



Maryville Christian School

Homeschool Umbrella K-8 (MCS HSU) 2023-2024 Policies & Procedures

Eligibility:

- **Agreement with the MCS Statement of Faith** - Our Faith makes us unique and it is very important we align ourselves with others of like faith as we work to Glorify God in our mission as a Christian School. Please see the MCS statement of Faith here: <https://www.maryvillechristianschool.org/about/corevalues.cfm>
- An active member of a local Bible believing church
- 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 MCS HSU are eligible for our high school Independent Study Program.

New Family Requirements:

- **Application** (first year only): \$75/student - To be completed online (please follow instructions on MCS website) here: <https://www.maryvillechristianschool.org/academics/homeschool.cfm>
- **Family interview:** Once an application has been completed the Homeschool Coordinator will be in contact in order to schedule a family interview and instructions on completing the enrollment process.
- **New families will be accepted until Jan. 15, of each school year.** A late registration fee will be applied after Aug. 30.
- New registrants are not considered enrolled until all forms on FACTS have been completed and an email notification has been received.
- Returned check fee: \$25
- **Proposed Curriculum Forms** must be submitted no later than 10 days prior to completion of enrollment.
- **Provide student records:** a copy of the certified birth certificate, the vaccination form or letter of exemption, and previous school records (through FACTS or to be taken to the office).
- **Abide by MCS HSU Policies and Procedures**
- **Conform to Tennessee State laws** concerning homeschooling. A copy of the law can be viewed at www.hslida.org. Please read it carefully. MCS HSU does not assume legal responsibility for your home school. We encourage you to join the Home School Legal Defense Association.
- **Pay all fees** upon completion of enrollment registration. 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.

Recommended:

Participation in a support group such as:

Blount Home Education Association (www.bhea.net)

Smoky Mountain Home Education Association (www.smhea.org)

Home School Legal Defense Association (540-338-5600 or www.hslda.org).

Services:

- Maintain records: grades, attendance, test scores, and legal documents
- Administer standardized tests: Iowa Assessment ACSI version (achievement test) in grades 2-8; grade 5 will also take the CogAT (cognitive abilities test)
- Support through curriculum counseling, resources, workshops, and referrals

All Families - Forms, Fees & Deadlines:

- **Enrollment fees** are \$75 per child with a family maximum of \$250 for K-8th grade students.
- **Yearly Continuous Enrollment/ Registration** fee: \$75 per student (max \$250/ family, K-8). **As of the 2021 school year all families will be automatically re-enrolled for the upcoming school year. If you wish to withdraw your child from the program you will be required to submit a "Notification to Decline Enrollment Form" before fees are posted for the following school year.**
- **Billing and Fees:** 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.
- Testing fees: \$50/ student (2nd-8th grade).
- Proposed Curriculum Forms must be submitted each year no later than **June 30**.
- **Participate in standardized testing:** MCS Homeschool Umbrella will test all students from 2nd-8th grade yearly. We currently use the IOWA test. Testing is done in the Spring each year. Date and Location TBD. Online testing through BJU using the IOWA is also an option.
- **Submit your student's end-of-the year Attendance/Grade Report** (180 days, four hours/day minimum) and grades by June 15, unless you have approval from the coordinator to submit them later.

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.