



Independent Study Program Policies & Teacher Responsibilities 2023-2024

Enrollment Eligibility:

Enrollment in the Maryville Christian School Independent Study Program for grades 9-12 is available to home educating families who are in agreement with the MCS statement of faith, policies, procedures, and standards. The student must live in Blount County or one of the surrounding Tennessee counties.

Fees	ISP (9th-12th)
Annual Enrollment Fees	\$250
Annual Enrollment Fee for additional students	\$175
Testing Fees for In-Person Testing	Fees vary per test
Transfer Fee: From or to MCS on-campus registration	\$100

Billing and Fees: Once enrollment is complete you will be billed by the business office. All students are enrolled until they are withdrawn or graduate. **Yearly enrollment fees will be billed June 1** of each school year. If you wish to withdraw from the program for the next school year, paperwork must be submitted on or before May 15. There will be **NO REFUNDS** of enrollment fees after July 31. If a withdrawal occurs between June 1 and July 31 you will be refunded 50% of your enrollment fees. All Application fees are nonrefundable.

Teacher Qualifications and Guidelines:

- **The teacher is the student's parent or legal guardian.** Except in the case of dual enrollment classes taken at a college. The parent is responsible as the primary instructor to ensure the usual scope of a course is covered (not the co-op teacher).
- The teacher has a minimum education requirement of a high school diploma or GED.
- The teacher will not have (or will not enter into) employment or other responsibilities which will in any way conflict with this teaching appointment.
- The teacher will participate in at least six one-hour training experiences per year to be reported on the Teacher In-Service Documentation form at the end of each school year. Please refer to that document for examples of appropriate experiences.
- The teacher has been approved as a teacher associated with, but not employed by Maryville Christian School.
- The teacher will remit grades and attendance records at the appointed times.
- The teacher will notify the Independent Study Coordinator if the student becomes involved in anything that would reflect poorly on the school (truancy, drug use, delinquency, pregnancy, etc.).
- The teacher is responsible for the oversight or direct instruction of all courses. MCS supervises the curriculum, teaching plan, and record keeping. MCS supervision of associate teaching is for the purpose of evaluating the teaching quality, program, and results to determine whether the study plan will qualify the student to receive a diploma upon completion of the proposed program.

Academic Guidelines:

- Upon receipt of enrollment materials and fees, the student, the parent, and the MCS Independent Study Coordinator will meet to develop an Individual Education Plan (IEP) to ensure the student completes a minimum of 24 credits in the requisite courses for graduation.
- High School Credits are earned by completion of a high school text or curriculum geared for a full year of study or equals a minimum of 130 hours of instruction.
- High school students are expected to spend 6.5 hours/day on coursework.
- As a Christian school we require, in addition to a Bible credit each year, at least 50% of the student's coursework be approached from a Christian worldview.
- Parents are required to submit their **proposed curriculum** form each year before **June 30th**. Curriculum must meet or exceed standards required by MCS and our accreditation agency, ACIS.
- Grading scale is: **A/90-100, B/80-89, C/70-79, D/60-69, F/59 and below.**

Testing: All students in the ISP are required to test once per year.

PreACT, , CLT10 (9th & 10th grade options)

- PreACT - Testing will be in the Fall at MCS with on-campus students
- CLT10 - This is an at home on-line test (Additional College readiness test)
<https://www.cltxam.com/>

SAT & ACT (10th-12th grade)

- Students in grades 10-12 should take the ACT or SAT each year by registering directly with the testing agency (www.act.org and collegeboard.org respectively).
- When registering your student use the MCS ISP school code (**430-009**). This will ensure our receipt of your student's scores.

Note: All families that choose to test at home with the CLT10 will be responsible to turn in all test scores for your child's records.

Annual Paperwork:

- Proposed Curriculum Form and Honors Plan (if applicable)
- Grade /Attendance - Grades are reported in percentage form and must be turned in each semester at the appointed date unless an extension has been requested.
- Teacher In-Service Documentation

Graduation:

- Graduation Applications are due **Jan 15** for all students that plan to graduate.
- Upon completion of all course requirements MCS ISP students will receive an accredited diploma from Maryville Christian School.
- We hold an annual graduation ceremony for our ISP students who wish to participate.

Transcripts and Records: We are pleased to provide: transcripts, compulsory attendance forms for a learner's permit, insurance letters, governor's school applications, and letters of recommendations, etc., free of charge.

Transcripts should be ordered through **Parchement.com** please visit our website with instructions on ordering transcripts.

