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# District Mission

The mission of the Marion Independent School District is to prepare all students with the skills required to enter future adult roles and become effective citizens, productive workers, informed consumers, and responsible family members.

The goal of the Marion Home School Assistance Program is to support and assist parents in their chosen role as the primary educators of their children.

We will support our goal through the following activities:

## **1. Focus on support of teaching parents through:**

- the provision of high quality, need-related training and workshop opportunities so that parents can acquire and improve their teaching skills;
- the opportunity for participation in activities which highlight family educational accomplishments for other home schooling families, relatives, friends, and the public;
- planned and informal activities where networking can take place with other home schooling families, offering encouragement and mutual understanding.

## **2. Focus on offering opportunities for home schooled students which support their parents as teachers and which are difficult to provide in the home through:**

- the provision of high quality, need-related activities, classes, and workshops, offered on an optional basis;
- the opportunity to participate in education-related field trips designed to enhance home schooling;
- cooperative learning activities offered and taught by staff, volunteers, and parents contracted by the HSAP staff.

## **3. Focus on increasing student / parent success by:**

- modeling the highest standards of behavior by staff and teachers;
- requiring, reinforcing, promoting and praising exemplary behavior by students.

# Reference

## MARION HOME SCHOOL ASSISTANCE PROGRAM (MHSAP):

440 S. 15<sup>th</sup> Street , Marion, IA 52302 / Ph: 373-9209 Fax: 373-4492  
<http://mhsap.marion-isd.org>

### MHSAP OFFICE STAFF:

Tom Ertz, Director ext. 8801  
e-mail: [tertz@marion-isd.org](mailto:tertz@marion-isd.org)

Janelle Erwin, Administrative Assistant ext. 8802  
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[mbran@marion-isd.org](mailto:mbran@marion-isd.org)

### OFFICE HOURS:

**Office: Third week of August through May** - Monday through Friday, 9:00 a.m. – 3:30 p.m.

**June/July** - Monday – Thursday, 9:00 a.m.-12:00 p.m. and 1:00-3:00 p.m.

Friday's hours are 9:00-12:00.

**Library: Third week of August through May** - Monday through Friday, 9:00 a.m. – 3:30 p.m.

**June/July** - Tuesdays, 9:00 a.m. – 12:00 p.m. and 1:00 – 2:30 p.m.

Summer hours begin the first week of June and continue through the third week of August. Please call before you come during the summer. Refer to the newsletter for periodic office closings due to staff meetings and holidays.

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## MARION INDEPENDENT SCHOOL DISTRICT – Administration Office

777 S. 15<sup>th</sup> Street Marion, Iowa 377-4691 Fax 377-4692

[www.marion-isd.org](http://www.marion-isd.org)

Superintendent: Chris Dyer .....377-4691 x 1100

Admin. Assistant: Stephanie Viner .....377-4691 x 1101

**Marion High School** Grades 9-12  
**675 S. 15<sup>th</sup> Street, Marion, IA 52302**  
377-9891 Fax 377-7621  
Principal: Greg Semler  
Guidance Counselors:  
Tom Kettmann and Ann Grant 377-9891 x 1127

**Emerson Elementary** (Grades K-2)  
**1400 10<sup>th</sup> Avenue, Marion, Iowa 52302**  
377-0183 Fax 377-8404  
Principal: Nicole Harmer  
Guidance Counselor: Jamie Shields

**Vernon Middle School** Grades 5-8  
**1301 5<sup>th</sup> Avenue, Marion, IA 52302**  
377-9401 Fax 377-7670  
Principal: Phillip Cochran  
Guidance Counselor:  
Michelle Thomason ..... 377-9401 x 4405

**Starry Elementary** (Grades K-2)  
**700 S. 15<sup>th</sup> Street, Marion, Iowa 52302**  
377-4698 Fax 377-9492  
Principal: **to be determined**  
Guidance Counselor: Kathy McVeigh

**Francis Marion Intermediate** Grades 3-4  
**2301 3<sup>rd</sup> Avenue, Marion, IA 52302**  
373-4766 Fax 377-476  
Principal: Mike Murphy  
Guidance Counselor: Jamie Shields

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## Grant Wood Area Education Agency

4401 6<sup>th</sup> Street, SW, Cedar Rapids, IA 52404 399-6700 FAX 399-6457

[www.aea10.k12.ia.us](http://www.aea10.k12.ia.us)

Regional Facilitator: Terri McGraw

# MHSAP Offerings

## A. ENRICHMENT CLASSES

The enrichment class offerings at MHSAP are optional and are intended to supplement the parent's instruction at home. Enrichment classes are provided for students in grades K-12 and vary in the 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 info.

## A. ACTIVITY & WORKSHOP DESCRIPTIONS

Following are activities that will be planned for the year. Additional details are published in the newsletter.

### Day Camps

Day Camps will take place at Camp Wapsie (Fall and Spring), and Camp Courageous (Spring). Registration information, cost and exact dates will be published in the MHSAP monthly newsletter. Parents are welcome and encouraged to attend.

### Family Gym Nights

On Tuesday evenings, MHSAP families have use of the Francis Marion Intermediate Gym located at 2301 3<sup>rd</sup> Avenue, Marion. The gym is at the west end of the building. Families should enter through the gym door on 3<sup>rd</sup> Avenue. Gym Night is an opportunity for families to gather for games, basketball, volleyball, etc. The activity is designed for both parent and child and is not intended to be a "drop-off" activity for children.

### Father-Son/Daughter Camping & Canoe Trip

Scheduled for a Friday/Saturday in late August, we will be canoeing on the upper Iowa River from Kendalville to Bluffton. Details will be in the May newsletter.

### Field Trips

Announcements with details of the individual field trips are covered in the monthly newsletter and on the website. Sign-up for a particular field trip will not begin until announced in the newsletter. Many of the field trips are designed for participation by the whole family. MHSAP encourages the participation of parents.

### Gym & Swim

On Tuesdays, Wednesdays and Thursdays, MHSAP families have access to the Marion YMCA gym and pool, located at 31<sup>st</sup> Street and 10<sup>th</sup> Avenue in Marion. Parents are welcome and encouraged to attend. Younger siblings not in MHSAP may attend if their parent is in attendance to supervise. In addition to the Gym & Swim activities on Tuesday, Wednesday and Thursday, there will be an open family swim time on Friday. Look for the times in the newsletter. If you have questions, please contact Patty Bazan @ 377-2936.

### High School Workshops

MHSAP plans 3 workshops throughout the year to help parents and students navigate the high school years. **Sophomore/Junior Night**, in September, is a reminder of the requirements needed for graduation, explains what colleges require, and gives testing (ACT, SAT, CLEP and AP), scholarship, transcript and postsecondary class information. **Senior Night**, in December, includes a representative from the College Planning Center to talk about financial aid. **Freshman Night**, in January, addresses issues that apply to homeschooling families with students in grades 6-12. Topics covered will include: assignment of credits, grading options, record keeping procedures, transcripts, dual enrollment options, enrollment in Kirkwood classes, testing procedures and deadlines, PSEO, etc.

### Musical/Drama

There will be a musical/drama production for students in grades 7-12 in the fall and one in the spring for students in grades 3-6.

### Student Pictures

Lifetouch Photographers come to our building in the fall to take students' photos.

### Summer Swimming

In an effort to keep families in touch throughout the summer months, we reserve an area swimming pool for an evening of family fun and some relief from the summer heat.

### Winter Sledding

Popular winter activities are the sledding events in January and February. MHSAP reserves the lodge at Squaw Creek Park at the base of the sledding hill. Activities are held whether there is snow or not!

# 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 District can enroll in the MHSAP through a process called open enrollment. Families living outside of the Marion District wishing to enroll in MHSAP need to file an open enrollment application by the state deadline. The deadline is March 1<sup>st</sup> for grades 1-12 and September 1<sup>st</sup> for Kindergartners, for enrollment in the following school year. Send one copy to the MHSAP office (440 S. 15<sup>th</sup> St., Marion, IA 52302), and another copy to the resident district superintendent's office. A separate open enrollment form is required for each student. Once approved, an open enrollment request does not have to be renewed annually, as long as none of the information contained on the form changes. Open enrollment is terminated when the student graduates, moves into the receiving district, moves out of state, moves into another Iowa district and chooses to attend the new resident district, drops out of school, or when the parent(s) notifies the district that they wish to have it terminated. An open enrolled student may return to the resident district at any time.

The Open Enrollment form is available from the MHSAP office, the district of residence and also on the Department of Education's web site at:

<https://www.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 of enrollment 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 the student is currently enrolled. A student cannot be enrolled in two districts simultaneously. For example, a Cedar Rapids resident who open enrolls into Marion to access the MHSAP must use the Marion School District for dual enrollment opportunities. The only exception to this is when there is a class/activity for which two school districts have a shared agreement.

A MHSAP parent who chooses to enroll their children part-time in a private school relinquishes the right to also dual-enroll into the Marion district, for either academics or athletics.

Dual enrollment MUST be indicated on the Competent Private Instruction Report (CPI or Form A), submitted annually for each student. **If dual-enrollment has not been indicated, your student is ineligible for dual enrollment services offered to students for that school year.** Other public school services included under this dual enrollment requirement include PSEO classes, Kirkwood Academy, Compass, and special education services.

Parents desiring dual enrollment through the regular education program must adhere to the following procedure:

1. Put the dual enrollment information on the MHSAP Enrollment form.
2. MHSAP will advise the parent who to contact at the public school to register for the class/activity. (Usually the school counselor)
3. Contact the school counselor where your child will be enrolled. The names and phone numbers of the school counselors are located in the "Reference" section at the beginning of this handbook. Indicate to the counselor that you are enrolled in MHSAP and that you would like to dual enroll in a certain class(es) at their school. The counselor will make the necessary arrangements to enroll your child in the class(es) you request, provided the classes are not already full.
4. Provide the school with payment of a book fee. The fee is the same regardless of the number of classes you take, but does vary depending on what grade your student is in.
5. The MHSAP parent is responsible to familiarize themselves with the policies and procedures of the school where the child is dual enrolled.
6. Please contact MHSAP if you have any difficulties making the dual enrollment arrangements.

### 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 school district. 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

Our key role is to encourage and help equip parents who have chosen to teach their children at home. Iowa home schooling law requires HSAP supervising teachers to have 16 contacts with home school students and their parents, every other contact being face to face (four per quarter) with the student. MHSAP staff use these opportunities to focus on each family's individual needs and educational goals. Visits may occur in the home, at the MHSAP office, or any other location as agreed upon by the parent and the 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:*

- a. *Contact with the student and the student's parent, guardian, or legal custodian at least twice per 45 days of instruction, during which time the teacher practitioner fulfills the duties described below. One of every two contacts shall be face-to-face with the student under competent private instruction. However, if the instruction or instructional supervision is provided by a public or accredited nonpublic school in the form of a home school assistance program, the teacher practitioner shall meet with the child and the child's parent, guardian, or legal custodian at least four times per quarter during the period of instruction. One of every two contacts shall be face-to-face with the student under competent private instruction.*
- b. *Consulting with and advising the student's parent, guardian, or legal actual custodian with respect to any of the following as requested by the student's parent, guardian, legal or actual custodian or as deemed necessary in the professional judgment of the practitioner:*
  - (1) Lesson plans;
  - (2) Textbook and supplementary materials;
  - (3) Setting educational goals and objectives;
  - (4) Teaching and learning techniques;
  - (5) Forms of assessment and evaluation of student learning;
  - (6) Diagnosing student strengths and weaknesses;
  - (7) Interpretation of test results;
  - (8) Planning;
  - (9) Record keeping; and
  - (10) Other duties as requested or agreed upon.
- c. *Providing formal and informal assessments of the student's progress to the student and the student's parent, guardian, or legal custodian.*
- d. *Annually maintaining a diary, record, or log of visitations and assistance provided.*
- e. *For purposes of assisting the district to meet its "child find" obligation under the Individuals with Disabilities Education Act, 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.*

MHSAP requires **sixteen contacts** as follows:

#### **Eight 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. If desired, the other four face-to-face contacts (maximum of one per quarter) may be earned through student participation in enrichment activities involving a certified teacher employed by MHSAP, in lieu of a regular face-to-face home visit.

#### **Eight Non Face-to-Face Contacts**

These contacts can be acquired in the following manner:

- Correspondence by e-mail or letter or a phone conversation.
- Phone conversation.

Face-to-face visits with the parent alone can be used as non face-to-face contacts.

MHSAP families should communicate with their supervising teacher (preferably at their first meeting), how they plan to acquire their sixteen contacts. It should be noted that non-compliance with meeting the legal requirements will result in dismissal of the student from MHSAP.

## 2. The Supervisor

Marion Home School Assistance Program provides each family with a supervising teacher, who will be available from 4<sup>th</sup> week of August through May 31. All supervising teachers are licensed by the state of Iowa. Supervisors may be contacted at their home phone number or via email. Supervisors work part-time and cannot be on call all day every day. Supervisors will check their answering machines or e-mail regularly and gladly return your inquiries, as they are able. It is the duty of the supervising teacher to contact parents to schedule visits.

## 3. Goal Setting

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.

## 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 homeschooled students plan to transition back into a traditional school setting will be responsible to comply with the school's requirements for documentation to determine proper placement of the child.

## 5. Minimum Number of Home School Subjects

To maintain competent private instruction (homeschooling) status, a minimum of 25% of the annual coursework must be under the parent's direct supervision. If a student is taking classes in sufficient quantity to constitute full-time status at another institution, their enrollment at MHSAP will be cancelled.

## 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 will result in cancelled enrollment.

## 7. Testing

Students enrolled in MHSAP are not required to submit to standardized testing, unless they are juniors in our diploma program. MHSAP offers the Iowa Assessments (grades 3-11) every year in the spring. Sign up information to take the Iowa Assessments 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, and/or to remove the student(s) from 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 of the preceding school year.

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

# C. RESOURCES

## 1. Resource Library

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

**Contents:** Our Resource Library books, manipulatives, audiovisuals (CDs, DVDs), art, and science materials are available for MHSAP families to check out. The books are categorized according to subject matter and labeled according to the following divisions:

- ART
- BIOGRAPHY
- CD-ROMs
- AUTOBIOGRAPHY
- BUSINESS
- COLLEGE ALTERNATIVE

- COMPUTER
- CLASSICS
- CRITICAL THINKING
- CURRICULUM
- (for preview)
- DRAMA/THEATRE
- DVD'S
- EARLY CHILDHOOD
- EASY READERS
- EVALUATION
- FICTION
- FOREIGN LANGUAGE
- GAMES
- GOVERNMENT
- GEOGRAPHY
- HANDWRITING
- HEALTH & NUTRITION
- HISTORICAL FICTION
- HISTORY
- HOME EDUCATION
- HOME MANAGEMENT
- INVENTIONS
- IOWA HISTORY
- JUVENILE FICTION & NON-FICTION
- LANGUAGE ARTS
- LAW
- LITERATURE
- MATH
- MILITARY
- MULTI-MEDIA
- MUSIC
- NATIVE AMERICANS
- PHONICS
- PHYSICAL EDUCATION
- POETRY
- PRESIDENTS
- PSYCHOLOGY
- READERS
- READING
- REFERENCE CHECKOUT
- SECONDARY
- SCIENCE
- SCOPE & SEQUENCE
- SOCIAL STUDIES
- SPECIAL NEEDS
- SPEECH
- SPELLING/VOCABULARY
- TEACHING AIDS
- UNIT STUDIES
- WRITING

In addition to the general collection, parents may borrow (at no charge) curriculum materials that are currently in use in the Marion school district. Parents should contact the Resource Librarian if interested in borrowing these materials.

### b) **Library Policies**

- **Check out:** Most items in our library may be checked out for three weeks. Some exceptions apply, such as video materials which can be checked out for one week only. Items must be checked out under the parent's name. An item may be renewed twice unless placed on reserve by another family. Check out service will occur only during regular Resource Library Hours.
- **Returns:** Items may be returned during regular office hours at the designated return box in the resource library. After hours, materials may be deposited in the exterior drop box. Date due indicates that items are due no later than 3:30 p.m. on that day. Remember that many items are in high demand. Please bring items back as soon as you are finished.  
*Please note: Extensions, payment of fines, or check out can only be made through the Resource Librarians. Please do not ask the secretary to help you with these items. Extensions can be made by emailing or phoning the Resource Librarian, or by accessing the online library system.*
- **Science Supplies:** A limited number of Science supplies (microscopes, scales, incubators, etc.) are available through the Resource Library. You may contact the Resource Librarians to verify what is available for loan.
- **Reservations:** Items currently checked out may be reserved through the Resource Librarians or by using the online library system.
- **Fines:** All materials will be assessed a fine of 10 cents per day excluding weekends and holidays. A maximum limit on fines will be set at \$4.00 per item. Damaged or lost items will be charged to the family for up to the cost to replace the item. (Patrons who have materials missing for more than 30 days will be expected to replace the missing item(s).) MHSAP reserves the right to freeze check out privileges for unpaid fines totaling \$5.00 or more, or for missing materials.
- **Visits: For their safety, please do not leave young children unattended in the Resource Library.** Toys and games are available for families while parents are using the Resource Library or meeting with MHSAP staff. Please see that the toys your child has played with are picked up and put away before you leave.
- **Conference Room:** The conference room adjacent to the resource library is primarily for use by MHSAP staff. Program families may use the conference room, if it has not been reserved.
- **Donations:** We appreciate the generosity many families have shown in the past donating items to the MHSAP Resource Library. Many home school families are enjoying the benefits of those donations. Because our Resource Library has a specific vision and purpose, MHSAP reserves the right to limit what is accepted. Materials not able to be used at MHSAP will be returned to the donor. Please do not be offended if we are not able to use some of your donations. The MHSAP Resource Library Staff are striving to create a Resource Library that specifically meets the needs of program families.



c) **Library Hours**

- During the school year, library hours are from 9:00am to 3:30 pm.
- The Library is open during the summer months on Tuesdays only from 9:00-12:00 and again from 1:00-2:30.

d) **Online Library**

- The **Online Library** is accessed through the **Marion Home School Program website**.
- After logging on to the website, go to **Resource Library** on the left, then click on **MHSAP Online Library**. Next, click on the blue link that says “Marion Homeschool Assistance Program” in the center of the screen. This will take you into our library database. In the upper right-hand corner is a **Login**. The librarians will assign you a user name and login.
- After logging in, you will be in your family’s account. Families can view what items have been checked out, when items are due, and what fines you have. You will also see a tab after each library item where you can **Renew** from home.
- **Reserving materials:** First **search** for the item desired in the **Catalog**. When you find the title, click on **Details** and you will notice a **Hold** button. You may choose to reserve is as soon as possible or for a later date. If it is something that is available, we will put it on the **reserve shelf** for you to pick up at your convenience.

**2. Area Bookstore Store Discounts:** Several area merchants offer MHSAP parents the same discount they offer public school teachers. Following is a listing of which businesses we are aware of and what the discount usually consists of. You may be required to show your MHSAP membership card.

- **Barnes & Noble** (Marion & Iowa City, 393-4800) – 20% off educational materials only.
- **Half Price Books Records Magazines** (Marion 377-4982) – 10% educator’s discount.

**3. Book Clubs:**

You have the opportunity to order Scholastics materials through our program website. Go to the MHSAP website and click on **Resource Library** in the left menu column. **Scholastic Book Orders** will appear on the menu. Click on that link to read the instructions on how to order.

**4. MHSAP Office Procedures**

- a) **Copy Machine:** MHSAP families using the copy machine are responsible for complying with copyright laws. MHSAP families may use the copy machine when it is not in use by MHSAP staff. All single-sided copies are 5 cents each, excluding copies needed for immunization and other records requested by the MHSAP office. Please use the copier for educational purposes only.
- b) **Color Copies:** The cost of each print on plain paper will be 10 cents.
- c) **Laminating:** MHSAP has a laminating machine. MHSAP families can drop off materials to be laminated with the Secretary. The laminator has a 25” wide capacity. The cost of laminated materials is 25 cents per linear foot. General tips for laminating:
- Material which cannot withstand heat up to 225 degrees should not be laminated or dry mounted. (FYI - Crayon will melt and spread.)
  - When trimming items made up of multiple layers, leave a ¼” edge of laminating film.
  - When mounting items to be laminated – use dry mount tissue, rubber cement or spray mount adhesive. Tape, white glue or paste will leave wrinkles.
  - When leaving your items, please label with your name, phone # and “to be laminated”.
  - Items cannot have any staples, paper clips, clasps etc.
  - Expect items to be ready for pickup in about a week.
- d) **Lost & Found:** Any item left at MHSAP must be claimed within a month, in the resource library. All lost and found items will be donated to Goodwill at the end of each month.

**5. Starry Elementary Playground:** We need to be considerate of our neighboring school’s playground. When Starry’s students are in session we should not use the playground, to avoid being a distraction to their students who are in class. MHSAP children should be playing on Starry’s playground only with adult supervision after normal school hours.

**6.**

## D. GUIDELINES: MHSAP CLASSES & ACTIVITIES

### 1. Student Expectations:

- **Be Prepared** by planning ahead to bring what is needed.
- **Be on Time** – students are counted tardy if more than 5 minutes late.
- **Be Self-Controlled** by walking, using appropriate voices, playing in non-violent ways, and staying on task (and allowing others to stay 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 classmates by:
  - closing what you open
  - turning off what you turn on
  - putting away what you take out
  - cleaning up what you mess up
  - asking about what you do not understand
  - and not creating unnecessary work for others

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

- **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 or 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 building principal and staff.

  - 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 side. Please make the greatest effort to be tasteful.
  - Modesty should be exercised in what is worn in terms of length and fit. A good rule of thumb of what is acceptable for minimum length (for dresses, skirts and shorts) is fingertip length,
  - Muscle shirts and sleeveless undershirts are not to be worn.
  - All undergarments must be covered.
  - Footwear is required. No bare feet.

Students in violation of this policy may be asked to change or be sent home to change. Repeat offenders may lose the opportunity to participate in MHSAP classes and activities.
- **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) 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 P.E. Enrichment Teacher.

- #### b) Attendance
- participation in classes and activities at MHSAP are optional. However, students who enroll in MHSAP classes or activities need to be aware that they will be held accountable for the following:
- Arriving early so they are ready to begin class on time.
  - Attending as noted for each event (i.e. four week session - student should attend every week).
  - Arriving no sooner than 10 minutes before and leaving 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 the class, if the student will be missing a class due to illness or family emergency to receive an excused absence.

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

- c) **Discipline** - We understand that growing in character is a very vital part of your desire for your child. To provide optimum learning experiences for children at MHSAP classes or activities, these 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 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 a 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 or 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.

Parents, at the discretion of the teacher, are welcome to visit MHSAP student classes in accordance with the District's visitation policies. As a courtesy, please inform the teacher before you come.

- d) **Electronic/ Technological Devices** – Students may not possess electronic/technological devices that are disruptive to other students and MHSAP staff, or use them inappropriately. Cell phones must be turned into the teacher at the beginning of a class and will be returned at the end of the class. If a cell phone or other technological device is used inappropriately, it may be confiscated for the remainder of the day. At times, parents may need to pick up cell phones from the MHSAP office at the end of the day. 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.
- e) **Family Emergencies and Sickness** - please call the MHSAP secretary or the receptionist if your child is unable to attend. Attendance records are kept and made available to the supervising teachers. Please contact the secretary 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.**
- f) **Video/Sound Recording**– Recordings (video or sound) of MHSAP classes and activities are at the discretion of the MHSAP Director.
- g) **Parent Volunteers**- Volunteers are welcome to assist at the MHSAP, when there is a need. Please visit with the administrator to determine current program needs.

h) **Weather Cancellations**– MHSAP’s weather cancellation policy will follow the weather cancellation decisions of the Marion Independent School District, according to the following:

**A. If the Marion District cancels school for the day...**

- **...And MHSAP has multiple classes/ activities scheduled**

Those classes/ activities are cancelled.

- The Marion District will notify media outlets of cancellations and MHSAP staff will put a notice on the MHSAP website and will record a voice mail message for families calling in.

- **...And MHSAP has a single class/ activity scheduled**

The staff member responsible for that activity will contact registered participants to inform them of the status of the event.

- MHSAP will record a voice mail message for families calling in (if participants did not have to pre-register for the class or activity) and will post the status on the website.

**B. If the Marion District announces a 2-hour delay...**

- **...And MHSAP has multiple classes/ activities scheduled**

The morning classes/ activities are cancelled.

- The Marion District will notify media outlets of cancellations and MHSAP staff will put a notice on the MHSAP website and will record a voice mail message for families calling in.

- **...And MHSAP has a single class/ activity scheduled**

The staff member responsible for that activity will contact registered participants to inform them of the status of the event.

- MHSAP will record a voice mail message for families calling in (if participants did not have to pre-register for the class or activity) and will post the status on the website.

**C. If the Marion District announces a 2-hour early dismissal...**

- **...And MHSAP has multiple classes/ activities scheduled**

The afternoon classes/ activities are cancelled.

- The Marion District will notify media outlets of cancellations and MHSAP staff will put a notice on the MHSAP website and will record a voice mail message for families calling in.

- **...And MHSAP has a single class/ activity scheduled**

The staff member responsible for that activity will contact registered participants to inform them of the status of the event.

- MHSAP will record a voice mail message for families calling in (if participants did not have to pre-register for the class or activity) and will post the status on the website.

MHSAP families are advised to call MHSAP if they have a question about the status of a class or activity during adverse weather conditions. We will make an effort to reschedule cancelled events if possible.

**Tornado Watch and Storm Watch Procedures**– Typically, under these conditions 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 the first day of class for each session.

i) **Building Intruders**

In the event that an intruder to the building would impose a safety risk to the children on site, we will take steps to lock down the building or classrooms or take other appropriate action to offer protection to the students.

j) **Evacuation of Students** - The following information outlines the procedures that 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 Marion School District Transportation Dept., and a bus will be dispatched to the MHSAP building.
- MHSAP students will be transported to the Marion High School, 675 South 15<sup>th</sup> Street. In the event that the high school cannot accommodate our students, they will be directed to Ascension Lutheran Pre-School, located at 2210 Grand Avenue. If there are sufficient vehicles at MHSAP to transport students, without the need for a bus, we will do so, to expedite the evacuation. We will transport classes together in one group as much as possible.
- Teachers will go with the 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 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 Marion School District Transportation Dept., and a bus will be dispatched to the MHSAP building.
- MHSAP students will be transported by bus to the Mount Vernon School District. If there are sufficient vehicles at MHSAP to transport students, without the need for a bus, we will do so. MHSAP personnel and students will be directed to assemble under the direction of a quadrant leader at Mount Vernon Middle School, located at 221 First Street East. MHSAP personnel 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 a form. If students are already loaded on the bus, parents may follow the bus to Mount Vernon. Students will not be allowed to leave the bus until it reaches Mount Vernon and the parent has initialed the teacher's list.
- Teachers will go with the students to the relocation center. Teachers will have with them a list of all their students in attendance at the time of the evacuation. This list will include parent names and phone numbers.
- Parents will be notified of ongoing emergency developments via Emergency Alert Stations 96.5 and 98.1 FM or 600 AM.
- In the event that Mount Vernon is not sufficiently out of the range of danger, MHSAP staff and students will be transported to Eldridge.
- The Director will inform MHSAP staff when classes/activities can resume at MHSAP.

**MHSAP parents are also advised to review the “emergency information” pages in the phone book, which outline relocation procedures for area school children**

**3. Talented & Gifted/ Extended Learning Program (TAG/ELP)**

Marion Independent School District offers a formalized program for dual-enrolled students who have qualified through testing offered by MHSAP. This program includes: a voluntary pull-out class once or twice per week for about 20 minutes through K-8<sup>th</sup> grade and beginning in 9<sup>th</sup> grade, students may participate in the Post Secondary Enrollment Option (PSEO), college classes taken for credit in high school.

***How is a child identified for TAG/ELP?***

- Kindergarten through Second Grade students may take the Dibels test which can be administered by MHSAP staff at parent request.
- Third, Fifth and Eighth grade students may take the CogAT(Cognitive Abilities Test) administered by MHSAP staff in January. Registration announcements are in the December newsletter.
- High school qualification also requires the CogAT score.  
Refer to the PSEO section of this handbook for additional PSEO opportunities available to 9<sup>th</sup> and 10<sup>th</sup> graders who have been identified as TAG.

Additional information regarding TAG/ELP is available through our website under “Support Teams” on the menu bar.

## **E. HIGH SCHOOL ISSUES**

### **High School Diploma Policy**

#### **1. Diploma Policy**

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

#### **Requirements for MHSAP Diploma**

In order to receive a diploma from the Marion Home School Assistance Program, a student must complete all of the following requirements:

- A. Students must complete a minimum of 20.00 credits
  1. Students must complete a minimum of twelve (12) required credits in the following subject areas:
    - 4 credits of English
    - 2 credits of mathematics
    - 2 credits of science
    - 3 credits of social studies
    - 1 credit of PE/health
  2. Students must complete a minimum of eight (8) elective credits in any subjects.
- 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 who requests that MHSAP keep transcript records for them. This is also optional, and the student and parents, guardian or legal custodian may choose to keep all of their own records. In this case, MHSAP would not be able to provide a transcript for this student.

#### **Alternatives to the MHSAP Diploma**

- A. 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 homeschool students. They weigh their decision on their test scores and their transcript, not on their high school diploma. However, a diploma may carry more weight for students entering the job force right out of high school. A parent issued diploma may suffice as evidence that the student has completed high school.
- B. Are there other options other than a MHSAP diploma? Yes. A parent can generate their own diploma, or in the absence of a parent generated diploma MHSAP can issue a "Certificate of Completion". The Certificate of Completion signifies that the student has completed the high school program of studies set forth by their parents. The Certificate of Completion does not bear the signature of the Marion superintendent. Some students also choose to participate in high school correspondence programs which may issue their own diplomas.
- C. If I choose a different diploma or the Certificate of Completion can I participate in the graduation ceremony? Yes. Any MHSAP student who has completed their high school program may participate in the graduation ceremony. At the graduation ceremony alternative diplomas or Certificates of Completion are enclosed in plain envelopes identical to the MHSAP diploma. Those in attendance at the graduation will not know what kind of diploma the students are receiving.

#### **Evidence of Completion**

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

- Completion of over two-thirds of a high school level textbook.
- Completion of at least 120 hours of study and/or activities related to the course content.
- Completion of an independent study course in which a research paper of at least fifteen 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, guardian or legal custodian and the MHSAP Director.

## **Transfer Credits**

Transfer credits will be accepted. If a student transfers to home education from a traditional school, credit for school courses completed will be accepted by the Marion Home School Assistance Program upon receipt of the school transcript. Students receiving a home school diploma must be enrolled for a minimum of two years (including the final year of high school) in the Marion Independent School District's Home School Assistance Program unless otherwise approved by the MHSAP Director.

## **How Credits Are Awarded**

It is up to the parent, guardian or legal custodian, 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  $\frac{1}{4}$ ,  $\frac{1}{2}$ ,  $\frac{3}{4}$  and 1 credit.

Students participating in the MHSAP diploma program may begin acquiring credits towards the diploma in their 9<sup>th</sup> grade year. Any high school level coursework completed and approved by the supervising teacher prior to 9<sup>th</sup> grade will be allowed on the transcript, but without credit assigned.

## **Evaluation**

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

## **Independent Assessment**

- MHSAP students pursuing the diploma option will be required to take the Iowa Assessment during their junior year and score at or above an NSS score of 263 on the reading and math subtests. This will be consistent with current requirements for Marion regular education high school graduates contained in Policy 605.4, Graduation Requirements.
- If the student is unable to score at or above an NSS of 263 either of these two subjects the following alternate assessments will be required to receive a diploma.

### **Reading- Senior English Review**

Requirements:

- 1) The student will pick five books to read: One book from each of the following areas – biography, fiction, non-fiction, classic, and your choice.
- 2) Each 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. Each student will also write one discussion question per chapter in the reading log.
- 3) There will be one paper written 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 1-1/2 to 2 pages long. Each page should have a minimum of 400 words.
- 4) The supervising teacher/parent/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 material completed.
- 5) The course must be completed and the work approved by the supervising teacher by May 15.
- 6) If a student has any questions or needs help, he/she needs to seek help immediately.

### **Math- Consumer Math**

Requirements:

- 1) A textbook is available in the Resource Library for this course.
- 2) Each student will keep a math notebook in which to record answers to the reviews at the end of each chapter.
- 3) The parent will score each chapter review.
- 4) Each chapter review score must be above 60%.
- 5) The supervising teacher will review the notebook at the scheduled home visit.
- 6) The student must complete all 12 chapters.
- 7) The course must be completed and the work approved by the supervising teacher by May 15.

## **Special Needs Provision**

It is the intention of the Marion Home School Assistance Program to award diplomas to special needs home-educated 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, and if the MHSAP Director mentions, in the evaluation letter, that the student is 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 by April of their senior year.

#### **Student responsibilities:**

1. The student must demonstrate outstanding achievement through a presentation to the student's parent(s), guardian or legal custodian and supervising teacher. 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 presentation assignment the student will be required to include a written OR oral report stating how the accomplishment has affected the student and how he/she plans to use this knowledge or ability in the future. This report can be separate from the actual presentation and will be defined as follows:
  - The oral report must be a minimum of five minutes in length.
  - The written report must be a minimum of five pages typed with 12 point Times New Roman font and 1.5 line spacing.
2. In addition to the presentation, 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, guardian or legal custodian.
  - Document that the honors project involved the required minimum hours over the course of the student's high school years. New minimum requirements will be issued at the beginning of the 2013-14 school year.

### **Graduation**

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

## **2. Graduation Procedures**

Students wishing to graduate this school year need to contact their supervising teacher in September to notify them of their intent. A letter from MHSAP is sent in September to all potential graduates, based upon intentions expressed at the end of the previous school year. The letter advises the students with respect to the procedures and associated deadlines regarding graduation, including the following:

- The full student's name for the diploma (due by October 1).
- Measurements for ordering the cap & gowns (due by October 1).  
*(There is a cost for the cap and gown, which will be listed in the September letter. Payment is due by October 1. Checks should be made out to MHSAP.)*
- Student Biography (due by March 1 and must be submitted via email).
- Submission of student photos for the graduation ceremony (due by March 1 and must be submitted via email).
- Submission of Words of Wisdom from the parents (due by March 1) and must be submitted via email.

A student who chooses to graduate early and wants to participate in our graduation ceremony must notify their supervising teacher no later than October 1. Any student may choose to graduate early, but may not participate in MHSAP's graduation ceremony if they decide to do so after October 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 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, on a quarterly basis, will be reviewing with parents the student's progress, and assigning credits on the Evidence of Completion Chart (ECC). The original of the ECC will remain with the Supervising Teacher until completion of the transcript. Parents may request a copy of the Evidence of Completion Chart, which will be filed annually in the student's file.



**Grades:**

Parents have the option of assigning grades to the courses shown on the transcript. Parents are advised to determine the preference of the prospective postsecondary institutions where their child may attend, and provide documentation accordingly. Parents shall determine the grading scale that will be used for their child. It is recommended that the parent include with the transcript an explanation of the grading scale used. 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 Official Transcript to the MHSAP Director, is the responsibility of the supervising teacher. Final transcripts (which are optional) are due to the MHSAP Director no later than June 15 of the year of graduation.

If dual-enrollment grades are to be included on the transcript, verification of the credit/grades will be made by MHSAP staff from the institution prior to issuing the transcript.

**Transcript Records:**

MHSAP will maintain the official signed copy of student transcripts in the student's file. MHSAP will send copies of transcripts to institutions identified by the student.

**4. Additional Resources**

Additional high school resources are available on the MHSAP website.

**5. Senior Year Plus (SYP) – Rules & Regulations**

- A. What is the Senior Year Plus Program (SYP)?
  - The SYP includes all College Credit in High School classes
  - This would include PSEO Academy, Alternative Concurrent and Concurrent classes
- B. What is the purpose of the Senior Year Plus Program?
  - Promotes rigorous academic pursuits
  - Provides wider variety of options to high school students
  - Allows 9th grade through twelfth grade students to enroll part time in nonsecondary courses in eligible postsecondary institutions of higher learning in Iowa.
  - A ninth or tenth grade student must be identified as a gifted and talented student according to the school district's criteria and procedures to participate under this Act.
- C. How are talented and gifted (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 Iowa Assessment tests. TAG eligibility will be determined utilizing test scores.
- D. How many credits?
  - Students may take up to 23 credit hours per school year
  - Credits must be earned during the traditional school year. Summer courses are ineligible.
- E. Which Postsecondary institutions are eligible to participate in SYP?
  - University of Iowa, Iowa State and University of Northern Iowa
  - The 15 public community colleges
  - The accredited private institutions
  - All of these are defined in the Iowa Code section 261.9
- F. Requirements of Postsecondary institutions
  - Each eligible postsecondary education institution may require students to meet appropriate entrance requirements
  - The only exception would be "high school graduation" requirements

G. Rules for the Senior Year Plus Program

- Students must demonstrate proficiency on the reading, math, and science portions of their most recent Iowa Assessment 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.
- Alternative forms of assessment include the following: ACT, SAT, PSAT and the Compass Test at Kirkwood.

**Talented and Gifted (TAG) Options for Senior Year Plus**

Although Senior Year Plus is primarily available to juniors and seniors, freshman and sophomores who have been identified as talented and gifted may access Senior Year Plus offerings. Following are the guidelines for identifying a student as talented and gifted.

- A. A student must take both the CogAT test in their 8<sup>th</sup> grade year to determine qualification for TAG.
- B. The supervising teacher, along with the parents, recommends the CogAT (Cognitive Abilities Test) after observing the following qualities in a student: above-average reasoning, critical thinking and problem solving skills, a solid understanding of above-grade level content, and a desire to be challenged.
- C. The CogAT is typically administered in February every year. Registration information is in the November MHSAP newsletter. Contact the TAG Coordinator for further information.
- D. Families will be notified of their student's CogAT results and TAG qualification by the MHSAP TAG coordinator.

**6. National Honor Society**

The Marion Home School Assistance Program 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: SAT – 1800; ACT – 26; Iowa Assessments – 90% (Complete Composite). The student will need to fill out an application and include a transcript with the application. The Honor Society meets the fourth Monday of September, November, January, March and May from 1:30 – 2:30 p.m. The student is required to do two hours of a service project each month. The sponsor is Sonya Flatland. If you have any questions, please email Sonya at [sflatland@marion-isd.org](mailto:sflatland@marion-isd.org).

# District Services

## A. Grant Wood Area Education Agency

Address: 4401 6th Street SW, Cedar Rapids Phone: 399-6700

GWAEA is a service to teachers and educators. As a home school parent, many of the services provided by GWAEA are also available to you:

**Production Lab** - laminate, cut out letters and shapes, and more (*call ahead for an appointment*). Also, please be aware that small children may pose a danger due to some of the equipment located in the lab.

**Media Center** - multiple copies of books, models, videos, computer programs, etc. are available for check out using one social security number per family. You may order materials on loan from GWAEA by phone or in person. **Items are delivered and picked up on Mondays and Thursdays at MHSAP between 7:15 and 7:30 am.** We recommend returning them by 3:30 pm Fridays and Wednesdays to ensure pick up. All late fees (which are \$1.00 per day!) are the responsibility of the borrower. Late fees need to be paid to MHSAP, not at Grant Wood AEA.

Catalogs to preview these materials are available at MHSAP, district libraries, GWAEA and on-line. Catalogs may *not* be checked out at any location.

**Professional Library** - preview curriculum.

### Iowa AEA Online

Services offered through Iowa AEA Online have changed from previous years. Currently, this online service provides the following educational resources which can all be accessed through [www.iowaaeaonline.org](http://www.iowaaeaonline.org). Should you need a user ID, use 4086hsap. The password is aea10.

- **AccuWeather (PreK-12)**

Local and international weather conditions and forecasts for research, presentations and projects.

- **AP Images (PreK-12)**

Over seven million primary-source photographs from the 1800's up to a minute ago, over 1.9 million sound bites from the 1920's up to a minute ago, 230,000 maps, charts and timelines, and 2.5 million text news stories from the Associated Press.

- **Atomic Learning (PreK-12)**

Professional development resources and curriculum materials to infuse 21<sup>st</sup> Century skills into the classroom. Includes access to over 50,000 tutorials.

- **BookFLIX (PreK-3)**

An online literacy resource that pairs fictional video storybooks with related nonfiction books. Read-aloud features provides accessibility to all readers. Vocabulary feature and interactive games extend student learning.

- **Britannica Digital Learning (PreK-12)**

A suite of products designed to support research and classroom instruction, Britannica Digital Learning offers an extensive collection of reference and learning materials that are curriculum aligned and age-appropriate.

- **CultureGrams (K-12)**

An insider's perspective on daily life and culture, including the history, customs, and lifestyles of the world's people.

- **Gale-Cenage Learning (PreK-12)**

An eResource package offering screened and reliable content from magazines, newspapers, and reference materials. Ten different resources are designed for age-appropriate access.

- **iCLIPART For Schools (PreK-12)**

A collection of more than 7.8 million royalty-free photos, clipart, fonts, animations, and sounds that can be used in multimedia presentations, Inspiration diagrams, school websites, worksheets, newsletters, posters, signs and more.

- **Learn360 (PreK-12)**

Educational streaming media offering thousands of full-length digital videos, video clips, images, audio files, newsreels, speeches and a comprehensive library of teaching resources from educational publishers.

- **SIRS Issues Researcher (9-12)**

Exploration of the origins, perspectives, and essential questions under debate on over 300 pro/con social issues. Review thousands of highly targeted articles, primary sources, statistics, websites, and multimedia. Articles are read-aloud enabled and searchable by Lexile reading levels.

- **soundzabound(PreK-12)**

Licensed audio that can be used without copyright infringement in videos, podcasts, and other forms of multimedia. The MP3 audio files are cross platform for use with any Mac or PC software that incorporates audio.

- **Teen Health & Wellness (7-12)**

Provides students with non-judgmental, straightforward, standards-aligned, curricular and self-help support. Topics include diseases, drugs, alcohol, nutrition, mental health, suicide, bullying, green living, online safety, financial literacy, and more.

**Enchanted Learning** MHSAP has a membership to Enchanted Learning. This site has over 20,000 Web pages filled with activities and printable pages for Science, Social Studies, Nursery Rhymes, Preschool & Kindergarten, Unit Themes, Graphic Organizers, Dictionaries, Foreign Language plus much more! Our **Username: mhsap; Password: mhsap06.**

**Facts4me.com** The goal of this website was to create a child-friendly, child-safe site; a site with accurate and interesting information that would stimulate emergent readers in either a school or family setting. The site was written on a second or third grade reading and comprehension level and would appeal to primary, special ed and ESL students. Parents can search the site for a variety of topics. MHSAP offers their patrons a basic subscription which allows access for all students and staff during normal school hours. **The activation time is 8:00 AM to 5:00 PM, Monday through Friday for twelve months.** Our School User ID is: mhsap (case sensitive) and our School Password is: homeschooler (case sensitive).

## **B. District Textbooks**

Public school textbooks may be available for home school use if extra copies are available. However, curriculum guides, answer keys, and other supplementary material are not available nor is the district required to supply these. All requests must be made to the MHSAP Resource Librarian. *Note: No materials are available for the Kindergarten level.*

## **C. Driver's Education**

Driver's Education is offered through each of the area high schools and through Kirkwood. When registering, older students are usually given preference but it is also "first come, first served." Please check with the school where the student will be taking the course, to see when registration begins. The cost also varies.

Other driver's education options are the privately run programs StreetSmarts ([www.streetsmartsdriversed.com](http://www.streetsmartsdriversed.com)) and RightWay ([www.rightwaydrivered.com](http://www.rightwaydrivered.com)). Check their websites for information concerning their programs.

# District Policies

## A. Jurisdictional Statement

Included in this handbook are MHSAP and Marion Independent School District (MISD) policies, rules and regulations that are in effect while students are on school grounds, school district property or on property within the jurisdiction of the school district; and while attending or engaged in school activities, such as field trips arranged by MHSAP. We expect students to conduct themselves in a manner fitting to their age level and maturity and with respect and consideration for the rights of others. Students are expected to treat staff, other students, visitors and guests with respect and courtesy. A violation of a MHSAP or district policy, rule or regulation may affect a student's eligibility to participate in MHSAP activities. Students and/or parents who fail to abide by the policies, rules and regulations may be disciplined for conduct which disrupts or interferes with the education program; conduct which disrupts the orderly and efficient operation of activities and/or classes or conduct which disrupts the rights of other students. Disciplinary measures include, but are not limited to removal from the classroom, probation and expulsion. It can also include prohibition from participation in MHSAP activities and/or classes. The discipline imposed is based upon the facts and circumstances surrounding the incident and the student's record.

MHSAP reserves and retains the right to modify, eliminate or establish school district policies, rules and regulations as circumstances warrant, including those contained in the handbook. Students and parents are expected to know the contents of the handbook and comply with it. For questions or concerns, please contact the office at 373-9209.

## B. Equity Statement

It is the policy of the Marion Independent School District not to discriminate on the basis of race, creed, color, gender identity, sex, national origin, religion, age, marital status, sexual orientation, veteran status, 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 Dr. Greg Thomas, Equity Coordinator, at 377-4691 x 1106.

## C. Student Records

In order to facilitate the educational process, MHSAP keeps a permanent school record and health records for each student. The custodian of the records is the MHSAP Director and his appointed assistant. Questions regarding student records should be directed to the Director. The records contain information about the student and the student's education and may include, but not be limited to the following types of information: identification data, attendance records (if coming from a public school), record of achievement, family background data, aptitude tests, educational and vocational plans, honors and activities, discipline data, objective counselor or teacher ratings and observations, and external agency reports. The following persons, agencies and organizations may have restricted access to student records without prior written consent of the parent of students under the age of 18 years or of students over age 18. Any other access to student records shall be only upon written consent or upon court order or legally issued subpoena.

- School officials, teachers, and AEA personnel with a legitimate educational interest.
- Officials of other schools in which the student proposes to enroll.
- Representatives of state and local government when auditing and evaluating Federal education programs.
- Officials connected with a student's educational financial aid applications.
- Organizations which process and evaluate standardized tests.
- Accrediting organizations for accrediting purposes.
- Parents or legal guardians of dependent children, regardless of child's age.
- Appropriate parties in a health or safety emergency.

Parents will have an opportunity to deny the release of directory information without their consent in a notice stating their rights under federal law. This notice will be distributed annually. Directory information includes, but is not limited to, parent's names, children's names, address, and telephone number. Student records are reviewed and inappropriate materials removed periodically and, at a minimum, whenever a student moves from one district to another or from one level to another (elementary to middle, middle to high school). Parents of students under age 18 and students over age 18 may review educational records of the student, obtain copies of the records, write a response to material in the record, challenge the content of the record on grounds of inappropriateness, inaccuracy, or an invasion of privacy, and have the records explained.

The Iowa Department of Education requires that a CPI form be filed annually for each student enrolled in a HSAP, with questions 1, 3 & 5 filled in.

## **D. Section 504 Student and Parental Rights**

The Marion Independent School District does not discriminate in its educational programs and activities on the basis of a student's disability. If it has been determined that your child has a qualifying disability for which accommodations may need to be made to meet his or her individual needs as adequately as the needs of other students, then as a parent, you have the right to the following:

- participation of your child in school district programs and activities, including extracurricular programs and activities, to the maximum extent appropriate, free of discrimination based upon the student's disability and at the same level as students without disabilities;
- receipt of free educational services to the extent they are provided students without disabilities;
- receipt of information about your child and your child's educational programs and activities in your native language;
- notice of identification of your child as having a qualifying disability for which accommodations may need to be made and notice prior to evaluation and placement of your child and right to periodically request a re-evaluation of your child;
- inspect and review your child's educational records including a right to copy those records for a reasonable fee; you also have a right to ask the school district to amend your child's educational records if you feel the information in the records is misleading or inaccurate; should the school district refuse to amend the records, you have a right to a hearing and to place an explanatory letter in your child's file explaining why you feel the records are misleading or inaccurate;
- hearing before an impartial hearing officer if you disagree with your child's evaluation or placement; you have a right to counsel at the hearing and have the decision of the impartial hearing officer reviewed.

Inquiries concerning the school district's compliance with the regulations implementing Title VI, Title IX, or the Americans with Disabilities Act (ADA), §504 or *Iowa Code* §280.3 should be directed to:

Dr. Greg Thomas

Marion Independent School District Administration Building

777 S. 15th Street

Marion, IA 52302

(319)377-4691

who has been designated by the school district to coordinate the school district's efforts to comply with the regulations implementing Title VI, Title IX, the ADA, §504 and *Iowa Code* §280.3.

## **E. Equal Educational Opportunity**

The Board of Education will not discriminate in its educational activities on the basis of race, color, national origin, creed, socio-economic status, religion, sex, disability, sexual orientation, gender identity or marital status.

The board requires all persons, agencies, vendors, contractors and other persons and organizations doing business with or performing services for the school district to subscribe to all applicable federal and state laws, executive orders, rules and regulations pertaining to contract compliance and equal opportunity.

The board is committed to the policy that no otherwise qualified person will be excluded from educational activities on the basis of race, color, national origin, creed, socio-economic status, religion, sex, marital status, sexual orientation, gender identity or disability. Further, the board affirms the right of all students and staff to be treated with respect and to be protected from intimidation, discrimination, physical harm and harassment.

## **F. Immunizations and other requirements**

All students must have either a complete and up-to-date immunization record or a waiver form on file at the MHSAP office. No student will be enrolled without it.

Iowa immunization requirements:

- (1) DTP – five doses, with at least one dose received at four years old or older if born on or after September 15, 2003; or four doses, with one dose received at four years old or older if born after September 15, 2000, but before September 15, 2003; or three doses, with one dose received at four years old or older if born on or before September 15, 2000. Also, there is a onetime booster for students in 7<sup>th</sup> grade or above.
- (2) Polio – four doses, with one dose received at four years old or older if born on or after September 15, 2003; or 3 doses, with one dose received at four years old or older if born on or before September 15, 2003
- (3) Measles/rubella (often given as MMR) – two doses, one given at 12 months or later and the second dose shall have been received more than 28 days after the first.
- (4) Hepatitis B – three doses if born on or after July 1, 1994
- (5) Varicella (chickenpox) – two doses at or above 12 months of age if born on or after September 15, 2003; or one dose received at or above 12 months of age if born on or after September 15, 1997, but before September 15, 2003, unless the applicant has a reliable history of natural disease.

All newly enrolled students are required to have a blood lead test to check for dangerous levels of lead in their blood.

Two types of exemptions are available – a Medical Exemption and a Religious Exemption. The Medical Exemption requires the signature of a doctor. The Religious Exemption must be signed by the parent in the presence of a notary public. The Religious Exemption does apply for the new blood lead test requirement.

## **G. Head Lice**

The Marion Independent School District has a written strategy on dealing with head lice. As a part of a community plan, the District will support families by emphasizing prevention, early detection and education as the best edge in controlling head lice.

Pediculosis (head lice) represents a common communicable childhood condition. Community involvement is very important, and families must actively participate at home in the treatment and prevention of head lice. **Head checks should be done at home as a weekly routine for preschool and school age children.** The plan established by the Marion Independent School District is designed to be family friendly and sensitive to individual needs. Our goal is to support families and keep kids in school!

Students with signs and symptoms of head lice will be referred to the school health office for evaluation and recommendations for treatment.

This plan emphasizes comprehensive education and community involvement. Enhanced support will be offered to families. Working together, we can minimize the impact of head lice in our schools and communities.

This plan was developed after reviewing the recommendations of the Linn County Public Health Department, Iowa Department of Public Health, National Association of School Nurses, American Academy of Pediatrics and the Harvard School of Public Health

## **H. Student Search**

All school property is held in public trust by the Board of Directors. School authorities may, without a search warrant, search a student, student work areas or student automobiles under certain circumstances to maintain order and discipline in the schools, promote the educational environment, and protect the safety and welfare of students and school personnel. School authorities may seize any illegal, unauthorized or contraband materials discovered in the search. Items of contraband may include but are not limited to nonprescription controlled substances, apparatus used for the administration of controlled substances, alcoholic beverages, tobacco, weapons, explosives, poisons and stolen property. Such items are not to be possessed by a student anywhere on the school premises.

Refer to Board Policy Number 502.8 for additional information.

## **I. Weapons At MHSAP**

Any school district facility and/or MHSAP sponsored event are not appropriate places for weapons or dangerous objects. This would include, but not be limited to, objects such as guns, knives, facsimiles of guns, etc., (including hunting rifles even if unloaded and locked in cars with the exception of law enforcement officials) as well as other objects such as broken bottles or baseball bats used to cause or threaten to cause injury. Such actions shall be disciplined up to and including expulsion from MHSAP.

## **J. Child Abuse Reporting**

In compliance with state law and to provide protection to victims of child abuse, incidents of alleged child abuse should be reported to the proper authorities. Employees are encouraged, and licensed employees are required as mandatory reporters, to report alleged incidents of child abuse they become aware of within the scope of their professional duties.

When a mandatory reporter suspects a student is the victim of child abuse, the mandatory reporter will orally or in writing notify the Iowa Department of Human Services. If the mandatory reporter believes the child is in immediate danger, the local law enforcement agency will also be notified. Mike Murphy (373-4766) is the district's Level 1 Investigator. Nicole Harmer (377-9401) is the Alternate Level 1 Investigator.

## **K. Anti-Bullying/Harassment Policy** *Board Policy Number 104*

Harassment and bullying of students and employees are against federal, state and local policy, and are not tolerated by the Board. The Board is committed to providing all students with a safe and civil school

environment in which all members of the school community are treated with dignity and respect. To that end, the Board has in place policies, procedures, and practices that are designed to reduce and eliminate bullying and harassment as well as processes and procedures to deal with incidents of bullying and harassment. Bullying and harassment of students by other students, by school employees, and by volunteers who have direct contact with students will not be tolerated in the school or school district.

The Board prohibits harassment, bullying, hazing, or any other victimization of students, based on any of the following actual or perceived traits or characteristics, including but not limited to, age, color, creed, national origin, race, religion, marital status, sex, sexual orientation, gender identity, physical attributes, physical or mental ability or disability, ancestry, political party preference, political belief, socio-economic status, or familial status. Harassment against employees based upon the employee's race, color, creed, sex, sexual orientation, gender identity, national origin, religion, age or disability is also prohibited.

This policy is in effect while students or employees are on property within the jurisdiction of the Board; while on school-owned or school-operated vehicles; while attending or engaged in school-sponsored activities; and while away from school grounds if the misconduct directly affects the good order, efficient management and welfare of the school or school district.

If, after an investigation, a student is found to be in violation of this policy, the student shall be disciplined by appropriate measures which may include suspension or expulsion. If after an investigation a school employee is found to be in violation of this policy, the employee shall be disciplined by appropriate measures which may include termination. If after an investigation a school volunteer is found to be in violation of this policy, the volunteer shall be subject to appropriate measures which may include exclusion from school grounds. "Volunteer" means an individual who has regular, significant contact with students.

When looking at the totality of the circumstances, harassment and bullying mean any electronic, written, verbal or physical act or conduct toward a student which is based on any actual or perceived trait or characteristic of the student and which creates an objectively hostile school environment that meets one or more of the following conditions:

- Places the student in unreasonable fear of harm to the student's person or property;
- Has a substantially detrimental effect on the student's physical or mental health;
- Has the effect of substantially interfering with the student's academic performance; or
- Has the effect of substantially interfering with the student's ability to participate in or benefit from the services, activities, or privileges provided by a school.

For further details refer to: [www.marion.k12.ia.us/Sites/District/Board/Manual/Policy/100/104.html](http://www.marion.k12.ia.us/Sites/District/Board/Manual/Policy/100/104.html)

## **L. Computer Usage**

Computer usage is subject to the Marion Independent School District's Acceptable Use Policy. A copy of the policy and a form for the student's parent/guardian to sign to allow a student to have access to District computers and the MISD Network will be given to a student's parent/guardian upon request. Typically, no student will be allowed access to the internet without staff supervision.

## **M. Gangs**

Possessing gang-related material or promoting gang-related activity whether directly or indirectly through drawings, signs, symbols (numeric or alpha-numeric) etc. or through recruitment or enticement, is not allowed.

## **N. Surveillance**

Audio/video surveillance technology is in use throughout buildings in the district.

## **O. Advisory Groups**

There are various opportunities for involvement in the school district through service on advisory committees. Individual buildings as well as the school district as a whole have organizations and advisory groups. There are advisory committees to which members are appointed by the Board. Such committees include the Superintendent's Advisory Committee as well as the School Improvement Advisory Committee (SIAC). The SIAC committee meets a couple times a year in the evening to discuss student achievement, learn about district initiatives, receive updates on state requirements and make recommendations on district goals. The Superintendent's Advisory Committee operates in a similar manner but provides feedback without the expectations for district goal recommendations. If you would like to be considered to serve on the SIAC please contact Dr. Thomas, Director of Teaching and Learning or Superintendent Sarah Pinion if you are interested in receiving information.