

NFC Academy *online*

The Future of Education Is Here Today



2014-15

**Elementary/Middle School
Parent-Student Handbook**

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Frequently Called Numbers

Technical Support

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

NFC Academy

1-850-385-7186 – Monday – Friday – 8 AM – 5 PM Eastern Standard Time

For *enrollment information and our Admissions Office*, please dial.....ext. 139

For our *Business Office*, please dialext. 140

For our *Guidance Office*, please dial.....ext. 139

For our *Elementary Office grades 3-5*, please dialext. 153

For our *Middle School/High School grades 6-12*, please dial.....ext. 122

Dear Academy Parents and Students:

Welcome to NFC Academy...a virtual Elementary and Middle School program that is a fully accredited school offering students the finest in Christian education for homeschool students.

Our program offers both the full-time and part-time student a program to achieve their educational goals. 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.

In our elementary program and the middle school program up to grade 7, parents have the option of being the primary teacher at home in our Homeschool Edition program. You have the same curriculum and are assigned an NFC Academy teacher as a resource to assist you with your questions. As the home teacher, you will complete all grading of assignments and answer the questions for students as they arise in the process of instruction.

For those families wanting the NFC Academy teachers to be the primary teachers, you have the Homeschool Advantage program for your homeschool program. The Academy teachers will provide all of the grading, answer student questions with instructions, and provide direction to complete assignments successfully.

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

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

Welcome to the NFC Academy family.

NFC Academy Administration and Teachers

General Information

Accreditation

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

Bible

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

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

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

Calling the 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 page 4 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 timely access to the educational program and the administrative software that allows access to their accounting information, make payments, and to view completed semester grades and transcripts.

Change of Information

When the parent/guardian has the need to make a change in the students' information, we suggest it is best to go to the NFC Academy web site to make these changes through RenWeb. 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 occasions exceptions to a policy may be made when circumstance(s) warrant it in the view of the administration. An exception made for one on any policy is not an exception for any other on that policy or any other policy. All decisions regarding policies are made by the administration and are final.

General Statement of Policy

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

Ignitia Parent's Web

You will be given access to view using the Internet your son or daughter's progress using the Ignitia Parent Portal. This allows you to keep track of daily assignments, due dates, completion dates, and grades on the assignments. It is an important tool to help you keep your child working on the pace to complete their work as scheduled. We recommend that parents check progress multiple times each week.

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.

NFC Academy Learner Characteristics

Engaged Learners

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

Non-Discrimination Policy

NFC Academy does not discriminate on the basis of race, color, national, or ethnic origin in the administration of any of its policies or programs. Admission is contingent on space, abilities of the student, philosophy, and willingness of the family to participate within the school guidelines.

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.

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, 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. 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 their program. When you are sent the set-up email it is important that you set your Ignitia Parent Portal up within 48 hours or the access to set up will expire. We can send you another email set-up and will do so whenever needed. Using your Ignitia Parent Portal, you can track every daily assignment, checking to ensure it was completed on time and with a successful grade.

Records

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

State Requirements

Each state enacts its own legislation which covers elementary and secondary education. Some

states may recognize distance education as being “home schooling,” while others may classify differently. It is the responsibility of each parent to comply with any state requirements for enrollment in NFC Academy.

Supervision

Upon enrollment, there must be selected a home supervisor for the student(s). The home supervisor is typically the parent. On some occasions, the at home teacher may be someone different than the parent, although selected by the parents. It is recommended that parents check any state requirements for the selection. NFC Academy must approve the at-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), or another certifying body, or hold the proper educational credentials to teach the assigned subjects. The teacher along with the homeschool-based parent/teacher has the responsibility for the academic progression of each student in the Homeschool Advantage Program. While NFC Academy teachers in the Homeschool Advantage Program work to ensure academic progress, the parents in the home have a necessary part to ensure students work daily and are completing assigned lessons each day as due.

Technical Support

Technical support can be accessed through the toll free phone number during regular business hours of 7 AM to 5 PM Central Time, Monday-Friday. Requests over the weekend will be handled the next business day. There are several ways that students and parents can resolve technical issues:

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

Technology Requirements

NFC Academy technology department may be able to solve your questions through the initial training seminar that will be conducted with you on-line in our NFC Academy Webinar. 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:

- 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 13 or higher	
Browser	Explorer Google Chrome	IE - Version 8 or higher/Chrome 23 or higher	
Browser	MAC - Mozilla Firefox/Safari	Safari Version 5 or higher	

Multimedia	Adobe Flash	Version 11 or higher	Ignitia will not display videos or other media if Flash is not installed properly
Applets	JavaScript	Version – latest	JavaScript must be enabled for pages to render correctly
PDF Reader	Adobe Acrobat	Version 9.x	Reports are generated as PDF file.
Browser Settings	<p>Passwords: Disable features that automatically save passwords. Disable AutoComplete as it often looks like a list of answers from which to choose.</p> <p>Caching: Enable caching, but set browsers to clear cache when closed.</p>		
Operating Systems	Windows XP Service Pack 3; Windows Vista; Windows 7 & 8; Ubuntu 9		1024 x 768 screen resolution or higher recommended

Admissions

Entrance Guidelines 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

Entrance Placement/Assessment

For students entering grade 3-8, 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 benefit to take a diagnostic test in the language arts and math sections. This testing is done online and can be done immediately after enrollment.

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

Full-Time Students

Full-time students at NFC Academy are students 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.

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.
- Successful completion within the past two years of an approved standardized English proficiency from a standard English speaking test

All records coming to NFC Academy from a foreign school system in a foreign language must be translated for Academy placement. The Academy recommends: Joseph Silny & Associates. You can find more information for them at <http://www.jsilny.com/>.

Part-Time Students

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

Transfer Credits (*Schools and Homeschools*):

Accredited Schools

All students transferring to NFC Academy will have all work transferred when coming from

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

Homeschools

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

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

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

Transfers Beginning of a Semester

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

Transfers during a Semester

Students who transfer to NFC Academy during a semester will have their work evaluated according to the Academy's policy related to accreditation and homeschool evaluations. Students 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. NFC Academy does not accept students in the middle of a semester who are not completing the next full semester.

Academics

Academic Progress

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

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

Achievement Tests

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

Attendance

The most successful online students are self-motivated and use a system to manage their time with a defined schedule that meets the goals of the student and family schedule. Student courses are conducted asynchronously. Some teachers may through our Webinar capability conduct live synchronous learning with a group of students.

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

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

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

Course Information

All courses have been aligned with the appropriate course code by the State of Florida Department of Education. Courses utilize the foundational material delivered using the Internet as well as other required books and materials to complete the course. All material required to complete a course is given to the student by their teacher in their designed course syllabus. The course syllabus contains the assignments necessary for the student to interact with their teacher to be successful learners. Courses will comprise portions of the following:

1. Course assignments for each semester as determined by the instructor. The assignments will be in the Course Assignment Program (CAP) and sent to the student at the start of the course by their teacher.
2. Required and recommended books for reading and other course completion.
3. Participation and individual or group assignments.
4. Course projects/essays/reports to demonstrate a mastery of materials and allows the students to demonstrate essential critical thinking and applications skills.
5. Available engagement using software as Electronic White Board and live instruction assessment with the instructor in each unit of study.

Course Materials

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

Dropping a Course

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

Electives

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

Grading, Grades, and Credits

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

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

Grading of courses is as follows:

<u>All Regular Courses</u>	<u>Grades 9-12 – English, Science, History, Math Honors</u>
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Lessons	30%	Lessons	30%
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Quizzes	25%	Quizzes	20%
Projects	15%	Projects	25%
Tests	30%	Tests	25%

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

Grading Scale:

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

Incomplete Grade

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

Individual Academic Progress

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

Online Library (*Questia and Britannica*)

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

Report Cards

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

Science Virtual Labs

Students from grades 6-12 in the Homeschool Advantage Edition of the NFC Academy program will have virtual labs in place of most lab requirements that are found in Ignitia. Grades 6-12 will have labs from Smart Science, a virtual lab supplier, and students taking Biology, Chemistry, and Physics will have their virtual labs from Late Nite Labs. Students assigned to Smart Science Labs in 6th, 7th, 8th, and Earth Science will have the lab fee of \$20 annually added to their statement soon after starting their courses. Students enrolling in Late Nite Labs for

Biology, Chemistry, and Physics must register directly with Late Nite Labs and pay their annual lab fee of around \$40.

Students in the Homeschool Edition of the NFC Academy Program will complete the labs in the NFC Academy program as listed in the curriculum. For these, some materials to complete the labs will need to be purchased and most can be done so at a local drug store and/or hardware store.

Unit Instruction and Assessment

Each student taking courses will meet with their teacher for live assessments and instruction as determined by the teacher or requested by the student. Live meetings can occur through pre-arranged phone calls, scheduled WebEx conferencing, or live course discussion in the NFC Academy Class Discussion Program. Students scoring below the grade of a 70 in any unit of work must have this assessment with the teacher before a test can be authorized by the teacher. During this session the teacher may reassign work to be completed as determined in the Unit Instruction and Assessment meeting.

Student Participation Requirements

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

1. Each course is designed to be the equivalent or exceed the same course instructional work completed by a student in a “brick and mortar” school.
2. Students should submit assignments to their instructor according to the schedule provided by the instructor in the course syllabus which is provided when each course is started.
3. Students must log-in regularly to the course materials and show continued participation by completing assignments, projects, assessments of quizzes and tests, and discussion with their teachers using email, WebEx, and other communication tools.
4. Students will meet with their teacher live during each unit’s work if determined by the teacher as necessary. 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. Those records could include the following:

1. Continued and regular participation in the course following the schedule for completing assignments as developed and assigned through the teachers.

2. Completion of all course requirements including assignments, assessments, discussions, and projects
3. Completion of all assigned units and those requirements.

Conduct

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.

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.

The penalty for plagiarism for the first time is a -0- on the assignment and the assignment must then be completed satisfactorily with no credit given. A second offence of plagiarism will be referred to the Administration and the results could range from the -0- and complete the work to dismissal from the Academy.

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 the NFC Academy.

Internet and Technology Use

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

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

Financial Information

Course Extension Policy

If a student is unable to complete a course by the designated enrollment end date, an extension on the enrollment period may be requested. All student courses are established on a 180 day school year/one semester courses are established on a 90 day school semester. 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.

Refund/Withdrawal Policy

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

Returned Checks

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

Starting Classes

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

Tuition Cost

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

Tuition Grades 3-12

Homeschool Advantage Edition at NFC Academy includes the NFC Academy as the teacher of the courses engaging the students in an active and collaborative learning experience. The teacher provides the assignments, all grading of tests (subjective questions) and projects. Academy teachers engage the learners through WebEx conferences and the NFC Academy Class Discussion Program, direct email, phone calls, and other electronic tools used to communicate and provide instruction.

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

Tuition Payments

Tuition payments are due before the start date of classes at NFC Academy. Tuition payments can be made on-line using the RenWeb parent software program using either the credit card payment option 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.