

### **DIRECTIONS FOR HIGH SCHOOL PAPERWORK**

1. Start with the *HS credit report*

\*Pencil in your plans for the whole four years. Plans can change, but it helps to have an overview and goals

2. Check the *HS requirements* page to make sure that everything is covered

3. *Contract*: Once you have decided on the classes, you will have to choose curriculum. Fill in the contract with one subject in each section. It will take more than one page to finish this.

\*Write in the name of the course, as you would like it to appear on your transcript.

\*Write in the name of the books, class, computer program or curriculum you plan to use. Include the number of units or chapters that you expect to complete in a year.

\*Evaluation method: indicate how you plan to evaluate progress such as tests, quizzes, papers, projects, or hours spent. See *policies* for specific details.

\*Signatures by student and parent on the *Contract* form.

4. *Individual Portfolio*: A portfolio page must be completed for high school students, as was done in Elementary grades, except it is no longer necessary to cover every subject each school year. Fill in the course title, and only a brief listing of curriculum, since that is already written on the contract. This is the form that your supervisor will sign for fall and spring evaluations.

5. *Quarterly Summary*: This form should be filled out by the student each quarter, although some parents find it simpler to do it themselves.

\*The course name goes in the *subject line*.

\*The *Course Progress* is to note what was accomplished during the past two months. Books or chapters read, projects completed, field trips taken.

\*The *Course Status* section should be written as number of chapters or units completed out of the total number for the year. For example, 4/16 chptrs to date.

\*The *Evaluation* section should list what objective evaluation was used this month. For example, "1 test (A)", "1 quiz (87%)", and "2 reports". For classes such as gym or music, the number of hours spent practicing and in class would go in this section.

\*Quarterly summaries must be sent to your supervisor with a copy going to the Director. The due dates are as follows: **November 15th, January 15th, and March 15th**. No submission for the final quarter is required as this will be reviewed at the year end portfolio review. This is your accountability and helps the Supervisor/Director know if students have fallen behind and thus take steps to help you get back on track.

6. *Disciplinary Action*: A student who is not submitting quarterly summaries, or who is not completing enough school work each month will meet with the Director. Action must be taken to rectify the situation. If the problem continues, the student and parents must meet with the Pastor to discuss the problem and plans to correct the situation. If the student continues to have problems, a failing grade is in order, and the grade level will need to be repeated. For extreme situations of uncooperative students, the Pastor and the Director can decide to have the student removed from the Mount Oak School membership.