



Alaska Department of Education and Early Development
Correspondence Program
Statement of Assurance

As the Superintendent of the school district, I make the following assurances to the department. This listing is not exhaustive and may not reflect all requirements, including future regulatory changes. Please initial all clarifications statements in the sections below.

_____ **Learning Plans (4 AAC 33.421)**

Initial

Correspondence student's individual learning plan must provide for, monitoring of each student by the assigned certificated teacher (for students that achievement levels did not meet standards, and at least monthly teacher-student, or teacher-parent contact).

The district must maintain a record of quarterly reviews of a student's work or progress with a grade (or other determination that the student has met the standards for a course), determined by the assigned teacher responsible for the course.

Textbooks or other curriculum materials and the course of study are appropriate for the student as outlined in the individual learning plan.

For each course offered for credit by the program, the program must assign a certificated teacher who has the primary responsibility for the course.

A correspondence study program (that is not a charter school) shall use curriculum materials, including textbooks and other instructional aids, that have been approved by the district, are of the same quality as those materials that the district offers in the district's other programs, and follow AS 14.03.090 and AS 14.18.060 (A program that is a charter school shall review and approve all curriculum materials for compliance in accordance with state statutes).

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. This does not prevent 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.

The district must require students to participate in the statewide student assessment program.

A correspondence program must have an open enrollment policy for the program for the entire school year (only charter schools may limit enrollment).

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/services requires approval of the correspondence program director or designee and must be noted in the student's individual learning plan.

A correspondence study program, or a parent through a fund account, may contract with a private

individual to provide tutoring to a student in a subject described in 4 AAC 04.140, fine arts, music, or physical education, if the instruction is part of the student's individual learning plan under (d) of this section and the tutor is not vested with the primary responsibility to plan, instruct, or evaluate the learning of the student in the subject.

Fund Accounts (4 AAC 33.422)

Initial

A correspondence study program may provide a fund account to the student's parents for the purpose of meeting instructional expenses for the student enrolled in the program. Expenditures from a fund account must be for the student's instructional needs as described in the individual learning plan.

Textbooks, equipment, and other curriculum materials purchased with state money, including money provided to the parent through a fund account, are property of the district. Materials that are not consumables must be returned to the district when the student leaves the program for any reason.

A fund account may not be used to pay for any item or service excluded under 4 AAC 33.421(h) (additional clarification is provided by the department upon request).

The fund account may not be used by the district or the parent to supplant district funds or obligations for IEP services.

The district or charter school may not permit the transfer of funds between student fund accounts except in the case of families with multiple students enrolled.

Core Course Requirements (4 AAC 33.426)

Initial

A student enrolled in a correspondence study program, whether full-time or part-time, must take at least 50 percent of the student's coursework that the student takes through the correspondence study program in core courses. A student enrolled in more than two correspondence classes must take core courses in at least two different subject areas (districts may waive the requirement for a senior and needs less than 50 percent of the student's curriculum in core courses to qualify for high school graduation).

Core course work performed outside the student's correspondence study program may not count towards the requirements.

A 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.

Special Education (4 AAC 33.432)

Initial

A district that offers a correspondence study program shall enroll a special education student on the same basis as any other student, including child find, provision of special education and related services, procedural safeguards, and the development of the student's IEP.

_____ Reporting Requirements (4 AAC 33.440)

Initial

Districts shall submit a report to the department (along with the student count period information) in an electronic format and must contain the number of out-of-district students enrolled in the district's statewide correspondence study program, by district of residence with the name, address, telephone number, and student identification number of each student enrolled part-time in the district's statewide correspondence study program, and the percentage of full-time equivalency.

_____ Program Review (4 AAC 33.460)

Initial

The department monitors correspondence study programs to ensure compliance with the requirements. Upon request by the department, the district shall provide:

"a list of all students enrolled in the statewide correspondence program, including each student's name, age, student identification issued by the department, entry date, exit date, whether the student has a disability category. Separately, the district shall provide a list of all administrators, teachers, teacher aides, and related services personnel who provide special education and related services in the district, including, for certificated staff members, the teacher certificate numbers, and any other information required by the department to monitor programs."

This information may be used to identify individual student records for more detailed examination.

The department may place a district on a plan of correction for violations of any regulatory requirements. If a district is found to have knowingly violated regulations, the department may withdraw approval for the district to operate a correspondence study program. If the department finds that public money was spent in violation of the requirements, the department will require repayment of the misspent money, without regard to fault or intent.

_____ Clarification of Terms

Initial

"curriculum" means a written plan that sets out the scope and arrangement of the educational program planned for a district; "curriculum" includes the scope and sequence of objectives and activities for a given course.

"curriculum material" includes textbooks, software, multi-media materials, and other materials for which the primary purpose is for use in instructional activity; "curriculum material" does not include literary works.

"home school" means an educational program provided in the child's home by a parent or legal guardian under AS 14.30.010 (b)(12).

"teacher" means a person employed by a district in a teaching, counseling, or administrative position and has the appropriate certificate issued by the department.

"correspondence study program" means any educational program, including a charter school program or a state supported home-schooling program that provides:

- (A) For each secondary course, less than three hours per week of scheduled face to face interaction in

- the same location, between a teacher certified under AS 14.20.020 and each class;
- (B) For elementary students, less than 15 hours per week of scheduled face to face interaction, in the same location, between a teacher certified under AS 14.20.020 And each full-time equivalent elementary student.

This assurance agreement between the district and the Department identifies that the district understands its obligation to comply with all state statutes and regulations that apply to correspondence study programs and confirms that it will comply with established laws.

This document is required to operate a school district correspondence program within the State of Alaska, under 4 ACC 33.420.

By signing this document, the school district files its assurance to operate a correspondence study program and to comply with regulations 4 AAC 33.405 – 4AAC 33.440, and any other applicable state and federal regulations and statutes.

Except as provided in 4 AAC 33.460(c), after the receipt of this signed statement, the department will review for approval a school district's intent to operate a correspondence program. Once approved, the district does not have to submit a new statement of assurance each year, except that a district must submit a new statement before implementing any change in the program. The department may require a renewal of assurances as necessary as regulatory or other changes warrant.

Name of the School District: _____

Name of the Correspondence Program: _____

Type of Program (select one):

State-wide program ____ District-wide program ____

Grades Addressed by the Program: _____

Name of Superintendent: _____

Signature of Superintendent: _____ Date: _____

-----**Department Use Only**-----

Date of Approval: _____

Department approval by: _____

Note: This Statement of Assurance applies from the date of approval to the date of withdrawal, superseded or revocation by the State of Alaska.

Return to:

Correspondence Program Manager, Kate Foster

via email: kate.foster@alaska.gov