

# Family Partnership Charter School

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## Independent Academic Policy

July 1<sup>st</sup> 2012 – June 30<sup>th</sup> 2022



Family Partnership Charter School  
Independent Academic Policy

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**A. NAME OF THE PROPOSED CHARTER SCHOOL**

The name of the charter school shall be Family Partnership Charter School hereafter referred to as FPCS.

**B. NAME, ADDRESS, AND TELEPHONE NUMBER OF A DESIGNATED CONTACT PERSON AUTHORIZED TO ACT FOR THE CHARTER SCHOOL APPLICATIONS**

**Benjamin Jenkins, APC Chair**

**Reed Whitmore, Principal**

401 E Fireweed Lane # 100

Anchorage, AK 99503-2100

(907) 742-3700

**C. PROVISIONS FOR AN ACADEMIC POLICY COMMITTEE**

A full description of the APC and its structure and operational procedures are contained in the Bylaws.

**D. ORGANIZATIONAL STRUCTURE**

**FAMILY PARTNERSHIP CHARTER SCHOOL**

The FPCS makes assurances of compliance with:

[Alaska Statutes on Charter Schools](#)

[Alaska Administrative Code for Charter Schools](#)

In addition, FPCS operates under the FPCS's Independent Academic Policy, Administrative Policy & Parent Handbooks and the signed Contract between ASD School Board and FPCS Academic Policy Committee; hereinafter, APC.

**ACADEMIC POLICY COMMITTEE GENERAL POWERS**

**General Powers.**

The affairs of the FPCS shall be managed by its APC. It shall consist of one primary ruling body. The APC shall fulfill the duties prescribed in A.S. 14.03.250 *et. seq.*, and as set forth in these bylaws and shall perform the following functions:

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1. The Academic Policy Committee/Board of Directors shall uphold the mission and philosophy statements, as stated in the Family Partnership Charter School/Anchorage School District contract, dated July, 2012, and restated in Section E of this charter. It will oversee accountability in academics, legal/risk management, finances, operations/maintenance, and capital budgeting issues of the Family Partnership Charter School.
2. The APC shall ensure that Family Partnership Charter School operates as a nonprofit, nonpartisan, noncommercial and nonsectarian organization. The names of members of the APC or the name of Family Partnership Charter School, or the names of any member, in their official capacities shall not be used in connection with a commercial concern or with any partisan interest or for any purpose not appropriately related to the promotion of the responsibilities of the APC
3. No members of the APC shall act on his/her own in the name of the APC unless so authorized by these bylaws or by resolution of the APC;
4. The APC shall promote professional conduct in accordance with Anchorage School District policy;
5. The APC shall hire a chief administrator and assign duties as required for the administration of Family Partnership Charter School in compliance with ASD Policy 241.3 Line of Authority;
6. The APC shall monitor and approve the school budget to ensure fiscal responsibility;

### NUMBER, TENURE AND QUALIFICATIONS

The APC consists of the following members for the terms indicated:

**Benjamin Jenkins**, Chair (Parent seat G – Term expires 6/30/2012)  
1952 Bragaw Square Place, Anchorage, AK 99508  
[jenkins\\_benjamin@fpcs.net](mailto:jenkins_benjamin@fpcs.net) (907) 337-7676

**Marianne Nelson**, Vice Chair (Parent Seat E – Term expires 6/30/2013)  
8671 Pioneer, Anchorage, AK 99504  
[nelson\\_marianne@fpcs.net](mailto:nelson_marianne@fpcs.net) (907) 230-0746

**Teresa Kress**, Secretary (Teacher Seat H – Term expires 6/30/2012)  
3134 Delta Dr., Anchorage, AK 99502  
[kress\\_teresa@fpcs.net](mailto:kress_teresa@fpcs.net) (907) 243-0117

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**Christian Rawalt**, (Parent seat D – Term expires 06/30/2013)  
7850 Cox Dr., Anchorage, AK 99516  
[rawalt\\_christian@fpcs.net](mailto:rawalt_christian@fpcs.net) 907) 349-8067

**Annette Lopez**, (Parent seat A – Term expires 06/30/2013)  
4151 Tahoe Drive Anchorage, AK 99502  
[lopez\\_annette@fpcs.net](mailto:lopez_annette@fpcs.net) (907) 243-0001

**Anna Roys** (Teacher Seat B – Term expires 06/30/2013)  
P.O. Box 521012, Big Lake, AK 99652  
[roys\\_anna@asdk12.org](mailto:roys_anna@asdk12.org) (907) 317-2750

**Mary Meade**, ASD, Charter Schools Supervisor (non -voting)

**Reed Whitmore**, Principal (non-voting)

**Student Seat and Student Shadow Seat** contact information have been omitted for student confidentiality reasons

**Vacant Seats** (2) Parent Seats

### COPIES OF PROPOSED ORGANIZATIONAL DOCUMENTS

The APC Charter Bylaws, Charter- Independent Academic Policy, Facilities Lease, Physical Plant schematic, and a signed contract between ASD School Board and APC Members are included as Exhibits.

Family Partnership Charter School agrees to operate within all federal, state and local laws and regulations. Additionally, FPCS agrees to comply with Anchorage School District School Board Policy and Administrative Regulations unless specific waivers have been granted by ASD School Board. An appropriate level of autonomy and self-determination shall be evidenced in communication with ASD Administration and minutes of APC Meetings.

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### E. DESCRIPTION OF THE EDUCATIONAL PROGRAM

#### MISSION

To work 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.

#### PHILOSOPHY

Mankind's primary and most basic school is the home. We believe it is best supported by a partnership between students, parent/guardian and professional educators and it is enhanced by opportunities within the community.

#### VALUES

- There is a need for homeschooled students to be served by ASD
- Parents should bear the primary responsibility for educating their children.
- FPCS values a framework in which family-based education that is allowed to thrive will provide a supportive learning environment for the unique ability and learning style of each student;
- Parent-implemented schooling can provide an inclusive education for each child, regardless of ability;
- Parents should select certified teachers who support their educational philosophies;
- Reading, Writing, and Math are foundational for students to reach their full potential;
- Public resources should be used responsibly;
- Students will be challenged educationally with a diverse set of learning opportunities, goals, and services, may be used to support students' ILPs;
- FPCS High School students should be on a four-year academic plan for graduation;
- FPCS values a partnership between FPCS, ASD and the State of Alaska comprising a mutually beneficial practice of FPCS complying with ASD Policy and State regulations and the pioneering of new ideas and frontiers in education;
- FPCS Fosters parent involvement in the school;
- FPCS Invites recommendation from teachers and office staff for the betterment of our program;
- Students are the focus of our school

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### **PURPOSE OF THE PROGRAM**

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

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

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

1. To achieve both spoken and oral command of the English language;
2. To understand and apply mathematics;
3. To understand and use the scientific method in studying physical and life sciences;
4. To think critically and gain skills and knowledge of the major achievements of civilization;
5. To know and understand our American heritage;
6. To gain knowledge of the culture and history of diverse populations;
7. To develop intellectually, emotionally, morally and socially;
8. To develop intellectual curiosity and creativity;
9. To develop skills and appreciation of the fine arts;
10. To gain understanding about maintaining a healthy body, and;
11. To emphasize knowledge, choices and an awareness of academic and career pathways.

### **FOR WHOM CHARTER SCHOOL IS ESTABLISHED**

Family Partnership Charter School is established for students in grades K-12 who reside in Anchorage School District including students with special needs. FPCS will facilitate the regular education services for all students.

FPCS students eligible for Special Education will have services delivered by their neighborhood schools through the Individualized Educational Plan (IEP) process.

### **INTENDED AREAS IN WHICH STUDENT PERFORMANCE WILL BE MEASURED**

Family Partnership Charter School students' performance will be measured through a variety of means, including, but not limited to, regular monthly meetings with their certified teacher, providing progress reports as stated under evaluation procedures, quarterly progress reports and by participating in Standards Based Assessments (SBAs & HSGQE) measuring student

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performance in reading, writing, math and science. FPCS will administer all state and/or district mandated assessments.

### **STUDENT PERFORMANCE TARGETS**

Family Partnership Charter School shall meet or exceed district and state performance targets for proficiency in reading, writing and math. Additionally, specific measurable charter school performance targets and interventions will be used to help reduce the number of students in grades 3-12 who score below proficiency in reading, writing and math using the prior year's assessments as a baseline.

### **DEMAND ESTIMATE AND BASIS FOR ESTIMATE**

FPCS has proven demand for parent-directed education by its 14 year increasing enrollment. The enrollment cap agreement with ASD for FPCS is currently 700 students.

### **STATEMENT OF THE GOALS AND A DESCRIPTION OF THE PROCESS USED TO IDENTIFY THE GOALS**

APC and Administration shall establish annual goals. The process used to identify goals will include consideration of ASD topic and internal school improvements. Data for internal goals may come from, but not be limited, to our annual parent and staff satisfaction surveys and performance data.

### **CURRICULUM STATEMENT**

The basis of FPCS school model is a partnership where certified teachers and parent/ guardians work together to customize student Individual Learning Plans (ILPs) created in the school's online system. The ILPs include a description of each student's individualized course selections as part of their academic packet.

Parent/guardian select curriculum to be used in parent led ILPs which must be approved by certified teachers and the principal or designee. Parent/guardian may use sectarian curriculum in parent-led ILPs, however, it is at their own expense. Certified teachers may require supplemental curriculum in order to assure alignment with Alaska Content & Performance Standards and GLEs (Grade Level Equivalencies).

Parent/guardian may choose to register their students in a variety of courses taught by FPCS teachers in both core and elective areas. Classes may be held in person at community locations, online or combination thereof.

Additionally, parent/guardian will seek certified teacher approval for classes that utilize ASD approved vendors and vendor selected curriculum.



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Parent/guardian may also requisition high school courses from ASD including their neighborhood high schools. The limit on ASD classes is determined by ASD policy. Students taking ASD classes are to be three per student in order to remain enrolled at FPCS.

Parent/guardian may also requisition virtual and/or correspondent classes.

Students may also be enrolled in FPCS part time. Student status is defined as follows. (Note: each unit of instruction is a course consisting of 90 hours or more. A core unit is a unit of instruction is math, language arts, science and social studies.

Enrollment status sets the number of hours students must spend with certified teachers beyond their monthly contact requirement set by Alaska Correspondence School Regulations as follows:

Full Time-the student is enrolled in eight or more units of instruction (720 hours) per year, at least four of which are core units. Certified teacher Hours required = 9

Three Quarter time-the student is enrolled in at least six units of instruction (540 hours) per year, at least four of which are core units. Required certified Teacher hours =6

Half Time-the student is enrolled in at least four units of instruction (360 hours) per year, at least two of which are core units. Required certified teacher hours = 5

Quarter Time-the student is enrolled in two core units of instruction (180 hours) per year and nothing else. Required certified teacher hours = 4

### EDUCATIONAL/ACADEMIC GOALS, STANDARDS, PROGRAM OF STUDIES, SCOPE & SEQUENCE STATEMENT

Parents/Guardians partner with certified teachers to design an academic plan to help students meet or exceed Alaska Performance and Content Standards which may include core and elective subjects. Please refer to Purposes section of this document for general educational/academic goals. FPCS will utilize ASD High School Program of Studies as a guide in selecting courses applicable to high school graduation requirements.

Certified Teachers are the primary link between families and the school, serving as:

- ∞ A valuable resource, to support each family's home-based educational endeavors;
- ∞ Guides to families with navigating school processes and operations;
- ∞ Resource for instruction, problem solving, and motivational techniques and in setting realistic expectations and goals;
- ∞ A facilitator/problem solver for family concerns relating to their educational experience at FPCS;
- ∞ Partners to help parent/guardian select and evaluate personalized curriculum that is aligned with Alaska Content and Performance Standards.

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### **INSTRUCTIONAL METHODS AND MATERIALS**

The FPCS educational model is one that is geared towards individual students, in which parent/guardian and certified teachers will partner to fit students needs with Alaska Performance and Content Standards. Therefore, specific instructional methods and materials will vary from student to student.

### **EVALUATION PROCEDURES**

FPCS will administer all tests mandated by the State of Alaska and Anchorage School District. In addition, FPCS certified teachers will evaluate and prepare cumulative files for elementary students annually. Middle School student work shall be monitored and progress reports completed quarterly. High School student work will be assessed in alignment with the State of Alaska Correspondence School Regulations and any waivers that may be granted.

### **VOCATIONAL COURSES AND SINGLE CLASS ENROLLMENT AT NEIGHBORHOOD SCHOOL**

Students may use their allotment to pay for courses at other institutions, such as King Career Center, UAA, online courses, etc. A “Single Class Enrollment Form” must be completed and included in students’ ILP.

### **SCHEDULING REQUIREMENTS**

FPCS academic schedule is from June 1st until May 31 of the following year. FPCS fiscal year is aligned with all other schools in the state beginning July1 and ending June 30<sup>th</sup>.

The length and duration of classes are variable due to parent-led home education course, classes at community locations and correspondence courses. Therefore, length and duration cannot be specified for this school model.

### **DESCRIPTION OF THE DELIVERY MODEL FOR SPECIALIZED SERVICES**

A nominal percentage of students qualify for Special Education Services. 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. While FPCS does not provide Special Education Services directly, Special Education Services are available through neighborhood schools.

The school will provide a well-integrated quality education for students in the Anchorage School District in grades K- 12. This includes Gifted, “At Risk,” English as a Second Language and students with special needs. FPCS is a public charter school and will adhere to all federal, state and local laws and regulations regarding enrollment.

Students who are gifted and/or use English as a second language shall be served similarly as other students whom are served by ASD neighborhood schools.

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## **F. ADMISSION POLICIES AND PROCEDURES**

### **ANNUAL CALENDAR OF REGISTRATION AND ADMISSION DATES**

Our Annual Calendar is June 1<sup>st</sup> – May 31<sup>st</sup>

Admission to FPCS is from June 1<sup>st</sup> through the 1<sup>st</sup> day of second quarter. After that date, admission will be at the discretion of the principal based upon student need, enrollment cap and funding available.

FPCS may limit its enrollment in accordance with AS 14.03.265.

### **PROGRAM FOR APPLICATION AND ADMISSION**

All new students must go through the lottery. Lotteries are held May 1 and December 1. Enrollment will be “open” for a designated amount of time during each semester. The steps for initial enrollment are as follows:

#### **Step 1**

Complete a lottery application and/or enrollment application packet at the FPCS. The full application comes with useful information and FAQ’s about FPCS that parents must read. This information may also be accessed via the school’s website.

#### **Step 2**

When students have been accepted by the lottery process they, will be notified and will need to secure a certified teacher from the list provided by the office. It is the responsibility of the parent to seek a certified teacher for their student. The teacher will then notify the office of the roster of students with whom they will be working. Parents will need to set up a time to meet with their certified teacher to learn about our system and to determine what their student(s) academic plans will be for the year. Families that do not secure a certified teacher before a designated time will be dropped from FPCS.

Individualized plans are designed for all students including those who may be at risk (those students who because of physical, emotional, social, socioeconomic or cultural factors are less likely to succeed in school.) Through the partnership of parents and teachers individual needs will be met through tutoring, classes and experiences in the community.

### **ELIGIBLE STUDENT AFFIRMATION**

Any student who resides within the Municipality of Anchorage (MOA) who is five years old on or before September 1 of the current school year may enroll in FPCS. 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 (20) twenty years old. Students must physically be in the MOA for seven of the twelve months of the school year (July 1 - June 30) in order to maintain their status as students in FPCS. (*School Board Policy, Section 400*)

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[http://www.asdk12.org/School\\_Board/policy/400policy.asp#431](http://www.asdk12.org/School_Board/policy/400policy.asp#431) ,

<http://www.asdk12.org/aboutasd/faq.asp#kindergarten>

Any eligible student who applies in a timely manner will be admitted, subject to the enrollment cap established by the APC.

### **IN THE EVENT OF AN EXCESS NUMBER OF STUDENT APPLICANTS**

We shall communicate with ASD Board to determine a solution if our numbers approach 10% or less of our enrollment cap.

### **ENROLLMENT IN CHARTER SCHOOL NOT REQUIRED**

Family Partnership Charter School acknowledges that the District may not require a student to enroll in a charter school.

## **G. ADMINISTRATIVE POLICIES**

### **ANCHORAGE SCHOOL DISTRICT POLICIES AND FAMILY PARTNERSHIP CHARTER SCHOOL WAIVERS**

*“Mankind’s primary and most basic school is the home. We believe it is best supported by a partnership between students, parent/guardian and professional educators and it is enhanced by opportunities within the community.”*

*- FPCS Philosophy*

*“A partnership between FPCS, ASD and the State of Alaska comprising a mutually beneficial practice of FPCS complying with ASD Policy and State regulations and the pioneering of new ideas and frontiers in education”*

*- FPCS Values*

FPCS will uphold its core value of compliance and cooperation as follows.

#### **Administrative policies to be followed by the charter school**

Family Partnership Charter School agrees that all ASD School Board and administrative policies and regulations shall be adhered to with the exception that waivers may be granted by ASD School Board.

#### **Requested exemptions from specified School Board policies and/or administrative regulations**

##### **333.3 section 4**

333.3 section 4 calls for description of the curriculum in each subject matter area. This is in direct conflict with an essential element of FPCS’s educational program which allows for each family to choose in partnership with their certified teacher.

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### 333.3 section 4

333.3 section 4 calls for schedule information including start and end times and a calendar for the school year. This is in direct conflict with an essential element of FPCS's educational program which allows for each family to set their schedule in partnership with their certified teacher.

### 333.3 section 13

333.3 section 13 calls for determination of the pupil/teacher ratio. This is in direct conflict with an essential element of FPCS's policy which allows for each teacher to contract with as many or as few students as allowed by FPCS policy.

### Student activities attendance

Waive student activities attendance rule or interpret it such that a learning log or weekly activity report can be used to demonstrate "regular attendance at school."

### Requests for waivers from state regulations

Currently FPCS has no waivers

### Requests for waivers from sections of applicable collective bargaining agreements

Currently FPCS has no waivers. In the event that waivers are requested in the future, FPCS will submit them through the ASD School Board following ASD procedures.

## ACADEMIC PERFORMANCE

*"To work 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."*

– FPCS Mission

*"Parents should bear the primary responsibility for educating their children  
Reading, Writing, and Math are foundational for students to reach their full potential  
FPCS High School students should be on a four-year academic plan for graduation;  
Students are the focus of our school"*

– FPCS Values

### Testing

Students are to participate in all required tests administered by the State of Alaska and Anchorage School District.

## ENROLLMENT AND ELIGIBILITY

*"There is a need for homeschooled students to be served by ASD"*

– FPCS Values

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### Mid-Year Enrollment

Is at the discretion of the principal.

### Mandatory Residence

All students enrolled in FPCS must be physically residing in the Municipality of Anchorage for even of the twelve months during the school year, July 1 through June 30.

## COMMUNICATIONS

*“To work 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.”*

– FPCS Mission

*“FPCS Fosters parent involvement in the school”*

*“FPCS Invites recommendation from teachers and office staff for the betterment of our program”*

– FPCS Values

### School-Wide Communication

FPCS recognizes the importance of having a viable means of communicating information to all FPCS members. The FPCS administration will provide an electronic system which allows for important information to be delivered to all school members. Information that will be disseminated will include, but is not limited to, a notice to each member of FPCS concerning directory privacy, regular newsletters, important deadlines, tools for improvements, etc. At the time of enrollment/reenrollment the notice concerning directory privacy, will inform them of the specific information that is included in the FPCS on-line directory. The notice will include the procedure by which a member of FPCS may choose to update, restrict or prohibit access to their student's information and/or records and a deadline for submitting their response.

### Access to Principal and Business Manager

The email addresses of the Principal and Business Manager will be posted on the FPCS web page.

### APC E-mail Links

E-mail links for each APC member will be placed on the FPCS web page.

## SURVEYS

*“Mankind’s primary and most basic school is the home. We believe it is best supported by a partnership between students, parent/guardian and professional educators and it is enhanced by opportunities within the community.”*

– FPCS Philosophy

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*“FPCS Fosters parent involvement in the school;  
FPCS Invites recommendation from teachers and office staff for the betterment of our  
program;  
Students are the focus of our school;”  
– FPCS Values*

FPCS will conduct surveys at least annually of staff, teachers and parents to gain information that will aid in the monitoring and improvement of our school. Additional surveys may be conducted by the APC or principal as needed. All efforts will be made to respect the opinions expressed, protect personal information, and provide anonymity where requested.

### Parent Surveys

The APC will conduct an annual parent survey to gain input from families on the operations of FPCS. The parent survey is to be concurrent with the annual school survey.

In addition FPCS will also conduct exit surveys for families leaving the school for any reason. The surveys are to be voluntary with the option to be kept anonymous. The purpose of the survey is to gather information on why the family left the school and ideas for improvement.

### Staff Survey

The APC will conduct an annual staff survey to gain input from staff on the operations of FPCS. The staff survey is to be concurrent with the annual school survey.

### Vendor Survey

The FPCS administration will conduct an annual vendor survey to assess the school’s business practices and implement improvements where possible.

## STAFF

*“Mankind’s primary and most basic school is the home. We believe it is best supported by a partnership between students, parent/guardian and professional educators and it is enhanced by opportunities within the community.”  
– FPCS Philosophy*

*“Parents should select certified teachers who support their educational philosophies”  
– FPCS Values*

### Staff

Staff are hired by the principal. They are to support the mission, philosophy and values of FPCS.

### Teachers

Teachers are hired by the principal. They are to support the mission, philosophy and values of FPCS.

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### Background Checks

All certificated educators signing contracts with FPCS families must complete all ASD requirements for a thorough background check before said contract can be processed.

### Unused Teacher Hours after Student Withdrawal

Teachers need to fulfill their contracts.

### BUSINESS PRACTICES

*“Mankind’s primary and most basic school is the home. We believe it is best supported by a partnership between students, parent/guardian and professional educators and it is enhanced by opportunities within the community.”*

– FPCS Philosophy

*“Public resources should be used responsibly;*

*Students will be challenged educationally with a diverse set of learning opportunities, goals, and services, may be used to support students’ ILPs;*

*FPCS High School students should be on a four-year academic plan for graduation;*

*FPCS values a partnership between FPCS, ASD and the State of Alaska comprising a mutually beneficial practice of FPCS complying with ASD Policy and State regulations and the pioneering of new ideas and frontiers in education;”*

– FPCS Values

### Procedure Development

To ensure consistency in the FPCS procedures necessary for implementing school policies; the FPCS administrator should develop clear, written procedures. When questions arise concerning variance between administrative procedures and governing policies the APC shall review the inconsistencies and direct the principal to revise until the procedures are compliant with policy.

### Turnaround Time on All Business Requests

All business requests will be processed in a timely manner. The business office will establish and maintain an effective, efficient, and user-friendly procedure(s) by which families and teachers can determine the status of all business requests.

In the event that a request cannot be processed the business office will contact the party that made the request within a reasonable timeframe, give said party the justification for the denial of the request, and refer them the relevant procedure for appeal.

### Living Organisms

Living organisms may be purchased with FPCS student account funds if the purchase is supported by a course of study in the student’s ILP. The ILP must clearly state the academic purpose of this purchase. Living organisms cannot be requisitioned. Reimbursements for



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purchases of living organisms are subject to all current requirements for reimbursement. FPCS administrative approval is necessary prior to purchase of any living organisms.

### **Payment for Musical Accompanist**

FPCS will allow musical accompanists fees of up to \$50 per student recital, and up to \$35 per said rehearsal (2 rehearsals per recital) based upon expenses reflected in the student ILP and budget. (10/08/02) (Amended 04/13/04)

### **Pro-rated Family Memberships**

Any “memberships” for approved, requisitioned, or reimbursed services paid for with FPCS funds must be prorated such that public funds are used only for that portion which benefits the enrolled students. For instance, a family membership to an approved facility that admits one parent and two children would be reimbursed at the rate of 67%, the final 33% being paid for by the family’s personal funds. In the case of memberships, which admit an undefined number of immediate family members, the calculation would be as follows: (total cost divided by total number of family members) times the number of children enrolled in FPCS. No parent’s portion of the fees will be reimbursed by FPCS.

### **Reallocation of Student Account Funds**

When any class is canceled or any requested purchase is denied, members of the school who were enrolled in the canceled class or who requested the denied purchase will be allowed a reasonable amount of time, a minimum of 2 weeks, to reallocate the funds that were budgeted for the canceled class or the denied purchase. (05/11/04)

### **Reimbursement for Expenditures**

Refer to Business Manual

### **Restriction on Use of FPCS Funds for Private School Tuition**

State law prohibits the use of public school funds for private school tuition.

### **Yearly Spending Deadline**

The APC will determine the spending deadline for student accounts by the October APC meeting. The FPCS administration will inform all FPCS members of the spending deadline by posting it on the FPCS website, by sending a school-wide e-mail, and by including an article about the spending deadline in the November newsletter. All communication regarding the spending deadline will detail the procedures for compliance.

### **Service Vendor Qualifications**

FPCS will make available on-line a list of qualified service vendors. If a service vendor can be found using the vendor search engine, they have met the requirements necessary to be qualified. To become a qualified service vendor the following requirements must be met.

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1. Every service vendor must log on to the FPCS website and satisfactorily fill out, or update, a service vendor profile.
2. Every service vendor must negotiate a written contract with FPCS. The applicant must provide appropriate licensing, credentials, and/or experience that qualifies him or her to adequately perform the stated services. The FPCS administration will determine whether or not a service vendor's credentials are sufficient.
3. Service vendors are expected to periodically log on to the FPCS on-line system, and are encouraged to keep current on student allocations for their services.
4. No service vendor may receive payment for services rendered to their own child.
5. Upon request, the FPCS administration will provide a written explanation to service vendors who do not meet the criterion for a qualified service vendor, which includes why they are not qualified and that appeals to this decision, may be made to the APC.

### **Checklist for Evaluating Proposed Purchases**

The FPCS administrator maintains a list that is approved by the APC of resources that are eligible for procurement or reimbursement. This list will comply with State statutes and ASD policy for the use of public funds.

### **Evaluation of Sectarian Materials**

When the nonsectarian status of FPCS requested materials is uncertain, the administration will ask to evaluate parent-requested materials to ascertain nonsectarian status before requisitioning them or reimbursing for them. Their judgment will be based upon State of Alaska Statute and ASD policy.

### **Expenditures for Non-Academic Subjects**

(P.E., music, art, home economics, etc.) The following items are eligible for procurement with FPCS funds when submitted as part of a complete ILP: lessons, books, rental or lease of equipment related to lessons, some basic equipment which can be reused by other students and is not sized (such as bats, balls, nets), contracted practice time, and basic fees related to lessons (court fees, lane rental, etc.). A complete ILP, agreed to by parents and certified teacher, must be entered into the FPCS online enrollment system along with all related requisitions and/or reimbursement requests. The ILP is subject to FPCS administrative approval. (10/13/98) (Amended 04/13/04)

### **Furniture Purchases**

At the writing of this document furniture purchases are not allowed by DEED regulation.

## **WITHDRAWAL**

### **Acknowledgment of Responsibility for Costs**

Family Partnership Charter School will not be held responsible for costs incurred by a parent who enters into a contract, orders curriculum and teacher time, and then withdraws from the

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school. If the student withdraws prior to termination of this contract, the undersigned parent or guardian acknowledges and agrees that he/she shall be responsible for reimbursing Family Partnership Charter School for all costs which are not funded by the Anchorage School District.

### **Failure to Return FPCS/ASD Property**

ASD/FPCS property that is not returned when a family leaves FPCS is considered stolen property.

### **Unused Teacher Hours after Student Withdrawal**

Parents of students who are withdrawing will be asked to certify the number of hours their sponsor teacher has spent with them as of the date of withdrawal. If the teacher still “owes” hours, he/she will work with the FPCS Administrator to make a plan for how to work off those hours, perhaps by offering one or more classes or administering standardized tests. Teachers who are on addendum or special activity agreements may choose to cancel the remainder of their contract if all parties agree.

### **Withdrawals from Class**

Parents of students who have signed a contract for a group class may withdraw their student from the class, but in such a case, no refund to the student account will be made.

### **Student Deactivation**

Students who have not met the minimum course requirements for their level of enrollment, will be inactivated /dropped from FPCS as of October 31. Notification will be sent to their certified teacher and a certified letter will be sent to the student’s family on or before October 15. Students can appeal their deactivation status to the FPCS administrator. FPCS is accountable for their enrolled students. Should FPCS not be able to contact a family for more than one month, this family will also run the risk of deactivation, unless the family has notified their certified teacher or FPCS of their absence. (9-12-06)

### **RESPONSE TO INSTRUCTION (RTI)**

In the event that a student falls below proficiency in subjects, as determined by school-wide standardize testing, their certified teacher will work with the HQT Advisor for the course to create an intervention plan, subject to the approval of the principal, to bring the student to proficiency level(s). This plan may include but is not limited to adjustments to ILP(s) and/or the reallocation of elective funding.

### **GRIEVANCE PROCEDURES**

FPCS has a grievance procedure. It is located in the FPCS Procedures Manual.

### **FACILITIES**

*“There is a need for homeschooled students to be served by ASD  
FPCS Fosters parent involvement in the school;”*

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– FPCS Values

## **ETHICS**

*“Public resources should be used responsibly;  
Students are the focus of our school;”*

– FPCS Values

## **APC Record Retention**

The Academic Policy Committee will use a locking file cabinet in which APC records will be archived.

## **Compensation for Instructing Own Child**

In no case will a parent receive compensation for services rendered exclusively to their own child or children. This applies to ASD Teachers, Vendors, and parents alike.

No ASD teacher with a child enrolled in FPCS may serve as that child’s certified teacher.

## **Non-Sectarian Status**

FPCS funds may not be used for purchase of sectarian instructional tools. Alaska Constitution AS 14.03.265.

FPCS teachers may not teach from nor participate directly in the use of sectarian instructional tools. AS. 14.13.090 Sept. 15, 1988 Op. Atty. Gen.

FPCS teachers may not advocate a particular religious view or teach that a particular religious view is true or false. AS 12.03.090 Sept. 15, 1988 Op. Atty. Gen.

The content areas established by the ASD scope and sequence are by definition “non-sectarian.” FPCS teachers may participate freely in non-sectarian instruction.

## **Use of Funds**

The use of public funds will always be in accordance to Alaska State statutes and/or other applicable Federal or Municipal statute or law as well as ASD and FPCS policies and procedures. FPCS will maintain public access to its policies and procedures concerning the use of public funds.

## **H. FUNDING ALLOCATION AND ANNUAL PROGRAM BUDGET**

ASD receives revenues from the state for the charter school and reduces the revenues for administrative costs retained by ASD by applying the indirect cost rate that is approved by the State of Alaska, Department of Education and Early Development.

FPCS Administration will submit an annual proposed budget to the APC for approval.

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FPCS revenues for each year shall be derived from actual student enrollments in the charter school during which it is operating and the state funding for that year per pupil.

FPCS enrollment and subsequent revenues shall be determined in the same manner as the State of Alaska and ASD.

Foundation revenues for special populations of students, grants and special revenue funds will be available to the charter school as determined by the contract between FPCS APC and ASD School Board.

Operating revenues will be provided to the charter school as specified in this contract between FPCS APC and ASD School Board

### **I. METHOD BY WHICH THE CHARTER SCHOOL SHALL ACCOUNT FOR RECEIPTS AND EXPENDITURES**

FPCS will remain compliant with AS 14.17.910 Restrictions Governing Receipt and Expenditure of Money from Public School Foundation Account by certified teachers and Administer only approving expenditures requested through Student Allotment funds that comply with this Alaska Statute.

FPCS Business Office will account for receipts and expenditures in compliance with ASD accounting, audit and fiscal procedures.

FPCS hereby makes the assurance that all leases, debts, and other financial obligations of the charter school, shall not constitute a debt, liability, or financial obligation of the School Board or the District.

### **J. LOCATION AND DESCRIPTION OF THE FACILITY**

#### **FACILITY POLICY**

Administrative offices, conference area and material distribution center are to be located as designated by the APC and the location kept on file with the ASD and with FPCS.

FPCS shall comply with federal, state and local building, fire, health and safety requirements where applicable. Compliance with such requirements and codes shall be maintained at or above the existing ASD practice for the duration of the contract.

FPCS will pay for building maintenance costs directly related to the FPCS program.

FPCS acknowledges that ASD may make district space suitable for charter school use only if doing so does not cause undue interference with an existing ASD program and that if FPCS

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should in the future propose to use ASD facilities which are already in use may do so only with the approval of the Superintendent.

FPCS also acknowledges that a Certificate of Occupancy must be issued by the Municipality of Anchorage, prior to opening its doors for student instruction, if the APC chooses to do so in the future. Currently FPCS facility is office space and student instruction takes place at other locations.

FPCS will maintain code compliance in its facilities during the duration of the Contract between FPCS APC and ASD School Board.

### **CURRENT FACILITY INFORMATION**

The current mailing and physical address of FPCS is 401 E. Fireweed Lane, Ste. 100, Anchorage Alaska, 99503

The current lease for the facility is included as an Exhibit to the ASD and State of Alaska Charter School Application.

The current facility is maintained through contracted lease agreement between FPCS and building owner.

### **REGARDING LEASE AGREEMENTS**

No lease agreement may be entered without approval of the FPCS APC.

Without obtaining express agreement in written form, a proposed lease agreement must include: a provision for termination of the lease agreement without further obligation of FPCS in the event that of a lack of appropriation/funding for the charter school or in the event of termination of the charter school's authorization to operate as a charter school. Additionally, a provision, stated in the agreement, must be included that the District is not a party to the lease agreement and is not subject to any obligation or liability under the lease agreement.

FPCS will secure a contract for custodial services relative to the lease agreement.

### **K. TEACHERS/ADMINISTRATORS IN THE CHARTER SCHOOL**

A teacher or principal will not be assigned to FPCS unless the teacher or principal consents to the assignment.

The principal must hold an Alaska Type B Administrative Certificate. The principal oversees school processes and provides oversight of the charter school to ensure that the terms of the contract are being met. The principal will also meet regularly with parents, teachers/staff, and students to review, evaluate, and improve operations of the charter school. They will submit appropriate information as require by the District. The principal will also meet with the

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Academic Policy Committee at least quarterly to monitor progress in achieving the Committee's policies and goals.

The primary responsibility is to fulfill the school's mission. The principal hires, and supervises teachers and staff and also performs evaluations in accordance with district performance standards.

In addition, the principal is responsible to ensure adherence to district and state regulations, protocol and procedures.

The principal oversees teacher/ family contracts and Individualized Learning Plans (ILPs) for completeness and validity while being the intermediary of contract disputes. The principal oversees accounting activities, proposes the annual budget in accordance with state and district procedures; set student allotments and the allotment of resources for teacher supplies.

The principal will oversee all charter activities and interactions with the state and district, except where it is appropriate and fitting for the APC to do so.

### **L. OTHER STAFF IN THE CHARTER SCHOOL**

Business Manager - manages the school budget, oversees processes of purchasing curriculum, service and reimbursements. The Business Manager also interfaces with the Anchorage School District Accounting, Budget, and Purchasing departments, as well as with vendors within the community.

Financial Data Control Clerks: responsible of ordering, paying services, and reimbursing families for curriculum, and services. They reconcile accounts, and dual accounting systems (the schools and the ASD IFAS system).

Secretary: front office, answering and directing phone calls, meeting and helping our community, dissemination information via email and our website. Monitors the check in and out processes of our library

Admin Assistant: organizes and enters enrollment and lottery information, registrar duties (cumulative files, grades, transcripts) and assists in problem solving and office projects.

### **M. PUPIL TO TEACHER RATIO**

Pupil-to-teacher ratio varies from class to class due to the individualized structure of our program. FPCS maintains a one-to-one ratio between students and their certified teacher.

ASD demographics work with administration to determine yearly enrollment projections.

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**N. NUMBER OF STUDENTS SERVED**

The maximum enrollment of FPCS is currently 700 students.

**O. TRANSPORTATION**

FPCS does not provide transportation except in cases where students are part of an FPCS special event which requires busing.

**P. FOOD SERVICES**

FPCS provides no food services.

**Q. TERM OF CONTRACT**

10 years, July 1st 2012 – June 30th 2022

**R. TERMINATION CLAUSE**

The School Board may terminate the charter school contract. The School Board shall provide written notice to the Academic Policy Committee (APC) of its intent to terminate the contract and the reasons therefore. Prior to terminations, the School Board and the APC shall attempt to remedy the violations or other reasons asserted for termination.

The charter school APC may also terminate the contract on an annual basis. In such event, APC must notify the District by February 1 of a given school year of its intent to cease operations the following school year. This date may be waived by action of the School Board upon a recommendation of the Superintendent.

**S. CERTIFICATION OF COMPLIANCE FOR RECEIPT AND USE OF PUBLIC MONEY**

FPCS will comply with all local, state and federal requirements for the receipt and use of public money.

**T. OTHER REQUIREMENTS OR EXEMPTIONS**

All requested Exemptions are stated in Section G.



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### **U. RISK MANAGEMENT**

FPCS shall adequately protect against liability and risk through an active risk management program. The program shall include purchase of insurance which establishes appropriate minimum coverage according to the ASD's risk manager. The charter will operate in such a manner as to minimize the risk of injury or harm to students, employees and others. School operations and activities shall be reviewed by the district's safety officer for compliance with appropriate industry safety practices.

### **V. BREACH OF CONTRACT**

Failure to comply with the provisions of the contract between FPCS and the ASD is considered a breach of contract and may result in the termination of the charter school. During the charter school's annual review with the ASD School Board, compliance with the provisions of the contract will be monitored. If any allegations of noncompliance with the charter school contract (with or by the charter school or the school district) are presented either during the annual review or at any other time, then ASD School Board shall investigate these allegations. Any legal cost incurred as a result of an investigation would be borne by the charter school, if noncompliance is verified, prior to canceling the charter school contract, the ASD School Board and FPCS shall attempt to remedy any violation of the contract.

### **W. DEFINITIONS**

APC - Academic Policy Committee  
ILP - Individualized Learning Plan  
ASAA - Alaska School Athletic Association  
PSC – Personal Service Contract  
SAC – Service Agreement Contract  
ASD - Anchorage School District