



KENAI PENINSULA BOROUGH SCHOOL DISTRICT

Office of Superintendent

Clayton Holland, Superintendent

148 North Binkley Street Soldotna, Alaska 99669-7520

Phone (907) 714-8888

November 25, 2024

Alaska Department of Education and Early Development
Attn: Charter School Program Manager, Simone Sanders
801 W. 10th Street, Suite 200
PO Box 110500
Juneau, AK 99811-00500

Subject: Aurora Borealis Charter School Renewal Documentation

Dear Ms. Simone:

I am writing to officially document the approval of the Aurora Borealis Charter School Renewal Application which was presented to the Kenai Peninsula Borough School District (KPBSD) Board of Education on Monday, November 18, 2024. This correspondence is in accordance with State Statute Sec. 14.03.250, Application to Renew a Charter School, which requires that decisions regarding charter school renewals be provided in writing, issued within 60 days after the renewal application, and include all relevant findings of fact and conclusions of law.

Please find attached the following documents that detail the decision-making process:

1. The complete renewal application that was submitted to the KPBSD Board of Education. All sections have been reviewed and are compliant with DEED requirements.
2. The written decision of the KPBSD Board of Education.
3. Materials considered by the Board of Education in support of the renewal application, including:
 - a) Letter- Intent to Renew a Charter School
 - b) KPBSD BP 6187 Charter School Policy
 - c) KPBSD AR 6187 Charter School Guidelines
 - d) KPBSD Exhibit 6187 (b) Charter School Application/Contract Provisions
 - e) ABCS Lottery Application
 - f) ABCS Handbook (Updated October 2024)
4. The minutes of the November 18, 2024, KPBSD Board of Education Meeting. (unapproved)

We appreciate your understanding and support of our decision. If you require any further information, clarification, or have any questions, please do not hesitate to contact me by phone at 907.714.8899 or via email at cholland@kpbsd.k12.ak.us.

Respectfully,

Sincerely,

Clayton Holland
Superintendent

The mission of the Kenai Peninsula Borough School District is supporting students in life success.

ANCHOR POINT COOPER LANDING HOMER HOPE KACHEMAK SELO KENAI MOOSE PASS NANWALEK NIKISKI NIKOLAEVSK NINILCHIK
PORT GRAHAM RAZDOLNA SELDOVIA SEWARD SOLDOTNA STERLING TUSTUMENA TYONEK VOZNESENKA



RENEWAL
Charter School
APPLICATION
for

Aurora Borealis Charter School

FY 25

Alaska Department of Education & Early Development
P.O. Box 110500
Juneau, AK 99811-0500

DIRECTIONS

Application for a Renewal Charter

Parties interested in submitting a renewal application for a charter school should familiarize themselves with all applicable state statutes and regulations contained within this document.

Local School Districts/School Boards may have developed a Charter Schools renewal application form for approval at the local level that requires additional information, however for the purposes of seeking State Board of Education & Early Development approval, **this renewal application form MUST be used.** Sufficient evidence must be presented to address all sections of this renewal application form for the department to deem the renewal application compliant and forward to the State Board of Education for approval.

Timeline:

Applicants must follow all local procedures to seek Charter School approval by their local boards.

Not later than 30 days after a local school board's decision to approve a renewal application for a charter school, the local school board must forward the renewal application to the State Board of Education & Early Development for review and approval by mailing to the department:

- (1) the complete renewal application filed with the local school board, including all supporting documents required;
- (2) the written decision of the local school board;
- (3) all other materials considered by the local school board in support or in opposition to the renewal application; and
- (4) the minutes of the local school board meeting at which the charter was approved.

In the event the local school district/local board has a separate renewal application form that differs from the state required form, **it is the responsibility of the Charter School to transfer complete responses to the department form.**

An original and 4 copies of the DEED Charter School Renewal Application Form should be mailed to:

**Alaska Department of Education & Early Development
Attn: Charter School Program Manager
P.O. Box 110500
Juneau, Alaska 99811-0500**

Please also submit via email an electronic copy of the renewal application form to ioni.mccarty@alaska.gov

A renewal application approved by a local school board and submitted to the department ***must be received by the department at least 90 days*** before the next regularly scheduled meeting of the State Board of Education and Early Development. See the State Board schedule (education.alaska.gov/State_Board) for a list of upcoming Board meetings.

A renewal application for a charter school approved by a local school board may not be submitted to the department more than 12 months before the expiration of the existing contract.

Required Format:

1. Not more than 200 pages single-sided, *unbound*, in 12 point font.
2. ALL pages numbered in consecutive order (i.e. 1, 2, 3, ...200).
3. A table of contents.
4. Follow in numerical order the numbered sections and sub-elements of the application.
5. ALL numbered sections and sub-elements must be addressed.

Upon receipt, the renewal application will go through a technical review committee to determine if any additional information is necessary. Addressing each section with sufficient detail and evidence examples will decrease the likelihood of additional information being requested.

Once the technical review committee agrees the applicant has demonstrated compliance, the renewal application will be scheduled to be addressed by the State Board of Education & Early Development at their next meeting.

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Section 1: Establishment of the Charter at the local level

- i. Provide the primary purpose of the charter and how it specifically differs from other educational options available in the community. Provide a narrative to describe how the charter has changed since the last application. *AS 14.03.265(a)(1-3)*
- ii. Provide evidence of the local school board approval of the reapplication for the charter school marked as Appendix A. *AS 14.03.250(b)*
- iii. Provide evidence of the signed contract between the charter school and the local school board containing all required elements under AS 14.03.255(c) marked as Appendix B. *AS 14.03.255(c)(1-14)*
- iv. Provide either the charter school's bylaws marked as Appendix C **or** an indication on the signed assurance page that the bylaws previously submitted to the department in the initial application or previous renewal applications have not changed. *4 AAC 33.110(a)(4)*
- v. Provide evidence of the Academic Policy Committee (APC) consisting of parents of students attending the school, teachers, and school employees. Evidence includes a list of the members of the APC and their qualifications, as well as the written minutes from meetings where the charter school met with the academic policy committee to fulfill the requirement of at least once each year monitoring the progress in achieving the committee's policies and goals. Mark as Appendix D. *AS 14.03.250(a), AS 14.03.255(b)(4), 4 AAC 33.110(a)(1)*

Reviewer Rating Template		
Section 1	Page Number location(s) of response(s) including Appendices	Reviewer's notes Rating: Compliant/Noncompliant
Purpose	Page 8	
Evidence of board approval	Appendix A p.36	
Evidence of signed contract with all required elements	Appendix B p.37	
1. Description of educational program	Appendix B p.37	

Section 1: Establishment of the Charter at the local level

2. Specific levels of achievement for the education program	Appendix B p.37	
3. Admissions Policy and Procedures	Appendix B p.37	
4. Administrative Policies	Appendix B p.37	
5. Statement of Charter funding	Appendix B p.38	
6. Method of accountability for receipts and expenditures	Appendix B p.38	
7. Location and description of facility	Appendix B p.38	
8. Name of teachers who by agreement will teach in the charter	Appendix B p.38	
9. Teacher to student ratio	Appendix B p.39	
10. Number of students to be served	Appendix B p.39	
11. Term of contract (not to exceed 10 years)	Appendix B p.39	
12. Termination Clause	Appendix B p.39	
13. Statement of state and federal law compliance	Appendix B p.39	
14. Exemptions or requirements included in contract	Appendix B p.39	
Evidence of bylaws or assurance	Appendix C p.40 Appendix K p.65	
Evidence of APC, including list of names/qualifications, meeting minutes	Page 8 Appendix D p.41-51	

Section 1: Establishment of the Charter at the local level

- i. Provide the primary purpose of the charter and how it specifically differs from other educational options available in the community. Provide a narrative to describe how the charter has changed since the last application. AS 14.03.265(a)(1-3)***

Purpose:

Aurora Borealis Charter School is established to provide a research-based preparatory education through whole group, subject-centered direct instruction. Aurora Borealis differs from other educational programs in our community. As we choose curriculum, we look for research validating the rigor of the curriculum, correlation with Alaska State and Core Standards, and also a well-defined scope and sequence which allows us to spiral teaching through the grades, each grade building on the foundations established in years prior. Instruction is whole group, subject-centered, and direct. Use of this research-based curriculum results in a preparatory education emphasizing language arts (phonetic reading, writing, spelling, grammar, and vocabulary), mathematics, history and geography, science, technology, art and music, and physical education. An additional course, Enrichment, explores the Latin basis of our language, extended mathematic problem-solving, and, for all students in the upper grades, involvement in the Future Problem Solving research, training, and competitions.

- v. Provide evidence of the Academic Policy Committee (APC) consisting of parents of students attending the school, teachers, and school employees. Evidence includes a list of the members of the APC and their qualifications, as well as the written minutes from meetings where the charter school met with the academic policy committee to fulfill the requirement of at least once each year monitoring the progress in achieving the committee's policies and goals. Mark as Appendix D. AS 14.03.250(a), AS 14.03.255(b)(4), 4 AAC 33.110(a)(1)***

Evidence of APC, including list of names/qualifications, meeting minutes:

Academic Policy Committee members consists of the following members:

Daniel Mahr- parent- Chairperson	Gary Kuchinka- parent- Treasurer
Jamie Miller- parent- Vice-Chairperson	Ryan Culbertson- parent- Secretary
Darren Henry- parent	Jeremy Narlock- parent
Cody McCanna- School Administrator	Community member- nobody appointed

The Academic Policy Committee Meetings were held on the following dates: (last three years is included, the remaining years can be found on file at the school.)

Regular Meeting Dates:

August 16, 2022	October 11, 2022	November 1, 2022	February 7, 2023
March 4, 2024	May 23, 2023	August 22, 2023	September 11, 2023
October 9, 2023	November 13, 2023	February 19, 2024	April 10, 2024
May 16, 2024			

Annual Review Dates: Minutes are in Appendix D

May 31, 2017	May 29, 2018	May 16, 2019	June 2, 2020
May 11, 2021	May 24, 2022	May 23, 2023	May 16, 2024

Section 2: Organization and Administration

- i. Provide information on how the charter school is administered to ensure that the terms of the contract required by AS 14.03.255 (c) are being met; including who is responsible and what mechanism(s) they use. *AS 14.03.255(b)(2)*
- ii. Provide the written *administrative policy manual* utilized by the charter or an indication on the signed assurance page that the policy manual submitted to the department in the initial application or previous renewal applications has not changed. Mark as Appendix E. *4 AAC 33.110(a)(13)*
- iii. Provide evidence that the charter school met regularly with parents and with teachers of the charter school to review, evaluate, and improve operations of the charter school, including any review recommendations. *AS 14.03.255(b)(3)*
- iv. Provide evidence that the charter school met with the APC at least once a year to monitor progress in achieving the committee's policies and goals. *AS 14.03.255(b)(4)*
- v. Provide a description of the school schedule and calendar. *4 AAC 33.110(a)(9)*
- vi. If applicable: Provide information on alternative educational options for students not wishing to attend the charter if the charter school is the only school in the community. *4 AAC 33.110(a)(12)*

Reviewer Rating Template		
Section 2	Page Number location(s) of response(s) including Appendices	Reviewer's notes Rating: Compliant/Noncompliant
Description of administrative oversight	Page 10	
Evidence of written administrative policy manual or assurance	Appendix E p.52-58 Appendix K p.65	
Evidence of regular parent and teacher contacts for continuous improvement	Page 11 Appendix D p.41-51	
Evidence of annual APC meeting	Page 8 Appendix D p.41-51	
Description of school schedule and calendar	Page 12	

Section 2: Organization and Administration

Alternative options for students if no other educational program exists	NA	
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- i. Provide information on how the charter school is administered to ensure that the terms of the contract required by AS 14.03.255 (c) are being met; including who is responsible and what mechanism(s) they use. AS 14.03.255(b)(2)***

Description of administrative oversight:

Aurora Borealis Charter School (ABCS) adheres to the Kenai Peninsula Borough School District (KPBSD) Charter School Policy. The administrator, with oversight by the Academic Policy Committee, shall ensure that the terms of the contract between KPBSD and ABCS are being met. Charter Schools Assurance Page, Appendix C, is evidence from KPBSD that the terms of the contract are being met. In addition, ABCS conducts an annual review using KPBSD form E6187c that is on file at KPBSD and ABCS. ABCS also adheres to all of the policies included in the KPBSD policy manual. That manual is online at the KPBSD website (<http://www.kpbsd.k12.ak.us>) and is in Appendix E. The Policy Manual is used as a reference for staff and our Academic Policy Committee (APC) members. Our APC handles control and supervision of the charter school according to Charter School Law and operates in accordance to the Bylaws established for Aurora Borealis Charter School.

- ii. Provide the written administrative policy manual utilized by the charter or an indication on the signed assurance page that the policy manual submitted to the department in the initial application or previous renewal applications has not changed. Mark as Appendix E. 4 AAC 33.110(a)(13)***

Evidence of written administrative policy manual or assurance:

Aurora Borealis Charter School follows the Kenai Peninsula Borough School District's administrative policies and procedures. We receive all administrative memos and the KPBSD Policy Manual is available online and a copy is located in the school office.

Refer to Appendix E for a copy of the manual.

Section 2: Organization and Administration

- iii. Provide evidence that the charter school met regularly with parents and with teachers of the charter school to review, evaluate, and improve operations of the charter school, including any review recommendations. *AS 14.03.255(b)(3)***

Evidence of regular parent and teacher contacts for continuous improvement:

Aurora Borealis Charter School conducts parent/teacher conferences twice a year according to KPBSD District Wide Calendar. There is a Parent Comment section on every Academic Policy Committee agenda. ABCS sends home weekly newsletters and announcements to parents via written letters and e-mail lists. The list of all APC meeting dates are listed in Section 1 of this document with the agendas and minutes of several meetings in Appendix D. Every APC meeting is an opportunity for parents and teachers to give input about the operations of the charter school. Every year the APC sends out a survey to all parents to receive feedback about the school. Completed surveys from previous years are on file in the office.

- iv. Provide evidence that the charter school met with the APC at least once a year to monitor progress in achieving the committee's policies and goals. *AS 14.03.255(b)(4)***

Evidence of annual APC meeting:

Aurora Borealis Charter School conducts several APC meetings every year. During those meetings all members of the APC, parents, staff and community members have the opportunity to address any policies and goals. Assessment data (AIMS, Terra Nova, Ed Performance, and AMP) is shared during APC meetings after the specific assessment data has been released to the school. The data is explained by the administrator during the APC meeting and copies are given to each member. APC meeting minutes and agenda dates can be found in Section 1 of this document with specific agendas and minutes in Appendix D. ABC conducts an annual review using KPBSD's Charter School Annual Review Form (E6187c). The APC's goals are to follow Article 2 of the Bylaws (Appendix K).

Section 2: Organization and Administration

- v. **Provide a description of the school schedule and calendar. 4 AAC 33.110(a)(9)**

Description of school schedule and calendar:

Aurora Borealis School Daily Schedule

In order for the staff and students to best utilize the school day, it is necessary that all observe the following schedule: This is the schedule for grades 1-8.

7:45 Students may enter school and sit in the hallway adjacent their classrooms.

7:55 Students enter classrooms.

8:00 Classes begin.

Any students entering the school after 8:00 must go to the office and sign in prior to going to their classrooms. It is the responsibility of parents and students to come to school on time and prepared to work. Tardies are disruptive and provide a poor learning environment for students. Excessive tardies (6 per quarter), you will receive a letter. Anything in excess of 6 tardies will be brought to the attention of the Academic Policy Committee for possible action.

2:45 Students are dismissed from class.

3:00 All students should have been picked up for their ride home.

Please notify the office by note or telephone if you will be unable to pick up your student as scheduled. Any students remaining after 3:00 will be supervised in the office. Such students will not be allowed to remain unsupervised in the building.

The Kindergarten schedule is as follows:

7:45 Morning students may enter school and sit in the hallway adjacent their classrooms.

7:55 Students enter classrooms.

8:00 Morning classes begin.

9:50 Afternoon students may enter school and sit in the hallway adjacent their classrooms.

10:00 Afternoon class begins.

12:45 Morning class dismissed.

2:45 Afternoon class dismissed from class.

3:00 All students should have been picked up for their ride home.

Aurora Borealis Charter School follows the KPBSD District wide calendar that can be found on their website at <https://kpbsd.org/students-parents/calendars/>.

Section 3: Educational Program and Student Achievement

- i.* Provide a description of the educational program to be offered at the charter school including specific teaching methods that benefit an age group, grade level or specific type of student and examples of curriculum utilized. *AS 14.03.255(c)(1), AS 14.03.265(a)(1-3), 4 AAC 33.110(a)(5)*
- ii.* Provide evidence of a written instructional program that addresses state content standards under 4 AAC 04 and aligns with the content on the statewide assessment system under 4 AAC 06.710-4 AAC 06.790 marked as Appendix F. *4 AAC 33.110(a)(6)*
- iii.* Provide a description of plans for serving special education, vocational education, gifted, and bilingual students. *4 AAC 33.110(a)(10)*
- iv.* Provide the written objectives for program achievement desired by the charter. Include information on the progress of the charter to date in reaching the objectives. Include in this section information on ASPI star rating, comparisons of state assessments for the school to district and state averages, as well as student performance by disaggregated groups. Include a synopsis of how students in your school are performing. Also include information on how the charter addresses the needs of students who do not perform at acceptable levels of proficiency. *4 AAC 33.110(a)(7)*
- v.* Provide a description of the mechanisms for student assessment utilized in addition to those required by state law. *4 AAC 33.110(a)(5)*

Reviewer Rating Template		
Section 3	Page Number location(s) of response(s) including Appendices	Reviewer's notes Rating: Compliant/Noncompliant
<i>i.</i> Description of educational program	Page 15	
<i>ii.</i> Evidence of written instructional program that addressees content standards and aligns with statewide assessment system	Page 17-18 Appendix F p.59	
<i>iii.</i> Description of plans for serving special education, vocational education, gifted and bilingual students	Page 18	
<i>iv.</i> Evidence of written objectives for program achievement, progress on meeting objectives,	Page 18-23	

Section 3: Educational Program and Student Achievement

comparisons of disaggregated assessment data to district and state averages, and plans to address students who do not perform at acceptable levels		
v. Description of the mechanisms for student assessment in addition to those required by state law	Page 23	

Section 3: Educational Program and Student Achievement

- i. Provide a description of the educational program to be offered at the charter school including specific teaching methods that benefit an age group, grade level or specific type of student and examples of curriculum utilized. AS 14.03.255(c)(1), AS 14.03.265(a)(1-3), 4 AAC 33.110(a)(5)

Description of educational program:

Aurora Borealis Charter School provides a research-based preparatory education through whole group, subject-centered direct instruction. Emphasis is placed on language arts (phonetic reading, spelling, grammar, and vocabulary), penmanship, mathematics, history, science, geography, technology, art, music and physical education. Reading begins in kindergarten and is stressed throughout the program. Our Language Arts curriculum in kindergarten is ABCS Phonics that originated from Riggs, but is unique to our school. Students learn 55 phonograms and start doing first grade reading after the first semester. Math is accelerated in kindergarten with students finishing Saxon kindergarten level by October and then getting half of the Saxon first grade completed by the end of the year. First grade students finish Saxon first grade level by the end of the second quarter and then go on to finish second grade level Saxon math by the end of first grade. Therefore, students start second grade doing Saxon level three math. The teaching of students is accomplished through a well-defined scope and sequence using proven programs. Students are expected to perform at or above grade level and maintain a minimum grade of a C in all subjects. Grade scales are as follows:

Kindergarten: No Letter Grades

Grades 1-8: (A+) 100-97 (A) 96-93 (A-) 92-90 (B+) 89-87 (B) 86-83 (B-) 82-80
(C+) 79-77 (C) 76-73 (C-) 72-70 (D) 69-60 (F) 59-0

A list of the curriculum utilized by ABCS can be found in Appendix F.

Aurora Borealis Charter School Standards of Performance

Aurora Borealis has high academic standards. In order to ensure that all parents and students understand what is expected, these written standards have been developed. Students may have some initial difficulty adjusting to the Aurora Borealis academic program; however, the goal will always be to bring all students up to these written standards:

In general, the following standards will be followed for all grades; however, standards may vary by grade level according to developmental appropriateness:

- I. Class work standards
 - a. All students will complete assignments.
 - b. Proper formatting, which includes name and assignment heading at the top right side of the paper, will be followed.
 - c. Papers will have clear margins: left, right, top, and bottom.

Section 3: Educational Program and Student Achievement

- d. All mistakes should be clearly and completely erased. No doodling and drawings are allowed on assignment papers unless part of the assignment.
- e. All assignments will be turned in on time.

II. Handwriting standards

- a. Students are encouraged to write neatly using the approved alphabet. Teachers will instruct in correct letter formation.
- b. Cursive writing will be taught beginning in third grade and will be used on final drafts in grades 4-8.
- c. Penmanship grades will be awarded randomly for assigned daily work. Papers receiving less than a C in penmanship will be redone until requirements are met. Other redo's are at teacher discretion.

III. Math paper standards

- a. Numbers should be carefully written in pencil.
- b. There should be clear space around each problem.
- c. Math fact standards are established for each grade level.
- d. Other requirements as set by teacher.

IV. Organization skills: Grades 3-8

All students will have the following materials:

- a. A three-ringed binder with dividers and three-hole paper.
- b. Spiral bound notebooks will only be used in certain classes as learning logs or journals. Spiral bound notebook paper will not be allowed for daily assignments.
- c. Assignments should always be placed in the appropriate section of the 3-ring binder.
- d. Holes should be on left side of paper when student begins work.
- e. Papers should not be ripped from notebooks.
- f. Notebooks will be periodically checked and graded.

V. Computer Writing Standards

- a. All written assignments will be double-spaced and checked for spelling.
- b. Fringes will be torn off of computer paper, as applicable, before turning in assignments.
- c. Font and print size should be approved by the teacher prior to printing.

Section 3: Educational Program and Student Achievement

Aurora Borealis FOUNDATION STONES

As an ABC student, I will practice the following character qualities:

Respect: Showing consideration for others and their property; listening to and following instructions of those in authority; honoring others; following the Golden Rule; being courteous and polite.

Responsibility: Doing what we have said we will do; being accountable for our actions and consequences because we know right from wrong; being dependable and reliable; not making excuses or blaming others.

Citizenship: Using the rights and privileges one has as a member of the community to make that community a better place; being socially responsible; obeying the laws and rules; doing one's part for the common good; respect authority; helping your community by volunteering service.

Self Control: Being rational – acting out of reason, not anger; knowing the difference between what you have a right to do and what is right to do; being in control of yourself, not letting others influence your decision as to what is right or wrong; being disciplined; having power over what you do.

Integrity: Knowing the difference between right and wrong and having the courage to do what is right, even when it is not easy to do so; living up to the highest ethical standard; not compromising one's value; building and guarding your reputation.

Cooperation: Listening and paying attention to others, sharing and taking turns, doing a fair share of the work, acknowledging the contribution of others; serving others with patience and a positive attitude; working well with others.

Perseverance: Sticking to a purpose and never giving up on what one has to do; being determined to improve; being committed to justice; not leaving things unfinished; striving for excellence.

- ii. Provide evidence of a written instructional program that addresses state content standards under 4 AAC 04 and aligns with the content on the statewide assessment system under 4 AAC 06.710-4 AAC 06.790 marked as Appendix F. 4 AAC 33.110(a)(6)**

Evidence of written instructional program that addresses content standards and aligns with statewide assessment system:

Aurora Borealis Charter School regularly monitors curriculum implementation and quality using a variety of assessment data. Terra Nova, mCLASS, NWEA Maps, and Alaska Star testing is conducted each year in grades 1-8. Curriculum review days are done each spring to ensure student data reflects comprehension on statewide standards. When state assessment data is available it is reviewed annually when results are available to analyze each specific area tested.

Section 3: Educational Program and Student Achievement

Classroom assessment data is also reviewed at the end of each quarter to identify specific students who may be struggling with content standards. The above mentioned data are used for setting school goals. ABC follows the KPBSD Assessment Calendar for conducting Federal, State and District assessments.

- iii. Provide a description of plans for serving special education, vocational education, gifted, and bilingual students. 4 AAC 33.110(a)(10)***

Description of plans for serving special education, vocational education, gifted and bilingual students:

Aurora Borealis Charter School will provide educational services in compliance with individual education plans/504 plans as required by law. When a student with an active IEP/504 enrolls, a detailed assessment of the student's educational program and needs will be made by the IEP/504 team, and the school will provide services to meet those needs within the scope of the IEP/504. In compliance with IEPs/504s, all students will be served in the least restrictive environment. Special education goals are the responsibility of the IEP team, of which the parent/guardians are an integral part. The IEP team also includes the student, a certified special education teacher, a regular education teacher, a district representative, therapists and others involved with the student's educational program, including other professionals as applicable.

- iv. Provide the written objectives for program achievement desired by the charter. Include information on the progress of the charter to date in reaching the objectives. Include in this section information on ASPI star rating, comparisons of state assessments for the school to district and state averages, as well as student performance by disaggregated groups. Include a synopsis of how students in your school are performing. Also include information on how the charter addresses the needs of students who do not perform at acceptable levels of proficiency. 4 AAC 33.110(a)(7)***

Evidence of written objectives for program achievement, progress on meeting objectives, comparisons of disaggregated assessment data to district and state averages, and plans to address students who do not perform at acceptable levels:

Aurora Borealis Charter School serves families in the general Kenai-Soldotna area, which includes Nikiski, Sterling, and Kasilof. By incorporating high academic and behavior expectations with a spiraling, skills and knowledge based curriculum and direct instruction, Aurora Borealis provides students with the foundation necessary to live successfully, contribute to their communities, and to be responsible citizens.

It is the goal of ABCS to provide a research-based preparatory education through whole group, subject-centered direct instruction, with textbooks used in the classroom. Emphasis is placed on language arts (phonetic reading, spelling, grammar, and vocabulary), penmanship, Latin,

Section 3: Educational Program and Student Achievement

mathematics, history, science, geography, technology, art, and physical education. Character education, with strong emphasis on citizenship, values, self-discipline, and patriotism is an integral part of the Aurora Borealis education.

Students who do not perform at acceptable levels of proficiency are identified and referred to our intervention team. A team meeting is held to review student data and address the specific needs of each student. Aurora creates a new Multi-Tiered System of Support (MTSS) plan every year for DEED as part of the Alaska Reads Act requirement.

The following pages contain data that is used to measure program achievement, progress on meeting objectives, comparisons of data to district, state, and national averages. Data sources include: Terra Nova scores and Alaska Star Assessment scores.



2022 School Summary Report - English Language Arts
 District: KENAI PENINSULA BOROUGH SCHOOL DISTRICT
 School: AURORA BOREALIS CHARTER SCHOOL

	# Students Tested	Mean Score	Median Score	% of Students by Achievement Level
AURORA BOREALIS CHARTER SCHOOL	106	1614	1605	
KENAI PENINSULA BOROUGH SCHOOL DISTRICT	3822	1596	1591	
ALASKA STATE ORG	54745	1591	1585	

Achievement Levels

Overall scores on the AK STAR Assessments are divided into four achievement levels: Advanced, Proficient, Approaching Proficient, and Needs Support.

Scale Scores

The number of students and median and mean scale scores are reported at the school level in the table below. The median is the middle score in the ordered list of all students' scale scores. The mean is the average scale score by grade.

Comparisons: District and State

- did better than the district and state mean for the reporting category
- did about as well as the district and state mean for the reporting category
- did not do as well as the district and state mean for the reporting category
- did not attempt any items in this category



2023 School Summary Report - English Language Arts
 District: KENAI PENINSULA BOROUGH SCHOOL DISTRICT
 School: AURORA BOREALIS CHARTER SCHOOL

	Students Tested	Mean Score	Median Score	% of Students by Achievement Level
AURORA BOREALIS CHARTER SCHOOL	118	1613	1610	
KENAI PENINSULA BOROUGH SCHOOL DISTRICT	3,862	1594	1588	
ALASKA	55,941	1589	1583	

Section 3: Educational Program and Student Achievement



2024 School Summary Report - English Language Arts
 District: KENAI PENINSULA BOROUGH SCHOOL DISTRICT
 School: AURORA BOREALIS CHARTER SCHOOL

	Students Tested	Mean Score	Median Score	% of Students by Achievement Level
AURORA BOREALIS CHARTER SCHOOL	119	1610	1609	
KENAI PENINSULA BOROUGH SCHOOL DISTRICT	3,728	1594	1589	
ALASKA	54,814	1588	1583	



Science Assessment

Alaska Department of Education
& Early Development

School Summary Report

District Name: Kenai Peninsula Borough School District Subject: Science
 School Name: Aurora Borealis Charter School Test Date: Spring 2024

Achievement Level Summary

Group	# Tested	% in Each Level			
School	36				
District	1,508				
State	21,717				



2022 School Summary Report - Mathematics
 District: KENAI PENINSULA BOROUGH SCHOOL DISTRICT
 School: AURORA BOREALIS CHARTER SCHOOL

	# Students Tested	Mean Score	Median Score	% of Students by Achievement Level
AURORA BOREALIS CHARTER SCHOOL	106	1575	1562	
KENAI PENINSULA BOROUGH SCHOOL DISTRICT	3802	1546	1542	
ALASKA STATE ORG	54688	1542	1537	

Achievement Levels

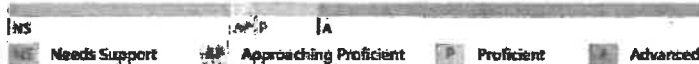
Overall scores on the AK STAR Assessments are divided into four achievement levels: Advanced, Proficient, Approaching Proficient, and Needs Support.

Scale Scores

The number of students and median and mean scale scores are reported at the school level in the table below. The median is the middle score in the ordered list of all students' scale scores. The mean is the average scale score by grade.

Comparisons: District and State

- did better than the district and state mean for the reporting category
- did about as well as the district and state mean for the reporting category
- did not do as well as the district and state mean for the reporting category
- did not attempt any items in this category



Section 3: Educational Program and Student Achievement



2023 School Summary Report - Mathematics
 District: KENAI PENINSULA BOROUGH SCHOOL DISTRICT
 School: AURORA BOREALIS CHARTER SCHOOL

	Students Tested	Mean Score	Median Score	% of Students by Achievement Level			
AURORA BOREALIS CHARTER SCHOOL	118	1575	1568	0%	40%	50%	10%
KENAI PENINSULA BOROUGH SCHOOL DISTRICT	3,865	1549	1544	47%	21%	22%	10%
ALASKA	55,950	1542	1537	49%	18%	24%	9%



2024 School Summary Report - Mathematics
 District: KENAI PENINSULA BOROUGH SCHOOL DISTRICT
 School: AURORA BOREALIS CHARTER SCHOOL

	Students Tested	Mean Score	Median Score	% of Students by Achievement Level			
AURORA BOREALIS CHARTER SCHOOL	119	1576	1570	0%	30%	60%	10%
KENAI PENINSULA BOROUGH SCHOOL DISTRICT	3,707	1548	1544	47%	21%	22%	10%
ALASKA	54,834	1541	1536	50%	18%	22%	10%

TERRANOVA[®], Third Edition
TERRANOVA[®]

Assessment Summary

Terminology: NEXT

Group: AURORA BOREALIS CHA

Grade: 1

Form: 0-11

Test Date: 02/28/24

DM: 25 TN Norms Date: 2017

AURORA BOREALIS CHARTER 8-4024081
 KENAI PENINSULA BOROUGH 40024080

City/State: KENAI, AK

06001 Page 3

Performance on Objectives

Grade	Objective	Average OPI			Objectives Performance Index (OPI)					Grade	Average OPI			Objectives Performance Index (OPI)				
		Local	State	National	20	40	60	80	100		Local	State	National	20	40	60	80	100
Reading																		
104	Key Ideas & Details	80	80	80														
107	Reading Informational Text	81	78	80														
112	Foundational Skills	81	72	80														
101	Craft & Structure	-	-	-														
101	Text Complexity	-	-	-														
101	Comprehension	80	80	80														
102	Media Understanding	87	82	85														
103	Analysis	-	-	-														
104	Evidence-Based Reading	-	-	-														
105	Reading/Writing Strategies	80	80	80														
106	Introduction to Print	80	82	81														
Mathematics																		
115	Measurement and Data	80	80	80														
116	Number Operations - Base Ten	80	80	80														
119	Operations and Algebraic Thinking	83	80	81														
120	Geometry	80	80	80														
119	Number and Number Relations	82	81	81														
111	Computation and Estimation	80	80	80														
112	Operation Concepts	-	-	-														
113	Measurement	81	79	80														
114	Geometry & Spatial Reasoning	87	84	85														
118	Data, Statistics & Probability	-	-	-														
116	Patterns, Functions, Algebra	-	-	-														
117	Problem Solving & Reasoning	-	-	-														
Science																		
113	Science Inquiry	80	81	81														
113	Physical Science	81	77	81														

National Reference Group Grade 1.8

* OPI is an estimate of the number of items that a student could be expected to answer correctly if there had been 100 items for that objective.

- Too few items to report

Key

Moderate Mastery Range

Local Average OPI Score

National Average OPI Score

Section 3: Educational Program and Student Achievement

TERRANOVA[®], Third Edition



Terranova NEXT

Assessment Summary

Group: **AURORA BOREALIS CHA**

Grade: **2**

Purpose

This section of this report provides an analysis of your group's performance on the Terranova objectives.

Number of Students: 24

Form/Level: G-13

Test Date: 02/28/04

OM: 23 TN NORTH DAK: 2017

AURORA BOREALIS CHARTER S-10024001
KENAI PENINSULA BOROUGH 40024000

City/State: KENAI, AK

08001

Page 3

Performance on Objectives

Objective	Average OPI		Objective Performance Index (OPI)*					Objective	Average OPI		Objective Performance Index (OPI)*				
	Local	National	20	40	60	80	100		Local	National	20	40	60	80	100
Reading															
104 Key Ideas & Details	80	74	15	45	67			I	◇	022 Earth and Space Science	87		81-90		◇
107 Reading Literature Text	80	72	17	45	86			I	◇	023 Science and Technology	85		72-81		◇
112 Foundational Skills	88	78	68	61	85			I	◇	Social Studies					
161 Craft/Structure/Integration	85	71	17	45	84			I	◇	026 Geographic Perspectives	87		63-88		◇
002 Basic Understanding	83	70	14	53	92			I	◇	027 History and Culture	74		44-76		◇
003 Analysis Text	87	70	17	40	84			I	◇	028 Civics and Government	90		62-82		◇
004 Examine/Extend Meaning	88	67	15	41	80			I	◇	029 Economic Perspectives	80		80-90		◇
005 Reading/Writing Strategies	87	66	21	40	80			I	◇						
006 Introduction to Print	88	78	68	61	85			I	◇						
Mathematics															
118 Measurement and Data	82	68	23	35	74			I	◇						
115 Number/Operations - Basic Ten	80	66	21	45	84			I	◇						
119 Operations/Thinking	81	75	16	57	85			I	◇						
120 Geometry	81	77	34	53	86			I	◇						
010 Number & Number Relations	81	67	24	44	84			I	◇						
011 Computation & Estimation	89	87	22	47	80			I	◇						
012 Operation Concepts															
013 Measurement	79	64	22	33	61			I	◇						
014 Geometry & Spatial Sense	82	77	15	53	86			I	◇						
015 Data, Data & Probability	86	83	35	28	70			I	◇						
016 Patterns, Functions, Algebra															
017 Problem Solving & Reasoning															
Science															
019 Science Inquiry	79		55	71					◇						
020 Physical Science	81		44	72					◇						
021 Life Science	86		71	82					◇						

National Reference Group Grade 2.8

* OPI is an estimate of the number of items that a student could be expected to answer correctly if there had been 100 items for that objective.

- Too few items to report

Key

Moderate Mastery Range

Local Average OPI Score ◇

National Average OPI Score I

Section 3: Educational Program and Student Achievement

TERRANOVA ³ , Third Edition		TERRANOVA ³																
Assessment Summary		Performance on Objectives																
Group: AURORA BOREALIS CHA		Average CPI		Objectives Performance Index (OPI)*					Average CPI		Objectives Performance Index (OPI)*							
Grade: 3		Local	National	0	20	40	60	80	100	Local	National	0	20	40	60	80	100	
Reading																		
104 Key Ideas & Details		94	80	10						I	◇							
107 Reading Literature Test		82	83	10						I	◇							
108 Reading Inform Test		85	84	10						I	◇							
101 Comprehension		80	81	10						I	◇							
022 Basic Understanding		85	85	10						I	◇							
003 Analysis Test		84	85	10						I	◇							
004 Evaluate/Extend Meaning		81	81	20						I	◇							
005 Reading/Writing Strategies		82	84	10						I	◇							
Language																		
101 Content of Hand Engine		76	83	10						I	◇							
108 Test Types and Purposes		79	86	14						I	◇							
155 Language & Vocabulary		74	82	12						I	◇							
171 Proof & Direct Writing/Research		-	-	-														
807 Sentence Structure		71	86	12						I	◇							
808 Writing Strategies		70	83	17						I	◇							
009 Writing Skills		73	80	15						I	◇							
Mathematics																		
118 Measurement and Data		85	88	21						I	◇							
117 Number/Op - Fractions		80	87	23						I	◇							
118 Number/Op - Base Ten		80	83	20						I	◇							
119 Operations/Alg Thinking		80	83	20						I	◇							
120 Geometry		80	85	20						I	◇							
010 Number & Number Relations		83	81	21						I	◇							
011 Computation & Estimation		82	85	22						I	◇							
012 Operation Concepts		-	-	-														
013 Measurement		87	87	20						I	◇							
014 Geometry & Spatial Sense		73	83	20						I	◇							
345 Data, Stats & Probability		83	88	25						I	◇							
016 Patterns, Functions, Algebra		-	-	-														
017 Prob Solving & Reasoning		-	-	-														
Science																		
018 Science Inquiry		63	-	-														
020 Physical Science		71	-	-														
021 Life Science		80	-	-														
022 Earth and Space Science		80	-	-														
023 Science and Technology		88	-	-														
024 Personal and Social Persp		80	-	-														
Social Studies																		
025 Geographic Perspectives		88	-	-														
027 History and Culture		77	-	-														
028 Civics and Government		70	-	-														
029 Economic Perspectives		86	-	-														

More Terra Nova data is available upon request at Aurora Borealis Charter School office.

- v. Provide a description of the mechanisms for student assessment utilized in addition to those required by state law. 4 AAC 33.110(a)(5)

Description of the mechanisms for student assessment in addition to those required by state law:

Aurora Borealis Charter School participates in Kenai Borough School District assessments, which includes NWEA Maps (3 times a year in grades K-8), DIEBELS 8 mCLASS (3 times a year in grades K-5), and quarterly writing assessments. ABCS utilizes the curriculum assessments as outlined in the program’s scope and sequence. Terra Nova testing for grades 1-8 have been done historically to get a national perspective on student and school performance since 2003.

Section 4: Professional Development

- i. Provide a description of and schedule for staff development activities. *4 AAC 33.110(a)(8)*

References: 4 AAC 33.110 Charter School application and review procedure.

Use the reviewer rating template below to fill in the page numbers to depict the location of the responses for each sub-element. Do not use the reviewer’s notes column.

Reviewer Rating Template		
Section 4	Page Number location(s) of response(s) including Appendices	Reviewer’s notes
		Rating: Compliant/Noncompliant
Description of and schedule for planned professional development	Pages 24	

- i. **Provide a description of and schedule for staff development activities. *4 AAC 33.110(a)(8)***

Description of and schedule for planned professional development:

Aurora Borealis Charter School provides professional development that is goal-based and driven by student assessment data. Professional development is directly related to the academic needs of students and the instructional needs of the staff in relation to gaps in student achievement. Over the past three years, the staff has completed professional development in the areas of Response to Intervention (RTI), Formative Assessment Strategies, SmartBoard Training, and Saxon Math Curriculum. ABCS has a Professional Development Liaison that is a resource for all staff members who seek training in specific areas. Currently, the staff is receiving professional development in utilizing Charlotte Danielson’s Framework for Effective Teaching. Staff receives annual training for Kenai Peninsula Borough School District and has the opportunity to take classes and professional development throughout the year. At the end of every year all teachers collaborate around year end data to review curriculum concerns.

Section 5: Facility

- i.* Provide the location for the charter school, description of the facility and lease information. *AS 14.03.255(c)(7)(d), 4 AAC 33.110(a)(15)*
- ii.* Describe the plans for the charter school’s facility and any plans for projected growth. *4 AAC 33.110(a)(15)*

References: AS 14.03.255. Organization and operation of a charter school, 4 AAC 33.110 Charter School application and review procedure.

Use the reviewer rating template below to fill in the page numbers to depict the location of the responses for each sub-element. Do not use the reviewer’s notes column.

Reviewer Rating Template		
Section 5	Page Number location(s) of response(s) including Appendices	Reviewer’s notes
Description of facility and location of the charter school including addressing district leased space if applicable	Page 26-27	Rating: Compliant/Noncompliant
Evidence of a written facility plans	Pages 28-29	

Section 5: Facility

- i. Provide the location for the charter school, description of the facility and lease information. *AS 14.03.255(c)(7)(d), 4 AAC 33.110(a)(15)***

Description of facility and location of the charter school including addressing district leased space if applicable:

Aurora Borealis Charter School is located in the Old Kenai Elementary School building. A separate wing of the building is used by Kenai Alternative High. The building is a renovated elementary school that meets all codes and requirements for a public school building. ABCS occupies 21 classrooms and 2 offices. The gymnasium is shared with the other tenant. Kenai Peninsula Borough School District has a copy of the lease information.

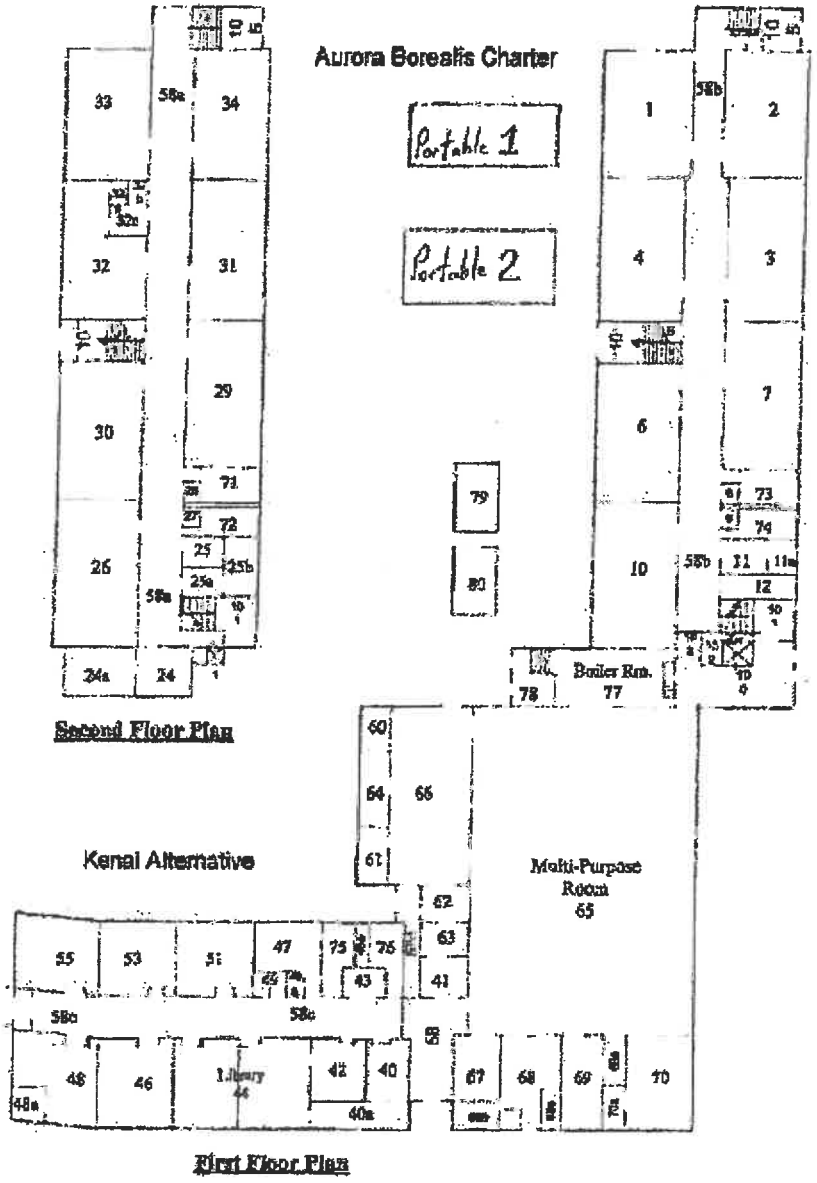
- ii. Describe the plans for the charter school's facility and any plans for projected growth. *4 AAC 33.110(a)(15)***

Evidence of a written facility plans:

Aurora Borealis Charter School plans on continuing the use of the Old Kenai Elementary School building. There are no plans for growth during the 2025-26 school year. The current APC is discussing the option of adding high school grades for the 2026-27 school year. That change would need to go through the renewal/change charter process with Kenai Peninsula Borough School District.

A copy of the Kenai Elementary School is on the next page for your reference.

Section 5: Facility



NOTE: Drawing is Not To Scale

KKPS/ED - KENAI ELEMENTARY # 036
 11247 Frontage Road, Kenai, Alaska 99511

Basic Floor Plan

By: MGM Revised: 12 - 20 2001 Drawing 1 of 1

Section 5: Facility

MEMORANDUM OF AGREEMENT

Between

Kenai Peninsula Borough School District

and

Aurora Borealis Charter School

Sharing Facilities Contract Addendum

The Kenai Peninsula Borough School District and Aurora Borealis Charter School Academic Policy Committee agrees to this Memorandum of Agreement regarding sharing facility space for the 2025-26 school year, renewable through the 2034-35 school year.

1. Room Usage and Operational Costs

- a. The District will provide all of the rooms in the Kenai Elementary basic floor plan except for the following rooms occupied by Kenai Alternative School: Rooms 40, 41, 42, 43, 44, 45, 46, 47, 48, 49, 50, 51, 52, 53, 54, 55, 75, 76. Portables 1 and 2 on the facilities map above will be provided as classrooms.

- b. Aurora Borealis will pay the District a proportional share of In-Kind services, determined in the following manner: To calculate the Aurora Borealis percentage share, divide the Aurora Borealis Adjusted Average Daily Membership (AADM) by the total KPBSD AADM. Multiply that percentage by the total In-Kind Services to calculate the Aurora Borealis proportional share. Rent will be at the rental rate times Aurora Borealis AADM. In FY 25, the rental rate was \$625 times AADM.

These estimated expenditures are booked in the online accounting system as expenditures for the current fiscal year, based on the prior fiscal year actual expenditures. The following year, an adjustment to "true-up" the actual costs will be posted. This allows for continuity in budgeting and allows Aurora Borealis administration and APC to rely on budget estimates when reviewing year-end costs and calculating possible carry-over of funds.

- c. Aurora Borealis will pay the district each year \$38,264 to cover the pro-rated operational cost associated with sharing a district facility for the 2025-26 school year. (utilities, shared staff, shared supplies, etc.) To provide for continuity in budgeting, estimated costs will be booked in the accounting system in the current year, based on the prior fiscal year actual expenditures. The following fiscal year, an adjustment to "true-up" the actual costs will be posted. This will allow Aurora Borealis to rely on budget estimates and at year-end when calculating possible carry-over funds.
- d. Common Areas: Use and scheduling of the gym is split during the day between Aurora Borealis Charter School and Kenai Alternative School. ABC has gym priority from 8:00 AM-12:05PM and from 1:30-5:00PM.

Section 5: Facility

2. Aurora Borealis Administrator

- a. Administrator responsibilities involve the management of all daily operations of Aurora Borealis. Student achievement will match or exceed District goals and State standards.
- b. The administrator shall maintain fiscal management according to District guidelines and State Statutes. This includes the preparation and oversight of the school's budget, with regular accountability to, and approval of, the APC.
- c. The administrator will be the official liaison between the District administration, the APC and the charter school. Frequent open and regular communication will be maintained with the neighborhood school administrator to insure a successful relationship.

3. Equipment and Supplies

Aurora Borealis will purchase their own supplies and equipment needed for operation of their own program, or will share in rental costs on an as-needed basis.

4. District Policy, State Statute, and Federal Requirement Accountability

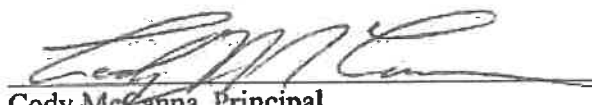
Aurora Borealis Charter School will comply with District Charter School policies, State Statutes, and Federal requirements during the duration of the charter. The charter school will meet all educational achievement goals and State standards as measured by the benchmark tests, mCLASS, NWEA MAP, AK Star, and other prescribed or required assessments.

This Memorandum of Agreement is for a one-year period, beginning *July 1, 2025 and ending June 30, 2026, with automatic renewal each year through June 30, 2035, as long as the charter is current and the charter school is operating in good standing.*



Kari Dendrent, Assistant Superintendent
Kenai Peninsula Borough School District

11/18/24
Date



Cody McCanna, Principal
Aurora Borealis Charter School

11-18-24
Date

Section 6: Admission

- i. Provide the written admission policies and procedures utilized by the charter. Please include evidence that the school is ensuring an equal and bias-free access to all eligible students. Mark as Appendix G. *AS 14.03.255(c)(3), 4 AAC 33.110(a)(11)*

- ii. Provide a written student recruitment process, including a lottery or random drawing mechanism for enrollment if applicants exceed the school's capacity. Please include information in this section describing enrollment and waitlist numbers for the past 3-5 years. Mark as Appendix H. *AS 14.03.265(b), 4 AAC 33.110(a)(17)*

References: AS 14.03.255. Organization and operation of a charter school, AS 14.02.265 Admission, 4 AAC 33.110 Charter School application and review procedure.

Use the reviewer rating template below to fill in the page numbers to depict the location of the responses for each sub-element. Do not use the reviewer's notes column.

Reviewer Rating Template		
Section 6	Page Number location(s) of response(s) including Appendices	Reviewer's notes
		Rating: Compliant/Noncompliant
Evidence of written admission policies and procedures	p. 31 Appendix G p.60	
Evidence of a written student recruitment process, including enrollment and waitlist numbers	p. 32 Appendix H p.61	

Section 6: Admission

- i. Provide the written admission policies and procedures utilized by the charter. Please include evidence that the school is ensuring an equal and bias-free access to all eligible students. Mark as Appendix G. AS 14.03.255(c)(3), 4 AAC 33.110(a)(11)**

Evidence of written admission policies and procedures:

Enrollment and Lottery Procedures

Charter Schools of the Kenai Peninsula Borough School District are public schools which comply with all Federal and State Laws, as well as Borough Policies, concerning public education and equal opportunity.

The enrollment procedures for Aurora Borealis Charter School are as follows:

Applying:

Parents should come to the school office and fill out a lottery application for the upcoming school year. Applications are accepted from the first day of September, until the first Friday in March at 3:00 p.m.

Enrollment:

Currently enrolled students will be rolled over to the next academic year. Kindergarten and other open slots will be filled through the lottery. If a kindergarten student's parents choose to hold their student out they will be placed on next years waiting list for kindergarten. If there is no wait list for a specific grade and vacancies exist, students will be enrolled without going through the lottery.

Lottery Procedures:

Applicants will be listed in order by the date of their application from earliest to newest. Each applicant is randomly assigned a lottery number. Students are then placed on a waitlist in order of the number they were assigned. The lottery will be held on the last Thursday in March. The lottery results will be posted in the hallway outside the office the day following the lottery.

Preference:

If there is a vacancy in a classroom, or for kindergarten enrollment, children of full time school employees and siblings of children already enrolled who have attended at least one school day, will be selected first to fill the vacancy.

Waiting List:

In the event that vacancies still exist in a class, they are to be filled from the waiting list, beginning with the lowest lottery number. The number of slots available will depend upon each class. Students drawn from the lottery who are placed on the waiting list remain on the list until they request removal or are placed in a classroom.

Refer to Appendix G for evidence of equal and bias-free access to all eligible students.

Section 6: Admission

- ii. Provide a written student recruitment process, including a lottery or random drawing mechanism for enrollment if applicants exceed the school's capacity. Please include information in this section describing enrollment and waitlist numbers for the past 3-5 years. Mark as Appendix H. AS 14.03.265(b), 4 AAC 33.110(a)(17)***

Evidence of a written student recruitment process, including enrollment and waitlist numbers:

Charter Schools of the Kenai Peninsula Borough School District are public schools which comply with all Federal and State Laws, as well as Borough Policies, concerning public education and equal opportunity.

Aurora Borealis Charter School works with Coghill Group, PC to conduct and observe the Lottery.

Refer to Appendix H

Section 7: Fiscal

- i. Provide a written budget summary and financial plan, including a statement of the charter school’s funding allocation from the local school board and costs assignable to the charter school program budget. Information in this section should explicitly detail the amount and sources of the revenue streams; the specific indirect rate (not to exceed 4%) and details of what the indirect rate charges cover; as well as the charter’s eligibility to receive additional revenue over the 2.65 mills required in the foundation formula. Projected budget marked as Appendix I. *AS 14.03.255(c)(5), 4 AAC 33.110(a)(14)(A)*

- ii. Provide a signed assurance that:
 - the charter school follows all district approved practices to account for receipts and expenditures;
 - the charter school has been successful in ending each year with a zero or positive fund balance;
 - all audit reports to date indicate the school has met its obligation to ensure the fiscal integrity of the school’s financial operation. *AS 14.03.255(b)(1)(c)(6)*

Reviewer Rating Template		
Section 7	Page Number location(s) of response(s) including Appendices	Reviewer’s notes
		Rating: Compliant/Noncompliant
Evidence of a budget plan	Appendix I p.62-63	
Evidence of assurance	Appendix C p.40	

- i. Provide a written budget summary and financial plan, including a statement of the charter school's funding allocation from the local school board and costs assignable to the charter school program budget. Information in this section should explicitly detail the amount and sources of the revenue streams; the specific indirect rate (not to exceed 4%) and details of what the indirect rate charges cover; as well as the charter's eligibility to receive additional revenue over the 2.65 mills required in the foundation formula. Projected budget marked as Appendix I. AS 14.03.255(c)(5), 4 AAC 33.110(a)(14)(A)**

Evidence of a budget plan:

Refer to Appendix I for outlined budget.

- ii. Provide a signed assurance that:**

- **the charter school follows all district approved practices to account for receipts and expenditures;**
- **the charter school has been successful in ending each year with a zero or positive fund balance;**
- **all audit reports to date indicate the school has met its obligation to ensure the fiscal integrity of the school's financial operation. AS 14.03.255(b)(1)(c)(6)**

Evidence of assurance:

Refer to the Charter Renewal Contract in Appendix B.

Section 8: Transportation

- i. Provide the district charter school transportation policy, if proposed or adopted, marked as Appendix J. 4 AAC 33.110(a)(19)*

References: AS 14.03.255. Organization and operation of a charter school, AS 14.02.265 Admission, 4 AAC 33.110 Charter School application and review procedure, AS 14.09.010 Transportation (e)(1-3)(f)(g), 4 AAC 27.057 Charter School Transportation policy.

Use the reviewer rating template below to fill in the page numbers to depict the location of the responses for each sub-element. Do not use the reviewer’s notes column.

Reviewer Rating Template		
Section 8	Page Number location(s) of response(s) including Appendices	Reviewer’s notes Rating: Compliant/Noncompliant
Plans for pupil transportation	p. 35 Appendix J p.64	

- i. Provide the district charter school transportation policy, if proposed or adopted, marked as Appendix J. 4 AAC 33.110(a)(19)***

Plans for pupil transportation:

Aurora Borealis Charter School is a school of choice where parents are expected to drop their children off and pick them up every day in a timely manner. ABCS operates under option 3 of Kenai Peninsula Borough School District’s Transportation Policy that states the following: 3. If a charter school declines pupil transportation services, no funding allocation will be made by the district. We encourage parents to come to the office at ABCS to discuss carpooling options.

Appendix A

School Board Approval

Aurora Borealis Charter School, whose address is 705 Frontage Road, Suite A, Kenai, Alaska 99611 and the Kenai Peninsula Borough School Board (KPBSB), whose address is 148 N. Binkley, Soldotna, Alaska 99669.

WHEREAS, *AS 14.03.250 (b)* asks for a decision of a local school board approving the application for a charter school.

WHEREAS, Zen Kelly is the President of the Kenai Peninsula Borough School Board.

NOW THEREFORE, the Kenai Peninsula Borough School Board approved to renew Aurora Borealis Charter School's Charter Renewal Application during the November 18, 2024 School Board meeting, commencing with the first day of school in the School District for the 2025-26 school year and continuing through the last day of school in the 2035-36 school year.

Signed Zen Kelly Date 11/18/24
Zen Kelly President KPBSB

Appendix B

AURORA BOREALIS CHARTER SCHOOL CONTRACT

THIS AGREEMENT is between Aurora Borealis Charter School, whose address is 705 Frontage Road, Suite A, Kenai, Alaska 99611, hereinafter “Charter School”, and the Kenai Peninsula Borough School Board, whose address is 148 N. Binkley, Soldotna, Alaska 99669, hereinafter “School Board”.

WHEREAS, Charter School desires to operate within the Kenai Peninsula Borough School District (hereinafter “School District” in conformance with Alaska Statute 14.03.250-.290 and School District policies and procedures; and

WHEREAS, at its meeting dated November 18, 2024 the School Board reviewed and approved the Charter School’s application; and

NOW THEREFORE, in consideration of the mutual covenants and agreements contained herein, the parties do agree as follows:

Charter School shall provide educational programs and services subject to the terms and conditions of this contract, commencing with the first day of school in the School District for the 2025-26 school year and continuing through the last day of school in the 2035-36 school year.

1. Description of educational program: Charter School shall provide an educational program which shall advance basic skill areas including mathematics, science, language arts and social studies appropriate to the age of students included in the program. Additionally, the educational program shall be designed as defined in Charter School Proposal as approved by School District and by the Alaska State Board of Education.

2. Specific levels of achievement for the education program: Charter School’s educational program shall meet the specific levels of achievement specified in the proposal.

3. Admissions Policy and Procedures: Any resident of the school district that is otherwise eligible to attend School District schools may apply for admission to the Charter School. In addition, the Charter School shall adhere to the admissions policies and procedures specified in the proposal. Charter School covenants and agrees that it shall not discriminate against applicants based upon any of the protected classes, and that it shall provide equal access to its facilities to all students in compliance with state and federal law. The Charter School shall be nonsectarian, and shall not be affiliated in any respect with any sectarian institution.

4. Administrative Policies: Except as otherwise provided herein, Charter School is required to comply with School Board policies and procedures, and Alaska Department of Education regulations. To develop and implement admission and administrative policies for the school, the Charter School shall establish an Academic Policy Committee. Charter School shall adhere to Charter School administrative policies as specified in the proposal. The Charter School shall prohibit violence and the use or possession of drugs, alcohol, tobacco and weapons on school

Appendix B

grounds. Disciplinary proceedings for violations shall be consistent with applicable Alaska Statutes, state and federal regulations and school district policies.

5. Statement of Charter funding: School District shall allocate funding for Charter School in accordance with State Law, less administrative costs determined by applying the DOE approved indirect cost rate to the amount allocated for Charter School. An annual budget for Charter School shall be submitted to School District according to schedules established by the district. Funds shall be made available to Charter School on July 1 of each year of this contract. The amount of the budget will be adjusted immediately following the ADM count period as established by the State of Alaska. All materials and services provided by School District to Charter School shall be provided to Charter School at rates equal to those charged to other schools in the district. No tuition shall be charged to Charter School students who reside in the district. Fees consistent with School District policy and collected from Charter School students shall be retained by Charter School.

6. Method of accountability for receipts and expenditures: Charter School shall account for receipts and expenditures by using and complying with the School District purchasing and accounting systems. Charter School covenants and agrees that it shall comply with all state and federal requirements for receipt and use of public money.

7. Location and description of facility: Charter School shall be operated at the following location: Aurora Borealis Charter School, 705 Frontage Road, Suite A, Kenai, Alaska 99611. School District covenants and warrants that the current facility complies with all local, state and federal health and safety requirements applicable to other public schools in the district. Charter School agrees to pay utilities at a rate agreed upon on an annual basis.

8. Name of teachers who by agreement will teach in the charter: At the time of executing this contract, Charter School anticipates that the following teachers and support staff will perform teaching/support services in the charter school:

Administrator- Cody McCanna

Teachers as Budgeted

1. Heather Huff- Kindergarten
2. Jill Quesenberry- First Grade
3. Darci Drury- Second Grade
4. Don Drury- Third Grade
5. William Severson- Fourth Grade
6. Derek Ratliff- Fifth Grade
7. Don Combs- 6th-8th Grade History, Technology
8. Danielle Huerta- 6th-8th Grade Language Arts
9. Tim Main- 6th-8th Grade Science, Math
10. Pam Burns- Physical Education
11. Eleanor VanSickle- Music and Art
12. Nikiesha Richards- Latin and Intervention Specialist

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- a) Secretary (full time)
- b) Custodial Staff (full time)
- c) School Nurse (part-time)
- d) Other staff as required

9. Teacher to student ratio: Charter School agrees to maintain the teacher-to-student ratio as defined in the charter school proposal approved by School District.

10. Number of students to be served: Charter School shall enroll a maximum of 24 students at all times in each grade level and shall enroll a minimum number of students that would keep the school financially viable.

11. Term of contract: This contract may be effective upon complete execution and shall terminate at the end of ten (10) academic years unless earlier terminated as provided elsewhere herein.

12. Termination Clause: This contract may be terminated by School Board for Charter School's failure to meet educational achievement goals or fiscal management standards, for a default in any material provision of this agreement or for other good cause. The School Board shall provide 90 days written notice to Charter School of its intent to terminate this contract and the reasons therefore. If Charter School fails to remedy the cause for termination within the time provided by School District, this contract shall automatically terminate at the end of the stated time. Any unused funds and all properties remaining shall immediately be returned to the School District upon such termination.

13. Statement of state and federal law compliance: The Charter School agrees to comply with all state and federal requirements for receipt and use of public money.

14. Exemptions or requirements included in contract: The Charter School Proposal as approved by the Alaska State Board of Education is hereby incorporated into this contract. This contract shall bind Charter School to its stated purpose, goals, operational procedures, and all other aspects of the approved proposal.

This Charter School was approved by the Kenai Peninsula School Board on November 18, 2024. The Undersigned agree to this entire contract as specified herein.

Signed  Date 11/18/24 (For School District)

Signed  Date 11/18/24 (For Charter School)

ABCS APC Chair

Appendix C

Charter Schools Assurance Page

By signing this document, the school district files its assurance that the statements, documents and and/or information listed below is in compliance with all state and federal laws and regulations.

The charter school bylaws previously submitted to the department in the initial application or previous renewal applications have not changed. 4 AAC 33.110.(a)(4)

The charter school administrative policy manual submitted to the department in the initial application or previous renewal applications has not changed. 4 AAC 33.110(a)(13)

The charter school follows all district approved practices to account for receipts and expenditures. AS 14. 03255(b)(1)(c)(6), 4 AAC 33.110(a)(14)(B)

The charter school has been successful in ending each year with a zero or positive fund balance. AS 14.03255(b)(1)

All audit reports to date indicate the charter school has met its obligation to ensure the fiscal integrity of the school's financial operation. AS 14.03255(b)(2)(c)(13)

Name of School District: Kenai Peninsula Borough School District

Name of Charter Program: Aurora Borealis Charter School

Name of Superintendent: Clayton Holland

Signature of Superintendent:  Date: 11.18.24

Appendix D

AURORA BORELIS CHARTER SCHOOL ACADEMIC POLICY COMMITTEE MEETING ANNUAL REVIEW MINUTES May 31, 2017 at 5:30p.m.

1. Welcome
 - a. Call to Order- at 5:47 by Mr. Jackman
 - b. Roll Call
 - i. Present- Mr. Jackman, Mr. Strait, Mr. Gordon, Mr. Sturman, Mr. Klein (6:10)
Mr. McCanna
 - ii. Absent- Mr. Wonser
 - c. Introduction of Guests- Heidi Harding, Dana McDonald, Anita Ledoux, Stephanie Randall, Leah Stevens
 - d. Approval of Minutes of May 16, 2017- Motion was made by Jerry to change section 5. Wording from persuading to pursuing and ad to and, then change section 8 to say that 30 kids lived in town and were not able to ride the bus so 60 students would be eligible to ride a bus if the school offered bussing. Seconded by Steve.
 - e. Any additions to the Agenda- none
 - f. Approval of Agenda- Mr. Gordon made a motion to approve. Seconded by Mr. Sturman.

Agenda:

1. **PARENT COMMENTS:** Kim stated that she wanted to be a part of the high school committee.
2. **STAFF COMMENTS:** Heidi asked why the APC only wanted 3 questions on their evaluation sheet that was given about the principal. Mr. McCanna stated that the Survey Monkey questionnaire was created at the last minute so that teachers could have an anonymous way of commenting about the principal to the APC to include in the year end survey results and that it was not created for evaluation purposes. Stephanie asked why it was only given to teachers and Mr. McCanna stated that most of the classified staff had already left for the summer and it was just a way of allowing teachers the opportunity to give feedback to the APC and that having a new set of surveys that include all staff will be used next year. Anita was concerned about the high school time frame and wanted to make sure the committee got input from office staff. Stephanie stated that she thought adding a high school would not fit with the school's original mission of serving K-8 students. She asked the APC members if they would give her their personal opinion about expanding the school to K-12. Mr. Jackman, Mr. Strait, Mr. Gordon, and Mr. Klein stated they would want to see the actual proposal and review it before they made a decision on anything. Mr. Sturman stated he loved the school and would want to see the school expand to K-12 if it was done right. It was discussed and decided to send out an e-mail to all parents and staff that the first official High School Committee meeting would meet June 8 at 3:30 at ABCS. (There was a lot more dialogue back and forth.)
3. **ANNURAL REVIEW OF POLICIES/GOALS:** The board reviewed the goals that were set this year (Following the 6 Implementation of Mission Statement from Article 2 of the APC Bylaws). The board reviewed the Parent Survey results, which included copies of the actual comments parents made. APC members discussed the different issues that came out of the comments section. The APC made note of specific issues: the open fence area, possibly

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stopping the rocks from getting on the pavement, being more visible to the parents and staff. Mr. McCanna stated that there was no data from PEAK (state test) and that Terra Nova results were still not back since the company made changes to their data processing company. Mr. McCanna presented Ed Performance data for Reading, Language Arts, and Math. The data was reviewed and discussed as evidence that the school is operating at a high academic level. More than 50% of the students performed at or above the National percentile of 85% in Reading, Language Arts, and Math. Mr. McCanna also gave APC members the results from a Survey Monkey survey he created for teachers that allowed them to write any feedback they wanted the APC to know about the current administrator. There was a discussion about goal setting for next year and that it would be good to set specific goals for the APC next fall.

4. **PARENT COMMENTS:** Dana stated that her daughter expressed concern that she was not able to finish the Ed Performance test at the end of the year since she had so much class work to finish. Mr. McCanna commented that Ed Performance has not traditionally been done by all grade levels from 3-8, so there was some issues for a lot of students this year, and that those issues will be resolved.
5. **BOARD MEMBER COMMENTS:** None
6. **NEXT MEETING DATE:** August 8, 5:30
7. **ADJOURNMENT:** Motion made by Mr. Gordon, Seconded by Mr. Klein. Unanimous. At 7:10

AURORA BORELIS CHARTER SCHOOL ACADEMIC POLICY COMMITTEE MEETING ANNUAL REVIEW Minutes May 29, 2018 at 5:30p.m.

2. Welcome
 - a. Caledl to Order-Mr Strait @ 5:35
 - b. Roll Call

Present- Mr Sturman Mr Gordon Mr Klein Mr Strait Mr Wonser Mr McCanna

Absent- Mr Jackman
 - c. Introduction of Guests. Parents: Dana McDonald, Ginni DeLon, Vicki Wonser
Staff: Mary Johnson, Anita LeDoux
 - d. Approval of Minutes for Approval 3, 2018. Motion by Mr.Sturman , 2nd by Mr.Gordon
 - e. Any additions to the Agenda. None
 - f. Approval of Agenda Motion by Mr.Klein, 2nd by Mr. Sturman. Unanimously passed

Agenda:

8. **PARENT COMMENTS:** None

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9. STAFF COMMENTS:
 - Anita LeDoux Appreciates PTC. Took a great load off her shoulders.
 - Mary Johnson wants to encourage B&G club to make sure their custodian (Tom, Paid by Aurora through B&G) cleans lower restrooms during his evening shift. She cleans by 4 but bathrooms dirtied after she leaves so dirty again in morning.
 - Mr McCanna is looking into Tom's written duties from B&G Club.

10. ADMINISTRATORS REPORT:
 - Presented by Mr McCanna. Please see written report presented at meeting.
 - Parent surveys included in Admin report.

11. FINANCIAL REPORT:
 - The school will be rolling over close to 10% again this year.
 - School is financially sound. Finances are adequate for Summer School & STEM.

12. STAFFING UPDATE: Ms. Jill Quesenberry has been hired to teach 1st grade and Mrs. Drury has been hired to teach 2nd grade. Interviews have been done for the Music/Art position and a contract offer has been made and accepted to the candidate we discussed before. The official hiring of the candidate will not be complete until HR has completed the background check.

13. BUILDING SECURITY UPDATE
 - Buzz in systems are in the works but there has not been any word from district on what schools will have them installed first.

14. PTC UPDATE: A written report was provided by PTC Chair Michelle Maguire.
 - No comments

15. HIGH SCHOOL DISCUSSION:
 - Next meeting is June 7 at 4pm. Largest issue to discuss will be facilities. Have to be very careful how charters are written so no violations. Mr. McCanna stated that the ultimate decision to move forward will be made by the APC and that he will support and follow through with whatever decision is made. He also recommended that another survey be sent out next Fall to pinpoint which families will attend grades 9 or 10 in the Fall of 2019. Mr. Sturman discussed having another meeting this summer to get things going. It was decided that the APC would meet again on one day between June 25-29 to discuss the high school issue again.

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16. ANNUAL REVIEW: Mr. Strait went through the APC Performance Review of ABCS form. There were no concerns brought up by any board members.
17. PARENT COMMENTS:

Ginny DeLon. Says she likes the dynamic of a k-12 school for continuity of relationships & mentoring opportunities.
Dana McDonald thinks that 2019-2020 school year will be the year to move forward on 9th grade class due to a large 8th grade class coming up in 2018-2019.
18. EXECUTIVE SESSION: Mr. Strait made a motion to go into Executive Session at 7:10pm to discuss the possible appointment of an APC member to replace Mr. Wonser and to discuss a parental concern about the administrator. Mr. Klein seconded the motion. Mr. McCanna and the APC board went into Executive Session. At 7:55pm the board came out of Executive Session. Mr. Strait reported that the APC will instruct Mr. McCanna to get the word out that the APC is looking for anyone interested in serving on the APC to send them a letter. The letters will be reviewed and the APC will meet one day from June 25-29 to appoint someone to the APC to replace Mr. Wonser.
19. PARENT COMMENTS: None
20. BOARD MEMBER COMMENTS:

Mr Jackman Absent
Mr Strait Thanks Vance
Mr Klein Thanks Vance. Thank parents & staff for attendance
Mr Sturman . If you are in favor of k-12 get interested folks to meetings.
Mr Gordon None
Mr Wonser Have enjoyed serving. Thanks all
21. NEXT MEETING DATE: August 14, 2018 5:30pm

Summer work session(s) To be announced: Will be one day from June 25-29.
22. ADJOURNMENT: 8:15 pm Motion made by **Mr Sturman** Seconded by **Mr Strait**

Unanimous

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AURORA BOREALIS CHARTER SCHOOL ACADEMIC POLICY COMMITTEE MEETING

Minutes

May 16, 2019 at 5:30 p.m.

3. Welcome
 - a. Call to Order @ 5:30 Mr. Jackman
 - b. Roll Call
 - i. Present- Mr. Strait, Mr. Klein, Mrs. McDonald, Mr. Gordon, Mr. Jackman, Mr. Montague, Mr. McCanna
 - ii. Absent- None
 - c. Introduction of Guests - None
 - d. Approval of Minutes for May 7, 2019
 - i. Motion: Agenda 6 to be amended: Mrs. McDonald motion, Mr. Gordon approval
 - e. Any additions to the Agenda
 - i. Executive Session for Agenda #3.
 - f. Approval of Agenda: Motion Mr. Klein, Second Mr. Montague

Agenda:

23. PARENT COMMENTS: N/A
24. ABCS PERFORMANCE REVIEW: (Performance Review Document)
 - a. See Attached
25. APC APPOINTMENTS TO SEATS B AND C FOR THE 2019-20 SCHOOL YEAR:
 - a. Three letters from parents: Mark Montgomery, Ginni Delon, Daniel Mahr
 - b. Seat B is one year. Seat C is two-year seat.
 - c. Motion for executive session 6:20: Mrs. McDonald, second Mr. Gordon. All APC members and Mr. McCanna attended the executive session.
 - d. Motion to exit executive session 6:35: Mr. Montague, second Mr. Klein
 - e. Motion from Mr. Strait, second Mr. Klein to approve Ginni Delon for seat C. Mark Montgomery Seat B. Unanimously approved.
26. PARENT COMMENTS: N/A
27. BOARD MEMBER COMMENTS:
 - a. Mrs. McDonald: Great school year for us, and thank Mr. McCanna for a good school Year.
 - b. Mr. Klien: Thanks for a good year. First meeting next year we will assign positions
 - c. Mr. Jackman: Thanks Mr. McCanna for the school year.
 - d. Mr. Montague: Thanks the APC members and Mr. McCanna for a good 9 years at the school, and appreciates being a part of the process.

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- e. Mr. Strait: Still hearing things about the school being 'privileged' school. Thinks it comes from KBSD. Possibly the way to get around it would be to have a private ballot anonymous for parents to show the district it is not a 'privileged' school. Mr. McCanna: we have several families that qualify, but do not sign up for any assistance.

28. NEXT MEETING DATE: TBD

29. ADJOURNMENT: Mr. Jackman Motion to Adjourn, Mr. Klein second

AURORA BOREALIS CHARTER SCHOOL ACADEMIC POLICY COMMITTEE MEETING

Minutes

June 2, 2020 at 5:30 p.m.

1. Welcome

a. Call to Order @ 5:30 by Mr. Jackman

b. Roll Call

i. Present- Jackman, Gordon, Montgomery, McDonald

Gordon, Klein, Hagedorn present via Zoom meeting

ii. Absent- none

c. Introduction of Guests – none

d. Approval of Minutes for May 12, 2020 - approved

e. Any additions to the Agenda-None

f. Approval of Agenda- Motion by McDonald, moved by Montgomery, motion passed

Agenda:

1. PARENT COMMENTS: None

2. STAFF COMMENTS: None

3. ANNUAL REVIEW:

The Annual Review for 2019-2020 school year was presented to the APC Board by Mr. McCanna. The APC Board has no concerns.

4. APC BOARD MEMBER REVIEW:

Mr. Montgomery and Mrs. McDonald seats were up for reelection and with no other applications they both accepted the seat for a 3 year term.

Motion by Hagedorn, second by Gordon for all APC Board members to keep their current positions. Motion passed.

5. PARENT COMMENTS: none

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6. BOARD MEMBER COMMENTS:

Mrs. Hagadorn- Thank you to Mr. McCanna and staff for a great school year. Mr. McCanna expressed that the staff was appreciative of recognition on behalf of the APC Board.

Mr. Montgomery- It was a challenging year but overall ended well and expecting new challenges for the 2020/2021 school year.

Mr. Jackman- Congratulations to Mr. Montgomery and Mrs. McDonald on their APC Board seats. Thank you Mrs. Hagadorn for organizing the staff appreciation from the APB Board.

Mr. Klein- Thank you to the APC Board, Mr. McCanna and teachers for getting up through a tough school year.

Mr. Gordon- Next year will be the last year for Mr. Gordon at ABCS and looking forward to one more year.

Mrs. McDonald – Thank you to all ABCS staff for a wonderful school year and working through all the challenges due to COVID 19. With the unknown for the upcoming school year related to COVID 19, there is concern with lack of space and sharing of space for the school nurse.

Mr. McCanna is currently working on a private space for the school nurse.

7. NEXT MEETING: August 4, 2020 at 5:30pm

8. ADJOURNMENT: Motion by Hagadorn, moved by Gordon at 5:53p.m.

AURORA BOREALIS CHARTER SCHOOL ACADEMIC POLICY COMMITTEE MEETING ANNUAL REVIEW Minutes May 11, 2021 at 5:30 p.m.

Welcome a. Call to order at 5:26pm by Mr. Jackman b.

1. Roll Call i. Present- Jackman, Klein, Gordon, McDonald, Montgomery ii. ii.
2. Absent- none c.
3. Introduction of Guests - Ryan Wagner, Daniel Mahr and Patti Truesdell via zoom d.
4. Approval of Minutes March 23, 2021 - Motion to approve by Gordon, moved by Klein, motion passed e.
5. Any additions to the Agenda - No additions f.
6. Approval of Agenda - Motion to approve by Klein, moved by McDonald, motion passed Agenda: 1.
7. PARENT COMMENTS: no comments 2.
8. STAFF COMMENTS: no comments 3.
9. ADMINISTRATOR REPORT: See Administrator Report. Additional reports for staffing- Just hired a new 7th/8th grade language arts teacher, Daniella Huerta. She comes from St. Mary Catholic School in Kodiak and was the 2018 BP teacher of the year. Additional comments for behavior / academic concerns- Offering school wide study hall the last half hour of the school day, offering extra help to first and second graders and increasing reading instruction. Additional comments for Instruction/Curriculum- Next

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- school year will be starting a direct instruction writing program, "Writing by Design." Considering a 6th-8th grade model for the next school year. 4.
10. SCHOOL OVERVIEW: See APC Overview of ABCS 2020-2021 School Year report. Additional reports for Curricula - Concerns related to continuing the K-4th Latin program due to Mrs. Ball retiring. Additional comments to Co-Curricular Activities - ABCS Robotic team won State and will be competing at Internationals (virtual). The ABCS Future Problem Solving team won the State bowl and will be competing at Internationals (virtual). Additional comments to Review of Academic Performance- Most ABCS students are still testing above the nation. 5.
 11. APC ELECTION COMMITTEE REPORT: Results have been certified by Mr. Klein and Mr. McCanna per bylaw for open seats. Bruce Jackman and Daniel Mahr won the election and will be filling the seats. There will be two more additional open seats that will be appointed in the Fall. 6.
 12. PARENT COMMENTS: Mr. Mahr asked about Mrs. Balls retirement and inquired about how appointed APC seats are filled. 7.
 13. BOARD MEMBER COMMENTS: Mrs. McDonald: Expressed gratitude for the opportunity to be on the APC board. Thank you ABCS teachers, staff and administration for a successful school year during a challenging year. Very thankful her daughters have had the opportunity to attend ABCS and appreciate the foundation set for success. Mr. Jackman: Thank you Doug and Dana. Congratulation Daniel on the election. Thank you Mr. McCanna for the great effort on the school year and spoke to a noticeable difference between schools. ABCS continues to offer a high quality education. Mr. Montgomery: Thank you Doug and Dana for your service on the APC board. Appreciate staff and all the alternative plans made for the school year. Mr. Gordon: Welcome Daniel to the APC Board. Appreciates ABCS. Mr. Klein: Thank you Doug and Dana for being on the APC Board. Happy we have made it through the school year and appreciate the teachers and administration. Looking forward to a new "normal" school year.

ACADEMIC POLICY COMMITTEE

Minutes

May 24, 2022 at 5:30 p.m.

4. Welcome
 - a. Call to Order @ 5:28
 - b. Roll Call
 - i. Present- Mark, Jamie, Gary, Dave, Daniel (via zoom)
 - ii. Absent- Bruce (excused)
 - c. Introduction of Guests- none
 - d. Approval of Minutes April 5, 2022: Motion by Mark, sec by Jamie
 - e. Any additions to the Agenda: none
 - f. Approval of Agenda: Motion by Mark, sec by Jamie

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Agenda:

30. PARENT & STAFF COMMENTS: None
31. CONDUCT ANNUAL REVIEW: Mr. McCanna handout out the Charter School Annual Review Form to all members. Mr. McCanna went through the form with the APC and documented any information that needed to be added to the form. Under Section 2 e. Mr. McCanna presented some changes to the Student Handbook section "Implementation of Behavior Contract". The proposed changes by the ABC teaching staff was presented in the document "Recommended Handbook Changes 5-24-2022" and given to all APC members to review. Mr. McCanna went over the changes and explained the reason for the changes. There was discussion from all APC members about the changes. Mr. Klein noted that Mr. Jackman had e-mailed the group and was in favor of the changes as well. Mr. Klein made a motion to adopt the changes that were outlined in the handout. The motion was seconded by Mr. Mahr and all were in favor. The APC made comments about the Parent Survey results that were sent out by Mr. McCanna. Mr. Klein made a motion that the Annual Review document was complete and should be signed as finished. Mr. Montgomery seconded the motion and it unanimously passed. The Annual Review formed was signed by Vice-Chair Klein in the absence of Mr. Jackman the Chair.
32. PARENT & STAFF COMMENTS: None
33. BOARD MEMBER COMMENTS: Mark: Thanked Dave for his service on the APC. Jamie: Asked Mr. McCanna when a new math program may be looked at if Saxon goes out and Mr. McCanna stated that would be a process that would start next year as needed. Gary: Thanked everyone. Daniel: Thanked Dave for his years of service to the APC. Thanked Mr. McCanna and the entire staff of ABC. Dave: Thanked everyone and stated he thinks ABC is an outstanding school and he was thankful his three boys were able to attend.
34. ADJOURNMENT: Motion by Mark at 6:22, seconded by Dave.

NEXT MEETING:

- a. August 9, 2022

ACADEMIC POLICY COMMITTEE MINUTES May 23, 2023 at 5:30 p.m.

5. Welcome
 - a. Call to Order @ 5:30 by Mr. Jackman
 - b. Roll Call
 - i. Present- Mr. Jackman, Mrs. Miller, Mr. Kuchinka, Mr. Henry, Mr. Narlock
 - ii. Absent- Mr. Mahr

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- c. Introduction of Guests: Miranda Nelson, Michael Eyre, Teela King, Thomas Eyre, Eleanor Eyre
- d. Approval of Minutes April 4, 2023 by Mr. Henry, Mr. Narlock
- e. Any additions to the Agenda: None
- f. Approval of Agenda

Agenda:

- 35. PARENT & STAFF COMMENTS: None
- 36. EXECUTIVE SESSION: Mr. Jackman made a motion to go into Executive Session to discuss a student tardy policy violation at 5:40pm; Mr. Narlock seconded it. The motion was approved unanimously. At 5:50pm, the board came out of the Executive Session.
- 37. EXECUTIVE SESSION: Mr. Jackman made a motion to go into Executive Session to discuss an Academic Contract violation at 5:55pm; Mrs. Miller seconded it. The motion was approved unanimously. At 6:25pm the board came out of the Executive Session
- 38. EXECUTIVE SESSION: Mr. Jackman made a motion to go into Executive Session to discuss a student behavior contract violation at 6:30pm; Mr. Henry seconded it. The motion approved unanimously. At 7:00pm the board came out of the Executive Session
- 39. PRE-ARRANGED ABSENCE HANDBOOK CHANGE: Mr. McCanna provided the written changes the staff would like to make in regards to the Pre-arranged Absence process. He explained that the change would be that the APC would need to approve absences that were more than 10 consecutive school days. Mr. McCanna stated that extended absences are becoming an issue at the school. There was discussion by all board members about the importance of students being in school and the added work it puts on staff when students are absent.
- 40. CONDUCT ANNUAL REVIEW: Mr. McCanna handed out the Charter School Annual Review Form (E6187) to all board members. The annual review was conducted and the form was signed by board chair, Mr. Jackman and Mr. McCanna. Mr. McCanna stated he would turn the form into the district.
- 41. PARENT & STAFF COMMENTS: None
- 42. BOARD MEMBER COMMENTS: All board members thanked Mr. Jackman for his long service to Aurora as a board member.
- 43. ADJOURNMENT: Mr. Henry @ 7:30pm. Motion was unanimous.

NEXT MEETING:

- a. August 15 or 22

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ACADEMIC POLICY COMMITTEE ANNUAL REVIEW MINUTES May 16, 2024 at 5:30 p.m.

6. Welcome
 - a. Call to Order at 5:30pm by Mr. Mahr
 - b. Roll Call
 - i. Present-Mahr, Culbertson, Narlock, Miller, Henry, Kuchinka,
 - ii. Absent- None
 - c. Introduction of Guests: Gabe Kisler, James Welcheson, Derek Ratliff, Jenna Barlow, Aaron Barlow, Jaxon Ratliff.
 - d. Approval of Minutes April 10, 2024: Mahr, Henry.
 - e. Approval of Agenda: Henry, Culbertson.

Agenda:

44. EXECUTIVE SESSION: Mr. Mahr made a motion to go into Executive Session at 5:33 for the purpose of reviewing a student behavior contract. The motion was seconded by Mr. Henry and moved unanimously. The APC members came out of session at 5:55pm with a motion by Mr. Mahr and seconded by Mr. Narlock.
 45. EXECUTIVE SESSION: Mr. Mahr made a motion to go into Executive Session at 6:00 for the purpose of reviewing a student academic contract. The motion was seconded by Mr. Narlock and moved unanimously. The APC members came out of session at 6:15pm with a motion by Mr. Mahr, seconded by Mr. Henry and moved unanimously.
 46. CONDUCT ANNUAL REVIEW: Mr. Mahr and Mr. McCanna went through each section of the Charter School Annual Review Form (e6187c)
 47. ADJOURNMENT: Mr. Mahr made a motion to adjourn at 7:15pm; seconded by Mr. Henry.
- NEXT MEETING: August 12, 2024 @ 5:30pm.

Appendix E

KPBSD Administrative Regulations **Section** **6000 INSTRUCTION**

Title: Charter School Guidelines

Code: AR 6187 Status: Active

Cross References

BP 6187 - Charter Schools Policy

E 6187a - Intent To Develop Charter School Application

E 6187b - Charter School Application/Contract Provisions

E 6187c - Charter School Annual Review Form

Adopted February 6, 2007 Last Revised November 7, 2022 Last Reviewed
November 7, 2022

Prior Revised Dates 2/6/2007

Establishment of Charter Schools

Charter schools that operate within the Kenai Peninsula Borough School District are schools established under Alaska Statutes 14.03.250 – 14.03.290.

Charter schools are established upon the approval of an application by the KPBSD Board of Education (KPBSD BOE) and the Alaska State Board of Education and Early Development (State Board).

Charter schools will operate under a written contract between the charter school and the KPBSD BOE.

The KPBSD BOE desires to support innovations which improve student learning and views charter schools as an opportunity for parents, teachers, and community members to take responsible risks and create new, innovative, and more flexible ways of educating children. The District administration will work cooperatively with parents/guardians, students, teachers and principals in their efforts to design new schools and alternative approaches to the existing state laws and regulations that govern public schools.

The following guidelines will be used to assist in the establishment of charter schools in the Kenai Peninsula Borough School District.

Organization and Operation of a Charter School

1. A charter school is a public school in the Kenai Peninsula Borough School District except that the charter school:
 - a. is exempt from the Kenai Peninsula Borough School District 's textbook adoption, programs, curriculum, and scheduling requirements.
 - b. The principal is selected by the Academic Policy Committee. The principal selects, appoints, or otherwise supervises employees of the charter school. The principal is exempt from AS 14.14.130(c) Chief School Administrator (Superintendent).
 - c. operates under an annual program budget as set out in the contract between the KPBSD BOE and the charter school.

2. A charter school administrator (principal), with oversight by the Academic Policy Committee, will:

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- a. keep financial records of the charter school.
- b. oversee the operation of the charter school to ensure that the terms of the contract are being met.
- c. meet regularly with parents and with teachers of the charter school to review, evaluate, and improve operations of the charter school.
- d. meet with the Academic Policy Committee at least six times each year to monitor progress in achieving the committee's policies and goals.

3. The charter school application serves as a contract proposal to the KPBSD BOE and must address all the items specified in the KPBSD 'Application/Contract Provisions' E 6187 (b) to satisfy stipulations in Alaska Statutes, Alaska Administrative Codes and KPBSD Board Policy.

4. A charter school may be operated in an existing KPBSD facility or in a facility within the Kenai Peninsula Borough that is not currently being used as a public school, if the chief school administrator/Superintendent determines the facility meets requirements for health and safety applicable to public buildings or other public schools in the District. See BP 6187 and AR 6187 section 'Charter Schools Sharing Facilities.'

5. Note: The charter school may be exempt from other KPBSD requirements if the exemption is set out in the contract.

Application Procedure for Establishing a Charter School

The following steps will be followed in making an application for the establishment of a charter school in the Kenai Peninsula Borough School District.

1. Establish an Academic Policy Committee (APC) Membership
 - a. The Academic Policy Committee will consist of

- i. parents of students attending (or upon initial application plan to attend) the charter school
- ii. teachers at the charter school (or teachers who upon initial application agree to teach at the charter school)
- iii. employees of the charter school (or employees who agree to work at the charter school) other than teachers, and
- iv. member of the KPBSD BOE

1. Responsibilities of the KPBSD BOE member:

- a. Serve as the intermediary with the Charter School Administrator/Principal and the APC if there is a discrepancy or violation of Charter Bylaws as needed
- b. Attend APC Meetings
- c. Gather and provide information to the Board of Education
- d. Set meeting dates
- e. Assist new Charter Schools with the application process

- b. Include on a separate page the name of the members and specify the position the person will represent.

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2. Notification of Intent: E 6187 (a)
 - a. Any Person(s) wishing to establish a charter school will notify the Superintendent of their intention by August 1 of the year prior to the date of intended implementation.
 - b. The Superintendent will establish an administrative committee to meet with the charter school applicant(s) to:
 - i. review the application procedures,
 - ii. discuss the requirements of the application between the charter school and the KPBSD BOE, and
 - iii. answer any questions the charter school applicant(s) may have.
 - c. Following the initial meeting with the administrative committee, the charter school and Academic Policy Committee applicant(s) will prepare the information required for the application.
 - d. Applications for charter schools must be submitted to the KPBSD BOE President and Superintendent no later than October 1 of the school year prior to the school year during which the charter school will begin operation. Applications received after the October 1 deadline will not be considered until the next school year. All charter schools must begin operations as agreed with the School Board, but no later than October 1.
 - e. The initial application will be presented at a Charter School Oversight Committee meeting(s) where the charter School Oversight Committee will:
 - i. Make recommendations for clarification purposes
 - ii. Schedule a work session with the KPBSD BOE on the proposed charter school application(s)
 - iii. Place charter school proposals on the regular Work Session of the KPBSD BOE agenda
 - iv. Provide a recommendation for the KPBSD BOE whether to approve or deny a charter school application
 - v. Submit and make recommendations to the KPBSD BOE regarding contracts
 - f. The terms of an initial draft contract must not exceed five years. The terms of a renewal contract may be for a period of up to ten years.
3. Charter School Application:
 - a. The charter school applicant(s) will provide information to the KPBSD BOE as stipulated in E 6187 (b) Charter School Application/Contract Provisions.
 - b. The Alaska Department of Education and Early Development Charter School Application and Rating Template will be used in the District's charter school application process.

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- c. Note: The Alaska Department of Education and Early Development has its own policies and deadlines. The applicant(s) proposed charter school may be affected by those deadlines.

Upon approval or rejection of a charter school application, the KPBSD BOE will submit to the State Board of Education a copy of the charter school application and a report on the action taken by the KPBSD BOE no later than 30 days following the KPBSD BOE action.

7. State Notification of a Charter School Application

- a. Upon approval of the charter school by the KPBSD BOE and the State Board, the contract will be signed by the president of the KPBSD BOE and the legally designated representative of the charter school. The Superintendent or designee will serve as a contact person for all communications between the charter school and the District administration.

Annual Review of the Charter School

- 1. Once approved by both the KPBSD BOE and State Board, the charter school will be subject to an annual review of its operations and finances by the KPBSD BOE.
- 2. Annually, the charter school will submit a written report. Form E 6187 (c)
- 3. Every three years the charter school will make a presentation to the KPBSD BOE and the public. This report will include information on:
 - a. the attainment of student performance expectations,
 - b. meetings of the governing bodies of the charter school,
 - c. descriptions of charter school activities, and
 - d. other information of interest to the KPBSD BOE.

Breach of Contract

- 1. Failure to comply with the provisions of the contract between the charter school and the local School Board is considered a breach of contract and may result in the termination of the charter school.
 - a. Examples of breach of contract include but are not limited to:
 - i. failure to meet or make reasonable progress toward achievement of the content standards or pupil performance standards identified in the contract,
 - ii. failure to meet generally accepted standards of fiscal management
 - iii. violating any provision of law from which the charter school was not specifically exempted.
- 2. During the charter school's annual review with the KPBSD BOE, compliance with the provisions of the contract will be monitored. If any allegations of noncompliance with the

Appendix E

charter school contract (either by the charter school or by the District) are presented either during the annual review or at any other time, the KPBSD BOE will investigate these allegations. Prior to canceling the charter school contract, the KPBSD BOE and the charter school will attempt to remedy any violations of the contract.

3. The contract will be reviewed at the completion of the third year. A portion of that review will be based on a comparison of the Alaska Standards Based Assessment test scores of the school's students to those of the District average of a similar population of the District. If the school does not meet or exceed the District average the school will be placed on a two-year probation. Failure to meet the conditions of the probation will be grounds for denial of a future charter.

Funding for Charter Schools

1. The charter school budget will be calculated by determining the amount of state funds generated by students enrolled in the charter school less administrative costs. Administrative costs will be determined by applying the indirect cost rate approved by the Department of Education and Early Development.
2. The program budget of a charter school is to be used for operating expenses of the educational program of the charter school including purchasing textbooks, classroom materials, and instructional aids.
3. The charter school will provide the financial and accounting information requested by the KPBSD BOE and State Board and will cooperate with the District in complying with the restrictions governing receipt and expenditure of District money.
4. The expense of housing nonresident students who attend the charter school, including room, board, and other reasonable housing expenses, may not be paid for with state money but may be paid for with funds contributed by sources other than the state.

Admission

1. The program of a charter school may be designed to serve students within an age group or grade level; students who will benefit from a particular teaching method or curriculum; or nonresident students, including providing domiciliary services for students who need those services, if approved by the KPBSD BOE.
2. A charter school will enroll all eligible students who submit a timely application, unless the number of those applications exceeds the capacity of the program, class, grade level, or building. In the event of an excess of those applications, the charter school and the local KPBSD BOE will attempt to accommodate all of those applicants by considering providing additional classroom space and assigning additional teachers from the District to the charter school. If it is not possible to accommodate all eligible students who submit a timely application, students will be accepted by random drawing. The KPBSD BOE may not require a student to attend a charter school.
3. In addition to other requirements of law, a charter school will be nonsectarian.

Teacher or Employee Agreements

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1. A teacher or employee may not be assigned to a charter school unless the teacher or employee consents to the assignment.
2. All provisions of an existing negotiated agreement or collective bargaining agreement applicable to a teacher or employee of the District apply to that teacher or employee if employed at a charter school in the District, unless the district and the bargaining unit representing the teacher or employee agree to an exemption.
3. A teacher in a charter school will be evaluated in an equivalent manner as all other teachers in the District, except that if there is no administrator assigned to the charter school, the KPBSD BOE, with the agreement of the charter school, will designate a District administrator in the District to evaluate a teacher in a charter school.
4. The District assumes no responsibility for employing the charter school administrator after the termination of the charter school contract unless the person is also employed as a teacher.

Sharing a District Facility

1. Charter schools that are housed in a non-school District facility will be recognized under Alaska Statutes 14.03.250-14.30.290.
2. Charter schools proposing to use District facilities which are already in use as public schools, may do so only on the approval by the School Board

Charter Schools Sharing Facilities

1. Guidelines for Determining Adequate Space for a Shared Facility:
 - a. The KPBSD BOE may allow a charter school to operate within an established KPBSD school if the projected enrollment of the two schools and other District programs (Special Ed, Title 1, Project Grad, etc.) do not exceed 90% of the rated capacity over the life of the charter school contract.
 - b. When the charter school is proposing to utilize space in an existing KPBSD school, the Superintendent will determine if the amount of space requested by the charter school can be made available, based on enrollment projections and school capacity.
 - c. The charter school application will include the estimated number of students, the number of requested classrooms and the grades taught for each year of the proposed contract.
 - d. In a shared facility, the Charter School may request to change the estimated number of students, the number of classrooms or the grades taught for the school year. The request must be submitted by October 1 of the year preceding the requested change. (District projected enrollment date)
2. Negotiating Shared Facility Agreements:
 - a. If the Superintendent determines space is available, the Superintendent, the charter school principal and an APC representative of the charter school will negotiate the terms of sharing a facility and make recommendations to the KPBSD BOE. This will be presented during the KPBSD BOE work session with the charter school applicants.

Appendix E

- b. The Principal of the established KPBSD school will serve as the Primary principal for the building. The charter school principal will meet with the Primary principal and come to a mutual agreement regarding the charter school's observance of school rules and policies. These mutually agreed upon rules and policies will be included in the charter school application and contract with the KPBSD BOE . Failure to abide by the agreed upon rules and policies will be considered a breach of contract.

3. Determining Costs in a Shared Facility:

- a. Basic charter school funding will be allocated to charter schools by the School Board.
- b. Charter schools operating in an established neighborhood school will be responsible for funding their share of education programs in the building.
- c. During the administrative meeting, held after the Notification of Intent form is filed, the administrative committee will provide the charter school representatives with an estimation of revenues and operational costs.
- d. Following Board approval of the charter school contract, operational costs will be charged by the District to the charter school on a pro rata basis according to the recommended budget.
- e. All other services provided by the District to the charter school will be calculated on a cost only basis.
- f. At the end of each fiscal year, adjustments will be made to the charter school budgets based on actual revenues and expenditures.
- g. Space, personnel and shared resources will be equitably prorated and addressed annually in the charter school contract.

4. Shared Facility Resources:

- a. Charter schools operating in established KPBSD schools will be responsible for funding their education programs. The charter school may decide the use of their remaining available resources through their budget process after accounting for shared costs.
- b. If a charter school desires to combine their resources with an established KPBSD educational program and the Primary principal agrees, costs will be pro-rated according to the number of students.

Legal Reference:

ALASKA STATUTES

14.03.250 Establishment of charter schools

14.03.255 Organization and operation of a charter school

14.03.260 Funding for charter schools

14.03.265 Admission

14.03.270 Teacher or employee transfers, evaluations, and negotiated agreements

14.03.275 Contracts; duration

14.03.280 Regulations

14.03.290 Definitions

14.14.130 Chief school administrator

Appendix F

K-8th Grade Curriculum Utilized:

<u>Content</u>	<u>Program</u>	<u>Grade Levels</u>
Mathematics	Saxon Mathematics	K-8
Reading	ABCS Phonics Program	K-2
	Journeys	1-5
	Common Core Reading	1-8
	UFLI Reading Interventions	K-3
Language Arts	ABCS Phonics	K
	Spelling Mastery	1-3
	Shurley Grammar	1-6
	ABCS Grammar	7-8
	Journeys	1-5
Science	Science, A Closer Look	K-6
	Prentice Hall	7-8
History & Geography	Pearson Learning	K-6
	Pageant of World History	7-8
	Core Knowledge	K-8
Latin	Famous Men of Rome	K-8
	Song School Latin	1-2
	Minimus	3-4
	Latin & Greek Roots	5-8
Future Problem Solving	FPS International	4-8
Art	Adventures in Art	K-8
Music	First Steps	K-3
	Gameplan	4-6
	World Music	7-8

Appendix G

Coghill Group, PC conducts Aurora Borealis Charter School Lottery every year. Copies of the Observation Form for past years are located at the ABC office or Coghill Group, PC.

COGHILL GROUP, PC

Certified Public Accountants
215 Fidalgo, Suite 206, Kenai, Alaska 99611
(907) 283-3484 Fax (907) 283-5842

Report on Applying Agreed-Upon Procedures -- Observation of Enrollment Lottery

Kenai Peninsula Borough School District
Aurora Borealis Charter School
Kenai, Alaska

We have performed the procedures specified below, which were agreed to by the Aurora Borealis Charter School, solely to assist you with respect to the observation of enrollment lottery. The sufficiency of the procedures is solely the responsibility of the specified users of the report. Consequently, we make no representation regarding the sufficiency of the procedures described below either for the purpose for which this report has been requested or for any other purpose.

The following procedures were performed:

1. Observed the enrollment lottery process on March 23, 2023.
2. Recorded results of the enrollment lottery.

Based on the procedures performed, we are not aware of any material reporting matters to suggest that the enrollment lottery was not equitable and fair to all applicants.

We were not engaged to, and did not, perform an audit, the objective of which would be the expression of an opinion on the specified elements, accounts or items. Accordingly, we do not express such an opinion.

This report is intended solely for the information and use of the specified parties listed above and is not intended to be and should not be used by anyone other than these specified parties.



March 23, 2023
Kenai, Alaska


Appendix H

The advertisement below is run in the local newspaper, The Clarion, for three weeks every February. We also post the lottery schedule on our Facebook page.

Saturday, February 17, 2024 87

**Aurora Borealis Charter School
Lottery Enrollment Opportunity
Open Until March 7, 2024**

Aurora Borealis Charter School, a free K-8 public school in the Kenai Peninsula Borough School District, promotes an educational environment reflecting high academic, character, and citizenship standards for all students. Along with a research-based classical education, our curriculum includes art, music, physical education, Latin, and future problem solving. Kindergarten has an academic curriculum; kindergarten students learn 55 phonograms and begin first grade reading after the first semester. ABCS is consistently one of the highest performing elementary and middle schools in the state of Alaska, as measured by Alaska State testing.



ABCS is now accepting lottery applications for the 2024-2025 school year. Applications are available in the ABCS office from 8am to 3pm Monday through Friday, and must be delivered in person to the office no later than 3pm on March 7, 2024. ABCS is located in Kenai at 705 Frontage Rd. For more information about ABCS, please check out our website at <https://kpbsd.org/schools/aurora-borealis/> and our Facebook page. If you have any questions about ABCS or would like a tour of the school, please call 283-0292.

Enrollment Data:

2022: 197 students 2023: 198 students 2024: 200 students

Waitlist Numbers for 2024: Kindergarten-15; 1st Grade- 12; 2nd Grade-6; 3rd Grade 8;
4th Grade-6; 5th Grade-4; 6th Grade-1; 7th Grade-3; 8th Grade-1.

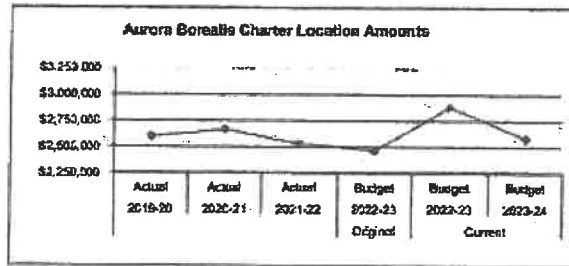
Appendix I

KENAI PENINSULA BOROUGH SCHOOL DISTRICT 2023 - 2024 Budget

Fund: 100 General Fund - Expenditures
Location: 05 Aurora Borealis Charter School

Date: 07/10/23

2019-20 Actual	2020-21 Actual	2021-22 Actual	Account Description	Original 2022-23 Budget	Current 2022-23 Budget	2023-24 Budget	Change	% Of Change
\$ 1,032,896	\$ 1,142,388	\$ 1,057,695	3100 Certificated Salaries	\$ 1,048,167	\$ 1,058,597	\$ 1,111,594	\$ 42,997	4
225,823	265,175	226,727	3200 Non-Certificated Salaries	226,003	219,721	233,134	13,413	6
619,138	651,732	551,984	3500 Employee Benefits	755,919	626,966	799,350	189,384	27
1,877,757	1,979,295	1,836,406	Subtotal - Personnel Services	2,030,089	1,915,384	2,144,078	225,694	12
789	500	1,576	4100 Professional and Technical Services	-	1,750	-	(1,750)	-
300	75	109	4200 Staff Travel	-	-	-	-	-
5,138	8,968	9,581	4250 Student Travel	-	8,815	-	(8,815)	(100)
4,927	5,285	4,489	4300 Utility Services	2,394	2,394	-	(2,394)	-
38,702	38,832	38,958	4350 Energy	35,207	35,207	-	(35,207)	-
470,159	458,800	472,373	4400 Other Purchased Services	450,034	519,626	488,738	(30,890)	(6)
95,660	81,520	81,578	4500 Supplies, Materials, and Media	(60,753)	182,875	(54,731)	(237,608)	(130)
4,930	2,408	1,625	4900 Other Expenses	5,593	129,004	5,717	(123,287)	(86)
-	-	-	4900 Other Expenses - Additional Allowable	-	-	-	-	100
80,894	83,736	78,939	4950 Indirect Costs	-	84,174	-	(84,174)	(100)
701,625	678,070	689,583	Subtotal - Other	432,476	663,645	439,722	(524,123)	(54)
18,431	7,876	4,289	5100 Equipment	-	1,950	-	(1,950)	(100)
\$ 2,685,813	\$ 2,665,235	\$ 2,530,218	Location Totals	\$ 2,462,565	\$ 2,687,179	\$ 2,583,800	\$ (300,379)	(10)



Aurora Borealis Charter School (ABCS), located in Kenai, Alaska, is housed in the former Kenai Elementary building. ABCS endeavors to provide students with a classical education. Programs are spiraling in nature with modifications driven by assessment data. Aurora Borealis has an enrollment of approximately 180 students in grades K-8.

Appendix I

AURORA BOREALIS CHARTER SCHOOL FY24 Revised

Variables:

FTE Enrollment	THIS FORMULA IS FOR 150 - 249.99 ONLY	192.400
Is program funded as a separate school per statute (Yes or No)		Yes
ADM if funded as separate school		-
ADM if funded as included in largest school (per statute)		-
Intensive service students (as included in FTE enrollment)		-
Correspondence students (not included in FTE enrollment)		-

Estimated State Foundation Funding

FTE Enrollment		192.400
ADM as adjusted for school size $218.10 + (1.08 * (ADM - 150))$		263.892
ADM as adjusted for district cost factor (*1.171)		309.018
ADM as adjusted for special needs (*1.2)		370.821
ADM as adjusted for HS Vocational Education (*1.015)		376.383
ADM adjustment for intensive service counts (x13)		-
ADM adjustment for correspondence students		-
Adjusted ADM		376.383
Base student allocation		\$ 5,960
Estimated State Foundation Funding (Basic Need)		\$ 2,243,245

Quality Schools Funding

Quality schools funding per adjusted ADM	\$ 16.00	
Adjusted ADM	376.383	\$ 6,022

Total Estimated Revenue Per Capita Funding

		\$ 2,249,267
Less indirect cost rate *	%	
	4.0000	\$ 86,510
Funds available for operation		\$ 2,162,757

Charter schools are capped at 4%

Appendix J

BP 3540 Transportation

KPBSD Policy Manual

BP 3540

Business and Instructional Support Operations TRANSPORTATION

The School Board desires to provide transportation for eligible students in accordance with state and federal law.

The goals of the transportation service are:

1. To provide maximum safety for students while being transported between home and school and on school-sponsored trips.
2. To promote desirable student behavior and respect for traffic safety.
3. To provide assistance and transportation for students with disabilities.
4. To provide transportation for field trips.

KPBSD shall provide transportation services to students attending KPBSD charter schools as follows:

1. Charter school students living within the attendance area of the neighborhood school where the charter school is housed shall be provided transportation services on the same basis as all students in the district who reside within the attendance area of the neighborhood school they attend.
2. Charter school students living outside the attendance area of the charter school they attend shall be provided transportation services on a space available basis along the regular routes that the students attending schools in an attendance area in the district are currently being transported.
3. If a charter school declines pupil transportation services, no funding allocation will be made by the district.

(cf. 3313 – Contracts)

(cf. 3541.5 – Alternative Transportation Arrangements)

(cf. 6182 – Secondary Boarding Program)

Legal Reference:

ALASKA
14.09.010 Transportation of pupils
14.09.030 School buses
14.30.347 Transportation of exceptional children

ALASKA ADMINISTRATIVE CODE
4 AAC 09.050 Secondary Boarding Programs

KENAI PENINSULA BOROUGH SCHOOL DISTRICT
Revised: 02/01/2016

BP 3541 Transportation Routes and Services

Appendix K

BYLAWS

AURORA BOREALIS CHARTER SCHOOL

MISSION STATEMENT

The purpose of Aurora Borealis Charter School is to provide the finest academic program possible. To meet this purpose, it is our obligation to promote an educational environment that reflects high academics, character, and citizenship standards for all students and establish classroom conditions where these standards can be met.

ARTICLE 1

NAME

The name of the school shall be Aurora Borealis Charter School, hereinafter ABCS.

ARTICLE 2

IMPLEMENTATION OF MISSION STATEMENT

- A. To conduct ABCS affairs in accordance with its mission statement.
- B. To exercise all such powers as are provided by State and Federal law, Kenai Peninsula Borough School District policy, and these Bylaws in order to accomplish the ABCS mission statement.
- C. Support teachers in maintaining a classroom environment where high academic, character, and citizenship standards can be met for all students.
- D. Support the administrator in the accomplishment of the mission statement through implementation of adopted policies and procedures while holding the administrator accountable for the achievement of measurable standards through annual review of test scores.
- E. Maintain current core curriculum classroom materials as approved by the Academic Policy Committee.
- F. Encourage parents/guardians to actively participate in their child's education.

Appendix K

ARTICLE 3

ACADEMIC POLICY COMMITTEE

- A. There shall be an Academic Policy Committee (APC) pursuant to AS 14.03.255. Organization and operation of a charter school.
- B. The Academic Policy Committee (APC) shall consist of the following:
 - 1. Six (6) parents of currently enrolled ABCS students, elected at large.
 - 2. School administrator, or staff designee, in an advisory non-voting capacity.
 - 3. Community member, if one is appointed by the APC.
- C. APC Seats
 - 1. Parent Seat Terms
 - a. Each year, two (2) APC seats shall be elected by ABCS parents for three (3) year terms.
 - b. Terms are from May 31 to May 30.
 - c. Interim vacancies shall be filled by appointment of the majority of the remaining APC, should a quorum exist. These appointments shall be effective until the end of the original term of the appointed seat. Should a quorum no longer exist, due to voluntary resignation and/or dismissal, a special election will be held to fill vacant seats. The APC member(s) elected in said special election shall remain seated for the duration of the original term of the vacant seat(s).
 - d. Election of parent members of APC:
 - 1. Parent seats must be filled by parents of students currently attending ABCS and may not be filled by a paid employee or the spouse of a paid employee.
 - 2. Only one parent per family may serve on the APC.
 - 3. Nominations shall be taken in writing during the month of March.
 - 4. Elections shall be conducted by ballots mailed to ABCS parents. The APC shall adopt written election procedures that may be amended when deemed necessary by the APC.
 - 5. One ballot per family. In cases involving custody, only one custodial parent and/or guardian shall have the voting privilege.
 - 6. Elected members shall be seated at the next meeting of the APC following May 30.
 - 2. Administrator Seat
 - Interim vacancy shall be filled by the interim administrator selected by the APC.

Appendix K

3. Community Member Seat

The APC, at its sole discretion, may appoint a community member. The community member shall be a voting member of the APC. The Community Member term is from May 31 to May 30 and is renewable. Community members serve at the discretion of the APC. Community members may be removed by majority vote of the APC.

D. APC Offices

1. The APC shall elect the following officer positions as determined among the APC at the first APC meeting following the May election. The officers are:

a. Chairperson

The Chairperson shall preside at all meetings of the APC and shall have the duties and powers normally given to that office, in addition to those particularly specified by these Bylaws.

b. Vice-Chairperson

The Vice-Chairperson shall have the powers and exercise the duties of the chair in the Chairperson's absence or incapacity, as well as duties assigned by the APC.

c. Secretary

The Secretary shall keep a record of all meetings of the APC and shall have all the duties and powers normally attributed to the office of Secretary.

d. Treasurer

The Treasurer shall have access to all financial records of ABCS and have all the powers and duties normally attributed to the office of Treasurer. The Treasurer shall give a financial report at each quarterly meeting of the APC and such report shall be made a part of the minutes of that meeting.

2. APC Responsibilities

a. The APC is accountable to the KPBSD School Board.

b. Pursuant to the State of Alaska Charter School law (AS 14.03.255(b) (4)), the ABCS APC shall meet at least annually to monitor progress in achieving the committee's policies and goals. However, the APC will strive to meet at least quarterly.

c. Review and approve proposed annual budget, maximum enrollment, curricula, co-curricular activities, policies, and procedures.

d. Review proposed contracts.

e. Hire the ABCS Administrator.

f. Conduct an annual performance review based on the Administrator's contract and renew the contract as merited.

g. An APC member's absence from three (3) consecutive APC meetings may constitute grounds for dismissal from the APC.

Appendix K

- h. To avoid conflicts of interest, APC members shall disclose known or potential conflicts of interest prior to the time set for voting on any transaction and shall not vote on the matter or attempt to influence the decisions of other APC members in voting on the matter. Such disclosure will be noted in the minutes of the meeting. The APC may, by a majority vote, determine there is not a conflict of interest.
- i. Members of the APC shall receive no compensation for their services as members of the board.
- j. For voting purposes a quorum shall consist of four (4) voting APC members. Action requires an affirmative vote of at least four (4) of the voting members.
- k. All regular and special meetings of the APC shall be open to the public.
- l. The APC may call an executive session to discuss any one or more of the following:
 - 1. Attorney-Client matters
 - 2. Acquisitions, leases, rental, or sale of property
 - 3. Contract proposals or negotiations
 - 4. Confidential or sensitive personnel or student mattersOnly those persons invited by the APC may be present during the executive session. The APC shall not make final policy decisions, nor shall any resolution, rule, regulation, formal action, or any action approving a contract or calling for the payment of money be adopted or approved at any session that is closed to the general public. Matters discussed during an executive session shall remain confidential among those attending. The Secretary of the APC will name the topic of the executive session in the APC minutes.
- m. Any APC member may resign at anytime by giving written notice to the Chairman or Secretary of the APC. Such resignation shall take effect at the time specified therein.
- n. The APC may recommend removal of an APC member with an affirmative vote for removal by five (5) of the APC members. The APC member whose removal is under consideration shall not participate in such a vote.
 - 1. Upon affirmative vote by the APC to remove an APC member, such APC member shall be suspended from membership on the APC until a parent/guardian vote is conducted.
 - 2. Removal of an APC member shall be affirmed by a majority of the ABCS parents. Ballots are to be mailed out.
 - 3. Notification of the removal of an APC member shall be posted with the next APC minutes.

Appendix K

ARTICLE 4

ADVISORY COMMITTEES

The APC possesses certain legal powers and prerogatives, which cannot be delegated or surrendered to others. Therefore, all recommendations of an advisory committee must be submitted to the APC for official action. The APC shall have power to create or dissolve any advisory committee and shall reserve the right to exercise this power at anytime during the life of the committee.

ARTICLE 5

NOTICE OF MEETINGS

Notice of meetings of the APC and committee meetings shall be posted, at least 1 week prior, at a prominent place outside the ABCS office. Such notice should include specified agenda information when possible, including any proposed policy, position, resolution, rule, regulation, or formal action to be considered. The postings of such notice shall be considered full and timely notice to the public of such meetings.

ARTICLE 6

TRANSACTION OF BUSINESS

All business shall be conducted through the KPBSD Finance Office.

Appendix K

ARTICLE 7

BYLAWS

A draft of changes to the Bylaws will be read at two consecutive APC meetings before a vote is held regarding the changes. The approval or amendment of Bylaws requires a two-thirds vote of the APC.

ARTICLE 8

BOOKS AND RECORDS

ABCS shall keep minutes of regular APC meetings and APC committees. It shall also keep at its registered or principle office a record giving the names and addresses of the APC members and APC committees. All records of ABCS are considered public and may be inspected at any reasonable time.

ARTICLE 9

INDEMNIFICATION AND HOLD HARMLESS OF APC MEMBERS

APC members shall be indemnified and held harmless in the conduct of official ABCS business in the same manner as members of the KPBSD School Board.

ARTICLE 10

DISSOLUTION

On the dissolution of ABCS, all properties shall be dispersed in accordance with contract provisions approved by the State of Alaska Department of Education and the Kenai Peninsula Borough School District.

Appendix A

School Board Approval

Aurora Borealis Charter School, whose address is 705 Frontage Road, Suite A, Kenai, Alaska 99611 and the Kenai Peninsula Borough School Board (KPBSB), whose address is 148 N. Binkley, Soldotna, Alaska 99669.

WHEREAS, *AS 14.03.250 (b)* asks for a decision of a local school board approving the application for a charter school.

WHEREAS, Zen Kelly is the President of the Kenai Peninsula Borough School Board.

NOW THEREFORE, the Kenai Peninsula Borough School Board approved to renew Aurora Borealis Charter School's Charter Renewal Application during the November 18, 2024 School Board meeting, commencing with the first day of school in the School District for the 2025-26 school year and continuing through the last day of school in the 2035-36 school year.

Signed Zen Kelly Date 11/18/24
Zen Kelly President KPBSB



Principal: Cody McCanna
705 Frontage Rd, Suite A
Kenai, AK 99611
907-283-0292

AURORA BOREALIS
CHARTER SCHOOL

"Building Self Esteem Through Academic Excellence"

September 27, 2024

Kenai Peninsula Borough School District
Charter School Oversight Committee

Dear Committee Members:

The Aurora Borealis Charter School Academic Policy Committee, staff, and families look forward to continuing our partnership with the Kenai Peninsula Borough School District through the renewal application process. Aurora Borealis would like to renew its charter with the district for a ten-year period starting from the 2025-26 school year and ending in the 2035-36 school year.

We are currently in our twenty-eighth successful year of operation, during which time we have provided an excellent educational alternative to families who have collaborated with our school and district. This is evidenced by the sections in our renewal application.

Changes since last renewal in 2017:

- Section 3*i*: Grading scale change (p.15) and addition of Foundation Stones (p.17)
- Section 5*i*: Use of Room 10, Portable 1 and 2 due to Boys & Girls Club leaving (p.28)

Please let us know if you need any additional information.

Respectfully,

Daniel Mahr
Academic Policy Committee Chair

Cody McCanna
Principal

KENAI PENINSULA BOROUGH SCHOOL DISTRICT



Book	Policy Manual
Section	6000 INSTRUCTION
Title	Charter Schools Policy
Code	BP 6187
Status	Active
Cross References	<u>AR 6187 - Charter School Guidelines</u> <u>E 6187a - Intent To Develop Charter School Application</u> <u>E 6187b - Charter School Application/Contract Provisions</u>
Last Revised	November 7, 2022
Last Reviewed	November 7, 2022
Prior Revised Dates	12/5/2016

Charter schools that operate within the Kenai Peninsula Borough School District are schools established under Alaska Statutes 14.03.250 – 14.03.290.

Charter schools are established upon the approval of an application by the KPBSD Board of Education (KPBSD BOE) and the Alaska State Board of Education and Early Development (State Board).

Charter schools will operate under a written contract between the charter school and the KPBSD BOE.

The Kenai Peninsula Borough School District Board of Education (KPBSD BOE) desires to support innovations which improve student learning and views charter schools as an opportunity for parents, teachers, and community members to take responsible risks and create new, innovative, and more flexible ways of educating children.

A charter school is a public school in the KPBSD, except that the charter school:

1. is exempt from the KPBSD's textbook adoption, programs, curriculum, and scheduling requirements.
2. principal is selected by the Academic Policy Committee. The principal selects, appoints, or otherwise supervises employees of the charter school. The principal is exempt from AS 14.14.130(c) Chief School Administrator (Superintendent).
3. operates under an annual program budget as set out in the contract between the KPBSD Board of Education and the charter school.

The charter school may be exempt from other KPBSD requirements if the exemption is set out in the contract.

The District administration will work cooperatively with parents/guardians, students, teachers and principals in their efforts to design new schools and alternative approaches to the existing state laws and regulations that govern public schools.

Legal Reference:

ALASKA STATUTES

14.03.250 Establishment of charter schools

14.03.255 Organization and operation of a charter school

14.03.260 Funding for charter schools

14.03.265 Admission

14.03.270 Teacher or employee transfers, evaluations, and negotiated agreements

14.03.275 Contracts; duration

14.03.280 Regulations

14.03.290 Definitions



Book	Administrative Regulations
Section	6000 INSTRUCTION
Title	Charter School Guidelines
Code	AR 6187
Status	Active
Cross References	BP 6187 - Charter Schools Policy E 6187a - Intent To Develop Charter School Application E 6187b - Charter School Application/Contract Provisions E 6187c - Charter School Annual Review Form
Adopted	February 6, 2007
Last Revised	November 7, 2022
Last Reviewed	November 7, 2022
Prior Revised Dates	2/6/2007

Establishment of Charter Schools

Charter schools that operate within the Kenai Peninsula Borough School District are schools established under Alaska Statutes 14.03.250 – 14.03.290.

Charter schools are established upon the approval of an application by the KPBSD Board of Education (KPBSD BOE) and the Alaska State Board of Education and Early Development (State Board).

Charter schools will operate under a written contract between the charter school and the KPBSD BOE.

The KPBSD BOE desires to support innovations which improve student learning and views charter schools as an opportunity for parents, teachers, and community members to take responsible risks and create new, innovative, and more flexible ways of educating children. The District administration will work cooperatively with parents/guardians, students, teachers and principals in their efforts to design new schools and alternative approaches to the existing state laws and regulations that govern public schools.

The following guidelines will be used to assist in the establishment of charter schools in the Kenai Peninsula Borough School District.

Organization and Operation of a Charter School

1. A charter school is a public school in the Kenai Peninsula Borough School District except that the charter school:
 - a. is exempt from the Kenai Peninsula Borough School District 's textbook adoption, programs, curriculum, and scheduling requirements.
 - b. The principal is selected by the Academic Policy Committee. The principal selects, appoints, or otherwise supervises employees of the charter school. The principal is exempt from AS 14.14.130(c) Chief School Administrator (Superintendent).
 - c. operates under an annual program budget as set out in the contract between the KPBSD BOE and the charter school.

2. A charter school administrator (principal), with oversight by the Academic Policy Committee, will:
 - a. keep financial records of the charter school.
 - b. oversee the operation of the charter school to ensure that the terms of the contract are being met.
 - c. meet regularly with parents and with teachers of the charter school to review, evaluate, and improve operations of the charter school.
 - d. meet with the Academic Policy Committee at least six times each year to monitor progress in achieving the committee's policies and goals.

3. The charter school application serves as a contract proposal to the KPBSD BOE and must address all the items specified in the KPBSD 'Application/Contract Provisions' E 6187 (b) to satisfy stipulations in Alaska Statutes, Alaska Administrative Codes and KPBSD Board Policy.

4. A charter school may be operated in an existing KPBSD facility or in a facility within the Kenai Peninsula Borough that is not currently being used as a public school, if the chief school administrator/Superintendent determines the facility meets requirements for health and safety applicable to public buildings or other public schools in the District. See BP 6187 and AR 6187 section 'Charter Schools Sharing Facilities.'

5. Note: The charter school may be exempt from other KPBSD requirements if the exemption is set out in the contract.

Application Procedure for Establishing a Charter School

The following steps will be followed in making an application for the establishment of a charter school in the Kenai Peninsula Borough School District.

1. Establish an Academic Policy Committee (APC) Membership
 - a. The Academic Policy Committee will consist of
 - i. parents of students attending (or upon initial application plan to attend) the charter school
 - ii. teachers at the charter school (or teachers who upon initial application agree to teach at the charter school)
 - iii. employees of the charter school (or employees who agree to work at the charter school) other than teachers, and
 - iv. member of the KPBSD BOE
 1. Responsibilities of the KPBSD BOE member:
 - a. Serve as the intermediary with the Charter School Administrator/Principal and the APC if there is a discrepancy or violation of Charter Bylaws as needed
 - b. Attend APC Meetings
 - c. Gather and provide information to the Board of Education
 - d. Set meeting dates
 - e. Assist new Charter Schools with the application process
 - b. Include on a separate page the name of the members and specify the position the person will represent.

2. Notification of Intent: E 6187 (a)
 - a. Any Person(s) wishing to establish a charter school will notify the Superintendent of their intention by August 1 of the year prior to the date of intended implementation.
 - b. The Superintendent will establish an administrative committee to meet with the charter school applicant(s) to:
 - i. review the application procedures,
 - ii. discuss the requirements of the application between the charter school and the KPBSD BOE, and
 - iii. answer any questions the charter school applicant(s) may have.
 - c. Following the initial meeting with the administrative committee, the charter school and Academic Policy Committee applicant(s) will prepare the information required for the application.
 - d. Applications for charter schools must be submitted to the KPBSD BOE President and Superintendent no later than October 1 of the school year prior to the school year during which the charter school will begin operation. Applications received after the October 1 deadline will not be considered until the

next school year. All charter schools must begin operations as agreed with the School Board, but no later than October 1.

- e. The initial application will be presented at a Charter School Oversight Committee meeting(s) where the charter School Oversight Committee will:
 - i. Make recommendations for clarification purposes
 - ii. Schedule a work session with the KPBSD BOE on the proposed charter school application(s)
 - iii. Place charter school proposals on the regular Work Session of the KPBSD BOE agenda
 - iv. Provide a recommendation for the KPBSD BOE whether to approve or deny a charter school application
 - v. Submit and make recommendations to the KPBSD BOE regarding contracts
- f. The terms of an initial draft contract must not exceed five years. The terms of a renewal contract may be for a period of up to ten years.

3. Charter School Application:

- a. The charter school applicant(s) will provide information to the KPBSD BOE as stipulated in E 6187 (b) Charter School Application/Contract Provisions.
- b. The Alaska Department of Education and Early Development Charter School Application and Rating Template will be used in the District's charter school application process.
- c. Note: The Alaska Department of Education and Early Development has its own policies and deadlines. The applicant(s) proposed charter school may be affected by those deadlines.

Upon approval or rejection of a charter school application, the KPBSD BOE will submit to the State Board of Education a copy of the charter school application and a report on the action taken by the KPBSD BOE no later than 30 days following the KPBSD BOE action.

7. State Notification of a Charter School Application

- a. Upon approval of the charter school by the KPBSD BOE and the State Board, the contract will be signed by the president of the KPBSD BOE and the legally designated representative of the charter school. The Superintendent or designee will serve as a contact person for all communications between the charter school and the District administration.

Annual Review of the Charter School

1. Once approved by both the KPBSD BOE and State Board, the charter school will be subject to an annual review of its operations and finances by the KPBSD BOE.
2. Annually, the charter school will submit a written report. Form E 6187 (c)
3. Every three years the charter school will make a presentation to the KPBSD BOE and the public. This report will include information on:
 - a. the attainment of student performance expectations,
 - b. meetings of the governing bodies of the charter school,
 - c. descriptions of charter school activities, and
 - d. other information of interest to the KPBSD BOE.

Breach of Contract

1. Failure to comply with the provisions of the contract between the charter school and the local School Board is considered a breach of contract and may result in the termination of the charter school.
 - a. Examples of breach of contract include but are not limited to:
 - i. failure to meet or make reasonable progress toward achievement of the content standards or pupil performance standards identified in the contract,
 - ii. failure to meet generally accepted standards of fiscal management
 - iii. violating any provision of law from which the charter school was not specifically exempted.

2. During the charter school's annual review with the KPBSD BOE, compliance with the provisions of the contract will be monitored. If any allegations of noncompliance with the charter school contract (either by the charter school or by the District) are presented either during the annual review or at any other time, the KPBSD BOE will investigate these allegations. Prior to canceling the charter school contract, the KPBSD BOE and the charter school will attempt to remedy any violations of the contract.
3. The contract will be reviewed at the completion of the third year. A portion of that review will be based on a comparison of the Alaska Standards Based Assessment test scores of the school's students to those of the District average of a similar population of the District. If the school does not meet or exceed the District average the school will be placed on a two-year probation. Failure to meet the conditions of the probation will be grounds for denial of a future charter.

Funding for Charter Schools

1. The charter school budget will be calculated by determining the amount of state funds generated by students enrolled in the charter school less administrative costs. Administrative costs will be determined by applying the indirect cost rate approved by the Department of Education and Early Development.
2. The program budget of a charter school is to be used for operating expenses of the educational program of the charter school including purchasing textbooks, classroom materials, and instructional aids.
3. The charter school will provide the financial and accounting information requested by the KPBSD BOE and State Board and will cooperate with the District in complying with the restrictions governing receipt and expenditure of District money.
4. The expense of housing nonresident students who attend the charter school, including room, board, and other reasonable housing expenses, may not be paid for with state money but may be paid for with funds contributed by sources other than the state.

Admission

1. The program of a charter school may be designed to serve students within an age group or grade level; students who will benefit from a particular teaching method or curriculum; or nonresident students, including providing domiciliary services for students who need those services, if approved by the KPBSD BOE.
2. A charter school will enroll all eligible students who submit a timely application, unless the number of those applications exceeds the capacity of the program, class, grade level, or building. In the event of an excess of those applications, the charter school and the local KPBSD BOE will attempt to accommodate all of those applicants by considering providing additional classroom space and assigning additional teachers from the District to the charter school. If it is not possible to accommodate all eligible students who submit a timely application, students will be accepted by random drawing. The KPBSD BOE may not require a student to attend a charter school.
3. In addition to other requirements of law, a charter school will be nonsectarian.

Teacher or Employee Agreements

1. A teacher or employee may not be assigned to a charter school unless the teacher or employee consents to the assignment.
2. All provisions of an existing negotiated agreement or collective bargaining agreement applicable to a teacher or employee of the District apply to that teacher or employee if employed at a charter school in the District, unless the district and the bargaining unit representing the teacher or employee agree to an exemption.
3. A teacher in a charter school will be evaluated in an equivalent manner as all other teachers in the District, except that if there is no administrator assigned to the charter school, the KPBSD BOE, with the agreement of the charter school, will designate a District administrator in the District to evaluate a teacher in a charter school.
4. The District assumes no responsibility for employing the charter school administrator after the termination of the charter school contract unless the person is also employed as a teacher.

Sharing a District Facility

1. Charter schools that are housed in a non-school District facility will be recognized under Alaska Statutes 14.03.250-14.30.290.
2. Charter schools proposing to use District facilities which are already in use as public schools, may do so only on the approval by the School Board

Charter Schools Sharing Facilities

1. Guidelines for Determining Adequate Space for a Shared Facility:

- a. The KPBSD BOE may allow a charter school to operate within an established KPBSD school if the projected enrollment of the two schools and other District programs (Special Ed, Title 1, Project Grad, etc.) do not exceed 90% of the rated capacity over the life of the charter school contract.
- b. When the charter school is proposing to utilize space in an existing KPBSD school, the Superintendent will determine if the amount of space requested by the charter school can be made available, based on enrollment projections and school capacity.
- c. The charter school application will include the estimated number of students, the number of requested classrooms and the grades taught for each year of the proposed contract.
- d. In a shared facility, the Charter School may request to change the estimated number of students, the number of classrooms or the grades taught for the school year. The request must be submitted by October 1 of the year preceding the requested change. (District projected enrollment date)

2. Negotiating Shared Facility Agreements:

- a. If the Superintendent determines space is available, the Superintendent, the charter school principal and an APC representative of the charter school will negotiate the terms of sharing a facility and make recommendations to the KPBSD BOE. This will be presented during the KPBSD BOE work session with the charter school applicants.
- b. The Principal of the established KPBSD school will serve as the Primary principal for the building. The charter school principal will meet with the Primary principal and come to a mutual agreement regarding the charter school's observance of school rules and policies. These mutually agreed upon rules and policies will be included in the charter school application and contract with the KPBSD BOE. Failure to abide by the agreed upon rules and policies will be considered a breach of contract.

3. Determining Costs in a Shared Facility:

- a. Basic charter school funding will be allocated to charter schools by the School Board.
- b. Charter schools operating in an established neighborhood school will be responsible for funding their share of education programs in the building.
- c. During the administrative meeting, held after the Notification of Intent form is filed, the administrative committee will provide the charter school representatives with an estimation of revenues and operational costs.
- d. Following Board approval of the charter school contract, operational costs will be charged by the District to the charter school on a pro rata basis according to the recommended budget.
- e. All other services provided by the District to the charter school will be calculated on a cost only basis.
- f. At the end of each fiscal year, adjustments will be made to the charter school budgets based on actual revenues and expenditures.
- g. Space, personnel and shared resources will be equitably prorated and addressed annually in the charter school contract.

4. Shared Facility Resources:

- a. Charter schools operating in established KPBSD schools will be responsible for funding their education programs. The charter school may decide the use of their remaining available resources through their budget process after accounting for shared costs.
- b. If a charter school desires to combine their resources with an established KPBSD educational program and the Primary principal agrees, costs will be pro-rated according to the number of students.

Legal Reference:

ALASKA STATUTES

- 14.03.250 Establishment of charter schools
- 14.03.255 Organization and operation of a charter school
- 14.03.260 Funding for charter schools
- 14.03.265 Admission

14.03.270 Teacher or employee transfers, evaluations, and negotiated agreements
14.03.275 Contracts; duration
14.03.280 Regulations
14.03.290 Definitions
14.14.130 Chief school administrator



Book	Exhibits
Section	6000 INSTRUCTION
Title	Charter School Application/Contract Provisions
Code	E 6187b
Status	Active
Cross References	<u>BP 6187 - Charter Schools Policy</u>
Last Revised	April 3, 2006

The following two sections of the KPBSD contract provisions serve as the charter school application and a contract proposal to the Board.

Charter school applications must be received by the School District no later than October 1 preceding the school year for which applicants propose commencement of charter school operations. All applications will be subject to administrative review and comment prior to the School Board's review and approval.

Kenai Peninsula Borough School District Board of Education Provisions

The following information must be provided in writing:

1. Provide the name of the charter school and the name, address and phone number of a legally designated person authorized to act for the charter school.
2. Provide a description of the need for the charter school and how that need was established. Include evidence of the number of parents, teachers and students who support the formation of the proposed charter school. The description shall include where the students are currently attending school.
3. State the geographic description of the area of intended service.
4. Describe the proposed student transportation system including the contract if services will be provided by a second party.
5. Provide a summary of insurance coverage for protecting the District against liability and accident losses in an amount of \$1,000,000. Include a provision by which the Applicant agrees to indemnify, hold harmless and defend the Kenai Peninsula Borough School District, its Board members, employees, and agents from any liability arising through the actions and inactions of the applicant, its Academic Policy Committee, teachers, employees, volunteers, and students.
6. Provide any additional information that you feel might be helpful in supporting your desire to establish a charter school.

Alaska Statute Provisions

The following information must be provided in writing:

1. Provide a description of the educational program. Include a copy of the curricula to be used in the school. The curricula should list objectives, methods of instruction and the means of measuring student performance for each subject and each grade level.
2. Provide a statement of the specific levels of achievement for the educational program to include:
 - a. What performance targets do you plan for the students in the proposed charter school?
 - b. What specific instruments do you plan to use to measure student performance and growth?
 - c. What is the timeline for achievement of the performance targets you wish to achieve?
 - d. What are the intended procedures for taking corrective action in the event that pupil performance at the charter school falls below such standards?

Failure to meet these levels of achievement will be considered a breach of contract.

A charter school is subject to secondary pupil competency testing as provided in AS 14.03.075 and other state assessment requirements. These requirements may not be waived.

3. Define the admission policy and procedures for the charter school. Include a description of the proposed school's plan to include at risk and academically low-achieving students to promote diversity. Also include plans for educational programs for exceptional students as well as students with special needs. This information must include the following:
 - a. A charter school shall specify the application procedure for students, include a copy of the student application form, and specify the time lines for application, approvals, and notification.
 - b. A statement indicating that the charter school shall enroll all eligible students who submit a timely application unless the number of applications exceeds the capacity of the program, class, grade level, or building. In the event of an excess, students shall be selected by a random drawing supervised by a third party. Students not selected will be placed on a waiting list in the order they were drawn.
 - c. A statement of nondiscrimination consistent with School District, Department of Education and Early Development, and U.S. Office of Education requirements.
4. Provide a copy of the administrative policies. Specifically include how the following areas will be addressed:
 - a. Names, qualifications and a description of the procedures used to establish the academic policy committee.
 - b. Describe the types and extent of parental and community involvement in the operation of the proposed school
 - c. Development of an annual school development plan with supporting student performance information.
 - d. Reporting procedures to the local school board and school community.
 - e. Description of the school's discipline procedures
 - f. Include information on how the charter school will be accountable to the public.

The Academic Policy Committee shall select the administrator of the charter school. The administrator of the charter school shall oversee the operation of the charter school and ensure the terms of the contract are being met. The administrator shall meet regularly with parents and teachers to review, evaluate and improve operations of the charter school. The administrator shall meet with the Academic Policy Committee at least six times each year to monitor progress in achieving the Committee's policies and goals.

The administrator, with the approval of the Academic Policy Committee, shall select, appoint, or otherwise supervise employees of the charter school. If the person selected as the administrator by the Academic Policy Committee does not possess an Alaska Type B administrative certificate, then the local School Board shall designate (with the approval of the Academic Policy Committee) a School District administrator to evaluate the teacher(s) in the charter school. The cost of teacher evaluations by a designated District administrator shall be included in the contract.

5. Provide a statement of the charter school's funding allocation from the local school board and costs assignable to the charter school program budget.

During the administrative meeting with the charter school, held after the Notification of Intent form is filed, the administrative committee shall provide to the charter school representatives an estimated per pupil allocation available from the District for the operation of the charter school.

The estimated per pupil allocation shall be computed in a manner consistent with the method in which the District receives revenues from the state. Mid- year budget adjustments shall be made pursuant to the State of Alaska OASIS system.

The application subsequently submitted by the charter school shall provide evidence that the plan for the charter school is economically sound for both the charter school and the School District. Include a proposed budget for the term of the charter. Include the charter school's funding allocation and costs assignable to the charter school budget.

With the exception of Special Services, all costs for operating a public school in the School District shall be assigned to the charter school subject to restrictions imposed in the charter school law and the terms of the contract between the School Board and the charter school.

All equipment and supplies purchased by the charter school become the property of the School District upon the completion of termination of the charter school contract.

The established charter school shall annually submit a balanced program budget, by December 1 of each year which shows the expected revenues and expenditures for the charter school for the next school year. This annual budget shall be approved by the School Board. Adjustments to the charter school budget may be necessary if the estimated revenues are significantly revised due to legislative and/or Board action.

6. Identify and describe the method by which the charter school will account for receipts and expenditures. This shall include a description of how the charter school will be in compliance with AS 14.17.190 Restrictions Governing

Receipt and Expenditure of Money from Public School Foundation Account. The charter school shall specify in the application form how it will provide the financial and accounting information requested by the local School Board or the Alaska Department of Education. The charter school shall allow District personnel or the District's auditor access to financial information to perform the annual audit.

7. Describe the location and description of the facilities to be used and the way they will be obtained and maintained. Any facility that is used for a charter school must meet and maintain the federal and state building, fire, health, and safety requirements applicable to public buildings or other public schools in the District. The Superintendent shall make this determination based on inspections made by code enforcement authorities. The charter school shall be responsible for obtaining these inspections and shall be responsible for correcting any deficiencies in non-district facilities. The charter school shall maintain code compliance during the duration of the contract. Include:
 - a. The name of the facility, if applicable.
 - b. The physical address and description of the facility.
 - c. Certificates from DEC and the fire marshal indicating that the charter school facility satisfies all health and safety requirements of the federal, state and borough, and that the charter school will maintain that status.
 - d. Contracted services and the proposed contractor
 - e. If the charter school plans to share a facility with an existing district school, please provide evidence that the "Sharing District Facility" stipulations in the policy are addressed.
8. How many of each employee group position will be included in the charter school? Identify the employee positions by type. Name the teachers who, by agreement, will teach in the charter school. All teachers in the charter school shall be selected from current teacher employees in the School District or from the District hiring pool of approved teacher candidates. The charter school shall operate in compliance with negotiated agreements established between employee groups and the local School Board.

9. Provide the teacher-to-student ratio
10. Indicate the number of students and the age/grade levels to be served by the charter school program for each year of the contract
11. State the term of the contract, not to exceed five years.
12. The application will include a termination clause providing that the contract may be terminated by the local School Board for breach of contract, the failure of the charter school to meet educational achievement goals, fiscal management standards, or for other warranted cause. Include a signed statement affirming that the applicant will comply with all applicable laws and regulation as well as School District policies, regulations and procedures pertaining to the charter school's operation and recognizing the Board's authority to terminate the charter school if the charter school fails to meet educational achievement goals, fiscal management standards, breach of contract, or for other good cause.

Describe the process to be used to discontinue the operation of the school and to assist the transition of students to other District schools in the event the school's charter is terminated before the expiration of its term, or is not renewed following expiration of a term.

13. Provide a signed statement that the charter school will comply with all state and federal requirements for receipt and use of public money.
14. List other requirements or exemptions agreed upon by the charter school and the KPBSD Board of Education. Include the waivers of state regulations the charter school is requesting and reasons for each waiver. List the waivers to School District policies and the reasons for each waiver.

The applicant should provide ten copies of the completed application.

All applications will be subjected to the School Board's review and approval.

Applications should be submitted to:

Superintendent of Schools
Kenai Peninsula Borough School District 148 N. Binkley Street
Soldotna, Alaska 99669

Aurora Borealis Charter School

2025-2026 Wait List Lottery Application

Receipt No. _____

Application Date _____

Parent(s) Names _____
Please print neatly

Mailing Address _____

City _____ State _____ Zip Code _____

Home Phone _____

Father's Work Phone _____

Father's Cell Phone _____

Mother's Work Phone _____

Mother's Cell Phone _____

E-mail Address _____

What school does your child currently attend?

What Grade is your child currently attending?

How did you hear about ABCS?

Family/Friends Radio
 Newspaper Facebook
 KPBSD Website Other

It is the responsibility of the parent to keep all contact information current with Aurora Borealis

If you have a child entering kindergarten, he/she must be 5 yrs. old on or before September 1st.

Names of Children:				Grade for	
Last Name	First Name	Full Middle Name	Male/Female	2025-2026	Birth date
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____

- I agree to read the ABCS handbook and upon enrollment, I will sign the Parent-Student Contract.
- I have legal custody of the child(ren) I am entering into the lottery.

I have checked the application for accuracy. Specifically, I have verified the grade(s) for the **2025-2026** school year.

Parent Signature

Date

Aurora Borealis Charter School

Parent/Student Handbook

Updated October, 2024

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Mission Statement

The purpose of Aurora Borealis Charter School is to provide the finest academic program possible. To meet this purpose, it is our obligation to promote an educational environment that reflects high academics, character, and citizenship standards for all students and establish classroom conditions where these standards can be met.

Philosophy of Education

The parents and staff believe the purpose of education is to provide children with skills necessary to live successfully, to contribute to their communities, and to be responsible citizens.

Intellectual development includes mastery of basic skills in all academic areas. Every effort is made for students to achieve maximum learning at their enrolled grade level through careful and sequential teaching.

Parental involvement is deemed essential to the success of the program. Learning is considered a partnership between parents, students, teachers and staff.

Aurora Borealis Charter School is based on the premise that the majority of children:

- Learn best within the framework of a structured environment;
- Are happiest when they are challenged by high academic standards and can see measured progress in themselves;
- Feel more secure and perform more efficiently in an atmosphere where self-discipline is encouraged and boundaries are consistently enforced;
- Reach their greatest potential when they receive positive reinforcement through recognition and award programs based on individual achievement.

How is Aurora Borealis Charter Different From Other Schools in KPBSD?

- ABCS provides a research-based classical education through whole group, subject-centered direct instruction, with textbooks used in the classroom. Emphasis is placed on language arts (phonetic reading, spelling, grammar, and vocabulary), mathematics, history, science, geography, technology, art, music, Latin (informal), and physical education.
- Reading begins in kindergarten and is stressed throughout the program.
- Grading is done on a percentage basis with no curve.
- Instruction is geared to the top of the class. Students are expected to perform at or above grade level. Students are to maintain a minimum grade of a C in all subjects.
- Appropriate homework is assigned in order to foster self-discipline/responsibility, reinforce classroom instruction, develop good study habits, and keep parents informed of student progress.

- A strong emphasis on citizenship, values, self-discipline, and patriotism make this program unique.

Organization of Aurora Borealis Charter School

- Direction by the Academic Policy Committee (APC), whose responsibilities include, but are not limited to:
 1. Review and approval of the annual budget, enrollment, legal contracts, employment, curricula, staff training and travel, policies, and procedures.
 2. Provision of written delegation of authority and description of duties for day-to-day operations of the school to the administrator, and staff.
 3. Ultimate responsibility for the operation of the school.
- Oversight of daily operations by the administrator as a member of a team of teaching staff, support personnel, and volunteers.
- Parental input in the form of board membership, volunteers, committee members, and as active parents involved in the vision of the school and the education of their children.

Placement Procedures

Aurora Borealis Charter School wants to ensure that newly enrolled students are going to be successful. Therefore, student performance data (i.e. mCLASS, AK Star, NWEA MAP) from their previous school will be used to help place students in a math class that is most appropriate for their ability level. Parents, teachers and the administrator will meet to ensure the best placement is made for each student. Aurora Borealis follows the Promotion/Acceleration/Retention processes of the school district. Students will be brought into the school through the Lottery process and placed in the grade that aligns with their Lottery Application and their public school records.

Foundation Stones

Character education is a central emphasis in the complete development and formation of young scholars at Aurora Borealis Charter School. ABC invests in character education toward the lives of its students. The overarching achievement of a virtuous life within the context of scholarly pursuits is the acquisition and development of wisdom. If the dissemination of knowledge and values from one generation to the next is the underlying purpose of education, wisdom then is a complete expression of the core academic objective of any worthy academic institution. ABC's Foundation Stones are reinforced through the rich literature, and academic studies deployed in our classrooms.

Aurora defines a standard of behavior using seven foundation stones outlined below to help students internalize virtuous character and moral habits.

Aurora Borealis Charter School

FOUNDATION STONES

As an ABC student, I will practice the following character qualities:

Respect: Showing consideration for others and their property; listening to and following instructions of those in authority; honoring others; following the Golden Rule; being courteous and polite.

Responsibility: Doing what we have said we will do; being accountable for our actions and consequences because we know right from wrong; being dependable and reliable; not making excuses or blaming others.

Citizenship: Using the rights and privileges one has as a member of the community to make that community a better place; being socially responsible; obeying the laws and rules; doing one's part for the common good; respect authority; helping your community by volunteering service.

Self Control: Being rational – acting out of reason, not anger; knowing the difference between what you have a right to do and what is right to do; being in control of yourself, not letting others influence your decision as to what is right or wrong; being disciplined; having power over what you do.

Integrity: Knowing the difference between right and wrong and having the courage to do what is right, even when it is not easy to do so; living up to the highest ethical standard; not compromising one's value; building and guarding your reputation.

Cooperation: Listening and paying attention to others, sharing and taking turns, doing a fair share of the work, acknowledging the contribution of others; serving others with patience and a positive attitude; working well with others.

Perseverance: Sticking to a purpose and never giving up on what one has to do; being determined to improve; being committed to justice; not leaving things unfinished; striving for excellence.

**Aurora Borealis
Parent/Student Contract**

It is important that each parent and student understand the importance of being a member of Aurora Borealis Charter School (ABCS) and the commitment involved. ABCS is a school of choice. It is a conservative, structured school where academic excellence, good manners, and citizenship are a way of life. We teach to the entire class as a whole group.

Aurora Borealis Charter School wants to ensure that newly enrolled students are going to be successful. Therefore, student performance data (i.e. mCLASS, AK Star, NWEA MAP) from their previous school will be used to help place students in a math or reading class that is most appropriate for their ability level. Parents, teachers and the administrator will meet to ensure the best placement is made for each student. Aurora Borealis follows the Promotion/Acceleration/Retention processes of the school district. Special education services are available for qualifying students with disabilities.

It is imperative that each parent and student understands the importance of being a member of Aurora Borealis Charter School (ABCS) and the commitment involved. Each parent and student should have a clear understanding of defined roles, requirements, and the commitment necessary for success at ABCS. During the application/enrollment process, these are explained clearly. Any questions or doubt the student and/or parent(s) have concerning ABCS should be brought up at this time. Complying with such a commitment should be resolved before signing this contract. This contract shall serve as a receipt and acceptance of such information and as a pledge to adhere to these standards.

As a parent, I _____, agree:

- A. My child will attend ABCS as a full-time student. I acknowledge pullouts are not allowed during academic periods for music lessons, extracurricular activities, etc.
- B. To provide transportation to and from school. This includes dropping off and picking up of student/s at the appropriate time. Students are allowed no more than a combination of six unexcused late arrivals or pick-ups (tardies) per quarter.
- C. To involve myself in my child's education by supervising homework, attending parent conferences, monitoring grades, demanding good behavior and respect for authority, encouraging effort, and supporting the curriculum, policies, and personnel of the school. I understand if the behavior and academic standards set by ABCS are not maintained by my child, he/she will be placed on a behavior or academic contract, and meeting the conditions of such a contract is necessary for continued enrollment at ABCS.

- D. To the release of all previous transcripts to ABCS, as well as a Release of Information form for the purpose of checking with prior schools concerning any and all behavior and academic records.
- E. To the placement, advancement, and retention of students according to ABCS and KPBSD policy.
- F. To adhere to and support ABCS policies and procedures as delineated in the Bylaws, Charter, and Handbooks.
- G. I understand that the instruction at ABCS will be geared toward the top of the grade level. If my student(s) is below level, it is my responsibility, as a parent, to work with my child to keep him/her up with the class.
- H. In order to maintain a professional environment for students and staff, the ethical procedure for conflict resolution is to first speak directly to the staff member involved in the situation. If the conflict is not resolved, I should then speak to the administrator. If I am still not satisfied, I may bring the issue before the Academic Policy Committee (APC) in executive session.

I/we, parent(s) of _____, agree to the above contractual enrollment and attendance conditions.

Signature _____

Date _____

Signature _____

Date _____

As a student, I, _____, agree to coexist in peace and harmony with my peers; to refrain from any behavior that would embarrass me, my parents, or my school; to apply myself to learning and hold myself to high standards; and to follow the rules and meet expectations for my behavior and dress. I understand that if I do not maintain the behavioral and academic standards set by ABCS I will be placed on a behavior or academic contract, and I must meet the conditions of such a contract to continue my enrollment at ABCS.

Signature _____

Date _____

Signature _____

Date _____

Daily Schedule

In order for the staff and students to best utilize the school day, it is necessary that all observe the following schedule: This is the schedule for grades 1-8.

7:45 Students may enter school and sit in the hallway adjacent their classrooms.

7:55 Students enter classrooms.

8:00 Classes begin.

Any students entering the school after 8:00 must go to the office and sign in prior to going to their classrooms. It is the responsibility of parents and students to come to school on time and prepared to work. Tardies are disruptive and provide a poor learning environment for students. Refer to the Tardy Policy outlined in this handbook for further details.

2:45 Students are dismissed from class.

3:00 All students should have been picked up for their ride home.

Please notify the office by note or telephone if you will be unable to pick up your student as scheduled. Any students remaining after 3:00 will be supervised in the office. Such students will not be allowed to remain unsupervised in the building.

The Kindergarten schedule is as follows:

7:45 Morning students may enter school and sit in the hallway adjacent to their classroom.

7:55 Students enter classroom.

8:00 Morning classes begin.

9:45 Afternoon students may enter school and sit with an aide.

10:00 Afternoon class begins.

12:45 Morning class dismissed.

2:45 Afternoon class dismissed from class.

3:00 All students should have been picked up for their ride home.

Emergency Closure:

KPBSD website home page: www.kpbsd.k12.ak.us

Local media including: radio stations, television stations, newspapers,

KPBSD mobile app, Facebook: Kenai Peninsula Borough School District

Twitter: @KPBSD

School Registration

Kindergarten

By law, a child must be at least five by September 1 to enroll. At registration, you will need the following:

- Birth Certificate.
- Immunization records.
Religious exemption forms are available from the Kenai Peninsula Borough School District Office.
- Completed physical examination form.

New Students

Parents or legal guardians must accompany new students to registration. An up-to-date immunization record and birth certificate are required. A physical exam is required for all students new to the state or enrolling in public school for the first time. Please also have available:

- An emergency telephone number.
- An exact street address.
- All necessary legal documents, including one showing your child's legal name if different from the birth certificate.
- The most recent report card for students who have been previously enrolled in school.

Written notice must be given for withdrawal of students from Aurora Borealis.

Immunization Requirements

Prior to school entry a child must be immunized, as required by Alaska State Law, against the following diseases: diphtheria, pertussis, tetanus, polio, measles, mumps, rubella, varicella, hepatitis A and hepatitis B, and any other immunizations as required by law. Specific booster doses for some immunizations are required for some students during the school year. KPBSD will comply with state law in all matters involving immunization compliance. For further information see KPBSD Health Services on the KPBSD website. Any student who does not provide evidence of each required immunization, or a valid religious or medical exemption as allowed within Alaska State Law, will be excluded from school until such time as the appropriate documentation has been received by the school. Exemption forms are located online on the KPBSD website.

Attendance

Attendance in school is the responsibility of the parent(s) or legal guardian(s) and the student(s). During the times school is in session, all students up to age 16 are required by law to attend school regularly and to be on time for classes.

Student absences will be considered either excused or truant. In order for an absence to be excused, the office must be notified by a telephone call on the morning of the absence. If a phone is not practical, the student must provide a note upon returning to school. If at all possible, however, please phone in.

Parents or guardians of students who will be absent for three-ten days should come to the office and fill out a Pre-arranged Absence Form, and any absence more than ten days will require an Extended Absence Form.

Morning Drop-Off

Anyone dropping children off in the morning will drive onto Broad St. (Key Bank side) and pull through the school parking lot or park along Frontage St. This will allow the traffic to flow in one direction for the safety of all our children. Drop-offs should not occur in the parking lot by the flagpole due to poor visibility. Parents coming into the school can park anywhere while they assist their children.

Intermittent Excused Absences

Students have one day per day of excused absence due to illness, with a maximum of five days to make up work. It is the responsibility of the student and parent to obtain missed schoolwork from the teacher. Make-up work is to be done outside of regular class time.

Intermittent Unexcused Absences (truancy)

All work missed will be considered incomplete and graded as a zero.

Unexcused absences may be reported to the appropriate law enforcement agencies and/or the Alaska Department of Family and Youth Services.

Suspension

If a student is suspended, it is wholly the responsibility of the student and parent to acquire any work that will be missed. This work will be accepted only if finished prior to the student's return to school.

Involuntary Absence

Absence for emergencies such as illness or death in the family shall be considered involuntary. Arrangements for make-up work will be made.

Releasing Students from School

For the protection of students and to prevent unauthorized persons from taking children from school prior to dismissal, the following procedures will be followed:

- No child will be permitted to leave with anyone other than the listed parent or guardian unless the permission of the parent or guardian is secured.
- Persons picking up children during the school day are to report to the office and be prepared to identify themselves. Do not go directly to the classrooms to pick up children. Teachers have been instructed not to release children without authorization from the office.
- When using the telephone to request early dismissal, please be prepared to establish your identity or to expect a call back so that we can verify you as the caller. It is requested you call the office before 2:30 p.m. if possible.
- Occasionally a parent must take a child from school early. Please keep this practice to a minimum. It is disruptive to closure activities, which range from homework directions to the gathering of learning materials, etc.

Pre-arranged Absences

A Pre-arranged Absence Form must be filled out when students are planning to be absent three to ten consecutive school days. An Extended Absence Form must be filled out if a student will miss more than ten consecutive school days.

Pre-arranged Absence Process

1. Parents come to the office and fill out a Pre-arranged Absence Form at least five days prior to the absence.
2. The Pre-arranged Absence Form is reviewed and signed by the principal.
3. The approved form will be given to the teachers to be filled out.
4. The student takes the form and make-up work home to complete.
5. The student has two school days to turn in all work on the absence form.
6. If the work is not completed on time it will be considered incomplete and graded as a zero.
7. Uncompleted work is a violation of the Parent/Student Contract.

Extended Absence Process

1. Parents come to the office and fill out an Extended Absence Form at least one month prior to the absence.
2. The Extended Absence Form is given to the Academic Policy Committee to review and sign. The signed form will be given to the teachers to be filled out.
3. The student takes the form and make-up work home to complete.
4. The student has two school days to turn in all work on the absence form.
5. If the work is not completed on time it will be considered incomplete and graded as a zero.
6. Incomplete or missing work is a violation of Section D of the Parent/Student Contract and the administrator will notify parents.

Tardy Policy

Students are allowed a combination of six unexcused late arrivals or pick-ups per quarter. The process to be followed by the ABCS administration to address tardy arrival or pick-up is as follows:

Step 1: When a child has a total, in any combination, of three unexcused late arrivals or pick-ups per quarter, the administrator will contact the parents by telephone or e-mail to discuss their need to comply with the tardy policy and the consequences of not complying.

Step 2: When a child has a total, in any combination, of five unexcused late arrivals or pick-ups in a school quarter, the administrator shall send a letter home with the child and e-mail a copy to the parents, with the school record attendance sheet detailing the situation. The letter will also state that the parents are required to meet with the administrator to verify that they understand the Tardy Policy and the consequences of their non-compliance.

Step 3: When a child has a total, in any combination, of seven or more unexcused late arrivals or pick-ups in a school quarter, the parents must meet with the APC at its next regular meeting to discuss future enrollment options, which may include the student not being permitted to enroll at ABCS the following semester. The administrator and APC chair will co-sign a letter informing the parent/guardian of their student's enrollment status.

Truancy

Truancy, depending on the either a minor or major infraction. (See discipline section for consequences.) Students will be considered truant if they:

- Are absent from school without parent or guardian permission.
- Are absent from class or classes without permission, although on school grounds.
- Leave the playground without permission from the duty supervisor.
- Leave school without authorization or leave class without permission from the teacher.
- Obtain permission to leave school or class for a specified reason and do not comply with the specified reason.
- Leave school or class due to illness without reporting to the school office or nurse.

Truancies may be reported to the appropriate law enforcement and/or the Alaska Department of Family and Youth Services.

Discipline Policy

Purpose and Intent of Policy

Every student has the right to an education free of disruptive influences. It is, therefore, the responsibility of each student to behave in a manner that enhances the learning environment and to comply with all school rules established by the district, administration, and staff.

In addition to school-wide rules, each teacher will establish age-appropriate rules and consequences within his/her classroom.

Progressive Discipline Procedure Overview

The Aurora Borealis Charter School discipline policy is a progressive card-based system, which is used throughout the school for all students in grades K-8. The card system is a visual monitoring aid for students regarding behavior.

Authority to discipline a student with the card system is limited to the school's staff. Students shall be held accountable for offenses which occur while under staff supervision.

Each student is daily issued four cards: one each of green (0 points), yellow (1 point), red (2 points), and white (3 points). Every student begins the day "on green." Daily point totals are the sum of the cards exposed during the day. A serious infraction will result in an immediate white, worth 10 points.

For offenses of the type described in this policy, a student may be required by any staff member to "turn" or "pull" one or more cards, depending on the severity of the infraction. Staff may also impose a logical consequence for the behavior. Teachers shall record daily point totals and parents may request a record of the same. When a 4th through 8th grade student has accumulated 10 points in a quarter, or a Kindergarten through 3rd grade student has accumulated 12 points in a quarter, staff will notify the parent or guardian. Parents may request, upon such a midpoint notification by staff, that reasons be recorded for additional cards pulled for the duration of the academic quarter. Parents may also specify a card level (green, red, or white) for such recording.

Progressive Discipline Procedure Described

Minor Infractions

Each student begins on green. If a green card is pulled, the student is “on yellow,” a caution regarding his/her behavior. Each minor infraction will result in a card pull.

If the student is subsequently told to pull a card until they are “on white”, their behavior will be recorded on the White Card Documentation form. At this point, the student will be seen by the administrator or designee for a conference and the teacher will contact the parent/guardian as soon as practicable. The administrator may assign consequences for reaching this “cumulative” white card.

Serious Infractions

A serious infraction, including but not limited to those listed within this policy, may bypass the card system and result in an immediate white card and disciplinary action. This results in 10 card points and the administrator will record the behavior on the White Card Documentation form. In the absence of the administrator, a student reaching immediate white card status will be sent to the designated staff member. Should a student reach white and be disciplined, parents will be notified as soon as practicable of the infractions and the consequences imposed. A parent or guardian will be notified prior to a suspension being enacted.

Implementation of Behavior Contract

If, over an academic quarter, two white cards are pulled, a student is suspended, or accumulated points surpass twenty points for upper grades (4-8) or twenty-five for primary grades (K-3), the administrator, teacher(s), parent/guardian, and student will conference for the purpose of drawing up a behavior contract. Students placed on a contract due to an accumulation of points (which may include one white card) will be placed on a 15 school day contract. Students with a suspension, two white cards or if this is a second contract, will be placed on a 45 school day contract. The purposes of the behavior contract include formal notification to the parents of the seriousness of the child’s behavior and commitment from the student and parent/guardian to specified improvements in student behavior within a certain time. Following the establishment of a behavior contract, staff will document all infractions resulting in card pulls until said contract is expired or obligations are fulfilled. A copy of the behavior contract will be submitted to the APC.

The period of a behavior contract will be fifteen attendance days. If a student does not meet the terms of the contract within this time, but staff and administration conclude from the number of cards pulled that there is a measurable improvement, subsequent contracts may be issued. Students on a behavior contract will not attend class field trips. Field trip non-attendance will commence when a student reaches two white cards, is

suspended, or surpasses the allowable quarterly point total. Field trip attendance will be reestablished upon successful completion of the behavior contract.

Should a student fail to make measurable progress by the end of the contract term, the student's case will be brought before the Academic Policy Committee. APC may require the student not be permitted to enroll at ABCS the following semester.

Should a parent(s) or guardian(s) refuse to sign the Behavior Contract, the contract will be implemented as written, and the matter forwarded to the Academic Policy Committee as specified above.

III. Infractions/Sanctions Guidelines

This list of infractions/sanctions is only a sample. Failure to comply with these rules will result in earning daily card points as well as other possible consequences. There are acts of misbehavior or violations of law or school regulations may not be included in this list. In such instances disciplinary action will be at the discretion of the principal and will conform to District policy, state law, and regulations of the state and District. In all instances where the violation and/or penalty are defined by law or regulation, the full extent of the law may be exercised. When making a decision about disciplinary consequences for misbehavior and infractions of school rules, staff will consider the context of the incident and the actual behaviors of the student. The student's age, general behavior, and behavior pattern prior to and following the incident may be factors considered in this deliberation.

Minor infractions that may warrant a card being pulled

- Student will comply with the general rules of the school and class, and directions given by all staff members. (This is not in regard to outright insubordination, which is a major infraction.)

Examples of minor infraction:

- Student leaves trash around lunch table.
- Student does not line up quietly after recess.

- Student will behave in a manner safe to him/herself and others.

Examples of minor infraction:

- Student runs in hall.
- Student jumps off a moving swing.
- Student tilts back chair.

- Student will behave in a manner conducive to the learning environment, both for him/herself and others.

Examples of minor infraction:

- Student is talking at an inappropriate time.

- Student distracts the class.
- Student blurts out answers.
- Student will respect the rights and property of others.

Examples of minor infractions:

- Student is unkind to another.
- Student borrows something without asking.
- Student ruins another's belonging.

Serious Infractions - Elementary Discipline Guide (K-6th)

This outline is an information and guidance tool. It contains examples of disciplinary infractions and appropriate penalties. It is a reference tool for school staff, parents, and students regarding disciplinary responses to student misbehavior

- Forgery
- Cheating
- Misrepresentation

Particularly in K-1, ensure that student understands the offense; For 2-6 loss of credit or failing grade for test; parent notification; detention; suspension; community or school service as appropriate.

- Profanity
- Vulgarity
- Public display of affection
- Inappropriate dress

Correction/intervention, parent notification to suspension depending on degree and context. Example: expletives directed at someone in anger, taunting, or as part of harassment are treated more seriously than words said without apparent meaning or to oneself or in frustration with apology.

Inappropriate dress: in addition to above, student may be given alternative clothing; for example, a t-shirt, to cover the offensive clothing for the day.

- Insubordination
- Failure to identify self
- Disruptive behavior

Call home, plus detention or suspension as appropriate to offense.

- Intimidation
- Threatened assault
- Extortion
- Harassment

Call home plus detentions, 1 to 45-day suspension, resource referral, notify law enforcement depending on context and severity, educational sessions and/or community service as appropriate. A serious threatened assault, or one with an earlier incident, or one with felony or criminal charges may result in recommendation for expulsion.

- “Hazing” initiation (group or one-to-one)
Call home, detention, community service, suspension as appropriate.
- Major or chronic disruptive behavior
Call home plus 1 to 45-day suspension.
- Endangering others (by any means)
Call home plus 1 to 45-day suspension, notify law enforcement as appropriate.
- Sexual harassment
Call home, resource referral, educational sessions, detention or 1 to 45-day suspension as appropriate. (Investigation and steps to prevent reoccurrence must occur.) Contact law enforcement as appropriate.
- Sexual abuse
Call home, resource and law enforcement referral, educational sessions, suspension/recommendation for expulsion as appropriate. (Investigation and steps to prevent reoccurrence must occur.)
- Trespass (students from one campus on another campus)
Reprimand, call home, penalty may be increased, legal authorities notified should behavior be repeated or if accompanied by other inappropriate or illegal acts or behaviors.
- Gang-like behavior or apparel
Call home; resource referral; detention to suspension depending on context, repetition of behavior, and apparel.
- Truancy
Call home, parent conference, parent shadow, resource referral, community service in exchange for time or classes missed, in-house suspension as available for continued infraction, required parent shadow for repeated occurrences. See policy manual for additional comments or guidelines. Suspension may be employed for severe incidences.
- Possession/use of tobacco or tobacco look-alikes
Contact parents, 1 to 30-day suspension as identified in board policy, community service in lieu of suspension encouraged.
- Theft
- Vandalism
Contact parents, restitution, community service, detention, in-house suspension if available, parent shadow, suspension, restricted access to schools.
- Fighting
Contact parents, resource referral if appropriate, peer mediation if appropriate and available, 1 to 45-day suspension depending on severity and context of incident.
- Assault on another person
Contact parents, referral to resources or agencies and law enforcement, 1 to 45-day suspension to expulsion based on context and severity.

- Arson
- Activating emergency procedures

Contact parents, referral to resources or agencies and law enforcement, 1 to 45-day suspension to expulsion based on context and severity.

- Possession/distribution of alcohol/other drugs or look-alikes
- Possession of weapons (guns, knives, incendiaries, etc.) or look-alikes

See specific board policy, administrative regulations, and state law and regulations.

Serious Infractions - Secondary Discipline Guide (7th & 8th)

This outline is an information and guidance tool. It contains examples of disciplinary infractions and appropriate penalties. It is a reference tool for school staff, parents, and students regarding disciplinary responses to student misbehavior.

- Forgery
- Cheating
- Misrepresentation

Loss of credit or failing grade for test, parent notification, detention, suspension, community or school service as appropriate.

- Profanity
- Vulgarity
- Public display of affection
- Inappropriate dress

Correction/intervention, parent notification to suspension depending on degree and context. Example: expletives directed at someone in anger or taunt or as part of harassment are treated more seriously than words said without apparent meaning or to self or in frustration with apology.

In addition to above, student may be given alternative clothing for inappropriate dress. Example: The student may be required to wear a t-shirt to cover offensive clothing for the day.

- Gambling/gaming

In all cases call to home, reprimand to suspension depending on severity and repetition of offense.

- Insubordination
- Failure to identify self
- Disruptive behavior

Call home, plus detention or suspension as appropriate to offense.

- Intimidation
- Threatened assault
- Extortion
- Harassment

Call home plus detention, 1 to 45-day suspension, resource referral; notify law enforcement depending on context and severity, educational sessions and/or community

service as appropriate. A serious threatened assault, or one with an earlier incident, or one with felony or criminal charges may result in recommendation for expulsion.

- “Hazing” initiation (group or one-to-one)

Call home, detention, community service, suspension as appropriate.

- Major or chronic disruptive behavior

Call home plus 1 to 45-day suspension.

- Reckless driving

Reprimand, call home, contact law as appropriate, detention, revoke parking privilege as needed for repeat offenses.

- Endangering others (by any means)

Call home, plus 1 to 45-day suspension, notify law enforcement as appropriate.

- Sexual harassment

Call home, resource referral, educational sessions, detention to 1 to 45-day suspension as appropriate. (Investigation and steps to prevent reoccurrence must occur.) Contact law enforcement as appropriate.

- Sexual abuse

Call home, resource and law enforcement referral, educational sessions, suspension/recommendation for expulsion as appropriate. (Investigation and steps to prevent reoccurrence must occur.)

- Trespass (students from one campus on another campus)

Reprimand, call home, penalty may be increased, legal authorities notified should behavior be repeated or if accompanied by other inappropriate or illegal acts or behaviors.

- Gang-like behavior or apparel

Call home; resource referral; detention to suspension depending on context, repetition of behavior, and apparel.

- Truancy

Call home, parent conference, parent shadow, resource referral, community service in exchange for time or classes missed, in-house suspension as available for continued infraction, required parent shadow for repeated occurrences. See policy manual for additional comments or guidelines. Suspension may be employed for severe incidences.

- Possession/use of tobacco or tobacco look-alikes

Contact parents, 1 to 30-day suspension as identified in board policy, community service in lieu of suspension encouraged.

- Theft/vandalism

Contact parents, restitution, community service, detention, in-house suspension if available, parent shadow, suspension, restricted access to schools.

- Fighting

Contact parents, resource referral if appropriate, 1 to 45- day suspension depending on severity and context of incident.

- Assault on another person

Contact parents, referral to resources or agencies and law enforcement, 1 to 45-day suspension to expulsion based on context and severity.

- Arson
- Activating emergency procedures

Contact parents, referral to resources or agencies and law enforcement, 1 to 45-day suspension to expulsion based on context and severity.

- Possession/distribution of alcohol/other drugs or look-alikes
- Possession of weapons (guns, knives, incendiaries etc.) or look-alikes

See specific board policy, administrative regulations, and state law and regulations.

Behavior Contract

I, the parent or legal guardian of _____, understand and agree that he/she is conducting himself/herself in such a manner as to be:

- ___ a threat to the welfare of himself/herself, and/or
- ___ a threat to others, and/or
- ___ a threat to property, and/or
- ___ a disruption to the academic program.
- ___ due to point accumulation

As a result of his/her behavior, noted above, I agree to him/her being placed on a behavior contract. The student shall be placed on probationary status for a period of fifteen days of attendance commencing _____. The Behavior Contract will be satisfied if the student has met the contract terms within fifteen attendance days. If, after fifteen attendance days, a staff review finds the student has not met the terms of this contract but has improved as indicated by a marked decrease in the number of cards pulled and marked progress in meeting any other contract terms, the behavior contract may be extended.

If the appropriate behavior has not been attained at the completion of the contract, the student's case will be forwarded to the Aurora Borealis Charter School Academic Policy Committee. In accordance with the terms of the Parent/ Student Contract, a copy of which is attached hereto, I will voluntarily not enroll him/her in Aurora Borealis Charter School for the _____ academic school year, if deemed necessary by the Academic Policy Committee.

In addition, an offense listed in Kenai Peninsula Borough School District Policy AR 5144.1 may result in a recommendation to the Academic Policy Committee for immediate removal from Aurora Borealis Charter School. An AR 5144.1 listed offense may also result in a recommendation to the KPBSD Board for legal action and/or expulsion.

Contract Terms:

Goals _____

Terms _____

I agree with the terms and conditions of this Behavior Contract as indicated by my signature below.

Student Signature
Date: _____

ABCS Administrator

Parent/Guardian Signature
Date: _____

Parent/Guardian Signature
Date: _____



The terms of this Behavior Contract have been met this _____ day of _____, 20__.

ABCS Administrator
Date: _____



The terms of this Behavior Contract have not been met. This contract is hereby extended by mutual agreement to _____ day of _____, 20__.

ABCS Administrator
Date: _____

Student Signature
Date: _____

Parent/Guardian Signature
Date: _____

Parent/Guardian Signature
Date: _____

Emergency Information

Please notify the school immediately concerning any change of address or telephone number. A second telephone number is also necessary in case of an emergency when the parent is not home. If either parent should change places of employment, please advise the office so records can be updated.

Students are supervised from 7:45 to 3:00. There is no supervision on the playground before or after school. If you cannot pick up your child on time, it is necessary that the office be notified. Please make sure your child knows the transportation plan for the day.

Plan with your child where he or she is to report in case no one is home at the close of school. In the event of an early dismissal due to an emergency, be certain your child knows exactly what to do.

In the event of a natural disaster or major emergency which would cause our school building to be unsafe for occupancy, ABCS students and the majority of staff would evacuate to the *Old Carrs Mall* or the *Kenai Visitors Center*. A campus site security team would remain at school to direct parents to their children and maintain communication with the District's Emergency Communications Center. Only parent/guardians or authorized emergency contacts would be allowed to sign out students to go home. Proper identification would be necessary. If the school does not suffer severe enough damage for evacuation and the superintendent declares school over for the day, parents would come to our front entrance to sign out their students after presenting proper identification.

Medications

If your child needs to take any **prescribed** medications while at school, you must complete the medication request form available in the office.

Children may not keep medications with them. Tylenol, Advil, inhalers, etc., must be kept in the office and administered by staff.

You may want to complete a general form regarding Tylenol or Advil so that your student may be administered it, as indicated, upon request. If such a form is not filed, a parent must be contacted to give permission each time the student requests such medication.

Dress Code

Aurora Borealis School expects students and personnel to have high standards of conduct, appropriate dress, and appearance. A student's dress and general appearance should not draw undue attention to the student, nor should appearance distract or interfere with the learning and teaching in the classroom.

- Positive habits of cleanliness and neatness should be exhibited.
- Visible tattoos; body piercing other than ears, or unnatural hair colors are not permitted.
- Safety standards require shoes be worn at all times.
- No head coverings will be worn indoors other than with a medical or religious exemption.
- Coats and jackets may not be worn inside.

Children should come to school dressed appropriately for the weather. In the winter and during rainy periods students should wear boots, warm coats, gloves, hats, and rain gear as necessary. All students are required to go to outside recess, weather permitting. It is the responsibility of the parent and student to see that appropriate clothing is provided.

Everyday Uniform

Tops: Polo style collared shirts, short or long sleeve, must be worn at all times. Turtleneck or mock turtleneck may be worn underneath. Sweatshirts; pullover or cardigan sweaters; or vests may be worn over the collared shirt. Spirit wear shirts can be worn on Friday only. **Colors:** navy blue, light blue, red, or white in solid colors. School purchased sweatshirts or shirts are appropriate.

Bottoms: Dockers/Chino style trousers (ankle length pants, no patch pockets); skorts, shorts, capris, or skirts of modest length (1" below your arm reach). **Colors:** navy blue or khaki.

Footwear: Any casual shoe including tennis shoes. No heels higher than one inch and no dress boots or cowboy style boots can be worn where the shaft is visible. No platforms, sandals, open-backed or open-toed shoes. Shoes must be neat in appearance. No rubber boots or outside winter boots are to be worn as inside shoes.

Socks/stockings/leggings: Socks or tights need to be a solid red, white, blue, black, or khaki if worn with skorts, shorts, capris, a skirt or jumper. Leggings may be worn under a skirt, jumper or skorts with socks, forming an unbroken line of uniform color.

P.E. Clothing

All Grades: Non-marking tennis shoes

Jr. High must change out for gym: Plain navy shorts of modest length or navy sweats. Solid white T-shirt.

Parent Volunteers

Parent volunteers are requested to dress appropriately.

Behavior Expectations

Each student has the right to an education free of disruptive influences. It is, therefore, the responsibility of each student to behave in a manner that enhances the learning environment and to comply with all school rules.

Each classroom teacher will work with his/her own students to establish rules and consequences in the classroom. The school staff collectively has constructed the rules and consequences for the general building areas and recesses and will be responsible for enforcing them. Aurora Borealis has also instituted a card-based discipline system, which is used throughout the school in all grades, K-8. Students are expected to follow all school-wide rules and the rules and expectations established in each classroom. The specific classroom rules and expectations will be given to parents and students by the classroom teachers at the beginning of the year. Refer to the Discipline Policy in this handbook for specific details on the process.

Excuse for Non-participation by Student

Unless informed in writing of religious objections, all students will be expected to participate in the "Pledge of Allegiance," singing of the National Anthem or other patriotic songs, holiday, art, and musical programs, etc. Without this parental excuse, non-participation will be treated as non-compliance.

Unless excused in writing by medical personnel, all students will be expected to participate in physical activities such as PE and recess. Without such an excuse, non-participation will be treated as non-compliance.

School Rules

Gym

1. No kicking balls unless part of an organized activity
2. Respect the building and its equipment.
3. Keep activity to the designated area.
4. Obey duty person(s).
5. Immediately stop play when instructed.

Lunch

1. Use indoor voices.
2. Keep hands and feet to yourself.
3. Use appropriate dinner manners.
4. Raise your hand to get permission to do anything.

Halls

1. Walk in the hall. Stay to the right side of the hall.
2. No talking when classes are in session.
3. Keep hands off bulletin boards and walls.

Inside Classroom Recess

1. No balls or other throwing.
2. Find one place in the classroom to play or work and stay there.
3. Inside voices and classroom rules are to be followed.

Outside Recess

1. Swings – Only one person at a time, no jumping out, take turns
2. Monkey bars – Do not sit above bars, no jumping off or knocking other students off
3. Slides – slide down do not run up
4. Be kind, no bullying, play fair
5. Soccer – courts by portables, keep the ball on the ground and no throwing at other students
6. Basketball – court by alternative classrooms
7. Don't climb fence or go outside fence
8. No throwing rocks or snowballs
9. When whistle blows, quickly line up, no lingering, no pushing, shoving while lining up stand quietly and wait to be dismissed to class
10. No shoving, pushing or tackling on playground
11. Get permission from an aide/adult to go inside (i.e. restroom, study hall or nurse's office)
12. No splashing or kicking water from puddles

Winter Rules

Students should be wearing coats, snow pants (or snowsuit), boots, head covering, and mittens for winter. All students will go outside until the temperature falls to below minus 10 degrees. Students without proper clothing will only be allowed in certain areas of the playground.

Snow Rules:

1. Students should not break down snow forts made by others.
2. No snowball or snow throwing. No kicking snow at others, whitewashing, or putting snow in another student's clothes.
3. Snow stays on the playground.

Instruction

The teaching of students will be accomplished through a well-defined scope and sequence. Teachers will make every effort to instruct their students in the Aurora Borealis curriculum in a sequential manner. Proven programs, managed by professional educators, will be the basis for instructional techniques.

Homework

Carefully selected home assignments will be assigned on a regular basis by each teacher in grades 1-8 to teach students to accept responsibility for their work, to promote good study habits and self-discipline, and to reinforce and provide practice in basic skill acquisition. Teachers have specific homework policies that are appropriate to the subject and grade level.

Daily Work

The teachers will give daily assignments. These are due as noted by the teacher. Unless there are extenuating circumstances (illness, etc.), daily assignments more than one day late will not be given credit. For grades 1-6, daily assignments one day late will be lowered one letter grade. For grades 7&8, work not completed when due loses 50%. Students are required to complete all assigned work in core subjects: reading, language, mathematics, science, and social studies.

Academic Probation

Students are expected to maintain at least a C average in all areas. Failure to meet academic expectations will result in the student's academic probation for a period of 15 academic days. An Academic Contract addressing the academic concerns will be made between the student, staff, and parents. At the end of the probation period a review will be made by staff member(s). The student may be removed from probation if conditions of the contract have been satisfied. If the student has not met the agreed upon terms, the student, parent(s), and staff member(s) will again meet. The contract will be revised and the student will remain on probation for a second period of 15 school days. If a student does not meet the requirement of the Academic Contract they will be placed on an Extension that will last the next quarter. If the student's performance does not improve, they will be required to meet with the Academic Policy Committee (APC) to discuss enrollment, suspension or withdrawal from the academic program.

Report Cards and Conferences

Report cards are completed quarterly by the classroom teachers. Conferences are scheduled during the first and third quarters and may be requested by the teacher or parent at other intervals. Fourth quarter report cards will be mailed at the close of the school.

Homework Suggestions

Your child will be assigned homework. Your responsibility as a parent is to show interest and provide an environment conducive to study. The following pointers may assist you in helping your child.

- Be a willing listener when your child talks about school activities.
- Provide a place to study that is well lighted.
- See that your child is distracted as little as possible while studying.
- Turn off the radio or television if it is in the room where the child is studying.
- Spend time reading to your child and listening to your child read. Ask the teacher to suggest reading materials for use at home.
- If possible, provide your child with resource materials, such as child's dictionary, reference books, and a globe—encourage their use.
- Help your child locate materials needed for class. (Remember the public library)
- Help your child work out a good study schedule. Two shorter study periods are usually better than one lengthy one.
- Allow time for other worthwhile after-school activities, but don't over-schedule your child.
- Go over homework with your child to see it is carefully done and make encouraging comments. Homework helps instill a sense of responsibility and contributes to the development of good study habits.
- If your child is having difficulty with his schoolwork, ask the teacher how you can help.
- Watch educational programs with your child and help him understand what he is seeing.
- Provide opportunities to learn from experiences outside the classroom.
- Most important of all, enjoy helping your child to learn.
- Homework is an important learning tool for teaching responsibility. While parents should encourage and facilitate this important component of the ABCS program, your child is ultimately responsible for its completion in a timely fashion.

Grading Policies

Kindergarten

No letter grades.

Grades 1-8

Tests will usually count 50% of the grade. The test category will be comprised of tests, quizzes, or other assessments given at least biweekly.

Daily work will count as 50% of the grade. The daily work category will be comprised of daily assignments, assigned out-of-class homework, and projects.

Absences:

Students and/or parents of students who miss classes for an excused absence must assume responsibility for obtaining make-up work. For each day of absence due to sickness one day is allotted for completion of make-up work. Make-up work will be done outside of regular class time, so the student does not get farther behind in current work. Pre-Arranged and Extended absences need to complete the work according to the absence sheet.

Work missed for unexcused absence is considered a zero.

It is wholly the responsibility of the student and parent to acquire work that will be missed due to suspension. Such work will be accepted only if finished previous to the return of the student to school.

Grade Scale:

Grades 1-8

(A+) 100-97	(A) 96-93	(A-) 92-90	(B+) 89-87	(B) 86-83	(B-) 82-80
(C+) 79-77	(C) 76-73	(C-) 72-70	(D) 69-60	(F) 59-0	

- Letter grades are given in grades 1-8.
- Grading is done on a percentage basis with no curve.
- Instruction is geared to the top of the class. Students are expected to perform at or above grade level. Students are to maintain a minimum grade of C in all subjects.

Promotion and Retention

Students will not be promoted to higher-grade levels until they have demonstrated mastery in a majority of the academic subjects. Retention will be handled on a case-by-case basis and is subject to staff recommendation, APC approval, KPBSD retention/acceleration policy, and parent consultation.

Academic Honors Criteria

First through eighth grade students will be recognized at the end of each quarter. The North Star Honor Roll will be students with a 3.8 or higher grade point average, Aurora Borealis's highest academic honor.

Students with a 3.5 grade point average or higher will be recognized at the end of each quarter and have his/her name placed upon the Northern Lights Honor Roll.

Technology

With the use of computer technology comes many responsibilities. Parents desiring no internet access for their student must request so in writing. Student users also have the responsibility to:

- Follow KPBSD User Agreement.
- Maintain and respect the privacy of others' files.
- Follow guidelines for computer etiquette.

Users may NOT:

- Damage or disrupt equipment or change settings, which affect system and application performance.
- Waste resources such as paper and ink by printing unnecessarily long or frivolous documents. Print anything for personal use unless permission is given by the teacher.
- Be involved in on-line chat rooms, Facebook, Snapchat, or any other type of social media without the permission of the classroom teacher.
- Participate in malicious hacking such as gaining access to restricted resources, including other people's files without permission.
- Invade the privacy of others by activities such as eavesdropping or reading someone else's e-mail or files.
- Use or publish information about an account of another user.
- Post-anonymous messages.
- Use the network services for any illegal activity such as violation of copyright, plagiarism, or other contractual use agreements.
- Allow obscene or disruptive materials to enter the school network.

Other Information

Insurance

Parents are encouraged to purchase accident insurance through their regular family insurance agent. The School District DOES NOT carry accident insurance to cover students; however, optional insurance is available for purchase.

Textbooks & Equipment

Students will be issued textbooks and/or equipment at the beginning of and during the school year. They are responsible to return these in a "like" condition as checked out. Students will be charged for loss or damage for the amount of replacement. If a student wishes to check other materials or books out for study, they must check them out from their classroom teachers. There will be a charge for not returning materials checked out.

Parents Checking out Textbooks and other Academic Materials

Textbooks and other academic materials must be checked out with the classroom teacher. Parents are responsible for returning materials in like condition. Students can check out reading books from their teachers. Parents will be charged for lost or damaged books or materials.

Classroom

Students will aid in keeping the classroom neat. Student desks, tables, lockers, shelves, or cubbies should be neat and orderly. Students are responsible to help in area and classroom clean up at the end of the day.

Snacks and Lunch

Snack time may be provided by the teacher. Children perform better when they've eaten a nutritious and well-balanced snack or meal.

Lunches may include hot dishes to be microwaved. However, microwaves are limited, and the need to heat up food may take up student lunchtime. Please ensure that microwavable food takes less than 2 minutes to heat.

Please send all necessary utensils with your student's snack or lunch, and choose food items, which will minimize cleanup time.

Parties

Please arrange school parties with the teacher. Students may bring a snack to share at a lunch or break, or the teacher may give a few minutes at the end of the class day for a birthday treat.

As an act of kindness, please make party arrangements private and off school grounds to avoid embarrassing and disheartening students who may not be included. Such arrangements should be made outside of school and preferably not be discussed on school grounds by those invited to attend if some class members were not included. Arrange to pick up students for parties off school grounds, as once again, others notice that they were not included.

Parent Teacher Committee

The Parent Teacher Committee (PTC), acts as the parent-teacher organization of Aurora Borealis Charter School. The PTC serves as a committee under the supervision of the Academic Policy Committee (APC). Any parent can participate as a member of the PTC.

Phones

Phones in the classroom are for teacher use only, unless specific permission is given. Students are only allowed to use the office phone with a pass from their teacher, and then only during designated breaks unless there is an emergency.

Students may not use the phone to make impromptu after-school arrangements. These need to be done outside of school hours and premises. Students may not call regarding late rides until after 3:00.

Student phone use will be restricted if phone privileges are abused.

Students may bring cell phones to school but they cannot be used at any time while they are in the building.

Library Books

Students are responsible for books checked out from the library. If lost, a replacement fee will be charged.

Personal Games and Toys

Toys, radios, i-pods, i-pads, and electronic games ***may not*** be brought to school. Kindles and other devices that are being used for reading electronic books may be used. **Aurora Borealis is not responsible for any personal device brought to the school.**

Pets and Other Animals

Students ***may not*** bring pets to school except when the teacher has given prior permission. Animals must be in a cage or on a leash, and must be healthy.

Lost and Found

A Lost and Found rack is located in the hall downstairs. If a student loses something, he/she should look in the rack. Valuable items are turned in at the office. Putting a child's name on all personal belongings can prevent loss of items. This is especially important with uniform clothing items, which cannot otherwise be distinguished.

Announcements

During the school year announcements and other important notices are sent home to parents via students. It is the student's responsibility to bring these notes home so that parents stay informed of class and school activities. Parents should check the Weekly Reminder that will be e-mailed out every Friday. Aurora has an official Facebook page, Instagram page, and a website where announcements and newsletters will be posted. School wide announcements and updates will also be sent to parents through the e-mail addresses that are given at the time of registration.

APPROVED 12-02-2024

Kenai Peninsula Borough School District
148 N. Binkley Street, Soldotna, AK, 99669
Board of Education Special Meeting (Monday, November 18, 2024)
Generated by Nikkol Sipes on Monday, November 18, 2024



1. Opening Activities

A. Call to Order

Mr. Kelly called the meeting to order at 10:00 a.m.

B. Pledge of Allegiance/National Anthem/Alaska Flag Song

C. District Mission Statement

Ms. Cizek read the district mission statement.

D. Roll Call

Members Present: Ms. Kelley Cizek, Mr. Tim Daugharty, Ms. Sarah Douthit, Ms. Dianne MacRae, Ms. Virginia Morgan, Mr. Jason Tauriainen (attended virtually), Ms. Patti Truesdell, Mrs. Penny Vadla, Mr. Zen Kelly

Members Absent: Miss Emerson Kapp, Student Representative

E. Approval of Agenda 11-18-2024

The November 18, 2024 agenda was approved as presented.

Move to approve the November 18, 2024 Special Meeting agenda as presented.

Motion by Patti Truesdell, second by Penny Vadla.

Final Resolution: Motion Carried

Yes: Tim Daugharty, Zen Kelly, Virginia Morgan, Jason Tauriainen, Patti Truesdell, Penny Vadla, Kelley Cizek, Dianne MacRae, Sarah Douthit

2. Discussion: Aurora Borealis Charter School Renewal Application

A. Aurora Borealis Charter School Renewal Application

The Board and the Aurora Borealis Charter School Renewal applicants discussed the application ahead of the Board taking action. Ms. Vadla posed questions regarding minutes at the academic policy committee meeting. Mr. Mahr, ABC, APC Chair, and Mr. McCanna, ABC Principal clarified the reasoning behind having minutes in Appendix D in the application. Mr. McCanna noted that the current APC membership is referred to in a different portion of the application. Ms. Vadla posed a question regarding how often the applicants review their own charter. Mr. McCanna provided a timeline and topics that are reviewed annually. He also pointed to the KPBSD Exhibit 6187C Charter School Annual Review form and including this form annually moving forward. Ms. Dendurent clarified the years of renewal being proposed for the application and the reasoning behind previously staggering the number of years between the KPBSD Charter Schools. Mr. McCanna made final comments regarding the renewal application. He appreciated and accredited the parents and staff that support ABC.

3. Action Items

A. Aurora Borealis Charter School Renewal Application

Suzanne Phillips spoke to the item.

Theo Lexmond spoke to the item.

Michele Mcguire spoke to the item.

Chris Van Slyke spoke to the item.

Move to approve the Aurora Borealis Charter (ABC) School Renewal Application for 10 years.

Motion by Patti Truesdell, second by Penny Vadla.

Ms. Cizek spoke in support of the item.

Ms. Vadla spoke in support of the item.

Ms. MacRae spoke in support of the item.

Ms. Douthit spoke in support of the item.

Ms. Truesdell spoke in support of the item.

Ms. Morgan spoke support of the item.

Mr. Daugharty spoke in support of the item.

Mr. Kelly spoke in support of the item.

Final Resolution: Motion Carried

Yes: Tim Daugharty, Zen Kelly, Virginia Morgan, Jason Tauriainen, Patti Truesdell, Penny Vadla, Kelley Cizek, Dianne MacRae, Sarah Douthit

Mr. Kelly called a recess at 10:47 a.m.
Mr. Kelly called the meeting back to order at 10:59 a.m.

4. Discussion: Tulen Charter School Application

A. Tulen Charter School Application

The Board and the Tulen Charter School Applicants discussed the initial application ahead of taking action. Mr. McFall noted the updates to the application since the November 4, 2024 work session including an initial draft MOU. Ms. Vadla appreciated the updates and posed a question regarding the initial enrollment numbers. Mr. McFall spoke to the maximum number of students the school could enroll at this time as well as current staffing levels. Ms. Vadla posed a question regarding bussing and transportation. Mr. McFall clarified that the KPBSD busses and transportation will be used to transport students. Ms. Truesdell spoke to next steps and the intended start date. Mr. McFall clarified the intent is to begin next fall. Ms. MacRae posed a question regarding the cultural framework. Mr. McFall noted that the school will focus on Dena'ina culture but will include others as well. Mr. Kelly requested clarification to the MOU and noted that the application is contingent upon a successful MOU between the district and Kenaitze. Mr. McFall spoke to services within the MOU. Ms. Dendurent spoke to administration's review of the MOU document and clarified parameters of the document moving forward. Ms. Cizek posed questions regarding the MOU and timeline of review of the document and the process for any changes that could be made to the agreement. Ms. Dendurent noted that the MOU is reviewed annually and could be revised with written consent and agreement of both parties. Ms. Vadla appreciated the clarification of the MOU. Ms. Morgan posed further questions regarding any potential changes in the MOU and any additional costs that could arise. Ms. Dendurent and Mr. Kelly spoke to this.

5. Action Items

A. REVISED Tulen Charter School Application

Deneeda Swanson spoke to the item.

Move to approve the Tulen Charter School Application for a 5-year term contingent upon a successful MOU.
Motion by Zen Kelly, second by Penny Vadla.

Ms. Vadla spoke in support of the item.
Ms. Morgan spoke in support of the item.
Ms. Truesdell spoke in support of the item.
Ms. Cizek spoke in support of the item.
Ms. Douthit spoke in support of the item.
Ms. MacRae spoke in support of the item.
Mr. Daugharty spoke in support of the item.
Mr. Holland was permitted to speak by the Chair and spoke in support of the item.
Mr. Kelly spoke in support of the item.

Final Resolution: Motion Carried

Yes: Tim Daugharty, Zen Kelly, Virginia Morgan, Jason Tauriainen, Patti Truesdell, Penny Vadla, Kelley Cizek, Dianne MacRae, Sarah Douthit

Mr. Kelly provided an overview of the next steps in the Charter Application process.
Ms. Dendurent clarified when the application and written Board decision is scheduled to be submitted to DEED.

6. Adjourn

A. Adjourn Meeting

Mr. Kelly adjourned the meeting at 11:27 a.m.

APPROVED 12-02-2024

Kenai Peninsula Borough School District
148 N. Binkley Street, Soldotna, AK, 99669
Board of Education Special Meeting (Monday, November 18, 2024)
Generated by Nikkol Sipes on Monday, November 18, 2024



1. Opening Activities

A. Call to Order

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B. Pledge of Allegiance/National Anthem/Alaska Flag Song

C. District Mission Statement

Ms. Cizek read the district mission statement.

D. Roll Call

Members Present: Ms. Kelley Cizek, Mr. Tim Daugharty, Ms. Sarah Douthit, Ms. Dianne MacRae, Ms. Virginia Morgan, Mr. Jason Tauriainen (attended virtually), Ms. Patti Truesdell, Mrs. Penny Vadla, Mr. Zen Kelly

Members Absent: Miss Emerson Kapp, Student Representative

E. Approval of Agenda 11-18-2024

The November 18, 2024 agenda was approved as presented.

Move to approve the November 18, 2024 Special Meeting agenda as presented.

Motion by Patti Truesdell, second by Penny Vadla.

Final Resolution: Motion Carried

Yes: Tim Daugharty, Zen Kelly, Virginia Morgan, Jason Tauriainen, Patti Truesdell, Penny Vadla, Kelley Cizek, Dianne MacRae, Sarah Douthit

2. Discussion: Aurora Borealis Charter School Renewal Application

A. Aurora Borealis Charter School Renewal Application

The Board and the Aurora Borealis Charter School Renewal applicants discussed the application ahead of the Board taking action. Ms. Vadla posed questions regarding minutes at the academic policy committee meeting. Mr. Mahr, ABC, APC Chair, and Mr. McCanna, ABC Principal clarified the reasoning behind having minutes in Appendix D in the application. Mr. McCanna noted that the current APC membership is referred to in a different portion of the application. Ms. Vadla posed a question regarding how often the applicants review their own charter. Mr. McCanna provided a timeline and topics that are reviewed annually. He also pointed to the KPBSD Exhibit 6187C Charter School Annual Review form and including this form annually moving forward. Ms. Dendurent clarified the years of renewal being proposed for the application and the reasoning behind previously staggering the number of years between the KPBSD Charter Schools. Mr. McCanna made final comments regarding the renewal application. He appreciated and accredited the parents and staff that support ABC.

3. Action Items

A. Aurora Borealis Charter School Renewal Application

Suzanne Phillips spoke to the item.

Theo Lexmond spoke to the item.

Michele Mcguire spoke to the item.

Chris Van Slyke spoke to the item.

Move to approve the Aurora Borealis Charter (ABC) School Renewal Application for 10 years.

Motion by Patti Truesdell, second by Penny Vadla.

Ms. Cizek spoke in support of the item.

Ms. Vadla spoke in support of the item.

Ms. MacRae spoke in support of the item.

Ms. Douthit spoke in support of the item.

Ms. Truesdell spoke in support of the item.

Ms. Morgan spoke support of the item.

Mr. Daugharty spoke in support of the item.

Mr. Kelly spoke in support of the item.

Final Resolution: Motion Carried

Yes: Tim Daugharty, Zen Kelly, Virginia Morgan, Jason Tauriainen, Patti Truesdell, Penny Vadla, Kelley Cizek, Dianne MacRae, Sarah Douthit

Mr. Kelly called a recess at 10:47 a.m.
Mr. Kelly called the meeting back to order at 10:59 a.m.

4. Discussion: Tulen Charter School Application

A. Tulen Charter School Application

The Board and the Tulen Charter School Applicants discussed the initial application ahead of taking action. Mr. McFall noted the updates to the application since the November 4, 2024 work session including an initial draft MOU. Ms. Vadla appreciated the updates and posed a question regarding the initial enrollment numbers. Mr. McFall spoke to the maximum number of students the school could enroll at this time as well as current staffing levels. Ms. Vadla posed a question regarding bussing and transportation. Mr. McFall clarified that the KPBSD busses and transportation will be used to transport students. Ms. Truesdell spoke to next steps and the intended start date. Mr. McFall clarified the intent is to begin next fall. Ms. MacRae posed a question regarding the cultural framework. Mr. McFall noted that the school will focus on Dena'ina culture but will include others as well. Mr. Kelly requested clarification to the MOU and noted that the application is contingent upon a successful MOU between the district and Kenaitze. Mr. McFall spoke to services within the MOU. Ms. Dendurent spoke to administration's review of the MOU document and clarified parameters of the document moving forward. Ms. Cizek posed questions regarding the MOU and timeline of review of the document and the process for any changes that could be made to the agreement. Ms. Dendurent noted that the MOU is reviewed annually and could be revised with written consent and agreement of both parties. Ms. Vadla appreciated the clarification of the MOU. Ms. Morgan posed further questions regarding any potential changes in the MOU and any additional costs that could arise. Ms. Dendurent and Mr. Kelly spoke to this.

5. Action Items

A. REVISED Tulen Charter School Application

Deneeda Swanson spoke to the item.

Move to approve the Tulen Charter School Application for a 5-year term contingent upon a successful MOU.
Motion by Zen Kelly, second by Penny Vadla.

Ms. Vadla spoke in support of the item.
Ms. Morgan spoke in support of the item.
Ms. Truesdell spoke in support of the item.
Ms. Cizek spoke in support of the item.
Ms. Douthit spoke in support of the item.
Ms. MacRae spoke in support of the item.
Mr. Daugharty spoke in support of the item.
Mr. Holland was permitted to speak by the Chair and spoke in support of the item.
Mr. Kelly spoke in support of the item.

Final Resolution: Motion Carried

Yes: Tim Daugharty, Zen Kelly, Virginia Morgan, Jason Tauriainen, Patti Truesdell, Penny Vadla, Kelley Cizek, Dianne MacRae, Sarah Douthit

Mr. Kelly provided an overview of the next steps in the Charter Application process.
Ms. Dendurent clarified when the application and written Board decision is scheduled to be submitted to DEED.

6. Adjourn

A. Adjourn Meeting

Mr. Kelly adjourned the meeting at 11:27 a.m.