

FaithHeritage Christian Academy, P.O. Box 280758, Memphis TN 38168
Off-Campus Phone, 901-381-5218; E-mail: offcampus@faithheritage.com
INSTRUCTIONS FOR APPLILCATON OF OFF-CAMPUS STUDENTS

Definitions: Off-Campus enrollment at FHCA is defined as enrollment of any student, Grade K-12, in a “Satellite Campus” program, at home or elsewhere, which fulfills all the requirements stated below. A Satellite Campus of FHCA is a place where a FHCA student attends school on a regular basis other than at the school’s main campus at 4274 Duncan Road in Millington, Tennessee. FHCA is a private, church-related school and a member in good standing with Tennessee Association of Non-public Academic Schools (TANAS). Because of this affiliation, FHCA is qualified, according to the Tennessee Department of Education, to supervise such “satellite campus” programs. The FHCA Off-Campus Program, according to the definitions and specifications in Tennessee State Laws, is technically NOT a home school program, even though the majority of FHCA Off-Campus students are being taught in their own homes by their own parents. A student enrolled in the Off-Campus Program of FHCA is considered a student of the Faith **Heritage** Christian Academy. It is **very** important for parents to use the correct terminology when dealing with any school and/or government officials, referring to their students as “enrolled in a private school.”

Responsibility is the key to FHCA’s Off-Campus program. The Off-Campus Program is designed to assist parents who have chosen to take upon themselves the primary responsibility for their child(ren)’s education, and to provide documentation of their fulfillment of Tennessee’s compulsory school attendance regulations. Our program has been specifically designed to provide adequate accountability between the student’s parent(s) and the school, through a thorough enrollment process, annual orientation meeting, regular grade reporting, and annual achievement testing. A great deal of trust is involved in this type of arrangement, and the **regular demonstration of responsibility** on the part of the parent(s) is absolutely necessary for **continuation** in the Off-Campus program of FHCA.

Requirements for Enrollment in FHCA Off-Campus Program:

- 1) Enrollment approved by student’s parent(s) / legal guardian(s) and FHCA.
- 2) Student’s teacher(s) approved by FHCA. Primary teacher must have **at least** a high school diploma.
- 3) Submission of completed enrollment forms, “Application for Admission and Off-Campus Enrollment” signed by all parents/guardians with legal responsibility for this student. Separate enrollment forms must be completed for each student. New application forms must be submitted each school year **BY June 1**. (With the great increase in off-campus enrollment, there is the possibility that applications received after June 1 will not be accepted.)
- 4) Submission of complete listing of all curriculum being used for each student. Listing should include name of publisher and grade level (if applicable) for each subject. **Bible** is a required subject for each grade, each year. Physical Education is also required each year in grades 1-8 in Tennessee. For grades 9-12, state the exact title of the course being taught, matching the list of required subjects for High School.
- 5) If new to FHCA, a transcript of all previous schoolwork is required, including grades, attendance, and test results. FHCA will request records from previous school. Give **full** school address. If transferring from a home school program, specify which program (such as a total home education or extension program).
- 6) If new to FHCA, copies of student’s birth certificate, immunization and school-entry health records.
- 7) **Payment expected in full**, unless other arrangements are approved. See the fee worksheet on the enrollment application for details.
- 8) Attendance at one Orientation Meeting at the beginning of each school year by at least one parent:
- 9) Achievement Testing administered by FHCA in the spring of each year is required for all students in grades 2-11. Testing is optional for grade 1 (extra cost). Students in grade 12 **must** take a college entrance

test. Students with a documented learning disability may be tested privately, at the parent's additional expense. Testing fees are now included in the enrollment fees. (Late testing is \$50 extra).

10) Submission of quarterly grade and attendance reports, each 9 weeks. Students are required to complete 180 days of school each year. Reports are generally due by the end of October, January, April, and June. Details on how to submit grades are included in the Off-Campus Handbook, distributed at Orientation.

11) FHCA Off-Campus students should not be left without adult supervision at any time during school hours (unless upper high-school students for short periods of time).

12) A student must be at least 5 years of age by September 30 in order to enroll in Kindergarten.

Services Provided to Students/Families Enrolled in FHCA Off-Campus Program:

1) Telephone and e-mail counsel available. Unless there is an emergency, phone calls should be limited to 8:00 a.m. - 3:30 p.m., Monday – Friday. In-person counsel on campus is available by advance appointment.

2) Maintenance of cumulative school file. School report card provided for each student each year. Assistance with school transfers and preparation of transcripts (school document with student's grades, attendance records, and annual test scores) available for all students.

3) Periodic educational training for teachers, parents, and students, including annual Orientation meetings. Off-Campus Handbook prepared for each family.

4) Administration of nationally standardized achievement tests each year, grades 1 – 11.

5) Guidance for high school students/parents regarding courses, tutors, graduation requirements, college entrance tests, college/scholarship applications, financial aid, labor laws for students, and reference letters.

6) High School Diploma awarded upon successful completion of required coursework at annual FHCA High School Graduation Ceremony, with opportunity to graduate "With Honors" or "With Highest Honors," according to grade point average and test scores. In the fall seniors are measured for cap & gown, and may purchase graduation invitations, class ring (juniors may also order rings), special photos, etc. A formal banquet for high school seniors and juniors and their guests is held each year. **Seniors must participate in the graduation ceremony and comply with dress code during graduation.**

7) Participation available in many school contests and activities, such as school pictures, Yearbook, Spelling Bee, Geographic Bee, Kindergarten Graduation, annual academic testing, essay/poetry/creative writing contests, WTSBOA band and solo contests and TANAS events. Extra fees are charged when applicable. Sports teams may be open to Off-Campus students with some restrictions.

8) Participation in the Parent-Teacher Fellowship, with periodic meetings throughout school year.

9) Enrollment in regular classes offered by FHCA, tuition pro-rated according to grade level and number of days each class meets per week, such as Beginning and Concert Band, Art, Choir, and Competition Choir. Daily classes planned for 2010-2011, only open to Jr. high or Sr. high students: Intro to Computer, Pre-Algebra, Algebra I, Geometry, Algebra II, Pre-Calculus, Latin, Spanish I & II, English, World Literature, American Literature, British Literature, Tennessee History, U.S. History, Biology, Physics, others possible.

Dismissal from Off-Campus Program:

Occasionally, and very sadly, there are parents who fail to comply with the clearly-stated requirements of the program. Usually a warning is given and the family is placed on probationary status for the next semester. If the requirements are still not fulfilled, the student(s) will be dropped from the FHCA program, with no refund. Also, if the dismissed student(s) is not enrolled in another school within 30 days, FHCA is required by Tennessee law to report the un-enrolled student to the public superintendent of schools.