



## Franklin Christian Academy Umbrella Program

Welcome to our FCA Umbrella Program. Our desire is to serve you as you educate your child for the glory of God's kingdom.

In addition to our five day a week campus program, we also provide an umbrella program. This program is for families who are home schooling according to the state's educational laws and the policies of the Tennessee Association of Church Related Schools.

### Our services include:

**Record Keeping:** We provide the legal documentation for grades and attendance.

**Standardized Testing:** We offer standardized testing for 5<sup>th</sup>-10<sup>th</sup> grades and the PSAT in the 10<sup>th</sup> and 11<sup>th</sup> grades.

**Transcripts:** Transcripts are needed to transfer to a different school or for seniors applying to college.

**High School Diploma:** A formal diploma will be mailed to home upon completion of requirements.

**Phone Support:** Feel free to call us during school hours. We are happy to answer any of your questions, and if we don't know the answer, we will do our best to find it for you.

**Participation in Sports:** All umbrella students are allowed to participate on FCA sports teams.

**Online Courses:** Variety of courses offered for students in 6<sup>th</sup> - 12<sup>th</sup> grade through Sevenstar.org

### Enrollment Procedures:

- 1. Return the completed application for enrollment, curriculum list, request for records and appropriate fees.** Failure to enroll before September 1 (when most public schools begin) could be viewed as a violation of the state's truancy laws. *Returning students must complete enrollment and curriculum forms each year enrolled.*
- 2. Submit Official green Tennessee Child Health Record form** unless already included in previous school records. This form may be obtained from your doctor or County Health Dept. Parts I & II must be filled out. Part III of this form must be filled out *only* if your child is *initially* entering Tennessee schools (K-12). A written statement explaining reasons for religious exemption from this requirement is permitted. Students moving from out of state may submit their immunization record.

### Participation Procedures:

\*Failure to comply with any of the following or giving false information in any report may result in expulsion from the program.

1. Begin counting days toward attendance once your student is enrolled in our program. For example: You start home schooling your child August 1st but don't enroll with us until September 15th. You may NOT count your school days from August 1st – September 15th to fulfill the 180-day school requirement.

2. Any student who has been withdrawn from or has not attended their previous school for more than five (5) consecutive school days before making application to Franklin Christian Academy Umbrella Program will not be accepted.

3. You must teach the state law requirement of 180 calendar days with a minimum of four hours per day. Submit to FCA Umbrella Program the Grade and Attendance Report as required (Jan. and June). These will be emailed to you in December and May. We will not issue transcripts if these are not on file. Our school year ends on June 15<sup>th</sup>. Second semester grade and attendance reports are due on June 15<sup>th</sup>. The new school year begins on July 1.

4. **If grades and attendance are not due by the deadline (January 15<sup>th</sup> for fall semester and June 15<sup>th</sup> for the spring semester), your student may be withdrawn from the program. Additionally, home-school students are not eligible to participate on any FCA athletic teams if their grades and attendance have not been turned in.**

### School Policies:

**Enrollment:** The registration process starts when the parents or legal guardian submits the enrollment forms and required fees and receives the official acceptance letter.

**School Year:** School year starts on July 1<sup>st</sup> and ends on June 15<sup>th</sup> of the following year. Early enrollment for the upcoming year starts in May. Failure to enroll prior to September 1 could be construed as a violation of the state's truancy laws and therefore we HIGHLY RECOMMEND registration no later than September 1.

**Attendance:** By state law, all students must complete at least 180 calendar days of school work per year. The law also requires students complete a minimum of 4 hours of school work each day.

**Classes and Curriculum:** The parent can choose the curriculum for their student's classes, and it must be submitted on the application at the time of registration. Any curriculum or class changes throughout the year must be turned in by the parent. Curriculum for high school students must be high school level and is required in order for the student to receive credit. If curriculum is not submitted for a class, credit will not be given.

**Semester Reports:** Parents will be required to submit attendance and grade reports at the end of each semester. The first semester reports are due no later than Jan. 15<sup>th</sup> and the second semester reports are due no later than June 15<sup>th</sup>. Withdrawal mid semester requires that these reports are submitted immediately to bring the student file current.

**Student's Grade Level:** In the summer, parents can choose to have their student repeat or skip a grade level. Once you register your student for a grade level, the student must remain in that grade level for the entire school year (July-June).

**High School Credit and Transcripts:** High school credit will only be given for classes submitted at the beginning of the year with the appropriate curriculum listed on the application. Parents must submit number grades for each class on the semester reports during the current school year. The FCA Umbrella Program will not retroactively alter or change official transcripts once the current school year is over (i.e. we will not add or alter classes for previous school years on an official transcript).

**Standardized Tests:** Standardized tests are required in the following grades: 5<sup>th</sup>, 7<sup>th</sup>, and 9<sup>th</sup> or 10<sup>th</sup>. FCA Umbrella Program will provide a standardized test for 5<sup>th</sup> - 10<sup>th</sup> grades in April. The PSAT is also provided in the 10<sup>th</sup> and 11<sup>th</sup> grades. The ACT or SAT exams are required in the 11<sup>th</sup> or 12<sup>th</sup> grades as well as being required for graduation. The family must register their student to take the ACT or SAT as FCA does not provide those tests. It is the parents' responsibility to register their student for all testing. An email reminder is sent in the spring. Testing is free and included in your student's registration fee, but a \$40 cancellation fee applies to each student who does not show up for testing.

**Dress Code:** When participating in school functions (including but not limited to standardized testing, sports, etc.) all students will be expected to follow the dress code requirements: We do NOT allow offensive t-shirts with inappropriate graphics, text or paraphernalia. Girls must dress modestly, no tank tops or short shorts. No facial or body piercings other than one pair of earrings for girls. No sagging pants on boys. Smoking is against the law for ages under 18 and is never allowed at any function.

### Registration Fees

Registration fees are due with the application. Students are not fully enrolled and enrollment letters will not be sent out until checks have cleared the bank. Please consider this if your child has been out of school more than 5 days.

**Deadline to enroll for the current school year is February 1<sup>st</sup>. We cannot accept students after this date.**

K - 4th Grade: \$100 per student

5th - 8th Grade: \$115 per student - Includes standardized testing for 5<sup>th</sup> through 8<sup>th</sup> grades

9th - 11th Grade: \$130 per student - Includes standardized testing in 9<sup>th</sup> and 10<sup>th</sup> grades and the PSAT in 10<sup>th</sup> and 11<sup>th</sup>

12th Grade: \$150 per student - Includes issuance of high school diploma upon completion of all requirements

Summer School: \$150 per student - (June 1 – August 15)

Additional \$25 per student late fee for all re-enrollments postmarked after September 15<sup>th</sup>

There is a \$5 transcript fee for official high school transcripts to be sent to colleges.

**Please note that it takes 5-10 business days to process all transcript requests.**

There is a \$5 fee for attendance letters for the DMV. The first one is free, and each additional letter is \$5.

**Refund Policy:**

**Due to processing expenses, once registration is received, we cannot give any refunds for fees.**

**Service fee on all returned checks - \$25.00.**

### **TN Department of Education State Requirements for High School Graduation:**

English: 4 Credits – 9<sup>th</sup>, 10<sup>th</sup>, 11<sup>th</sup>, and 12<sup>th</sup> English (typically includes both composition and literature components)

Math: 4 Credits – Algebra I, Geometry, Algebra II, and a fourth higher level math course such as Pre-Calculus (one credit must be taken every year a student is in high school)

Science: 3 Credits – Biology, Chemistry or Physics, and a third lab course such as Physical Science

Social Studies: 3 Credits – U.S. History and Geography, World History and Geography, U.S. Government and Civics (1/2 credit), and Economics (1/2 credit)

Foreign Language: 2 Credits – must be 2 years of the same language such as Spanish, French, Italian, Mandarin, Latin, Greek, Hebrew

Physical Education and Wellness: 1.5 Credits (Health 1 credit and PE 0.5 credit)

Fine Arts: 1 Credit – examples include Music, Theatre, Dance, Art

Personal Finance: 0.5 Credits

Elective Focus: 3 Credits - Math and Science, Career and Technical Education, Fine Arts, Humanities, Advanced Placement (AP) or International Baccalaureate (IB)

**Total: 22 Credits Needed to Graduate**

**\*Please note that it is the parent's responsibility to make sure all classes are being taken in order to graduate. We can advise you what classes need to be taken, but it is ultimately the parent's responsibility to make sure the correct classes are being taken and curriculum has been submitted. The umbrella program will not issue a diploma unless all requirements have been met\***

### **FCA Umbrella Program Grade Scale**

**Letter Grade – Number Grade**

A+ (95-100) A (92-94) A- (90-91) B+ (86-89) B (84-85) B- (80-83) C+ (76-79) C (74-75) C- (70-73) F (0-69)

# Franklin Christian Academy Umbrella Program

Application for Enrollment 2022-2023

P.O. Box 157 Franklin, TN. 37065 Phone: 615-599-9229 Fax: 615-599-9441

Email: umbrella@franklinchristianacademy.org

New student \_\_\_\_\_ Re-enrollment \_\_\_\_\_

<b>Child's Full Legal Name:</b> Last _____, First _____ MI _____
Student's Grade Level: _____ Sex: _____ Date of Birth: _____ Student S.S. # _____
Student Driver License # _____ Years Home Schooled: _____
Primary Teacher's Name: _____ Relation to student (Circle) Mother / Father / Guardian / Other

Father's Name: _____ Occupation: _____
Father's Cell #: (_____) _____ Father's S.S. # _____
Mother's Name: _____ Occupation: _____
Mother's Cell #: (_____) _____ Mother's S.S. # _____
E-mail Address (this is the email we will use to communicate with you): _____
Home Phone #: (_____) _____
Home Address: _____
City: _____ State: _____ Zip: _____ County: _____

Has student ever been suspended from any school? \_\_\_\_\_ If yes, give date: \_\_\_\_\_

Has student ever been arrested? \_\_\_\_\_ If yes, give date: \_\_\_\_\_

*If you answered "Yes" to either of the above questions, please explain on a separate sheet of paper.*

Are you a member of HSLDA? \_\_\_\_\_ Member # \_\_\_\_\_

How did you hear about Franklin Christian Academy? \_\_\_\_\_

<b>Sports:</b> Student plans to participate in the following sports (check all that apply) <input type="checkbox"/> None <input type="checkbox"/> Not Sure
<input type="checkbox"/> Football <input type="checkbox"/> Boys Basketball <input type="checkbox"/> Girls Basketball <input type="checkbox"/> Soccer (CoEd) <input type="checkbox"/> Womens Volleyball
<input type="checkbox"/> Cross Country <input type="checkbox"/> Boys Baseball <input type="checkbox"/> Golf

<b>A high school diploma is required to teach a student in 9<sup>th</sup> through 12<sup>th</sup> grade.</b>
I, _____ certify that I received my high school diploma or GED from (Institution Name) _____ on _____ (date).

I understand and agree to comply with the policies and procedures pertaining to Franklin Christian Academy Umbrella Program. Upon our signature, our family acknowledges our responsibility to the umbrella program and obligates ourselves to adherence to the policies and procedures.		
Mother's Signature _____	Print Name _____	Date _____
Father's Signature _____	Print Name _____	Date _____

**Please make check payable to FCA Umbrella Program and designate "Umbrella Program" on outside of envelope.**

Fee Owed \_\_\_\_\_ Paid \_\_\_\_\_

**FCA Umbrella Program Curriculum List**

**2022-2023**

(Must be submitted with application – one for each student enrolled)

Student Full Legal Name: \_\_\_\_\_ Date of Birth \_\_\_\_\_

- Please read: It is the parent’s responsibility to find and purchase curriculum materials for their student.

**SUBJECT – Math, English, History, Etc.**

**GRADE LEVEL**

**PUBLICATION**

<b><u>SUBJECT – Math, English, History, Etc.</u></b>	<b><u>GRADE LEVEL</u></b>	<b><u>PUBLICATION</u></b>

\_\_\_\_\_  
Signature of Parent or Guardian

\_\_\_\_\_  
Date

**Return with application and registration fee to:**  
Franklin Christian Academy Umbrella Program, P.O. Box 157, Franklin, TN 37065  
Phone: 615-599-9229 Fax: 615-599-9441 Email: [umbrella@franklinchristianacademy.org](mailto:umbrella@franklinchristianacademy.org)



**AUTHORIZATION TO RELEASE OFFICIAL SCHOOL RECORD**

***Parent, please complete and sign this form. Be sure the information is complete, including school fax number and address.***

Student's Full Name \_\_\_\_\_  
First Middle Last

Current Grade Level \_\_\_\_\_

Date of Birth \_\_\_\_\_ Age \_\_\_\_\_ Home Phone \_\_\_\_\_

Applicant's Address \_\_\_\_\_  
Street City State Zip

My child is registered to attend Franklin Christian Academy Umbrella Program. I hereby *authorize you to release to* Franklin Christian Academy Umbrella Program the following records: (1) a certified copy of the complete transcript (including grades, credits, all standardized test results, and conduct reports), (2) immunization, health records and (3) a copy of all disciplinary records.

**Mail records to: Franklin Christian Academy Umbrella Program, PO Box 157, Franklin, TN 37065**

Parent's Signature \_\_\_\_\_ Date \_\_\_\_\_

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**Must be completely filled out by applicant**

Name of Current School \_\_\_\_\_

\_\_\_\_\_  
School Address Telephone (voice)

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

\_\_\_\_\_  
E-mail address Telephone (fax)