



2025-2026 Handbook

***“Working together to nurture, empower, and
inspire today’s student to positively shape
tomorrow’s world.”***

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Denali PEAK Contact Information

<u>Denali PEAK Anchorage Office</u> 4240 Old Seward Hwy, Suites 3-6 Anchorage, AK 99503 (907) 563-0990 - Phone (907) 563-0996 - Fax	<u>Denali PEAK Mat-Su Office</u> 1401 S Seward Meridian Pkwy, Suite H Wasilla, AK 99654 (907) 357-2730 - Phone (907) 357-2733 - Fax
<u>Denali PEAK Healy Office</u> (Located in our District Office) PO Box 280 Healy, AK 99743 (907) 683-2278 - Phone (907) 687-2514 - Fax	Send us an email: DenaliPEAK@dbdsd.org Visit our website: www.DenaliPEAK.org Check us out on Facebook: DenaliPEAKHomeschool Find us on Twitter: @DenaliPeak

Denali PEAK Academic Compliance and Honesty

Academic compliance, honesty, and integrity is of the utmost importance to Denali Borough School District (DBSD). When a student is enrolled in Denali PEAK Correspondence/Homeschool Program, they become responsible for all aspects of the program. Culturally Responsive Educational Work-plan (CREW) created together with parent educators and certified teachers are designed based on standards (AS 14.03.300(a)(1)(2)) to establish classes which produce academic assignments, journals, and assessments, which exist to help students learn. Grades that result from each of these exist to show how fully the goal stated on the CREW is attained; therefore, the expectation of each Denali PEAK student is all work and grades should result from his/her own effort and understanding.

Denali PEAK Program Overview

The Denali PEAK Correspondence/Homeschool Program was developed through combining the best of many Alaskan homeschool programs. The need for the Denali Borough School District to provide families a homeschool alternative stems from a growing demand for diverse educational settings within our own District and the State of Alaska. Offering students and parents individualized choices in educational programs is central to the philosophy of the Denali PEAK program. Denali PEAK Correspondence/Homeschool Program utilizes current educational research and technology to provide a high level of quality assistance and support to our homeschool parents and students.

Program Eligibility

Enrollment with the Denali PEAK Correspondence/Homeschool Program is open to school-age students (K - 12) who reside in Alaska and are not enrolled full-time in another public school. The academic year begins on July 1st and ends on June 30th.

Please contact our office about Denali PEAK's Summer Session. Summer Session runs from June to August.

Enrollment Process

Once an online enrollment application is completed, a Denali PEAK staff member will contact the parent/guardian/student by phone to schedule a Culturally Responsive Educational Work-plan (CREW) appointment and complete registration. A student is not considered enrolled in Denali PEAK until a completed enrollment form is verified and a student's CREW is approved by the parent/guardian/student. By verifying enrollment and approving the CREW, the parent/guardian agrees to the requirements outlined.

Enrollment

- Kindergarten Age: Must be at least five years old by September 1st of the current school year.
- Residency: Must be able to prove residency in Alaska.
- CREW Development: Parents/guardians/students must work with a Denali PEAK advisor teacher who is certified in Alaska.
- Assessment Requirements: Students must meet Denali Borough School District assessment requirements.
- Compliance: Students are expected to continuously show progress and parents respond to monthly contact to use allotment funds.
- Educational Records: Parents/guardians must assist in obtaining

educational records from previous schools or provide required information themselves.

- Internet Access: Parents/guardians must have access to the internet with an active email address.
- Concurrent Enrollment: Denali PEAK will accept students who are concurrently enrolled in any other public school in Alaska, provided they are not enrolled full-time at either school
 - Upon enrollment, the family must submit a schedule of courses from their public school so that Denali PEAK staff can assist with determining the needed courses.
 - A student cannot be counted as more than one full-time equivalent for state funding purposes.
 - One Denali PEAK course is equivalent to 0.25 full-time equivalent.
- Denali PEAK will accept students who are concurrently enrolled in a private school in Alaska.
- Parents must keep their contact information up to date.
- Students who are not enrolled full-time will not receive a full allotment, carry forward funding from any previous year, nor are they eligible for PEAK-ordered technology.

FAILURE TO COMPLY WILL RESULT IN AN ALLOTMENT FREEZE AND YOUR STUDENT(S) MAY BE WITHDRAWN FROM OUR PROGRAM.

Culturally Responsive Educational Work-plan (CREW)

The Culturally Responsive Educational Work-plan (CREW) describes the student's courses, activities, and curricular materials that meet the needs of the student based on their cultural surroundings and academic beliefs. This is presented in a format that reflects the Alaska State Standards by ability level through curriculum and instruction written into the CREW developed between parent educator and PEAK advisor teacher. In addition to serving as the student's study plan, the CREW serves as a checklist for reporting requirements and a tool for ensuring that reimbursements are authorized based on a direct relationship to the student's cultural and educational activities (4 AAC

33.421(a)(h)).

- The Culturally Responsive Educational Work-plan (CREW), developed between a Denali PEAK advisor teacher and parent, outlines specific courses and requirements to be reviewed during quarterly or semester progress reporting.
- Parents consult with a Denali PEAK advisor teacher concerning any questions or changes to the student's Culturally Responsive Educational Work-plan (CREW), the curriculum, materials, or supplies.
- Full time student(s) must be enrolled in a minimum of four (4) courses.
- At least 50% of courses on a CREW must be academic core courses: Language Arts, Math, Social Studies, Science, Technology, World Languages or required IEP courses. (4 AAC 33.426)
 - Student(s) may not have more elective courses than academic core courses.
 - If a student has passed the state assessment, or are in grades 10-12, they may choose which core courses to be listed on their CREW.
 - High school students must take at least one academic core course for each elective course, unless they have met DBSD graduation requirements.
 - High school students will be academically advised to meet graduation and Alaska Performance Scholarship requirements.

Reporting

Monthly Contact (12 per year)

Denali PEAK Correspondence/Homeschool Program requires monthly contact between the parent(s)/guardian(s) or adult-aged student(s) and their Denali PEAK advisor teacher to discuss academic progress. This contact can take various forms, such as phone calls, texts, emails, faxes, personal visits, shared documents, or other methods arranged with Denali PEAK staff.

Quarterly (4 per year)

- Denali PEAK advisor teachers are required to monitor each student's work and progress.
- Denali PEAK utilizes online assessments for progress in Language Arts, Mathematics, and Science (grades 5, 8, and 10).

- There are several ways to assess student work and progress as outlined by the student's CREW:

■ **Activity Journal**

- Log of hours for a course:
- ❖ *Elementary and Middle school level courses*: 4 hours per quarter
- ❖ *High school level courses*:
 - 30 hours to earn 0.25 credit
 - 60 hours to earn 0.5 credit
 - 90 hours to earn 0.75 credit
 - 120 hours to earn 1.0 credit
- Journal of reflective writing

■ **Portfolio**

- Work samples/Photos/Videos
- ❖ *Elementary and Middle school level courses*: 2 work samples per quarter
- ❖ *High school level courses*: 4 work samples per quarter

■ **Transcript/Certificate of Completion/Report Card**

- Any course taken from an outside entity must provide a transcript, certificate of completion, or report card to the student to submit to the advisor teacher at the end of each semester
- This may be used in lieu of work samples if consistent monthly contact is documented
- If taken through a third party, such as another school, the student must submit that third party transcript

Semester Requirements (2 per year)

- [Semester Grade Reports](#) are available via our Droplet application.
- Semester Grade Reports are required at the end of semester 1 and 2 (quarters 2 and 4 respectively.) Transcripts, certificates of completion, and report cards may accompany, or replace, the grade report for documentation purposes if the parent chooses.
- Teachers will complete a Semester Grade Report for courses students take through Denali PEAK's online curriculum, Acellus.

State Annual Assessments

Denali PEAK requires students to participate in state annual assessments. School districts must obtain a minimum of 95% compliance in assessment attendance. *This is a critical issue for all schools, but is of paramount importance for homeschool programs.*

General information concerning annual assessments (subject to change):

- All students in grades 3-9 will be assessed in English Language Arts and Math.
- ONLY students in grades 5, 8, and 10 will take the Science assessment.
- Denali PEAK strives to coordinate with local educational institutions throughout the state to provide assessment sites for students.
- Students are required to attend assessments, and parents must work cooperatively with Denali PEAK and other agencies to meet Denali PEAK assessment requirements.
- Scores will be made available as soon as possible.
- Non-attendance issues will be reviewed on a case-by-case basis.
- Assessments take place in February - April.

Academics

Academic Year

The academic year for the Denali PEAK Correspondence/Homeschool Program runs from July 1st to June 30th. All quarterly work and semester grades must be submitted by the designated calendar dates. Twelfth grade work must be submitted by the first week of May to ensure graduation requirements are met according to board policy. For K-11th grade student work, if additional time is needed, the parent educator should contact the student's advisor teacher to set up a plan otherwise a grade of "F" will be awarded until necessary documents are submitted. Staff training, holiday, and vacation closures for Denali PEAK are posted on the website, calendar, social media accounts, and emailed via our student information system.

Curricular Materials

- State regulations mandate that all curricular materials, including textbooks and other instructional aids, be reviewed by the District. Partisan, sectarian, denominational

doctrines are prohibited in curricular materials (AS 14.03.090). Discrimination in curriculum, including textbooks and other instructional materials, is also prohibited (AS 14.18.060).

- Curricular materials that are not available from Denali PEAK are reviewed to ensure they meet Alaska state standards. If they do meet these standards, they may be purchased or reimbursed through individual student allotments. This allows families to select materials that best support their child's learning needs.
- Denali PEAK materials purchased or reimbursed with District funds through student allotments are the property of the Denali Borough School District and may be requested to be returned at any time.
- Denali PEAK may have materials available for parents through the Inventory Library at a discounted rate. Consult with advisor teachers for more information on the current inventory of materials.
- Denali PEAK offers an online curriculum monitored and graded by advisor teachers for grades K-12. The costs for these programs can be deducted from each student's allotment when setting up the student's CREW.

Tutoring

Advisor teachers provide tutoring sessions at \$25 per hour or 10 sessions for \$200 which can be deducted directly from the student's allotment fund account.

Grade Level Placement

Denali PEAK Correspondence/Homeschool Program will accept Kindergarten students who are at least five years old by September 1st of the current school year. Grade level placements will be based on age or current grade level if a student is dually enrolled. For advanced placement - documentation or assessment scores may be required prior to approval.

Grading Scales

There are several methods of grading used by various vendors, school districts, and parents. The most important aspect of grading is that it provides a quick and easy way to track a student's progress in a given area. After reviewing and considering any recommendations from the student and parents, the student's grades are determined and assigned by a certified teacher.

For high school students, grades are especially important as they can impact program eligibility, placement, or other requirements. High school level classes must be graded by a certified teacher and/or through a certified program that meets Alaska state requirements for credit. An adequate number of work samples must be turned in each quarter in order to receive a grade and credit. Consult with a Denali PEAK teacher to determine the appropriate amount of work needed for each course.

Grading Scale K-12

- A (90-100%) Outstanding Achievement or Advanced 4.0 grade points
- B (80-89%) Above Average Achievement or Proficient 3.0 grade points
- C (70-79%) Average Achievement or Developing 2.0 grade points
- D (65-69%) Below Average Achievement or Emerging 1.0 grade points
- F (0-64%) No Credit 0.0 grade points
- W Withdraw 0.0 grade point

When does Denali PEAK use No Grade, Withdraw, or Fail?

- “NG” is used if the student is still enrolled in the school, but withdraws from the class if there is an amendment to the CREW (another class replacing that class) prior to grades being entered for that semester.
- “W” is used if a parent withdraws a student from a course after grades are due, or withdraws from the school before grades are due that semester and has not submitted work or grades.
- If a student drops a course in quarter 3, that was originally a year long course, and no work was submitted for quarters 1 and 2, that student would receive an “F” for first semester and a “W” for second semester.
- An “F” is used if no work has been submitted and progress has not been made in a course.

Denali PEAK Certified Teachers

- All Denali PEAK Correspondence/Homeschool Program parents/students may contact any Denali PEAK office. We are staffed with advisor teachers who are certified by the State of Alaska. Denali PEAK advisor teachers may be available in

person, by phone, teleconference, text, email, and fax.

- Denali PEAK advisor teachers provide assistance with: curriculum selection, education and content planning, instructional tips and pointers, tutoring, approval of reimbursement items, assessment information, assessment accommodations as required, contact information concerning Special Education Services/Child Find Activities, and referral to additional services.
- All students seeking a diploma through Denali PEAK will have access to an advisor teacher to help set up and maintain an advising plan for graduation requirements. Denali PEAK Administration will assist in maintaining transcripts, transferring credit, and, upon request, with college assessments and scholarship information.
- Any parent concerned with the actions of a Denali PEAK advisor teacher is encouraged to contact the Denali PEAK Administration.

High School Graduation Requirements

Denali Borough School District has established the following credit requirements for Denali PEAK Correspondence/Homeschool Program high school graduation (BP 6146.1):

- Language Arts: 4 credits
- Math: 4 credits
- Science: 3 credits
- Social Studies 3 credits: 0.5 credit of Alaska Studies; 0.5 credit US Government; 1 credit US History; 1 credit Social Studies
- Technology and/or Career: 1 credit
- PE: 1 Credit
- Health: 0.5 credit
- Electives: 5.5 credits

22 Credits Total

A Denali PEAK teacher will review student transcripts and inform families of required credits per DBSD high school graduation requirements. Denali PEAK high school credits will be assessed and awarded using the Culturally Responsive Educational Work-plan (CREW), report information, sufficient work samples/evidence of course completion, and review. Those students who have completed eight (8) semesters and the required credits will be awarded a high school diploma through the Denali Borough School District.

Denali PEAK does offer each high school student the opportunity to plan for the Alaska Performance Scholarship (APS). Please speak to your advisor teacher for additional

details.

Credit by Examination

- As per AS 14.03.73, DBSD students enrolled in grades 9-12 may challenge one or more courses provided by the district by demonstrating mastery in mathematics, language arts, science, social studies, and world languages. A school district shall give full credit for a course to a student who successfully challenges that course.
- A student cannot be granted credit by examination for a course in which he/she has previously earned credit.
- A student may not take a prerequisite course if they are presently enrolled in or have previously earned credit in an advanced course if both classes are with Denali PEAK.
- Upon receipt of a request for credit by examination, the administration will appoint an examiner. The examiner will select or construct an examination that is consistent with the approved course description and objectives and will be equivalent to a final examination of a given course. The examiner is expected to proctor the test, score it, notify the principal of the results and submit the test materials to the secretary.
- The student must pay all fees related to the exam in advance. When a DBSD advisor teacher is assigned to create and score the exam, a fee will be charged.
- A ninety-percent or “A” score on the exam is required to receive credit. If awarded, credit is provided with a “P” for Pass. If credit is denied, a student may not re-apply for credit by examination for the same course. (BP 5121.2)

College Classes

High school credits will also be granted for post-secondary courses taken through regionally accredited postsecondary institutions. Superintendent approval, or designee, in writing on a case-by-case basis is required in order for post-secondary credits to be counted for non-elective courses. (BP 5121.1)

Post-secondary Credit = High School Credit

- 1 = .10
- 2 = .25
- 3 = .50
- 4 = .65
- 5 = .80
- 6 = 1.00

****If a university foreign language course offers a full year of a language in one semester, this will equate to one year of a foreign language for Alaska Performance Scholarship (APS) purposes.**

Graduation Ceremony

Denali PEAK conducts an annual graduation ceremony. However, Denali PEAK Correspondence Homeschool Program does not reimburse for graduation-related expenses such as student photos, announcements, transportation, or lodging. The planning and payment for the graduation ceremony are managed by the graduating class. A senior class parent must be chosen to set up, plan, and prepare all aspects of graduation. The Denali PEAK graduation ceremony is typically held on the last Friday in May.

Student Records

Transcripts

The term “Transcript” refers to the course records and grades for students. Transcripts are based on work completed. Copies of transcripts are available to students, parents, and third parties upon the legal guardian's written request. Please allow a minimum of ten (10) business days for transcript requests to be processed. All transcript requests must be made to the Anchorage Denali PEAK office by completing the Denali PEAK Transcript Request Form.

Release of Records

In compliance with the Family Education Rights and Privacy Act of 1974 (FERPA), Denali PEAK Correspondence/Homeschool Program will request records from a student’s indicated previous school. Parents/guardians have the right to see, obtain copies from, and contest the contents of, educational records (for additional information, contact the Denali PEAK administration). Upon a parent/guardian request, notice of transfer to another school, or a request for records from another educational institution, Denali PEAK will forward education records in accordance with governing regulations.

Special Education

If you are interested in enrolling a student in Denali PEAK Correspondence/Homeschool Program who is eligible for special education services, or your student is currently enrolled with Denali PEAK and you feel they may need to be assessed for the existence of a recognized handicapping condition, please contact our Special Education Team by calling (907) 563-0990 to ensure your student’s needs are addressed.

Appeals Process

While participating in the Denali PEAK Correspondence/Homeschool Program, parents/guardians are entitled to appeal any restriction within the program model to the Denali PEAK administration. If there is no written policy for a specific situation, the Denali PEAK administration will determine the response, which is also subject to appeal.

- Appeals must be submitted to the principal in writing, clearly outlining the area of concern and the effect this decision has on the student.
- If an appeal is based on the Denali PEAK administration's decision, the matter will be forwarded to the District Superintendent.
- Regardless of the outcome, all appeals will be responded to in writing and include the information used to render the final decision. The decision rendered by the Denali Borough School District Superintendent can be appealed to the DBSD School Board (BP 1312, BP 4344 these are on our website).

Withdrawal

A parent may withdraw their student from Denali PEAK Correspondence/Homeschool Program at any time by notifying any Denali PEAK office and completing a Withdrawal Form. At the time of withdrawal:

- It is the parent's responsibility to return all funds to Denali PEAK deducted, paid out, or reimbursed from the student's allotment fund account for any student who withdraws prior to the last business day of October.
- Materials reimbursed or paid for that are considered non-consumable, at a cost of \$100 or more, will be returned to Denali PEAK within 30 days of the withdrawal date.
- Parents are financially liable for damaged or missing items, including computer and iPad accessories.
- If materials are not returned or paid for within 30 days, a certified letter will be sent

requesting their return or purchase of specific materials in accordance with withdrawal procedures.

- After 60 days, Denali PEAK will take corrective action to solve the problem of materials not being returned or purchased.
- All laptops, iPads, and accessories (cords, mouse, etc.) purchased by Denali Borough School District are on loan from Denali PEAK. Devices must be returned to Denali PEAK upon withdrawal if all enrollment requirements are not met.
- Purchase requests or reimbursements dated on or after the withdrawal date will not be honored. Student records may not be released until all parent obligations are fulfilled and financial obligations met.
- Students who are withdrawn, by parent or administration, will not receive carry forward funding from any previous year.
- Parents who do not respond to communication attempts within 30 days, *or* do not meet minimum reporting requirements, may have their student withdrawn from the Denali PEAK program, may be required to reimburse funds disbursed, and must return technology.
- Students may be withdrawn for not participating in the required Denali PEAK assessment program.
- Students will be withdrawn immediately if a parent defrauds the school.

Students will be withdrawn from the program in conjunction with Alaska State Law, which states that the exit date is the earlier of:

- a) the date when notice is received from the parent or guardian that the student will no longer participate;
- b) the date when the student enters and attends another school full-time;
- c) 30 calendar days after which no contact is made or correspondence is received from the student, parent or guardian.

Collections

- Computers/tablets/inventory items \$100 or more are owned by the Denali Borough School District if they are purchased with or reimbursed by student allotment funds.

- Student(s) who withdraw, or are withdrawn, from Denali PEAK Correspondence/Homeschool Program must return their computer/tablet or inventoried items worth \$100 or more within ten (10) business days of withdrawal.
- Students who do not re-enroll with Denali PEAK, have not completed the two year purchase of the computer, or have a borrowed computer or inventoried item, must return said items by October 10th of the current year, or ten (10) business days from the date non re-enrollment has been established.
- If items requested are not returned by the above times specified, Denali PEAK will begin the collections process:
 - First notice - return the computers/tablets/inventoried items
 - Second notice - 30 days - return the computers/tablets/inventoried items
 - Third notice - 60 days - return the computers/tablets/inventoried items
 - Final notice - 90 days - Cornerstone Collection Agency notified, items listed become the property of the student/family and payment must be made in lieu of returning requested items

Accidents

Denali PEAK and Denali Borough School District can assume no responsibility for accidents occurring during homeschool classes, workshops, field trips, or any other activities supervised by parents or a private vendor/contracted service provider.

Non-Discrimination (BP 5145.3)

Denali Borough School District and Denali PEAK Correspondence/Homeschool programs and activities shall be free from discrimination with respect to sex, race, color, religion, national origin, ethnic group, marital or parental status, and physical or mental disability. The DBSD School Board shall ensure equal opportunities for all students in admission and access to academic courses, guidance and counseling programs, athletic programs, testing procedures, vocational education and other activities.

Preschool Aged Sibling Scholarship

Enrolled students who have a sibling who is at least three (3) years old by September 1st of the current school year may be eligible for a scholarship. Unused scholarship funds do not carry forward.

Student Allotment Fund Accounts (Allotments)

Allotment Amounts Per Verified Student

Pre-K: Ask us about possible scholarships
K-8: \$2700.00
9-12: \$2900.00 diploma track
or
\$3200.00 APS diploma track (specific requirements)

Allotment Spending

The following are submitted as guidelines for appropriate allotment spending; final approval of all spending is subject to program administration approval:

- No religious, doctrinal, or related materials are permitted (AS 14.03.090 & AS 14.18.060). (Faith based or faith infused materials are not reimbursable.)
- Items requesting to be reimbursed from a student allotment fund must be directly related to teaching or activities and materials outlined on the Culturally Responsive Educational Work-plan (CREW).
- When requesting reimbursement for a university course not through a third party, documentation showing passing status for the requested course must be provided in addition to a course schedule, statement showing fees were paid by a listed parent/guardian, and a completed Payment Request Form. If a course is not passed and a parent has been reimbursed, those funds will be required to be returned to the district.
- All student allotment funds are for use throughout the current school year and purchases must relate to use and timing within that school year period. Annual passes/curriculum/registration purchased July - December of the current school year will be reimbursed in full. Annual passes/curriculum/registration purchased January - June of the current school year, will be reimbursed at the prorated total. The remainder may be resubmitted the following school year with approval and parent/guardian resubmission of the receipt.
- No reimbursements/purchase requests will be considered prior to student enrollment approval and an approved Culturally Responsive Educational Work-plan (CREW).

- Receipts for the current school year may be submitted starting July 1st; receipt processing for the school year will begin on August 15th, or the first business day following.
- Student allotment funds are for individual use. Sibling transfers are allowed with current-year funds only. Transfers are prohibited for 12th graders, preschoolers, or using carry-forward funds.
- Items used by multiple sibling students may have the cost distributed between the different student accounts (such as Internet expenses), with the exception of technology.
- Denali PEAK maintains a detailed accounting of each student's allotment fund account which will be available to parents through the DBSD student information system (SIS). Items pending actions will not be reflected until processed.
- Processing of receipts in the month of December will be limited to the first two weeks due to Denali Borough School Districts winter break.
- The cut-off date for vendor/direct pay allotment fund account spending is the first business day in April. Exceptions will not be made.
- The last day to submit orders/wishlists to an advisor teacher or company (Barnes & Noble, etc.) is the first business day in April. Exceptions will not be made.
- The cut-off date for student allotment fund account spending and submission for reimbursement is the last Friday in April. Reminders are sent out via email, newsletter, posted on social media, and our website starting in February.
- Unspent student allotment funds from the previous school year will carry forward into the current school year for incoming grades 1st-12th, not to exceed \$5000.
- Payments to vendors will be processed prior to reimbursements.
- Denali PEAK deducts tutoring and grading fees for correspondence courses for which Denali PEAK provides a teacher of record (instead of the parent).
- Buy Your Own Device receipts will be accepted year long. The purchase deadline for BYOD devices is the last day of semester 1.
- Cost of repair for student/family owned items is the responsibility of the

parent/guardian and not reimbursable out of the student allotment fund account.

- Cost of repair for district owned items (i.e. computer, iPad, mifi), if brought into Denali PEAK for repair, will be deducted from the student allotment. Reimbursement to parent/guardian/student is not allowed.
- If an item is returned to a manufacturer or supplier due to manufacturer defect, Denali PEAK must be notified and the funds must be returned to Denali PEAK, or it will remain on the student's inventory list.
- Items purchased may not be discarded, donated, or resold without permission, in writing, from Denali PEAK Correspondence/Homeschool Program.
- Consumable items are not required to be returned upon leaving the school, regardless of cost.
- Items that are non consumable greater than \$500 must be returned to the district upon leaving the school. There is also the option of purchasing it at its depreciated value, which items depreciate over 3 years.
- Charges will not be reversed if the decision to change/return a purchase is made.
- One Parent Cost reimbursement:
 - Reimbursement is allowed if:
 - a) Student is 100% enrolled with DBSD
 - b) Current year funds are used (no Carry Forward)
 - c) Documented in the student's CREW
 - d) Supports an instructional need (e.g., parent instructing skiing, not attending paint night)
 - e) Activity-based only (no equipment or clothing purchases)
- Any curriculum, materials, or supplies purchased with student allotment fund account funds are Denali PEAK property.
- If a parent is in doubt about materials, call any Denali PEAK office before purchasing curriculum or materials and speak to an advisor teacher.

Transferring Funds

- Transfers between student allotments are allowed only if:
 - Funds are from the current year and used within it

- Students are in the same family
- The receiving student has exhausted all current and carry-forward funds
- Transfers do not involve seniors or Pre-K students.

Examples of Allowable Expenses

- **4 AAC 33.421.(B)(h)**
 - A correspondence study program may not pay for or provide money for services or materials that do not reasonably relate to the delivery of the students' instructional needs. Textbooks, curriculum materials, school supplies, tutoring services, athletic equipment, and technology expenses may be approved by the certificated teacher who has primary responsibility for the course. Funding for other materials or services requires the approval of the correspondence program director or the director's trained designee and the valid instructional purpose served by the expenditure must be noted in the student's Culturally Responsive Educational Work-plan (CREW).
- Examples are as follows as long as they are age/grade appropriate and relate to the CREW (*including, but not limited to*):
 - Basic Supplies: Paper, pencils, rulers, notebooks.
 - Curriculum Supplies: Workbooks, reference books, resource books, reading materials.
 - Photocopying: Legal reproduction materials.
 - Computer Media: Disks, ink, paper, standard peripherals.
 - Internet Access Fees: Full bill/statement required.
 - Lessons/Tutoring: Related to CREW courses.
 - Instructional Materials: Approved curricula, courses, texts, teacher manuals, supplements.
 - Calculators
 - Student Furnishings: Desk, chair, lamp, bookshelf for individual use
 - Culinary items for a specific recipe or practice in culinary arts, as documented in the student's CREW, will align with grade level, taught skills, and course expertise. Reimbursement is primarily for consumables.
 - Instrument Rentals: must include registration
 - Supplementary Materials: Non-faith-based or faith-infused
 - Electronics: Computer printers (limitations apply—contact Denali PEAK)
 - Educational Apps: Must relate to the student's CREW
 - Athletic Items: gear, supplies, equipment
 - Activity Fees: Ice time, athletic clubs, school/program fees, etc.
 - E-Reader Subscriptions: Includes purchased book lists for verification.
 - Buy Your Own Device warranties

- Clothing/uniform/practice gear related to a course: Limits are a total of 5 sets of necessary uniform/practice clothing and materials (sweatshirt, shirt, shorts or pants, socks, shoes)
- Limit of one per season for seasonal outerwear related to a course (ex: rain jacket, rain pants, boots)
- Bags (total of two): One backpack, one “other” bag

Examples of Non-Allowable Expenses:

A statewide correspondence study program may not pay for or provide money for:

- 4 AAC 33.421(e)
 - (e) An employee of the district, including a certificated staff member, may not advocate religious, partisan, sectarian, or denominational doctrine as part of the employee's instructional or other duties. Nothing in this subsection prevents a parent from providing supplemental instruction to the parent's own child using materials of the parent's choice, if the materials were not purchased with money provided by the department or district.
- 4 AAC 33.421(h)
 - (h) A correspondence study program may not pay for or provide money for services or materials that do not reasonably relate to the delivery of the students' instructional needs. (i.e., Repair to any curriculum, materials, supplies, *and* technology)
- 4 AAC 33.422[d]
 - (d) The fund account may not be used by the district or the parent to supplant district funds or obligations for IEP services.
- Examples are as follows (*including, but not limited to*):
 - Any items not necessary to teach or practice a course on the CREW
 - Assessment Fees: SAT/ACT and others not covered by public school funds.
 - Housewares/Personal Hygiene/Supplies: Kitchen supplies/furnishings, cleaning supplies, rugs, paper products, family furniture, deodorant, undergarments, compression gear, leg/arm sleeves, etc.
 - Inactivity, Leave of Absence, or Late Fees.
 - Faith-Based Materials: Curriculum, supplies, and materials.
 - Travel Fees: Airfare, hotels, etc.
 - Medical Costs.
 - Entertainment: Amusement parks, professional sporting events.
 - Excessive Items: By cost or quantity.
 - Electronics: TV, DVD players, Apple TV, Roku, etc.
 - Non Curricular Subscription Services: Amazon Prime, Stamps.com, etc.
 - Parent Purchases: Clothes, equipment, reading materials, etc.

- Non-Essential Tech: Computer hardware/software unrelated to CREW courses.
- Family-Provided Services: Allotment funds cannot pay for services provided by family members.

****Items on this list that could be useful for schooling, not including items related to 4 AAC 33.421(e), please discuss the need with your advisor teacher. ****

Financial Record Keeping

- Record Keeping: The Denali PEAK Business Office tracks all financial transactions for each student, accessible via SkyWard.
- Parent Copies: Parents should retain copies of submitted documents in case of non-receipt.
- Processing Requests: Allow at least 10 business days for financial information requests outside standard procedures.

Reimbursement/Vendor Payment Procedures

Parent Reimbursement

- Parents are eligible to sign up for direct deposit via [ACH using this link](#). The process takes approximately 10 business days to set up.
- Submission Process: [Payment Request Form via Droplet](#) (in office or from phone/home)
- Review Process: Requests are reviewed based on the approved CREW and sufficient student work submission.
- Rejected Receipts: Price tags, estimates, generic (i.e., torn out of a book with no business name or information) or incomplete receipts, gift card receipts, and check carbons are not accepted.
- Verification Required: All receipts, invoices, and sales slips are verified for items purchased, business information, payment, etc. Missing or illegible information results in rejection.
- Documentation: Bank/credit card statements are not accepted in lieu of detailed receipts but may be requested for additional verification.
- Groupons/Daily Deals: Submit only after use or if the expiration date is within the school year.
- Gift Cards: Purchases made with gift cards or store credit are not reimbursable.
- Additional Information: If further documentation is needed, it must be provided within 5 business days, or the request may be returned for resubmission.

- Reimbursements may take 6-8 weeks for processing once approved.
- Checks may be considered lost 30 days after they are mailed to a parent/vendor. We may request a parent to complete an ACH/Direct Deposit form for future reimbursements.

Denali PEAK Vendors

- Current Month Payments: Denali PEAK pays approved vendor invoices for services in the current school year.
- Submission Options: Invoices may be submitted by parents or approved vendors.
- Advance Payments: May and June services must be invoiced by the first business day of April.
- Vendors may be found here: [Denali PEAK Vendor List](#)

Receipts/Invoices:

All receipts and invoices must come from a verified and valid business.

What is considered complete for receipts and invoices?

- Vendor Details: Name, address, and phone number (all businesses are verified)
- Student Details: First and last name.
- Service Details: Dates, duration, and description of service.
- Payment Info: Balance due/amount paid and form of payment.
- Signatures:
 - Vendor signature on receipt/invoice (confirms service provided).
 - Parent signature on Payment Request Form (approves charges).
- Memberships: Completed registration form for camps, clinics, leagues, clubs, rentals, or facilities requiring membership.

****July-March reimbursements/vendor payments take approximately 6-8 weeks from to be processed and payment sent, from the date of approval. Any submissions received throughout the month of April will be paid out between May and June.****

Technology

Denali PEAK supports integrating technology to enhance learning. Students in the Correspondence/Homeschool program may choose from the following computer and tablet options:

- Every student is eligible for one new laptop every two (2) years for purchase, every four (4) years for borrowing.
- Every student is eligible for one tablet each year for purchase.

- Deduction break down (purchased by Denali PEAK or BYOD):
 - Tablet:
 - Year 1- cost of the tablet is deducted from the allotment
 - Computers:
 - Borrowed- \$175 per year
 - Year 1- 50% of the cost of the laptop is deducted from the allotment
 - Years 2- 50% of the cost of the laptop is deducted from the allotment
 - BYOD- Choose one (1) or two (2) year buy out.

New Computers

Laptop Details: New Apple laptop with a maximum value of \$1500, including AppleCare+.

Allotment Deduction:

- 50% deducted from the allotment in the first year.
- 50% deducted from the allotment in the second year.
- AppleCare+ cost deducted upfront.

Ownership Option: Family may keep the computer after two years.

New iPads

iPad Details: New iPad with a maximum value of \$525.

Allotment Deduction: 100% deducted at the start of the current school year.

AppleCare+: Not included in the iPad cost, but reimbursable if purchased out of pocket and submitted for reimbursement.

Buy Your Own Device (BYOD)

Eligible Devices:

- Computers will be reimbursed up to \$1500 (including warranty).
- Tablets will be reimbursed up to \$525 (not including the cost of the warranty).

Purchase Requirements:

- Must be purchased from well-established retailers like Best Buy, Costco, Amazon, etc.

Denali PEAK Responsibilities:

- No support/technical services provided for BYOD devices.
- Denali PEAK will not reimburse for technology-related fees (e.g., repair services, hardware upgrades).
- Parents/guardians/students are responsible for any damage or upkeep.
- BYOD devices must be kept in good working condition.

Timing for Purchase:

- Devices must be purchased during semester 1 of the current school year.

Documentation Required:

- First year: Submit receipt using a Payment Request Form via Droplet
- Second year: Denali PEAK will automatically deduct the Year 2 allotment.

AT&T Mobile Wireless Devices

Internet Source: Each student receives a mobile wireless device as their internet source for coursework.

Cost Deduction: Fees for device, setup, and internet through June are deducted from the student's allotment.

Extended Service: July through June fees are deducted regardless of enrollment date.

Upgraded Devices: Available for an additional fee.

New Device: Costs deducted from the student's allotment if needed.

- If funds are not available, the parent/guardian pays out of pocket.
- If the parent/guardian cancels an order after it is picked up, fees are not refunded.

Device Disconnection: MiFi devices are disconnected the last week of June unless arrangements are made for continued service.

Device Issues:

- If a device is lost, stolen, damaged, or deemed unusable due to user error, the parent/guardian will be charged for a new device or repair parts if not fully covered by the allotment.
- If funds are not sufficient, the parent may pay out of pocket.

CIPA Compliance: Denali PEAK MiFi devices adhere to the Children's Internet Protection Act (CIPA) with content filtering. Factory resets are not allowed.

Unclaimed PEAK Ordered Technology

If a student orders technology during the first quarter and a deduction is made from their allotment but does not pick up the device by the end of the school year, upon re-enrollment, they will receive the originally ordered technology. For iPads, the student remains eligible for a new iPad or BYOD tablet upon re-enrollment. For computers, the student is not eligible for a new or updated PEAK-ordered computer or BYOD computer.

Computer/iPad Care

- Denali PEAK Correspondence/Homeschool Program is not liable for intentional or accidental damage or misuse of the technology. Conditions indicating improper use are outlined in the documentation available from the computer manufacturer. Denali PEAK and the Denali Borough School District accept no responsibility for the actions of students, parents, or others with access to a Denali PEAK computer.
- The actions of the operator are solely the responsibility of that individual, including but not limited to: illegal software or media use, internet-related financial fraud or identity theft, accessing illicit sites, hacking, cracking, or activities related to these terms, copyright infringements, and virus distribution. Do not attempt to repair or replace hardware without consulting the Denali PEAK Technology Department, as this may void the warranty. Additionally, do not install third-party internal hardware such as hard drives, DVD drives, CD burners, wireless cards, sound, or graphic cards.
- Return Devices: All computers/iPads must be returned upon withdrawal from the Denali PEAK Correspondence/Homeschool Program, including cords, chargers, keyboards, and mice.
- Use Agreement: A computer/iPad/MiFi use agreement will be signed by every parent/guardian who requests technology.

Repair Costs: The district will deduct repair costs from the allotment funds if the district processes the repair. If a parent/guardian takes a device in for repair, they will not be reimbursed for the cost.

Loaner Devices: If a device requires repair and a loaner is requested through Denali PEAK, there will be a \$175 cost per instance deducted from the allotment. If the repair is for warranty work and a work order is provided, the \$175 charge will be reversed and returned to the allotment.

Record Keeping

- Denali PEAK Correspondence/Homeschool Program utilizes an online record-keeping system that provides detailed information concerning the reporting and financial records for students in the Denali Borough School District, including Denali PEAK Correspondence/Homeschool Program. Parents/guardians and our high school students will be issued a username and password to access this system.
- Information available via the Student Information System (SIS) that is commonly requested by parents includes:
 - Transcript information for secondary students
 - Finance account balances
 - Student demographics
- Reporting forms, access links for web-based services and resources, as well as Denali PEAK information are available at the Denali PEAK website: www.denalipeak.org

Continuous Enrollment

Families that are enrolled with the Denali PEAK Correspondence/Homeschool Program may utilize our re-enrollment feature within our website for the next school year.

APPENDIX A- Responsibilities

Parent/Guardian Responsibilities:

Become familiar with the online student information system, SkyWard. Set strategic timelines and develop routines for students in order to complete work by quarterly deadlines.

- Prepare student work, evidence of progress, and/or Semester Grade Reports for submission deadlines.
- Ensure monthly contact is being made with the advisor teacher.

- Learn the reimbursement process and submit Payment Request Forms along with receipts by deadlines.
- Read the newsletter, correspondence, and communications from Denali PEAK available in the SkyWard Message Center, and/or provided via email.
- Contact your student's advisor teacher in a timely manner if problems arise.
- Notify Denali PEAK staff to update contact information.
- Read and understand the Denali PEAK Handbook.

Advisor Teacher Responsibilities:

- Help families with academic, educational, and elective options and resources.
- Approve supplies and materials necessary to teach a course and include items in the CREW.
- Offer assistance to families navigating online systems, i.e. SkyWard, Acellus, and help with PEAK ordered technology by contacting techhelp@dbbsd.org on behalf of the family.
- Offer enrichment/tutoring activity options, or provide such options both in person or virtually.
- Work with families to set goals or expectations of learning while providing techniques to improve motivation.
- Ensure families are notified of advisor availability, important calendar dates, deadlines, and events taking place that would be of service to PEAK families.
- Respond to families in a timely manner (ex. two business days) and document available/unavailable times for staff to share with families.
- Add documentation and notes in SkyWard so that all staff may help families if they call with a question.
- Develop a Culturally Responsive Educational Work-plan (CREW) with families for each student that shows an understanding of student learning as well as strategies for academic success based on state assessments.

Appendix B- Checklist for Reimbursement

Complete a [Payment Request Form via Droplet](#) (in office or from phone/home)

☐ One per student

Ensure all receipts are attached to the PRF and include:

- ☐ Name and contact information of business
- ☐ Receipts must be itemized and legible
- ☐ Description of what was purchased

- ☐ Name of purchaser/student
- ☐ Date of Purchase
- ☐ Total amount paid (reimbursement of items paid with rewards points, gift cards, gift certificates, store credit not allowed)
- ☐ Proof of payment: Credit, Debit, Cash, Check
- ☐ Generic/handwritten receipts not accepted
- ☐ Cross off all items not seeking reimbursement for

Dates to remember:

- ☐ July 1- begin purchasing curriculum, materials, supplies for current school year
- ☐ January- End of Semester 1, Quarter 2, last day to purchase Buy Your Own Device technology
- ☐ First business day of April - last day to submit wishlists, invoices from vendors, or teacher order requests, for items to be used from April 1 - June 30th
- ☐ Last business day of April- All Payment Request Forms along with attached receipts showing paid submitted through Droplet.

Appendix C- Military Opt-Out Form

Federal law requires the Alaska School Districts to provide the following information about 11th and 12th grade high school students to military recruiters and institutions of higher education that request this information, except where the parent of a student who is younger than 18 years of age, or a student who is age 18 or over, opts out by notifying our school district in writing that they do not consent to release this information. If the student is under age 18, the parent must sign the opt-out. If the student is age 18 or over, the student must sign the opt-out.

- name, address, and telephone number to institutions of higher education that request this information and/or;
- name, address, telephone number, and provided student email address to military recruiters who request this information. *(Please note that any emails sent by military*

recruiters to student email addresses are not controlled, sponsored or reviewed by the school district.)

While we are committed to protecting the confidentiality of our students, we must comply with the law.

If you are a parent of a child younger than 18, and you do not consent to the disclosure of this information, you must complete, sign, and return this form to your child's school **by October 20, 2025**. If you do not return the form by this date and your child is a student in the 11th or 12th grade, we will release your child's information upon request. For parents of 9th and 10th grade students, the opt-out form can be completed and saved in advance.

If you are a student who is 18 years of age or older, you must determine whether to consent to release the information. Students 18 or older who do not want to release their information must complete, sign, and submit this form to their school **by October 20, 2025**. If the opt-out letter is not returned, the student's information will be released upon request.

Parents of students younger than 18 and students ages 18 and older who do not complete a form now may do so at any time the student is enrolled in a school. For more information or assistance, please contact your school. Thank you for your cooperation.

MILITARY OPT-OUT FORM

Student Name: _____ Student's Official Class: _____

Name of School: _____

Please complete and sign below only if you do not want the information described above to be released to military recruiters and/or institutions of higher education. You do not need to complete this if you do not wish to withhold the information.

If student is younger than 18:

- ☐ I am the parent of the student listed above who is under age 18.

Please check appropriate box:

- ☐ *Military Recruiters:* I do not want my child's name, address, telephone number, and DOE student email address to be shared with military recruiters.
- ☐ *Institutions of Higher Education:* I do not want my child's name, address, and telephone number shared with institutions of higher education.
- ☐ *Both:* I do not want my child's information shared with military recruiters and institutions of higher education.

Parent Name: _____

ParentSignature: _____ Date: _____

If student is 18 or older:

- ☐ I am the student listed above and I am age 18 or over.

Please check appropriate box:

- ☐ *Military Recruiters:* I do not want my name, address, telephone number, and DOE student email address to be shared with military recruiters.
- ☐ *Institutions of Higher Education:* I do not want my name, address, and telephone number shared with institutions of higher education.
- ☐ *Both:* I do not want my information shared with military recruiters and institutions of higher education.

Student Name: _____

StudentSignature: _____ Date: _____

Appendix D- Directory Information

Family Educational Rights and Privacy Act (FERPA) Model Notice for Directory Information

The Family Educational Rights and Privacy Act (FERPA), a Federal law, requires that Denali Borough School District, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's education records. However, Denali Borough School District disclose appropriately designated "directory information" without written consent, unless you have advised the District to the contrary in accordance with District procedures. The primary purpose of directory information is to allow the Denali Borough School District to include this type of information from your child's education records in certain school publications. Examples include:

- A playbill, showing your student's role in a drama production;
- The annual yearbook;
- Honor roll or other recognition lists;

- Graduation programs; and
- Sports activity sheets, such as for wrestling, showing weight and height of team members.

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks.

In addition, two federal laws require local educational agencies (LEAs) receiving assistance under the Elementary and Secondary Education Act of 1965 (ESEA) to provide military recruiters, upon request, with three directory information categories names, addresses and telephone listings unless parents have advised the LEA that they do not want their student's information disclosed without their prior written consent. (These laws are: Section 9528 of the ESEA (20 U.S.C. 7908), as amended by the No Child Left Behind Act of 2001 (P.L. 107-110), the education bill, and 10 U.S.C. 503, as amended by section 544, the National Defense Authorization Act for Fiscal Year 2002 (P.L. 107-107), the legislation that provides funding for the Nation's armed forces.)

If you do not want Denali Borough School District to disclose directory information from your child's education records without your prior written consent, you must notify the District in writing by October 1, Denali Borough School District has designated the following information as directory information:

- Student's name
- Address
- Telephone listing
- Electronic mail address
- Photograph
- Participation in officially recognized activities and sports
- Major field of study
- The most recent educational agency or institution
- Dates of attendance
- Grade level attended

Appendix E -Notification to Parents of Teacher Qualifications

The Federal Elementary and Secondary Education Act (ESEA) requires school districts that receive federal Title I funding to notify parents of their right to know the professional qualifications of the classroom teachers who instruct their child.

As a recipient of these funds, Denali Borough School District will provide you with this information in a timely manner if you request it. Specifically, you have the right to request the following information about each of your child's classroom teachers:

- Whether the teacher has met state qualifications and licensing criteria for the grade levels and subject area in which the teacher provides instruction.
- Whether the teacher is teaching under the emergency or provisional status because of special circumstances.
- The teacher's college major, whether the teacher has any advanced degrees, and the field of discipline of the certification or degree.
- Whether paraprofessionals provide services to your child and, if so, their qualifications.

Denali Borough School District is committed to providing quality instruction for all students and does so by employing the most qualified individuals to teach and support each student in the classroom. If you would like to receive any of the information listed above for your child's advisor, please contact our district office at 907-683-2278.