2026-2027 Family Handbook

Marion Home School Assistance Program

Emerson Learning Center
1400 10th Ave.
Marion, IA 52302
Ph: (319) 373.9209, Fax: (319) 373.4492
http://mhsap.marion-isd.org

Program Mission

We live within the district's mission to foster a community of learners in developing the knowledge and skills to be future-ready. The Marion Home School Assistance Program accomplishes this mission by supporting and assisting parents who choose the role of primary educator for their children.

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District Policies are available at the MISD website, www.marion-isd.org
Select "Our District", then "MISD Board Policy"

I. Reference

Marion Home School Assistance Program (MHSAP)

1400 10th Ave. Marion, IA 52302 Ph: (319) 373.9209 Fax: (319) 373.4492
http://mhsap.marion-isd.org

MHSAP Office Staff

Trent Jeffrey, Director Ext. 8801
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Hannah Byrne, Asst. Director Ext. 8803
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Kim Herr, Administrative Assistant Ext. 8805
Email: kherr@marion-isd.org

Tami Pollock, Secretary Ext. 8802
Email: tpollock@marion-isd.org

Laurie Carrick/Mary Bran, Librarians Ext. 8804
Email: mhsaplibrary@marion-isd.org

Office Hours:

Monday-Friday 9:00am-3:30pm
Summer Hours:
Monday-Thursday 9:00am-12:00pm and 1:00pm-3:30pm
Friday: Closed

Library Hours:

Monday-Friday 9:00am-3:30pm, library desk closed from 12:15-12:45pm

Summer Hours:

Tuesdays 9:00am-12:00pm and 1:00pm-3:30pm

Summer Hours begin the first week of June. Watch the Memo and Newsletter for when regular hours resume.

Administration Office

777 S. 15th St. Marion, IA 52302 Ph: (319) 377.4691 Fax: (319) 377.4692

http://www.marion-isd.org

Janelle Brouwer, Superintendent

Gretchen Kriegel, Assistant Superintendent

Leah Fitch Administrative Assistant Ext. 1101 Email: lfitch@marion-isd.org

Priscilla Ramirez, Administrative Assistant Ext. 1108 Email: pramirez@marion-isd.org

Marion High School (Grades 9-12)

675 S. 15th St. Marion, IA 52302

Ph: (319) 377.9891 Fax: (319) 377.7621

https://www.marion-isd.org/o/mhs

Greg Semler, Principal

Chris Ramond, Associate Principal

Angie Hooper, Attendance Secretary Ext. 1120

Email: mhsattendance@marion-isd.org

Tom Kettmann, School Counselor (Grades 11-12)

Email: tkettmann@marion-isd.org

Jennifer Byers School Counselor Grades 9,10

Email: jbyers@marion-isd.org

Vernon Middle School (Grades 5-8)

1350 4th Ave. Marion, IA 52302

Ph: (319) 377.9401 Fax: (319) 377.7670

https://www.marion-isd.org/o/vms

Phillip Cochran, Principal

Jennifer Clemen, Associate Principal

Amy Page, Attendance Secretary Ext. 4406

Email: ccollins@marion-isd.org

Kalli Semler, School Counselor

Email: ksemler@marion-isd.org

Sidney Zahn, School Counselor

Email: szahn@mairion.isd.org

Francis Marion Intermediate (Grades 3-4)

2301 3rd Ave. Marion, IA 52302

Ph: (319) 373.4766 Fax: (319) 377.4767

https://www.marion-isd.org/o/francis-marion

Tara Tolly, Principal

Jilia Sharp-Dooley, Attendance Secretary Ext. 5100

Email: jsharp-dooley@marion-isd.org

Jamie Shields, School Counselor

Email: jshields@marion-isd.org

Longfellow Elementary (Grades PK-2)

2900 8th Ave. Marion, IA 52302

Ph: (319) 377.0183 Fax: (319) 377.8404

https://www.marion-isd.org/o/longfellow

Nicole Harmer, Principal

Krista Dooley, Attendance Secretary Ext. 3300

Email: kdooley@marion-isd.org

Rachel Zaruba, School Counselor

Email: rzaruba@marion-isd.org

Parkview Elementary (Grades K-2)

125 3rd Ave. Marion, IA 52302

Ph: (319) 377.4698 Fax: (319) 377.9492

https://www.marion-isd.org/o/starry

Chad Zrudsky, Principal

Gerri Schlotfeldt, Attendance Secretary Ext. 2208

Email: gschlotfeldt@marion-isd.org

Kelli Johnson, School Counselor

Email: kjohnson@marion-isd.org

Grant Wood Area Education Agency

4401 6th St. SW Cedar Rapids, IA 52404

Ph: (319) 399.6700 Fax: (319) 399.6457

https://www.gwaea.org/

Heather Evers, Regional Facilitator

2. MHSAP Services

A. Enrichment Classes

The optional enrichment class offerings are intended to supplement the parent's instruction at home. Enrichment classes are provided for students in grades K-12 and vary in length and frequency of attendance. The frequency varies from a single class to multiple classes that meet throughout the year. The content of enrichment classes varies from year to year and session to session. Some classes are designed for specific grade levels or ranges and other classes are intended for the whole family. Enrichment class registration is conducted online at our website in early June. Watch the newsletter for information.

B. Activity and Workshop Descriptions

Planned activities for the year. Additional details are in the monthly newsletters.

Day Camps

Day Camps take place at Camp Wapsie (Fall and Spring), and Camp Courageous (Spring). Registration information, cost, and exact dates are in the monthly newsletter. Parents are welcome and encouraged to attend. Please watch the Newsletter for more information.

Family Events

On several evenings throughout the year, MHSAP families have the opportunity to come together for an evening of family fun. Events may include summer swimming, winter sledding, and game nights. Please watch the Newsletter for more information.

Field Trips

At MHSAP, we aim to maximize the participation of enrolled students while fostering meaningful family learning experiences. To achieve this, the following attendance guidelines apply:

Who Can Attend:

- Enrolled MHSAP students
- Parents or guardians of enrolled students
- Preschool-aged siblings

  NOTE: Parents are encouraged to consider whether bringing preschool-aged children might disrupt the field trip experience for other participants.
- Grandparents

Field trip opportunities are posted in the Pursuit newsletter, on the MHSAP website calendar (click Events) and occasionally in the Friday Memo. Sign-ups generally open on the first of the month unless noted.

Cancellation Policy

To ensure accurate planning and representation of our group, the following cancellation policy applies.

No-Show Policy:

- If you fail to attend a field trip you are registered for and do not contact us in advance (jscott@marion-isd.org or tpollock@marion-isd.org) you will lose the opportunity to participate in field trips for the remainder of the current semester.

Late Cancellations:

- If you cancel your registration within 48 hours of the start of the field trip, you will receive a "strike."
- After three strikes, your family will not be allowed to sign up for any field trips for the remainder of the current school year.
- Strikes apply even for cancellations due to illness, though we encourage families to stay home if unwell.

Exceptions:
- This policy applies only to events labeled as "FIELD TRIP."
- Families on a waiting list should monitor their status. If you are moved into the registered list less than 48 hours before the trip, the strike rule does not apply.

How to Register for Field Trips
- **Sign Up Online** - Click the Events button above to peruse the calendar for the field trip you want to sign up for. Click on the field trip to read more about it or to sign up the members in your family. (How to directions here.) From the event's page you can also add the event to your online calendar and view other families who have registered, in the event you desire to participate together.
- Registered participants will receive an email reminder prior to the field trip. (Be sure to read this information and have it with you when attending your field trip.)

Gym & Swim
MHSAP families have access to the Marion YMCA gym and pool, located at 3731 Irish Drive in Marion for Gym and Swim classes. In addition to the Gym & Swim activities on Tuesday, Wednesday, and Thursday, there will be open family swim times periodically throughout the year. Look for times in the newsletter. If you have questions, please contact Amanda Rosalez at arosalez@marion-isd.org

High School Workshops
MHSAP plans two workshops throughout the year to help parents and students navigate the high school years. **Watch for complete details in the newsletter.**

1) **Mapping Out Your Future** (October) This is a great opportunity for parents and students to get info about many different topics as students plan for graduation, decide on education beyond high school, and more.
2) **High School Information Night** (January) addresses issues that apply to homeschooling families with students in grades 9-12. Topics covered will include Assignment of credits, grading options, record-keeping procedures, transcripts, dual enrollment options, enrollment in College Credit in High School classes, testing procedures and deadlines, etc. If you have questions, please contact the high school team at MHSAPhighschool@marion-isd.org.

Musical/Drama
There are four productions for students: Grades 9-12 in the fall (Musical & Drama), grades 6-8 in the spring, and grades 4-5 also in the spring. If you have questions, please contact Gina Kleman for grades 9-12 Musical at gkleman@marion-isd.org, Dee Dee Scaffidi for 9-12 Drama at dscaffidi@marion-isd.org, for grades 6-8 Janice Woerner at jwoerner@marion-isd.org, and Jenny Glad for grades 4-5 at jglad@marion-isd.org

Student Pictures
Halverson Photographers come to our building in the fall to take students' photos. If you have questions, please contact tpollock@marion-isd.org

3. MHSAP Policies

A. Enrollment

1. Open Enrollment *(Enrolling in a district other than the one in which you reside)*

Families who do not reside in the Marion Independent School District (MISD) can enroll in the MHSAP through a process called open enrollment. Families living outside of the MISD wishing to enroll in

MHSAP need to file an open enrollment application by the state deadline. The deadline for enrolling for the following school year is March 1st for grade 1-12 and September 1st for Kindergartners. Send one copy to the MHSAP office and one to the resident district superintendent's office. A separate open enrollment form is needed for each student. Once approved, an open enrollment request does not have to be renewed annually, as long as the student's address does not change.
Open enrollment is terminated when the student graduates, moves into the receiving district, moves out of state, moves into another Iowa school district and chooses to attend in the new resident district, drops out of school, or when the parent(s) notifies the district they wish to have it terminated. An open-enrolled student may return to the resident district at any time. Currently, open enrollment into MHSAP is limited to a 45-mile radius of the Emerson Learning Center.

The Open Enrollment form is available from the MHSAP office, the district of residence, and also on the Iowa Department of Education website located here:
https://educateiowa.gov/pk-12/options-educational-choice/open-enrollment.

Parents and students should be aware that open enrollment may result in the loss of athletic eligibility. A high school student is ineligible for interscholastic athletic competition during the student's first 90 consecutive school days in the receiving district (varsity sports only).

2. **Dual Enrollment**

Dual Enrollment is enrollment in one or more courses or extracurricular activities offered in the **same** district. **Enrollment in MHSAP does not automatically entitle students to participate in services offered to public school students.**

Dual enrollment into regular education classes and activities must take place in the district where the student is currently enrolled. A student cannot be enrolled in two districts simultaneously. For example, a Cedar Rapids resident who open enrolls into MISD to access the MHSAP must use the MISD for dual enrollment opportunities. One exception to this is when there is a class/activity for which two school districts have a shared agreement.

Part-time participation in extracurricular activities or academic classes at a private, independently accredited school is allowed but ***will*** prohibit dual enrollment options at MISD. The private school will bear the responsibility to verify athletic eligibility with the Iowa Athletic Union.

Dual enrollment **must** be indicated in District Registration submitted annually for each student. Completing dual enrollment in District Registration completes the CPI form, as the CPI Form questions are embedded in District Registration. **After September 1st, (*unless the student enrolls after September 1st*), dual enrollment cannot be changed for that school year. If dual enrollment has not been indicated, your student may be ineligible for dual enrollment services offered to students for that school year.**

For K-8 student(s) considering dual enrollment, please contact the school counselor at the appropriate attendance center. There may be fees associated with dual enrollment.

For 9-12 student(s) considering dual enrollment, please contact the MHSAP High School Coordinator. There may be fees associated with dual enrollment.
Please contact MHSAP if you have any difficulties making the dual enrollment arrangements.

A student who is enrolled in the Marion HSAP is not considered dual enrolled and may participate in activities or take classes with an independently accredited school. Any student enrolled in MHSAP has the option of choosing Marion Schools for dual enrollment OR choosing selected classes and activities at independently accredited school, but not both.

Stated Differently:
If an MHSAP student has indicated dual enrollment to participate in classes/activities at Marion Schools, they may not participate in selected classes/activities at independently accredited schools (such as Cedar Valley, or Isaac Newton).

3. Legal Status

If a student's legal status, such as the student's name or the student's custodial arrangement, should change during the school year, the parent or guardian must notify the MHSAP office along with legal documentation approving the change. The school district needs to know when these changes occur to ensure that the school district has a current student record.

B. Supervision

1. Legal Requirements

Families enrolled at MHSAP are homeschooling through a public school district under Competent Private Instruction with a licensed practitioner assigned by the HSAP. Under this option, families are legally required to:

A. Instruct at least 148 days (37 days per quarter)
B. Meet with their supervising teacher at least 4 times every 45 days of instruction. One out of every two visits must be face-to-face.
C. Demonstrate progress

In addition, MHSAP requires families to complete District Registration in PowerSchool annually, which includes CPI form reporting.

2. MHSAP Supervising Teacher Responsibilities

The key role of the supervising teacher is to encourage and help equip parents who have chosen to teach their children at home. The duties of the supervising teacher include: consulting with the parent and/or guardian, keeping a record of contacts, and understanding families' homeschooling goals. Supervising teachers help families with high school paperwork, which may include recordkeeping for the purpose of building a MHSAP transcript. (Visits may occur in the home, at the MHSAP office, or at any other location as agreed upon by the parent and supervising teacher.)

Iowa law regarding Competent Private Instruction (also known as CPI) supervision reads as follows:
31.3(2) *Duties. The duties of a certified or licensed teacher practitioner who instructs or provides instructional supervision of a student shall include the following:*

As defined in the law, our responsibility is as follows:

31.3(1) Duties of Licensed Practitioners (Iowa Admin. Code- Chap. 31) The duties of a licensed teacher who instructs or provides instructional supervision of a student shall include the following:

a. Contact with the student and the student's parent, guardian, or legal or actual custodian at least four times per 45 days of instruction, during which the teacher practitioner fulfills the duties described below. One of every two contacts shall be face-to-face with the student.

b. Consulting with and advising the student's parent, guardian, or legal or actual custodian as requested by the student's parent guardian, or legal or actual custodian or as deemed necessary in the professional judgment of the practitioner.

c. Providing formal and informal assessments of the student's progress to the student and the student's parent, guardian, or legal or actual custodian.

d. Annually maintaining a diary, record, or log of visitations and assistance provided.

e. Referring to the child's district of residence for evaluation any child who the practitioner has reason to believe may be in need of special education.

Contacts

MHSAP requires 16 contacts per school year, with 4 contacts every 45 days of instruction (each quarter). Of the 4 quarterly contacts, two must be face-to-face and two can be non face-to-face.

MHSAP families and supervising teachers should communicate together about how they plan to acquire their contacts and the preferred methods for corresponding. Non-compliance with meeting the legal requirements jeopardizes continued enrollment and may result in the dismissal of the student from MHSAP.

Contacts defined:

Face-to-Face Contacts

Four of the eight face-to-face contacts will be the main quarterly home visits involving the supervising teacher, parents, and students. Visits may occur at any location mutually agreed upon by the parent and supervising teacher. If desired, the other four face-to-face contacts (maximum of one per quarter) may be earned through student participation in enrichment or assessment activities involving a certified teacher employed by MHSAP, in lieu of a regular face-to-face home visit.

Non-Face-to-Face Contacts

These contacts can be acquired in the following manner: correspondence by email, letter, or text via a school approved service: Rooms or Google Chat. Face-to-face visits with the parent alone can be used as non-face-to-face contact. Additionally, the parent's attendance at a program sponsored activity conducted by a staff teacher, different than the assigned supervising teacher, may count toward one of the two required NFTF contacts/quarter.

The Supervising Teacher

MHSAP provides each family with a supervising teacher, who will be available from the fourth week of August through the end of May. All supervising teachers are licensed by the state of Iowa. Supervising teachers may be contacted via a school approved texting app or via email. Supervising teachers work part-time and cannot be on call all day, every day. They will check their messages and email regularly and gladly return your inquiries, as they are able. It is the duty of the supervising teacher to contact parents to schedule visits.

Communication with MHSAP Teaching Staff

Due to District Policy [401.13R1], our teaching staff is restricted from using their personal phone to make phone calls to parents and students.

All school-related communications will be limited to one of the following:

- Texting through Talking Points application
- Emailing through the teacher's school email account

- Face-to-face conversations
- Letters
- Phone calls made from a phone at the MHSAP facility. There are a number of times that teachers need to travel to MHSAP for other business. An extended phone conversation (that would be impractical for text or email, due to length) might be able to be scheduled and made from our facility.

3. Goal Setting/ Adequate Progress

It is the responsibility of MHSAP parents to set the yearly educational goals for their children and articulate these goals to their supervising teacher at the beginning of the school year. There are materials in the Resource Library to assist you in goal setting. Please ask your supervising teacher or the librarian if you would like help in this area. Adequate progress is evaluated annually by the supervising teacher against the goals set forth by the parent.

4. Record Keeping

Record keeping of home education activities is the responsibility of MHSAP parents. This record-keeping need not be exhaustive and the format is up to the parent. Record-keeping becomes especially important in the upper grades as families prepare transcripts/portfolios for entrance into a college or university. Families whose home-schooled students plan to transition back into a traditional school setting will be responsible to comply with the school's requirements for documentation to determine the proper placement of the child.

5. Minimum Number of Home School Subjects

Students who are dually enrolled must receive at least 25% of their instruction in the home (at least two classes), but the student cannot receive more than 75% of their instruction in the school where they dual enroll (e.g., a student could take five of seven classes via dual enrollment), which includes concurrent enrollment or PSEO courses (Declaratory Ruling #44, 5 D.o.E. App. Dec. 33). Also, the PSEO program provides that a student cannot enroll on a full-time basis in a postsecondary institution under PSEO (Iowa Code § 261E.7(2)).

6. Adequate Supervision

As a condition of enrollment in MHSAP, students must have adequate supervision by the parent or other responsible adult appointed by the parent. Parents who have full-time job requirements taking them away from their children during the day, must supply MHSAP with the name and contact information of an adult responsible for checking on the child when the parent is at work. Failure to maintain regular supervision by an adult jeopardizes enrollment.

7. Testing

Students enrolled in MHSAP are not required to submit to standardized testing unless they are juniors in our diploma program or are taking the CogAT (see below). MHSAP offers the Iowa State Assessment of Student Progress (ISASP) for grades 3-11 every year in the spring. Sign-up information to take the ISASPs will be published in the newsletter. In the event the director, through consultation with the supervising teacher, cannot determine if adequate progress is being made, the director reserves the right to require standardized testing to determine progress, as a condition to continue enrollment with MHSAP.

PSAT testing is offered each October. Students opting to take the PSAT (grades 8-11) will need to pay a fee. Sign-up for taking the test is done in May for the following school year.

The CogAT test is available for students in grades 3, 5, and 8 during the late winter for determining TAG/ELP eligibility.

Reading and spelling screenings are available for students ages 5-17. Contact your supervising teacher for information.

Accommodations

A. ACT, SAT, PSAT
   Parents/guardians will need to apply for testing accommodations directly through the ACT or the College Board, if they need accommodations for the ACT, SAT, or PSAT. Both the ACT and the College Board have a special process for applying for accommodations for homeschooled students.
B. ISASP and CogAT
   Please register your student by the sign-up deadline for the ISASP and talk to your supervising teacher regarding the CogAT. The 504 Coordinator will make arrangements for those students who qualify under Section 504 and have an accommodation plan in place.
C. Kirkwood Classes
   Students who are 504 eligible with a plan, will need to get accommodations through Kirkwood. This applies to classes taken at both Kirkwood and MHS.

Please contact Katie Reth at kreth@marion-isd.org for more detailed information on how to apply for accommodations.

8. Expectations

Communication is vital in determining expectations in a relationship. This informational sheet shall serve to help program families to better understand our expectations of them as well as what they can expect in assistance from our teaching staff. This information may also be helpful as a reference when evaluating your supervising teacher.

A. What your Supervising teacher can expect from you:

a. The parent will:

i. **Determine the educational goals for the child.** Certainly, the teacher can assist in this process, but the responsibility rests with the parent. The supervising teacher will expect the parent to communicate these goals at the first meeting of the school year.

ii. **Select and purchase educational materials in line with your goals.** MHSAP does loan some public school curriculum and several additional math curricula, but beyond that the parent has the responsibility for providing these materials.

iii. **Provide the direct instruction necessary to achieve your educational goals.**

iv. **Inform the supervising teacher of their need for assistance.**

v. **Monitor the student's progress and provide evidence to the supervising teacher that demonstrates the progress made.**

vi. **Determine the credits earned and assign grades as needed.** Parents of high school students must develop a four-year plan to acquire the necessary credits to meet graduation requirements. On a quarterly basis throughout high school, the parent must provide evidence of credit completion to the supervising teacher, if participating in the MHSAP

diploma program.

vii. **Promptly return phone calls, e-mails and letters from the teacher and keep scheduled appointments.** Parents not returning communication from their supervising teacher, resulting in insufficient contact requirements, risk being dropped from the program.

B. What you can expect from your supervising teacher:

a. Your teacher is available to:

i. **Inform you of MHSAP program policies and services, on an as-needed basis.**The MHSAP Family Handbook, parent workshops, monthly newsletters and other mailings are the primary method of communicating our policies and services. Each program family is responsible for the information conveyed there. However, from time to time additional information about an event or a change in policy needs to be conveyed by the teacher to their assigned family.

ii. **Observe student progress.** Teachers are required to determine that a student assigned to them has made adequate progress each year. Adequate progress is evaluated in light of the educational goals set by the parent, not the teacher.

iii. **Consult with and advise the parent on issues that arise.** The parent can rely on the teacher for professional advice regarding a variety of issues that include: Lesson plans; Textbook and supplementary materials; Setting educational goals and objectives; Teaching and learning techniques; Forms of assessment and evaluation of student learning; Diagnosing student strengths and weaknesses; Interpretation of test results; Planning; Record keeping; and Other duties as requested or agreed upon. Teachers should be aware, in a general sense, of available materials in the MHSAP resource library.

iv. **Provide encouragement.**The teacher should be approachable and encouraging at your visits, respecting your decision to homeschool and your particular philosophy of homeschooling.

v. **Develop a relationship with the student, by encouraging and challenging them.** Although the teacher serves primarily in an advisory role to the parent, the teacher should be growing in their relationship with the children they supervise as well. This involves attention to the student's interests and a willingness to observe and praise their achievements.

C. Your teacher is further responsible to:

a. Contact the parent to set up contacts for the year. Contacts should be scheduled during normal business hours (8-5), unless mutually agreed upon by the teacher and the parent.

b. **Keep scheduled appointments**

c. Promptly return phone calls, e-mails and letters. Parents should keep in mind that our supervising teachers are employed at that activity part-time and have other commitments which may delay a response.

d. Assist in the preparation of a high school transcript. Transcripts are

optional under the MHSAP diploma policy, and serve only to meet the parent's needs for documentation and college admission requirements.

In determining teacher availability to the program family, MHSAP budgets an average number of hours per student per month. This budgeted time includes any research and associated paperwork. Families desiring additional time from their teacher may contract privately with their teacher for tutoring services at the teacher's discretion. If you have questions about the need for additional time please contact the MHSAP Director at 373-9209.

C. Resources

1. Resource Library

Purpose: The purpose of MHSAP's Resource Library is to assist home school parents by providing exceptional resource materials to enhance educational planning and implementation of their family's educational goals.

Contents: Our Resource Library books, teaching aids, games, audiovisuals (CDs, DVDs, MP3s), and science equipment are available for MHSAP families to check out. The materials are categorized according to subject matter.

Library Policies

Online Library: Directions for accessing the online library can be found here: Instructions for Accessing MHSAP Online Library

Visits: For their safety, children ages 10 and under should not be left unattended in the Resource Library. Toys and games are available for families while parents are using the Resource Library or meeting with MHSAP staff.

Follow library rules:

1. *Use indoor voices and walk (no running).*
2. *Be respectful of people and library property.*
3. *Clean up materials and toys after using.*

Checkout: Most items in our library may be checked out for three weeks. Some exceptions apply. (For example, DVDs are a one-week checkout. We have limited Math and Reading curriculum for year-long checkout.) Items must be checked out under the parent's name. Check-out service will occur only during regular Resource Library hours.

Reservations: Items currently checked out may be reserved through the Resource Librarians or by using the online library system. Please note: the library is not able to place holds for a specific date. See the online library instructions.

Renewals: An item may be renewed twice unless placed on reserve by another family. Renewals will not automatically occur. You may renew online or contact the library.

Returns: Many items are in high demand. Although late fees are not charged, please bring items back by the due date. Items may be returned during regular office hours at the designated return box in the resource library. Materials may be deposited in the exterior drop box located in the east parking lot at any time.

Fines: Damaged or missing items (more than 30 days past the last renewal date) will be charged to the family for up to the cost of item replacement. MHSAP reserves the right to freeze check-out privileges for families with unpaid balances for damaged or missing materials.

Donations: Because our Resource Library has a specific vision and purpose, MHSAP accepts donations, yet reserves the right to limit what is accepted and may not choose to use all donated items. Materials not able to be used at MHSAP will be returned to the donor. Please have donations approved by the librarians before placing them on the free shelf in the lobby.

2. Additional Resources

Grant Wood Area Education Agency services, including:

- Digital Learning
- Enchanted Learning
- Media Library
- Creative Studio

MHSAP students are able to receive a Marion Public Library card. Fill out a form online here: https://marionpubliclibarary.org/how-do-i/. Bring an ID with current address when picking up your card at the Marion Library.

3. MHSAP Office Procedures

Copy Machine: MHSAP families may request copies to be made by an office staff member with at least 1-day notice for educational purposes only. All black and white copies are 5 cents each; color copies are 10 cents each. (This excludes copies needed for immunization and other records requested by the MHSAP office.)

Family Mailboxes: The shelves located in the office can be used as a drop-off/pick-up area with the following guidelines:

- Name of the person leaving the item, their phone number, and date
- Name and phone number of the person picking up the item
- Only small items that fit on the shelf may be left

These shelves are also where you will find items left for your family from MHSAP staff.

Lost & Found: Any item left at MHSAP must be claimed within a month. All lost and found items will be donated to Goodwill at the end of each month.

D. Guidelines for MHSAP Classes and Activities

1. Student Expectations

- **Be prepared** by planning ahead to bring what is needed.
- **Be on time**. Students should arrive before the class starts, be seated, and ready to learn.
- **Be self-controlled** by walking, using appropriate voices, playing in nonviolent ways, and staying on task.
- **Be attentive** to what is being taught by the teacher as well as what is said by other students.
- **Be courteous** and friendly toward everyone.
- **Be respectful** toward the teachers, parents, building, materials, equipment, and grounds.
- **Be responsible** and helpful to the teachers, parents, and other students by: closing what you open, turning off what you turn on, putting away what you take out, cleaning up after yourself, asking questions about what you don't understand, and not creating unnecessary work for others.

- **Be restroom-ready** for the safety and comfort of all students and participants in MHSAP classes and activities. To ensure this, participants are expected to be able to use the restroom independently without staff assistance.

2. High School Credit Guidelines for MHSAP Enrichment Classes

MHSAP enrichment classes provide valuable instructional time but do not award high school credit on their own. Families may count the time spent in these classes toward the hours required for credit when paired with additional parent-supervised study at home. Supplemental work may be required to reach 60 or 120 hours. See Family Handbook for additional options on acquiring credits.

CREDIT REQUIREMENTS

- 60 hours = ½ credit
- 120 hours = 1 credit

Families are responsible for:

- Tracking all instructional hours (class time, homework, supplemental study)
- Providing necessary supervision for work completed at home.
- Confirming completion of credit requirements with the supervising teacher.
- Credit is not recorded until the parent confirms that requirements have been met.

Course Guidelines

Foreign Languages (ASL & Spanish)

- A 70% or higher average on MHSAP assignments, quizzes, and exams, as outlined by the instructor, is required to advance to the next enrichment class level (2, 3, 4).
- Students may advance to the next enrichment class level before completing 120 hours, but completing the full hours within the semester is strongly recommended.
- Hours may include class time, homework, tutoring, ASL Choir (ASL), Spanish Class Extension (Spanish), and parent-approved supplemental study.

Writing & Literature

- Class time and homework can count toward the required credit/hours.

Math & Science Labs. (Algebra, Biology, Chemistry, Physics)

- Labs support parent-led study at home.
- Families using non-textbook resources must complete 120 total hours.
- Algebra I is required before taking Chemistry and Physics. One science lab per year is recommended.

Fine Arts & Performance (Art, Band, Mock Trial, Musical, Play)

- With the exception of Art, outside practice and preparation are typically required.

The following rules apply to all MHSAP-sponsored classes or activities:

1. Student Dress Regulations

The main responsibility for acceptable dress and grooming rests with the students and their parents or guardians. Students are expected to wear clothing that is acceptable to their age level when in attendance for MHSAP classes and activities. Student dress and grooming that presents a health or safety hazard, or disrupts the class/activity in any manner, will not be tolerated. The appropriateness of dress will be left to the discretion of the director and staff. Here is a list of some general guidelines:

- Clothing may not feature writing or symbols that promote drugs, alcohol, sex, profanity, gangs, violence, or any other message that is disruptive to the educational process.
- No strapless wear, spaghetti straps, halter tops, or other revealing clothing is allowed. Tops must cover the midriff when arms are placed at the side. Please make the greatest effort to be tasteful.
- Modesty should be exercised in what is worn in terms of length and fit.
- Muscle shirts and sleeveless undershirts are not to be worn.
- All undergarments must be covered.
- Students must be able to independently use the restroom or wear appropriate undergarments to prevent accidents. Parents are responsible for managing their child's bathroom needs.
- Footwear is required.
- See Also Board Policy 502.1

2. PDA

All students are asked to use good judgment related to public display of affection. School officials will remind students of expectations as needed. We look for student cooperation, leadership, and respectable behavior associated with PDA.

2. Procedures

A. Attendance

Registering for classes and activities at MHSAP is optional. However, students who enroll in MHSAP classes or activities need to be aware that they will be held accountable for the following:

- Attending as noted for each event (i.e. four-week session-student should attend every week)
- Arrive early, but no sooner than 10 minutes before class begins.
- Leave no later than 10 minutes after an event.
- Class participation
- Prepared and completed assignments as discussed in class
- Remaining in the classroom or activity area unless permission is granted to leave by the MHSAP staff
- Attending for the entire activity or class as scheduled
- Calling no later than the day of class, if the student will be missing due to illness or family emergency to receive an excused absence.
- Parents, at the discretion of the teacher, are welcome to visit MHSAP classes in accordance with the District's visitation policy. As a courtesy, please inform the teacher at least a day in advance of your visit. Visiting parents shall not interfere with the class/activity. Parents will not be allowed to bring children with them to their visit.

Note: Students who show a deficiency in these areas may lose their privilege to continue to attend that class or activity in the future.

▪Students who enroll but do not come to the chosen class or activity may be dropped from enrollment in that class and may lose the privilege to enroll in other MHSAP activities.

▪If a student does not show up for the first day of class, parents have 3 days to communicate with the teacher as to whether or not the student will be attending the rest of the session. If no communication is sent to the teacher, the teacher may use his/her discretion in deciding whether the seat will be filled. This will be dependent upon whether the classwork builds upon the previous week's learning or whether the information presented is independent of

the previous week's learning. If the original student arrives after the seat has been filled, the office will call the parent for the child to be picked up.

B. Discipline

We understand that growing in character is a very vital part of your desire for your child. To provide optimum learning experiences for students at MHSAP classes and activities, certain discipline measures have been established. Inappropriate behavior is defined as, but not limited to, disrespect to the instructor, parent, or other students by:

- Talking without permission
- Coming to class with incomplete assignments
- Speaking or writing rude or unkind words
- Drawing or displaying inappropriate images
- Behaving or conversing in a manner unrelated or inappropriate to the class/activity
- Being unwilling to cooperate in class, activities, etc.
- Taking, tampering with, or destroying items that do not belong to them, including school property

If your child is disruptive during an MHSAP class/activity and is not responsive to the teacher's correction, the teacher in charge of the class/activity will contact you after the class/activity. Disruptive is defined as distracting the teacher from teaching or distracting the other students from staying on task. At the discretion of the teacher, your child may be removed from the class/activity and asked to wait in the library until you arrive to pick them up. A prerequisite to your child returning to class will be a meeting between you, your child, and the teacher to discuss the inappropriate behavior, restitution, and resolution. The student must demonstrate a willingness to work towards improvement with regard to the expectations for behavior listed above.

C. Gym & Swim

Specific rules apply to the use of the Marion YMCA for the weekly MHSAP Gym & Swim activity. These rules will be distributed by the MHSAP PE enrichment teacher.

D. Student Treats

Any student-provided treats for MHSAP-sponsored classes must be store-bought and individually packaged.

E. Student Supervision and Lunch Times

Students must either be in class or in the library. Students may only congregate in the hall during passing times. Parents are responsible for providing their student's own lunch.

Mon-Wed Family Lunch in the Hall 12:00-1:00

Parent Supervised: Children may not be left unattended in the building except for the normal short passing time between two classes.

Thurs Middle School Lunch in the Gym 12:00-1:00

Staff Supervised: Students can talk/eat in the gym or play basketball (half-court)

Thur/Fri High School Classes

9:20-9:30 Hall Passing Time

10:55-11:25 High School Lunch in Gym (Staff Supervised)

12:50-1:10 Hall Passing Time

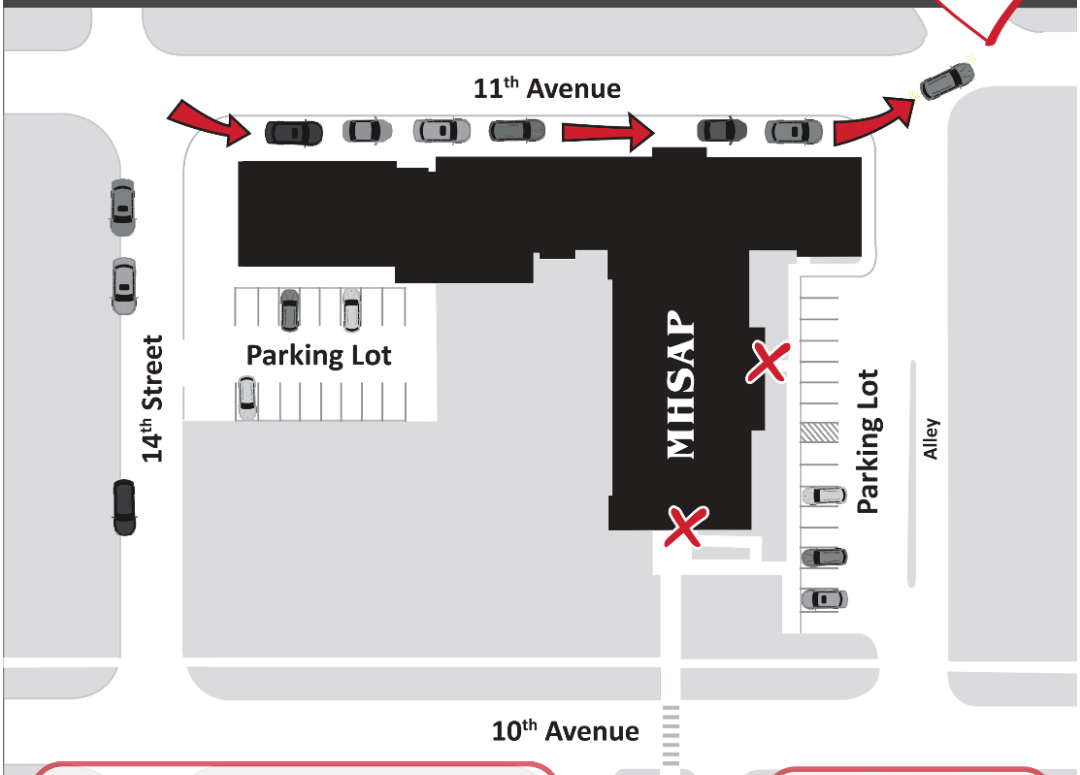
High school students may use the library lobby to work together or visit quietly.

F. Student Pick Up

We will typically have staff stationed at the exterior doors at peak times when students are leaving the building with the intent to get them safely into their parents' vehicles. Please communicate to your child which door you will be arriving at to pick them up. If your child has permission to walk home or to another location we would appreciate you contacting the office to let them know that ahead of time. (SEE NEXT PAGE FOR PICKUP GUIDELINES)

MHSAP Dropoff/Pickup Guidelines

to Keep Kids Safe!



Dropoff/Pickup for 11th AVENUE Entrance

- **NO PARKING on 11th Ave. side of the building** from 9:00am—4:00pm (during class session weeks). This is used as a drive up lane for dropoff/pickup.
- Drive EAST on 11th Avenue to use off street **DRIVE UP LANE** for dropoff/pickup then continue east to Lincoln Drive or 17th Street to leave the area. (Avoid going through alley or lot east of the building.) Stopping in DRIVE UP LANE is LIMITED to 2 minutes.
- **Students** must be **picked up on building side of 11th Ave.** There is no parking on north side of the street and it is NOT SAFE for students to be going between cars to cross the street.

Dropoff/Pickup for 10th AVENUE Entrance

- Parents may park on the west side of 14th Street and students may walk to meet them there.
- **Do NOT stop on 10th Avenue** to dropoff/pickup.
- **Park in the parking lot** on the west side or east side of MHSAP or in the lot across 10th Avenue to dropoff/pickup.

CROSS 10th Avenue WITH CARE!

Many cars do not stop at the crosswalk! **All students younger than third grade should have an adult with them** when crossing 10th Avenue. Parental discretion is required for those who are older than third grade.

(The proximity to the intersection is too close for the City to install a flashing light. Portable stop signs are not recommended. Providing crossing guards would be a challenge with people coming and going many times throughout the day. Staff will do their best to monitor students around main class arrival and dismissal times.)

Visitor Check-in/out

ALL Visitors MUST scan their driver's license to enter MHSAP (to use Library or walk student to/from class). If you do not have your license you may wait in office or lobby at the front door. Please **allow additional time** for this process.
There is no bypass in lieu of scanning your driver's license or state-issued ID.
Visitor Entrances:

- **10th Avenue Entrance**
- **Library Entrance** (to use the library)

NOTE: Only students can use the 11th Avenue Entrance.

Student Supervision

In the event of an emergency, **K-5 students** cannot be left unattended. If K-5 students have time between enrichment classes (besides the normal passing between adjacent classes), parents must make sure their students are supervised while in the building. On Monday-Wednesday there will be some tables in the hall for families to eat. On Thursday-Friday, **6-12 students** are welcome to eat in the gym with Susan Faley, one of our high school coordinators. *Thank you for your help to provide a safe environment for our families!*

G. Playground Supervision

Playground Supervision is the responsibility of the parent/guardian. Students in enrichment classes must be picked up at the front door by a parent/guardian before heading to the playground to play.

H. Electronic/Technological Devices

Students may not use electronic/technological devices during instructional time, unless directed by the teacher. In an emergency situation where the student needs to maintain constant access to their phone during class, the teacher needs to be informed in advance.

Students will be expected to use district-issued devices in MHSAP classes and activities unless given permission by the MHSAP to use personal mobile devices.

Students who are dual-enrolled for academic courses in the district will be issued a device from the district if a device is required for the course. Guidelines regarding the use of a district-issued device are here:
MISD Student Technology Handbook 23-24 (Active 7/1/22)

I. Family Emergencies and Illness

If an emergency or sickness arises, email the classroom instructor. (Instructor's name and email is located along with class info on the "My Registration" page). You may also contact the office: tpollock@marion-isd.org. Attendance records are kept and made available to supervising teachers for the purpose of counting as a contact. Please contact the MHSAP office staff if your child needs to leave class for any reason. Also, let the office know if someone other than the parent will be picking up your child from classes or activities.

J. Video/Sound Recording

Recordings (video or sound) of MHSAP classes and activities are at the discretion of the MHSAP Director.

K. Volunteers

Volunteers are welcome to assist at MHSAP when there is a need. All volunteers are required to submit an application and be approved before working with any students.

L. Weather Cancellations

2-Hour Late Start

- **All classes** and activities before 9:20am are cancelled.
- **Elementary and Middle School:** Enrichment classes and activities will run as scheduled starting at 10:00am.
- **High School:** The building will not open until 9:20. High school classes will run on time starting at 9:30am. High school students should refer to the 2025-26 MHSAP Schedule and their teachers' syllabi and emails. If there is a conflict due to dual enrollment, contact your instructor; they will happily work with you. For dual-enrolled students, weather-related cancellation information can be found on our High School page under the corresponding building information or by clicking below:
    - MHS Bell Schedule including early release/late start schedule
    - Kirkwood Weather Policy
    - Career Academy Weather Policy

2-Hour Early Dismissal

If the District announces an early dismissal, MHSAP's early dismissal time is 1:00. All classes and activities continuing after that time are cancelled. High school students should refer to their teacher's emails and syllabi.

If the District Cancels School for the day, ALL MHSAP classes and activities are cancelled.

The Marion Independent School District will notify media outlets of cancellations. This information will also be available on District and MHSAP websites. MHSAP will make an effort to reschedule cancelled events, if possible.

With regard to traveling to MHSAP under adverse conditions, families should make the decision that is safest and in their best interest.

M. Tornado and Storm Procedures

Under severe weather warnings, students will be escorted by a teacher to a safe location in our facility. Students will be notified of the safest way to exit the class on the first day of class for each session. In case of student evacuation to their designated safe place, **students will not be dismissed until the warning has expired.**

N. Fire Drills

Fire drills are conducted quarterly for students attending enrichment classes at the MHSAP facility.

O. Building Security

In keeping with District policy, the Emerson Learning Center is a secure facility. This means exterior doors will remain locked and entrance is granted by ringing the buzzer located at both the 10th and 11th Ave. doors. Classroom doors shall remain locked when not in use. Communal spaces (Library, Lobby, Office) will be unlocked each morning and locked at the end of the school day.

After-school activities - The MHSAP staff member in charge of the after-school activity will communicate with their attendees which exterior door to use for that activity. Please look for this communication prior to the event you are planning to attend.

Visitors/Volunteers - Please use the secure check-in kiosks located at the main door or library door when entering the building.

P. External Threats/Intruders

Staff will exercise their best judgment in minimizing risk to the students. This may at times mean getting the students out of the building, away from the threat. At other times it may mean taking an offensive action against the perpetrator, with the goal of minimizing the potential loss of life. Other times it might mean isolating the students through a lockout or lockdown procedure as stated below.

LOCKOUT

This is a procedure, which allows our program to continue with the scheduled building activities, but curtails outside activity and allows no unauthorized personnel into the building. Most commonly used when an incident is occurring outside the facility, on or off school property.

Implementation of LOCKOUT:

- Intercom announcement that "LOCKOUT" has been implemented

- Have students who are outside immediately return to the building
- Administrators/teachers lock and secure all exterior doors.
- All classroom windows are shut and locked – blinds closed
- No cell phone use by staff or students is allowed in classrooms or other parts of the building

ENHANCED LOCKDOWN

This procedure is used when there is an immediate and imminent threat to the building population. Most commonly used when the building has an intruder.

The traditional lockdown procedure secured the students, staff, and innocent bystanders within the space until law enforcement personnel could get to the scene. Enhanced lockdown procedures provide discretion on the part of occupants, under the leadership of MHSAP staff, to choose the option that provides the best chance of survival. Implementation of ENHANCED LOCKDOWN: An alert is given, in plain language, that an intruder is in the building and that "ENHANCED LOCKDOWN" has been implemented.

- Teachers/staff secure doors, turn out lights, shut and lock windows, shut window blinds, and move students out of the line of sight of door windows. Hallway/circulation area occupants go to the nearest securable room.
- If the intruder is at a safe distance from some of the building occupants, they may choose evacuation to a safe location outside the building.
- If the security of the room is breached before law enforcement arrives, countering the intruder may be the best, if not only, course of action
- Student cell phones are placed in a central location within the classroom and may not be used during the lockdown.
- Teachers/staff take attendance and record students that are in the room, any that are missing, and any extra students who may have sought shelter from halls or restrooms.
- Teachers are not allowed to open doors for ANYONE under ANY circumstances – "All Clear" will be signaled via intercom.
- Students/staff outside the building evacuate to a specified location known to staff.

Q. Evacuation of Students

The following information outlines the procedures MHSAP will follow in the event that students need to be evacuated during a class or activity at the MHSAP facility.

Relocation within Marion (MHSAP facility danger)

- MHSAP will contact the MISD Transportation Department and a bus will be dispatched to the MHSAP building. If there are sufficient vehicles at MHSAP to transport students, without the need for a bus, we may do so to expedite the evacuation. We will transport classes together in one group as much as possible.
- MHSAP students will be transported to a specific location and the parents will be notified.
- Teachers will go with students to the relocation center. Teachers will have a list with them of all their students in attendance at the time of the evacuation. This list will include parent names and phone numbers.
- Parents will pick up students at the relocation center if it is not possible to return to MHSAP by the scheduled end of the class/activity. The Director will remain at MHSAP as necessary to inform parents. Parents will need to initial the teacher's list before they take their children home.
- The Director will inform MHSAP staff when classes/activities can resume at MHSAP.

Relocation outside Marion (Marion community danger)

- MHSAP will contact the MISD Transportation Department and a bus will be dispatched to the MHSAP building.
- MHSAP students will be transported to the Mt. Vernon Middle School, located at 221 1st St. E. MHSAP staff and students will make an effort to assemble as closely together as possible.
- If parents arrive to pick up their students before the bus arrives they may take their students, after signing them out. If students are already loaded on the bus, parents may follow the bus to Mt. Vernon. Students will not be allowed to leave the bus until it reaches Mt. Vernon and the parents have initialed the teacher's list.
- In the event that Mt. Vernon is not sufficiently out of the range of danger, MHSAP staff and students will be transported to Eldridge.
- Teachers will go with the students to the relocation center. Teachers will have a list of all their students in attendance (include parent names and phone numbers).
- Parents can be notified of ongoing emergency developments via xEmergency Alert stations: 96.5 FM, 98.1 FM, or 600 AM.
- The Director will inform MHSAP staff when classes/activities can resume at MHSAP.

3. TAG (Talented and Gifted)/Extended Learning

Families may request resources and ideas for any advanced learner from their supervising teachers or the MHSAP Extended Learning Team.

MISD offers a formalized program for dual-enrolled students who have qualified through testing offered by MHSAP. This program includes a voluntary pull-out class, offered at the appropriate district school, once or twice per week for about 20 minutes through 8th grade. Eighth-grade students who qualify may enroll in certain Post-Secondary Enrollment Option (PSEO) classes beginning in 9th grade.

How is a child identified for TAG?

- 3rd, 5th, and 8th grade students may take the CogAT (Cognitive Abilities Test) administered by MHSAP staff in February. Registration is through your supervising teacher and the deadline is in early December.
- Qualification for TAG also requires the student to take the ISASP the same year they take the CogAT.
- More information on CogAT and TAG is on the website under Resources>Subject Areas; scroll down to Extended Learning/TAG.

4. College 4 Kids

MHSAP staff provides GWAEA with a list of recommended students who have completed 6th, 7th or 8th grades. GWAEA contacts those students with information about the College 4 Kids program. Please be aware that this is not a free program. Tuition runs over $200 per student for a two-week session.

E. High School

1. Diploma Policy

Students enrolled in MHSAP may choose to participate in the home school diploma program. The diploma is optional for all MHSAP students. Home schooled students may continue to participate in all other functions of MHSAP if they do not elect to participate in the diploma program. A student in the diploma program may transfer at any time to the non-diploma program.

Requirements for the MHSAP Diploma

In order to receive a diploma from MHSAP, a student must complete all of the following requirements:

A. Students must complete a minimum of 20 total credits

1. Students must complete a minimum of 12 required credits in the following subject areas:
    - 4 credits of English
    - 3 credits of social studies
    - 2 credits of math
    - 2 credits of science
    - 1 credit of PE/Health
2. Students must complete a minimum of 8 elective credits in any subject.

B. It is the responsibility of each student to keep a record of the credits he/she has earned in order to know at all times how he/she stands with respect to completion requirements. A transcript of work completed will be provided for each enrolled student. This is an optional service.

Other Diploma/Certificate Options:

A. Parent-Generated Diploma

An Alternative Diploma is created and issued by the student's parents. It is not signed by the Superintendent or by the MHSAP Director.

B. Correspondence School Diploma

Issued by the correspondence institution.

C. Certificate of Completion

A Certificate of Completion is issued by MHSAP and signifies that the student has completed the high school program of studies set forth by their parents. The Certificate is signed by the MHSAP Director, but not by the Superintendent.

D. FAQs

1. Does a student need a MHSAP Diploma to enter post-secondary education? No. The admissions counselors at Iowa's colleges and universities do not need a diploma to accept a homeschool student. They weigh their decision on the students' test scores and a parent-generated transcript. However, a diploma may carry more weight for students choosing to enter the workforce or military service directly out of high school. A parent-generated diploma may suffice as evidence that the student completed high school.
2. If a student chooses a Parent-Generated Diploma or a Certificate of Completion, can they still participate in the graduation ceremony? Yes. Any MHSAP student who has completed their high school program may participate in the graduation ceremony. At the ceremony, Alternative Diplomas and Certificates of Completion are enclosed in plain envelopes identical to the MHSAP Diplomas. Those in attendance at the ceremony will not know what kind of diploma the students are receiving.

Evidence of Completion

Any of the following options will be accepted as evidence of completion of one year of credit for courses:

- Completion of over ⅔ of a high school level textbook.
- Completion of at least 120 hours of study and/or activities related to the course content. (*MHSAP Enrichment class could count toward the 120-hour requirement.)*
- Completion of an independent study course in which a research paper of at least 15 pages (3600 words) in length (typed-double spaced or handwritten-single spaced) using at least three

non-encyclopedic references, footnotes, bibliography, etc. which demonstrates learning of the subject.
- Completion of a college course.
- Passing test score on an Advanced Placement exam.
- Any other evidence of completion of a course as agreed upon by the parent and the MHSAP Director.

Transfer Credits

Transfer credits will be accepted. If a student transfers to homeschooling from a traditional school, credit for school courses completed will be accepted by MHSAP upon receipt of the school transcript. Students receiving a MHSAP Diploma must be enrolled for a minimum of two years (including the final year of high school) in MHSAP unless otherwise approved by the MHSAP Director.

How Credits are Awarded

It is up to the parent, with concurrence of the supervising teacher, to determine that the requirements for a course credit have been met. Successful completion of each course will count towards the requirements for the MHSAP Diploma. Credits may be earned in increments of ¼, ½, ¾, and 1 credit.

A student who takes a high school level class before the 9th grade year will be allowed to receive credit (including the class on the high school transcript) provided that both the following are satisfied:
- The institution providing the instructions must be an accredited agency.
- The student provides a transcript from the institution to demonstrate the class was completed satisfactorily.

To be clear. If rigorous classes are completed with information or curriculum from an accredited institution, but not in a way that provides a transcript, that credit will not be recorded on the transcript. The class, however, can be acknowledged as being taken in a notes/comment section of the transcript. The way that this information will be recorded on the MHSAP transcript will be determined by the MHSAP Director and High School Coordinator.

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Evaluation

Evaluation will be determined by the teaching parent with concurrence of the supervising teacher. Student performance may be documented by any of the following: written coursework, tests taken, oral presentations, logs of instruction, portfolio work, standardized test scores that indicate appropriate learning of the material, or other means as agreed upon by the parent and the MHSAP Director. No class rank will be given for MHSAP students.

Independent Assessment

A. MHSAP students pursuing the MHSAP diploma option will be required to take the current annual junior-level standardized district assessment during the year preceding their graduation year and score at or above the current level of proficiency on the reading and math segments. This will be consistent with current requirements in reading and math on the annual standardized assessment for all MISD high school graduates contained in Policy 505.5, Graduation Requirements.

B. If the student is unable to score at or above the level of proficiency required on either of these two subjects or if the student joins MHSAP after the junior level assessment is given, an alternate assessment that is mutually agreed upon by the MHSAP Director, the supervising teacher, and the student's parents, guardian or legal custodian may be used.

C. The following options fulfill the alternative assessment requirement.

1. **Reading-Senior English Review**

Textbook Option Requirements:

- The student will pick five books to read: one book from each of the following areas-biography, fiction, non-fiction, classic, and student choice.
- The student will keep a reading log. The reading log will consist of a minimum of 45 vocabulary words for one book. Define each word, use it in a sentence of your own, and find an antonym or synonym for each word. The student will also write one discussion question per chapter in the reading log.
- The student will write one paper per book. The paper can be written on one or more of the discussion questions. Or it may be written on the hero/villain, the theme of the book, your favorite character, a summary, or the student may pick what they want to write about. Each paper should be 1½ to 2 pages long. Each page should have a minimum of 600-800 words.
- The supervising teacher, parent, and student will sit down and figure out a schedule. The schedule will include how much the student needs to do each week to get the required materials completed.
- The course must be completed and the work approved by the supervising teacher by May 15th.
- If a student has any questions or needs help, they should seek help immediately.

Online Option Requirements:

- Apex English Foundations I (year long course) must be 100% completed with a grade of 70% or greater

2. **Math-Consumer Math**

Textbook Option Requirements:

- Students must use a MHSAP textbook approved by the High School Team
- Textbooks are available in the Resource Library
- Each student will keep a math notebook in which to record answers to the reviews at the end of each chapter.
- The parent will score each chapter review.
- Each chapter review score must be above 70%.
- The supervising teacher will review the notebook at the scheduled home visit.
- The student must complete all chapters.
- The course must be completed and the work approved by the supervising teacher by May 15th.

Online Option Requirements:

- Apex Fundamental Math (year long course) must be 100% completed with a grade of 70% or greater

Special Needs Provision

It is the intention of MHSAP to award diplomas to special needs students who are achieving up to their potential. Therefore, any of these requirements may be waived by the MHSAP Director if he/she deems them inappropriate to a special needs student.

Discipline-Based Honors Program (not to be confused with Honor Society)

A student who is enrolled in the MHSAP Diploma Program may choose to participate in the Discipline-Based Honors Program. This program is designed to recognize excellence in a non-academic discipline. Any student choosing to participate in the honors program must receive prior approval for the honors project from the MHSAP High School Coordinator and complete the following project by April of their senior year.

Student Responsibilities:

A. The student must demonstrate outstanding achievement through a presentation to the student's parents and supervising teacher or a written report. The achievement could be in a variety of areas and may include, but is not limited to: drama, musical recitals, art displays, scientific experiments, trade skills, or athletic accomplishments. As part of the assignment, the student will be required to include how the accomplishment has affected the student and how he/she plans to use this knowledge or ability in the future.
    - The oral presentation must be a minimum of four minutes in length.
    - The written report must be a minimum of four pages typed with 12-point Times New Roman font and 1.5 line spacing.

B. In addition, the student must fulfill the following requirements:
    - Submit a letter of recommendation from an expert in the field regarding the student's achievement in his/her chosen area. The expert may not be the student's parent.
    - Document that the honors project involved the required minimum of 300 hours over the course of the student's high school career.

Graduation

Students receiving a MHSAP Diploma will graduate in a separate ceremony from the Marion High School students. Students who have successfully completed the MHSAP honors program will graduate with honors.

2. Graduation Procedures

A letter from MHSAP is sent at the end of August/beginning of September to all potential graduates, based upon their intentions expressed at the end of the previous school year. This letter advises the students with respect to the procedures and associated deadlines regarding graduation, including the following:

Due November 1st:

- The Graduation Information Google form
- Payment for cap/gown/tassel
- Discipline-Based Honors proposal

Due February 1

- Student biography for the graduation program
- Words of Wisdom (optional– submitted by parents)
- Pictures for graduation ceremony

Complete Honors Program by April 1

Pay all outstanding bills by May 1

A student who chooses to graduate early and wants to participate in our graduation ceremony must notify their supervising teacher no later than January 1st. Any student may choose to graduate early, but may not participate in the MHSAP graduation ceremony if they decide to do so after January 1. The

graduation ceremony is usually the Friday of Memorial Day weekend in May. Please refer to the Family Calendar and the monthly newsletter for the exact date and time and other details.

3. **Transcripts**

Record Keeping

As noted previously, record keeping is primarily the responsibility of the parent. Supervising teachers will be reviewing with parents the student's progress and assign credits on the Evidence of Completion Chart (EoCC). The official EoCC will remain with the supervising teacher until the completion of the transcript. Parents may request a copy of the EoCC, which will be filed annually in the student's file.

Grades

Information on ways to determine grades is available from your supervising teacher. An A represents 4.0, the top of the grading scale. For that reason, there is no additional value in recording an A+ on the transcript, and it will not be allowed unless issued by an institution for a class taken there.

Transcript Preparation

Preparation, approval, and submission of the MHSAP Transcript to the Director, is the responsibility of the supervising teacher, through MHSAP office staff. Final transcripts if requested by the parent are due to the MHSAP Director no later than June 10th each year.

Transcript preparation may not be available during the summer months.

If dual-enrollment grades are to be included on the transcript, verification of the credit/grade will be made by MHSAP staff from the High School Coordinator prior to issuing the transcript. These grades are often not immediately available at the end of the quarter.

Transcript Records

MHSAP will maintain the official signed copy of the transcript in the student's file. MHSAP office will send copies of transcripts to institutions, as requested, by the student. Please allow a few days of processing time for the transcript to be prepared and sent.

4. **Additional Resources**

High School information on the MHSAP website located here, MHSAP High School Page.

5. **Senior Year Plus (SYP)**

   A. **What is the Senior Year Plus (SYP)?**
      - SYP includes all college credit in high school classes
      - This includes: Alternative Concurrent, Career Academy, Concurrent, and PSEO

   B. **What is the purpose of the SYP program?**
      - Promotes rigorous academic pursuits
      - Provides a wider variety of options to high school students
      - Allows 9th through 12th-grade students to enroll **part-time** in college-level courses at eligible post-secondary institutions of higher learning in Iowa.
      - A 9th or 10th-grade student identified as a talented and gifted (TAG) student according to the District's criteria and procedures to enroll in PSEO courses (college courses **not** offered at Kirkwood)

C. How are TAG students identified at MHSAP?

- A student must be tested at MHSAP during their 8th-grade year to qualify as a 9th or 10th-grade TAG student
- A parent can request to have their student tested by talking to their supervising teacher. The teacher will contact the MHSAP TAG Coordinator and the process will begin
- MHSAP staff will administer the CogAT and the ISASP tests. TAG eligibility will be determined utilizing test scores.

D. How many courses?

- Students may take up to 3 courses a semester or 6 courses per school year

E. Which post-secondary institutions are eligible to participate in SYP?

- Kirkwood, Coe, Mt. Mercy
- Iowa's three state universities
- Accredited private institutions

F. Requirements of post-secondary institutions

- Each eligible post-secondary institution may require students to meet appropriate entrance requirements
- The only exception would be "High school graduation" requirements

G. Rules for the SYP program

- Students must demonstrate proficiency on the reading, math, and science portions of their most recent ISASP test or an approved alternative form of assessment
- 11th and 12th grade students enrolling in career and technical courses are exempt from certain minimum test score requirements
- 9th and 10th grade students enrolling in Alternative Concurrent Courses/Alternative Concurrent Courses at Kirkwood do **NOT** need to be identified as TAG.
- 9th and 10th grade students who wish to enroll in PSEO classes(college classes not at Kirkwood) must be identified as TAG.
- Alternative forms of assessment include the following: ACT, Compass Test at Kirkwood, PSAT, and SAT

6. National Honor Society

MHSAP is a chapter of the Eta Sigma Alpha National Honor Society. For a student to become a member they need to take one of the nationally recognized, age-appropriate tests and score at least: PSAT-1200, CLT-88, ACT-26, SAT-1800 or other tests listed on the Eta Sigma Alpha website. The student will need to fill out an application and include a transcript with the application. Once accepted students will develop a service project that will include a minimum of 20 volunteer hours. The sponsor for Honor Society is Susan Faley. If you have any questions, please email Mrs. Hulet at shulet@marion-isd.org.

4. Expectations

Communication is vital in determining expectations in a relationship. This informational sheet shall serve to help program families to better understand our expectations of them as well as what they can expect in assistance from our teaching staff. This information may also be helpful as a reference when evaluating your supervising teacher.

What your supervising teacher can expect from you:

The parent will:

- **Determine the educational goals for the child.**
  Certainly, the teacher can assist in this process, but the responsibility rests with the parent. The supervising teacher will expect the parent to communicate these goals at the first meeting of the school year.
- **Select and purchase educational materials in line with your goals.**
  MHSAP does loan some public school curriculum and several additional math curriculums, but beyond that the parent has the responsibility for providing these materials.
- **Provide the direct instruction necessary to achieve your educational goals.**
- **Inform the supervising teacher of their need for assistance.**
- **Monitor the student's progress and provide evidence to the supervising teacher that demonstrates the progress made.**
- **Determine the credits earned and assign grades as needed.**
  Parents of high school students must develop a four-year plan to acquire the necessary credits to meet graduation requirements. On a quarterly basis throughout high school, the parent must provide evidence of credit completion to the supervising teacher, if participating in the MHSAP diploma program.
- **Promptly return phone calls, e-mails and letters from the teacher and keep scheduled appointments.** Parents not returning communication from their supervising teacher, resulting in insufficient contact requirements, risk being dropped from the program.

What you can expect from your supervising teacher:

Your teacher is available to:

- **Inform you of MHSAP program polices and services, on an as-needed basis.**
  The MHSAP Family Handbook, parent workshops, monthly newsletters and other mailings are the primary method of communicating our policies and services. Each program family is responsible for the information conveyed there. However, from time to time additional information about an event or a change in policy needs to be conveyed by the teacher to their assigned family.
- **Observe student progress.**
  Teachers are required to determine that a student assigned to them has made adequate progress each year. Adequate progress is evaluated in light of the educational goals set by the parent, not the teacher.
- **Consult with and advise the parent on issues that arise.**

The parent can rely on the teacher for professional advice regarding a variety of issues that include: Lesson plans; Textbook and supplementary materials; Setting educational goals and objectives; Teaching and learning techniques; Forms of assessment and evaluation of student learning; Diagnosing student strengths and weaknesses; Interpretation of test results; Planning; Record keeping; and Other duties as requested or agreed upon.
Teachers should be aware, in a general sense, of available materials in the MHSAP resource library.

- **Provide encouragement.**
  The teacher should be approachable and encouraging at your visits, respecting your decision to homeschool and your particular philosophy of homeschooling.
- **Develop a relationship with the student, by encouraging and challenging them.**
  Although the teacher serves primarily in an advisory role to the parent, the teacher should be growing in their relationship with the children they supervise as well. This involves attention to the student's interests and a willingness to observe and praise their achievements.

Your teacher is further responsible to:

- **Contact the parent to set up contacts for the year.**
  Contacts should be scheduled during normal business hours (8-5), unless mutually agreed upon by the teacher and the parent.
- **Keep scheduled appointments**
- **Promptly return phone calls, e-mails and letters.**
  Parents should keep in mind that our supervising teachers are employed at that activity part-time and have other commitments which may delay a response.
- **Assist in the preparation of a high school transcript.**
  Transcripts are optional under the MHSAP diploma policy, and serve only to meet the parent's needs for documentation and college admission requirements.

In determining teacher availability to the program family, MHSAP budgets an average number of hours per student per month. This budgeted time includes any research and associated paperwork.
Families desiring additional time from their teacher may contract privately with their teacher for tutoring services at the teacher's discretion. If you have questions about the need for additional time please contact the MHSAP Director at 373-9209.

5. Board Policies, Procedures, and Regulations

MISD Annual Notices are posted on the MISD website. This includes legal rights available to students and the public. A hard copy of this may be obtained by requesting a copy from Leah Fitch, at the district office. Her email address is lfitch@marion-isd.org.

The District Handbook includes:
Preschool and Kindergarten Eligibility
Absences
Fee Waiver
Dental and Lead Screenings Required
Vaccination for Pertussis "Whooping Cough" Requirement
Vision Law Requirement
Protection of Pupil Rights
Parent/Guardian Rights
Corporal Punishment, Restraint, and Physical Confinement and Detention

Healthy Kids Act
Human Growth and Development Curriculum
Post-Secondary Enrollment Special Education
Open Enrollment
Equal Education Opportunity (Board Policy 102)
Notice of Nondiscrimination (Board Policy 102.E
504 Student and Parental Rights (Board Policy 102.E3)
Anti-Bullying/Anti-Harassment (Board Policy 104)
Child Abuse Reporting (Board Policy 402.2)
Hazardous Chemical Disclosure (Board Policy 403.4)
Objective for Equal Educational Opportunities for Students (Board Policy 500)
Student Absences- Excused (Board Policy 501.9)
Open Enrollment Transfers- Procedures as a Receiving District (Board Policy 501.15)
Homeless Children and Youth (Board Policy 501.16)
Weapons in School (Board Policy 502.6)
Search and Seizure (Board Policy 502.8)
Fees, Fines, Charges (Board Policy 503.3)
Good Conduct Rule (Board Policy 503.4)
Use of Physical Force (Board Policy 503.5)
Education Records Access (Board Policy 506.1)
Annual Notice (Board Policy 506.1E8)
Student Directory Information (Board Policy 506.2)
Administration of Medication (Board Policy 507.2)
Goals and Objectives of the Education Program (Board Policy 600)
Multicultural/Gender Fair Education (Board Policy 603.4)
Private Instruction (Board Policy 604.1)
Internet- Appropriate Use (Board Policy 605.6)
Instructional Materials Inspection (Board Policy 605.2)
Class Size- Class Grouping (Board Policy 606.1)
Eligibility for Free or Reduced Cost Meals (Board Policy 710.2)
Use of Video Cameras on School Buses Regulation (Board Policy 711.1R2)
Asbestos Containing Materials (Board Policy 804.4)

The policies stated in this handbook are intended as guidelines only and are subject to change at the sole discretion of the Board of Education for the Marion Independent School District.

Equity Statement

It is the policy of the Marion Independent School District not to discriminate on the basis of race, gender, socioeconomic status, creed, color, gender identity, sex, national origin, religion, marital status, sexual orientation, or disability, in its educational programs, activities, or employment practices. If you believe you have (or your child has) been discriminated against or treated unjustly at school, please contact the superintendent.

Parents, guardians, and community members who have concerns about the public school district or the governing Board may access the Iowa Department of Education's website for guidance regarding next steps using the following url: https://educateiowa.gov/pk-12/parent-guardian-and-community-concerns