



FREEDOM PROJECT ACADEMY

ELEMENTARY PARENT STUDENT **HANDBOOK**



K-12 JUDEO-CHRISTIAN ONLINE SCHOOL



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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. 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. 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, **Adobe Connect App (free), 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 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 during class 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.



Parents are asked to support FPA teachers as they hold students accountable for completing reading assignments in any subject area on the day assigned in preparation for the next class.



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 and gives your child the opportunity to learn directly from the teacher.

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(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 have difficulty with assignments or trouble of any kind, they should ask for assistance by contacting the teacher via 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.



Section 5

THINGS PARENTS SHOULD KNOW

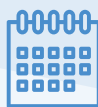
Parents should:

- 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 August 5, 2022 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 computer microphone. A headset with a working microphone is required for students in K - 5th grades.
- Make sure you know when assignments are due and submit them on time. Assignment Sheets or Announcements are posted daily or weekly on the Canvas class page and can be accessed by clicking on the Assignment Sheets button. Parents will have to do most of the submissions at this level. ALL work MUST be submitted through Canvas. Teachers will not accept or grade student work if sent via email nor through comments.
- 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.
- Assist very young children by reading them science and history textbooks. Books or novels assigned for reading instruction should be done by the student independently. Help them memorize, practice math facts, proofreading papers, carry out science experiments, or give further explanation to topics taught in class as needed.
- 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 2 to 3 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 and 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. Please make every effort to attend the scheduled parent/teacher conferences.
- 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 although not encouraged. **One travel extension per semester is permitted if FPA is notified at least one week in advance of the dates of travel including Friday, Saturday, and Sundays.** This will allow an appropriate due date extension to be set. The nature of elementary school makes it extremely difficult to provide assignments beyond the current week for completing work in advance. Travel extensions will not be allowed the last week of any semester or school year. The extension will be one week from the day of return. After that, zeros will be entered in the grade book for any work not completed.

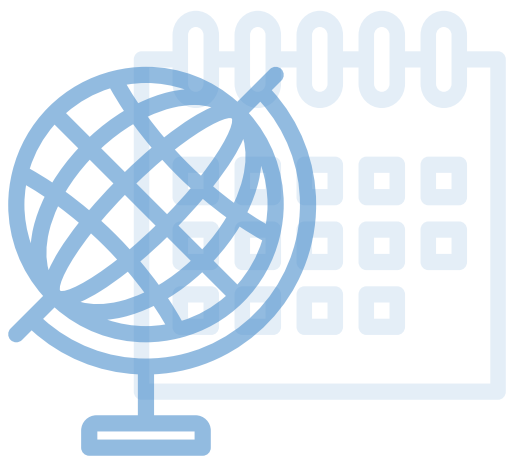
In addition to the above-mentioned acts of God and travel extensions, students are allowed two extensions per semester. The extensions do not carry over from one semester to the next. Each extension is for no more than one week and applies to one specific assignment not multiple assignments given in one day for any course or





subject. These extensions may not be used to delay scheduled quizzes or tests and do not apply to any work due during the last week of a semester or a school year. Once they have been used, any further extensions must fall under the four acts of God or receive approval from the **Elementary Director** in the case of 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 will not receive an extension, even for technology problems while traveling. **No extra due date extensions will be made for any circumstance except for these four valid reasons: Technical Problems, Acts of God, Illness, or Family Emergencies. For more details please see fpeusa.org/student-info/student-expectations.**



All elementary schoolwork assigned each week is due by Friday of that week at 10:59 p.m. In grades K through 3, zeros will be issued for any assignments not submitted by 10:59 p.m. CT on Saturday (1-day

grace period). In grades 4 and 5, zeros will be issued for any assignments not submitted by 10:59 p.m. CT on Friday.

A Reading Check highlighted in yellow on the Assignment Sheet is a brief Canvas quiz to ensure comprehension of a reading assignment. There will be no more than two Reading Checks in a week and each Reading Check is due the day it is assigned.

Parents are responsible for ensuring that assignments are submitted by established 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).

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, instructors will contact parents every nine weeks. General progress updates will include if your student has an A or B, is attending class regularly, and turning in assignments. More detailed progress will be noted 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 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 will be invited to Parent/Teacher Conferences twice during the school year.





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 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.**

- Kindergarten - none
- 1st Grade – addition and subtraction facts through 5, adding 1 to any number through 9, adding 0 to any number through 10, and subtracting 0 and 1 from any number through 10
- 2nd grade - addition and subtraction facts through 10
- 3rd Grade – addition and subtraction facts through 18, multiplication through factors of 5
- 4th Grade - addition and subtraction facts through 18, multiplication through factors of 12, division through divisors of 12
- 5th Grade - addition and subtraction facts through 18, multiplication through factors of 12, division through divisors of 12



Section 10 PLACEMENT SCREENING

All students new to FPA are required to do a placement screening in an online classroom that will be scheduled and completed after enrollment. The screening will include oral reading, comprehension, vocabulary, arithmetic, grammar (3rd - 5th grades only), and a writing prompt.

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





Section 11:



PROMOTION TO THE NEXT LEVEL

For all 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.

Elementary students should pass with a 65% or higher in all subjects to be promoted to the next grade level. However, FPA administration may recommend that students not move forward unless they are at least at 70% or higher in core subjects areas. Students with identified academic concerns may be required to pass a placement screening to be promoted to the next grade level.



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.

Elementary parents should not intervene in their students' tests or correct the tests before submission. However, parents are encouraged to help their students with homework, but not complete it for them. Parents are encouraged to attend classes with their students, but not supply answers when the child is called upon to answer during class.



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.
- 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 prior 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:



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 elementary director. 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 elementary director 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 elementary director 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. (See Section 15: What is “Audit”?)

If a parent wishes to change a student’s status from “for academic credit” to “Audit”, he/she needs to contact the elementary director. If students are moved to “Audit” status, they may attend live class, and all coursework will be graded at the discretion of the teacher. 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. Students complete whatever work their parent or guardian chooses, and the students may also submit any auto-graded assignments.



Section 15:

WHAT IS AUDIT ?

FreedomProject Academy is committed to offering families alternatives that fit the unique needs of each child. The “Audit” track provides the option for parent-determined pacing and assignment adjustments as needed.

Audit is determined on a case-by-case basis which can include late enrollment, special-needs, only certain subjects, or other extenuating circumstances.

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.

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 the parent intends for the child to enroll in a live class for the next school year, he or she will need to complete a placement screening before being promoted to the next grade level.





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 mic 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

Name

E-mail

Phone

**Canvas or
Adobe Connect**
Contact our tech team

**Dave Heup
Alex Basiliere
Jim Krause**

dheup@fpeusa.org
dheup@fpeusa.org
jkrause@fpeusa.org

920-749-3793 **#238**
920-749-3793 **#235**
920-931-0514 **#244**

Academic
*Contact Teacher first,
then your assigned
Academic Advisor*

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

ngraham@fpeusa.org
bleitsch@fpeusa.org
nhenn@fpeusa.org
mcasper@fpeusa.org
kcraig@fpeusa.org
egomez@fpeusa.org
kpetrick@fpeusa.org

920-749-3793 **#230**
920-749-3793 **#231**
920-749-3793 **#240**
920-749-3793 **#241**
920-749-3793 **#242**
920-749-3793 **#243**
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. FPA will post report cards in the Parent Portal no later than two weeks after the conclusion of each semester. Final grades are the

cumulative average for all subjects for the full year. Semester grades are only "progress" grades.

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 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.

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. FreedomProject Academy can only give final grades for completed, full-year courses. Transcripts for completed courses are available upon request by contacting the principal.



Section 18: CURSIVE WRITING

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. For these reasons FPA considers it important that students are able to write legibly and with



ease. Students in Kindergarten through the first semester of 2nd Grade are taught manuscript writing (printing). Students from the beginning of the second semester of the 2nd Grade through 5th Grade are taught cursive. As students become fluent in cursive beyond 3rd Grade, teachers will regularly assign work that is required to be handwritten in cursive.

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 & 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

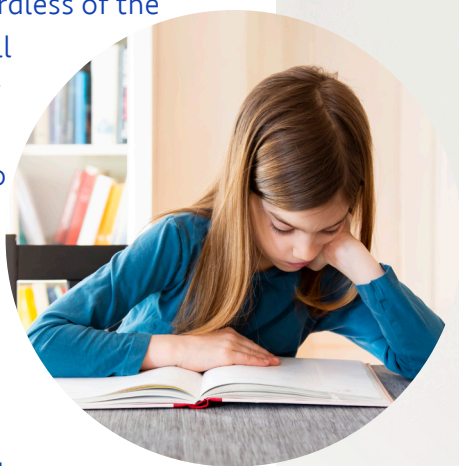


- Disrupting the live class learning environment
- Being disrespectful toward FPA staff, teachers, or students
- Attempting to use any form of social media or Canvas messaging for the purpose of defaming FPA (Honest comments, even those negative in nature, if expressed in a civil manner, are not considered 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 passing grades. Students who are earning a D or F in any quarter (9 weeks) will be placed on academic probation. Once a student is placed on academic probation, FPA Administration 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 a passing grade and to 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 to a passing grade during the following quarter (9 weeks), may be placed on "Audit" status 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 grade to a

passing grade 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 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.

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.

Withdrawal (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 "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 parents and teachers – who understand that different levels of achievement are the result of teaching uniquely created individuals.



Section 23:

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



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