



Family Handbook

2020-2021

EDUCATIONAL Guidelines & Rules

"partnering with families, increasing student achievement"



(907) 742-3700



fpcs_enrollment@fpcs.net



4400 Business Park Blvd,
Suite B22, Anchorage, AK 99503



www.asdk12.org/familypartnership



FAMILY HANDBOOK

2020 - 2021

EDUCATIONAL GUIDELINES & RULES

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Welcome to Family Partnership Charter School

This document is intended to assist new and returning Family Partnership Charter School (FPCS) families. Information in this document is taken from reference documents and references policy, but is not itself policy. If any discrepancy exists or develops between this document and the reference documents, the reference documents will take precedence. The reference documents are as follows: Anchorage School District School Board Policy, Family Partnership Charter School Charter, Family Partnership Charter School Bylaws, and State of Alaska Correspondence School Regulations. Not all areas are addressed in this handbook. Please refer to the Principal if you have any concerns or questions. Thank you.

Mission

Working together with families in a partnership of teachers, staff, and community members to provide an individualized learning environment that fosters high achievement in core and elective areas, preparing students for life-long success.

History

FPCS began with the efforts of parents and Anchorage School District (ASD) teachers. The first charter school application was presented to the Anchorage School District in 1996. It was unanimously approved on January 27, 1997. State Board of Education approval came on April 28, 1997 and the final school board vote took place June 23, 1997. FPCS opened its doors a week later. In April of 2002 and 2012, the State Board of Education and Development and Early Childhood Development approved the FPCS charter for the maximum 10-year renewal. FPCS has led the way in partnering home school families with the Anchorage School District and it is the oldest and largest home-based Charter school in Anchorage.

FPCS Points of Contact:

Jessica Parker	Principal	742-3701	parker_jessica@asdk12.org
Dru Corbin	Business Manager	742-3714	dru@fpcs.net
Rebecca Caldwell	Administrative Assistant - Registrar	742-3726	rebecca@fpcs.net
Roxann Goulet	Administrative Assistant – Receptionist	742-3700	roxann@fpcs.net
Debbie Mastro	Administrative Assistant - Requisitions	742-4574	debbie@fpcs.net
Jenny McMullen	Administrative Assistant - Reimbursements	742-3725	jenny@fpcs.net
Mary Anne Woods	Administrative Assistant - Vendors	742-4486	maryanne@fpcs.net

SPONSOR TEACHERS

Aimee Sims	sims_aimee@asdk12.org	Kjirsten Langland	langland_kjirsten@asdk12.org
Andrea Ward	ward_andrea@asdk12.org	Kristin Jackson	jackson_kristin@asdk12.org
Anna Roys	roys_anna@asdk12.org	Lynnetta Marcellus	marcellus_lynnetta@asdk12.org
Heather Deberry	deberry_heather@asdk2.org	Teresa Hintze	hintze_teresa@asdk12.org
Katrina Zimmerman	zimmerman_katrina@asdk12.org	Teresa Kress	kress_teresa@asdk12.org

ENRICHMENT/ INSTRUCTIONAL TEACHER

Bethany Peters	peters_bethany@asdk12.org
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Important Definitions

APC (Academic Policy Committee):

The APC is the governing board of our school. The APC is made up of eleven voting member seats (six parents, two teachers, one staff, and two students) and one non-voting member seat (FPCS Principal). All the voting member seats are nominated and elected by the members of the school from the school's population. Parents, students, teachers, and staff can serve as voting members.

Consumable Goods:

Consumable goods are items which are marked in (workbooks or lab manuals), put together permanently (i.e. models), or otherwise altered or used in a way that can only be done once (science kits, art materials, printer cartridges, etc.). Consumable goods do not need to be returned to FPCS. Typically (but not always) consumable items do not exceed \$200.00. Goods, other than technology, used for 3 years are considered end-of-life and do not need to be returned.

Core Unit:

A unit of instruction (course) in the area of Math, Science, Social Studies, Language Arts, Technology, or World Language. Electives are a unit of instruction (course) that are not in a core subject (generally art, music, or PE).

Goods:

Tangible items such as curricula, books, supplies, etc. All goods are either consumable or non-consumable.

Home school:

Means an educational program provided in the child's home by a parent or legal guardian under AS 14.30.010 (b)1(12).

IEP (Individualized Educational Plan):

Special education services are available to students who experience disabilities. Individual special education programs are cooperatively developed by an individual education planning team, which includes parents, teachers, administrators, and sometimes, other specialists.

Evaluations for IEP's and yearly paperwork requirements are managed by the student's neighborhood school.

ILP (Individualized Learning Plan):

This is the schedule of classes that you, the parent, designs for your student(s) in consultation with your Sponsor Teacher. Planned expenditures for the student's instructional needs **must be documented** in the ILP. ILP's detail the goals of the course, curriculum, and how you plan to implement your course. It is also where work samples are stored and grades are recorded.

Neighborhood School:

The school (excluding any alternate school) that a student would attend if they had not chosen to attend the charter school. To find your neighborhood school, go to the following ASD link: <https://bit.ly/asdschoolfinder>

Non-Consumable Goods:

Non-consumable goods must be returned to FPCS when the student leaves. Typically (but not always) non-consumable items exceed \$200.00. Goods, other than technology, used for 3 years are considered end-of-life and do not need to be returned. Examples include: goods not altered from original condition or hard-covered textbooks, microscopes, scientific calculators, DVDs, CDs, etc.

Non-Profit Vendor:

A vendor that has a not-for-profit status and tax ID #.

Non-Sectarian:

Secular. Not specifically pertaining to, being based upon, or incorporating religious concepts.

OLS (On-Line System):

Family Partnership's online system where parents formulate ILPs, budget funds, and upload work samples. The OLS is also where Sponsor Teachers record grades.

Parent/Guardian:

The parent, legal guardian, or adult advocate recognized by the Anchorage School District as having responsibility for the student.

Private School:

A primary or secondary school registered with the State Department of Education and Early Development (DEED) as a private school. Out-of-district correspondence schools and homeschools registered with the state are not to be considered private schools.

Reimbursement:

A means of procuring a good or service in which the parent or guardian purchases the good or service where the good or service with their own funds and then seeks reimbursement from FPCS.

Requisition:

A means of procuring goods or services where the good or service is purchased by the FPCS purchasing department at the request of the parent or guardian.

Secondary Student:

A student enrolled in grades 6 through 12.

Sectarian:

Specifically pertaining to, based upon, or incorporating religious concepts.

Services:

Intangible items such as lessons, classes, equipment rental, classroom rental, online classes, etc. Services may be provided by either an ASD teacher or a vendor.

Sponsor Teacher:

A teacher who advises the parent/guardian and student. Parents/guardians develop a comprehensive plan for the student's educational program in partnership with the Sponsor Teacher and student. The Sponsor Teacher represents the charter school in the development and execution of the parent/teacher contract.

Unit of Instruction:

A course consisting of ninety or more hours of instruction.

Vendor:

An individual, organization, or business that sells goods or services.

Commonly Used Abbreviations:

➞ AP	Advanced Placement
➞ APU	Alaska Pacific University
➞ ASD	Anchorage School District
➞ ESA	Educational Service Agreement
➞ FPCS	Family Partnership Charter School
➞ UAA	University of Alaska Anchorage

State of Alaska Correspondence Program Rights and Expectations

The following statements are from the regulations listed. These are a few of the rights and expectations a parent/guardian may presume of an Alaskan Correspondence Program.

- ➞ The program must conform with statewide goals and performance standards 4AAC 04.010
- ➞ The program must use curriculum materials, including textbooks and other instructional aids, that are in compliance with state standards AS 14.07.050, AS 14.08.111(9), AS 14.14.090(7), AS 14.03.090, & AS 14.18.060
- ➞ Certificated staff members may not advocate religious, partisan, sectarian, or denominational doctrine as part of the member's instructional or other duties. Nothing in this subsection prevents a parent from providing instruction to the parent's own child using materials of the parent's choice, if such material was not purchased with money provided by the department or district. 4 AAC 33.421(e) & AS 14.03.090
- ➞ The certified teacher, parent, and district must jointly develop an individual learning plan for each student. 4AAC 33.421(e1) & 4AAC 04.140
- ➞ There will be at least monthly contact with the parent/student for a student who has obtained an achievement level that did not meet standards and at least quarterly reviews of the student's work/progress for all students. 4 AAC 33.421(a)
- ➞ A grade, or other determination that the student has met the standards for a course, will be determined and assigned by the certificated, highly-qualified teacher who is responsible for the course; the plan may provide for review and consideration of any recommendations submitted by the student or the student's parents. 4 AAC 33.421(a2)

- Student transcripts may include courses taken by the student that were not offered or approved by the district and for which no public money was provided; the transcript must note whether the student's mastery of the content of the course was approved by the district as meeting a requirement for graduation. 4 AAC 33.421(a3)
- The district must require students to participate in the statewide student assessment program as required. 4 AAC 33.421(f1)
- A signed agreement between the certificated teacher assigned by the correspondence study program and at least one parent of each student that verifies that: 4 AAC 33.421(a4)
- The correspondence program parents/student have the same rights and access to appeal processes/due process and other district programs as any other parent enrolled with the district. 4 AAC 33.421(a4a)
- Correspondence programs must have an open enrollment policy (with some exceptions allowed for charter programs). No student will be denied enrollment due to a disability or special education services. 4 AAC 33.421(g)
- A student may not be counted as being enrolled in a course if the student is concurrently enrolled in a substantially similar course in a different educational institution, including a private school. 4 AAC 33.430
- Vendor services may be contracted to provide tutoring to a student. 4 AAC 33.421(i)
- A student must take at least 50% of the coursework in core classes. 4 AAC 33.426
- A student living outside of this state is not eligible for school funding. 4 AAC 09.015 (k)

The following are a few guidelines that govern our financial policies, which ensure spending of public money is consistent with public interest.

The following items may NOT be paid for from educational allotments:

- Religious, partisan, sectarian, or denominational textbooks or other curriculum materials. 4AAC33.421(4e)
- Services provided to a student by a family member. "Family member" means the student's spouse, guardian, parent, step-parent, sibling, step-sibling, grandparent, step-grandparent, child, uncle, or aunt. ASD SBP 725.8.3 (b) & Anchorage Municipality Code 1.15.025 (e)
- Annual passes or memberships to a sports/recreational facility. Exception includes passes/memberships purchased for entry into sports/recreational facility in which the student is provided lessons under the ILP, and the cost is prorated to include only the cost of the student's instructional time. 2012-2022 FPCS Charter
- Anything not related to courses and listed in the student's ILP and anything not specifically for the named student. 4 AAC 33.421.(h)
- Travel, food, or lodging expenses.
- Late fees, college or scholarship application fees, parking fees, or maintenance expenses.
- Pets and other animals, except small organisms related to science instruction, ask for clarification.
- Entertainment expenses, toys, or gift cards.
- Furniture, home, and office items.
- Sporting equipment, clothing, or tools.
- Printing, copying services, postage, and mailing supplies.

Please note this is not a complete list. Family Partnership Charter School must follow all state, correspondence, and ASD regulations and policies, as well as our own FPCS charter and by-laws.

About Our School

FPCS is an ASD Charter school; therefore, all new students must go through an online lottery process for entry into our school. FPCS strives to provide a parent-driven and student-centered program that allows students to reach their full potential in a well-rounded program that sets goals for academic performance aligned to District and Alaska State Standards. Our charter school is a bridge between homeschool students and formal education. We provide a mechanism by which families may work with certified teachers to plan individualized learning plans (ILP) for their students. In the practical application of diverse parent guardian educational philosophies and curriculum choices, each student will be encouraged to develop the necessary skills and concepts to his/her capacity in alignment with the State of Alaska Content and Performance Standards.

Who can enroll in FPCS?

Any student who resides within the Municipality of Anchorage (MOA) who is five years old on or before September 1st of the current school year may enroll after confirmation of the lottery. A student may stay in the program until he or she has completed all of the requirements for graduation or until the end of the semester in which he or she turns twenty (20) years old. Families must be residents in the MOA for the school year in order to maintain their child's status as a student in FPCS.

My child lives out of state, can they enroll in FPCS?

If the student lives in the state 7 out of the 12 months, during the school year, July 1 through June 30th, they can remain enrolled in FPCS. However, it should be noted that 4 AAC 09.015 k and our Charter states, "A correspondence program student living outside of this state is not eligible for school funding. Make sure the student meets the (7 out of 12) residency requirement. Please note, FPCS cannot use state educational funding to ship out-of-state items, nor can we mail any reimbursement checks to an out-of-state address.

GRADE	STUDENT FUNDING
K-5	\$3,600
6-8	\$3,800
9-12	\$4,000

COUNT PERIOD FUNDING	FUNDING
June 1 – Oct. 2	100%
Oct. 5 – Oct. 9	75%
Oct. 12 – Oct. 16	50%
Oct. 19 – Oct. 23	25%

% ENROLLMENT		
100%	4 Courses	2 core, 2 elective
75%	3 Courses	2 core, 1 elective
50%	2 Courses	1 core, 1 elective
25%	1 Course	1 core

CORE COURSE	
Math	Languages Art
Social Studies	Science
World Languages	Technology

What is a Charter School?

Charter schools are a part of the public school system. They were established by state law out of a need for educational innovation. Charter schools are formed and governed by their members in partnership with a local school district. Charter schools across the nation were created through grassroots political efforts. They continue to thrive and multiply because of the efforts of and commitment of each school's community.

The basic concept common to all charter schools is *autonomy for accountability*. Charter schools are held to high standards of academic achievement and fiscal management in exchange for the ability to be self-governing within the limits set by the laws of each state. The "charter" is a contract between members of the school and a charter-granting entity. Each charter school must:

- Have a clearly defined mission and a set of goals
- Demonstrate sound administrative and fiscal management
- Be able to measure the success of their educational goals
- Be democratically governed by a board of directors

In the State of Alaska, this board is called the Academic Policy Committee (APC). Not all charter schools are homeschooling programs and not all homeschooling programs are charter schools. The charter is simply the contract between the organizers of the school and the respective school board that defines the parameters of the school. Because the contract is with a school board, the charter school is a public school and operates using public funds. The organizers; however, have a much larger role in the operation and governance of the school than in most other public schools. Conversely, there are several avenues by which a family may home school within the state of Alaska. Some of the home school programs available to students in the Anchorage area are actually extensions of other school districts.

Funding for charter schools, as with all public schools, comes from the state, through the local school district to the school. Funding for charter schools is subject to the same requirements for fiscal accountability as all other public schools.

How is Family Partnership different from other homeschool programs?

- **Anchorage School District:** Our unique school combines the structure of the ASD with the homeschool philosophy of individualized learning. The intent of Family Partnership Charter School is to provide an opportunity for a partnership between homeschooling parents and the ASD in order to give students a tailored and flexible academic experience. This provides an opportunity for students to have some or all of his/her education provided by a parent in the home, in conjunction with certified teachers, tutors, and online classes, etc.
- **Allotment:** Homeschool programs sanctioned by the state of Alaska operate by receiving funds from the state for each student enrolled in the program. The ASD and FPCS utilize part of the funding to cover administrative and operating costs and then provide the remainder of the funds to the students as an allotment to be used for their educational expenses. FPCS strives to keep administrative and operating costs at a minimum, thereby allowing an allotment that has traditionally been among the highest student allotments in the state.
- **Sponsor Teacher:** Your Sponsor Teacher will be the primary link between your family and FPCS and is a valuable resource, advocate, and ally. They can help with the following:
 - Instruct and guide you on educational options and resources,
 - Get you started in the processes of home-based schooling and guide you through required school processes (OLS, Reimbursements, & Requisitions),
 - Provide tips on motivational techniques and setting expectations/goals with your student,
 - Listen to and address your concerns throughout the year as needed,
 - Help develop grading methods that comply with ASD and match your homeschooling philosophy,
 - 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, not including weekends),
- Be familiar with Alaska State Correspondence Regulations,
- Evaluate assessments and work samples, providing feedback to parents and students.

Responsibilities and Rights of the Student/Parent:

- **State and local regulations** - FPCS students are subject to all state and local regulations that apply to public school students, correspondence schools, and charter schools.
 - **Participation in mandated testing** - In accordance with 4 AAC 06.710-790, every student is required to participate in all district and state-mandated testing and assessments.
 - **Materials** - Families are responsible for materials checked out to them. All non-consumable materials purchased with FPCS funds are property of the school and must be returned to the office upon withdrawal. This includes items shipped to homes or picked up at the FPCS office.
 - **ILPs** - At the beginning of each school year students, parents, and the Sponsor Teacher work together to develop ILPs. The plan is evaluated throughout the school year as you meet with your Sponsor Teacher regularly.
 - **Parent involvement** - In order to assure a meaningful education, at least one parent or adult must take an active role in overseeing the educational program of the student.
- ➔ **APC Philosophy:** The APC is committed to keeping FPCS parent-friendly and efficient while maintaining accountability. Ultimately, FPCS strives to maximize student allotments and family flexibility while providing superior teacher involvement, administrative support, and public accountability.

My student receives special education services. Can they be enrolled at FPCS?

Yes. While FPCS does not provide special education services directly, the flexibility of homeschooling can provide an ideal environment for addressing the unique needs of each student. The application and planning processes are the same as for other students with a few exceptions. ASD policy clearly states that "Special education services are available to all students attending alternative, optional and charter schools of the district; however, not all resources and services available in neighborhood schools are necessarily available in each lottery school." Special Education Services are available to Family Partnership students through your neighborhood school. This includes special education materials and resources outlined in each student's IEP.

Can students participate in ASD sports and extra-curricular activities?

Yes, many FPCS students participate in music and athletic programs at other ASD schools. FPCS students are still expected to follow all Alaska School Activities Association (ASAA) guidelines for Sports Eligibility. Student must be enrolled in at least 5 classes with a minimum of 2.0 GPA. It is the responsibility of the parent to submit quarterly grades in a timely manner to their Sponsor Teacher so athletic eligibility can be determined. The registrar will not accept eligibility grades from parents; grades must be submitted to the Sponsor Teacher. Then the Sponsor Teacher will submit the grades to the registrar.

DEADLINES FOR GRADES FOR SPORTS ELIGIBILITY:

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

How can I stay informed about school information at FPCS?

After you have enrolled with FPCS, we create an account for each family to use for school communications. Since we are a homeschool, we rely heavily on email as our primary form of communication with you. An FPCS email address (last name_first name@fpcs.net) will be created and forwarded to the email address we have on file for the primary parent/guardian. Additionally, we update the "Tidbits" bulletin on our website weekly (familypartnership.asdk12.org) and may send out messages via your mobile phone.

NOTE: It is important to let the office know if there are any changes in your contact information (home phone numbers, cell phone numbers, mailing address, and personal e-mail addresses).

Can I use Religious Content?

Yes, you are allowed to use religious curriculum; however, FPCS is not allowed to pay for any religious curriculum, materials, or vendor/instructional services. Paid religious curriculum may be allowed for historical and world religion studies only.

Can my student take classes at another school in addition to FPCS?

Yes, students may take courses at other institutions such as an ASD neighborhood school, King Tech High School, i-School, UAA or APU. To do this, fill out a Part Time Enrollment Form located on our website or at the office. Fees for these courses vary and are non-refundable. Classes paid for out of the allotment must be documented on the transcript.

FEES (PER SEMESTER) FOR CLASSES

Elementary Art	\$60.00
Elementary Band and Orchestra	\$300.00
Elementary Classroom Music ½ day K-6th	\$123.00
Elementary Physical Education	\$223.00
Elementary Math, E/LA, Social Studies, and/or Science	\$245.00
Middle School & high school classes	\$245.00 per 1/2 credit

King Tech High School

King Tech High School is a technical school that offers a variety of courses. Students must have a minimum of six high school credits to be eligible to take classes at KCC and can earn 1½ credits for each class. Payment for any certification or prep class offered outside of KCC related to a KCC course will be the responsibility of the family.

- ➡ The cost per semester course is \$735.00 (1.5 credits)
- ➡ The cost per Intensive course is \$245.00 (.5 credit)

ASD iSchool

Online course taught by ASD teachers. Most iSchool classes are NCAA approved for high school credit and are semester based with a specific start and end date.

AP Credit

Advanced Placement (AP) credit is awarded to college-level courses taught by a certified AP instructor with AP curricular level material. Any course labeled “AP” must go through a process called the AP course audit, which ensures that each AP course meets specific standards. After a course is authorized through the audit, it will appear in the AP Course Ledger, the official list of all AP courses. While students in AP classes are encouraged to take AP tests, AP credit is not tied to the actual AP test.

College/University

FPCS is designed to give eligible students the opportunity to receive credit for certain courses through accredited institutions of higher education. Courses must correlate with specific graduation requirements. Courses may be repeated for grade recovery. Classes that are paid/reimbursed will remain on the transcript and cannot be dropped.

It is the student’s responsibility to submit their “Student Schedule/Bill”, Credit-by-Choice form, course description, and current transcript to the office in a timely manner to avoid late fees. All late fees are the responsibility of the family and will not be paid for with student allotments.

- **UAA** - FPCS will pay for most fees except health insurance, late fees, and parking fees. These fees are to be paid by the family.
- **APU** - FPCS pays a flat fee (up to 50% of their allotment balance) per semester.

COVID-19

FPCS adheres to State, District, and Municipality guidelines in regards to health mandates and precautions. Since we are a home school, our families are able to continue their child’s education without interruption and with the continued support of FPCS staff. Instructional services and schedules at ASD schools, online programs, universities, and vendors may vary. FPCS staff remains ready to serve our families and help them navigate through possible changes to their child’s instructional plan as needed.

FPCS Academic Policy Committee

Charter schools are created by state statute. The law provides guidelines for the operation of these schools. One fundamental concept of charter schools nationwide is the idea that they be governed by a board of directors. FPCS's governing board is the Academic Policy Committee (APC). The APC is elected from the school population. Each voting member of the board has a vote in every decision concerning the governance and operation of our school.

The APC consists of eleven members, all of whom serve on rotating three-year terms except the student members, who serve a one-year term. It is comprised of six parents who are elected by the parents, two teachers who are elected by the teachers, two students, who are elected by the students, and one staff member who is elected by the staff. The Chief Administrator is an ex-officio member. (*Charter, 7.4; Bylaws, Article IV*)

MEMBER	POSITION / SEAT	TERM
Tyler Goldade	APC – Parent Seat E	May 31, 2023
Lynnetta Marcellus	APC – Teacher Seat H	May 31, 2021
Teresa Hintze	APC – Teacher Seat B	Expires May 31, 2022
Shad Schoppert	APC - Parent Seat A	Expires May 31, 2022
Jacqueline Shoop	APC - Parent Seat C	May 31, 2023
Monica Welch	APC - Parent Seat D	Expires May 31, 2022
Chris Cvancara	APC - Parent Seat F	May 31, 2021
Jewelene Utic	APC - Parent Seat G	Expires May 31, 2021
Rebecca Caldwell	APC – Staff Seat	May 31, 2022
Anna Bierma	APC - Student Seat	Expires May 31, 2021
Paul Cvancara	APC - Student Seat	Expires May 31, 2021
Jessica Parker	FPCS Principal	

Agendas and Minutes for the APC can be found on our website:

familypartnership.asdk12.org/apc/

General Guidelines

Course Planning & FPCS On-line System (OLS):

The majority of the course planning and reporting for FPCS is available using the Online System (OLS). Your Sponsor Teacher will guide you through the processes involved in using the OLS.

The main steps in setting up the academic year for your student are as follows:

- ➡ Acknowledge general agreements
- ➡ Plan ILPs/budgeting for each course
- ➡ Implement the plan

There are important dates for planning, please refer to the Important Dates Calendar for deadlines that need to be followed.

Enrollment:

Enrollment (For New Families)

New families will need to sign up for ASD's online lottery system at <https://www.asdk12.org/welcome/lottery>, and fill out a new enrollment packet.

Late Enrollment (After the Official Count)

On occasion, due to unique circumstances, students may be granted enrollment to FPCS after the official count period. The Principal shall have final discretionary approval of all student requests for late enrollment. A conference with the parent(s) and the student(s) may be requested by the Principal to determine if FPCS is an appropriate educational setting.

Re-Enrollment (For Current Families)

For your convenience, ASD offers online re-enrollment each year, via [Q parentconnect.asdk12.org](https://parentconnect.asdk12.org), under the "Families" tab and "Returning Students". All returning families who were unable to complete the online re-enrollment process must complete a re-enrollment packet available at the FPCS office or downloaded from our website. Access will be given to the online system (OLS) to families who have returned the re-enrollment packet/s to the office or have re-enrolled online and have brought in the required current proof of residency.

Forms:

There are many forms available online and at the office that keep our school accountable to the state. The following is an explanation/ list of some of the FPCS forms that you may need to access:

Course Approval	Approval for a typical parent-directed classes (i.e. bird biology, navigation, uncommon languages)
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Credit by Choice	Approval for students to receive high school credit for educational travel, college courses, credit by examination, community service/PE waiver, and/or middle school courses
Curriculum Reimbursement Eligibility	Approval for curriculum that may/may not have religious content
Direct Deposit Authorization	Allows reimbursements to be directly deposited into bank account
Facility Membership	Approval for requisition/reimbursement for facility membership
Instrumental Rental	Approval for instrument rental
Media Release	Allows students' video/audio recordings, pictures, and articles for use on websites and social media sites.
Medical Exemption	Allows students to be exempt from immunizations due to a medical contraindication or immunity
Pre-approval	Approval for: items over \$200, STEM items, and/or irregular/questionable items (i.e. chemicals, fabric, camps, out of state services)
Printer/Fitness Tracker	Allows for \$300 for printer, \$150 for fitness tracker
Religious Exemption	Allows students to be exempt from immunization due to religious reasons
Part-Time Enrollment	Allows students to take a class at their neighborhood school and/or King Tech HS
Student Activity Log	Used for logging P.E. or Volunteer hours
Technology Lease Agreement	Allows for students to receive reimbursement for a technology device
Technology Purchase Agreement	Allows for students to purchase a technology device from their allotment
Vendor Application & Educational Service Agreement (ESA)	Allows businesses to receive payment for educational services. Both the ASD Vendor application and ESA are required in order to get on the approved vendor list.

Grade Point Averages (GPA's):

The final GPA on the transcript will reflect both the weighted and unweighted grade point averages (GPA's). Weighted grades are used to determine final class rank and valedictorian. ASD has approved weighted grades for Advanced Placement (AP) and higher level International Baccalaureate (IB) courses.

Weighted Grades: The Anchorage School District and Family Partnership does not currently offer weighted grades for college courses. While we recognized the rigor of UAA and college courses, currently we are not able to offer weighted grades for these courses. Weighted grades are allowed for approved AP and IB courses. While an "A" is normally worth four points in calculating a student's grade point average (GPA), a weighted "A" is worth five points; a weighted "B" is worth four points; a weighted "C" is worth three points; a weighted "D" is worth two points and an "F" is worth no points.

Grading Reporting Deadlines

GRADE DEADLINES FOR ASAA/NCAA SPORTS ELIGIBILITY			
1st Quarter:	October 16, 2020	3rd Quarter:	March 5, 2021
2nd Quarter/1st Semester:	December 18, 2020	4th Quarter/2nd Semester:	May 20, 2021
FINAL GRADE REPORTING DEADLINES FOR ALL STUDENTS			
1st Quarter:	October 26, 2020	3rd Quarter:	March 22, 2021
2nd Quarter/1st Semester:	January 11, 2021	4th Quarter/2nd Semester:	June 30, 2021

Grade Reporting Deadlines are a required part of Family Partnership Charter School. If students participate in sports through ASAA (Alaska School Activities Association) or NCAA (National Collegiate Athletic Association), they must submit grades by the required deadlines above in order to participate. This means work samples and grades must be given to the Sponsor Teacher, so that they have time to input grades and ensure eligibility. All other grades and work samples must be submitted by the Final Grade Reporting Deadlines.

- After the Grade Reporting Deadline has passed, grades CANNOT be changed, but they CAN be moved into the next term (quarter/semester).
- When courses are finished, they will be reflected in the semester in which the grade was reported. Courses need to be completed in the semester in which the grade was reported.
- College, ANSEP, and Online course transcripts must be received before the Grade Reporting Deadline.
- If the student does not complete the course and submit grades/work samples by June 30th, the grade will be converted to an F and cannot be changed. However, the course can be retaken for grade replacement.
- In the event that a student withdraws, all incompletes (I's) will be converted to F's.
- 7th & 8th graders seeking Credit By Choice for their math or world language credit courses, must complete and submit grades/work samples by the deadline in order to receive credit.
- To qualify for UA Scholarship all grades need to be submitted by June 30th.
- K-8th grade need to report grades/work samples EVERY QUARTER.
- 9th-12th grade need to report grades/work samples EVERY SEMESTER.

Grading Agreement & Work Samples:

Grades for courses in the student's ILP are determined and assigned by the certified Sponsor Teacher with input from the homeschool parent. Work samples and time logs submitted help the Sponsor Teacher to substantiate the grades assigned. At least two work samples need to be submitted per quarter, per subject. Your Sponsor Teacher will process and finalize grades in the OLS as follows:

Grades 1-6: Grades are submitted in the OLS by your Sponsor Teacher. Grades 1, 2, and 3 use "O", "S", and "N". Grades 4 - 6 use standard grading of "A"- "F" for all core subjects. PE, Music, and Art are effort only ("O", "S", and "N").

Grades 7 & 8: Grades are submitted in the OLS by your Sponsor Teacher. Grades are submitted each quarter and are pass/fail or letter grades for each course in the student's "Student Packet".

Grades 9 -12: High School grades are entered in the OLS by your Sponsor Teacher. Letter grades are required each semester. Semester grades must be entered for each course in the student's "Student Packet." If the course/class is not entered in the OLS by the required date, no credit will be given.

***Note:** Students taking classes from distance education, college, university, or vocational/technical schools need to forward a copy of the instructional grade report to their Sponsor Teacher. Unofficial transcripts will be accepted; however, "Official Transcripts" from post-secondary institutions will be required upon completion of all coursework for graduating seniors.

Graduation:

FPCS students follow the ASD 4-year track to graduate which means having met all of the graduation requirements with 22.5 credits. Graduation requirements can be reviewed in the program of studies on the ASD website.

A student may re-enroll if they did not graduate in the four years and will receive allotment funds to cover only what is required to graduate. If a student completes all graduation requirements prior to their 4th year, they may re-enroll with full funding.

All students who complete graduation requirements will receive a State of Alaska, Anchorage School District, Family Partnership Charter School diploma.

Graduates are celebrated with a formal graduation ceremony followed by a reception each May. Seniors wishing to withdraw in order to participate in their neighborhood school's graduation, must do so by the end of 3rd quarter, before Spring Break.

Monthly Communication:

The main purpose of monthly contact is to relay academic progress, accomplishments, or concerns in each class on your student's ILP

Below is an example of the kind of information that your Sponsor Teacher will be expecting from you.

- ➡ John has finished the first three chapters of our Algebra I textbook and is on track to finish the first semester on time.
- ➡ John is struggling with writing structures in our English/Language Arts class and has slowed down to target that area. Currently on chapter 2 of 12.
- ➡ For PE – John has logged 60 hours and should have 90 hours for a .5 credit by December.
- ➡ We are finishing unit 5 of 8 in science and will start unit 6 on plants next week.
- ➡ Social Studies, he is taking U.S. Govt. at East High School. His current grade in "Q" is a B+

MTSS (Multi-Tiered System of Supports):

MTSS is a framework supported by the District to provide targeted support to struggling students. It focuses on the whole child and supports academic growth and achievement, as well as social and emotional well-being. FPCS offers enrichment opportunities for students to help identify areas of weaknesses and provides supplemental resources.

Over Age Students:

In general, the maximum age for attendance in the Anchorage School District is nineteen (19) years of age, provided, the student has not completed the 12th grade. A student will be permitted to complete the semester in which the twentieth birthday falls. A student is not considered to have completed the 12th grade unless that student has met all graduation requirements.

- A student 20 years of age or over may apply to receive education services by submitting a statement of reasons for the request to the district.
- Services may be provided at FPCS at the discretion of the Superintendent upon recommendation by the FPCS administrator. A request may be denied if the Superintendent determines it would not serve the best interest of the student or the District.

The maximum age for attendance for a student with disabilities shall be consistent with state and federal law and the student's IEP. (BP5111.1)

Parent Contact & Progress Report Agreement:

Parent/Sponsor Teacher communication is a critical component of our school. Family Partnership communicates with families via office visits, telephone calls, e-mails, newsletters, and our website. 4 AAC 33.421 requires monitoring of students by certified teachers and must include at least monthly teacher-parent or teacher-student contact and quarterly reviews of student work or progress in courses in the student's ILP. Monthly contact can be done by email, phone, or text. Once a semester, your Sponsor Teacher will be contacting you to schedule a face to face meeting to go over grades, student progress, and class schedules. However, a more frequent contact may be necessary to ensure adequate progress and overall student success. Setting up additional meetings or contact time with your Sponsor Teacher can be initiated by the parent at any time.

Program Withdrawal:

Please take into account the following when considering withdrawal from Family Partnership Charter School:

- Students withdrawing from FPCS prior to the end of the state's student count period (3rd week of October) of the current school year are responsible for reimbursing the program for the portion of the educational allotment they have used.
- Resources purchased with FPCS funds (student allotment), are the property of FPCS and the Anchorage School District and must be returned when exiting the program. Parents may be provided a list of what materials and equipment need to be returned. 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.
- Upon withdrawal, students lose their allotments and cannot retrieve leftover allotment if they decide to re-enroll. Students may not transfer allotments to other students.

- A student who is not in compliance can be administratively withdrawn.
- If you choose to withdraw your student from FPCS, you will need to fill out the withdrawal paperwork at the FPCS office. FPCS will provide an OLS inventory of your reimbursed/requisitioned goods.
- When you withdraw your student, you will be required to bring in “grades to date”. These grades to date will be forwarded to your student’s receiving school. If you do not substantiate grades to your Sponsor Teacher before withdrawing, “F’s” will be recorded for each ILP course in Q.
- Seniors wishing to withdraw in order to participate in their neighborhood school’s graduation, must do so by the end of 3rd quarter, before Spring Break.

Testing:

Testing is one of the parameters by which FPCS is monitored by the state and district. All public schools are required to test all students in grades 3-9 in English/Language Arts & Math and Science in grades 4, 8, and 10. Students that choose not to test will need to communicate with their Sponsor Teacher monthly.

PEAKS TESTING WINDOW		
April 26-30		
MAP (UNIVERSAL SCREENING WINDOWS)		
Fall - Sept 14-18	Winter - Dec. 7-11	Spring - April 5-9

Allocation Budgeting

Process for planning your school year expenses using your allotment.

Allocations of student funds all begin with our On-line System (OLS). All items must be tied to a course in the student’s ILP. Allowable goods and services can be entered either as a Reimbursement (you pay and request repayment), or as a Requisition (you request that we purchase). Your Sponsor Teacher’s approval is required for all reimbursement or requisition requests in the OLS before anything is purchased or paid. It is helpful to think through the school year and plan what goods and services you will need as early as possible. Allocations must be entered in the OLS by the deadline listed below.

Allocation Deadline:

The deadline for budgeting/allocating funds for either a reimbursement or requisition is **April 2, 2021**. This is important because only items budgeted by this date will be ordered or reimbursed. Please note, this deadline is different from the reimbursement deadline (May 7, 2021) where receipts from 2nd semester items you purchased must be turned in.

FPCS funds can be used to purchase a wide variety of non-sectarian curriculum and teaching supplies, as well as pay for vendor services. There are multitudes of curricular options available and it is the responsibility of the parent/guardian in consultation with the Sponsor Teacher to determine which option is best for each student and family.

Homeschool families have the flexibility and choice to use sectarian curriculum if it meets State standards. Keep in mind that public funds (your allotment) will not be used to pay for it.

The best way to make sure your student allotments can be used for curriculum is to consult the curriculum resources list on our website. This list is updated frequently as requests are vetted. Sectarian curriculum may be used as part of your curriculum; however FPCS cannot pay for sectarian materials/classes. The Curriculum Resource List outlines curriculum that has already been vetted for sectarian content.

Vendors

Process for allocating Approved Vendor Services:

- Make sure you enter the correct vendor name for the vendor you are using
 - Plan the semester or yearly amount when you enter it
 - When possible, use only one line item per vendor, per course in your ILP
 - Sponsor teacher and parent/guardian must sign electronically the OLS packet each semester.
 - Sponsor teacher must approve electronically before payment to a vendor can be made
- While working in the OLS it is important to know the difference between the types of Vendors that are available for allocation.

Non-Profit Vendor:

These vendors can choose to be either approved with ASD or not. Non-profit vendors obtain their status from the State of Alaska and are organized not to make a profit. FPCS students can utilize these vendors as long as they follow FPCS guidelines. If these vendors choose not to be approved through ASD, families must pay them directly and then submit proper documentation to be reimbursed. If you have any questions about Non-Profit Vendors, contact Vendor Services @742-4486.

Retail Vendor:

These vendors are used for purchasing curriculum, books, supplies, online courses, etc. Most items can be either reimbursed or requisitioned unless otherwise noted next to vendor name in OLS.

Service Vendor:

These are approved vendors with ASD that provide art, music, PE, or educational tutoring services locally. We prefer to pay service vendors directly for your convenience. If a vendor is not on the service vendor list located on our website, please look under the non-profit list in the OLS. If you are still unable to find a name, please call Vendor Services @ 742-4486 for help. Allot the amount needed for ALL services you desire. Overages are the responsibility of the family.

If a business is interested in providing educational services to our students and becoming a vendor, they must take steps to become an ASD approved vendor, by filling out an ASD application. Once approved, they must fill out an ESA with Family Partnership and abide by FPCS deadlines.

VENDOR BILLING DEADLINES	
1 ST Semester	Jan. 29, 2021
2 nd Semester	May 28, 2021

Reimbursements


We follow ASD policy and procedure for reimbursements. After preparation by FPCS, reimbursements with supporting documentation are sent to ASD accounting where they are reviewed and audited. Reimbursement checks are mailed directly to you from the ASD accounting department or deposited directly into your bank account if a direct deposit form is on file. No checks or items may be mailed/ordered to an out-of-state address. Reimbursements can only be made to parent/guardian.

Enter the items in the OLS that you have purchased and are going to seek reimbursement. Once the online reimbursement request is complete, print the reimbursement form, sign it, attach receipts/documentation, and submit to the office.

Follow these guidelines for quick and efficient reimbursement checks:

- ➡ Requests are processed chronologically, first-in first-out.
- ➡ Curriculum reimbursement may take a little longer.
- ➡ For faster processing, send reimbursement documents to Jenny McMullen, mcmullen_jennifer@asdk12.org, not the Sponsor Teacher.
- ➡ Receipts should be original and itemized, legible and readable.
- ➡ Items to be reimbursed should be clearly identified by name, title, cost, etc.
- ➡ Payment with: gift cards, points, rewards or store credit are not reimbursable.
- ➡ Avoid highlighter or tape on receipts, it will erase ink on thermal paper.
- ➡ Items for reimbursement should be on separate receipts from personal items.
- ➡ Checks are mailed to the address you provided during enrollment.
- ➡ Electronic Funds Transfer (Direct Deposit) option is available on our website under “forms”.
- ➡ Generic/handwritten receipts must have a logo or business stamp.
- ➡ If you can’t prove you received and paid for the item, we can’t reimburse the item.
- ➡ Please submit your reimbursement requests as they happen. Waiting until the deadline may result in delays in receiving reimbursements. Deadlines are strictly enforced.

Here's an example of the type of documentation we need:



Documentation Needed for Reimbursement

Hello Miss Muffett ← Name of person purchasing item

Thank you for joining us at Home2Teach! ← Name of Company


Here is the receipt for your purchase on 02/05/2020: ← Purchase Date

- **SESSION 4 - Let's Write More Sentences** for Lily Muffett \$85.00
Mon, 5:00 PM - 6:00 PM from 02/23/2020 - 04/27/2020 (6 classes) ← Description of item being purchased


Total: \$85.00

Payment Method: Credit Card ← Payment Confirmation/ Method (Paid CC, Check, Cash, etc.)

3/29/2020 Outschool: Take small-group classes, from anywhere

 Outschool

« Your payments

 Outschool ← Name of Company

Order 2FHFGHFR

This receipt confirms your purchase from Outschool.com

Payment amount: \$48 USD
Payment received: Mar 29, 2020 at 2:57pm
Paid by: Miss Jane Muffett ← Name of person purchasing item
Paid with: Credit card ending with 0000 ← Payment Confirmation/ Method (Paid CC, Check, Cash, etc.)

Refund Policy: Flexible - Full refund until the class begins, or within 24 hours of purchase (until class starts), then a pro-rated refund based on the number of meetings.

Paid to:
Outschool, Inc.
PO Box 77107
San Francisco, CA 94107
USA

1 enrolled student Lily Muffett

Class subject: Arts
Class title: How to Draw Realistic Faces! ← Description of item being purchased
Class dates: Apr 14 - Apr 17
Class page: <https://outschool.com/classes/how-to-draw-realistic-faces-VJE7KaKN?sectionId=05626c89-7865-43ff-b3f7-7fcee758d79f>

Please direct any payment questions to support@outschool.com.
Include the order number 2FHFGHFR in your correspondence.

Local Purchases:

- ➡ Itemized cash register (point of sale) receipts from stores such as Fred Meyer, Costco, etc., showing items(s) purchased.

Non-Profit Service Vendors not under ASD/FPCS contract:

- ➡ Copy of the course or lesson with student name, dates, fees, and description of instruction
- ➡ Proof of Payment: Original itemized receipt or order confirmation with above details.

Online Purchases Require:

- ➡ Proof of Purchase: Order Confirmation – What was purchased? When? Amount?
- ➡ Proof of Payment: Was it paid with cash, check, or credit card?
- ➡ If the order confirmation does not include payment information, a copy of your bank or credit card statement showing the charge or a copy (front and back) of your canceled check must be submitted. Any questions about REIMBURSEMENTS, please contact Jenny @742-3725 or email mcmullen_jennifer@asdk12.org.

Reimbursement Deadlines

REIMBURSEMENT DEADLINES		
1 ST Semester	Dec. 4, 2020	for purchases dated 6/1/20 – 12/4/20
2 nd Semester	May 7, 2021	for purchases dated 12/5/20 – 5/3/21
	May 28, 2021	for May Internet, and monthly subscriptions

Requisitions

Process for Allocating Retail Requisitions:

- ➡ Separate requisition forms need to be filled out for each curriculum item desired, regardless if you are ordering multiple items from the same vendor.
- ➡ We need to know: ISBN and Title, Vendor item number (if there is one), Quantity, Unit price, Shipping (estimate 15% if unsure of shipping charge). Let us know if you want expedited shipping. Fill out the requisition form as completely as possible.
- ➡ Sponsor Teacher and parent/guardian must electronically sign the OLS packet each semester.
- ➡ Sponsor Teacher must approve items electronically before ordering can take place.

Approved Service Vendors: Students may utilize vendors for services. These vendors are approved by ASD and in agreement with FPCS to allow them to contract with families. It is the responsibility of the family to allocate funds to pay for services that are going to be used. If FPCS receives an invoice from a vendor and student funding has been exhausted or not allocated, it is the responsibility of the parent to pay the vendor directly out-of-pocket.

Retail Goods & Services:

Parents/Guardians have the option of placing a requisition via our OLS and having the business office order the item(s). This is the preferred option as it avoids the reimbursement process. Items are sent to your home so be sure to update your address with the office if you move. No items may be mailed to an out-of-state address. Items sent to an inaccurate address that requires reordering, will be charged against your student allotment and will be mailed to the FPCS office. If you have any questions about the REQUISITION process, please contact Debbie @742-4574

Allowable Expenses

Please be aware that items purchased/reimbursed with FPCS funds remain the property of the Anchorage School District. They are not intended to be used for personal monetary gain and are expected to be returned at the end of the course or the purpose for which it was purchased.

All items purchased/reimbursed must be approved by the Sponsor Teacher.

Admission/Tickets

- ➡ In-state, non-profit educational venues can be paid for out of allotment
- ➡ Allowable examples: Anchorage Zoo, Muskox farm, Hilltop, Anchorage museum, Campbell Creek Science Center, Wildlife Conservation Center
- ➡ Admission to plays, theater productions, movies, sporting events, theme parks, and fundraising events are not allowed. Field trips to these type of events are only paid if a certified FPCS teacher organizes a trip for the group (i.e. Enrichment field trips)
- ➡ Out of state educational venues can be paid for on a case-by-case basis

All non-curricular or unique purchases over \$200 require a Pre-approval form by the Principal. Forms are located in the office and on the website. For unusual items not normally purchased by ASD, you may be asked to bring it in for review and final determination. If you are in doubt, please fill out a Pre-approval form before purchasing.

Art Supplies – \$300 per student per class: (reimbursement only)

Art class supplies must be entered under the Art class in the student's ILP. Use "Art supplies" as the vendor and remember to watch for deadlines. Supplies may include reasonably priced items not on the above "school supply list" or other items as needed for a specific art class such as glitter, paint, brushes, clay, etc.

Camps

Non-profit and approved ASD vendors can be paid for with allotment.

- ➡ Camps should be educational in nature tied to a class in the ILP
- ➡ Camps will be considered on a case-by-case basis

Curriculum/Textbooks

Curriculum ideas are available on our "Curriculum Resource List." <https://bit.ly/fpcurriculumlist>

Including, but not limited to:

- | | | |
|----------------------------|-------------------------------|-------------------------------|
| ➡ Activity Books | ➡ Educational CD | ➡ Phonic Cards |
| ➡ Almanac | ➡ Educational Kits | ➡ Puzzles |
| ➡ Alphabet Cards | ➡ Educational DVD/video tapes | ➡ Reading Books |
| ➡ Atlas | ➡ Flash Cards | ➡ SAT/ACT prep books |
| ➡ Audio Books | ➡ Globes | ➡ String Cards |
| ➡ BrainQuest Cards | ➡ Independent Study Courses | ➡ Teacher Manuals/guide books |
| ➡ Cookbooks | ➡ Maps | ➡ Textbooks |
| ➡ Dictionary | ➡ Math Manipulatives | ➡ Trade Books |
| ➡ Educational Apps/E-books | ➡ Music Books | ➡ Workbooks |

Fitness Tracker

- ➔ Each STUDENT may purchase a FITNESS TRACKER of their choice and FPCS will pay **up to \$150**
- ➔ The student must be enrolled full-time and have a Physical Education Class in his/her packet
- ➔ This is for (1) tracker per student every (3) years
- ➔ Purchases are between the family and vendor only and are property of the student
- ➔ FPCS will not reimburse or be responsible for repairs, replacements or technical support

General School Supplies - \$150.00 Per Student Per Year

They are REIMBURSEMENT ONLY and must be entered into the OLS under "General Expenses." **Requests entered in any other location or using any other vendor name may not be reimbursed.** Follow the reimbursement procedure: print reimbursement form, sign, attach receipts, and turn into the FPCS business office.

- | | | |
|--|---------------------------------------|--------------------------------------|
| ➔ Assignment books / planners | ➔ Highlighters | ➔ Pocket chart |
| ➔ Binder | ➔ Hole punch | ➔ Portfolios |
| ➔ Boards small – dry erase, chalk, bulletin, flannel, magnetic | ➔ Hole reinforcements | ➔ Post-it notes |
| ➔ Calendar | ➔ Index cards, box, dividers | ➔ Poster board |
| ➔ Calculator | ➔ Ink cartridges | ➔ Push pins |
| ➔ Chalk | ➔ Labels – file folder | ➔ Report covers |
| ➔ Card stock | ➔ Markers | ➔ Rubber bands |
| ➔ Chart tablet | ➔ Notebooks / Notepads | ➔ Ruler/yard stick/metric stick |
| ➔ Clipboard | ➔ Number line | ➔ Scissors – standard classroom |
| ➔ Crayons and/or sharpener | ➔ Paper – copier | ➔ Sheet protectors |
| ➔ Dividers – number/alpha | ➔ Paper – colored, construction, etc. | ➔ Stapler / staples / staple remover |
| ➔ Erasers – bars/tips | ➔ Paper clips / fasteners | ➔ Tape and/or tape dispenser |
| ➔ Fast charts | ➔ Pencil sharpener – manual/electric | ➔ Thumb tacks |
| ➔ Folders – file/hanging | ➔ Pencils – wood or mechanical | ➔ White-Out / correction tape/pen |
| ➔ Glue – Elmer's, white, super, gorilla, hot glue | ➔ Pens | |

Internet Service

FPCS will reimburse a family for internet service up to **\$70 per month**. This is for residential internet service at the student's address on file and in the name of the student's legal guardian. "Hotspots" and "Mobile Internet" type of services are not reimbursable.

Internet must be entered into the OLS under “General Expenses” as one amount (Up to \$840). When there are several enrolled students in a family, the total amount may be divided between students as desired. An original monthly statement showing the internet detail page must be submitted along with the reimbursement form printed and signed from the OLS.

Kits / Subscriptions: (reimbursement only)

- ➔ Kits must be tied to a related course in your ILP.
- ➔ Are allowed, reimbursement only

EXAMPLES

- | | | |
|------------------------------|-------------------------|-----------------|
| ➔ ABC Mouse | ➔ Power Homeschooling / | ➔ IXL.com |
| ➔ Botanical Study Kit | Accellus | ➔ Reading Eggs |
| ➔ Little Passports | ➔ Backyard Explorer Kit | ➔ BitBox |
| ➔ Aero Grow (kits and seeds) | ➔ Dissection Kit | ➔ Kiwi Crate |
| ➔ Chemistry Sets | ➔ Raddish Kids | ➔ Time4Learning |

Legos

- ➔ Kits under \$200 may be reimbursed and are considered consumables.
- ➔ Kits over \$200 require Pre-approval form signed by the principal

Live Animals -Kits only, not individual components

- | | | |
|-----------------|----------------|--------------------|
| ➔ Ant Kit | ➔ Ladybug Kit | ➔ Frog Growing Kit |
| ➔ Butterfly Kit | ➔ Mealworm Kit | ➔ Silkworm Kit |

Memberships/Passes

- ➔ Memberships and season passes are allowed for non-profit and ASD approved for-profit facilities and are reimbursement only.
- ➔ Memberships to ASD approved vendors can be either reimbursement or requisition.
- ➔ Memberships to venues outside of the State of Alaska or non-ASD approved facilities are not permitted.
- ➔ Memberships/passes preferably need to be in the student’s name or the student portion of the family memberships will be prorated.
- ➔ Family memberships must be tied to a course in the student’s ILP.
- ➔ Punch cards are allowed with non-profit and approved vendors.
- ➔ All memberships require a copy of the signed facility membership contract as well as a “membership” form that may be found on the FPCS website or in the office. <https://bit.ly/fpfacilityagreement>

Music/Instrument Rental

FPCS will reimburse for the rental of musical instruments for students taking lessons or involved in group instruction. Rent to own instruments will become property of the student if the final payment is made by the family and the rental agreement is paid in full. FPCS will not pay for repair fees, but will cover insurance and accessories. If the rental continues from year to year, please allocate funds for each new school year. Musical accompanist fees are reimbursable up to \$50 per student recital and up to \$35 per rehearsal with a maximum of two rehearsals per recital.

PE Instructional Services

- ➔ FPCS pays for instructional services only.
- ➔ FPCS will not pay for P.E. equipment, clothing, uniforms, or gear. FPCS will not pay for travel, food, and lodging related to PE instructional services.
- ➔ Allowed expenses include: referee fees, ice/gym time, and coaching fees.
- ➔ Designed in a manner consistent with the expectations of ASD Physical Education classes.
- ➔ Be a non-profit organization or an ASD approved service vendor.
- ➔ Activities must be developmental in nature .
- ➔ Submit itemized receipt from the vendor clearly delineating instructional expenses
- ➔ An activity log and work samples need to reflect the instruction being provided.

Non-allowable PE expenses include:

- ➔ Membership or Registration Fees related to local, state, or national governing bodies
- ➔ Fees related to competitions, meets, or tournaments
- ➔ Processing Fees, Annual Fees

Pre-Approval Form

Items that are unusual requests need a Pre-Approval Form signed by the Principal and Sponsor Teacher. These items may include: STEM, materials over \$200, out-of-state camps, Lego kits over \$200, and other a typical items.

Printer

- ➔ Each FAMILY may purchase a PRINTER of their choice and FPCS will pay **up to \$300**
- ➔ At least 1 student must be enrolled full-time
- ➔ This is for (1) printer per family every (3) years
- ➔ Purchases are between the family and vendor only and printers are property of the family/student
- ➔ FPCS will not reimburse or be responsible for repairs, replacements, or technical support

STEM

Due to the emerging field of STEM-related courses, FPCS recognizes the interest in learning about STEM-related fields. We want to support STEM as much as possible by allowing families to use their allotment to purchase related items. Please fill out a Pre-Approval Form and talk to your Sponsor Teacher. Examples: circuits for building a computer, drone, 3D printer, and robots.

Testing Fees: (reimbursement only)

Testing fees such as PSAT, AP, SAT, ACT, and Career Readiness (Work Keys) are allowed expenses. These tests should be attached to a core class in the ILP. Other tests and certifications such as: First Aid, CPR, Lifeguard, Food Safety, and others are allowable if they are connected to a student's ILP.

Technology Purchases

This program enables families enrolled full-time with FPCS to purchase devices that support the education of their students. There are two options available.

Option # 1- Technology Lease Program

Families may lease a computer or iPad of their choosing and receive reimbursements paid out in November and March over the course of 3 years.

- A signed Technology Lease is required for any device purchased.
- The original receipt attached to the form must be turned in within 60 days of purchase or by the semester reimbursement deadline, whichever comes first.
- Each student may purchase (1) device of their choice every 3 years and FPCS will pay up to \$1500, over the course of 3 years, including peripherals, external hard drive, thumb drives, warranty, cover, and/or case
- Payments start to accrue on the first day of the month after documentation is submitted.
- Payments are calculated at \$50 per month, paid out twice a year in November & March.
- Payments continue from year to year if allocated and enrolled full-time until paid in full, student withdraws, or graduates.
- FPCS will not reimburse or be responsible for repairs, replacement, or technical support.
- Purchases are between the family and vendor only and devices are property of the family/student.

Option # 2 - Purchase Agreement (details coming soon...)

Technology Supplies

Software programs/apps (district-approved & educational), warranties, peripherals, external hard drives, thumb drives, covers, and/or cases up to \$300 per year.

Welcome to the Family

Parents and Students,

Welcome to Family Partnership Charter School (FPCS). Family is at the heart of our school. While we are an ASD school, we are governed by our families. Our APC board is driven by our families, who make decisions for our school and guide the Principal in creating policies that are family and home school friendly. Homeschooling is all about providing you with choices, flexibility, and support. You can rely on Family Partnership staff to work for you to provide the absolute best education for your child. We know you have options in selecting a home school program, so what makes FPCS so special?

- We have the highest educational allotments in the state (up to \$4,000 for high schoolers).
- We are the largest and oldest charter school in the state. We are K-12, boasting 700+ students, and have a strong, long-standing history in the state of Alaska.
- We are part of the Anchorage School District, that means your child can enjoy all the benefits ASD has to offer, and can attend up to 3 classes at their neighborhood school.
- We have supportive Sponsor Teachers who are ASD certified and have home school experience. Their goal is to serve you as you plan your child's educational plan.
- We have a full-time Special Education, 504, & ELL Liaison for families who need extra support in servicing their child. While we do not offer sped services, we do provide resources, modified testing, and support, helping you to access services at your neighborhood school.
- We offer testing throughout the year so families can assess their child's progress.
- We have a full-time Enrichment Teacher who provides on-site and digital classes on specialty topics such as STEM, foreign languages, arts/crafts, book studies, and more.
- We offer educational field trips, in which parents and siblings can attend.
- We offer clubs and activities for our students such as: Student Government, National Honor Society, Spelling Bee, Poetry Jam, Lego League, Battle of the Books, and others.
- We have an extensive curriculum lending library for our families to access and preview home school curriculum.
- We offer parent and student training throughout the year to help you grow as an educator and help your child grow as a successful adult.

Family Partnership is an incredible place and it's because of families like you. Thank you for investing in your child by choosing homeschooling and thank you for choosing Family Partnership Charter School. Sincerely,

Dr. Jessica Parker

Family Partnership Principal

"partnering with families, increasing student achievement"

FPSC IMPORTANT DATES

2020-2021

JUNE / JULY - 2020

1 Jun	First day of 20-21 School Year for FPCS
Jun 29-3 Jul	Office Closed/ Independence Day

AUGUST - 2020

SEPTEMBER - 2020

3	iSchool Start Date
7	Labor Day/Offices Closed
14-18	MAP Testing

OCTOBER - 2020

16	Grades due in OLS (1st qtr)

NOVEMBER - 2020

6	ILP Planning Deadline (1st Sem)
23-27	Thanksgiving/Offices Closed

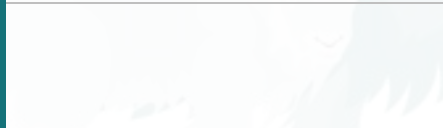
DECEMBER - 2020

4	Reimbursement Deadline (1st Sem)
7-11	Winter MAP Testing
18	Grades due in the OLS (1 st Sem)
21-31	Christmas Break/Offices Closed

JANUARY - 2021

1	Christmas Break/Offices Closed
18	MLK Jr. Day/Offices Closed
29	ILP Planning Deadline (Sem 2)
29	Vendor Billing Deadline 4pm (Sem 1)

FEBRUARY - 2021

15	Presidents' Day/Offices Closed
	

MARCH - 2021

5	Grades due in OLS (3 rd qtr)
8-12	Spring Break/Offices Closed

APRIL - 2021

2	Budget allocation deadline for 20/21 year
5-9	PEAKS Testing
26-30	Spring MAP Testing

MAY - 2021

3	Senior Grades due
7	Reimbursement Deadline (2nd Sem)
19	Graduation @ East High School-7pm
20	Grades due in the OLS (2nd Sem)
28	Vendor Billing Deadline (2nd Sem)
28	Reimbursement Deadline for May Internet only
31	Memorial Day/Offices Closed

FINAL GRADE REPORTING WINDOW

1st qtr-	October 26th
2nd qtr/1st sem-	January 11th
3rd qtr-	March 22nd
4th qtr/2nd sem-	June 30th

Grades due in Q for ASAA Sports Eligibility

GRADES DUE IN Q FOR ASAA SPORTS ELIGIBILITY

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

FINAL GRADE REPORTING WINDOW

1st Quarter:	October 26, 2020	3rd Quarter:	March 5, 2021
2nd Quarter/1st Semester:	January 11, 2020	4th Quarter/2nd Semester:	June 30, 2021

JUNE

S	M	T	W	T	F	S
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28	29	30				



DECEMBER

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JULY

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AUGUST

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SEPTEMBER

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OCTOBER

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NOVEMBER

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29	30					

FPCS Important Dates 2020-2021

JUNE/JULY

1
29-July 3
First Day of 20-21 school year for FPCS
Independence Day/Offices closed

SEPTEMBER

7
14-18
Labor Day/Offices closed
Fall MAP Testing

OCTOBER

16
Grades due in OLS (1st qtr)

NOVEMBER

6
23-27
ILP planning deadline (1st sem)
Thanksgiving/Offices closed

DECEMBER

4
7-11
18
21-Jan 1
Reimbursement deadline (1st sem)
Winter MAP Testing
Grades due in OLS (1st sem) Christmas
Break/Offices closed

JANUARY

18
29
29
MLK Jr. Day/Offices closed
ILP planning deadline (2nd sem)
Vendor billing deadline (1st sem)

FEBRUARY

15
President's Day/Offices closed

MARCH

5
8-12
Grades due in OLS (3rd qtr)
Spring Break/Offices closed

APRIL

2
5-9
26-30
Budget allocation deadline for 20/21 year
PEAKS Testing
Spring MAP Testing

MAY

3
7
19
20
28
28
31
Senior grades due
Reimbursement deadline (2nd sem)
Graduation at East High School @7pm
Grades due in OLS (2nd sem)
Vendor billing deadline
Reimbursement deadline for May Internet
Memorial Day/Offices closed

ASAA/NCAA Sports Eligibility

1st qtr-October 16th
2nd qtr/1st sem-Dec. 18th
3rd qtr-March 5th
4th qtr/2nd sem-May 20th

Final Grading Reporting Window

1st qtr-October 26th
2nd qtr/1st sem-Jan. 11th
3rd qtr-March 22nd
4th qtr/2nd sem-June 30th

JANUARY

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FEBRUARY

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28						

MARCH

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APRIL

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18	19	20	21	22	23	24
25	26	27	28	29	30	

MAY

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23	24	25	26	27	28	29
30	31					