



# FREEDOMPROJECT ACADEMY

2021-2022 Parent/Student Handbook



Elementary



## 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, 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 (correct side of paper scanned) Make sure assignments scanned are dark enough for teachers to read and are submitted right side up. Students will be allowed to resubmit incorrectly scanned work until the assignment closes. Through the month of September, grace will be provided to allow resubmission of incorrectly scanned work beyond the due date. 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.

Parents will be asked to supervise your child's reading and may be called on to discuss the reading with your child and to respond to questions regarding how your child interacted with the text.

### **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 or Announcements 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 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. 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 (scanner application), 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 and materials purchased and 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 first Monday in August no scanning of materials by teachers or extensions on assignments will be permitted.
- 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, but students learn to submit on their own as they get older. All work **MUST** be submitted through Canvas. Teachers will not accept or grade student work if sent via email.
- 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.
- 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, 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 no exceptions will be made to established due dates. Acts of God are defined as (1) acts of nature such as weather events i.e. power outage (2) student illness (3) family emergency and (4) technology problems i.e. internet outage or equipment failure.

In the case of any of the Acts of God, parents should notify the Administration or teacher either by phone, Canvas message, or email prior to the deadline for any assignment to receive an extension. If the Act of God prevents immediate notification, the parent must contact the teacher or Administration as soon as possible. If any Act of God is expected to last an extended period of time, FPA administration and teachers should be notified so extensions can be granted as needed. In all cases, the teacher's decision regarding due dates is final.

Extended travel throughout the school year is possible although not encouraged. One travel extension per semester is permitted if the principal 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 extensions 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 extension must fall under the four acts of God or receive approval from the principal given an extenuating circumstance.

All elementary schoolwork assigned each week is due by Thursday of that week at 10:59 CT. In grades K through 3, zeros will be issued for any assignments not submitted by 10:59 p.m. CT on Saturday (2-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 (1-day grace period).

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.

**For more details, see [FPEUSA.org](http://FPEUSA.org).**

## 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. Timely responses (48 hours) to phone calls or emails from teachers or administration are an important parental responsibility. 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/parent 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 Inboxes 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 the math facts for addition, subtraction, multiplication, and division for the grade level they are entering before school begins. These facts will not be extensively reviewed at that grade level, so if your child has not yet memorized them, they 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 Tests

All students new to FPA are required to take a placement test in an online classroom that will be scheduled and completed after enrollment. The screening will include oral reading, comprehension, vocabulary, arithmetic, and a writing prompt.

Results of the placement tests are considered final and no student will be enrolled in any class for which he/she has not passed the placement tests. 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 Grade 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 most subjects. Students with identified academic concerns may be required to pass a placement test 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. 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 and/or expulsion from FPA. 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 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 evaluation or conference. Any LIVE session involving students being visible on a webcam MUST have a parent or guardian present and should NOT be recorded.

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.

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.

## 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.

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.

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 or grades 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: 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 history and/or cache
- • 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?
- • Re Download Adobe Connect from FPA website

## 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
- 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 Tech Support 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/tech-equipment) 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.
- If you can't connect to live class, contact the FPA office and ask for tech support.



## Section 16: Grades

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.

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.

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 17: Printing and Cursive Writing: K - Grade 5

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 18: Parent and Student Behavior Resulting in Discipline or Dismissal**

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

1. Use of profanity at any time toward FPA teachers or staff and/or within the live classroom.
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 19: 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. At the heart of a classical education is reading. We believe so much in the importance of reading that we reserve enrollment for those students and families who share this value.

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 20: Academic Probation

In order to 1) receive tuition assistance and 2) to stay enrolled with FPA, students must maintain an overall passing grade. 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, 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 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 full cost of tuition for that 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 21: 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 22: 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 23: 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.



## **FREEDOMPROJECT HQ**

750 N. HICKORY FARM LANE, APPLETON, WI 54914

**1-(800)-807-7292**



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