

NFC Academy *online*

2012-2013
Grades 9-12

High School
Parent-Student Handbook

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Frequently Called Numbers

1-888-407-6327 – Toll Free

1-850-385-7186 – Regular Line

For enrollment information and our Admissions Office please dial.....	ext. 195
For our Business Office please dial.....	ext. 144
For our Guidance Office please dial.....	ext. 122
For our Elementary Office grades 3-5 please dial.....	ext. 153
For our Middle School/High School grades 6-12 please dial.....	ext. 122
For the High School Principal's Office please dial.....	ext. 122
For the Academy Administrator's Office please dial.....	ext. 122

Dear Students:

Welcome to NFC Academy...a virtual High School program that is a fully accredited Christian high school offering students a college preparatory program in grades 9-12.

Our program offers both the full-time and part-time student a program to achieve your educational goals. Our full-time students will have our Guidance Department working with you as you prepare for graduation. NFC Academy is a program that embraces innovation and new technology for educational programs. Some students find the traditional school program is best for their needs, but a growing number of students find the experience of an academic program online is their best learning environment.

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

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

Welcome to the NFC Academy family.

NFC Academy Administration and Teachers

About Us

Mission Statement

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

Vision Statement

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

Core Values

Nurturing personal growth and development of students.

Family values are integrated in every decision.

Christ-centered curriculum is used to encourage Biblical thinking.

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

Educational Philosophy

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 www.nflcademy.com and download a complete copy of our Statement of Faith.

Educational Objectives

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

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

Faith and Learning

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

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.

Accreditation

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

Teachers

All NFC Academy teachers have completed a minimum of a bachelor's degree and are certified teachers by the Florida Association of Christian Colleges and Schools (FACCS). Teachers hold certification in their field of teaching with many holding master's degrees.

Admissions

Admissions

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

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 taking 5-6 courses per semester of study.

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

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

NFC Academy requires a GPA to begin at NFC Academy of 2.0 which is a C or better. Applicants with a GPA below a 2.0 may request a waiver of required 2.0. Any waiver given will place the student on Academic Probation and require 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 get their overall average to a 2.0 by the first semester of their senior year.

Part-Time Students

NFC Academy students who are part-time are enrolled in another home school or school system and taking courses that are to fit into that program for graduation. Part-time students take typically 2 or more courses, but may take a minimum of 1 course.

Part-time students should first get their NFC Academy course approved as being accepted by their school program before they register and begin taking the course. Our Guidance Department will be available to supply needed information to an official request for course information.

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

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

Non-High School Aged Students

Students who do not fall with the general guidelines for high school aged students:

- 14-15 for 9th grade
- 15-16 for 10th grade
- 16-17 for 11th grade
- 17-18 for 12th grade

Students older than 18 years may be admitted to NFC Academy for individual courses. Students older than 18 years considered as “adult-aged” students may be eligible to take high school courses through the NFC Academy program toward a diploma.

International Students

NFC Academy is available to 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, or successful completion within the past two years of an approved standardized English proficiency from a standard English speaking test

Entrance Placement

For students entering grade 3-9 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, and other similar widely accepted test results. Typical state constructed tests do not meet the criteria for placement evaluation.

Students entering after the beginning of the 9th grade year 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.

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

Entrance Guideline for Admissions

These guide lines 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

Transfer Credits (Schools and Homeschools)

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 or homeschool 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).

Transfers at the 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 home school policies. Students may 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.

Financial Information

Tuition Information – 2012-13

NFC Academy Home School Advantage Edition

Tuition Grades 3-12

Home School Advantage Edition at NFC Academy includes the NFC Academy as the teacher of the courses engaging the students in an active and collaborative learning experience. The teacher provides the assignments, all grading of tests (subjective questions) and projects. Academy teachers engage the learners through the Academy Discussion Board/Instant Messaging Center, through direct email, phone calls and other electronic tools used to communicate and provide instruction. Additionally the program includes the following for all full-time and part-time students:

- Formal academic evaluation and placement by NFC Academy.
- Core academic courses on grade level which include: English, Math, History/Geography, Science, Bible, Foreign Languages, and Electives. Includes full-time course load of 5-6 courses. Additional courses above the full-time load must be approved by the Academy Administration and are an additional cost.
- Syllabi for the course includes the Academy teacher course assignments, supplemental text required and the Course Progression Chart completed by the teacher as a guide for course completion.
- Lesson plans updated weekly automatically through the computer.
- Full-time students take Annual Standardized Achievement Tests scored electronically with reports to parents and included in student records.
- Academy teachers grade all essay work, project assignments, and review computer based grading to look for answers that may be different, but compatible with the computer expected answer.
- Grade reports and transcripts furnished to the home-based parent/student and submission to colleges as requested.
- Academic advising by the NFC Academy Guidance Office preparing the student for a course program that fits the college preparatory schedule.
- Questia online library along with the online Britannica for research.
- NFC Academy teachers available through email, phone messaging, Discussion Board, Skype Video Conferencing and other electronically available tools used by the teachers.

Annual Tuition Cost

Full Time

- **Monthly**- payment \$149 per month based upon semester/year enrollment (10 payments in a school term), or
 - **Semi Annual** - \$725 semi-annual tuition due before the start of classes for the term, or
 - **Annual** - \$1,400 annual tuition due before the start of classes for the term
- Full time enrollment includes 5-6 courses. Courses over 6 are considered extra courses.

Part-Time

- Part-time enrollment per course is \$350 per year and is paid prior to the start of classes (\$175 per semester)

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 of 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.

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.

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.

Refund/Withdrawal Policy

If a student withdrawals from school between 1 and 14 days after the enrollment start date, **25%** of the tuition cost remains due. All fees are non-refundable. If the student's request to withdrawal occurs after 14 days of enrollment, no refund is available and all unpaid balances are due immediately.

Dropping a Course

If a part-time student drops a course between 1 and 14 days after the enrollment start date, 25% of the tuition cost remains due. A part-time or full-time student may withdraw from a course within 14 days of the start date and with the approval of the Academy Guidance Department begin another course in the same academic discipline with no financial penalty. If a course is dropped after day 14 but before day 28 - 50% of the tuition is due, Courses dropped after the 28th day has all tuition due

Extension Policy

If a student is unable to complete a course by the designated enrollment end date, an extension on the enrollment period may be requested. The Guidance Department will review

the request and make the approval if the student has demonstrated consistent work during the previous weeks of enrollment. There is an additional charge for services when an extension is granted that correspondence generally to the monthly payment plan.

Financial Policy

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

Academic Information

NFC Academy Courses

Course Information

NFC Academy High School courses are college preparatory courses on the high school level which include all of the core academic disciplines. 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 given to the student by their teacher in their designed course syllabi. The course syllabi contain the assignments necessary for the student to interact with their teacher and be successful learners. Courses will comprise portions of the following:

- Course assignments for each semester as determined by the instructor
- Required and recommended books for reading and other course completion.
- Participation in assignments from the syllabi. Instructors will give a participation grade. See your course syllabi for grading rubric.
- Unit discussion board where students and instructors engage in collaborative work that stimulates students' progress and learning.
- Course projects to demonstrate a mastery of materials and allows the students to demonstrate essential critical thinking and applications skills.
- Available engagement using software as Moodle, Electronic White Board, and Skype video making live online voice and video communication and instruction a part of the learning process.

Course Progress

Teachers at NFC Academy hold degrees in their subject areas and professionally certified by the Florida Association of Christian Colleges and Schools (FACCS/IACCS). The teacher, complimented by the homeschool based parent has, the responsibility for the academic progression of each student in the Homeschool Advantage Program.

Academic Advising

Academic advising services are provided by the NFC Academy trained staff by phone, email, and in person at our campus.

When a high school student is admitted to NFC Academy as full-time student seeking a diploma, their transcripts are evaluated by the Guidance staff and a program of study is developed based upon conversations with the family/student. The diploma requirements are those required by the State of Florida and meet the standards by our accrediting agencies, the Middle States Commission on Secondary Schools and the Florida Association of Christian Colleges and School.

College Counseling

The trained staff at NFC Academy will provide our students with college counseling support that helps them in preparing to enter the college of their choice. Counseling involves ensuring that the high school program meets the goals established by the student and family to enter college. Like the educational program, the college counseling program seeks to meet the needs in each student's life including spiritual, academic, and professional goals. Areas that can be included are the application process, financial aid, career selection along with other areas which may be unique to a specific college or university. It is always recommended that the student know what the college they select requires and communicate all information to their college counselor at the Academy.

Graduation Requirements

NFC Academy offers a college preparatory curriculum. Since each college establishes its own entrance requirements it is recommended that families check with colleges of their choice to ensure their child is taking the best choices especially in the area of electives.

Students graduating from NFC Academy must have been a full time student at NFC Academy at least the final semester of their junior year and be enrolled full time during their senior year. Exceptions to this policy may be considered, but only when grade reports and transcripts are clear with grades and credits earned and there have been no significant behavioral issues (*students must complete a full year to graduate from the Academy*). Some students in their senior year may only have a limited number of subjects to take if they have successfully done dual enrollment or some other academic progress above the typical. They will be considered full time for the sake of meeting this policy and receiving a diploma.

Students in high school courses receive .5 credits per course per semester.

Graduation Requirements Planning Tool

High School Subject Area	NFC Academy Program	State of Florida
English	Four Years Required	Four Years Required
Mathematics	Four Years (Algebra I, Geometry)	Four Years (Algebra I, Geometry)
Social Studies	Three and Half Years	Three and Half Years
Science	Three Years (Biological Science)	Three Years (Biological Science)
Foreign Language	Two Years for College Preparatory	Two Years To Enter College
Visual/Performing Arts	One Year	One Year
Physical Education	One Year (Health)	One Year (Health)
Bible	One Year for Each Year at NFC Academy	

Students not pursuing a college preparatory program may substitute electives for the foreign language requirement and the higher level math requirements, however 4 math credits are required for graduation thus a student not pursuing a college preparatory program would substitute other math courses for the higher level math courses. Additional substitutes may be made in the science program for Chemistry and Physics for those not in the college preparatory program.

Graduation Agreement

Each graduating senior will complete a *Graduation Agreement* at the beginning of their senior year. This document will give information to both the student and parents that will guide them through this final year of study. Included in the information will be a review of credits earned toward graduation and the necessary credits that must be earned during the senior year. The agreement will also include material concerning the various end-of-year activities and expected conduct at all commencement activities.

Course of Study

While a student's course of study will reflect their own individual goals for study, working with our Guidance Department, a student's typical course of study could look somewhat like the following in the college preparatory program. Course selections can be altered based upon some students earning advanced credit in 8th grade. Students who transfer to NFC Academy during or after the 9th grade year may have a course of study that is different based upon their courses transferred from their previous school.

Freshman Courses – 9th Grade

Bible – New Testament

English I

Algebra I

Earth Science

World Geography ½ / Business Computer Information Systems 1/2

Physical Fitness ½ / High School Health

Sophomore Courses - 10th Grade

Bible – Old Testament

English II

Geometry

Biology

World History

Foundations for Living ½ / Speech: Essentials for Communications ½

Junior Courses – 11th Grade

Bible Doctrine

English III

Algebra II

American History

Chemistry

Foreign Language – Spanish I or French I

Senior Courses 12th Grade

Bible – Christian Faith and Living

English IV

Pre-Calculus

Government & Economics

Physics

Foreign Language - Spanish II or French

Recommended Progression of Math Courses

CURRENT COURSE	AVERAGE GRADE	NEXT COURSE
Pre-Algebra	A,B,C,D	Algebra I
	D,F	Repeat Pre-Algebra
Algebra I	A,B,C,D	Geometry
	D,F	Repeat Algebra I
Geometry	A,B,C,D	Algebra II
	D,F	Repeat Geometry
	A,B	Pre-Calculus
Algebra II	B,C,D	Consumer Math
	D,F	Repeat Algebra II
	A,B	College Algebra (dual enroll)

Pre-Calculus	A, B	College Algebra (dual enroll)
	C,D	Trigonometry
	D,F	Repeat Pre-Calculus

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 with synchronous work available as contained in the instructors outline for the course assignments. Such assignments may be conducted on the Discussion Board or through live chat sessions as directed by your instructor.

All assignments and unit work must be completed by students and no work is skipped which is a part of the course outline and assignments as given by the instructor. When a student is to be out for a period of time (days) they should notify their instructor. Students may be temporarily suspended from a course if they are not making regular progress in their program. A meeting with the Academy administration will be to find a solution to help the student in their daily work schedule.

The learning software tracks the time the student spends online working on the assignments. This tool provides information to the instructor of the participation/attendance so an accurate means of assessment in this area can be measured. Attendance can be measured in several areas of the course:

- Active engagement online in the daily lessons and exercises
- Regular submission of classroom assignments and unit completion work
- Successful completion of quizzes and tests
- The timely completion and submission of projects and other assignments online.

Student Participation Expectations

All NFC Academy courses are academically sound requiring student participation preparing the student for college. The following will ensure that each student has the best opportunity for success:

1. Each course is designed to be the equivalent or exceed the same course instructional work completed by a student in a “brick and mortar” school. The State of Florida requires 150 clock hours of instructional work time for each high school course and the NFC Academy courses are designed to meet that standard.
2. Students must submit assignments to their instructor according the schedule provided by the instructor in the course syllabi which is provided when each course is started.
3. Students must log-in regularly to the course materials and show continued participation of completing assignments, projects, assessments of quizzes and tests, and discussion forums on the Discussion Board, and the Electronic White Board.

4. 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.
5. 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.
6. Each course will have a participation grade recorded by the instructor based upon the information contained in the syllabi for the course. You should check each course for the participation grade established by your instructor for that course.

Each student's regular participation is a part of the permanent academic record and may be requested by another school if the student transfers, a college or university to verify satisfactory participation and completion of all course requirements. Each student's participation should evidence the following:

- Continued and regular participation in the course following the Course Progression Chart listing all assignments.
- Completion of all course requirements including assignments, assessments, discussions, and projects
- Completion of all assigned units and those requirements.

Library - Media Center

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

Grading, Grades, and Credits

NFC Academy has an established grading policy that conforms to the State of Florida grading scale and meets the standards of our accrediting agencies, the Middle States Commission on Secondary Education and the Florida Association of Christian Colleges and Schools. As a school accredited by the Florida Association of Christian Colleges which is a member of the National Council for Private School Accreditation (NCPA) and the regional accrediting agency of the Middle States Commission on Secondary Schools our credits are accepted at face value when transferring with no further evaluation required.

Each unit is assigned weighted totals as one-tenth for a yearly average. If a course is a semester length course only the results are then scaled to the same percentage for one semester. Individual unit grades are calculated using the following:

Course with Projects		Math Courses	
Tests	30%	Tests	40%

Quizzes	30%	Quizzes	40%
Projects	20%	Lessons and Participation	20%
Lessons and Participation	20%		

Grading Scale and GPA

	Regular Courses	Dual Enrollment / AP
90-100 = A	4.0	5.0
80-89 = B	3.0	4.0
70-79 = C	2.0	3.0
60-69 = D	1.0	1.0
0-59 = F	0.0	0.0

Definition of Grades

A= Outstanding Achievement
 B= Very Good Achievement
 C= Acceptable Achievement
 D= Marginal Achievement
 F= Failure to Meet Standard
 I= Incomplete Grade
 W=Withdrawal
 WF= Withdrawal with Failure

Incomplete Grade

An incomplete grade will be recorded at the end of the designated semester and the student has not completed all required work. The student may request of the teacher for an extension of time to complete the course.

Repeating/Replacing Grades

Students may choose to replace any grade by repeating the course. The grade recorded will be for the course the student scored the highest. The other course will remain on the transcript, but the grade will not be counted in the student's cumulative GPA. For students who transfer to the Academy their transcript will be treated exactly as it is delivered to the Academy.

Report Cards

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

Withdrawal From a Course

Students who drop a course by end of the first week of the assigned work will do so without academic penalty on their transcript. The W will not have a negative effect on their GPA. Parents should review the financial section regarding the withdrawal from a course to determine if there is any financial penalty. Withdrawing from a course is not the same as withdrawing from the Academy. Students who withdraw after the 4th week of work will receive a WF which will have a negative effect on their GPA.

Academic Probation

In grades 6-12, a student will be placed on Academic Probation when the cumulative GPA falls below a 2.0 at the end of any term. The NFC Academy Guidance Department will conduct a meeting with the student and parent outlining the expectations for future work which will require the grades to be raised to a minimum of a 2.0 GPA. These meetings will be over the phone or via email.

Academic Dishonesty

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. Any student that is discovered to be plagiarizing will be in violation of the NFC Academy Student Honor Code and will be referred to the administration for a review. Intentional plagiarism could result in the discontinuing of enrollment privileges in the NFC Academy program.

Academic dishonesty could include using or attempting to use unauthorized materials, information, or study aids in any academic exercise. Submitting work previously submitted for another course without the consent of the instructor. Sitting for an examination by someone other than the registered student would be considered a violation of the Honor Code of Conduct.

General Information

Achievement Testing

All full time students at NFC Academy will take an annual achievement test. This testing service will be provided by North Florida Christian School. Complete test information will be sent to the parent, who will be the test proctor. The completed test will be returned to NFCS and will be scored electronically as a group of the NFCS testing program.

Calling the Academy - Automated Answering

NFC Academy has an automated answering service that will permit you to go directly to the department you are calling, or you may dial the direct number to a particular office as noted in various publications. Frequently called offices and their extension numbers are located on the inside front cover of this handbook. When you call the Academy and the automated attendant answers, you may immediately dial in the extension of the office you are calling and your call will be transferred to that department. If you do not know the extension of the office you need, the attendant will give you selections to make that will forward your call to the correct office.

Change of Address or 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 complete records through RenWeb. It is important that we have this information so parents have the timely access to the educational program and the administrative software that allows access to their accounting information, make payments, and view completed semester grades and transcripts.

Changes of Information

When the parent/guardian has the need to make a change in the students' information, we suggest it is best to go to the NFC Academy web site to make these changes through RenWeb. This assures the accuracy of the information being posted and eliminates the need for you to have available your Personal Identification Number (PIN).

Exceptions

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

General Statement of Policy

NFC Academy retains the right to make changes, amendments, and corrections of the rules and policies of the Academy at any time, with or without prior notice. While NFC Academy is not a campus school, except for those enrolled in the local area and participate 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 Mission, Educational Objectives, and Statement of Faith of NFC Academy. Students, whose behavior which does not meet the expectations in the sole judgment of the administration, may be asked to withdraw from 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.

Parents Web

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, school directory, account information and much more. ParentsWeb is a private, secure site that allows parents to see complete information specific to their child. Once enrolled in NFC Academy parents will be given the necessary instructions and password needed to set-up their own RenWeb account.

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.

Technology Requirements

NFC Academy technology department will be able to solve most of your questions through the initial training seminar that will be conducted with you on-line. Access and assistance with both the Learning Management System and the Teacher/Student Communication System will be addressed as needed.

Technical support can be accessed through our toll free phone number or email to the Academy during our regular business hours of 8 a.m. to 5 p.m. Eastern Standard Time, Monday-Friday. Requests over the weekend will be handled the next business day. There are several ways that students and parents can resolve technical issues:

- Contact the support team by phone: 888- 407-6327 extension 122
- Email the support team at : academytechsupport@nflchurch.com

The basic technical requirements are given below:

- PC or Mac, laptops or desktops;
- High speed broadband or cable connection; dial-up connections will not work

Topic	Recommendation	Settings	Notes
Browser	Mozilla Firefox	Version 3.x	Firefox responds best to SOS
Browser	Explorer	Version 7 or higher	SOS does not support Windows 2000, Vista, or Chrome
Browser	MAC - Mozilla Firefox	Version 3. x	
Multimedia	Adobe Flash	Version 9.x or higher	SOS will not display videos or other media if Flash is not installed properly
Applets	Java Runtime	Version 1.6.0 x	SOS requires this for buttons and menus to function properly
PDF Reader	Adobe Acrobat	Version 9.x	Reports are generated as PDF file.
Caching	Turn off or modify at workstation	Set caching to -0- or lowest possible	Browser caching can cause lost work if the page is refreshed during the time the student has the lesson open.
Popup	Set popup blockers to allow windows from the SOS site		SOS uses popup windows for the "Translate" and "Reference" feature.