



# Mother of Divine Grace School

407 Bryant Circle, Suite B1 • Ojai, CA 93023

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## 2011-2012 Teacher Assisted/Directed Course & Learning Support Class Enrollment Form

Student's First & Last Name:	Birth Date:	Grade:	Student's E-mail Address:
Use separate forms for each student; forms will only be accepted for students who have already paid the \$25 TA/TD/LS Registration Fee			
Parents' Names:		Parents' E-mail Address:	
Address:			Country:
City:	State:	Zip:	Phone:

Please use the list of courses on the following pages. **Check off the courses that this student will be doing in the Teacher Assisted/Directed/Learning Support Program and make sure you select the level of assistance. Enter the total number of courses in each category listed below and multiply it by the course fee for that category.** 6<sup>th</sup>-12<sup>th</sup> Grade students may sign up for both Middle School and/or High School courses (fees are based on the grade level of the course, not the student), and may also sign up for both Teacher Assisted/Directed courses and/or Learning Support Classes.

### TEACHER ASSISTED/DIRECTED GRADE SCHOOL 1<sup>st</sup> SEMESTER OVERVIEW FEES:

- Teacher Assisted Grade School Overview: \$65 = \$ \_\_\_\_\_

Only students in 3<sup>rd</sup>-6<sup>th</sup> Grade may sign up for the TA/TD Overview; 3<sup>rd</sup>-5<sup>th</sup> Grade students may not sign up for Middle or High School courses.

### TEACHER ASSISTED/DIRECTED MIDDLE SCHOOL 1<sup>st</sup> SEMESTER COURSE FEES:

- Teacher Assisted Middle School: \$70 x \_\_\_\_\_ courses = \$ \_\_\_\_\_
- Teacher Directed Middle School: \$120 x \_\_\_\_\_ courses = \$ \_\_\_\_\_

### TEACHER ASSISTED/DIRECTED HIGH SCHOOL 1<sup>st</sup> SEMESTER COURSE FEES:

- Teacher Assisted High School: \$75 x \_\_\_\_\_ courses = \$ \_\_\_\_\_
- Teacher Directed High School: \$130 x \_\_\_\_\_ courses = \$ \_\_\_\_\_

### TEACHER ASSISTED/DIRECTED MODIFIED 1<sup>st</sup> SEMESTER COURSE FEES:

- Teacher Assisted Modified: \$95 x \_\_\_\_\_ courses = \$ \_\_\_\_\_
- Teacher Directed Modified: \$170 x \_\_\_\_\_ courses = \$ \_\_\_\_\_

### LEARNING SUPPORT 1<sup>st</sup> SEMESTER COURSE FEES:

- Learning Support Enrichment & Book Clubs: \$55 x \_\_\_\_\_ courses = \$ \_\_\_\_\_  
Book Clubs, Fine Arts: Art Appreciation, Beginning Latin classes
- Learning Support Traditional Class (no grading): \$125 x \_\_\_\_\_ courses = \$ \_\_\_\_\_  
8<sup>th</sup>-12<sup>th</sup> Grade Religion w/o grading, Religion 7 Enrichment Class, Fine Arts Recorder classes
- Learning Support Traditional Class (grading included): \$200 x \_\_\_\_\_ courses = \$ \_\_\_\_\_
- I am interested in using the phone rather than the computer for some of my classes; please send info about additional costs.

**Subtotal (1<sup>st</sup> Semester Fees)** \$ \_\_\_\_\_

**Payment Plans:** Please select a payment plan and enter your subtotal on the corresponding line below. Your total payment enclosed will be this amount times the number following. Families on Plan 2 will receive a bill in December for 2<sup>nd</sup> Semester fees. Families on Plan 3 must submit 8 post-dated checks or authorize 8 automatic credit card payments for July 1st through February 1st. (See Terms and Policies on p. 2 for important details.) All families will have the option to make course changes at the semester.

- Plan #1: Full:** To pay for the 1<sup>st</sup> & 2<sup>nd</sup> Semester now      **Pay Subtotal = \$ \_\_\_\_\_ x 2**
- Plan #2: Partial:** To pay for the 1<sup>st</sup> Semester only      **Pay Subtotal = \$ \_\_\_\_\_ x 1**
- Plan #3: Monthly:** To pay for the year in 8 monthly installments      **Pay Subtotal = \$ \_\_\_\_\_ x 1/4**

**TOTAL PAYMENT ENCLOSED** \$ \_\_\_\_\_

<b>FORM OF PAYMENT:</b> CHECK # _____ MC <input type="radio"/> VISA <input type="radio"/>	<b>EXP DATE:</b> ____/____
<b>CREDIT CARD NUMBER:</b> _____ - _____ - _____	<b>DATE:</b> _____
<b>SIGNATURE:</b> _____	

Please submit this form before July 1<sup>st</sup>. MODG cannot guarantee space in the program for students whose forms are received after July 1<sup>st</sup>.

## Teacher Assisted/Directed Course & Learning Support Class Enrollment Form, Page 2

### MODG TERMS AND POLICIES FOR THE TEACHER ASSISTED/DIRECTED & LEARNING SUPPORT PROGRAMS:

- ◆ Student is responsible for making the monthly, bi-weekly, or weekly phone calls to the teacher.
- ◆ Student is responsible for submitting work to the teacher in a timely manner.
- ◆ **Payment Plan Note:** Plan 3 requires the family's authorization of automatic credit card payments or the submission of post-dated checks. If credit card payments are authorized, MODG will automatically bill the family's credit card on the first of each month from July through February. (Checks should be post-dated Jul. 1st through Feb. 1st.) Families who send in their forms after July will need to include with their initial payment the amount for each month that has passed since the start of the plan (including the month in which they enroll.) The remaining monthly payments will be processed as usual, ending in February. Families may cancel automatic billing at any time by contacting the MODG office. **Important:** Your signature below is required for this plan.
- ◆ TA/TD Course fees are refundable before September 1<sup>st</sup> provided work has not been corrected. After August 31<sup>st</sup> (December 31<sup>st</sup> for 2<sup>nd</sup> semester), or if work from one packet has been corrected, one quarter of the semester course fees are not refundable. After September 30<sup>th</sup> (January 31<sup>st</sup> for 2<sup>nd</sup> semester), or if work from two packets has been corrected, one half of the semester course fees are not refundable. After October 31<sup>st</sup> (February 28<sup>th</sup> for 2<sup>nd</sup> semester), or if work from three packets has been corrected, three quarters of the semester course fees are not refundable. After November 30<sup>th</sup> (March 31<sup>st</sup> for 2<sup>nd</sup> semester), or if work from four packets has been corrected, none of the semester course fees are refundable.
- ◆ \$125 of the Learning Support Class fees (\$55 for Book Clubs, Art Appreciation and Beginning Latin) are refundable according to the following schedule. Before June 30<sup>th</sup> the class fees are refundable. After June 30<sup>th</sup> one quarter of the first semester class fees are not refundable. After July 31<sup>st</sup> one half of the first semester class fees are not refundable. After August 31<sup>st</sup> three quarters of the first semester class fees are not refundable. After September 30<sup>th</sup> none of the first semester class fees are refundable. After December 31<sup>st</sup> three quarters of the second semester class fees are not refundable. After January 31<sup>st</sup> none of the second semester class fees are refundable. For the classes that include grading the additional \$75 is refundable based upon the date and work corrected according to the policy for TA/TD courses laid out above.

My signature below indicates that I have read and understood the terms and policies above:

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Student's First & Last Name:	Birth Date:	Grade:	Student's E-mail Address:
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*To help us choose the best teacher, please select the option that seems to fit this student best:*

- Student prefers to submit most assignments to teacher by:  Mail  E-Mail
- Student prefers to ask questions by:  Phone  E-Mail
- Student will need most help with:  Understanding Content  Improving Skills  Deadlines

Teacher Concerns: \_\_\_\_\_

(Note: MODG will accommodate requests noted above as best we can based on courses chosen below and teacher availability.)

### Middle School Courses: These courses are \$70 (Assisted) or \$120 (Directed) each per semester.

<b>A</b>	<b>D</b>	<b>Religion</b>
<input type="radio"/>	<input type="radio"/>	Gospels of Mark & Luke – 6 <sup>th</sup> Grade
<input type="radio"/>	<input type="radio"/>	Acts of the Apostles – 7 <sup>th</sup> Grade
<input type="radio"/>	<input type="radio"/>	Our Life in the Church – 8 <sup>th</sup> Grade

<b>A</b>	<b>D</b>	<b>Science</b>
<input type="radio"/>	<input type="radio"/>	Concepts & Challenges in Science 1 (A)
<input type="radio"/>	<input type="radio"/>	Concepts & Challenges in Science 2 (B)
<input type="radio"/>	<input type="radio"/>	Concepts & Challenges in Science 3 (C)
<input type="radio"/>	<input type="radio"/>	Concepts & Challenges in Earth Science (2 <sup>nd</sup> Edition)
<input type="radio"/>	<input type="radio"/>	Concepts & Challenges in Life Science (2 <sup>nd</sup> Edition)
<input type="radio"/>	<input type="radio"/>	Concepts & Challenges in Physical Science (2 <sup>nd</sup> Edition)

<b>A</b>	<b>D</b>	<b>Math</b>
<input type="radio"/>	<input type="radio"/>	Math 54 (Saxon) 2 <sup>nd</sup> Edition
<input type="radio"/>	<input type="radio"/>	Math 54 (Saxon) 3 <sup>rd</sup> Edition
<input type="radio"/>	<input type="radio"/>	Math 65 (Saxon) 2 <sup>nd</sup> Edition
<input type="radio"/>	<input type="radio"/>	Math 65 (Saxon) 3 <sup>rd</sup> Edition
<input type="radio"/>	<input type="radio"/>	Math 76 (Saxon) 3 <sup>rd</sup> Edition – 6 <sup>th</sup> Grade
<input type="radio"/>	<input type="radio"/>	Math 76 (Saxon) 4 <sup>th</sup> Edition – 6 <sup>th</sup> Grade
<input type="radio"/>	<input type="radio"/>	Math 87 (Saxon) 2 <sup>nd</sup> Edition – 7 <sup>th</sup> Grade
<input type="radio"/>	<input type="radio"/>	Math 87 (Saxon) 3 <sup>rd</sup> Edition – 7 <sup>th</sup> Grade
<input type="radio"/>	<input type="radio"/>	Algebra ½ (Saxon) 2 <sup>nd</sup> Edition – 8 <sup>th</sup> Grade
<input type="radio"/>	<input type="radio"/>	Algebra ½ (Saxon) 3 <sup>rd</sup> Edition – 8 <sup>th</sup> Grade

<b>A</b>	<b>D</b>	<b>History &amp; Literature</b>
<input type="radio"/>	<input type="radio"/>	Egyptian History – Old World & America – 6 <sup>th</sup> Grade
<input type="radio"/>	<input type="radio"/>	Greek/Roman History – Old World & America – 7 <sup>th</sup> Grade
<input type="radio"/>	<input type="radio"/>	Medieval History – Old World & America – 8 <sup>th</sup> Grade

<b>A</b>	<b>D</b>	<b>Grammar</b>
<input type="radio"/>	<input type="radio"/>	Voyages in English 6 – 6 <sup>th</sup> Grade
<input type="radio"/>	<input type="radio"/>	Voyages in English 7 – 7 <sup>th</sup> Grade
<input type="radio"/>	<input type="radio"/>	Voyages in English 8 – 8 <sup>th</sup> Grade
<input type="radio"/>	<input type="radio"/>	Easy Grammar Grade 6 – 6 <sup>th</sup> Grade
<input type="radio"/>	<input type="radio"/>	Easy Grammar Plus (7-8) – 8 <sup>th</sup> Grade

<b>A</b>	<b>D</b>	<b>Latin</b>
<input type="radio"/>	<input type="radio"/>	Latina Christiana I (Complete)
<input type="radio"/>	<input type="radio"/>	Latina Christiana II (A) – 6 <sup>th</sup> Grade
<input type="radio"/>	<input type="radio"/>	Latina Christiana II (B) – 7 <sup>th</sup> Grade
<input type="radio"/>	<input type="radio"/>	Latina Christiana II (Complete) – 6 <sup>th</sup> or 7 <sup>th</sup> Grade
<input type="radio"/>	<input type="radio"/>	Basic Language Principles – 7 <sup>th</sup> Grade
<input type="radio"/>	<input type="radio"/>	First Forms Latin – 7 <sup>th</sup> Grade
<input type="radio"/>	<input type="radio"/>	Our Roman Roots – 8 <sup>th</sup> Grade

Please Note: Grade levels listed above after the course titles are the traditional or recommended grade levels for these courses. Students may take these courses in a different order or in an earlier or later grade.

**Teacher Assisted/Directed Course & Learning Support Class Enrollment Form, Page 3**

Student's First & Last Name:	Birth Date:	Grade:	Student's E-mail Address:
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To help us choose the best teacher, please select the option that seems to fit this student best:

- Student prefers to submit most assignments to teacher by:  Mail  E-Mail  
 Student prefers to ask questions by:  Phone  E-Mail  
 Student will need most help with:  Understanding Content  Improving Skills  Deadlines

Teacher Concerns: \_\_\_\_\_  
 (Note: MODG will accommodate requests noted above as best we can based on courses chosen below and teacher availability.)

**High School Courses:** These courses are \$75 (Assisted) or \$130 (Directed) each per semester.

<b>A</b>	<b>D</b>	<b>Religion</b>
<input type="radio"/>	<input type="radio"/>	Faith & Morality – 9 <sup>th</sup> Grade
<input type="radio"/>	<input type="radio"/>	Sacraments & Apologetics – 10 <sup>th</sup> Grade
<input type="radio"/>	<input type="radio"/>	Bible Study – 11 <sup>th</sup> Grade
<input type="radio"/>	<input type="radio"/>	Catholic Doctrine – 12 <sup>th</sup> Grade

<b>A</b>	<b>D</b>	<b>Math</b>
<input type="radio"/>	<input type="radio"/>	Algebra 1 (Saxon) 3 <sup>rd</sup> Edition – 9 <sup>th</sup> Grade
<input type="radio"/>	<input type="radio"/>	Geometry (Jacobs) 2 <sup>nd</sup> Edition – 10 <sup>th</sup> Grade
<input type="radio"/>	<input type="radio"/>	Geometry (Jacobs) 3 <sup>rd</sup> Edition – 10 <sup>th</sup> Grade
<input type="radio"/>	<input type="radio"/>	Algebra 2 (Saxon) 2 <sup>nd</sup> Edition – 11 <sup>th</sup> Grade
<input type="radio"/>	<input type="radio"/>	Algebra 2 (Saxon) 3 <sup>rd</sup> Edition – 11 <sup>th</sup> Grade
<input type="radio"/>	<input type="radio"/>	Advanced Mathematics Year 1 (Saxon) 1 <sup>st</sup> Edition
<input type="radio"/>	<input type="radio"/>	Advanced Mathematics Year 1 (Saxon) 2 <sup>nd</sup> Edition
<input type="radio"/>	<input type="radio"/>	Advanced Mathematics Year 2 (Saxon) 1 <sup>st</sup> Edition
<input type="radio"/>	<input type="radio"/>	Advanced Mathematics Year 2 (Saxon) 2 <sup>nd</sup> Edition

<b>A</b>	<b>D</b>	<b>Grammar</b>
<input type="radio"/>	<input type="radio"/>	Warriner's English Grammar 3 <sup>rd</sup> Course © 1977
<input type="radio"/>	<input type="radio"/>	Warriner's English Grammar 3 <sup>rd</sup> Course © 1982
<input type="radio"/>	<input type="radio"/>	Warriner's English Grammar 3 <sup>rd</sup> Course © 1986

<b>A</b>	<b>D</b>	<b>Science</b>
<input type="radio"/>	<input type="radio"/>	General Science (Exploring Creation – Wile)
<input type="radio"/>	<input type="radio"/>	Physical Science (Exploring Creation – Wile) 1 <sup>st</sup> Ed.
<input type="radio"/>	<input type="radio"/>	Physical Science (Exploring Creation – Wile) 2 <sup>nd</sup> Ed.
<input type="radio"/>	<input type="radio"/>	Earth Science – 9 <sup>th</sup> Grade
<input type="radio"/>	<input type="radio"/>	Natural History (Natural Science) – 10 <sup>th</sup> Grade
<input type="radio"/>	<input type="radio"/>	Natural History & Biology (Composite Course – Wile) 1 <sup>st</sup> Edition – 10 <sup>th</sup> Grade
<input type="radio"/>	<input type="radio"/>	Natural History & Biology (Composite Course – Wile) 2 <sup>nd</sup> Edition – 10 <sup>th</sup> Grade
<input type="radio"/>	<input type="radio"/>	Biology (Exploring Creation – Wile) 1 <sup>st</sup> Edition – 11 <sup>th</sup>
<input type="radio"/>	<input type="radio"/>	Biology (Exploring Creation – Wile) 2 <sup>nd</sup> Edition – 11 <sup>th</sup>
<input type="radio"/>	<input type="radio"/>	Biology (Easy Way & ACGS) – 11 <sup>th</sup> Grade
<input type="radio"/>	<input type="radio"/>	Chemistry (Exploring Creation – Wile) 1 <sup>st</sup> Edition
<input type="radio"/>	<input type="radio"/>	Chemistry (Exploring Creation – Wile) 2 <sup>nd</sup> Edition
<input type="radio"/>	<input type="radio"/>	Physics (Exploring Creation – Wile) 1 <sup>st</sup> Edition
<input type="radio"/>	<input type="radio"/>	Physics (Exploring Creation – Wile) 2 <sup>nd</sup> Edition

<b>A</b>	<b>D</b>	<b>History &amp; Literature</b>
<input type="radio"/>	<input type="radio"/>	US History & American Literature – 9 <sup>th</sup> Grade
<input type="radio"/>	<input type="radio"/>	Ancient History & Literature – 10 <sup>th</sup> Grade
<input type="radio"/>	<input type="radio"/>	Medieval English & Spanish History/Literature – 11 <sup>th</sup> Grade
<input type="radio"/>	<input type="radio"/>	Medieval European History & Literature – 11 <sup>th</sup> Grade
<input type="radio"/>	<input type="radio"/>	World History & Literature
<input type="radio"/>	<input type="radio"/>	British Literature – 12 <sup>th</sup> Grade
<input type="radio"/>	<input type="radio"/>	American Government & Economics (A Beka) – 12 <sup>th</sup> Grade
<input type="radio"/>	<input type="radio"/>	American Government & Economics (Declaration Statesmanship & Economics in One Lesson) – 12 <sup>th</sup> Grade
<input type="radio"/>	<input type="radio"/>	Advanced American Government & Economics (Feds & Anti-Feds) – 12 <sup>th</sup> Grade
<input type="radio"/>	<input type="radio"/>	World Geography

<b>A</b>	<b>D</b>	<b>Latin</b>
<input type="radio"/>	<input type="radio"/>	Intro to Latin (Cambridge Latin Unit 1) – 8 <sup>th</sup> or 9 <sup>th</sup> Grade
<input type="radio"/>	<input type="radio"/>	Latin I (Cambridge Latin Unit 2/New First Steps 1) – 9 <sup>th</sup> Grade
<input type="radio"/>	<input type="radio"/>	Latin IA (Henle Latin I Units 1-3) – 9 <sup>th</sup> Grade
<input type="radio"/>	<input type="radio"/>	Latin IB (Henle Latin I Units 4-7) – 9 <sup>th</sup> or 10 <sup>th</sup> Grade
<input type="radio"/>	<input type="radio"/>	Latin I (Henle Latin I Units 1-7) – 9 <sup>th</sup> Grade
<input type="radio"/>	<input type="radio"/>	Latin II (Henle Latin I Units 8-14) – 10 <sup>th</sup> Grade
<input type="radio"/>	<input type="radio"/>	Latin I & II (Henle Latin I Units 1-14) – 9 <sup>th</sup> or 10 <sup>th</sup> Grade
<input type="radio"/>	<input type="radio"/>	Latin III (Henle Latin II Complete) – 10 <sup>th</sup> or 11 <sup>th</sup> Grade
<input type="radio"/>	<input type="radio"/>	College Latin I (Wheelock's Latin Year 1) – 11 <sup>th</sup> or 12 <sup>th</sup> Grade
<input type="radio"/>	<input type="radio"/>	College Latin II (Wheelock's Latin Year 2) – 12 <sup>th</sup> Grade

*For Henle courses the syllabus must be from 2006 or later.*

<b>A</b>	<b>D</b>	<b>Health</b>
<input type="radio"/>	<input type="radio"/>	Casti Connubi (12 <sup>th</sup> Grade)

Grade levels listed above after the course titles are the traditional or recommended grade levels for these courses. Students may take these courses in a different order or in an earlier or later grade.

**TA/TD Course Starting Point (Applies to Middle School & High School Courses)**

Will the student be starting any TA/TD courses at a week other than Week 1? If so, please note the course and the week at which the student will be starting in August/September:  
 Course: \_\_\_\_\_ Week: \_\_\_\_\_ Course: \_\_\_\_\_ Week: \_\_\_\_\_

**Modified Courses:** These courses are \$95 (Assisted) or \$170 (Directed) each per semester.

(Note: Modified courses must be designed and approved by your consultant and are subject to teacher availability.)

<b>A</b>	<b>D</b>	
<input type="radio"/>	<input type="radio"/>	Text: _____
<input type="radio"/>	<input type="radio"/>	Text: _____
<input type="radio"/>	<input type="radio"/>	Text: _____

## Teacher Assisted/Directed Course & Learning Support Class Enrollment Form, Page 4

Student's First & Last Name:	Age as of 9/1/2011:	Grade:	Preferred E-mail Address for Class:
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### IMPORTANT NOTE

Please check the course(s) you wish to sign up for and then **number (i.e. 1, 2, 3)** your time slots in preferred order. *Please note that with the exception of the Book Clubs and Religion courses paper grading is included automatically in the cost. (If you choose not to use grading assistance through the class, you are free to do so but the cost will be the same.) When you have grading done in the Learning Support Program, the teacher for the course, or a teacher assistant who is involved in the class, will be correcting the papers for the course.*

### Religion Learning Support Classes: \$125 or \$200 per semester; varies by grading options

**Please check one of the following:**

- Grade the papers in the LS Program (\$200 per semester).
- I want to use the TA/TD Program for grading (\$125 per semester + TA or TD fees). *Sign up for grading on TA enrollment pages.*
- Papers will be graded by parent using Basic Program services (\$125 per semester).

<input type="radio"/> <b>Religion 8</b> Student must be in 7-10 <sup>th</sup> Grade	<input type="checkbox"/> Mon @ 12:30 PM PT <input type="checkbox"/> Wed @ 10:30 AM PT	<input type="checkbox"/> Tues @ 7:30 AM PT <input type="checkbox"/> Thurs @ 12:30 PM PT
<input type="radio"/> <b>Faith &amp; Morality</b> Student must be in 8-12 <sup>th</sup> Grade	<input type="checkbox"/> Mon @ 11:30 AM PT <input type="checkbox"/> Wed @ 12:30 PM PT	<input type="checkbox"/> Tues @ 9:30 AM PT <input type="checkbox"/> Thurs @ 11:30 AM PT
<input type="radio"/> <b>Sacraments &amp; Apologetics</b> Student must be in 9-12 <sup>th</sup> Grade	<input type="checkbox"/> Mon @ 7:30 AM PT <input type="checkbox"/> Wed @ 10:30 AM PT <input type="checkbox"/> Thurs @ 9:30 AM PT	<input type="checkbox"/> Tues @ 11:30 AM PT <input type="checkbox"/> Thurs @ 8:30 AM PT
<input type="radio"/> <b>Bible Study</b> Student must be in 10-12 <sup>th</sup> Grade	<input type="checkbox"/> Mon @ 7:30 AM PT <input type="checkbox"/> Tues @ 7:30 AM PT <input type="checkbox"/> Wed @ 11:30 AM PT	<input type="checkbox"/> Mon @ 11:30 AM PT <input type="checkbox"/> Tues @ 11:30 AM PT <input type="checkbox"/> Thurs @ 11:30 AM PT
<input type="radio"/> <b>Catholic Doctrine</b> Student must be in 11-12 <sup>th</sup> Grade	<input type="checkbox"/> Mon @ 7:30 AM PT <input type="checkbox"/> Tues @ 8:30 AM PT <input type="checkbox"/> Thurs @ 7:30 AM PT	<input type="checkbox"/> Tues @ 7:30 AM PT <input type="checkbox"/> Wed @ 7:30 AM PT

### History, Literature and English Learning Support Classes: \$200 each per semester.

<input type="radio"/> <b>Voyages 7</b> Student must be in 6-9 <sup>th</sup> Grade	<input type="checkbox"/> Thurs @ 10:30 AM PT
<input type="radio"/> <b>Voyages 8</b> Student must be in 7-10 <sup>th</sup> Grade	<input type="checkbox"/> Mon @ 10:30 AM PT
<input type="radio"/> <b>US History &amp; Literature</b> Student must be in 8-12 <sup>th</sup> Grade	<input type="checkbox"/> Tues @ 11:30 AM PT <input type="checkbox"/> Tues @ 1:30 PM PT <input type="checkbox"/> Thurs @ 8:30 AM PT <input type="checkbox"/> Tues @ 12:30 PM PT <input type="checkbox"/> Wed @ 7:30 AM PT
<input type="radio"/> <b>Grammar (Warriner's 3<sup>rd</sup> Course)</b> Student must be in 8 <sup>th</sup> -12 <sup>th</sup> Grade and will be using:	<input type="checkbox"/> Mon @ 9:30 AM PT <input type="checkbox"/> Wed @ 8:30 AM PT <input type="checkbox"/> Tues @ 7:30 AM PT <input type="checkbox"/> Thurs @ 9:30 AM PT <input type="radio"/> 1977 Edition <input type="radio"/> 1982 Edition
<input type="radio"/> <b>Ancient History &amp; Literature</b> Student must be in 9-12 <sup>th</sup> Grade	<input type="checkbox"/> Mon @ 8:30 AM PT <input type="checkbox"/> Tues @ 8:30 AM PT <input type="checkbox"/> Wed @ 9:30 AM PT <input type="checkbox"/> Tues @ 7:30 AM PT <input type="checkbox"/> Wed @ 8:30 AM PT <input type="checkbox"/> Thurs @ 9:30 AM PT
<input type="radio"/> <b>Medieval European History &amp; Lit</b> Student must be in 10-12 <sup>th</sup> Grade	<input type="checkbox"/> Mon @ 7:30 AM PT <input type="checkbox"/> Tues @ 8:30 AM PT <input type="checkbox"/> Thurs @ 7:30 AM PT <input type="checkbox"/> Mon @ 10:30 AM PT <input type="checkbox"/> Wed @ 10:30 AM PT
<input type="radio"/> <b>Adv American Gov &amp; Economics</b> Student must be in 11-12 <sup>th</sup> Grade	<input type="checkbox"/> Mon @ 8:30 AM PT <input type="checkbox"/> Tues @ 7:30 AM PT <input type="checkbox"/> Thurs @ 8:30 AM PT <input type="checkbox"/> Mon @ 5:00 PM PT <input type="checkbox"/> Wed @ 8:30 AM PT
<input type="radio"/> <b>American Gov &amp; Economics (ABeka)</b> Student must be in 10-12 <sup>th</sup> Grade	<input type="checkbox"/> Wed @ 7:30 AM PT
<input type="radio"/> <b>Literature 12 (Short Stories)</b> Student must be in 11-12 <sup>th</sup> Grade	<input type="checkbox"/> Mon @ 11:30 AM PT <input type="checkbox"/> Wed @ 5:00 PM PT <input type="checkbox"/> Tues @ 5:00 PM PT <input type="checkbox"/> Thurs @ 11:30 AM PT

**Information about Religion 7, and Book Clubs for Grades 7 & 8 are found on p. 7**

## Teacher Assisted/Directed Course & Learning Support Class Enrollment Form, Page 5

Student's First & Last Name:	Age as of 9/1/2011:	Grade:	Preferred E-mail Address for Class:
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### IMPORTANT NOTE

Please check the course(s) you wish to sign up for and then **number (i.e. 1, 2, 3)** your time slots in preferred order. *Please note that grading is included automatically in the cost. (If you choose not to use grading assistance through the class, you are free to do so but the cost will be the same.)*

### Science Learning Support Classes: \$200 each per semester.

<input type="radio"/> <b>Earth Science</b> Student must be in 8 <sup>th</sup> -12 <sup>th</sup> Grade	<input type="checkbox"/> Mon @ 8:30 AM PT <input type="checkbox"/> Tues @ 7:30 AM PT <input type="checkbox"/> Wed @ 9:30 AM PT <input type="checkbox"/> Thurs @ 9:30 AM PT	<input type="checkbox"/> Mon @ 10:30 AM PT <input type="checkbox"/> Tues @ 9:30 AM PT <input type="checkbox"/> Wed @ 1:30 PM PT <input type="checkbox"/> Thurs @ 10:30 AM PT
<input type="radio"/> <b>Natural Science</b> Student must be in 9 <sup>th</sup> -12 <sup>th</sup> Grade	<input type="checkbox"/> Tues @ 10:30 AM PT <input type="checkbox"/> Thurs @ 10:30 AM PT	<input type="checkbox"/> Wed @ 10:30 AM PT
<input type="radio"/> <b>Biology (Wile – 2<sup>nd</sup> Edition)</b> Student must be in 8 <sup>th</sup> -12 <sup>th</sup> Grade	<input type="checkbox"/> Mon @ 8:30 AM PT <input type="checkbox"/> Tues @ 9:30 AM PT	<input type="checkbox"/> Mon @ 9:30 AM PT <input type="checkbox"/> Wed @ 8:30 AM PT
<input type="radio"/> <b>Biology: Human Anatomy &amp; Physiology (Wile)</b> Student must be in 9 <sup>th</sup> -12 <sup>th</sup> Grade		<input type="checkbox"/> Tues @ 8:30 AM PT
<input type="radio"/> <b>Chemistry (Wile – 2<sup>nd</sup> Edition)</b> Student must be in 10 <sup>th</sup> -12 <sup>th</sup> Grade (student must have completed Algebra 1)	<input type="checkbox"/> Tues @ 8:30 AM PT	<input type="checkbox"/> Wed @ 7:30 AM PT <input type="checkbox"/> Thurs @ 7:30 AM PT
<input type="radio"/> <b>Physics (Wile – 2<sup>nd</sup> Edition)</b> Student must be in 11 <sup>th</sup> -12 <sup>th</sup> Grade (student must be taking or have completed Algebra 2)	<input type="checkbox"/> Tues @ 11:30 AM PT	<input type="checkbox"/> Wed @ 7:30 AM PT
<input type="radio"/> <b>Adv Physics (Saxon)</b> Student must be in 11th-12th Grade and have completed Algebra 2	<input type="checkbox"/> Tues/Thurs @ 8:30 AM PT	

### Math Learning Support Classes: \$200 each per semester.

<input type="radio"/> <b>Algebra 1 (Saxon – 3<sup>rd</sup> Edition)</b> Student must be in 7 <sup>th</sup> -12 <sup>th</sup> Grade (student must have completed Pre-Algebra)	<input type="checkbox"/> Mon @ 8:30 AM PT <input type="checkbox"/> Tues @ 9:30 AM PT	<input type="checkbox"/> Thurs @ 11:30 AM PT <input type="checkbox"/> Thurs @ 9:30 AM PT
<input type="radio"/> <b>Geometry (Jacobs – 3<sup>rd</sup> Edition)</b> Student must be in 9 <sup>th</sup> -12 <sup>th</sup> Grade (student must have completed Algebra 1)	<input type="checkbox"/> Mon @ 9:30 AM PT	<input type="checkbox"/> Tues @ 9:30 AM PT <input type="checkbox"/> Thurs @ 9:30 AM PT
<input type="radio"/> <b>Algebra 2 (Saxon – 3<sup>rd</sup> Edition)</b> Student must be in 8 <sup>th</sup> -12 <sup>th</sup> Grade (student must have completed Algebra 1)	<input type="checkbox"/> Mon @ 7:30 AM PT	<input type="checkbox"/> Wed @ 9:30 AM PT <input type="checkbox"/> Thurs @ 8:30 AM PT
<input type="radio"/> <b>Adv Math I (Saxon – 2<sup>nd</sup> Edition)</b> Student must be in 9 <sup>th</sup> -12 <sup>th</sup> Grade (student must have completed Algebra 2)	<input type="checkbox"/> Tues @ 11:30 AM PT	
<input type="radio"/> <b>Adv Math I &amp; II (Saxon – 2<sup>nd</sup> Edition)</b> Student must be in 10 <sup>th</sup> -12 <sup>th</sup> Grade (student must have completed Algebra 2)	<input type="checkbox"/> Wed @ 8:30 AM PT	
<input type="radio"/> <b>Adv Math II (Saxon – 2<sup>nd</sup> Edition)</b> Student must be in 9 <sup>th</sup> -12 <sup>th</sup> Grade (student must have completed Adv Math I)	<input type="checkbox"/> Wed @ 10:30 AM PT	

### Fine Arts Learning Support Classes: \$200 each per semester. (*Fine Arts Enrichment on p. 7*)

<input type="radio"/> <b>Fine Arts: Intro to Music – Composers</b> (Student must be in 5 <sup>th</sup> -8 <sup>th</sup> Grade)	<input type="checkbox"/> Fri @ 10:30 AM PT
<input type="radio"/> <b>Fine Arts: Intro to Music – Notation &amp; Instruments</b> (Student must be in 2 <sup>nd</sup> -5 <sup>th</sup> Grade)	<input type="checkbox"/> Wed @ 9:30 AM PT
<input type="radio"/> <b>Fine Arts: Music History</b> (Student must be in 8 <sup>th</sup> -12 <sup>th</sup> Grade)	<input type="checkbox"/> Fri @ 7:30 AM PT
<input type="radio"/> <b>Fine Arts: Music Theory I</b> (Student must be in 7 <sup>th</sup> -12 <sup>th</sup> Grade)	<input type="checkbox"/> Wed @ 8:30 AM PT
<input type="radio"/> <b>Fine Arts: Music Theory II</b> (Student must be in 8 <sup>th</sup> -12 <sup>th</sup> Grade)	<input type="checkbox"/> Fri @ 8:30 AM PT
<input type="radio"/> <b>Fine Arts: Drama</b> (Student must be in 8 <sup>th</sup> -12 <sup>th</sup> Grade)	<input type="checkbox"/> Mon @ 4:30 PM PT <input type="checkbox"/> Fri @ 11:30 AM PT
<input type="radio"/> <b>Fine Arts: Art History</b> (Student must be in 7 <sup>th</sup> -12 <sup>th</sup> Grade)	<input type="checkbox"/> Thurs @ 11:30 AM PT

## Teacher Assisted/Directed Course & Learning Support Class Enrollment Form, Page 6

Student's First & Last Name:	Age as of 9/1/2011:	Grade:	Preferred E-mail Address for Class:
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### “Once Per Week” Latin Learning Support Classes: \$200 each per semester.

(Please Note: These classes meet once per week for 60 minutes.)

<input type="radio"/> <b>Latin (Latina Christiana I)</b> Student must be in 4 <sup>th</sup> -8 <sup>th</sup> Grade (This course is not eligible for high school credit.)	___ Mon @ 7:30 AM PT	___ Tues @ 10:30 AM PT ___ Wed @ 11:30 AM PT
<input type="radio"/> <b>Intro to Latin (Basic Language Principles)</b> Student must be in 7 <sup>th</sup> -12 <sup>th</sup> Grade	___ Tues @ 11:30 AM PT ___ Thurs @ 7:30 AM PT	___ Wed @ 11:30 AM PT ___ Thurs @ 11:30 AM PT
<input type="radio"/> <b>Intro to Latin (First Form Latin) 6<sup>th</sup>-9<sup>th</sup></b>	___ Tues @ 11:30 AM PT	___ Thurs @ 11:30 AM PT
<input type="radio"/> <b>Latin IA (Second Form Latin)</b>	___ Tues @ 11:30 AM PT	___ Thurs @ 11:30 AM PT
<input type="radio"/> <b>Latin IA (Henle Latin I Units 1-3; First Half of MODG Latin I Syllabus)</b> Student must be in 7 <sup>th</sup> -12 <sup>th</sup> Grade	___ Tues @ 9:30 AM PT ___ Wed @ 9:30 AM PT	___ Thurs @ 11:30 AM PT
<input type="radio"/> <b>Latin IB (Henle Latin I Units 4-7; Second Half of MODG Latin I Syllabus)</b> Student must be in 7 <sup>th</sup> -12 <sup>th</sup> Grade (and have completed Latin IA or Henle Latin I Units 1-3)	___ Mon @ 11:30 AM PT ___ Wed @ 12:30 PM PT	
<input type="radio"/> <b>Latin I (Henle Latin I Units 1-7)</b> Student must be in 7 <sup>th</sup> -12 <sup>th</sup> Grade	___ Mon @ 9:30 AM PT ___ Wed @ 11:30 AM PT	___ Tues @ 9:30 AM PT ___ Thurs @ 12:30 AM PT
<input type="radio"/> <b>Latin II (Henle Latin I Units 8-14)</b> Student must be in 8 <sup>th</sup> -12 <sup>th</sup> Grade (student must have completed Henle Latin I Lesson 22); class is also offered twice per week below	___ Mon @ 11:30 AM PT	___ Wed @ 11:30 AM PT
<input type="radio"/> <b>Latin III (Henle Latin II)</b> Student must be in 9 <sup>th</sup> -12 <sup>th</sup> Grade	___ Mon @ 11:30 AM PT ___ Wed @ 7:30 AM PT	___ Tues @ 11:30 AM PT
<input type="radio"/> <b>College Latin I (Wheelock Year 1)</b> Student must be in 10 <sup>th</sup> -12 <sup>th</sup> Grade (student must be at least 15 years old)	___ Mon @ 11:30 AM PT	___ Tues @ 11:30 AM PT
<input type="radio"/> <b>College Latin II (Wheelock Year 2)</b> Student must be in 10 <sup>th</sup> -12 <sup>th</sup> Grade (student must have completed College Latin I or through Lesson 10 of Wheelock)	___ Mon @ 11:30 AM PT	

### “Twice Per Week” Latin Learning Support Classes: \$200 each per semester.

(Please Note: These classes meet twice per week for 30 - 45 minutes per time.)

<input type="radio"/> <b>Intro to Latin (Cambridge I)</b> Student must be in 6 <sup>th</sup> -12 <sup>th</sup> Grade	___ Mon/Wed @ 8:30 AM PT ___ Tues/Thurs @ 12:30 PM PT	___ Tues/Thurs @ 9:30 AM PT
<input type="radio"/> <b>Latin I (Cambridge II, First Steps I)</b> Student must be in 7 <sup>th</sup> -12 <sup>th</sup> Grade	___ Mon/Wed @ 9:30 AM PT ___ Tues/Thurs @ 11:30 AM PT	___ Tues/Thurs @ 10:30 AM PT
<input type="radio"/> <b>Latin II (Cambridge III)</b> Student must be in 8 <sup>th</sup> -12 <sup>th</sup> Grade		___ Tues/Thurs @ 8:30 AM PT
<input type="radio"/> <b>Latin II (Henle Latin I Units 8-14)</b> Student must be in 8 <sup>th</sup> -12 <sup>th</sup> Grade (student must have completed Henle Latin I Lesson 22)	___ Mon/Wed @ 7:30 AM PT	___ Mon/Wed @ 11:30 AM PT ___ Tues/Thurs @ 7:30 AM PT
<input type="radio"/> <b>College Latin I (Shelmerdine)</b> Student must be in 10 <sup>th</sup> -12 <sup>th</sup> Grade (student must be at least 15 years old)		___ Mon/Wed @ 11:30 AM PT ___ Tues/Thurs @ 7:30 AM PT
<input type="radio"/> <b>College Latin II (Shelmerdine)</b> Student must be in 10 <sup>th</sup> -12 <sup>th</sup> Grade (student must be at least 15 years old)		___ Mon/Wed @ 7:30 AM PT ___ Tues/Thurs @ 11:30 AM PT
<input type="radio"/> <b>Advanced Latin (using Shelmerdine, plus other resources)</b> Student must contact Margaret Hayden at <a href="mailto:modg_classes@yahoo.com">modg_classes@yahoo.com</a> to discuss course.	___ Mon/Wed @ 11:30 AM PT	

### Past Latin Experience (Required if signing up for a Latin Learning Support Class)

If your student has done Latin in the past, please list texts used and how much of the text was completed.

Grade 6: _____	Completed: _____
Grade 7: _____	Completed: _____
Grade 8: _____	Completed: _____
Grade 9: _____	Completed: _____
Grade 10: _____	Completed: _____
Grade 11: _____	Completed: _____

Note: Diagnostic tests must be submitted by students who have not taken Latin in either TA/TD or in a LS class.  
E-mail [modg\\_classes@yahoo.com](mailto:modg_classes@yahoo.com) to request a test. Please specify the class you want to join.

Parents must submit a signed Learning Support Policy Agreement. Families will be notified of acceptance via e-mail in August.

**Teacher Assisted/Directed Course & Learning Support Class Enrollment Form, Page 7**

Student's First & Last Name:	Age as of 9/1/2011:	Grade:	Preferred E-mail Address for Class:
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Mother of Divine Grace is pleased to offer, in addition to our Discussion Book Clubs, a series of less expensive Enrichment Learning Support Classes. We are able to offer these classes at a discounted price because they either have only in class grading of oral work, or contain limited written work that is submitted for grading. Students who wish for additional written work graded by a teacher in our Religion 7 or Discussion Book Clubs may also sign up for those classes in the Teacher Assisted/Directed Program.

**IMPORTANT NOTE**

Please check the course(s) you wish to sign up for and then **number (i.e. 1, 2, 3)** your time slots in preferred order.

**Religion Learning Support Class: \$125 each per semester.**

Religion 7 costs \$125 and includes grading as part of the course. The class meets weekly and most assignments are completed orally in class. The student will submit a selected number of written assignments during the semester to the LS teacher for grading.

<input type="radio"/> <b>Religion 7</b> Student must be in 6-9 <sup>th</sup> Grade	<input type="checkbox"/> Mon @ 11:30 AM PT <input type="checkbox"/> Thurs @ 7:30 AM PT	<input type="checkbox"/> Wed @ 11:30 AM PT
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**Fine Arts Enrichment Learning Support Classes: \$55 each per semester.**

All materials included. Students need to have access to a computer to view art. Class will meet for 1/2 hour, small groups. Patterned after the MODG art syllabi for *Mommy, It's a Renoir*. No outside of class work.

<input type="radio"/> <b>Fine Arts: Art Appreciation</b> (\$55 per semester) Student must be in 1 <sup>st</sup> -5 <sup>th</sup> Grade	<input type="checkbox"/> Tues @ 11:30 AM PT <input type="checkbox"/> Wed @ 11:30 AM PT	<input type="checkbox"/> Fri @ 11:30 AM PT
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**Fine Arts Enrichment Learning Support Classes: \$125 each per semester.**

The Recorder classes require a webcam. Class will meet for 1/2 hour for grades 1-2 and 1 hour for grades 3-5. Small class sizes.

<input type="radio"/> <b>Fine Arts: Recorder I</b> (\$125 – Students will be in 1 <sup>st</sup> -2 <sup>nd</sup> Grade)	<input type="checkbox"/> Tues @ 8:30 AM PT
<input type="radio"/> <b>Fine Arts: Recorder II</b> (\$125 – Students will be in 3 <sup>rd</sup> -5 <sup>th</sup> Grade)	<input type="checkbox"/> Fri @ 9:30 AM PT

**Discussion Book Club Learning Support Classes: \$55 each per semester.**

The Book Clubs do not include grading. Students who wish to have their papers graded by an MODG teacher may sign up for the TA/TD Program for grading; they will also receive one-on-one phone calls with their TA/TD teacher. *Sign up for grading on TA enrollment pages.* Students can also opt to have their papers graded by parent using Basic Program services.

<input type="radio"/> <b>Grade 7 History Book Club</b>	<input type="checkbox"/> Mon @ 11:30 AM PT <input type="checkbox"/> Wed @ 11:30 AM PT	<input type="checkbox"/> Tues @ 4:30 PM PT <input type="checkbox"/> Thurs @ 4:30 PM PT
<input type="radio"/> <b>Grade 8 History Book Club</b>	<input type="checkbox"/> Mon @ 3:30 PM PT <input type="checkbox"/> Wed @ 3:30 PM PT	<input type="checkbox"/> Tues @ 1:30 PM PT <input type="checkbox"/> Thurs @ 1:30 PM PT

**Beginning Latin Learning Support Classes: \$55 each per semester.**

All materials supplied. All work from the week reviewed in class. Class will be 1/2 hour-45 minutes. Daily worksheets given to student to prepare for class.

<input type="radio"/> <b>Beginning Latin – Year 1</b> Student must be in 2 <sup>nd</sup> -6 <sup>th</sup> Grade	<input type="checkbox"/> Mon @ 12:30 PM PT
<input type="radio"/> <b>Beginning Latin – Year 2</b> Student must be in 3 <sup>rd</sup> -6 <sup>th</sup> Grade	<input type="checkbox"/> Mon @ 9:30 AM PT

Parents must submit a signed Learning Support Policy Agreement. Families will be notified of acceptance via e-mail in August

## Learning Support Policy Agreement

**Live Instruction.** Small student groups (usually 8-15 students) meet via phone conference with a teacher once or twice per week (see the course catalog for specific course details) for 45-60 minutes, depending on the subject. During class, the teacher may lead discussions centered on the readings from the past week, teach concepts, review concepts from previous weeks with the students or ask the student to complete some assignments in class. At the end of the class, the teacher assigns the week's homework, and may request certain assignments (tests or essays) to be submitted for grading.

**Evaluation and Feedback.** Teachers will assign a grade for each semester:

- **History, Religion, Literature, Earth and Natural Science Classes:** Papers will be graded and returned. Deadlines may be imposed by the teacher. The grade for a course is based primarily upon the student's papers and/or tests. Participation and preparation may factor into the grading as well (parental preferences are taken into consideration). For students who are not turning in work to the teacher the only grade that can be given is for participation and preparation. Students who need extra help with writing can have a monthly one-on-one meeting with a teacher to go over writing for an additional \$55.00 per semester (prorating possible). This is usually added after the course begins by mutual agreement of the parent and teacher or consultant. Students who have special services can utilize other grading services if desired and can audit these courses at a reduced rate. This requires permission from the director and the consultant.
- **Math, Latin, Grammar and Science Classes using the Wile texts:** Semester grades are based upon class work and quizzes/test submitted. Daily assignments completed outside of class but not submitted for grading may be used as the parent portion of the grade, if the parent records those grades and submits them to the teacher. (This is optional.) The teacher will use quiz and test grades to assist students with the help needed. Deadlines may be imposed for assignments. Students may expect work returned within one to two weeks. Students can also meet outside of class with teachers if needed. Up to two hours of outside class tutoring is given free of charge. If more tutoring is needed, teachers charge \$15 per hour. Students are free to call or e-mail at any point with questions. Parents are notified of student progress via e-mail 2-4 times per year.

**Attendance.** Students are expected to attend class on a regular basis. Five or more absences from a class may result in dismissal from the class (if the student is falling behind). To assist families, we allow students to occasionally make up missed classes by listening to a recording of the class. However, this cannot be done on a regular basis, as it detracts from class spirit.

**Student Communication.** Please note that at times students may be required to communicate with each other for projects; the e-mail provided for class communication may be distributed to other students in the class for school purposes. MODG takes no responsibility for e-mail contact between students. Please monitor student e-mail to insure student use is appropriate. If your student receives any inappropriate e-mails, refer those to the teacher.

**Cheating.** Cheating may result in expulsion from the class and/or lowering of a student's grade. Parents should remove all answer keys to quizzes from the syllabi to which students have access, and keep all answer keys under parental supervision.

**Parental Duties Regarding Student Decorum.** Parents are always the primary educators. Parents are expected to supervise their students as necessary. Students must conduct themselves appropriately with classmates and teachers. Teachers notify parents when they detect a problem or declining performance trend. In some cases parents are asked to attend class with a student, to address behavioral issues, or to supervise e-mail contact with other students. If a problem arises with a student that cannot be resolved by collaborative work the between parent and teacher, the student will be asked to leave the class. A refund will only be granted at the discretion of the director of the program. We assume no responsibility for outside class communication between students.

**Importance of E-mail.** Parents will be notified via e-mail regarding the next week's assignments when it deviates from the standard syllabus. They will also get end-of-semester updates, either orally or in writing. After each class, please verify with your student that he has received his assignment verbally at the end of class or in writing via e-mail. It is very important that you provide an e-mail address that both you and your student can access. E-mail is used to notify students of assignments, return graded work, and provide parents with student updates.

**Rigor and Workload.** Our courses are generally designed for college-bound students. They more or less follow the MODG syllabus. For some classes, students are asked to take an exam to demonstrate class readiness.

**Technical Responsibilities.** Students are asked to call from a land line, rather than a cell phone. Cell phones can affect the quality of the call. (Please note: If you do not have flat rate long distance, you should be aware that this class will be a long distance call that will originate on your phone.) Students are also expected to have headsets, so their hands can be free. Plantronics and GE models generally work well. X-Box head sets also work. Any questions about these should be referred to [modg\\_classes@yahoo.com](mailto:modg_classes@yahoo.com). Students in math or science classes must have access to a computer during class. We also ask that all families install antivirus software on their computer to protect all students from incoming viruses. Finally, it is extremely important for families to keep the teachers updated with their most current e-mail address, so that the student can receive notices as they go out.

**Audit Option.** If a student would benefit from a particular course, but is not able to do all the work associated with that course, we will, on a case by case basis, consider an *audit* option for that student. However, as students in an audit status are less likely to stick to a schedule, we will accept non-audit students over audit students. Auditing a course must be approved in advance by the teacher and the director. Students are not allowed to audit Latin or Math courses. There is no reduced price for an audited course.

**Dropped Courses.** We consider a family's registration in a class to be a commitment to take that class and pay all fees associated with it. We assume that families do not request a class they believe they are likely to drop later. Registration is understood as a commitment to provide income for the teacher. Holding a seat in a class prevents other interested families from taking that seat. So if a student drops from a class, some or all of the Learning Support Class fees may be non-refundable. Please see the refund policy on page 2 for more details.

**Waiting List.** We will maintain a waiting list for each class, if interest exceeds availability. Students on this list will be notified of any openings that become available no later than the first week of the school year.

**Change Courses.** Students who request to change a course after enrollment may do so free of charge if courses still have openings, and if the course is switched in the first month. The ability to change courses depends on availability of spots and whether or not we determine the change would be in the best interest of both the student and class. (Note: If the student is transferring between conference calls with correcting, an additional fee may be charged.)

**I have read the above policies, and agree to abide by them.**

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**A signed copy of the Learning Support Policy Agreement is required for the application to be considered.**