

Maryville Christian School Home School Umbrella K-8 (MCSHSU)  
2018-2019 Policies & Procedures

Eligibility:

- Agreement with the MCS Statement of Faith
- An active member of a local Bible believing church
- The student must be in good standing with their previous school. MCS does not register students with expulsions, suspensions, or a disciplinary record.
- Curriculum should be predominantly Christian and should cover the entire scope of the course and must include all core subjects and Bible.
- The teaching parent must **not** have an outside job which would leave the student unsupervised during the school day or have any other responsibilities which would conflict with this teaching appointment.
- The teaching parent is responsible as the primary instructor to ensure the usual scope of a course is covered. It is not the responsibility of a co-op teacher.
- Eighth grade students registered in our MCSHSU are eligible for our high school Independent Study Program.

Requirements:

- Abide by MCSHSU Policies and Procedures
- Conform to State law concerning home schooling. A copy of the law can be viewed at [www.hslda.org](http://www.hslda.org). Please read it carefully. MCSHSU does not assume legal responsibility for your home school. We encourage you to join the Home School Legal Defense Association.
- Meet with the MCSHSU Coordinator before your first year in the program.
- Complete the registration form and a proposed curriculum form.
- Provide a copy of the certified birth certificate, the immunization form or letter of exemption and previous school records.
- Pay all fees at the time of registration. No refunds for a partial year.
- Please submit your student's end-of-the year attendance form (180 days, four hours/day minimum) and grades in June or upon re-registration.
- Participate in testing yearly, with the exception of Kindergarten.

Recommended:

- Participation in a support group such as Blount Home Education Association ([www.bhea.net](http://www.bhea.net)) or other support group, Smoky Mountain Home Education Association ([www.smhea.org](http://www.smhea.org)), and Home School Legal Defense Association (540-338-5600 or [www.hslda.org](http://www.hslda.org)).

Services:

- Maintain records: grades, attendance, test scores, and legal documents
- Administer standardized tests: Iowa Assessment ACSI version (achievement test) in grades 1-8; grade 5 will also take the CogAT (cognitive abilities test)
- Support, curriculum counseling, resources, workshops, and referrals →

Fees:

- Application fee (first year only): \$25 per family
- Registration: \$55 for the first student, \$50 for the second student, \$45 for the third student and \$40 for each additional student in the same family. If you have a student enrolled in our Independent Study Program, you may count him as your first student.
- Testing: \$50 for each student (except Kindergarten)
- Late paperwork fee: \$15 per delinquent month
- Final registration date: **July 1** or until full. If space is available, registrations will be accepted with a \$25 late fee until July 31. New registrants must be available during regular business hours for a meeting. Your student is not enrolled until all the required paperwork is received, the fees are paid, and we have had our meeting.
- Returned check fee: \$25

Enrollment:

- Submit the registration and curriculum forms, fees, and student documentation before the deadline dates. We cannot hold partial registrations.
- New registrants will be called for a meeting. If you have any questions or want to confirm the receipt of your registration, please contact Karen Metcalf at metcalfmom@bellsouth.net or 984-4073.

Yearly:

- Participate in standardized testing March 11-13, 2019:  
Grade 1: Three days (Mon.-Weds.) Iowa ACSI version  
(Students will take a practice test on the first day while his parent sits beside him.)  
Grade 5: Three days (Mon.-Weds.) Iowa and CogAT  
Grades 2, 3, 4, 6, 7, 8: Two days (Mon. & Tues.) Iowa ACSI version
- Submit year-end attendance and grades by July 1 or upon re-registration. All required paperwork must be on file prior to re-enrollment.

Other:

- If a child is showing little or no progress and consistently tests below grade level, we will meet with the teaching parent to evaluate teaching methods, curriculum, and to discuss the parents' plan including ways we can support you. We are available to help with ideas and/or referrals. Please contact us anytime.
- Documented Special Needs students have unique circumstances and we work with each student individually. Outside testing is required yearly or as determined by the coordinator.