



FREEDOM PROJECT ACADEMY

6-12 PARENT STUDENT **HANDBOOK**



K-12 JUDEO-CHRISTIAN ONLINE SCHOOL



TABLE OF CONTENTS

Section 1	State Reporting.....	3
Section 2	Technology.....	3
Section 3	Mandatory Orientation.....	3
Section 4	Parent & Student Expectation.....	3
Section 5	Things Parents Should Know.....	6
Section 6	Due Date Policy.....	7
Section 7	Parent/Teacher/Student Communication.....	9
Section 8	Students with Special Needs & Disabilities.....	II
Section 9	Math Facts.....	I2
Section 10	Placement Tests.....	I2
Section 11	Promotion to the Next Level.....	I3
Section 12	Academic Integrity.....	I3
Section 13	Attendance Policy.....	I4
Section 14	Audit, Withdrawal & Drop Policy.....	I6
Section 15	Anytime Academy Classes.....	I7
Section 16	Troubleshooting.....	I8
Section 17	Grades.....	I9
Section 18	Cursive Writing.....	I9
Section 19	Behavior Resulting in Discipline or Dismissal...	20
Section 20	Literature.....	2I
Section 21	Academic Probation.....	22
Section 22	FPA Position on AP Courses & Testing.....	23
Section 23	FPA Position on “Standards” vs. “Classical” Edu. ...	23
Section 24	Diplomas.....	24, 26
Section 25	Honor Roll.....	25
Section 26	GPA Conversion Chart & Grading Scale.....	25



Section 1: STATE REPORTING

For students attending FPA, parents need to follow the state recording procedures for homeschool or private education. For more information please visit: fpeusa.org/about/state-information.



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. The orientation videos for students and parents will be accessed through "Module 0: Before You Begin". This orientation will cover changes to school policy as well as how to operate the technology required for classes with FPA. Parents and students who take advantage of the orientation videos and practice modules rarely struggle with the technology 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, **an Adobe Connect App (free), a headset with a functioning microphone at all times**, a working document scanner or scanner app, an Adobe PDF Reader (free) and at least 2 web browsers installed on their computer (free).

Smart phones, iPads, etc. are not recommended due to incompatibility with Adobe Connect.



Section 4: PARENT & 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 your Academic Advisor.

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 turns on their microphone. Use of a headset with a working microphone helps eliminate background noise.





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.

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(es) at the start of each week, prior to live class. 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 or email techsupport@fpeusa.org. Students are expected to show initiative in seeking help.



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.***



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 specialists Tech Dave and Tech Alex are 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 the deadline, 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. Print the Assignment Sheet at the start of the week and be sure you know when assignments are due. Submit assignments on time, and only submit them as a PDF document 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. 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. This includes writing out answers. We want student work to reflect their abilities. Teachers do notice when submitted work and classroom work differ.
- Check grades in Canvas and read teacher comments so that there will be no surprises when grades are reported. Accumulation of missed and low-scoring assignments can quickly bring a grade down.
- 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. Students who may have difficulty concentrating or staying on task may require more time to complete all work.
- 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 God, 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.**

Extended travel throughout the school year is possible, though not encouraged. **One due date deadline extension per semester is permitted if the principal is notified at least one week advance about the dates of scheduled travel.**

Dates of travel should include the school days your student will miss, and any Friday, Saturday, and Sunday that you will be away so that the principal can set appropriate due date's for the extension. All work need's to be submitted within one week from the day of return.

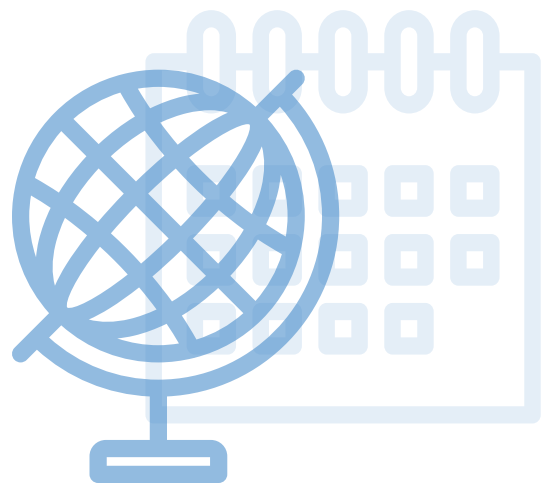
Travel extensions won't be allowed the last week of any semester or school year.



If an act of God 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 nature 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 won't 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.

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 Inbox, their personal email accounts, and monitor their children’s grades, which are always available in Canvas. 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 a partnership between FPA and parents, each instructor will contact parents by email every nine weeks. A 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.

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, Anytime, or Homeschool status or dismissal if no effort is made to improve.



Section 8:



STUDENTS WITH SPECIAL NEEDS AND 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 with FPA Administration or 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, the Anytime Academy course, or the Homeschool Track **(see the Academic Tracks section of the school website for details on the different options).**



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 an English 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 test precludes enrollment in that class.





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.

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.



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





THE FOLLOWING PROVIDES A NON-EXHAUSTIVE LIST OF CHEATING AND PLAGIARISM EXAMPLES

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.

FPA considers cheating to be:

- Using any portion of another student’s work for any assignment, project, quiz, or test.
- Using an answer key or Solutions Manual to complete any assignment, project, quiz, or test.
- Using any outside resources – Internet, books, or people - to obtain an answer when taking a quiz or test or using student notes to complete a “closed book” assignment, quiz, or test.
- Having someone else complete any assignment for the student to whom it is assigned. This includes writing out answers for the student.

FPA defines plagiarism to be:

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



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 causes 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 minors and prevents their image or likeness to be viewed by other parties outside of FPA.





Section 14:



AUDIT, WITHDRAW, 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.

Please refer to the academic calendar for the final date that students can request a course switch.

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, 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.

Written work will be completed offline and reviewed independently by the parent or other designated learning coach. The child has the option not to turn in any written work to be graded by the teacher and be free of any due dates assigned

for homework. However, written assignments submitted before the due date will be considered for grading solely at the discretion of the teacher and dependent upon the quality of the work. Students complete whatever work their parent or guardian chooses, and the students may also submit any auto-graded assignments.

It is up to the parent or designee to correct and grade the child’s written homework that is not submitted. It is the parent’s or designee’s responsibility to keep a record of the grades and written work to fulfill all state reporting requirements.

If a parent wishes to change a student’s status from “for academic credit” to “Audit” or “Homeschool” track, he/she needs to contact the principal. 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.

Class status may no longer be changed 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.



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.)



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.

Anytime classes MUST be completed by the deadline on the Academic Calendar regardless of when the student begins the course.

Students will have access to “Live Teacher Talk” and an “Anytime Advisor” will be available for added support. Students may expect an average of 4 hours of homework for 6th Grade per class each week.





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.

Headset & Microphone Problems

- Does it work in other applications (Check in youtube, Pandora, etc.)?
- If no, unplug and re-plug them back into the computer or if using bluetooth headphones, disconnect and reconnect to the computer.
- Download the latest version of Adobe Connect.
- If this works, awesome! Make sure you selected the correct microphone and headset in Adobe Connect.
- If still not working, try a different browser. If this still is not working call us at **920.749.3793**

Can't connect to your live class?

- Try a different web browser (Safari, Chrome)
- Empty your web browser's cache & Check your internet connection (5mbps Download | 1mbps Upload) <http://www.speedtest.net>
- Restart your computer & update Adobe Connect.
- Did you make changes to virus protection or web filter software? Is it blocking Adobe Connect?

Trouble

**Canvas or
Adobe Connect**

Academic

*Contact Teacher first,
then your assigned
Academic Advisor*

Name

Tech Support

Missy Casper
Katie Craig
Emily Gomez
Nakayla Graham
Nancy Henn
Jim Krause
Bobbi Leitsch
Katie Petrick

E-mail

techsupport@fpeusa.org

mcasper@fpeusa.org
kcraig@fpeusa.org
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Phone

920-931-0660

920-749-3793 **#241**
920-749-3793 **#242**
920-749-3793 **#243**
920-749-3793 **#230**
920-749-3793 **#240**
920-931-0514 **#244**
920-749-3793 **#231**
920-204-9500 **#237**



Section 17: GRADES

The administration and teachers of FreedomProject Academy are steadfast in our efforts to provide an excellent education for our students. This requires vigilance as practices and trends promoting mediocrity and low standards abound in government schools and some private schools.

Excellence in education begins with an evaluation of the student's independently completed work. The recent trend of resubmitting assignments after receiving teacher feedback leads to better grades but is not an accurate evaluation of a student's independent skill level. This practice stems from Common Core/ No Child Left Behind/Outcome-Based Education and puts the emphasis on grades (outcome). An excellent education is focused on learning and the student's growth not just outcome.

Our grading policy is designed to promote learning and student growth. For clarity, once an assignment is submitted, no resubmission will be accepted. Much effort is taken to grade and provide feedback. It is the parent's responsibility to review graded assignments with the child for the purpose of learning from mistakes. This permits the parent and teacher to direct the growth of each individual child with accurate knowledge.

Grades will be given at the end of the first and second semesters. Final grades are the cumulative weighted average for each assignment, quiz, or test for the full year. Semester grades are only

"progress" grades. FPA will post report cards in the Parent Portal in Blackbaud 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 credit-bearing courses are available upon request to the principal and available in the the Parent Blackbaud account in myschoolapp no later than two weeks after the conclusion of each school year. Transcripts will only contain grades for credit-bearing 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.



Sixth to twelfth grade teachers have an 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.

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.

Section 18: **CURSIVE WRITING** *Grade 6 through 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.

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 & STUDENT BEHAVIOR RESULTING IN DISCIPLINE OR DISMISSAL

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

- Directing profanity at FPA staff and/or teachers
- Name-calling or making personal, derogatory comments when communicating with FPA staff or teachers
- 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.)
- Refusal to stop addressing a topic with teachers and/or FPA staff after the situation has been realized, reviewed, and a resolution finalized
- 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:

- Cheating on any assignment, test, or quiz
- Plagiarizing on any assignment, test, or quiz
- Directing profanity or other inappropriate communication toward FPA staff, teachers, or students.
- Not attending class and/or not submitting work resulting in a D or F average in any class
- Disrupting the live class learning environment
- Being disrespectful toward FPA staff, teachers, or students
- 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 the assigned literature or textbooks. Using audiobooks is considered to be a violation of academic integrity. Students who struggle with reading benefit when challenged to read independently.



Parents are welcome to support their child, but reading for them causes dependence on others and illiteracy, thus depriving them of the independence that comes with 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" or "Homeschool" 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 remaining full cost of tuition for that academic year. Such students may also be changed to "Audit" or "Homeschool" 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 or Homeschool status for any course will be required to repay the tuition assistance received for that course.

Withdrawal (See Section 14.)

Students may withdraw from any course at any time before the beginning of the 4th Quarter of the school year. A grade of "WD" 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 that the standards are 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

Latin: 2 years of Latin required for a diploma. This requirement can be met by taking Latin I and II in the junior high or high school years.

7th & 8th Grade

7th and 8th grade students can earn high school credit for Latin I, Latin II, Algebra I, and Physical Science taken in the junior high years. These credits will count toward the 20 required for a diploma. It is possible that students who take the courses listed above as junior high students will not need to take five courses for their junior and/or senior years. Not all students will pursue this path of completing high school credits at the junior high level.

Freshmen

Freshmen who are new to FPA must take five courses each year, for all 4 years, and accumulate a total of 20 credits, meeting the required number of credits in each subject area with at least 4 credits in the core areas of English, Math, Science, and History and two credits of Latin.

Sophomore

Sophomores who are new to FPA must take five courses each year, 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 with at least 4 credits in the core areas of English, Math, Science, and History and one credit of Latin or other language.

Juniors

Juniors who are new to FPA must take five courses each year 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 with at least 4 credits in the core areas of English, Math, Science, and History. No Latin would be required for a diploma.

Seniors

Seniors who are new to FPA are welcome to enroll in any high school course, but unless they complete 2 years with five courses each year, and have passing grades at FPA, a diploma will not be issued.

For 9th-11th grade students who are behind academically at the time of enrollment, FPA offers a “Bridge Year” of General English and General Math to help prepare students for engagement in regular high school coursework. Recommendation for a “Bridge Year” will be made based on placement test results.

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 6 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 6 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.

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



CREDITS FOR DIPLOMA



NAME : _____

TRACK : _____

High School Credits for Diploma Planning Worksheet

Courses by recommended grade level

9 TH	10 TH	11 TH	12 TH
<p>ENGLISH General English English I, II, or III</p> <p>SCIENCE Physical Science Biology</p> <p>MATH General Math Algebra & Geometry I Algebra & Geometry II Consumer Math*** Statistics***</p> <p>HISTORY USHAS I (1607-1825) USHAS II (1826-1928) USHAS III (1929-Now)</p> <p>HUMANITIES Health & Phy Ed Music Theory** Psychology</p> <p>FOREIGN LANG. Latin I*, II*, or III Spanish I French I</p>	<p>ENGLISH General English English I, II, or III</p> <p>SCIENCE Physical Science Biology Chemistry Forensic Science</p> <p>MATH General Math Algebra & Geometry I Algebra & Geometry II Advanced Math Business Math*** Consumer Math*** Statistics***</p> <p>HISTORY USHAS I (1607-1825) USHAS II (1826-1928) USHAS III (1929-Now)</p> <p>HUMANITIES Health & Phy Ed Psychology Adv Psychology Formal Logic Music Theory** Rhetoric/Persuasion /Oration</p> <p>FOREIGN LANG. Latin I*, II*, or III Spanish I, or II French I or II</p>	<p>ENGLISH General English English I, II, or III</p> <p>SCIENCE Chemistry Physics Astronomy Marine Biology Forensic Science</p> <p>MATH General Math Algebra & Geometry II Advanced Math Calculus I Business Math*** Consumer Math*** Statistics***</p> <p>HISTORY USHAS I (1607-1825) USHAS II (1826-1928) USHAS III (1929-Now)</p> <p>HUMANITIES Health & Phy Ed Psychology Adv Psychology Formal Logic Bible & Culture Creative Writing Music Theory** Rhetoric/Persuasion /Oration</p> <p>FOREIGN LANG. Latin I, II, or III Spanish I, II, or III French I or II</p> <p>FINANCE Adv Economics*</p>	<p>ENGLISH English II, III, or IV</p> <p>SCIENCE Physics Astronomy Adv Biology Marine Biology Forensic Science</p> <p>MATH Algebra & Geometry II Advanced Math Calculus I Calculus II Business Math*** Consumer Math*** Statistics***</p> <p>HISTORY USHAS I (1607-1825) USHAS II (1826-1928) USHAS III (1929-Now) World Hist. & Humanities</p> <p>HUMANITIES Health & Phy Ed Psychology Adv Psychology Formal Logic Bible & Culture Creative Writing Music Theory** Rhetoric/Persuasion /Oration</p> <p>FOREIGN LANG. Latin I, II, or III Spanish I, II, or III French I or II</p> <p>FINANCE Adv Economics*</p>

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 must be taken before any other language. French, Spanish, or Latin III allowed only in High School.

**Music Theory - Offered Odd Years Only

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

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

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

credits for a Diploma. 20

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



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