

Florida Christian Academy



Parent/Teacher Handbook

Schooling at Home

P.O. Box 290997 Port Orange, Fl. 32129-0997

School - (386) 308-4213

email: flchristian@gmail.com

website: www.floridachristianacademy.com

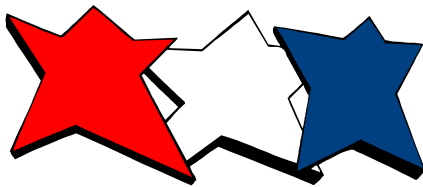


School Mascot



American Bald Eagle

School Colors



Red, White and Blue

School Song

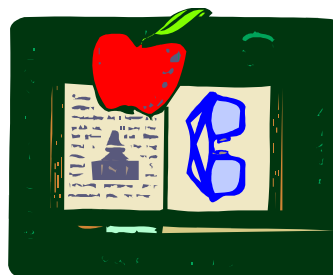


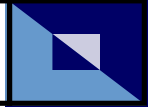
Victory in Jesus



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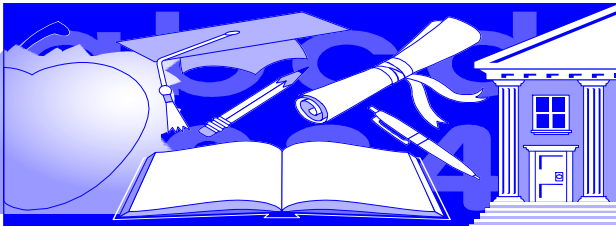


Missions Statement



The mission of Florida Christian Academy is to glorify God by providing Christian education to its students through an academic program of excellence that communicates Christian values and teaches the skills required to prepare the student for the lifelong process of learning and serving Christ and others.

Educational Objectives



Florida Christian Academy provides educational programs to prepare students to enter college and to prepare students to enter careers of service to humanity and the Lord Jesus Christ. The Academy will provide parents with a quality educational curriculum that is designed to meet the educational needs of the individual student. The home will provide the student with the kind of atmosphere that is wholesome and conducive to learning which will promote the spiritual,

intellectual, social, and character development of the student. Under the leadership and guidance of the parent/teacher the student will receive the individual care, love, concern, attention, and encouragement he needs to succeed and prepare for future endeavors. The School of Tomorrow curriculum will provide the solid academic and biblical training that will act as a mentor, advising the parent, recording the student's progress, supplying needed materials, giving maximum internet, fax, telephone and/or mail support to students and parents who have problems with the curriculum, providing parents training manuals, planning course schedules, sending nine-week report cards and transcripts, and providing needed advice, SAT and ACT packets for testing and help with curriculum materials based on over ninety years collective experience of its faculty and staff.

Introduction

This handbook will introduce you to Florida Christian Academy and its policies and procedures. Please take time to carefully read all the information thoroughly. Our desire at FCA is to not only help you train and educate your children, but also to help you do your very best in fulfilling this responsibility. Every detail in this handbook should be read carefully. You are responsible for training your children (Deuteronomy 6:6-7). You have been teaching them every day since they were born. Through your words and deeds, you teach your children throughout their lives.

To help you in this biblical responsibility, FCA uses the School of Tomorrow curriculum material. McGraw-Hill rated this material highest among academic curricula in widespread use today. Through twenty-five years of personal experience, we have found the School of Tomorrow program and curriculum to have a great impact on the lives of young people, instilling the philosophy of Christian character in their thinking.

The School of Tomorrow materials are prescribed individually from the results of a Math and English diagnostic test that is given to each student when they enter the school. A student can progress ahead in his PACEs as fast as he/she is able to go or as slow as is necessary for him/her to gain complete comprehension of the material. He is not locked into a schedule that goes on regardless of whether he has learned the material. Neither is he required to wait for others when he is ready to advance. This is the basic nature of the mastery system of learning. The student is required to complete ten to twelve PACEs in each subject area in order to receive a full year's credit.

The materials are self-instructional. Using the School of Tomorrow materials, a student is able to work on his/her self-instructional PACEs (Packets of School of Tomorrow material). Even when the parent/teacher is giving attention to another child, the student can work independently and learn how to take the responsibility for learning.



SCHOOL POLICIES

School Agreement



The following is a copy of the agreement you signed with us when you enrolled with Florida Christian Academy.

I have, to the best of my knowledge and ability answered correctly all parts of this Student Enrollment Application.

I understand that my child is not enrolled in a correspondence course and must be supervised during study and that an attendance record must be kept of the hours spent on each subject by a parent or responsible adult who will not allow cheating, copying, or stealing answers from the Answer Keys or the Tests. I agree to proctor the tests myself or hire another adult to proctor all tests. I understand I will be required to sign a proctor pledge stating that I personally witnessed the testing and that no help was given, no copying was allowed, and no cheating occurred when the student was taking the test.

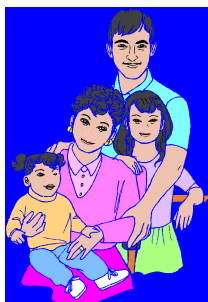
I understand that Florida Christian Academy will keep all official records including student permanent records and transcripts. The parent/teacher will grade all tests and written assignments and provide the graded tests to Florida Christian Academy, who will provide the parent with a progress report each nine weeks.

I further understand that my student may be expelled if Florida Christian Academy counselors detect cheating, copying, or stealing answers on any work or tests.

I agree to abide by the rules, procedures, and guidelines set forth in the Florida Christian Academy Parent/Teacher Handbook.

I understand I am expected to pay fees and tuition costs when they are due and that such payments will determine when and the amount of curriculum I will receive with each shipment. I understand there is no credit plan or deferred payments. Furthermore, I understand that post dated checks will not be accepted for payment nor will checks be held by Florida Christian Academy beyond the date they are received.

Finally, I am aware that failure to sign this agreement is sufficient cause for denying enrollment in Florida Christian Academy





Pace & Score Key Policy

The PACE's and PACE score keys are provided as part of the Florida Christian Academy academic program you paid for with your tuition. You are not purchasing them, however, the PACEs may be kept by the student. The PACE test grades may be returned via email. You keep the PACEs, Original Tests and the SCORE KEYS.

Inactive Status Policy

Students will be placed on inactive status and considered no longer enrolled at Florida Christian Academy if no attendance sheet and test grades are received in a four month period. Upon receipt of attendance and test grades the student will be considered active again in Florida Christian Academy.

SCHOOL PROCEDURES

Dress Code



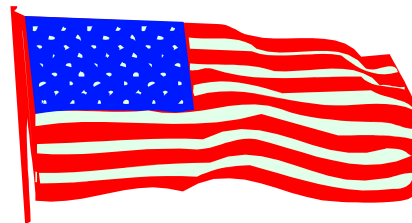
Although your children will be working in the comfort and privacy of their own home, an element of care should be taken about their dress. Experienced educators have found a relationship between the way students dress and the way they perform academically. "Sloppy" dress often results in "sloppy" work.

This principle does not mean they should wear formal "Sunday clothes". However, they should be neatly, cleanly, and modestly dressed before beginning their daily work. Proper dress encourages responsible behavior and aids academic progress. Your high expectations for your children in every area encourages greater learning.

Pledges

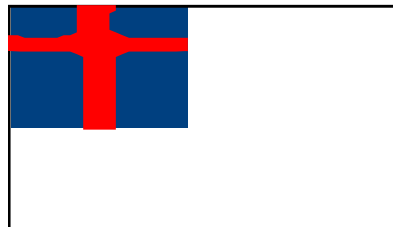
The American Flag

I pledge allegiance to the flag,
the United States of America,
and to the Republic for which it stands,
one nation under God, indivisible,
with liberty and justice for all.



The Christian Flag

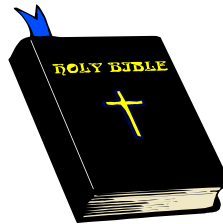
I pledge allegiance to the Christian flag,
and to the Savior for who's kingdom it stands,
one Savior, crucified, risen and coming again,
with life and liberty for all who believe.





The Bible

I pledge allegiance to the Bible,
God's Holy Word, I will make it a lamp unto
my feet, and a light unto my path, and will
hide its words in my heart, that I might
not sin against God.



Daily Schedule



The following is a sample daily schedule:

1. After dressing and eating, begin the academic work promptly at the same time each day. The informal setting of the home will tempt you to allow the students to be late or lazy about getting started. Laziness must not be allowed. REMEMBER: High expectations yield high results!
2. A special study/work area must be provided that is free from distractions. It must be quiet, easily visible, well-lighted, and most of all it must have a writing/desk surface area of sufficient size and height to provide a comfortable working environment for the student.
3. The student should have pencils, a Bible, a dictionary, and his PACEs along with any reading literature books he may need during the day.
4. An explanation of special instructions concerning the day's schedule is needed each day. You may need to look over the day's work to alert yourself to any special requirements for that day. The student should be accountable for regular scheduled plans once they are established.
5. Begin the day by sharing some inspirational thoughts with the children. A brief discussion of a verse from Proverbs or a daily devotional reading can be used. This can be a special family time if schedules permit.
6. Begin each day with a brief time of prayer. Prayer is essential for the development of Godly character.

Curriculum studies should begin no later than 9:00 a.m. every day. With four to five hours of academic school work required to make sufficient progress to receive full credit. All students are different and some require more time to complete their daily goals than others.

Reasonable goals must be established by the parent/teacher and the student in order to complete each PACE in a **maximum** of three weeks. Typically goals should plan for a student finishing a PACE in two weeks and taking the PACE test before the end of the third week. Goals are a must! They help to maintain a balance in each subject as well as develop character in the child. Each day's goals should be completed and the PACE material checked and corrected before the day's work is considered completed.

After curriculum studies for the day are completed by a student, there should be ample time for domestic, social, physical, and vocational skills development. Such training should be part of the student's education and recorded as "expanded studies" on the elementary level. For high school credits in these areas refer to the high school information section of this book. Records should be kept which detail hours spent, skills learned and knowledge gained including photographs and samples of work completed.



Remember, no two children are alike. For one, English may be easier than the other subjects, for another, math may be the least difficult subject; and for the third, all subjects may seem difficult. Expect each child to be an individual. Help each one to develop his own character and individuality.

How to work with School of Tomorrow Curriculum

1. Remove the TESTS from only the first (lowest numbered) PACE of each subject and file them for later use. Remove the test from each subsequent PACE as they are issued to the student. Only issue one PACE in each subject to the student at one time. Make sure you have a secure place to store your curriculum that is not easily accessible to the student. Keep unused PACEs and TESTs out of sight to avoid the temptation to cheat or copy! Remove the TEST KEY from the center of the score key and file it in a secure location.
2. Give the lowest numbered PACEs in each subject to the student to examine. The student should scan the entire PACE including the CHECKUPS and final Self-Test in the back of the PACE.
3. The student should read the first page of each PACE out loud to the parent/teacher before proceeding. Ask the student if he has any questions about how to work with the materials. Instruct the student to read and follow all of the instructions given in every PACE.
4. Daily goals should be set for each PACE in each subject using the Daily Goal Chart provided with your curriculum. The student will complete and fill-in the daily goal sheet himself using a pencil with the aid of his parent/teacher. A student should finish an average of four or five pages per day in order to maintain a sufficient pace to finish all of his subjects in a nine week period (three PACEs in each subject each nine weeks).
5. A special SCORING AREA should be set up. This area is visited only after permission has been granted by the parent/teacher. **WARNING:** Sometimes the student will be tempted to visit the scoring area and look up the answers. To prevent this from happening the parent/teacher must scan the PACE the student wants to score to make sure all blank spaces have been filled in then initial the last page or question that has been filled in. Tell the student he cannot use anything except a red pen to mark those questions that have the wrong answer with an "X" and **DO NOT ALLOW HIM TO WRITE IN THE CORRECT ANSWER!** He must then return to his work area and find the correct answer in his PACE and underline it. This procedure works very well if YOU monitor the process carefully. This will help the student to learn the material more fully and get better test grades. No pencils or pens are allowed in the scoring area and no red pens are allowed in the student's work area.
6. Assure the student that you will help them, but not give them the answers. The most IMPORTANT help in finding answers will be to PRE-READ the sections covered.
7. The student re-scores their corrected work and circles each red "X" when the answer is correct. When the page is fully corrected a red circle is placed around the page number at the bottom of the page.
8. CHECKUPS are taken only after all the previous pages have been filled in, scored and corrected. Parent/teachers should initial all CHECKUPS before they are taken and after you check the students work.
9. Repeat the above steps until the SELF-TEST is reached. The parent/teacher checks student scoring throughout the PACE. Then, the student reviews the entire PACE concentrating on CHECKUPS and VOCABULARY. When ready, permission to take the SELF-TEST should be given by initialing it.
10. The SELF-TEST should be scored (80% minimum score), corrected and studied by the student. Special attention



should be paid to missed questions. When the student feels he is ready, the PACE is turned in to the parent/teacher and the PACE TEST is requested.

11. The parent/teacher should determine the student's readiness by reviewing missed questions on the SELF-TEST and quizzing the student orally. When you are satisfied the student is ready, the PACE TEST should be given the following morning.
12. The student should not leave the testing area until the PACE TEST is completed. The student is NOT allowed to look in the PACE for answers. The parent/teacher will score the completed PACE TEST. Praise the student for their successes and challenge them to do their best. Give them constant assurance that they will excel when they apply themselves.
13. If the student should score less than the minimum score (80%), you will need to retain the "Old Test" to use when the test is to be retaken. The parent/teacher should review the entire "OLD PACE" with the student and help them grasp the concepts he/she doesn't understand. When you are assured that the student is ready, he/she should retake the PACE TEST. Use the "old test" and read the questions orally to the student. If the student scores less than 80%, the minimum, the student will need to reorder the PACE through the *Florida Christian Academy office in Port Orange, Florida*.
14. ALL PACE scores are recorded on the **SUPERVISOR'S PROGRESS CARD** (Instructions given below). Remember, it is the parent/teacher's responsibility to see that the student achieves his/her maximum potential.
15. The parent/teacher should carefully NOTE difficulties the student might have. HELP the student through the problem in a caring, friendly way. ENCOURAGE the student to excel and achieve.
16. The long-range goal of completing at least a year's work during the normal school year (four 9-week quarters) needs to be remembered. A student **MUST COMPLETE 12 PACEs** in each subject to fulfill academic requirements and receive full credit. Most children will be able to do more PACEs with parental motivation and incentives offered for achievement.

Supervisor's Progress Card

(Use a ball-point pen and press hard when writing)

The **SUPERVISOR'S PROGRESS CARD** contains two sections for keeping records for yourself and for us here at Florida Christian Academy. This section is very **IMPORTANT**. The first section is the **SUPERVISOR'S PROGRESS CARD** on which you should enter the student's name, grade level, the date you started the year, and the name of the PARENT/TEACHER supervising the student's school hours.

The number of each PACE your student will be working in should be written in the upper half of the box of each subject under the numbers through 12. Then when your child completes a PACE TEST with a score of 80% or better, record the score in the appropriate PACE numbered box of that subject.

The scores below 80% should not be entered on the permanent record. The student needs to repeat the PACE and take the test again to achieve the minimum test score of 80% or above. We suggest going through the PACE again if failed the second time. This is why you should use a pencil in the PACEs. You can reorder the failed PACE and have the student do the PACE again and retake the test. Contact us for ordering another PACE.

You should also record the dates that you have school on the Attendance Sheet. A school year consists of 180 days or four (4) quarters of 45 days each. Start keeping the dates you have school in the appropriate quarter you begin school

with us. Circle the dates you attend school on the School Attendance Sheet. This includes days you go on field trips (state parks, museums, a working farm, library, etc.) and special projects with educational value. Do not leave any blank spaces, fill in every space with a date for when school was in session. Of course, do not write in dates when your student was sick or for the holidays.

When the third test in each subject is completed and recorded send the TEST scores and daily attendance sheet to Florida Christian Academy, P.O. Box 291640 Port Orange, FL 32129-1640 or via email. You may also reach the school with questions through email, flchristian@gmail.com or telephone the academy office at (386) 453-1012.

Please be sure that the name of the student, dates and scores are all legible and readable and that it is signed by the Parent/Teacher.

When the sixth test in each subject is completed and recorded send the TESTs and a copy of the Parent/Teacher Record Sheet and Attendance Sheet to the Academy. When the ninth test in each subject is completed, do the same. When the twelfth test is completed, do the same. The twelfth test is the final test for the year you are attending. You may continue on to the next grade as soon as you complete the twelfth pace.

Upon receiving your quarterly reports and TESTs each quarter, we will send you a Report Card to verify that your information has been received.

For Better Scores



There are a few things you can do to assist your child in achieving scores of 80% or more. They are:

1. Require students to read aloud the "Objectives" and "Words to Know" or "Vocabulary" to his parent/teacher.
2. Require students to memorize definitions of vocabulary words before taking the mastery test.
3. Review his work before giving the SELF-TEST to be certain there are no weak areas of understanding. Numerous errors tend to indicate "weak" areas and trouble spots.
4. Be sure the child has at least 80% on each "CHECK-UP" and "SELF-TEST" before he proceeds to the next section of material.
5. Make sure all answers have been corrected by the student. If not, he may study incorrect information in preparation for the TEST.
6. Quiz the student over the context of the "CHECK-UP" and the "SELF-TEST" pages to be sure of mastery of all the concepts.
7. Preview the "TEST" to make certain that the student has mastered the concepts to be tested.





Daily Goal Card

The Daily Goal Card is a very valuable and useful form in our school. The student should enter his name in large letters at the top of this card. The student then enters the page numbers of the work he plans to do that day in each subject in which he is working. Students should average about four or five pages in each subject every day depending on ability. The student sets goals for only one day at a time. Each day, as he completes his goal in a particular subject, he marks through that goal and then enters the new goal for the next day. He should enter the exact page numbers.

Student Progress Chart

The Student Progress Chart is a large card with subjects listed on the left side of each quarter of the academic year. The student's name should be printed in the large box letters at the top of the chart. A plastic cover may be used to keep the Student Progress Chart neat and clean during the school year. This plastic cover may be purchased at an office supply store near you.

When the student completes a PACE and passes the TEST, he receives a gold, red, green, blue or silver star. The stars should be placed on the chart in the box representing the week in which the test was passed in a certain subject.

These little stars may at first seem unimportant to you, but achievement and rewards should go hand in hand. This chart helps the student to visualize his overall achievement and progress in a concrete manner and is a very valuable addition to the daily operation of our academy.

When you register your child, you will receive a Supervisor's Progress Card, Attendance Sheet, a Student Progress Chart, and a supply of stars. You will also receive a supply of Daily Goal Cards for each of your children enrolled. Please inform Florida Christian Academy if you need additional supplies during the school year. Normally, enough will be sent to last for about four quarters of academic work.

School Journal or Diary

We suggest that you establish and maintain a daily record of physical activities (Physical Education) that cannot be recorded on the Supervisor's Progress Card. Children above the fourth grade should keep their own daily school diary to strengthen their abilities to communicate in writing their thoughts and observations. A Parent/Teacher daily diary should include observations on student improvement, accomplishments, field trips, and other special events.

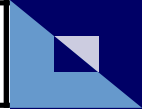
HIGH SCHOOL INFORMATION



Graduation Requirements

A prescribed program leading to graduation (Academic Projection) must be established. The program will vary, depending on such factors as the student's previous course of study, academic achievement, ability, and future plans. When all essential information is received, the staff will recommend a course of study and a diploma program. This program will be discussed with the Parent/Teacher for their approval. A minimum of six (6) high school credits must be earned through Florida Christian Academy before receiving a diploma regardless of how many credits the student may have earned before enrolling. The following are diploma programs a student may pursue.

Students who are capable should follow the College Preparatory Course. Some qualified students will choose to pursue a less demanding program. Insisting they have no plans to enroll in college. However, these students frequently change



their finds and then regret no having prepared themselves better in college.

Students in the Vocational and Adult Education Program course of study must complete the highest possible level in each subject, in addition to the other courses that are outlined. Achievement testing is also required for graduation.

Electives

New Testament Survey (1)
 Old Testament Survey (1)
 New Testament Church History (1)
 Life of Christ (1)

Computer Applications (1)
 Computer Literacy (1)
 Computer Programming (1)



Spanish (1)
 French (1)
 German (1)
 Greek (1)
 Latin (1)

(There is an additional charge for all foreign language courses.)

Speech (1)
 Music (1)
 Computer (1)

Beginning Art (1)
 Advanced Art (1)
 Brush Art (1)

Geography (1)
 Collectivism (.05)
 Constitution (.05)

General Business (1)
 Business Math (1)
 Accounting (1)

Nutritional Science (1)
 Health Science (1)

Trigonometry (1)
 Pre Calculus (1)

Soul Winning (1)



College Preparatory

Subject

Required Credits

English I, II, III, and IV	4
Algebra I & II, Geometry	3
Earth Science, Biology, Chemistry & Physics or Physical Science	3
World History	1
American Government (Civics)	1
American History	1
Economics	1
Bible	3
Foreign Language	2
Physical Education/Personal Fitness	.05
Life Management	1
Either 1 credit of Practical Arts/ Vocational or 1 credit of Fine Arts (Music, Art)	1
Electives	2.5

24 Credits





Vocational

<u>Subject</u>	<u>Required Credits</u>
English	4
Math	3
Science	3
History	4
Bible	3
Physical Education/Personal Fitness	.05
Life Management/Health Science	1
Practical Arts or Fine Arts	1
Electives	3.5



24 Credits

Information on How to Earn Extra Credits

Credits may be earned for Physical Education/Personal Fitness, Practical Arts (vocational work), and Fine Arts (music, voice lessons, piano lessons, lessons taken on a consistent basis on other musical instruments). These are based upon a Parent/Teacher's written verification that the prescribed work has been accomplished. For example, in Physical Education we need in written form what exercising was done, including time spent, dates, etc. For music lessons, a written letter from the instructor describing how well the student is progressing (level of achievement), along with how much time was spent in practicing. Under vocational, besides the courses we have, volunteer work at a hospital, library, etc. will do, but we need a written letter from their supervisor explaining how much time they have spent doing the volunteer work and what they are learning. If you have any questions in this area please give us a call.

School Address and Telephone Number

Florida Christian Academy
 P.O. Box 290997
 Port Orange, Fl. 32129-0997
 Phone:(386) 308-4213
 Website: <http://www.floridachristianacademy.com>
 E-mail address: flchristian@gmail.com

