

# DLC News

IDITAROD AREA SCHOOL  
DISTRICT

**August 2025**



## IMPORTANT DATES

Build ILPs

Updated Family  
Handbook

Re-Enroll Now for  
25-26 School Year  
Allotment



## Newsletter Activities



New DLC Family Handbook



Trivia



2025-2026 School Year  
Overview



# DLC News

## Getting the Year Started

Welcome back, amazing families! We're thrilled to launch another exciting school year full of learning, discovery, and growth. As we get started, here are a few important updates to keep everything running smoothly:

### **Let's Get Those ILPs Rolling!**

It's ILP (Individualized Learning Plan) time! These personalized plans help guide your child's learning journey this year. If you haven't scheduled your ILP meeting yet, don't wait—reach out to your teacher ASAP to get it on the calendar. Let's build a great foundation together!

### **Re-Enrollment Reminder!**

If you haven't re-enrolled your student for the new school year, now's the time! This helps us make sure your child has everything they need to succeed from day one. Check your email or contact the office to complete your re-enrollment form.





# DLC News

## Getting the Year Started

### 💰 Allotment Submission = Success!

Submitting your student's educational choices and materials receipts helps us get things processed and reimbursed for your learning adventures. Need help? Reach out—we're happy to assist! Allotment details are included in the following pages!

### ❤️ Welcome Back, Families!

We're so glad to have you with us for another wonderful year. Whether you're returning or just joining our school community, we're here to support you every step of the way. Let's make this the best year yet!

### 📅 17 Need Help or Have Questions?

Reach out to your teacher or our front office. We're here for YOU! Here's to an incredible start to the school year! 🚀





# DLC News

## 2025-2026 Allotments

### Student Allotments & Reimbursement Reminders

It's time to make the most of your student's allotment! Here's what every family needs to know about how allotment funds work, what's reimbursable, and how to submit receipts properly.

#### Allotment Basics









- Full-Time Students (K-12): \$2,700
- Part-Time Students: 50% allotment
- Pre-K (Ages 3 & 4): \$500 Pulled from Sibling (must have a full-time sibling enrolled)
- Funds may be used for curriculum, supplies, services, technology, and more—if they align with your child's ILP and are approved by your advisory teacher.

#### Reimbursement Deadlines

- December: 1st Semester Deadline
- May 31: 2nd Semester/Full-Year Deadline
- After Labor Day: Re-enrollees
- After End of First Quarter: New enrollees

#### Reimbursement Checklist

To avoid delays, make sure your receipt submission includes:


-  Itemized receipt (what was purchased)
-  Proof of payment (e.g., card digits, paid stamp)
-  Description and student name
-  Vendor name and purchase date
-  Matches ILP and is pre-approved if needed
-  No bank statements or gift cards
-  No services provided by family members
-  No reimbursements will be processed without ILP completion and teacher approval.



# DLC News

## 2025-2026 Allotments

### What Can Be Reimbursed?

- Curriculum & textbooks
- Internet service
- Technology (with pre-approval)
- School supplies
- Approved extracurriculars or memberships
- Instructional services (must include provider, dates, hours, and proof of payment)
-  Mark "Pre-K" clearly for preschool reimbursements.


### What Can't Be Reimbursed?

- Religious or partisan materials
- Family-provided services
- K-12 Private school Tuition
- Medical expenses, food, or clothing
- Entertainment-only activities or toys
- Furniture (with limited exceptions)
- Gift cards or missed lesson fees

### Rollover Funds

Unused allotment funds can roll over if:

- Student is re-enrolled by Sept. 30
- All DLC enrollment requirements are met
- Rollover funds will be added after the October count period.

 Questions? Your advisory teacher is your go-to for approval and clarification. Don't wait until the deadline—get those receipts in early!



# **Newsletter Trivia**

## **How Much Do You Know?**

1. What year was Alaska purchased and for how much?
2. What is the Alaska State Flower?
3. What does the name "Alaska" mean?
4. Who designed the Alaska State Flag?
5. What is the Alaska State Mineral?
6. How much did the largest Salmon weigh and where was it caught?
7. How many lakes does Alaska have?
8. What was the highest recorded temperature in Alaska?
9. What was the lowest recorded temperature in Alaska?
10. What percentage of Alaska is covered with Glaciers?

## **More Fun Facts:**

1. There are 8 National Parks in Alaska. (Denali, Gates of the Arctic, Glacier Bay, Katmai, Kenai Fjords, Kobuk Valley, Lake Clark and Wrangell-St. Elias)
2. Alaska has 46,600 miles of shoreline. More than the other 49 states combined.
3. Salmon have 300 degrees of vision.
4. Potatoes were so valued for their vitamin C back in 1897 that Alaskan miners tracked gold for them.
5. The northernmost city in the US, Barrow, has 2 months of continuous darkness in the winter and 3 months of continuous sunlight in the summer.
6. Alaska has more than 12,000 rivers.



# Iditarod Distance Learning Center

Iditarod Area School District  
*The Heart of Alaska*

## Family Handbook 2025-2026



## About the Iditarod Distance Learning Center (DLC)

### Our Beginnings

The Iditarod Area School District has a long history of offering distance education to in-district and out-of-district students. Since its beginning in 1976, Iditarod Area School District has provided distance education opportunities to students living in remote areas, including mining camps, homesteads, and traplines in rural Alaska. In 1998, the Distance Learning Center was established, and the homeschool program was expanded to include out-of-district students, making DLC a statewide program.

### Our Philosophy

**Overview: We honor the parent as the most important teacher their children will ever have. As partners with teachers, parents are involved in their child's education and are responsible for delivering the curriculum.** The Distance Learning Center offers a homeschool program using several educational innovations that meet state and district guidelines and standards. A student's educational needs are met through a flexible academic schedule and by utilizing various educational resources.

The Distance Learning Center offers families the means to improve, enhance, and develop an educational program for their children. The Distance Learning Center is designed for homeschool students in grades K-12. It provides a flexible learning format, allowing families the opportunity to set their academic schedules. Thus, schoolwork can be completed at home or as families travel.

### Our Mission

The Distance Learning Center is a dynamic, educational environment with participants willing to take risks to foster academic excellence and cultivate personal, intellectual, and emotional growth, technological skills, responsibilities of self, and citizenship. This philosophy provides a safe, nurturing environment in which the individual is valued, diversity of learning styles and teaching methods is recognized, and innovation in education – while maintaining high academic standards – is encouraged.

The Iditarod Area School District recognizes that the mission of the DLC is to:

- Offer exceptional educational choice to families who are residents of the IASD.
- Deliver exceptional distance/home based educational services to students living in Alaska.



**We believe that:**

- Parents know their children best. You know their passions, dreams, and aspirations while always having their best interests at heart.
- Students **learn** best in positive environments where skills are developed through successful experiences.
- Students **learn** through a variety of methods and styles.
- **Critical thinking** skills should be developed and integrated into all areas of education and life.
- Students' **experiences** and insights are essential and must be integrated into all areas of the Individual Learning Plan (ILP).
- Students **develop** successful techniques of communication and problem solving when they are actively involved in their education.
- Students **apply** learning, integrate concepts, and demonstrate marketable skills through hands-on learning experiences.
- Students **graduate** from this program with a balanced, academic base that includes marketable, technological, and interpersonal skills which are increasingly required in the workplace, postsecondary education, and adulthood.

**Iditarod Area School District Mission Statement:**

The Iditarod Area School District recognizes the unique and distinctive nature of each student with regard to character, capacity, ability, and heritage. In doing so, we are committed to providing individualized, comprehensive, and sequential programs to all students in an atmosphere which reflects their cultural heritage. Through an organized, efficient, and effective school program designed and dedicated to incorporating a variety of learning opportunities, the DLC prepares students for successful achievements as adults in the 21st Century.

This is our commitment to the students, parents, and communities of the Iditarod Area School District. This is our mission!



## Enrollment at DLC

### Who can enroll?

- A child should be five years of age on or before September 1<sup>st</sup>
- The student must be under 20 years of age and have not completed 12<sup>th</sup> grade.
- Enrolling students may not be enrolled full-time in another public school.

### What do I need for enrollment?

- Completed enrollment at [dlc.iditarodsd.org](http://dlc.iditarodsd.org) or [iasd.brightwayslearning.com](http://iasd.brightwayslearning.com)
- Students must meet all requirements for enrollment as set out by the Iditarod Area School District and the Alaska Department of Education.
  - Copy of student's birth certificate
  - An updated copy of immunization records
- Most recent school records or permission for DLC to request these records
- An email address
- Disclose enrollment at all other educational institutions, providing a list of current courses
- Information on all past or current special education needs and concerns
- The last enrollment step is to schedule an appointment with DLC to develop your child's Individual Learning Plan for the year and submit all enrollment documents. If all enrollment information is not complete, your child is not officially enrolled.

### When can I enroll?

#### Enrollment July 1 through September 30

- To obtain full allotment funding, students must enroll and obtain a complete their Individual Learning Plan by September 30<sup>th</sup> and remain enrolled for the duration of the official student count period through the end of October. Students meeting this requirement will be allocated a student allotment of \$2,700 for grades K-12 - students enrolled part time will have their allotment prorated.

#### Enrollment after September 30

- The Principal/Superintendent Designee of the Distance Learning Center will have final discretionary approval of all student requests for enrollment after the official count period. The Principal/Superintendent Designee may request a conference with parents and students to determine if DLC is an appropriate educational setting.



- Students who have been unsuccessful previously in the DLC may be denied admission or placed on probationary status. Students and parents must sign a Statement of Commitment to submit satisfactory coursework at regular intervals and upon completion or loss of eligibility, to officially withdraw and return all texts, tests, equipment, and usable materials.

*Returning families may re-enroll in the spring of each year.*

### **What are my Enrollment Options?**

- Full-time students are required to enroll in a minimum of four classes on their ILP, qualifying for 100% of an allotment.
- Students also have the option of enrolling part-time, enrolling in less than four classes on their ILP. (Students enrolled in another public school may have a limit to the percentage they can be enrolled at the IDLC, regardless of how many classes are taken through the IDLC.)
  - 1 class = .25 enrollment and 25% of the allotment
  - 2 classes = .5 enrollment and 50% of the allotment
  - 3 classes = .75 enrollment and 75% of the allotment

### **Report Card to the Public**

The IASD Report card to the public can be found [here](#). Additionally, program and teacher evaluations will be made available to all the DLC families on an annual basis.

### **Appeals Procedure/Public Complaints**

The Regional School Board believes that the quality of the educational program can improve when the district listens to complaints, considers differences of opinion, and resolves disagreements through an established, objective process.

The Board encourages complainants to resolve problems early and informally whenever possible. If a problem remains unresolved, the individual should submit a formal complaint as early as possible following appropriate district procedures. Board Policy 1312 and its associated Administrative Regulation 1312.1(a) outlines the process to follow.



## What is Homeschooling and How Does it Work?

More than 2 million American children are being homeschooled today. This number is expected to double over the next 20 years. Alaska leads the country in the percentage of school-aged children who are homeschooled (10% pre-pandemic increasing to 30% during the pandemic).

Homeschool offers families tremendous educational freedom to personalize learning that aligns with the needs of each child.

At its heart, homeschooling is:

- **Parent-directed:** The parent is ultimately responsible to oversee the education of their child.
- **Family-Centered:** Families have the freedom to create an experience that encompasses the academic, social, and family values and schedules that fit their goals and needs.
- **Depth v. breadth:** Families can enjoy the freedom of expanding their definition of education to include shared life experiences beyond academics and book learning.
- **Primarily home based:** This doesn't mean all learning is done at home. There are opportunities for 'co-schooling,' 'roadschooling,' 'boatschooling' and 'worldschooling.'

Here are five great ideas to get you going.

1. **Start slowly with simpler tasks and be patient.** Initially, focus on language arts and math and ease into other subjects as you get more comfortable in this new role. Kids love to be read to, or try audio books. There are lots of free audiobooks and other resources available here. Practice skills, but don't be locked into the worksheet; use conversation and questions to explore topics. The goal is to *enjoy the process* and *enjoy learning* new things.
2. **Set your own schedule.** Maybe beginning at 9:00 am works for you, but maybe starting later is better. Maybe putting your nose down and powering through learning is best or it could be that breaking the day up into chunks with active breaks works best. Remember that while your kids are in school several hours a day, much of the time is non-academic. Younger kids spend a lot of time at play, and older students have elective classes, lunch and PE besides their core subjects. Every child learns differently, so don't be afraid to try different learning schedules to see what works best for your kids.



3. **Take time to have fun.** Schedule time just to have fun with your kids. Enjoy this time together, get to know each other, and explore fun topics. See this as an opportunity to build your family relationships. Play games (Monopoly, Scrabble, Candyland, and more), watch documentaries and other interesting videos (lots of content on YouTube is free), cook new things together, do arts and crafts, and have fun. There are so many free online resources now! Use this as a time for your children to explore new interests.
4. **Add in more difficult educational subjects, concepts, and content** slowly as you get a routine and develop confidence. Just like building any new skill, you start small and add new things as you find your groove. Build on small successes and wait to take on more difficult tasks until you and your kids are ready.
5. **When you feel like it's all going wrong,** take a break. Give yourself and your children permission to stop and re-group. Have a snack, let everyone read for an hour or engage in something physical. Taking on the responsibility of a homeschool educator can be stressful, so be kind to yourself and your children. There's an old saying in homeschooling, "If you can't teach with a smile on your face, take a break until you can."

## **Guiding questions our families ask**

### **What is the DLCs enrollment process? What do I need to know before enrolling?**

The DLC has open enrollment for all eligible students grades K-12 residing in Alaska. A child should be five years of age before September 1<sup>st</sup> or under 20 years of age and have not completed the 12<sup>th</sup> grade. Enrolling students may not be enrolled full-time in another public school.

### **What are the requirements for enrolling in the DLC?**

Students must meet all Iditarod Area School District and Alaska Department of Education requirements for enrollment including:

- Copy of your student's birth certificate.
- Updated copy of immunization records.
- Most recent school records, or give DLC permission to request records.
- Provide information on all past or current special education needs and concerns.
- Complete enrollment at [dlc.iditarodsd.org](http://dlc.iditarodsd.org) or [iasd.brightwayslearning.com](http://iasd.brightwayslearning.com) and provide a valid email address.
- Once above is completed the DLC will schedule an ILP conference with an advisory teacher, parent(s), and student to develop your child's Individual Learning Plan for the year.

### **What are program requirements for maintaining enrollment?**

DLC staff partner with parents to support the goals of individual student growth and excellence. Student work samples, academic progress conferences, communication, and full program participation are best practices to achieve maximum student success. While students are required to participate in state mandated testing, parents also have the legal right to refuse their child's participation. In order to approve allotment fund expenditures for expenses outside of the core courses, advisors are required to determine student proficiency. Bottom line, we are here to support your child and family.

### **Does the DLC staff have experience in homeschooling?**

Yes, the majority of staff with the DLC have experience in homeschooling as a student or as a parent who is currently or has previously homeschooled their own children.

### **What is the allotment amount?**

The allotment amount for the current school year is \$2,700 for all full-time enrolled K-12 students.



### **What can we use our allotment for?**

Educational services, materials, and equipment that reasonably relate to the delivery of a student's instructional needs in support of the student's Individualized Learning Plan. Textbooks, curriculum materials, school supplies, tutoring services, internet service, athletic equipment, and technology are common examples. The allotment expense must directly support a course in the student's ILP and/or align with goals described in the student's Individual Learning Plan.

### **What is an ILP?**

ILP is an acronym for Individualized Learning Plan. The ILP is the cornerstone of successful homeschooling. The ILP is developed in collaboration between the student, family, and certified advisory teacher. The advisory teacher's role is to guide and assist in the development of the ILP and to partner with the parent to oversee its implementation. Focusing on a student's academic, social, development needs along with their goals, dreams, and aspirations are paramount to student success!

### **What is included in an ILP?**

- Most importantly, student and family input!
- A course of study relevant and appropriate for each individual student, consistent with state and district standards.
- An ongoing assessment plan that includes statewide assessments.
- A signed agreement between the certified teacher assigned to the student and a parent or guardian of the student.
- A plan for monitoring student work and progress by the parent and the certified teacher.

### **How does the DLC support my child with Special Needs?**

Curriculums are modified to meet needs on an individual basis according to the IEP. Eligible students receive special education services using a consult model. They receive district instruction in the student's homeschool setting from their parents and receive support services from the local office and the Special Education department staff as appropriate. Student progress is monitored monthly, and quarterly progress reports are maintained (4 AAC 33.432). Both state and federal laws guarantee the right of special needs children to a free and appropriate education in the least restrictive environment within their district of residence. The student's IEP team must determine the least restrictive environment. The IEP team determines if your child would be best instructed through homeschooling or if services will be provided by

the district of residence. If the district of residence will be providing services, DLC must enter into a cooperative agreement with your local school district to determine the delivery of those special education services specified in your child's IEP (State regulation 4 AAC 33.432).

**What expenses are not allowed with your student's allotment?**

In general, the Alaska student allotment cannot be used for the following: private school tuition, religious curriculum, entertainment, family travel, services provided by a family member, expenses deemed 'excessive' by the family advisor or program director. If unsure, it is a good practice to consult with your child's advisor to ensure the expense will be reimbursed.

**Can we 'roll over' our unspent allotment funds into future years for educational expenses?**

Yes! Allotment accounts that have a positive balance at the end of a school year may be added to the next year's allotment amount. In order to claim these unspent funds from year to year, students must maintain enrollment with the DLC and enroll by September 1.

**Are allotments individual or can students in the same family share their allotments?**

Yes! Families have the option of 'pooling' their children's allotment accounts into a family account. This practice may provide greater flexibility when a child in the family needs additional resources in a given year for educational needs such as additional tutoring or college course costs.

**Is there an allotment available for preschool age children?**

Yes, pre-school aged siblings aged 3 and 4 may use up to \$500 of a sibling's allotment for educational expenses.

**Are we able to use the curriculum of our choice (including religious curriculum) or does the DLC provide a list of approved curriculum?**

Curriculum available to homeschooling families is vast. One of the exciting and enticing aspects to homeschools is the ever growing landscape of quality curriculums. Consult with your child's advisor if you have questions about your curriculum of choice or if you are seeking recommendations. Quality curriculum materials should align with state learning outcomes while always preparing students for more advanced coursework and expanding their skill base. All district curriculum materials are reviewed and are in compliance with partisan, sectarian, denominational, and sex bias regulations. Discrimination in the textbook and instructional materials is prohibited according to IASD policy.



**What is the average processing time for direct purchasing; is this an option? What is the average processing time for reimbursement?**

The vast majority of reimbursements are processed within two weeks of submission of receipts and all relevant information.

**Does the DLC provide students/families additional resources outside of the annual allotment?**

Equipment, material, and curriculum that families have returned to the DLC may be available for student use. Check with your advisor on what may currently be available at any time during the school year.

**What is the technology policy?**

In general, the DLC supports technology that supports students achieving academic outcomes in their ILP. This may include internet service, laptops, Ipads, desktop, digital storage, printers, scanners, digital cameras etc. It is a good practice to get pre-approval from your child's advisory teacher prior to purchasing.

**What is the internet policy?**

The DLC will support students, families and households for internet service. The DLC covers internet access at a reasonable level to support student learning from the student allotment account. DLC staff will discuss reimbursement requests with parents that are beyond typical household internet costs as special circumstances may be present.

**Does my student/family have the option of purchasing technology and equipment from the DLC?**

Non-consumable items purchased with student allotment funds become the property of the DLC unless the family chooses to purchase. See the DLC policy on purchasing equipment.

**Can my child dual enroll in the DLC and a private school?**

Yes! A family's decision to enroll in a private school does not preclude their legal right to a free public education for their child. While the Alaska State Constitution does not allow for public funds to benefit a private institution, our program makes all decisions based on curriculum, tutoring, and learning to benefit the child. The course costs for certain secular courses delivered with curriculum that parallels the course outcomes in the Iditarod District may also be eligible for student allotment funds. Contact your child's advisory teacher.



**Are there career, college, and leadership opportunities for older students? What are some examples?**

High school students who are academically ready may earn dual high school and college credit concurrently. Contact your child's advisor for courses and post secondary institutions that are eligible for dual credit.

**If we choose to withdraw from the DLC, what is the process and policy for returning items that were purchased with allotment funds?**

Upon withdrawal from the DLC, all non-consumable equipment, supplies, and curriculum are to be returned to the program so that they may be shared with currently enrolled students. Families may exercise their right to purchase these items through the DLC depreciation schedule. Contact the DLC for further information. Also, it is important to withdraw ONLY after all pending reimbursement requests have been processed and current coursework has been completed to ensure final grades and credits have been earned.

## **Why Enroll with DLC**

**We value a parent's right to choose what's best for their children**

Nobody knows or loves their child more than a parent. With that in mind, we empower parents to make educational decisions regarding curriculum, delivery, etc. for your child(ren). You know their strengths, weaknesses, hopes, and dreams. No one is better equipped to meet the needs of their own child than you!

**We honor the family!**



## Additional Parent/Student/Family Information

### Advisory Teacher Responsibilities

Advisory teachers are certified teachers in the state of Alaska whose role is to work cooperatively with parents and students to develop a high-quality homeschool program for individual students based on academic levels and needs, district requirements, and family values.

The advisory teacher will:

- meet with students and families regularly throughout the school year to develop the ILP, select curriculum, assess progress, and establish/monitor academic goals.
- maintain communication.
  - Contact Requirements: Parents/Families/Students are required to maintain monthly contact with their advisory teacher in situations where their student is below proficient. This contact can be made via an office visit, telephone call, video conferencing, or email. Monthly communication ensures that each student makes progress and allows for intervention when appropriate and to identify if additional resources are needed. Advisory teachers will also discuss time management, study habits, work routines, and other related topics with students and families. Students must make adequate academic progress to maintain enrollment eligibility.
- develop a plan of proficiency with student and parent for the school year based on the student's academic levels and progress.
- review and approve expenditures from the student allotment to ensure expenses support academic goals and follow district policies.
- review quarterly grades and work samples. For high school students, this includes verifying completion of credits and maintaining updated credit checks.
- advise students and families regarding resources, tools, and services that can support the student's ILP and goals.
- develop interventions for non-proficient students.
- work closely with other school and district staff to advocate for student needs and resources.

## Individualized Learning Plan (ILP)

ILPs are developed in collaboration with the student, family, and certified advisory teacher. The advisory teacher's role is to guide and assist in the development of the ILP and in the general overseeing of its implementation.

The ILP will include:

- A course of study relevant and appropriate for each individual student, consistent with state and district standards.
- An ongoing assessment plan that includes statewide assessments.
- A signed agreement between the certificated teacher assigned to the student and a parent or guardian of the student.
- A plan for monitoring student work and progress by the certificated teacher.
- A provision for modification if the student is below proficient on a standardized assessment in a core subject. Advisory teachers will collaborate with the student and family to develop a support program which shall consist of the following:
  - Continued instruction in core content areas.
  - Supplemental instruction/support in the content area(s) where the student is below proficient
  - Proactive interventions and strategies to assist the student in achieving proficiency on state-mandated assessments which may include:
    - surveying study habits
    - evaluating current curriculum and suggesting possible alternatives
    - using supplemental materials to address specific core subject deficiencies
    - using assessments to determine current level of academic progress during the school year
    - tutoring in specific subtest areas as measured by state-mandated assessments
    - using data driven curriculum
    - using other researched-based strategies

A student enrolled in the DLC, whether full-time or part-time, must take at least 50 percent of the student's coursework in two different core subject areas. A school may waive the requirement if:

1. the student is a senior who needs less than 50 percent of the student's curriculum in core courses to qualify for high school graduation.
2. the student obtained achievement levels that met standards in English language arts and mathematics during the previous academic year.



**Amending the ILP**

It is the parent/student's responsibility to notify their advisory teacher of any requested changes to the ILP. Courses must be added appropriately or dropped to ensure proper credit and reasonable expenses for needed materials are applied.

Courses dropped within 45 days of the ILP date will not appear on the student's permanent record/transcript. Courses dropped after this deadline but before 60 days will receive a withdrawal grade "W." Courses dropped after 60 days will receive a failing grade if not completed unless otherwise determined by the administration or designee because of extenuating circumstances. Specific documentation may be required to note an extenuating circumstance. These deadlines allow for the receipt of curriculum and ample time for a student to begin course work. Exceptions can be made with the approval of the DLC administration.

Changes to the ILP require written documentation and approval by the advisory teacher. Changes to the ILP will not be allowed after March 15th.

### Home School Learning Time Guidelines

The following time guidelines are only recommendations but can be a starting point for designing home-based instruction time. These are recommendations and do not include breaks for lunch, recess, or other non-school-related activities.

Grades	K-2	3-5	6-8	9-12
Language Arts (reading, writing, listening, speaking, grammar, spelling, phonics, literature)	2 hours per day 10 hours per week	2 hours per day 10 hours per week	2 hours per day 10 hours per week	1 hour per day per course
Math	45 min. per day 4 hours per week	1 hour per day 5 hours per week	1 hour per day 5 hours per week	1 hour per day per course
Social Studies	20 min. per day 1.5 hours per week	40 min. per day 3 hours per week	1 hour per day 5 hours per week	1 hour per day per course
Science/Health	20 min. per day 1.5 hours per week	40 min. per day 3 hours per week	1 hour per day 5 hours per week	1 hour per day per course
P.E.	20 min. per day 1.5 hours per week	30 min. per day 2.5 hours per week	40 min. per day 3 hours per week	1 hour per day
Music/Art/Fine Arts	20 min. per day 1.5 hours per week	30 min. per day 2.5 hours per week	40 min. per day 3 hours per week	1 hour per day per course
Work-Study, Driver's Ed. CTE				4.5 hours per week per Quarter



## **Progress Review and Grades**

Progress reviews occur quarterly via parent conferences. The purpose of parent conferences is to review the student's progress and work samples, assign grades, and provide additional support. We encourage students to participate in the discussion to share what they have learned as well as challenges they are facing. The meetings are also used to discuss the student's Individual Learning Plan and future courses or additional support if needed.

The Distance Learning program recognizes that extenuating circumstances do occur. Before initiating the withdrawal of any students, staff will ensure that **all efforts are made to work with the family** to complete paperwork as required by the program. Students will be withdrawn from the program in conjunction with Alaska state law, which states that the exit date is the earlier of:

- The date when notice is received from the parent or guardian that the student will no longer participate;
- The date when the student enters and attends another school full-time;

Once the certified advisory teacher has verified grades, data is transferred onto the cumulative records for grades K-8 and onto the official transcript for grades 9-12 with the appropriate credit(s) earned. Courses not completed by the end of each review period will receive "Incomplete" status. If incompletes are awarded at the end of the year, a 5<sup>th</sup> parent conference will be required in order to maintain enrollment eligibility for the fall semester.

## **Administrative enrollment drop**

- Thirty (30) calendar days after no contact is made or correspondence is received from the student, parent, or guardian following request by staff for parent or student action.
- Lack of participation in the program including providing academic progress information and participation in assessment plans to measure student proficiency.

## **Grading Scales**

**Kindergarten report cards** are skills-based using the following marking key:

A = Advanced  
P = Proficient

D = Developing  
 / = Skill Not Assessed  
 + = Skill Achieved  
 - = Skill Not Achieved

**First and Second Grade report cards** are skills-based using the following marking key:

Math, Reading, Writing

3 = Above Grade Level + = Skill Achieved  
 2 = At Grade Level ✓ = Skill Developing  
 1 = Below Grade Level - = Skill Needs Much Practice

Content Areas

O = Outstanding  
 / = Skill not introduced yet  
 S = Satisfactory  
 N = Needs Improvement

**Grades 3 through 12** will use the following marking key:

A = 90-100%  
 B = 80-89%  
 C = 70-79%  
 D = 60-69%  
 F = 59% and below

Pass/Fail will be used for music, physical education, and additional elective courses (consult with the DLC staff). Parents may design elective courses with the assistance of their advisory teacher; the elective course plan will list learning objectives, identify resources and curriculum that will be used, and determine how the student will be assessed/evaluated. Elective course documentation can include time logs, journals, portfolios, videos, assessments, and other items to show what the student has learned.

INC = Incomplete, indicates the student could not demonstrate completion of assignments, projects, etc. by the required due date. At the end of the school year, an "INC" (incomplete) mark will be recorded as a zero, and the student will need to repeat the class or goals.

## **Work Samples**

Work samples must be submitted and reviewed quarterly (4 times per year) per state



regulations. Work samples are documentation that a student has completed their coursework for the quarter and has made adequate academic progress. The student and parent choose work samples to be submitted; advisory teachers may suggest or require specific items. There should be a minimum of one sample per week collected; high school requirements may vary by course type. *See the table below for types of work samples that can be submitted; the number of work samples required each quarter may vary depending on student's academic needs and goals and advisory teacher recommendations.*

Elective Course Journals and/or Course Verification Forms are needed for parent-designed courses and should be included along with work samples (examples: PE such as hockey, dance, gymnastics; music, vocal, instrument lessons; home ec; art; etc.).

<b>Work Samples Recommendations</b>	
<b>Grade Level</b>	<b>Type of Samples</b>
Pre-K and K	Worksheets, drawings, writings, photos, audio recording of reading, journals, etc.
1-2	Worksheets, drawings, writings, photos, audio recording of reading, journals, etc.  Assessments
3-5	Worksheets, drawings, writings, photos, audio recording of reading, journals, etc.  Assessments
6-8	Worksheets, drawings, essays, photos, journals, etc.  Assessments

9-12	<p>Grade log by course including scores on assessments, weekly work, and major projects.</p> <p>Worksheets, drawings, essays, projects, journals, etc.</p> <p>Assessments</p> <p>Correspondence courses from vendors such as BYU, NDIS, GSN, etc., will assign a grade report that DLC can accept directly.</p> <p>Elective course grades will be assigned as Pass/Fail, provided the elective course journal reflects sufficient hours or quarter or course verification form.</p> <p>Life Skills courses require work samples. These depend on the content of the course (talk to your advisory teacher for details.)</p>
------	---

## Student Allotment

The student allotment amount will be set by the Iditarod Area School District. Allotment funds may be used for services, materials, and equipment that reasonably relate to the delivery of a student's instructional needs in support of the student's Individualized Learning Plan. Textbooks, curriculum materials, school supplies, tutoring services, athletic equipment, technology, and other expenses must directly support a course on the student's ILP and/or align with goals described in the student's Individual Learning Plan.

### Reimbursement Request Important Dates

**December, All reimbursement requests are due for the 1st Semester**

May 31, all reimbursement requests are due for the ~~school year~~ **2nd Semester**

After Labor Day for re-enrollees

After the end of first quarter for new-enrollees

No purchases or reimbursement for materials or services will be allowed without the approval of the student's advisory teacher and the completion of an ILP.

The following schedule represents the maximum funds available per family for the school year.

	<b><i>Total Allotment</i></b>	<b><i>Full-Time student</i></b>	<b><i>½ Time student</i></b>
<i>K-12 Grade Students</i>	<i>\$2,700</i>	<i>100% of Allotment</i>	<i>50% of Allotment</i>
<i>Pre-K Ages 3 &amp; 4</i>	<i>\$500 from sibling's account</i>	<b><i>*With an enrollment of a full-time sibling.</i></b>	

### Full-Time Students

Full-time students are required to take at least four classes. Two of those classes must be core academic courses from the following content areas: language arts, mathematics, science, social studies, foreign language, health, or technology. The remaining courses may be electives such as art, music, or P.E.

### Part-Time Students

Part-time students are required to take two classes. One of those classes must be an academic course from any of the following content areas: language arts, mathematics,



science, social studies, foreign language, health, or technology. The second course may be an elective such as art, music, or P.E. **Two academic courses may be taken; two elective courses may not be taken.** The student will be reported as .50 FTE, and the student will receive 50% funding.

### **Family Allotments**

Student allotment funds may be transferred between siblings with DLC and advisory teacher approval if academic proficiency and grade standards are met. The DLC may not permit the transfer of funds between student fund accounts except in the case of families with multiple students enrolled.

### **Preschool Students**

Households enrolling a student or students in the allotment-based program may use up to \$500.00 of their family's allotment for the educational needs of their 3 and 4-year-old pre-school children. A DLC enrollment form must be filled out for each preschool student. A birth certificate must also be provided (see front office).

- If submitting for preschool students, please clearly indicate "pre-school" in the description field.
- Clearly mark all preschool items "pre-school" on pre-order forms.

### **Proficiency & Assessment Requirements**

- **Students who are proficient on their reading and math assessments** may use 100% of their allotment on elective courses (arts, fitness, etc.). Parents should seek pre-approval from their child's advisory teacher if they are unsure about allotment usage.
- Student accounts may be restricted if quarterly progress grades and documentation are not provided.
  - Families who fail to maintain monthly contact for two consecutive months, and/or families who fail to submit 1<sup>st</sup> and 2<sup>nd</sup> quarter work grades and work samples by mid-February will be considered non-compliant.
  - If there is a history of submitting quarterly requirements late, this could result in freezing of allotment and/or withdrawal from the DLC.
  - The advisory teacher will detail what needs to be submitted and specify a deadline for receipt of items if a family is non-compliant. Student accounts will be frozen until receipt of documents.
  - The DLC may initiate withdrawal of students whose records do not document adequate progress.

- Participation in DLC ongoing assessment plans, including all statewide assessments, is a requirement to submit reimbursement requests. Accounts may be restricted if participation in the mandatory testing requirement is not met.
- Requests for additional funding that supports intervention and extension opportunities will be reviewed by the administration on a case-by-case basis.

### **Reimbursements**

A reimbursement is money paid back to parents out of their student's allotment for items purchased out of pocket such as curriculum, resources, supplies, internet, etc. (as outlined in the ILP). The original receipt, proof of payment, and description of materials purchased as well as the vendor must accompany reimbursement requests. Your advisory teacher must review and approve any items submitted for reimbursement request; some items may need pre-approval before purchase. Purchases and reimbursements are only considered for items or services paid during the school year (July to May).

### **Reimbursement Submission Guidelines**

- Save original receipts after submitting until reimbursement is distributed in case there is an issue or dispute.
- Receipt totals must clearly state the items/services purchased, name of vendor, dates purchased (i.e. Internet receipts must clearly show an internet total.)
- All incomplete receipts (invoices) will be rejected and need to be resubmitted with complete information. Bank Statements are not acceptable as they do not provide items or services provided.
- No items deemed excessive or inappropriate by DLC advisor or DLC Administrator will be reimbursed.
- Reimbursement requests for instructional services must list the provider, the date(s) of lessons, and the number of hours of instruction on the receipt or invoice; the receipt or invoice must also show that the amount was paid.
- A Receipt Verification Form is available for large receipt submissions to provide details on services and items purchased.

## **Reimbursable Items**

### **Materials and Services**

Nonsectarian services and materials may be purchased from public, private, or religious organizations with student allotment if:

- the services and materials are required for a course of study in the ILP.
- textbooks, services, and other curriculum materials and the course of study are approved by the school district, appropriate for the student, and are aligned to state standards.
- the services and materials comply with Alaska law related to the prohibition of partisan, sectarian, or denominational doctrines from being advocated in a public school during school hours.
- the services and materials comply with Alaska law related to the prohibition of discrimination in textbooks and instructional materials, and support a public purpose.

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

### **Technology & Equipment**

- It is a good practice to receive prior approval by DLC staff for purchase or reimbursement of computers, technology, software etc.
- Musical instruments, skate, ski, snowboard and other athletic equipment purchases or rentals should also be pre-approved by DLC.

### **Non-Consumable Curriculum and Equipment**

Students are to return non-consumables (i.e. books, supplies, and equipment) when withdrawing, graduating, or completing their work. Students/families may choose to purchase books, supplies, and equipment used during a student's enrollment at DLC. Equipment valued at over \$500.00 is considered non-consumable and must be pre-approved by your advisory teacher.

### **Prepaid Services & Memberships**

- Prepaid services (fitness clubs/gyms, music lessons, karate lessons, sewing lessons, etc.) during the current year should be reimbursed on a monthly basis, only after services are rendered. Some services may need pre-approval by an advisory teacher, and instructional services for higher risk activities such as flight school, horseback riding, etc. may require a vendor waiver form.



- Memberships, passes, and activity fees can be reimbursed for students and one parent educator. Reimbursement cannot be awarded for activities that are for entertainment purposes only (i.e. annual passes to sporting events).
- Internet Service – The DLC will support students, families and households for internet service. The DLC covers internet access at a reasonable level to support student learning from the student allotment account. DLC staff will discuss reimbursement requests with parents that are beyond typical household internet costs as special circumstances may be present.

### **Waiver/Hold Harmless for Instructional Vendor Services**

- Waivers may be required for certain instructional activities (i.e. flight school, welding, horseback riding, and other higher risk activities).
- Waiver must be signed and on file prior to payment or reimbursement.

### **Non-Allowable Expenses**

DLC does not reimburse for the following items in accordance with statewide correspondence study program regulations (4 AAC 33.421 (k)):

- services provided by instructional partners less than 18 years of age.
- services provided to students by a family member; this is strictly prohibited. *Family member is defined as a spouse, guardian, parent, stepparent, sibling, step-sibling, grandparent, step-grandparent, child, uncle, or aunt.*
- religious, partisan, sectarian, or denominational textbooks or other curriculum materials.
- medical expenses or medical insurance, including school physicals and sports physicals.
- pets and other animals; exceptions may include beekeeping and baby chicks in support of a course on the ILP.
- furniture; exceptions may include a reading light, whiteboard, or student desk.
- entertainment including toys with no obvious educational value or entrance fees to events that are for entertainment purposes only.
- family travel including transportation, food, lodging, or parking fees unless a governing body or superintendent of the district approves costs incurred for travel that is associated with direct instructional activities or assessments required by the district.
- food; exceptions may include educational travel and Home Ec classes.

- clothing and personal sportswear; exceptions may include skates, ski boots, safety equipment such as helmets, etc.
- missed lesson/session fees with a tutor or instructional vendor.
- gift or punch cards, or purchasing items with gift cards.
- building, craft, cooking, or art materials that are not directly related to a course on the student's ILP.
- parent classes or training.
- Tools for a home business; cleaning supplies or equipment; picture frames, matting, or related services; equipment maintenance;
- 
- items that are considered excessive by the DLC.

### **Unspent Allotment Rollover**

Unexpended funds provided for student allotments may be carried over from one fiscal year to the next, provided the student continues enrollment in the DLC where the annual allotment was provided.

To claim unspent allotment dollars from the previous school year, returning DLC students must be enrolled in the district's student information system by September 30th and meet all DLC enrollment requirements.

Rollover allotment funds will be added to the current school year allotment following the end of the October student count period.

## High School Graduation Requirements

To earn a high school diploma, students must earn 22 credits per board policy (BP 6141.1 (a)). The DLC uses the Carnegie credit system. A Carnegie unit equals one year of study or the equivalent of one year of study in a secondary subject. Sixty-five hours equals one-half credit.

**High School Graduation Requirements**

<b>Subject Area</b>	<b>Credits Needed</b>
Language Arts	4.0
Social Studies	3.5
Mathematics	3.0
Science	3.0
PE & Health	2.0
Vocational Education	2.0
Electives	4.5
<b>Total Credits</b>	<b>22</b>

*\*Please see Graduation Checklist for requirements within each content area and to see the additional requirements to meet the Alaska Performance Scholarship requirements.*

## High School Student Placement

Freshman 0-5 credits

Sophomore 6-10 credits

Junior 11-15 credits

Senior 16 or more credits

## High School Credit for 8<sup>th</sup> Graders



Eighth grade students may receive high school credit for core high school credit classes (Language Arts, Social Studies, Mathematics, and Science) at the committee's discretion (student, teacher, parent, principal & superintendent). The student must have tested at the proficient level on standardized tests at their grade level in order to be considered for placement. Student monitoring will be every 4 weeks to ensure student success and progress. Before each semester, the committee will decide if the student shall continue in the credited course. A minimum of a B grade is required per semester. If below a B grade or if student's progress is below expected pacing, the committee will decide proper placement for that student. Exceptions to this policy will be considered on a case-by-case basis these will be approved at the Superintendent's discretion.

### **Dual High School Credit for College Courses**

High School students may earn dual-credit for college-level courses. To ensure dual-credit is granted, official transcripts from the university or college may be requested by the DLC.

<b>College Credits</b>	<b>High School Equivalency</b>
3 Credits	1.0 Credit
1-2 Credits	0.5 Credit

### **Scholarships for High School Students**

#### **Alaska Performance Scholarship (APS)**

The Alaska Performance Scholarship provides Alaska high school students an opportunity to earn a scholarship to help cover the cost of an Alaska postsecondary education. Alaska high school students who take a more rigorous curriculum, maintain good grades, and score well on college placement or work ready exams can earn an Alaska Performance Scholarship to qualified Alaska colleges, universities, or vocational/technical programs.

Students may work towards two paths to receive the benefits of the scholarship: career/technical path or college path. Both pathways award students the same financial assistance based on their course of study, cumulative high school GPA, and test scores; there are three different award levels. See the APS website for specific details and award levels: <https://acpe.alaska.gov/FINANCIAL-AID/AK-Performance-Scholarship>

*Send nominations to the Superintendent by April 10<sup>th</sup> each year.*

**UA Scholars Program**

The U.A. Scholar Award is a \$12,000 scholarship awarded to students designated in the top ten percent of their Alaska high school class at the end of their junior year. The award may be used toward the cost of attendance at any University of Alaska's 15 campuses.

*Send nominations to the Superintendent by April 10th.*



## **Plan of Proficiency for 2023-24 School Year**

### **Alaska Kindergarten and First Grade Developmental Profile**

Incoming Kindergarteners are assessed by their advisory teacher using the State of Alaska Kindergarten Developmental Profile (KDP). The KDP informs teachers about their students' strengths in motor skills, general knowledge, language and communication skills, and social skills. The Alaska Department of Education and Early Development requires all Kindergarten and students entering first grade to be given a developmental profile.

### **3rd - 10th Grade Students**

All 3<sup>rd</sup> - 10th-grade students enrolled in DLC (full-time, part-time, and dual-enrolled) must participate in a plan of proficiency that will include state testing. The results will assist parent/s, teachers, and the DLC staff members in determining the ILP for each child. Students in grades 11-12 will need to take either SAT or ACT.

### **State and District Required Assessments**

Throughout the school year, academic tests and other assessments will be administered to students as a base for determining growth in content areas. Test scores and information will be provided to each family and used to establish and monitor educational goals for students.

All students enrolled in the Distance Learning Center are required to participate in an assessment plan that may include state testing. Test dates and information will be provided to each family during parent/student/teacher ILP meetings and conferences (4 AAC 06.710-4 AAC 06.790).

Students who fail to participate in the required testing sessions each spring will be re-enrolled on probationary status the following year. Family accounts will be limited to curriculum only until after the current testing has been completed. DLC will not pay reimbursements for lessons or additional resources until after testing is completed.



# DLC News

---



## Contact US:

### Office Number:

907-694-6100

### IDLC Student Enrollment:

[iasd.brightwayslearning.com](http://iasd.brightwayslearning.com)



#### Director:

Bob Pymn

[bobpymn@iditarodsd.org](mailto:bobpymn@iditarodsd.org)



#### Advisory Teacher:

Adrienne Wright

[awright@iditarodsd.org](mailto:awright@iditarodsd.org)



#### Secretary:

Ann Gilpatrick

[dlcsecretary@iditarodsd.org](mailto:dlcsecretary@iditarodsd.org)