2023-2024

NFC ACADEMY

ES-MS PARENT STUDENT MANUAL

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NFC ACADEMY

The Future of Education Is Here Today

2023-24
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**
- **Middlebury World Language 1-888-895-2128**
- **Smart Science Labs – 1-855-472-4362**

NFC Academy
1-888-407-6327 and 1-850-385-7186 – Monday – Friday – 8 AM – 4:30 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.

Office	Extension
Admissions	159
K-7th Grade Program Director	139
Business Office	111/112
Director of Enrollment Services	140

Welcome

The circumstances of the past few years have brought distance education to most everyone's home throughout our country. Some likely discovered the benefits of distance education and like you see it as an educational platform that is good for their family...and others may have discovered that they need traditional education. Both decisions are to be commended because what is best for our children is what we should be doing.

There are many reasons parents select homeschool with a school like NFC Academy. The flexibility afforded to the student and parents, the importance of an education that supports the family values with a biblical worldview, and the success that students gain in the environment requiring their self-discipline. The list can have any number of reasons and whichever one was important to you...we are glad you selected NFC Academy.

NFC Academy is fully accredited...and I mean fully. We are accredited by Cognia --- formerly called AdvancED/ SACS, the Middle States Commissions on Elementary and Secondary Education, and the Florida Association of Christian Colleges and Schools. By our accreditation with FACCS we have a relationship with the National Council for Private School Accreditation. The Academy is also a member of the International Association of K-12 Online Learning --- iNACOL.

For those in our high school, our core courses have been approved by the NCAA to meet initial student eligibility of student athletes. Just another step as NFC Academy provides our families with a commitment to excellence in online learning.

While our book program K-5th grade is not online for the most part, online resources have been added to our website that will be to help students in Language Arts and Math. These additional supplements online give our parents more resources to support their learning program.

No matter which program you are in at NFC Academy – 3rd-12th Online or K-5th Books we continue to be a leader in distance education for K-12th grade.

We are glad you are here!

ABOUT NFC ACADEMY

Our handbooks for parents and students contain important information for our families. You will find information about academic policies, financial policies, our non-discrimination statement, and other details you may not need today, but may need later in the school process.

But, with all the information you will find in this manual, we begin with ideas on how to be successful in online distance education.

GUIDELINES FOR SUCCESSFUL HOMESCHOOLING

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 learning priorities.

COLLABORATIVE 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.

PARENTAL INVOLVEMENT
This is a critical aspect for successful homeschooling...daily active parental involvement. When using NFC Academy teachers at any grade, they are not "on site" to supervise and check and make sure assignments are being completed on schedule. Encouragement and help are necessary in most anything we attempt

to do, and for homeschooling, it is an important 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 workplace 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, students whose schedule requires significant travel, will need to be even more disciplined in their daily schedules. Typically, a student without a defined daily work schedule usually allows schoolwork to be the last thing they get to, and often they don't get to it.

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 of 4-5 hours in school doing full time work – all 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 at 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 one time sitting at a computer, but their schedule for online and offline work be flexible with scheduled breaks from schoolwork during the day.

DAILY ASSIGNMENTS
Each online daily assignment will have questions to complete which are graded and are usually around 30% of the student's overall grade as outlined under the grading section in this handbook. 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 TEST
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 notetaking 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 explanations of the daily math concept being covered. While most videos are no longer than 5-7 minutes with some shorter and some 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 a webpage for the subject on the NFC Academy website under Student Resources in Elementary, Middle School 6th-8th, or High School. Every student who is taking a math course should utilize these math web pages as needed for additional instruction and practice in the assigned concepts.

MATH RESOURCES

Math courses including Math 700, Math 800, Algebra I, Geometry and Algebra II, will have an additional section called Math Resources for the student to complete.

Math Resources contains further practice and instruction to complement the specific math curriculum. Students should complete the Math Resources for each daily assignment. As the student completes the Math Resources, the teacher will add extra credit points to the final semester grade based upon their work. See the section on Grading in this manual for complete details on this extra credit in these courses.

Using the online curriculum and instructional presentations within the curriculum, working with their teacher, the NFC Academy Math Video Library for each online course, and the Math Resources for these subjects gives the student multiple resources for success in their math courses.

MATH WORK

Using all the math instructions in the online curriculum, the math videos, and instruction from your teacher is excellent …but most math problems still must 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 getting started, check under Library and Writing center page in your grade for the Writing Center. 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 the materials covered in all the videos.

VIRTUAL LABS

If you are in the Homeschool Edition, then you will use the labs as supplied in the curriculum. Those in the Homeschool Advantage program will do their labs with Smart Science. No equipment or supplies are to be purchased as everything

is online. You will be expected to complete the labs 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 is available M-F for you as well as the NFC Academy office staff.

ACADEMY INFORMATION

ACCREDITATION AND MEMBERSHIP

NFC Academy is registered with the State of Florida Department of Education as a private school. NFC Academy is fully accredited by Cognia (formerly AdvancED/SACS) and 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 of Colleges and Schools with their Commission on Elementary and Secondary Schools. NFC Academy is also partnered with the Aurora Institute which serves as a thought leader and resource provider in the field of K-12 education.

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 person 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.

THIS IS WHAT WE DO!

Using innovative technology together with successful educational practices and a biblical worldview curriculum in a distance education environment to equip students for their future while serving and glorifying God.

THIS IS WHERE WE ARE GOING!

"The Future of Education Is Always Here Today" for our families.

ALL SUMMED UP!

> **N**urturing personal growth and development of students.
> **F**amily values are integrated in every decision.
> **C**hrist-centered curriculum is used to encourage Biblical thinking.
> **A**chieving success when students live out godly values in their present culture.

THIS IS HOW GOD'S CHILDREN SHOULD BE TAUGHT!

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.

THE WHAT AND HOW OF WHAT WE DO!

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, 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, in our world, and in their families
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 to develop habits of study for a life of intellectual pursuit
8. To motivate students to think and communicate clearly, objectively, and creatively

HOW WE SEE LIFE!

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 worldview. 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.

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.

GENERAL INFORMATION

CALLING THE ACADEMY

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 an office as noted. When you call the Academy and the automated attendant answers, you may immediately dial 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 NUMBER

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, allows 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 student's information, we suggest that they contact the NFC Academy office to make these changes.

EXCEPTIONS

On occasions exceptions to a policy may be made when the 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-based 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 PARENTS WEB

You will be given access to view 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 the pace required to complete their individual school terms.

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 based on race, color, national and ethnic origin in administration of its educational policies, admissions policies, and other school-administered programs.

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 Book Program, the NFC Academy Daily Lesson Planner will keep you working consistently so you finish your courses within your school year.

PARENTS' WEB/PARENT 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. Parents Web is a private, secure site that allows parents to see detailed 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 up your Ignitia Parent Portal within 48 hours or the access to set up will expire. We can send you another set-up email 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". This means NFC Academy will not be able to confirm the student meets the defined compulsory attendance requirements.

SUPERVISION

Upon enrollment, there must be 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 that are due each day.

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. Remember, technical support cannot answer academic questions or open assignments. Please contact the assigned teacher or call the Academy office.

- Ignitia - 1-877-251-6662; Monday – Friday, 7 AM – 5 PM Central Time
- Middlebury World Language 1-888-895-2128
- Smart Science Labs – 1-855-472-4362

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 engage 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	Recommend latest version	
Browser	Explorer/Edge	Recommend latest version	
Browser	MAC Safari	Recommend latest version	
Multimedia	Adobe Flash	Recommend latest version. Flash support ends 2020	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	Latest Update	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

MY APPLICATION

NFC Academy has created a dedicated web page for our newly enrolled students titled "My Application." Newly enrolled families will be given a link to this page so you may keep up with the process we follow in getting the student ready to begin their courses. For each action we take in the process you will receive an email on most occasions and a phone call for a few as new departments begin working on your new application. You will use the credentials you used to set up your account to complete your application. In case you did not keep that we can assist you in creating new credentials.

ENTRANCE PLACEMENT/ASSESSMENT

For students entering grade 3rd-8th, entrance placement 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 3rd and up while K-2nd

will use a book copy that will be provided by our staff. 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 indicate 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 High School attend the high school program of study with the intent to graduate and receive their high school diploma from NFC Academy. Full-time students are typically taking six courses to complete the required 24 credits for graduation.

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

- Application for Admissions (completed on-line)
- Birth certificate
- 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 test.

All records coming to NFC Academy from a foreign school system in a world language must be translated to English and the educational system of the United States regarding school years and credits for Academy placement. *The Academy suggests as one site for this work:* Josef Silny & Associates.

PART-TIME STUDENTS

NFC Academy accepts part-time students under the following guidelines. As an accredited school, NFC Academy students are expected to meet the clock-hour requirements for the awarding of high school credit for completed courses. While online courses offer the student flexibility in their schedule of how they complete their course, the successful completion of an online course is done the same way as in the traditional school setting...investing time in the course work whether you are in a traditional semester, block schedule, summer/winter/interim schedule. Please familiarize yourself with the following guidelines for completion of courses by part-time students:

1. Students must take a minimum of 2 courses to be enrolled in NFC Academy part-time and up to 4 courses as a maximum.
2. Credit is awarded for high school based upon the student's final grade and meeting these work requirements.
3. The minimum number of hours that should be invested in the course which will account for both online work and offline work to complete:
    a. Students will be expected to have approximately 95 hours invested in online work for a full credit course and spending approximately 30% of time in offline work or 40 hours for a minimum of 135 hours in a full credit course. Courses with significant research and writing assignments and math courses would be expected to have approximately 75 hours of online work and approximately 60 hours of offline work.
    b. Students in one semester courses would have approximately 47.5 hours in online work and 20 hours in offline work for a minimum of 67.5 hours. Courses with significant research and writing assignments and math courses would be expected to have approximately 37.5 hours of online work and approximately 30 hours of offline work.
4. Students taking online high school courses from NFC Academy to transfer should have those courses approved by the school to which the student will be transferring.

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

*   Application for Admissions (on-line)
*   Payment of non-refundable registration fee depending on the number of courses
*   Birth certificate
*   Official transcripts and other school information

TRANSFER CREDITS *(Schools and Homeschools)*

ACCREDITED SCHOOLS
All students transferring to NFC Academy will have all high school credits transferred when coming from another regionally accredited school. The credits must appear on an original of the school's transcript presented to NFC Academy. Credits earned at non-accredited high schools will be evaluated on an individual basis. 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, an assessment of previous courses will be made to determine acceptance. If approved, the student must take the next level of course(s) at NFC Academy with a passing grade. The documentation provided to NFC Academy from the parent must include:
- 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 outlined below:
- Kindergarten – 12th grade starting their new school year of any grade at any date.

- Online grades 3rd-12th 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. All students transferring to NFC Academy from another school after the beginning of the 2nd semester will complete all work for a 2nd semester course at NFC Academy.
- Kindergarten – 5th Grade Book Program – students may start at the beginning of first semester or the beginning of 2nd semester if work for the first semester has been completed successfully.

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 the following:

- 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 qualified teachers, in the Online Teacher led program, 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 transcripts needed for college admissions and work-related inquiries.
- NFC Academy will provide to those in Kindergarten and the 1st – 5th grade book program and the Home Teacher Online Program (grades 3rd-7th online) for those being the primary teacher at home an NFC Academy

Resource Assistant to answer general questions throughout the year and complete the required report cards.

- NFC Academy is accredited by Cognia (formerly AdvancEd/SACS), the Middle States Commission on Elementary and Secondary Schools, and the Florida Association of Christian Colleges and Schools which is a member of the International Association of K-12 Online Learning, the Aurora Institute (formerly known as iNACOL).
- 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 based on race, color, national and ethnic origin the administration of its educational policies, admission policies, 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 by your scheduled end date.
- The online learning program will provide students with 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 emails.
- 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 course 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 monitoring my student's work and will use it actively in doing so. Checking should include the 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
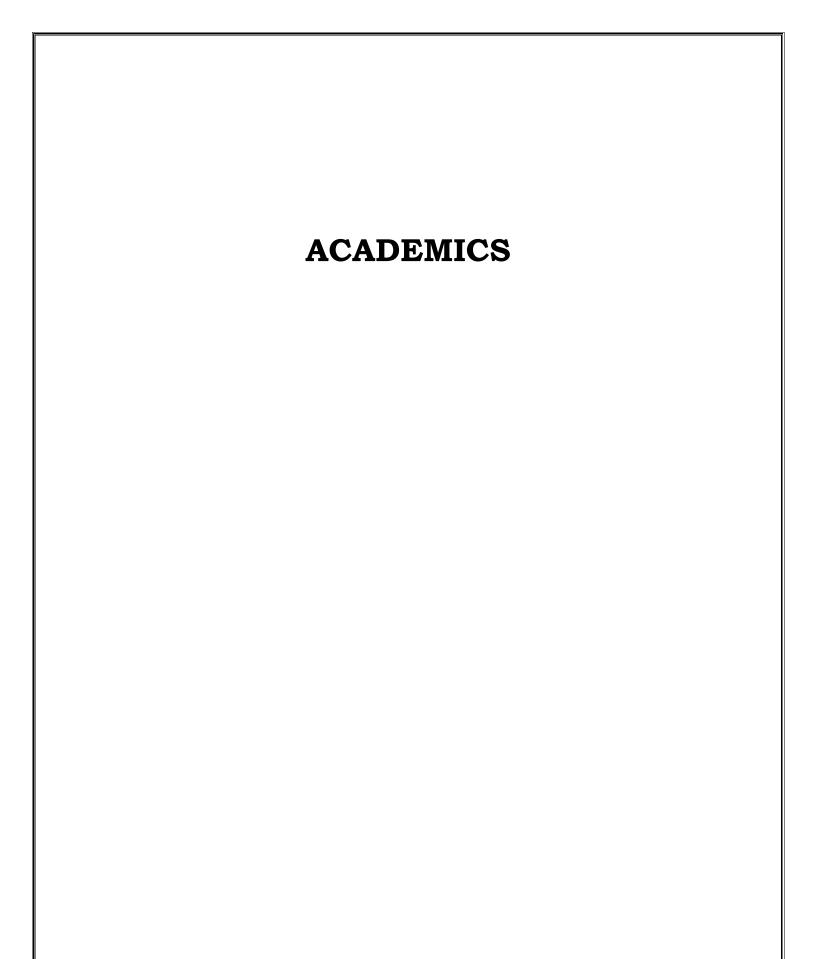
work and steps should be taken to have the student get caught up in their work.

- For those families in Kindergarten and 1st through 5th grade, where you are the teachers, it is important to keep your Resource Assistant 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 on task.
- 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 schoolwork, then I may request an extension of time to complete the work. Parents must request in writing an 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 Book Program or the Online parent led program grades 3-7.
  - o Students in all 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 are 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, or on a page on the Academy's website.
- I agree to update the Academy with current contact information, including email, postal and shipping addresses, and telephone numbers.
- 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 to the Academy; therefore:
    - I will complete my schoolwork myself, and when I need help, I will let my parent or teacher know.
    - I will show courtesy and respect in all communications with Academy staff and teachers.
    - I will do my best to follow the Academy rules and complete my work on schedule.
    - 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.
    - I will not share answers with another student.

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 evaluations and reports are completed by the Academy, and parents and students will be notified when academic progress appears to have stopped or slowed significantly. 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 in grades 3rd – 11th may 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 each family 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 meaning each student in the same course may be at different places in the same course because of a different start date.

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 (days), they should notify their instructor. Students may be temporarily suspended from a course if they are not making regular progress in their program. A meeting with the Academy Administration may be needed to find a solution to help the student with 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 course 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 Academic Instructional Library (AIL). The official Welcome Letter contains information for the parent to communicate with the teacher through email. Students can contact their teachers in the Ignitia Learning program. The 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. All work in the AIL is required to complete a course successfully. While there are some optional assignments provided in the online curriculum, those options have been reviewed by the Academy Academic Department and determined which essay, project, or lab must be included in the course work to reach the expected learning outcomes of the course.
2. Required and recommended books for reading and other course completion.
3. Participation in individual assignments.
4. Course projects/essays/reports demonstrate a mastery of materials and allows the students to demonstrate essential critical thinking and applications skills.
5. Available engagement with the teacher and other academic instructional specialists.

COURSE MATERIALS

Most of the course materials will be provided over the Internet through the course program much like the textbooks provided 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 Course Overview will provide information on any additional material required. The instructor will offer you suggestions on where you may purchase any that are needed.

DROPPING A COURSE

Students who drop a course by the end of the first three weeks of the assigned work will do so without academic penalty. 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.

ELECTIVES

NFC Academy students in grades 3rd-8th 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 for Elementary grades 3rd-5th and Middle School grades 6th-8th is based upon 5 courses, and there is an additional charge for a 6th course in grades 3rd-8th, 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 which are Cognia (formerly AdvancED/SACS), the Middle States Commission on Colleges and Schools and the Florida Association of Christian Colleges and Schools. As an accredited school, coursework 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 MATH RESOURCES FOR MATH 7, MATH 8, ALL ALGEBRA AND GEOMETRY COURSES

The Math Resources Learning Library is a supplemental resource which may be used by teachers in conjunction with the subject of Math 7, Math 8, Algebra I, Geometry, and Algebra II. They are not meant to serve as individual, stand-alone courses. These resources serve as a library of additional material to supplement the respective course for the student.

Students are encouraged and expected to use the Resource for their respective math course. Students who complete the Math Resources will be able to have added to their final semester grade the following schedule of points:

1st Semester – Complete the Math Resource (1st semester units) exercises with a minimum cumulative grade in the Math Resource of:

- Cumulative grade of 80-100 will add 5 points to the final grade as calculated in the averaging of units for the first semester in the math course.
- Cumulative grade of 70-79 will add 4 points to the final grade as calculated in the averaging of units for the first semester in the math course.
- Cumulative grade of 60-69 will add 3 points to the final grade as calculated in the averaging of units for the first semester in the math course.

2nd Semester – Complete the Math Resource (2nd semester units) exercises with a minimum cumulative grade in the Math Resource of:

- Cumulative grade of 80-100 will add 5 points to the final grade as calculated in the averaging of units for the second semester in the math course.
- Cumulative grade of 70-79 will add 4 points to the final grade as calculated in the averaging of units for the second semester in the math course.
- Cumulative grade of 60-69 will add 3 points to the final grade as calculated in the averaging of units for the second semester in the math course.

Math Resources like the Math Video Library is available for each math course and is a resource for the student to aid the student in being successful in their math course. These are not exercises graded by the teacher but are designed to provide the student with extra practice and instruction to supplement the curriculum and teacher instruction. There is no penalty for not completing the Math Resources other than the likelihood of not doing as well in the course.

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 *(GALE AND BRITANNICA)*

All NFC Academy students in grades 3rd – 12th online have the *Gale in Context* on-line system and Britannica On-Line, plus an array of other on-line sites for research are available for students use. Students are given a password at the beginning of the year and may use this research tool anywhere they have Internet access. *Gale* 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 parent/guardian via email as the courses are completed. Hard copies may be mailed when requested by the parent.

MIDDLEBURY INTERACTIVE WORLD LANGUAGE

Those students enrolled in the NFC Academy's Book Program may enroll in the Middlebury Spanish World Language Program. This elective for elementary students is an online interactive language program beginning with Kindergarten through middle school. Visit our website for more information and contact one of our Admissions Specialists for details. There is an additional tuition cost for this elective option.

SCIENCE VIRTUAL LABS

Students from grades 3rd-12th in the Online Teacher Program of the NFC Academy program will have virtual labs through Smart Science Labs. In the Home Teacher Online Program 3rd-7th will select from the labs within the curriculum, with most being some form of virtual labs. Families should not find a need with our virtual labs to buy supplies or expensive equipment but will pay the annual fee for Smart Science which is billed on the first billing.

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.
- Students will be notified when work is on target (7-11%) for what is expected to be completed during the reporting period.
- Students will be notified when work is slightly below (4-6.9%) what is expected during the reporting period.
- When students work during a reporting period is inadequate (0-3.9%), 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 coursework by their school year end date. Please note our policies for extension of work beyond the standard school year of 180 days is 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, student's 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 of or exceeds the same course instructional work completed by a student in a "brick and mortar" school.
2. Students should submit assignments to their instructor according to the schedule provided by the instructor in the Academic Instructional Library (AIL) which is available to students on the NFC Academy website.
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 and other electronic 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 be evidenced by 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 in the order in which they are due.
- Completion of all assigned units and those requirements. Assignments cannot be skipped or substituted with other materials or work outside of the NFC Academy program.

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. All live meetings must be pre-arranged, and the student must have all the material required for the session. Students not prepared for the meeting will need to reschedule with another request. During this review, the teacher may reassign work to be completed as determined in the Unit Instruction and Assessment review.

DISTANCE EDUCATION COURSE INTEGRITY

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. Continued 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.

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.

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. A 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."

FINANCIAL INFORMATION

COURSE EXTENSION POLICY

The maximum amount of time to complete a school year of study is one calendar year when approved. In our K-5th Book Program and Home Teacher Program 3rd-7th there is no additional charge for an extension of the school year. For those in our Online Teacher Program grades 3rd-12th 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, 2nd extension) 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.

DROPPING A COURSE

A part-time or full-time student may withdraw from a course within three weeks of the start date and with the approval of the Academy Office and begin another course in the same academic discipline with no financial penalty. This section on dropping a course is different from withdrawing and assumes the student remains a student at the Academy.

FINANCIAL POLICY

If you find that in a 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 the 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 makes 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 will be applied.

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 3rd-12th

The Online Teacher 3-12 Program 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.

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.

TUITION REWARDS

Our current families are one of our best ways to advertise. It is our goal to meet and exceed your expectations. We hope when we do that you will tell your friends who may be considering homeschooling to consider NFC Academy. When they enroll and start, we will give you a tuition credit of $100 for each student they enroll. See our website for details.

End of the Elementary/Middle School Parent-Student Handbook.