



FREEDOMPROJECT ACADEMY

2021-2022 Parent/Student Handbook



6th - 12th Grade



Section 1: Wisconsin Students

Form PI-1206

All full-time students who reside in Wisconsin do not need their parents to file the PI-1206 form because they will be included in the PI-1207 form FPA will file. Full-time students include all elementary students, 6th Grade students who are enrolled in four classes, and all 7th to 12th Grade students who are enrolled in five classes.

All part-time students who reside in Wisconsin need their parents to file the PI-1206 form online after the third Friday in September. The form is due October 15th. Part-time students include any 6th Grade students who are enrolled in fewer than four classes and any 7th to 12th Grade students who are enrolled in fewer than five classes.

Section 2: Mandatory Orientation

New and returning parents and students will be expected to take part in a mandatory orientation before the beginning of each school year. Returning parents and students will complete a brief refresher course, and new parents and students will complete the entire orientation. This orientation will cover changes to school policy as well as how to operate the technology required for classes with FPA. Experience has shown those who do not take advantage of the orientation videos and practice modules struggle at the beginning of the year.

Section 3: Technology

Students are required to have at least a DSL connection speed of 5 mbps download speed and 1 mbps upload speed, a computer that is 5 years old or newer, a headset with a functioning microphone at all times, a working document scanner, the latest version of Adobe Flash Player (free) and Adobe PDF Reader (free), and at least 2 web browsers installed on their computer (free). Work to be uploaded must be in PDF format unless otherwise directed by the teacher. All uploaded pages must be scanned in right-side up (both in orientation and correct side of paper scanned) or the work will not be graded. Students will be allowed to resubmit incorrectly scanned work through the month of September. Beyond that, any incorrectly scanned work will not be graded and will result in a zero.

Section 4: Parent and Student Expectations

Our mission at FPA is to provide parents and students with an online school that offers the structure of a brick and mortar classroom with the added degree of flexibility that attending school from home provides. Our philosophy is to partner with parents who must play a central role in the education of their children. Merely registering a student for classes does not end parental responsibility.

The following responsibilities are primarily those of the parents:

Parents must have books for their students prior to the first day of class. If you purchase books or materials that are incomplete or have pages missing, it is the responsibility of the student/parent to secure the missing information from another party. Teachers will not send missing materials.

Parents are expected to monitor student attendance, ensure that students submit assignments on time, and keep up with student grades.

If there are problems, concerns, or questions, it is incumbent upon parents to contact the instructor first. If an instructor is not able to meet your needs or answer your questions, contact the FPA office.

Parents should support teachers in emphasizing the importance of education to their children, and take a leading role in establishing this appreciation and a corresponding work ethic.

Parents should provide a quiet space for students to work that is free from background noise and distraction. Instructors and other students can hear conversations or sounds in the background when your student activates the microphone.

The following responsibilities are primarily those of students:

Consistent attendance and punctual arrival for class is the key to academic success. Although all classes are recorded, interactive class time is more conducive to learning than listening to recordings.

If unable to attend class for any reason, students are expected to view recorded lessons as soon as possible. Students are responsible for the content of all video recordings for any classes missed.

All assignments are due on the established due dates. Frequent requests for extensions and/or the reopening of quizzes and tests are likely to be refused. The teacher's decision regarding due dates is final. Please refer to **Section 6: Due Date Policy** for a more detailed explanation of this policy.

Preparation for class includes having the correct book(s) and necessary materials at the beginning of the term and throughout the semester. It also includes downloading and printing the Assignment Sheets for class each week. Assignment Sheets can be accessed through the Assignment Sheets button on the home page of every Canvas class. **Students should not rely on the Canvas "Calendar" or "To Do" list because they do not contain all assignments.** Students are expected to be available during class when called upon, attentive, and participatory.

If students are having difficulty with assignments or problems of any kind, they should attend Teacher Talk for assistance or contact the teacher by Canvas Inbox. If in need of technical support or Canvas functionality, they should contact the FPA office and request technology support. Students are expected to show initiative in seeking help.

Section 5: Things Parents Should Know

Parents should:

- • Know that we are not a tutoring service or self-paced system.
- • Make certain that the student's computer, scanner, and headset are functioning before the first day of school. Learn how to scan assignments and load them into Canvas. Tutorials are available on our secure site, and FPA technology support specialist Mr. Dave Heup is always willing to assist you with technology questions.

- • Have all books available on the first day of class. Be certain that the ISBN number on the book matches the ISBN on the list before school starts. Unless proof is provided that books are ordered before August 5, 2021 no scanning of materials by teachers or extensions on assignments will be available.
- • Provide a quiet place in your home for your students to attend class. Background noise is distracting to the entire class when students are using the microphone.
- • Make sure you know when assignments are due and submit them on time. Assignment Sheets are posted weekly on the Canvas class page and can be accessed by clicking on the Assignment Sheets button. All work MUST be submitted through Canvas. Teachers will not accept or grade student work if sent via email.
- • Make sure that assignments scanned are dark enough for teachers to read and are submitted right side up. Grading upside down material is nearly impossible, and teachers are unable to rotate uploaded pages in Canvas. Only assignments that are right side up (both in orientation and correct side of paper scanned) will be graded. Scanned assignments must be merged into a single PDF document or they will not be graded. Incorrect submissions may be resubmitted within 2 days through the month of September. Incorrectly submitted work beyond that will not be graded and will result in a score of zero.
- • Supervise children's work and encourage neatness, but do not do the work for them. We want student work to reflect their abilities. Teachers do notice when submitted work and classroom work differ.
- • Stay abreast of grades in all subjects so that there will be no surprises when grades are reported.
- • Treat teachers with respect, as this is key to effective communication. Be an encouragement to teachers and a good example in communication. Please return phone calls and emails from teachers, FPA staff, and administration as soon as possible. If parents do not respond to repeated contacts from FPA in a timely manner (48 hours), their accounts will be frozen until contact is made. This means students are blocked from attending class until the issue is resolved.
- • Understand that average students are expected to spend approximately 4-5 hours per day, Monday through Friday on homework outside of regularly scheduled class time. Students with learning disabilities may need more time.
- • Encourage students as they encounter new things, struggle through challenges, or do well in class. Take any concern or problem directly to the teacher. Our teachers will work with you to find a solution.
- • Know that teachers are ready to assist when problems arise; otherwise, contact FPA administration.

Section 6: Due Date Policy

FPA teachers strictly adhere to established due dates. Other than acts of nature, student illness, technology problems, and family emergencies, no exceptions will be made to established due dates. Parents should notify the teacher about student illness, technology problems, or family emergencies either by phone, Canvas message, or email prior to the deadline for any assignment to receive an extension for due dates. If an act of nature prevents notification prior to the deadline for assignment submission (such as loss of power), parents need to contact the teacher as soon as possible after the event to receive extensions. The teacher's decision regarding due dates is final. In a situation where a family emergency or act of God will cause an extended absence, parents should contact FPA administration in addition to notifying the teachers, so extensions can be granted as needed.

In addition to Acts of God and preapproved travel extensions, students are allowed two extensions per semester. The extensions are to be no longer than one week each and must be requested by a parent prior to the original due date. Students may not use their extensions to delay scheduled quizzes or exams, and extensions will not apply to any work, including long term projects or papers, that falls due during the last week of a semester or a school year. Extensions apply to one assignment, not all assignments a subject area may include for a given day. For example, English students may be assigned grammar and writing assignments due on the same day. An extension may be granted for one or the other but would not cover both. There are no other parameters for the two additional extensions. It is the decision of the parent to use them as needed. Extensions may not carry over from semester to semester—students receive two per semester: no more, no less. Once they have been used, any extension must fall under the four Acts of God or receive approval from the principal given an extenuating circumstance.

Sixth to twelfth grade teachers have the option to drop the three lowest assignment grades for students each semester, which amounts to six drops per year total. The number of dropped scores is at the discretion of each teacher. All dropped scores are visible at all times to students, parents, and teachers as greyed out assignments and scores in Canvas, so there will be no question about which scores have been dropped. If a score lower than the lowest dropped score enters the grade book, that grade will be automatically greyed out and the highest of the previously greyed out scores will become permanent.

Extended travel throughout the school year is possible although not encouraged. One due date deadline extension per semester is permitted if the principal is notified at least one week in advance about the dates of scheduled travel. Dates of travel should include not just the school days your student will miss, but also any Friday, Saturday, and/or Sunday that you will be away so that the principal can set an appropriate due date for the extension. All work will need to be submitted within one week of returning from travel. Travel extensions will not be allowed the last week of any semester or school year.

Any other travel, activity, or situation that prevents class attendance or submission of schoolwork by the due date assigned by the teacher becomes the responsibility of the student and parent. Any assignments not completed prior to travel or while traveling will not receive an extension even if for technology problems experienced while traveling. No extra due date extensions will be made for any circumstance except for these four valid reasons: technical problems, acts of nature, illness, or family emergencies. For more details, please see fpeusa.org/student-info/student-expectations.

Assignment Sheets for Sixth Grade, Junior High, and High School are posted at least a week in advance to give some flexibility in meeting due dates.

Section 7: Parent/Teacher/Student Communication

Communication among instructors, parents, and students is the cornerstone of FPA's success. Consistent communication distinguishes us from other programs. The following guidelines establish a baseline for effective communication. Beyond these guidelines, instructors will maintain availability for reasonable interaction with parents and students to prevent any end of the semester "surprises." Parents should consistently and frequently check their Canvas & Maestro Inboxes, their personal email accounts, and monitor their children's grades, which are always available in Canvas & Maestro Inboxes. It is an important parental responsibility to respond in a timely manner (48 hours) to all phone calls and/or emails from teachers or administration. If parents do not respond to repeated contacts from FPA in a timely manner (48 hours), their accounts will be frozen until contact is made. This means students are blocked from attending class until the issue is resolved. Similarly, you should expect FPA staff to respond to communication in a timely manner as well (48 hours). A weekly 30-minute Teacher Talk is available to provide the opportunity for parents and students to talk with the teacher in real time. Teachers are required to meet with students at a mutually agreed upon time if students are unable to attend regular Teacher Talk time due to schedule conflicts. It is up to the student to ask for help if he or she has a conflict with Teacher Talk.

Communication Policy

The Canvas Inbox allows safe and direct communication between student and teacher. Instructors are permitted to communicate with students ONLY through the Canvas Inbox.

All student Canvas accounts are linked to parent email accounts, meaning that parents receive group emails sent to the entire class if parents have set their notifications to receive them. Communication within student Canvas accounts can be monitored and administration may be alerted by teachers, students, parents, or staff should conversation become inappropriate in any way. Students should be aware of this and know that consequences will result from misuse of Canvas accounts, beginning with notification of his or her parents/guardians.

Students are NOT permitted to share links or attachments in the Canvas Inbox with other students. Students should not send large group emails to other students. Canvas Inbox is for the purpose of one to one communication. Canvas messaging is not to be done DURING class time. Students should be careful to refrain from emailing suggestions for inappropriate websites, links, attachments, or songs to other students. If your student is receiving inappropriate communication from another FPA student, please alert the FPA administration immediately so that the problem can be resolved.

Only student messages originating from FPA Canvas Inbox will receive a response from FPA staff, and those responses will be made through the Canvas Inbox exclusively. To facilitate parent communication, instructors may receive email sent to their fpeusa.org account from a parent's personal email account or their Canvas Inbox. The parent's personal email will NOT serve as the means for instructor-student email communication.

Progress Reports

In an effort to foster partnership between FPA and parents, each instructor will contact parents by email every nine weeks. A general email will be sent if your student has an A or B, is attending class regularly, and turning in assignments. A more detailed email will be sent if your student has a C, is not attending class regularly, or is not turning in assignments. Instructors will email parents more frequently or make a phone call at the nine-week reporting period if the student's grade is a D or below, attendance is poor, or assignments are missing. Parents are strongly encouraged to contact teachers if these updates do not arrive in timely fashion. Parents of elementary students will be invited to Parent/Teacher Conferences twice during the school year, in lieu of the nine-week progress reports.

Students who have a D or F average because they are not attending class and/or are not submitting work face possible change to audit status or dismissal if no effort is made to improve.

Section 8: Students with Special Needs & Learning Disabilities

Parents of students with diagnosed or suspected learning disabilities (such as ADD, ADHD, Autism, Dyslexia, Dysgraphia, etc..) or physical disabilities—past or present – should speak openly and honestly to the principal before enrolling to determine if FPA is the right fit for the student.

If a student has medical issues that would affect the ability to function normally in a classroom or to meet due dates, the nature and extent of the condition should be discussed prior to enrollment.

Failure to disclose the existence and extent of a student's special needs may result in either transferring the student to audit status (student would be able to attend and participate in class, but the teacher would not grade the student's work, and FPA would not issue grades or transcripts) or dismissing the student from FPA.

Section 9: Math Facts

Students are required to have memorized all the math facts for addition, subtraction, multiplication, and division before school begins. These facts will not be retaught, so if your child has not yet memorized them, he or she will be expected to do so before the first day of school.

Section 10: Placement Tests

All 6th – 12th grade students new to FPA's math program must complete a math placement test and pass with a score of 80% or higher to be enrolled at the requested grade level.

All 6th – 12th grade students who are new to FPA are required to take a placement test to determine the level of their reading comprehension, writing, and grammar skills.

All students wishing to enroll in Physical Science who have not successfully completed Pre-Algebra with a grade of D (65%) or higher with FPA must pass a Physical Science math placement exam with a score of 80% or higher prior to enrolling in Physical Science.

All students wishing to enroll in Astronomy who have not successfully completed Pre-Algebra with a grade of D (65%) or higher with FPA must pass an Astronomy math placement exam with a score of 80% or higher prior to enrollment in Astronomy.

All students wishing to enroll in Chemistry who have not successfully completed Algebra I and Physical Science with a grade of D (65%) or higher with FPA must pass a Chemistry math placement exam with a score of 80% or higher prior to enrollment in Chemistry.

All students wishing to enroll in Physics who have not successfully completed Algebra II with a grade of D (65%) or higher with FPA must pass a Physics math placement exam with a score of 80% or higher prior to enrollment in Physics.

Any student who does not successfully complete their math course with a grade of D (65%) or higher with FPA will not be able to go on to the next level of math without first passing a placement test for the next level with a score of 80%.

Students who enroll in a second or third year foreign language and have not successfully completed their first and/or second year of foreign language with FPA will also be required to complete a foreign language placement test.

Results of the placement test are considered final and no student will be enrolled in any class for which he/she has not passed the placement test. Refusal to take a required placement precludes enrollment in that class.

Detailed information will be available at the time of enrollment.

Section 11: Promotion to the Next Level

For 6th through 12th grade students currently taking coursework with FPA, we have found that it is critical for students to achieve a certain level of mastery of the subject matter before moving on to the next level.

Students in all courses must pass with a 65% (D) or higher to be promoted to the next level. However, we highly recommend that students attain at least 70% before moving forward. Students who fail any high school course must retake it if they wish to pursue a diploma with FPA.

Section 12: Academic Integrity

Upholding academic integrity is of utmost importance to FreedomProject Academy. Instances of plagiarism are taken very seriously. Claiming another's work as one's own is a major violation of academic integrity. We realize in an online environment the temptation to plagiarize is strong, and the ease with which it can be done makes it more enticing. When an instructor finds that a student has plagiarized, the instructor has the discretion of failing the student on the assignment and/or the class. The instructor's decision on these issues is final. The decision to expel the student for plagiarism (or repeated instances of plagiarism) belongs to FPA administration.

Honesty in test taking is of equal importance. Parents must partner with instructors to assure the integrity of test scores by monitoring test taking, not making answer keys available to students, or allowing students to use outside resources for completing their tests. Consequences for cheating are at the discretion of the instructor. Consequences may include failure of the test or failure of the class. The instructor's decision on these issues is final. The decision to expel the student for cheating (or repeated instances of cheating) belongs to FPA administration.

The following provides a non-exhaustive list of examples of cheating and plagiarism:

FPA considers cheating to be:

1. Using any portion of another student's work for any assignment, project, quiz, or test.
2. Using an answer key or Solution Manual to complete any assignment, project, quiz, or test.
3. Using any outside resources – Internet, books, or people - to obtain an answer when taking a quiz or test.
4. Having someone else complete any assignment for the student to whom it is assigned.

FPA defines plagiarism to be:

1. Using another's exact words in any circumstance without giving credit to that person.
2. Claiming work from an outside resource as one's own by failing to cite that resource.
3. Using any material from a resource to answer a question on a quiz or a test.
4. Copying and pasting or typing information from sources on the Internet without citing the source.

We urge parents and students to discuss these matters before school begins so that all are aware of the serious nature of plagiarism and cheating, as well as the possible consequences.

Section 13: Attendance Policy

The structure provided by FPA is entirely for the benefit of the student. Attending classes at scheduled times and adhering to due dates adds personal responsibility to the many benefits of enrolling in FPA. Flexibility is equally important to homeschool families. For this reason, we record each class and make it available almost immediately after class.

There is no penalty for not attending a live class. Teachers, however, may implement a method to determine that a recorded class is watched following an absence. Students are responsible for any assignment completed in class and all material covered in class.

It is expected that if your child is going to miss class, you will notify the teacher of the absence as soon as you can possibly do so. Excessive absences or unexcused absences (defined as no parental notification of an absence) that become detrimental to a child's academic progress or participation will result in the teacher notifying the parent and FPA administration. If attendance does not improve, FPA administration may lock the student's Canvas account until the parent contacts the teacher and a plan for improvement is in place.

If a schedule conflict prevents a student from regularly attending class, one notification from the parent to the teacher at the beginning of the course is sufficient.

FPA considers attendance a key to success. Although grades are not directly impacted by attendance, so long as the students are meeting participation expectations and watching recordings, instructors will note when attendance and participation (or lack thereof) have an effect on a student's progress.

Students are expected to be engaged in live classes and actively participate when present. This includes being ready to respond when called upon. If a student does not respond when called on by the teacher or has obviously not been attentive, he/she may be removed from class. Similarly, if a student's behavior in class is disruptive or inappropriate, he/she may be removed from class. Significant or excessive instances of being unresponsive or disruptive may result in notifying FPA administration and the student being locked out of Canvas until a parent-teacher conference has taken place.

The use of webcams by students is strictly prohibited except in very rare cases where a teacher and/or parent request enabling the webcam for specific purposes, such as a reading assessment or conference. Any session involving students being visible on a webcam MUST have a parent or guardian present and should NOT be recorded. The parent/guardian must also sign a written permission form stating their consent for the student to be visible on the webcam.

There are several reasons for this: 1) It takes up large amounts of bandwidth, which can cause technology delays/issues. 2) FPA is unable to control what is viewed on a student webcam, potentially setting up a situation for inappropriate content or class disruption. 3) This policy protects students who are minors and prevents their image or likeness to be potentially viewed by other parties outside of FPA.

Section 14: Audit, Withdrawal, and Drop Policy

Only parents or FPA administration can withdraw students from a course. The parent must make written notification of withdrawal to the principal. Please note that instructors cannot process withdrawals. The final date that students can request a course switch is September 10, 2021.

Parents must notify the principal within the first four weeks of the beginning of a course for the student to drop a class without penalty. If a student is withdrawn from a course after four weeks, a "WD" for "withdrawn" is registered, along with the grade percentage at time of withdrawal. These notations appear on the permanent transcript. Failure to notify the principal of withdrawal after four weeks will result in an F for that course on the transcript.

A student on Audit status may continue to attend live class and submit any of the auto graded work in Canvas as they desire. Any written work can be completed offline and reviewed independently by the parent or another learning coach. Your student will not need to turn in any written work to be graded by the teacher. You will keep the grades for the homework and report the grades to your state. The final grade for the class will show as Audit for the school year.

If a parent wishes to change a student's status from "for academic credit" to "audit", he/she needs to contact the principal. If students are moved to "audit" status, they will attend class, but all course work will be graded by the parents. No academic credit will be given by FPA for that course. If a parent or FPA places a student on audit status or withdraws a student from any class, no tuition refunds or credits towards next year's tuition will be given.

No classes may be dropped or audited after the 4th quarter of the school year begins to avoid a poor grade on a report card. Only under extenuating circumstances will a student be permitted to drop in the 4th quarter, and the principal must approve all such exceptions. Students complete whatever work their parent or guardian chooses, and the students may also submit any auto-scored assignments.

Section 15: Anytime Academy Classes

ANYTIME classes are Pre-recorded classes, available for On Demand viewing. The classes cover the same amount of curriculum and content as live classes per week for each class or subject (the length and number of recordings may vary by class). Students may work through the modules in Canvas, submit their homework and complete tests at their own pace. (Tests must be submitted within the time frame of the course offering.) The ANYTIME classes should be completed in 10 months. Students will have access to "Live Teacher Talk" and an "Academic Advisor" will be available for added support. Students may expect an average of 4 hours of homework for 6th Grade per class each week. Homework for 7th-12th Grade may average between 5-7 hours per course each week. (30-40 total hours of class and homework per week, based on four or five classes per week.) Grades will be available 24/7 within Canvas. Transcripts will be available at the completion of the class.



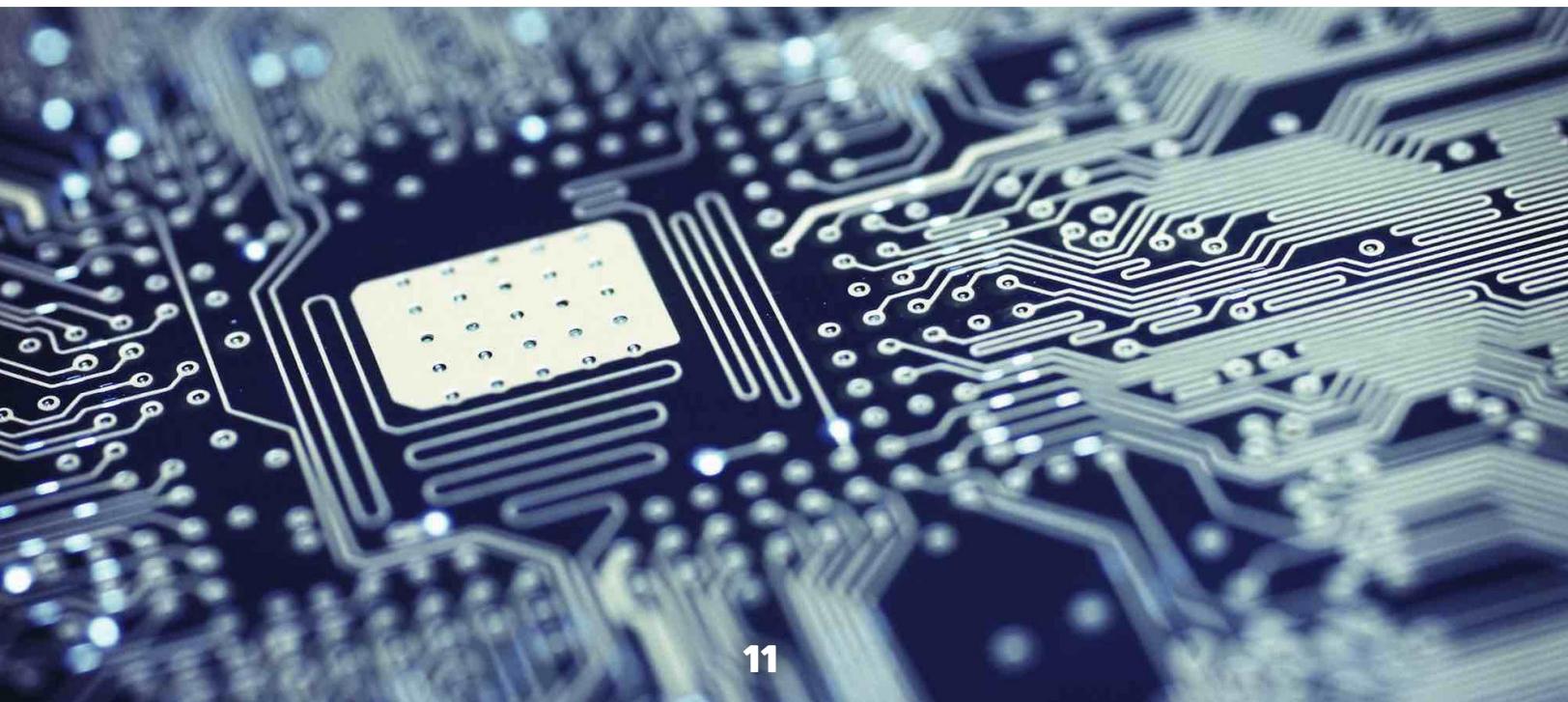
Section 16: Troubleshooting

When difficulties, questions, or concerns arise, please contact us immediately. We are committed to responding quickly. Timely notification of difficulties is essential to success. Please refer to the list below to find the right person to contact.

Trouble	Name	E-mail	Phone
Canvas or Adobe Connect:	Dave Heup, tech specialist	dheup@fpeusa.org	920-749-3793 #238
	Alex Basiliere, tech specialist	abasiliere@fpeusa.org	920-749-3793 #235
JumpStart help:	Bobbi Leitsch	bleitsch@fpeusa.org	920-749-3793 #231
Academic:	Teacher first, then Nancy Henn	nhenn@fpeusa.org	920-749-3793 #240
	Missy Casper	mcasper@fpeusa.org	920-749-3793 #241

Can't connect to your live classroom?

- • Try a different web browser (Safari, Chrome, Firefox, Explorer)
- • Empty your web browser's cache
- • Download latest version of Adobe Flash Player <https://get.adobe.com/flashplayer/>
- • Check your internet connection (5mbps Download | 1mbps Upload) <http://www.speedtest.net>
- • Restart your computer
- • Did you make changes to virus protection or web filter software? Is it blocking Adobe Connect?



Headset doesn't work in live classroom?

- • Test your headset in your computer's settings
- • Try a different web browser (Safari, Chrome, Firefox, Explorer)
- • Empty your web browser's cache
- • Download latest version of Adobe Flash Player <https://get.adobe.com/flashplayer/>
- • Walk through headset setup instructions and make sure headset is selected as the input and output on the computer before testing AUDIO SETUP WIZARD in Canvas Study Hall Test Room.
<https://www.fpeusa.org/tech-equipment>
- • Enter Study Hall Connect Room and RIGHT CLICK on attendees name in participant panel and choose SETTINGS. Make sure you ALLOW & REMEMBER privacy setting "Allow [fpeusa.adobeconnect.com](https://www.fpeusa.org) to access your camera and microphone?"
- • If still having trouble, please contact FPA Tech Support at 920-749-3793. They can help you solve the issues by "enrolling" you in a Tech Support "class" or by observing your computer with an app.



Section 17: Grades

Grades will be given at the end of the first and second semesters. First semester grades are averaged with second semester grades to arrive at final grades. The first semester ends on January 14, 2022. The second semester ends on May 27, 2022. FPA will post report cards in the Parent Portal in Maestro no later than two weeks after the conclusion of each semester.

Grades and grade reports are always available to parents and students in Canvas. Detailed lists of assignments with grades given for each are always available to either print or download to your computer for future reference.

We recommend that you do download the detailed lists at the end of the year. All of the Canvas courses will be deleted and all information stored in them will be lost when preparations begin for the next school year.

FreedomProject Academy can only give grades for completed, full-year courses. Transcripts for completed courses are available upon request to the principal and available in the Parent Portal no later than two weeks after the conclusion of each school year. Transcripts will only contain grades for courses completed with FPA.

No grades are considered final until the end of each semester. Those withdrawing before the end of any semester will receive a WD on their report card. FPA is happy to send transcripts to prospective colleges and universities for students upon request to the principal.

Section 18: Cursive Handwriting: Grade 6 through Grade 12

FPA considers it important that students are able to write legibly and with ease. Research has shown that cursive writing stimulates areas of the brain that printing and keyboarding do not. This synchronization of signals enhances comprehension and memory, and as a side benefit, increases the development of fine motor skills. The founding documents of our country are written in cursive and our students need to be able to read those documents in their original form. The ability to write reflects one's level of literacy.

Dependency on manuscript (printing) or typed communication could seriously impact the student in adult life. For this reason, FPA requires that all students from 6th through 12th grade use cursive writing when submitting handwritten assignments. Teachers will regularly assign work that is required to be handwritten in cursive. These assignments will not be accepted if printed or typed and must be legible. Please contact FPA if your student needs help with cursive writing.

To assist students who have not learned cursive writing or are not proficient with it, FPA provides the following timeline for your student to learn and practice cursive writing. For the first quarter, the student will be exempt from cursive but must use this time to learn and practice legible cursive writing. At the start of the second quarter, one-half of each hand-written assignment will be expected to be submitted in legible cursive. From the start of the second semester, all hand-written assignments will be expected to be written entirely in legible cursive.

Section 19: Parent and Student Behavior Resulting in Discipline or Dismissal

The following parent behaviors may result in the family's dismissal from FPA:

1. Directing profanity at FPA staff and/or teachers.
2. Name-calling or making personal, derogatory comments when communicating with FPA staff or teachers.
3. Attempting to use any form of social media or Canvas messaging for the purpose of defaming FPA. (Honest comments, even those negative in nature, if expressed in a civil manner, are not considered to be an example of defaming FPA.)
4. Refusal to stop addressing a topic with teachers and/or FPA staff after the situation has been realized, reviewed, and a resolution finalized.
5. Failing to support FPA's efforts to uphold Christian standards and ethics in both behavior and academics.

The following student behaviors may result in student discipline, suspension, or dismissal from FPA:

1. Cheating on any assignment, test, or quiz.
2. Plagiarizing on any assignment, test, or quiz.
3. Directing profanity or other inappropriate communication toward FPA staff, teachers, or students.
4. Not attending class and/or not submitting work resulting in a D or F average in any class.
5. Disrupting the live class learning environment.
6. Being disrespectful toward FPA staff, teachers, or students.
7. Attempting to use any form of social media or Canvas messaging for the purpose of defaming FPA. (Honest comments, even those negative in nature, if expressed in a civil manner, are not considered to be an example of defaming FPA.)

Section 20: Literature

The literature that students will read at FPA is selected to expose students to a range of voices as they encounter the great books of Western Civilization. Regardless of the content of each book, the books will be taught from a Biblical worldview and contribute to a wide variety of perspectives that will give a basis to understand how Western Culture has been shaped while allowing students to think independently and draw their own conclusions about various topics.

Audio books are NOT to be used in place of a student reading assigned literature or textbooks. Using audio books is considered to be a violation of academic integrity. Students who struggle with reading will actually benefit when challenged to read independently. Parents are welcome to support their child but reading for them will cause them to become dependent and illiterate thus depriving them of the independence that comes from literacy.

Section 21: Academic Probation

In order to 1) receive tuition assistance, and 2) to stay enrolled with FPA, students must maintain an overall minimum GPA of 2.0. Students who fall below a 2.0 GPA and/or are failing any course(s) in any quarter (9 weeks) will be placed on academic probation. Once a student is placed on academic probation, the principal will notify parents/guardians in writing about their child's academic status. Parents must sign and return the academic probation notice to the principal in a timely manner. Students are then given until the end of the next quarter (9 weeks) to raise their grade point average to at least 2.0 and bring any failing grade up to at least a passing grade (65%).

Pending administrative review, students on academic probation who do not raise their grade point average to at least 2.0 and/or raise failing grades to passing grades during the following quarter (9 weeks), may be placed on "audit" status for that course(s) for the remainder of the school year.

Pending administrative review, students receiving tuition assistance who are placed on academic probation, and who do not raise their GPA to at least 2.0 and/or raise failing grades to passing grades during the next quarter (9 weeks), will have their tuition assistance withdrawn, and families will be responsible for the full cost of tuition for that academic year. Such students may also be changed to audit status and prohibited from enrolling in FPA classes for at least one school year.

Audit (See Section 14.)

Students may change to Audit status for any course at any time before the beginning of the 4th Quarter of the school year.

Any student who is receiving tuition assistance and moves to Audit status for any course will be required to repay the tuition assistance received for that course.

Withdraw (See Section 14.)

Students may withdraw from any course at any time before the beginning of the 4th Quarter of the school year. The grade at time of withdrawal will be noted on the student's transcript.

Any student who is receiving tuition assistance and withdraws from any course will be required to repay the tuition assistance received for that course.

Section 22: FPA's Position on AP Courses and Testing

The College Board headed by David Coleman, the architect of the English Language Arts Common Core standards, develops the AP tests. Mr. Coleman's intentions to align College Board designed tests with the Common Core standards were announced soon after his appointment. Promoting AP courses and tests, therefore, is inconsistent with our intentions to remain Common Core free. All FPA courses are rich in content and prepare students to succeed in future endeavors of all kinds, a goal of classical education.

Section 23: FPA's Position on "Standards" vs. "Classical Education"

We are frequently asked about what standards FPA uses. The short answer is the standards established in the curriculum itself. Prior to the mid-1990s, teachers followed unwritten standards that were set at the local level by the school board's choice of curriculum, principals, parents, and their colleagues. This direct accountability effectively promoted a high level of excellence while teachers maintained the use of professional discretion to meet the specific needs of a class or individual students.

After written standards came into vogue in the late 1990s, education became "one size fits all" instruction and morphed into teaching to a written set of standards and tests, the new measure of accountability, that determine the teacher's effectiveness based on the students' scores. These standards are now written at the state and national level by people who are far removed from the students and teachers bound to these standards.

A classical education recognizes that students are individuals and that a teacher's role is central in the education of a student. FPA considers the partnership of the parent and teacher essential to the success of the student. Our high expectations/standards are set for the students by those most invested in them – their teachers and parents – who understand that different levels of achievement are the result of teaching uniquely created individuals.

Section 24: Diplomas

Latin: 2 years of Latin are required for a diploma. This requirement can be fulfilled with Latin I and II in either junior high or high school. If a student enrolls full-time as a sophomore, junior, or senior, the Latin requirement may be modified/waived.

Freshmen who want an FPA diploma must enroll as a full-time student for all 4 years and accumulate a total of 20 credits, meeting the required number of credits in each subject area (see Credits for Diploma Planning Worksheet).

A sophomore who is new to FPA must enroll as a full-time student for all 3 years and accumulate a total of 15 credits in the subject areas required as determined by an evaluation of the courses the student completed as a freshman. A plan will be laid out (see Credits for Diploma Planning Worksheet).

A junior who is new to FPA must enroll as a full-time student for 2 years and accumulate a total of 10 credits in the subject areas required as determined by an evaluation of the courses the student completed as a freshman and sophomore. A plan will be laid out (see Credits for Diploma Planning Worksheet).

A senior who is new to FPA is welcome to enroll in any high school course, but, unless he or she completes 2 full-time years with passing grades at FPA, we cannot award the student a diploma.

High school students who fail any high school course must retake it with a passing grade (65% or higher) to be awarded a diploma. When a student repeats a course he or she previously failed, both attempts to pass the course are listed on the transcript and the failing grade is included in the GPA.

(See the Credits for Diploma Planning Worksheet on the last page of the Parent/Student Handbook.)

Section 25: Honor Roll

Full-time students in grades 9 through 12 will be listed on the High Honor Roll if they attain a grade point average of 3.7 or higher with no Ds, Fs, Incompletes, or Audits. Full-time students in grades 9 through 12 will be listed on the Honor Roll if they attain a grade point average of 3.0 or higher with no Ds, Fs, Incompletes, or Audits. Full-time students in grades 6, 7 and 8 will be listed on the Junior High - Honor Roll if they attain an overall average of 3.0 with no Ds, Fs, Incompletes, or Audits. The Honor Roll lists will be compiled twice per year at the end of each semester and published in Canvas. Students will receive an electronic certificate acknowledging their accomplishment.

Section 26: GPA Conversion Chart & Grading Scale

GPA	Letter	Percent
4.0	A	93-100
3.7	A-	90-92
3.4	B+	87-89
3.0	B	83-86
2.7	B-	80-82
2.4	C+	77-79
2.0	C	73-76
1.7	C-	70-72
1.4	D+	67-69
1.0	D	65-66
0.0	F	64-0

Section 27: 2021-2022 School Calendar

Start of School	August 30, 2021
Labor Day	September 6, 2021
End of 1st Quarter	October 29, 2021
Progress Report	Week of October 25, 2021
Elementary Parent Teacher Conferences (Assignments but no live classes for elementary students ONLY)	October 27 - 28, 2021
Thanksgiving Break	November 24-26, 2021
Christmas Break	Dec. 22, 2021 - Jan. 2, 2022
First Day Back to School	January 3, 2022
End of 1st Semester/2nd Quarter	January 14, 2022
1st Semester Grades Available	January 28, 2022
End of 3rd Quarter	March 18, 2022
Progress Report	Week of March 21, 2022
Elementary Parent Teacher Conferences (Assignments but no live classes for elementary students ONLY)	March 23 - 24, 2022
Easter Break	April 11 - 15, 2022
End of 2nd Semester/4th Quarter	May 27, 2022
Final Grades Available	June 10, 2022

Please Note: Classes will be held as scheduled unless noted on this calendar.

HIGH SCHOOL "CREDITS FOR DIPLOMA PLANNING WORKSHEET

Student Name: _____

TRACK: _____

9th Grade English

English I
Science
 Physical Science
 Biology

Math

Algebra/Geometry I
 Algebra/Geometry II
 ***Consumer Math

History

USHAS I (1607-1825)
 USHAS II (1826-1928)
 USHAS III (1929-Now)

Humanities

Health & Phy Ed
 Psychology
 **Music Theory I

Foreign Language

*Latin I
 *Latin II
 Latin III
 Spanish I
 French I

10th Grade English

English I or II
Science
 Physical Science
 Biology
 Chemistry

Math

Algebra/Geometry I
 Algebra/Geometry II
 Advanced Math
 ***Business Math
 ***Consumer Math

History

USHAS I (1607-1825)
 USHAS II (1826-1928)
 USHAS III (1929-Now)

Humanities

Health & Phy Ed
 Psychology
 Adv Psychology
 Formal Logic
 **Music Theory I or II

Foreign Language

*Latin I
 *Latin II
 Latin III
 Spanish I or II
 French I or II

11th Grade English

English I, II, or III
Science
 Chemistry
 Astronomy
 Physics
 Marine Biology

Math

Algebra/Geometry II
 Advanced Math
 Calculus I
 ***Business Math
 ***Consumer Math

History

USHAS I (1607-1825)
 USHAS II (1826-1928)
 USHAS III (1929-Now)

Humanities

Health & Phy Ed
 Psychology
 Adv Psychology
 Formal Logic
 Bible & Culture
 Creative Writing
 **Music Theory I or II
 Rhetoric/Persuasion/Oration

Foreign Language

Latin I
 Latin II
 Latin III
 Spanish I, II, or III
 French I or II

Finance

*Adv Economics

12th Grade English

English II, III, or IV
Science
 Physics
 Astronomy
 Adv Biology
 Marine Biology

Math

Algebra/Geometry II
 Advanced Math
 Calculus I
 Calculus II
 ***Business Math
 ***Consumer Math

History

USHAS I (1607-1825)
 USHAS II (1826-1928)
 USHAS III (1929-Now)
 World History & Humanities

Humanities

Health & Phy Ed
 Psychology
 Adv Psychology
 Formal Logic
 Bible & Culture
 Creative Writing
 **Music Theory I or II
 Rhetoric/Persuasion/Oration

Foreign Language

Latin I
 Latin II
 Latin III
 Spanish I, II, or III
 French I or II

Finance

*Adv Economics

CREDITS REQUIRED BY SUBJECT:

STANDARD TRACK

English - 4
 History - 4
 Math - 3
 Science - 3
 Foreign Lang - *2
 Humanities - 2
 Electives - 2

MATH/SCIENCE TRACK

English - 4
 History - 4
 Math - 4
 Science - 4
 Foreign Lang - 2*
 Humanities - 1
 Finance - 1*

*Latin I & II requirement must be completed before taking Spanish, if wanting a Diploma

**Music Theory - Offered Odd Years Only

***Consumer Math & Business Math are NOT eligible for Diploma Credit in Math/Science Track Diploma

5 Classes is a full course load. Additional courses must be approved by administration.

6th/7th	8th	9th	10th	11th	12th
Course 1					
Course 2					
Course 3					
Course 4					
Course 5					
Course 6					

An Elective is any class that is on this list that has not already been counted as a credit for Diploma.



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