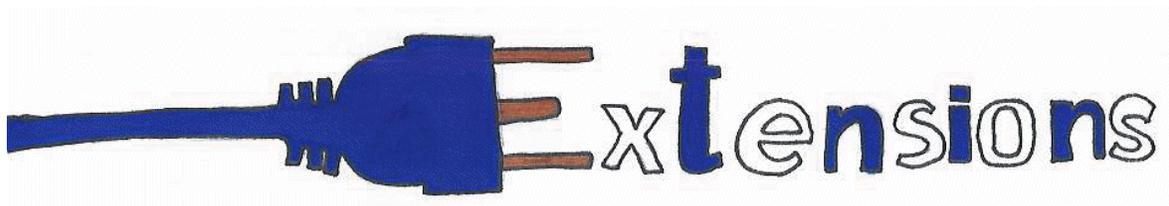




**Nome Public Schools**



**Extensions Correspondence School**

**2015-2016  
Parent-Student Handbook**

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## **Mission Statement**

Extensions Correspondence School seeks to extend a quality education's influence into the community. Extensions will provide services for Nome families who make a long-term commitment to help facilitate their children's educational goals in a home setting in a wide variety of educational opportunities and curricular options to best guide and support students' total individual learning plan.

## **Nome Public Schools**

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Shawn Arnold, Superintendent

Chip Sharpe, High School Principal

Beth Sandefur, High School Assistant Principal

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## **Enrollment**

Extensions Correspondence School (ECS) operates in accordance with Alaska Statutes where as a correspondence study program it must conform to statewide instructional standards.

The program is open to school age students enrolled full-time in Nome Public Schools who reside in Alaska, and are not enrolled full-time in another school district. The Academic year begins on July 1 and ends on June 30.

Through the involvement of an Alaska Certificated teacher, students in grades K-12 are assured their-education meets or exceeds state and local requirements. The certificated teacher will drive the individual learning plan with the assistance of the parents, students and other resources as needed.

*It is important to note that Extensions should not be viewed as a short-term fix to a temporary educational problem. ECS is not a program for building based students who need to make up credits. These students should talk to the school's guidance counselor. A home education with Extensions should not be seen as a last resort, but a positive family educational lifestyle choice.*

### **Regular Enrollment**

The official fiscal and academic year opens July 1. To be eligible for full funding a student must enroll prior to September 30, 2015.

### **New Enrollment**

ECS accepts new enrollments starting in the spring for the upcoming academic year. General enrollment continues through the student count period each year. Each student is required to complete a Registration Application Packet. A copy of the birth certificate or verification of age must also be received before the application can be processed. To ensure graduation requirements can be met, all high school students enrolling with Extensions must provide an official transcript from the school they previously attended. Students enrolled after the count period may still be considered for enrollment, but have additional requirements.

### **Late Enrollment and Pro-rated Allotment Amounts**

Students applying for enrollment after the count period are considered on a case-by-case basis. They must complete an enrollment questionnaire and attend an interview with an administrator. Allotments will be pro-rated for students enrolling during the October count period. Students who enroll after the count period will not receive an allotment and have access to limited curriculum choices.

### **Date of Enrollment**

Date of enrollment is determined by the date on the enrollment form, receipt of appropriate withdrawal forms from the student's prior public school, and verified by the completion of the ILP.

### **Ages of Enrollment**

A child who is five years of age before September 1 following the beginning of the school year, and who is under the age of 20 and has not completed the 12<sup>th</sup> grade, is of school age. For the purpose of determining whether a child is of school age under [AS 14.03.070](#), a child is not considered to have completed the 12<sup>th</sup> grade unless that child has passed any high school graduation competency examination required by law, even if that child has met all other graduation requirements.

### **Early Entry into Kindergarten**

Extensions Correspondence School cannot enroll a child who is younger than school age. This can only occur in the district of residence. Funding is not provided for students who early entry outside their home district.

### **Determination of Grade Level:**

ECS cannot arbitrarily place students. Grade level is determined by the review of prior records, target graduation cohort, and documentation of previous grade level completed.

Their cohort places High School students at grade level. This is the year they first entered high school. Graduation is expected to occur within four years of entry.

The grade level of students in grades 9-12<sup>th</sup> can also be determined or impacted by credit hours earned.

- 9<sup>th</sup> grade 0-5+ credits
- 10<sup>th</sup> grade 6-10+ credits
- 11<sup>th</sup> grade 11-15+ credits
- 12<sup>th</sup> grade 16-22+ credits

Student date of birth, prior grade level as designated by last school of record, and prior state testing records may also be used to determine grade level.

### **Acceleration**

It is our responsibility to ensure that students have the academic skills needed at each grade level to allow for progress through their academic career. ECS cannot simply “skip” students through grades or retain them without proper documentation.

If parents wish to recommend the acceleration of a student, they are required to submit a written request. The request must include documentation of high academic achievement and cognitive levels. Appropriate test scores must indicate that the student is capable of completing work at the desired placement level. Social and emotional readiness for the requested grade level will also be considered. Upon receipt of the test scores and recommendation, the district and ECS will determine if the scores indicate whether or not advanced placement would be appropriate. Acceleration of a student requires the approval of the advising teacher, administration and the Superintendent (ref. BP5123). Independent testing may be required at the parent’s expense.

### **Retention**

As long as adequate instruction is demonstrated, retention of a student is rarely recommended or approved. Nor is retention supported by research. If retention is recommended or requested, district policy and procedure will be followed. Consideration is given to academic, cognitive, social and emotional performance. Detailed documentation regarding lack of progress and/or special circumstances must be submitted. Completion of Light's Retention Scale is also required. In addition, retention of a student requires the approval of the Superintendent. ECS cannot retain a student who has been promoted by another public school. Requests for retention must be submitted by January 15 to be considered for the following academic year.

### **Emancipated Minors and Single/Married Students**

Per AS 9.55.590, married or emancipated students may enroll in ECS. ECS cannot allow for the use of Parent Designed Courses for emancipated and/or married students.

### **Late-Enrollment**

Students who enroll after the October Count period must go through a review process to determine if ECS is the best placement. The process will include a review of: transcripts, needs, technology available, support for homeschool, and an interview with an advisory teacher. ECS is not a credit recovery program or temporary placement school

### **Out-of District Residency**

Students who live outside or move outside of the Nome Public Schools boundary area are not eligible for enrollment with ECS. Under special circumstances, such as military or medical, limited extended leave periods may be pre-approved as long as the student maintains residency in Nome, maintains monthly contact and reporting schedule, and has completed required forms. Students must also be present during state mandated testing periods. The Extended Stay Outside Form is required for all absences greater than 30 days.

### **Withdrawal from Extensions Correspondence School**

While the withdrawal process can begin with a request, parents must notify ECS in writing if they are enrolling in another public or private school or discontinuing enrollment under any other circumstances. Students who withdraw prior to the end of the first quarter will be held accountable for all expenditures and will be required to return all materials. Students can also be withdrawn from the program per non-compliance with our program requirements.

### **Individualized Learning Plan**

Once an enrollment application is completed, a certified staff member (Counselor/designee) contacts the parent, sets up an Individualized Learning Plan (ILP) appointment, and completes the registration. During the ILP meeting, parents will work with a NPS certified teacher to complete the study program, receive training on funding, and complete the registration process.

*A student is not considered enrolled in Extensions until a completed ILP document is completed, including signed copies of all compliance documents.*

The ILP will list the student's courses, activities and curricular materials that will be used. Extensions will utilize ILP forms similar to those provided through the Alaska Department of Education and Early Development website.

During the ILP meeting high school students must have a four-year plan to insure proper fulfillment of graduation requirements (i.e. 6 credits per freshman through junior years, and 5 credits for senior year). Dual credit for college courses may be obtained through the program. Extensions students meeting Alaska Schools Activity Association (ASAA) and NPS eligibility requirements may participate in NPS athletics and other extracurricular activities.

Enrollment information is used to create the draft of the (ILP). Parents consult with a NPS Certified Teacher of Record with any questions or changes to the student's Individualized Learning Plan. The ILP outlines specific goals as well as identifies the items to be reviewed in progress reporting. The ILP will be consulted monthly throughout the year to validate reimbursement/requisition requests and to verify reports.

Upon enrollment, the family will need to submit a schedule of courses from their public school in order for NPS Extensions staff to assist with determining needed courses with Extensions. A student may not be counted as more than one full time equivalent for state funding purposes. One Extensions course is equivalent to 0.25 full-time equivalent.

Extensions require that parents keep their contact information current physical and mailing address, phone numbers, and emails up to date. If contact information changes, please email, call, or visit the office to maintain current information.

### **Core Course Requirements**

*ECS requires enrollment in a minimum of four courses (8 semester classes) with our school to be counted as full time. Per regulation 4 AAC 33.426, students enrolled in a correspondence program, whether full or part-time, must take at least 50% of the student's coursework through statewide correspondence program in core courses. A student enrolled in more than two correspondence classes must take core courses in at least two different subject areas. A full time student with ECS must take a minimum of 2 core classes. Core coursework performed outside the statewide correspondence program may not count towards the 50% core course requirement.*

### **Core classes are defined as the following:**

<ul style="list-style-type: none"><li>• English/Literature Reading</li><li>• Math</li><li>• Social Studies/History/Geography</li><li>• Science</li></ul>	<ul style="list-style-type: none"><li>• Technology</li><li>• Foreign Language/Sign Language</li><li>• Courses Required by an IEP</li></ul>
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This requirement may be waived by ECS administration for extenuating circumstances such as fulfilling graduation requirements.

This requirement may also be waived for students who have obtained proficiency level of advanced or proficient (scores of 4 or 3) in English/language arts AND Mathematics per the latest administration of the statewide assessments the previous academic year as outlined in 4 AAC 06.739(b). For the 2015-2016 school year, ECS will use the SBA scores from the 2013-2014 school year as the scores from the Alaska Measures of Progress administered in 2014-2015 will not be available until Fall 2015.

Students who do not have scores in both English/language arts and mathematics for any reason are considered to be non-proficient.

### **Alaska State Standards and Grade Level Expectations**

Curriculum must be aligned to state standards and grade level expectations. The Department of Education & Early Development website provides explanations and the key elements of educational standards: <https://education.alaska.gov/akstandards/>. Alaska has adopted standards in the following content areas: English Language Arts, Mathematics, Science, Geography, Government and Citizenship, History, Skills for a Healthy Life, Arts, World Languages, Technology, Employability, Library/Information Literacy, Cultural Standards, and Alaska.

### **Proficiency**

Proficiency is determined by scores obtained on the statewide assessments to include Alaska Measures of Progress (per DEED, score of 3 or 4), Early Literacy Screening (spring assessment), and College and Career Readiness Assessments (participation in one of three assessments during the junior year) where applicable. For the 2015-2016 school year, ECS will use the SBA scores from the 2013-2014 school year as the scores from the Alaska Measures of Progress administered in 2014-2015 will not be available until Fall 2015.

- The Individual Learning Plan must include strategies for students who do not demonstrate proficiency in core subject areas. AS 14.03.300 (a) 4AAC 33.421(b)
- Should a student participate in state required assessments, but not score proficient on one or more area and they have funds unused from the current year, they may request use of the current years unused allotment to be held for use in the next school year. Requests will be reviewed upon completion of the first quarter and no earlier than November 1 each year. Ref AS 14.17.505
- Students who demonstrate proficiency in both English/language arts and mathematics will have the flexibility to:
  - Waive the 50/50 Rule
  - Limit required contact to quarterly rather than monthly if requested
  - Request use of the current years unused allotment that was held for use in the next school year. Requests will be reviewed upon completion of the first quarter and no earlier than November 1 each year. Ref AS 14.17.505

### **Curriculum Choices**

NPS has an extensive list of approved curriculum available to all students in our district. Curriculum development, review and improvement are an on-going process that includes administration, teachers, parents, and students. Per board policy, curriculum “shall be consistent with the philosophy, goals and objectives of the district” and “reflect the desires of the community, the needs of society and the requirements of the law.”

In accordance with AS 14.07.050, AS 14.08.111(9), and AS 14.14.090(7), Extensions Correspondence School shall use curriculum materials, including textbooks and other instructional aids, that have been approved by the district, and are of the same quality as those materials that the district offers in the district's other programs. All materials must be in compliance with AS 14.03.090 and AS 14.18.060 to ensure they do not promote religious, partisan, sectarian, or denominational doctrine, and they are nondiscriminatory and non-gender-biased.

All curricula must be aligned with the state standards and presented to the district for final approval. The origin of curriculum that has not been reviewed and approved by the district must be noted on official transcripts.

ECS will continue to update and revise the approved curriculum choices to reflect the current adopted state standards. Supplemental materials may be needed to provide adequate instructional supports.

### **Semester Requirements**

- Grade reports are required at the end of each semester.
- Semester 1 ends with quarter 2 and semester 2 ends with quarter 4.

Work samples/semester grade reports will be accepted up to 5 days after the end of the quarter. In the event that there is a history of submitting quarterly and semester requirements late, this may result in a freezing of funds and/or withdrawal from the program.

### **Parent Designed Classes**

Parents may also design their own classes with the assistance of their assigned advisory teacher. These classes will list what the child is expected to learn and be aligned with the State Standards. The course must include the text and materials that will be used for the course. Parent Designed Courses (PDC) and the text and materials used must also be reviewed and approved by the advisory teacher, the principal, and the District before credit will be assigned. For Parent Designed Courses, assessments will be required as determined appropriate by the advising teacher. Students may opt to create portfolios, photo journals, or final projects. Students may also keep a calendar or journal for documentation for non-core courses; your advising teacher will contact you periodically to collect information like time spent on your student classes.

### **Faith-based Curriculums**

Faith-based courses may not be used to determine a student's full-time-enrollment (FTE) status. Credit can be awarded for these courses as long as: the courses have been reviewed by the advisory teacher, are included in the ILP, and quarterly summary of work, grades, and work samples are received. These courses will be noted on the transcript outside of the program. Faith-based curriculum or services cannot be purchased or reimbursed by Extensions Correspondence School. Parents or guardians may privately obtain any textbooks or curriculum material not provided by our program. This means that programs like ABeka, Apologia, and others are acceptable, but not eligible for funding.

### **Amending the ILP**

It is the parent/students responsibility to notify their advising teacher of any changes to the ILP. Courses must be properly added or dropped to ensure proper credit and allow for appropriate expenses for needed materials. **Course work completed before an official change to the ILP has been made will not be rewarded credit and may not receive reimbursement for expenses.**

Courses dropped within 45 days of the ILP date will not appear on the student's permanent record. Courses dropped after this deadline but before 60 days will receive a withdrawal grade "W" Courses dropped after 60 days will receive a failing grade if not completed, unless otherwise determined by the administration or designee because of extenuating circumstances.

These deadlines allow for the receipt of curriculum and ample time for a student to begin course work. Expectations can be made with the approval of NPS administration.

Changes to the ILP require written documentation and approval from the advisory teacher. To ensure adequate time to complete course work for the academic year, **changes to the ILP will not be allowed after February 15<sup>th</sup>.**

### **Academic Honesty**

Extensions expect students to demonstrate academic honesty. If a student is found to submit work that is not their own, no credit will be given and the student will receive a

failing grade. Parents should review all student work and hold students to this standard. It is recommended that parents discuss the issue of plagiarism at the beginning of each school year and explain the importance of a student’s original work.

**Instructional Timelines**

Credit is awarded based on the completion of course work and curriculum outlined within the ILP. Recognizing that each student works at their own pace, instruction should be individualized to meet the needs of each student. The expectation is that each course will allow sufficient time for students to obtain mastery of each standard required by the state guidelines.

Nome Public Schools recommends the following hours in session, which does not include lunch, recess, passing time, or intermission. These guidelines are also based on a student attending school for 180 days full time (5-7 hours based on grade level):

<b>Grade</b>	<b>K</b>	<b>1-3</b>	<b>4-6</b>	<b>7-8</b>
<b>Contact Hours per Day</b>	<b>4</b>	<b>5</b>	<b>5</b>	<b>6</b>

The following are recommended time allotments, but can form a basis for daily/weekly planning.

<b>Grades</b>	<b>K – 2</b>	<b>3 – 5</b>	<b>6 – 8</b>	<b>9 - 12</b>
<b>Language Arts</b> (Reading, Writing, Listening, Speaking, Grammar, Spelling, Phonics)	2 hrs/day 10 hrs/wk	2 hrs/day 10 hrs/wk	2 hrs/day 10 hrs/wk	Grades 9-12 must complete the curriculum to receive credit in the core courses. Seat time should be approximately 37.5 hours per quarter per subject according to Carnegie Units.
<b>Math</b>	45 min/day 4 hrs/week	1 hr/day 5 hrs/week	1 hr/day 5 hrs/week	
<b>Social Studies</b>	20 min/day 1 hr/week	40 min/day 3 hrs/wk	1 hr/day 5 hrs/week	
<b>Science/Health</b>	20 min/day 1 hr/week	30 min/day 2 hrs/wk	1 hr/day 5 hrs/week	
<b>P.E.</b>	20 min/day 1 hr/week	30 min/day 2 hrs/wk	40 min/day 3 hrs/wk	4 hrs/week 35 hrs/quarter credit
<b>Music/Art/Fine Arts</b>	20 min/day 1hr/week	30 min/day 2 hrs/wk	40 min/day 3 hrs/wk	4 hrs/week 37.5 hrs/quarter credit
<b>Work Study/ CTE Courses</b>				4 hrs/week 37.5 hrs/quarter credit

For students taking longer than the typical guidelines or finishing work too quickly, a review should be conducted to ensure the curriculum is of the appropriate grade level and ability level of the student. Curriculum can also be reviewed to ensure it meets course requirements.

**Grading Scale**

NPS utilizes the following standard grade scales:

## Grade Kindergarten through 2

Grade	Meaning
E	SUPERIOR ACHIEVEMENT
S	SATISFACTORY PROGRESS
N	NEEDS IMPROVEMENT
U	UNSATISFACTORY PROGRESS

## Grade 3 through 12

Grade	Meaning/Percentage	Points per credit
A	93-100	4.0
A-	90-92	3.66
B+	87-89	3.33
B	83-86	3.0
B-	80-82	2.66
C+	77-79	2.33
C	73-76	2.0
C-	70-72	1.66
D+	67-69	1.33
D	63-66	1.0
D-	60-62	.66
F	0-59	0

**\*Please note that if a student is taking courses that are instructor graded, Extensions will honor the grade scale utilized by that educational institution.**

**\*The use of Pass/Fail grades must have prior approval and are not allowed for core course work.**

### **Program Requirements**

Extensions Correspondence School is a public school receiving public funds for each student's education. To be eligible for funds, our school must comply with Alaska Statutes and Regulations governing statewide correspondence schools. Each student in our program must be held accountable for completion of course work and state education requirements.

### **Testing Participation**

All 3<sup>rd</sup>-10<sup>th</sup> grade students enrolled in Extensions (full, part-time, and dual enrolled) must participate in the standardized testing sessions held each spring. The only students exempt from such testing are those enrolled .25 FTE or less. All 11<sup>th</sup> grade students must participate in WorkKeys Assessment held each fall. Students may also be required or encouraged to participate in the Measures of Academic Progress (MAP) assessment. This assessment is provided three times each year.

### **Monthly Contact**

Parents/Families/Students are required to maintain monthly contact with their advising teacher. This contact can be made via a site visit, telephone call, or email communication. Monthly contact ensures that each student is making progress and allows for intervention to occur if problems have arisen or to identify if additional resources are needed.

Advising teachers will also inquire as to how much time students are spending on their studies and to verify ILP and enrollment status.

### **Quarter Grades and Progress Review**

During the year, students are required to submit four progress reports, which include a quarter grade and review of progress. A review for all courses listed on the ILP and the origin of each course or curriculum source is required. Students are also required to submit work samples for **all** courses (including electives) listed on their ILP. For courses that do not produce a “work sample,” students are encouraged to submit a written summation, journal entries or calendar logging hours, and/or photographic documentation. The summary of work should include the number of lessons completed out of the total lessons for the year, time spent per week, major topics studied and skills mastered.

Once the certified teacher has verified grades, they are transferred onto the cumulative records for student’s K-8 grades and onto an NPS transcript for student’s 9-12 grades noting the appropriate credit earned. Courses not completed by the end of each review period receive “Incomplete” grades that are later revised with documentation. Extensions use the same grade reporting system as the Nome Public Schools. The Extensions academic year is the same as the school district.

## **Non-Compliance Procedures**

### **Non-Compliance/Monthly Contact/Quarter Reviews**

Families who have failed to maintain monthly contact for two consecutive months and/or families who have failed to submit 1<sup>st</sup> and 2<sup>nd</sup> Quarter Reviews and Work Samples by mid-February will be considered Non-Compliant.

- **Step One:** Family will be contacted by phone and/or letter. Correspondence will detail what needs to be submitted and specify a deadline for receipt of items. Family accounts will also be held until receipt of documents.
- **Step Two:** Family will be mailed a certified letter requesting Quarter Reviews and Work Samples. Family Account will continue to be held.
- **Step Three:** Extensions will initiate withdrawal of all students whose records do not document adequate progress. A withdrawal form will be mailed certified return receipt.

Families who fail to submit 3<sup>rd</sup> and 4<sup>th</sup> Quarter Reviews and Work Samples by the end of the academic year will be considered Non-Compliant. Enrollment for the next year may be denied or the Family may be placed on academic probation until consistent progress is demonstrated. Families may work proactively with their advisory teacher as appropriate to determine a plan to submit work as necessary. The steps above will be applied for all non-compliant issues.

### **Non-Compliance Testing Participation**

Students, who fail to participate in the required testing sessions each spring, will only be reenrolled on probationary status the following year. Family accounts will be limited to curriculum only until after the current testing year has been completed.

\*Reimbursements for lessons or additional resources will be paid by Extensions only after testing has been completed.

Extensions recognize that extenuating circumstances do occur. Before initiating withdrawal of any students, we will ensure that all efforts are made to work with the family to complete paperwork as required by our program.

### **Required Paperwork and Signatures**

We will dedicate ourselves to eliminate unnecessary paperwork whenever, and wherever possible. Please be advised that the paperwork we do require is necessary and should be submitted in a timely manner; as we are a public school, we must be able to document our compliance with state regulations and policy. The Enrollment Form and ILP must be signed by at least one parent/guardian.

### **Counseling Student Support Services**

Extensions have an academic counselor available through Nome-Beltz Junior/Senior High School. Our diploma requirements and transcripts adhere to district and state policy and must be recognized by other institutions.

ECS Seniors who meet NPS graduation requirements may participate in the Nome-Beltz Commencement. Extensions students will be considered a separate site for class rank, Valedictorian/Salutatorian, UA Scholars, etc. Extensions students must meet or exceed the same Carnegie credit requirements as Nome's building-based students

### **High School Diploma**

To earn a high school diploma, students must earn 22 credits as per board policy.

### **High School Credits**

Extensions uses the Carnegie credit system. A Carnegie unit equals one year of study or the equivalent of one year of study in a secondary subject. Sixty-five hours equals one-half credit.

Graduation Requirements:

English	4 credits	Physical Education	1 credit
Math	4 credits	Health/First Aid	1 credit
Science	3 credits	Career Tech Ed	.5 credit
Social Studies	2.5 credits	Career Education	.5 credit
Alaska Studies	.5 credit	Electives	5 credits

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

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

- A three-credit college course is equal to  $\frac{1}{2}$  (.5) high school credit.
- A one-credit college course is equal to  $\frac{1}{4}$  (.25) high school credit.
- A two-credit college course is equal to  $\frac{1}{4}$  (.25) high school credit.

### **Electives**

Elective Course Journals (ECJ) need to accompany elective course to include adequate goals, reflections, and a log of hours (4.5 hours/quarter grades K-8; 7.5 hours/quarter grades 9-12) examples: (hockey, dance, gymnastics, vocal, instrument, cooking, aviation, basketball, swimming, horse-back riding).

Music/PE grades will be assigned as Pass/Fail provided the elective course journal reflects sufficient hours (75 hours for 1/2 credit). Completion of a Nome-Beltz Extra Curricular Sport will receive a  $\frac{1}{2}$  credit of PE.

Life Skills courses require specific samples; the nature and quantity depend on the content of the course. All Life Skill Courses must meet the approval of ECS requirements, and monitored by the advisory teacher through online reporting.

Extensions students meeting NPS and Alaska School Activity Association (ASAA) eligibility requirements may participate in NPS athletics and other extracurricular activities, such as Honor Roll, Future Teachers, NNYLO, and National Honor Society, etc.

### **CLEP Policy**

CLEP Testing (College Entrance Examination Board) is a nationally accredited and widely accepted program for students to test out and receive credit for freshman and sophomore level core classes at the university level. Credit is awarded upon documentation of testing and receipt of the university/college transcript. If there are fees for CLEP testing, fees will be the responsibility of the student.

Credits derived from students successfully passing CLEP test will only be accepted under the following conditions:

- 1) The student must have attained senior status or be a confirmed graduating junior before taking the CLEP Test(s);
- 2) All required paperwork and quarterly reports must be current;
- 3) Written approval from an administrator must be on file.

### **Testing Out of a Course**

Per Alaska statute, a student in grades 7-12 may request to “test out of a course”. To qualify, a student would take the appropriate district assessment for the requested course and earn an 85% or higher. The grade would be aligned with the score on the assessment. The credit would count towards credit to meet graduation requirements, but would not be eligible to qualify for Alaska Performance Scholarship eligibility. The student would still be required to meet other graduation requirements to receive a diploma.

### **High School Credit Prior to Entering High School**

Eligible students may earn high school credit for courses earned prior to entering high school only if the course grade was issued by an accredited institution and is deemed to be of high school level. Students must also demonstrate proficiency per statewide assessments as appropriate for course credit being requested. Credit is issued to the high school transcript upon completion of the 9th grade academic year.

### **NPS Certified Transcripts**

All classes listed on official NPS transcripts shall denote the origin of the course. Transcripts may be requested from the counselor. Requests for official transcripts should allow for additional time for processing.

## **Scholarships and Opportunities for High School**

### **Alaska Scholars Scholarships**

The Alaska Scholars Scholarships are awarded to the top 10% of the graduating class. GPA will determine the top 10% at the end of the junior year. In order to be considered for selection, eligible students must have proficient scores on all sections of the HSGQE. Juniors wishing to be considered are required to have work completed by the May 31 deadline to determine GPA. Transcripts from outside institutions (i.e. BYU, NDIS, UAF) must be submitted by June 30 of the academic year of eligibility.

### **Alaska Performance Scholarship**

Students enrolled with Extensions may be eligible to qualify for the Alaska Performance Scholarship (APS). The APS is a merit-based scholarship that provides an opportunity for any future Alaska high school graduate who meets a core set of requirements to receive funding to pursue college and/or career training in Alaska. Students must plan with their academic counselors to ensure they are on track for eligibility.

**Statewide Mandated Testing Program/Achievement Testing Procedures**

Extensions Correspondence School is a publically funded school. As such, we are held to the same measures of accountability as all public schools in Alaska. One such measure is participation in statewide assessments. Per 4 AAC 06.710 - 4 AAC 06.790, the district must require students to participate in the statewide student assessments as appropriate for their grade level.

<b>Grade</b>	<b>Test Name</b>	<b>Testing Window</b>
<b>Kindergarten or 1st Grade (if profile not taken before)</b>	<b>Developmental Profile</b>	<b>August - October, 2015</b>
<b>K - 2nd Grade</b>	<b>Early Literacy Assessment Window</b>	<b>April - May, 2016</b>
<b>3rd - 10th Grade</b>	<b>Alaska Measures of Progress Window</b>	<b>March 29 - May 3, 2016</b>
<b>11th - 12th Grade (choose 1 of 3 options)</b>	<b>WorkKeys</b>	<b>November - March, 2016</b>
	<b>ACT online testing</b>	<b>March 1 - 15, 2016</b>
	<b>SAT</b>	<b>October - June, 2016*</b>

\*This is the national testing window

**Kindergarten Developmental Profile**

The purpose of the Alaska Kindergarten Developmental Profile (DP) is to identify, record and summarize the skills and behaviors students demonstrate at the beginning of their kindergarten year, based on parent/teacher observations. Student skills and behaviors are defined by goals and indicators in five domains from Alaska’s Early Learning Guidelines: Physical Well-Being, Health, and Motor Development; Social and Emotional Development; Approaches to Learning; Cognition and General Knowledge; and Communication, Language, and Literacy. Information for the profile is collected from **August thru the end of October**. 4 AAC 06.712. Developmental profile.

**Early Literacy Assessment (Primary Measures of Progress (PMAP))**

Alaska requires the use of literacy screening assessments in the early grades to ensure that all students are gaining the fundamental reading skills that are essential for building strong life-long literacy skills through graduation. Screening helps to identify or predict students who may need additional educational assistance before they fall significantly behind and remediation is needed. These brief, skill-specific assessments provide educators with the information they need to provide targeted instruction to students. ECS will be using Primary Measures of Progress (PMAP) for early literacy screening.\*

The MAP assessment can be administered three times a year to monitor progress. The assessment windows for 2015-2016 are scheduled for:

- Optional-Fall Window September 1 - October 15th
- Optional- Winter Window January 1 - February 1st
- Required-Spring Window April 1 - May 15th**

### **Alaska Measures of Progress (AMP)**

Alaska Measures of Progress (AMP) is aligned to the State of Alaska English/Language Arts and Mathematics standards for students in grades 3-10. The two subtests, English/Language Arts and Mathematics, will be taken on separate days. **Students in grades 4, 8, and 10 will also participate in the science subtest.** Students will take the AMP test to help determine their progress over the course of the year. The AMP assessment will take place in the spring of each school year during the assessment window from **March 29th thru May 3rd**. These assessments are computer-based. 4 AAC 06.737(a) Standards-based Assessment.

### **CCRA – College and Career Ready Assessments (WorkKeys, ACT, SAT)**

ACT WorkKeys is a job skills assessment system that helps employers select, hire, train, develop, and retain a high-performance workforce. This series of tests measures foundational and soft skills and offers specialized assessments to target institutional needs. As part of ACT's Work Readiness System, ACT WorkKeys has helped millions of people in high schools, colleges, professional associations, businesses, and government agencies build their skills to increase global competitiveness and develop successful career pathways. The WorkKeys assessment is taken online in one day during the months of **November thru March**. 4 AAC 06.717. Work Ready/College Ready Transitional Skills Assessment.

The ACT is an achievement test, measuring what a student has learned in school. The SAT is more of an aptitude test, testing reasoning and verbal abilities. The ACT has up to 5 components: English, Mathematics, Reading, Science, and an optional Writing Test. The SAT has only 3 components: Critical Reading, Mathematics, and a required Writing Test. The ACT will be administered online during the assessment window **March 1st thru March 15th**. Students can also take the ACT during one of the national test days, but they will be responsible to provide ECS with final test scores. SATs can only be taken on the national test days and students must provide ECS with final test scores.

### **English Language Proficiency (ELP) Assessment**

Specific teachers and students who are involved in the English Language Proficiency Assessment are determined each year based on responses regarding use of another language in the home as reported on a Parent Language Questionnaire. The PLQ is part of each student's registration packet. A Classroom Observation Form can also be completed by the teacher to determine how well a child with a second language is performing in the classroom. The diagnostic assessment chosen by the State of Alaska is the W-APT, and results guide the types of resources and supports to use in instruction. The State requires that students who are identified as LEP be assessed each spring to measure progress toward language proficiency. The assessment is called ACCESS for ELLS.

### **National Assessment of Education Progress (NAEP)**

This test is a national assessment generally given every other year. It is generally given to only one or two NAEP tests were given in 2012-2013. ECS has not yet been notified if our students will have to participate in 2015-2016, Unlike the other state and district level

assessments, schools and districts do not receive results from NAEP. Results are compiled on a state level and a federal level as gauge of student progress across time.

### **Who is tested?**

As a public school ECS is required to have all students participate in statewide assessments as appropriate for their grade level. Under the Alaska school performance index (ASPI), a school's academic achievement score is the percent of all students tested on the state standards-based assessments described in 4 AAC 06.737 who score proficient or higher on the state assessments in reading, writing, and mathematics. If a school does not meet a 95 percent assessment participation rate, students who were not tested will be counted as not proficient. To ensure full accountability, the district must assess all students, including students with disabilities and those who are limited English proficient. Students with special needs are provided with their approved accommodations for taking the test. Any accommodations that students may need will have to be documented in the student's IEP three months prior to the assessments. Check with the Director of Special Education, to answer any questions regarding students with special needs.

### **Waivers or Refusal to Test**

4 AAC 33.421 (f), state regulation and statutes governing statewide correspondence schools, "require students to participate in the statewide student assessment program as required under 4 AAC 06.710- 4 AAC 06.790."

The only waiver available under 4 AAC 06.820 allows for exemption in the event of an unexpected severe medical condition. The medical condition would require documentation from a licensed physician and would restrict participation through the entire assessment window. Specific qualifications can be determined with your advisory teacher.

Unfortunately, there is no option for us to allow your students to "opt out". By law, parents can "refuse" to have their children participate. This must be a written signed statement. However, ECS is not encouraging families to refuse to test. State law prohibits our school or district from creating a system for excluding students. We are striving to meet our 95% participation requirement. Assessment data can be very useful in helping our parents determine solid educational curriculum and choices for their students. Please see attached handout created by the Department of Education and Early Development for parents "Why we Test."

As ASPI scores are frozen for 2014-2015 and details were not available regarding refusal to participate, ECS will use the SBA scores and participation from 2013-2014 this coming year.

### **Non-Participation**

Students who do not participate will be considered non-proficient. Non-proficient students cannot take advantage of benefits offered to students demonstrating proficiency per the state assessment. If parents refuse to allow their students to participate or a student does not participate for any reason not granted by an approved waiver, the student will be considered non-proficient.

### **District-Level Assessments: Measure of Academic Progress (MAP)**

MAP is a formative assessment in the core areas of reading, language usage, and math. MAP is based on an interactive program based on a student's responses as they take the test. For example, if a student answers a question correctly, they are presented with a more challenging item. If a student misses a question, they are presented with another question that is a bit less challenging. MAP describes this process as narrowing in on a student's learning level with content that allows them to succeed. MAPs are aligned with State and national standards. The assessment will be given to students in grades 4-12 three times during the school year. MAP is designed to measure student growth in content areas, and focus on a student's achievement level and academic needs. Results provide teachers with information that can help guide instructional planning for students individually or in groups.

### **Student Assessment Data**

#### **What data is collected?**

Basic student information and student test scores are collected. Basic student information includes the student's name, Alaska student ID number, and specific demographic information. EED does not collect sensitive information such as physical addresses, mailing addresses, or Social Security numbers.

#### **Is there any difference in student data collected and reported from AMP than from SBAs or other state assessments?**

The same type of student data that will be collected from the Alaska Measures of Progress (AMP) assessments are those that have been collected for many years on the SBAs and other statewide assessments. Information about the student's test results is given to the student's parents in a report and to the student's teacher and principal for the purpose of improving the student's education. Only aggregated non-personally identifiable data for groups of students is reported in school and district report cards.

#### **How does Extensions or EED use the data?**

Individual student test data is provided to the student's school district to inform instruction. Only authorized school district staff that have a legitimate educational interest (such as the student's teacher or principal) may see a student's data. Aggregated data that is not personally identifiable is used to report on the overall performance of groups of students like the School Report Card. These aggregate reports fulfill EED's reporting requirements under state and federal law without the need to identify individual students. ECS shares the data with the parents and students as appropriate to guide instruction.

#### **How the data will not be used?**

EED does not report individual student data to the federal government or private parties. Individual student information is not used by third-party vendors to solicit goods or services. When data groups are so small that individual students could be identified, data is suppressed and either reported as a range (e.g., 60% or more, 40% or fewer) or not reported at all with a note stating that there are too few students to allow for reporting.

**What does Extensions and EED do to protect student data?**

ECS follows all guidelines as provided by EED. All student data is stored and transmitted securely. Within EED, only the Assessments and Information Technology staff have direct access to individual student data for the purposes of collecting, analyzing and reporting data. These staff sign agreements to keep data confidential and are well versed in FERPA, the federal law that governs individual student data in much the same way as HIPAA does with medical records. Data received from the testing vendor and school districts are transmitted using secured connections and stored within EED’s secure data servers. Likewise, any individual student data that needs to be transmitted from EED is sent via encrypted e-mail or through a secure data connection.

**Funding Accounts and Expenditures**

Student allotments must be used for instructional expenses for the student enrolled in our program. **All expenses must be directly related to the Individual Learning Plan (ILP) and reviewed and approved by the certified teacher and administration.** Some items or services may require pre-approval. As per regulations, limitations and restrictions may also apply. Verified students are eligible for allotments per the table below.

**Student Allotment Amounts (FY16)**

<b>Grades</b>	<b>1<sup>st</sup> Quarter</b>	<b>2<sup>nd</sup> Quarter</b>	<b>3<sup>rd</sup> Quarter</b>	<b>4<sup>th</sup> Quarter</b>
K-2	\$562	\$1,125	\$1,687	\$2,250
3-5	\$562	\$1,125	\$1,687	\$2,250
6-8	\$562	\$1,125	\$1,687	\$2,250
9-12	\$562	\$1,125	\$1,687	\$2,250

**Approved Curriculum Purchases**

Extensions utilize a variety of approved curriculums to meet the academic needs of our students. To ensure curriculum purchases are approved, parents must work with their advisory teacher to determine if curriculums align to state standards, are at appropriate grade level and meet all other requirements of our program.

**Purchases for Supplies and Materials**

All supplies and materials must be educationally appropriate and related to courses listed on the ILP. Automatic pre-approved purchases might include:

- General school supplies (paper, crayons, colored pencils, scissors, staplers, etc.)
- Purchase of general art supplies may be allowed, but will be limited for general project use.
- Reading materials, books, magazines, etc. (magazine subscriptions are reimbursed only).

We limit initial course expenses to 25% of your student account for elective classes. There are exceptions to this guideline and the 25% limitation can be waived by the ECS administration. Documentation of course projects may be requested for approval of expenses.

### **Pre-Approval Process and Purchase Limitations**

- **All tutoring and lessons being paid for out of a student's account must be preapproved.** The vendor for the tutoring and lessons must also be approved. Per regulation 4AAC 33.421 (l), certain qualifications must be met to contract with a private individual for tutoring or lessons.
  - Tutoring cannot be provided by a private or sectarian educational institution
  - Tutoring must be aligned to the Individual Learning Plan and
  - Be provided by a qualified tutor. Extensions has determined tutors to be highly qualified if;
    - They hold a current AK teaching certificate in the subject area of study, or
    - They are employed under a business license for in kind services
    - They are granted approval through submitting a letter of request with documentation supporting their qualifications (transcripts, letters etc.)
  
- Planned expenditures for the student's instructional needs must be documented in the student's ILP and associated with a particular course. (i.e.: if the student is receiving tutoring for a math class the ILP must indicate tutoring for math, three hours per week.) Upon completion, the payment for services should be for actual services; an individualized vendor invoice should document the student's name, course tutored and actual dates and session times for tutoring. This level of documentation in the ILP and corresponding source documents are required for any form of reimbursement.
  
- Extensions promotes a balanced education and equitable services, initial expenditures (lessons, curriculum, materials and supplies) for fine arts, music and physical education (curriculum and lessons only) for a student cannot exceed 50% of the student allotment for any one student. The initial limitation can be waived upon verification of proficient test scores, compliance with program policy and procedures, use of approved curriculum, and recommendation from the advisory teacher. Students will not be allowed to spend their entire allotment on elective courses.
  
- Additional needed items that do not fall into the general group above should be preapproved to protect you. Submit your request on a Pre-Approved for Reimbursement Form that is supplied by the NPS Business Office.
  
- Expenses incurred during out-of-state travel must be pre-approved by the superintendent or designee. A letter of explanation, alignment to grade level expectations and educational purpose must accompany the Pre-Approval Form.
  
- Specialized items such as musical instruments and related equipment will be limited to \$250 in total. Cases and such will not be purchased separately. Rental of these items will also not be allowed to exceed the \$250 limit per year.

Purchases may be limited to one instrument per student per year.

- Items such as sewing machines, eReaders, cameras, and printers may be necessary to deliver education to students; however, these purchases may be limited per family as determined by prior purchases. These items may not be purchased for replacement each year. Items damaged or lost will not be eligible for replacement. Purchasing guidelines used within the Computer Program may be applied as appropriate. To ensure your purchase will be covered by Extensions, please seek pre-approval of these and related items.

**Purchase Limitations**

- Items priced at \$500 or more require pre-approval of the advisor and will carry a depreciation schedule to be determined by the NPS Business Office. Upon pre-approval, special purchases can be made and then remain property of NPS.
- Technology purchases must be compatible with NPS systems. Computers require a \$200 deposit. Other items over \$500 may also require a deposit. Deposits are refunded when such assets are returned to NPS.
- The district considers any purchase from \$250 or under to be consumable and not subject to return after the student is finished with the equipment, material or product. Any item purchased by the district over \$250 must be returned after the student leaves the program.
- Items such as televisions, audio players, DVD players are generally considered personal items and are not allowed for purchase or reimbursement. See also Items Not Approved for purchase or reimbursement.
- Purchase of used curricula is allowed and reimbursable with a valid itemized original vendor receipt.
- An Extensions Jr./Sr. high school student may take one class at the NPS Main Campus without affecting his/her allotment. Additional classes may be taken, but the allotment will be decreased to the fractional equivalent of the course load.

NPS Main Campus Classes	Allotment Reduction
One	\$ No reduction
Two	\$714
Three	\$1071
Four	\$1428
Five	\$1785
Six	\$2142
Seven	\$2500

- Extensions may pay tuition, lab, and tech fees (but not books) for college classes (with instructor approval) and students may receive dual credit for high school and college courses. Tuition will be paid out of the allotment, for two college courses (180 hours=6

college credits=1 high school credit) per semester. Extensions students are welcome to take more than one course per semester, but those expenses will not be reimbursable.

### **Curriculum/Textbook/Materials Return Policy**

As per 4 AAC 33.422. (b): Textbooks, equipment, and other curriculum materials purchased with state money, including money provided to the parent through a fund account, are property of the district. Materials that are not consumables must be returned to the district when the student leaves the program for any reason. The district considers any purchase from \$250 or under to be consumable and not subject to return after the student is finished with the equipment, material or product. Any item purchased by the district over \$250 must be returned after the student leaves the program. Items returned are placed in the family resource center for possible use by other families.

### **Items NOT Approved for Purchase or Reimbursement**

Whether purchased by the district or reimbursed, all expenses for your student must have an educational purpose related to their Individual Learning Plan as written or amended. Your requests must reflect the student goals and the purchases must be reasonable. We always compare our reimbursements to the ILP and what would be a reasonable purchase in a local school for the same class. We cannot pay for materials that will be used for personal or business use. The preapproval process is in place to ensure that families do not make purchases they would not generally make without reimbursement.

As per regulation 4 AAC 33.421 (k), a statewide correspondence study program may not pay for or provide money for:

- (1) family travel, including transportation, food, or lodging; or for expenses during, or for any out of state travel unless a governing body or superintendent of the district approves expenses incurred in the out-of-state travel that are associated with direct instructional activities; in this paragraph, “family travel” does not include travel in which a student is accompanied by the student’s family for assessments or other required activities initiated by the district;
- (2) annual passes or family memberships to a sports or recreational facility; however, an annual pass or membership for the student may be purchased for entry into sports or recreational facility in which the student is provided lessons under the student’s Individual Learning Plan, if the cost of the pass or membership is prorated to include only the cost of the student’s instructional time;
- (3) fees that allow entrance to a facility in which no instruction directly connected to a student’s Individual Learning Plan under (e)(1) of this section is given;
- (4) religious, partisan, sectarian, or denominational textbooks or other curriculum materials;
- (5) services provided to a student by a family member; in this paragraph, “family member” means the student’s spouse, guardian, parent, stepparent, sibling, stepsibling, grandparent, step-grandparent, child, uncle, or aunt;

- (6) clothing, uniforms, physical education equipment, or personal items;
- (7) pets and other animals;( no “animals or related equipment” ie. bees, eggs that will grow into animals, reptiles or insects, ant farms, etc. will be allowed.)
- (8) furniture;
- (9) taxes, testing other than educational assessments required by the district, or parking fees;
- (10) entertainment;
- (11) permanent items that adhere to or enhance the value of a non-school facility;  
or
- (12) items that are considered excessive by the school administrator.

All purchases and reimbursements will be reviewed individually. It is best to receive a signed Pre-Approved Purchases Form when in doubt. NPS has the right to disapprove any purchase if deemed to violate district, state, or federal policy, rules or regulations.

### **Reimbursement Schedule**

All reimbursements must be approved by certificated staff and the principal and be accompanied by original receipts.

- Reimbursement for lessons and tutoring also require vendor approval and documentation of the student's name, course tutored and actual dates and time billed for tutoring. Approved, reimbursable items will be paid within three weeks of the date stamp from the NPS Business Office.
- In order to avoid any delays, please submit all necessary forms and original well-documented receipts to your advising teacher for approval.
- The last day to submit for reimbursements is April 30<sup>th</sup>. Excessive spending at the end of the school year may result in denied purchases or reimbursements.
- Only the reimbursement forms and receipts for Internet services will be allowed August through May.

### **Educational Travel**

Student accounts may pay or reimburse for field trips or other related educational travel backed by a registered educational institution or program only. Pre-approval for expenses must be obtained from NPS prior to travel. Airfare, hotel, tickets and other associated costs may be reimbursable only if field trip is pre-approved and district sponsored. An example of a registered educational institution or program is the Close Up program: [www.closeup.org/](http://www.closeup.org/).

Field trip approval forms are not always necessary, but are recommended for tickets into museums, appropriate concerts, zoos, or exhibits with obvious educational value. There is a limit of one visit per institution per academic year per student with the exception for special exhibits which may be reimbursed with pre-approval. Only student admission is reimbursed. Field trips must be supported by the ILP. Examples of fieldtrips that may align to the student ILP include:

- The Imaginarium in Anchorage: [www.imaginarium.org/](http://www.imaginarium.org/)
- The University of Alaska Museum: <http://zorba.uaf.edu/museum/>
- The Alaska Sea Life Museum: <http://www.alaskasealife.org/>
- Anchorage Zoo: <http://www.alaskazoo.org/>
- Denali National Park: <http://www.nps.gov/dena/>
- Juneau's Mt. Roberts Tram: <http://www.alaska.net/~junotram/>

NOTE: Pre-approval from the superintendent is required for the reimbursement of any educational "expenses incurred during out-of-state travel that are associated with direct instructional activities." A letter detailing the expenses and the related instructional activities must accompany the pre-approval form.

We do not supply travel, rental cars, airfare, hotel, food, or other related expenses for trips of a family nature regardless of educational benefit.

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

Nome Public Schools Board of Education believes that the quality of the educational program provided to students can improve when the District considers differences of opinion and resolves disagreements through an established process. Public complaints may be raised and pursued pursuant to this policy and the administrative regulations adopted hereunder.

Employees of the District shall not be entitled to use the public complaint process with regard to matters relating to their employment.

The Board encourages complainants and the District to resolve disagreements at any early stage in the process and informally whenever possible. To the end, the Board and any individual board member approached by a member of the public shall refer all complaints initiated through this process until the superintendent has formulated a written decision which lays out the facts and if the complaints request through the superintendent, an appeal to the board

The following address specific types of complaints that are not resolved at the lowest levels:

1. When a complaint involves accusations of child abuse as defined in Alaska Statutes, the provisions of this policy and regulations shall be implemented only after the child abuse reporting requirements specified in law have been fulfilled.
2. The School Board has taken great care in the adoption of instructional materials and is aware that all adopted materials may not be acceptable to all students and their parents/guardians. A public complaint regarding the instructional materials used by the district shall be accepted only from parents and guardians of children enrolled in the School District.
3. The School Board recognized that the District has primary responsibility for ensuring that it complies with state and federal laws and regulations governing educational programs. The superintendent or designee shall establish procedures to investigate and seek to resolve complaints alleging unlawful discrimination related to educational programs and activities. The Board prohibits retaliation in any for the filing of a complaint, the reporting of incidences of discrimination, or for participation in discrimination complaint procedures.

### **Special Education**

NPS provides all special education services as required by state and federal law to students enrolled in Extensions Correspondence School. Any funding necessary for IEP related services are provided outside the student's account. NPS has adopted the policies provided by the Alaska Special Education Handbook.

## **Nome Extensions Program**

### *Terms of Agreement*

- I understand and agree to follow the Extensions program procedures and policies as per the NPS Extensions handbook.
- I agree to notify Extensions School if my enrollment status changes before or during the month of October.
- I understand that my student(s) and I have access to the district appeal process, as available to all students in the district.
- I understand and confirm that textbooks, curriculum materials and the course of study as outlined by each student's Individual Learning Plan (ILP) are appropriate to that student, aligned to state standards, and comply with [AS 14.03.090](#) and [AS 14.18.060](#)
- I understand and agree to document the process used to ensure curriculum materials are aligned to state standards and comply with [AS 14.03.090](#) and AS
- [14.18.060](#), including the review of textbooks and materials by a certified teacher.
- I will keep my contact information current, maintain monthly contact, and submit quarterly paperwork.
- My student(s) will participate in the state-mandated and program required testing.
- All materials purchased with Extensions funds are to remain the property of the Extensions School. If I should withdraw from the program at some future date,
- Extensions may request the return of those re-usable materials and equipment.
- I understand that failure to keep any part of this agreement may result in the withdrawal of my student(s), and that I will be held liable for the cost of purchased materials, curriculum, and services.

I agree to all of the above terms as a condition of enrollment

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Signature

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Administrator/Academic Advisor