



2023-2024
NFC ACADEMY

HOME
TEACHER
PROGRAM
MANUAL



TABLE OF CONTENTS

Frequently Called Numbers	4
GENERAL INFORMATION	5
HOW WE SEE LIFE!	6
THIS IS WHAT WE DO!	6
THIS IS WHERE WE ARE GOING!.....	6
THIS IS HOW GOD’S CHILDREN SHOULD BE TAUGHT!.....	6
ALL SUMMED UP!.....	6
THE WHAT AND HOW OF WHAT WE DO!.....	7
ACCREDITATION.....	7
MEMBERSHIP	7
BIBLE.....	8
EXCEPTIONS.....	8
STATEMENT OF MORALITY	8
NON-DISCRIMINATION STATEMENT.....	8
STATE REQUIREMENTS	9
ADMISSIONS	10
ENTRANCE GUIDELINES FOR ADMISSIONS.....	11
MY APPLICATION	11
ENTRANCE PLACEMENT/ASSESSMENT	11
FULL-TIME STUDENTS	12
INTERNATIONAL STUDENTS	12
PART-TIME STUDENTS.....	13
TRANSFER CREDITS (Schools and Homeschools)	14
ACCREDITED SCHOOLS	14
HOMESCHOOLS	14
TRANSFERS BEGINNING OF A SEMESTER	14
TRANSFERS DURING A SEMESTER	15
TEACHER RESPONSIBILITIES AND INFORMATION.....	16
RESPONSIBILITIES	17
LESSON PLANS.....	17

LIBRARY	17
MATH—INSTRUCTIONAL PRESENTATIONS	17
MIDDLEBURY INTERACTIVE WORLD LANGUAGE	18
RENWEB/PARENT PORTAL	18
STUDENT ATTENDANCE.....	18
STUDENT ATTENDANCE AND ACADEMY HOLIDAY SCHEDULES.....	18
TEACHER GRADING OPTIONS/LOW GRADES/ACADEMIC PROGRESS.....	19
TESTING AND EVALUATION	19
GRADING SCALE FOR NFC ACADEMY	19
NUMERIC GRADING SCALE FOR GRADES 1-12:	19
GPA SCALE.....	20
GRADING ASSIGNMENTS (Online program 3-7).....	20
GRADE IMPROPRIETY.....	20
ACADEMIC HONESTY (Plagiarism).....	20
WRITING CENTER	21
PURPOSE	21
ACHIEVEMENT TESTING.....	21
FINANCIAL INFORMATION	22
SCHOOL YEAR EXTENSION POLICY	23
FINANCIAL POLICY	23
REFUND/WITHDRAWAL POLICY.....	23
RETURNED CHECKS	23
STARTING CLASSES.....	23
TUITION COST	23
TUITION PAYMENTS.....	23
NFC ACADEMY LEARNERS	25
ENGAGED LEARNERS.....	26
CRITICAL THINKERS	26
COLLABORATIVE WORKERS	26
BIBLICAL WORLDVIEW.....	26
PARENT ENGAGEMENT	26
NFC ACADEMY PARENT STUDENT AGREEMENT	27

NFC ACADEMY28
NFC ACADEMY PARENTS29
NFC ACADEMY STUDENTS30

FREQUENTLY CALLED NUMBERS

Technical Support

- **Ignitia - 1-877-688-2652; Monday – Friday, 7 AM – 5 PM Central Time**
- **Middlebury World Language 1-844-638-3533**

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-7 th Grade Program Director.....	139
Business Office.....	111/112
Director of Enrollment Services.....	140

GENERAL INFORMATION

HOW WE SEE LIFE!

NFC Academy's 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 and is derived from His Word and from the creation He created. In all matters, Scripture is supreme. While most of the curriculum is delivered over the Internet, other required reading and texts or supplemental materials are evaluated to best serve the goals of educational excellence within the framework of communicating the essential values of a biblical worldview.

At NFC Academy, we understand our mission is to enable our students to live wholesome Christian lives in a world that many times is in opposition to a biblical worldview. Together with the parents, we communicate to our students that they are created in God's image and at the same time blessed with distinctive and individual personalities. They will learn that they are endowed with special talents, which they will discover, and that God has a distinct purpose for each of them.

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.

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.

ALL SUMMED UP!

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.

THE WHAT AND HOW OF WHAT WE DO!

NFC Academy provides educational programs to both 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:

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

ACCREDITATION

NFC Academy is accredited by the regional agency Cognia, SACS-CASI, the Middle States Commission on Colleges and Schools (MSA) which accredits schools nationally and internationally. NFC Academy is also accredited by the Florida Association of Christian Colleges and Schools (FACCS) which accredits schools in Florida. FACCS is a member of the National Council for Private School Accreditation (NCPSA).

MEMBERSHIP

Because of our accreditation with the Florida Association of Christian Colleges and Schools (FACCS), NFC Academy has a relationship with the National Council for Private School Accreditation (NCPSA).

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.

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.

STATEMENT OF MORALITY

We believe that God commands that no intimate sexual activity be engaged 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. 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 as described above is out of harmony with God's design, which are the standards set forth for NFC Academy.

NON-DISCRIMINATION STATEMENT

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, scholarship and loan programs, and athletic and other school-administered programs.

STATE REQUIREMENTS

Each state enacts its own legislation which covers elementary and secondary education. Some states may recognize distance education as “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-day 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.

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
3 rd	8 on or before Sept. 1	No older than 9 on Sept. 1
4 th	9 on or before Sept. 1	No older than 10 on Sept. 1
5 th	10 on or before Sept. 1	No older than 11 on Sept. 1
6 th	11 on or before Sept. 1	No older than 12 on Sept. 1
7 th	12 on or before Sept. 1	No older than 13 on Sept. 1
8 th	13 on or before Sept. 1	No older than 14 on Sept. 1
9 th	14 on or before Sept. 1	No older than 15 on Sept. 1
10 th	15 on or before Sept. 1	No older than 16 on Sept. 1
11 th	16 on or before Sept. 1	No older than 17 on Sept. 1
12 th	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 new 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 made available to you by the NFC Academy enrollment specialist and can be done immediately after enrollment. There is no charge for testing for enrolled students.

When all records are obtained 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 for 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 up 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, or 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 a maximum of 4 courses.
2. High School students may be asked to complete the NFC Academy Credit Work Requirement Form for part-time high school students.
3. Credit is awarded for high school based upon the student's final grade and meeting these work requirements.
4. 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.
5. 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)
- Enrollment Agreement signed by parent (on-line)
- Payment of non-refundable registration fee depending on the number of courses
- Birth certificate
- Report cards/transcripts for the immediate year or more if available prior to NFC Academy application

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 and complete 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.

TEACHER RESPONSIBILITIES AND INFORMATION

RESPONSIBILITIES

The Home Teacher Online 3-7 of NFC Academy gives the homeschool teacher, generally the parent, most all privileges and responsibilities as the teacher. Parents are the primary teachers and students are eligible to participate in this program in grades 3rd-7th in the online program. An NFC Academy teacher/staff is assigned as an Assistant for all Home Teacher Online 3-7 families to answer questions and will complete the report card in all programs.

It is required that all daily assignments presented in the curriculum be done in the chronological order in which they are due. Students cannot skip daily assignments, quizzes, and tests. Assignments cannot be substituted with other materials or work outside of the NFC Academy program.

- a. In the online program students are not to be approved to move on to the next unit of study until the preceding unit has been completed with all daily assignments, quizzes and tests completed.
- b. All daily assignments, quizzes, and tests must be completed and parents, as the home teacher, may select which optional reports, projects, and lab experiments are to be completed in the online program. As the teacher at home, please keep in mind that all science courses must have a lab experience for students. Using the virtual labs in the Ignitia curriculum satisfies that requirement.

LESSON PLANS

In grades 3rd-7th, lesson plans are automatically assigned to the teacher using the Learning Management System of Ignitia. Assignments are made based upon the start date/end date and the 180-school day school year.

LIBRARY

Each Academy student in Elementary/Middle School is provided with the needed log-in and password information to use the Gale in Context online library system. Gale is a comprehensive online library of books and research information allowing students to create his/her holdings of books for various projects and other research matters. All students in 1st – 12th are provided with access to Britannica online.

MATH—INSTRUCTIONAL PRESENTATIONS

All math courses have daily assignments aligned with supplementary video instructional presentations for the lesson concept(s) for each day. The Instructional Video Library for each math course is online on the Academy website along with all our Academic Instructional Libraries. This supplemental instructional material is standard for each math class and students should be directed to these video lessons for specific instructional help which is in addition to that provided in videos in the online course daily assignments.

While the instructional presentations are helpful and should be used, they do not take the place of teacher instructions for your students. These video instructional presentations may reduce questions students may have and teacher instruction needed, but they do not take the place of needed teacher instruction.

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.

RENWEB/PARENT PORTAL

Report card grades are completed in RenWeb by the semester for grades 1st-12th and by the quarter for Kindergarten. Your Assistant will enter report card grades when the student completes the period of work either by the semester for grades 1st-7th or the quarter for Kindergarten. Your RenWeb Parent Portal is a secure site that allows you to see specific information for your enrolled child(ren) including the completed report card.

STUDENT ATTENDANCE

1. Student attendance as typically defined will vary as a homeschool student, however, the work and requirements of the curriculum must be satisfied. Each student (K-12th) is assigned a 180-day school year when they start. Following the teacher actions will ensure that each student meets the clock hour/school day requirements to complete the school year as required in the 180-day school year.
2. Homeschool families do homeschool for several reasons and one of those reasons is the flexibility in scheduling and doing the work. Your special times should not affect the student meeting any compulsory attendance requirements if work is consistently being accomplished throughout the school year.

STUDENT ATTENDANCE AND ACADEMY HOLIDAY SCHEDULES

While NFC Academy operates with a "rolling enrollment" meaning students may start their school at any time during a calendar year based upon their academic records, we do have a formal school calendar for students and teachers.

In Ignitia, when you look at the "Calendar" page you will see "No School" listed for all Saturdays and Sundays in the calendar year. Similarly, you will see "No

School” listed for those school holidays for students which in most cases are for teachers as well. A “No School” day is factored into the student’s school year day count of 180-day year/90-day semester, both in the online program and in the K-5th program using book-based material.

In the online program the computer, based upon the student’s school year, creates the teacher’s daily lesson plan to follow using the AIL assignments for each subject. It is possible for the home to work during our holidays if they choose, but all academic policies remain in place during those times.

TEACHER GRADING OPTIONS/LOW GRADES/ACADEMIC PROGRESS

1. Every student at NFC Academy must make consistent academic progress in all subjects based upon the enrollment program. Consistent academic progress consists of:
 - a. Regular work that allows for the scheduled completion to remain consistent with their academic year of 180 days.
 - b. Meeting the academic requirements of the course.
2. Students should score at the minimum level of a grade of -70- to move forward to the next assignment and/or the next unit of study. Teachers have some flexibility in allowing a student to score below a -70- on a given assignment.
3. Teachers may, in each unit, drop the lowest grade of any daily assignment or quiz. Teachers may drop one project/lab/report/essay in a course.
4. Ignitia has hundreds; or better, thousands of questions from grade 3rd-7th. Questions are in daily assignments, quizzes, and tests. The number is significant. While great effort has been given to the delivery of the curriculum and corresponding questions; it is possible that you may find a question that may be reworded or not even considered. If the question is confusing, not in the topic being studied, or any other assessment that makes the question “questionable”; consider using the “skip question” option on the assignment, quiz, or test. This should not be a routine action on the part of the home teacher.
5. The Home Teacher is asked to notify the Academy office when a question may be skipped in an assignment so we may notify the curriculum producers for evaluation of changing or editing the question.

TESTING AND EVALUATION

GRADING SCALE FOR NFC ACADEMY

NUMERIC GRADING SCALE FOR GRADES 1-12:

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

Below 60 F

GPA SCALE

Regular Classes

4.0 A

3.0 B

2.0 C

1.0 D

Below D no points

Honor's Classes: +.5

AP and Dual Enrollment: +1.0

GRADING ASSIGNMENTS (*Online program 3-7*)

1. Most quizzes and tests will be graded by the computer however, the home teacher may need to review such quizzes and tests to ensure the accuracy of the computer grading when it comes to different words which could have the same or very similar meanings. For those situations, the teacher's judgment would be used as to give substantial or full credit.
2. Home teachers will grade projects in accordance with acceptable written standards and research qualities. Teachers will grade using the standards expected for their grade level.
3. Some assignments and quizzes may need to be graded before students take the next scheduled quiz or test to ensure they have corrected any mistakes before moving into another graded activity.

GRADE IMPROPRIETY

The home teacher will hold the highest of standards when it comes to academic integrity ensuring that all work is done by the student without any outside help for graded activities and other student assigned work. This does not prevent the home teacher from being a teacher in meeting the learning needs of the student with help within the boundaries of honesty and integrity in the learning process of the course work.

ACADEMIC HONESTY (*Plagiarism*)

We expect all who are a part of NFC Academy to exercise the highest in personal standards in all 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.

The best way to avoid these kinds of writing issues is to ensure students are properly trained in the expectations and requirements. Videos are provided at each level and should be used before writing assignments are started.

WRITING CENTER

For general writing help, especially on how to write to avoid plagiarism, the teacher should direct students to the 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 helpful videos related to organizing their writing projects and helpful information on writing to avoid plagiarism. These pages are password protected and only available to enrolled students. Students are given the password at the time of enrollment.

PURPOSE

Our purpose is to teach students how to write effectively developing their critical thinking skills. Expect your students to do well but realize that writing for graded programs will not all be resolved in either Elementary courses or Middle School courses. Proper citation of sources is an issue that can be from a lack of previous training, or it can be without concern for the given credit to others. Students are in school to learn, and we are here to teach, and this is a vital area where teachers will teach the students the ins-and-outs of a field that often needs experts to guide others in a complex area.

ACHIEVEMENT TESTING

The Academy makes available to all students in April the Stanford 10th Edition Online Achievement Test.

FINANCIAL INFORMATION

SCHOOL YEAR EXTENSION POLICY

The maximum amount of time to complete a school year of study is one calendar year when approved. In our Home Teacher Online 3-7 program for 3rd -7th there is no additional charge for an extension of the school year.

For those in our NFC Academy Teachers for the Online Program 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 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

Do you 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.

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 16th of the month. If student enrollment occurs and students begin class work between the 1st and 15th of the month, the first billing occurs that month. If the student starts classes on the 16th or after, the billing begins the 1st of the next month.

TUITION COST

Please visit the NFC Academy website at www.nflcacademy.com for a complete review of our tuition and other costs.

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 or auto pay can be set up using a credit card. 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.

NFC ACADEMY LEARNERS

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 concept

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

COLLABORATIVE WORKERS

- Is able to work with peer learners 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

PARENT ENGAGEMENT

Homeschool 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. For those families in our online program in grades 3rd-12th, 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-5th grade 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 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 in the following ways:

- NFC Academy's curriculum is written from a Bible-centered, Christian worldview in accordance with the Academy's Statement of Faith. There are some exceptions in the high school program.
- 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 may be 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 NFC Academy Teachers for the Online Program Grades 3-12 qualified teachers who will provide instruction, answer questions, 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 answers general questions throughout the year and complete the required report cards.
- NFC Academy is a fully accredited school by Cognia-SACS-CASI, the Middle States Commission on Elementary and Secondary Schools and the Florida Association of Christian Colleges & Schools.
- 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 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 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 within 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 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 it is important to keep the Academy staff updated on any issues related to maintaining successful academic progress. We will work with you to help you stay close to your schedule.
- I understand that the academic year is 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.
 - I may request a one-month extension with no additional charge in tuition.

- 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.
- There are no additional tuition charges for extensions for students in the K-5th grade book program or the online Home Teacher Option for grades 3-7.
- 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 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 have included 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:

- I will do my best to complete my schoolwork by myself, but if I need help, I will let my parents 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.

End of Home Teacher Option for Grades 3-7.