

GENERAL INFORMATION

PRIVATE SCHOOL STUDENT:

Students that are **enrolled** in SFA are considered private school students and do NOT fall under home school law. Families in FL do not need to register with the Superintendent in your district. Out of state families may additionally be required to enroll with your superintendent. This is up to the parent to determine if this is required. Check HSLDA website under state laws.

COMMUNICATION between the school and the home are vital in any healthy academic setting. All members of the school community are encouraged and expected to make proper and ongoing use of any communication methods the school may devise, in accordance with any relevant school guidelines. Parents must keep their online enrollment account contact information updated at all times. It is imperative that parents check email and visit our member website on a regular basis.

COURSE OF STUDY: The course of study that parents design for their students must meet standards as set forth by our skills checklist for each grade level for K-8 and the Florida Department of Education frameworks for high school students. However, since specific state requirements may vary from the prescribed course under our program, it is the responsibility of out of state parent/educators to see that his own state's legal requirements are also satisfied. SFA staff members are happy to help with curriculum selection. Parents enter their course of study information (subjects, publishers, where schooling is done, and for high school FL course numbers) on our Course of Study Form by Sept 1 or within 30 days of enrollment, if enrolling after Sept 1.

PROGRESS REPORTS: Since home schooling is under the instructional supervision of the home, students registered in a HOME EDUCATION PROGRAM are not required to submit grades to SFA and will not be issued a report card; however, grades for classes taken at SFA will be issued to the parent. No record of these grades will be kept at the Academy. While ENROLLED in SFA private school, all grades issued for work completed under the supervision of the parent /teacher will be assigned by the parent/teacher and submitted to the Academy at the end of each semester, and all grades issued for work completed under the supervision of a Sancta Familia Academy Campus Instructor will be assigned by the Instructor and submitted to the Administration for Progress Reports and Transcripts. Parent-reported grades and attendance may be posted through an online reporting system via our website in the future. Currently, these forms must be filled out and mailed or dropped off at the school at the end of each semester on Dec. 31 and May 31. If your child has participated in summer school, grades should be submitted by Sept. 1. These grades become part of the student's permanent cumulative file.

ATTENDANCE RECORDS: Parents are required to keep track of daily attendance. You can use our online reporting system to keep track of your grades. Field Trips that are educational may be counted as a day of school. You may school year round with SFA.

REPORTING LATE FEES: There is a \$10.00 late fee for reports received after the 15th of the month in which reports are due. Families that don't submit reports within 45 days of the month which the report is due are subject to dismissal. The fee for reinstatement is \$25.00 per family. Enrollment will not be reinstated more than one time.

SCHOOL ATTENDANCE: Students who have attained the age of 6 years. or who will have attained the age of 6 years by February 1 of any school year. or who are older than 6 years of age but who have not attained the age of 16 yearu. are required by law to attend school regularly for 180 days (minimum 170) each year. SFA students must follow this state law and are required to school 180 days with a minimum of 170 each year.

MINIMUM SCHOOL HOURS: (Required by FL private school state law). These hours are based on a 180 day school year. If you school more than 180 days divide the net hours by the number of days you school to get the hours per day. Remember recess, lunch, field trips, PE, computer time all count toward your school day!

- (a) Kindergarten: Five hundred forty (540) net instructional hours. (3 hours per day)
- (b) Grades 1-3: Seven hundred twenty (720) net instructional hours. (4 hours per day)
- (c) Grades 4-12: Nine hundred (900) net instructional hours. (5 hours per day)

PORTFOLIO: Parents are required to keep lesson plans, dates taught and the students work for a minimum of 2 years. SFA reserves the right to request portfolio reviews for any student at any time. If a portfolio review is requested, the parent / teacher will be given a 30 day notice. A 3 or 5 inch 3-ring binder with subject dividers is recommended so that completed work can just dg'put it in the notebook and you will have it done. Local families can bring the portfolio to the school, however the parents of distance students are responsible for the cost of shipping and return shipping. Private schools are required by law to provide an adequate instructional program in the core subjects of math, language arts, social studies, science, reading and literature, and physical education. The parent, au'c teacher for the private school. is responsible for providing the instructional program for each of his/her students. and the school must be able to validate if necessary.

WORK SAMPLES: While parents are to keep full portfolios of their student’s work at home, it is not necessary that the school review all work on a regular basis. We may request a review as explained above. We do, however, require the parent / teacher to submit work samples on a regular schedule.

Grades 1st through 8th: One (1) writing and One (1) math sample per quarter must be brought or mailed to Sancta Familia Academy.

Grades 9th through 12th: One (1) sample from each course taken at home for which the student will be seeking credit must be submitted each semester.

(Note: A quarter is approximately 9 weeks or one-fourth of the school year. A semester is approximately 18 weeks or one-half of the school year.)

Samples submitted to the school will not be returned and y kn'become part of the student’s cumulative file.

ACADEMIC POLICIES

Grading Scale

90-100%	A	Excellent
80-89%	B	Above Average
70-79%	C	Average
60-69%	D	Below Average
0-59%	F	Failing

ANNUAL EVALUATION / ACHIEVEMENT TESTING Students enrolled in Sancta Familia Academy private school are required to be evaluated annually. Students in grades 1 through 12 may participate in achievement testing administered at the Academy in April of each year. If students do not participate in testing at SFA, parents are responsible for procuring an evaluation or standardized test from a teacher, or administering an approved standardized test and submitting the results to SFA by July 31st. SFA will administer a test to students in grades 1 through 12. Students in grades 10 through 12 may participate in a group testing. The fee for group testing is \$62.00 for enrolled student and \$65.00 for non-members. Parents have the option to participate in group testing, take the test at home (order through www.thurbers.net, Seton, or Kolbe Academy) or at the Academy. High School students may submit an SAT, ACT or PSAT in place of achievement testing. The results of this testing will become part of the student's permanent record and should support the semester grades reported by parents.

HIGH SCHOOL ACADEMIC TESTING

Students who plan to attend a four year college need to take the PSAT in 10th or 11th grade, (Register with your local district high school) and the Collegeboard SAT and/or ACT in 11th -12th grade. All seniors graduating with a scholar, standard or accelerated diploma are Required to take the SAT or ACT (collegeboard) exam. Students register for the SAT and ACT online at www.collegeboard.org

SPECIAL NEEDS: Students that have an IEP or special needs designation are not required to score at grade level. SFA will look for one year progress each year based on their testing scores. We are required to provide accommodations for special needs students. If you have a special needs student, please contact the principal at info@sanctafamiliaacademy.com for more information.

MEMBER WEBSITE: Once your registration is completed you will receive a username and password to access our member website. You will find many resources and information on the member website. Please contact the principal at info@sanctafamiliaacademy.com if you have any questions. Members need to check-in weekly to keep updated. Field trips and activities are posted on the member website calendar.

FLORIDA VIRTUAL HIGH SCHOOL: This is a public high school offering free middle and high school courses, via the internet, to Florida Residents. SFA students can enroll for classes through FVHS. To enroll in FVHS and SFA first complete the SFA enrollment and then go on FVHS and select Sancta Familia Academy as your school and Brevard as your district. Please complete your enrollment with SFA before enrolling in FVHS, as we have to approve your enrollment. Go to www.flvs.net for more information.

SFA VIRTUAL ACADEMY: SFA Virtual Academy is a project under consideration. We hope to be able to offer all curriculum with a management system to keep track of your child's work and grades automatically through the internet in a privately run virtual school environment. We plan to offer all curriculum for K-12th grade as well as many AP courses. The Virtual Academy would be great for summer courses to keep your students doing school in the summer with little work on the parent's part as well as a supplemental or complete curriculum option. The Virtual Academy information packet will be posted on our website if and when this option becomes available to SFA students.

ACADEMIC COURSE REQUIREMENTS

All elementary level students (grades 1 – 8) must complete a core curriculum consisting of: Religion (Bible and Catechism) English (Writing and Grammar), Math, Science, Social Studies (History and Geography), Reading (including phonics for K – 3rd grade), Handwriting (K – 6th grade), Spelling & Vocabulary, Art, Music, Physical Education, and Computer Skills. For grades 9-12, see the high school section below.

SFA HIGH SCHOOL GUIDE: This guide is posted on the member website. Please read this carefully, as it will help you plan your High School Students course of study. All High School parents need to have at least one meeting each year (phone, email or personal appointment), with SFA to make sure you are clear about course codes, courses needed for graduation, scholarships, course requirements, dual enrollment & etc. All High School courses must meet the Educational Standards as set forth in the Florida Department of Education Frameworks for High School. The course descriptions and codes (Florida Frameworks) may be obtained by logging on the Internet to www.firn.edu/doe/curriculum/crscodes/basic612/basic912.htm

HONORS DESIGNATION: Courses that exceed the minimum standard may carry the designation of Honors. Honors classes are weighted higher than regular classes. (5.0 =A) (Some colleges prefer to receive “unweighted” GPA and it must be specified if the GPA is weighted or not on all transcripts.

AP EXAMS: Students may take AP exams and receive AP college credit as long as they pass the AP exam. Most colleges accept a 3 as a passing score to receive college credit, but this can vary. AP study guides are available at many bookstores and online. To register to take an AP test you must call your local high school and set this up with the guidance counselor or AP coordinator. Many four year colleges prefer AP courses over dual enrollment as the tests are standardized and require a high level of proficiency in the course to pass the exams.

DUAL ENROLLMENT: The minimum age for most dual enrollment programs is 16. You may contact the college or community college of your choice and find out if they allow dual enrollment and their eligible age. Once you have selected your college they may have specific paperwork or contracts that SFA will need to complete. The parent may be requested to get the forms to SFA or the school may send them directly to us. Please allow at least 60 days advance notice to make sure everything is set up so you can enroll without any delays. SFA has an agreement already in place with Brevard Community College. Student should have at least a 3.0 GPA to consider trying dual enrollment. Dual enrollment courses will count for High School credit and college credit.

NEW SENIOR HIGH ENROLLMENT:

SFA accepts students in their senior year up until October 15th. Seniors must complete six credits with SFA and complete all SFA graduation requirements. All seniors must have their records reviewed before final acceptance. A fee will be assessed for transcripts to be created from parent provided records when new students enroll in SFA after 9th grade. See Tuition and Fees section. All seniors are required to take the SAT (college board) or ACT as part of their graduation requirements. (see score requirements on the graduation requirements page.) If a student does not achieve the required scores on the SAT or ACT we will consider a passing score on a College Placement Test (CPT) or a High School Exit Exam.

Students must be enrolled in SFA for a minimum of two years to be named Valedictorian or Salutatorian.

VALEDICTORIAN/SALUTATORIAN:

The following are considered when selecting our Valedictorian and Salutatorian:

GPA, SAT or ACT Scores, AP or college credits, Community Service, Christian values, and leadership.

DIPLOMA: A diploma is granted to students that complete all SFA diploma requirements. Students may choose to participate in our graduation and receive their diploma at that time or receive the diploma at any time the student completes graduation requirements.

GRADUATION: A graduation is held in May in Melbourne. All students are encouraged to participate in this wonderful ceremony. Students that are within three months of completing their requirements may participate in the graduation. Diplomas are mailed when all requirements are met.

SFA offers high school graduates four different diploma options. See the SFA High School Guide for specific information. Typically, students need a minimum of 24 credits which must include a minimum in each core subject area. A sample of a typical four year plan follows.

GRADE 9
 English
 Math (Pre-algebra or Algebra I)
 Geography or Am History
 Physical Science (with lab)
 Foreign Language I
 Life Management
 Personal Fitness

GRADE 10
 English
 Math (Algebra I or Geometry)
 World History
 Biology (with lab)
 Foreign Language II
 Fine or Performing Arts
 Electives

GRADE 11
 English
 Math (Geometry or Algebra II)
 Am. History or Geography
 Chemistry or Earth Science (with lab)
 Foreign Language III
 Electives

GRADE 12
 English
 Math (Pre-Calculus or Trigonometry)*
 Am. Gov/Economics
 Physics or Marine Science (with lab) *
 Electives

* Only required for honors diploma

MORE HIGH SCHOOL INFORMATION:

WORK STUDY: High School students may receive credit for working but must complete required documentation for this program. The forms are available under High School forms on the member website. Each 75 hours of work is counted as ½ credit.

COMMUNITY SERVICE High School students completing volunteer hours for the Florida Merit Scholarship must have their volunteer program approved by SFA before starting the program. All hours must be documented and signed by an adult volunteer supervisor. Each 75 hours of volunteer work is counted as $\frac{1}{2}$ credit.

BRIGHT FUTURES SCHOLARSHIP Florida Residents: The Florida Bright Futures Scholarship program has complete information at <http://www.firn.edu/doe/cgi-bin/doehome/menu.pl> Students in their senior year will go online to apply and then SFA will enter your transcript and final grades. You will be notified of eligibility. Please make sure you have read the guidelines for the scholarships, so you can meet the academic guidelines to qualify. SFA staff is available to discuss this with parents.

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CALENDAR YEAR: Membership for the school year is from: July 1- June 30. Re-enrollment for the following school year should be completed by June 1 to continue as a SFA member.

APPLICATION FEES for new students are due with your registration and are non-refundable once your application has been processed.

NEW HIGH SCHOOL STUDENT GRADES 10-12 CREDIT EVALUATION & PROCESSING FEE: This fee of \$50.00 for grades 10-11 and \$100.00 for a senior is charged for any NEW incoming high school student from a home education program. All high school credits are transferred to our database, a planning guide is completed and a new SFA transcript is prepared for each new student. Please include this fee along with your registration fee. This fee is non-refundable once credits have been processed! Students transferring from a private or public school f q"pqv'r c{ "vj ku'hgg"cpf "will have their transcripts sent to SFA.

GP TQNNNO GP V'FEES:

Tj g'gptqnm gpv'fee include: educational consultation and guidance, record keeping, online reporting, transcripts for high school, access to our member website with many educational resources and SFA forms, cpf membership to FPEA0Uwf gpw'ctg'grki kdr'vq participation in all activities & field trips, j qy gxgt"ctivity & field trip equu are'not included in gptqnm gpv'hgg0Gptqnm gpv'Fees are non-refundable 14 days after enrollment.

GRADUATION FEES: Senior graduation fee of \$50.00 must be included along with your tuition payment. This fee does not include the cost of the cap/gown/tassel or invitations.

FAMILY OF THREE OR MORE DISCOUNT: If you have three or more students enrolled with SFA there is a 20% discount off of J qo g'Cecf go {"tuition. The discount does not apply to the application fee, New HS credit review, senior enrollment, senior graduation, Classical Academy, University School, or Co-op Classes,"or the books & materials, or lab fees required for any classes. This discount may not be used in conjunction with the Experienced Home School Discount.

EXPERIENCED HOME SCHOOL DISCOUNT: Families that have home schooled three or more years receive a 10% discount off private school gptqnm gpv(Record Keeping). The discount does not apply to the application fee, tgi kntcvkqp feeu, new high school credit review, senior tuition or graduation or any on-campus programs or classes, and may not be used in conjunction with the Family discount.

WITHDRAWAL POLICY: Parents must notify the school in writing of intent to withdraw. Parents that choose the monthly option to pay fees must pay all o qplgu"qy gf in full before withdrawing from SFA. Records will not be transferred, if yearly fees are not paid in full. "Gptqnm gpv'hggu"cpf "wkkqp"ctg"prorated.

STEPS TO FINALIZING YOUR SFA ENROLLMENT:

We are thrilled that you are considering joining our SFA family. It is our desire to help you with all your educational needs. Once you have completed your online enrollment we will need your help in finalizing payment and paperwork requirements, so you can officially become an SFA member. Please read the following information carefully and submit all required documents and payment information within 10 days of enrollment. Once you have submitted all paper work and completed payment requirements, please sign and fax or email the enrollment checklist, or if you are submitting documents, please send the Checklist along with the documents. Listed below are the three (3) steps that are required in order to finalize your enrollment with SFA. If you have paid in full, you may skip step one (1). If you have any questions or need help, please do not hesitate to call or email our staff. Once all the three steps are completed, you will receive a welcome letter to inform you that your enrollment has been finalized. We will also email you a parent manual, the password to member ctgcu'qh'qwt'website, cpf information on getting started homeschooling with SFA0Y e will email you to determine if you have any questions or need help selecting curriculum. Your enrollment will be held in pending (which means you are not officially enrolled with SFA) until all steps are completed.

STEP 1 PAYMENT INFORMATION

STEP 2 REQUIRED PAPERWORK (This paperwork is required by the Department of Education and must be submitted within 10 days of enrollment.) Definitions: *Distance Student: (Any student NOT participating in on-campus classes or activities.) *On-Campus Student (Any student enrolling in ANY on-campus program including Classical School, Academic or Enrichment Classes, and special programs and activities)

- ALL ENROLLED STUDENTS, DISTANCE AND ON-CAMPUS
 - If transferring from a public or private school: Please mail or take the attached SFA Transfer of records form to your child's previous school at the time you officially withdraw from school . **If your student is in high school, please mail or fax a copy of their transcript prior to enrollment. Many schools will take longer than 10 days to send your records. If we have not received your records within 10 days, we will call the school to confirm that you are a student in good standing and they will be sending the records. Once this is confirmed, your enrollment can be finalized without receipt of records. Please note SFA does not send the Request Form to the school, unless a school will not accept a parent submitted request of records. Should this happen, please contact our school.
 - If transferring from homeschooling and not transferring records from another school, please submit the following within 10 days of enrollment with SFA:
 - ✓ Birth Certificate (copy)
 - ✓ Current Achievement Testing (within one year)
 - ✓ Progress Reports and a list of subjects taken for each year of school
 - ✓ High School – all high school students need to submit a high school record showing credits, courses, grades, and attendance for 8th grade and each year of high school completed prior to enrollment. SFA may request to see the student's work in order to verify credits.

- ON-CAMPUS STUDENT (ALL LOCAL students including those planning to enroll in classes as well as those who MAY participate in ANY on campus activity including field trips, etc.)
 - All non-distant students must also submit the following:
 - ✓ Immunization Forms: Your physician or the county health department will have the required form DH680. Please submit the original form. Copies are not accepted. All 7th grade students are required to receive the following immunizations: three (3) doses of Hepatitis B, a 2nd dose of measles and a Td (Tetanus-diphtheria) booster and additionally must be screened for scoliosis.
 - ✓ OR an Immunization Exemption form from the Health Department
 - ✓ Student Health Examination: This Form DH3040 will be provided by your physician, once the student has completed a physical. Please submit the original form. Copies are not accepted.
 - ✓ Medical Consent and Information Form. This form must be completed before attending classes.

HOW TO ENROLL:

1. Read this packet carefully to make sure you agree with all requirements and policies. Contact our office if you have any questions or need help.
2. Join the Brevard Network of Catholic Home Educators and Sancta Familia Academy using the membership form and PayPal on our website, or fill out the Membership Application Form and send it with a check or money order to:

Sancta Familia Academy
1204 N. Harbor City Blvd.
Melbourne, FL 32935
3. Sign the Parent Responsibility Agreement, Teacher Contract, Medical Release, and all required forms. Fill out an Enrollment Form for each student that will be ENROLLING in SFA private school whether on campus or for record keeping only.
4. Please print the transfer of records form and send or give to your child’s current school, if you are currently enrolled in a private or public school. If you are enrolling for the following school year, documents will not be released from your school until your student has completed this school year and has paid all fees.
5. Enrollment Checklist: Please print the Enrollment Checklist and send it to Sancta Familia Academy within 10 days of your online enrollment. Kindergarten students and homeschooling students not previously enrolled in a school, please include the required documents along with the checklist.



Sancta Familia Academy
1204 N. Harbor City Blvd., Melbourne, FL 32935
(321) 259-6464

Request for Transfer of Records

To: _____
(name of school holding records)

Address _____

City _____ State _____ zipcode _____

Student Name _____ Grade _____ DOB ____/____/____

S.S. # _____ is enrolling at Sancta Familia Academy on

(date)

Please transfer the following records for this student once he/she has withdrawn from your school.

- Birth Certificate
- Physical Examination Form
- Immunizations Records
- Student Academic Records and Testing
- Discipline Records
- Exceptional Education records

Mail Records to:
Sancta Familia Academy
1204 N. Harbor City Blvd.
Melbourne, FL 32935

Thank you for your immediate attention to this request.

Administrator
Sancta Familia Academy

In accordance with the Family Education Rights and Privacy Act of 1984 and Florida State Law, I hereby authorize the release to Sancta Familia Academy all school records; including grades, health records, and any other developmental information regarding the above-named pupil.

Signature of Parent or Legal Guardian

Date