

Fairbanks North Star Borough School District



Building Educational Success Together

# Homeschool Handbook

2018-2019

520 Fifth Avenue, 2<sup>nd</sup> floor  
Fairbanks, Alaska 99701  
Phone: (907) 452-2000 x 11201  
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<http://k12northstar.org/BEST>

October 2018

## Important Dates for 2018 – 2019

Date	Event
July 1	Beginning of the 2018-2019 Fiscal Year
July 4 & 5	Holiday OFFICE CLOSED
August 16	Area Schools Start
August 29	<b>Day 10 of First Semester, last day to drop a class.</b>
September 3	Holiday OFFICE CLOSED
September 27	Early Dismissal for staff training at all schools
September 28	BEST OFFICE and all schools CLOSED for staff professional development
<b>October 12</b>	<b>1<sup>st</sup> Quarter Ends: Grade Reports Due for all homeschool students (Early Dismissal )</b>
<b>October 26</b>	Homeschool Enrollment Allotment Deadline: After this date enrollments are no longer eligible for allotment funds
October 25 and 26	Parent Teacher Conferences/Educational Specialist Conf. (no classes for students at schools)
November 9	Early Dismissal for Staff Training at all schools
November 12	BEST Closed for Staff Professional Development
November 22 & 23	Thanksgiving: OFFICE CLOSED
<b>December 21</b>	<b>1<sup>st</sup> Semester Ends: Grade Reports Due for all homeschool students (Early Dismissal at all schools last 3 days of semester)</b>
<b>December 24 &amp; 25</b>	<b>OFFICE CLOSED</b>
Dec 24 - January 7	Area Schools closed for Winter Break
<b>2019</b>	
January 1	OFFICE CLOSED
January 21	OFFICE CLOSED
January 22	<b>Day 10 of Second Semester, last day to drop classes at attendance area high schools</b>
January 31	Early dismissal for staff training at all schools
February 1	BEST and all schools closed for staff professional development
February 18 & 19	<b>Educational Specialist/Parent Teacher Conferences</b> (no classes for students at schools)
<b>March 8</b>	<b>3<sup>rd</sup> Quarter Ends: Grade Reports Due for all homeschool students (Early Dismissal)</b>
March 11-15	Area Schools Closed for Spring Break
March 14 & 15	Spring Break BEST OFFICE CLOSED
<b>April 2 - 5</b>	<b>State Testing Days for all students grades 3 through 10</b>
<b>May 3</b>	<b>GRADES DEADLINE for BEST Graduating Seniors (*all grade reports due and finals completed for BEST students by May 3*)</b>
<b>May 15, 16, 17</b>	<b>Early Dismissal at all schools for last 3 days of school year</b>
<b>May 17</b>	<b>2<sup>nd</sup> Semester Ends (Grades K-11) : Grade Reports Due for all homeschool students</b>
May 15	2019 Graduation
May 27	Memorial Day OFFICE CLOSED

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### Allotment Based Homeschool

Students K-12<sup>th</sup> receive an allotment for purchasing curriculum materials of their choice that align with an Individual Learning Plan (ILP) and state standards.



### Apex Learning

High school students enroll in at least four courses of rigorous, standards-based, digital curriculum.

Grades 9 - 12

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#### Students are:

- Eligible to participate in athletics, music programs, and other extra-curricular activities at their attendance area schools according to district/state guidelines.
- Able to enroll in up to two classes at the attendance area school with no allotment reduction.
- Assigned a certified education specialist who is knowledgeable of various curricula, courses, resources, and learning styles as well as BEST policies and FNSBSD requirements.

# Welcome to Fairbanks BEST K-12 Homeschool!

## Mission:

Fairbanks Building Educational Success Together (BEST) is a school without walls where parents enjoy the primary responsibility for the management of their children's education. BEST is committed to a framework in which the home is supported by the community as a viable educational alternative. BEST is a non-sectarian partnership between students, parents, professional staff, and community members where families and staff work together to customize an education for their children.

## Objective:

Fairbanks BEST will provide an alternative for families who want to teach state content and performance standards using teaching methods and materials of their choice with allotment support from the district.



## Fairbanks BEST Staff

Name	Position	Extension	Email
Kristan Kelly	Education Specialist Junior and Senior High	452-2000 x 11203	kristan.kelly@k12northstar.org
Barbara Sivin	Education Specialist Elementary	452-2000 x 11204	Barbara.sivin@k12northstar.org
Lynn Hoffman	Education Specialist High School online	452-2000 x 11432	lynn.hoffman@k12northstar.org
Roslyn Sandland	Administrative Secretary	452-2000 x 11209	roslyn.sandland@k12northstar.org
Maggie Van Slyke	Admissions/Transcript Secretary	452-2000 x 11201	maggie.vanslyke@k12northstar.org
Melissa Davis	Academic Tutor	452-2000 x 11216	Melissa.davis@k12northstar.org
Leah Sansone	Special Education Teacher	452-2000 x 11206	leah.sansone@k12northstar.org

# What BEST Offers Students

Fairbanks BEST combines the structure of FNSBSD, an accredited institution, with the homeschool philosophy of individualized learning. The intent of BEST is to provide an opportunity for a partnership between homeschooling parents and FNSBSD in order to give students a tailored, yet flexible academic experience. This provides an opportunity for students to have some, or all, of their education provided by a parent in the home, by certified teachers, by private tutors or instructors, and/or through a number of other learning options.

## 2018-2019 Allotments:

Grades	Student Funding
9-12	\$2,400
4-8	\$2,200
3	\$2,000
K-2	\$2,000
Preschool	\$250 Scholarship with an older sibling enrolled at BEST (3 and 4 years old)

## Technology:

Students can purchase technology equipment (including computers) and receive a reimbursement from BEST for up to \$499 from their allotment. Please see purchasing guidelines for more information.

## Education Specialists:

Each BEST student is assigned a certified education specialist who is knowledgeable of various curricula, courses and resources as well as BEST policies, FNSBSD, state and NCAA requirements. They can provide information about applying for college scholarships, qualifying for Alaska Performance Scholarships, high school internships and access to skilled trade union apprenticeships. The education specialist is a valuable resource in helping families develop and carry out their Individual Learning Plans and academic goals.

## Local School Classes:

A student enrolled in BEST is eligible to take up to two classes at their home-attendance area school at no cost. It is important to request classes before the semester begins. Check with your specialist to register. Note: local classes are not required for BEST enrollment or sports and activity participation. Students may add/drop classes at their area attendance school and eLearning courses within the first 10 days of the semester with no penalty. After that time a WF will be given.

## Athletics/Activities:

Students enrolled in BEST K-8 are allowed to participate in extra-curricular activities at their attendance area school according to district/state guidelines. ASAA rules apply to high school students. See eligibility requirements on page 9.

## Special Opportunities:

Certified educators and local experts partner with BEST to provide superior educational opportunities through classes, mini-courses and private tutoring. Choices change each year, but typically include field trips to performing arts shows, local attractions, science seminars and art workshops.

## Dual High School/College Credit:

High school students may be eligible to earn college credit while fulfilling high school requirements. For instance an English 111 course at UAF can also fulfill an English requirement for BEST.

## Library Media Services:

This program, located on the second floor of the FNSBSD office on Fifth Avenue, offers an excellent resource of materials available on a check-out basis as well as numerous online subscriptions. Speak with your education specialist to set up an account to view available materials online or in person or contact Library Media Services at 452-2000 ext. 11241.

## Tutoring:

BEST offers free tutoring for its students M-F 12:00 PM to 3:30 PM or you can call the office to schedule an appointment.

# Enrollment with Fairbanks BEST Homeschool

## Who is Eligible?

Any student residing within Alaska who does not have a high school diploma may apply to enroll. FNSBSD accepts enrollment from students who are at least five years old by September 1<sup>st</sup> and under 20 years old before the start of the school year.

## Grade Placement Determination:

- Kindergarten students are at least five years old by September 1<sup>st</sup>.
- Grade level placements will be based on last report card or transcript.
- High school students will be placed according to Class Standings – Policy 983.5.

## Enrollment Dates:

Regular enrollment will begin in April for the coming school year and enrollment with an allotment will remain open until October 26th. Late enrollments are allowed, but not eligible for allotments.

## Enrollment Process:

1. Contact BEST office to request an enrollment packet.
2. Complete all enrollment paperwork.
3. Return paperwork to the BEST office along with immunization records and birth certificate. *Immunizations records that meet state requirements or an acceptable waiver must be on file.*
4. Once enrolled, each student will be assigned an education specialist.
5. The student, parent, and education specialist will work together to develop an Individual Learning Plan (ILP). At the ILP meeting, curriculum and materials will be approved for ordering.

## Eligibility for School Activities:

This section refers to ASAA sanctioned activities. Full-time BEST students (with a minimum of 5 courses) will be required to provide proof of physical residence to determine their attendance area school for activity purposes. Students must successfully complete all coursework within the semester enrolled and show adequate progress to maintain eligibility. Transferring in or out of BEST **may** affect eligibility.

## Leaving the State:

A student with an official address outside of Alaska is not eligible for school funding under Alaska Statue 14.17. If a student is scheduled to be out-of-state for more than 30 days, a pre-arranged absence must be approved by the education specialist. Students moving from Fairbanks must notify BEST as soon as possible.

## Student Withdrawal:

Students withdrawing from Fairbanks BEST will receive a withdraw grade based on work completed and records submitted. Students withdrawing from Fairbanks BEST prior to November 1 of the current school-year must reimburse FNSBSD for the portion of the educational allotment they have used.

## Re-enrollment and Involuntary Withdrawal:

To be eligible for re-enrollment for the next school year, students must be making adequate progress in their content areas as determined by the education specialist. Families may be withdrawn at any time during the year based on any of the following situations:

- Extended period of noncompliance to school requirements.
- Lack of response to contact attempts.
- Failure to turn in required paperwork.
- Failure to abide by any of the policies or procedures set forth in the BEST Homeschool Handbook.

# Student Immunizations

Alaska State Law requires that schools receive a current copy of every child's immunization record PRIOR to the first day of school. Plan to obtain these records ahead of time and bring a copy with you at the time of enrollment.

These shots should include:

- 4 or 5 DtaP, depending on spacing and age
- 3 or 4 Polio, depending on age
- 3 Hepatitis B
- 2 Hepatitis A
- 2 MMR (Measles, Mumps, Rubella)
- 2 Varicella (Chicken Pox) required for grades K through 6 only

The Director of Nursing Services will review your child's record to determine what, if any, immunizations are needed.

To attend school, the state requires that all students are appropriately immunized, or have a valid medical or religious exemption on file. We strictly enforce a "No Shots – No School" policy in accordance with state regulations.

## **TB Risk Assessment:**

Alaska law requires a TB Risk Assessment be on file for all students new to the FNSBSD. If the results of the TB Risk Assessment warrant, a TB skin test will be required within 90 day of enrollment unless documentation of one of the following is provided to the school nurse:

1. Negative TB skin test results administered within the previous 6 months;
2. Negative result from an alternative laboratory---approved method administered within the preceding 6 months for assessing tuberculosis status;
3. Positive results at any time on the PPD skin test or other alternative laboratory-approved method for assessing tuberculosis status

**See 7 AAC 27.213. Tuberculosis screening of school children and AS 14.30.045 for more information**

## **Public Notice of Non-Discrimination**

The Fairbanks North Star Borough School District does not discriminate on the basis of race, ethnicity, color, religion, creed, sex, age, national origin, physical or mental disability, marital status, changes in marital status, pregnancy, parenthood, sexual orientation, gender identity or veteran status.

The Fairbanks North Star Borough School District does not discriminate on the basis of sex in violation of Title IX of the Education Amendments of 1972 in the educational programs or activities which it operates.

The Fairbanks North Star Borough School District does not discriminate on the basis of disability in violation of Section 504 of the Rehabilitation Act of 1973. This includes admission or access to, or treatment or employment in its programs, services, and activities.

Individuals requiring further information should contact the designated compliance director:

Mr. David Rucker, Employment and Educational Opportunity Director

520 Fifth Avenue, Third Floor

Fairbanks, Alaska 99701

(907) 452-2000 x11466

[David.rucker@k12northstar.org](mailto:David.rucker@k12northstar.org)

[Public Notice of Nondiscrimination](#) May 2016



# How BEST Homeschool Works

## The Individual Learning Plan (ILP):

Parents and education specialist collaborate to design an Individual Learning Plan for the student. The ILP outlines goals and objectives and lists instructional materials and methods to be used throughout the school year for each student in the BEST homeschool. All reimbursements are based on ILP content. Each full time student must have a minimum of four core classes.

The State of Alaska defines the following courses as core: English, Math, Social Studies, Science, Technology and Foreign Language.

## Pre-Approval for Curriculum:

All curricula must be aligned to Alaska state standards and listed in the student's ILP with an education specialist's approval. When necessary, supplemental materials may be needed to ensure all standards are addressed. The Department of Education & Early Development website provides explanations and the key elements of Alaska's performance and content standards and grade level expectations: <http://www.eed.state.ak.us/standards/>.

## Art, Music, & Physical Education:

Fairbanks North Star Borough School District will reimburse fine arts and physical education instruction that identifies a specific course of study where the instructor provides direct instruction of the course that leads to measurable growth.

## Faith-Based Curriculums:

Faith-based curriculums and materials cannot be purchased or reimbursed by Fairbanks BEST. However, parents or guardians may privately obtain textbooks or curriculum material not provided by BEST. Programs like ABeka and others are acceptable and credit can be awarded for these courses as long as the courses are reviewed by the education specialist, are included in the ILP, and quarterly work samples are received. At least two courses in the students' core classes must identify as non-faith based curriculum as the primary source of instruction.

## Quarterly Progress Reports & Work Samples:

Parents are required to submit original, signed grade reports and work samples by the conclusion of each quarter. Samples must include work from each class listed in the ILP and may not be e-mailed. Grade reports serve as the historical record of your student's academic progress and as such should be completed in a timely fashion. If we do not receive the grade report, BEST is mandated by state law to mark failing grades and no credit on the student's transcript. Deadlines are listed on page one.

## Special Education:

State and federal laws guarantee the right of students with special needs to a free and appropriate education in the least restrictive environment. As the enrolling district, FNSBSD is responsible for coordinating special education and related services for students who qualify for such services. Out of district students under a current IEP who wish to enroll in BEST will be scheduled for an IEP meeting. This meeting will determine appropriate placement within BEST, and services to be provided during enrollment with BEST. For students transferring within the district, an IEP amendment meeting must take place prior to enrollment at BEST. To request testing or 504 accommodations, please see your education specialist.

## Required Assessments:

In accordance with Alaska state law, all students must participate in required assessments, including:

- State Standardized Test (3-10<sup>th</sup> grade)
- Kindergarten Developmental Profile (kindergartner or new 1<sup>st</sup> grade students)

Like all schools in Alaska, BEST may be required to have a 95% participation rate for standardized student tests each April.

# FNSBSD Graduation Requirements

To receive the regular high school diploma presented by the Board of Education, students will be required to satisfactorily and fully complete a course of study that meets those requirements established by the State Board of Education and the district. Students will be required to complete a minimum of 22.5 credits, and distributed within the following subject areas:

**English ..... 4 credits**

**Social Studies ..... 3.5 credits**

- World Studies \_\_\_\_\_ 1 credit (2 semesters)
- American Studies \_\_\_\_\_ 1 credit (2 semesters)
- Contemporary Government Studies \_\_\_\_\_ .5 credits (1 semester)
- Contemporary Economic Studies \_\_\_\_\_ .5 credits (1 semester)
- Alaska Studies \_\_\_\_\_ .5 credits (1 semester)

**Science ..... 3 credits**

- Life Science \_\_\_\_\_ 1 credit (2 semesters)
- Physical Science \_\_\_\_\_ 1 credit (2 semesters)
- Additional science \_\_\_\_\_ 1 credit (2 semesters)

**Mathematics ..... 3 credits**

- Algebra I or
- Integrated Algebra A&B \_\_\_\_\_ 1 credit (2 semesters)

**Physical Education ..... 1.5 credits**

One-quarter (.25) credit for the Physical Education requirement may be waived for each full season of participation in approved interscholastic or intramural athletic competition, retroactive to the beginning of time. The total credit waived shall not exceed one-full credit. Elective credit must be earned to replace the Physical Education requirement that is waived. A waiver of credit under this section does not affect the overall minimum requirements.

**Health ..... 0.5 credits**

**Electives ..... 7 credits**

Some examples of courses which would be considered electives are: work study, service learning, music lessons, foreign language, or any course taken in a subject in which you have already fulfilled the graduation requirement. For instance, if you've completed the required 3 credits of science and take another science credit, that credit will count toward an elective.

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**TOTAL ..... 22.5 credits**

**\*One-half (.5) credit is awarded for satisfactorily completing a required or elective course which is one semester in length.**

**All courses must be complete prior to participating in the commencement ceremony.**

# Purchasing Guidelines

*All purchases must be justified within the Individual Learning Plan and be an economical use of district funds.*

**Purchase Requests** must follow these steps:

- Discuss the purchase with your education specialist to assure it is appropriate.
- Complete an order form.
- Forward the order form to the education specialist at the BEST office.

**Reimbursement for Lessons or Courses** must follow these steps:

- Discuss the purchase with your education specialist to assure it is an appropriate.
- Purchase the service(s) or course(s) with your own money or get approval for a Purchase Order.
- Keep your receipts until they total a minimum amount of \$75.00 for submission to request reimbursement.
- Attach the **original receipt(s)** to the Reimbursement Request Form and submit it to the education specialist.

## **Supplies/Materials Covered:**

BEST can pay for a wide range of curricular supplies that are educational and complement the student's goals and Individual Learning Plan. Curricular materials may include textbooks, workbooks, CDs or DVDs of an educational nature, art materials, science kits, general and consumable school supplies, online courses, college courses, community-based learning opportunities, performing arts experiences, computer games of an educational nature, and other materials or resources that meet the student's needs.

## **Supplies/ Materials Not Covered:**

BEST cannot purchase or reimburse for any faith-based curriculum. If you are uncertain as to whether something may or may not be covered, you are strongly encouraged to consult your education specialist prior to purchasing.

## **Computer Reimbursement:**

Students can purchase their own technology equipment and receive a reimbursement from BEST for up to \$499 per student. This technology reimbursement can be used for computers, printers, digital cameras, or other computer equipment with the approval of the education specialist. It is understood that students who purchase computer equipment will own that equipment and assume responsibility for maintaining it. Funds will come out of student allotment.

## **Internet Access:**

BEST will reimburse for monthly internet costs while a student is enrolled with BEST. Parents are responsible for finding an internet provider and maintaining connectivity. Funds will come out of student allotment.

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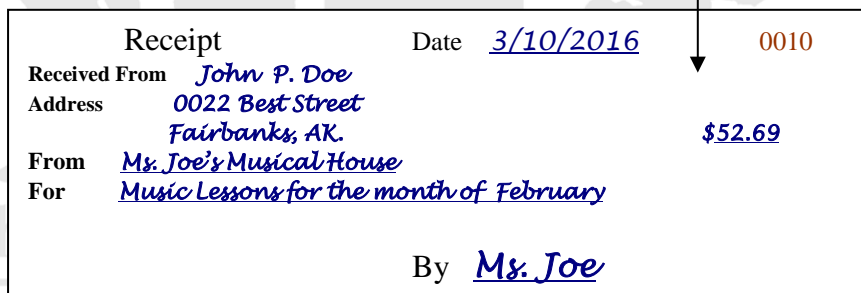
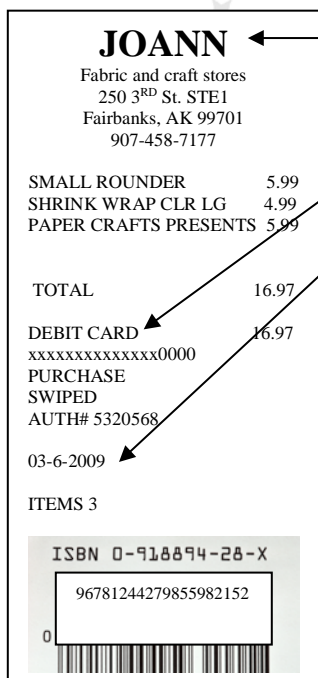
# Reimbursement Procedures

- Discuss the purchase with your education specialist to assure it is an appropriate purchase and aligned with the ILP.
- Purchase the item(s) using your own money.
- Do not highlight or cross through items on receipts.
- Attach the original, itemized receipt(s) from the vendor to the Reimbursement Request Form and submit it to the education specialist. (Please note: Cancelled checks and credit card statements cannot be accepted as receipts. If the receipt does not list items, please identify specific titles on a separate sheet of paper. We are not able to reimburse without receipts. *Please allow a minimum of 3 weeks for payment reimbursement.*)

## What is a “Good” receipt?

### Receipt Requirements

- Must be an original receipt, not a copy.
- Vendors name on receipt.
- How was it paid? (ie. cash, credit card, or check).
- Date of purchase.
- Receipt needs to be itemized.
- Must show balance has been paid.
- Credit card statements are not receipts.
- Hand written receipts have the same requirements.
- Do not highlight or mark through line items.



Any time you are in doubt and have questions, please contact:  
 Roslyn Sandland at 452-2000 ext. 11209  
 roslyn.sandland@k12northstar.org