

Mat-Su Central School

FAMILY HANDBOOK

Updated on December 16, 2014



~ A School within the Matanuska-Susitna Borough School District ~

MAT-SU CENTRAL SCHOOL
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The policies and procedures outlined in the MCS Family Handbook may change from time to time on an as-needed basis. These changes will be made to help clarify future MSBSD/State of Alaska policy revisions that may affect this program.

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Mat-Su Central School Staff 2014-2015

Administration:

John Brown, Principal

Teachers:

Alexei Basargin	9-12 Advisory Teacher
Janis Bishop	K-3 Advisory Teacher
Jeff Blackburn	K-8 Co-Enrolled and Math & Technology Advisory Teacher
Michelle Boyden	K-12 Guidance Counselor
Paul Cossette	9-12 Advisory Teacher
Dawn Coyne	6-12 Resource Teacher
Vicki DeWalt	9-12 Advisory Teacher
Jesse Carnahan	K-12 Co-Enrolled Advisory Teacher
Amie Devine	K-3 Advisory Teacher
Kristila Gardner	9-12 Advisory Teacher, APEX/CLEP
Magy Helle	6-12 Advisory Teacher
Tracy Houser	K-8 Co-Enrolled Advisory Teacher
James Ingersoll	6-12 Advisory Teacher
Kate Johnson	6-12 Co-Enrolled Advisory Teacher
Kristine Krogstad	K-8 Resource Teacher
Stacey McIntosh	3-5 Advisory Teacher
Karen Meyerhofer	3 -5 Advisory Teacher
Alveta Mitchell	Music Teacher
Becky Moren	K-12 Advisory Teacher, Northern Families
Laura Porter	K-12 Guidance Counselor
Stacey Strabel	4-8 Advisory Teacher
Jay Webber	8-12 Advisory Teacher
Matt Welk	8-12 Advisory Teacher

Support Staff:

Trula Acena	Admin Support Staff /Field Trips & Activities/Community Liaison
Connie Boyle	Admin Support Staff/ Records
Jennifer Bogle	Registrar
Monika Bujotzek	District / School Psychologist
Johanna Burger	School Nurse
Bonnie Cavanaugh	Librarian
Gena Chastain	Admin Support Staff /Field Trips & Activities/Community Liaison
Laurie Guthrie	Admin Support Staff / Front Office /Testing
Henry Henson	Accountant
Rick Meyerhofer	MAP Specialist
Anita Mosier	Speech-Language Pathologist
Susan Nelson	Admin Support Staff /Front Office/Public Relations
Belinda O'Malley	Custodian
Jim Renk	Admin Support Staff /Reimbursements
Ron Roper	Odysseyware Specialist
Len Sawyer	Technology / Student Computers
Phyllis Witzel	AIMSweb Testing Coordinator

Welcome to Mat-Su Central School (MCS)

Mat-Su Central School, (MCS) under the authority and guidance of the Matanuska-Susitna Borough School District, was founded and functions under the belief that choice is an important and viable option in American public education. Mat-Su Central School programs are provided for those students and families who choose an alternative to the traditional neighborhood schools. These programs are organized around the needs of students and families.

Mission

Mat-Su Central School's mission is to promote the relationship between families, students and staff as a collaborative, personal connection, focused on the interests, strengths/weaknesses and passion of every individual student in order to empower them to achieve their highest academic, professional and career goals and thrive in a highly competitive, global environment. MCS will accomplish this mission by continuing to implement sound educational options, provide accelerated learning opportunities, train students in twenty-first century skills, and link students to community and career connections through individualized, academically-sound, flexible learning plans in a Home-Based and/or Distance Education learning program. Mat-Su Central School's mission was developed by the collaborative efforts of parents, community members, advisory teachers, and staff of Mat-Su Central School.

Mat-Su Central School Program Highlights

Based on the educational program that the parent and advisory teacher deem is best for the student and the family, the following opportunities and school support are available:

- AdvancED Accredited school
- Apple Distinguished School: 2013-2015
- Music classes taught by highly qualified teachers at MCS, such as Band and Choir
- Math classes taught by highly qualified teachers at MCS for high school credit, middle and elementary school students
- Access to Mat-Su Borough School District high school classes, ASAA sports, and Career and Technical programs through shared enrollment opportunities
- Participation in specialized field trips and extended learning opportunities such as Spelling Bee, Geography Bee, Battle of the Books
- Participation in programs such as Student Government, Close-Up, Youth Court, etc.
- Flexible Individualized Learning Plans
- Certified and highly qualified teacher support including onsite special education support
- Certified nurse health services
- Onsite accounting department to expedite reimbursements
- Pyramid of Intervention support to assist struggling students
- Learning with technology workshops and classes

Individualized Learning Plan

The Individualized Learning Plan (ILP) is the cornerstone of the MCS program. The ILP includes grade level expectations and relevant state standards which will be covered in each subject, curricular materials, activities, resources, credits and course assessment. Based upon current Alaska Measures of Progress (AMP), results and other assessments (AIMSweb, MAP) specific intervention and monitoring plans will be incorporated into the ILP for core academic areas that the student is not proficient in.

Parents/home teachers must submit a separate ILP for each student. Work samples will be requested periodically and at semester conferences. Students who do not have current Alaska Measures of Progress

(AMP) results will participate in MAP testing (Measure of Academic Progress) to help identify any core academic areas that are below grade level proficiency to be addressed

Students are required to participate in grade conferences. Failure to complete grade conferences may result in program dismissal.

An Individual Learning Plan must be completed annually for each student enrolled in the program. The plan must be developed in collaboration with the student, the parent or guardian, a certificated teacher assigned to the students, and any other individuals who are involved in the student's learning plan. An Individual Learning Plan must:

- Be developed with the assistance and approval of the certificated teacher assigned to the student by the district
- Provide for the course of study at an appropriate grade level that is consistent with state and district standards
- Provide for an ongoing assessment plan that includes all statewide assessments required for public schools
- Include a provision for the monitoring of each student's work and progress by the certificated teacher assigned to the student
- Include the signatures of both the certificated teacher assigned to the student and at least one parent or guardian indicating compliance with the plan

General Eligibility Requirements

Students must reside along the Parks or Glenn Highway corridors south to and including Anchorage and meet all requirements for enrollment in school as set out by the Matanuska-Susitna Borough School District and the Alaska Department of Education. MCS students must:

- Not be enrolled in any other state supported educational program.
- Complete all required paperwork.
- Participate in semester grade and ILP conferences.
- Participate in collaborative academic intervention plans.
- Participate in all applicable district and mandatory state testing at designated testing location.
- To be considered for full time enrollment status, students must enroll in four courses, two of which must be core courses: math, science, language arts, social studies, technology and/or foreign language.

A student enrolling with the Matanuska-Susitna Borough School District for the first time must provide the following documentation:

- Shot record (shots must be up to date)
- Original birth certificate (MCS will make a copy)
- Physical exam record / school physical for sports participation

Enrollment

1. Open Enrollment-No Fees

a. To obtain full allotment funding, students must enroll by September 30th and remain enrolled for the duration of the official student count period. Students meeting this requirement will be allocated a student allotment of \$2,200. This amount will increase to \$2,500 for juniors and \$2,700 for seniors who meet the requirements of the MCS Honors Program (see below). The official number of

students who qualify for a MCS Honors allotment will be forwarded to the MSBSD business office following the end of the first academic quarter.

b. Students enrolling at MCS on or after October 1st and up to and including October 20th will be allocated a student allotment of \$1950.

c. Access to an allotment account for students enrolling after October 20th will be reviewed by the Mat-Su Central administrator.

2. Enrollment after the Official Count Period (Alternative Enrollment Period)

Students enrolling in MCS after the official count ends and before the end of the year will be provided with a basic program of study. However, students may be assessed for the cost of any resources the student may require.

3. Suspended Students' Enrollment

Students who have been suspended or expelled from a public school may, depending on administrative or Board action, enroll in MCS. The student would be provided a program of study in the core academic areas.

4. Non-consumable Returns Mandated

Students are to return non-consumable (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 MCS. The purchase price for items can be determined at the time of withdrawal.

5. Unusual Circumstances

Parents enrolling students due to unique circumstances or emancipated students enrolling in MCS during an Alternative Enrollment Period, a Suspension, or an Expulsion, may request a financial waiver or an extended payment plan for all associated materials/course fees. The MCS administrator may grant this request based on a review of the circumstances.

6. Mandated State Testing

Student attendance at state mandated testing is a requirement of enrollment at MCS. Failure to participate in mandatory testing may result in loss of re-enrollment privileges, and/or suspension of resources including allotment accounts.

MCS Buyout Option for New MCS Homeschool Families

MCS provides a buy-out option of up to \$500 per student for families who are transferring to MCS from non-District home school programs and meet our program eligibility requirements. This enables families, who want to keep resources from their previous program, to transfer more easily to MCS. The two buy-out options are available by a credit to the student's allotment as follows:

1. Pay the non-District program directly
2. Reimbursement check to the family

This option must be exercised within 12 months from the date of initial enrollment.

Procedures for Enrollment Consideration after the Official Count

All students wishing to enroll in MCS after the official count period, who are currently attending another school in the District, should advise that attendance school. The Principal of MCS will have final discretionary approval of all student requests for enrollment after the official count period. The Principal may request a conference with parents and students to determine if MCS is an appropriate educational setting. Students who have been unsuccessful previously in MCS may be denied admission or placed on probationary status. The student and parent(s)/guardian(s) must schedule a conference with the assigned advisory teacher to determine the program of study. No materials will be issued prior to this initial

conference. A program of study will be developed and supervised by the MCS Advisory Teacher. This program of study will be appropriate to the skill levels of each individual student. 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.

Student Allotments

Students enrolling at Mat-Su Central during the Alaska State student funding period are eligible for a portion of the Base Student Allocation to support their child's academic learning program. As a general guideline parents are encouraged to receive prior approval from their child's advisory teacher to ensure the requested expenditure supports their child's Individualized Learning Plan (ILP) and thus eligible for student allocation funds.

Allotment Levels:

\$2700: Senior who meets MCS Honors Program criteria

\$2500: Junior who meets MCS Honors Program criteria

\$2200: Students who enroll thru September 30th

\$1950: Students who enroll between October 1st and October 20th

Mat-Su Central provides an allotment-based home education support program designed to provide parents with the flexibility to develop and support an innovative, comprehensive, educationally sound curriculum. Allotment funds will be available to implement academic endeavors that support the student's ILP in accordance with state laws and regulations. Student required enrollment in core courses must be met. Parents will complete an ILP before any allotment expenditures are approved. Expenditures must be directly related to the student's ILP.

Student allotment amounts will be determined annually by the Academic Advisory Council and may vary based on student enrollment date.

Students who have been suspended or expelled from a public school may, depending on administrative or Board action, enroll in the Mat-Su Central School. The student will be provided a program of study in the core academic areas.

An in-district home school student may use 100% of his/her fund account for fine arts, physical education, music and/or other educational areas as outlined in the Individualized Learning Plan, as long as the student scores proficient or advanced on the Alaska Measures of Progress (AMP) or have participated in taking either the Work Keys, ACT or SAT assessments may have his/her expenditure of the fund account restricted. The student's Individualized Learning Plan must outline a plan for the student to become proficient. The advisory teacher and parent/guardian will prioritize the expenditure of an adequate portion of the fund account to achieve proficiency.

The following guidelines are to be followed for allotment expenditures during your enrollment at Mat-Su Central School:

- Nonsectarian services and materials may be purchased from public, private, or religious organizations with student allotments if:
 - the services and materials are required for the course of study in the ILP
 - textbooks, services, and other curriculum materials and the course of study:
 - are approved by the school district
 - are appropriate for the student
 - are aligned to state standards
 - comply with Alaska law related to the prohibition of partisan, sectarian, or denominational doctrines from being advocated in a public school during school hours
 - comply with Alaska law related to the prohibition of discrimination in textbooks and instructional materials, and

- it supports a public purpose.
- Unexpended funds provided for student allotments may be carried over from one fiscal year to the next, provided the student continues to be enrolled in the correspondence program for which the annual allotment was provided.
- Family and student/sibling allotments may be transferred between students to spread the costs for shared resources between enrolled students i.e. internet costs, supplies, computer ink cartridges, computers, etc. All other transfers will be approval by MCS administrator.
- Student allotments may not be used to pay for services provided to students by a family member. Family member is defined as a spouse, guardian, parent, stepparent, sibling, stepsibling, grandparent, step-grandparent, child, uncle, or aunt.

Elementary and Middle School Students:

All MCS students grades K – 8 are required to have an Individual Learning Plan. If students meet the academic requirements of the ILP and are proficient in all areas on their most current State Mandated Tests or demonstrate academic improvement on their MAP assessments, allotments may be used at family discretion to achieve the goals of the students ILP.

High School Students:

If a MCS student in grades 9-12 meets the academic requirements listed below, the student allotment may be used at family discretion to achieve the goals of the students ILP.

Academic requirements:

- Students must be proficient in all areas on their most current Alaska Measures of Progress (AMP) or have participated in taking either the Work Keys, ACT or SAT assessments.
- High School Students must have earned sufficient credits to meet current grade level enrollment appropriate to number of years in high school.

Immunizations and Health Examination of Students

Current immunizations are required by Alaska State Regulations (4 AAC 06.055) in order for students to be enrolled in school. An exemption may be obtained under specific circumstances (see criteria below). A child shall be immunized against diphtheria, tetanus, polio, pertussis, measles, rubella, mumps, hepatitis A, and hepatitis B, and varicella, except that pertussis is not required in children over six and rubella is not required in children 12 years or older.

Any child who lacks proof of immunization or a valid exemption will be excluded from school. Children who have begun the required series and are in the “waiting period” before additional doses can be given will be allowed to remain in attendance until the next dose is due.

Two types of exemptions to immunization requirements are allowed in Alaska:

1. Medical – The regulations allow a statement signed by an Alaska licensed physician, osteopath, physician assistant, or advanced nurse practitioner stating that immunizations would, in that individual’s professional opinion, be injurious to the health of the child or members of the child’s family or household. In addition, disease history may be documented via a medical exemption form.
2. Religious – A parent or guardian must sign a statement affirming that immunization conflicts with the tenets and practices of the church or religious denomination of which the student is a member. Statement must be notarized and must be updated yearly.

In excusing students from attending school or from any curricular activity because of illness or physical disability, school authorities shall recognize only a medical doctor licensed in the State of Alaska, a school

nurse, a representative of the Alaska Department of Health or the local Health Office, or a chiropractor licensed in the State of Alaska.

Academic Advisory Council (AAC)

The School Board believes strongly in providing innovative and alternative forms of educational delivery systems within the Matanuska-Susitna Borough School District. The School Board recognizes that students may benefit from an education program other than the regular school program. The School Board believes a quality education occurs best when parents are involved and supportive of their child's education.

A permanent Academic Advisory Council shall be formed, consisting of seven to nine members that shall be empowered by the School Board to make policy and budgetary recommendations to District Administration and the School Board that define the Mat-Su Central School philosophy, mission, vision, policies, administrative regulations, practices, and procedures in accordance with State law and regulation. The Committee shall consist of parents of students enrolled in the program, school staff, one appointed School Board member, one non-voting MCS Student Government student, and one Superintendent designee from the District Office. The majority of the Council shall be made up of parents of students enrolled in the program.

The Academic Advisory Council will meet at least once monthly.

Academic Program

Foundational Pillars of Education

The Purpose of Learning: Mat-Su Central School recognizes the main purpose of learning is the development of students' core competencies for continued lifelong learning and application.

- Weighing evidence, reasoning, and analytical skills will be the focus of MCS's learning experiences.
- Competencies in research, writing and effective oral communication will be encouraged, articulated, and calibrated to real-world expectations and daily life skills.
- Students are expected to regularly demonstrate their skills and knowledge in core competencies through oral and written work.
- Reinforcement of personal life skills to teach students how to effectively operate in the world (such as time management, budgeting, accountability, independent living and interpersonal relations)

Student Motivation: Students are motivated to learn through a combination of four distinct, yet interrelated incentives.

1. Students are encouraged and motivated through their positive experiences with the adults in their lives, both in and out of school. It is vital to develop family learning units composed of students, parents, advisory teachers, community professionals and vendors focused on helping young people learn. Students are assigned an advisory teacher who meets with them on a regular basis to help answer their academic questions, establish trust and confidence, and develop a relationship necessary to empower and support learning. MCS becomes a kind of extended family with strong, healthy interactions to motivate students' pursuits of excellence.
2. Students are motivated to learn when they feel positive about themselves. Low-esteem issues often negatively impact learning. By encouraging a community learning environment, MCS will foster positive goals and accomplishments.
3. Opportunities for students to explore their questions and interests are a driving force for learning. The natural desire to learn, inquisitiveness, curiosity, and passion have for centuries motivated people to seek knowledge. As part of their Individual Learning Plans, Mat-Su Central School will encourage students' individual talents, desires, and goals by incorporating their interests and/or providing opportunities to work on projects with mentors or experienced community members.
4. Learning by Experience: students become active participants, instead of passive learners, creating a purposeful, living laboratory that operates in a caring and supportive environment. MCS recognizes each student's strengths and weaknesses and integrates their personal interests (who they are and what they believe and care about) into the learning environment. When students are actively and personally involved in their learning process, they will readily engage in manipulation of materials, extended learning activities, in-depth investigations, study, research, and use information and ideas to derive more meaning from their experiences.

The Pursuit of Excellence: By continuing to pursue excellence, students are constantly challenged to expand their knowledge and opportunities. Students are encouraged to capitalize on their successes by using them as stepping stones to a higher level of learning. Gifted and Talented students are often not recognized in the public school system as "at risk students" because of their accelerated learning. If

their education is not combined with continued challenges, they often grow bored and stagnate, eventually dropping out of school. The Pursuit of Excellence provides the challenge students need to grow. Mat-Su Central School is committed to encouraging each student to pursue the next level of excellence in their educational and vocational aspirations.

Personalized Learning: Personalizing the educational experience develops the intrinsic desire to learn and develops personal ownership in the learned knowledge and skills. MCS's student Individual Learning Plans will focus on the student and their strengths and desires. Personalized learning allows for students to access customized opportunities through a "menu of choice" in their academic pursuit.

A significant number of students come to MCS "educationally battered." Through the individualized staff support and personalized learning approach, MCS is able to help these students become successful again. This academic success improves their self-esteem and provides a stepping stone to long-term academic success.

Standardizing curriculums is essential for students to be able to meet or exceed the State of Alaska's standards and Grade Level Expectations (GLEs) thus ensuring educational proficiency and age appropriate growth. By meeting or exceeding State standards and GLEs, students are able to successfully transfer within the educational system without experiencing a deficiency or gap in their education. Mat-Su Central School's Academic Advisory Committee has implemented a subcommittee called the Academic Committee of Excellence (ACE). ACE is responsible for evaluating the variety of curriculum used by students to meet or exceed State standards. ACE will also provide mentoring and professional parent educator development strategies to enhance cohesive instructional and educational delivery methods.

Mat-Su Central School's Academic Committee of Excellence (ACE) subcommittee will be comprised parent educators, advisory teachers, and administrative staff. ACE will work in collaboration with Highly Qualified Teachers, community professionals, vendors, the Mat-Su Borough School District and representatives from educational and/or curriculum companies. The goals of ACE will be as follows:

- Examine and review curriculum and materials
- Compare curriculum to Alaska State standards
- Develop a database of curriculum for easy access
- Ensure correlation of curriculums to State Standards
- Track overall school performance
- Extrapolate school assessment data to align with curriculum and/or intervention implementations
- Provide a Continuous Improvement Model
- If needed, develop a school improvement plan in conjunction with MSBSD staff

Grades

All students attending MCS are expected to work toward a quarter/semester grade in all assigned courses. Grades will be derived from either the assigned home school teacher, supported by a body of work accompanying the grade or the assigned advisor in conjunction with grades registered in the class. Grades are reported on a MCS provided report card. Parents turn in a completed report card with the portfolio of work to support the grades that are given. Grades for students taking vendor courses may be determined by using the vendor grade or by incorporating an alternative assessment agreed upon during the ILP conference. After review and consideration of any recommendations submitted by the student and parents, the student's grades* are verified and documented by a certified teacher.

End of year grading: Students who enroll at the beginning of a semester are expected to complete coursework by the end of a semester unless arrangements with the advisor are made at the time of the ILP. Because other students may enroll part way through the semester, an extension of the time to complete the course work may be necessary. The grade for a course not finished will become an NC (No Credit) or other grade as determined by the advisor. Elementary (K-5) **with a course not finished will receive a NM for “No Mark” indicating the course was not evaluated.** Middle School (6-8) students will receive a NG for “No Grade” when grades are not turned in at each quarter. However, for the end of semester and year, middle **and high school** (6-12) students will receive a **NC for “No Credit”** for coursework not completed.

Grades for Prospective Graduates: Grades must be turned in to the advisory teacher at least seven (7) days prior to the day of graduation to allow for verification of transcripts, and to ensure that the student may receive his or her diploma at the graduation ceremony.

*Grading Criteria for High School PE, Music, Fine Arts, and Activity based courses: In order to earn a grade/credit in these subjects, students must show documentation to their advisor in the form of:

- 62.5 hours of instruction and/or practice for each high school ½ credit; and,
- Daily activity log of instruction and/or practice

All courses assigned at MCS must be completed and the grade reported before transfer to another school if credit is to be received. Courses not completed will receive a grade of NC, which means No Credit. That grade will remain on the transcript until another course is completed to override that grade. An NC grade will have an adverse effect on GPA. Courses taken over the summer must be finished at least 2 weeks prior to the start of the new school year if transferring to another school to allow time for the credit to be assigned to the transcript.

Course Completion and Academic Progress

To retain enrollment eligibility, all K-12 students enrolled at Mat-Su Central School must:

- 1) Maintain an adequate level of academic progress on their course work
- 2) Attend and participate in all required conferences

Failure to meet the above requirements could result in an intervention which may place restrictions on allotments, require regular meetings, or create a probationary status which could end in disenrollment from Mat-Su Central School.

In circumstances where intervention attempts fail to resolve the pattern of lack of:

- 1) Academic progress
- 2) Participation

the student may be counseled from Mat-Su Central School to another educational program. In instances where students/ families fail to communicate or attend meetings to develop an intervention, an Administrative drop may occur.

Assigned coursework should be completed in a manner consistent with the suggested timeline of the MSBSD’s school calendar, or that which is agreed upon otherwise between the advisor and the parent(s) of the enrolled student, and noted in the ILP. If an alternate start date is chosen, the student’s timeline could be extended into the summer to allow for completion of the work. In all cases monitoring must include at least monthly teacher-student or teacher-parent contact and quarterly reviews of the student's work OR progress in the individual learning plan. Progress in the individual learning plan and contacts may be accomplished in person, by email, digital submission of progress, digital monitoring of progress, written format, demonstration, oral exam, written exam, MCS facilitated classes or other means agreed upon between the students advisor and parent. In the case of high school athletes, Alaska School Activities Association

(ASAA) requires that student athletes have grades current and reported in alignment with traditional school models for involvement in high school athletics and activities.

MCS encourages twelfth-graders (seniors) to complete all courses prior to the end of April of their graduating year as a precaution to some oversight on their transcript. By doing this, there is a safety measure in place in the event that an error on a transcript would prevent a senior from graduating. It also allows for a timely review of the transcript to ensure all course work has been completed.

Courses taken at MCS for which a student expects credit must be completed prior to transfer back into a neighborhood school setting. This is in the best interest of both parties so as not to overload students with a full school load when they return to their neighborhood school. A grade conference should occur a minimum of four weeks prior to their enrollment at a student's neighborhood school in order to ensure grades will be placed on their transcript.

High School Graduation Requirements and Graduation Ceremony

Students who have completed the required credits, based on graduation year and consultation with certified advisory teacher, and have participated in taking either the Work Keys, ACT or SAT assessments and all other MSBSD graduation requirements will be awarded a Mat-Su Borough School District diploma. Seniors may earn a maximum of 4.0 credits per semester. The maximum may be exceeded on a case-by-case basis with advisor and principal approval. Students who have completed all graduation requirements are encouraged to participate in MCS's graduation ceremony.

Parent Contact with Advisory Teacher

MCS communicates with families via office visits, telephone calls, email, Facebook, newsletters and our Mat-Su Central School website www.matsucentral.org for upcoming notifications and events. Successful home schooling families maintain accurate phone and email contact information as well as share their preferred method of contact with the MCS front office and initiate contact with their advisors monthly along with grade and progress conferences. More frequent contacts may be necessary in order to ensure a child is successful. Contact agreements will be determined during the initial orientation meeting with the advisor. All parents/home teachers should contact their MCS advisor or school office if there are changes that need to be reported, i.e. extended absences, change of address, phone number, etc.

Assessment Support:

We recognize one of the challenges of homeschooling your child(ren) is having confidence that they are on a flight path of academic growth. Through your enrollment at Mat-Su Central, you have access to two research based academic assessment resources. There is no cost to your allotment. These services are included in your enrollment at MCS. Information from these programs provides academic information to assist in making curriculum choices and educational decisions about your child's progress.

For children in grades kindergarten through third, the AIMSweb benchmark is required in the fall, winter and spring; information will be shared with the family regarding Early Literacy and Numeracy

If your child is between the grades of third and eighth we offer the Measures of Academic Progress or MAP program developed by the Northwest Evaluation Association (NWEA). MAP assessments provide detailed information about where each INDIVIDUAL child is on their own unique learning path. This program takes advantage of technology to ADAPT the assessment to each child. Answer a question correctly and the test presents a more challenging question. Miss a question and a simpler one is offered. MCS offers MAP assessments in Reading, Mathematics, Language, and Science. MCS students are also offered the Compass

Learning/MAP bridge which develops an unique, individual learning pathway for each child based on the concepts they are ready to learn. It's also a wonderful tool for filling in gaps or for acceleration. **MAP is a requirement for all students in the Alaska Measure of Progress (AMP) area in which they are below proficient.** Parents are encouraged to consider this option if their child is advanced. Why have your fourth grader spend a year in fourth grade curriculum if they have mastered the grade level core standards already? Follow the link for more information <http://www.nwea.org/node/4661>.

Pyramid of Support: Home Education Intervention Program

A student who does not score proficient or advanced on the Alaska Measures of Progress (AMP) may have his/her expenditure of the fund account restricted. The student's Individualized Learning Plan must outline a plan for the student to become proficient. The advisory teacher and parent/guardian will prioritize the expenditure of an adequate portion of the fund account to achieve proficiency. For those students who perform below proficient, parents/guardians and advisory teachers will collaborate to develop a support program. This program shall consist of the following:

- a. Continued instruction in all core content areas
- b. Supplemental Instruction/Support in the Content Area(s) where the student has scored below proficient
- c. Proactive interventions and the use of intervention strategies to assist the student in achieving proficiency.

The following is a list of possible intervention and academic monitoring strategies:

- Survey study habits
- Evaluate current curriculum being used and suggest possible alternatives
- Use placement and diagnostic tests
- Use supplemental materials to address academic need
- Use MAP (Measure of Academic Progress) or AIMS (Assessment Management Instruction System – web based) assessment to assess current level of academic progress during the school year.
- Tutor in specific subtest areas
- Use data driven curriculum
- Tutor weekly in specific content areas
- Use other researched based strategies

Special Education

Before enrolling a student at MCS who is eligible for special education services, an Individual Education Plan (IEP) Amendment meeting will be held to ensure student needs are addressed completely and are in compliance with the student's Individualized Learning Plan. Special education services beyond a Supervisory Model will be provided at the student's boundary school.

Honors Program

If a MCS student in grades 9-12 meets the academic requirements listed below, the student allotment may be used at family discretion to achieve the goals of the students ILP.

Academic requirements:

Students must be proficient in all areas on their most current Alaska Measures of Progress (AMP) or have participated in taking either the Work Keys, ACT or SAT assessments.

High School Students must have earned sufficient credits to meet current grade level enrollment appropriate to number of years in high school.

Honors Program: The intent of the MCSS Honors Program is to support high school juniors and seniors who are on a rigorous path of academic coursework. **In order for students to be eligible for the UA Scholars Top 10% award, they must first qualify for the Honors**

Allotment. Exceptions may be made by appeal to the guidance counselor and administrator.

All juniors and seniors who meet the academic criteria listed below will have an **allotment of \$2500 for their junior** or **\$2700 for their senior** year at Mat-Su Central School.

Juniors: a minimum of 12 high school credits with required credits attained in the following areas:

English – 2 credits

Students will need to have completed 2 of the 4 required credits of English.

Social Studies – 1 ½ credits

Students will need to have completed 1 ½ of the required 3 credits of Social Studies.

Math – 2 credits

Students will need to have completed 2 of the required 3 credits of math.

Science – 2 credits

Students will need to have completed 2 of the required 3 credits of Science.

All seniors who have participated in taking either the Work Keys, ACT or SAT assessments and meet the academic criteria listed below will have an **allotment of \$2700 for their senior year** at Mat-Su Central School.

Seniors: a minimum of 18 high school credits with required credits attained in the following areas:

English – 3 credits

Students will need to have completed 3 of the 4 required credits of English.

Social Studies – 2 ½ credits

Students will need to have completed 2 ½ of the required 3 credits of Social Studies

Math –3 credits

Students will need to have completed an Algebra, Geometry and 1 additional math credit.

Science – 2 credits

Students will need to have completed 2 of the required 3 credits of Science and be currently enrolled in a Science course or have completed 3 required credits of Science.

It is the responsibility of the parent to ensure that all completed coursework and transcripts are submitted to MCS at the conclusion of their child's sophomore and junior year.

Early High School Credit

An eighth grade student has the option to receive early high school credit with prior approval from the building principal. Courses available for early high school credit are Algebra 1, Geometry, Algebra 2, English 1 and Foreign Language. Students will receive their normal letter grade on their middle school report card. A student must earn at least a B in the course in order for high school credit to be awarded and placed on the transcript.

College Credit

A high school student may take college courses. This program is designed to provide eligible students the opportunity to receive credit for certain courses through accredited institutions of higher education. Students must register for at least two (2) semester hour course to receive 0.5 high school credit and a three (3) semester hour course for 1.0 high school credit. Upon completion, an official transcript must be requested by the student from the college institute and submitted to the MCS registrar, and will be recorded on the student's transcript in the semester the final grade was issued. Pre-approval from advisory teacher and MCS administrator is required. (AR 6146.2.b)

Extra-curricular Eligibility for Alaska School Activities Association (ASAA)

Students enrolled with MCS have the opportunity to participate in extracurricular activities with their boundary school. To be eligible to participate all students must meet Alaska School Activities Association (ASAA) and MSBSD guidelines as follows:

- (except for first semester freshmen) Must have passed at least five (5) semester units of credit* or the equivalent during the previous semester, with an overall 2.0 GPA for the semester. Students who passed the required number of classes but who did not maintain an overall 2.0 GPA during the previous semester may regain eligibility during the current semester by achieving and maintaining an overall 2.0 GPA within the school's grading system, and
- Be enrolled in at least five (5) semester units of credit* or the equivalent during the current semester and maintain overall 2.0 GPA for the semester. Students who do not maintain an overall 2.0 GPA may regain eligibility during the current semester by achieving and maintaining an overall 2.0 GPA within the school's grading system.
- Maintain a 2.0 GPA the previous quarter. GPA is at the end of first quarter, first semester, third quarter and second semester.
- Private school students who wish to participate must be registered in a minimum of five classes equaling two and a half semester units of credit in the MSBSD. A student's boundary school, Correspondence, Alternative schools, or a combination of the three will apply.
- Private school students who participate in a MSBSD extra-curricular activity forfeit their eligibility to participate in sports or activities at their private school.
- A student must have passed five or more courses during the previous semester.
- A student's work must be completed, graded, recorded and confirmed within one week of the close of semester of eligibility.
- All classes completed, graded, recorded or confirmed after the semester cut off will be recorded in the next semester.
- Students are ineligible until MCS has received verification of all course completions being used to count towards eligibility.

* Note: Seniors on track to graduate must take at least four (4) semester units of credit.

Students, who plan to participate in any MSBSD and/or ASAA extra-curricular activity, and their parents should notify MCS advisory teacher and be familiar with the eligibility requirements as stated in the MSBSD student handbook (available at MCS or on the MSBSD website), addressed by the Alaska School Activities Association (www.asaa.org), as well as board policy (BP 6145) on this issue. Information may also be obtained from www.highschoolsports.net.

Overage Students

Generally, the maximum age for attendance in the MSBSD is 19 years of age provided the student has not completed the 12th grade. However, a student will be permitted to complete the semester in which the 20th birthday falls.

A student 20 years of age or over may apply to receive education services by submitting a statement of reasons for the request. Services may be provided at MCS at the discretion of the Superintendent upon recommendation by the MCS administrator.

Overage students are not eligible for a student allotment, they will only be provided with advisory teacher guidance and course curriculum.

The maximum age for attendance for a student with disabilities shall be consistent with state and federal law and the student's IEP. (BP5111.1)

Technology, Musical Instruments and Equipment Purchases over \$150 require Advisor pre-approval.

Technology – A portion of a student’s curriculum allotment may be applied toward the purchase of technology while enrolled in the MCS allotment-based program. Technology and equipment is purchased with public funds and becomes property of the Mat-Su Borough School District. Technology items will be loaned to a student during his or her enrollment at MCS. Technology and equipment that parents choose to purchase directly themselves, should receive prior approval from their advisory teacher, especially when the cost exceeds \$150; an exception is transferring students utilizing the Buy Out option.

A Pre-Order form can be given to MCS for the advisory teacher’s approval.

Costs of repairs of computers and other technology equipment not covered under warranty will be deducted from allotment-based student allotments. In case of deficient funds, parents will be responsible for all repair costs. MCS technology items are not to reside in private and/or non-secular facilities, and are to be used only by MCS and MSBSD students.

Three-year (3-year) Student Allotment Computer Program (Limited to Available Units)

Purpose:

- To expand educational opportunities for students by enabling the cost of a student allotment computer to be spread over three consecutive enrolled school years @ MCS.

3-Year Computer Program Stipulations:

- 3-Year Plan options are: MacBook Pro and MacBook Air laptops
- MCS re-enrolling families and new families from other homeschool programs are eligible.
- Eligible parents/students would have option of 3-year program plan or current 1-year plan
- Allotment deduction to be divided in thirds of initial price; any remainder added to first deduction.
- Returned computers are re-circulated into the 3-year computer program. Computers may be transferred to another sibling or family without disrupting allotment deduction schedule.
- If family and student withdraws or returns computer, balance of 3-year deductions may be deducted from allotment immediately.
- In this plan, AR 3270.2 does not apply until after 3rd year for purchasing computers.
- 3-Year Plan available to students in Grades K-10. 11th and 12th grade students must receive prior approval from MCS administrator.
- All other agreements stated in current MCS Family Handbook apply.

Musical Instruments – A portion of a student’s curriculum allotment may be applied toward the purchase of musical instruments during the student’s home education program. All music students must have an approved ILP during the loan of the musical instrument. The musical instrument will be loaned only to that student during their enrollment at MCS. Upon that student’s withdrawal from musical instruction and/or MCS, those same instruments and non-consumable materials must be returned to MCS. The purchase of all musical instruments should be processed through the Accounting office using the Pre-Order form. Costs of musical instrument repairs not covered under warranty will be deducted from student allotments. In case of deficient funds, parents will be responsible for all repairs. MCS musical instruments are not to reside in private and/or non-secular facilities, and are to be used only by MCS and MSBSD students in performances and home practices.

All Musical Instruments are included in the Mat-Su Central School Inventory

Both students in the MCS Onsite Music Program and those not taking courses within the MCS Onsite Music Program can use their allotment to purchase instruments. All students will have the option to purchase the instruments through AR 3270.2. Any instruments not purchased through AR 3270.2 will be put back into

the MCS Music Program once the student is no longer taking music classes. These instruments will create an inventory that can be loaned out to other students. These instruments that become part of the MCS Onsite Music Program inventory cannot be purchased by the student. The MCS music teacher will be allowed to use this inventory first to fill the band, and then the rest of the instruments can be loaned out to students for private lessons by filling out a Pre-order request form, and the Blue Sheet for the instrument will be processed through the Accounting Office.

Mat-Su Central Onsite Music Program

The MCS Onsite Music Program is defined as instruction delivered by MCS music teacher.

Instruments used by the MCS Onsite Music Program (band, choir, orchestra, piano, guitar, etc.) remain in the MCS Onsite Music Program and are assigned to students enrolled in MCS Onsite Music Program classes, who have priority. MCS Onsite Music Program instruments may be checked out to students outside of MCS classes at discretion of music teacher. Instruments in the MCS Onsite Music Program are not available for purchase through AR 3270.2.

Mat-Su Central Homeschool Music Program

The Mat-Su Central Homeschool Music Program is defined as instruction delivered by approved vendor and/or homeschool educator. Instruments in the Homeschool Music Program will be in circulation for use in homeschool music courses and Homeschool Music Program parents may purchase instruments as per AR 3270.2.

MCS Procedures for parent requesting computers, musical instruments, cameras, equipment, etc. *

Applies to ALL MCS students who are enrolled in either Onsite classes or Homeschool classes with the objective to support student learning and account for MSBSD/MCS property.

- Student must be enrolled in relevant SchoolMax music course and approved in ILP or have an “intent to audit” on file in MCS counselors office. Students must maintain academic progress to retain use of instrument through grade submission or other determination.
- Parent submits Pre-order form to Accounting office or Advisor.
- Advisor approval signed on Pre-Order form.
- Pre-order form turned into Accounting office
 - Priority on used equipment will be based on date of submission of Pre-order form.
- Item is filled from MCS inventory or ordered
- Accounting office/Staff contacts parent
- Parent signs MCS Blue form (used for tracking MSBSD/MCS assets) Student must have Blue Sheet on file in the MCS accounting department for any MCS purchased instruments used for practice, instruction or lessons, and a copy of Blue Sheet for MCS Music Program instruments will be given to the MCS music teacher.
- When course ends or student withdraws parent has option of:
 - Returning item to MCS Accounting office which places in back in circulation for students to check out by repeating steps in this subsection.
 - Purchasing item under AR 3270.2 which removes item from MCS inventory.

There is an exception for MCS Onsite classes (math, technology, music, etc) which are defined as equipment purchased while a student is enrolled in a MCS staff taught/facilitated class or purchased by MCS. The MCS Onsite math, technology and music programs have an inventory of equipment that is retained and disseminated to support the Onsite MCS programs. The program instructor has the oversight of this inventory. This equipment is only available for check out to a student in a Homeschool taught class with permission from the MCS program instructor.

To clarify, any student whether in a Homeschool or Onsite class may submit a Pre-order form when requesting any form of equipment or musical instrument to support their ILP. If inventory is available (outside of the MCS Onsite inventories as defined above) then these items will be made available to students.

These procedures will be updated as the new Student Management System comes on line.

Music Instruments Quality Control

When possible, the MCS Music Teacher will provide the MCS accounting department with instrument specifications and competitive price lists from vendors including all known local Mat-Su Borough businesses prior to July 1st each year, from which parents may make informed decisions and the public interest in public expenditures is represented. When necessary, requests for instruments whether for Homeschool Music Program lessons or MCS Onsite Music Program will go through the MCS music teacher for proper fitting and measuring. Purchase of instruments shall be processed through the accounting department using the Pre-Order form, and parents will sign a disclaimer for any purchase that falls outside of MCS Music teacher specifications and bid procedures or using the MCS music teacher for fitting and measurements.

ICUE will be the official system of record for Enrollment and attendance data in MCS Onsite Music Program classes in order to make informed decisions for MCS Onsite Music Program needs.

Instrument Maintenance and Repairs, when possible, will be the responsibility of the MCS music teacher.

Costs incurred by the MCS music teacher for repairs and maintenance will be covered by the MCS budget, and pre-approval from the MCS administrator is required. Costs of musical instrument repairs not covered under warranty will be deducted from student allotments. In case of deficient funds parents may be responsible for all repairs.

Music Fees

The MCS Music Teacher will provide to the MCS accounting department a list of students and the amount of fees to be deducted following AR 3260. The MCS teacher has discretion when the AR allows for it. This information must be received prior to the end of the school year Quarter 1 and Quarter 3, otherwise fees will not be deducted from student allotments. Music fees will be tabulated and transferred from student allotments into the MCS Onsite Music Program budget, to be utilized at the discretion of the Music teacher within district policy.

The schedule as taken from AR 3260:

High School Electives \$15-\$20 Per Course/Per Semester

Middle School Exploratories \$20 Per Course/Per Semester

Elementary No Course Fees

Instruments and technology equipment that parents choose to purchase directly themselves, should receive prior approval from their advisory teacher. Purchase of instruments shall be processed through the accounting department using the Pre-Order form, and parents will sign a disclaimer for any purchase that falls outside of MCS Music teacher specifications, bid procedures, and MCS Music teacher for fitting and measurements.

Program Withdrawal Procedures

Please bear in mind the following when considering withdrawal from Mat-Su Central School:

- Students withdrawing from the allotment-based program prior to November 1st of the current school year are responsible for reimbursing the program for the portion of the educational allotment they have used.
- A student who withdraws from the program at anytime throughout the school year may not be eligible for re-enrollment in the program the following year.

Students who withdraw, transfer, graduate or receive a Certificate of Attendance from Mat-Su Central School must:

- Complete a withdrawal or check-out form.
- Have the form signed by parent and MCS advisor.
- Return all non-consumable books and curriculum material, computers, musical instruments, and equipment.
- Turn in reimbursement forms on or before withdrawing from the allotment-based program – upon withdrawal, the allotment account will be closed. No further requests for reimbursement will be accepted after date of withdrawal.
- Bring fund account current.

After all of the above have been satisfied, a copy of the withdrawal/check-out form and/or transcript will be provided. Please remember, resources purchased with MCS funds, including the allotment process, are the property of MCS and must be returned when exiting the program. Parents will be provided a list of what materials and equipment need to be returned. In some cases, materials or equipment that are assigned to a withdrawing or graduating student may be retained for use by a sibling currently enrolled in the program, if the enrolled sibling's ILP documents the need. For example, the graduating senior's MCS tuba would only be passed on to a sibling whose ILP documented tuba instruction. Arrangements for officially transferring these items must be made through the advisory teacher and the accounting office.

Reimbursement and Purchase Order Procedures

~ Allotment Based Enrollees ~

Every purchase or reimbursement must be directly related to the Individualized Learning Plan and aligned with State of Alaska standards and GLE's for education. Materials purchased with allotment funds are the property of MSBSD. Appropriate use and maintenance of these materials is the responsibility of the parent.

Please note: The Mat-Su Central School's school year begins July 1 and ends on June 30.

The Allotment-Based Program is available to any student in grades K-12, with the exception of Overage Students (students past their 20th birthday), who is enrolled prior to the end of the official count period, after which time the Mat-Su Central School Allotment-Based Program closes and curriculum will be provided by MCS (see AR 6181 on page 4 of this handbook.)

This allocation may be used for resources deemed APPROPRIATE & REASONABLE that fulfill the curriculum requirements of the Matanuska-Susitna Borough School District and ensures that proficiency in the state standards is being accomplished. These include, but are not limited to the traditional subject areas of mathematics, reading, language arts, social studies and science. The MCS supports families/students and parental choice in regards to education as well as choices in curriculum and enrichment offerings. Allotments for students enrolled in the allotment-based program are furnished with public funds for public education. Therefore, all items purchased either by purchase orders or by reimbursements made with District funds, such as computers, equipment, textbooks & teacher's guides, and other non-consumable items, shall be considered property of the Mat-Su School District. All property must be returned to Mat-Su Central School upon completion or withdrawal from the program. A student must have a current ILP on file with their advisor in order to have purchase orders or reimbursements processed. Requests for purchases/reimbursements must be aligned instructionally with the student's ILP.

Unexpended funds provided for student allotments may be carried over from one fiscal year to the next, provided the students continues to be enrolled in the Mat-Su Central program for which the allotment was provided.

Reimbursement Procedures:

A reimbursement is money paid back to parents out of their student's allotment for curriculum, resources, etc. and as outlined in the ILP. The following guidelines must be adhered to when submitting a Request for Reimbursement form (Reference Appendix 1, page 20):

- An original sales receipts (no copies will be accepted) must be attached to each completed, green Request for Reimbursement form (use current year.)
- Each student's request for reimbursement submission must total a minimum of \$100.00, except the final reimbursement for the year, which can be less than \$100.00.
- Receipt totals must clearly state the purchase, (i.e. Internet receipts must clearly show an Internet total.)
- Student accounts can be combined into family accounts.
- Preschool Students: Households enrolling a student or students in the allotment-based program may use up to \$500.00 of their family's curriculum allotment for the educational needs of their 3 and 4 year old pre-school children. A MCS enrollment form must be filled out for each preschool student. A birth certificate must also be provided.
- The School District's Purchase Order system must be used for any tangible item over \$499.00. No reimbursements shall be made for any item that exceeds \$499.00. Equipment valued at and over \$150.00 is considered non-consumable and must have MCS Property ID tags affixed. Some items of lower value may also be tagged, such as graphing calculators or external hard-drives, etc.
- Student accounts may be restricted if quarterly progress grade documentation is not provided.
- Participation in MCS ongoing assessment plans that include all statewide assessments is a requirement to submit reimbursements. Accounts shall be restricted if participation in the mandatory testing requirement is not met.
- To receive a reimbursement for services provided, such as private lessons or tutoring, the service provider MUST submit a current Interested Persons Report (IPR) obtained from the Alaska State Troopers to MCS annually (along with other requirements) before payment will be made. Interested instructional vendors should visit the Mat-Su Central business offices for more information. *Vendor must be on the MCS approved tutor list (found on website). Requests for reimbursement must list days and times for lessons and show "PAID".*
- No services may be provided by persons less than 18 years of age.
- Mat-Su Central School does not reimburse for physical education equipment, musical instruments, and computers that are rented, except for skate, ski, and snowboard rentals. Skate, ski and snowboard rentals must be approved by the Advisory Teacher and the Accounting Office. Computers and musical instruments for student use need to be purchased by Mat-Su Central School / MSBSD. Transferring students utilizing Buy Out options would be an exception requiring prior approval.
- Prepaid Services (Fitness clubs, piano lessons, karate lessons, sewing lessons, etc.) during current year will be reimbursed on a monthly basis only after services are rendered. The only exception is at the end of the year, when services must be pre-paid for May and June.
- Memberships, passes and activity fee will be reimbursed for students only.
- All activities must be directly related to the ILP.
- Medical expenses or medical insurance is not reimbursable.
- No items deemed excessive by MCS advisor or MCS Administrator will be reimbursed.
- Clearly mark all items for pre-schoolers on reimbursement and pre-order forms.

Home Internet Support

Home internet access will be reimbursed up to a monthly maximum of \$70.00 for one to two enrolled student(s) and \$80.00 for a family with three or more enrolled students. Mobile internet access may be reimbursed when home internet access is not available. Families may appeal guideline exception(s) and troubleshoot home internet network thru MCS Technologist. MCS can provide 3G and 4G mobile devices as approved by Advisors and other program requirements.

MCS internet needs:	Download speed	Usage	Price per month
1-2 students	2M	70GB	\$70
3+ students	5M	70GB	\$80

Guidelines for Reimbursement from Allotments:

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

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

Unexpended funds provided for student allotments may be carried over from one fiscal year to the next, provided the student continues to be enrolled in the correspondence program for which the annual allotment was provided.

If a student is no longer enrolled in the correspondence program for which the allotment was provided, the unexpended balance of the student allotment must be returned to the budget of the department or district. Student allotments may not be used to pay for services provided to students by a family member. Family member is defined as a spouse, guardian, parent, stepparent, sibling, stepsibling, grandparent, stepgrandparent, child, uncle, or aunt.

Student allotments will not cover:

- family travel, including transportation, food, or lodging; or for expenses during, or for any travel out-of-state; “family travel” does not include travel in which a student is accompanied by the student’s family for assessments or other required activities initiated by the school district;
- annual passes or family memberships to a sports or recreational facility; however, an annual pass or membership for the student may be purchased for entry into a sports or recreational facility in which the student is provided lessons under the student’s individual learning plan, if the cost of the pass or membership is pro-rated to include only the cost of the student’s instructional time;
- clothing, sports uniforms, physical education equipment, or personal items;
- pets and other animals;
- furniture;
- entertainment;
- items that are considered excessive by the school administrator.

Purchase Order Procedures:

A purchase order is used when the parent/home teacher chooses to have the school district order and pay for items needed rather than paying out-of-pocket and submitting a reimbursement later, or for items costing more than \$499.00.

1. Obtain a “Pre-Order Form” from your MCS teacher/advisor. Some local vendors have their own forms which are acceptable for use. The form must have ALL of the following information on it before it can be processed: student’s name, parent’s name and phone number, vendor’s fax number, item quantities, numbers, Course Title, item(s) description, prices, shipping costs, order total, and parent signature. The form must be faxed or delivered to MCS PRIOR to delivery of the item. For example, if you are submitting a Pre-Order form to pay for lessons, you must wait for the Purchase Order to be processed and approved before beginning the lessons.
2. Once the form is received in the Accounting Department, the form is checked for errors, and then delivered to the student’s advisor. The advisor will verify that the item(s) requested is in line with the student’s ILP on file. The advisor then approves or denies the order by signature.
3. Once the Pre-Order Form is approved by the advisor, it is returned to the Accounting Department and a Purchase Order Requisition (PO) is created.
4. The PO is then forwarded to the principal or his designee for final approval.
5. After the principal has approved the PO, it is sent to the Mat-Su Borough School District central office in Palmer. Central office processes the PO and then the PO is faxed to the appropriate vendor for order fulfillment and shipping.
6. Once the vendor receives the PO from central office, the vendor will contact the parent to either pick up the order or to begin the lessons. The exception to this is explained in the receiving process below.

Any individual item costing more than \$150.00, whether purchased by PO or with a reimbursement, must have a blue Mat-Su Central School property ID tag attached to the item. Remember, all equipment purchased through the PO or reimbursement process is the property of the Mat-Su school district and MUST be returned upon departing the program.

Receiving Process

- “Receiving required” purchase orders are orders that are primarily shipped from outside Alaska to MCS for receiving purpose. Once the items are received at MCS and checked in, the parents are called to pick up the item at MCS. “Receiving required” purchase orders are never to be delivered directly to the student or parent’s home.
- “No receiving required” purchase orders are primarily for orders that are from vendors located in the Mat-Su Valley and Anchorage area. These orders can be picked up from the vendors’ place of business and do not need to be received at MCS. It is necessary for the parent to sign the invoice or receipt that will be forwarded to the accounting department. If the invoice is not signed as received it may not be paid. “No receiving required” purchase orders are also used to pay for services such as art classes, piano lesson, etc.

Deadlines for Purchase Orders and Reimbursements:

Please refer to the school calendar/website for actual dates.

The timeline below is designed to:

- Minimize the reimbursement processing time at the end of the school year.
- Ensure educational resources support student learning for the maximum amount of the school year

- Support MCS staff to complete state mandated testing duties and assist all potential high school graduates to complete course requirements.
- Allow for MCS staff to order and receive educational materials in preparation for the upcoming school year
- Close out MCS school accounts for the current fiscal year

Student Allocation Timeline:

- Last day for technology requests (computers and iPads) is the last Friday before Spring Break.
- Last day for all other educational equipment and curriculum requests is the first Friday after Spring Break.
- Last day to submit Reimbursement Requests is April 30th at 3:30 PM. (If April 30th falls on a weekend, the deadline will be by 8:00 AM on the following business day)
- Reimbursements will be made for purchases occurring July 1 through June 30 of each school year. A separate Reimbursement Form should be submitted by the Reimbursement Deadline for purchases of goods or services occurring during May and June. If possible, **pre-pay** and obtain a receipt, in order to be turned in by the Reimbursement Deadline each school year. If pre-payment is not possible, submit paid receipts/invoices without delay once obtained and the Accounting office will do its best to send payment during the month of July.

Sale and Disposal of Books, Equipment and Supplies ***(MSBSD AR 3270.2)***

The Board recognizes that students may benefit by allowing parents/students to purchase equipment and/or supplies used during enrollment at Mat-Su Central School and Twindly Bridge Charter School. The following guidelines provide direction for a parent or student who wishes to purchase equipment or supplies which have been purchased through the student allotment during enrollment:

The purchase price for equipment or supplies including computers and mobile devices shall be based as follows:

- One year old 50% of the new purchase price
- Two years old 25% of the new purchase price
- Three years old or greater 10% of the new purchase price
- Four years old or greater \$1

The purchase price for musical instruments shall be as follows:

Cost at the time the instrument was purchased for student use – minus 10% per year students have used the instrument.

**Items are considered one year old at the end of the fiscal year in which the item was purchased, the exception being graduating students receiving a diploma or certificate of attendance. The graduating students may purchase books, equipment, supplies, musical instruments, etc. early (as if it were the next fiscal year) from May 1st to the last day that the MCS business office is open. The aforementioned discounts will apply unless the item was purchased during the last semester, in which case the purchase price will be 75% of the new purchase price.*

All requests for purchase require approval of the Superintendent or designee.

Upon completion of the transfer to the purchaser, the school will have no further obligation for repair or upkeep.

AR 3270.2
Rev 1/15/14

MSBSD Diploma Requirements

The Superintendent or designee shall prepare for Board approval a plan consisting of district graduation requirements. Students shall receive a Matanuska-Susitna Borough diploma only after successfully completing all sections of an approved graduation qualifying examination and acquiring the minimum # of credits in the following required and elective subjects based on the student's graduation year:

Diploma Requirements for Graduating Classes 2014 & 15 (22 Credits)

Health..... .5 credit

Language Arts..... 4 credits

English 1 ----- 1 credit

English 2 ----- 1 credit

English Electives ----- 2 credits

Mathematics..... 3 credits

Algebra ----- 1 credit from the following:

Algebra 1

Introduction to Algebra

Geometry ----- 1 credit from the following:

Geometry

Informal Geometry

Math Electives ----- 1 credit

Physical Education (see BP 6146.2 (b) for waivers) **1 credit**

Science 3 credits

Physical Science ----- 1 credit from the following:

Physical Science

Integrated Science 1

Life Science ----- 1 credit from the following:

Biology

Integrated Science 2

Science Electives ----- 1 credit

Social Studies 3 credits

Alaska History ----- .5 credit

World History ----- 1 credit

United States History ----- 1 credit

U.S. Government ----- .5 credit

Electives 7.5 credits

NOTES: For language arts, math, science and social studies, specific course requirements may be fulfilled by substituting a higher level of the same course (e.g. Honors Biology). For math and science, specific course requirements may also be fulfilled by substituting a course for which the required course is the prerequisite.

Certificate of Achievement

A student who has met all graduation requirements of the MSBSD but has not passed all sections of the Alaska High School Graduation Qualifying Exam shall be awarded a Certificate of Achievement (COA). Students that have earned a COA from an Alaska school district school may take the section(s) of the HSGQE they have not passed without charge. Test can only be administered during those times designated by the state for testing. Generally, individuals must submit a retesting request to the MSBSD Department of Instruction no less than 21 days before the first day of testing. Individuals needing accommodations must make their request no less than three months in advance of testing. Accommodations must be specified in the written request. Individuals with COA's who pass all sections of the HSGQE will qualify for a high school diploma. The District will issue such diplomas only to students who received a COA from the MSBSD. Students who received a COA elsewhere should contact their former districts to receive a high school diploma.

Extended Activities Information

An **Extended Activity** is any Mat-Su Central School organized activity that is done in addition to regular home school. The following are types of extended activities:

- **Fieldtrips**
- **MCS Sponsored Events**
- **Parent/Guardian Organized Activities**
- **Vendor Provided Classes/Activities**

Fieldtrips/ Extended Activity Program Policies ~ In Brief

(For complete Policy Statement, see Administrative Support Staff – Field Trips at Mat-Su Central School)

1. Enrollment Forms & Payments

- A. Any Student participating in a Field Trip or Extended Activity must complete Field Trip Packet **Forms A and B**. Student activity fees will be deducted from their allotment if available; otherwise, participants will need to pay the outstanding activity balance. Please check your allotment balance.
- B. When there is a parent participation cost, the costs need to be paid at the time of enrollment and is non-refundable. Parent costs cannot be deducted from a child's allotment.

Make checks payable to Mat-Su Central School.

- C. MCS will provide the parent/guardians with a receipt and complete the payment received information on the application.
- D. Allotment deductions are non-refundable.
- E. All parents participating in field trips are required to complete a Hold Harmless Agreement for Volunteer form.

2. Transportation

Bus Transportation—Chartered Busses

- A. **A minimum of 20 students is required to charter a bus. This means 20 students paying the bus fee and riding on the bus. If quota is not met, chartered bus will be cancelled.**
- B. Parent/guardians need to drop off students 15 minutes before bus departure and be at Mat-Su Central School at bus arrival time to pick up their students. Student Activity Fee includes individual student cost for bus, activity, and supervision.
- C. For those activities that do not require bus transportation, parent/guardians need to deliver their students to the activity site 15 minutes before the activity takes place and be there to pick up at dismissal time.
- D. For fieldtrips within the Mat-Su or Anchorage Borough, Parent/guardians riding on the bus must agree to assist in the chaperoning of all students.

Private Vehicle Transportation

- A. If you plan to use or provide private transportation other than direct family to **any** extended activity, **fill out the Parent/Adult Student Transportation Insurance Confirmation form along with the Private Transportation Release of Liability**, which can be found within the Field Trip Packet. One form is good for the complete school year.
- B. If parent/guardians are using private vehicles to transport students to an event, or if your student is riding in someone else's private vehicle, complete the **“MSBSD Parent/Adult Pupil Transportation Insurance Confirmation” Form C** and the **“MSBSD Release of Liability” Form D**. This is for releasing MSBSD of liability by the applicants for using non-MSBSD transportation to transport their

students or students other than in the immediate family to attend the activities. [Transporting students to an event in a private vehicle, not the bus] Forms must be filled out in advance.

3. Attendance

- A. Parent/guardians are responsible for their students' activity attendance.
- B. Withdrawal from Mat-Su Central School leaves student ineligible for activity attendance.

4. Enrollment

Field Trip/Activity enrollment remains open as long as space is available.

5. Waiver Forms

- A. Some vendors require waiver forms in order for students to participate in their activities. Completed waiver forms should be attached to the filled out portion of this packet when it is submitted. **Waiver forms are available in the Mat-Su Central School front office.**
- B. If your vendor requires a waiver form for participation, it will be included in the Field Trip Packet. Fill it out and submit it with Field Trip Packet application. **Keep a copy for yourself.**
- C. Some vendors [Alaska Rock Gym etc.] require you to show a copy of the completed waiver form each time that the student participates in that activity. A copy is kept on file at MCS and a copy travels with MCS chaperone to activity.

6. Supervision

- A. Parent/guardians are responsible for providing/arranging supervision for their students at activities that require parent participation. For students who will be supervised by an adult other than their parent/guardians, the parent/guardian must submit in writing who will be the supervising adult with parent contact information to Mat-Su Central School before the activity takes place.
- B. MCS will verify that student supervision is in place for extended activities which use chartered busses.

7. Food

Parent/guardians shall provide snacks, lunch and drink. There will be no shopping, so bus departure/arrival times can be met.

8. Evaluation

Parent/guardians and students may have the opportunity to rate whether or not they think an activity should be considered for future programs. If provided, please complete activity questionnaire to evaluate activity.

9. Cancellations

Mat-Su Borough School District cancellation procedures will be followed. If school is cancelled, the activity of that day will be cancelled.

Activities may be cancelled due to circumstances beyond Mat-Su Central School's control, such as weather or road conditions.

Mat-Su Central School will reschedule activities when possible. With all other cancellations, MCS will strive to return activity costs; but due to circumstances outside Mat-Su Central School's control, some activity costs may not be recovered.

MAT-SU CENTRAL SCHOOL
MAT-SU BOROUGH SCHOOL DISTRICT
600 EAST RAILROAD AVE., SUITE #6
WASILLA, ALASKA 99654

[907] 352-7450
FAX [907] 352-7480

JOHN BROWN, PRINCIPAL
www.matsucentral.org



To: MAT-SU CENTRAL SCHOOL FAMILIES

From: Jim Renk
Reimbursements

Subject: Reimbursement of Expenses

Date: March 25, 2010

When going over the reimbursement forms families turn in, we make every attempt to use accepted accounting practices. Specifically, when you turn in a bill or receipt for reimbursement we need your assistance by providing us the following information (Most of the time all this information is on the receipt you submit).

1. Who provided the goods or services? What is the provider's mailing address and phone number?
2. The date(s) the goods or services were provided and number of hours tutoring and lessons were provided?
3. A description of the goods or services provided.
4. Receipt shows that the vendor or instructor received payment for the goods or services.

We created the attached form (see next page) to help the instructor easily record the above information and the advisor to easily review and approve the receipt for payment. We wanted a concise form for the information needed.

This is an optional form and, if used, no other receipt is needed for payment. Just fill out the green reimbursement form totaling \$100 or more, stapling this form to the back and drop it in the box for payment.

We appreciate your help in getting the needed information for reimbursement.

Links to Literacy and Math RTI Charts

[Link to Literacy and Math RTI / Levels of Academic Support Charts:](#)

Links to Sample Forms & Orientation Topics

[PE Log Form](#)

[Instructional Receipt](#)

[Pre-Order Form for Curriculum & Classes](#)

[Student Allotment Account Sheet](#)

[Orientation Topics](#)

Sample Reimbursement Form
See Next Page

Green Reimbursement Forms are available from the Front Office and in the Lobby at Mat-Su Central. These forms are provided by Mat-Su Central for use in submitting Student Allotment Reimbursement Requests. Please use the forms provided for expedited processing in the Accounting Office. Please pick some up when visiting the school or we can mail some to you as needed.

Staple
Here

Mat-Su Central School (MSC)

Phone 352-7450 Matanuska Susitna Borough School District Fax (907) 352-7481

2014/15

RR # 15-
(Office Use)

HOME EDUCATION REQUEST FOR REIMBURSEMENT

This form is used to reimburse parent/guardian for student allotment purchases that were paid "out of pocket".

PAYEE:

NAME: _____

ADDRESS: _____

_____, ALASKA _____

DAYTIME PHONE: _____

STUDENT NAME: _____ GRADE: _____ ADVISOR NAME: _____

By signing this form, I acknowledge that these purchases will be reimbursed with public funds and are the property of the Mat-Su Borough School District. Items must be returned at the time of withdrawal from MSCS. I am enrolled for the current school year and plan to remain enrolled through November 1st and beyond.

Parent Signature: _____ Date: _____

- Note: Items over \$150 can be pre-approved. Equipment must be tagged before reimbursement will be processed.
- Computers and Musical Instruments must be approved by Advisory Teacher (over \$150 must consult with MSC).

I have verified that these items support this student's ILP.

Proficient: Y N RTI Program in place: Y N GRADES TURNED IN? Y N

Advisor Signature: _____ Date _____

Principal/Supervisor: _____ Date _____

VENDOR (who items were purchased from)	ITEM NAME & DESCRIPTION If receipt is itemized – one receipt per line If not itemized – list items or attach list	Rect #	RECEIPT TOTAL	ILP SUBJECT (MA, MAT, PE, PED) (Required)

- NO REIMBURSEMENT FOR:**
- Travel within District (except mandatory testing)
 - Religious Materials
 - Animals
 - Sports/PE Equipment
 - Personal Use Items
 - Clothing
 - Home Use Furniture
 - Food
 - Sales Tax

TOTAL (Must be at least \$100): _____

THE 2014/15 DEADLINE FOR REIMBURSEMENTS IS THURSDAY, APRIL 30, 2015 BY 3:30 PM

Office Use
Comments

FMP Control #: _____ From Parent: Date: _____ To Jim: _____ To Advisor: _____ To Principal: _____ To Jim: _____ Pd Ck #: _____

Mat-Su Central School (MSCS)

Phone 352-7450 600 E Railroad Avenue, #6 Wasilla, AK 99654 Fax (907) 352-7481

This form is used to reimburse parent/guardian for student allotment purchases that were paid “out of pocket”.

Instructions

Home Education Request for Reimbursement

NOTE: Only original receipts and invoices can be accepted. Invoices must show amount, paid, and to whom it was paid, vendor mailing address and phone number.

1. All enrollments must be complete, including registration paperwork and Individualized Learning Plan.
2. All purchases must be supported by the student’s ILP (note subject in fifth column).
3. It is a good idea to confirm/pre-approve your purchases with your advisor, if it is a large purchase. (Some items are not reimbursable from allotments – please see the list of items included on this form and in MSC Handbook)
4. Services must be complete before payment is made. Check to be sure instructors or vendors are approved. (Dates of service and time of lessons/classes should be on receipt and cannot be reimbursed until after last day listed on receipt. Example: piano lessons for Jan & Feb will be processed after February.)
5. Parent completes form:
 - a. Designate ONE parent/guardian (PAYEE) to receive reimbursements for the entire year (use this name on ALL reimbursement forms this year).
 - b. Use one “item name & description” line per receipt (if receipt is itemized). If receipt is not itemized, please list items individually. Be sure to include freight/shipping. List book titles. Do not include sales tax.
 - c. If possible, keep one student per form (if receipt is for more than one student – attach copies to other student form and note “original receipt attached to _____’s reimbursement form”). Staple in upper left corner where indicated.
6. Please tape receipts to a plain 8 ½ X 11 paper (tape at top and bottom). Staple receipt pages to **back** of Reimbursement Form where indicated (“staple here”). Do not highlight or tape over amounts and dates on receipts.
7. **Turn in form to MSCS accounting department.**
8. All authorizing signatures must be acquired **before reimbursement will be considered approved for payment.**
9. You will receive a check in the mail directly from the school district. Allow at least 3-4 weeks for processing.