

**MANSFIELD CHRISTIAN SCHOOL
DIVISION OF INDEPENDENT STUDIES
HIGH SCHOOL POLICY**

ADMISSIONS:

- An Independent Studies student will be considered a Mansfield Christian student enrolled in MCS.
- No student currently enrolled in the traditional classroom program of MCS may enroll in the Independent Studies Program without special permission by the MCS administration and the acceptance into the Independent Studies Program by the Independent Studies Principal.
- Incoming students must have documentation of high school courses already completed before final acceptance into the Independent Studies Program.
- Incoming students must submit national standardized test scores from the previous year. Ex. Stanford, Iowa Basic, etc.
- **All students must be involved in weekly classes at Mansfield Christian School unless excused by the Independent Studies Principal. Junior and senior high school students are required to take at least one weekly class offered or/and an MCS class that meets daily on campus.**
- **Any student playing a sport in high school is required by the Ohio High School Athletic Association to take at least one class in the “brick and mortar” building of Mansfield Christian School.**

SCHOOL RESPONSIBILITY:

- The school will provide involvement opportunities for extra-curricular activities. The Independent Studies student will be subject to the same criteria for participation as the full time MCS student.
- Mansfield Christian School will provide a qualified professional educational coordinator staff consisting of a supervisor and family coordinator.
- Mansfield Christian School will provide only hardback textbooks and teacher editions on loan for textbooks used in the MCS classroom and those available in the Resource Room. Parents are responsible to pay for any consumable materials.
- Mansfield Christian School will maintain a cumulative folder with test scores, health records, application, progress reports, instructional objectives, transcripts, etc.
- A file of the student’s sample work, test scores, etc. will be maintained by the Family Coordinator.
- Mansfield Christian School’s Guidance Office & the Independent Studies Principal will provide college and career guidance support to the parents/students.
- Mansfield Christian School will administer the Ohio Achievement Assessment annually for grades 3-8. 8th graders will take the Explore Test each fall. All Independent Studies students are required to take the PLAN, PSAT, and OGT, tests with other Mansfield Christian School student at the scheduled times.
- All students are strongly encouraged to take the ACT and SAT tests at least once during high school.

SCHOOL YEAR:

- The school year for Independent Studies will be from June through the last day of the MCS school year. All progress reports and grades must be turned in to the high school coordinator one week after the end of the school year at MCS in order to receive credit for classes.
- At the end of each nine weeks, the parent is required to turn in grades that day to their Family Coordinator who in turn will turn in grades collectively to the IS Office. A grade report will then be printed from the high school office and given to the family.
- The student must receive a minimum of 900 logged hours of instruction (180 school days with a minimum of 5 hours of instruction/day). One hundred twenty hours of instruction are required in order to receive one credit hour/course. One hundred and fifty hours are required for science lab courses.

POST-SECONDARY EDUCATIONAL OPTION:

- Students enrolled in the Independent Studies Program are eligible to participate in the Post Secondary Educational Options program upon successfully meeting all requirements. (See PSEO information sheet)

PARENT RESPONSIBILITY:

- For each nontraditional course, parents must submit a course description for that subject. This will be evaluated and approved based on requirements met by the administrative staff.
- **Any course not taken at MCS or at home with the parents, must be filled out on a High School Options form, signed by the IS Principal, parent, and student. Courses such as online, tutorial, college, etc. must be approved for credit before the student begins that course.**
- Parents will submit a 4-year high school plan when beginning home schooling in high school. That form is to be updated with final grades and credits at the beginning of each year.
- All nontraditional courses designed by a parent must include books used, assessment methods, etc.
- Parents will report the progress for all Independent Studies courses achieved by their student. They will provide a lesson plan of each day's activities.
- Parent must meet monthly with the MCS Independent Studies High School Coordinator.
- The parent will provide all paperwork including tests, papers, or other documents each nine weeks for each course. (Excluding band, choir, daily or weekly classes taken at MCS, or physical education.) This includes classes taught by a tutor, online, etc. The family coordinator will note the pages of work completed from one visit to the next.
- Courses taught by a tutor must have evaluations submitted by the tutor.
- The parent will provide the following:
 - 4-year High School Planning Chart
 - Class Schedule/ Curriculum Form noting classes being taken at Mansfield Christian School or after school classes
 - Performance Report each nine weeks

STUDENT RESPONSIBILITY:

- In order to receive a high school diploma, a student must meet Mansfield Christian School standards and the standards of the Ohio Department of Education.
- Students may take up to three classes on campus at MCS, which may include post-secondary courses if acceptance is granted.
- Students will meet with the High School Coordinator as often as deemed necessary by the coordinator, usually monthly.
- Students will document time spent on each course. 120 hours is required to receive 1 credit.
- Independent studies students are required to take the Ohio Graduation Test and pass all five sections in order to graduate with a diploma as required of all Mansfield Christian School students.
- Students will take all appropriate PLAN, PSAT, ACT, and SAT tests. The ACT test must be taken at least once in high school (gr. 10-12).
- All students will abide by Mansfield Christian school's expectations and guidelines.
- Student work for each class must be documented each nine weeks with the exception of band, choir, physical education, or daily or weekly classes taken at MCS.

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