

2025/2026



PACE STATEWIDE HOMESCHOOL PARENT HANDBOOK

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Learning Center
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PO Box 800
Craig, AK 99921

PACE ANCHORAGE
Learning Center
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Suite 203
Anchorage, AK 99503

PACE MAT-SU
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Phone: (907) 373-9701 or Toll Free 1-(866) 864-5491
Listen for the correct learning center option

PACE Learning Center Information

PACE Website www.paceschool.net

CCSD Website www.craigschools.com

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COMMENT ON SCHOOL AUTHORITY

Both the Alaska Legislature and the State Board of Education have given to public schools the authority to establish rules which restrict student behavior while in school, while traveling to and from school, while participating in school events, and while traveling to and from school events.

The Craig City School District Board has enacted policies that govern students' behavior: In addition, the School Board has authorized the administration to develop rules that are in keeping with its policies. When enrolled in the Craig City School District, students accept these policies as a condition of enrollment. *School rules published in this handbook are subject to change as may be needed to ensure compliance with federal, state, or local regulations and are subject to review and reiteration as becomes necessary for the routine operation of school.*

NOTICE OF NONDISCRIMINATION

PACE Statewide Homeschool does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities and provides equal access to designated youth groups. The following person has been designated to handle inquiries regarding the non-discrimination policies:

Jackie Hanson, Superintendent
PO Box 800
Craig, AK 99921
866-864-5491 ext. 4003
Toll Free 1-877-935-5655

MISSION STATEMENT AND PURPOSE

Craig City School District Mission Statement: Our students will be lifelong learners who will be resilient, compassionate, self-sufficient members of society.

PACE Purpose:

- Personal & flexible curriculum choices
- Academic success for all students
- Comprehensive support
- Empowering families to provide quality education

PACE PROGRAM OVERVIEW

HOMESCHOOL: A homeschool program is parent-led learning through parent-provided education. PACE offers curricular support and individualized assistance from state certified teachers through the use of public school funds.

ENROLLMENT: Enrollment begins February 1 each year for the following school year.

STUDENT LEARNING PLAN (SLP): During enrollment, families work with a PACE contact teacher

ENROLLMENT AND ELIGIBILITY

Students must meet some basic requirements before they can be enrolled with PACE

- Students must be at least five years old but not older than nineteen for grades K-12 by September 1st. Age restrictions may vary for students with special education needs.
- Students must reside in Alaska to be eligible to enroll in PACE.
- Students enrolled in any other public school in the State of Alaska will be eligible for partial funding.
- A copy of each student's birth certificate must be on file.
- A copy of each student's immunization record or a notarized document stating religious or medical exemption from immunizations must be on file. Exemption forms must be submitted annually.
- Parents should notify PACE staff during enrollment of any previous experience a child had in another district's bilingual program, or referrals and testing that were pursued to support the student's individual needs.
- Parents will register through the website and complete each section fully. By signing the registration page, they agree to follow the requirements of the PACE program.
- By Alaska state law, a student must be enrolled in a minimum of four classes each semester to be a full-time student.
- **Re-Enrollment** – Re-enrollment begins in late winter/early spring for the following school year. Eligible families can log onto their MYPACE account.

DUAL ENROLLMENT WITH PUBLIC SCHOOL

With enrollment in PACE comes the understanding that the student is not a student of any other public school. A student may request to participate in a particular class at another public school. This is called dual-enrollment. The dual-enrollment is contingent upon a signed agreement between school administrators at both schools. Funding is split between the districts and the allotment will be determined according to state funding policies.

DUAL ENROLLMENT WITH PRIVATE SCHOOL

Students may concurrently enroll with PACE and a local private school and receive full funding. Funds may not be paid directly to a private school for any religious materials, services rendered, or programs offered.

COURSE REQUIREMENTS

- State law requires that 50% or more of the classes must include core courses and they must be different subject areas.
- Requirements may be waived if the student is a senior and needs less than 50% of the curriculum in core courses to graduate. This can be waived if the student has completed English and Math courses that are required for graduation during the prior academic year.
- Course work completed outside of PACE's program is not guaranteed to count toward graduation. Courses may need principal approval.

CORE AND NON-CORE CLASSES

- **Core Classes** include English, Math, Social Studies, Science, Technology, and World Languages. Students with an IEP may also take additional courses, as required.

EXAMPLES OF CORE CLASSES:

Language Arts (World Literature, Writing Composition, American Literature, Grammar and Writing, Creative Writing, etc.)

Mathematics (Algebra, Trigonometry, Consumer Math, Calculus, Math 8, etc.)

Science: (Biology, Chemistry, Physics, Science 7, etc.)

Social Studies: (World History, Geography, US Government, etc.)

World Language: (Spanish, French, German, Japanese, etc.)

Technology: (Keyboarding, Coding, Game Design, Digital Photography, etc.)

- **Non-Core Classes** encompass all non-core subjects. For example, physical education, music, art, and cooking are all considered non-core.

EXAMPLES OF NON-CORE CLASSES:

Physical Education: Dance, gymnastics, swimming, karate, etc.

Music: Piano, flute, voice, etc.

Art: Art history, drawing, pottery, painting, etc.

Work Study (see packet in appendix for more information)

Other courses: Family and consumer science courses, welding, construction, business, health, life-skills, etc.

SPECIAL EDUCATION

- Special Education Students – Parents should notify PACE staff at the time of initial enrollment of any previous experience a child had in another district’s special education program, or referrals and testing that were pursued to support the student’s individual needs.
- The goal of PACE is to work collaboratively with parents, families, and agencies to develop and provide the best educational program for students with disabilities.
- Special Education is designed to ensure that students with disabilities are provided with an environment that allows them to be educated effectively. PACE’s special education teacher will serve as a case manager for the student with a disability that impacts the student’s access to education. Each student who is determined to have a disability has a yearly plan called an Individualized Education Plan (IEP). The IEP is a collaborative document created by a group of individuals who are familiar with the student’s needs. This plan may be amended before the annual date if the team agrees.
- Eligible students receive special education services through a consult model. Their curriculum is modified to meet needs on an individual basis depending on their IEPs. They receive direct instruction in a homeschool setting from their parents or guardians. Parents/Guardians receive support from the Special Education teacher as appropriate. Parent/Guardian and case managers collaborate to monitor progress toward IEP goals.
- It is important to note that not all students’ needs can best be served through a homeschool program.

EXTRA-CURRICULAR ACTIVITIES

Each student who attends PACE may have the opportunity to participate in extracurricular activities at their local public school, contingent upon administrative approval. PACE will not reimburse for any associated fees.

MONTHLY CHECK-INS

- Communication between the parent and their contact teacher is a crucial part of the Homeschool program. This is a requirement of participating in the program. Parents must check-in with their contact teacher each month.
- Email, phone calls, or in-person visits are all acceptable forms of checking in.
- Lack of contact, grades, and/or work samples may result in withdrawal or denial of re-enrollment and/or reimbursement privileges. PACE will document all contact attempts. If no contact with parents or students are documented after 60 days have passed OR if no work or progress is made for 60 days, parents will be sent a letter stating that they have 10 days to comply with the requirements. Students may be withdrawn after 10 days have passed, or if no parent response.

STUDENT RECORDS AND TRANSCRIPTS

- In compliance with the Family Education Rights and Privacy Act (FERPA) of 1974, PACE will obtain a signed release of records form for enrolling students.
- Transcripts from previous educational institutions are required in order to place students in high school classes.
- Dual-enrollment forms are completed for students enrolled in more than one school to confirm they are taking significantly different classes.
- Students enrolling in other public or private schools after being enrolled in PACE may request records or transcripts via our online form at <http://www.paceschool.net> or by emailing a PACE staff member. **Please allow two weeks for transcript requests to be processed. All PACE property must be returned before official transcripts will be issued.**
- Unofficial transcripts are maintained for all students enrolled in PACE and are available for inspection through MyPACE and in-person during regular business hours.
- PACE will maintain quarterly report cards, signed PSP, and the SLP in a permanent file for each student enrolled in PACE.

Academic Year

The Academic Year for PACE begins on July 1st and ends on June 30th. Please check with your local PACE Learning Center, our website calendar, or Facebook for closures.

Grade Level Placement

- PACE will accept Kindergarten students who are at least five years old by September 1st.
- Grade level placements up to and including 8th grade will be based on age unless otherwise specified by the parent. For alternate grade placement speak with your contact teacher.

STATE MANDATED TESTING

- State mandated testing is a requirement for continued enrollment in PACE unless the parent/guardian has withdrawn from testing during enrollment or in writing prior to testing.
- The Alaska Developmental Profile (ADP) will be completed for all kindergarten students by their parents/guardians.
- For those students participating in testing:
 - Kindergarten through third grade students will participate in DIBELS testing three times a year to track literacy progress.
 - MAP testing will be used with all 3rd through 9th grade students two times a year to track student progress.
 - DRC Science testing occurs in March / April for 5th, 8th, and 10th grade students.
 - AK Star testing for ELA and Math occurs in March / April for 3-9 grade students.

PACE CONTACT TEACHERS

Students are assigned a PACE contact teacher who is Alaska State certified in the field of education. The PACE contact teacher will assist you throughout the year with both academic and financial issues.

- The PACE contact teacher provides guidance when researching and ordering educational materials and has an extensive knowledge of K-12 curricula.
- The PACE contact teacher will review academic progress reports.
- Direct all questions or concerns to your PACE contact teacher first. Your inquiry will then be directed through the proper channels.

- The PACE contact teacher will assign student quarterly grades after reviewing parent recommendations and review of work samples.

STUDENT LEARNING PLAN (SLP)

The SLP outlines curriculum, vendors, and anticipated projects and/or special assignments, assessments, and anticipated costs.

- A syllabus is required for all parent-designed core classes and core classes not using a recognized K-12 curriculum.
- The SLP will be consulted throughout the year to verify quarterly grade reports and validate reimbursement requests.
- Parent-designed classes require a syllabus and sample lesson plans be submitted for approval prior to the beginning of class.

CURRICULAR MATERIALS

- State regulations mandate that all curricular materials, including textbooks and other instructional aids, be reviewed and approved by the district. PACE offers a wide variety of approved materials to support the philosophy of choice in education.
- PACE contact teachers will assist in identifying appropriate curricular choices.
- Curricular choices are subject to PACE approval and may be ordered prior to the reimbursement cut-off date on school calendar.
- PACE is not able to purchase or reimburse for religious or doctrinal materials, but PACE does not prohibit the use of any materials in the education of a student.
- Materials ordered will be shipped to the nearest PACE Learning Center for pick-up. For those families living in rural areas not serviced by a PACE Learning Center, PACE will directly mail the materials to the family.
- Allow at least four to six weeks for materials to be delivered. Inquiries about learning materials may be directed to the nearest PACE Learning Center.
- Standards-Based Education – The approved curriculum for PACE and Craig City School District aligns with the Alaska Standards.

VENDOR APPROVAL

- The PACE Vendor Approval form is required for all classes in which instruction is delivered by a third party and must show instructor/tutor qualifications. Examples include: tutoring, dance, swimming, or art lessons, etc. This form contains

timelines, goals, curriculum source, topics covered, projects to be completed, and method of assessment.

- Vendor Approval Form is required prior to reimbursement. To find out if a vendor has been approved, contact your local PACE Learning Center.

QUARTER GRADES

- State regulations require that PACE contact teachers review student progress on a quarterly basis. At the end of each quarter, a grade must be submitted by the parent/guardian for each class the student is enrolled in along with a comment regarding what the student is working on, how they are progressing, etc.
- It is important that quarter grade submission occurs. Lack of contact, grades, and/or work samples may result in withdrawal or denial of re-enrollment and/or reimbursement privileges. If no contact with parents or student is documented after 60 days have passed or if no work or progress is made for 60 days, parents will be sent a letter stating that they have 10 days to comply with the requirements. Students may be withdrawn after 10 days have passed if no parent response or progress has occurred.
- How to enter Quarter Grades
 - Go to <http://www.paceschool.net/>
 - Click on the MyPACE login
 - Sign in
 - User Name: your Family Group Number
 - Password: your Zip Code (unless you've changed it since your original enrollment)
 - Click on "Submit Quarterly Grades" in the red, middle box
 - Enter the grade in the Q1 box for quarter 1 (if Quarter 2, enter in Q2 box, Q3 for quarter 3, etc.)
 - Enter a comment in the comment box (you cannot submit grades without a comment for each class)
 - Click "Submit Quarterly Grades" at the top or bottom of the page
 - Repeat for all students

SEMESTER WORK SAMPLES

- Work samples are due at the end of each semester as noted on our [PACE Dates to Remember](#). These will be considered, along with quarterly grades, in assigning semester grades.

- Work samples can be emailed, mailed, or dropped off at your local PACE Learning Center.
- Work samples will be maintained in the teacher's working file. Please notify us if you want any of the original samples returned.
- Work samples required vary depending on the type of course delivery: paper-based courses, online courses (core or non-core), and non-core courses.
 - Paper-Based Courses: Submit at least two graded pages from each subject. Copies of graded tests are excellent work samples but graded daily work that demonstrates typical proficiency in the subject also works well. If your child is working on a science project, or a hands-on activity, a progress log and/or pictures can be used with notes detailing time spent and a summary of progress in the subject.
 - Non-Core Courses (Art, Music, PE, Home and Consumer Sciences, Work Study, etc.) Parents are required to furnish evidence of sufficient hours spent or demonstrate proficiency in lessons, practice, and/or performance to receive a semester credit: 72 hours for high school, 36-54 hours for 7th and 8th grades and 18-36 hours for K-6th grades. Proficiency will be defined in the SLP at the beginning of the year. Please submit a class progress log (CPL), or similar log, which includes time spent in the activity. Please total the time spent for each semester.
- The Approved Craig City School District Grading Scale (K-3rd Grades)
 - A = Advanced: Child completes tasks with minimal support from parents and with minimal mistakes.
 - P = Proficient: Child completes tasks with some support from parents and with limited mistakes.
 - D = Developing: Child needs support or help for most of the tasks; concepts are developing.
 - I = Incomplete: Work has not been submitted and/or not enough work completed.
- The Approved Craig City School District Grading Scale (4th-12th Grades)

A (90-100%)	Outstanding achievement	4.0 grade points
B (80-89%)	Above average achievement	3.0 grade points
C (70-79%)	Average achievement	2.0 grade points
D (60-69%)	Below average achievement	1.0 grade points
F (0-59%)	Little or no achievement	0.0 grade points
I	Incomplete	0.0 grade points

- No pluses or minuses (+/-) are added to the grade (example: C+, A-).

GRADING PRACTICES

- PACE grading is a cooperative effort between the parent and the assigned PACE contact teacher using quarter grades and work samples, before officially submitting the grades.
- If no progress is being made in a course, a grade of incomplete (“I”) will be assigned for each quarter. If the course has not been completed prior to the end of the school year, a failing grade (“F”) will be assigned. Extensions may be granted upon request of the PACE contact teacher and principal.

HIGH SCHOOL GRADUATION COUNSELING

- We offer information on preparing for post-secondary education including assistance with filling out applications for financial aid, vocational education, colleges, and scholarships. Each PACE Learning Center has valuable information for post-secondary education planning. Our webpage also has pertinent information at the [Counselor's Corner](#).
- For more information or assistance please contact:
 - CCSD Counselor, at 800-864-5491 Ext: 2002
 - Your PACE Contact Teacher

HIGH SCHOOL GRADUATION REQUIREMENTS

- PACE High School Graduation requirements are as follows:

English	4 Credits
Math	3 Credits
Science	3 Credits
Social Studies Studies/Alaska History)	3 Credits (0.5 must be Alaska
PE/Health	1 Credits (0.5 must be in Health)
Electives	7 Credits
Total	21 Credits*

- Students meeting these requirements will be awarded a PACE Homeschool diploma.

- If students transfer to PACE in their last semester before graduation, the student must complete at least 2.5 credits.
- The Alaska Performance Scholarship (APS) is available to students. If you are interested in APS please speak with the school counselor or your contact teacher.

DUAL CREDIT COLLEGE CLASSES

PACE Homeschool follows the policies set forth by CCSD AR 6146.3. This program is designed to provide eligible students the opportunity to receive credit for certain courses through accredited institutions of higher education.

- The student must be enrolled in a CCSD school. College courses must be "100" level or college level and above to be eligible for a full high school credit. Students enrolled in college level, non-remedial courses in Math, English, Science or Social Studies must register for at least three (3) semester hours to receive 1.0 Carnegie Unit (one year) of high school credit.
- Upon completion, official proof of grade must be submitted to the building registrar and will be recorded on the student's transcript in the semester the final grade was issued.
- College Course Work courses may be used for specific curriculum credit and for elective credit.
- College courses used for elective credit for high school graduation will receive .5 Carnegie Unit (one semester) high school credit.
- A remedial level college course in Math, English, Science, or Social Studies, three (3) semester hour course, is eligible to receive .5 Carnegie Unit (one semester) of high school credit upon approval from the Craig High School or PACE counseling office.

HIGH SCHOOL GRADUATION

- PACE will honor and recognize its graduates by providing a diploma and commemorative tassel for all graduates.
- Upon request, PACE will make every effort to have a staff member attend personal graduation ceremonies.

EDUCATIONAL WORKSHOPS AND SPECIAL EVENT

- PACE Learning Centers offer periodic workshops for both parents and students. These workshops cover a wide variety of topics and content areas. Non-PACE students may be included at the discretion of the teacher and will be responsible for any associated materials and/or fees.

- PACE encourages parents or a legal age sibling to be present with children during the entirety of the workshop or event. PACE reserves the right to require parental supervision of misbehaving students or to decline participation in the workshop.
- Workshops may be one session or stretch over several sessions depending on the content. PACE strives to schedule these workshops at times when they will be accessible to the **majority** of area students. PACE may exercise the option to repeat workshops due to high demand or scheduling conflicts with other local activities.
- PACE encourages parent volunteers for activities such as parent-guided workshops and social events. Please contact your PACE contact teacher if you would like to volunteer.
- PACE encourages parents to develop and facilitate workshops for other students and parents. PACE Learning Centers will host appropriate workshops that parents have developed and wish to facilitate.
- PACE reserves the right to refuse admittance to anyone who appears to be under the influence of drugs or alcohol to any PACE sponsored activities.
- If a family reserves a spot for a PACE sponsored activity and does not attend without prior notification of canceling, the student(s)'s allotment(s) will be charged for the cost of the activity.
- Other organizations or individuals may organize special events that include PACE students. Any event not specifically advertised by a PACE Learning Center should not be considered a PACE sponsored event.
- **ACCIDENTS: PACE and the Craig City School District assume no responsibility for accidents, which may occur during classes, workshops, field trips, or any other activities supervised by parents or private vendors. Parent/Guardian signatures on permissions slips and sign-in sheets are equivalent to indemnification.**

ADMINISTRATIVE DISCRETION

- If there is no written policy for a specific academic or financial situation, the PACE principal will make the appropriate determination.

ACADEMIC APPEALS PROCESS

- While enrolled in PACE, parents may appeal any academic decision.
- This appeal must clearly outline the area of concern in writing.

- Submit appeals to the contact teacher. If their decision is not satisfactory to the parent, the parent may then appeal in writing to the principal.
- If the principal's decision is not satisfactory to the parent, the parent may then appeal in writing to the superintendent of the Craig City School District.
- If the superintendent's decision is not satisfactory, the parent may then appeal in writing to the Craig City School District Board of Education. The decision rendered by the Craig City School District Board of Education is to be considered final.

COMPLAINT PROCEDURE

School Board Policy No. 1312 advises the public that the proper channeling of complaints involving personnel, instruction, discipline, or learning materials is as follows:

1. Teacher
2. Principal
3. Superintendent
4. School Board
5. State Board of Education

To promote fair and constructive communication, procedures have been developed that govern the resolution of complaints. Every effort should be made to resolve a complaint at the earliest possible stage. Complaints concerning school personnel should be made directly by the complainant to the person against whom the complaint is lodged. Parents/guardians are encouraged to attempt to resolve concerns with staff members personally. Complaints will be investigated by the administration before consideration and/or action by the Board. To be considered official by the administration or School Board, complaints must be in writing. Anonymous complaints will not be considered. Complainants should accept the Superintendent's decision as final, however the Complainant may request the opportunity to address the School Board regarding the complaint. The School Board will only consider complaints that have been first reviewed by the Superintendent and have followed the proper chain of command.

WITHDRAWAL FROM PACE

- A student may withdraw from PACE at any time.
- To withdraw from PACE, please first notify your PACE contact teacher. Your teacher will tell you what needs to be returned to PACE. A PACE withdrawal letter, technology inventory buyout/return sheet will be mailed to you within two weeks.
- You will then receive an exit survey by email.

- All non-consumable materials greater than \$99.99 purchased with allotment funds must be returned to PACE or purchased upon withdrawal. Parents may be financially liable for damaged or missing items.
- Technology equipment leased or purchased with allotment from PACE must be returned to PACE upon withdrawal. **Parents are financially liable for technology equipment that is missing or damaged.** Parents are responsible for the balance due on all technology, unless the device is returned to PACE.
- Postage expenses to return non-consumable items are the **parent's responsibility.**
- Reimbursement requests or reimbursements dated on or after the withdrawal date will not be reimbursed.
- Student records will not be released until all parent obligations are fulfilled and financial obligations met.
- If a student moves out of the state of Alaska, they are considered non-residents and no longer eligible to be enrolled in PACE and must be withdrawn.

ALLOTMENT ALLOCATION

Students enrolled in PACE receive the educational allotments listed below for the fiscal year of July 1 to June 30th. If the student has a remaining balance at the end of the school year, that balance will rollover to the next year if the student enrolls by the last business day of September. The following funding applies to students who have completed the enrollment process by the last business day of September:

Grade	Full-Time 100%	3 Classes 75%	2 Classes 50%	1 class 25%
K-2	\$2,200	\$1,650	\$1,100	\$550
3-8	\$2,400	\$1,800	\$1,200	\$600
9-12	\$2,600	\$1,950	\$1,300	\$650

- Open enrollment continues throughout the school year. We will provide students with the necessary educational materials, but student funding (allotment) will not be available.
- Students who enroll after count ends will be provided a limited selection of approved course materials to choose from.
- Students who enroll after count begins at the end of September will received a reduced state funding. These reduced funds must be used for core curriculum first. **A computer will not be available for students who enroll after count ends.**

GENERAL GUIDELINES FOR USING ALLOTMENT

Families who are solely enrolled with PACE Statewide Homeschool or dual enrolled with Craig City School District may begin ordering or submitting reimbursement for educational materials once the enrollment process and SLP are complete AND the school year has begun (July 1). PACE does not guarantee reimbursement for items that are not preapproved.

- If a student is dual enrolled with PACE Statewide Homeschool and another Alaska public school district, a Dual Enrollment form must be signed by both districts and on file prior to ordering and submitting reimbursements for instructional material. Once the signed form is on file, families may follow established procedures for ordering materials and submitting reimbursements.
- Core curriculum is ordered first. The cost of core curriculum for second semester will be set aside (encumbered) so it is protected. After the core curriculum is purchased, families may use 50% of their remaining allotment during the first semester and the remaining 50% will be made available for disbursement second semester.
- Parents are responsible to budget the allotment funds to benefit students throughout the year.
- Materials purchased with allotment funds may not be donated or resold to another student before the end of the school year without expressed permission from PACE.

SCHOOL SUPPLIES

Reimbursement for school supplies are limited to \$300 per student per year. School supplies include items such as pencils, notebooks, printer paper, scissors, printer ink or toner, glue, and binders. Backpacks are not an approved school supply item. State regulations allow PACE to deny any school supplies or items that are considered excessive by the school administrator. (See Personal Use Items under Reimbursement Limitations for more details about school supplies).

INTERNET

Up to \$1,200 per family per year will be covered for internet. Families with more than one student can divide the cost of internet between their students. **Internet reimbursements must be submitted monthly.**

NON-CORE EQUIPMENT

Non-core equipment is limited to \$300 per student per school year. This refers to equipment that is needed for classes other core classes. Some examples of non-core equipment include paint brushes, specialized paper for art classes, etc. Checking with the contact teacher before purchasing non-core equipment is recommended to ensure it will be approved. Physical education equipment, such as balls, helmets, and bikes, are considered to be personal property and will not be reimbursed.

TECHNOLOGY EQUIPMENT

Technology equipment is limited to \$600 per student per year. Examples of approved technology equipment include styluses, headphones, keyboards, computer mice, printers, etc.

PRE-K FAMILY MEMBERS

Up to \$200 can be used for educational materials for three- to five-year-old siblings of current PACE students who did not meet the cutoff date for kindergarten. A maximum of \$200 per pre-K student can be used regardless of the number of siblings enrolled in PACE.

REIMBURSEMENT REQUEST PROCESS

All educational expenditures must be completed through the PACE online portal by a parent and approved by the PACE teacher. *Do not wait until the reimbursement deadline to submit your requests, as it will overburden the reimbursement system and processing will be slowed considerably. Further, if all materials are ordered at the last minute, it is not possible that those items could be used during the current school year, and it is unlikely the materials/supplies will be approved.*

The reimbursement requests must include the following to be approved:

- Expenses must fall within the school year. The fiscal school year begins July 1 and ends June 30. Items purchased before enrollment is completed, or before the school year ends will not be approved.
- Reimbursement requests must include an original receipt, sales slip, or invoice which have a date, amount, and company listed.
- A proof of payment must be present. Receipts will show how it was paid. Invoices need to show proof, as well.

- Expenses must be tied directly to the Student Learning Plan. If in doubt, reach out to your contact teacher to confirm your expense will be reimbursed.
- Teacher and Principal approval are required for all reimbursement requests. There are seven elements to teacher approval:
 1. Items correspond with courses in the SLP and are required for instructional needs
 2. Check-ins with teacher are occurring at least once a month.
 3. Quarter grades are current
 4. Work samples are on file
 5. Vendor form is on file, if needed
 6. Allotment remaining
 7. Dual Enrollment forms are on file, if applicable

REIMBURSEMENT PROCEDURES

- Changes to reimbursement requests can be made by clicking on the “edit” button beside the appropriate reimbursement request in MyPACE **prior** to Administrative Approval. Please call your contact teacher if you have any questions.
- All documents required for reimbursement can be found on the PACE website www.paceschool.net.
- Advanced reimbursement for ongoing services such as music lessons, tutoring, or Internet will not be reimbursed more than three months in advance.
- If the dates of an activity cross into the following school year, the reimbursable amount will be prorated for the current school year and the remainder will need to be submitted the following school year.
- PACE is not financially responsible for those unaware of the final date for submitting reimbursement requests and receipts.
- All materials purchased with allotment funds are property of PACE and Craig City School District. If a PACE-purchased or reimbursed item is returned to the manufacturer or supplier, PACE must be notified prior to the transaction and the funds must be returned to PACE. The student allotment will be credited only after PACE receives the refund.

REIMBURSEMENT DEADLINES AND SUBMISSION DATES

1. End of Year Deadline: All reimbursement requests and receipts must be submitted by the deadline listed on the Dates to Remember (See Dates to Remember). If a complication arises please reach out to your PACE contact teacher.
2. **Internet reimbursements must be submitted monthly. Reimbursements must be submitted by the end of each quarter.** A three- week grace period will be extended

for expenses that require billing and may not arrive by the end of the quarter. This ensures a faster turnaround time for reimbursements.

REIMBURSEMENT DETAILS

Allowable Expenses

Allowable expenses include textbooks and other curricular materials which are purchased through state funds. (All materials purchased with allotment funds are property of PACE and the Craig City School District)

- **Consumable Teaching/Learning Supplies:** Any item \$99.99 or under is considered consumable, unless specified in writing by the Principal of PACE Statewide Homeschool. Consumable items do not have to be returned.
- **Non-Consumable Teaching Materials:** PACE may, upon prior approval, purchase approved items over \$99.99. They will be marked as returnable and will remain the property of PACE Statewide Homeschool. They must be returned to PACE upon exit of the program.
- Parents/Guardians will be held liable for damaged or missing items. While items purchased may be divided between the allotments for students within a family, any item exceeding \$99.99 is still considered to be non-consumable.

Non-Allowable Expenses

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. Items that will not be reimbursed include: family fees; family travel; religious, partisan, sectarian, or denominational textbooks or other curriculum materials; materials not used or listed for a course that is specified in the SLP; and items that are considered excessive by the school administration.

EXPENDITURE LIMITATIONS

Student allotments shall not be used to pay for or provide money for services or materials that do not reasonably relate to the delivery of the students' instructional needs. Additionally, allotments may not be used by the school or the parent to supplant district obligations for Individual Education Program (IEP) services. PACE will make the final decision on whether an item can be reimbursed. One rule of thumb that can help with expenditure limitations is that items will be used personally outside of school will not be covered.

Personal Use Items: Under AS 14.03.010 and 4 AAC 33.421, student allotments must be used for **instructional** purposes outlined in the student learning plan (SLP). Items like

footballs or bicycle helmets are not reimbursable because they are considered personal items. If the gear is required for a course listed in the SLP (for example a football class or cycling class with a certified instructor), it may be allowed but must be clearly documented in the SLP and approved in advance.

Follow the guidelines below regarding expenditure limitations.

GENERAL LIMITATIONS

- Allotment cannot be used in a way that will benefit private or religious educational institutions. State law prohibits funds to be used for religious, partisan, sectarian, or denominational in nature. Courses that are religious in design or include religious materials cannot be purchased by PACE or be used to evaluate or assign credit.
- Payment for services that are provided by a family member (such as the student's parent, guardian, stepparent, sibling, stepsibling, grandparent, step-grandparent, child, uncle, or aunt) are not allowed.
- Supplies, materials or services that will be used for profit or an income-generating endeavor or home-based business. For example, a student cannot purchase materials to make t-shirts, earrings, or beadwork for an art class with the intent to sell them
- Cleaning supplies or equipment
- Pets, livestock, and other animals
- Personal use items and toys. This includes but is not limited to toys, personal hygiene items, sleeping bags, Legos (if not specifically listed as curriculum for a course on the SLP), make-up, non-academic video games, gaming software, dolls, action figures, doll furniture or clothing, lunch boxes, backpacks, etc.
- Power tools
- Theme Parks (Disney Land, Six Flags, Lego Land, etc.)
- Purchases must be directly linked to the SLP. Items such as toys, Legos, board games, or sports equipment that are not listed as a necessary component to a course, and listed on the SLP, may not be reimbursed.
- Facility entrance fees will not be covered if no instruction is directly connected to the SLP. For example, bowling will not be reimbursed if the student is not taking PE or a theater production that is not tied to appropriate language arts or an elective course.
- Entertainment (such as music concerts or movie theaters), or tickets to music and fine arts performances (unless related to an extracurricular activity that is specified within the SLP.)
- Fees that allow entrance to a facility in which no instruction is directly connected to the student's SLP will not be reimbursed, or fees that are deemed excessive.

- Family travel is not covered, which includes food, lodging, transportation, or parking fees to and from activities or events related to the student learning plan.
- Competitive after-school sports and activities are not covered. The fees to register for a competition or join a league will not be covered.
- Permanent fixtures that adhere to or enhance the value of a non-school facility
- Furniture, including desks and chairs
- Specialized footwear for sports will not be reimbursable. For example, tennis shoes, running shoes, cleats, water shoes, riding boots, etc. will not be taken from the allotment
- Clothing includes winter gear, hats, gloves, winter coats, boots, snow pants, sports wear, bathing suits, shorts, etc.

PHYSICAL EDUCATION

- Rental or lease of physical education equipment may be reimbursed. For families who are involved in football, basketball, lacrosse, or skiing, for example, the equipment can be rented and the rental will be reimbursed. Because this is not a physical item that is going to be kept by the family, the cost of the equipment rental will be covered up to the limitations for the 50% non-core expenditure. The rental does not fall under the non-core equipment limitation.
- Student memberships to a recreational or sports facility will be covered if it is part of a physical education program where a student is provided lessons or will practice or condition for a sport. It must be listed on the SLP. The cost of the pass or membership is proportional to only include the cost of the student's instructional time. In physical education classes, hours of instructional time are kept with a class progress log. If, for example, a membership to the gym is used for a student who is in basketball, and they play each night or condition for their basketball class, the time will be accounted for and logged in the class progress log.
- The follow are not allowable charges for reimbursement: Uniforms, accessory items, such as hair bows for dance, sports shoes, helmets
- Tickets to sporting events (such as NFL, NHL, NBA, MLB, etc.) are not reimbursable
- Competition and Tournament fees are not reimbursable.
- Clothing related to sports are not reimbursable, including swim suits, goggles, shin guards, etc.
- Physical education equipment will not be reimbursed for more than the \$99.99 maximum, as notated in maximum consumable amount.
- Maintenance of physical educational equipment is the responsibility of the parent. For example, if a bike needs tire repair the family is responsible to fix the tire.

MUSIC EDUCATION

- Rental or lease of musical instruments may be reimbursed if the instrument is specifically listed on the student's SLP. The instrument will not fall under the non-core equipment limitation. For example, if a student takes violin for the first term only, the instrument rental or lease will be covered from the time the student learning plan is signed until the end of the first semester.
- Parents are responsible for meeting the rental lease terms or rental plan.
- PACE will not make direct payments to the vendor for music rentals.
- The following items are not allowable for purchase or reimbursement for music education: Repair or maintenance of musical instruments or musical accessories

REIMBURSEMENT REQUEST DIRECTIONS

- Internet and lesson reimbursements must be submitted monthly.
- All first semester reimbursement requests and receipts must be submitted on or before the end of the first semester of each school year, unless prior written approval has been obtained from the PACE Statewide Homeschool Principal.
- All second semester reimbursement requests and receipts must be submitted on or before May 15th of each school year, unless prior written approval has been obtained from the PACE Statewide Homeschool Principal.
- All educational expenditures must be submitted using the online reimbursement request through the family's MyPACE account.

TO SUBMIT A REIMBURSEMENT REQUEST

1. Go to www.paceschool.net
2. Click on MyPACE; you will be re-directed to an instant web-publishing page. Where it asks for your "Account Name," please enter your family group number. Where it asks for your "Password," please enter your zip code.
3. Click "OK."
4. Click the "Submit Reimbursement Request" tab.
5. In Sections 1-2, enter information including parent name, vendor name, address, phone, fax, and website.
6. Only one vendor per reimbursement request is allowed.
7. Upload the related receipt. Click "Upload Receipt" and attach a photo or screenshot of the receipt.
8. Links to receipts will not work.
9. You may upload up to three receipts for one PR, however, they must all be from

the same vendor.

10. To upload a receipt, it must be in one of the following formats: JPEG, PDF, PNG, or a screenshot.

11. In Section 3, click on “Add an Item” and a box will appear to choose the correct student, or click ALL if it is to be divided among all of your students. If you only have one student, please do not click “all.” You must select the student box.

12. Please fill in Description/Month of Service with as much detail as possible. (i.e. April Internet, May dance lessons)

13. Continue filling in the remaining boxes: quantity, price, and course.

14. Respond to questions following purchase details in Agreement 4.

15. Click “Submit reimbursement request” at the bottom of the page.

16. The page will refresh with a message thanking you for submitting a reimbursement request and offering you the options to create another reimbursement request, return to the main page, or exit.

17. Write the PRN, family group number, and student’s last name on all the receipts. Paid receipts may be submitted using the following methods: Upload the receipt(s) in Section 2 of MyPACE. Click “Upload Receipt” and attach a photo or screenshot of the receipt. Links to receipts will not work. You may upload up to three receipts for one PR, however, they must all be from the same vendor. To upload a receipt, it must be in one of the following formats: JPEG, PDF, PNG, or a screenshot. Fax receipts 907-826-3322.

TO CHECK IF YOUR REQUEST HAS BEEN APPROVED

1. Check your email for confirmation or

2. Go to www.paceschool.net to check reimbursement status.

3. Log into MyPACE by entering your family group number (account name) and zip code (password).

4. Click “OK.”

5. You will be on the “Family Information” page. Click Allotment button next to your student’s name.

6. All of the reimbursement requests you have submitted for that student will be listed along with the details in the Pending Reimbursement Requests/Reimbursements box.

THE FINAL STEP

After you have submitted your purchase request, it must be approved by your contact teacher and principal. After principal approval, the final step to receive reimbursement is administrative approval. Administrative approval occurs when your receipt is received in

Craig and the charges verified. After administrative approval and processing, reimbursement will be mailed or directly deposited into your account.

RECEIPTS

- Receipts should not include personal items or any other items not related to the request for reimbursement of educational expenses.
- Write the PRN, family group number, and student's last name on all the receipts. Paid receipts may be submitted using various methods.
- Price tags are not accepted as proof of payment.
- The PACE standard receipt form is available to download and print when adequate information is not provided on the original receipt. This form can be found on our website under the Current Families tab and clicking on Forms.
- Cancelled checks are acceptable for educational services where receipts are not available, though completed standard receipts are preferred. Check carbons, copies of checks, or invoices are not an acceptable proof of payment.
- Please submit receipts and reimbursement requests in a timely fashion. If the expenses are denied for reimbursement after deadlines, there will be no option for choosing other materials.
- PACE is not financially responsible for those unaware of the final dates for submitting reimbursement requests and receipts.

OUT OF STATE EXPENDITURES

- To help maintain the integrity of the allotment accounts, all expenditures incurred out of state must have prior written permission by the CCSD Superintendent. This is required under state regulation 4AAC 33.422(f)(1).
- You can request the Out of State Expenditures form from any PACE staff member. You must fill out the form and submit it to your contact teacher prior to travel for approval.

LESSONS AND TUTORING

- A correspondence study program, or a parent through a fund account under 4 AAC 33.422, may contract with a private individual to provide tutoring to a student in a core subject, fine arts, music, or physical education, if: The instruction is part of the student's individual learning plan; and The tutor is not vested with the primary responsibility to plan, instruct, or evaluate the learning of the student in the subject

FINANCIAL APPEAL PROCESS

- This appeal must be submitted in writing, clearly outlining the area of concern.
- The parent first submits this to their contact teacher. If the contact teacher's decision is not satisfactory, the parent may then appeal in writing to the principal.
- If the principal's decision is not satisfactory to the parent, the parent may then appeal in writing to the superintendent of the Craig City School District.
- If superintendent's decision is not satisfactory, the parent may then appeal in writing to the Craig City School District Board of Education. The decision rendered by the Craig City School District Board of Education is to be considered final.

PACE TECHNOLOGY

Changes were made to PACE's technology practices in February 2025. Signed technology agreements made by families prior to that date will be honored. Effective February 1, 2025, the following procedures apply:

FAMILY PURCHASED TECHNOLOGY

- PACE will reimburse up to \$400 per year for parent purchased technology. Payments are made on November 1st each year until the balance of the device has been paid in full
- It will be the responsibility of the family to maintain the technology.
- PACE will not offer technical support for reimbursed technology.
- The original receipt for the purchased technology must be submitted with the reimbursement agreement form. Contact your PACE teacher for the technology form.
- If the student withdraws from PACE all remaining payments are forfeit.

PACE ISSUED COMPUTERS AND TABLETS

An educational device (MacBook Air or iPad) that is leased through use of the student's allotment may be purchased if the device has been fully paid in accordance with Craig City School District's technology purchase procedures.

Laptop Depreciation Scale

3 years - 50% (+cost of AppleCare+, if applicable)

4 years - 40%

5 years - 30%

6 years+ - 20%

- If desired, a PACE student who is enrolled at least half-time may choose to lease a MacBook Air or iPad from PACE. This must be done by the end of October.
- Please reference the signed agreement for details. An agreement provided by your PACE teacher will have the specific details for payment on your PACE provided device.
- The student's allotment will be deducted each year according to the plan agreed on at check out.
- Your PACE provided device will have Apple Care. For any technology problems, contact AppleCare at 800-275-2273.

INTERNET

PACE does not provide technology support for your Internet connection. Please contact your Internet service provider for more information about connecting to the Internet.

PACE Family Calendar 2025/2026

July							August							September							October						
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March							April							May							June						
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E	End of Quarter
H	Legal Holiday
I	Inservice Day
WS	Work Samples
Testing	Testing
O	School Opens
C	School Closes

Aug. 15 - Oct. 16 ADP

Sep. 8-12 MClass Testing (Dibels)

Sep. 30: Count Begins

Sep. 17-Nov. 1 ADP

Oct. 6-11 MAPS Testing

Oct. 24: Count Ends

Oct 31: End of Quarter 1

Oct 31: Quarter 1 Reimbursements Due

Nov 7: Report Cards Due

Jan. 12-17 MClass / Maps Testing

Jan. 23: Work Samples Due

Jan 30: End of Quarter 2

Jan 30: Quarter 2 Reimbursements Due

Feb. 2: Report Cards Due

Jan. 23: Work Samples Due

Mar. 27 End of Quarter 3

Mar. 27 Quarter 3 Reimbursements Due

Apr. 6-10; 20-26 AK Star Testing

May 4-8: DIBELS

May 22: End of Quarter 4

May 22: Quarter 4 Reimbursements Due

May 29: Report Cards Due

June 30: Last Day of School

ALL CAMPUSES WILL BE CLOSED FOR LEGAL HOLIDAYS AND INSERVICES