

**Scholars of American Liberty (Scholarsofamericanliberty.org)**

**Policies and Procedures**

Draft #4

Section 1: Mission Statement and Purpose

Section 2: Admission Policies

Section 3: Guidelines for Student Expectations

Section 4: Attendance Policy

Section 5: Student Resignation Policy (how to drop the course)

Section 6: Homework and Its Purpose (if homework or additional reading may be necessary)

Section 7: Quizzes/Testing and their Purpose

Section 8: Calendar Schedule (includes classes, dates, times, and make-up days)

Section 9: Class Syllabus

Section 10: Application Procedure

Section 11: Orientation With Students and Parents before Course Begins

Section 12: Student/Parental Appeal Procedures

Section 13: Scholarship Award

### **Section 1: Mission Statement and Purpose**

- The mission of Scholars of American Liberty (SOAL) is an educational program dedicated to instilling high school students with a deep understanding and appreciation of our republic's founding principles.
- SOAL's purpose is to help prepare a generation of educated and motivated citizens, who will in turn act to preserve liberty for the next generation and beyond.

### **Section 2: Admission Policies**

- Scholars of American Liberty does not discriminate. We are a non-partisan merit-based program.
- SOAL is a Constitutional training course. The focus is on Constitutional history, our republic's founding principles and a strong American civics overview.
- Enrollment in the program will be in order of application receipt and/or merit based.
- Parent/guardian and student will be required to attend the orientation day (unless other arrangements have been made).
- Given our vigorous academic requirements, a 2.5 or greater cumulative GPA is required.

### **Section 3: Guidelines for Student Expectations**

- Students will treat one another, as well as the instructor, with respect.
- Students are expected to focus on the lesson during class session. Distractive behavior will be discouraged.
- Students are expected to fully engage in classroom participation, to include discussions, questions, responses, quizzes (either oral or written) and tests.
- Inappropriate words, slurs, or gestures are strongly discouraged.
- Cell phone and Smart Watch use during class are prohibited, subject to instructor permission.

### **Section 4: Attendance Policy**

- Students must complete a total of nine (9) classes to qualify for the scholarship.
- At instructor's discretion, missed classes may be made-up.
- If a student misses two consecutive classes without any instructor contact, they will be dropped from the course without notice.
- Students are required to be on time.
- Tardiness beyond one hour of class-time instruction will be considered an absence unless otherwise arranged with the instructor.
- Test review days are not required but are strongly encouraged.

### **Section 5: Student Resignation Policy**

- If a student determines for any reason that they are unable to continue and/or complete the course, they are to e-mail the instructor ASAP before the next class.

### **Section 6: Homework and its Purpose**

- Homework enhances needed skills, study effectiveness, and understanding of content.
- Homework assigned serves SOAL's goal of developing student's knowledge of the subject studied.

### **Section 7: Quizzes/Testing and their Purpose**

- Quizzes and tests are used to measure student progress and their grasp of the information as it accumulates.

SOAL requires a final test grade with 80% correct to pass the program and earn the scholarship. The goal is student mastery of the subject matter, so the SOAL Final isn't a test that students can "cram" for and expect to succeed. It is a comprehensive collection of facts, and ideas, intended to serve the students throughout their adult lives as informed and engaged civic-minded citizens.

### **Section 8: Calendar Schedule (includes classes, dates, times and make-up days)**

- Calendar attached. (subject to change)

### **Section 9: Class Syllabus**

- Class Syllabus is attached.

### **Section 10: Application Procedure**

- Students must submit a SOAL application on or before \_\_\_\_\_. The application summarizes the requirements for the upcoming SOAL class and must be signed by the student and parents or guardian, to acknowledge their understanding of the requirements to qualify for a SOAL scholarship.
- Students and parents will be informed by SOAL if the student has been accepted into the program.
- If accepted, parent/guardian and their student are encouraged to attend an orientation with the class instructor before attending class or beginning coursework.

### **Section 11: Orientation with Students and Parents before Course Begins**

- The SOAL instructor will hold student/parent orientation before course work begins. At this orientation, students and parents will be given a copy of the SOAL Policies and Procedures and will go through it with them. Questions and Answers will follow.

### **Section 12: Student/Parent Appeal Procedures**

- If there is a conflict or any issue that may arise during, or immediately following the course, the student and/or parent is to appeal to the instructor directly. If resolution is not made, then the student and/or parent may appeal to the board in written form (board members emails are listed on the SOAL website). The decision of the board will be final.

### Section 13: Scholarship Award

- Students will be notified by SOAL if all requirements are met to receive the scholarship.
- Student must provide SOAL with confirmation of class registration on college letterhead that includes the student's college ID number.
- Scholarship funds can be used for tuition, books, supplies, and campus housing.
- Scholarship funds will be paid directly to the post-secondary institution, based on the institution's term schedule:
  - Semester disbursements at 50% of scholarship for fall and remaining 50% disbursed in spring.
  - Quarter disbursements at 1/3 of scholarship award, disbursed in each quarter: fall, winter, and spring.
- Scholarship awards do not aggregate, cannot be transferred to another institution, and unused scholarship funds must be returned to SOAL.
- Upon notification of the scholarship award, if a student intends to take a "Gap Year", this action must be approved by the SOAL Board of Directors within 60 days of Scholarship Notification Letter date. Failure of the student to petition the Board of Directors for Gap Year approval within this timeframe results in forfeiture of the scholarship award.
- The Gap Year will commence August 1st in the year of high school graduation and scholarship award; expiration occurs on September 1st of the following year.
- If a Gap Year is granted by the SOAL Board of Directors, it is the student's responsibility to contact SOAL prior to Gap Year expiration to avoid scholarship award forfeiture.