



# FAMILY/SPONSOR AGREEMENT

2022 - 2023

Parent/Guardian Name:		Sponsor Teacher:	
Student Name:		Student Name:	
Student Name:		Student Name:	
Student Name:		Student Name:	

Does your student qualify for any of these programs?

IEP

504

ELL

Migrant Education

## ROLE OF SPONSOR TEACHER:

A Sponsor Teacher works as an advisor to the parent and student for both academic and financial planning in our homeschooling program.

- ➔ Guide and instruct parents with educational options and resources.
- ➔ Get you started in the processes of home-based schooling and guide you through required school processes (OLS, Reimbursements, & Requisitions).
- ➔ Offer technical assistance where necessary to help family navigate the online system (OLS).
- ➔ Provide tips on motivational techniques and setting expectations/goals with your student.
- ➔ Listen to and address your concerns throughout the year in a professional manner.
- ➔ Provide academic support when needed to help families with course options, curriculum, teaching techniques, and organizational help.
- ➔ Notify families of testing dates and results.
- ➔ Be available for regular contact with the student and parent (response time 48 hours/2 business days).
- ➔ Notify families of availability (flexible calendar).
- ➔ Be familiar with Anchorage School Board Policy, Family Partnership Charter School Charter, Family Partnership Charter School by laws, and State of Alaska Correspondence School Regulations.
- ➔ Support and uphold FPCS Policies and Procedures.

## ROLE OF PARENT/GUARDIAN:

Parents and guardians work in partnership with Sponsor Teachers to ensure that a quality education is provided through a comprehensive individualized plan (ILP) where student progress is achieved.

- ➔ Learn the Online system (OLS) and design student's ILP including allocation of funds.
- ➔ Help and teach students organizational skills.
- ➔ Strategically determine timelines necessary to complete and submit academic coursework.
- ➔ Develop a daily/weekly routine for working on student work and discuss/assess progress with student on a regular basis.
- ➔ Review student packet (in OLS) at quarterly progress reporting for grades and schedule/attend face-to-face (in person or via videoconferencing) at semester in a timely manner.
- ➔ Maintain monthly contact with Sponsor Teacher through meetings, email, and/or by phone for expenditures and academic student progress reports.



# FAMILY/SPONSOR AGREEMENT

2022 - 2023

- ➔ Notify FPCS of any plans to withdraw or leave the state or our program.
- ➔ Contact Sponsor Teacher in a timely manner if problems arise and communicate with FPCS staff in a respectful manner.
- ➔ Show documentation that you (with agreement by your Sponsor Teacher) have developed the process of transcribing all homeschooling into grades.
- ➔ Learn and become proficient in OLS and the reimbursement system.
- ➔ Read Tidbits, communications, and correspondence from FPCS and Sponsor Teacher.
- ➔ Participate in required state and district testing. An opt-out process is available.

## ROLE OF STUDENT:

- ➔ Be on time for meetings, classes, and testing.
- ➔ Complete all academic coursework as planned or required by the course instructor.
- ➔ Participate in quarterly meetings as needed.
- ➔ Abide by the ASD Codes of Conduct for appropriate grade level and expectations.

Please click on each statement, indicating you understand and agree to the following:

I understand that I must have meaningful monthly contact with my Sponsor Teacher via phone, zoom, or email, provide quarterly progress updates, and meet in person or via zoom during each semester. I understand that my Sponsor Teacher will document these meetings.

I understand that each student's budget is allotted only to them and that transferring funds between students is not allowed.

I understand that all non-consumable items purchased with my student's allotment are the property of FPCS and must be returned if withdrawing or not returning to FPCS the following school year.

I understand that grades for ASAA Sports Eligibility are due to my Sponsor Teacher by the following deadlines:

- ➔ 1<sup>st</sup> Quarter-October 28, 2022
- ➔ 2<sup>nd</sup> Quarter/1<sup>st</sup> Semester-December 22, 2022
- ➔ 3<sup>rd</sup> Quarter-March 10, 2023
- ➔ 4<sup>th</sup> Quarter/2<sup>nd</sup> Semester-May 23, 2023

I understand that Reimbursement/Requisition deadlines for 22/23 school year are due:

- ➔ December 2, 2022 (for purchases 6/1/22-12/2/22)
- ➔ April 21, 2023 (for purchases 12/3/22-4/21/23)
- ➔ May 26, 2023 (for May internet, subscriptions, and instruments)

I understand that transferring to another Sponsor Teacher requires Principal Approval.

I understand that if I choose to withdraw my student, I must fill out a withdrawal form at the FPCS office and return FPCS materials. I understand that I am responsible to reimburse FPCS for all expendable allotment funds in the event that I withdraw before the October 21, 2022.

I understand that if I withdraw, it is my responsibility to turn in work samples and verify completed grades before withdrawing.



# FAMILY/SPONSOR AGREEMENT

2022 - 2023

I understand that if I choose to utilize vendor for educational services. It is my responsibility to vet them for quality of instruction and safety, being aware of potential risks that come with leaving my student(s) unaccompanied. I will allocate funds for vendor services and acknowledge that I will be responsible to pay vendors for any out-of-pocket fees if services exceed allotment amounts or invoices are not submitted by the deadline.

I understand that failure to follow my part of this agreement may make me liable for the cost of materials, curriculum, and services purchased or reimbursed with FPCS funds and/or result in my student(s) being withdrawn from the program.

I understand that if I have a conflict, I will work through FPCS' complaint resolution policy.

I have reviewed the Family Partnership Handbook.

We agree to work together to provide all the services and materials necessary to maximize the student's educational progress during the 22/23 school year.

Parent/Guardian Signature

Date

Sponsor Teacher Signature

Date

Student Signature (if in high school)

Date