2018-19

NFC ACADEMY

ELEMENTARY/MIDDLE SCHOOL PARENT-STUDENT HANDBOOK

NFC ACADEMY

The Future of Education Is Here Today

2018-19
Elementary/Middle School
Parent-Student Handbook

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FREQUENTLY CALLED NUMBERS

TECHNICAL SUPPORT
- **Ignitia – 1-877-251-6662, Monday – Friday, 7 AM – 5 PM Central Time**
- **Late Nite Labs – 1-800-262-0518**
- **Smart Science Labs – 1-855-472-4362**

NFC ACADEMY
1-850-385-7186 – Monday – Friday, 8 AM – 4 PM Eastern Standard Time
For your convenience, you may dial the Academy main office for all inquiries, and we will direct your call to the appropriate person. You may dial Extension 139 once the automated attendant answers. You may always dial -0- for the Operator at any time.

For our local homeschool families whose Academy student is exercising the option of playing athletics at our "brick and mortar" school, North Florida Christian School --- for questions about Athletics, please dial Extension 123 for the Athletic Office.

Dear Academy Parents and Students:

Welcome to NFC Academy…a virtual program that is fully accredited from grades 3-12, offering students a college preparatory program in grades 9-12.

The NFC Academy program is from a Biblical Worldview from Kindergarten through High School. Our commitment as a Christian school is to provide our students the finest in Christian education preparing them for the next step in their lives both academically and with the instruction in making wise life choices.

Our program offers both the full-time and part-time student a program to achieve their educational goals. Our full-time students will have our Guidance Department working with them as they prepare for graduation. NFC Academy is a program that embraces innovation and new technology for educational programs. Some students find the traditional school program is best for their needs, but a growing number of students find the experience of an academic program online can be their best learning environment. Online higher education continues to be a growing trend and the online experience in elementary and secondary education makes that a seamless transition.

While as an NFC Academy student you may find yourself being separated by distance from other online learners and your teachers, you should always find yourself connected with peer learners and teachers in the NFC Academy using the various technologies and programs that connect you together.

This learning environment does require personal self-discipline, combined with consistent work habits. Regular participation in course assignments and collaborative work with your teachers on your assignments is important for success. The courses and learning model is carefully structured to ensure your learning of the materials, preparing you for college and your career.

Successful homeschooling requires everyone to be engaged in the process, keeping students moving ahead and meeting educational goals.

Welcome to the NFC Academy family.

NFC Academy Administration and Teachers

GENERAL INFORMATION

ACCREDITATION AND MEMBERSHIPS
NFC Academy is registered with the State of Florida Department of Education. NFC Academy is fully accredited by the Florida Association of Christian Colleges and Schools (FACCS) which is a member of the National Council for Private School Accreditation. NFC Academy is fully accredited by the regional accrediting organization, The Middle States Commission on Colleges and Schools with their Commission on Elementary and Secondary Schools. NFC Academy is a member of the International Association for K-12 Online Learning.

BIBLE
Bible study is recognized at NFC Academy as of fundamental importance and is a required subject. The study of the Bible augments the study of English, history, geography, and science, as well as the other academic subjects. Without the knowledge of biblical truth, a student cannot be considered educated. The Bible gives direction for this life and is the only hope for the life to come. No other book can enrich the minds and hearts of men as "The Book of books."

Knowledge of the Bible is one of the greatest educational assets any man can have. Resulting from its study are the important values of morality and right living. Character development is the most important work of a school. No other course offered in the school affords such great opportunities for laying the foundation for Christian character as the Bible course. Knowledge is important, but of more importance is the life that displays what has been learned.

Because of the importance NFC Academy places on the study of the Bible, a student who fails Bible two consecutive semesters will not be permitted to return the next semester.

CALLING THE ACACDEMY
NFC Academy has an automated answering service that will permit you to go directly to the department you are calling, or you may dial the direct number to a particular office as noted. When you call the Academy and the automated attendant answers, you may immediately dial in the extension of the office you are calling and your call will be transferred to that department. If you do not know the extension of the office you need, the attendant will give you selections to make that will forward your call to the correct office.

CHANGE OF ADDRESS/TELEPHONE
Parents should notify the Academy immediately of any change of address, email, or telephone number (home or business). Email is the primary method of communication and the Internet is necessary to access on-line records through RenWeb. It is important that we have this information so parents have timely access to the educational program and the administrative software that allows access to their accounting information, and allow them to make payments, and to view completed semester grades.

CHANGE OF INFORMATION

When the parent/guardian has the need to make a change in the students' information, we suggest it is best to go to the NFC Academy web site to make these changes through RenWeb or notify the Academy office.

EXCEPTIONS

On occasions exceptions to a policy may be made when circumstance(s) warrant it in the view of the administration. An exception made for one on any policy is not an exception for any other on that policy or any other policy. All decisions regarding policies are made by the administration and are final.

GENERAL STATEMENT OF POLICY

NFC Academy retains the right to make changes, amendments, and corrections to the rules and policies of the Academy at any time, with or without prior notice. While NFC Academy is not a campus school, except for those enrolled in the local area and participating in our extra-curricular activities, parents and students should take careful note of the expectations of behavior for Academy students which would be consistent with the Academy's Mission, Educational Objectives, and Statement of Faith. Students whose behavior does not meet the expectations in the sole judgment of the administration may be asked to withdraw from NFC Academy.

IGNITIA PARENT'S WEB

For families in grades 3-12 in our online program, you will be given access to view using the Internet your son or daughter's progress using the Ignitia Parent Portal. This allows you to keep track of daily assignments, due dates, completion dates, and grades on the assignments. It is an important tool to help you keep your child working on pace to complete their work as scheduled. It is essential for parents to actively check their child's progress multiple times each week and ensure students are working at a pace to complete their individual school terms.

MISSION STATEMENT

The mission of NFC Academy is to prepare the leaders of tomorrow by providing a program of academic excellence through Christian education, thereby equipping them to glorify God.

VISION STATEMENT

Using innovative technology, guiding future generations to know the truth of God's Word and His works in order to fulfill the will of God for their lives.

CORE VALUES

Nurturing personal growth and development of students

Family values are integrated in every decision.

Christ-centered curriculum is used to encourage Biblical thinking.

Achieving success when students live out Godly values in their present culture

EDUCATIONAL PHILOPSOPHY

NFC Academy was founded on the belief in the inerrant, inspired Word of God, the Bible, the only infallible rule of faith and practice. The Academy exists to assist parents in fulfilling God's ultimate purpose of preparing children to enter into and mature within His spiritual family, and to respond to Him with respect and obedience. The school seeks to assist in the personal growth and development of students by providing an education based upon an integrated understanding of biblical principles and academic knowledge. Education with a proper emphasis on the spiritual, mental, social, and physical aspects of life will lead to the balanced development of the whole person. *Please go to the NFC Academy website to see our information on a* Biblical Worldview *and our* Statement of Faith.

EDUCATIONAL OBJECTIVES

NFC Academy provides educational programs both to prepare students for entering college to continue their education and to prepare students to enter careers of service in the will of God. These programs seek to transmit and expand knowledge as well as to provide opportunities for research and service. The school will provide the kind of atmosphere which will promote the spiritual, intellectual, social and character development of students. With a clear commitment to academic integrity and excellence, the school will fulfill its mission through the following objectives:

1. To provide instruction by a competent Christian faculty committed to a quality academic program
2. To provide students with an atmosphere which is wholesome, stimulating, and conducive to learning and to serving within the Christian concept
3. To provide a balanced emphasis regarding theological beliefs, daily life and conduct, and educational philosophy and practice
4. To effectively train young men and women to be servants of Christ in the church and in the world
5. To provide students with a solid academic and biblical program that will help them to be leaders in areas of their own choice
6. To use an approach to education which addresses the changing technological nature of our society
7. To acquaint students with methods of research in order to develop habits of study for a life of intellectual pursuit
8. To motivate students to think and communicate clearly, objectively, and creatively

FAITH AND LEARNING

Our curriculum is rooted in a God-centered view of life, allowing students the opportunity to understand themselves and the world around them from a biblical world-view. All truth is found in God. It is found in His creation. Scripture is the basis for faith and practice. The integration of biblical faith and learning is our goal at NFC Academy while working with each student.

At NFC Academy, we understand our mission is to teach our students to live wholesome Christian lives in a world that many times is in opposition to a biblical worldview. Further, we communicate to our students that they are created in God's image and

blessed with distinctive and individual personalities, endowed with special talents for a special purpose.

NFC ACADEMY LEARNER CHARACTERISTICS

ENGAGED LEARNERS
- Disciplined to engage in learning daily
- Understands their learning strengths and areas to improve
- Utilizes multiple sources of information to expand learning
- Values the process of learning as preparing and expanding lifelong learning concepts

CRITICAL THINKERS
- Combines and synthesizes information from learning threads to a learning concept
- Effectively translates learning into values, understanding, and processes for higher learning
- Uses the concept of media and technology to enhance learning and articulate life-long living priorities

COLLABOARTIVE WORKERS
- Are able to work with teachers when learning models coincide to arrive at successful work products while dealing with both consensus and differing views

BIBLICAL WORLDVIEW
- Views learning and life's experiences through the lens of information that has eternal value
- Understands that all traditional and non-traditional learning is to contribute to and be combined with understanding from those principles that govern life from the biblical worldview

NON-DISCRIMINATION POLICY
NFC Academy admits students of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national and ethnic origin in administration of its educational policies, admissions policies, and other school-administered programs.

STATEMENT OF MORALITY
We believe that God commands that no intimate sexual activity be engaged in outside of a marriage between a man and a woman. We believe that any form of sexual perversion including but not limited to homosexuality, lesbianism, bisexuality, adultery, and pornography are perversions of God's will regarding sexual intimacy. According to the Bible, God made us the gender He chose and attempts to alter one's gender is deviant from His will. (Gen. 2:24; Gen. 19:5, 13, Gen. 26:8-9; Lev. 18:1-30; Rom. 1:26-29; I Cor. 5:1; 6:9, I Thess. 4:1-8; Heb. 13:4) We believe that the only legitimate marriage is the joining of one man and one woman. (Gen 2:24; Rom. 7:2; I

Cor. 7:10; Eph. 5:22-23) Anyone involved in the promoting of such lifestyles inconsistent with scripture as described above is out of harmony with God's design and the standards set forth for NFC Academy.

PARENT ENGAGEMENT

Homeschool by definition suggests that parents are actively engaged in the learning process whether they are the primary teacher when permitted or NFC Academy teachers are the primary teachers. Students reside in the home and much of the motivation and supervision to ensure students are working the time required to complete the courses successfully is the parent's responsibility. NFC Academy furnishes tools in the [NFC Academy Ignitia Parent Portal](#) that allows parents to check on the student's completion of every daily assignment in the courses. For those in our K-5 Print Program, the NFC Academy Daily Lesson Planner will keep you working consistently so you finish your courses within your school year.

NFC ACADEMY PARENT STUDENT AGREEMENT

The school, the parent, and the student are partners in most any educational setting. The best chance for all to be successful is an understanding of our goals and responsibilities in this important endeavor. It is necessary upon enrollment that parents and students agree to the information in this parent agreement.

NFC ACADEMY

It is our goal to support and encourage our parents and students by:

- NFC Academy's curriculum is written from a Bible-centered, Christian worldview in accordance with the Academy's Statement of Faith.
- NFC Academy will use a variety of educationally sound tools that will properly place students at their current level of academic achievement. Those tools include previous school records, assessment tests that are available at NFC Academy when needed, and discussions with parents.
- NFC Academy will provide a comprehensive program of study from Kindergarten through High School which can lead to graduation from NFC Academy.
- NFC Academy will provide the parents with assistance in the academic, administrative, and technological areas, including technical support.
- NFC Academy will provide in the Homeschool Advantage program qualified teachers who will provide instruction, answer questions, and provide grading, recording, and the reporting of student progression on a regular basis. Reports will include scheduled report cards and needed transcripts for college admissions and work-related inquiries.
- NFC Academy will provide to those in Kindergarten and the $1^{st} - 5^{th}$ grade print program and the online Homeschool Edition (grades 3-7 online) for those being the primary teacher at home an NFC Academy Resource teacher to answer general questions throughout the year and complete the required report cards.

- NFC Academy is a fully accredited school by the Middle States Commission on Elementary and Secondary Schools. The Middle States Association is one of the oldest and largest accrediting agencies in the world.
- NFC Academy is also accredited by the Florida Association of Christian Colleges and Schools which is a member of the National Council for Private School Accreditation.
- NFC Academy's high school core courses have been approved by the NCAA to meet initial academic eligibility for student athletes.
- NFC Academy will provide the daily lesson plans and regular updates to lesson plans that will guide the parent and student through until completion of the course of study each semester.
- NFC Academy admits students of any race, color, national and ethnic origin to all the rights, privileges, programs and activities generally accorded or made available at the school and the school does not discriminate on the basis of race, color, national and ethnic origin the administration of its educational policies, admission policies, scholarships, and loan programs and athletic and other school administered programs
- The NFC Academy Daily Lesson Planner is provided to families in K-5th grade and is your tool to stay on schedule with the work, so you finish at your scheduled end time.
- The online learning program will provide students their daily work requirements working with their teacher(s) so they meet their scheduled end date of school.

NFC ACADEMY PARENTS

- As a parent, I will review and abide by all policies and procedures in the Academy's Parent Handbooks and expressed on the Academy's website and in the NFC Academy digital email.
- I understand that it is my responsibility to meet all applicable local and state educational laws and requirements. NFC Academy is a registered private school with the Department of Education in the state of Florida and meets statutory requirements for a private school in the state of Florida. Any additional courses required by another state in a student's courses of study is the responsibility of the home parent to notify NFC Academy as a part of the Path to Graduation or Academic Plan that is issued to each full-time student each year.
- I understand I am responsible for providing onsite supervision for my student and motivating my student to follow and complete each assigned course of study with the designated enrollment period. I understand the Ignitia Parent Portal is a key to effectively monitor my student's work and will use it actively in doing so. Checking should include due date of each daily assignment, its completion date, and final grade. If completion dates are not consistent with due dates, that will tell the parent that the student is likely getting off their schedule for completion of their work and steps should be taken to have the student caught up in their work.
- For those families in Kindergarten and 1st through 5th grade, it is important to keep your Resource Teacher updated regularly with the progress being made as

it relates to your NFC Academy Daily Lesson Planner. We will work with you to help you stay close to your schedule.

- I understand that the academic year is considered to be 180 school days and that the Academy allows 10 months to complete a full year of course work. If my child needs additional time to complete the school work, then I may request an extension of time to complete the work. Parents must request in writing in extension for course work, and the decision is at the discretion of the Academy following the policy of no more than one calendar year to complete all course work.
  - o I may request a one-month extension with no additional charge in tuition.
  - o A second extension request may be made for one additional month and an additional tuition charge will be made at the regular monthly tuition amount for that grade in the online program.
  - o There are no additional tuition charges for extensions for students in the K-5th grade Print Program or the online Homeschool Edition grades 3-7.
  - o Students in all of the accredited programs must complete their course work within the 180 days of the standard school year and up to extensions of two months not to exceed a total of a calendar year.
- I understand it is my responsibility to pay all tuition and fees as set by the Academy depending upon the tuition option I have selected---annually, semi-annually, or monthly.
- I understand that the registration fee is non-refundable once it has been processed, regardless of placement tests or other considerations. Lab fees for Smart Science and Late Nite Labs are also non-refundable.
- I have or will read the Tuition Policies on the NFC Academy website under Admissions.
- I am aware that the Academy may change policies and procedures as needed. These changes may appear in the Academy digital email or an updated handbook on the Academy's website, typically done twice a year.
- I agree to update the Academy with current contact information, including email, postal and shipping addresses, and telephone numbers. And I recognize email and the CONTACT form on the website are the preferred means of communication between the Academy and the home.
- The NFC Academy digital newsletter is a primary means of communicating general and specific information, including policy changes and updates to NFC Academy families and friends. By enrolling my student in NFC Academy, I grant the Academy permission to send me the Academy digital newsletter and other email and will remain subscribed to such correspondence as long as one or more of my children are enrolled in the Academy.
- From time to time, NFC Academy uses parent and student testimonials in its communication and advertising. I give permission to NFC Academy to use testimonials I have provided along with any photographs of my child(ren) that I have provided for use. These testimonials may include academic achievements at the Academy and/or other notable accomplishments of my children in activities unrelated to NFC Academy. I understand it is the decision of NFC Academy whether to use any information submitted by parents.

NFC ACADEMY STUDENTS

- Believing it is my responsibility as a student and person to uphold standards of honesty and integrity, and understanding that NFC Academy is a school with a Biblical Worldview---I have a responsibility to God and the Academy to:
  - o I will do my best to complete my school work by myself, but if I need help, I will let my parent or teacher know.
  - o I will show courtesy and respect in all communications with Academy staff and teachers.
  - o I will do my best to follow the Academy rules and complete my work on schedule.
  - o I will not cheat. I will answer the questions on my quizzes and tests from studying and work without help from any other person or source.
  - o I will not share answers with another student.

PARENT'S WEB PORTAL

RenWeb is our web-based program which places all of our school administrative functions in one software package and gives parents and students many added benefits through the on-line grade book, account information, and much more. ParentsWeb is a private, secure site that that allows parents to see complete information specific to their child. Once enrolled in NFC Academy, parents will be given the necessary instructions and password needed to set-up their own RenWeb account. This parent access is different from your Ignitia Parent Portal.

The NFC Academy Ignitia Parent Portal is an essential tool for every parent. Homeschool in the NFC Academy Homeschool Advantage Edition does expect and need the parents to be engaged in the student's learning and the Ignitia Parent Portal allows you to check daily the progress your child is making in the program. When you are sent the set-up email, it is important that you set your Ignitia Parent Portal up within 48 hours or the access to set up will expire. We can send you another email set-up and will do so whenever needed. Using your Ignitia Parent Portal, you can track every daily assignment, checking to ensure it was completed on time and with a successful grade.

RECORDS

All school records for students are under the control of the school administration. Student's records are available for inspection by the legal parent/guardian. No student's school records are available to any third party without the written authorization of both the student's legal parent/guardian and the administration of NFC Academy.

STATE REQUIREMENTS

Each state enacts its own legislation which covers elementary and secondary education. Some states may recognize distance education as being "home schooling," while others may classify it differently. It is the responsibility of each parent to comply with any state

requirements for enrollment in NFC Academy. NFC Academy is an accredited private school serving homeschool families throughout the United States and around the world. As an accredited school we set-up each student's academic year to meet a typical 180-day school year/90 days semester to meet compulsory attendance requirements that your state may have. Students who are not active in their course work for a period of 30 days may be listed as "inactive" meaning NFC Academy will not be able to confirm the student meets the definition of meeting compulsory attendance requirements.

SUPERVISION

Upon enrollment, there must be selected a home supervisor for the student(s). The home supervisor is typically the parent. On some occasions, the at home teacher may be someone different than the parent, although selected by the parents. It is recommended that parents check any state requirements for the selection. Unless notified differently, NFC Academy will accept those listed on the application as the home supervisor.

TEACHER CERTIFICATION

Teachers at NFC Academy hold degrees in their subject areas and are professionally certified teachers by the Florida Association of Christian Colleges and Schools (FACCS/IACCS), another certifying body, or otherwise hold the proper educational credentials to teach the assigned subjects. The teacher, along with the homeschool-based parent/teacher, has the responsibility for the academic progression of each student in the Homeschool Advantage Program. While NFC Academy teachers in the Homeschool Advantage Program work to ensure academic progress, the parents in the home have a necessary part to ensure students work daily and are completing assigned lessons each day as due.

TECHNICAL SUPPORT

Technical support can be accessed through the toll free phone number during regular business hours of 7 AM to 5 PM Central Time, Monday-Friday. Requests over the weekend will be handled the next business day.

- Ignitia Technical Support - Contact the support team by phone: 877- 251-6662. Technical Support is available Monday – Friday 7 AM – 5 PM CT.

TECHNOLOGY REQUIREMENTS

Ignitia Technical Support should be able to solve your questions through your initial contact with them. Access and assistance with both the Learning Management System and the Teacher/Student Communication System will be addressed as needed.

The basic technical requirements are given below:

- Windows or Mac Operating Systems
- High speed broadband or cable connection; dial-up connections will not work

BROWSERS

Most browsers work well with Ignitia including Firefox, Google Chrome, Explorer/Edge, Safari, and some others. Users should keep in mind that certain browsers whose

operation is "open source" may permit a change to be made on a display screen if the users accidentally engages that function. What is displayed as data and information may be different than the official information on the server. This typically only alters numeric data for a score or percentage to appear differently than the accurate information on the official server. Once the screen is changed, that display is lost.

Topic	Recommendation	Settings	Notes
Browser	Mozilla,Firefox, Google Chrome	Firefox and Chrome typically uses the latest updates.	
Browser	Explorer Edge- new browser	IE version 8 or higher. Note IE is being replaced at some point in time.	
Browser	MAC Safari	Safari Version 7 or 8 or higher	
Multimedia	Adobe Flash	Version 11 or higher	Ignitia will not display videos or other media if Flash is not installed properly
Applets	JavaScript	Version – latest	JavaScript must be enabled for pages to render correctly
PDF Reader	Adobe Acrobat	Version 9.x	Reports are generated as PDF file.
Broadband	High speed Internet		
Operating Systems	Widows or Mac		

Please note these recommendations may change depending upon changes in the platform being used.

NETWORK CONSIDERATIONS:
1. Passwords – Disable features that automatically save passwords for security.
2. Disable Auto Complete – as it often looks like a list of answers from which to select.
3. Cache – Enable cache, but set browsers to clear the cache when closed.

ADMISSIONS

ENTRANCE GUIDELINES FOR ADMISSIONS

These guidelines are to help guide parents on ages that are normally expected in a traditional school:

Grade Level	Minimum Age	Maximum Age
3rd	8 on or before Sept. 1	No older than 9 on Sept. 1
4th	9 on or before Sept. 1	No older than 10 on Sept. 1
5th	10 on or before Sept. 1	No older than 11 on Sept. 1
6th	11 on or before Sept. 1	No older than 12 on Sept. 1
7th	12 on or before Sept. 1	No older than 13 on Sept. 1
8th	13 on or before Sept. 1	No older than 14 on Sept. 1
9th	14 on or before Sept. 1	No older than 15 on Sept. 1
10th	15 on or before Sept. 1	No older than 16 on Sept. 1
11th	16 on or before Sept. 1	No older than 17 on Sept. 1
12th	17 on or before Sept. 1	No older than 18 on Sept. 1

ENTRANCE PLACEMENT/ASSESSMENT

For students entering grade 3-8, entrance placement tests can be made using previous report cards and standardized achievement testing results. Acceptable standardized tests would be norm referenced tests such as Stanford 10, CAT, Terra Nova, and other similar widely accepted test results. Typical state constructed tests do not meet the criteria for placement evaluation.

Students entering in the 9th grade year and afterwards will be evaluated on the above criteria and the review of their high school transcript.

Any student who does not have the most recent year of standardized testing results available may need to take a diagnostic test in the language arts and math sections. This testing is done online for grades 3 and up while K – 2 will use a book copy available for download from our website and can be done immediately after enrollment. There is no charge for testing for enrolled students.

When all records are complete along with any possible required interviews, students may be accepted into the school. If records indicated a significant academic problem, the student may be accepted provisionally. Once a student demonstrates the ability to be successful at NFC Academy, the provisional status will be lifted. If the student is not able to be successful at NFC Academy, another school placement will be recommended.

FULL-TIME STUDENTS

Full-time students at NFC Academy attend the program of study with the intent to graduate and receive their high school diploma from NFC Academy. Full-time students are taking 5-6 courses per semester of study.

The following materials are necessary for a full-time enrollment status:

- Application for Admissions (completed on-line)
- Birth certificate
- Enrollment Agreement signed by parent (on-line)
- Release of Transcript form signed by parents
- Official transcripts and other school information
- Payment of the non-refundable registration fee of $100 (on-line)

NFC Academy requires a GPA to begin at NFC Academy of 2.0 which is a "C" or better. Applicants with a GPA below a 2.0 may request a waiver of the required 2.0. Any waiver given will place the student on Academic Probation and requires a Performance Agreement Contract for the student. Students will be released from probation after the completion of a successful first semester with maintaining a minimum of a 2.0 in course work of that semester.

A student must have a minimum of a 2.0 to graduate from NFC Academy, and a student may be asked to leave the Academy if they do not have their overall average to a 2.0 by the first semester of their senior year.

INTERNATIONAL STUDENTS

NFC Academy is available to International students. See our web page for International Students. Applicants should be proficient in English prior to enrollment in NFC Academy. Proficiency can be demonstrated by:

- Successful completion from an English-speaking school for the year immediately preceding enrollment in NFC Academy.
- Successful completion within the past two years of an approved standardized English proficiency from a standard English-speaking test

All records coming to NFC Academy from a foreign school system in a foreign language must be translated for Academy placement. The Academy recommends: Joseph Silny & Associates.

PART-TIME STUDENTS

NFC Academy students who are part-time are enrolled in another homeschool or school system and taking courses that are to fit into that program for graduation. Part-time students take typically two (2) or more courses.

Part-time students should first get their NFC Academy course approved as being accepted by their school program before they register and begin taking the course. Our

Guidance Department will be available to supply needed information to an official request for course information.

The following materials are required for part-time students for enrollment:

- Application for Admissions (on-line)
- Enrollment Agreement signed by parent (on-line)
- Payment of non-refundable registration fee depending on the number of courses

TRANSFER CREDITS *(Schools and Homeschools)*:

ACCREDITED SCHOOLS

All students transferring to NFC Academy will have all work transferred when coming from another regionally accredited school. The grades/credits must appear on an original of the school's report card/transcript presented to NFC Academy. NFC Academy recognizes all regional accreditation associations, The Association of Christian Schools International (ACSI), the International Association of Christian Colleges and Schools (IACCS), the Florida Association of Christian Colleges and Schools (FACCS), and other associations with accreditation protocols with the National Council for Private School Accreditation (NCPSA).

HOMESCHOOLS

Transcript grades earned by a homeschool student will be recognized and awarded if the student's transcript is from an accredited Christian/Private school that has a home school umbrella program. If a student is registered with a local home school association and the association regulates testing and provides an official transcript, the transcript may be recognized at the time of transfer.

If the conditions above are not met, a portfolio assessment will be used to determine acceptance and placement of the student. This includes documentation provided to NFC Academy from the parent. Documentation should include similar materials as:

- Curriculum used (names of text and publisher per grade level)
- Daily Lesson Plans
- Assessment/Evaluation - daily quizzes, weekly and quarterly tests, book reports, term papers, projects
- Annual achievement testing scores (Stanford, Iowa Basic Skills, etc.)

TRANSFERS - BEGINNING OF A SEMESTER

Students will begin and complete all work for a course when starting a new semester at NFC Academy.

TRANSFERS - DURING A SEMESTER

Students who transfer to NFC Academy during a semester will have their work evaluated according to the Academy's policy related to accreditation and homeschool evaluations. Students typically will be given credit for work completed at their previous school for

the given period of time spent during a current ongoing semester of work when the work appears on the student's transcript with grades recorded and attendance verified. NFC Academy accepts students as outline below:

- Kindergarten – 12th grade starting their new school year of any grade at any date.
- Online grades 3-12 transfer to NFC Academy during the first semester with credit given for work already completed in the first semester based upon school records received.
- Kindergarten – 11th grade may start their second semester with NFC Academy transferring at the beginning of the semester with credit given from previous school based upon school records received.   The Academy does not accept transfers during their second semester.
- Kindergarten – 5th Grade Print Program – Students may start at the beginning of 1st semester or at the beginning of 2nd semester if work for first semester has been completed successfully.

ACADEMICS

ACADEMIC PROGRESS
Parents select homeschool for a variety of reasons with one being its flexibility for the family. NFC Academy provides the flexibility most parents desire, but there are expectations for consistent academic work that keeps students moving forward successfully in their academic courses.

Regular academic evaluation and reports are completed by the Academy, and parents and students will be notified when academic progress appears to have stopped. When planned breaks are scheduled by the parents that will prevent students from active work during a brief period of time, notification should be made to teachers if students are in the Homeschool Advantage program.

ACHIEVEMENT TESTS
NFC Academy full-time students take the Stanford Achievement Test Online in April of each year. Students in kindergarten through 2nd grade will take the hard copy version. Test booklets for K-2nd will be mailed to the home and then mailed back to NFC Academy for submission to the test publisher for scoring. Copies of the test results will be sent to all families from K-11th grade in a PDF file via email after all scoring has been completed. This test will meet many state requirements for standardized testing.

ATTENDANCE
The most successful online students are self-motivated and use a system to manage their time with a defined schedule that meets the goals of the student and family schedule. Student courses are conducted asynchronously.

All assignments and unit work must be completed by students and no work is skipped which is a part of the course outline and assignments as given by the instructor. When a student is to be out for a period of time (days), they should notify their instructor. Students will be temporarily suspended from a course if they are not making regular

progress in their program. The meeting with the Academy administration will be to find a solution to help the student in their daily work schedule.

The learning software tracks the time the student spends online working on the assignments. This tool provides information to the instructor of the participation/attendance so an accurate means of assessment in this area can be measured. Attendance can be measured in several areas of the course:
- Active engagement online in the daily lessons and exercises
- Regular submission of classroom assignments and unit completion work
- Successful completion of quizzes and tests
- The timely completion and submission of projects and other assignments online

COURSE INFORMATION

All courses have been aligned with the appropriate course code by the State of Florida Department of Education. Courses utilize the foundational material delivered using the Internet as well as other required books and materials to complete the course. All material required to complete a course is available to the student within the teacher's syllabus, the Academic Instructional Library (AIL), and a variety of training videos. The course syllabus contains the information necessary for the student to interact with their teacher to be successful learners. Courses will comprise portions of the following:

1. Course assignments for each semester as determined by the instructor. The assignments will be in the Academic Instructional Library (AIL) and available on the NFC Academy website
2. Required and recommended books for reading and other course completion.
3. Participation in individual or group assignments
4. Course projects/essays/reports to demonstrate a mastery of materials and allows the students to demonstrate essential critical thinking and applications skills
5. Available engagement using software as Electronic White Board and live instruction assessment with the instructor in each unit of study

COURSE MATERIALS

Most of the course materials will be provided over the Internet through the course program much like the textbooks provide for the "brick and mortar" school. Some courses will have additional books for reading and other supplemental materials. In some cases, the supplemental materials may be available at no or minimal costs. Students may also purchase e-books for those who have readers when materials are available. The instructor's course syllabus will detail any supplemental books or texts recommended for the course. The instructor will offer you suggestions on where you may purchase any that are needed.

DROPPING A COURSE

Students who drop a course by end of the first week of the assigned work will do so without academic penalty on their transcript. The "W" will not have a negative effect on their GPA. Parents should review the financial section regarding the withdrawal from a course to determine if there is any financial penalty. Dropping a course is not the same

as withdrawing from the Academy. Students who drop a course after the 4th week of work will receive an "F" which will have a negative effect on their GPA.

ELECTIVES

NFC Academy students in grades 3-8 may add available electives to their course of study. Please review the NFC Academy Course Catalog for available electives or visit the NFC Academy website. The tuition is based upon 5 courses, and there is an additional charge for a 6th course in grades 3-8, so please see the financial section for additional information.

GRADING, GRADES, AND CREDITS

NFC Academy has an established grading policy that conforms to the State of Florida grading scale and meets the standards of our accrediting agencies, the Middle States Commission on Colleges and Schools and the Florida Association of Christian Colleges and Schools. As an accredited school, work completed at NFC Academy is accepted by other accredited schools if a student must transfer.

Each unit is assigned weighted totals as typically one-tenth of the yearly average for courses with 10 units and one-twelfth for courses with 12 units. If the course is a semester long, then the results are calculated using the semester requirements of typically 5 or 6 units.

Grading of courses is as follows:

All Regular Courses		Grades 9-12 – English, Science, History	
Lessons	35%	Lessons	30%
Quizzes	25%	Quizzes	25%
Projects	10%	Projects	15%
Tests	30%	Tests	30%

All Math Courses/World Languages I & II		World Languages III	
Lessons	40%	Lessons	35%
Quizzes	30%	Quizzes	30%
Tests	30%	Projects	5%
		Tests	30%

Courses that do not have projects will have that percent mathematically divided and assigned to the other grade areas evenly.

Grading Scale:

100-90	A
89-80	B
79-70	C
69-60	D
Below 60	F

INCOMPLETE GRADE

An incomplete grade will be recorded at the end of the designated semester if the student has not completed the work. The student may request an extension to complete the required work. If all work in a course is not completed, credit will not be awarded and a grade of "F" will be recorded.

INDIVIDUAL ACADEMIC PROGRESS

Academy courses will take a student the typical semester to complete which will include time on the computer, research time, study time in preparation for graded assignments, and time to complete writing of reports, essays, projects, and science experiments. Students who may appear to be completing a course in a time inconsistent with the typical progress will result in the administration doing research to determine if the student is completing the work in an acceptable fashion.

ONLINE LIBRARY *(QUESTIA AND BRITANNICA)*

All NFC Academy students in grades 3-12 have the *Questia* on-line system and Britannica On-Line, plus an array of other on-line sites for research available for their use. Students are given a password at the beginning of the year and may use this research tool anywhere they have Internet access. *Questia* is a comprehensive on-line library of books and research information allowing the student to create his/her own holdings of books for various projects.

REPORT CARDS

Report cards for each semester will be issued and sent to the student via email as the courses are completed.

SCIENCE VIRTUAL LABS

Students from grades 3-12 in the Homeschool Advantage Edition of the NFC Academy program will have virtual labs in place. Homeschool Edition 3-7 and Homeschool Advantage 3-5 will select from the labs within the curriculum, which most being some form of virtual labs. Those in Homeschool Advantage 6-8 will use virtual labs from Smart Science labs (cost $30 annually). Families should not find a need with our virtual labs to buy supplies or expensive equipment.

STUDENT ACADEMIC REPORT

As a part of our commitment to work as partners with the homeschool family, NFC Academy completes a formal Academic Report monthly. The intent of this report is for notification purposes to the family of several areas:

- Students doing work above the normal expected pace in a specific course will be sent notification to the parent. This is intended to recognize the hard work of the student during this period in their subjects.
- When students do no work during a period which is approximately four (4) weeks, the parents will be notified. A student who does not complete work in a specific subject during a report period falls in jeopardy of not completing their work during their school year. Please note our policies for extension of work beyond the standard school year of 180 days on our website under Tuition Policies. The maximum extension for a student to complete their work is up to one calendar year.
- If a student's overall average falls below a -70- the parent will be notified with our monthly report.
- The Ignitia Parent Portal is the parent's best resource for keeping up with the student's daily assignments, both the grades, the date of completion and the date the assignment was due. Assignments that are being completed well beyond the due date reveal the student is behind on their assignments.
- Students whose work continues to be inadequate over a period of reports may require the NFC Academic Office to review and bring the matter officially to the parent's attention trying to find a remedy to engage the student in their work.

STUDENT PARTICIPATION REQUIREMENTS

All NFC Academy courses are academically sound, requiring student participation, and preparing the student for academic success as they move from grade to grade. The following will ensure that each student has the best opportunity for success:

1. Each course is designed to be the equivalent or exceed the same course instructional work completed by a student in a "brick and mortar" school.
2. Students should submit assignments to their instructor according the schedule provided by the instructor in the Academic Instructional Library (AIL) which is provided when each course is started.
3. Students must log-in regularly to the course materials and show continued participation by completing assignments, projects, assessments of quizzes and tests, and discussion with their teachers using email, WebEx, and other communication tools.
4. Students will work together with their teacher to schedule live instructional assessments. Unit tests will not be authorized until a Unit Instructional Assessment and Review has been completed and any resulting work completed as determined by the teacher.
5. Making Adequate Academic Progress by the student includes completing work as scheduled, responding to all contacts by the teacher, and satisfactorily scoring the minimum of a -70- in their work.
6. Students must complete their own work and maintain the NFC Academy Honor Code which does not permit any form of cheating which could include others

giving unauthorized assistance on assessments, projects, and other noted materials by the instructor.

7. Some students may have certain times they take off for family and other significant events. The students must notify their teacher in advance of such absences giving the time off and time to return to work. Depending upon the length of absence, the teacher will provide the student with any adjustments for the participation schedule that would be needed.

Each student's regular participation is a part of the permanent academic record and may be requested by another school if the student transfers. Each student's participation should evidence the following:

- Continued and regular participation in the course following the schedule for completing assignments as developed and assigned through the teachers.
- Completion of all course requirements including assignments, assessments, discussions, and projects
- Completion of all assigned units and those requirements.

UNIT INSTRUCTION AND ASSESSMENT
Each student taking courses in the Elementary and Middle School for credit will meet with their teacher for assessments and instruction as determined by the teacher or requested by the student. Live meetings can occur through pre-arranged phone calls or scheduled WebEx conferencing. Students scoring below the grade of a 70 in any unit of work must have this review assessment with the teacher before a test can be authorized by the teacher. During this review, the teacher may reassign work to be completed as determined in the Unit Instruction and Assessment review.

CONDUCT

ACADEMIC HONESTY
We expect all who are a part of NFC Academy to exercise the highest in personal standards in all of their academic work. Academic dishonesty includes cheating, plagiarism, and any attempt to obtain credit for academic work through fraudulent, deceptive, or dishonest means.

Plagiarism will be defined as student submission of any written work (essay, book report, project, research paper, or report of any kind) that is copied word for word from another source and presented as his or her own work. It includes any written work that has been summarized into the student's own words without proper citation and/or bibliographical information giving credit to the source of the material.

If a student plagiarizes their work by copying from other writers, the student's work will be sent back to be completed correctly, free from plagiarism. Continue production of plagiarized work will result in the recording of -0- for the work and may be referred to the Academic Office for a formal review.

WRITING CENTER

For general writing help, especially on how to write to avoid plagiarism, students should go to their Student Resources on the Academy website under the appropriate grade level. They will find a page for each academic core discipline along with a section called the Writing Center. They will find essential videos related to organizing their writing projects and helpful information on writing to avoid plagiarism. It is expected that students will review these videos as much as possible and ask questions of their teachers as it relates to concepts that are grade appropriate for proper citations and noting of work used in a paper or project. Student's work must reflect academic integrity in the process, and if a student consistently submits work that uses material without proper citation of material used, their work will be graded down and in many cases receive an "F."

CODE OF CONDUCT

In any setting, honorable conduct is expected and should be the goal of every member. It is expected that all students and members of the NFC Academy community will conduct themselves in such a way as to be clearly honorable, ensuring only they complete their work and all other such conduct situations. Students are expected to abide by all Academy policies and regulations. Any form of academic dishonesty or inappropriate conduct by students or applicants may result in penalties ranging from warning to dismissal as determined by NFC Academy.

INTERNET AND TECHNOLOGY USE

NFC Academy believes that the benefits afforded to educators and students from access to the Internet far exceed any disadvantages. However, the Internet and other online tools present the opportunity for abuse and improper use. It is our responsibility to ensure that Academy instructors and staff use the tools appropriately, and it is the parents' and students' responsibility to ensure that their use meets the standards of respect and appropriateness. Anyone using the NFC Academy tools for online learning inappropriately as determined by the Academy is subject to disciplinary action.

Students are responsible for good behavior on the Academy's network. Students must always show consideration and respect when participating in Academy classes and using Academy online tools. Obscene, threatening, or profane language will not be tolerated.

FINANCIAL INFORMATION

COURSE EXTENSION POLICY

The maximum amount of time to complete a school year of study is one calendar year when approved. For an extension in our K-2 and Homeschool Edition 3-7 there is no additional charge for an extension of the school year. For those in our Homeschool Advantage online grades 3-12 where NFC Academy teachers are the primary teacher there is no additional charge for a one-month extension. An extension into the final month (12th month) is an additional tuition charge based on the monthly tuition amount. Parents should complete the online **Extension of School Year Form** to request an extension.

FINANCIAL POLICY

If you find that in a particular month you will need extra time for a tuition payment, contact the NFC Academy Business Office for an Exception Application. After the *Exception Application* is submitted to the Business Office, the financial committee will review the request and notify you of their decision.

REFUND/WITHDRAWAL POLICY

Need to withdraw from your courses? Our hope is that you will stay with us, but if that is your decision, we will work to make your withdrawal as easy as possible. For full time students there is a $125 withdrawal administrative fee. Tuition must be paid current through the last month of attendance. The last month of attendance is defined as the month when formal notification is sent to the Academy Office and the withdrawal fee is paid. To initiate the withdrawal process, we must have in writing from the parent or guardian that request and payment of the withdrawal administrative fee. When we receive the formal request to withdraw, payment of the administrative fee, and tuition paid through the last month of attendance, the process will be completed in about five (5) business days.

There is no withdrawal fee for part-time students since they have paid their year's tuition in advance of starting their courses. Any part-time students who make a request for a monthly payment option (taking 3-4 courses), and if approved, will follow a similar process for withdrawal as full-time students and the $125 administrative fee.

RETURNED CHECKS

A returned check charge will be incurred each time a check is returned due to insufficient funds. A $25.00 fee will be charged for all returned checks.

STARTING CLASSES

For billing purposes, students officially start classes on the 1st or the 15th of the month. If student enrollment occurs and students begin class work between the 1st and 14th of the month, the first billing occurs that month. If the student starts classes on the 15th or after, the billing begins the 1st of the next month.

TUITION COST
Please visit the NFC Academy website for a complete review of our tuition and other costs.

TUITION GRADES 3-12
Homeschool Advantage Edition at NFC Academy includes the NFC Academy as the teacher of the courses engaging the students in an active and collaborative learning experience. The teacher provides the assignments, all grading of tests (subjective questions), projects, experiments, and other written work. (Academy teachers engage the learners through WebEx conference, direct email, phone calls, and other electronic tools used to communicate and provide instruction.)

The NFC Academy Homeschool Edition has the home parent as the primary teacher for all subjects. Responsibilities include all grading of subjective material, including essays, reports, and other submitted written materials along with science experiments. The home parent will be assigned a NFC Academy Resource teacher to provide answers to questions during the school year.

TUITION PAYMENTS
Tuition payments are due before the start date of classes at NFC Academy. Tuition payments can be made on-line using the RenWeb parent software program using either the credit card payment option or the e-check option. Checks or money orders may be mailed directly to NFC Academy using the following address:

NFC Academy
Business Office
3000 N. Meridian Road
Tallahassee, FL 32312

All tuition accounts are maintained within the RenWeb software system accessible to parents online 24/7. Tuition accounts are billed from the 1st of each month and late after the 10th of the month due. A late fee of $25 is charged when the account is not paid by the 10th of the month due.

GUIDELINES FOR SUCCESSFUL HOMESCHOOLING

- **PARENTAL INVOLVEMENT:** This topic is listed first, because it is the most critical aspect for successful homeschooling...daily active parental involvement. When using NFC Academy teachers at any grade, they are not there to supervise and check and make sure assignments are being completed on schedule. Encouragement and help is necessary in most anything we attempt to do, and for homeschooling it is a part of the success story. As students get older, parent onsite supervision may not be as direct as with younger students, but at all times, the parent should be checking their online Parent Portal to verify that work is being completed each day as expected. The Parent Portal is just like the student's online program – available 24/7 wherever you have Internet.

- **WORK SCHEDULE:** Students are encouraged to select and designate a work place that is free from distraction and is a productive work environment. Depending on the student, this may be a computer room, student's bedroom, living room, or other area that is free from distractions. While the online program can travel with the student, that is not the norm for most students; however, for those students whose schedule requires significant travel, they will need to be even more disciplined in their daily schedules.

- **SCHOOLWORK HOURS:** Although students are given the flexibility to determine their own work hours, it is strongly recommended that students designate select hours from the day that are solely dedicated for studying. Think about the time a student spends in a classroom and your study time should reflect a similar amount of time. Working in an online program that is fully accredited like NFC Academy means that work hours are going to be similar to that of doing work in a traditional school setting. A student should expect to spend a minimum most days of 4-5 hours in school work doing full time work – all of that work may not be on the computer, but a substantial portion will be. The student can schedule those hours that best fits their schedule, but the work must be done. If a student does most of their work in the evening or late night, they should not expect teacher connection during any of those hours.

- **MORE ON THE DAILY SCHEDULE:** It is not recommended that a student spend hours at once sitting on a computer, but that their schedule for online and offline work be flexible with scheduled breaks from school work during the day.

- **DAILY ASSIGNMENTS:** Each online daily assignment will have questions to complete which are graded and count up to 30% of the student's overall grade. In

doing this work on daily assignments, students should be thorough and spend time "learning" the material, not just looking for answers to questions but in such a way they are gaining a comprehensive knowledge of the material. Students do get extra attempts to complete a daily assignment to get the minimum acceptable grade of -70-, but students requiring multiple attempts regularly on daily assignments are not spending the time in the learning process to gain the understanding of the material that is needed.

- **STUDYING FOR QUIZZES AND TESTS:** Students who do thorough work on their daily assignments will also need to spend time studying for quizzes and tests. Moving directly from a series of lessons to a quiz or test typically will not produce the grades reflected by a student who studies in preparation for these assessments. The student should plan adequate time to study for any assessment.

- **PRINT ASSIGNMENTS:** Some students will want to use the feature that allows you to print the lesson. You can print it and work on the lesson off-line, highlight things on the paper, and make other notes. If that works for you, then print away.

- **NOTE TAKING:** Almost all online courses offered through NFC Academy have note-taking areas on each page of the online lessons. Note taking is an important part of the learning process and whether the student uses the Note Taking Feature of the online lessons or does so manually, it is an important part of online learning. Students consistently show higher rates of performance when actively engaged in the lessons with note taking and other study engagement activities. Students who use the online note taking feature can, if they choose, have these printed for study.

- **PRINTING DIGITAL NOTES:** If you use the note taking feature in each lesson, you can select the print application to print the notes you have made. These notes can then be used as you study for quizzes and tests along with reviewing other material in the unit that prepares you for a quiz or test. Just take good notes.

- **MATH VIDEOS:** Every online math course from 3rd-12th grade has multiple extra math videos for every daily assignment. These videos provide additional examples and explanation of the daily math concept being covered. While most all videos are no longer than 5-7 minutes with some shorter and few longer, experience has shown that those students needing extra math help often do not take advantage of these extra instructional videos provided. The links to the videos are on the Academic instructional Library pages of the NFC Academy website under Student Resources (password required). Every student who is taking a math course needs to have this file open each time they are working on their math and use the supplementary videos as needed.

- **MATH WORK:** Using all the math instructions in the online curriculum, using the math videos, and instruction from your teacher is excellent...but most math problems still have to be done the old-fashioned way of working out the details to arrive at the answer using paper, pencil, and a calculator when needed. No other method will take the place of this tried and true way to learn math and to show the process of how you arrived at the answer.

- **WRITING:** Occasionally you will find yourself with an assignment that requires a formal written response doing research and following specific writing guidelines. First, make sure you follow the directions of the writing assignment. Read them carefully, and then set out to gather what information you need to meet the requirements. Some writing assignments will have the Ignitia Writer as a tool the student can use to gain electronic feedback on the quality of the writing. Keep in mind that the WRITER does not determine if you followed directions or if you wrote on the topic assigned.

- **WRITING TOOLS:** If you need some help in getting started, check out the Writing Center under Student Resources in your grade. You will find videos that will give you details on basic writing, pay close attention to the ones on how to avoid plagiarism. When writing papers in high school, you will need to be familiar with materials covered in all of the videos.

- **VIRTUAL LABS:** If you are in the Homeschool Edition, then you will use the labs as supplied in the curriculum. You may need to purchase or borrow some basic lab equipment and supplies occasionally, but that should be limited. Those in the Homeschool Advantage program will do their labs either with Smart Science or Late Nite Labs. No equipment or supplies need to be purchased as everything is online. You will be expected to complete the lab as designed, giving your results to the teacher following the guidelines for the labs. Typically there is one lab for most science units, and that lab must be completed by the time you reach your next scheduled online lab.

- **ASK QUESTIONS:** Students are not on their own. If you need help with an assignment, ask your teacher, and they will respond to you. You can typically expect a teacher to respond to you the same day if you message them in the LMS that morning and by no later than the next morning if you message them in the afternoon. Technical Support as well as the NFC Academy office staff are available for you M-F.