

Family Handbook

2025-2026

Educational Guidelines



907- 742-3700

Website: asdk12.org/familypartnership

"Partnering with families, increasing student achievement"

FPCS Handbook

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2025-2026*

TABLE OF CONTENTS

Welcome to the Family	3
Mission and Values.....	4
Points of Contact.....	5
Student Funding and Allotments.....	6
Enrollment	7
Roles and Responsibilities.....	8
Academic Guidelines.....	9
Grading Deadlines.....	12
Testing	16
Programs.....	17
Student Allotments.....	20
Student Allotment Spending	24
At a Glance.....	25
Unallowable Expenses	31
State of Alaska Correspondence Program Rights and Expectations.....	32
Important Definitions.....	34
FPCS Important Dates Calendar	36

This handbook is intended to assist new and returning Family Partnership Correspondence School families. Information contained in this document is taken from reference documents and 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; FPCS Business Office Procedures; and State of Alaska Correspondence School Regulations.

Welcome to the Family

Welcome to Family Partnership Correspondence School (FPCS). Homeschooling is all about providing you with choices, flexibility, and support. FPCS 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 correspondence School.

FPCS is an accredited Anchorage School District (ASD) Correspondence 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 correspondence school is a bridge between homeschool students and formal education. We provide a mechanism by which families work with certified teachers to create 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.

FPCS began with the efforts of parents and Anchorage School District (ASD) teachers. FPCS has led the way in partnering with homeschool families in the Anchorage School District and it is the largest home-based correspondence school in the district.

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. FPCS provides 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 historically been the highest in the state.

Sponsor Teacher: Sponsor teachers work as an advisor to the parent and student for both academic and financial planning in our homeschool program.

Community Events and Activities: Events/Activities: FPCS has many opportunities for students to get involved with their peers on a regular basis. Competitive clubs and events such as Battle of the Books and Spelling Bee, plus non-competitive clubs and events such as Science Fair, Student Council, National Honor Society, meet ups and monthly activities such as swimming, roller skating, ice fishing and more. These are great opportunities for your children to build social skills and make friends, and you get to meet other parents too!

Vendors: Parents may choose the vendors they wish to use to best educate their children.

Mission and Values

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.

Values

We believe that...

- Students should be the focus of our school.
- There is a need for homeschooled students to be served by ASD.
- Parents should bear the primary responsibility for educating their children.
- We should endeavor to create a learning environment focused on the individual talents and learning styles of each student.
- All our teachers support our homeschooling philosophy.
- We should endeavor to be supportive of homeschool philosophies.
- Reading, writing, math, and the sciences are foundational for students to reach their full potential.
- Public resources should be used responsibly.
- Students need to be challenged with a diverse set of learning opportunities, goals, and civic responsibilities.
- High school students should be encouraged to graduate within four (4) years.
- It is mutually beneficial to work in conjunction with the ASD and the State of Alaska to pioneer new ideas and frontiers in education.
- Our school should encourage and support parent involvement.
- Input from the school community is valuable.

Our Purpose:

To provide a parent-driven and student-centered program that allows students to reach their full potential in a well-rounded program that sets and achieves goals for academic performance following Alaska State Standards.

The correspondence school is a bridge between home-school students and formal education. It provides a mechanism by which families may work with certified teachers to plan personalized, individualized learning plans 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.

FPCS Points of Contact

Office Staff

Principal	Dan Cooley	742-3700	cooley_daniel@asdk12.org
Front Desk Reception	Lori S.	742-3723	s_lori@asdk12.org
Registrar	Rebecca Caldwell	742-3726	caldwell_rebecca@asdk2.org
Business Manager	Dru Corbin	742-3714	corbin_dru@asdk12.org
Vendors	Dawn Kauffman	742-4486	kauffman_dawn@asdk12.org
Requisitions	Debbie Mastro	742-4574	mastro_deborah@asdk12.org
Reimbursements	Alecia McKnight (M-Z)	742-3725	mcknight_alecia@asdk12.org
Reimbursements	Evgeniia Sienkiewicz (A-L)	742-3703	sienkiewicz_evgeniia@asdk12.org
Reimbursement Assistant	Tami Stoutenburgh	742-3702	stotenburgh_tami@asdk12.org

Sponsor Teachers

Ashley Bukowski	782-6478	bukowski_ashley@asdk12.org	Reading Specialist
Chantal Davis	744-3593	davis_chantal@asdk12.org	
Ann-Marie Foust	782-6296	foust_ann-marie@asdk12.org	
Teresa Hintze	538-8752	hintze_teresa@asdk12.org	SPED Liaison
Kristin Jackson	538-8753	jackson_kristin@asdk12.org	Community Events Coord.
Kjirsten Langland	538-8761	langland_kjirsten@asdk12.org	
Melissa Lipinski	744-7716	lipinski_melissa@asdk12.org	
Lynnetta Marcellus	538-6741	marcellus_lynnetta@asdk12.org	
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Sarah Petersen	310-9140	petersen_sarah@asdk12.org	
Aimee Sims	538-6742	sims_aimee@asdk12.org	
Lucas Soden	538-6743	soden_lucas@asdk12.org	
Shelby Theriault	764-3984	theriault_shelby@asdk12.org	
Andrea Ward	538-8735	ward_andrea@asdk12.org	
JaNice West	764-8165	west_janice@asdk12.org	
Noah Zogas	310-5862	zogas_noah@asdk12.org	

Migrant Education Coaches

Morgan DuClos	907-440-4189 Duclos_morgan@asdk12.org	Abby Wondzell	907-717-8838 Wondzell_abigail@asdk12.org
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FPCS Academic Advisory Committee (AAC)

The AAC is made up of parents and staff who may provide input and suggestions to the principal to improve the FPCS program, strengthen relationships, and expand community connections. The AAC informal meetings are open to anyone.

School Funding & Allotments

Courses must be scheduled in the OLS to meet the count period and percentage of enrollment.

Student Allotments for the 25/26 School Year

Grades K-5	\$4,000
Grades 6-8	\$4,250
Grades 9-12	\$4,500

Count Period Funding

Funding %

July 1 – Sep 26	100%
Sep 29 – Oct 10	75%
Oct 13 – Oct 17	50%
Oct 20 – Oct 24	25%
After Oct 27	0%

Percentage of Enrollment

- 4 Courses 2 core and 2 electives = 100% enrolled
- 3 Courses 2 core, 1 elective = 75% enrolled
- 2 Courses 1 core, 1 elective = 50% enrolled
- 1 Course 1 core = 25% enrolled

Core Courses

Language Arts

Math

Science

Social Studies

Technology (6-12)

World Languages (6-12)

World Languages (K-5) = Social Studies

Enrollment 2025/2026 School Year

Who can enroll in FPCS?

Any student who resides within the Municipality of Anchorage (MOA) and is five years old on or before September 1 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 the requirements for graduation or until the end of the semester in which he or she turns twenty (20) years old. Parent/guardian must retain a physical address in the Municipality of Anchorage (MOA) during the school year.

FPCS is an ASD School of Choice and therefore we must participate in the ASD Lottery. We do NOT have a student enrollment limit. The 2025-2026 school year begins July 1, 2025 and ends June 30, 2026.

New-to-FPCS students are required to participate in the Lottery prior to enrolling. There are two lottery opportunities per year.

Enrollment Steps:

1. **Students who are currently enrolled with FPCS for the 24/25 year–** complete and submit:
 - a. Complete online registration after April 24, 2025.
 - b. Submit current proof of residency: gas, electric, water, trash or current lease agreement. These are the only proof of residency documents approved by ASD
 - c. If you are submitting the State of Alaska Religious Exemption form, this must be renewed each year after July 1st
2. **Students who are currently enrolled full-time at their neighborhood school, but NOT currently enrolled at FPCS –** complete and submit:
 - a. 'Q' Online Lottery Application between February and July. After July 30 the parents must come into the office or call for information.
 - b. 'Q' Parent Connect Online Registration
 - c. The signed page 1 and 2 of the Enrollment Packet
 - d. Submit current proof of residency: gas, electric, water, trash or current lease agreement. These are the only proof of residency documents approved by ASD
 - e. If you are submitting the State of Alaska Religious Exemption form, this must be renewed each year after July 1, A Medical Immunization Exemption does not require additional renewals
3. **Transferring from a non ASD school (out of district/out of state) and incoming Kindergartners –** complete and submit:
 - a. 'Q' Online Lottery Application between February and July. After July 30 the parents must come into the office or call for information.
 - b. Enrollment Packet
 - c. Up-to-date copy of the student's Immunizations or a Religious Exemption form
 - d. Student's birth certificate
 - e. Current proof of residency: gas, electric, water, trash or current lease agreement. These are the only proof of residency documents approved by ASD
4. **If you missed the Online Registration Timeframe (4/25/25-8/1/25), and are a returning FPCS student or an ASD student transferring to FPCS, then –** complete and submit:
 - a. The entire signed Enrollment Packet
 - b. Submit current proof of residency: gas, electric, water, trash or current lease agreement. These are the only proof of residency documents approved by ASD.
 - c. Submit an up-to-date copy of Religious Exemption form if applicable.

Can I stay enrolled if I move out of the Municipality of Anchorage?

FPCS parents/guardians who retain a physical address until the count date, October 24, 2025, may remain enrolled with FPCS at the discretion of the principal. The address on file must remain within the MOA. Students may not enroll in a different public school in another state or elsewhere in the municipality. No materials or reimbursement checks will be mailed to an address outside the municipality of Anchorage. Families must maintain their responsibilities as outlined in the Sponsor Teacher/Parent Agreement.

Role of the 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 families 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.
- 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.
- Notify families of availability.
- Be familiar with Anchorage School Board Policy and State of Alaska Correspondence School Regulations.
- Support and uphold FPCS policies and procedures

Role of Parent/Guardian

Parents/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, entering requisitions and submitting for reimbursement.
- 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 students 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 zoom) at semester with your sponsor teacher.
- Maintain monthly contact with sponsor teachers through meetings, email, and/or by phone for expenditures and academic student progress reports.
- Notify FPCS of any plans to withdraw or leave the state.
- Contact sponsor teachers 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 homeschooling into grades.
- Notify the sponsor teacher of any course and curriculum changes.
- Read the FPCS newsletters, additional communications from the school, and all correspondence from the sponsor teacher.
- Participate in required state and district testing. If there are concerns, speak to your sponsor teacher.

Student Responsibilities

- 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.

Communication:

Since we are a homeschool, we rely heavily on email as our primary form of communication with you. It is very important that you let the office know if there are any changes in your contact information: home phones, cell phones, mailing address and personal emails. You will receive an email with your OLS login information once you are fully enrolled in the system.

Section 2

Academic Guidelines

Academic Guidelines

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. **Parent instructed AP courses are not allowed.** See link for the official list of all AP courses: <https://apcourseaudit.inflexion.org/ledger/>. While students in AP classes are encouraged to take AP tests, AP credit is not tied to the actual AP test.

ASD Athletic Eligibility

Many FPCS students participate in athletic programs at other neighborhood ASD schools. Students are expected to follow all Alaska School Activities Association (ASAA) guidelines for sports eligibility. Students must be enrolled in at least 5 classes with a minimum of 2.0 GPA, (12th graders need 4 classes and a 2.0 GPA).

It is the responsibility of the parent to submit quarterly progress grades in a timely manner to their sponsor teacher so athletic eligibility can be determined.

College and University

FPCS is designed to give eligible students the opportunity to receive credit for certain courses through accredited institutes of higher education.

Courses that are paid/reimbursed will remain on the transcript and cannot be dropped. College courses cannot be used to replace failed high school courses. Receiving double credit for the same course is not allowed unless it is for grade recovery/replacement or certain repeatable courses such as individual recreation.

Grade reporting will reflect college transcript designations in line with ASD policy (Examples: NC=F, I=F, P=pass, W=do not transcribe)

To find specific details on allocating funds for college courses, please refer to page 19 of this document.

Course Logs (high school)

Log sheets are recommended, though sometimes not required for courses that cover a development of skills rather than a particular body of knowledge, such as a physical education, life skills, music, community service, and art. Log forms can be found on the FPCS website on the “forms” page. Although logs are not required to be turned in, in some cases, you may find them useful in keeping track of activities and required hours. Sponsor teachers may modify the requirements for submitting logs on a case-by case basis.

Course Planning & FPCS On-line System (OLS)

Most 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 on the Family Sponsor Agreement.
- Create your student’s ILPs and budget for each course as soon as possible.

Individualized Learning Plan (ILP) is developed in collaboration with the parent and sponsor teacher with the focus being on the needs of each student. Every student is unique, they have their strengths and weaknesses, passions, and dreams. As the ILP is a ‘living’ document, changes and modifications to courses on a student’s ILP are done through the OLS.

Curriculum Vetting

FPCS supports parents' right to choose curriculum; when awarding grades/credit and paying for materials, the curriculum must be reviewed for academic standards and sectarian content. FPCS uses the ASD Program of Studies and academic framework as a reference for awarding academic credit.

The FPCS website has a Curriculum Resource list as a guide for approved materials. This is not an exhaustive list, so you may be asked to provide more information to your sponsor teacher for vetting.

These questions are used by FPCS to determine if a curriculum has religious/partisan content. If the answer is yes to one or more questions, the curriculum is not eligible to be paid for with public funds per Alaska State Statute, 4 AAC33.421(4e).

- Does it endorse a political party?
- Does it advocate a singular political view or cause?
- Is the purpose religious?
- Does it advance or inhibit religion?
- Does it use scripture?
- Does it use religious pictures, or images to advance or inhibit religion?
- Does it use religious terminology to advance or inhibit religion?
- Does it use Bible / religious stories to highlight concepts?

Grades (Weighted)

The Anchorage School District awards weighted grades for Advanced Placement (AP) and designated International Baccalaureate (IB) courses. Beginning with the Freshman cohort who start high school in Fall 2024, the ASD has also approved weighted grades for 100-level and above college course work, excluding physical education college 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.

Grades (Weighted) and Transcripts

The transcription of new-to-the-district students will be calculated following the ASD weighted grades policy. Otherwise, high school transcripts are regarded as legal documents and may not be amended except to correct errors and enter replacement grades for repeated courses once courses and grades have been posted to the transcript. Prior to requesting inclusion of Credit by Choice grades, including high school credit for courses taken during middle school, consider the effect these non-weighted grades will have on class rank.

Grade Reporting Details & Deadlines

Grade reporting deadlines are a required part of FPCS. If students participate in sports through Alaska School Activities Association (ASAA) or National Collegiate Athletic Association (NCAA), they must submit grades by the required deadlines 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 can only be changed in the semester taken with an approved grade correction form. Otherwise the grade will be converted to an F and the course can be retaken for a grade replacement.

For work completed after the grading deadline, but before June 30, 2026, submit a grade correction form in order for the grades/courses to be reflected in the 25/26 school year. Any grades submitted after June 30, 2026 will have to be posted for the 26/27 school year and only for re-enrolling 26/27 students.

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.

6-8th graders seeking Credit by Choice (CBC) for their Math, World Language, and college courses, must complete the CBC form and submit grades/work samples by the deadline in order to receive credit.

For 11th graders to qualify for the UA Scholarship, all grades need to be submitted by June 30th.

- K-8th graders need to report grades/work samples EVERY QUARTER.
- 9th-12th graders need to report grades/work samples EVERY SEMESTER.
- 12th graders - Valedictorian and Salutatorian are determined by the grades submitted for the end of the 1st semester of the students graduating school year.

Grading Deadlines (NCAA and Q Posting)

1st Quarter	October 17, 2025
2nd Quarter	December 19, 2025
3rd Quarter	March 6, 2026
4th Quarter	May 20, 2026

Grading Deadline for Graduates - May 8, 2026

Grade Promotion and Retention

While there can be situations where promotion or retention are permitted and justifiable, they are very uncommon. Since FPCS allows and encourages families to use curriculum at a level of difficulty that best serves your family's learning goals and your child's academic needs. Grade level designation is rarely significant. It is not uncommon for a child to be working on a grade "ahead" in one subject while appearing "behind" in another, according to your individual learning plan.

This allows your child to be taught at their current academic performance in each subject. Many children just need a few more years to mature and solidify concepts. The ability to teach at their level regardless of their grade level placement will often accomplish that goal. Discuss your children's goals with your sponsor teacher, who can help you to meet those goals regardless of grade level placement.

In the rare instance where a grade level placement needs to be changed, (retained or promoted) the sponsor teacher will seek input and collect data to provide documentation of the request. Families will need to meet with the sponsor teacher and the principal to discuss and verify the justification of grade level change. This may include individual standardized testing data.

A grade level change form will need to be filled out and kept on file, along with the documentation. Grade level changes cannot take place in the summer. Grade level changes are permanent.

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 for sponsor teacher to review.

Your sponsor teacher will process and finalize grades in the OLS as follows:

Grade K:

Sponsors will complete a standards-based benchmark assessment with parents quarterly.

Grades 1-5:

Grades are submitted in the OLS by your sponsor teacher. Grades 1, 2, and 3 use "O", "S", and "N". Grades 4 - 5 use standard grading of "A"- "F" for all core subjects. PE, Music, and Art are effort only ("O", "S", and "N"). Elementary needs 4 grades for LA, reading, writing, handwriting, and spelling.

Grades 6-8:

Grades are submitted in the OLS by your sponsor teacher. Grades are submitted each quarter and are pass/fail or letter grade 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 a distance education, college, university, or vocational/technical school 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. For courses taken at a neighborhood school or KTHS, the grades will be recorded in "Q" by those schools.

The certified Sponsor Teacher may require additional information if work samples are not reflective of the grade submitted. Ultimately, the sponsor teacher makes the final grade/credit determination. Disagreements in final grades should be brought to the Principal for further evaluation and a final decision.

Work Samples Guidelines

This is a tool to guide parent teachers in selecting and submitting appropriate work samples. The following components have been identified as the minimum requirements for work samples. Parents should work with their sponsor teacher to address any questions about specific work samples.

- The work samples should be directly connected to the individual learning plan for the class.
- The work should demonstrate age/grade appropriate progress toward mastery of the subject matter or course work required.
- The work samples should show variety.
- Video and audio are good options for work samples when that is the best way to demonstrate mastery.
- If photos are used, they should be easily identifiable for the course content or be accompanied by an adequate written description that brings meaning to the photo.
- Work samples should be easily identifiable to the individual student.
- If a grade report is used from an online course provider, they should include the student's name, the class title, the percentage completed and the grade earned or full gradebook showing work completed during the course.

Graduation

FPCS students follow the ASD 4-year track to graduate 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, FPCS diploma. Graduates are celebrated with a formal graduation ceremony followed by a reception each May. Seniors wishing to withdraw in order to get a diploma from their neighborhood school, must do so by the end of Semester 1. Seniors can walk at the graduation ceremony at both schools. ASD Charter and FPCS students are permitted to participate in a comprehensive high school graduation ceremony if they are enrolled in at least one course via part time enrollment during the second semester of their senior year at that school.

This is subject to change as per ASD.

Individual Learning Plans

Each student enrolled in Family Partnership Correspondence School must have an Individual Learning Plan (ILP). The ILP consists of the following elements:

1. Sponsor teacher: Each family must be working with a certificated sponsor teacher who oversees their program including
 - a. approving curriculum that is aligned to state standards;
 - b. approving expenses that are aligned to the goals of the ILP and are appropriate for student's education as outlined in the ILP;
 - c. Providing monthly contact (logged in the school's online system) with the family to ensure adequate progress in the ILP;
 - d. Reviewing work samples quarterly to ensure that the students are meeting the goals of the ILP;
 - e. Working with the parent to determine a final grade for the courses in the ILP.
2. Parent sponsor teacher signed agreement between the certificated teacher and at least one parent that verifies:
 - a. The student and parent have a right to access the district appeal process;
 - b. The chosen curriculum and course of study are appropriate for the student.

Middle School to High School Course Credit(s)

Middle school students (6th-8th graders) who complete and pass high school courses in World Language, Math and/or 100 or above college courses, are eligible to receive high school credit upon completion of their 9th grade school year.

World Language credits: students must complete and pass the next level of World Language during their 9th grade school year.

College courses will be added to their 9th grade transcript at the beginning of the school year.

A CBC (Credit-By-Choice) form signed by the sponsor teacher and the principal is required. Grades will be taken from Qtr. 2 and Qtr. 4 of their middle school year and must be a "C" or higher.

If the student withdraws from ASD before completing the 9th grade, the World Language and/or Math CBC will not be recorded onto the student's transcript.

Over Age Students

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)

A student who qualifies for special education services is eligible for enrollment if they are less than 22-year-old on July 1st of the school year they are enrolling. Students are eligible for special education services until they are 21 years old (4.AAC.52.090)

Parent Contact & Progress Report Agreement

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

Parent/sponsor teacher communication is a critical component of our school. FPCS communicates with families via office visits, telephone calls, e-mails, newsletters, zoom and our website. 4AAC 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 meeting to go over grades, student progress, and class schedules. However, 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.

Physical Education Credit

0.5 credit will be awarded for 90 hours of documented activity, 0.25 credit can be awarded for 45 hours of documented activity.

Program Withdrawal

Please consider the following when contemplating withdrawal from FPCS:

Students moving or withdrawing prior to the end of the state's student count period are responsible for reimbursing the program for the portion of the educational allotment they have used.

Resources purchased with FPCS funds are the property of FPCS and the ASD 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.

- Upon withdrawal, students lose their allotments and cannot retrieve leftover allotment if they decide to reenroll.
- Re-enrollment within the same school year is only allowed with principal approval.
- 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, you will need to fill out the withdrawal paperwork at the FPCS office.

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.

Parents are responsible for ensuring their transcript is accurate before withdrawing. Grades cannot be changed upon withdrawal.

If you choose to withdraw, reimbursement receipts must be turned in before you leave.

Religious Curriculum/Courses

You are allowed to use religious curriculum; however, FPCS is not allowed to pay for religious curriculum, materials, or vendor/instructional services. 4.AAC.33.421.4e. Paid religious curriculum may be allowed for historical and world religion studies. For example, Comparative World Religions. If the curriculum is found to be religious or sectarian after reimbursement/requisition, FPCS will require the parent to pay the funds back.

SPED Services

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 states that, "Special education services are available to all students attending alternative, optional and Correspondence 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 FPCS students through your neighborhood school. This includes special education materials and resources outlined in each student's IEP.

Testing

Testing is one of the parameters by which FPCS is monitored by the state and district. All public schools are required to have students participate in state testing in the spring. Testing in English/Language Arts and Math is for grades 3-9 and testing for Science is for grades 5, 8, and 10.

State of Alaska also requires an early literacy screener, the mCLASS Dibels 8 during the fall, winter, and spring for students in grades K-3. The MAP growth assessment is offered for grades 3-9 during the fall and winter.

The state has recently combined the spring AK Star summative assessment and the spring MAP growth assessment.

Testing dates are listed here:

MAP Growth Grades 3-9

Fall: Sept. 8-12 / Winter: Dec. 8-12 / Spring: Apr. 6-10

MCLASS Early Literary Screener, Grades K-3

Fall: Sept. 2-12 / Winter: Dec. 1-12 / Spring Apr. 20-May 1

AK STAR Grades 3-9 (combined with Map Growth)

Spring: Apr. 6-10

State Science Test, Grades 5, 8, 10

Spring Apr. 6-10

Work Experience

Grade level 10-12. Four semesters maximum - Prerequisite: None

Students may earn a .5 Elective credit for every 112.5 hours they are employed at a supervised, approved site. (During the summer term a student can earn 1.0 credits for 225 hours of work and 1.5 credits for 337.5 hours.)

Hours are documented with pay stubs each time the student receives a paycheck. Some additional paperwork and assignments are required.

This is a great way to earn elective credit in school while you are earning money at work!

Section 3

Programs

Programs

ANSEP (Alaska Native Science & Engineering Program)

ANSEP students who are 9th & 10th graders may also be enrolled at FPCS. 11th & 12th grade ASD students typically enroll in Alaska Middle College School. They offer opportunities for qualified high schoolers to take college courses at UAA/UAF, earning high school and college credit. ANSEP students enter into an agreement to pay a portion of their allotment to ANSEP, covering the cost of their courses.

ASD Neighborhood and King Tech School Classes:

ASD services provided at ASD sites are limited to 1.5 credits (3 classes) per semester.

King Tech High School is a technical school that offers a variety of courses for 11th & 12th graders. Students typically earn 1.5 credits for each class. KTHS classes can be taken in addition to the 3 neighborhood classes.

KTHS offers 3rd Session courses for grades 9-12, each worth 0.5 credits. These sessions are offered only if KTHS has the necessary space and staffing.

Classes at zoned neighborhood schools in the ASD require a Part-Time Enrollment Form to be filled out, signed, and turned into the FPCS registrar to process. Student acceptance at a neighborhood school is dependent on availability, space, etc. and is at the discretion of that school's principal.

ASD course fees vary and are subject to change. See list below for a guide. It is ASD policy that monies will not be refunded after the first day of class. It is very important to make sure the OLS reflects the correct status of neighborhood classes. Please remove a class that was entered in the OLS if the student has decided they will not be taking it. **Classes paid for out of the allotment must be documented on the transcript.**

Current Fees for classes taken are only per semester and not quarter for classes taken at ASD schools, these are subject to change:

- | | |
|---------------------------|-------------------|
| • King Tech High School | \$1,425 per class |
| • High School (.5 credit) | \$475 per class |
| • Middle School (6-8 gr) | \$475 per class |

Elementary School (Art, Music, PE, Band, Orchestra)

- | | |
|---------------------------|-------|
| • Class meets 1x per week | \$110 |
| • Class meets 2x per week | \$210 |
| • Class meets 3x per week | \$320 |
| • Class meets 4x per week | \$420 |
| • Class meets 5x per week | \$530 |
| • Elementary IGNITE | \$240 |

AKChoice Virtual is an ASD program offered for students online at a charge of \$200 per class.

ASD Sports and Extra-Curricular Activity Involvement

FPCS students participate in music and athletic programs at other ASD schools. ASD instructional fees, including sports, arts, and music, are reimbursable for FPCS students. However, other ASD fees, such as school activity passes and parking, are not reimbursable.

Students who desire to participate in ensemble/performance must be currently enrolled in a corresponding fine arts course.

Clubs

Students may participate in school clubs and extracurricular events like Battle of the Books, Science Fair, Spelling Bee, National Honor Society, and Student Government.

College/University

Many of our high schoolers choose to take college courses at universities. Students may enroll in college courses and earn high school graduation credit as well as college credit. Students may use their student allotments to pay for tuition, books, and most fees at postsecondary institutions.

Current high school students are eligible for the University of Alaska (UAF) Alaska Advantage program. Alaska Advantage students receive special pricing, with course costs at only \$165 per credit. This includes tuition, textbooks or other course materials. It is preferred that these classes be requisitioned in the OLS for FPCS to pay UAF directly. To register go to uaf-dualenrollment@alaska.edu or call 907-474-7412 for more information.

University of Alaska (UA) classes can be taken in person in Anchorage or online through any UA campus. These courses can be requisitioned and FPCS pay them directly or you can pay and get reimbursed. Either way please include a copy of the student bill showing the course charges and the UA Student ID #.

For these UA programs enter the classes in the OLS under either UAA or UAF class type. For other college courses taken at locations outside of the Alaska UA system, enter the classes in the OLS under the "College/University" class type.

Curriculum Library

FPCS offers a curriculum resource library at our office building. We ask that families return books, curriculum, and educational items in good condition when they are finished using here to pass onto other families. You are also free to take items from this library that your children could use in their homeschooling. There is a view-only reference section to preview a sampling of curriculum. We have a computer, laminator, binding machine, and copier available for parent use in our library area.

Graduation Ceremony

Graduates of FPCS are celebrated with a formal graduation ceremony each May. This is a wonderful time for all family members and friends to recognize a job well done. In our unique ceremony the parent-teacher gives out the diploma to their student while FPCS staff and district dignitaries are there to celebrate their accomplishments. A reception after the ceremony is for everyone to celebrate.

Migrant Education Program

Does your family go fishing or berry picking in the summer? If yes, you may be eligible for the Migrant Education Program (MEP). MEP strives to assist all eligible families by providing resources, services, and activities to help their students achieve support, coursework help, resources, and engaging literacy events throughout the year.

For more information about eligibility, please contact our FPCS Student Success Coach Morgan DuClos by email at Duclos_morgan@asdk12.org or by phone/text at 907-440-4189. Please note Morgan does not work during the summer months. You can also reach out to the main MEP office at migrant_office@asdk21.org or call 907-742-4275.

MTSS (Multi-Tiered System of Support) and Reading Interventions

MTSS is a framework supported by the Anchorage School 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.

Summer School - FPCS students can participate in summer school programs and classes offered by ASD. Check with your sponsor teacher for information on offerings.

Section 4

Student Allotments

Student Allotments

Students at FPCS receive a student allotment of public funds to cover reasonable educational resources and expenses intended for instruction during the school year. Unused funds roll over to the next school year if the student re-enrolls. Each student has their own allotment which is not transferable to siblings.

Non-consumable resources requisitioned or reimbursed with FPCS funds are the property of FPCS and the ASD. These resources are not intended to be used for personal monetary gain. When your family is finished with non-consumable curriculum and items you can return them to FPCS for our school library.

Allocation of Funds

Allocation is the process of planning how you will spend your student allotment funds for education. All goods and services are to be tied to a course in the student's ILP. The Online System (OLS) is where your student allotment is managed and all allowable goods and services are entered. Parents are responsible to allocate funds for goods and services they utilize.

Funds can be used for a wide variety of non-sectarian curriculum, teaching supplies, and vendor services.

Allocation of funds is done by **reimbursement** or **requisition**.

- Reimbursement – Pay up front and request reimbursement (allow approximately 4-8 weeks for payment)
- Requisition – We order for you and items are shipped directly to your home – Recommended method.
- All items must be approved by the sponsor teacher and school administration.
- All non-curricular individual items over \$200 must be approved by the principal or his/her designee.

Vendors

FPCS allows families to choose vendors for curriculum, goods, and services, but the responsibility for evaluating these resources and ensuring they meet the student's needs rests with the family. FPCS does not endorse any service vendor.

Here are the two type of vendors in our OLS system:

1. ASD Approved Educational Service Vendor (AEV)

These vendors are approved with the ASD and provide educational tutoring and lessons locally. They have gone through a vetting process, including a background check, fingerprinting, have a business license, and insurance validation. The vendors have a contract with ASD and FPCS allowing them to direct-bill FPCS for services which is convenient for families.

All vendors providing services that wish to become ASD approved will submit the required documents to the ASD's Purchasing Department. The invitation to submit an application can be found on our website.

Note: State law prohibits payment to an instructor/tutor that is a family member of the student (spouse, guardian, parent, step-parent, step-sibling, grandparent, step-grandparent, child, uncle, or aunt). *ASD SBP 725.8.3(b) & Anchorage Municipality Code 1.15.025(e)*

2. General Vendors

These vendors can be used to purchase or requisition various materials like curriculum, goods, supplies, services and online distance learning resources. While many vendors are in the system, not everything they offer is automatically approved. Each purchase requires individual review to ensure it complies with both state and ASD regulations.

Requisitions– General information

FPCS families can place a requisition in the OLS, allowing the business office to order the items. FPCS will make the purchase and most items are mailed directly to the family's home. Families can begin requisitioning items starting July 1, 2025 or when they are fully enrolled with FPCS. Our requisition office will begin ordering mid-July.

The last day to requisition goods/services including ASD approved Vendors is May 1, 2026 at 3:30 pm.

Seniors: Purchases for **General Expenses** and **Technology** must be made by the end of the 1st Semester (December 19th, 2025). Curriculum may be purchased up to the final reimbursement/requisition deadline of May 1st, 2026.

Requisition ASD Approved Educational Service Vendors (AEV)

Enter into the OLS, "Add Vendor Service,"

Select the vendor's name and the title of the services requests (i.e. piano lessons)

Plan for the semester or yearly amount when you enter it

Sponsor teacher approves the requisition request within OLS

The vendor submits an invoice to FPCS

FPCS sends payment directly to the vendor

The ASD Service Vendor deadline to submit final invoices is June 5, 2026.

Requisition General Vendors

Enter into the OLS each individual item you wish FPCS to purchase

Select the general vendor you would like us to use to purchase your order

Select requisition from the drop-down option

Enter in the relevant fields (Title, ISBN, Item #, and Comments)

Sponsor teacher approves the requisition request in the OLS and it is purchased

Reimbursements General Information

FPCS follows ASD policy and procedures for documentation and eligibility of reimbursements. Receipts and documentation are received in our office for processing then sent to accounting for review, audit, and payment.

Purchasing can begin for returning students starting July 1, 2025 and reimbursements start processing mid-July when our funding is available. For new to FPCS students, purchasing can begin once they are "fully" enrolled with us and processing reimbursement payments begin September 15th of each school year.

All reimbursement receipts are due within 60 days of purchase. Same day of a given month; example receipt dated November 13th must be turned in by January 13th. Receipts past 60 days are not eligible for reimbursement.

The final reimbursement receipt acceptance deadline is May 1, 2026 at 3:30 pm. The exception to this is May and June internet and already established monthly recurring items. If you have a recurring monthly expense, please try to prepay for May and June and turn in receipts by May 1, 2026. If this is not possible, return receipts to the reimbursement office as soon as it is paid. Please allow approximately 4-8 weeks for processing.

Seniors: Purchases for **General Expenses** and **Technology** must be made by the end of Semester 1, (December 19th, 2025). Curriculum may be purchased up to the final reimbursement/requisition deadline, May 1, 2026.

Payments made to hold a spot for a summer activity, camp, sport, etc. must be submitted by May 1, 2026 at 3:30 pm.

Reimbursement Process

- Enter the items/s you purchased into the OLS
- Upload receipts and documentation into the OLS
- Teacher approves the reimbursement request in the OLS
- FPCS office processes the requests and sends them to the ASD accounting office
- ASD mails or processes direct deposits for reimbursement payment (approximately 4-8 weeks)

Documentation Requirements

To receive reimbursement, purchases must be made with personal funds, not business funds, and must be mailed to the student's address inside the Municipality of Anchorage, payable to the legal parent/guardian.

When a receipt only shows the student's name but the parent/guardian made the purchase, proof of payment linking the purchase to the parent/guardian is required. This can be a bank statement, credit card statement, or other documentation showing the transaction was made by the parent/guardian.

Payments made with digital wallets like Venmo, PayPal, Zelle, Meta, and Apple Pay are not guaranteed.

Purchases made with gift cards, points, rewards, or store credit cannot be reimbursed

Documentation must be itemized, readable, and include the vendor's name, a description of the purchase, the purchaser's name and student's name (if applicable), the purchase date, the total amount, and the payment method.

Credit/debit card payments must have the last four digits of the card must be visible on the receipt or a bank statement must be provided. The bank statement must show the account owner's name, and account number.

Checks must include a copy of the front and back of the cleared check. For cashier's checks, a bank statement showing the charge is required. Money orders require no additional documentation as long as the entity paid matches the invoice/bill.

A generic handwritten receipt must include a business logo or stamp and the payment method. These elements help confirm the legitimacy of the receipt and provide necessary information.

Parents should contact the reimbursement office before the end of the school year to address any reimbursement issues, as payments will only be processed during the current year.

TIP: To make sure your reimbursement request is processed smoothly, when paying with a card, include a copy of your statement showing your bank name, account number, your name, and line showing the charge. All other information can be redacted. This is the number one delay in getting payments processed.

HOT Tips to get your \$\$\$ fast

Receipts must show:

\$ WHO - who purchased

\$ WHAT - what was purchased

\$ WHEN - date of purchase

\$ WHERE - where did you purchase it from

\$ HOW - show payment method

\$ Fill out a direct deposit form

\$ Final Deadline 5/1/26

\$ Payments using digital payments like Venmo, PayPal, Zelle, etc. are not guaranteed

\$ Used credit or debit card for online orders?
Include cc statement with the bank name,
your name, account #, and the charge

\$ Don't pay with gift cards, points, store credit

\$ Turn in receipts when you get them, don't wait

\$ Turn in Receipts within 60 days of purchase

\$ Upload and submit in the OLS

\$ Requisition items...it's the way to go!

Section 5

Student Allotment Spending



Course Specific Items - Must be tied to a class & entered in the OLS under that class. If there is a spending limit, it will be listed under the item.

Admission/Tickets	
Art Supplies	\$400/semester
Camps & Day Programs	
Curriculum/Textbooks	
Fine Arts	
Fitness Tracker	\$200/every 2 years
Live Learning Animals	\$200/year
Live Learning Gardening	\$200/year
Monthly Subscriptions, Kits & Classes	
Memberships & Passes	
Music Instrument Rental	
Music Accessories	\$200/year
Physical Education	

General Expense Items – These expenses are not tied to a specific class and may be up the specified dollar amount.

Cap & Gown	\$70
Internet Service	\$1,200/year
Printer – 1 per family	\$400/every 3 years
School Supplies	\$200/year
Structured Free Time	\$500/year
(Inc. small PE, small instruments & Legos)	
Technology option 1	\$1,500/every 3 years (reimb)
Technology option 2	\$500/every 3 years (req)
Tech Supplies	\$400/year
Testing Fees	open

Student Allotment Spending

FPCS must follow all state, correspondence, and ASD regulations and policies to ensure spending of public funds is consistent with public interest. State regulations do not allow public funds to be used for items deemed “excessive” by the principal. Keep spending reasonable and appropriate for each student as outlined in their ILP.

Course Specific Items:

Items such as curriculum and course specific supplies will be entered in the OLS under the class for which it is needed. Do not enter course specific items as general expenses. **Any individual item over \$200 that is not curriculum requires a purchase approval form to be signed by the principal or his/her designee.**

The following items must be tied to a class:

☐ Admission/Tickets

FPCS believes in the educational value of exposure to educational environments outside of the traditional classroom setting to support learning happening within the chosen curriculum as well as to ignite a passion for topics and skills that students may otherwise not be exposed to. As such, FPCS will reimburse admission and/or tickets to non-profit venues such as zoos, museums, parks, science centers and conservation centers for students and one (1) accompanying adult teacher-parent. This applies to out of state non-profit educational venues. Admission to movies, sporting events, theme parks, fundraising events or international venues are not reimbursable.

☐ Art Supplies

Art supplies may be reimbursed or requisitioned up to \$800 for a K-8 year-long class, or \$400 for a 9-12 semester class.

Supplies include reasonably priced items not on the school supply list such as glitter, paint, brushes, clay, fabric, beads, etc. Items must be grade appropriate.

Art equipment such as a Cricut machine, sewing machine, or a pottery wheel may be purchased with art supply funds when tied to a specific art class.

☐ Camps and Day Programs

Camps are reimbursable only and must be non-religious. Out of state and international programs are not payable. Food, lodging, transportation, or other non-instruction or curricular expenses are not payable. Allocate the camps under the course that is tied to the ILP. Camps are vetted by the sponsor teacher and the principal if needed. All overnight camps must be approved by the Principal, please fill out the camp approval form

☐ Curriculum/Textbooks

Curriculum ideas are available on our “Curriculum Resource List.” Your sponsor teacher is a great resource for ideas on curriculum. Here are few ideas:

Activity Books	Educational CD	Music Books
Almanac	Educational Kits	Phonics Cards
Alphabet Cards	Reading Books	Puzzles
Atlas	Flash Cards	SAT/ACT Prep books

Audio Books	Globes	Teacher Manuals/Guide books
Cookbooks	Independent Study Courses	Textbooks
Dictionary	Maps	Trade Books
Education Apps/ E-books	Math Manipulatives	Workbooks

☐ **Fine Arts**

FPCS will reimburse/requisition for music, acting, choir, and art clubs including recital and performance fees. Musical accompanist fees are reimbursable up to \$75 student recital and up to \$50 per rehearsal. One live play or theater production per year, per student is allowed plus admission for one (1) teacher-parent to accompany them.

☐ **Fitness Tracker**

Each student may purchase a fitness tracker every two years and FPCS will pay up to \$200. The student must be enrolled full-time and have a PE class in his/her packet. **FPCS will not reimburse a portion of a single item valued over the maximum limit of \$200.**

☐ **Live Learning Animals – Max \$200**

Small animals and animal supplies for science components are reimbursable up to \$200 per student per year. Examples: tadpoles, incubator, insects, eggs, lady bug kits, No pets or pet food supplies. **FPCS will not reimburse a portion of a single item valued over the maximum limit listed.**

☐ **Live Learning Gardening - Max \$200**

Gardening supplies such as seeds, dirt, AeroGardens, containers are allowable up to \$200 per student per year. Trees, large plants, greenhouses, raised beds, landscaping supplies, or any structures are not reimbursable. **FPCS will not reimburse a portion of a single item valued over the maximum limit listed.**

☐ **Monthly Subscriptions, Kits and Classes**

Monthly or yearly subscriptions for kits and classes, may be purchased for reimbursement and sometimes may be requisitioned. When a yearly subscription is purchased July 1-Dec 31, full reimbursements will be made at one time. If a yearly subscription is purchased Jan 1-May 1, six months will be reimbursed, ending the reimbursement. We always do our best to requisition items when possible.

☐ **Memberships/Passes**

Memberships and season passes are allowed for reimbursement to venues inside the State of Alaska.

Note: The principal has the authority to approve or disapprove memberships & passes to educational venues, when the cost could be considered excessive.

Memberships and passes are reimbursement only and should show the student's name when possible, or the student portion of the family membership will be prorated. These passes for educational venues such as the Alaska Zoo, Anchorage Museum, Wildlife Conservation Center, Dome, etc. are reimbursable for the student and one (1) parent. The reimbursement of additional paid activities inside a venue is limited to students only. Parking fees are not reimbursable. A copy of the signed facility membership contract is required. This "membership" form may be found on the website or in the office and must be submitted to reimbursements.

Ski Passes: Seasonal or yearly ski passes are only reimbursable for students; parent passes are not allowed. However, parents may be reimbursed for up to three (3) individual day passes per semester to accompany the student.

Alaska Club: The Alaska Club is reimbursable or requisitioned for family memberships and prorated to include the student(s) and one (1) parent. If you would like to have the Alaska Club memberships requisitioned, please contact them and ask them to put in FPCS as direct pay and they will invoice us. They will require you to keep a credit card on file for anything that is utilized above and beyond the prorated membership.

☐ **Music Instrument Rental**

FPCS reimburses up to \$300 per month for musical instrument rentals if a student has a music class in their ILP and either takes lessons or is involved in group instruction. Rent-to-own instruments become the student's property when the final payment is made by the family, and the rental agreement is fulfilled. Funds can be allocated for new school years if the rental continues. FPCS does not cover repair services, repair supplies, maintenance fees or liability waivers.

☐ **Music Accessories - Max \$200**

Accessories related to the rented instrument may be reimbursed up to \$200 per year. These include such things as reeds, strings, mouth pieces, rosin, picks, tuner, etc. FPCS will not reimburse for repair services, repair supplies, or maintenance fees. FPCS will not reimburse a portion of an item valued over the maximum limit listed. **FPCS will not reimburse a portion of a single item valued over the maximum limit listed.**

☐ **Physical Education**

Services should be designed in a manner consistent with the expectations of ASD Physical Education classes. Activities must be developmental in nature. Log and work samples will reflect the instruction being provided. All sports or activities must be in the ILP of a PE class.

Allowable Expenses: Instruction, referee fees, ice/gym time, coaching fees, fees related to competitions, meets, tournaments, tryouts and games. Rental costs for sports-related equipment such as skis, ski boots, ice skates, bowling shoes, snowboards etc. Please see "Structured Free Time, Imaginative Educational Exploration & Brain Breaks" for additional allowable PE small item purchases.

FPCS cannot pay for a portion of any single item valued over the maximum limit listed. Any individual items over \$200.00 must have special approval from the Principal or designee.

Non-Allowable Expenses: Any wearable/sized items such as clothing of any type (swimsuits, jerseys, team gear etc.)*, footwear of any type*, protective gear etc. Maintenance costs such as skate sharpening, ski waxing, travel, food, lodging, processing fees, finance fees or donations.

**If financial need prevents a student from participating in a PE activity due to the cost of non-allowable clothing items, first talk to your sponsor teacher and then you may apply for financial hardship to allow some items to be covered with your allotment on a case by case basis.*

General Expense Items:

These General Expense categories are available in the student packet and items not tied to a specific class. These can be used for structured free time, imaginative play, exploration, inquiry, as well as logistics, and supplies.

Some items have a maximum dollar limit. FPCS will not reimburse a portion of a single item valued over the maximum limit listed except for Technology Reimbursement (option 1) or Printer. FPCS cannot purchase (by requisition) any single item valued over the maximum limit listed.

☐ **Cap & Gown**

FPCS allows student allotments to cover the cost of graduating seniors' cap and gowns. Include height and weight so that the correct size gown is ordered.

☐ **Internet Service – Max \$1200**

FPCS will reimburse up to \$100 per month for residential internet service at the student's address on file and in the name of the student's parent/legal guardian. Mobile, Hot Spot, or business service is not reimbursable. To be reimbursed, families must submit bills for each month, including pages 1 & 3 (internet detail). If multiple students in the same family are enrolled, the yearly amount can be divided among them.

Printer – Max \$400

Each FAMILY may purchase a PRINTER of their choice and FPCS will pay up to \$400. At least one (1) student in the family 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. FPCS will not reimburse or be responsible for repairs, replacements, or technical support. **FPCS will not reimburse a portion of a single item valued over the maximum limit listed.**

School Supplies – Max \$200

General school supplies can be purchased and reimbursed (or requisitioned if it is a kit or package) for students up to \$200 per student, per school year.

Here are some supply examples:

Assignment books, planners, school backpacks, binders, calendars, calculators, chalk, card stock, clipboard, crayons, dividers, erasers, folders, glue, highlighters, hole punch, index cards, labels, small laminators, markers, notebooks, paper, paperclips, pencil sharpener, pencils, post-it notes, poster board, push pins, report covers, rubber bands, ruler, scissors, sheet protectors, stapler, remover, tape, thumb tacks, and white-out.

Structured Free Time (Imaginative Educational Exploration & Brain Breaks) - Max \$500

FPCS believes that structured free time to include imaginative play and brain breaks are important to support student learning. As such, FPCS will reimburse up to \$500 per year under general expenses to provide supplies for these items. Things such as playdough, small musical instruments, board games, puzzles, Legos (max \$200 yr.), brain games, balls, jump ropes, badminton, career development, model building, creativity & invention projects, etc. **FPCS will not reimburse a portion of a single item valued over the maximum limit listed.**

Technology

This program enables students enrolled with FPCS full-time to obtain a computer device to support their education. There are **two** options available.

Seniors: Purchases for **Technology** must be made by the end of the 1st Semester (December 19th, 2025). Curriculum may be purchased up to the final reimbursement deadline, May 1, 2026.

- **Option # 1- Purchase by Reimbursement up to \$1,500**

Each student may purchase (1) device of their choice every 3 years and FPCS will reimburse up to \$1,500 per student from the student allotment. Families may purchase a device above \$1500, but will only receive reimbursement for \$1,500. Warranty may be included provided it is on the same receipt as the device.

- **Option # 2 - Purchase by Requisition up to \$500**

Each student may requisition (1) device of their choice under \$500 (max \$499.99) from the student's allotment every 3 years. Warranty may be included. Provide a description/link with as much detail as possible for us to get the device you desire. FPCS will purchase the computer, and it will be shipped to the office for pickup.

Both options require a signed Technology form. FPCS will not reimburse or be responsible for repairs, replacement, accident protection, or technical support. Purchases are between the family and vendor and devices are property of the family/student. Splitting costs between students is not allowed. Once agreements are processed, moving that agreement to another sibling is not permitted.

Building your own computer curriculum kits will be considered with a purchase approval form but individual computer components are not reimbursable unless it is required as part of a course the student is taking.

☐ **Technology Supplies - Max \$400**

Software programs/apps (district-approved and educational), Anti-Virus software, peripherals, external hard drives, thumb drives, covers, and /or cases, ink cartridges, monitors, keyboards, tablets, 3D printer, cameras, routers, etc. up to \$400 per year per student are reimbursable. Some items may be limited to one (1) per household. **FPCS will not reimburse a portion of a single item valued over the maximum limit listed.**

Audio books and Audible items are entered under an English course.

☐ **Testing Fees**

Testing fees such as PSAT, AP, SAT, ACT, and Career Readiness (WorkKeys) are allowed expenses and can be reimbursed.

Other tests and certifications such as: First Aid, CPR, Lifeguard, Food Safety, and others are allowable if they are connected to class in the student's ILP.

Unallowable Expenses

FPCS must follow all state, correspondence, and ASD regulations and policies to ensure spending of public money is consistent with public interest. State regulations do not allow public funds to be used for items deemed “excessive” by the principal.

It is the desire of Family Partnership Correspondence School (FPCS) to allow for maximum flexibility for families to craft their child’s educational journey in coordination with their sponsor teacher and under the applicable regulations the state of Alaska has on correspondence programs.

To that end, FPCS will endeavor to approve expenses that are appropriate for each student as outlined in their ILP, are consistent with state standards and are substantially similar to what is available to all students. Sponsor teachers hold the main responsibility for approving expenses, however the school leadership as well as district administrators also must approve all expenses. While it is impossible to list all allowable and non-allowable expenses, the following factors will be considered by the Principal or his/her designee when determining approval:

- Is it specifically related to a class or activity in the child’s approved ILP?
- Is the purchase age appropriate and necessary/useful in pursuing the goals in the ILP?
- Is the purchase “reasonable” in cost for the stated need/goal and for the item?
- Would less expensive alternatives be able to accomplish the same educational outcome?
- Is the item related to a career goal that the child is interested in?
- Does FPCS desire to have the item in inventory once the child is done using it if it is not consumable?
- Does the purchase of the item demonstrate good stewardship of public funds?
- Would the purchase be easily understood by the public at large?

The above does not represent a complete list of factors that might be taken into consideration when determining the appropriateness of a purchase.

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

- Clothing
- Costumes and related items for a production
- College or scholarship application fees
- Furniture/storage
- Gaming systems and games
- Home décor even if it serves an educational interest
- Items purchased from family’s personal business
- Items that carry a liability
- Items, parts, or repairs such as piano tuning, small engines, vehicle parts
- Large kitchen items, food, equipment, and appliances
- Late fees
- Pre-paid services
- Printing/copying services, postage, and mailing supplies
- Tools, building, or trade equipment

Please note: This is not a comprehensive list.

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 04.010-04.20.

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(d) & 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, with at least quarterly reviews of the student's work/progress. 4 AAC 33.421(e2).

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(e3).

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(e4).

The district must require students to participate in the statewide student assessment program as required. 4 AAC 33.421(ef).

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(g).

A correspondence study may not pay for or provide money for services or material that do not reasonably relate to the delivery of the student's instruction needs. Textbooks, curriculum materials, school supplies, tutoring services, athletic equipment, and technology expenses may be approved by the certificated teacher who has primary responsibility for the course. Funding for other materials or services may be approved only by correspondence program director or the director's trained designee, and the valid instructional purpose served by the expenditure must be noted in the students' individual learning plan. 4AAC33.421h

Funding for material or services may be approved only if the valid instructional purpose served by the expenditure is noted in the student's ILP. 4AAC33.421(h)

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(g1).

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 33.422(a).

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(a).

Each school shall administer a program offering special education and related services in order to provide a free appropriate education (FAPE) program for children with disabilities ages 3-21. If less than 22 on July 1 of the school year, who reside in the district. 4AAC 52.090

Vendor services may be contracted to provide tutoring to a student. 4 AAC 33.422.

A student must take at least 50% of the coursework in core classes. 4 AAC 33.426.

A parent may purchase nonsectarian services and materials from a public, private, or religious organization with a student allotment. AS.14.03.310b

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

Religious, partisan, sectarian, or denominational textbooks or other curriculum materials. 4AAC 33.421(4e).

Services provided to a student by a family member. 4AAC 33.421 (5)

Alaska State correspondence regulations can be found at:

[Unofficial Statewide Correspondence Program Regulations \(alaska.gov\)](http://alaska.gov)

***State Statutes and District policies are subject to change.

Important Definitions

AAC (Academic Advisory Committee):

The AAC is made up of parents and staff seats for the purpose of making recommendations to the principal that define FPCS' philosophy, mission, vision, practices, and procedures in accordance with state law and regulations.

Consumable Goods:

Consumable goods are items which are marked in (workbooks or lab manuals), put together permanently (e.i. 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 used for 3 years are considered end-of-life and do not need to be returned.

Courses:

Secondary: Typically grades 9-12 (may include grades 6-8 math & world language courses), at least 4 courses to be considered full-time.

Elementary: For grades K-5 students, at least 4 courses to be considered full-time.

Goods:

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

Homeschool:

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.

Individualized Learning Plan (ILP):

This is the schedule of classes, which is housed in OLS, 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. ILPs can only be changed or modified in collaboration with the sponsor teacher.

Neighborhood School:

The school (excluding any alternate school) that a student would attend if they had not chosen to attend the Correspondence 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 used for 3 years are considered end-of-life and do not need to be returned. Examples include: goods not significantly altered from original condition, textbooks, microscopes, scientific calculators, DVDs, CDs, etc.

Non-Sectarian:

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

On-Line System (OLS):

This is our school's online system where you will formulate your Individualized Educational Plan (ILP) and budget your funds, see grades, submit work samples, submit reimbursements and requisitions, and communicate with your sponsor teacher.

Partisan

Is referred to a strong supporter of a party, cause, or person or prejudiced in favor of a particular cause.

Parent/Guardian:

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

Reimbursement:

A means of procuring goods or services in which the parent or guardian purchases the goods or services with their own funds and then seeks reimbursement from FPCS.

Requisition:

A means of procuring goods or services where the goods 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 certified 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 Correspondence school in the development and execution of the parent/teacher contract.

Vendor:

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

Forms

There are forms that may be needed at times in order to keep our school accountable to the district and state. To access these forms, visit the 'Forms' tab on the FPCS website.

This information and guidelines in this handbook are subject to change anytime throughout the year.



FPCS Important Dates

2025-2026

JULY

- 1 First day of 25-26 School Year
- 1-4 Office Closed – Independence Day
- 11 Office Closure – Friday
- 18 Office Closure – Friday
- 25 Office Closure – Friday

AUGUST

- 1 Office Closure – Friday
- 11 Staff All Day In-Service, Office Open
- 12 Teacher/Staff In-Service/PLC, Office Closed
- 13 Teacher In-Service/PLC, Office Open
- 14 ASD Classes Begin gr 1-12
- 21 ASD Kindergarten Classes Begin
- 26 Back to School Picnic 5pm-7pm

SEPTEMBER

- 1 Office Closed – Labor Day
- 16 PLC/Staff Meeting – Office Closed 8:30am-1pm

OCTOBER

- 13 Office Closed - Indigenous Peoples Day
- 14 PLC/Staff Meeting - Office Closed 8:30am-1pm
- 17 End of Quarter 1
- 17 **Parent Work Samples & Grades Due**

NOVEMBER

- 11 PLC/Staff Meeting – Office Closed 8:30am-1pm
- 24-28 Office Closed – Thanksgiving

DECEMBER

- 9 PLC/Staff Meeting/Holiday Party, Office Closed
- 19 End of Quarter 2
- 19 **Parent Work Samples & Grades Due**
- 22-31 Office Closed – Winter Break

JANUARY

- 1-2 Office Closed – Winter Break
- 5 Office re-opens
- 13 PLC/Staff Meeting – Office Closed 8:30am–1pm
- 19 Office Closed – Martin Luther King Jr. Day

FEBRUARY

- 10 PLC/Staff Meeting – Office Closed 8:30am-1pm
- 16 Office Closed – President’s Day

MARCH

- 3 PLC/Staff Meeting – Office Closed 8:30am-1pm
- 6 End of Quarter 3
- 6 Parent Work Samples & Grades Due
- 9-13 Office Closed – Spring Break

APRIL

- 14 PLC/Staff Meeting – Office Closed 8:30am-1pm
- 17 Office Closed – ASD Closure day for students

MAY

- 1 Final Reimbursement and Requisition Deadline
- 8 Final Grades Due for Graduating Seniors
- 12 PLC/Staff Meeting – Office Closed 8:30am-1pm
- 18 Graduation 7pm
- 20 End of Quarter 4
- 20 Parent Work Samples & Grades Due
- 25 Office Closed - Memorial Day

JUNE

- 5 Final Billing Deadline-ASD Approved Vendors
- 12 Office Closure - Friday
- 19 Office Closed - Juneteenth Holiday
- 25 **Grades due 11th Graders – UA Scholars**
- 26 Office Closure - Friday
- 30 Last Day of 25/26 School Year

ASSESSMENTS

MAP Growth Grades 3-9

Fall: Sept. 8-12 / Winter: Dec. 8-12 / Spring: Apr. 6-10

MCLASS Early Literary Screener, Grades K-3

Fall: Sept. 2-12 / Winter: Dec. 1-12 / Spring Apr. 20-May 1

AK STAR Grades 3-9 (combined with Map Growth)

Spring: Apr. 6-10

State Science Test, Grades 5, 8, 10

Spring Apr. 6-10