

**Enrollment Eligibility and Fees:** Enrollment in the Maryville Christian School Independent Study Program for grades 9-12 is available to home educating families committed to the Lordship of Jesus Christ, who are in agreement with the MCS statement of faith, policies, procedures, and standards, and have enrolled the prior year in our Home School Umbrella or ISP. The student must live in Blount County or one of the surrounding Tennessee counties, and must not have been under disciplinary action from another school. The annual enrollment fee is \$225 for the first student and \$125 for each additional student in the same family. Ninth grade students will take the Iowa Assessment during our March testing. The testing fee of \$50 is due upon registration. No refunds are made if the student leaves the program during the year. If there is an exception allowing a student not previously enrolled in the Umbrella, as in a transfer from the MCS campus, the following additional fees will be assessed: \$100 application fee and \$100 per transferred year. Application must be made by July 1. We do not enroll rising seniors. Graduates who have not paid the full fee for four years will pay a \$50 diploma fee. We are pleased to provide: transcripts, compulsory attendance forms for a learner's permit, insurance letters, governor's school applications, college applications, and letters of reference, etc., free of charge when given a two week notice.

**Teacher Qualifications and Guidelines:**

- 1) I am 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).
- 2) I have a high school diploma or GED
- 3) I have demonstrated the ability to teach as shown by the student's progress documented by standardized test scores.
- 4) I do not have (or will not enter into) employment or other responsibilities which will in any way conflict with this teaching appointment.
- 5) I will participate in at least six one-hour training experiences per year. These experiences are reported on the Teacher In-Service Documentation form at the end of the year. Please refer to that document for examples of appropriate experiences.
- 6) I understand I have been approved as a teacher associated with, but not employed by, Maryville Christian School (an associate teacher). As an associate teacher, my responsibility to MCS is limited to what I teach and how well I teach.
- 7) I understand that, as a part of this appointment, I have a personal faith in the Lord Jesus Christ as my Savior and can support the MCS statement of faith.
- 8) I will remit grades and attendance records at the appointed times. A \$25 late fee/month/student is assessed if I fail to do so.
- 9) My family will abide by the MCS dress code when on school property.
- 10) I will notify the Independent Study Coordinator if my student becomes involved in anything that would reflect poorly on the school (truancy, drug use, delinquency, pregnancy, etc.)
- 11) I understand that associate teachers are not the agents of Maryville Christian School. MCS supervises the curriculum, teaching plan, and the results. Associate teachers are associated with MCS in a manner similar to that of other MCS parents as customers or constituents who pay fees in support of MCS ministerial services. MCS supervision of associate teaching is for the narrow, limited purpose of evaluating the teaching quality, program, and results to determine whether the study plan and results 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.
- \*Completion of a high school text or curriculum geared for a year of study is required for most courses. For PE, Art, Music, and occasionally Bible, one credit 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 may, but are not required to, have prior approval for their curriculum. The parent may not report more than 8 credits per year. Curriculum must meet or exceed standards required by the State of Tennessee.
- \*MCSISP's Coursework Guideline sheet meets the minimum course requirements of the State of Tennessee. However, higher level and additional courses are recommended for college bound students. It is the parent/teacher's responsibility to be aware of any additional courses required for admission to a specific college. Also, students must score at least a 17 on the ACT or a 950 on the new SAT to receive a diploma from MCS. We will super-score for this requirement.

**Testing:** Students in the 9th grade will take the Iowa Assessment (which will give you ACT projections) during our usual March testing. Students in grades 10-12 will take the ACT or SAT each year by registering directly with the testing agency (www.act.org and collegeboard.org respectively). Test results must be sent to MCS (school code 430-009).

**Paperwork:**

- \*Attendance reports and Curriculum Worksheets must be turned in no later than two weeks past the end of each semester, with the grades reported in percentage form.
- \*The grading scale is: A/93-100, B+/90-92, B/85-89, C+/80-84, C/77-79, D/70-76. (Refer to Grading in High School document in Purple Folder.)
- \*Failure to report attendance raises questions of truancy, which would prevent us from certifying the student's eligibility for a driver's license, send transcripts, etc.
- \*There is a \$25/month/student fine for late reports. Habitual late reporting will result in the student's inability to register with MCS the following year.

I understand my responsibilities as a teacher in the MCSISP, and will abide by the terms and conditions of this agreement.

Parent Signature \_\_\_\_\_ 01.20