

Policies

Re-enrollments

FCA members should be re-enrolled by the start of the first school day in your county or September 15, whichever comes first. We encourage parents to register before they start their first day of schooling so that FCA can give credit for all schooling days. We cannot give credit for the days that a student is not enrolled with FCA. Any students who do not re-enroll before September 15 may be considered truant. There will be a \$50.00 penalty in addition to the fees when re-enrolling after September 15th.

Records/Acceptance Policy

FCA students records are kept confidential and will only be released upon receiving a written verified request from the parents or legal guardian of the student. If you would like to preview your child's records, please call your local FCA office to set up an appointment. Upon receiving your completed registration form and transfer request form, FCA will request a transcript of grades from the last school your child attended. Reports, test scores, transcript request, etc., are all handled by us. However, if you have any outstanding obligations to your previous school (books not turned in, fees owed, etc.), it will delay your transcript. This transcript will be kept in the student's cumulative folder. It takes approximately 4 to 6 weeks to receive records from a previous school.

Upon completion of the Enrollment and Transfer Request Forms, you are temporarily accepted and registered in FCA, unless we find discrepancies in the forms you have submitted. If any are found, FCA will notify you at that time. The number of school days start when you enroll. (Example: you start home schooling in July, but do not register with FCA until the following February. The period between July and February will not be taken into account at FCA.)

Family Christian Academy of East Tennessee is a private, not for profit school under the ministry of Berea Baptist Church and is subject to the established standards and by-laws of the church. For this reason, the Board of Family Christian Academy of East Tennessee reserves the right to reject any application for enrollment at any time without formal explanation. Families accepted by Family Christian Academy are subject to the policies as stated in the enrollment packet for continued enrollment after the enrollment application has been accepted.

Requests

For your protection, all your requests, of any nature, must be in writing.

Transfers to Out of State or Another School

When transferring to another school or out of state, it is the responsibility of the new school to notify us of this transfer in writing. Student/teacher cards must be returned with the written request, or the transfer will be delayed. Records will be sent directly to the student's new school. Transfer of records takes approximately 2 to 4 weeks. When transferring, we must have all progress and attendance reports on file, or grade placement may be challenged by other schools. Be sure all reports are current. For students transferring in the middle of a semester,

semi-annual reports must be turned in up to the day of transfer. Failure to have submitted current reports will result in a loss of credit.

Requesting Transcript of Grades

Transcripts of grades are provided, upon request, for 9-12th grade. When making a transcript for 12th grade, we will send the parent or guardian two certified copies, one for college application and one for the parents. Request for transcripts in 9-11 grade and extra 12th grade transcripts are \$9.00 each. Copies of student records are available for grades K-8, at \$0.50 per page.

Driver's License Form-SF1010

Driver's License request (Form SF1010) must be in writing; a birth certificate must be on file with us (issued on or after 15th birthday), and the student must have already been enrolled for a minimum of 60 days. Reports must be current. Responses require approximately 7 to 10 business days.

Fee/Refunds

Registration and on-grade standardized achievement testing shall be paid in full at registration, no exceptions. **In the event of a transfer, refunds for the annual achievement testing must be requested in writing and received by our office no later than December 10.** Due to processing expenses, once registration is received we can give no refunds for tuition. We cannot give refunds on pre-registration fees for planned events.

Change of Address

If you move, or change your phone number be sure to send us a change of address card or a letter stating your new address and/or phone number. Do not call. It must be done in writing (you can use the Request Form on pg. 23). If we cannot contact you, you may miss important information or announcements.

Grade Changes

If you would like your students to skip a grade, he/she must first take the achievement test. Based on his/her test results, the student may or may not be promoted. Example: Your seventh grade student would like to be in ninth grade next year. He/She must first take the seventh grade achievement test and then, based upon his/her scores, he/she may be promoted to ninth grade. Requests must be made in writing. Students in high school may not skip grades. Must have minimum SAT stanine of 8.

Credits

In order to clear some confusion, our credit policy for children under high school grades is: if your 7th or 8th grader is taking High School classes in order to receive credit, it must be through a class or co-op. The teacher must write a syllabus of the class and state that it is a high school level class. For our high schoolers taking college level classes, a 3 credit course would be a 1/2 credit on our attendance and progress report. A 5-6 credit class would be a full credit when submitting report. Send in a copy of your report card from college so we know to identify those classes as college classes. FCA East uses the Carnegie Unit of Measure for credit calculation.

Policies

(continued)

Violations

When compliance with a school requirement would result in a hardship, it is the responsibility of the family to notify the school of the hardship, prior to a violation, in order to work out a solution or an extension. Such violations include, but are not limited to, failure to send in semi-annual reports, delinquent payments, excessive absences, failure to take required achievement test, or unchristian conduct.

Number of Days

Registration is open year round. Our school year begins July 1st and ends June 30th. Family Christian Academy meets or exceeds Tennessee Statutes regarding attendance. Each child is required to attend a minimum of 180 days per year. Although school days must be at least four hours, students are not limited to textbooks or on-site studies. Attendance may be counted for field trips and other family learning activities, such as attendance at FCA-sponsored seminars, visits to historic museums, libraries, etc.

It is the firm conviction of the FCA administration and its Board of Directors that parents will more than fulfill their educational obligations under this agreement; providing they give attention to the directive of the Scriptures: And thou shalt teach them diligently unto thy children, and shalt talk of them when thou sittest in thine house, and when thou walkest by the way, and when thou liest down, and when thou risest up (Deut. 6:7)...the father to the children shall make known thy truth (Is. 38:19).

Semi-Annual Reports

Each family shall be required to submit a semi-annual report summarizing the work of each student on a subject-by-subject basis. The report is provided and shall contain written documentation of the days present and the days absent with a cumulative total of days present to date. The report MUST be submitted by the fifteenth day of the following six month period (January 15th and July 15th) or it will not be posted until the next period. We ask for your cooperation in submitting reports on time. Reports not submitted by the deadline will incur a late fee.

For grades K-8, please fill in either percentage, letter grade, or an "S" for satisfactory or "U" for unsatisfactory. For grades 9-12, please fill in a percentage and credits given. This will help with the accuracy of high school grade point averages and transcripts.

FCA's Grading Scale is as follows:

94-100A	70-76D
87-93B	Below 70F
77-86C	SC

Teacher and Student Cards

These cards will contain the student's ID number and their test

location. We will issue one teacher card per family. Each additional or replacement card is \$9.00. When calling FCA, it is imperative that you have your Family ID number available (which will be located on the teacher card), in order for us to offer telephone support. In the event of transfer, suspension or falsified information, cards shall be null and void and are to be returned to FCA.

Educational Video Library

Videos are free to FCA members and may be kept for two weeks. There is a limit of two videos per family at a time. You may request a list of available videos.

Dress Code

All students participating in FCA events will be required to conform to our Dress Code. This includes, but is not limited to: NO hats, caps, shorts, tank tops, T-shirts with un-Christian or occult text or pictures, gang-related colors or paraphernalia. One set of earrings, correctly worn, will be accepted for female students. No earrings may be worn by male students. No body-facial piercings. The Dress Code will be subject to the discretion of the FCA representative present. If you are not in compliance with the dress code you may be expelled from the event or possibly the FCA program. FCA reserves the right to search for firearms or tobacco products, at any one of our testing sites or events.

Telephone Support/Office Hours

Due to the number of phone calls received each day and to help us better serve you, we ask that you have your family ID number available (located on your teacher card) when calling. Our Records department is open Monday through Friday 1-5 p.m. Our offices will be closed for the following Holidays: Good Friday, Memorial Day, Independence Day, Labor Day, and November 19-23. Also, we will be closed from December 10th and will open again on January 7. Our office will be closed Fridays February 1st to May 10th.

Legal Considerations

FCA has sought to develop a program which emphasizes credibility and legitimacy in every area. FCA is a member of the Tennessee Association of Church-Related Schools, an agency recognized by the state of Tennessee legislature. FCA is further recognized by the Educational Research Bureau in Princeton, N.J., S.A.T., A.C.T, and Educational Testing Services. Our school code number is **431099**. Our HSLDA discount number is **294057**.

Because of conflicting public opinion, the inconsistency of the legal statutes, and the fact that organizations like Family Christian Academy, have not been challenged in the courts, it is impossible for Family Christian Academy to insure that families enrolled in its program will never be subjected to legal scrutiny. FCA wants each member to be aware of the legal liability which they may face.

Because of legalities, FCA will not allow immediate enrollment to any family that is currently undergoing scrutiny by state or local entities; however, FCA will consider all applications. We are a Category 4 School registered with the State of Tennessee; however, it does not guarantee that the student will not be tested upon entering another school or college.