

CONNECTIONS HOMESCHOOL

Parent/Guardian Acknowledgement Checklist

Please review each item and confirm your understanding and agreement.

- I have received and reviewed the **Connections Family Handbook**.
- I will read the **KPBSD Parent/Student Handbook** online or request a paper copy.
- I will follow all Connections and KPBSD rules, policies, and expectations.
- I will contact Connections staff if I have questions or concerns.
- I will keep my contact information current (phone, address, and email).
- I agree to maintain **monthly** communication with my student's advisor.
- I will follow the **Individual Learning Plan (ILP)** created with my student's advisor.
- I will actively support my child's education by:
 - Setting a regular time and place for schoolwork, and
 - Helping my child stay current with assignments.
- I understand that if my student does not make adequate academic progress, Connections may recommend other education options.
- I have submitted the ClassWallet student information sheet and received the login instructions.
- I understand that **allotment funds are for approved educational use only** and must follow Connections guidelines.
- I understand that all allotment purchases are subject to KPBSD approval.
- I understand that misuse of allotment funds may result in loss of allotment privileges.
- If I withdraw my student(s) from Connections **before November 1st**, I agree to repay the cost of any materials purchased using allotment funds.
- I understand that seniors may only graduate from the school where they are enrolled full-time at the beginning of the second semester of their senior year.
- I understand that high school students interested in college athletics must meet **NCAA Eligibility Requirements** (www.ncaa.com).

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.

Parent/Guardian Signature: _____ Date: _____

Student Name(s): _____ Grade(s): _____



Connections
home.school.community

Family Handbook

2026-2027 School Year

Soldotna

143 E. Park Ave.
Soldotna, AK 99669
907-714-8880

Homer

206 E. Pioneer Ave.
Homer, AK 99603
907-226-1880

Seward

304 Sea Lion Ave.
Seward, AK 99664
907-224-9035

Welcome to Connections Homeschool Program!

Connections is growing into a premier homeschool program designed to be accessible to families across the State of Alaska, while remaining rooted in and committed to our Kenai Peninsula community.

Our vision is to support every student as they prepare for their future. We recognize that each student has unique goals, and every family brings strong values to their educational journey. Our role is to serve as a supportive partner, helping guide each student toward success.

This handbook has been updated to reflect both the recent changes within our program and the foundational systems that continue to serve our families well. Over the past year, Connections staff have worked diligently to enhance our financial and record-keeping systems, making them more efficient, reliable, and user-friendly.

The 2026-2027 school year promises to be our most dynamic yet. As the world evolves, so do we- adapting to better meet the needs of our students and families. We are excited to support you as you pursue educational goals that align with your family's values and aspirations.

Sincerely,

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.

Mission Statement

Connections is committed to nurturing families of lifelong learners through an independent approach to learning.

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

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Important Dates

Fourth of July Holiday observed (All Offices Closed)	July 3
First Day of Classes in the Buildings	Aug 19
Last Day to Enroll to Roll-Over Funds	Sept 4
Labor Day Holiday (All Offices Closed)	Sept 7
High School Sports Eligibility Due to Advisor	Sept 9
High School Eligibility Check	TBD
Quarter Grade Report Due to your advisor	Oct 13
End of the First Quarter	Oct 16
½ Allotment Begins	Oct 16
High School Eligibility Check	Oct 19
High School Sports Eligibility Due to Advisor	Nov 7
High School Eligibility Check	TBD
Thanksgiving Holiday (All Offices Closed)	Nov 26-27
Semester Grade Report Due to your advisor	Dec 15
Winter/Christmas Break	Dec 21 – Jan 4
<small>Homer & Seward offices closed; Soldotna office open except Dec 25th & Jan 1st</small>	
End of Second Quarter/1 st Semester	Jan 5
High School Eligibility Check	Jan 5
½ Allotment Deadline	Jan 8
High School Eligibility Due to Advisor	TBD
High School Eligibility Check	TBD
President's Day (All Offices Closed)	Feb 15
Quarter Grade Report Due to your advisor	March 9
End of Third Quarter	March 12
Spring Break	March 15-19
<small>Homer & Seward offices closed; Soldotna office open</small>	
High School Eligibility Check	March 22
March Holiday (All Offices Closed)	March 26
Last Day to Submit ORDERS to your advisor	March 31
High School Eligibility Due to Advisor	TBD
High School Eligibility Check	TBD
Last Day to Submit <i>Paper</i> REIMBURSEMENTS to your advisor.....	April 30
Semester Grade Report Due to your advisor	May 13
High School Eligibility Due to Advisor.....	May 13
Graduation	May 13
End of the Fourth Quarter/2 nd Semester	May 20
Last Day of Classes in the Buildings	May 20
Memorial Day Holiday (All Offices Closed)	May 31

**For all TBD events, please check with the Connections office for updated dates.*

Middle School Sports

Homeschool students participating in a middle school sport are required to notify their advisor of their participation **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 - 4:00 p.m.
Friday 9 - 3:00 p.m.

Closed in Summer

Staff

Administration 714-8880

Doug Hayman Principal

Central Peninsula Staff (Soldotna) 714-8880

Sarah Brand Elementary Advisor
Lisa Chambers Elementary Advisor
Kellie Davidson Elementary Advisor
Jesse Abrams Secondary Advisor
Byron Weeks Secondary Advisor
Claudia Grimes Administrative Secretary III
Rachel Ames Administrative Secretary I
Heidi Morrison Administrative Secretary I
Jennifer Satathite Student Allocation Specialist

Homer Staff 226-1880

Joanna Fonkert Elementary Advisor
Connie Akers Secondary Advisor
Derek Bynagle Secondary Advisor
Jeri Trail Administrative Secretary I

Seward Staff 224-9035

Laura Haskins K-12 Advisor
Julie Lindquist Administrative Secretary I

Special Education Support 714-8906

Jamie Harper Special Education Teacher
Desiree Vines Special Education Teacher

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) If you choose not to have your child participate in one or all assessments, an opt out form is required.
- 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. (4AAC33.422) 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 be tied directly to a specific course with a need addressed in the ILP. (4AAC 33.422)
- **Monthly contact** between parent/student and their advisor 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 students' 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)

Multiple Household Families

For instances of multiple household or custody arrangements, the following apply:

- Custodial parents who share custody must both agree to enroll the student in the homeschool program.
- Connections requires current court documentation from the student's legal guardian when educational decision-making authority is in question. The program will follow the most recent court documentation on file.
- State law requires both parents have equal access to their child's educational records, unless otherwise specified by a court order.
- Individuals other than custodial parents (e.g., stepparents, grandparents) may participate in educational communication and/or decision-making with Connections staff only with a notarized Power of Attorney (POA). A POA is valid for up to one year and must be renewed to maintain these privileges.

Special Education Information

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

The special education advisors will provide specific information, answer questions, and assist families in deciding how to best meet their students' 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 & Science assessments.

<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

mCLASS (Grades K-3)

mCLASS by Amplify is a research-based, one-on-one literacy assessment. It measures foundational reading skills and is used to monitor student progress and inform instructional support. The assessment is administered three times per year- fall, winter, and spring. Additional information and sign-up details will be shared through the *What's Happening* newsletter.

<https://www.amplify.com/programs/mclass>

MAP Growth Assessment (Grades 3-10)

MAP Growth measures what students know and informs them 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/>

Benefit of Assessments

Assessment results can be used as a tool to help you and your Advisor in selecting future curriculum for your student(s).

Assessment Opt Out

Connections students may opt out of one or more assessments. An opt out form is **REQUIRED** for AK STAR & Science assessments. This form is accessible in the PowerSchool Parent Portal.

Connections Program Information

NEW: Online Registration Requirements



STEP 1: Begin online registration with KPBSD. Visit <https://kpbsd.org/students-parents/student-registration/> or scan the QR code to access the student registration page.

STEP 2: Create or login to your PowerSchool account.

- **New to district-** You must create a KPBSD PowerSchool parent account to access the registration forms.
- **Returning families-** Login to your existing account to update and complete the required forms.

STEP 3: Schedule an enrollment appointment with an advisor to review the program and develop your student's Individual Learning Plan (ILP). Please call (907) 714-8880 to schedule with us.

STEP 4: Incoming students in grades 9–12 who are new to the district must provide an unofficial transcript from their previous school. This may be brought to the advisor appointment or sent directly from the previous school in advance.

**HAVING TROUBLE WITH ANY OF THE STEPS ABOVE?
SCAN THE QR CODE ➡ FOR ONLINE REGISTRATION
INSTRUCTION HELP.**



Enrollment Dates

- Connections has year-round open enrollment. Allotment amounts vary after October 15th.

Curricular Support

- Connections provides each student with an educational allotment. **(K-12 \$2,700 and Pre-K sibling \$500)**
- Unused allotment funds may roll over to the following school year if the student remains continuously enrolled with Connections and completes the enrollment process **by September 4.**
- Allotment funds must be used appropriately to support the curricular requirements of KPBSD and the student's Individual Learning Plan (ILP).
- Continued access to allotment funds is contingent upon completion of all required reporting procedures.
- Advisors are available to assist families with curriculum selection and program guidelines.

Statewide

- Connections provides services to families residing outside the KPBSD area but within the state of Alaska. Enrollment and advisory sessions may be conducted remotely. Please contact our office for more information.

Preschool Sibling & “Ready.Set.Connect” PreK Programs

- Students enrolling in either program must be 4 years old by September 1, 2026.
- Students may NOT be enrolled in any other PreK program while participating.
- Students enrolled in the Preschool Sibling program by October 15th, will receive a \$500 allotment. These funds may only be used to purchase early literacy and numeracy materials. Unused funds will **NOT** roll over at the end of the school year.
- Families interested in the “Ready.Set.Connect” PreK Program must submit an application to the Connections office by the April deadline. Families will be notified of acceptance in August. This program includes five required student/parent sessions throughout the school year. Consistent attendance is expected; excessive absences may result in removal from the program.
- Families will be invited to complete the Ages and Stages Questionnaire (ASQ) twice (fall and spring) during the PreK year. This questionnaire will provide baseline data to better serve our families and meet the needs of their students.

½ Allotment

- Connections offers a ½ allotment to students who enroll between **October 16th and January 8th**.
- Half allotment funds may be used to purchase instructional materials and curriculum for core subjects only. Core subjects include language arts, math, science, social studies, world languages, and technology. Any materials or equipment outside of these areas require preapproval from an advisor and/or administrator prior to purchase or reimbursement.
- High school students who need elective credits to graduate may use allotment funds for elective coursework with advisor or administrator approval.
- For students needing internet access, a MiFi unit is available with applicable fees. Alternatively, other internet services may be reimbursed up to \$125 per month.
- Academic needs will be met using materials available within the program. If necessary materials are not available, advisors will assist in ordering appropriate resources.
- Half allotment funds do **NOT** roll over to the following school year.

Individual Learning Plan (ILP)

- Parents and advisors collaborate to develop an ILP for each enrolled student.
- The ILP outlines learning goals and objectives, as well as the instructional

CORE CLASSES:

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

materials and methods to be used throughout the school year.

- At least 50% of the ILP must consist of core subjects (See box).
- ILP planning forms are available on the website to assist families.
- Certified teachers are available to provide consultation and support in specific subject areas.

Quarterly Reports

- Advisors will monitor each student on a monthly basis through contact with the student and/or parent, along with quarterly reviews of the student's work and progress on the Individual Learning Plan (ILP).
- Quarterly reviews must be thorough and meaningful.

Semester Grade Reports

- The Semester Grade Report documents measurable progress and helps determine future grade level and/or credit standing.
- Parents/Guardians are required to submit a signed Semester Grade Report, including letter grades for each home-taught course, at the end of the semester.
- Reports must be submitted on time. Late or missing reports may result in a freeze on student allotments and orders.
- For secondary students, late reports may impact eligibility status and official grade reporting.
- **Failure to submit semester reports** may result in loss of credit standing, loss of sports eligibility, and possible withdrawal from the program.

Communication

- Communication between Connections and families may occur via e-mail, text, website updates, virtual conferences, newsletters, calendars, social media, and local media.
- Information, forms, and reports are available on our website (<http://chkpen.org/forms>), or at our office locations.
- Announcements and updates will be shared with the appropriate grade levels.
- As a borough-wide program, we rely on our website and email for timely communication. Families are encouraged to check both regularly.

Out-of-State Travel

- Absences exceeding 30 days for out-of-state travel must be pre-approved by the principal.
- Prior to travel, families must submit a Pre-Approval Expenditure Form for any potential reimbursable expenses at least two weeks in advance.

Returning Materials

- All non-consumable instructional materials and equipment purchased by the Kenai Peninsula Borough School District remain district property and must be returned at the end of the school year or within 10 days of withdrawal from the program.
- Items purchased with student allotment funds (state funding) may not be resold. These materials should be returned to Connections and may be reassigned to students without funding. Use of district-funded materials for personal monetary gain is prohibited.
- In accordance with state law, allotment-funded items must be used for educational purposes only. This includes textbooks, musical instruments, and art supplies. Items created using district-funded materials may not be sold.
- Families who remain continuously enrolled with Connections may continue to use materials and return them when no longer needed.
- All borough-tagged items (e.g., computers, iPads, cameras, etc.) **must be** returned upon completion of or withdrawal from the program.

EXAMPLES

Non-Consumable:

All Equipment (Computers, iPads, etc.)

Student/Teacher

Textbooks (in good condition)

Consumable:

Workbooks (like new)

Withdrawal Information

- Students who withdraw from Connections prior to November 1st of the current school year are responsible for reimbursing the program for any portion of the educational allotment that has been used.
- If transferring or moving to another school, families must notify Connections.
- All required documentation must be submitted prior to withdrawal. (e.g., Semester Grade Reports, Reimbursements, Withdrawal Form, etc.)

Graduation / Transcripts

- Connections offers a local graduation ceremony for high school seniors who meet program requirements. The ceremony is held at the Soldotna Field House. Tentative date is May 13, 2027.
- Students who wish to graduate from a specific public high school must be enrolled full-time at that school by the beginning of the second semester of their graduation year.
- Official transcripts are available online at www.parchment.com

Senior Planning & Senior Packet

- Connections seniors have a specific tab on our website to help students and parents get to the finish line! This page has a link to our Senior Packet as well. This page includes important deadlines and links to scholarship options, ACT/SAT testing, financial aid, graduation orders, etc. Visit the 'Senior Planning' tab on our website or scan the QR code.



Forms

Necessary forms are available at all Connections offices, on the website, or scan the QR code.



Curriculum / Educational Materials Order Form

DEADLINE: July 1 – March 31 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. 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 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.*

A Supplemental Instruction Form (SIF) is REQUIRED with all VDP's.

Supplemental Instruction Form (SIF)

This form is **REQUIRED** for any Fine Arts, Physical Education, or Tutored class in which you are requesting our office to provide direct payment to the vendor from your student's allotment. **It MUST be on file before any lessons start or any Vendor Direct Payments are made.**

This form is REQUIRED with all VDP's.

DEADLINE: Before the start of any lessons.

KPBSD will provide payment for fine arts and physical education instruction that identifies a specific course of study.

Pre-Approval of 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

Paper Reimbursements will be processed quarterly: October 16th, January 4th, March 12th, and May 21st.

Final DEADLINE for PAPER Reimbursements: April 30th of the current school year.

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

- Receipts **MUST** be itemized.
- Credit Card statements are **NOT** accepted.
- The Kenai Peninsula Borough School District will **NOT** reimburse sales tax.
- Fine Arts/PE/Tutoring will be reimbursed when services are complete.
- **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.
- Reimbursements will not be accepted after exiting the Connections Program.

Activity Log for PE/Fine Arts- this includes any class where there is no formal curriculum (**High School ONLY**)

DEADLINE: Logs must be submitted to your advisor before a grade can be entered onto the student's transcript. **67.5 hours is required to receive .5 high school credit.**

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. Please also provide supporting evidence- work samples add validity to your grading and are required with semester grade reports; contact your advisor for more information. 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 allotment and orders will be frozen.

Failure to provide semester reports may result in program withdrawal.

Class Wallet

As part of our program, we use ClassWallet as our official system for distributing and managing student allotment funds. ClassWallet provides a secure and convenient way for families to access their funds, purchase approved educational materials and services, and track expenditures throughout the year.

Once your account is set up, you will be able to view your available funds, browse approved vendors, and make purchases in accordance with program guidelines. Purchases can be made directly through the Marketplace for shipment to your home, or through Direct Pay Vendors. Please contact your advisor for a list of participating vendors and ordering instructions.

Our team will also provide additional resources to help you navigate the platform with confidence. If you have any questions about ClassWallet or allowable purchases, please don't hesitate to reach out- we're here to support you every step of the way.

Scan the QR code for the ClassWallet Explainer Video:



Orders

March 31, 2027, is the final date to place orders through your advisor.

All expenditures for Connections students must be tied directly to a specific course listed in the student's ILP. Textbooks and other curricular materials must align with state standards, comply with regulatory requirements, and be reviewed by a certified teacher.

Orders

Most approved curriculum and school supplies may be purchased directly by the Connections Program. Submit all orders to your students' advisor. You will receive an email notification when your order arrives and may pick it up at Connections at your convenience.

Connections uses a new ordering platform called ClassWallet:

- You may purchase directly from the ClassWallet Marketplace and have items shipped to your home.
- Direct Pay Vendors are also available through ClassWallet. Contact your advisor for a list of participating vendors and ordering instructions.

Equipment Limit: There is a \$300 equipment limit per course per semester. These funds are taken out of student allotment, not additional.

Parents may also purchase curriculum and supplies independently and submit them for reimbursement. **Prior approval is required for all purchases to ensure they are allowable and reimbursable.**

Retail (Direct Vendors)

Several local vendors work with Connections to provide curriculum and supplies directly to families.

- Parents select items to purchase from the vendor.
- The vendor holds the items while approval is obtained from the student's advisor.
- Once approved, the vendor notifies the parent & releases the items for pick-up.
- For a list of participating vendors, contact Connections.

Instructors/Tutors (Service Vendors)

Parents may choose instructors or tutors outside the home to provide classes or supplemental instruction.

- Arrangements and agreements are made directly between the parent and the vendor.

- Connections and KPBSD do **NOT** guarantee the qualifications or performance of vendors and are **NOT** liable for any damages resulting from the services provided.
- All services must be discussed with the advisor and clearly documented in the student's ILP before instruction begins.

Costs for supplemental instruction may be reimbursed from the student allotment **except for fees paid to immediate family members** (per Alaska Statute AS 14.03.300 Sec. 14.03.310(e)).

Required Forms:

- A **Vendor Direct Payment (VDP) form** must be completed by the parent, vendor, and student's advisor and submitted **at least two weeks prior to the first lesson.**
- A **Supplemental Instruction Form (SIF)** is **REQUIRED** for all VDP arrangements.

Reimbursements

April 30, 2027, is the final date to submit PAPER reimbursements requests to your advisor.

Parents may purchase curriculum, supplies, lessons, or other approved educational items and request reimbursement through Connections. All expenditures must align with a course, the student's Individual Learning Plan (ILP), or a correspondence class.

Families should contact their advisor before purchasing items that may be unclear in terms of eligibility, including physical education equipment, musical instruments, technology, or other large purchases.

Items & Services Not Reimbursable

Certain items are not eligible for reimbursement. These include, but are not limited to, faith-based curriculum, equipment not approved for course use, food, transportation, lodging, pets, sales tax, and weapons or ammunition. Services provided by family members are also ineligible under Alaska law (AS 14.03.300 Sec. 14.03.310(e)).

Service Reimbursements

Reimbursements for lessons or services—such as music, dance, art, or tutoring—are issued **after services are completed**. Although parents may pay for lessons in advance, reimbursement will not be processed until the services have been fulfilled.

Equipment Limits

Each course has a **\$300 equipment limit per semester**, drawn from the student's allotment. Partial reimbursement is not permitted; for example, a \$350 item cannot be partially reimbursed for \$300.

Submitting Reimbursements

Connections uses **ClassWallet** to process all reimbursement requests. Families must set up an account and submit receipts through the platform.

Reimbursements will be issued via direct deposit. For assistance, contact your advisor or ClassWallet at help@classwallet.com.

Important things to remember about reimbursements:

- The Kenai Peninsula Borough School District **WILL NOT** reimburse sales tax.
- Cancelled checks, credit card statements, and handwritten receipts are **NOT** acceptable. Receipts must be itemized and include payment information.
- Purchases made with gift cards, vouchers, or store credit **CANNOT** be reimbursed.
- Purchases of **used curriculum** are not reimbursable.
- Fine Arts, PE, and tutoring costs are reimbursed **after services are completed.**
- Items purchased with student allotment funds **may not be sold for monetary gain.** This includes textbooks, musical instruments, art supplies, and crafts made from these materials.
- Alaska State Law **prohibits reimbursement for services provided by family members**, including a student's spouse, guardian, parent, stepparent, sibling, stepsibling, grandparent, step-grandparent, child, uncle, or aunt. (AS 14.03.300 Sec. 14.03.310(e))
- The KPBSD Accounting Office processes reimbursement checks weekly, but approvals can take up to four weeks. Please allow 3-4 weeks for processing and payment.
- **Reimbursements are not accepted after a student withdraws from Connections.**

Equipment and Technical Support Agreement

Technical Support

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

Please contact your local Connections office if any issues arise with your Connections provided hardware.

Equipment

Connections may provide our students with a laptop computer upon request.

Check-Out Laptop: Families may check out a laptop for as long as the student remains enrolled. Laptops can be exchanged after its four-year life span.

Insurance and Fees: An annual insurance fee of \$25 will be deducted from the student's allotment. In the event of loss or negligent damage, the family is responsible for a \$100 insurance deductible. Loss of unreturned laptop chargers incur a \$60 fee. **These fees cannot be paid using allotment funds.**

Guidelines for Use:

- Always use a surge protector.
- Do **NOT** use aftermarket chargers; damage caused by improper charging will be charged to the student.
- Laptops must be returned with the original two-piece charger/power cord, case, and any provided external USB/DVD drive.
- Charging cords **MUST** be returned with all laptops, whether trading in or returning. **A \$60 fee applies for missing cords.**
- Equipment must be returned in the same condition it was issued.
- Students withdrawing from Connections must return all equipment within 10 days.
- **In the case of theft, a copy of the police report is required.**

Parents must sign the Equipment and Technical Support Agreement before any equipment is issued.

Printers: Connections no longer provides printers or ink directly. Printers may be purchased through Connections, either deducted from the student's allotment or purchased by the parent for reimbursement. **There is a \$300 limit per printer;** families should consider the cost of ink when making a selection.

iPads: iPads may be ordered through Connections and paid from the student's allotment. Families may also purchase up to \$100 in accessories, such as covers or external keyboards.

- Connections does **NOT** carry insurance on iPads; families are responsible for any damage.
- **All iPads remain KPBSD property and must be returned to Connections.**

Internet and MiFi: Families are responsible for setting up internet service and may choose their provider. Connections will reimburse up to \$125 per month from the student's allotment. Reimbursement does not cover phone line charges, installation fees, or a second phone line.

For families without internet access, Connections offers MiFi devices. The device costs \$99, with a \$55 monthly fee, deducted from the student's allotment. A MiFi agreement form is required to check out the device.

Other Equipment

Digital cameras, Kindles/Nooks, graphing calculators, video recorders, microscopes, and any other items purchased with a Connections allotment must have a KPBSD sticker attached. All such equipment remains KPBSD property and **must be returned within 10 days of withdrawal.**

Kenai Peninsula Borough Property Sticker Example:



Student Opportunities

Activities, Field Trips, and Events

Connections offers students and families the opportunity to participate in a wide variety of activities throughout the school year. Some events include field trips, Battle of the Books, Open Gym, Ice Fishing, Day at the Movies, holiday celebrations, the Spring Festival, and more.

Families receive a weekly “**Connections – What’s Happening!**” email listing important deadlines, activities, and field trip opportunities. For additional information, please check the **Connections website events calendar** and the **Connections Facebook page** regularly.

Classes in KPBSD School Buildings

Connections students may enroll in classes at their neighborhood public school, space permitting, at no cost.

Full-time Connections students may take up to **two classes per semester, not to exceed 1 credit per semester.**

For **elementary students**, enrollment at their neighborhood school is limited to specials or elective classes only. Core academic classes are not permitted. (BP 5119)

While attending classes in a public school, all attendance requirements, school rules, and district policies apply. Parents/guardians are responsible for reporting absences directly to the school office. High school students must follow the school’s add/drop procedures; if a class is dropped after **20 days**, an F may be recorded on the student’s transcript.

Students may **NOT** be enrolled in the same or equivalent course through both Connections and a public school at the same time. For example, a student may not take PE at school and also receive reimbursement for a gym membership.

Note: Participation in public school activities (such as dances, clubs, bonfires, and field trips) is at the discretion of the school and must be approved by the school’s administration.

Shared Student Class Fees

Any class fees for public school courses are the responsibility of the parent. With prior approval, certain fees may be deducted from the student’s allotment (e.g., science lab fees, band, cosmetology, shop, welding).

Medical Records Requirements for Public School Attendance

Students attending public school classes must provide immunization records to the school nurse before the first day of class. Records must meet **State requirements** or include an acceptable waiver as required by Alaska State Law.

PowerSchool

Students taking public school or Distance Learning courses can track grades via PowerSchool. Parent-graded classes, vendor/instructor/tutor courses, and KPC grades are updated at the end of each semester as reports are submitted.

Access:

- **Student:** Log in using your district ID and password. Contact your advisor if you need assistance.
- **Parent:** Set up initially using a Web ID and password provided by the district for each enrolled student.

For help with PowerSchool login information, contact your local Connections office.

KPBSD Distance Learning (Online Courses)

Distance Learning for grades 9–12 through the Kenai Peninsula Borough School District is **NOT** guaranteed and is subject to district approval, course availability, staffing, and program capacity. If available, courses are taught by highly qualified KPBSD teachers from across the Peninsula and include support via phone, email, or Zoom.

Online courses are ordered through your advisor. The Distance Learning instructor will email the student (to their district email account) with instructions for class access, which may take up to 24 hours to process. Students must use their **KPBSD Gmail account** to begin classes.

Connections students are required to follow all Distance Learning policies and are responsible for any consequences resulting from violations.

Alaska Performance Scholarship

The Alaska Performance Scholarship is available to high school students who meet specific State of Alaska requirements. Requirements are subject to change.

Students interested in pursuing the APS must notify their advisor and are responsible for reviewing eligibility requirements and maintaining compliance.

College Courses – High School/Dual Credit/Jump Start

Qualified high school students may enroll in college courses and, in some cases, earn dual credit. Connections allotment funds may be used to help pay for these courses. Juniors and Seniors may also be eligible for significant discounts through the Kenai Peninsula Borough JumpStart program.

Students should consult their advisor with any questions regarding eligibility, deadlines, and course selection.

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

Key necessary steps:

- Take the appropriate placement test through KPC. ALEKS for math placement and/or Accuplacer for other subject areas. Contact your local campus to schedule testing, as appointments fill quickly.

ACT/SAT scores (less than one year old) may be used in place of Accuplacer scores.

- Choose your method of payment for courses.
 1. Connections Direct Payment
Submit the “KPC Student Schedule/Bill” to your Connections advisor. Obtain a “Payment Authorization” form from your advisor. Submit the Payment Authorization form to KPC **before the first day of class.**
 - OR-
 2. Parent Payment
Pay KPC for the full cost of the course. Submit a Request for Reimbursement Form along with the “KPC Student Schedule/Bill” showing payment.

Grades must be submitted to Connections at the end of the semester for credit to be awarded. Students should provide their advisor with an unofficial transcript upon course completion.

Delays in submitting transcripts may impact graduation timelines, so please plan accordingly.

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

Students planning to pursue college athletics must meet specific course requirements in high school. For complete details, visit the **NCAA Eligibility Center** online or contact them by phone at www.ncaa.com.

According to the NCAA Eligibility Center, only certain online programs or courses are approved outside of traditional homeschool requirements. All other homeschool courses must be documented using the appropriate homeschool packet. Families should consult the Eligibility Center for exact requirements.

Connections Students Participating in Co-Curricular Activities

Connections students are permitted to participate in co-curricular activities at their **attendance area public school**.

Students wishing to participate in activities or take classes at a **school outside their public-school attendance area** must obtain an **Out of Area Attendance Form**, signed by both schools' principals.

School of Eligibility: Once a student attends classes or participates in co-curricular activities at a public school, that school becomes their designated "school of eligibility." Transferring to another school makes the student ineligible for co-curricular activities for **18 weeks**, per Alaska School Activities Association (ASAA) rules.

Important Note: A full-time Connections student **cannot** attend one public school for classes and a different public school for activities.

Eligibility Reporting

Parents of middle and high school students participating in co-curricular activities are responsible for submitting regular eligibility reports:

- **Middle School:** Reports are due every Monday by 12:00 p.m. during the sport season.

- **High School:** District-selected check dates apply. Connections students must submit forms **before the district eligibility checks**.

-

Families should contact their advisor prior to the sports season to notify them of participation and receive guidance on submitting eligibility reports.

Final eligibility status is determined by the Athletic Director of the school where the student participates. Additional information and participation requirements can be obtained from the student's school.

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) forms to your advisor before starting a sport or activity.

High School Eligibility Report

DEADLINE: Connections High School Eligibility Reports are due twice per quarter. Connections Eligibility Forms are due **BEFORE** the district eligibility check dates. Dates are posted on our Eligibility Forms.

Eligibility Check Dates are set and posted by the school district. Dates are posted on our Eligibility Forms.

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.

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).

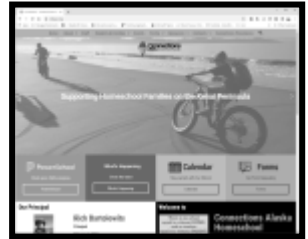


<https://chkpen.org>



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 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. Your password remains the same and will be your mailing zip code.

<https://www.facebook.com/ConnectionsHomeschool>



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 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 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).

Parent PowerSchool & ClassWallet Accounts

Connections parents have access to their student's account through PowerSchool, as well as a ClassWallet account used to manage and track student funds. After creating your accounts, please record your login information below for easy reference throughout the school year.

PowerSchool Parent Account

Username: _____

Password: _____

ClassWallet Account

Username: _____

Password: _____