



Introduction To Policies

The policies of Family Christian Academy have been established by the Board of Directors and apply to those families whose children are enrolled in Family Christian Academy.

It is the opinion of the Board of Directors that these policies are fair and just.

Each family enrolled in Family Christian Academy, having signed at the time of enrollment the statement of policy, acknowledges its responsibility to FCA as well as its obligation to fulfill FCA policies as stated herein.

Society rightly holds Christians to a higher standard of behavior than it does non-Christians. Family Christian Academy, like most Christian schools, expects its families to display Christian values in the community in which they live.

The attitude of the Board is not one of legalism but rather an expectation of responsible compliance with reasonable standards. Such an attitude allows for grace but also enforces just consequences when violations occur.

FCA is not racially discriminatory and does not exclude families from enrollment in its programs and activities based on race, color, nationality, or ethnic origin. However, because the school is a religious organization, the Board of Directors does reserve the right to discriminate in areas of religious beliefs and affiliations. Consequently, the school is not obligated to accept those who may not meet admission requirements.

FCA offers activities which are valuable to some children, but are not essential for every child (one example is FCA's Athletics Program). For non-essential programs, the school allows a cafeteria approach be taken by parents.

It is the responsibility of parents or guardians to accurately report to FCA any difficulties the student encountered with authorities in his/her previous school (ie. suspensions, expulsions, disciplinary actions, etc.). Failure to disclose this information to FCA may result in immediate nullification of enrollment and loss of all fees paid.

Advanced Placement (skipping grades):

- If you wish your student to skip an entire grade (or take a single higher-level course), the student should first be given a placement or achievement test to determine the student's ability to accomplish higher-level work.
- Students not yet in high school may take high school course work and earn high school credits. The student should first take a placement or achievement test to determine the student's mastery of course work already done.
- To assign credits for high school courses, see page 12. Parents of Advanced Placement students should place the course title on the student's Curriculum List (page 41) and Grade Report (pages 47-50) that parents submit to FCA.
- If the student is mostly doing high school level work, FCA suggests the student be enrolled as a high schooler.

Attendance (Compulsory Attendance Requirements):

- Family Christian Academy meets or exceeds Tennessee Statutes regarding attendance.
- In the case of home-educated students, the term "school attendance" usually means 180 days of 4 hours/day of academic studies.
- State law requires that FCA notify the local school superintendent and the Department of Transportation if student fails to reenroll with FCA.
- Enrollment is open year around.
- For Home Educated students, the school year begins July 1st and ends June 30th and the 180 day compulsory attendance required of Home Educated students must fall during these dates. School records are available year round.
- For "academic" purposes, studies are not limited to textbooks or on-site studies.
- Credit may be given for field trips and other family learning activities, such as attendance at FCA-sponsored seminars, visits to historic museums, libraries, part-time jobs (see page 12) etc.

Change of Address:

Mailings are sent bulk rate and the Post Office will not forward bulk mail. If you move, notify FCA of your change of address using their form. Please do not call with this information.

Credits (required to graduate)

Credits needed to graduate are outlined in detail on page 63.

College Prep Path

COURSE TITLES	CREDITS
BIBLE	3
HISTORY	
World History or Geography	1
U.S. History	1
Government & Economics	1
ENGLISH	4
SCIENCE (must include 1 unit of lab)	
Physical Science	1
Biology	1
Chemistry	1
MATHEMATICS	
Algebra 1	1
Geometry	1
Algebra 2	1
FOREIGN LANGUAGE ¹	2
GYM or PE (2 YEARS) ²	1
VISUAL/PERFORMING ARTS	1
HEALTH	1/2
KEYBOARDING	1/2
TOTAL COLLEGE PREP CREDITS	21

¹ Two years same language. Most colleges do not accept American Sign Language
² One year normally counts as 1/2 credit.

General Path

COURSE TITLES	CREDITS
BIBLE	3
HISTORY	
World History or Geography	1
U.S. History	1
Government & Economics	1
ENGLISH	4
SCIENCE (must include 1 unit of lab)	
Physical Science	1
Biology	1
MATHEMATICS ¹	
General Math	1
Consumer Math	1
GYM or PE (2 YEARS) ²	1
VISUAL/PERFORMING ARTS	1
HEALTH	1/2
KEYBOARDING	1/2
ELECTIVES (choose 4)	4
TOTAL GENERAL CREDITS	21

¹ May also take Algebra and/or Geometry
² One year normally counts as 1/2 credit.

Credits, assigning:

- Credits are not assigned for grades K-8.
- For assigning credits to home-educated high school students, read Planning High School, Credits & Graduation (page 12).
- If the student is taking a college-level course by Advanced Placement (see above) or Dual Enrollment (see below), the parent should assign the student 1/2 high school credit for a 3 credit college course and assign 1 high school credit for a 5 or 6 credit college course. FCA must receive a copy of the student's final progress report from the college level class being taken.

Disciplinary Action

Family Christian Academy rarely needs to take disciplinary action against a family or student. The following reasons for taking such action include, but are not limited to:

- Violation of the Tennessee Tobacco Law which states, "It is unlawful for a person who has not attained eighteen (18) years of age to purchase or accept receipt of a tobacco product, or to present or offer to any person any purported proof of age which is false, fraudulent, or not actually that person's own for the purpose of purchasing or receiving any tobacco product." [TCA 39-17-1505 (a) prohibited purchases by minors.]
- Violation of the Dress Code Policy.
- Appearing at any FCA function or on-campus class having taken illegal drugs, testing positive for illegal drugs, or being arrested for any drug-related offense.
- Any action which brings a reproach to the Lord or to Family Christian Academy.

When compliance with a school requirement would result in a hardship to the parent(s) or student(s), it is the responsibility of the family to notify the school of the hardship prior to the violation in order to work out a solution or an extension. Such violations include (but are not limited to) failure to turn in semi-annual reports, delinquent payments, excessive absences, and un-Christian conduct.

"The one goal of
 is to leave a
 person asking questions."

- Sir Max Beerhohm -

Dress Code:

Uniform specifics for off-campus students: there is no dress code for students being home educated. However, we ask that all families who are designated a Satellite School of Family Christian Academy be mindful that they represent the values of the school to the community at large. When attending any function associated with the school (, testing, field trips, etc.), the following dress is not allowed: hats, caps, shorts, tank tops, T-shirts with un-Christian or occult text or pictures, gang-related colors or paraphernalia, more than one set of earrings for girls, no earrings on boys or body piercing. This code is subject to the discretion of the coordinator of the event who has full authority to search for fire arms, alcohol or tobacco products, under probable cause, at any time, and to remove the student and/or family from the event.

Driver's License Form SF-1010:

- Use FCA's Request Form (page 42).
- Student's birth certificate must be on file with FCA.
- Student must have been enrolled with FCA at least 30 days, and their file must be current.
- Allow 7-10 business days for a response.
- Cut-off date for asking for this form is either June 1st or upon enrollment for the new school year.
- Form remains valid for 30 days from date of issue.

Dual Enrollment:

- Home-educated students may dual enroll in Family Christian Academy On-Campus school to take specific courses.
- Many community and 4-year colleges are accepting home-educated middle school and high school students for individual coursework or for early entry into college. Some home-educated students are skipping one or more of their high school years altogether and entering college, instead. Depending on the college, student may or may not receive college credit for the course(s) taken. This is an important consideration if parents want their high school age students to receive college credit. Check with the college. When a high school age student takes a college course, the parents will enter the course on the student's high school transcript and assign 1/2-high school credit for a 3-credit college course and 1-high school credit for a 5 or 6 credit college course.

Grading:

- For home-educated students in grades K-8, please give the student a grade either as a percentage, as a letter, or an "S" for satisfactory or "U" for unsatisfactory.
- For grades 9-12, give **all** of the following: a percentage, letter grade, and the number of credits earned.
- FCA's grading scale is as follows:

Grading Scale	
90-100.....A	60-69.....D
80-89.....B	0-59.....F
70-79.....C	

Graduation & Diplomas

Upon satisfactory completion of any of FCA's Programs, the student may attend FCA's graduation ceremony and receive a diploma.

Family Christian Academy offers three different diplomas:

1. **Family Christian Academy High School Diploma**
(Available to On-Campus & Home-Educated student).

Student must meet all of the following requirements:

- Student's final Transcript shows that student has met the minimum credit requirements for graduation.
- Student has received a Stanine score of at least 4 on an 11th or 12th grade Stanford Achievement Test, **or** a score of at least 20 on the college entrance ACT, **or** a score of at least 500 verbal/500 math on the college entrance SAT, **or** student must produce an unqualified letter of acceptance from a college.

*"Nine-tenths of education
is encouragement."*

- Anatole France -

(Nobel Prize-winning author)

2. Family Christian Academy High School Diploma (Parent-Directed)

(Available to Home-Educated students only).

Student must be 18 years old and meet one of the following requirements:

- Student's final transcript shows that the student has met the minimum credit requirements for graduation and has either not taken a standardized tests, or student's test scores are below those required to receive a regular Family Christian Academy High School Diploma (#1, above).
- Student is considered a Special Education Student.

3. Family Christian Academy High School Diploma (Apprentice)

Student has successfully completed the requirements for FCA's Apprentice Program.

Making Graduation Plans

- Complete the "Diploma Request" (page 61).
- Fill out the Parent's Transcript Worksheet (page 62) very carefully. FCA will evaluate this Worksheet for accuracy. If we must return your Transcript Worksheet form for any reason, a \$15.00 reevaluation fee will be charged.
- Send a copy of the Diploma Request and Parent's Transcript Worksheet to FCA. Although the Attendance & Progress Report for 9th-12th Grade is not required to be submitted until July 15th, Seniors need to submit the form by May 1st to give FCA time to evaluate the final transcript.
- The cost of the first high school diploma is included in your enrollment fee.
- In order to issue your student's diploma, student's file must contain the following:
 - All required courses and credits.
 - All required documentation such as birth certificate, immunization records, grade Progress & Attendance Reports, 9th-12th grade Curriculum lists, and any achievement test(s) taken, including ACT & SAT for college.
- Allow 2-3 weeks for processing diploma requests.
- Diplomas are issued December 15th, January 30th, or June 15th and July 30th. All are printed by computer in bulk, so requests for diplomas at other times will incur a cost of \$15.00.
- Register your student for FCA's incredible Graduation Ceremony at the Grand Ole Opry (pages 56-60).

Honor's Program

Students meeting the following criteria are eligible to be recognized with honors when graduating through FCA. A special seal may be adhered to the diploma if one or more of the following conditions are met:

- 3.5 grade point average based on a 4.0 scale.
- Test score of 1800 on the college entrance SAT.
- Test score of 26 or better on the ACT.
- Test score of 180 on the PSAT.
- Test score a 90% on the composite/complete battery on the IOWA, Stanford, California, MAT or other nationally-normed standardized achievement test.

Legal Issues:

- FCA is registered with the State of Tennessee as a Category IV School, as outlined in Tennessee Law § 49-50-801.
- FCA is also a charter member of the Tennessee Association of Church Related Schools (TACRS).
- FCA is also recognized by the Educational Research Bureau in Princeton, New Jersey, S.A.T., A.C.T., and Educational Services. FCA is also a member of the Home School Legal Defense Association.

**SAT & ACT School Code for Testing
No. 431252**

**Home School Legal Defense
Association Discount
No. 294057**

- Read "FCA and the Homeschool Law" (pages 10-11). This information is also covered extensively during FCA's Orientation Seminar.
- Because of conflicting (and changing) public opinion regarding homeschooling, the inconsistency of how public officials define the homeschooling law, and the fact that some of our programs have not been challenged in the courts, it is not possible for FCA to guarantee that families enrolled in our programs will never be scrutinized by authorities.
- FCA wants all members to be aware of their legal liability.
- FCA strongly recommends that each home educating family know it's state homeschooling law and consider joining Home School Legal Defense Association (www.hslda.org).

Office Hours:

- When calling FCA for any reason, it is imperative that you have your Family ID number available (located on the teacher card), or driver's license number in order for FCA to offer phone support.
- Our Records Department is open Monday through Friday, 10 AM - 5 PM. Our general offices are closed most holidays and from December 25th through January 2nd.

Records:

- All records are kept confidential and will only be released upon receiving a written, verified request from the parent or legal guardian. (for web enrollees).
- If a parent would like to review a student's records, he or she should call our Madison office to set up an appointment.
- FCA will request that the student's previous school send all student records to FCA. It takes approximately 4 to 6 weeks to receive all records from a student's previous school.
- Copies of student's complete file are available to parents for \$10.00. Use form on page 42.
- All questions should be directed to the Records Office in Madison, Tennessee except for families who enrolled online. **Families who enroll online must email all records questions to our webmaster, as this is a separate department from the Academy.**

Reports Required from Parents:

- If parents do not supply FCA with required reports in a timely manner, FCA will not be able to create a credible student transcript for graduation or for transferring to another school.
- Each home-educating family must submit a semi-annual report summarizing the work of each student on a subject-by-subject basis. The report must contain written documentation of the days being "schooled," days absent with a cumulative total of days "schooled" to date. The report must be submitted by January 15th & July 15th or it will not be posted until the next period. Student reporting must be kept up-to-date. Use form on pages 43-50 for your convenience.
- A late fee will be assessed to families submitting reports after the deadline.

Summer School:

- Students who need to recover credits or desire to take course work in the summer need to call FCA and request a Summer School Application.
- Summer school begins on June 1st. Coursework taken in the summer needs to be completed by August 15th.
- Parents are required to call FCA to request the Summer School enrollment application and complete the required attendance and progress reports to receive credit for courses taken.

Teacher & Student Cards:

- Upon acceptance into FCA, members will receive teacher and student cards.
- Cards will contain family & student ID numbers and confirm the achievement test site location.
- FCA issues one teacher card per family. Each additional card costs \$10.
- If your card(s) are stolen or misplaced, replacements are \$10 each. Use the Document Request form on page 42 to request cards.

Transcripts:

- Upon written request, transcripts are provided for students in grades 9-12.
- We send parent(s) or guardian(s) two certified copies: one for college application and one for parents.
- See form on page 42.

Transferring Out of FCA:

- Student records will be sent directly to the new school. This process may take up to 4 weeks (longer if student's current file is incomplete, all reports are not filed and posted or all fees have not been paid in full).
- For students transferring out of FCA in mid-semester, semi-annual reports must be turned in up to the day of transfer.
- If we do not have all progress and attendance reports on file, the new school may challenge the student's placement.