

**Chatham School District
Correspondence School Program**



School and Community: A Partnership for Success!

SCHOOLS

ANGOON

GUSTAVUS

KLUKWAN

TENAKEE SPRINGS

Contact Information

Chatham School District

P.O. Box 109

Angoon, AK 99820

Phone: Jennifer Todd - 907-697-2248 or cell 907-723-0362

Email: jtodd@chathamsd.org

Dear Parents:

Welcome to Chatham School District's Correspondence Program (CSDCP!) It is the goal of the CSDCP to provide parents and students with a wealth of educational choices and opportunities for growth from their own local school district.

A Key component of our program is flexibility! We have partnered with Oak Meadow Independent Learning to provide you with a turnkey solution to all your alternative educational needs. However, should you wish to use other programs, tried and true for you, or even those innovative curriculum materials newly available to you, an approval process through the district can make that possible. Chatham School District works with a pool of certified teachers to help you, free of charge, to custom-fit your curriculum to be perfect for your family.

In addition to materials available from distance sources you may have access to local school buildings. In Tenakee Springs an independent learning center (ILC) will be established. The center will be available for CSDCP students and parents to use for schoolwork equipment and facilities, aide support (if wanted), social events, outdoors expeditions, sports, visual and performing arts, lectures. CSDCP patrons at other sites will have the option of enrolling in selected local classes from local teachers, participate in athletic programs, and use the facilities for other school related activities. Students in Chatham Correspondence may also attend Transition Camp (a career learning trip to Juneau), be a member of a traveling school district sports or academic team, take Career and Technical Education (CTE) courses, and receive special education services. Chatham School District is a State of Alaska accredited institution. Graduation from CSDCP means a diploma from a real Alaskan school district and even a graduation ceremony at one of the school sites (if you wish).

We want the best for you and your children! There is a world of opportunity out there and a wealth of possibilities with Chatham School District's Correspondence Program.

Enclosed with this letter is a packet of information about Chatham School District's Correspondence Program.

Please read through the information and become familiar with your rights and responsibilities. Should you have any questions, don't hesitate to call Jennifer Todd Assistant to the Superintendent at **907-736-2204 or 907-697-2248**. She will be glad to answer any questions you may have.

With Best Wishes for Educational Success

Bernie Grieve
Superintendent



Chatham School District
Correspondence Program

Program Overview

The Chatham Correspondence Program has been reorganized to meet the growing demand for alternative educational settings within our own district. Offering choices to students and parents is the key element of our philosophy. The district has created a robust, competitive correspondence program to attract students and meet parents, teachers, and student needs.

The Chatham School District Correspondence Program is primarily a home school program designed to serve and facilitate the needs of correspondence students and their parents living within the communities of the Chatham School District.

The mission of the correspondence program is to provide a supportive climate where all students are challenged through a holistic approach to develop a core of basic knowledge, technological ability, self-sufficiency, confidence and self-esteem, and to develop a sense of responsibility to, and respect for, a diverse community as individuals and team problem solvers; and to become lifelong lovers of learning.

Chatham Correspondence provides students and parents with instructional and curriculum counseling, access to local school academics and activities. The final correspondence plan is called an Individualized Learning Plan or ILP.

The program provides an allotment to all students for curriculum, technology, tutoring, instructional materials and supplies to assist you in achieving your educational goals. In addition, we provide instructional aid throughout our district sites.

The Chatham School District office is located at the Angoon MS/HS, 500 Big Dog Salmon Way, Angoon, AK, 99820. Please contact Jennifer Todd at **907-697-2248 for questions regarding the Chatham Correspondence Program.**



Oak Meadow provides a flexible, progressive and adaptable education to meet the needs of our unique district.

The Oak Meadow curriculum is based on rigorous academic standards and aligns with accepted national academic standards, while maintaining a commitment to providing an innovative, nature based experiential, child-centered education.

Oak Meadow is:

- ONLY US accredited K-12 Distance Learning School
- Accredited by New England Associate of Schools and Colleges and recognized by five other accrediting organizations in the U.S.

Students learn in different ways—some by doing, others by listening, still others by seeing or reading. The curriculum is print- based by design to reinforce solid reading comprehension and study skills, and technology is thoughtfully integrated through the grade levels. Oak Meadow supports designing lesson plans to foster experiential learning from subsistence living e.g. fishing, hunting as well as cultural events such as Whalefest.

Chatham Correspondence Students enrolled in one or more classes with Oak Meadow will have available to them a full suite of services including personal teacher, college counseling, transcripts, AP classes and more.

Life Experience Elective Credit

To honor the richness of the distance learning experience, Oak Meadow encourages students to participate in a wide variety of extracurricular activities. Through our Life Experience Elective Credit program, you can earn up to one full elective credit per year (four total possible) for these activities. Work experience, music lessons, sports activities, visual and fine arts classes, dance, martial arts to name just a few can all be applied toward your Life Experience Elective Credit.

To be eligible for this credit Chatham Correspondence Students must be enrolled in a minimum of three classes with Oak Meadow.

Oak Meadow High School Course offerings:

(Students in grades 5-8 may use a portion of the Oak Meadow curriculum and will have an Oak Meadow teacher even though they are not fully enrolled. We do not recommend this for K-4 as the curriculum is integrated during these early years).

English

- Introduction to Literature & Composition: The Hero's Journey
- Literature & Composition II
- American Literature
- American Literature: The American Dream and The American West Available September 2016;
- World Literature
- British Literature: Heroes, Monsters, Faeries, and Kings
- Women's Literature
- The Craft of Poetry
- AP English Language and Composition

Science

- Environmental Science for a Changing World
- Biology with lab
- Chemistry with Lab
- Physics
- AP Biology
- AP Chemistry
- AP Physics 1
- AP Physics 2

Social Studies

- World Geography
- World History
- U.S. History
- U.S. Government
- Religions of the World
- The Modern Middle East
- Psychology
- Media Literacy: Critical Analysis of Media and Culture
- Social Justice: Navigating Cultural Competence in the 21st Century
- AP United States History
- AP United States Government & Politics
- AP Microeconomics
- AP Macroeconomics
- AP Psychology

Fine Arts

- Integrated Drawing
- Drawing and Design
- Painting
- The Study of Music
- Introduction to Photography: The Eye, the Shutter, the Light, the Color

Pre-Algebra

- Algebra I
- Geometry
- Math Connections
- Algebra II
- Advanced Mathematics
- Calculus I
- Calculus II
- AP Calculus AB
- AP Calculus BC
- AP Calculus C
- AP Statistics

World Languages

- Latin I
- Latin II
- Latin III
- Spanish I
- Spanish II
- Spanish III
- AP Spanish Language and Culture
- AP Spanish Literature and Culture
- French I
- French II
- French III
- Level IV Language Study

Health & Physical Education

- Integrated Health and Fitness
- Physical Education

Course through the Berklee College of Music:

Students who take a course with the prestigious Berklee College of Music study and train with world-class musicians. Each class uses an interactive online format. Students can expect to spend 10 to 12 hours per week on each 12-week course and earn one full credit. Set class sessions enable students to work within a community of learners sharing ideas, collaborating on projects, and getting feedback from one another. More information on prerequisites, materials, and software requirements can be found at online.berklee.edu.

Class session start dates for the 2016–2017 school year: June 27, 2016; September 26, 2016; January 9, 2017; April 3, 2017

- Guitar Chords 101
- Bass Performance 101

- Berklee Keyboard Method
- Music Theory 101
- Music Theory 201: Harmony and Function
- Drum Set Fundamentals

Electives:

- Chess
- ESOL: English for the American Classroom

Through Johns Hopkins CTY:

- AP Computer Science A
- Advanced Web Design
- Computer Security Fundamentals
- Introduction to Java
- Introduction to Web Design
- JavaScript

For more information or questions regarding Oak Meadow classes, flexibility or how you and your student can tailor your educational needs to fit your lifestyle, please contact Steve Lorenz School Liaison

Cell: 802-558-6888 email: slorenz@oakmeadow.com

Chatham Correspondence Program Eligibility

- ❖ Enrollment with the Chatham Correspondence Program is open to all eligible K-12 school age students *who reside in Chatham School District Boundaries, and are not enrolled full-time in another public school as provided in AS14.17.600.*
- ❖ Chatham Correspondence accepts new enrollments starting in the spring of the upcoming academic year.
- ❖ A child who is five years of age before September 1st following the beginning of the school year, and who is under the age of 20, *(provide an appropriate public education for each child with a disability in the state who is at least three years of age but less than 22 years of age; and has not completed the 12th grade, is of school age.)* The academic year begins on July 1, 2016, and ends on June 30, 2017.
- ❖ Students enrolled in the Chatham Correspondence Program are required to take the Alaska State assessment in April.
- ❖ Participate in College and Career Readiness Assessment of Choice (SAT, ACT, WorkKeys) (grades 11/12)

- ❖ Participate in District Assessment: (Fall, Winter, Spring) Measures of Academic Progress (MAP) (grades 1 – 10)
- ❖ Families will need to keep communication lines open, turn in progress reports and work samples. Families that fail to comply with these requirements can be denied or exited from the Chatham Correspondence Program.
- ❖ Part Time Enrollment - Students may be enrolled on a part-time basis in CSDCP taking 1, 2, or 3 courses through CSDCP. The allotment available to them would depend on what other enrollment they may have elsewhere, and will be handled on an individual basis. If only one course is taken through CSDCP it must (with few exceptions) be a core class as defined below.

Allotments:

- ❖ Chatham School District provides each student with an educational allotment as follows *for students and parents utilizing Oak Meadow Program. The allotments cover the cost for a full year (K-3) (4-8), and four classes in grades 9-12. In order to receive a full allotment, a student must be enrolled full-time, which is defined by the State as four or more classes using non-sectarian materials, at least two of which must be in the core subject areas of math, science, language arts, social studies, foreign language, and technology.*

	Full-Time	$\frac{3}{4}$ Time	$\frac{1}{2}$ Time	$\frac{1}{4}$ Time
➤ K-3	\$2400	\$1800	\$1200	\$600
➤ 4-8	\$3200	\$2400	\$1600	\$800
➤ 9-12	\$4500	\$3375	\$2250	\$1125

- ❖ Chatham School District provides each student and educational allotment as follows **for students and parents choosing to use other approved curricular materials. In order to receive a full allotment, a student must be enrolled full-time, which is defined by the State as four or more classes using non-sectarian materials, at least two of which must be in the core subject areas of math, science, language arts, social studies, foreign language, and technology.**

	Full-Time	$\frac{3}{4}$ Time	$\frac{1}{2}$ Time	$\frac{1}{4}$ Time
➤ K-8	\$2000	\$1500	\$1000	\$500
➤ 9-12	\$2400	\$1800	\$1200	\$600

Rules for Use of Allotment Funding:

- ❖ The student allocation shall be used for instructional resources. State correspondence regulations ***do not allow*** the district to purchase or reimburse for the following:

- Annual passes or family memberships to a sports or recreation facility
- Religious, partisan, sectarian or denominational materials

Enrollment Process

Chatham Correspondence accepts new enrollments starting in the spring of the upcoming academic year. Students are required to complete all enrollment forms. A copy of the birth certificate must also be received before the application can be processed.

Your child's date of enrollment will be dependent upon verification of the following information by the District Office:

1. The date on the enrollment form
2. Receipt of appropriate withdrawal forms from the student's prior school
3. The completion of the ILP (Individualized Learning Plan) with the assistance of a Chatham Certified staff member will take place when enrollment is completed and all paperwork processed

Required Paperwork

1. Enrollment form
2. Home Teacher Agreement
3. Individualized Learning Plan (ILP)
4. Student record request form (only if transferring from another school district)
5. Current Immunization Record (only if the student is planning to participate in school activities, sports, etc.)
6. Physical examination required if participating in sports
7. Placement test MAP scores if applicable
8. Copy of student's birth certificate
9. Home Language Survey
10. Migrant education form
11. Indian Education form (for Alaska Native or American Indian students only)

Individualized Learning Plan (ILP)

The ILP will serve as the student's study plan while enrolled in the Chatham Correspondence Program. It also serves as a checklist and tool to ensure that reimbursements are authorized according to the student's ILP as well as with compliance with the State of Alaska Correspondence Program Regulations (4 AAC 33.421(a)(h)).

The ILP:

- 1. Developed with Parent, Student, and Certified Staff member***

2. *Outlines specific goals*
3. *Addresses on-going assessments*
4. *Geared towards achieving State Standards*
5. *Curriculum, educational services and/or materials used must be aligned to the learning plan to be considered for reimbursement.*
6. *50% of the courses must be core courses as outlined by the State of Alaska: Math, Science, Language Arts, Social Studies, Foreign/Sign Languages, Technology, and courses that are required by an IEP (Individualized Education Plan.)*

Grade Level Placement

The following procedure will be used to determine the placement of your child.

- Grade level will be determined by the review of prior records and documentation of previous grade level completed
- Student date of birth
- Prior testing records may also be used to determine grade level.
- High School students will be placed according to credit hours earned
 - 9th Grade - Successfully Pass 8th Grade
 - 10th Grade - 5 ½ Credits
 - 11th Grade - 11 Credits
 - 12th Grade - 17 Credits

Curriculum and Instruction

Faith-Based Curriculum:

- ❖ Faith-based courses may not be used to determine a student's (FTE) full-time enrollment status.
- ❖ Credit can be awarded for these courses as long as the courses have been reviewed by the advisory teacher, are included in the student's ILP (Individual Learning Plan), and quarterly summary of work, grades, and work samples received.
- ❖ Faith-based curriculum cannot be purchased or reimbursed by Chatham Correspondence. Parents may however, privately obtain any textbooks or curriculum material not provided by our program.

Curriculum Choices:

In accordance with AS 14.07.050, AS 14.08.111(9), and AS 14.14.090(7), a program that is not a charter school must 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 are in compliance with AS 14.03.090 and AS 14.18.060.

A certified teacher to assure alignment to state standards will review all curricula and materials. The Department of Education and Early Development website provides explanations and the key elements of educational standards:

- ❖ Educational Standards:
 - <http://www.eed.state.ak.us/standards/>
- ❖ Performance Standards:
 - <http://www.eed.state.ak.us/tls/PerformanceStandards/>
- ❖ Content Standards:
 - <http://www.eed.state.ak.us/contentstandards/>

Individualized Learning Plan (ILP):

Must be compliant with the State of Alaska Correspondence Program Regulations (4 AAC 33.421(a)(h)).

The ILP, which must be completed, will serve as the student's study plan while enrolled in the Chatham Correspondence Program. All curriculum, materials, and educational services must be aligned to the students learning plan to be considered for allotment/reimbursement. All coursework must be completed within one year.

- ❖ The State of Alaska requires all students and parents to work closely with a certified teacher from the local school in designing and finalizing the ILP.
- ❖ Part of the ILP must contain on-going assessment and geared towards meeting Alaska State Standards.
- ❖ The ILP will also serve as a checklist and tool to ensure that allotment/reimbursement are authorized according to the student's ILP.
- ❖ It is the parents/students responsibility to notify their advising teacher of any changes to the ILP. Courses must be properly added or dropped to ensure proper credit and allow for appropriate expenses for needed materials.
- ❖ Changes to the ILP require written documentation and or approval from the advising teacher. If an ILP amendment is not submitted to remove a course, your students will be held accountable for the course.
 - High School - Submitted by mid-semester - Fall Courses (October 15)
 - High School - Submitted by mid-semester - Spring Courses (March 15)
- ❖ Courses dropped within 45 days of the ILP date will not appear on the student's permanent record.
- ❖ Courses dropped after this deadline, but before the 60 days will receive a (W) withdrawal grade.
- ❖ Courses dropped after 60 days will receive a failing grade.
- ❖ Monitoring of each student by the assigned certificated teacher must include at least monthly teacher-student or teacher-parent contact for students who have

- obtained a proficiency level of below proficient or far below proficient on the most recent administration of Alaska's statewide standards-based assessments and quarterly reviews of all students' work or progress in the individual learning plan; the district must maintain a record of the contact required under this paragraph.
- ❖ All of which include *monthly* monitoring, at a minimum, by the assigned teacher(s).

Core Course Requirements:

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

Core Classes:

- ❖ ELA - English Language Arts
- ❖ Math
- ❖ Science
- ❖ History/Social Studies/Geography
- ❖ Technology
- ❖ Foreign Language or Sign Language
- ❖ Courses that may be required to meet a student's IEP (Individualized Education Plan)

Grading Scale:

The purpose of grading is to report academic progress as well as personal and social progress during the grading period. All grading will be based on standards found in the Chatham School District Parent/Student Handbook.

In kindergarten through third grade, teachers shall use narrative descriptions to indicate the student's level of achievement and may also furnish examples of student work.

Whenever it becomes evident to a teacher that a student is in danger of failing a course, the teacher shall arrange a conference with the student's parent/guardian or send the parent/guardian a written report.

An incomplete is given only when a student's work is not finished because of illness or other excused absence. If not made up within six weeks, the incomplete will become an F.

Plus and minus signs may be used at the option of the teacher for the 4th and 5th grades.

Numerical grades will be used for all classes beginning with the 6th grade.

Teachers are encouraged to allow for trends in the quality of student work. When a student finishes a grading period doing high quality work, which requires skills, acquired throughout the grading period, low grades earned at the beginning of the grading period need not diminish the appropriate evaluation of the student's achievement. Similarly, high grades at the beginning need not compensate for a downward trend in achievement.

GRADES/EVALUATION OF STUDENT ACHIEVEMENT

Grades for Achievement

Grades for achievement shall be reported each marking period 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
I		Incomplete	0

- ❖ A 2.0 will be a 70% at all Chatham School District sites

CORRESPONDENCE COURSE DEVELOPMENT REQUIREMENTS

Students that enroll in the Chatham Correspondence Program ordinarily do ALL their classes and course work at home. On some occasions a student may take one (1) or two (2) classes in the school located in the community of residence for the parent and student.

- ❖ Courses approved in an ILP may include:
 - Home-based courses,
 - Limited classes at the local school (one or two maximum)
 - Online courses

The Chatham Correspondence provides parents and their students with a certified teacher that is, content knowledgeable and highly qualified, to provide course guidance and assistance in the creation, of each student's ILP. All course work (other than online courses) is built with parent and certified teacher collaboration.

Chatham Correspondence students are expected to take a minimum of four (4) courses per semester. At least two (2) of these courses **MUST** be core courses as defined by the State of Alaska.

All Chatham Correspondence students are **required** to take the same end-of-year state assessment tests along with the students in the local school.

Chatham Correspondence students are students of the Chatham School District and are entitled to have access to academic assistance, special services, curriculum material, and other school resources and may participate in school sports and activity programs of the local school. Full-time Chatham Correspondence students may take up to two classes (as previously mentioned) in the local school.

CORRESPONDENCE PURCHASING PROCEDURES

1. Once a parent signs the enrollment form acknowledging that they have read and accepted the District/Parent Chatham Correspondence Contract an allotment/reimbursement program is created.
2. All purchases or reimbursements for materials or services must be listed in the student's Individual Learning Plan (ILP) and approved by the Business Office prior to allotments/reimbursement for the item (***original receipts are required***) before they will be accepted by the Chatham Correspondence.
3. ***For enrollment in classes, purchasing of materials, registration and ordering of approved additional materials a District staff representative will do this for you using your allotment funds. A Purchase Order will be sent directly to the approved vendor by the District. When submitting requests, please include the vendor's name and contact information as well as item numbers, which clearly identify the items requested. All items must be listed on the student's ILP. Then email, fax, mail or hand-deliver the request to the business office or representative at your local school or ILC.***
4. Chatham Correspondence ***parents whose students utilize Oak Meadow either fully or a la cart*** may use allocation amounts for correspondence courses as outlined below. Again, for more information or questions regarding Oak Meadow classes, flexibility or how you and your student can tailor your educational needs to fit your lifestyle, please contact Steve Lorenz School Liaison
Cell: 802-558-6888 email: slorenz@oakmeadow.com

	Full-Time (Year)	¾ Time	½ Time	¼ Time
➤ K-3	\$2400	\$1800	\$1200	\$600
➤ 4-8	\$3200	\$2400	\$1600	\$800
➤ 9-12	\$4500	\$3375	\$2250	\$1125

	Full-Time	Semester	¾ Time	Semester	½ Time	Semester	¼ Time	Semester
K - 3	\$2400	\$1200	\$1800	\$900	\$1200	\$600	\$600	\$300
4-8	\$3200	\$1600	\$2400	\$1200	\$1600	\$800	\$800	\$400
9-12	\$4500	\$2250	\$3375	\$1687.50	\$2250	\$1125	\$1000	\$500

5. Expenses exceeding the per semester or per year amounts are the responsibility of the parent.

Please keep a 'copy' of all your receipts for your records.



6.



Chatham School District Correspondence Program

- ~~Please remember that you must enroll your child between August 1st and the end of September 30th.~~

Steps to enroll your student for reimbursement in Chatham Correspondence:

1. Read the Chatham Correspondence information sheet.
2. Read and fill out the enrollment form (per student if more than one).
3. Make sure your child's immunization/shot records are up-to-date.
4. Read and sign the Chatham Correspondence Parent Contract.
5. **Make an appointment with your child's assigned teacher.** Note the date and time. Monthly meetings are required as mentioned previously.
6. Write (with the assistance of the assigned teacher) the Individual Learning Plan or ILP and have it filed within the local school office.
7. Order your child's academic material (remember the **Business Office** must approve whatever material you are seeking an allotment/reimbursement for). **Refer to chart under CORRESPONDENCE EXPENSE PROCEDURES for dollar amounts.**
8. Understand your child may take up to two classes in the local school per semester and may participate in school sports and activities at their local CSD School.
9. Maintain copies of all receipts for assigned teacher approved academic material and supplies and fill out the reimbursement form and send in ORIGINAL RECEIPTS.

Welcome to Chatham Correspondence!

Student Registration Form

Chatham School District
 P.O. Box 109
 Angoon, AK 99820
 907-788-3302 – 907-788-3252 FAX

Student Data:

Student's Legal Name: _____
Last
First
Middle

Name student uses (if different) _____

Home Phone _____ Alternate Phone(s) _____

Mailing Address: _____

Physical Address: _____

Date of Birth: _____

Soc. Security Number: _____

Place of Birth: _____ Documentation: _____

Male

Female

Racial/Ethnic Group: _____

Has the student been enrolled in the Chatham School District before? Yes ___ No ___

Was your child receiving special service at their last school? Yes ___ No ___

Name of School: _____

Address of School: _____

Grade or level at time of withdrawal: _____ Withdrawal: _____

Family Information: (Include Guardian, Step Mother or Step Father)

Guardian Name	Relationship	Child lives with you?	Employer	Home Phone	Work Phone

Other School Age Children in the Family:

Name (First and Last)	Relationship	Grade

Parent/Guardian Signature: _____

Date: _____

Chatham School District Home School and Correspondence Program

Student Parent Contract

Curricular Support

- ❖ Chatham Correspondence provides each student with a yearly educational allotment as outlined in Appendix A. The allocation may be used for resources deemed appropriate that fill the curricular requirements of the Chatham School District. These include the traditional core subject areas of: math, social studies, science, health, language arts, reading, world language(s), and technology.
- ❖ Staff is not only available to help with curricular development but one teacher is required to help develop the ILP and agree with the expenditures the parent and student plan to make before the expenditures occur.
- ❖ Chatham Correspondence provides transcripts for high school students.

Resources

- ❖ The teachers and staff are offered to parents on a regular basis to help parents develop the skills needed to educate their children.
- ❖ Chatham Correspondence students have access to District provided services for special needs students, as well as all activities, events and sports programs (students must meet AASA eligibility rules).
- ❖ Certified teachers are available for consultation should you desire advice in a specific area of education.
- ❖ Classes are available to Chatham Correspondence students through the local school of their attendance area. Full time Chatham Correspondence students may take up to two classes per semester, or a maximum of one credit per semester. All attendance, school rules and school district policies are in effect for students attending school. Immunizations need to be current and on-file with the school the student is attending.

Parent Responsibilities

There are some very minimal conditions that must be met in order for Chatham Correspondence to offer this outstanding program and be supported by state funding.

- ❖ Teaching and learning at home is an enormous commitment. One or both parents must be in the home during the day taking an active role in teaching the enrolled Chatham Correspondence student. Health and safety supervision must be a priority in any engaged teaching/learning context.
- ❖ Parents and teacher advisor will collaboratively construct an Individual Learning Plan or ILP for each student enrolled in the program. You will need to report your student's progress at the end of each semester, with a total of two semesters. The Chatham Correspondence teacher advisor will be available **and is required** to assist you in writing these plans. ILP forms are available to assist you in your planning.

- ❖ Samples of student work need to be provided on a monthly basis to ensure progress.
- ❖ The Chatham School District CANNOT reimburse for sales taxes.
 - **Purchases that have not been preapproved run the risk of non-reimbursement;**
 - **Requests must be aligned instructionally with the ILP or correspondence and include the original receipt documenting payment.**
 - Final date for reimbursement is April 30th. The District accounting department processes all District checks. Given the day receipts are received at Chatham School District Business Office, a period of three to four weeks may elapse prior to your receipt of the check reimbursing your approved expenditures.
- ❖ **Students enrolled in on-line classes must provide their own computer and computer access should the course require it.**

Regulations

- ❖ All instructional materials purchased for your use by Chatham School District are the property of Chatham School District and will be expected to be returned to us at the end of the year, or within 10 days of withdrawal from the program. As long as families are enrolled and using these materials for the Chatham Correspondence they need not be returned.
- ❖ In accordance with Alaska state law, children enrolled in the Chatham Correspondence and in grades 3-10 are required to take the state standardized tests (currently the AMP) at the same time as other students in the Chatham School District. You will be notified by the school in your community when these tests will be administered. All information of test results will be shared with the parents of Chatham Correspondence students. All test results should be used to review the ILP for each student.

Communications

- ❖ The district or the local school will facilitate communications with Chatham Correspondence and families via e-mail, electronic conferences, and calendars for upcoming notifications or events.
- ❖ Information forms and reports are available on Chatham Correspondence and can be picked up in the office of your local school or ILC.
- ❖ We encourage parents and students to communicate with their advising teacher on a regularly scheduled basis. It is not okay to only communicate at the beginning of a semester and the end of the semester. Communication is always a two-way endeavor.

Withdrawal Information

- ❖ Students withdrawing from Chatham Correspondence will be withdrawn from those courses and a “NO GRADE” will be entered on their transcript.
- ❖ Students withdrawing from Chatham Correspondence prior to November 1st of the current school year are responsible for reimbursing the Chatham Correspondence for any portion of the educational allotment they have used and for which they received payment from the District.

I have read and accept the information in the **Student Parent Compact** presented above. I will work to the best of my ability with Chatham Correspondence in attaining the best possible education for my child.

Parent Signature _____ Date _____

Student Signature _____ Date _____

Principal Signature _____ Date _____

We look forward to working with your family, and thank you for your SUPPORT for the Chatham Correspondence Program!