



We offer homeschool families new insights, best practices, and emerging innovations in the world of learning.

2020-2021 HANDBOOK

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Two Locations to Serve You

Anchorage: 400 W. Northern Lights Blvd., Suite 6 Anchorage, AK 99503

Eagle River: 16707 Coronado St. (Next to Starbucks) Eagle River, AK 99577

Front Desk: (907) 742-1181 Web Address: Frontiercs.org Facebook Address: [FrontierHomeSchool](https://www.facebook.com/FrontierHomeSchool)



Staff Directory

For general questions, help with enrollment, or to inquire about our school,
contact Registrar Margie Mitchell at (907) 742-1181 or Principal Jerry Finkler at (907)
742-1182.

For help entering requisitions or reimbursements, questions about ordering curriculum,
teaching supplies, correspondence courses and UAA classes,
contact Administrative Assistant LaNore Smith (907) 742-1189.

For questions about ordering services,
contact Business Manager Scott Grant (907) 742-1184.

For educational support,
contact Frontier Academic Advisors:

Barbara Brown (907) 742-1196
Carrie Christenson (907) 742-2942
Kristin Leahy (907) 742-1190



Parent-Directed Program

At Frontier, we respect and honor the parent as the prime teacher, they know their child best and we are here for support so that even a first time homeschool parent can feel equipped. Our goal is to assure a parents success.

Parents are the primary instructors at Frontier Charter School. Frontier's program supports the homeschool philosophy that one of the primary reasons parents choose to homeschool their children is their belief that they can help each of their children achieve academic excellence. This belief stems from the fact that they are willing and able to give education top priority and that they can build an individualized learning plan that meets the needs of each child.

Frontier staff are thrilled to partner with parents to help each Frontier student meet their personal goals.

The Role of the Parent

At least one parent must take an active role implementing the homeschool program. The parent or guardian fulfills the role as their child's teacher at Frontier Charter School. This responsibility includes:

- 1) Preparing individual learning plans for each student.
- 2) Ensuring a successful homeschool routine.
- 3) Providing students with instruction based on high standards.
- 4) Monitoring student progress.
- 5) Implementing teacher planning and record keeping requirements.
- 6) Managing the student budget.
- 7) Procurement of educational resources and services as needed.



Email Requirement

The parent's responsibility includes checking and responding to email messages from the Frontier business office.

Monthly Contact

Monthly communication with your assigned Frontier academic advisor is required. The purpose of this communication is to review student progress. There are many modes of communication that are acceptable. Parents can meet with their academic advisor in person or online, using phone or email.

Planning

- 1) The parent and Frontier Academic Advisor jointly develop an Individual Learning Plan (ILP) for each subject.
- 2) ILPs must be completed and ready for advisor approval within the first 10 days of enrollment.
- 3) ILPs must be approved by the advisor before the class begins.
- 4) Changes can be made to the ILP with advisor consent. The fall semester deadline to amend ILPs is the last day of the first quarter. The spring semester ILP amendment deadline is the last day of the third quarter.
- 5) Textbooks and other curriculum materials must be aligned with state standards, comply with regulatory requirements, and be reviewed by the academic advisor.

Core Courses Required

A student must take at least fifty percent of one's coursework in core courses. "Core course" means a course of study in English; mathematics; social studies; science; technology; world languages; or a course required by a student's IEP if the student is receiving special education and related services under [4 AAC 52](#). Frontier Charter School will **waive the requirements of this section under the following circumstances:** **(a)** If the student obtained achievement levels that met standards in English language arts and mathematics as set out in [4 AAC 06.739](#), during the previous academic year. **(b)** If the student is a senior and needs less than 50 percent of the student's curriculum in core courses to qualify for high school graduation.



Grading

- 1) A grade, or other determination that the student has met the standards for a course, will be determined and assigned by the certificated teacher who is responsible for the course; the ILP plan may provide for review and consideration of any recommendations submitted by the student or the student's parents.
- 2) Documentation (daily work, tests, logs, computer-based assessments, and other student work) is necessary to assess student learning.
- 3) A quarterly review of the student's progress with the parent/student is required.
- 4) Courses that are not completed by the grading deadline are reported as N's (Grades K-3) and as F's (Grades 4-12). Upon completion, the final grade will be submitted to the Frontier advisor and a change of grade will be made to the student's transcript. Final course grades are reported in the semester in which the course has been completed.

Student Fund Account Basics

Introduction:

Students enrolled in Frontier's homeschool program receive a student fund account that can cover a wide variety of resources needed to accomplish a student's annual academic plan.

Some examples may include the following:

- Books: ebooks, textbooks, activity workbooks, audio books.
- Curriculum sets "school in a box".
- General Homeschooling Supplies: notebooks, paper, pens and pencils.
- Social studies materials: globes, maps, timelines or atlases.
- Art supplies: brushes, various paint/drawing media, canvas, sketchbooks.
- Math manipulatives: flash cards, base ten blocks, teddy bear counters.
- Science supplies: experiment kits, dissection materials and microscope slides.
- Educational service providers (of your choice).



Student Fund Account Basics

General Guidelines:

- 1) This fund account is often referred to as a student allotment. Depending on the approved academic plan, homeschool students enrolled full time by October 1, 2020 may receive a student allocation based on these grade levels: K-4: \$1800, 5-8: \$2100, 9-12: \$3000.
- 2) Fund accounts are intended to supplement one year of a student's homeschool education. The annual deadline to purchase all that is needed for the school year is March 1
- 3) The amount of the annual student fund account will be determined each spring for the upcoming school year. Student funding is subject to change from year to year.
- 4) Fund accounts are intended to be used for educational purposes during the school year in which the funding is provided. For those students that do not use their entire allotment during the current school year, and who re-enroll for the next year, up to \$1000 may be carried forward to the new school year.
- 5) Students may utilize a sibling's fund account after their own funds are depleted. Additional rules apply so please contact your advisor for details.

Purchasing Standards

The following standards constitute appropriate and allowable expenditures of a fund account.

- 1) Each school year, an Individual Learning Plan (ILP) must be developed for each subject before allotment funds can be accessed. The ILP outlines goals and objectives and lists instructional materials and methods to be used throughout the school year for each student. Course materials will be reviewed by the advisor to be in alignment to state standards and compliant with regulations.
- 2) Discuss purchases with your academic advisor to assure they are fundable by Frontier Charter School. Frontier is required by Alaska state regulation to have final approval in the spending of funds.



Purchasing Standards

Allowable Expenditures:

1) Educational Materials:

- a. Books (textbooks, workbooks, novels, audio or e-books);
- b. Curriculum packages (Book Shark, Math-U-See, Timberdoodle)
- c. School supplies (paper, pencils, note books).

Please be aware that non-consumable items purchased/reimbursed with Frontier funds remain the property of Frontier Charter School/ASD, except that families are allowed to keep the computers and technology equipment that have been reimbursed.

2) Instructional Services (academic courses, tutoring, music, fine arts and PE instruction).

3) Entrance fee to a facility and for field trips when listed as a part of the ILP (Alaska Native Heritage Center, Anchorage Museum, Seward Sealife Center).

Expenditure Limitations:

The student fund account may not be used to pay for any item considered excessive by the administrator or excluded below:

1) Services with fees that exceed the basic requirement to adequately learn or assess knowledge in the subject area.

2) Religious, partisan, sectarian, or denominational textbooks or other curriculum materials. Frontier Charter School welcomes faith-based homeschool families. Although faith-based curriculum cannot be purchased using Frontier funds, nothing prevents a parent from teaching their own child using materials of the parent/guardian's choice, if the materials were not purchased with money provided by Frontier Charter School.

3) The fund account may not be used by the school or the parent to supplant district funds or obligations for IEP services.

4) Sales tax.

5) Payment for services provided to a student by a family member: the student's spouse, guardian, parent, step-parent, sibling, step-sibling, grandparent, step-grandparent, child, uncle, or aunt.



Purchasing Standards

Expenditure Limitations:

- 6) Testing other than district-required assessments. Examples: ACT, SAT, PSAT. However, funds can be used for test preparation. See an advisor for details.
- 7) Students who enroll for their fifth year or more of High School can use allotment funds only for courses required for graduation or to meet I.E.P. requirements.
- 8) Annual passes or family memberships to a sports or recreational facility. However, funds may be used for student membership if that membership is a part of the individual learning plan and the cost of the membership is prorated to include only the cost for the student.
- 9) Competitive after-school sports.
- 10) Sporting equipment accessories or maintenance.
- 11) Family travel (transportation, food, lodging).
- 12) Purchases of supplies, materials or services that will be used for profit cannot be purchased using the fund account (example: purchasing warming lights for chickens of a profitable 4-H project, supplies to make bracelets to sell, or soil and seeds to grow plants to sell).
- 13) Personal use items. Examples: tools, food, cookware, utensils, appliances, and cleaning supplies.
- 14) Toys, software or media without educational value or is customarily used for entertainment. Examples: gaming devices, dolls, Star Wars Lego kits.
- 15) Permanent items that adhere to or enhance the value of a non-school facility.
- 16) Furniture.
- 17) Pets and livestock.



Funding Available for Preschool

Siblings of preschool age (4 years old by September 1 of the current school year) can receive up to \$300 for curriculum and supplies. Interested parents apply for this funding by contacting the Frontier Academic Advisor, who will then help the parent to enroll the preschool child, and assist the parent with writing an individual learning plan (ILP).

The preschool funds can be used for curriculum and supplies. These funds cannot be used for services (swimming lessons, piano lessons, etc).

Enrollment Eligibility

- 1) Any student who resides within the Municipality of Anchorage who is five years old on or before September 1st of the current school year may be eligible to enroll at Frontier Charter School.
- 2) The Anchorage School District (ASD) accepts enrollment from students who are under 20 years old before the start of the school year.
- 3) Frontier is a parent-directed program that requires a designated parent or guardian to be able and willing to meet the responsibilities that are required of a Frontier Charter homeschool parent.

Leaving the State

Students moving from Anchorage must notify the academic advisor as soon as possible. Under special circumstances, such as military, medical or student athletic travel, limited extended leave periods may be pre-approved as long as the student maintains residency in Anchorage, maintains the monthly contact and reporting schedule, and has completed required forms. Students must also be present during state mandated testing periods. A student with an official address outside of Alaska is not eligible for school funding under Alaska law.



Withdrawal Policy

Frontier will assign grades based on work completed and records submitted.

1) Withdrawing mid-semester may result in starting the class over again at the next school.

2) Please take into account the following when considering withdrawal from Frontier:

3) Purchase Requests dated on or after the withdrawal date are not permitted.

4) The student must be enrolled at Frontier at the end of each semester to qualify for a computer purchase reimbursement.

5) Resources purchased with Frontier funds (from the student allotment), are the property of Frontier and the Anchorage School District and must be returned when exiting the program. In some cases, materials or equipment that are assigned to a withdrawing or graduating student may be retained for use by a sibling currently enrolled in the program, if the enrolled sibling's ILP documents the need. Parents will be provided a list of non-consumable materials purchased with allotment funds (including reimbursed and requisitioned goods).

6) The parent/guardian will be financially liable for requested materials and/or equipment that are missing or damaged.

7) Students withdrawing from Frontier prior to the end of the State of Alaska student count period (4th week of October of the current school year) are responsible for reimbursing the program for the portion of the educational allotment they have used.



High School Requirements

- 1) Students must complete the required 22.5 credits to be awarded a high school diploma through the Anchorage School District.
- 2) A typical high school semester 1/2 credit course requires an average of *90 hours* per semester of work and *quality* content in each subject.
- 3) High school grades will be determined through logs, work samples, tests, other documentation, and academic advisor review to show course completion.
- 4) It is the responsibility of the high school parent and student to attend to and maintain documentation for:
 - a. NCAA — parents/guardians are responsible to abide by all NCAA requirements and verify directly through NCAA that a course is NCAA approved prior to enrolling their student in a course.
 - b. College applications including admittance requirement deadlines.
 - c. Vocational and/or military applications including admittance requirement deadlines.
 - d. Scholarship opportunities and financial aid deadlines (including filing FAFSA).
 - e. College/Vocational/Military admission test requirements and deadlines.
 - f. Other post-graduation endeavors.



Sports Eligibility

- 1) Frontier Charter School students who participate in the athletic programs at other ASD schools must follow the Alaska School Activities Association (ASAA) guidelines for Sports Eligibility.
- 2) Students must be enrolled in at least 5 classes (4 for seniors) with a minimum of a 2.0 GPA.
- 3) Students must be making adequate progress and have a grade of 60% or better in each class. For example, in a semester course, they must be through half of the class at mid-semester.
- 4) It is the responsibility of the parent/guardian to submit quarterly grades in a timely manner to their Academic Advisor so athletic eligibility can be determined. The registrar/coach/activities personnel from the neighborhood school will not accept eligibility grades from parents; grades must be submitted to the Frontier Academic Advisor on a Frontier grade form. Please note: If a student is participating in a course from an institution that the Frontier academic advisor cannot directly monitor progress in (such as an APU, UAA, K12 classes) the parent will need to submit a progress report from the institution showing the grade to date.
- 5) Be sure to budget in enough time to allow Frontier staff at least two days to submit the grades to the neighborhood school to meet the following deadlines:

1st Quarter: October 16, 2020
2nd Quarter: December 18, 2020
3rd Quarter: March 5, 2021
4th Quarter: May 20, 2021



UA Scholar Nominations Policy

Refer to the UA Scholars Program webpage and program information booklet for information about the UA Scholar program: <http://www.alaska.edu/scholars/>. Important UA deadlines are listed at this webpage.

Frontier Charter School has established the following criteria for our determination of UA Scholars:

Frontier UA Scholars will be determined after the final GPA and rank have been completed for the second semester of a student's junior year of high school at Frontier. For high school junior year coursework to be considered for this scholarship determination, the classes must be registered on the student's ASD transcript by the second Friday of June each year.

To determine rank, a student's weighted cumulative GPA (grade point average) will be combined with the number of high school advanced placement (AP) classes and college classes passed by the student for a final determination of class rank. Based on this ranking, the top 10% of the students in the FCS Junior class will be nominated for the UA Scholars Program. A detailed description of the ranking process follows.

Ranking criteria for Frontier Charter School Juniors

1. Weighted GPA

2. Classes

a. Defined as a combination of the following:

- College Classes. Student must achieve a grade of "C" or better.
- Advanced Placement (AP) Classes. Student must achieve a 3, 4 or 5 on the AP test or take the AP class from an accredited institution.

b. Limited to a combined sum of 4 college and/or AP classes per year beginning in ninth grade. The maximum number of classes for a junior would therefore never exceed twelve. Explanation:

College classes are limited for the following reason. High school student allotments are \$3,000 per year at Frontier Charter School. This allotment can provide sufficient funding for a student to pay for up to 4 classes per year.

Step 1: Select all students with a weighted GPA of 3.5 or higher.



Step 2: Divide weighted GPA by 5 and multiply by 100 = GPA in Percentage.
Weighted GPA/5 x 100= Percent.

Step 3: Calculate the number of classes as follows: Determine the number of college and AP classes taken by each student. Only count a maximum of four classes per year per student. Add these classes together to find the sum total of classes for each student for all four years of high school.

Step 4: Compare the number of classes taken by each student to the highest number of classes taken by a student that year. To do so, find the ratio of the ***classes taken by each student (a)*** to the ***maximum classes taken by any student in that grade (b)***, multiplied by 100 to get the percent of classes: $a/b \times 100 = \% \text{ of classes}$.

Step 5: Add the two percentages and divide by 2. This gives equal weight to both categories.

Step 6: Arrange in order from highest to lowest. That is the ranking order for the UAA Scholarship.

See the example on page 15.



Example:

Student	GPA	Number of Classes	Rank
Student Five	3.8889	9	0.889
Student Twelve	3.5217	7	0.741
Student Two	4	6	0.733
Student Six	3.88	6	0.721
Student Eight	3.68	6	0.701
Student Seven	3.8333	5	0.661
Student Three	3.92	4	0.614
Student One	4.3	3	0.597
Student Ten	3.56	4	0.578
Student Four	3.8966	2	0.501
Student Eleven	3.5556	2	0.467
Student Nine	3.5833	1	0.414



2020-2021 FRONTIER CHARTER SCHOOL - DATES YOU NEED TO KNOW

<p align="center">JULY</p> <p>1-10 Office Closed 13-31 Open for the new school year. We are here to help. Academic advisors are available by appointment.</p>	<p align="center">JANUARY</p> <p>1 Winter Break Continues 4 Classes Begin 18 Martin Luther King Day Office Closed</p>
<p align="center">AUGUST</p> <p>1-31 Frontier staff are available. Academic advisors are available by appointment. 20 ASD Fall semester begins. Frontier parents normally enroll and begin classes throughout the month of August and September.</p>	<p align="center">FEBRUARY</p> <p>12 In-Service Day 15 Presidents Day -Office Closed</p>
<p align="center">SEPTEMBER</p> <p>7 Labor Day Holiday</p>	<p align="center">MARCH</p> <p>5 End of Third Quarter 5 Office Closed - In-service 8-12 Spring Break</p>
<p align="center">OCTOBER</p> <p>16 End of First Quarter</p>	<p align="center">APRIL</p> <p>2 Requisitions and Reimbursements Submittal Deadline 29 May Graduate's Grades Due</p>
<p align="center">NOVEMBER</p> <p>11 In-Service Day PD - No Appointments 26-27 Thanksgiving Break</p>	<p align="center">MAY</p> <p>7 K-11 Grades Due 20 End of Fourth Quarter/last day of class 21 In-Service Day - Office Closed 31 Memorial Day - Office Closed</p>
<p align="center">DECEMBER</p> <p>4 First Semester Grades Due 11 Fall Semester Reimbursements Submittal Deadline 17 End of 2nd Quarter Classes 18 In-Service Day - Office Closed 21-31 Winter Break</p>	<p align="center">JUNE</p> <p>1-25 Frontier staff are available. Academic advisors are available by appointment. 28 Summer Vacation 6/28 - 7/9</p>