



# HOME SCHOOL HANDBOOK

2022-2023

**PURPOSE:** The content of this handbook is to (1) assist administrators and office staff who advise home school families in our schools and (2) for home school parents or guardians who wish to consider homeschooling for their student(s).

**LIMITATIONS:** For Maryville city residents only. Students residing outside the city limits should follow state and local guidelines where they reside. A family who relocates after enrolling in home school must enroll again with their new local LEA to comply with attendance and truancy laws in Tennessee.

**PROCESS:** For parents/guardians considering home school in Maryville:

1. Students must remain enrolled and in attendance while a parent completes all paperwork requirements to transfer to home school.
2. We always encourage parents to first have a conversation with the school administration, before visiting the district office.
3. Parents should call the district office to schedule a meeting with the home school coordinator. The number is (865) 982-7121 and the location is 833 Lawrence Avenue (at the corner of South Cedar and Lawrence). You are always welcome to stop by, but calling first ensures someone is available for consultation.
4. Depending on the type of program the student will transfer to, a variety of paperwork must be completed. Refer to this handbook for details. In most cases, this will take less than ten minutes.
5. Upon satisfactory completion of all paperwork requirements, the parent/guardian will take a signed letter of withdrawal back to the school for final processing. At this time, all fees and fines must be paid and all textbook and computers returned.

Independent	Online	Umbrella
<ol style="list-style-type: none"> <li>1. Read this handbook</li> <li>2. Provide a copy of the parents' GED or HIGH SCHOOL diploma</li> <li>3. Complete page 19-20</li> <li>4. Return completed attendance calendar at the end of the school year</li> <li>5. Upon completing all paperwork, take a signed copy of page 30 back to your school for withdrawal</li> </ol>	<ol style="list-style-type: none"> <li>1. Read this handbook</li> <li>2. Review list of accredited schools on pages 9 &amp; 10</li> <li>3. Complete page 22</li> <li>4. Provide proof of enrollment now and annually</li> <li>5. Upon completing all paperwork, take a signed copy of page 30 back to your school for withdrawal</li> </ol>	<ol style="list-style-type: none"> <li>1. Read this handbook</li> <li>2. Review list of schools on pages 11 &amp; 12</li> <li>3. Complete page 21</li> <li>4. Provide proof of enrollment now and annually</li> <li>5. Upon completing all paperwork, take a signed copy of page 30 back to your school for withdrawal</li> </ol>

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## INTRODUCTION

In Tennessee, parents and legal guardians have the option to educate their children at home, an option known as homeschooling or home education. The Maryville City Schools is happy to work with parents who choose this option for their children.

Parents and legal guardians in Tennessee may choose to home school their own children in grades K-12. The Tennessee Home School Law (TCA 49-6-3050) covers this option.

Parents and legal guardians who decide to home school their own children may do so by choosing one of the following three recognized options by the state of Tennessee:

1. Independent Home School
2. Category III ONLINE Virtual School
3. Category IV Satellite School (Umbrella or Church-Related)

\*Requirements for each of these options are described in this handbook.

Once you have chosen the option that best meets the needs of your family, please call for an appointment or stop-by the district office (833 Lawrence Avenue) to register as a homeschool family. Our phone number is (865) 982-7121.

For questions or concerns, call (865) 982-7121 and ask for the Home School Coordinator.

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## LEGAL REQUIREMENTS

Parents may home school their own children pursuant to Tennessee Code Annotated § 49-6-3050 by registering with their local school district. The law states that independent home school students must:

- PROVIDE ANNUAL NOTICE to the local director of schools prior to each school year of the parent-teacher's intent to conduct a home school and, for the purpose of reporting only, submission/update of all students to be homeschooled, the location of the school, the purposed curriculum to be offered, the proposed hours of instruction and the qualifications of the parent-teacher;
- MAINTAIN ATTENDANCE RECORDS and submit these records to the Director of Schools office at the end of each school year;
- Submit and maintain PROOF OF VACCINATION as required by law.

§ TCA 49-6-3050 (TN CODE ANNOTATED – Home Schooling in TN). Pursuant to the Rules of the State Board of Education 0520-07-02, each school shall comply with the requirements of T.C.A. 49-6-3007 regarding the reporting of the names, ages, and addresses of all pupils in attendance to the director of schools for the public school system IN WHICH THE STUDENT RESIDES.

## ATHLETICS

Independently registered home school students have the right to try out for sports/athletic teams in Maryville City Schools. TCA § 49-6-3050 states: E (1) If any of the public schools established under the jurisdiction of an LEA (Local Education Authority) are members of an organization or an association that regulates interscholastic athletic competition, and if such organization or association establishes or maintains eligibility requirements for home school students desiring to participate in interscholastic athletics at a member school, then the LEA shall permit participation in interscholastic athletics at those schools by home school students who satisfy the eligibility requirements established by the organization or association. (2) This subsection [E] does not guarantee that a home student trying out for an interscholastic athletics team will make the team or supplant the authority of coaches or other school officials in deciding who makes the team. This subsection [E] is intended to guarantee only that the home school student shall not be prohibited from trying out for an interscholastic athletics team, if the student is eligible under the rules of the organization or association, solely by reason of the student's status as a home school student. [3] This subsection [E] shall not be construed to limit or supplant the authority of the organization or association to determine eligibility and to establish, modify and enforce its rules and eligibility requirements, including those applicable to home school students.

- If a student is interested in trying out for athletics at his/her zoned school, notification must be made to the Principal of the school where the tryouts will be held for the team by August 15<sup>th</sup>. (See the ATHLETICS INTEREST FORM attached in the addenda of this handbook.)
- The school Athletic Director and/or sport coach will be notified.
- The MHS Athletic Director is Landon Harris. [landon.harris@maryville-schools.org](mailto:landon.harris@maryville-schools.org)
- Further information can be found at <http://tssaa.org/compliance-publications/tssaa-home-school-rule/>
- It is the parent's responsibility to ensure the Home School Curriculum meets NCAA requirements. <http://www.ncaa.org/student-athletes/future/home-school-students>

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## INDEPENDENT HOME SCHOOL

The first home school option is the Independent Home School model. Independent home school students are those who register with the LEA (Maryville City Schools) through the Intent to Home School form (see addenda - Independent). Please note, parents or legal guardians must have documentation of a GED or High School Diploma. Parent or legal guardian must provide instruction for at least 4 hours per day for the same number of instructional days as are required by state law for public schools, which is 180 days. Some important items to note:

- The Intent to Home School form must be completed and submitted to the District Office EACH YEAR.
- Independent home school students must provide PROOF OF IMMUNIZATION.
- Students in grades 5, 7, and 9 must participate in STANDARDIZED ASSESSMENTS. TESTS can be administered by either Maryville City Schools free of charge, or by a professional testing service at the parent's expense.
- If a home school student in grade 9 is taking a course for which there is an end of course test, that student should be required to take that END OF COURSE EXAM.
- If the student falls more than 1 year behind grade level for 2 consecutive years, the Maryville Director of Schools may require the parent to enroll the child in a public or non-public school.
- Accurate ATTENDANCE RECORDS must be kept and submitted ANNUALLY to the district office.

## REQUIREMENTS: Independent Home School

Requirement	Grades K-12
Parent/Legal guardian educational level	Proof of High School Diploma or GED is required.
Registration process	After discussion with school administration about homeschooling, parents/guardians will visit the MCS District Office to complete all paperwork requirements for home school. Upon completion, a signed document will be given to the parent/guardian to return to the child's school to be withdrawn. Until that time, the student should remain in school.
Attendance	4 hours per day, 180 days per year is required.
Record Keeping and Reporting	Attendance records are submitted to the Director of Schools office at the end of the school year using the provided calendar found in the handbook and on the website.
Testing	In grades 5, 7, and 9 all home school students should participate in state board approved secure standardized tests, either in the LEA or through a paid professional service.
Location and cost of testing	Testing will follow the testing window set by the state each spring. MCS will administer tests in the District Offices (833 Lawrence Avenue). There is no cost for public school testing. Professional testing services used by the parent/guardian will be at the expense of the family.
Enter or Re-enter public or approved private school	Students in grades K-8 must be tested for grade placement. Students in grades 9-12 must be tested in each subject for credit toward graduation. See the school guidance office for assistance.
High School Diploma or Certificate of Attendance	Home School diplomas or certificates of completion are not provided by the school district. Parents/guardians who are the teacher of record may create their own if they choose.

## STANDARDIZED TESTING

TN Code Annotated states: (A) Administration by the commissioner of education, or the commissioner's designee, or by a professional testing service that is approved by the LEA, to home school students of the same state board approved secure standardized tests required of public school students in grades five (5), seven (7) and nine (9); however, the test for grade nine (9) shall not be the high school proficiency test required by § 49-6-6001;

Tennessee Code Annotated § 49-6-3050

(6) (A) Consultation between the director of schools and the parent-teacher if the home school student falls three (3) to six (6) months behind the home school student's appropriate grade level, based on the test required in subdivision (b)(5);

(B) If a home school student falls six (6) to nine (9) months behind the home school student's appropriate grade level in the home school student's reading, language arts, mathematics or science test scores or such of these areas, regardless of the term used on the test, as are actually tested for the student's grade level, based on the tests required in subdivision (b)(5), the parent shall consult with a teacher licensed by the state board of education and having a certificate or endorsement in the grade level or course or subject matter in which consultation is sought. The parent and teacher shall design a remedial course to help the child obtain the child's appropriate grade level. The parent shall report the remedial course for the child to the local director of schools;

(C) (i) If a home school student falls more than one (1) year behind the home school student's appropriate grade level in the home school student's comprehensive test score for two (2) consecutive tests based on the tests required in subdivision (b)(5) and if the child is not learning disabled in the opinion of a teacher licensed to teach at the child's grade level, the local director of schools may require the parents to enroll the child in a public, private or church-related school, in accordance with this part, and the parents shall have all rights provided by law to respond to this requirement;

(ii) If a test indicates that a home school student is one (1) year or more behind the home school student's appropriate grade level, the same test shall be administered to the child not more than one (1) year later, notwithstanding the required testing schedule in subdivision (b)(5)(A).

Our job is to make sure you navigate this process with ease. Do not hesitate to call our office. Students in grades 5, 7, and 9 will be notified in January about spring testing and again in March to share the exact testing schedule.



### **CATEGORY III: Online Virtual School**

The second option to consider for home school is the Category III Online Virtual School model. Parents or legal guardians may also enroll their child in an accredited online school. Parents or legal guardians choosing this educational option must be sure to determine that the school has legitimate accreditation status and will be required to **provide evidence** to Maryville City Schools that their child is enrolled in an accredited online school.

### Category III Online Schools

To be an acceptable online school for students who reside in Tennessee, the school must be accredited by one of the regional accrediting agencies listed below:

- 1) Cognia (Formally AdvancED)
  - NWAC - Northwest Accreditation Commission
- 2) Middle States Association of Colleges and Schools (MSA)
  - MSCES – Middle States Commission on Elementary Schools
  - MSCSS – Middle States Commission on Secondary Schools
- 3) New England Association of Schools and Colleges (NEASC)
- 4) Western Association of Schools and Colleges (WASC)
- 5) National Association of Independent Schools (NAIS) and affiliates (e.g., SAIS)
- 6) National Council of Private School Accreditation (NCPSA)

**Partial** Listing of acceptable Distance Learning Schools – Please check the websites of these schools to ascertain that they are still accredited by one of the associations listed above. Accreditation status may change. It is ultimately the responsibility of the parent to determine that their child is attending an accredited online school.

- Abeka Academy (K–12)  
<http://www.abekaacademy.org/>
- Acellus Academy  
<https://www.acellusacademy.com/>
- Alpha Omega Academy (K-12)  
<http://www.aoademy.com/>
- American Academy Online  
<http://www.theamericanacademy.com/> (9-12)
- American High School (6-12)  
<http://americanonlinehigh.com/>
- American High School/VirtualEDU.org (6-12)  
<http://www.americanhighschool.org>
- American School (6-12)  
<https://www.americanschoolofcorr.com/>
- Apex Learning (6-12)  
<https://www.apexlearning.com/>
- ArchwayOnline  
<www.archwayonline.com>
- Ashworth College/James Madison High School (9-12)  
<http://www.jmhs.com/>
- Blueprint Education (7-12)  
<http://www.blueprinteducation.org/>
- Bridgeway Academy (preK-12)  
<http://www.homeschoolacademy.com/>
- Brigham Young University (9-12)  
<http://is.byu.edu/site/index.cfm>
- Calvert (K-8)  
<https://www.calverteducation.com/>
- Catholic Schools K12 Virtual (K-12)  
<http://www.csk12.com>
- Christa McAuliffe Academy-School of Arts and Sciences Christian Academy of America (K-12)  
<https://www.cmasas.org/>
- Clonlara School (K-12)  
<http://www.clonlara.org/home/>
- CompuHigh/Whitmore School (K-12)  
<http://www.compuhigh.com/>
- Cornerstone Christian School (3-12)  
<http://www.ccsonlinecampus.org/>
- Dolphin STEM Academy  
<www.dolphinstemacademy.com>
- EdOptions Online Academy (9-12)  
<http://www.edoptionsacademy.com/>
- Enlightium Academy (preK-12)  
<http://www.enlightiumacademy.com/>
- Excel High School (9-12)  
<http://www.excelhighschool.com/>
- Florida Virtual School District  
<https://www.flvsglobal.net/elementary/>
- Forest Trail Academy (K-12)  
<http://www.foresttrailacademy.com/>
- Georgia Cyber Academy  
<http://www.gacyber.org/>
- Global Student Network (K-12)  
<https://www.globalstudentnetwork.com/>
- Greenways Academy (5th-12)  
<http://greenwaysacademy.com/>
- Griggs University/Griggs International Academy (K-12)  
(<http://www.griggs.edu>)
- Indiana University High School (9-12)  
(<http://iuhighschool.iu.edu/>)
- International Connections Academy (K-12)  
<http://www.internationalconnectionsacademy.com/>
- International Virtual Learning Academy (K-12)  
<https://www.internationalvla.com/index.php>
- K-12  
<https://www.k12.com/about-k12/accreditation.html>
- K-12 International (K-12)  
<http://www.ikademy.com/>
- Kolbe Academy  
[Home - Kolbe Academy](http://www.kolbeacademy.com/)
- The Keystone School (K-12)  
<http://keystoneschoolonline.com/>
- Laurel Springs School (K-12)  
<http://laurelsprings.com>

- Liberty University Online Academy (K-12).  
<http://www.liberty.edu/onlineacademy/>
- Linda Mood-Bell Academy\_  
<https://lindamoodbell.com/academy/our-curriculum>
- Mizzou K-12 /MU High School\_  
<https://education.missouri.edu/mizzou-academy/>
- Mother of Divine Grace School (K-12)  
(<http://www.motherofdivinegrace.org/>)
- National High School (9-12)\_  
<http://www.nationalhighschool.com/>
- National University Virtual High School (9-12).  
<http://www.nuvhs.org/>
- NFC Academy (K-12)\_  
<http://www.nflcademy.com/>
- North Dakota Center for Distance Education (6-12).  
<http://www.ndcde.org/Home.aspx>
- Northgate Academy  
<https://www.northgateacademy.com/accreditation/>
- Northstar Academy (4-12)\_  
<http://www.northstar-academy.org/>
- Oak Meadow (K-12)\_  
<http://www.oakmeadow.com/index.php>
- Obridge Academy (6-12)\_  
<http://obridgeacademy.com/>
- Ogburn School (K-12).  
<http://ogburn.org/>
- Orion High School (K-12)\_  
<http://www.orionhs.org>
- Penn Foster High School (9-12)\_  
[Online High School & Homeschool](http://www.pennfoster.edu/online-high-school-and-homeschool)  
[| Penn Foster](http://www.pennfoster.edu/)
- Seton Home Study School (preK-12).  
<http://www.setonhome.org/>
- Sevenstar Academy (6th-12)\_  
<http://www.sevenstar.org/index.php>
- Silicon Valley High School, Inc  
[Home - Silicon Valley High School](http://www.svhs.co)  
([svhs.co](http://www.svhs.co))
- Southeast Academy (preK-12)\_  
<http://southeastacademyonline.com/>
- Sterling Academy\_  
<https://www.sterling.academy>
- The Oaks Private School (K-12)\_  
<http://www.theoaksprivateschool.com/>
- University of Missouri High School (K-12)  
<http://mizzouk12online.missouri.edu>
- University of Nebraska/Lincoln (9-12).  
<http://highschool.nebraska.edu/>
- Western Christian Academy (preK-12)\_  
<http://www.westernchristianacademy.com/>
- Whitmore School\_  
<https://www.whitmoreschool.org/accreditation/>
- Williamsburg Academy\_  
<https://www.williamsburgacademy.org/>
- Wilostar 3D Virtual School (K-12)\_  
<http://www.wilostar3d.com/>

## CATEGORY IV: Satellite School (Church-related/Umbrella)

The third option for home school is the Category IV Satellite School (Church-Related/Umbrella). By authority of the § 49-6-3050: Home schools statute, parents or legal guardians may also home school their own children by registering with a church-related “umbrella” school defined by Tennessee Code Annotated § 49-50-801.

Parents or legal guardians who choose this option will be required to **provide evidence** to the Maryville City Schools that their child is enrolled in a church-related/umbrella school. The church-related/ umbrella school will determine record keeping and test requirements for students enrolled in a program. Pursuant to the rules of the State Board of Education 0520-07-02, each school shall comply with the requirements of T.C.A 49-6-3007 regarding the reporting of the names, ages, and addresses of all pupils in attendance to the director of schools for the public school system in which the student resides. The school district is required to make sure all school age children within the school district are actually enrolled in a school and not truant. This process of providing evidence of enrollment protects the family and the school district, but ultimately protects the student.

The chart below lists Category IV Satellite Schools (Church-related/Umbrella) for your convenience. Please note some of these institutions are considered Category III Online Schools as well.

Satellite Program	Category	Location	Phone Number
Berean Christian School	III, IV	Knoxville, TN	865-521-6054
Bolivar Christian Academy	IV	Bolivar, TN	731-658-4213
Central Baptist School	IV	Memphis, TN	901-386-8161
Christ Presbyterian Academy	III, IV	Nashville, TN	615-373-9550
Christian Academy of Knoxville	III, IV	Knoxville, TN	865-690-4721
Christian Community School	IV	White House, TN	615-672-6949
Daniel One Academy (3-12)	IV	Cookeville, TN	931-432-1496
Family Christian Academy	IV	Knoxville, TN	865-689-1313
Faith Heritage Christian Academy	IV	Millington, TN	901-872-0828
First Baptist Academy	III	Knoxville, TN	865-947-8503
Franklin Christian Academy	III	Franklin, TN	615-599-9229
Gateway Christian Schools	IV	Memphis, TN	901-452-3176
HomeLife Academy	IV	Jackson, TN	888-560-0774
Lancaster Christian Academy	IV	Smyrna, TN	615-223-0451
Lighthouse Christian Academy	III	Nashville, TN	615-612-2502
Mt. Juliet Christian Academy	III	Nashville, TN	615-758-2427

Satellite Program	Category	Location	Phone Number
New System School, Inc.	IV	Rutledge, TN	865-828-4488
Riverside Christian School	III, IV	Fayetteville, TN	931-438-4722
South Haven Christian School	IV	Springfield, TN	615-384-5073
St. Andrews School	IV	Sevierville, TN	865-868-2050
Temple Baptist Academy	IV	Powell, TN	865-938-8180
Trinity Christian School	IV	Knoxville, TN	865-688-9991
The Farm School	IV	Summertown, TN	931-964-2325

## SCHOLARSHIP INFORMATION

Tennessee Education Lottery Scholarship (TELS)/ HOPE eligibility:

A homeschool student must:

- Be enrolled as a homeschool student in a homeschool program for a minimum of one (1) year prior to graduating. The student must achieve a 21 Composite score or above, on a national test date for the ACT test (or concordant equivalent score on the SAT on a national test date) for HOPE Scholarship consideration. The student does not need to submit a grade point average as this is not a consideration.
- For more information about the HOPE Scholarship program, the GAMS scholarship, and Dual Enrollment information, please visit the website below:

<https://www.tn.gov/collegepays/important-links/tennessee-hope-scholarship-for-home-school-and-category-iv-v-vi-non-public-schools.html>

Tennessee Promise

A homeschool student is eligible for the TN Promise assistance. Visit the website below for a list of eligibility requirements, mandatory meeting dates, due dates, and a FAFSA application: <http://tennesseehomeschoolers.com/>

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## FREQUENTLY ASKED QUESTIONS

Can a parent withdraw to attend home school at any point in the school year?

- Yes. The cutoff date for registering for home school has been removed from the home school law. A parent is allowed to withdraw their child from the public school and register for home school at any point in the school year.

Is a power of attorney sufficient as proof of legal guardianship?

- No. A power of attorney is not considered the same as legal guardianship for the purposes of withdrawing a student to attend home school.

What rights do home school students have for special education services from Maryville City Schools?

- Students who are home schooled are entitled to the same services as children who are placed in private schools by their parents. This is provided via a "services plan" and is generally some type of related service, such as speech therapy, as determined by the school district where the student is registered to home school. The parent should contact the MCS Federal Programs manager for complete information. (Reference the letter included in the Addenda section of this handbook.)

Are home school students allowed to participate in public school athletic programs?

- Independently registered home school students have the right to try out for sports/athletic teams at their zoned Maryville City School. TCA § 49-6-3050 states: (e)(1) If any of the public schools established under the jurisdiction of an LEA (Local Education Agency) are members of an organization or an association that regulates interscholastic athletic competition, and if such organization or association establishes or maintains eligibility requirements for home school students desiring to participate in interscholastic athletics at a member school, then the LEA shall permit participation in interscholastic athletics at those schools by home school students who satisfy the eligibility requirements established by the organization or association. (2) This subsection (e) does not guarantee that a home school student trying out for an interscholastic athletics team will make the team or supplant the authority of coaches or other school officials in deciding who makes the team. This subsection (e) is intended to guarantee only that the home school student shall not be prohibited from trying out for an interscholastic athletics team, if the student is eligible under the rules of the organization or association, solely by reason of the student's status as a home school student. (3) This subsection (e) shall not be construed to limit or supplant the authority of the organization or association to determine eligibility and to establish, modify

and enforce its rules and eligibility requirements, including those applicable to home school students.

- <http://tssaa.org/compliance-publications/tssaa-home-school-rule/>

If a student is 18 years old, can they withdraw themselves as an independent home school student?

- The home school law is defined as a school “conducted or directed by a parent or parents or a legal guardian or guardians for their own children.” So, students (even if they are 18 years old) would not be allowed to withdraw themselves to home school.

Is the state curriculum mandated for independent home school students?

- No. The Home School Law (TCA 49-6-3050) provides very little guidance specific to the curriculum a parent must provide. The only mention of curriculum is in section (b) (1): “...submission to the director of schools... the proposed curriculum to be offered...” But there is no mention of what type of curriculum should be used. However, parents should keep in mind the testing requirement in grades 5, 7, and 9 in which their child will be tested on the grade level state curriculum in Reading/Language Arts, Math, Science, and Social Studies. A parent should include those subjects in with their proposed curriculum to ensure that their child will be prepared for testing in those areas.

Is MCS responsible for testing students enrolled in Category III Online Virtual and Category IV Satellite (Church-Related/Umbrella) home schools?

- No. Maryville City Schools is only responsible for testing students who are registered as independent home school students.

Is truancy in question with home schooling?

- Tennessee state law covers the following reasons for truancy action against parents/guardians:<sup>1</sup>
  - Students who are enrolled in a school that does not meet the requirements for approval are considered truant.
  - Independent home school students whose parents do not submit the Intent to home school form are considered truant.
  - Parents of school-age students who do not provide annual notice that their child is enrolled in homeschool, non-public, or online school are considered truant.

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<sup>1</sup> TNASC conference – October 2018

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Can a parent of a home school student in grades 5, 7, or 9 choose to provide some other form of assessments rather than the TCAP/EOC?

- Yes, there is an option outlined in TCA § 49-6-3050 which would allow for a home school student to take a test other than the TCAP or End of Course Assessments. The law states: (5) (A) Administration by the commissioner of education, or the commissioner's designee, or by a professional testing service that is approved by the LEA, to home school students of the same state board approved secure standardized tests required of public school students in grades five (5), seven (7) and nine (9); (ii) Tests administered by a professional testing service shall be administered within thirty (30) days of the date of the statewide test. Tests administered by a professional testing service shall be administered at the expense of the parent-teacher; (iii) All test results from either administration by the commissioner or the commissioner's designee, or by a professional testing service, shall be provided to the parent-teacher, the director of schools and the state board of education; So the test would need to be standardized, administered by a professional testing service within 30 days of the statewide assessments, and the results provided to the LEA for review. Which End of Course Assessments are required of 9th grade home school students?
- If a home school student in grade 9 is taking a course for which there is an end of course test, that student should be required to take that end of course exam. That will mean some 9th grade students, depending on the courses they are taking, will have fewer tests to take that year than others.



## QUICK REFERENCE CHART

Home School Options Comparison Chart			
	INDEPENDENT	ONLINE	SATELLITE/UMBRELLA
Authority	TCA 49-6-3050	TCA 49-5-801	SBE Rules 0520-2-7
Intent to Home School Form	Yes (TN)	MCS documentation	MCS documentation
Parent Education Required	K-12 high school diploma or GED	K-12 high school diploma or GED	NONE
Proof of Enrollment to MCS	Yes	Yes	Yes
Annual notice of attendance to MCS	Yes	No	No
Hours required	4 hours per day	None	None
Testing	Grades 5, 7, 9	None	None
Re-entry Requirements to MCS	Placement Test	Placement Test	Automatic Re-entry

## HELPFUL LINKS

- Current listing of approved non-public schools: <https://www.tn.gov/education/school-options/non-public-schools.html>
- TN Department of Education (homeschooling): <https://www.tn.gov/education/school-options/home-schooling-in-tn.html>
- TN state standards: ): <https://www.tn.gov/education/instruction/academic-standards.html>
- Graduation requirements: <https://www.tn.gov/content/tn/education/instruction/graduation-requirements.html>
- Tennessee Assessments: <https://www.tn.gov/content/tn/education/assessment.html>
- Blount Home Education Association <https://www.bhea.net/>
- Smoky Mt. Home Education Association <https://smhea.org>
- National Home School Association <https://nationalhomeschoolassociation.com/>
- Commercial guide to choosing a homeschool curriculum (could be a place to start) <http://www.thecurriculumchoice.com/how-to-choose-homeschool-curriculum/>
- TSSAA Home School Rule <http://tssaa.org/compliance-publications/tssaa-home-school-rule/>
- Home School Athletic Interest Form <https://www.ncaa.org/student-athletes/future/home-school-students>

## CONTACTS

- Maryville City Schools Home School Coordinator:  
Contact Derek Hunt  
(865) 982-7121 [derek.hunt@maryville-schools.org](mailto:derek.hunt@maryville-schools.org)
- TDOE Director of School Choice: [HOME.SCHOOL@tn.gov](mailto:HOME.SCHOOL@tn.gov)

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## ADDENDA

A. INDEPENDENT: TDOE Intent to Home School	19
B. UMBRELLA SCHOOL: MCS Intent to Enroll	21
C. ONLINE SCHOOL: MCS Intent to Enroll	22
D. Attendance CALENDAR	23
E. Vaccine Information	25
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G. Athletics Interest Form	28
H. Sample authorization to withdraw	29

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### FILE REFERENCES:

- Intent\_to\_Home\_School\_INDEPENDENT
- Intent to Enroll in UMBRELLA SCHOOL
- Intent to Enroll in ONLINE SCHOOL
- 2021-22 AttendanceCalendar
- Vaccine Statement\_Meningococcal\_CDC
- SPED Services for homeschool
- Athletic Interest Form
- Withdrawal Form



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## Tennessee Notice of Intent to Home School

### INDEPENDENT HOME SCHOOL

To be completed by school system:	
School system name: MARYVILLE CITY SCHOOLS	System number: 0052
Date received:	
Print name:	
Signature:	
Title: HOME SCHOOL COORDINATOR	

This form should be completed only by parent(s) conducting a home school under the supervision of the superintendent of a local education agency (LEA).

“Home schools” are schools conducted by parents or legal guardians for their own children, which are distinct from degree-granting online or distance education schools. This form may be utilized as notice of your intent to conduct a home school, meaning that you will serve as the primary teacher for the student(s) as permitted by T.C.A. §49-63050. **Please complete both pages of the form and return both pages to your local public school system office before the start of each school year.**

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**PLEASE PRINT**

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### Part 1. Student Information

A. **Grades K–12:** For each student in grades K–12, please list the following information:

LAST NAME:	FIRST NAME:	CURRENT GRADE:	SUBJECTS TO BE TAUGHT:
AGE:	BIRTHDATE: MM/DD/YEAR	SS# (optional)	

### Part 2. Parent Information

Please provide information **only for the parent(s) or guardian(s) who will teach.**

HOME ADDRESS: \_\_\_\_\_  
Street AddressCityZip

MAILING ADDRESS: \_\_\_\_\_  
 (if different from home address)

MOTHER	LAST NAME:
	FIRST NAME:
	EMAIL:
	PHONE #:

FATHER	LAST NAME:
	FIRST NAME:
	EMAIL:
	PHONE #:

LEGAL GUARDIAN	LAST NAME:
	FIRST NAME:
	EMAIL:
	PHONE #:

Parent/Guardian Educational Background (**complete only for parent(s)/guardian(s) who will teach**)

1. For grades K–12, I have a GED or high school diploma. \_\_\_\_\_ Yes \_\_\_\_\_ No
2. Copy of GED or diploma provided. \_\_\_\_\_ Yes \_\_\_\_\_ No
3. If mailing this form, please attach documentation of qualifying education. If presenting this form in person, please bring documentation of your qualifying education for school staff to verify.

---

### Part 3. Health Records

Please attach documentation that student(s) have received immunizations as required by T.C.A. § 49-6-5001. If currently enrolled in a Maryville school, we can provide this document for you.

---

School student is transferring from: \_\_\_\_\_

---

**Parent/Guardian Signature**

---

**Date**

## UMBRELLA / SATELLITE PROGRAM

Please complete and return this form along with enrollment verification to the Maryville City Schools district office. With all forms completed and filed at the district office, parents/guardians will receive a document of completion to return to the Maryville school where their student is enrolled to officially withdraw. At that time, any devices will be returned and all fines/fees paid.

### Part 1: STUDENT INFORMATION

Today's Date: \_\_\_\_\_

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_

AGE at enrollment: \_\_\_\_\_ Birthdate: \_\_/\_\_/\_\_\_\_ GRADE: \_\_\_\_\_

School you are leaving: \_\_\_\_\_

Name of new school/program: \_\_\_\_\_

### Part 2: PARENT INFORMATION

Mother First: \_\_\_\_\_ Mother Last: \_\_\_\_\_

Father First: \_\_\_\_\_ Father Last: \_\_\_\_\_

Guardian First: \_\_\_\_\_ Guardian Last: \_\_\_\_\_

Mailing address: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Cell (1) \_\_\_\_\_

Cell (2) \_\_\_\_\_ E-mail: \_\_\_\_\_

## ONLINE SCHOOL PROGRAMS

Please complete and return this form along with **enrollment verification** to the Maryville City Schools district office. With all forms completed and filed at the district office, parents/guardians will receive a document of completion to return to the Maryville school where their student is enrolled to officially withdraw. At that time, any devices will be returned and all fines/fees paid.

### Part 1: STUDENT INFORMATION

Today's Date: \_\_\_\_\_

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_

AGE at enrollment: \_\_\_\_\_ Birthdate: \_\_\_/\_\_\_/\_\_\_\_\_ GRADE: \_\_\_\_\_

School you are leaving: \_\_\_\_\_

**Name of ONLINE PROGRAM:** \_\_\_\_\_  
[enrollment verification required]

### Part 2: PARENT INFORMATION

Mother First: \_\_\_\_\_ Mother Last: \_\_\_\_\_

Father First: \_\_\_\_\_ Father Last: \_\_\_\_\_

Guardian First: \_\_\_\_\_ Guardian Last: \_\_\_\_\_

Mailing address: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Cell(1) \_\_\_\_\_

Cell(2) \_\_\_\_\_ E-mail: \_\_\_\_\_

Student Name \_\_\_\_\_ Parent/Guardian \_\_\_\_\_

Grade \_\_\_\_\_ Home Address \_\_\_\_\_

**2022-2023**

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
<b>JULY 2022</b>						
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						
<b>AUGUST 2022</b>						
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			
<b>SEPTEMBER 2022</b>						
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	
<b>OCTOBER 2022</b>						
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					
<b>NOVEMBER 2022</b>						
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			
<b>DECEMBER 2022</b>						
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31



**2022-2023**

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
<b>JANUARY 2023</b>						
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	31	31				
<b>FEBRUARY 2023</b>						
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28				
<b>MARCH 2023</b>						
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	
<b>APRIL 2023</b>						
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						
<b>MAY 2023</b>						
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			
<b>JUNE 2023</b>						
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

State law requires that a parent teacher conducting a home school must comply with the following requirements:

- (1) Maintenance of attendance records, subject to inspection by local director of schools, **and submission of those records to the director of schools at the end of the school year.**
- (2) Instruction for at least four (4) hours per day for 180 instruction days.

# Meningococcal ACWY Vaccine:

## What You Need to Know

Many vaccine information statements are available in Spanish and other languages. See [www.immunize.org/vis](http://www.immunize.org/vis)

Hojas de información sobre vacunas están disponibles en español y en muchos otros idiomas. Visite [www.immunize.org/vis](http://www.immunize.org/vis)

### 1. Why get vaccinated?

**Meningococcal ACWY vaccine** can help protect against **meningococcal disease** caused by serogroups A, C, W, and Y. A different meningococcal vaccine is available that can help protect against serogroup B.

**Meningococcal disease** can cause meningitis (infection of the lining of the brain and spinal cord) and infections of the blood. Even when it is treated, meningococcal disease kills 10 to 15 infected people out of 100. And of those who survive, about 10 to 20 out of every 100 will suffer disabilities such as hearing loss, brain damage, kidney damage, loss of limbs, nervous system problems, or severe scars from skin grafts.

Meningococcal disease is rare and has declined in the United States since the 1990s. However, it is a severe disease with a significant risk of death or lasting disabilities in people who get it.

Anyone can get meningococcal disease. Certain people are at increased risk, including:

- Infants younger than one year old
- Adolescents and young adults 16 through 23 years old
- People with certain medical conditions that affect the immune system
- Microbiologists who routinely work with isolates of *N. meningitidis*, the bacteria that cause meningococcal disease
- People at risk because of an outbreak in their community

### 2. Meningococcal ACWY vaccine

**Adolescents** need 2 doses of a meningococcal ACWY vaccine:

- First dose: 11 or 12 year of age
- Second (booster) dose: 16 years of age

In addition to routine vaccination for adolescents, meningococcal ACWY vaccine is also recommended for **certain groups of people**:

- People at risk because of a serogroup A, C, W, or Y meningococcal disease outbreak
- People with HIV
- Anyone whose spleen is damaged or has been removed, including people with sickle cell disease
- Anyone with a rare immune system condition called “complement component deficiency”
- Anyone taking a type of drug called a “complement inhibitor,” such as eculizumab (also called “Soliris”®) or ravulizumab (also called “Ultomiris”®)
- Microbiologists who routinely work with isolates of *N. meningitidis*
- Anyone traveling to or living in a part of the world where meningococcal disease is common, such as parts of Africa
- College freshmen living in residence halls who have not been completely vaccinated with meningococcal ACWY vaccine
- U.S. military recruits



**U.S. Department of Health and Human Services**  
Centers for Disease Control and Prevention

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### 3. Talk with your health care provider

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Tell your vaccination provider if the person getting the vaccine:

- Has had an **allergic reaction after a previous dose of meningococcal ACWY vaccine**, or has any **severe, life-threatening allergies**

In some cases, your health care provider may decide to postpone meningococcal ACWY vaccination until a future visit.

There is limited information on the risks of this vaccine for pregnant or breastfeeding people, but no safety concerns have been identified. A pregnant or breastfeeding person should be vaccinated if indicated.

People with minor illnesses, such as a cold, may be vaccinated. People who are moderately or severely ill should usually wait until they recover before getting meningococcal ACWY vaccine.

Your health care provider can give you more information.

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### 4. Risks of a vaccine reaction

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- Redness or soreness where the shot is given can happen after meningococcal ACWY vaccination.
- A small percentage of people who receive meningococcal ACWY vaccine experience muscle pain, headache, or tiredness.

People sometimes faint after medical procedures, including vaccination. Tell your provider if you feel dizzy or have vision changes or ringing in the ears.

As with any medicine, there is a very remote chance of a vaccine causing a severe allergic reaction, other serious injury, or death.

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### 5. What if there is a serious problem?

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An allergic reaction could occur after the vaccinated person leaves the clinic. If you see signs of a severe allergic reaction (hives, swelling of the face and throat, difficulty breathing, a fast heartbeat, dizziness, or weakness), call **9-1-1** and get the person to the nearest hospital.

For other signs that concern you, call your health care provider.

Adverse reactions should be reported to the Vaccine Adverse Event Reporting System (VAERS). Your health care provider will usually file this report, or you can do it yourself. Visit the VAERS website at [www.vaers.hhs.gov](http://www.vaers.hhs.gov) or call **1-800-822-7967**. *VAERS is only for reporting reactions, and VAERS staff members do not give medical advice.*

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### 6. The National Vaccine Injury Compensation Program

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The National Vaccine Injury Compensation Program (VICP) is a federal program that was created to compensate people who may have been injured by certain vaccines. Claims regarding alleged injury or death due to vaccination have a time limit for filing, which may be as short as two years. Visit the VICP website at [www.hrsa.gov/vaccinecompensation](http://www.hrsa.gov/vaccinecompensation) or call **1-800-338-2382** to learn about the program and about filing a claim.

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### 7. How can I learn more?

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- Ask your health care provider.
- Call your local or state health department.
- Visit the website of the Food and Drug Administration (FDA) for vaccine package inserts and additional information at [www.fda.gov/vaccines-blood-biologics/vaccines](http://www.fda.gov/vaccines-blood-biologics/vaccines).
- Contact the Centers for Disease Control and Prevention (CDC):
  - Call **1-800-232-4636 (1-800-CDC-INFO)** or
  - Visit CDC's website at [www.cdc.gov/vaccines](http://www.cdc.gov/vaccines).





Director of Schools  
 Mike Winstead, Ph.D.  
[mike.winstead@maryville-schools.org](mailto:mike.winstead@maryville-schools.org)

833 Lawrence Avenue, Maryville, Tennessee 37803  
 Tel (865) 982-7121 | Fax (865) 977-5055

Assistant Director of Schools  
 Amy Vagnier, Ed.S.  
[amy.vagnier@maryville-schools.org](mailto:amy.vagnier@maryville-schools.org)

**Rights of Home Schooled Students to Special Education  
 Services Child Find Initiative for Students 6-21 years  
 \*\*\*Provide a copy to all new homeschool families\*\*\***

Students who are home schooled are entitled to the same services, including evaluations, as children who are placed in private schools by their parents. This summary of special education rights for your homeschooled student serves as a Child Find initiative to locate, identify, and evaluate all children with disabilities enrolled by their parents in a homeschool and/or private school program within the school district served by the Local Education Agency (LEA)- Maryville City Schools.

Once a student has been found eligible under IDEA for a disability, services are typically provided via a “service plan.” Generally, services in these plans are some type of related service, such as speech therapy. Services are determined by the LEA upon consultation with parents and/or representatives of private schools. The parents should contact the LEA where the student resides or the student is schooled, for complete information (see contact info below).

Maryville City Schools receive an annual federal allocation under the IDEA program. To meet the requirements of IDEA, the school district must expend a proportionate share of federal IDEA funds on equitable services for parentally placed private school children with disabilities.

Ongoing documentation to the TN DOE ensures LEAs provide parents with information regarding student rights (\*) to special education, made possible with allocations derived from the IDEA funding model.

For additional information related to Special Education Services and/or IDEA, please

contact: Dr. Melanie Davidson  
 Federal Projects Director for Maryville City Schools  
 833 Lawrence Ave.  
 Maryville, TN 37803  
 865-982-7121  
[melanie.davidson@maryville-schools.org](mailto:melanie.davidson@maryville-schools.org)

\* Signatures obtained upon completion of intake paperwork for homeschool/private school programs attests to parent/guardian receipt of this documentation.

[www.maryville-schools.org](http://www.maryville-schools.org)

**MARYVILLE BOARD OF EDUCATION**

Nick Black, Chairman

Julie Elder, Vice-Chairman

Chad Hampton

Candy Morgan

Bethany Pope







Maryville City Schools  
833 Lawrence Avenue  
Maryville, TN 37803

\_\_\_\_\_  
Today's Date

Please use this document as evidence that \_\_\_\_\_ is now  
Name of Student  
officially registered as a homeschool student and the parent/guardian signing below has  
fulfilled all state and LEA requirements to complete the necessary paperwork to withdraw this  
student from \_\_\_\_\_, effective \_\_\_\_\_.  
Name of School Date

\_\_\_\_\_  
Parent/Legal Guardian

\_\_\_\_\_  
MCS Home School Coordinator

ORIGINAL: Must be returned to the school. COPIES: (1) LEA files (1) Parent records

EIS Withdrawal Codes: FOR SCHOOL USE: Select one and add details as needed.

- 03 – Transferred to another TN school system (note name of school if applicable)  
\_\_\_\_\_
- 06 – Transferred to any TN non-public school contained on the state list. Proof that the student actually enrolled is required. (Note name of school)  
\_\_\_\_\_
- 10 – Withdrawn to home school (Formal intent on file)
- 17 – Online school, not located in Tennessee. (Proof of enrollment provided)  
\_\_\_\_\_



MARYVILLE  
VIRTUAL SCHOOL

## OPENING:

School Year: 2022-23  
(Following MCS Calendar)

## REGISTRATION INFO:

New Students: go to  
<https://www.maryville-schools.org/parentsstudents/registrationverification> or  
scan the QR Code for On-Line  
Registration



Current MCS Students:  
Complete a *Withdrawal/Intent to  
Enroll at MVS Form* at your  
student's current school.

## FOR VIRTUAL STUDENTS GRADES K-12

## STUDENTS WILL RECEIVE:

- On-line instruction that will allow you to set your own schedule
- Curriculum aligned to TN standards
- Laptop with supporting software
- Academic Support Center located at Ft. Craig School
- On-site TN State Standardized testing
- Office hours with teachers for support
- Costs align with other Maryville City Schools – no added fees for virtual program

## REQUIREMENTS:

- City of Maryville resident
- Student grade K-12
- Register on-line or complete withdrawal form from current MCS school

## QUESTIONS?

Email: [maryville.virtual@maryville-schools.org](mailto:maryville.virtual@maryville-schools.org)