



Hello,

The end of the 2015-2016 school year is quickly winding down, and FreedomProject Academy is in the process of finalizing some details for the upcoming year.

Attached you will find the following FPA documents for the 2016-2017 school year:

- Your Contract
- Faculty Handbook
- Parent/Student Handbook

Please read the Handbooks thoroughly and carefully, and file them for future reference. Read the contract, sign and date each statement in the "Signatures" section, and complete the "Instructor Contact Information" page.

(Adjust any previous instructions or add other instructions you may have.)

Signed contracts are due **Wednesday, June 1, 2016.**

We anticipate that 2016-2017 will be a successful and rewarding school year, and we look forward to you being part of the FPA team that will make that happen.

FreedomProject Academy

Sixth Grade, Junior High, and High School Instructor Contract

This contract for **Keith Buhler**, an Instructor for FreedomProject Academy, takes effect **April 20, 2016**, and ends **June 9, 2017**, for a salary of **\$100 per student per semester** based upon the number of students in the class as of **Tuesday, September 6, 2016**. Any class that does not have five students enrolled before **June 30, 2016**, will be canceled.

Course(s) covered in this contract:

Philosophy

Books to be used for this course:

Philosophy

The Last Days of Socrates by Plato

9780140449280

Terms of Employment

Summer Schedule

Attendance at all events listed on the attached Teacher Summer Schedule is required, unless alternative arrangements are made with the Student Development Director.

Technology

Instructors new to FPA must demonstrate proficient use of the technology to the Student Development Director by successful completion of the required individualized training program and by having a sample class recorded and approved by the Student Development Department. Failure to complete the training and demonstrating proficiency by providing the recording by the specified date may result in the loss of the teaching position.

Instructors who are returning to FPA are not required to participate in the individualized training but must continue to demonstrate proficiency with the technology.

The Instructor must agree to abide by all rules regarding the use of technology as established by FreedomProject Academy. Teachers may not direct students to websites outside of Canvas that require usernames and passwords without prior authorization from FPA technology staff.

If technical issues prevent instructors from conducting class at regularly scheduled times, teachers must immediately contact FPA administration about the difficulties. If FPA cannot rectify the problem, FPA will cancel class for that session. Teachers are not authorized to cancel classes for technology reasons.

Teaching Duties

Instructors are required to offer two hours of live instruction weekly, one hour each on M/W or T/TH. Sixth grade math and English teachers are required to offer four hours of live instruction per week. A weekly 30-minute Teacher Talk must be scheduled as well to provide the opportunity for parents and students to talk with the teacher in real time.

Teachers are expected to cover as much of the material in the textbooks as possible over the course of the semester or year. Material should be taught in a sequential manner.

Prompt and Consistent Grading of Student Work

Weekly Assignment Sheets must be posted in Canvas in the **Announcements** tab and the first should be posted before **August 10, 2016**. Do not expect students to complete assignments or view any videos prior to the first day of school – August 29, 2016.

Throughout the duration of the course, instructors must have a minimum of two-weeks worth of Assignment Sheets loaded at all times, clearly listing the assignments by day and date, with dates and times noted for all work that is to be submitted, and making sure the assignments listed on the posted assignment sheets are open for submission. The two weeks worth of Assignment Sheets are to be posted no later than the Sunday night preceding the week of instruction. These sheets are to be posted in Canvas in PDF format so parents and students can easily find them.

While we expect rigor in our courses, do not overload students with assignments. For 6th graders, in addition to the live math and English classes, students should expect to work 4 hours weekly outside of class for each. The 6th grade science and history classes should each require 3 hours of work outside of class. For Junior High and High School students, in addition to the 2 hours of instruction per class per week, a reasonable expectation is that no more than 5 hours of outside work will be assigned. These arrangements meet time spent in classroom requirements for most states.

Due dates must be strictly enforced. Other than acts of nature, student illness, technology problems, and family emergencies, no exceptions will be made for established due dates. If one of the previously mentioned significant circumstances exists, timely parent contact with the teacher is required to obtain an extension for the due date. The teacher's decision regarding due dates is final.

Grading is to be kept current. Prompt and proper feedback is necessary in order for a student to learn from mistakes. Administration will be checking to see that grading is being done in a timely manner, considered to be a week after work is submitted.

Instructors are required to adhere to the FPA grading scale, as listed in the Faculty Handbook, the Parent-Student Handbook, and the Modules tab of Study Hall in Canvas. The teacher's weighting of assignments, quizzes, tests, papers, etc. must be posted in Canvas for parents and students to view.

FPA requires prompt responses to all student, parent, or administrative communications.

Every 4½ weeks contact must be made with parents. At each 4 ½-week interval, a general email may be sent to the parents of those students with an A or B average who are fulfilling course responsibilities. Instructors will be required to send a personal email to the parents if the student's grade is a C. The parents of those students with a D or F average must receive a call. A form will be provided to report those students with C average or below indicating if the student is not regularly attending class or failing to complete assigned work, as well as those receiving Ds and Fs, to the

Student Development Director. For students in academic trouble, more frequent contact may be necessary, along with the notification of the appropriate FPA administrator.

Illness/Emergency Policy

Illnesses and emergencies happen to us all sooner or later. There will be times when sickness or circumstances beyond your control necessitate the canceling of class. When these situations arise, it is imperative that you contact someone at FPA so that the students do not show up to an empty classroom. Unless you notify us of your absence, we may not immediately recognize that students are alone in the virtual classroom. In all but the most extreme emergencies, there is no excuse for not informing an FPA administrator about your need to miss class or office hours. Inconsistent attendance or repeated failures to notify in the event of absence will result in consequences up to and including dismissal.

FPA Administration Contact List

Debbi Drake	Office	920-749-3793 M-F ext. 229 (8AM-5PM CT)
	Cell	920-205-6600 M-F (7-8AM/5-9PM CT)
	Email	debbdrake@fpeusa.org (9PM–7AM CT or 24/7)
Mike Menzel	Office	920-749-3793 ext. 226 M-F (8AM-5PM CT)
FPA Receptionist	Office	920-749-3793 ext. 230 M-F (8AM-5PM CT)
Cindy Kempen	Office	920-882-0470 ext. 233 M-F (8AM-5PM CT)
Ben Jenkins	Office	920-749-3793 ext. 228 M-F (8AM-5PM CT)

Please call or email as outlined above. In addition to notifying administration, please send a Canvas Inbox message to your students and leave a note in your classroom. If you are unable to contact your students or leave a note in your classroom, please let us know when you contact us and we will do it for you.

Absence and Failure to Notify Policy

Offering classes consistently and punctually is crucial to the reputation and growth of FreedomProject Academy. Failure to notify someone on the Administration Contact List in the event of illness or emergency will result in the following consequences.

1. The 1st Failure To Notify may result in a verbal and written warning.
2. The 2nd Failure To Notify may result in a fine of \$25.
3. The 3rd and any subsequent Failure To Notify may result in further fines and/or dismissal, including the possibility of immediate dismissal.

Extended Absence Policy

If a 6th grade, junior high, or high school teacher is out for an extended absence for any reason, FPA will compensate substitute teachers based on how much a teacher earns per student per school day. If a 6th grade, junior high, or high school teacher will be out of classroom for any reason, he or she can prepare recordings for the days missed. If a 6th grade, junior high, or high school teacher will be absent for more than 2 consecutive weeks, a substitute will need to cover those class(es) until the teacher returns. 6th grade, junior high, and high school substitutes are compensated at a rate of \$1.25/student/day, which will be deducted from the full-time classroom teacher's pay provided the teacher is preparing the class work. If a 6th grade, junior high, or high school teacher becomes incapacitated and is unable to prepare any class work for the substitute, the substitute will be compensated at a rate of \$2.50/student/day, which will be deducted from the full-time classroom teacher's pay.

Causes for Dismissal

Inappropriate behavior with parents, students, or staff including:

- Unprofessional behavior, including sloppy or inappropriate dress when visible to students or parents online; improper written or verbal communication and unprofessional demeanor toward staff, administration, students, or parents.
- Insufficient or incomplete preparation for class; use of unapproved curriculum or not using the approved curriculum; unusually and consistently delayed response to communication from students and parents; failure to consistently adhere to established class times; failure to consistently keep grades current and recorded; failure to make 4½-week progress reports that include emailing parents of students with a C or below, with missing assignments, and with poor attendance and calling those parents of students with a D or F; failure to submit the 4½-week report to the Student Development Director by the due date; failure to keep grades and assignments in Canvas.
- Failure to comply with the directives of FPA administration, or failure to consistently act in a timely manner to meet staff requests.
- Failure to abide by the procedures set forth in the Teacher Handbook.
- Failure to notify administration if a possible conflict of interest with an FPA teaching position arises.

Textbooks

If a class is cancelled due to low enrollment, all materials sent to the teacher for the purpose of instruction must be returned upon request and FPA will reimburse you for the shipping.

If a teacher breaks his or her contract with FPA, all books must be returned immediately at the expense of the teacher.

If you are directed to return textbooks, please make sure they are packaged well enough to withstand the shipping. Use plenty of packing tape and a sturdy box.

Teachers are responsible for all materials sent to them by FPA.

Paychecks and Paydays

The salary for the course(s) taught will be paid in ten installments throughout the year. Each payment will be on the 15th of the month. No final checks will be issued before semester grades or final grades are received. Grades submitted after 9:00 a.m. CT will result in the checks being mailed on the following business day.

Final payment will be withheld until all books are returned.

The following are the dates that paychecks will be placed in the mail if all requirements are met:

September 15, 2016	February 15, 2017
October 15, 2016	March 15, 2017
November 15, 2016	April 15, 2017
December 15, 2016	May 15, 2017
January 15, 2017*	June 15, 2017*

*At the end of each semester, final grades must be submitted before checks can be mailed on January 15, 2017, and June 15, 2017. All books and materials must be returned as directed before final payment can be made on June 15, 2017.

FPA teachers are considered contract workers. Teacher will receive a Form 1099 in January.

All recorded classes and images of the instructor become property of FreedomProject Academy. FreedomProject Academy will reserve the right to use these for promotional or publicity purposes.



Faculty Handbook

2016-2017

Section 1: Professionalism

Mutual respect for students, parents, fellow teachers, administrators, and a supportive attitude toward FPA in general, are essential to our program and the well being of our students. We expect professional comportment in speech, email communications, and dress, along with an abiding commitment to model for students those values we wish to impart. FPA will hold teachers to a high level of conduct in every interaction with students, parents, and FPA staff or administration. The following unprofessional behaviors are listed in the contract as causes for dismissal:

- Inappropriate behavior with or toward parents, students, or staff.
- Unprofessional behavior, including sloppy or inappropriate dress when visible to students or parents online, improper written or verbal communication, and unprofessional demeanor toward staff, administration, students, or parents.
- Failure to comply with the directives of FPA administration.

Section 2: Dress Code

Business dress is required when a teacher is visible to students and parents. As in the traditional classroom, proper dress sets the tone in a virtual classroom by indicating the importance we give Class Time or Teacher Talk, as well as reflecting our respect for education in general. Business attire does not include sleeveless shirts, T-shirts, sweatshirts, baseball caps and other headgear, low-cut tops, or sloppy attire of any kind. If you question whether something is appropriate, it most likely isn't. We strive to be role models for our students and must set a standard that reflects our principles. Please also consider that you are a guest in the student's home.

Section 3: Illness/Emergency Policy

Illnesses and emergencies happen to us all sooner or later. There will be times when sickness or circumstances beyond your control necessitate the canceling of class. When these situations arise, it is imperative that you contact someone at FPA so that the students do not show up to an empty classroom. Unless you notify us of your absence, we may not immediately recognize that students are alone in the virtual classroom. In all but the most extreme emergencies, there is no excuse for not informing an FPA administrator about your need to miss class or office hours. Inconsistent attendance or repeated failures to notify in the event of absence will result in consequences up to and including dismissal.

Section 4: FPA Administration Contact List

Debbi Drake	Office	920-749-3793 ext. 229 M-F (8AM-5PM CT)
	Cell	920-205-6600 M-F (7-8 AM / 5-9 PM CT)
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Ben Jenkins	Office	920-749-3793 ext. 228 M-F (8AM-5PM CT)

Please call or email as outlined above. In addition to notifying administration, please send a Canvas Inbox message to your students and leave a note in your Connect classroom. If you are unable to contact your students or leave a note in your classroom, please let us know and we will do it for you.

Section 5: Failure To Notify Policy and Commitment to Obligation

The success, reputation, and potential growth of FreedomProject Academy depend on our instructors meeting classes consistently and punctually. Failure to notify someone on the Administration Contact List in the event of illness or emergency will result in the following consequences.

1. The 1st Failure To Notify may result in a verbal and written warning.
2. The 2nd Failure To Notify may result in a fine of \$25.
3. The 3rd and any subsequent Failure To Notify may result in further fines and/or dismissal, including the possibility of immediate dismissal.

Committing to teach for FPA brings important obligations. If for any reason you doubt you will be able to fulfill your teaching obligations, please do not sign your contract. Replacing teachers is a very difficult and time-consuming process. By signing your contract, you indicate that you have given sufficient thought to the time and commitment required to honor your contractual and professional obligations.

Section 6: Extended Absence Policy

If an **elementary teacher** is out for an extended absence for any reason, FPA will compensate substitute teachers based on how much a teacher earns per student per school day. Elementary Teaching Assistants are expected to substitute 4 days per year for their classroom teachers as a regular part of their duties. Beyond those four days, teaching assistants are compensated at a rate of \$2.50/student/day, which will be deducted from the full-time classroom teacher's pay if the teacher is preparing the class work. If an elementary teacher becomes incapacitated and is unable to prepare any class work for the teaching assistant or substitute, the teaching assistant or substitute will be compensated at a rate of \$5.00/student/day, which will be deducted from the full-time classroom teacher's pay.

If a **6th grade, junior high, or high school teacher** is out for an extended absence for any reason, FPA will compensate substitute teachers based on how much a teacher earns per student per school day. If a 6th grade, junior high, or high school teacher will be out of classroom for any reason, he or she can prepare recordings for the days missed. If a 6th grade, junior high, or high school teacher will be absent for more than 2 consecutive weeks, a substitute will need to cover those class(es) until the teacher returns. 6th grade, junior high, and high school substitutes are compensated at a rate of \$1.25/student/day, which will be deducted from the full-time classroom teacher's pay provided the teacher is preparing the class work. If a 6th grade, junior high, or high school teacher becomes incapacitated and is unable to prepare any class work for the substitute, the substitute will be compensated at a rate of \$2.50/student/day, which will be deducted from the full-time classroom teacher's pay.

Section 7: Classroom Expectations

Sixth grade science and history teachers, Junior High, and High School instructors are required to offer two hours of live instruction per week. Sixth grade math and English teachers are required to offer four hours of live instruction per week. A weekly 30-minute Teacher Talk must be scheduled as well 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 they have a conflict with Teacher Talk.

Elementary instructors are required to offer two hours of daily instruction Monday through Thursday at the scheduled times during the term, with the exception of scheduled school vacations or holidays.

Section 8: Pedagogy

Classes at all levels must be interactive and engaging. Student participation is to be encouraged during any live class. At no time should a student spend an entire class just listening to an instructor or staring at a blank whiteboard. Interactive teaching distinguishes us from many other programs and is a constant positive in the feedback we receive at the end of each term. Every teacher must be familiar with and utilize the many tools Adobe Connect offers to make student participation possible in a virtual classroom setting. These tools make it possible as well to fill the whiteboard with images, links, charts, maps, or other media that will facilitate teaching and maintain student interest. This requires adequate preparation time, but if preparation time becomes overwhelming the teacher is encouraged to seek assistance from members of the FPA team. The FPA team will work with the teacher to facilitate the use of Adobe Connect or suggest teaching methods that are interactive.

Section 9: Cursive Handwriting: Grade 6 through Grade 12

FPA considers it important that students are able to write legibly and with ease in cursive for several reasons. The founding documents of our country are written in cursive and our students need to be able to read those documents in their original form. The ability to write reflects one's level of literacy. Dependency on manuscript (printing) or typed communication could seriously impact the student in adult life. For this reason, FPA requires that all students from 6th through 12th grade use cursive writing when submitting handwritten assignments. Teachers should regularly assign work that is required to be handwritten in cursive, however, not all work should be required to be completed in cursive. These assignments will not be accepted if printed or typed and must be legible. Please contact FPA if your students need help with cursive writing.

Section 10: Due Dates

Experience and feedback have indicated the need for FPA to provide structure. Many of our students work independently and have been accustomed to studying erratically and with little oversight and limited accountability. Ambiguity with assignments and due dates leads to the likelihood that work will be done hastily or not at all.

Please be as specific as possible when scheduling quizzes and exams and when assigning due dates. Do not schedule a bulk of class assignments at the end of the term or assume students are working on long-range projects without checking on their progress from time to time. Be firm with deadlines and quick to identify students who do not appear to be logging in or keeping up with work. Given that you may have students from all over the country and many different time zones, be sure to post assignments and schedule exams and quizzes with as much specificity as possible. This will preempt the inevitable excuses from inattentive students.

We have found that late evening due dates should be set at 10:59 p.m. CT (11:59 p.m. ET) so that the assignment doesn't show up on the calendar for the next day for those in Eastern Time.

Our students may vary dramatically with their study habits. Parents and students both have expressed a strong desire to see improvement in this area. Providing structure by holding students accountable for due dates throughout the course, pacing assignments in a reasonable manner, and beginning major assignments or projects well before the final due date—with benchmark due dates along the way—will develop study skills and prevent a massive amount of work in the last few weeks and unfinished or failed courses.

From the Student Handbook:

Section 4: Due Date Policy

“FPA teachers strictly adhere to established due dates. Other than acts of nature, student illness, technology problems, and family emergencies, no exceptions will be made to established due dates. If one of the aforementioned circumstances arises, then timely parent contact with the teacher is required to obtain an extension. The teacher’s decision regarding due dates is final.

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

Extended travel throughout the school year is possible although not encouraged. Parents must notify teachers and the Student Development Director two weeks in advance about the dates of scheduled travel. Any assignments not completed prior to travel or while traveling become the responsibility of the student and parent. All missing assignments must be submitted within a week of returning from travel. One travel extension is permitted per semester, although this does not apply to extensions granted for technical problems, acts of nature, illness, or family emergencies. For more details, see FPEUSA.org.

Activities that include travel (such as sports) may require that work be completed in advance because extensions will not be granted in these cases.

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 11: Teacher Discretion

The policy established by FPA is that a zero is given for any assignment not received by or at the time it is due without parent notification of a significant circumstance. There are always cases where exceptions are appropriate. Please keep in mind that continual extensions of due dates lead to ambiguity and poorly developed study habits that in the long run are detrimental to a student.

Please note carefully the only four reasons for which an extension can be given - weather, student illness, technology, or family emergencies. With parent notification, you have discretion about the extension. If excessive requests have been made, you have the option to refuse the extension.

When it comes to traveling outside of scheduled school breaks, the only option is for a student to submit assignments before traveling or while traveling. If a student chooses to work while traveling, the responsibility to meet due dates is his/hers. No exceptions. It is not considered a tech issue if there is no Internet connection during travel.

Elementary has its own policy for work submitted for a planned absence, as follows:

The nature of elementary teaching makes it extremely difficult for teachers to know how far they are going to get prior to class time, so it is very difficult for elementary teachers to have exact assignments available for you in advance.

If a student will be absent from class for a planned absence, he or she will have one week upon return to catch up on any missed assignments. It is up to the parent to make sure to

download the assignment checklists and make sure the student's assignments are submitted. After this one-week grace period, zeros will be entered in the grade book for any work not completed.

This is our policy and we find its accountability serves our students well by keeping them on track with their studies and by helping them to develop a sense of responsibility. Deviation from this policy causes friction for those teachers that do not and, therefore, it is expected that all teachers enforce this policy as outlined.

Section 12: Student Workload

To avoid overwhelming students, we have adopted the following rule of thumb concerning the amount of time students at the different levels should spend on assignments. For Elementary students, in addition to the 2 hours of instruction per day, a reasonable expectation is that no more than 2 hours per day of outside work will be assigned Monday through Friday. For 6th graders, in addition to the Math and English classes, students should expect to work 4 hours weekly outside of class for each. The 6th grade Science and History classes will each require 3 hours of work outside of class. For Junior High and High School students, in addition to the 2 hours of instruction per class per week, a reasonable expectation is that no more than 5 hours of outside work will be assigned. These arrangements meet time spent in classroom requirements for most states.

Section 13: Advanced Posting of Assignments

Sixth grade, Junior High, and High School instructors must have a minimum of two-weeks worth of assignment sheets loaded into the Announcements section of their Canvas classroom pages prior to August 10, 2016. Elementary teachers must have the first day's assignment sheet loaded prior to August 10, 2016. Do not expect students to complete assignments or view any videos prior to the first day of school – August 29, 2016.

Throughout the duration of the course, instructors must have the current week's assignment sheet as well as the following week's posted at all times with assignments open for submission (except for elementary teachers who have their own daily system). Tests and quizzes can be set to open at specific times and not when the assignment sheet is posted.

Assignment sheets are to be in PDF format only. Clear instructions for each assignment are to be placed on the assignment sheet. Asking students to print out the syllabus does not replace the required assignment sheets.

Please direct all students to use the assignment sheets and not rely on the Calendar and To Do features of Canvas. Once an assignment sheet is posted, it is not to be altered. The standing rule is if it is not on the assignment sheet, the students are not responsible for that assignment.

Posting assignments in advance allows students who need or wish to work ahead to do so. It also provides a safety net in the event that illness or emergency occurs. The punctual posting of assignments will be monitored by administration. Continual failure to abide by this contractual stipulation will be considered a case for dismissal.

All work must be submitted in CANVAS. NO assignments are to be emailed by the student and are not to be accepted by the teacher. If you have students who cannot seem to submit assignments in Canvas, please let us know and we will help.

Section 14: Prompt Grading

Instructors are required to grade and record all work within a week after submission. In grades K through 3, teachers may ask parents to review work completed by students but not submitted for a grade. All grades need to be posted on Canvas so that parents can view them. Please assign work that is to be submitted for a grade frequently so that students receive sufficient feedback. This will be closely monitored by FPA administration.

Section 15: Troubleshooting and Parent Contact

Throughout the academic year, FPA administrators will solicit information about student progress. Instructors should notify FPA about students who are at risk of earning a grade of C or below, students who are not prepared for class or who do not have the required textbooks, or students who are significantly behind in their work. When contacted by FPA about student progress, every effort should be made to respond promptly. To this end, it is necessary to check your FPA email account frequently.

Every 4½ weeks contact must be made with parents. At each 4½-week interval, a general email may be sent to those students with an A or B average who are fulfilling course responsibilities. Instructors will be required to send a personal email to the parents if the student's grade is a C. The parents of those students with a D or F average must receive a call. A form will be provided to report those students with C average or below indicating if the student is not regularly attending class or failing to complete assigned work, or those receiving Ds and Fs, to the Student Development Director. For students who are struggling, more frequent contact may be necessary, along with notification of the appropriate FPA administrator.

Section 16: Student Placement

It is essential that FPA instructors identify very early at the start of the school year those students who might be misplaced—either over or under qualified for any course or grade level—and contact FPA administration immediately. It is critical that instructors remain flexible during the first weeks of the year, as some students may be removed and others may be added based on the needs of the student. No students will be enrolled after July 29, 2016. The final date that students can request a switch is September 6, 2016.

From the Student Handbook:

Section 7: 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% to be enrolled at the requested grade level.

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

All students wishing to enroll in Physical Science who have not successfully completed Pre-Algebra with a grade of C- (70%) 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 Chemistry who have not successfully completed Algebra I and Physical Science with a grade of C- (70%) 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 C- (70%) 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 C- (70%) or higher with FPA will not be able to go on to the next level of math without first passing a placement test for the next level with a score of 80%.

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

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

Section 17: 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 a degree of flexibility that attending school from home provides. Our philosophy is to partner with parents who play a critical 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.

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, you should contact the FPA office.

Parents should not only support teachers in emphasizing the importance of education in the minds of their children, but must also take a leading role in establishing this appreciation and a corresponding work ethic.

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

The following responsibilities are primarily those of the 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 solely listening to the recordings.

If unable to attend classes—or on the occasion of missing class due to absence or any other reason—students are expected to view the recorded classes as soon as possible.

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 4: 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.

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. Students are expected to show initiative

in seeking help. Teachers are willing to meet students outside of normal hours at a mutually agreed upon time if they have class conflicts that prevent them from attending Teacher Talk. Tutoring is available weekly for students in grades 6-12 in the areas of Grammar, Writing, Literature, Science, and Math and can be added to a student's account for a small annual fee at any point during the school year.

Things Parents Should Know

Parents should know that:

- We are not a tutoring service or self-paced system.
- Students must have correct textbooks on hand, and that all technology must be functional, understood, tested, and ready to go before school starts.
- Parents are expected to help students scan and submit work, assist in their studies, and stay abreast of all grades.
- Teachers are ready to assist when problems arise; otherwise, contact FPA administration.

For a complete listing of expectations, please see fpeusa.org > Parent/Student > Student Experience.

Section 9: Academic Integrity (From the Student Handbook)

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 list provides a non-exhaustive account of types 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 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 19: Parent/Teacher/Student Communication

Communication among instructors, parents, and students is the cornerstone of FPA's success. Consistent communication distinguishes us from other programs. Instructors must remain available for reasonable interaction with parents and students through email and Canvas messaging to provide assistance, to address concerns, and to prevent any end of the semester "surprises."

Only student email 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 the parent or student Canvas Inbox account. The parent's personal email will NOT serve as the means for instructor-student email communication.

Section 20: 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 add personal responsibility to the many benefits of enrolling in FPA. Flexibility is equally as important to home school families, and 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 the responsibility of the parents of students in grades K – 6 and students in grades 7 – 12 to notify the instructor in advance if it is not possible for the student to attend class at the scheduled time. If advanced notification is not possible, the instructor should be notified at the earliest possible time. If a schedule conflict prevents a student from regularly attending class, one notification by the parent at the beginning of the course is sufficient.

FPA considers attendance a key to success. Although grades are not directly impacted by attendance, instructors do note attendance for the purpose of discussing a student's progress.

Students are expected to be engaged in class and actively participate. 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. Upon the second removal, the student's account will be frozen until a parent-teacher conference has taken place.

Section 21: Withdrawal Policy

Only parents may withdraw a student from a course. The parent must make notification of withdrawal to the Student Development Director. Please note that instructors cannot process withdrawals.

Parents must notify the Student Development Director within the first four weeks after the course begins in order for the student to drop the class without penalty. If a student is withdrawn from a course after four weeks, a “WD” for “withdrawn” along with the current grade will appear on the permanent transcript. Failure to notify the Student Development Director of withdrawal could result in an F for that course on the transcript. If a parent wishes to change a student’s status from “for credit” to “audit”, they need to contact the Student Development Director. If a student is moved to “audit” status, they will attend class, but all course work will be graded by their parents. No academic credit will be given by FPA for that course.

Section 22: Confidentiality

Instructors are NOT to give grade reports or any other information to outside entities such as school districts seeking transcript information. All requests, even those from parents for grade reports or transcripts, must go through the FPA main office.

Requests from other schools to rate/evaluate a student from FPA must be reported to the Student Development Director and be vetted for authenticity before a teacher may fill out an evaluation form online or on paper.

Section 23: Notifications of Disabilities

Parents are required to disclose any type of disability or limitation at the time the student is enrolled. The Student Development Director will notify teachers of any learning or physical disabilities, past or present, which would necessitate an exemption from any standard FPA policy for students before the first day of class. If parents notify teachers at any time of any issue that would require special accommodation due to any learning or physical disability that was not noted on your list, you must also contact FPA administration immediately.

Failure of the parent to disclose the existence and extent of special needs and learning or physical disabilities of a student at the time of enrollment can result in the dismissal of the student if it is determined that FPA is unable to meet the needs of the student without altering the curriculum or policies.

Section 24: Social Media

Teachers serve as role models for our students and this extends to social media. Any web page, blog, Facebook page, etc. that is available for public scrutiny must represent the professional demeanor and moral conduct expected of our teachers. Random searches may be done to be certain that this policy is followed.

Section 25: Textbooks

If a class is cancelled by FPA due to low enrollment, all materials sent to the teacher for the purpose of instruction must be returned upon request at FPA’s expense.

If a teacher breaks his or her contract with FPA, all books must be returned immediately at the expense of the teacher.

If you are directed to return textbooks, please make sure they are packaged well enough to withstand the shipping. Use plenty of packing tape and a sturdy box.

Teachers are responsible for all materials sent to them by FPA.

Section 26: Paychecks and Paydays

As stated in the contract:

The salary for the course(s) taught will be paid in ten installments throughout the semester. Each payment will be on the 15th of the month. No final checks will be issued before final or semester grades are received. Grades submitted after 9:00 a.m. CT will result in the checks being mailed on the following business day.

If a class is cancelled due to low enrollment, all materials sent to the teacher for the purpose of instruction must be returned upon request. Final payment will be withheld until books are returned. Teachers are responsible for all materials sent to them by FPA.

The following are the dates that paychecks will be placed in the mail, if all requirements are met:

September 15, 2016	January 15, 2017*	May 15, 2017
October 15, 2016	February 15, 2017	June 15, 2017
November 15, 2016	March 15, 2017	
December 15, 2016	April 15, 2017	

***At the end of each semester, final grades must be submitted before checks can be mailed on January 15, 2017 and June 15, 2017. All books and materials must be returned as directed before final payment can be made on June 15, 2017.**

Section 27: Grading Scale

FPA Grade Scale

100 – 93	A	83 – 80	B-	69 – 67	D+
92 – 90	A-	79 – 77	C+	66 – 64	D
89 – 87	B+	76 – 74	C	63 – 60	D-
86 – 84	B	73 – 70	C-	59 – 0	F

Section 28: Grades

Grades will be given at the end of the first semester and the end of the second semester. The first semester grade will be averaged with the second semester grade for the final grade. The first semester ends on January 20, 2017 and those grades must be finalized by January 27, 2017. The second semester ends on June 2, 2017 and those grades must be finalized by June 9, 2017. The paycheck cut on January 15, 2017 will be held until semester grades are completed. Semester grades must be finalized and books mailed as directed to receive the check cut on June 15, 2017.

Section 29: Honor Roll

Full-time students in grades 9 through 12 will be listed on the High Honor Roll if they attain a grade point average of 3.7 or higher with no Ds, Fs, Incompletes, or Audits. Full-time students in grades 9 through 12 will be listed on the Honor Roll if they attain a grade point average of 3.2 or higher with no

Ds, Fs, Incompletes, or Audits. Full-time students in grades 7 and 8 will be listed on the Junior High - Honor Roll if they attain an overall average of 3.2 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 30: 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 31: FPA's Position on "Standards" vs. "Classical Education"

We are frequently asked about what standards FPA uses. The short answer to that question is the standards established in the curriculum itself. A more detailed answer begins with explaining that 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 32: 2016-2017 Calendar for Teachers

Start of School	August 29, 2016*
* No assignment or video may be assigned with expectation for completion prior to this date.	
Labor Day	September 5, 2016
Payday	September 15, 2016 (1 st Payment)
Progress Report to Parents	September 28, 2016
Payday	October 15, 2016 (2 nd Payment)
Progress Repots to Parents (Gr. 6 – 12)	November 2, 2016
Parent/Teacher Conferences (Elementary)	November 2 and 3, 2016
No Elementary Classes	
Payday	November 15, 2016 (3 rd payment)
Thanksgiving	November 23 – 24 – 25, 2016*
*Only one class will be taught this week for 6 th Science and History, Junior High, & HS and two classes for Elementary and 6 th grade English and Math.	
Progress Reports to Parents	December 7, 2016
Pay Day	December 15, 2016 (4 th payment)
Christmas	December 19, 2016 – December 30, 2016
First Day Back to School	January 2, 2017
Pay Day	January 15, 2017 (5 th payment)*
* Checks will be mailed after receipt of first semester grades.	
End 1st Semester	January 20, 2017
Begin 2nd Semester	January 23, 2017
1st Semester Grades Due	January 27, 2017
Payday	February 15, 2017 (6 th payment)
Progress Reports to Parents	February 22, 2017
Payday	March 15, 2017 (7 th payment)
Progress Reports to Parents (Grades 6 -12)	March 22, 2017
Parent –Teacher Conferences (Elementary)	March 22 and 23, 2017
No Elementary Classes	

Payday	April 15, 2017 (8 th payment)
Easter Break	April 17 – April 21, 2017
Progress Reports to Parents	May 3, 2017
Payday	May 15, 2017 (9 th payment)
Memorial Day	May 29, 2017
End of 2nd Semester	June 2, 2017
Final Grades	June 9, 2017
Payday	June 15, 2017 (10 th payment)*

*Checks will be mailed out when grades are completed and books are returned as directed.

Note: All classes will be held at scheduled times unless noted on the above calendar.

Section 33: Summer Schedule

June 6, 2016 10 a.m. – 11 a.m. CT Policies & Common Core Free ALL ELEMENTARY TEACHERS
and TAs

11:00 a.m. – 12:00 p.m. CT Math Faculty 6th to 12th grade

12:00 p.m. – 1:00 p.m. CT History Faculty 6th – 12th grade

June 7, 2016 10 a.m. to 11 a.m. CT Policies & Common Core Free ALL 6th & JR. HIGH
TEACHERS

11:00 a.m. – 12:00 p.m. CT English Faculty 6th to 12th grade

12:00 p.m. – 12:30 p.m. CT ALL Sixth Grade Faculty

June 8, 2016 10 a.m. to 11:00 a.m. CT Policies & Common Core Free ALL HIGH SCHOOL
TEACHERS

11:00 a.m. – 12:00 p.m. CT Science Faculty 6th to 12th grade

12:00 p.m. – 1:00 p.m. CT Foreign Language Faculty 7th to 12th grade

1:00 p.m. – 2:00 p.m. CT Logic/Philosophy Faculty 7th to 12th grade



Parent/Student Handbook

~ 6th Grade ~

~ Junior High ~

~ High School ~

2016-2017

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. 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: 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.

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

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

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

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

The following responsibilities are primarily those of students:

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

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

All assignments are due on the established due dates. Frequent requests for extensions and/or the reopening of quizzes and tests are likely to be refused. The teacher's decision regarding due dates is final. Please refer to **Section 3: Due Date Policy** for a more detailed explanation of this policy.

Preparation for class includes having the correct book(s) and necessary materials at the beginning of the term and throughout the semester. It also includes downloading and printing the Assignment Sheets for class each week, which are located in the Announcements tab of every Canvas class page. Assignment Sheets can also 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, 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. Students are expected to show initiative in seeking help. Teachers are willing to meet students outside of normal hours at a mutually agreed upon time if they have class conflicts that prevent them from attending Teacher Talk. Tutoring is available weekly for students in grades 6-12 in the areas of Grammar, Writing, Literature, Science, and Math and can be added to a student's account for a small annual fee at any point during the school year.

Section 3: Things Parents Should Know

- Know that we are not a tutoring service or self-paced system.
- Realize that the key to success is parental supervision including but not limited to: attendance, assignments, due dates, and study habits.
- Make certain that the student's computer, scanner, and headset are functioning before the first day of school. Understand that both students and parents must use technology. Learn how to scan assignments and load them into Canvas. Tutorials are available on our secure site and FPA staff members are always available 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. Teachers are not able to scan any part of the textbook for students.
- Provide a quiet place in your home for your students to attend class. Background noise is distracting when students are using the microphone.
- Know that you may need to assist your 6th grade student with memorizing, practicing math facts, proofreading papers, carrying out science experiments, or giving further explanation to topics taught in class.
- Make sure you know when your 6th grade student's assignments are due and submit them on time. Assignment Sheets are posted two weeks in advance in the Announcements tab of each Canvas class page. Parents will have to do most of the submissions at this level, but students learn to submit on their own as they get older.
- Make sure you know when your 7th through 12th graders assignments are due and that they submit them on time. Assignment Sheets are posted two weeks in advance in the Announcements tab of each Canvas class page. Students should be doing most of the submissions at this level, but parents need to check to make sure assignment are getting submitted on time.
- Make sure that assignments scanned are dark enough for teachers to read and that they are submitted right side up. Grading upside down material is nearly impossible, and teachers are unable to rotate uploaded pages in Canvas. Also make sure that scanned assignments are merged into a single PDF document.
- 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 are no surprises when final grades are given.
- Know that students are expected to attend all live classes, but may watch the recorded class in

the event they are unable to attend. A note explaining an absence is an expected courtesy and all material covered and assignments given in class are the responsibility of the student.

- Expect all parties to be treated with respect. The classroom is not a place to have a conference with a teacher. Please don't hesitate to do so outside of class time.
- Understand that communication with the teacher is essential to the formation of the partnership between the parent, teacher, and student. 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.
- 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.
- Be aware that teachers are ready to assist when problems arise, otherwise contact FPA administration.

Section 4: Due Date Policy

FPA teachers strictly adhere to established due dates. Other than acts of nature, student illness, technology problems, and family emergencies, no exceptions will be made to established due dates. If one of the aforementioned circumstances arises, then timely parent contact with the teacher is required to obtain an extension. The teacher's decision regarding due dates is final.

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

Extended travel throughout the school year is possible although not encouraged. Parents must notify teachers and the Student Development Director two weeks in advance about the dates of scheduled travel. Any assignments not completed prior to travel or while traveling become the responsibility of the student and parent. All missing assignments must be submitted within a week of returning from travel. One travel extension is permitted per semester, although this does not apply to extensions granted for technical problems, acts of nature, illness, or family emergencies. For more details, see FPEUSA.org.

Activities that include travel (such as sports) may require that work be completed in advance because extensions will not be granted in these cases.

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 5: 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.

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 will be monitored and administration alerted 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 the parents.

Students are NOT permitted to share links in the 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 Inbox is not to be done DURING class time.

Only student email 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.

Four-and-a-Half Week Reports

In an effort to foster partnership between FPA and parents, each instructor will contact parents by email or phone every four and a half 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 call parents 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 dismissal if no effort is made to improve.

Section 6: Students with Special Needs and Learning Disabilities

The parent(s) of students with special needs, which includes physical or learning disabilities, past or present, should speak openly and honestly to the Curriculum Director 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 with the Curriculum Director prior to enrollment.

Failure to disclose the existence or extent a student’s special needs, past or present, at the time of

enrollment may result in the dismissal of the student if it is determined that alterations to the curriculum or policies are necessary.

Section 7: 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% to be enrolled at the requested grade level.

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

All students wishing to enroll in Physical Science who have not successfully completed Pre-Algebra with a grade of C- (70%) 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 Chemistry who have not successfully completed Algebra I and Physical Science with a grade of C- (70%) 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 C- (70%) 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 C- (70%) or higher with FPA will not be able to go on to the next level of math without first passing a placement test for the next level with a score of 80%.

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

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

Detailed information will be available at the time of enrollment.

Section 8: 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 math, science, and foreign languages courses must pass with a 70% (C-) or higher to be promoted to the next level. For all other courses, students must pass with at least a 60% (D-) to be promoted to the next level; however, we highly recommend that students attain at least 70% before moving forward. Students who fail any high school course must retake it if they wish to pursue a diploma with FPA.

Section 9: Academic Integrity

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

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

The following list provides a non-exhaustive account of types 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 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 10: 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.

Junior High and High School students are responsible for notifying teachers when they will not be in class. Parents of 6th grade students should notify the teacher when their students will have to miss classes. If advanced notification is not possible, please contact the instructor as soon as possible.

If a schedule conflict prevents a student from regularly attending class, one notification from the

parent at the beginning of the course is sufficient.

FPA considers attendance a key to success. Although grades are not directly impacted by attendance, instructors do note attendance for the purpose of discussing a student's progress.

Students are expected to be engaged in class and actively participate. 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. Upon the second removal, the student's account will be frozen until a parent-teacher conference has taken place.

Section 11: Withdrawal Policy

Only parents can withdraw students from a course. The parent must make notification of withdrawal to the Student Development Director. Please note that instructors cannot process withdrawals.

Parents must notify the Student Development 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 Student Development Director of withdrawal after four weeks will result in an F for that course on the transcript.

If a parents wish to change a student's status from "for academic credit" to "audit", they need to contact the Student Development Director. If students are moved to "audit" status, they will attend class, but all course work will be graded by the parents. No academic credit will be given by FPA for that course. If a parent chooses to place their student on audit or withdraws their child from any class, no tuition refunds or credits towards next year's tuition will be given.

Section 12: 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	Ben Jenkins	bjenkins@fpeusa.org	920-749-3793 #228
Academic	Teacher first, then Debbi Drake debbdrake@fpeusa.org or 920-749-3793 #229		

Section 13: Grades

Grades will be given at the end of the first and second semesters. First semester grades are averaged with second semester grades to arrive at final grades. The first semester ends on January 20, 2017. The second semester ends on June 2, 2017. 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.

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

Section 14: Cursive Handwriting: Grade 6 through Grade 12

FPA considers it important that students are able to write legibly and with ease in cursive for several reasons. The founding documents of our country are written in cursive and our students need to be able to read those documents in their original form. The ability to write reflects one's level of literacy. Dependency on manuscript (printing) or typed communication could seriously impact the student in adult life. For this reason, FPA requires that all students from 6th through 12th grade use cursive writing when submitting handwritten assignments. Teachers will regularly assign work that is required to be handwritten in cursive. These assignments will not be accepted if printed or typed and must be legible. Please contact FPA if your student needs help with cursive writing.

Section 15: Parent and Student Behavior Resulting in Dismissal

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

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

The following student behaviors may result in a student's dismissal or suspension from FPA:

1. Cheating on any assignment, test, or quiz.
2. Plagiarizing on any assignment, test, or quiz.
3. Directing profanity 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. Not participating in class.

Section 16: Honor Roll

Full-time students in grades 9 through 12 will be listed on the High Honor Roll if they attain a grade point average of 3.7 or higher with no Ds, Fs, Incompletes, or Audits. Full-time students in grades 9 through 12 will be listed on the Honor Roll if they attain a grade point average of 3.2 or higher with no Ds, Fs, Incompletes, or Audits. Full-time students in grades 7 and 8 will be listed on the Junior High - Honor Roll if they attain an overall average of 3.2 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 17: 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 18: 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 19: Diplomas

Latin: 2 years of Latin required for a diploma. This requirement can be fulfilled with Latin I and II in either junior high or high school.

A freshmen who wants an FPA diploma must enroll as a full-time student for all 4 years and accumulate a total of 20 credits, meeting the required number of credits in each subject area (see form).

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

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

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

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

Section 20: GPA Conversion Chart & Grading Scale

4.0	A	97-100	2.4	B-	80-82	0.8	D	63-66
3.8	A	93-96	2.0	C+	77-79	0.4	D-	60-62
3.4	A-	90-92	1.8	C	73-76	0.0	F	59-0
3.0	B+	87-89	1.4	C-	70-72			
2.8	B	83-86	1.0	D+	67-69			

Section 21: 2016-2017 School Calendar

Start of School	August 29, 2016
Labor Day	Monday, September 5, 2016
Progress Report	September 28, 2016
Progress Report	November 2, 2016
Thanksgiving	November 23-24-25, 2016
Progress Report	December 7, 2016
Christmas	December 19, 2016-December 30, 2016
First Day Back to School	January 2, 2017
End of 1st Semester	January 20, 2017
1st Semester Grades Available	February 3, 2017
Progress Report	February 22, 2017
Progress Report	March 22, 2017
Easter Break	April 17 – April 21, 2017
Progress Report	May 3, 2017
Memorial Day	May 29, 2017
End of 2nd Semester	June 2, 2017
Final Grades Available	June 16, 2017

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



I have carefully considered the commitment required to teach for FPA and can, without reservation, sign this 2016-2017 contract, which will bind me to fulfill this contractual teaching obligation. I agree to all of the above terms.

Keith Buhler
Keith Buhler (Jun 20, 2016)

Instructor Signature

Jun 20, 2016

Date

I have completely read and agree to adhere to all the policies outlined in the Faculty Handbook.

- Faculty Handbook



I have completely read the Parent/Student Handbook.

- K – 5th Grade Handbook
- 6th – 12th Grade Handbook



FPA Representative

Jun 20, 2016

Date

FreedomProject Academy
750 N. Hickory Farm Lane
Appleton, WI 54914
www.fpeusa.org
800-807-7292

Instructor Contact Information

In the space below, please provide your most up-to-date contact information, including preferred email addresses and phone numbers:

Name and Title: Keith Buhler Philosophy

Preferred Phone Number: 562-230-2920

Phone (Home): 562-230-2920

Phone (Cell or Mobile): 562-230-2920

Email Address: keithedbuhler@gmail.com

Mailing Address:

Emergency Contact: Required

Name Lindsay Buhler

Phone 7148097442

Email lindsaylynbuhler@gmail.com

In the space below, please list any potential time conflicts, outside commitments, medical conditions, or other concerns that we should be aware of as we move forward: