely with PACE Statewide Homeschool or who are dual enrolled PACE/CCSD brick and mortar school, may begin submitting for educational expense reimbursement when (1) the enrollment process is complete, (2) the SLP is complete and signed, and (3) after July 1. PACE does not guarantee reimbursement for any request that (1) has not been submitted according to the timelines in this handbook, (2) was not pre-approved, or (3) does not follow the guidelines for allotment expenditures outlined in this handbook.

Families with children who are dually enrolled with another Alaska Public School District must have (1) a completed Dual Enrollment Form signed and on file with PACE, (2)

completed the enrollment process, and (3) a completed and signed SLP (4) prior to ordering instructional materials and submitting for reimbursement. Reimbursement requests will not be considered for expenses prior to July 1.

Up to 50% of an allotment may be spent each semester. Core course curriculum materials receive funding priority and must be purchased first.

Contact teachers will assist, but families have primary responsibility for budgeting allotment expenditures in a way that supports the student for the entire year.

Non-consumable purchases are the property of PACE Statewide Homeschool and Craig City School District and may not be donated or resold. Non-consumable items must be returned to PACE at the conclusion of the school year. Consumables purchased with allotment funds are not to be donated or resold before the end of the school year without the express permission of PACE.

Families are financially liable for lost or damaged non-consumable items.

Allotment Usage and Reimbursement Guidelines

All purchases leading to a reimbursement request must be clearly supported by an approved SLP. Allowable expenditures can include the following:

- Books (textbooks, workbooks, novels, audiobooks, e-books)
- Curriculum packages
- School supplies (paper, pencils, notebooks)
- Instructional services (dual credit courses, tutoring)
- Entrance/attendance fees to a facility as part of a field trip (as deemed educationally necessary in the SLP)

Reimbursement Deadlines — Internet and tutoring (vendor agreement) reimbursements must be submitted monthly. Submissions deemed excessively delinquent will not be approved.

All first semester reimbursement requests and receipts must be submitted on or before January 15 of each school year, unless prior written approval has been obtained from the PACE Statewide Homeschool principal.

All second semester reimbursement requests and receipts must be submitted on or before May 15 of each school year, unless prior written approval has been obtained from the PACE Statewide Homeschool principal.

Reimbursement Categories and Category Expenditure Caps:

General School Supplies: \$300 per year — school supplies include items such as pencils, pens, scissors, notebooks, binders, glue, and printer paper. Backpacks, pencil cases, and lunch boxes are not reimbursable items.

Internet: \$1,200 per family per year — families with more than one student in PACE may divide the cost of internet between their children.

Supplies for Non-Core Classes: \$300 per year — this includes art supplies and consumables for other non-core classes. Personal use items such as PE equipment (helmets, shoes, balls, bicycles, etc.) are not reimbursable. PE equipment and instrument rentals are not subject to this limit.

Technology Supplies: \$600 per year — single technology items up to \$99 include styluses, headphones, keyboards, and may include other items deemed educationally necessary in the SLP. Printer ink and toner may be purchased under this category and are not subject to the \$99 item limit. Ink and toner are considered consumable and do not need to be returned. This category does not include computers or tablets.

Pre-K Family Members: Up to \$200 can be used for educational materials for three to five-year old siblings of current PACE students (those who missed the age cutoff date for kindergarten). This maximum cannot be increased regardless of the number of siblings enrolled with PACE.

Consumable vs Non-Consumable Materials

Any item costing \$99.99 or less is considered a consumable material and does not need to be returned to PACE. Items over \$99.99 for which the cost is divided among family members are still considered non-consumable and remain the property of PACE and CCSD.

Families are liable for damaged or missing non-consumable items.

Lessons and Tutoring

Alaska regulation 4 AAC 33.421 (i) (1, 2) allows families to contract with a private individual to provide tutoring to a student in a core subject, fine arts, music, or physical education. This is allowed only if the tutoring is included as a supplemental part of an SLP. A tutor cannot supplant instruction or be vested with the primary responsibility to plan, instruct, or evaluate the learning of the student.

Out of State Expenditures

All expenditures incurred outside the state of Alaska must be pre-authorized by the CCSD superintendent. Request the PACE Out of State Expenditures Form from your contact teacher and submit the completed form to your contact teacher or the PACE administrative assistant prior to making any purchases.

General Limitations (CCSD AR 6182.2)

Student allotments shall not be used to pay for or provide money for services or materials that do not reasonably relate to the delivery of the student's instructional needs. Additionally, allotments may not be used by the school or the parent to supplant district obligations for Individual Education Program (IEP) services.

A valid instructional purpose, served by the allotment expenditure, must be noted in the student's SLP. No money shall be paid from public funds for the direct benefit of any

religious or other private educational institution (Article VII, Section 1, Alaska State Constitution). Reimbursement requests involving private or religious organizations must comply with Alaska statutes, DEED guidance, District policy, and current legal requirements. These requests require administrative review prior to approval.

Allotments may not be used to pay for any item considered excessive by the principal, or excluded below:

- Religious, partisan, sectarian, or denominational textbooks or other curriculum materials. Materials/textbooks/programs may be purchased from religiously affiliated schools provided the materials/ textbooks/programs themselves are nonsectarian. [AS §14.04.310(b)]
- Payment to a private or religious school for registration fees, academic fees, or athletic leagues
- Payment for services provided to a student by a family member (the student's spouse, guardian, parent, stepparent, sibling, stepsibling, grandparent, step-grandparent, child, uncle or aunt. [AS §14.03.310(e)]
- Purchases of any supplies, materials, or services that will be used for profit.
- Purchases in which no instruction is directly connected to the SLP.
- Fees that allow entrance to a facility in which no instruction is directly connected to the student's SLP or fees that exceed the basic requirement to adequately learn or assess knowledge in the subject area.
- Entertainment or tickets to music and fine arts performances, unless related to an instructional activity that is specified within the SLP and subject to reimbursement category limits.
- Tickets or passes to theme parks
- Annual passes or family memberships to a sports or recreational facility. However, an annual pass or membership for a student may be purchased for entry into a sports or recreational facility in which the student is provided instructional activities or lessons as included in the SLP. The reimbursable amount will be calculated by the contact teacher based on instructional time.
- Family travel (transportation, food, lodging, parking fees)
- Extra-curricular activity fees, league fees, participation fees, travel fees, or other associated expenses
- Physical education/sport equipment, uniforms, maintenance, specialized footwear, or accessories. However, rental or lease of physical education equipment may be reimbursed. *Note: PE equipment rental/lease is not subject to the \$300 non-core supplies expenditure cap. (personal use items)*
- Musical instruments, maintenance, or accessories. However, rental or lease of a musical instrument may be reimbursed. **Note: Instrument rental/lease is not subject to the \$300 non-core supplies expenditure cap. (personal use items)*
- Pets, livestock, insects, or other animals
- Personal use items, including but not limited to, personal hygiene items, clothing, shoes, backpacks, dolls, toys (including LEGOs), board games, gaming software, other gaming media

- Personal household use items, including but not limited to, furniture, desks, file cabinets, storage units, hand tools, power tools, kitchen items, cookware, utensils, appliances, cleaning supplies, groceries.
- Permanent items that adhere to or enhance the value of a non-school facility.

Physical Education

As with other courses, PE courses must be tied to State Standards. Additionally, all PE SLPs should include reference to minimum hours of participation required based on grade level.

During SLP development, your PACE contact teacher will help you link PE activities to the State's PE anchor standards. PE SLPs should have at least one goal/objective listed for each of the following Anchor Standards:

Standard A: Demonstrate competency in motor and movement skills needed to perform a variety of physical activities.

Standard B: Apply movement concepts to the learning and performance of physical activities.

Standard C: Participate regularly in physical activity.

Standard D: Apply fitness concepts to achieve and maintain a health-enhancing level of personal fitness.

Standard E: Exhibit personal and social behavior that respects self and others in physical activity settings.

Standard F: Value physical activity for health, enjoyment, challenge, self-expression, and/or social interaction.

While it is covered elsewhere in this handbook, please note the following PE expenditure guidelines:

- The purchase of personal physical education equipment is not a reimbursable expense. Rental fees or leasing fees associated with an approved physical education activity do qualify for reimbursement.
- A portion of a student's membership cost for a recreation or sports facility may be reimbursable if membership is required for a student to receive PE instruction at that location. Membership in the facility must be listed on the student's SLP. The reimbursable amount is proportional to the number of instructional days utilized – not the entire cost of the membership.
- Fees associated with competitions and tournaments are not reimbursable.
- Ticket costs for attending sporting events are not reimbursable.
- Equipment maintenance is not reimbursable.

Music and the Arts

Lessons (music, dance, or visual arts) are a form of tutoring that support the goals and objectives listed in an SLP. The purchase of instruments is not reimbursable; however, families may rent or lease instruments as necessary to support the goals and objectives listed on an SLP.

Families are responsible to the vendor for all rental lease terms and conditions and must pay vendors for leases directly. Note that repair/maintenance costs and accessories are not eligible for reimbursement.

Elementary (K – 5) Electives

Common elementary electives include physical education, music, art, and world languages. Electives at the elementary level, other than those listed above, require administrative approval before being eligible for reimbursement.

Allotment Rollover

Students continuing with PACE from one year to the next may be eligible to roll over remaining allotment balance for that fiscal year. To be eligible for a rollover the student must first have allotment funds remaining at the conclusion of the school year. A student must then complete reenrollment with PACE no later than the last business day of September. If these conditions are met, remaining funds will be available to that student for the following school/fiscal year. Rollover funds are used only after the current year's allotment has been exhausted.

Reimbursement Requests

Reimbursements for educational expenditures must be approved by both your contact teacher and the PACE principal. Any expense considered for reimbursement must be directly tied to a Student Learning Plan. You are encouraged to seek pre-approval for items that might be questioned.

All expense reimbursement submissions must include a scan of the original receipt, sales slip, or invoice which includes the date of purchase, item or service purchased, proof of payment, and the company from which the purchase was made. All expenses must fall within the fiscal year — July 1 through June 30.

Reimbursement requests are due at various times throughout the year and are listed on the PACE calendar. Internet reimbursements must be submitted monthly. Reimbursements for supplies that support an SLP must be submitted by the end of the academic quarter in which they were purchased. Timely submission of reimbursement requests is a crucial requirement for approval.

The reimbursement submission procedure is changing, and instructions will be provided separately once the system is in place.

Reimbursement Appeal Process

If a reimbursement is denied and a family would like to appeal that decision, the appeal must first be submitted in writing to the contact teacher. The appeal should clearly outline the area of concern, provide a rationale, and express the resolution desired.

If the resolution is not met at the teacher level, the family may appeal in writing to the PACE principal. If again, that decision is not satisfactory, the family may appeal in writing to the CCSD Superintendent. If that decision is not satisfactory, the family may appeal in writing to the CCSD School Board. The decision of the CCSD School Board shall be final.

Technology Leases

MacBook Airs and iPads are available for lease through PACE for students enrolled before the conclusion of the student count and who are enrolled at least 50% time. Lease amounts are established at the beginning of each school year and are based on the cost of the device plus extended warranty costs and management software (JAMF). Three- and four-year leases are available and the lease amount will be deducted from a student's allotment at the signing of the lease.

PACE leased devices include an extended warranty through AppleCare+ for Education. Device support is provided through AppleCare at (800) 275-2273.

At the conclusion of a PACE lease agreement, laptops and tablets must be returned to PACE. You may drop them off at one of our offices or return them via USPS or UPS to our Anchorage or Craig office.

Alternatively, you may be eligible to purchase your device at a depreciated cost. Please contact your child's teacher for eligibility and cost information.

PACE does not provide technical support for hardware issues or internet service.

Final Thoughts

The decision to homeschool your child is commendable, but it should not be taken lightly. Educating a child is a demanding endeavor, and assuming the role of teacher can be physically and mentally taxing. Nevertheless, we firmly believe that your dedication will yield positive outcomes, and the bond you share with your child will deepen and strengthen through this process. Your child's unique needs and characteristics are best understood by you, and your active involvement in their education will be invaluable.

It is important to remember that our certified teaching staff at PACE is always available to provide support and guidance throughout your educational journey. Please do not hesitate to reach out if you require assistance. We eagerly anticipate the opportunity to learn more about you and your child.