



Connections
[home.school.community.](https://home.school.community)

Family Handbook

2023-2024 School Year

Welcome to Connections Homeschool Program!

The Connections Home School Program has been developed with the goal of assisting each student as they develop their knowledge, skills, and family values, especially the responsibilities of good citizenship. We believe that caring and loving parents are every student's best guides. The entire staff at Connections is here to support families as they strive to achieve life goals and pursue excellence for their children.

The information contained in this handbook is the culmination of work by students, parents, faculty, and administration. This information is of great value to all and is referenced when clarifying decisions around the policies and procedures of the Connections Homeschool Program. Please contact us any time you have questions or comments. We rely heavily on parent and student feedback as our program evolves to meet the needs of our community.

Our program is now considered a State-wide correspondence program. As we grow, we look forward to meeting the needs of our community as well as our members across the State of Alaska.

Doug Hayman

Connections Principal

Purpose Statement

The purpose of Connections Homeschool Program is to serve as the voice of homeschool education in KPBSD communities, provide individualized, educational options, and support parents as their children's primary teachers.

Vision Statement

Connections Homeschool Program serves all Kenai Peninsula Borough homeschool families. Connections embraces parental involvement and curricular freedom, adapts, and evolves to maintain accountability for student proficiency and graduation, and encourages community and global success.

**Thank you for choosing Connections as your
homeschool partner!**

Important Dates

Fourth of July Holiday (All Offices Closed)	July 4
First Day of Classes in the Buildings	Aug 15
Last Day to Enroll to Roll-Over Funds	Aug 31
Labor Day Holiday (All Offices Closed)	Sept 4
High School Sports Eligibility Check	Sept 11
Quarter Grade Report Due to your advisor	Oct 12
End of the First Quarter	Oct 13
High School Sports Eligibility Check	Oct 16
Veterans Day (All Offices Closed)	Nov 10
High School Sports Eligibility Check	Nov 13
Thanksgiving Holiday (All Offices Closed)	Nov 23-24
Semester Grade Report Due to your advisor	Dec 8
Winter/Christmas Break	Dec 18 – Jan 2
Homer & Seward offices closed; Soldotna office open except Dec 25 th & Jan 1 st	
End of Second Quarter/1 st Semester	Jan 2
High School Eligibility Check	Jan 3
High School Eligibility Check	Feb 5
Quarter Grade Report Due to your advisor	March 7
End of Third Quarter	March 8
Spring Break	March 11-15
Homer & Seward offices closed; Soldotna office open.	
High School Eligibility Check	March 20
March Holiday (All Offices Closed)	March 29
Last Day to Submit ORDERS to your advisor	April 5
High School Eligibility Check	April 15
Last Day to Submit REIMBURSEMENTS to your advisor	April 26
Semester Grade Report Due to your advisor	May 10
End of the Fourth Quarter/2 nd Semester	May 16
Last Day of Classes in the Buildings	May 16
Graduation	May 16
High School Eligibility Check	May 20
Memorial Day Holiday (All Offices Closed)	May 27

Middle School Sports

Homeschool students are required to fill out a participation form before the start of the sport. They are then required to submit an Eligibility Report Form to their advisor every Monday before 12:00 p.m. (noon) while the student is active in the sport or activity.

Office Hours

Soldotna Office

Mon - Thurs 8 - 4:30 p.m.
Friday 8 - 4:00 p.m.

*Summer hours posted
in May.*

Homer Office

Mon - Thurs 8 - 4:30 p.m.
Friday 8 - 4:00 p.m.

Closed in Summer

Seward Office

Mon - Thurs 9 - 3:00 p.m.
Friday Closed

Closed in Summer

Staff

Administration	714-8880
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Doug Hayman	Principal
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Central Peninsula Staff (Soldotna)	714-8880
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Lisa Chambers	Elementary Advisor
Kellie Davidson	Elementary Advisor
Sarah Milam	Elementary Advisor
Don Gaston	Secondary Advisor
Jesse Abrams	Secondary Advisor
Byron Weeks	Secondary Advisor
Connie Akers	Secondary Advisor
Claudia Grimes	Administrative Secretary
Jamie Larsen	Administrative Secretary
Rachel Ames	Administrative Secretary
Jennifer Satathite	Student Allocation Specialist

Homer Staff	226-1880
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Joanna Fonkert	Elementary Advisor
Derek Bynagle	Elementary Advisor
	Secondary Advisor
	Secondary Advisor
Jeri Trail	Administrative Secretary

Seward Staff	224-9035
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Laura Haskins	K-12 Advisor
Julie Lindquist	Administrative Secretary

Program-wide Computer/Technical Support	714-8911
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Ken Carrico	Computer Technician
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Special Education Support	714-8906
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Jamie Harper	Special Education Teacher
Tony Jackson	Special Education Teacher

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Parent/Student Program Agreement

Connections supports student achievement by providing standards-based curriculum, educational guidance, and opportunities to find mutual solutions for problems that may arise.

Parent Responsibility: Teaching and learning at home is an enormous commitment. It is highly recommended a parent be in the home during the day taking an active role in teaching the enrolled Connections student. Health, safety, and supervision must be a priority in any engaged teaching/learning context.

There are some important conditions that must be met in order for the Kenai Peninsula Borough School District to offer this outstanding program and be supported by the State of Alaska for funding. The following referenced statements come from the State of Alaska Department of Education: Correspondence Program Rights and Expectations.

Parent/Guardian and Student Notice of Rights and Responsibilities

All parents and students in correspondence programs have the same right to access the district appeal process as parents and students in other district programs. (4AAC 33.421) This includes, but is not limited to, special education. (4AAC 33.432)

- Parents must disclose enrollments for all other educational institutions, including private schools, to ensure the student is not concurrently enrolled in a substantially similar course. (4AAC 33.430)
- All enrolled students are required to participate in statewide student assessments. (4AAC 33.421)
- All textbooks and other curriculum materials must be aligned with state standards, comply with regulatory requirements, and reviewed by a certified teacher. (4AAC 33.421)
- All non-consumable materials remain the property of the school district and must be returned to the district. (4AAC 33.422) Computers and equipment are required to be returned immediately after exiting the program.
- The ILP may be amended throughout the year based on student need and certified teacher approval. (4AAC 33.421)
- All expenditures related to the student must tie directly to a specific course with a need addressed in the ILP. (4AAC 33.422)
- Monthly contact with the parent/student is required. (4AAC 33.421)
- A quarter/semester review of student progress is required. (4AAC 33.421) Parents are responsible for signing and submitting the student's Semester Grade Report on time at the end of each semester.
- A grade or other determination of course progress will be determined by the certified teacher responsible for the course. (4AAC 33.421)
- Courses receiving an "incomplete" may not be counted towards credit for enrollment requirements. (4AAC 33.426)

In addition, the Parent (Guardian) will agree to the following:

- I will access an online copy of the KPBSD Parent/Student Handbook or ask for a hardcopy.
- I will follow all rules and policies set forth by Connections.
- I will contact Connections staff with any questions or concerns I have.
- I agree to maintain communication with Connections and update personal contact information. (Phone, Address, Email)
- I will take an active part in my child's education by establishing a time and place for work and ensuring they stay current on their schoolwork.
- If I withdraw my student from Connections prior to November 1st, I will reimburse Connections for all materials purchased on my behalf.
- I will utilize the Personal Learning and Career Plan (PLCP) as described by the advisor.
- I acknowledge that seniors are eligible to graduate only from the school in which they are enrolled full-time at the beginning of the second semester of their senior year.
- I understand failure to maintain adequate academic progress may result in a recommendation for other educational options.
- I have been made aware that there are certain requirements of high school students in order for them to be eligible with NCAA should they want to participate in college athletics. More information can be found at www.ncaa.com.

You will be asked to sign this agreement on the ILP upon enrolling. Your signature indicates the following: you are aware of this information, you accept responsibility for ensuring your student is aware of their rights and requirements, you agree to all requirements, and you confirm the information provided is true and accurate to the best of your knowledge. Parents will receive this agreement after meeting with an advisor and designing the Individual Learning Plan (ILP). This agreement must be signed by the parent for program participation by the student.

Special Education Information

Connections Homeschool welcomes students with an IEP (Individualized Education Program).

Students can receive special education and related services, as outlined in their IEP, through their attendance area school. Consultation is also available with the Connections special education advisors.

The special education advisor will provide specific information, answer questions, and assist families in deciding how to best meet their student's needs.

Assessments

State Assessments

Statewide Summative Assessment **AK STAR** (Grades 3-9) and **Alaska Science Assessment** (Grades 5, 8, & 10) are assessments that measure students' progress in math, English language arts, and science. Students in Grades 3 – 9 are given the math and English language arts assessment. Students in grades 5, 8, and 10 are given the science assessment. These two assessments are typically administered in April. Your Connections Advisor will contact you to schedule the AK Star assessment. <https://education.alaska.gov/assessments>

Developmental Profile (DP) (Grades K-1*)

The Developmental Profile is used to identify, record, and summarize the skills and behaviors demonstrated by kindergarten students at the start of the school year. (The DP is also given to 1st graders who are “new to our district”). Your Connections Advisor will contact you to make an appointment for the Developmental Profile.

<https://education.alaska.gov/assessments/developmental>

District Assessments

AIMSweb (Grades K-5)

AIMSweb is a brief assessment used to screen for reading and math skills. The assessment is given three times a year – Fall, Winter, Spring (Sept, Jan, May). Your Connections Advisor will contact you to make an appointment for AIMSweb screening.

<https://www.aimsweb.com/>

MAP Growth Assessment (Grades 3-10)

MAP Growth measures what students know and informs what they are ready to learn next. By dynamically adjusting to each student's responses, MAP Growth creates a personalized assessment experience that accurately measures performance. Timely, easy-to-use reports help teachers teach, students learn, and administrators lead.

<https://www.nwea.org/map-growth/>

Connections Program Information

Enrollment Dates

- Connections has year-round open enrollment. Allotment amounts may vary after October 19th.

Curricular Support

- Connections provides each student with an educational allotment. (K-3 \$2200; 4-8 \$2400; 9-12 \$2600; Pre-K sibling \$200)
- Unused allotment funds will rollover to the next year if the student remains continuously enrolled with Connections and has completed the enrollment process by August 31.
- The allotment must be used appropriately for fulfilling the curricular requirements of the Kenai Peninsula Borough School District, and the student's Individual Learning Plan (ILP).
- Continued use of the allotment is dependent upon successful completion of all required reporting procedures.
- Advisors are available to assist with curricular support regulations.

Individual Learning Plan (ILP)

- Parents and advisors collaborate in the development of an ILP for each student enrolled in the program.
- The ILP outlines goals and objectives and lists instructional material and methods to be used throughout the school year.
- Fifty percent of the ILP must be core classes. (See box)
- ILP forms are available on the website to assist in planning.
- Certified teachers are available for consultation and advice in a specific area of education.

CORE CLASSES:

Language Arts
Reading
Math
Science/Health
Social Studies
World Languages
Technology

Quarterly Reports

- Monthly monitoring of each student by the advisor must include advisor-student or advisor-parent contact, and quarterly reviews of the student's work, or progress in the individual learning plan.
- Quarterly checks are to be thorough and meaningful.

Semester Grade Reports

- The Semester Grade Report documents measurable progress of educational effort to date and determines future grade level and/or credit standing.
- Parents/Guardians are required to submit a signed Semester Grade Report with letter grades for each home taught course at the conclusion of each semester.
- Submitting reports on time is mandatory, or the student's allocation and orders may be frozen.
- For secondary students, late reports will affect eligibility status and grade reporting.
- Failure to provide semester reports may result in loss of credit standing, loss of sports eligibility, and program withdrawal.

Statewide

- Connections can now provide services for families that live outside of the KPBSD area. The terms of these services TBA in September 2023.

Communication

- Communication between Connections and families may occur via e-mail, website, electronic conferences, newsletters, calendars, social, and local media for upcoming notifications or events.
- Information, forms, and reports are available on our website (<http://chkpen.org/forms>), or in our offices.
- Announcements and information will be distributed to all appropriate grade levels.
- As a borough-wide service, we frequently use our website and/or e-mail to ensure timely communication. We encourage parents and students to check the website and their email regularly and frequently.

Out-of-State Travel

- Pre-arranged absences must be approved by the principal if a student is scheduled to be out of state for more than 30 days.
- Prior to out-of-state travel, please seek pre-approval for possible reimbursable expenditures using a Pre-Approval Expenditure Form at least 2 weeks prior to leaving.

Returning Materials

- All non-consumable instructional materials and equipment purchased by the Kenai Peninsula Borough School District remain the property of the Kenai Peninsula Borough School District. These materials and equipment **must be** returned at the end of the school year, or within 10 days of withdrawal from the program.
- Families remaining enrolled with Connections may continue to use these materials and return them when finished.
- All borough stickered items (Computers, Tablets, Cameras, etc.) must be returned upon completion or withdrawal from the Connections program.

EXAMPLES

Non-Consumable:

All Equipment
(Computers, iPads, etc.)
Student Textbooks
Teacher Textbooks

Consumable:

Workbooks
Paper worksheets

Withdrawal Information

- Students withdrawing from Connections prior to November 1st of the current school year are responsible to reimburse Connections for the portion of the educational allotment they have used.
- If transferring or moving to another school, please notify Connections.
- All required paperwork must be submitted prior to withdrawal. (i.e., Semester Grade Reports, Reimbursements, Withdrawal Form, etc.)

Graduation / Transcripts

- Connections offers a graduation ceremony for high school seniors who meet the requirements.
- Connections students desiring to graduate from a specific public school must be enrolled full-time with that school at the beginning of second semester of the year they wish to graduate.
- Transcripts are available online through www.parchment.com

Orders

March 28, 2024 is the final date to place orders through your advisor.

All expenditures related to Connections students must tie directly to a specific course listed in the ILP. All textbooks and other curricular materials must be aligned with state standards, comply with regulatory requirements, and reviewed by a certified teacher.

Orders

Almost all curriculum and school supplies may be purchased for your student directly by the Connections Program. Please submit all orders to your student's advisor. You will receive an email when your order has arrived and may pick it up at Connections at your convenience.

There is a \$200 equipment limit per course, per semester.

You may also purchase curriculum and supplies, and then submit for reimbursement.

It is your responsibility to seek prior approval of materials before making any purchases.

Retail (Direct Vendors)

Several Kenai Peninsula vendors work with Connections providing curriculum and supplies directly to Connections families.

- Parents select items they wish to purchase from the vendor.
- The vendor holds the items while submitting for approval from a Connections advisor.
- Once the items have been approved, the vendor calls the parent and releases the items for pick-up.
- For a list of participating local vendors, please contact Connections.

Instructors/Tutors (Service Vendors)

Many area service vendors work directly with Connections regarding payment. Most approved vendors are listed on the Connections website.

- **A Vendor Direct Payment (VDP) form must be filled out by the parent, the vendor, and the student's advisor. All forms need to be submitted two weeks prior to the first lesson.**
- **A Supplemental Instruction Form (SIF) must also be on file.**

Reimbursements

April 30, 2024 is the final date to submit reimbursements to your advisor.

Parents may purchase curriculum, supplies, lessons, etc. and submit receipts for reimbursement from Connections. Reimbursements must be aligned with the course, ILP, or correspondence class. Some items are **NOT** reimbursable; or are deemed a fixed asset. Please contact your advisor for specific information prior to purchasing physical education equipment, musical instruments, technology, and other large purchases.

Some items are **NOT** reimbursable: faith-based curriculum, equipment, food, transportation, lodging, pets, sales tax, weapons, ammunition and more. This is not a complete list.

Reimbursements for services (music/dance lessons, art lessons, tutoring, etc.) will be reimbursed upon completion of services. You may pay for lessons in advance and submit the receipts, but we will hold repayment until the services are complete.

There is a \$200 equipment limit per course, per semester. We CANNOT partially reimburse an item. For example, if an item is \$250, we cannot reimburse just \$200.

It is the responsibility of the family to seek prior approval for reimbursable items and services before making any purchases.

How to request Reimbursement:

- Fill out a Request for Reimbursement Form. This form is on the website (chkpen.org) under the forms tab, or it can be picked up at the office.
- Attach all paid **original itemized receipts** (handwritten or credit card receipts are not acceptable).
- Please tape small receipts to a full size 8.5"x11" sheet of paper (one side only).

Important things to remember about reimbursements:

- The Kenai Peninsula Borough School District **WILL NOT** pay for, or reimburse for, sales tax.
- Cancelled checks, credit card statements and handwritten receipts are **NOT** acceptable as receipts. Receipts need to be itemized and include payment information.
- Purchases made on a gift card, voucher or store credit **CANNOT** be

reimbursed.

- Fine Arts, PE, and tutoring costs are reimbursable upon completion of services.
- The KPBSD Accounting Office processes all reimbursement checks on a weekly basis, but the approval process can take up to four weeks. Please allow a minimum of three to four weeks for reimbursement processing and payment.
- **Reimbursements are not accepted after exiting the Connections Program.**

Equipment and Technical Support Agreement

Technical Support

Please contact our tech specialist:

Ken Carrico at 714-8911 or at kcarrico@kpbsd.k12.ak.us

Technical support is available for computer hardware and software problems. All equipment maintenance and repairs must be evaluated by Mr. Carrico or by the district technology department.

Equipment

Connections provides our students with a laptop computer. Families have the option of checking out a laptop or joining the Rent-to-Own (RTO) Program.

Check-Out Laptop: Families may check out a laptop for students in the Connections Program. Families may use the laptop as long as their student remains enrolled. The laptop will be exchanged after its four-year life span.

Rent to Own (RTO) Laptop: This option allows each Connections student in the family to have their own laptop. This option requires four years of consecutive enrollment with Connections. When selecting this option, one-fourth of the cost of the laptop will be deducted from the student's allotment each year for four complete years. At the end of the four-year period. Ownership of the laptop is transferred to the student.

Early RTO buyouts are not allowed.

Printers: A printer is provided, upon request, to each family free of charge. Ink may be purchased through Connections and deducted from the student's allotment.

Insurance Fee: The district is required to carry insurance for all computers. An insurance premium fee of \$25 will be deducted annually from the student's allotment.

Loss or Negligent Damage: In the case of loss or negligent damage to any computer, the user is responsible for the \$100 insurance deductible. **This deductible may not be taken from the allotment.**

Tablets: Connections does not carry insurance on tablets; you are responsible for any damage which occurs.

Internet: Setting up internet access is the family's responsibility, and they choose the internet provider. Connections will reimburse up to \$125 per month for internet services from the student's allotment. Connections will not reimburse for phone line access to receive internet service, installation charges, or a second phone line.

Equipment Guidelines:

- Please use a surge protector.
- Laptop computers need to be returned with the two-piece charger/power cord, case, and external USB/DVD drive (if provided).
- All equipment is to be returned in the condition in which it was provided.
- Students not continuing with Connections must return all equipment within 10 days of withdrawing.
- **In the case of theft, a copy of the police report is required.**

Parents are required to sign the Equipment and Technical Support Agreement before any equipment is issued to the student.

Tablets / iPads



Tablet devices may be ordered through Connections and paid out of student's allotment. Additionally, you may purchase up to \$100 worth of accessories to support the tablet if needed: tablet cover, external keyboard, etc.

IMPORTANT: Tablets are susceptible to damage and break easily.

- Connections does not carry insurance on tablets.
- All tablets purchased by Connections belong to KPBSD and must be returned to Connections.

DISCLAIMER: Due to shipping & programming of all tablets, it can take 6-8 weeks to receive your tablet(s).

Frequently asked Questions

Q: Is there a cost limit on the tablet Connections can order for me?

A: Yes. The tablet must be \$500 or less.

Q: What kind of tech support will Connections provide?

A: Because there are so many different tablets available, we will not be able to help with hardware problems.

Q: How many tablets will Connections order?

A: One tablet per student.

Q: Can I be reimbursed for the purchase of apps for a tablet?

A: Yes, apps related to the ILP may be reimbursed.

Q: What about game apps?

A: No, we do not purchase apps where the primary purpose is entertainment. If in doubt, ask your advisor.

Q: Can we purchase accessories for our tablet?

A: Yes. There is a limit of \$100 per device for accessories: cover, keyboard, stylus, and/or stand.

Q: What happens if we damage our tablet?

A: You will be responsible for any repair costs.

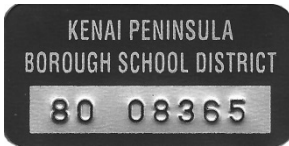
Q: Can I be reimbursed for a tablet I order on my own?

A: No.

Other Equipment

- Digital cameras, Kindles/Nooks, graphing calculators, external hard drives, video recorders, microscopes, and any other items listed on the KPBSD Fixed Asset List purchased with a Connections allotment are required to have a KPBSD sticker attached. (See below)
 - This equipment is the property of the Kenai Peninsula Borough and is subject to all the rules and requirements listed under equipment.
 - **All equipment must be returned within 10 days of withdrawing from the Connections program.**
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Kenai Peninsula Borough Property Sticker Example:



Student Opportunities

Activities, Field Trips, and Events

Connections provides parents and students the opportunity to participate in many activities throughout the school year. Some of our events include Alaska Wildlife Conservation Center Field Trips, Battle of the Books, Open Gym, Talent Show, Ice Fishing, Day at the Movies, Alyeska Ski Trip, Holiday Activities, IditaRead, Spring Festival, and much more.

A “Connections – What’s Happening!” email is sent out every week to all students listing important deadlines, activities, and field trip opportunities for homeschool families. Please provide us with your current email address and check your email, our website events calendar, and the Connections’ Facebook page regularly for information on upcoming events.

Classes in KPBSD School Buildings

Connections students have the option to take classes at their neighborhood public school pending class space availability.

Full-time Connections students may take up to two classes per semester or a maximum of 1 credit per semester. All attendance, school rules, and school district policies are in effect for students attending classes in the school building.

Students cannot be simultaneously enrolled in the same class through Connections and at a school building. For example, a student cannot take PE at a school and then get reimbursed for a gym membership.

***NOTE: Attendance to public school dances, clubs, bonfires, field trips, etc. is at the discretion of the public school and should be verified and approved by that school’s administrator.**

Immunizations need to be current and on file with the school the student is attending. Please contact the school building when you are attending classes for additional information regarding required medical records.

Medical Records Requirements for Public School Attendance

If your child plans to attend class at a public school, you will need to bring their immunization records to the school nurse prior to your child’s first day.

Immunization records that meet State requirements, or an acceptable waiver, must be on file before the first day in class as required by Alaska State Law. The school nurse can tell you if your current immunization records are compliant with this law, and, if not, specify what is needed. Typically, a physical examination, a TB test and the completion of a health form are also required for student’s new-to-district and/or school. Some exemptions may apply.

PowerSchool

Student taking classes in the building or with KPBSD Distance Learning can track their grades on PowerSchool. Grades coming from parent-graded classes, vendor/instructor/tutor classes, and KPC are updated at the end of the semester as grade reports are submitted.

PowerSchool requires a district login username and password. There are two different ways to access PowerSchool: one for the student and a different one for the parent.

- Student access: log on using your district ID and password. (Check with your advisor if you need help finding your ID or password.)
- Parent Access: set up initially by a Web ID and password letter from the district for each student enrolled.

If you do not know this information, please call your local Connections Office for access.

KPBSD Distance Learning (Online Courses)

Distance Learning is available for grades 9-12.

Online courses are offered through the Kenai Peninsula Borough School District's Distance Learning Program and are taught by highly qualified KPBSD teachers working at different school locations on the Kenai Peninsula. Distance Learning teachers are available for help by phone, email, and video conferencing (Zoom).

Online courses are ordered through your advisor. The Distance Learning Instructor will email the student (at their district email address only) with directions on how to access the class. This process can take up to 24 hours to complete.

Students must access their school district Gmail to begin their class. (See KPBSD email account directions on pg. 24).

Alaska Performance Scholarship

The Alaska Performance Scholarship (APS) is available to high school students who meet specific requirements set forth by the State of Alaska. These requirements are subject to change.

It is the student's responsibility to notify their advisor if they are interested in pursuing the scholarship. Any student pursuing the scholarship is also responsible for researching the eligibility requirements and ensuring they are in compliance.

College Courses – High School/Dual Credit/Jump Start

Qualified high school students are eligible to participate in college courses and in some cases can receive dual credit. Connections allotment can help fund these classes. Juniors and seniors may also take advantage of substantial discounts through the Kenai Peninsula Borough JumpStart program. See your advisor for questions regarding eligibility for college courses, deadlines, etc.

All guidelines and steps for taking college courses are available at:
<https://kpc.alaska.edu/admissions-aid/registration/high-school-students.cshtml>

Key necessary steps:

1. Take the appropriate placement test at KPC. (ALEKS for math placement and/or Accuplacer for other subject areas.) Contact your local campus to sign up; seats fill up early! *ACT/SAT scores can also be used in lieu of Accuplacer scores if they are less than a year old.
2. Choose your method of payment for courses:

Connections Direct Payment

- Submit "KPC Student Schedule/Bill" to your Connections advisor.
- Get "Payment Authorization" form from your advisor.
- Submit "Payment Authorization" form to KPC **before the first day of class.**

-OR-

Parent Payment

- Pay KPC for the full amount of course.
- Submit Request for Reimbursement Form and "KPC Student Schedule/Bill" showing payment.

Grades must be submitted to Connections at the end of the semester for credit to be issued. Provide your advisor with an unofficial transcript upon completion of your courses.

To obtain an unofficial transcript:

- Go to <https://alaska.edu/uaonline/>
- Log In
- Go to "Student Services and Account Information"
- Go to "Student Records"
- Go to "Academic Transcript" > Submit and print or send a copy

Athletics/Activities

Potential College Athletes

Potential college athletes must take certain classes in high school. Please visit the NCAA Eligibility Center (online or by phone) for specific requirements. For more information, please visit: www.ncaa.com.

Connections Students Participating in Co-Curricular Activities

Students are allowed to participate in co-curricular activities at their attendance area public school. In the event a Connections student wishes to participate in activities or take classes at a school outside of their public-school attendance area, they must obtain an “Out of Area Attendance” form, which requires both schools’ principals’ signature on the form.

Please note that once a student attends class in a public school or participates in co-curricular activities in a public school, this school becomes their designated. “school of eligibility” regarding co-curricular participation. If the student wishes to transfer to another school, the student would be ineligible to participate in co-curricular activities for a period of 18 weeks. This is an Alaska School Activities Association (ASAA) rule. (See following section.)

For clarity, a full-time Connections student may not attend one public school for classes and a different one for activities.

Parents of middle and high school students participating in co-curricular activities are required to submit eligibility reports regularly.

- **Middle School eligibility reports are due every Monday by 12:00pm while the student is participating in the sport.**
- **High School eligibility reports are due on dates specified by the school district.**

Please contact your advisor prior to the sports season to inform him or her that your child will be participating in co-curricular activities and to receive information about when and how to submit eligibility reports.

Final eligibility status is determined by the Athletic Director of the participant’s school.

Information or requirements about student participation may be obtained from the participating school.

Kenai Peninsula School Activities Association

Student Requirements for Participation in Interscholastic Activities (Excerpts from KPBSD Co-Curricular Activities Guidelines)

A student attending KPBSD approved correspondence, alternative or charter program during the first semester of ninth grade; and a student transferring from out-of-district who attends one of the above KPBSD approved programs after the first semester of the ninth grade, must designate an Alaska School Activities Association member school within the district as the School of Eligibility. The School of Eligibility of a student, other than a first semester freshman, who transfers to a KPBSD approved correspondence, alternative or charter programs from another school within the district will be the member school from which the student transferred.

**A student attending a KPBSD approved correspondence, alternative or charter program, who wishes to change his/her School of Eligibility during the school year, will be ineligible for interscholastic competition at the new School of Eligibility for eighteen (18) school weeks.*

Academic Eligibility

To be eligible, a student must meet the following criteria:

- (Except for first semester freshman) have passed at least five (5) semester units of credit* or the equivalent during the previous semester, with an overall 2.0 GPA for the semester. Students who passed the required number of classes, but who did not maintain an overall 2.0 GPA during the previous semester may regain eligibility during the current semester by achieving and maintaining an overall 2.0 GPA within the schools' grading system, and
- Be enrolled in at least five (5) semester units of credit* or the equivalent during the current semester and maintain an overall 2.0 GPA for the semester. Students who do not maintain an overall 2.0 GPA may regain eligibility during the current semester by achieving and maintaining an overall 2.0 GPA within the school's grading system.

*Note: Seniors on track to graduate must take at least four (4) semester units of credit or the equivalent.

Visit us on the Internet and Facebook

www.kpbsd.k12.ak.us

The KPBSD website is very useful for general information about our district. It will also keep you informed about events and sports taking place in the schools.

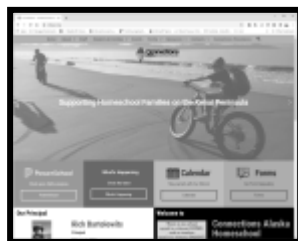
The main district website has a “Students/Parents” Tab for logging on to Gmail (g.kpbsd.org), One-Stop Student Portal, PowerSchool, Discovery Ed, and Canvas (if using Distance Learning).



<https://chkpen.org/>

The Connections website and Facebook page are useful for communicating information about our events, activities, and student account information.

Look for the Parent Connection button on this site.



When parents enroll with Connections, they will receive a “Welcome Email” with login information (username and password) for the Parent Connection. This is where parents can check the balance of their child’s educational allotment.

PLEASE NOTE: The Parent Connection username and password changes every year. If you did not get a login email at the beginning of the school year, please call your local Connections office to get your new username/password.

<https://www.facebook.com/pages/Connections-Homeschool/>

Events and Information

Check the Connections Facebook page for interesting information about events and fun updates.

Networking

You can also meet and network with other homeschool families.



KPBSD Email Account Directions

School District Email (www.kpbsd.k12.ak.us)

Every KPBSD student (grade four and above) has a student email account powered by Google. This Gmail (g.kpbsd.org) account is different from your personal Gmail account. The KPBSD email account is what your online teachers will use to communicate class information.

Your student username is your student I.D. number.

The number is six characters long and probably has a leading zero. (i.e., 054321)

Setting up your KPBSD GMAIL account:

Part 1 (If you have already changed your KPBSD password skip to Part 2)

1. Go to www.kpbsd.k12.ak.us
2. Click on the icon "District Gmail" at the top of the screen. **Enter your student number as the username.** The number should be six characters long and probably has a leading zero. For instance, a student number would look like 054321. For assistance, contact the Connections office.
3. Enter your initial password. **Your initial password is based on your birth date: ddmmyy** (day month year). *Example: if your birth date is November 8, 1995, your initial password is 081195. Notice that a leading 0 is needed for the day portion of the password.*
4. You will be asked to change your password. The password you set here is the same password you will use to log into PowerSchool. Your KPBSD email password will always be the same as your PowerSchool password.

Part 2

1. Go to <http://mail.g.kpbsd.org>.
2. Enter your KPBSD username and password (that you set up in Part 1).

Forms

- All forms are available at all Connections offices and on the website.

Enrollment Form

The enrollment form is very important, so please fill it out completely. If you have any questions about this form, please ask a secretary and/or advisor. (See website for the complete enrollment process.)

Curriculum / Educational Materials Order Form

DEADLINE: July 1 – March 28 of the current school year.

Orders may be placed through the Connections office for the current school year. Placing your order through the office saves sales tax and high shipping costs. Orders typically take 4 to 6 weeks to arrive. Please use a Connections' Educational Materials Order Form to submit orders to your advisor for approval.

Vendor Direct Payment (VDP) Form

DEADLINE: Two (2) weeks prior to the service starting date or the first lesson.

This is an easy to use and popular payment method for families. VDP forms for lessons or services must be signed by an approved vendor and submitted to your advisor 2 weeks prior to the starting date of services. The vendor submits the bill for payment directly to the KPBSD Accounting Office.

**Please Note - not all vendors choose to participate in this method of payment.*

Pre-Approval for Expenditures Form

DEADLINE: Two (2) weeks prior to the expenditure.

This form is used to pre-authorize expenses for the student. If you are unsure if a purchase will qualify for reimbursement or will be traveling out of state for a period of time, we strongly suggest using this form.

Request for Reimbursement Form

DEADLINE: July 1 – April 30 of the current school year.

Remember to get prior approval for items that would be reimbursable before making any purchases.

- Only paid, original, itemized receipts will be accepted.
- Cancelled checks, credit card statements and handwritten receipts are **NOT** acceptable as receipts.
- The Kenai Peninsula Borough School District may not pay for, or reimburse for, sales tax.

- Connections will reimburse academic curriculum upon receipt.
- Supplemental instruction, PE, and tutoring costs will be reimbursed upon completion of services.
- Non-reimbursable items include, but are not limited to, the following: faith-based materials, food, transportation, most equipment, lodging, pets, and clothing.
- Contact your advisor if you have questions about items for which you would like to be reimbursed.
- Allow a minimum of 3 to 4 weeks for reimbursement payment.
- The KPBSD Accounting Office processes all reimbursement checks on a weekly basis.
- Reimbursements will not be accepted after exiting the Connections Program.

Supplemental Instruction Form (SIF)

DEADLINE: Before the start of any lessons.

KPBSD will reimburse fine arts and physical education instruction that identifies a specific course of study. Parents must submit the SIF to the Connections office before reimbursements can be made. Lessons/services must be completed prior to being reimbursed.

Activity Log for PE/Fine Arts (High School and Middle School ONLY)

DEADLINE: Logs must be submitted to your advisor before a grade can be entered onto the student's transcript.

Activity logs record a student's time spent working on the activity and they are required for some courses.

Semester Report Form

DEADLINE: End of the 1st and 2nd Semester.

Parents/Guardians are required to submit signed Semester Grade Reports at the conclusion of each semester. The Semester Grade Report documents measurable progress of educational effort to date and determines future grade level and/or credit standing.

It is very important to submit the semester report on time or your allocation and orders will be frozen. Failure to provide semester reports may result in program withdrawal.

ATHLETICS PARTICIPATION & ELIGIBILITY FORMS

High School (KPBSD Athletic/Activity Participation Registration)
Middle School (Co-Curricular Participation Consent Form)

DEADLINE: Before the student can participate.

The Athletic/Activity Participation Consent Form is a district form which must be completed for a student to participate in KPBSD school sponsored sports and activities. There are two different forms for each level listed.

Please submit a copy of the KPBSD Athletic/Activity (HS) or Co-Curricular Participation (MS) form to your advisor before starting a sport or activity.

High School Eligibility Report

DEADLINE: High School Eligibility Reports are due twice per quarter. Dates are designated by the school district.

Eligibility Check Reports will be updated at the beginning of the school year with the dates due appearing at the bottom of the form for the current year

Middle School Eligibility Report

DEADLINE: Middle School Eligibility Reports are due every Monday before 12:00 p.m. (noon) while the student is active in the sport or activity.

Withdrawal Form

A Withdrawal Form is required upon leaving the program. A Withdrawal Checklist is available to ensure all items are completed.