

TEACHER MEETING NOTES



APRIL 2024

NFC ACADEMY

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April 19, 2024

WELCOME TO NFCA

Alex Montanez joins our faculty this month as a teacher in the elementary grades. Alex is local to our campus here in Tallahassee, having graduated from Florida State University and having taught 3rd grade at NFC. She is currently serving North Florida Baptist Church as the Children's Director and is married with one little girl. We are excited to have Alex teaching with the Academy and look forward to the great addition she will be to our program and our students!

CHANGES TO THE ACADEMIC REPORT

As we announced earlier this week...we are adding a fifth group related to academic progress with this Academic Report. It is not an addition, but splitting the last group called Inadequate Progress into two tabs. Beginning with this progress report the Inadequate Progress tab on the Excel file will remain, but only include students who have made some progress, but are reflected as Inadequate Progress (read the definitions below). The new group on a different tab in the Excel file will be "Failed to Make Progress" which will be any student in the course who should be working, but their progress is shown as "-0-" with no progress made, they are being moved to this new tab.

Teachers will send the email out for this group which will be a new letter in the INFORM system (which is an updated name, so we call it something other than LeRoy's system, the software developer who built this system for NFC Academy). Teachers will be sending the same amount of emails, we just moved some from what used to be on one tab onto a second tab.

- **Excellent Work** (16% work or more)– No further work is required besides that of the teacher communication for students and parents.
- **Good Work** (15.9%-11% work – Minimum to no intervention in the student's work program, but ensuring information is available that work progress may need to be adjusted.
- **Improvement Needed** (10.9%-6.0 % work) – Parent notification that intervention is necessary for student progress to meet expectations.
- **Inadequate Work** (5.9%-Above 0% work) – Significant intervention is needed as student progress is unsatisfactory and student work at this level will result in serious consequences related to grade progression. Students remaining in the category of Inadequate Work for two successive periods may place the Academy in the position of making their status of “not meeting compulsory attendance expectations. “
- **Failure to Make Progress** (0% work) – The student has not worked since the previous reporting period. Students should become engaged in their work immediately. Personal contact with parent/student required. Without work beginning, NFC Academy cannot confirm the student is meeting compulsory school attendance requirements.

INFORM SYSTEM UPDATES

You also need to know that we have made some upgrades to the hosting of the website that we are now calling INFORM which you all use to send the progress reports. There is a new link required to be able to access the new site and that is:

<https://www.nfcacademy.us/progress/admin.php> Please bookmark this new site for future reference.

Please note that you will use the same credentials that you currently use to log into the old progress report site to log into the new site. There were virtually no changes made to the design of the new site. The only change that was made was to the hosting which is on the back end so you will not see any differences between the two sites. Because of that, it will be important that you check the link to make sure that you are using the new one given to you in this email. The old site will still be functional for a few more weeks but should not be used because the update to the email groups as discussed in the section above has not been made there so you would not be able to send any emails to those students who may need the “Failure To Make Progress” email.

As always, if you have trouble logging into the new site you can contact us in the Academy office.

2024-25 MANUALS

FACULTY MANUAL

Staff is nearing completion of the 24-25 Faculty Manual. This manual will be reviewed and then the videos for review will be created. Expect this manual to be ready no later than the end of May.

ACADEMIC REPORT HANDBOOK

The content of this handbook has been removed from the Faculty Manual because it is central to our engagement of parents in our monthly Academic Report and the reports sent to parents. As noted below the handbook has been further updated as we try to be comprehensive in our notification of student progress and performance with parents. Of course, the Ignitia Parent Portal is an essential part of this engagement process. You can expect this handbook to be shorter than the Faculty Manual because of its focus and will be ready about the same time.

ACADEMIC REPORT PERIOD COVERED: March 12 to April 15.

- All work completed and reports submitted to the Academy office by Monday, April 29.
- Use this link to go to the NFC Academy Professional website to open the Teacher Meeting Archives [2023-24 Teacher Meeting Notes](#) for Teacher Meeting Notes, Academy Report and Prayer Guide and the links to all the websites/pages that you will use to complete all parts of the Academic Report.

UPCOMING ACADEMIC REPORT

Our next report should be started on Monday, May 13, and be completed and available by the end of that week.

TECHNICAL SUPPORT - IGNITIA

Ignitia technical support is often busy but leaving a call back number seems to work if you can be near the phone for an extended period. Ignitia Technical Support's direct number is 1-800-735-4193. Open Monday-Friday 7:30 AM-9:30 PM EST.

Dr. Charles R. (Rick) Fielding
Administrator

Those men may know that thou, whose name alone is JEHOVAH, art the most high over all the earth. Psalm 83:18