



907-742-3700

4400 Business Park Blvd. Suite B22

Anchorage, AK 99503

www.asdk12.org/familypartnership

Family Handbook

Educational Guidelines

2024-2025

“Partnering with families, increasing student achievement ”

Family Partnership Handbook

4400 Business Park Blvd., Ste. B-22,
Anchorage, AK 99503 (907) 742-3700
2024-2025

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This handbook is intended to assist new and returning FPCS 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.

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 in June of 1997. FPCS has led the way in partnering with homeschool families in the Anchorage School District and it is the oldest and 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.

Enrichment: Our enrichment courses are taught by a certified teacher and are a great way for your child to get to learn and have fun with other students. Courses are designed to be interdisciplinary and provide real world, hands-on learning opportunities to support what you are doing at home. Enrichment courses may include field trips, guest speakers, and work samples to take home.

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.

FPCS Points of Contact

OFFICE STAFF

Dan Cooley	Principal	907-742-3700	Cooley_daniel@asdk12.org
Dru Corbin	Business Manager	907-742-3714	Corbin_dru@asdk12.org
	Admin. Front Desk	907-742-3700	
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Tami Stoutenburgh	Admin. Reimbursements	907-742-3703	Stoutenburgh_tami@asdk12.org

SPONSOR TEACHERS

Ashley Bukowski	907-782-6478 Bukowski_ashley@asdk12.org	Sarah Petersen	907-310-9140 Petersen_sarah@asdk12.org
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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 parent 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. Visit our website for current members and more information.

School Funding & Allotments

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

Student Allotments for the 24/25 School Year

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

Count Period Funding	Funding %
July 1 – Oct 4	100%
Oct 7 – Oct 11	75%
Oct 14 – Oct 18	50%
Oct 21 – Oct 25	25%
After Oct 25	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

Who can enroll in FPCS?

Any student who resides within the Municipality of Anchorage (MOA), and who 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 lottery school. The 2024-2025 school year begins July 1 and ends June 30. New-to-FPCS students are required to participate in the lottery prior to enrolling. There are two lottery opportunities per year (March and July).

Can I stay enrolled if I move out of the MOA?

FPCS parents/guardians who retain a physical address until the count date, October 25, 2024, may remain enrolled with FPCS upon 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 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.

Enrollment Process

Students transferring from any school outside of the Anchorage School District (including kindergarteners) will follow this process:

1. Complete the 'Q' Online Lottery Application @ asdk12.org. This only applies when the 'Q' Online Lottery Application window is open (February – July). After July 30th, please come in or contact the office to get the enrollment packet.
2. Complete and sign the Enrollment Packet.
3. Submit an up-to-date copy of the student's Immunizations or a Religious Exemption form.
4. Submit the student's birth certificate.
5. Submit a current proof of residency; Gas, Electric, Water, Waste, or current Lease Agreement. These are the only proof of residency documents approved by ASD.

Students transferring from their ASD zoned neighborhood school will follow this process:

1. Complete the 'Q' Online Lottery Application @ asdk12.org. This only applies when the 'Q' Online Lottery Application window is open (February – July). After July 30th, please come in or contact the office to get the enrollment packet.
2. Complete the 'Q' Online Registration @ asdk12.org 'Q' ParentConnect. Sign pages 1 and 2 of the enrollment form (which we will provide to you).
3. If you missed the 'Q' Online Registration window, complete and sign the Enrollment Packet.
4. Submit current proof of residency; Gas, Electric, Water, Waste, or current Lease Agreement. These are the only proof of residency documents approved by ASD.

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 family navigate the online system (OLS).
- Provide tips on motivational techniques and setting expectations/goals with your student.
- Listen to and address your concerns throughout the year.
- 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 student on a regular basis.
- Review student packet (in OLS) at quarterly progress reporting for grades and schedule/attend face-to-face (in person or via zoom) at semester with your sponsor teacher.
- Maintain monthly contact with sponsor teacher 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 teacher in a timely manner if problems arise and communicate with FPCS staff in a respectful manner.
- Show documentation that you (with agreement by your sponsor teacher) have developed the process of transcribing 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.

Academic Guidelines

Alaska Native Science & Engineering Program (ANSEP)

ANSEP students who are 9th & 10th graders may also be enrolled at FPCS. 11th & 12th grade ASD students typically enroll in Alaska Middle College. 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.

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 Neighborhood 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.

Classes at 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 per semester for classes taken at ASD schools:

- 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

ASD Sports and Extra-Curricular Activity Involvement

Many FPCS students participate in music and athletic programs at other ASD schools. ASD instructional fees, such as sports, arts, and music, are reimbursable. ASD fees such as activity, parking, honor society, and club fees are not reimbursable. 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.

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

College/University

FPCS is designed to give eligible students the opportunity to receive credit for certain courses through accredited institutions 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).

Most courses can be reimbursed or requisitioned, and requisition is the preferred method.

A copy of the student's schedule/bill must be turned into the office for processing payments to the school or for reimbursement to the family. Health insurance, late fees, online payment fees, and parking fees are not payable with FPCS funds.

Check with college campuses to verify payment deadlines to avoid late fees.

University of Alaska Fairbanks (UAF)

Students taking classes with UAF through the Alaska Advantage program are charged a flat rate. This excludes some books and fees. These classes can be requisitioned or reimbursed.

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.

Curriculum Library

FPCS offers a curriculum resource library at our office building. We ask that families return books, curriculum, and educational items 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.

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 as 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?

Enrichment Classes

Our enrichment classes are taught by a certified teacher and are a great way for your child to get to learn and have fun with other students. Courses are designed to be interdisciplinary and provide real-world, hands-on learning opportunities to support what you are doing at home. Many courses include field trips, guest speakers, and work samples to take home. These classes are funded through your student allotments and refunds are given if cancellation notice received by the enrichment teacher at least two (2) weeks prior to the 1st class.

Grade Point Averages (GPAs)

The final GPA on the transcript will reflect both the weighted and unweighted grade point averages. Weighted grades are used to determine final class rank and valedictorian and salutatorian. ASD has approved weighted grades for Advanced Placement (AP) and higher-level international Baccalaureate (IB) courses. Class rank is determined in accordance with ASD guidelines within the Program of Studies.

Grades (Weighted)

Weighted grades are allowed for approved AP and IB courses only. While an “A” is normally worth four points in calculating a student’s 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.

While we recognize the rigor of UAA and college courses, currently this is under review by the Anchorage School District and outcome is to be determined.

Grade Reporting 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 with an approved grade change from.

The grade will be posted in the semester in which it was completed.

For work completed after the grading deadline, but before June 30, 2025, submit a grade correction form in order for the grades/courses to be reflected in the 24/25 school year. Any grades submitted after June 30, 2025 will have to be posted for the 25/26 school year and only for re-enrolling 25/26 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 or World language credit courses, must complete 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.

Valedictorian and salutatorian are determined by grades submitted by the grading deadline.

Grading Deadlines (NCAA and Q Posting)

1st Quarter	October 18, 2024
2nd Quarter	December 20, 2024
3rd Quarter	March 7, 2025
4th Quarter	May 21, 2025

Grading Deadline for Graduates - May 9, 2025

Grade Promotion and Retention

While there can be situations where promotion/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 ILP. This allows your child to be taught at their exact level 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 grade 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 placement.

In the rare instance where a grade 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. 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.

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.

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 3rd quarter, before Spring Break. Seniors can walk at the graduation ceremony at both schools..

Log Requirements

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.

Middle School Course Credit

Middle school students in the 6th-8th grade who take high school courses (world language and/or math) are eligible to receive high school credit as allowed by the ASD High School Course of Studies and Handbook. Grades will be incorporated into the student’s high school GPA and will be counted to determine class rank. Once entered on a high school transcript, grades will not be removed from transcript. Correspondence or non-ASD courses must be pre-approved by the registrar. Currently approved math courses include algebra 1 or higher. Students who have studied two years of the same language at the middle school may earn graded elective credit (2 years = 1.0 credit; 1 year = 0.5 credit). For world language, the student’s 4th quarter grade from the 8th grade language course is the grade posted on the transcript in the 9th grade year. Grades earned in courses must be a “C” or better. Families are responsible for requesting middle school course work to be added to their high school transcript any time after their 9th grade year, so long as they stay enrolled in ASD. If families leave ASD, it is up to the discretion of their attending school/district to bring up credits.

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.

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)

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)

Ox Academy

Ox Academy offers online asynchronous core and elective courses for secondary students through the Canvas platform. Courses can be completed by students freely on their time schedule, while the content is evenly paced throughout the semester for optimal learning. These courses are taught by ASD certified teachers who are skilled in homeschool teaching and learning. This offers efficient communication as well as on-site or Zoom meetings with instructors. Please visit our website for a list of course offerings.

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.

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

Seniors wishing to withdraw in order obtain a diploma and participate in their neighborhood school's graduation, must do so by the end of 3rd quarter, before Spring Break.

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

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 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 all students participate in spring state testing for grades 3-9 in English/Language Arts & Math and Science in grades 5, 8, and 10.

FPCS also offers an early literacy screener, the mCLASS Dibles 8 during the fall, winter, and spring for students in grades K-3. The MAP grown 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.

While we don't have the exact testing windows for the 24/25 school year, below is our best estimate for planning purposes. Please look for information in our newsletter and out our website for dates as they become available.

FALL MAP & MCLASS

September

WINTER MAP AND MCLASS

November/December

SPRING AK STAR/MAP

End of March through April

MCLASS TESTING

April

Business Guidelines

Allocations

- Allocation is the process of planning how you will spend your student allotment funds for education.
- All goods and services must 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 being utilized.
- Funds can be used for a wide variety of non-sectarian curriculum, teaching supplies, and vendor services.
- Reimbursement – Pay up front and request reimbursement (allow 4-8 weeks for payment)
- Requisition – We order for you and items are shipped directly to your home – Recommended method.

Vendors

FPCS allows families to choose different vendor types to provide goods and services for student education. It is the responsibility of the family to evaluate the vendors for content of tutoring or teaching to make sure they are a good fit for their student. FPCS does not endorse any service vendor.

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)

ASD Approved Service Vendor

These vendors are approved with the ASD and provide educational tutoring/lessons locally. They have gone through a vetting process, including a background check, finger printing, have a business license, and insurance validation. They have a contract with ASD and an Educational Service Agreement (ESA) with FPCS. They offer direct-billing FPCS for services which is convenient for families.

Non-profit Service Vendor

These are service vendors that can elect to be approved with the ASD or not. They obtain their status from the State of Alaska and are organized not to make a profit. Families must pay for these services upfront and request reimbursement from FPCS.

Other Service Vendor

These vendors are parent-choice vendors not mentioned above. They have not gone through the vetting process with the ASD or the State of Alaska. Utilizing these vendors for tutoring and educational services requires due diligence on the family to fully examine and validate the provider and the services offered. FPCS does not enter into any contract with these vendors. These service vendors must have a valid Alaska business license, and they must provide a signed current W-9 form to activate them in the system. Families will pay for these services upfront and request reimbursement from FPCS.

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 in the OLS. If you are unable to locate a vendor in the OLS, please contact our vendor specialist.

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.

All reimbursement receipts are due within 60 days of purchase. Same day of a given month; example receipt dated 9/24 must be turned in by 11/24. Receipts past 60 days are no longer eligible for reimbursement.

The final reimbursement receipt acceptance deadline is 4/25/25. The exception to this is May and June internet that must be received by 6/15/25.

If you have a recurring monthly expense, please prepay for May and June and turn in receipts by 4/25.

Payments made to hold a spot for a summer activity, camp, sport, etc. must be paid and submitted by 4/25/25.

Good and services purchased with personal funds are allowed to be reimbursed. Funds from a business may not.

Reimbursement payments or items purchased may only be mailed to the address of the student inside the Municipality of Anchorage and payable only to the legal parent/guardian of the student.

- Digital wallet payment such as Venmo, Paypal, Zelle, Meta etc. are not guaranteed for reimbursement.
- Gift cards, points, rewards, or store credits used to purchase items are not reimbursable

Please plan your spending as all receipts dated this school year have to be paid during this school year.

Seniors...purchases must be made and receipts turned in prior to graduation date.

Process for Reimbursement

- 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 direct deposits reimbursement payment

Required Documentation for Reimbursement

- Receipts must be itemized and readable
- Receipts must have the name of business where item(s) were purchased, or services utilized
- Receipts that are generic/handwritten, must have a business logo/stamp and method of payment on them
- Receipts must have the description of what was purchased
- Receipts must have the name of purchaser and student (if possible)
- Receipts must have the date of purchase
- Receipts must have the total amount paid
- Receipts must show the method of payment: Credit card, Debit card, Check, or Cash

- If paid with a credit or debit card, the last 4 digits of the card must show on the receipt
- If paid with a check, a copy of the front and back of the cleared check must be included

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

If additional information is needed to process a reimbursement, we will email you stating what is needed. We will hold on to the reimbursement for 2 weeks at which time it will be filed and not processed.

Additionally, it is the parent’s responsibility to contact the reimbursement office prior to the end of the school year to follow up on reimbursement issues.

Requisitions

FPCS families can place a requisition within the OLS, allowing the business office to order items for you.

We order daily and most items are sent directly to the family’s home. Purchases begin in the middle of July.

The last day to enter a requisition in the OLS is April 25th.

Process for Retail Requisitions

- Enter into the OLS each individual item you wish FPCS to purchase.
- Select the retail 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 within OLS
- FPCS will make the purchase, and the item/s will be mailed to your home

Process for ASD Approved Service Vendor Requisitions

- 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 services vendor to pay for your services

Reminder-vendors that are not ASD-approved are reimbursable only

Non-consumable items purchased or reimbursed with FPCS funds are the property of FPCS/ASD. They are not intended to be used for personal monetary gain. When your family is finished with the curriculum/items you can return it to our give and take library.

Allowable Expenses

Most Items listed below will be entered into the OLS under the class that the ILP has been created for.

General expense categories are located in the upper right corner of the student packet and these expenses cover items not tied to a specific class that can be used for structured free time, imaginative play, exploration, exercise, inquiry, as well as fitness, logistics, and supplies.

Admission/Tickets

In-state, non-profit educational venues can be reimbursed out of allotments. Examples include: Anchorage Zoo, Muskox farm, Hilltop, Anchorage Museum, Campbell Creek Science Center, and the Wildlife Conservation Center. Admission to plays, theater productions, movies, sporting events, theme parks, and fundraising events are not allowed to be reimbursed. Field trips to these type of events are only paid for if a certified FPCS teacher organizes a trip for a group. Out of state non-profit educational venues may be reimbursed. International admissions are not reimbursable.

Admission for the student and one adult teacher-parent can be reimbursed out of allotments for specific venues where supervision is required. Specific activities within the venue where the teacher-parent can supervise without payment well not be reimbursed.

Art Supplies – Enter under General Expenses

- Art supplies may be reimbursed or requisitioned
- K-8 grades - \$800 per student for a year-long art class
- 9-12 grades - \$400 per student per semester art 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 cricut machines, sewing machines, or a pottery wheel may be purchased with art supply funds when tied to an art class.

Camps

- Camps are reimbursable only; Exception is ASD vendors that have them listed in their contract
- Only non-religious camps/curriculum reimbursable
- Out of state and international are not payable
- Food, lodging, transportation, or other non-instruction/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

Curriculum/Textbooks

Curriculum ideas are available on our “Curriculum Resource List.” Example of some items, but not limited to:

Activity Books	Educational CD	Phonics Cards
Almanac	Educational Kits	Puzzles
Alphabet Cards	Reading Books	Educational DVD/Video
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
Education Apps/ E-books	Music Books	Workbooks

Fine Arts

- FPCS will reimburse/requisition for music, action, choir, and art clubs. This includes recital and performance fees.
- Admission to plays, theater production, movies, sporting events, theme parks, and fundraising events are not allowed unless part of an FPCS field trip.
- Exception - One theater production per year, per student is allowed plus admission for one parent to accompany them.
- Musical accompanist fees are reimbursable up to \$75 student recital and up to \$50 per rehearsal. These are entered in the OLS under General Expenses.

Fitness Tracker – Enter under General Expenses

- Each student may purchase 1 (one) fitness tracker per year and FPCS will reimburse up to \$200.
- The student must be enrolled full-time and have a Physical Education Class in his/her packet

Internet Service - Enter under General Expenses

- 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 Spots, or service to a business is not reimbursable.
- Bills must be submitted for each month that you are requesting reimbursement.
- Pages showing internet detail, typically pages 1 & 3, are required.
- Multiple students in the same family may divide the yearly amount as desired.

Kits & Subscriptions

- Kits such as History Unboxed, Kiwi Crate, and Kids Art Box, can be requisitioned as individual kits/boxes. If you want a years' subscription where they arrive monthly, those are reimbursable only.
- Monthly or yearly subscriptions may be purchase and sometimes requisitioned.
- If yearly subscription is purchased 6/1–12/31, full reimbursements will be made at one time.
- If yearly subscription is purchased 1/1-4/25, 6 months will be reimbursed, ending the reimbursement.
- We always do our best to requisition items if possible.

Legos - Enter under General Expenses

Small kits/sets may be reimbursed up to \$200 per student per year and can be reimbursed or requisitioned.

Legos - Course specific sets over \$200

Kits/sets over \$200 require the pre-approval form signed by the sponsor teacher. These items are entered in the course that is specifically tied to in the ILP.

Live Learning Animals & Gardening - Enter under General Expenses

Small animals and animal supplies for science components are reimbursable up to \$200 per student per year. Examples: tadpoles, incubator, insects, eggs, No pets or food supplies.

Gardening supplies such as seeds, dirt, AeroGardens, containers are allowable up to \$200 per student per year. Greenhouses, raised beds, landscaping supplies, or any structures are not reimbursable.

Memberships/Passes - form required

- Memberships and season passes are allowed for reimbursement only.
- Membership to venues and facilities outside the State of Alaska are not reimbursable.
- Memberships/passes should be in the student's name, or the student portion of the family memberships will be prorated.
- Membership for one parent/guardian to supervise the student is allowable for reimbursement. Additional paid activities inside the venue are reimbursable for students only.
- Parking fees are not reimbursable
- An activity log and work samples need to reflect the instruction taking place at the facility.
- Punch cards are allowed.
- Memberships require a copy of the signed facility membership contract and a "membership" form found on our website or in the office.

Music Instrument Rental and Accessories - form required

- FPCS will reimburse for the rental of musical instruments for students taking lessons or involved in group instruction. The student must have a music class in their ILP. Maximum monthly reimbursement for an instrument is \$300.
- 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. If the rental continues from year-to-year, allocate funds for each new school year.
- Accessories related to the rented instrument may be reimbursed up to \$200 per year.
- FPCS will not reimburse for repair services, repair supplies, or maintenance fees.
- FPCS will reimburse or purchase small instruments up to \$50 such as recorders, harmonicas, ukuleles, etc.

Physical Education

- Services should be designed in a manner consistent with the expectations of ASD Physical Education classes.
- Activities must be developmental in nature.
- An itemized receipt from the vendor clearly delineating instructional expenses is required.
- An activity log and work samples need to reflect the instruction being provided.

FPCS will reimburse for:

- Instruction and Instructional items
- Sports equipment rentals
- Referee fees, ice/gym time, and coaching fees
- Fees including ASD instruction in sports and fine art
- Fees related to competitions, meets, tournaments or games

PE Small Items – Enter under General Expenses

FPCS will reimburse up to \$200 per student per school year for items such as balls, jump ropes, parachutes, badminton, yard sets, ice skates, etc.

Non-allowable PE expenses include:

- P.E. equipment, beyond the \$200 allowable for PE Small items
- Clothing items are not allowable unless it is designed and can only be used for a specific sport
- Maintenance costs such as skate sharpening or ski waxing
- Travel, food, and lodging
- Fees related to local, state, or national governing body (such as club or association)
- Processing fees, finance fees, annual fees, donations, registration fees

Printer – Enter under General Expenses – Form Required

- Each FAMILY may purchase a PRINTER of their choice and FPCS will pay up to \$400
- At least one 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/ Student
- FPCS will not reimburse or be responsible for repairs, replacements, or technical support

School Supplies – Enter under General Expenses

General school supplies are reimbursable for students up to \$200 per student per school year. If school supplies are in a kit or package, they can be requisitioned.

Here are some supply examples:

Assignment books, planners, backpacks (under \$50 per student), binders, calendars, calculators, chalk, card stock, clipboard, crayons, dividers, erasers, folders, glue, highlighters, hole punch, index cards, labels, 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.

Technology – Enter under General Expenses, form required

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

Option # 1- Purchase by Reimbursement

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.

Option # 2 - Purchase by Requisition

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.

- A signed Technology form is required for either option.

- 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 and once agreements are processed, moving that agreement to another sibling is not permitted.
- Build your own computer curriculum kits are considered with a pre-approval form but individual computer components are not reimbursable.

Technology Supplies - Enter under General Expenses

Software programs/apps (district-approved and educational), Anti-Virus software, peripherals, external hard drives, thumb drives, covers, and /or cases, readers, ink cartridges, monitors, keyboards, tablets, 3D printer, Kindles, cameras, routers, etc. up to \$400 per year per student are reimbursable.

Audio book subscriptions, not credits, such as Audible and Kindle are curriculum, not a technology supply. These are entered under an English course.

Testing Fees

Testing fees such as PSAT, AP, SAT, ACT, and Career Readiness (Work Keys) 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 a student's ILP.

Unallowable Expenses

The following are a few of the Alaska state regulations that govern our financial policies, which ensure spending of public money is consistent with public interest. FPCS must follow all state, correspondence, and ASD regulations and policies. State regulations do not allow public funds to be used for items deemed “excessive” by the principal.

The following items may NOT be paid for with 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, 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 where you are a spectator. 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. 4aac33.421(2)
- 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
- Facility/rental fees
- Individual computer components
- Greenhouses, raised beds, or any structure
- Tools, building, or trade equipment
- Furniture/storage
- Food, even related to math and science projects are not allowed
- Parking passes
- Pets and other animals, except small organisms related to science instruction, ask for clarification
- Large kitchen items, food, equipment, and appliances
- Late fees
- College or scholarship application fees
- Maintenance expenses.
- Items that carry a liability
- Streaming tv, movie, or music subscriptions
- Items purchased from family’s personal business
- Items, parts, or repairs such as piano tuning, small engines, vehicle parts
- Pre-paid services
- Entertainment expenses, toys, or gift cards
- Printing/copying services, postage, and mailing supplies
- Clothing
- Out of state service vendors are not allowed, except for online instructional services
- Any items determined by the Principal or his/her designee that do not reasonably relate to the delivery of the student’s instruction needs.

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 the correspondence program director or the director's trained designee, and the valid instructional purpose served by the expenditure must be noted in the student's 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 \(alaska.gov\)](#)

***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, other than technology, 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 student, 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.

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, 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.

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.

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 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 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 many forms available on our website 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 atypical parent-directed classes (i.e. bird biology, navigation, uncommon (languages), goes to the sponsor teacher for approval

Credit by Choice (CBC) - Approval for students to receive high school credit for middle school courses (math & world language), goes to the curriculum coordinator for approval

Curriculum Approval Request - Approval for curriculum that may or may not have religious/partisan content, goes to the sponsor teacher first and then it is added to the FPCS approved curriculum list. If the sponsor teacher is unable to adequately determine the permissibility of curriculum, they will request a review by the principal.

Direct Deposit Authorization - Allows reimbursements to be directly deposited into your bank account

Facility Membership - Approval for requisition/reimbursement for facility membership, attaches to your requisition or reimbursement request

Instrumental Rental - Approval for instrument rental, up to \$300 per month, attaches to your requisition/reimbursement request

Media Release - Allows students' video/audio recordings, pictures, and articles for use on websites and social media sites, is included in your enrollment process

Medical Exemption - Allows students to be exempt from immunizations due to a medical contraindication or immunity, goes to our front desk

Pre-Approval - Approval for non-curricular items over \$200, STEM materials, camps, course-specific supplies, and irregular items; goes to the sponsor teacher first and then the principal for final approval

Printer - Allows for \$400 per printer per family, attaches to to your reimbursement request

Religious Exemption - Allows students to be exempt from immunization due to religious reasons, goes to our front desk

Part-Time Enrollment - Allows students to take a class at their neighborhood school or King Tech High School, goes to sponsor teacher and then our registrar

Student Activity Log - Used for logging P.E. or volunteer hours, goes in your OLS as part of your work sample for course credit

Withdrawal Form - Required to be filled out if a student withdraws during the middle of the school year

Technology Agreement - Allows choice of obtaining a computer device by requisition or reimbursement, Attaches to your requisition/reimbursement request

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. It goes to the ASD Purchasing Dept. ESA goes to FPCS Vendors.



FPCS Important Dates

2024 - 2025

JULY

- 1 First day of 24-25 School Year
- 1-5 Office Closed – Independence Day
- 12 Office Closure – Friday
- 19 Office Closure – Friday
- 26 Office Closure – Friday

AUGUST

- 12 Staff All Day In-Service, Office Closed
- 13 Teacher In-Service/PLC, Office Open
- 14 Teacher In-Service/PLC, Office Open
- 15 ASD Classes Begin, G1, G7, G9
- 16 ASD Classes Begin, G8, G10-12
- 22 ASD Kindergarten Classes Begin
- 26 Back to School Picnic 5pm-7pm

SEPTEMBER

- 2 Office Closed – Labor Day
- 24 PLC/Staff Meeting – Office Closed 9am-1pm

OCTOBER

- 8 PLC/Staff Meeting - Office Closed 9am-1pm
- 14 Office Closed - Indigenous Peoples Day
- 18 End of Quarter 1
- Parent Work Samples & Grades Due**

NOVEMBER

- 12 PLC/Staff Meeting - Office Closed 9am-1pm
- 25-29 Office Closed - Thanksgiving

DECEMBER

- 17 PLC/Staff Meeting/Holiday Party, Office Closed
- 20 End of Quarter 2
- Parent Work Samples & Grades Due**
- 23-31 Office Closed – Winter Break

JANUARY

- 1-3 Office Closed – Winter Break
- 6 Office re-opens
- 14 PLC/Staff Meeting - Office Closed 9am-1pm
- 20 Office Closed – Martin Luther King Jr. Day

FEBRUARY

- 11 PLC/Staff Meeting - Office Closed 9am-1pm
- 17 Office Closed - President's Day

MARCH

- 4 PLC/Staff Meeting – Office Closed 9am-1pm
- 7 End of Quarter 3
- Parent Work Samples & Grades Due**
- 10-14 Office Closed – Spring Break

APRIL

- 4 ILP Planning Deadline for the school year
- 15 PLC/Staff Meeting – Office Closed 9am-1pm
- 18 Office Closed - ASD Closure day for students
- 25 Final Reimbursement and Requisition Deadline

MAY

- 9 Final Grades Due for Graduating Seniors
- 13 PLC/Staff Meeting - Office Closed 9am-1pm
- 19 Graduation 7pm
- 21 End of Quarter 4
- Parent Work Samples & Grades Due**
- 26 Office Closed - Memorial Day

JUNE

- 6 Final Billing Deadline for ASD Approved Vendors
- 10 PLC/Staff Meeting - Office Closed 9am-1pm
- 13 Office Closure - Friday
- 19 Office Closed - Juneteenth Holiday
- 20 Office Closure - Friday
- 27 Office Closure - Friday
- 30 Last Day of 24/25 School Year

Assessments

MCLASS Early Literary Screener, Grades K-3
Fall, Winter & Spring

MAP Growth, Grades 3-9
Fall & Winter

AK Star/MAP Growth, Grades 3-9
Spring

State Science Test, Grades 5, 8, 10
Spring