

Family Partnership Charter School

Family Handbook



Educational Guidelines & Rules

2019 – 2020

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Welcome to Family Partnership Charter School

This document is intended to assist new and returning FPCS families. Information in this document is taken from reference documents and references policy, *but is not itself policy (if any discrepancy exists or develops between this document and the reference documents, the reference documents will take precedence)*. The reference documents are as follows: Anchorage School District *School Board Policy*; Family Partnership Charter School *Charter*; Family Partnership Charter School *Bylaws*; Family Partnership Charter School *Business Office Procedures Manual*; and State of Alaska *Correspondence School Regulations*.

Mission

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

History

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

FPCS Points of Contact

Deanne Carroll	Principal	742-3700	deanne@fpcs.net
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SPONSOR TEACHERS

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ENRICHMENT AND MTSS TEACHERS

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Important Definitions

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

Consumable Goods: Consumable goods are items which are marked in (workbooks or lab manuals), put together permanently (eg. 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 in cost.

Core Unit: A unit of instruction (course) that is in the area of Math, Science, Social Studies, Language Arts, Technology, or World Language.

Courses:

Secondary: for each secondary course, less than three hours per week of scheduled face-to-face interaction, in the same location, between a teacher certified under AS 14.20.020;

Elementary: for elementary students, less than 15 hours per week of scheduled face-to-face interaction, in the same location, between a teacher certified under AS14.20.020

Elective Unit: A unit of instruction (course) that is not in a core subject area (generally art, music, or PE).

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

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

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

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

Neighborhood School: The school (excluding any alternate school) that a student would attend if they had not chosen to attend the charter school. To find your neighborhood school, go to the following ASD link: www.asdk12.org/depts/demographics/boundary

Non-Consumable Goods: Non-consumable goods must be returned to FPCS when the student leaves the program for any reason. Typically (but not always) non-consumable items are items that exceed \$200.00. Examples: goods not altered from original condition or hardcovered textbooks, microscopes, scientific calculators, DVDs, CDs, etc.

Non-Profit Vendor: A vendor that has a not-for-profit status and tax ID #.

Non-Sectarian: Secular. Not specifically pertaining to, being based upon, or incorporating religious concepts.

OLS: On-Line System: This is our school's online system where you will formulate your ILPs and budget your funds, see grades, 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.

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

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 7 through 12.
(http://www.asdk12.org/School_Board/policy/300policy.asp#331)

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

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

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

Unit of Instruction: A course consisting of ninety or more hours of instruction.

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

State of Alaska Correspondence Program Rights and Expectations

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

The purpose of 4ACC33.405-4 AAC 33.490 is to:

1. Ensure that standards for curriculum, instruction and assessment for correspondence study programs are consistent with state standards;
2. Ensure that the spending of public money by the programs is consistent with the public interest;

A district that offers a correspondence study program must enroll a special education student on the same basis as any other student. **4 AAC 33.432**

Student allotment provided under (a) of this section may not be used to pay for services provided to a student by a family member. In this subsection, "family member" means the student's spouse, guardian, parent, stepparent, sibling, stepsibling, grandparent, stepgrandparent, child, uncle, or aunt. **AS 14.03.320 e**

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 (4)**

- 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 (A)**
- Certificated staff members may not advocate religious, partisan, sectarian, or denominational doctrine as part of the member's instructional or other duties as certificated staff for the district correspondence study program. 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)**
- The district must require students to participate in the statewide student assessment program as required by 4 AAC 06.710 - 4 AAC 06.790. **4 AAC 33.421 (f)**
- Correspondence programs must have an open enrollment policy (with some exceptions allowed for charter programs). No student will be denied enrollment due to a disability or special education services. **4 AAC 33.421 (g)**
- 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 (1)**
- A grade, or other determination that the student has met the standards for a course, 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 (2)**
- Student transcripts may include courses taken by the student that were not offered or approved by 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 (3)**

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**

About Our School

FPCS is an ASD Charter school; therefore, all new students must go through an on-line lottery process for entry into our school (*Charter, 6.8*).

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

Our charter school is a bridge between home-school students and formal education. We provide a mechanism by which families may work with certified teachers to plan individualized learning plans (ILP) for their students.

In the practical application of diverse parent guardian educational philosophies and curriculum choices, each student will be encouraged to develop the necessary skills and concepts to his/her capacity in alignment with the State of Alaska Content and Performance Standards.

Who Can Enroll in FPCS?

Any student who resides within the Municipality of Anchorage (MOA) who is five years old on or before September 1st of the current school year may enroll after confirmation of the lottery. A student may stay in the program until he or she has completed all of the requirements for graduation or until the end of the semester in which he or she turns twenty (20) years old. Students must physically be in the MOA for seven of the 12 months of the calendar year in order to maintain their status as students in FPCS. (*Policies Manual, "Mandatory Residence;" School Board Policy, Section 400*)

2019-2020 Allotments for Full Time Students

Grade	Student Funding
K-5	\$3,600
6-8	\$3,800
9-12	\$4,000

Count Period	Funding
June 1 – Oct. 4	100%
Oct. 7 – Oct. 11	75%
Oct. 14 – Oct. 18	50%
Oct. 21 – Oct. 25	25%
Oct. 26 – Beyond	0%

Elective Spending Limits

In general, elective spending limits are set at 50% of a student's total allotment. Family Partnership will relax the elective spending limit for those students in grades 1-9 who participate in all three of the district's universal screenings (MAP) during the prior year. Family Partnership will accept official score reports (showing participation in fall, winter, and spring screenings) for students transferring to FPCS from another ASD school or district that utilizes MAP.

Family Partnership will also relax the elective spending limit for those students in grades 10-12 who are on track to graduate.

Grade 10 = 5.5 credits (By August 1, 2019)
Grade 11 = 11 credits (By August 1, 2019)
Grade 12 = 16.5 credits (By August 1, 2019)

What is a Charter School?

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

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

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

In the State of Alaska, this board is called the Academic Policy Committee (APC).

Not all charter schools are home schooling programs and not all home schooling programs are charter schools.

The charter is simply the contract between the organizers of the school and the respective school board that defines the parameters of the school. Because the contract is with a school board, the charter school is a public school and operates using public funds. The organizers, however, have a much larger role in the operation and governance of the school than in most other public schools. Conversely, there are several avenues by which a family may home school within the state of Alaska. Some of the home school programs available to students in the Anchorage area are actually extensions of other school districts.

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

How Is Family Partnership Different From Other Home School Programs?

- **Anchorage School District:** Our unique school combines the structure of the ASD with the home school philosophy of individualized learning. The intent of Family Partnership Charter School is to provide an opportunity for a partnership between home schooling 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:** Home school programs sanctioned by the state of Alaska operate by receiving funds from the state for each student enrolled in the program. The ASD and FPCS utilize part of the funding to cover administrative and operating costs and then provide the remainder of the funds to the students as an allotment to be used for their educational expenses. FPCS strives to keep administrative and operating costs at a minimum, thereby allowing an allotment that has traditionally been among the highest student allotments in the state.

- **Sponsor Teacher** (4 AAC 33.421. Correspondence Study Program Requirements): Your Sponsor Teacher will be the primary link between your family and FPCS and is a valuable resource, advocate, and ally in your home school endeavor. They can help with the following:
 - Educate you on educational options and resources,
 - Get you started in the processes of home-based schooling and guide you through required school processes (OLS, Reimbursements, Requisitions, and problem solving),
 - Provide tips on motivational techniques and setting expectations/goals with your student,
 - Listen to and address your concerns throughout the year as needed,
 - Sponsor Teachers are responsible for showing documentation that you (with agreement by your Sponsor Teacher) have developed the process of transcribing all home schooling into grades,
 - Assist parents in their important role as the primary teacher of your child,
 - Assure that parents and students are aware of their responsibilities within FPCS ,
 - Help in assessing a student's ability (strengths and weaknesses) and learning styles,
 - Model lessons/strategies for the parent,
 - Be available for regular contact with the student and parent,
 - Evaluate assessments and work samples, providing feedback to parents and students.

- **Partnership with Teachers:** Integral to the FPCS charter is the concept of a partnership between families and ASD certified teachers. Each FPCS student receives a minimum of 9 hours of teacher contact above and beyond sponsor hours. This can be achieved through Sponsor Teacher oversight, classes, and/or tutoring. This can be partially waived through ASD, UAA, or group classes with an ASD teacher. Nine hours amounts to an average of 15 minutes per week for the typical 36-week academic year. The full burden of the teacher's hourly wage does not necessarily fall to an individual student. Students may pay the full hourly wage if he/she desires individual attention; however, teacher partnership is also available through a variety of classes. (*Charter, 6.3.1*)

Responsibilities and Rights of the Student/Parent:

- **State and local regulations** - FPCS students are subject to all state and local regulations that apply to public school students, correspondence schools, and charter schools.
- **Participation in mandated testing** - In accordance with 4 AAC 06.710-790, every student is required to participate in all district and state-mandated testing and assessments.
- **Materials** - Families are responsible for materials checked out to them. All non-consumable materials purchased with FPCS funds are property of the school and must be returned to the office upon withdrawal. This includes items shipped to homes or picked up at the FPCS office.
- **ILPs** - At the beginning of each school year students, parents, and the Sponsor Teacher work together to develop ILPs. The plan is evaluated throughout the school year as you meet with your Sponsor Teacher regularly.
- **Parent involvement** - In order to assure a meaningful education, at least one parent or adult must take an active role in overseeing the educational program of the student.
- **Classes:** State of Alaska certified teachers partner with FPCS students to provide outstanding unique educational opportunities through
- **Enrichment classes.** Teachers are always eager to find new ways to maximize the learning adventure.

- **APC Philosophy:** The APC is committed to keeping FPCS parent friendly and efficient while maintaining accountability. Ultimately, FPCS strives to maximize student allotments and family flexibility while providing superior teacher involvement, administrative support and public accountability.
- **MTSS:** Multi-Tiered System of Supports

My Student Receives Special Education Services; Can They Be Enrolled at FPCS?

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

Extra-Curricular Activities at Other ASD Schools

Many FPCS students participate in music and athletic programs at other ASD schools (*FPCS Charter, 4.6*). FPCS students are still expected to follow all Alaska School Activities Association (ASAA) guidelines for Sports Eligibility. Student must be enrolled in at least 5 classes with a minimum of 2.0 GPA. **It is the responsibility of the parent to submit quarterly grades in a timely manner to their Sponsor Teacher so athletic eligibility can be determined.** The registrar will not accept eligibility grades from parents; grades must be submitted to the Sponsor Teacher. Then the Sponsor Teacher will submit the grades to the registrar.

Deadlines for grades for sports eligibility:

- | | |
|--|--|
| 1 st Quarter: October 18, 2019 | 3 rd Quarter: March 6, 2020 |
| 2 nd Quarter: December 20, 2019 | 4 th Quarter: May 21, 2020 |

How Can I Stay Informed About School Information at FPCS?

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

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

Can My Student Take Classes at another school in addition to FPCS?

Students may take courses at other institutions such as an ASD neighborhood school, King Tech High School, i-School, UAA or APU. To do this, fill out an Enrollment Form located on our website or at the office. Fees for these courses vary; please contact your sponsor teacher for more information.

The fees (per semester) for elementary classes are:

- Art - \$61.00
- Band and Orchestra - \$408.00
- Classroom Music ½ day K-6th - \$118.00
- Physical Education - \$355.00
- Math, E/LA, Social Studies, and/or Science - \$237.50

Fees for **middle** and **high school** classes are \$237.50 per semester for ½ credit.

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

- The cost per semester course is \$712.50
- The cost per Intensive course is \$237.50

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

APEX – Online courses that are NOT NCAA approved. These courses are not intended for original course attempt. They are designed as an option to meet the needs of students who wish to recover credits needed for graduation.

The cost per seat is \$125/year. Students may take as many courses as they can complete in an academic year for this price.

College/University – FPCS is designed to give eligible students the opportunity to receive credit for certain courses through accredited institutions of higher education. College courses must be 100 level and above. Course must correlate with specific graduation requirements.

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

- **UAA** - FPCS will pay for:
 1. Course fee/tuition
 2. Lab fees if attached to course
 3. Network fee
 4. Technology fee
 5. Books

Note: Other fees are to be paid by the family.

- **APU** – FPCS pays a flat fee (up to 50% of their allotment balance) per semester.

Re-Enrolling My Student (Returning to FPCS only)

For your convenience, ASD offers online re-enrollment each year, via [Q parentconnect.asdk12.org](http://Q.parentconnect.asdk12.org), under the “Families” tab and “Returning Students”.

All returning families who were unable to complete the online re-enrollment process must complete a re-enrollment packet available at the FPCS office or downloaded from our website. Access will be given to the online system (OLS) to families who have returned the re-enrollment packet/s to the office or have re-enrolled online and have brought in the required current proof of residency.

FPCS Academic Policy Committee

Charter schools are created by state statute. The law provides guidelines for the operation of these schools. One fundamental concept of charter schools nationwide is the idea that they be governed by a board of directors. FPCS’s governing board is the Academic Policy Committee (APC). The APC is elected from the school population. Each voting member of the board has a vote in every decision concerning the governance and operation of our school. There are nine voting member seats and three non-voting member seats. Six parents, two teachers, one student and one staff make up the voting members of the board. The non-voting members are the FPCS Chief Administrator, an ASD representative, and an additional FPCS student. The voting member seats are nominated and elected by the members of the school from the school’s population. Parents, students, teachers and staff can serve as voting members of the school. (*Charter, 7.4; Bylaws, Article IV*)

Member	Position / Seat	Term
Mr. Ladd Parker	APC Chair – Parent Seat E	May 31, 2020
Mrs. Lynnetta Marcellus	APC – Teacher Seat H	May 31, 2021
Teresa Hintze	APC – Teacher Seat B	Expired May 31, 2022
Shad Schoppert	APC - Parent Seat A	Expired May 31, 2022
Jacquelyn Shoop	APC - Parent Seat C	May 31, 2020
Monica Welch	APC - Parent Seat D	Expired May 31, 2022
Mrs. Chris Cvancara	APC - Parent Seat F	May 31, 2021
TBA	APC - Parent Seat G	Expired May 31, 2021
Rebecca Caldwell	APC – Staff Seat	May 31, 2022
Hannah Marcellus	APC - Student Seat	Expired May 31, 2020
Hannah Utic	APC - Student Seat	Expired May 31, 2020
Mrs. Deanne Carroll	FPCS Principal	

Agendas and Minutes for the APC can be found on our website:
familypartnership.asdk12.org/apc/

General Guidelines

Testing Agreement: Testing is one of the parameters by which FPCS is monitored by the state and district. All public schools are required to test all students in grades 3-9 in English/Language Arts & Math and Science in grades 4, 8, and 10.

PEAKS Testing: (Performance Evaluation of Alaska Schools) Alaska partners with Data Recognition Corporation (DRC) to administer the Performance Evaluation for Alaska's Schools, or PEAKS. The assessment measures the Alaska English Language Arts & Mathematics standards adopted in 2012.

MTSS (Multi-Tiered System of Supports): FPCS conducts assessments in reading and math skills three times each year. This testing helps educators/families identify the learning needs of all students and guide core instruction. Family Partnership uses an online adaptive assessment called Measures of Academic Performance or MAP. Unlike static assessments, MAP helps us identify a student's *Zone of Proximal Development* (difference between a learner's ability to perform a task independently versus with guidance). By understanding what children are able to achieve alone, as well as what they are able to achieve with assistance from an adult, we can work with families to develop plans to teach skills in the most effective manner possible, giving students a gradual release of responsibility to perform tasks independently.

MAP (Universal Screening Windows)

Dates to be determined - see website for latest updates

Fall - Sept

Winter - Dec

Spring - April

Parent Contact & Progress Report Agreement: Parent/Sponsor Teacher communication is a critical component of our school. Family Partnership communicates with families via office visits, telephone calls, e-mails, newsletters and our website. **4 AAC 33.421** requires monitoring of students by certified teachers and must include at least monthly teacher-parent or teacher-student contact and quarterly reviews of student work or progress in courses in the student's ILP. Our most successful homeschooling families initiate contact with their Sponsor Teachers and on occasion, more frequent contact may be necessary to ensure adequate academic progress and overall student success. Your Sponsor Teacher will be contacting you to schedule quarterly face-to-face meetings.

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

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

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

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

Kindergarten: Kindergarten Pupil Progress Reports must be completed and filed in the student CUM (Cumulative Record) folder.

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

Grades 7, 8: Grades are submitted in the OLS by your Sponsor Teacher. Grades are submitted each quarter and are pass/fail or letter 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 distance education, college, university, or vocational/technical schools need to forward a copy of the instructional grade report to their Sponsor Teacher. Unofficial transcripts will be accepted; however, "*Official Transcripts*" from post-secondary institutions will be required upon completion of all coursework for graduating seniors.

A grade of "I" (incomplete) will be given to a student who has not completed the course by the end of grade reporting deadline for one extra semester, after which time it will become an "F" (e.g., when a student starts a semester class in September, if the course is not complete by December, the grade becomes an "I." Students then have until May to complete the course for a grade; otherwise, the grade will become an "F").

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, Family Partnership Charter School diploma.

Graduates are celebrated with a formal graduation ceremony followed by a reception each May.

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

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

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

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

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)

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

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

- Students withdrawing from FPCS prior to the end of the state's student count period (3rd week of October) of the current school year are responsible for reimbursing the program for the portion of the educational allotment they have used.
- Resources purchased with FPCS funds (student allotment), are the property of FPCS and the Anchorage School District and must be returned when exiting the program. Parents may be provided a list of what materials and equipment need to be returned. In some cases, materials or equipment that are assigned to a withdrawing or graduating student may be retained for use by a sibling currently enrolled in the program, if the enrolled sibling's ILP documents the need.
- A student who is not in compliance can be administratively withdrawn.
- If you choose to withdraw your student from FPCS, you will need to fill out the withdrawal paperwork in person at the FPCS office. FPCS will provide an OLS inventory of your reimbursed/requisitioned goods.
- When you withdraw your student, you will be required to bring in "grades to date". These grades to date will be forwarded to your student's receiving school.
- If you do not substantiate grades to your Sponsor Teacher before withdrawing, "F's" will be recorded for each ILP course in Q.

ALLOCATION BUDGETING

Process for planning your school year expenses using your allotment.

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

ALLOCATION DEADLINE: The deadline for budgeting/allocating funds for either a reimbursement or requisition is 3:30 pm, **March 27, 2020**. This is important because only items budgeted by this date will be ordered or reimbursed. Please note, this deadline is different from the reimbursement deadline (May 1, 2020) where receipts from 2nd semester items you purchased must be turned in.

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

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

The best way to make sure your student allotments can be used for curriculum is to consult the approved curriculum list on our website. This list is updated frequently as requests are vetted. Your sponsor teacher can assist you in filling out the form and submitting requests for curriculum not already on the list.

VENDORS

While working in the OLS it is important to know the difference between the types of Vendors that are available for allocation.

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

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

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

REQUISITIONS

Retail Goods & Services: Parents/Guardians have the option of placing a requisition via our OLS and having the business office order the item(s). This is the preferred option as it avoids the reimbursement process. Items are sent to your home so be sure to update your address with the office if you move. Items sent to an inaccurate address that requires reordering, will be charged against your student allotment and will be mailed to the FPCS office.

Process for allocating Retail Requisitions:

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

If you have any questions about the REQUISITION process, please contact Debbie Mastro @ 742-4574

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

Process for allocating Approved Vendor Services:

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

REIMBURSEMENTS

We follow ASD policy and procedure for reimbursements. After preparation by FPCS, reimbursements with supporting documentation are sent to ASD accounting where they are reviewed and audited. Reimbursement checks are mailed directly to you from the ASD accounting department or deposited directly into your bank account if a direct deposit form is on file.

Process for Reimbursement:

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

Documentation Required:

Local Purchases:

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

Online Purchases Require:

- Proof of Purchase: Order Confirmation – What was purchased? When? Amount?
- Proof of Payment: Was it paid with cash, check or credit card?
- If the order confirmation does not include payment information, a copy of your bank or credit card statement showing the charge or a copy (front and back) of your canceled check must be submitted

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

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

Follow these guidelines for quick and efficient reimbursement checks:

- Requests are processed chronologically, first-in first-out
- Receipts should be original and itemized, legible and readable
- Items to be reimbursed should be clearly identified by name, title, cost, etc.
- Payment with: gift cards, points, rewards or store credit are not reimbursable
- Avoid highlighter or tape on receipts, it will erase ink on thermal paper
- Items for reimbursement should be on separate receipts from personal items
- Checks are mailed to the address you provided during enrollment
- Electronic Funds Transfer (Direct Deposit) option is available on our website under “forms”
- Generic/handwritten receipts must have a logo or business stamp
- If you can’t prove you received and paid for the item, we can’t reimburse the item

Please submit your reimbursement requests as they happen! Waiting until the deadline may result in delays in receiving reimbursements. Deadlines are strictly enforced.

REIMBURSEMENT DEADLINES

1 ST Semester	Dec. 6, 2019	for purchases dated 6/1/19 – 12/6/19
2 nd Semester	May 1, 2020	for purchased dated 12/6/19 – 5/1/20
	May 29, 2020	for May internet payment only

Any questions about reimbursements please contact Jenny McMullen @ 742-3725.

ALLOWABLE EXPENSES

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

All items purchased/reimbursed must be grade level appropriate for each student.

All non-curricular or unique purchase over \$200 require pre-authorization by the Principal. Forms are located in the office and on the website.

For unusual items not normally purchased by ASD, you may be asked to bring it in for review and final determination. If you are in doubt, please fill out a pre-authorization form before purchasing.

General School Supplies \$150.00 Per Student / Per Year / Reimbursement Only

General School Supplies are REIMBURSEMENT ONLY and must be entered into the OLS under "General Expenses." **Requests entered in any other location or using any other vendor name may not be reimbursed.** Enter School supplies in one entry up to \$150.00. Follow the reimbursement procedure: print reimbursement form, sign, attach receipts, and turn into the FPCS business office.

Assignment books/planners	Notebooks / Note pads
Binder	Number line
Boards small – dry erase, chalk, bulletin, flannel, magnetic	Paper – copier
Calendar – 1 per family/year	Paper – colored, construction, etc.
Calculator (simple function)	Paper clips / fasteners
Chalk – regular, large sidewalk	Pencil sharpener – manual/electric
Card stock – white/colored	Pencils – wood or mechanical
Chart tablet	Pens
Clipboard	Pocket chart
Crayons and/or sharpener	Portfolios
Dividers – number/alpha	Post-it notes
Erasers – bars/tips	Poster board
Fast charts	Push pins
Folders – file/hanging	Report covers
Glue – Elmer’s, white, super, gorilla, hot glue	Rubber bands
Highlighters	Ruler/yard stick/metric stick
Hole punch	Scissors – standard classroom – 1 per student
Hole reinforcements	Sheet protectors
Index cards, box, dividers	Stapler / staples / staple remover
Ink cartridges	Tape and/or tape dispenser
Labels – file folder	Thumb tacks
Markers	White-Out / correction tape/pen

Art Supplies – Reimbursement only - \$200 per student, per class

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

Curriculum/Textbooks - Please consult the “Approved Curriculum List”

Activity Books	Independent Study Courses
Almanac	Maps
Alphabet Cards	Math Manipulatives
Atlas	Music Books
Audio Books (see below)*	Phonic Cards
BrainQuest Cards	Puzzles – grade level appropriate
Dictionary	Reading Books
Educational Apps/E-books	SAT/ACT prep books
Educational CD	String Cards
Educational Kits	Teacher Manuals/guide books
Educational DVD/video tapes	Textbooks
Flash Cards	Trade Books
Globes	Workbooks

** Reimbursements for Audio book subscriptions such as Google or Kindle require a list of the books titles used for classes in the ILP.*

Kits/Supplies – Kits must include curriculum and pre-approval form if over \$200

(Not a comprehensive list, please contact the office if you want to verify if FPCS funds can be used)

Aero Grow – kits and seeds	Dissection Kit	Lego Kits
Balance/Scale	Glasses - Lab	Magnifying Glass
Chemistry Set	Kits for Botanical Studies	Robotics
Compass	Kits for Experiments	

Live Animals: *(Kits only, not individual components)*

Ant Kit	Butterfly Kit	Ladybug Kit
Mealworm Kit	Frog Growing Kit	Silkworm Kit

Music – Instrument Rental Reimbursement only, Contract form must be signed

Musical Equipment Rental – FPCS will reimburse for the rental of musical instruments for students taking lessons or involved in group instruction. Rent to own instruments will become property of FPCS if the rental agreement is paid in full. FPCS will not pay for repair fees, insurance or accessories on instruments. If the rental continues from year to year, please allocate funds for each new school year.

Musical Accompanists: Fees up to \$50 per student recital, up to \$35 per rehearsal with a maximum of two rehearsals per recital.

Technology – Reimbursement only

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

Internet must be entered into the OLS under “General Expenses” as one amount (Up to \$840). When there are several enrolled students in a family, the total amount may be divided between students as

desired. An original monthly statement showing the internet detail page must be submitted along with the reimbursement form printed and signed from the OLS.

Technology Purchases

This program enables families enrolled full-time with FPCS to purchase devices that support the education of their students and receive reimbursement. Student funds need to be allocated in the OLS under General Expense in order to request reimbursement.

A signed Technology Lease or Purchase Agreement form is required for any device listed below. The original receipt attached to the form must be turned in within 60 days of purchase or by the semester reimbursement deadline, whichever comes first. These forms can be found in the office or on the FPCS website.

Computer/iPad/Tablet

- Each student may purchase (1) device of their choice every 3 years and FPCS will pay up to \$1500
- Warranty, Virus software, and either 1 case, cover, or carry bag may be reimbursed if included on the original receipt
- Payments start to accrue on the first day of the month after documentation is submitted
- Payments are calculated at \$50 per month, paid out twice a year in November & March
- Payments continue from year to year if allocated and enrolled full-time until paid in full, student withdraws, or graduates
- Purchases are between the family and vendor only and devices are property of the family/student
- FPCS will not reimburse or be responsible for repairs, replacements or technical support
- Software programs, peripherals, external hard drives, thumb drives, etc. are not eligible for reimbursement

Printer

- Each FAMILY may purchase a PRINTER of their choice and FPCS will pay up to \$200
- At least 1 student must be enrolled full-time
- This is for (1) printer per family every (3) years
- Purchases are between the family and vendor only and printers are property of the family/student
- FPCS will not reimburse or be responsible for repairs, replacements or technical support

Fitness Tracker

- Each STUDENT may purchase a FITNESS TRACKER of their choice and FPCS will pay up to \$100
- The student must be enrolled full-time and have a Physical Education Class in his/her packet
- This is for (1) tracker per student every (3) years
- Purchases are between the family and vendor only and are property of the student
- FPCS will not reimburse or be responsible for repairs, replacements or technical support

PE Instructional Services

FPCS pays for instructional services only. No P.E. equipment, clothing, uniforms or gear is allowed for requisition or reimbursement.

PE lessons/instruction must meet the following criteria:

- Designed in a manner consistent with the expectations of ASD Physical Education classes
- Be a non-profit organization or an ASD approved service vendor
- Allow all students to join – non competitive

- Activities must be developmental in nature
- Does not include religious teachings with its sports lessons

Parent/guardian responsibilities:

- Membership or Registration Fees related to local, state, or national governing bodies
- Fees related to competitions/meets/tournaments
- Processing Fees, Annual Fees
- Submit itemized receipt from the vendor clearly delineating instructional expenses
- Punch cards – unless offered by an ASD approved service vendor

Instruction is required at a facility by parent or parent approved instructor and an activity log and work samples need to reflect the instruction being provided at the facility.

Memberships

Memberships to non-profit or ASD approved for profit facilities apply to those where lessons or instruction is taking place. Memberships to venues outside of the State of Alaska or non ASD approved facilities, are not permitted.

Family memberships will only be reimbursed for the prorated student portion or the published student portion of the membership if available. Family memberships must be tied to a course in the student's ILP. Use of the membership needs to be reflected in the student's work samples.

Memberships to non-profit vendors who are not on the ASD approved educational service vendor list, are reimbursement only! Memberships to ASD approved vendors can be either reimbursement or requisition. All memberships require a copy of the signed facility membership contract as well as a "membership" form that may be found on the FPCS website or in the office.

Items not allowed based on FPCS Program or District Policies:

- Building, cooking, gardening, hobby supplies or materials
- Camera (film or digital) and photography supplies
- Cleaning supplies or equipment
- College or Scholarship application fees
- Educational testing other than assessments required by the district or state
- Electronic Gaming Equipment, Televisions, Video equipment
- Furniture, home and office items not used for education
- Instrument Accessories & Maintenance on personally/vendor owned musical instrument
- Lodging, food or transportation for day or overnight camps, trips, and events
- Parent training
- Parking fees
- Passes, processing fees, annual fees or registration fees
- Personal items – equipment patterns, sewing kit, fabric
- Printing/copying services, postage, envelopes or mailing supplies
- Services provided to a student by a family member; in this paragraph, "family member" means the student's spouse, guardian, parent, step-parent, sibling, step-sibling, grandparent, step-grandparent, child, uncle, or aunt
- Sporting equipment accessories or maintenance
- Tools or Toys not used for a course specified in the program of studies and required for instruction
- **Items that are considered excessive by the school administrator**

PCS WISHES TO THANK OUR GREAT SCHOOL BUSINESS PARTNERS



JEWEL LAKE & DIMOND
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