

# INFORMATION AND REGISTRATION PACKAGE

2010 - 2011

## Family Christian Academy<sup>®</sup> of East Tennessee

### Off-Campus Program



### Benefits

- ARK Center
- Curriculum Discounts
- School Transfers
- Achievement Test Preparation
- Achievement Testing
- Diagnostic Testing
- Board Members are Home Educators
- Choose Your Own Curriculum
- Teacher/Student Cards
- Teacher/Student Workshops
- The Homebuilders Program
- Educational Video Library
- Registration Open All Year
- High School Graduation Ceremonies
- High School Diploma
- Dedicated to Helping Educators
- Online Classes

[www.fcaeast.com](http://www.fcaeast.com)

**INCLUDES REQUIRED REPORT FORMS: DO NOT DISCARD!**

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**FCA EAST IS ONLINE!**

*You can find us on the web at:*

**[www.fcaeast.com](http://www.fcaeast.com)**

Come visit us and find up-to-date information

**Online sections include:**

- Online Forms
- Online Newsletter
- Calendar of Events
- Graduation Video Review
- And more!

# Why join FCA?

## Start Schooling Immediately

You can start schooling the same day you enroll or the day we receive your application in the mail or at our bookstores.

## Curriculum Discounts

All Family Christian Academy Registrants receive a 10% discount at any of our ARK Centers. FCA members pay no sales tax. FCA carries popular curriculum and educational materials.

## Teacher and Student Cards

Student-teacher cards will be mailed to you within 30 days of enrollment.

## Educational Video Library

FCA offers an Educational Video Library for all members at no cost. We have an extensive selection of Christian titles that are used as educational and entertainment tools for the entire family.

## Web Site

Check for upcoming events, find out about testing, receive our on-line newsletter. You can find us at: [www.fcaeast.com](http://www.fcaeast.com).

## Teacher Training Workshops

Throughout the year Family Christian Academy schedules speakers who enhance your teaching with their presentations. These speakers are scheduled to speak at major cities. Family Christian Academy members will either receive a discount or free entry. We hold several workshops, such as: Preparation for Achievement Testing, Math Manipulatives, Phonics, Algebra, Unit Studies, Learning Styles, Learning Disabilities, Creative Writing, Child Training, Quilting, Basket Weaving, Bread Baking, Courtship vs. Dating, Seven Handfuls of Purpose, and many more.

## Guest Speakers

Occasionally, and depending on speaker availability, FCA provides workshops by well-known authors and home school speakers, such as Valerie Bendt (Creating Your Own Unit Study), Karl Reed (The Bible, Home Schooling and the Law), Jane Hoffman (Backyard Scientist), Jonathan Lindvall (Bold Parenting Seminar), Richard "Little Bear" Wheeler (Mantle Ministries), Jeff and Marge Barth and family (A Family Together Seminar), William Roy (our favorite Christian historian), and many more.

## Annual FCA Family Camp

Join the fellowship and fun at Big Ridge State Park at our annual Camp Out. This camp is for the entire family. The camp will cost \$100/family for the week to rent a rustic 14'x16' cabin that sleeps eight in bunk beds. The dining hall, large kitchen, and two bathhouses will be shared. Each family will provide their own linens, personal items, food, sporting equipment, etc. Camp will have activities such as games, sports, hiking, shared dinners, swimming, devotionals as well as time for relaxing and fellowshiping. An FCA Family Group Camp application can be picked up at any of the three bookstores or downloaded from the website. A deposit of \$25 will hold a place for your family at camp; the deposit is not refundable after April 1, 2011.

## Local Support Groups

FCA support groups are active in certain areas. If there is no FCA support group in your area we encourage you to consider starting or joining a local support group. Support groups generally share various parent/student talents and arrange for group field trips, crafts, teaching tips, etc.

## Graduation

FCA commencement for Seniors is held each year at the Tennessee Theatre in June (Subject to change).

## Testing

The Stanford Achievement Test is administered annually through FCA in the spring. Testing schedules will be available online at our website or by calling your local ARK Center after January 30. We also have diagnostic and career testing to help you evaluate your students.

## Online Classes

Family Christian Academy of East Tennessee's newest service is now available. Our online classes give you the tools to help you and your student succeed. The online classes work well for classes that the parent may feel inadequate to teach, parents who want to spend less time grading schoolwork and more time with their families, and students who need access to a teacher who can help them with their schoolwork. The only hardware requirement is high speed internet access, and there are no software requirements. The online classes present the material in a dynamic way using internet links, games, quizzes, and multimedia presentations. Visit or call your local ARK Center for more information or to see a demonstration.

# FCA's Purpose and Beliefs

Family Christian Academy is dedicated to helping home educating families educate their children in the Lord. Our program is based on research and experience that results in creativity for parents and a love of learning for children.

Christian parents' major goal should be as God commands in Deuteronomy 6; to teach the commandments to their children. They should be examples of Christian life and conduct, exercising themselves above all other duties to care for their children, the highest of which is their children's spiritual welfare. According to Paul in Ephesians 6:4 and Colossians 3:21, as well as God's instruction in many Old Testament passages (Psalms 78:3, Proverbs 1:8, 6:20), it is the responsibility of parents to provide their children with an upbringing that prepares them for lives pleasing to God. It is the family, not the church or church school, that is primarily responsible for the Biblical and spiritual training of the children. The very core of Christian nature is this: The heart of the father must be turned to the heart of the child in order to bring the heart of the child to the heart of the Savior (Luke 1:17). One of the key goals of the gospel is to re-establish God's will for the family in a correct relationship between fathers and children. Through the teaching of repentance and the Lordship of Christ, fathers will become dedicated to their children in an attitude of righteousness.

## **We believe parent-directed education will:**

- Control negative peer pressure, destructive influences, and various temptations.
- Give a child the ability and flexibility to explore their God-given interests.
- Develop a child's self confidence and greatly enhance their cognitive skills.
- Give a child the opportunity to learn about life from the rule book give to us by our Creator, the Bible, which is the source of true wisdom.
- Give a child the opportunity to develop loving relationships with parents and siblings.

We believe that because parents love their children (and God gave them to parents), they are best suited to teach, guide, and discipline them.

## **Statement of Faith**

We believe the Bible to be the inspired, infallible, supreme, and final authority for all faith and life.

We believe there is one God, eternally existent in three: Father, Son, and Holy Spirit.

We believe in the deity of our Lord Jesus Christ, in His virgin birth, in His sinless life, in His miracles, in His vicarious and atoning death through His shed blood, in His bodily



ily resurrection, in His ascension to the right hand of the Father, and in His personal return in power and glory.

We believe that man was created in the image of God but fell into sin and is therefore lost, and only such as become truly born again are saved from their sins.

We believe that the ministry of the Holy Spirit is to convict men; and indwell, guide, instruct, and empower the believer for Godly living for service.

We believe in the bodily resurrection of both the saved and the lost; of the saved to everlasting blessedness and joy with the Lord, of the lost to judgment and everlasting punishment.

## **Statement of Policy**

The following policies 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, acknowledged their responsibility to the school and obligated themselves to the fulfillment of its policies. 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's Purpose and Beliefs (continued)

Family Christian Academy, like all schools, adheres to a specific group of standards and requirements for the parents and children enrolled in the program. However, the school also maintains a "cafeteria-style" approach to those events and activities which are considered to be valuable but nonessential.

## Application and Enrollment

Application for enrollment in FCA is open to all Christian households which are committed to the Lordship of Jesus Christ and are in agreement with our doctrinal statement, as well as, our procedures, policies and standards. FCA is not racially discriminatory and does not exclude families from enrollment in its program 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.

## Christian Standards

Family Christian Academy fully endorses the Biblical standards that believe the Bible to be the inspired word of God, not open to argument or debate, but rather to be obeyed. It is therefore the policy of FCA that any family not adhering to Biblical standards in the home will be subject to suspension or expulsion by the Board of Directors. A thorough review by the Board will be necessary before reinstatement may occur.

# Requirements

## Registrations

Submit the following:

### In Tennessee:

- a. Submit the official green Immunization form (see example). Public, private or Christian school transferees need not submit. May be obtained from your doctor or County Health Department, or you may sign a statement of Religious Exemption.
- b. Submit blue Tennessee School Entry Medical Examform (see example). This applies to new students coming in from out of state. It may be obtained from your doctor or County Health Department.
- c. Submit copy of student's birth certificate. Public, private or Christian school transferees need not submit.
- d. Submit FCA Progress and Attendance Reports, as required.

### Other requirements:

- e. Teach the required 180 days of school with a minimum of 4 hours per day.
- f. You have read and in agreement with Family Christian Academy's Statement of Faith and Policy.

We will submit the transcript request, signed by you, to your prior school. If these items are not in your folder, we require that you furnish this information. It is important that you turn in to your previous school all books and materials belonging to them.

If you are transferring from another school, your folder should have the information listed in a, b, and c OR a, b, and d above. It is assumed that all information submitted by you is truthful and correct, and that you are not under

investigation by any type of authority (including truancy cases). Your admission is conditional, pending receipt of the above, and that information submitted is true and accurate.

## Registrations-Other States

Some parents have moved out of state and have chosen to remain registered with FCA. For these and various other reasons, our out of state enrollment continues to increase. To meet the need, we have elected to offer FCA's services to parents across the nation irregardless of which state they call home.

To register with FCA from outside the state of Tennessee, use the regular registration form provided in this packet and send it to the closest FCA Boostore listed on the form. In the event that there is an FCA coordinator within your state, you will be placed in contact with them.

1. Submit a copy of birth certificate. Public, private or Christian school transferees need not submit.

2. Submit FCA Progress and Attendance Reports, as required.

3. Teach the required 180 days of school with a minimum of four hours per day.

4. You have read and are in agreement with FCA's Statement of Faith and Policy.

Education laws vary from state to state. Although FCA's high academic and attendance requirements meet or exceed those of most states, it is the responsibility of parents enrolling their children to become informed regarding the education laws in their particular state. In any case, however, FCA supports the right of parents to direct the education of their children and to choose any parent-directed home education program.

# Requirements (continued)

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## Tennessee Tobacco Law

*TCA 39-17-1505. Prohibited purchases by minors.-(a) 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.*

## Obligations

**1. Re-enrollment:** Failure to satisfy outstanding obligations (particularly student progress and attendance reports) by the end of the school term will prevent enrollment in the following term.

**2. Transfers:** It is the responsibility of parents to keep accounts and records current. No school records will be transferred until all obligations have been resolved.

**3. Semi-Annual Reports:** It must be stressed that it is very important that students records be kept accurate and up to date. For students transferring out of Family Christian Academy: transfers will be delayed unless a student's file is up to date and all reports are filed and posted. For students transferring in the middle of a

semester, semi-annual reports must be turned in up to the day of transfer.

**4. FCA Membership Benefits:** Benefits become effective upon acceptance of enrollment and are in effect so long as accounts are enrolled, not delinquent, records are up to date, and no disciplinary action has been taken against parents or student. All benefits expire at the close of the school year on June 30th.

**5. Schools Previously Attended:** It is the responsibility of parents or guardians of students to accurately report all information regarding student's previous educational involvement with authorities: including any suspensions, disciplinary actions, etc., while previously enrolled in any school. Caution-inaccurate information will result in immediate nullification of enrollment and loss of all fees.

**6. Benevolence:** FCA does have a shared Benevolent Program (50% by your local church and 50% by FCA). Families requiring assistance of any kind may apply for approval. The time required to process is approximately three weeks. It is our policy to verify all benevolence applications with your pastor.

# 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.)

## Requests

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

## Requesting Records-Transfers to Out of State or Another School

When transferring to another school or out of state, it is the responsibility of the parents 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 either directly to the student's new school or to the parent/legal guardian. 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. If any progress reports are not current, transfer will be delayed.

## 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 (use form on pg. 25); 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 January 1st. 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. 27). 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)

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## 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 our 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:

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

## 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 24-26. Also, we will be closed from December 13th to December 31st, and will open again on January 3. Our office will be closed Fridays February 4th to May 6th.

## 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.

# Testing

Testing schedules will be available online at our website or by calling your local ARK Center January 30. Parents are responsible for their child attending their test site.

## Achievement Testing

- Appraise student's ability to respond correctly to questions measuring his knowledge of concepts and subject matter commonly taught in the grade level being tested.
- Nationally standardized and recognized to meet most transfer or state requirements.
- Deluxe computer-scored results that include a variety of norm- and skill mastery-referenced scores, along with interpretations helps.
- Confidential reports and results.

## Achievement Test Teacher Preparation Seminar

Each year FCA provides a workshop designed to help you understand the testing program and the information gained from the test results, so it will be useful to you in assessing performance and planning for future instructional needs. This seminar material provides detailed information on the achievement test. You will be taught how to interpret test results and their meaning. This is one of the best seminars available to home schoolers. FCA also accepts state certified teachers or test administrators approved by Bob Jones University.

## Stanford Achievement Tests

The Stanford Achievement Test is administered annually through FCA in the spring. Testing schedules will be available online at our website or by calling your local ARK Center after January 30. Any requests to change your test site may incur an additional fee. This test is recognized nationwide and may be considered for grade placement if you find it necessary to place your child back in a public or private school. Parents are responsible for their child attending their test site.

Students in the following grades are required to test when registering with FCA: 3, 6, 9, 10, 11, and 12. All other grades are optional at the parents' request.

We are offering several ways to test this year. You may choose from one of the following (see page 22):

- FCA test site locations
- Private Certified Teacher
- Private FCA Administered
- Bob Jones University (must submit confirmation to FCA)
- Private School
- Religious Exemption (Not testing)

Students wishing to receive a high school diploma through FCA must have taken the achievement test each of the last two years prior to graduation. A score of 21 or

better on the ACT will also be accepted for students in grades 11 or 12.

Students who have met all other graduation requirements and desire to graduate in their junior year must have taken the ACT and earned a score of 24 or better.



## The Stanford Achievement Test Series (SAT-TASK)

This series covers the evaluation areas listed below. Areas tested vary with grade level.

- Word analysis.....(K5-2nd grade)
- Reading skills/comprehension.....(K5-12th grade)
- Vocabulary.....(2nd to 12th grade)
- Mathematics.....(K5-12th grade)
- Language.....(1st-12th grade)
- Spelling.....(1st-12th grade)
- Study skills.....(4th to 12th grade)
- Social Studies/Science.....(K5-12th grade)
- Listening.....(K5-8th grade)

Approximate testing time for complete battery: 2 to 3 hrs. a day for 3 days for K to 8th grade; 4 hrs. over 1 day for 9th to 12th grades. The test results provide:

- Scaled, percentile, grade equivalent scores
- Ability/achievement comparison on combination tests
- A narrative explanation of results
- Evaluation of specific academic skills

## Testing in Tennessee

Achievement tests are currently given in cities across the state of Tennessee. (See FCA enrollment form for test locations and dates. All sites are subject to availability.) The test will be conducted over a three-day period for students in grades K-8 and a one-day period for students in high school. Students may not test in two grades in one year. Parents are allowed to sit with children in K, 1st, and 2nd grades, We strive to create a comfortable, informal, and friendly atmosphere.

Students may only test in the grade they are registered in. After marking your 1st and 2nd choice on the enrollment

# Testing

## (continued)

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form as to which test site you prefer, we will notify you on your student cards at which location you will test. (Sites subject to availability. We reserve the right for final site approval.)

### 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.

### Private Testing through FCA

FCA is offering private testing for the Stanford Achievement Test for a fee. Private testing can be done at one of our FCA bookstores. The deadline for private testing registration is February 15

### Out of State Testing/Private Testing

If you would like to have your child tested privately by a teacher in your area, we ask that you arrange for a certified teacher to administer the test. **We will need a copy of the teacher's certification, name, address, and phone number at the time of registration or within 30 days.** We will be mailing the test to the teacher between February 15 and March 15. Any additional costs are to be borne by the parents.

### Deadlines

All registrations for the Stanford Achievement Test will be closed on the 15th of February. No exceptions.

### What to Bring to the Stanford Test

**BRING:** Two number 2 pencils, five sheets of notebook paper, a ruler, a calculator (for 4th grade and up), and juice, fruit or a snack for children.

- Testing will start promptly at 8:30 each morning (except for the first morning). Call your local ARK Center or check web site to confirm.
- An orientation period will be held the first morning. You must be there 15 minutes before testing.
- On the first day, students will be directed to their classrooms.
- Testing lasts from 9:00 to approximately 12:00 (see test schedule available at orientation).

- Approximate times for each subtest, break times, and finishing times for each grade will be announced at each testing site.

- We are using facilities graciously donated to us. Please take care of the property and be sure to stay within designated areas. Children are allowed in testing rooms, break rooms, and bathrooms only. We have had problems in the past with children littering, turning dials and controls on sound panels, plugging toilets, and tracking mud through the sanctuary.

- Please realize we are witnesses as a Christian School group. Instruct your children to obey all the rules and teachers or they will be expelled from testing (or possibly the FCA program). Parents must be available to supervise their children not being tested and those that finish early.

- Kindergarten, first, and second grade mothers are allowed to sit in the room with their children during testing. Mothers may make sure the children understand the directions but are prohibited from assisting with test questions. Teachers have been instructed to halt the testing and ask those not in compliance to leave.

- Moms are encouraged to bring juice, fruit, or any other nutritious snack.

- We suggest that you monitor our website for specific information on testing dates and events. (You can access our web site through your local public library.)

- Tobacco use is prohibited at all test sites. Do not bring any type of tobacco products.

- No Student will be permitted to leave the building before testing is over.

- FCA Dress Code will be enforced at all locations.

- If you are not sure of your testing date you must call the records department between January 15th and February 15th to verify. This is the parents responsibility.

### Make Ups

If for any reason you can not make it to the testing site assigned to your student, you must arrange for a private teacher through FCA to administer the test. Call your local ARK Center to register for make-up test day. Parents will be responsible for any additional fees this may incur.

If you missed any part of the test, regardless of the test site, necessary make ups must be made by a private teacher through FCA. Parents will be responsible for any additional fees this may incur.

## Changing Test Location

If for any reason you need to change your test location, the following fees will apply (no exceptions):

- \$10.00 for any change made before January 1st
- \$15.00 for any change made in January to February 15th
- \$30.00 for any change made after Feb. 15th (changes if available)

## Achievement Test Results

You will be notified at your test site and by our FCA online newsletter as to the pick up locations.

## Diagnostic Testing KTEA-Comprehensive Form

The KTEA is Parent Administered, and FCA scored. It is used for in-depth analysis. The Error Analysis helps identify remediation needs for writing in IEP. This form also provides norm-referenced scores, as well as reading, math, and battery composites. Used for grades 1-12. (Non-timed, Grades 1-3, 30-60 minutes to administer; Grades 4-12, 50 -75 minutes administer). In addition, separate scores are provided for each subtest below:

- Mathematics Applications and Computation
  - Spelling - Reading Decoding - Reading Comprehension
- (There is a charge. These tests are for curriculum assignment only)

## Diagnostic Test Reports, Curriculum Consultation

Our curriculum consultant will review the test results and write a report assigning the individualized curriculum plan for your child. By having diagnostic test results you are able to focus on weak areas and evaluate progress. You will receive the report and a copy will become a permanent record of your child's school files. All information received from the assessment is held in strictest confidence.

## GED Information

Must be a current member with a minimum 6 months enrollment. By written request only. All reports must be correct and up to date.

## Questions & Answers:

### Can parents administer these tests to their own children?

To administer a Stanford test, a parent or another close family member may administer these tests to his or her relatives under the following conditions: (1) He or she is a qualified administrator, and (2) two or more non-family members are being tested along with each group of the family's children. (In K5-grade 3 the non-family members must be the same level since the test directions will be dictated.) Both conditions must be met in order for a parent or family member to administer tests.

### Can the achievement scores be used to determine what curriculum level to use?

No, for this is not the primary purpose of an achievement test. Achievement test scores can be applied as an indicator of possible weak academic skills that need work. Couple test results with your own (or previous teacher's) observations to determine how your student handled the curriculum level used during previous study. Though they are helpful tools, test results should never be used as the sole determinant for any curriculum decision.

### What grades (test levels) may be tested simultaneously?

Kindergarten and grades 1 through 3 (Primary, 1, 2, 3) tests must each be administered independently. Grades 4, 5, 6 (Intermediate 1, 2, 3) can be administered simultaneously with minor adjustments (Listening Test). Grades 7 and 8 (Advanced 1,2) can be administered together. Grades 9 through 12 (Task 1, 2, 3) may be administered together.



# Diploma Request and Evaluation Procedure

Congratulations on your student's completion of High School. We are blessed to have been a part of supporting you in home education

In order for FCA East to be able to complete the process of issuing a diploma for your student the following steps are to be completed. Your diploma request form is included in this information.

## To request a diploma:

1. Complete and mail the diploma request form found in the Graduation Package.
2. Fill out and include the Transcript Worksheet form, found on pg. 35 of the registration packet, to show completed subjects and credits for each high school year. (You will find the required courses and credits for TN on pg. 14)

## The evaluation process:

1. We will evaluate your Transcript Worksheet for completed courses/credits.
2. Accurate and complete Transcript Worksheets will allow us to evaluate your students file promptly.

## Evaluation Fees:

1. Re-evaluation or additional evaluations are \$15 each.
2. The first High School diploma evaluation is included in your enrollment fees. Transcript Worksheets which are not complete will be mailed back to you highlighted which courses/credits are missing. Once you have completed the worksheet return it to us with the \$15 re-evaluation fee. Re-evaluations will not be completed without payment.

## Re-Evaluation Process:

### Incomplete Transcript Worksheet procedure:

1. Incomplete and inaccurate Transcript Worksheets will be returned to you for completion.
2. Correct incomplete or missing required courses and/or credits.
3. Mail the Transcript Worksheet back to us with the additional evaluation fee of \$15. (See below for evaluation fees information.)

## Issuing the Diploma:

In order to issue a diploma for your student, the file must contain the following:

1. All required courses and credits
2. All required documentation: Birth Cert., Immunization Records, 9th-12th Progress and Attendance Reports, 9th-12th Curriculum lists, and all achievement tests taken
3. Please allow 2-3 weeks for evaluation.
4. Diploma's are issued December 15, Jan 30 or June 15, Jul 30 (Printed in bulk by computer run).
5. Other dates by special request and \$15.00 fee.

## Types Of Diploma:

### FCA Diploma:

1. Meet basic credit requirements plus 2 Stanford Achievement Tests with a stanine of 4 or higher or...
2. Meet basic credit requirements plus a college entrance SAT of 500 verbal/500 math or higher or...
3. Meet basic credit requirements plus a college entrance ACT of 21 or higher

### Parent Directed Diploma:

1. Meet basic credit requirements plus SAT scores with a stanine of 3 or below or...
2. Meet basic credit requirements plus college SAT of less than 500 on either verbal or math
3. Meet basic credit requirements plus ACT of 20 or below
4. Special Education Students



# Graduation Ceremony at Tennessee Theatre



# Graduation Requirements

## The minimum 21 credits required for graduation from FCA are:

3 Bible	1 Fine Arts
4 English	1/2 Computer Skills
2 Math	1/2 Health
2 Science - (1 must include a "lab")	1/2 State History - (Your State)
1 Social Studies	1/2 Literature
1 US History	1 Gov/Economics
1 Phys. Ed.	3 Electives, your choice

## College Preparatory:

(Be sure to verify requirements from colleges that you may wish to attend)

3 Bible	1 Fine Arts
4 English	1/2 Computer Skills
3 Math	1/2 Health
3 Science - (1 must include a "lab")	1/2 State History - (Your State)
1 Social Studies	1/2 Literature
1 US History	1 Gov/Economics
1 Phys. Ed.	2 Foreign Language

There are hundreds of choices to complete these credits. Some examples include the following:

### Bible 3 Credits

### English 4 Credits

May include but not limited to: Grammar and Composition, Literature (American, British, Ancient, Modern, Biblical), Poetry, Creative Writing, Analysis of Literature, and hundreds more choices.

### Math 2 Credits

Consumer Math, Career Math, Algebra, Geometry, Trigonometry, Calculus, Drafting, Computer Aided Design (CAD), Accounting, Economics, General Math, Probability, Statistics, Business Math, Advanced Mathematics, and hundreds of other choices.

### Social Studies 1 Credit

History (other than U. S. History) such as European, Economic, Ancient, Western Civilization, Military History of the World, History of the Western World, Old and New Testament Survey, Religion, Geography. May also include: Sociology, Economics, Management, Marketing, Law, Macro Economics and Micro Economics, and many more possibilities of your choosing.

### United States History 1 Credit

America before 1877, America since 1877, History of the United States (Political, Economic, Military, Technological, Government, Religious), and hundreds of other choices.

### State Studies 1/2 Credit

Each student must have a basic course in their state's history, growth, geography, products, climate, law, and relationship to other states. (Any such 1/2 year course taken in grades 6-12 qualifies.)

### Science 2 credits

Earth Science, Physical Science, Biology, Chemistry, Life Science, Physical Mechanics, General Technology and Mechanics, Anatomy, Physiology, Ecology, Nutrition, Psychology, Human Growth and Development, Maternal and Child Care, Human Behavior, Criminology, and hundreds more to choose from.

### Health 1/2 credit

Anatomy, Physiology, Disease Processes, Pathology, Interpersonal Relationships, Addictions, Nutrition, Growth and Development, First Aid, Aging and Safety Certificates (Hunter Safety, CPR, CNA, etc), and many other specialties from which you may choose.

### Physical Education 1 credit

Participation in physical fitness activities: aerobics, biking, ball games, swimming, hiking, skiing, skating, team sports, etc. Earning formal certificates also qualifies (Red Cross Life Saving, CPR, WSI, etc.). There are literally hundreds of options from which to choose to fulfill this credit.

### Fine Arts 1 credit

Involvement in Visual Arts, Performing Arts, Art Appreciation, Music Appreciation, Formal instruction in music, art, or drama and debate; Participation in choirs, bands, orchestras, musical ensembles, drama or dramatic productions. Many activities may be combined to meet this requirement and it's your choice.

### Computer Skills 1/2 credit

Basic computer skills should include keyboarding, opening applications, creating document, backing-up and storing documents, printing, copying documents, closing and storing documents, and the proper function and care of computer equipment. (Any 1/2 year course taken in grades 7-12 qualifies.)

### Electives 3 credits

Courses may be selected from any of the above listings once the required credit in these areas has been earned. Other considerations: Foreign Languages, Practical Arts, Home Economics, Culinary Arts, Sewing, Woodworking, Automotives, Photography, and hundreds of other options are available for your choosing.

We can advise you if needed. You may request a consultation for the price of \$35.00 per hour. Minimum 1 hour. Generally 1 hour is sufficient.

**Dual Enrollment: Special High School credits may be earned for dual enrolled student (FCA and Community College).**

# 2010-2011 Enrollment Fee Schedule

Expiration Date:  
May 31st

Enrollment	Available to all families.	June - July - Aug	September
(K-12)	Tuition – first child	\$70.00	\$80.00
	Tuition – second child	\$60.00	\$70.00
	Tuition – third child	\$50.00	\$60.00
	Tuition – fourth child and thereafter	NO CHARGE	NO CHARGE

(Note: Court appearances on your behalf, due to divorce, will be at \$45.00/hr. Two hour minimum.)

**Services included are: Curriculum discounts, FCA Newsletter, School Transfers, Record Keeping, Student/Teacher Cards, Teacher Training Workshops, Achievement Test Preparation, Educational Video Library, Special Events. All other services are on a fee schedule basis (see worksheet on page 17).**

Plan	Available to all families.	Registration	July thru June
HB	www.fcaeast.com	\$250.00	

(Note: Court appearances on your behalf, due to divorce, will be at \$45.00/hr. Two hour minimum.)

**Services included are: Curriculum discounts, FCA Newsletter, School Transfers, Record Keeping, Student/Teacher Cards, Teacher Training Workshops, Achievement Test Preparation, Educational Video Library, Diagnostic Test, free admittance to all seminars and special events. Books & materials for "Seven Handfuls of Purpose" class. Students enrolled in Plan HB are required to pass the "Seven Handfuls of Purpose" course and attend the church of their choice in order to continue enrollment with FCA East.**

## Service Fees for Non-Members

	COST	COMPUTATION
KTEA-Comprehensive Form Placement Test (parent administered)	\$95.00	(\$95 x _____) = \$ _____
KTEA-Comprehensive Form Placement Test (FCA administered)	\$140.00	(\$140 x _____) = \$ _____
Stanford Achievement Test (Private-FCA Administered)	\$160.00	(\$160 x _____) = \$ _____
Curriculum Consultation	\$75.00	(\$75 x _____) = \$ _____
*After January 1, 2010, add 10% to all Fees		<b>Total \$ _____</b>

# Enrollment Fee Worksheet

<b>Part A: Tuition</b>	<b>MONTH OF REGISTRATION</b>	<b>COST</b>	
<b>First Child</b>	June-July-Aug	\$70.00	} = \$ _____
	September (thereafter)	\$80.00	
<b>Second Child</b>	June-July-Aug	\$60.00	} = \$ _____
	September (thereafter)	\$70.00	
<b>Third Child</b>	June-July-Aug	\$50.00	} = \$ _____
	September (thereafter)	\$60.00	
<b>Fourth (or more) child</b>	N/A	No charge	
			<b>Total/Subtotal - Part A</b> \$ _____

<b>Part B: Additional Support Service Fees*</b> (per child)	<b>COST</b>	<b>COMPUTATION</b>
<b>Placement Testing</b>	\$60.00	(\$60 x _____) = \$ _____
<b>Placement Testing (FCA administered)</b>	\$105.00	(\$105 x _____) = \$ _____
<b>Stanford Achievement Test</b> (Required Grades: 3, 6, 9, 10, 11, 12)	\$55.00	(\$55 x _____) = \$ _____
<b>Stanford Achievement Test</b> (Non-Required Grades: 1, 2, 4, 5, 7, 8)	\$70.00	(\$70 x _____) = \$ _____
<b>Stanford Achievement Test</b> (Kindergarten) Private FCA administered only	\$125.00	(\$125 x _____) = \$ _____
<b>Stanford Achievement Test</b> (Private-Certified Teacher)	\$100.00	(\$100 x _____) = \$ _____
<b>Stanford Achievement Test</b> (Private-FCA Administered)	\$125.00	(\$125 x _____) = \$ _____
<b>Curriculum Consultation</b>	\$40.00	(\$40 x _____) = \$ _____
<b>New Student Processing Fee</b>	\$10.00	(\$10 x _____) = \$ _____
<b>NOTE:</b> All Required Grade Tests must be paid at the time of enrollment.	<b>Total/Subtotal - Part B</b>	= \$ _____
*After January 1, 2011, add 10% to all Fees		

Place dollar figure from **PART A: TUITION** here \$ \_\_\_\_\_

\$ \_\_\_\_\_

Add the dollar figures from items **PART B: ADDITIONAL SUPPORT SERVICES**. If any, enter the sum here \$ \_\_\_\_\_

\$ \_\_\_\_\_

Total the dollar figures from both **PART A** and **B** and enter here \$ \_\_\_\_\_

**THE TOTAL AMOUNT IS DUE WITH THE REGISTRATION FORM.**

You may register with Family Christian Academy (FCA) any of 3 easy ways: mail, fax, or at any FCA Bookstore. (See bottom of page for address of main location, telephone number, and fax number to use when registering.) We accept personal checks, fax checks, and the following credit cards: *VISA, MasterCard, Discover and American Express.*

# ENROLLMENT FORM

Expiration Date:  
June 30, 2011

- A** 1. Has any member of this family ever been enrolled with FCA in the past?  No  Yes  
2. Has any member of this family ever tested with FCA as a non-member?  No  Yes

- B** **Choose One:**
- New Student
- Re-Enrollment (from previous year)
- Additional Student

**False information on this application form will result in the immediate nullification of this enrollment, and no refunds on fees.**

**C** **Student's Full Legal Name**  Male  Female

First Name

Middle Name

Last Name

**D** \_\_\_\_\_

Date of Birth Social Security Grade Level

Student's Driver's License # (if applicable)

Home Phone

Fax

E-mail

**E** \_\_\_\_\_

Student's Street Address P.O. Box (if any) City

State

Zip

School District

- F**  No  Yes 1. Has student ever been suspended from any school within the last 2 years? Date: \_\_\_\_\_
- No  Yes 2. Has student been arrested or held for questioning within the last 2 years? Date: \_\_\_\_\_
- No  Yes 3. Does student smoke, use tobacco products, or drugs?
- No  Yes 4. Is student married?
- No  Yes 5. Is student pregnant?
- No  Yes 6. Is student the mother or father of a child?
- No  Yes 7. Does student have a probation officer?
- No  Yes 8. Has student had truancy issues? Including Letters, phone calls or visits from officials?
- a. Has student Home Schooled before?  No  Yes If yes, how many years? \_\_\_\_\_
- b. Will student attend the Graduation Ceremonies?  No  Yes

# ENROLLMENT FORM (Continued)

(Note: You must pay additional fees; do not fill-in unless fees have been paid.)

**G** Achievement Testing: **Indicate by 1 & 2 your 1<sup>st</sup> and 2<sup>nd</sup> choices**

Please submit information

<input type="checkbox"/> Blountville, TN (Grades 3-12)	<input type="checkbox"/> Kingsport, TN 1st & 2nd Grade available at this site	<input type="checkbox"/> Maryville, TN (Grades 3-12)	<input type="checkbox"/> Private FCA Administered
<input type="checkbox"/> Bristol, TN (Grades 3-12)	<input type="checkbox"/> Knoxville, TN (Grades 3-12)	<input type="checkbox"/> Morristown, TN (Grades 3-12)	<input type="checkbox"/> Bob Jones or ACT (Verification must be submitted to FCA by December 31)
<input type="checkbox"/> Chattanooga, TN 1st & 2nd Grade available at this site	<input type="checkbox"/> N. Knoxville, TN 1st & 2nd Grade available at this site	<input type="checkbox"/> FCA Support Group	<input type="checkbox"/> Religious Exemption (Not Testing)
		<input type="checkbox"/> Have Certified Teacher (Must submit Certified Teacher certificate within 30 days)	

**H** Choose one - primary teacher is the:  Mother  Father  Legal Guardian (Need Court Order)

**Father's/Guardian's Name** E-mail Address \_\_\_\_\_

---

First Name Middle Name Last Name

---

Employer Cell Phone Work Phone

**I** **Mother's/Guardian's Name** E-mail Address \_\_\_\_\_

---

First Name Middle Name Last Name

---

Employer Cell Phone Work Phone

**J** **Emergency Contact: Relationship:** \_\_\_\_\_ E-mail Address \_\_\_\_\_  
(Not living in same Household)

---

First Name Middle Name Last Name

---

Address City, State, Zip Home Phone

**K**

Church Name Address \_\_\_\_\_  
(If you do not have a family church, please attach a letter of explanation to this enrollment form)

Pastor Phone \_\_\_\_\_

**L** Are you a member of the Home School Defense Association?  No  Yes If yes, member number: \_\_\_\_\_  
(FCA members receive a discount to join. FCA's discount #: 294057)

Who recommended you to Family Christian Academy? \_\_\_\_\_ Phone \_\_\_\_\_

**M**  I have read the Packet, Compulsory Attendance Statute and I AM IN AGREEMENT with FCA's Statement of Faith and School Policies.  
 I have read the Packet, Compulsory Attendance Statute and I AM NOT IN AGREEMENT with the Statement of Faith and Statement of Policy.

\_\_\_\_\_  
Parent's/Legal Guardian's Signature Date  
Signature grants Family Christian Academy and its staff permission to verify data presented in this form and to monitor compliance with its policies.

# Family Christian Academy Transfer Request

**NOTE: Tennessee Enrollments**

A. The following student is enrolled in our educational program. This is not a home school program.  
B. Family Christian Academy was founded in 1988 and is listed with the Tennessee Department of Education as a Category IV: Church-Related School. Our program is entirely operated under the provisions of TCA Tennessee Code Section 49-50-801. Students enrolled in our program are not required to register as a "home schooler" with the local superintendent of schools. Our status and operational distinctions were most recently confirmed as complying with the Tennessee educational standard in a memo dated Feb. 18, 1999 from Commissioner Jane Walters to all superintendents.

**Mail to:**

**Office of Registrar  
FCA East/Knoxville  
124 E. Inskip Dr. • Knoxville, TN 37912 • Fax (865) 689-1213**

Full Legal Name of Student

Date of Birth

Social Security Number

Grade

Last School Attended

Last School's Address (incomplete address will delay enrollment)

City

State

Zip

School Phone

School Fax

I give permission to release all school records including medical, testing, special education, psychological, evaluations and a complete copy of the cumulative folder.

Signature of Parent or Guardian

Date

**Note to last school attended:**

**Has the student ever been expelled or is he/she under suspension?**  No  Yes

**OFFICE USE ONLY:**

Date Sent: \_\_\_\_\_

Date Received: \_\_\_\_\_

# Curriculum List

Year: \_\_\_\_\_

In order to be enrolled under TCA 49-50-801: Church-Related Schools, parents must submit this curriculum list

Student's Full Legal Name \_\_\_\_\_

Date of Birth \_\_\_\_\_

## Choose one of the following and submit to FCA:

- The curriculum the student will be using is listed below. Date Submitted: \_\_\_\_\_
- Curriculum will be determined following diagnostic test results.
- Curriculum list to be submitted within 30 days.
- Curriculum to be determined upon evaluation of cumulative folder from previous school.

Subject	Grade	Book or Publisher
Bible (K-12)		
English (K-12)		
Spelling (K-8)		
Handwriting (K-8)		
Reading (K-12)		
Social Studies (K-12)		
Science (K-12)		
Math (K-12)		
Unit Study (Optional)		

Comments: \_\_\_\_\_

# Jeter Memo

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Don Sundquist, Governor  
Jane Walters, Ph.D., Commissioner  
Tennessee State Department of Education  
6th Floor, Gateway Plaza  
710 James Robertson  
Nashville, TN 37243-0375

Memorandum  
Office of Legal Counsel  
26th Floor - Tennessee Tower  
312 8th Ave North  
Nashville, TN 37243

DATE: February 18, 1999

TO: Superintendents and Directors of Schools

FROM: Jane Walters

RE: Current Status of the Law on Church-Related Schools (Satellite) and Home Schools in Tennessee

Parents in Tennessee can provide instruction at home through a church-related school as defined by Section 49-50-801 in the Tennessee Code Annotated. There has been some confusion in this matter causing school districts to illegally declare children truant when their parents have chosen this option. Many of these schools are referred to as "Satellite Programs."

Enclosed is a document, which explains the current status of the law. If you have any questions, please contact the department legal counsel, Kaye Jeter at (615)741-2921.

Tennessee  
State Department of Education  
Office of Commissioner  
Nashville, Tennessee, 37243-0375

---

Memorandum  
Office of Legal Counsel  
26th Floor - Tennessee Tower  
312 8th Ave North  
Nashville, TN 37243

DATE: February 18, 1999

TO: Superintendents and Directors of Schools

FROM: Jane Walters

RE: Current Status of the Law on Church-Related Schools (Satellite) and Home Schools in Tennessee. After meeting, discussing and reviewing the issue of church-related schools and home schools with several home school attorneys, staff personnel, and attendance officers, the following is a summary of the current law: May parents comply with the Tennessee compulsory attendance law by having their children attend a church-related school as defined by Section 49-50-801 of the Tennessee Code Annotated while the instruction is being provided in the home with the parent as the primary teacher? This question has never been addressed by the Tennessee courts, but in our opinion the statutory language indicates a response in the affirmative.

Most parents who teach their children at home do so under the home school provisions of Section 49-6-3050. According to Section 49-6-3050, a home school is defined as a "school conducted by parent(s) or legal guardian(s) for their own children." Home schools are divided into two categories under the law: (1) those associated with a church-related school and (2) those that are not. A home school associated with a church-related school is exempt from the requirements imposed on other home schools. However, students in grades nine through 12 in home schools associated with a church-related school must register with the local education agency (LEA) and take standardized achievement test used by the local school district and approved by the State Board of Education.

Parents also have the option of having their children attend a church-related school. This is not home schooling, because the church-related school is not being conducted by parents or legal guardians for their own children. This school is being operated by a denominational, parochial, or other bona fide church organization as required by Section 49-50-801. Under this option there is no need to comply with any of the home school provisions of Section 49-6-3050.

In order to have children attend a church-related school while being taught at home by their parents, the home will have to be designated as a classroom or extension of the church-related school. The parent will have to be considered a faculty member of the church-related school under the direct supervision of its administration. Such an arrangement should have other characteristics which distinguish it from a home school associated with a church-related school, although there are no particular legal requirements as such. Following are examples of such characteristics which would likely be considered by the courts in scrutinizing this education option. The parents should have the same accountability to those in authority at the church-related school as any other teachers at the main campus or location of the school. The curriculum and schedule of instruction should be approved by the church-related school. There should be centralized record keeping, attendance reporting, and academic evaluation. Organized activities of the church-related school such as field trips, sports, and band, as well as group instruction in such subjects as music and art are all factors which further indicate that this is not just a home school program. Merely associating with a church-related school as described in Section 49-6-3050 as a home schooling option is insufficient. The relationship must be such that the school is being operated by denominational, parochial, or bona fide church organization described in Section 49-50-801, not being conducted by the parent as described in Section 49-6-3050. There is no requirement that the main campus of the church-related school be located in the same city as the home where the extension program is being conducted.

An important element of this approach is the fact that under Section 49-50-801, the church-related school must meet the standards of accreditation or membership of the Tennessee Association of Christian Schools, the Association of Christian Schools International, the Tennessee Association of Independent Schools, the Southern Association of Colleges and Schools, the Tennessee Association of Non-Public Academic Schools, the Tennessee Association of Church Related Schools, or a school affiliated with Accelerated Christian Education, Inc. If the church-related school is unable to meet these standards of accreditation or membership in the named associations, then the school is not a church-related school as defined in the statute. Accordingly, parents who are contemplating this approach should first insure that the school will meet the accreditation or membership requirements of Section 49-50-801 in order to be defined as a church-related school. Note that either being accredited by or being a member of one of these associations is sufficient according to the language of this statute. Some of these associations may not have memberships but may only accredit schools.

In summary, children attending a church-related school through its satellite or extension program in their home and being taught by a parent who is a faculty member of the school are in compliance with Tennessee's compulsory attendance law. In order for this to be recognized as a legitimate educational option, the characteristics of the relationship between the parents and the church related school should indicate that the school is being operated by the religious organization, not by the parent. This church-related school option does not change the home school law.

Parents electing to conduct a home school associated with a church-related school or to have their children attend a church-related school should follow normal withdrawal procedures during the school year if their children are enrolled in public school. For children enrolled in public school the previous year, the LEA may request information on their current placement. Parents whose children have not been enrolled in public school are not required by law to provide notice to the LEA of their decision to choose one of these options. Public school officials who have reason to believe that a child may not be in compliance with the compulsory attendance law should make inquiry of the parent or guardian to determine what educational option has been chosen. If advised by the parent either that a home school is being conducted in association with a church-related school or that the child is attending a church-related school through its extension program, this information may be verified by contacting the church-related school. In such an inquiry the church-related school may be asked to provide the name of the denominational, parochial, or other bona fide church organization operating the school, so that this may be verified as well. There should be no need for further inquiry.

# Request Form

To be used with future written requests

## Family Christian Academy East

ARK Center/Knoxville  
124 E. Inskip Dr. • Knoxville, TN 37912 • Fax(865) 689-1213

New Address

Date of Request \_\_\_\_\_

Student's Full Legal Name \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone \_\_\_\_\_ Date of Birth \_\_\_\_\_ Grade \_\_\_\_\_ Student ID# \_\_\_\_\_

**For Transcripts:** Name of College \_\_\_\_\_ College Address \_\_\_\_\_ City \_\_\_\_\_ St. \_\_\_\_\_ Zip \_\_\_\_\_

### I. Transcript of Grades: (9-12 only)

First certified copy to parents and to college: FREE\* (12th grade only)

Qty.	Subtotal
1	\$ 0

Each additional certified copy: \$9.00

\_\_\_\_\_ \$ \_\_\_\_\_

Not enrolled: \$17.00

\_\_\_\_\_ \$ \_\_\_\_\_

Please attach note with college name, address and contact name

\_\_\_\_\_ \$ \_\_\_\_\_

### II. SF1010 Form – Driver's License/Permit Form

A copy of the student's birth certificate must be attached.

Student must be at least 15 years old.

First copy: FREE

1 \$ 0

2nd copy: \$9.00 Race \_\_\_\_\_

\_\_\_\_\_ \$ \_\_\_\_\_

(Note: Expires 30 days from date issued. Must be enrolled 60 days.)

### III. Copy of Attendance and Progress Reports

Year: \_\_\_\_\_ 1st quarter \_\_\_\_\_ 1st semi-annual \_\_\_\_\_

2nd quarter \_\_\_\_\_ 2nd semi-annual \_\_\_\_\_

3rd quarter \_\_\_\_\_

4th quarter \_\_\_\_\_

First copy of each student progress and attendance reports: \$4.00

\_\_\_\_\_ \$ \_\_\_\_\_

Each additional copy: \$.50

\_\_\_\_\_ \$ \_\_\_\_\_

### IV. Copy of School Records

Copies of school records: \$0.50 per page. Not to exceed: \_\_\_\_\_ pgs.

\_\_\_\_\_ \$ \_\_\_\_\_

V. Other GED \_\_\_\_\_ Work Letter \_\_\_\_\_ Soc Sec \_\_\_\_\_ Enroll Letter \_\_\_\_\_ SAT/ACT(\$3.00 ea) \_\_\_\_\_ \$ \_\_\_\_\_

### VI. Teacher Cards

Lost Teacher/Student Card: \$9.00

\_\_\_\_\_ \$ \_\_\_\_\_

Request fulfilled 7 to 10 days from date of receipt

(Please do not inquire prior to 10 days)

\*Please mark bottom left corner of envelope "REQUEST"

**Total:** \$ \_\_\_\_\_

Parent/Legal Guardian Signature: \_\_\_\_\_

# Semi-Annual Progress & Attendance Report

## First Semester Fax to: (865) 689-1213

**DUE JANUARY 15, 2011**

Reports not submitted on time will incur a late fee.

Student's Full Legal Name \_\_\_\_\_

Home Phone # \_\_\_\_\_ Date of Birth \_\_\_\_\_ Grade \_\_\_\_\_

Address \_\_\_\_\_ Total # of days this semester \_\_\_\_\_  
If your address has changed, and you have NOT notified us in writing since enrollment, check here

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ New Address  No  Yes

**X = School Day V = Vacation Day S = Sick Day (Be sure to keep a copy for your records)**

JULY							
Sun	Mon	Tue	Wed	Thur	Fri	Sat	Total
<b>Total Days</b>							

OCTOBER							
Sun	Mon	Tue	Wed	Thur	Fri	Sat	Total
<b>Total Days</b>							

AUGUST							
Sun	Mon	Tue	Wed	Thur	Fri	Sat	Total
<b>Total Days</b>							

NOVEMBER							
Sun	Mon	Tue	Wed	Thur	Fri	Sat	Total
<b>Total Days</b>							

SEPTEMBER							
Sun	Mon	Tue	Wed	Thur	Fri	Sat	Total
<b>Total Days</b>							

DECEMBER							
Sun	Mon	Tue	Wed	Thur	Fri	Sat	Total
<b>Total Days</b>							

K-8 Only	
Specific Subject	Grade Average

High School: 9 - 12		
Specific Subject	Grade Average	Credits earned this semester

For grades K-8, please fill in either a percentage, letter grade, or an "S" for satisfactory or "U" for unsatisfactory.

Parent/Legal Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
List any special observations, field trips and general comments on reverse side of this form.



# Semi-Annual Progress & Attendance Report

## Second Semester

Fax to: (865) 689-1213

**DUE JULY 15, 2011**

Student's Full Legal Name \_\_\_\_\_

Reports not submitted on time will incur a late fee.

Home Phone # \_\_\_\_\_ Date of Birth \_\_\_\_\_ Grade \_\_\_\_\_

Address \_\_\_\_\_ Total # of days this semester \_\_\_\_\_  
If your address has changed, and you have NOT notified us in writing since enrollment, check here

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ Total # of days this year \_\_\_\_\_

**X = School Day V = Vacation Day S = Sick Day (Be sure to keep a copy for your records)**

JANUARY							
Sun	Mon	Tue	Wed	Thur	Fri	Sat	Total
<b>Total Days</b>							

APRIL							
Sun	Mon	Tue	Wed	Thur	Fri	Sat	Total
<b>Total Days</b>							

FEBRUARY							
Sun	Mon	Tue	Wed	Thur	Fri	Sat	Total
<b>Total Days</b>							

MAY							
Sun	Mon	Tue	Wed	Thur	Fri	Sat	Total
<b>Total Days</b>							

MARCH							
Sun	Mon	Tue	Wed	Thur	Fri	Sat	Total
<b>Total Days</b>							

JUNE							
Sun	Mon	Tue	Wed	Thur	Fri	Sat	Total
<b>Total Days</b>							

For grades K-8, please fill in either a percentage, letter grade, or an "S" for satisfactory or "U" for unsatisfactory.

K-8 Only	
Specific Subject	Grade Average

High School: 9 - 12			
Specific Subject	Grade Average	Credits earned this semester	Credits earned this year

Parent/Legal Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

List any special observations, field trips and general comments on reverse side of this form.



# Family Christian Academy Questionnaire

As most of you are aware, the home education movement has grown rapidly each year. As we have grown, we have added and maintained the services necessary to meet your needs. This year we expect a large increase in enrollment once again. Our off-campus home school program covers the entire country; we are now registering off-campus families nationwide. We are looking for families in specific areas to act as coordinators for our school. There are several different needs that we will be able to meet with your help, with no increase in fees. Extra benefits will be available for those who wish to help. We are a non-profit ministry and do not charge on the basis of expected profit, but merely to cover operating costs. We are committed to serving the Lord in meeting the needs of off-campus students. In many cases we waive all fees and provide free books for those in need. We need your help. Please pray for direction in this matter, and if the Holy Spirit so leads, check off your interests below. We will send you more detailed information in the area of your interest. As our registrations increase in particular locations, it is our desire to provide seminars, testing, speakers, and all services to smaller towns as provided to larger cities.

**Area Coordinator:** Interact with other area leadership and off-campus students signed with FCA. Represent FCA with legislative representatives in your locality providing information to make them more knowledgeable of off-campus education and its successes and benefits; not only to local community, but also to the state of Tennessee as well as our nation.

**Administer Achievement Test:** Two hour training session required.  
Have you administered FCA Achievement Tests before?  No  Yes

(Note: Achievement test administrators will receive bookstore credit, which can be used at any of our bookstores or our online department.)

**Seminar/Facilities Coordinator:** Secure facility for seminar (church, etc.), host speakers, recommend best motel, restaurants, etc. Collect fees and generally manage the event.

**Support Group Leader:** Establish FCA Support Group in your area. Training provided.

**Other:** \_\_\_\_\_

**Teacher:** I am interested in teaching other off-campus students, and am proficient in the following subjects:

\_\_\_\_\_

**Telephone Chain:** I am interested in being a telephone chain group leader.

Please suggest what else we may do to assist off-campus families and how you might help:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Name \_\_\_\_\_ Phone \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_



# Curriculum



## Family Christian Academy of East Tennessee A.R.K. Center

locations have chosen  
curriculum materials in harmony with  
biblical values and of the highest  
academic standards. All FCA members  
receive a 10% discount at all locations.

- Alpha Omega Life Packs
- Switched-On School House Software
- Landmark Curriculum
- Saxon Math
- Italic Curriculum Series
- Reason for Writing Series
- God's Plan For Man Curriculum
- Greenleaf Press
- And Others!

[www.fcaeast.com](http://www.fcaeast.com)

## Steps to Begin Home Education

### 1. Pray

### 2. Enroll

Complete and fill in all the blank lines on the application form included.

### 3. Withdraw

Notify your present school that you have enrolled your child(ren) with Family Christian Academy. Ask for your child's transcript. Be sure all books and materials that belong to the school you are transferring from have been returned. They will receive notice from us within a few days. Do not tell school officials that you are home schooling, as you are not (see Jeter Memo Page Page 26). They simply need to know that you have transferred your child(ren) to a Tennessee Church-Related School. If all your books and school properties have been returned, you may wish to have Family Christian Academy contact your previous school.

### 4. Attend

Come to FCA "Introduction to Home Education" meeting (attendance is not compulsory) and learn more about teaching at home.

### 5. Testing

We recommend that your child(ren) be administered the KTEA diagnostic test. This will help to determine curriculum. Simply call us or stop by an FCA location for an appointment to test. It may be administered by you (the parent) or an FCA test administrator.

### 6. Materials

Purchase your materials depending on your budget. You do not have to purchase all the materials you need at the same time. You may come by an FCA Bookstore and select your materials to purchase on your own or call for an appointment to be assisted by an FCA curriculum consultant. A charge may apply depending on what Registration Plan you have chosen.

### 7. Scheduling

School 180 days 4 hours per day.

### 8. Record keeping

Report grades by deadlines.

# Additional Curriculum List

In order to be enrolled under TCA 49-50-801: Church-Related Schools, parents must submit this curriculum list

2010-2011

Student's Full Legal Name \_\_\_\_\_

Date of Birth \_\_\_\_\_

**Choose one of the following and submit to FCA:**

- The curriculum the student will be using is listed below. Date Submitted: \_\_\_\_\_
- Curriculum will be determined following diagnostic test results.
- Curriculum list to be submitted within 30 days.
- Curriculum to be determined upon evaluation of cumulative folder from previous school.

Subject	Grade	Book or Publisher
Bible		
English		
Spelling		
Handwriting		
Reading		
Social Studies		
Science		
Math		
Unit Study		

Comments: \_\_\_\_\_  
 \_\_\_\_\_

# Parent's Checklist: 9-12

Parent's copy. DO NOT submit to Family Christian Academy

## Credits:

Bible	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
English	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Math	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Science	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Social Studies	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Economics	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Health	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Physical Education	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Foreign Language	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Visual Arts	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Electives	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

## Graduation Requirements

### Basic requirements for all students:

- Curriculum List:** (For each year enrolled with FCA)
  - 9th  10th  11th  12th
- Progress & Attendance Reports:**
  - 9th  10th  11th  12th
- Stanford Achievement Tests:**
  - 9th  10th  11th  12th

(Minimum: Test results for the last two years previous to Graduation; ACT 21 or better, or submit college entrance exam with a top 20% score.)
- Required Credits**

### Fourth year student to graduate at end of first semester

- Basic requirements plus Stanford Achievement Test with stanine score of 7 or higher:  10th
- Basic requirements plus Stanford Achievement Test with stanine score of 7 or higher:  11th

### Third year student

- Basic requirements plus Stanford Achievement Test with stanine score of 8 or higher:  9th
- Basic requirements plus Stanford Achievement Test with stanine score of 8 or higher:  10th
- ACT score of 24  11th

### Homebuilders' students

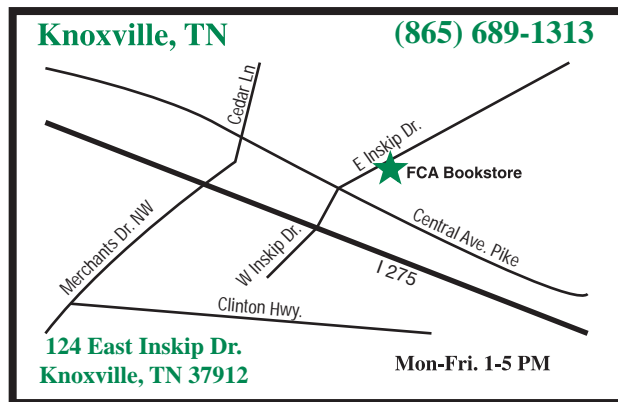
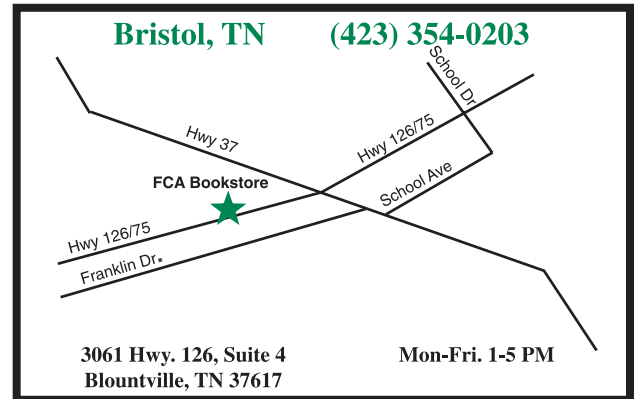
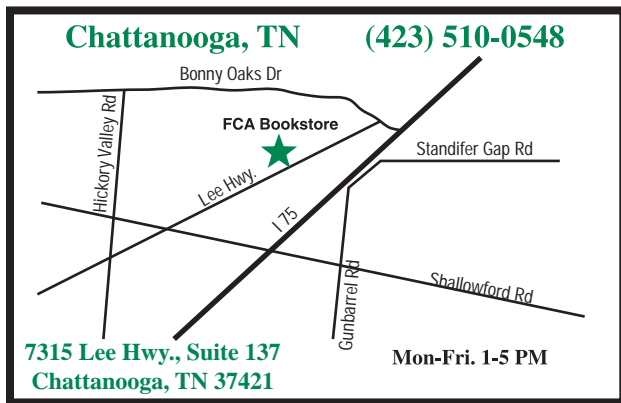
- Basic requirements plus complete and pass the "Seven Handfuls of Purpose" class.
- Basic requirements:

### Special Education students

- Documentation of special education status:

# Bookstore Location

Our retail stores specialize in teaching materials for home educators.  
FCA registrants receive a 10% discount on curriculum.



[www.fcaeast.com](http://www.fcaeast.com)

**Family Christian Academy  
of East Tennessee**  
124 East Inskip Dr.  
Knoxville, TN 37912  
(865) 689-1313  
(865) 689-1213 Fax

Address Correction Requested