



# MPHSAP

Mid-Prairie Home School Assistance Program

2022-2023  
Family Handbook

**Mid-Prairie Home School Assistance Program (MPHSAP)**

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**VISIT US ON THE WEB!**

<https://www.mphawks.org/midprairie-home-school-education-center>

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**Home School Education Center (HSEC) Hours**

August 17<sup>th</sup> through May – Monday through Thursday, 9:00 a.m. – 4:00 p.m.,  
Friday, 9:00 a.m. – 3:30 p.m.

Summer Hours – Wednesdays 9:00 a.m. – 3:00 p.m. during the first two weeks of June  
Closed during the month of July and first two weeks of August

Teachers are available at the HSEC M-Th, 9:00 a.m. - 4:00 p.m., and Friday, 9:00 a.m. – 3:30 p.m.  
Refer to your newsletter for any changes to this schedule, or call the HSEC phone number to check  
the current week's schedule.

## **School District Information:**

MPHSAP is a program offered by the Mid-Prairie Community School District. It is available to families in the Mid-Prairie school district as well as those who choose to open enroll from other school districts.

**Mid-Prairie School District**  
1635 Hwy 22E, P.O. Box 150, Wellman, IA 52356  
319-646-6093  
Superintendent: Mark Schneider

## **Enrollment Information:**

### **MPHSAP Enrollment**

To enroll in the MPHSAP, you must fill out the enrollment form and submit a current immunization or exemption form along with a copy of the child's birth certificate. If you are outside of the Mid-Prairie School District, you must also apply for open enrollment to opt out of your resident district. (See below.)

### **Open Enrollment**

Application for open enrollment is available to anyone who does not reside in the Mid-Prairie School District but who wishes to enroll in the MPHSAP. An open enrollment application must be filled out and a copy submitted to the Mid-Prairie schools. Forms are available through the Mid-Prairie Home School Education Center or from your resident district offices.

Deadlines for open enrollment application are as follows:

The completed form must be filed with both the resident and receiving districts by March 1<sup>st</sup> preceding the school year for which open enrollment is desired. Exceptions to this deadline:

- 1.) Families wishing to enroll Kindergarten students must file forms with the receiving district before September 1<sup>st</sup> of the school year of enrollment in Kindergarten.
- 2.) The "good cause" category for filing after the March 1<sup>st</sup> deadline relates to a change in the student's residence.

## **Mission Statement**

The goal of the Mid-Prairie Home School Assistance Program is to provide support, resources, and assistance to parents as primary teachers in their endeavor to achieve quality home education.

Responsibilities of the MPHSAP:

Provide the following services and resources--

1. Resource library
2. Field trips
3. Enrichment classes
4. High school diploma program
5. High school level classes
6. Optional individual diagnostic and standardized testing

Responsibilities of Supervising Teachers:

1. Coordinate the MPHSAP
2. Fulfill required contacts with families
3. Work alongside parents to meet needs and challenges and celebrate successes

Responsibilities of Parents:

1. Fulfill required contacts with supervising teachers
2. Plan, execute, and document the educational progress of their children

Responsibilities of Students during all group activities:

1. Make a commitment to learn
2. Display a positive attitude
3. Exhibit exemplary behavior

## **MPHSAP Policies:**

The Mid-Prairie School District acknowledges parents' right and competency to design and execute their children's education independently. Families who belong to the MPHSAP have absolute freedom to follow their own educational plan and independently choose material for educating their children within the confines of state law.

### **A. SUPERVISION**

The goal of the MPHSAP is to enable families to understand and meet state standards for enrollment in a home school assistance program.

#### **1. Legal Requirements**

The key role of an HSAP is to provide support and assistance to parents who have chosen to teach their children at home. This may work out differently for each family; however, Iowa home schooling law has some basic requirements which must be met by all families and teachers. The law requires that HSAP supervising teachers have a minimum of sixteen contacts with home school students and parents per year. Half (eight) of these contacts must be face-to-face. Teachers use these opportunities to focus on each family's individual goals. Visits may occur in the home, at the Mid-Prairie Home School Education Center (HSEC), or at another location as agreed upon by the parent and teacher.

Iowa law regarding Competent Private Instruction (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 custodian with respect to the following during the course of the year's visits:*
  - (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. *Referring to the child's district of residence for evaluation a child who the practitioner has reason to believe may be in need of special education.*

## 2. Supervising Teachers

The Mid-Prairie Home School Assistance Program provides each family with a supervising teacher who is licensed by the state of Iowa. Teachers may be contacted through the MPHSAP Resource Center, at their personal phone number, or via email. These teachers do not all work full-time, and may not be on call all day every day. Supervising teachers will always schedule their meetings in advance; they will not visit unannounced. In addition to your primary supervising teacher, all teachers in the program are ready to assist in any way. Contact with a teacher other than your assigned teacher can count toward your contact requirements.

## 3. Record Keeping

- a. By law, a log verifying contacts must be kept. This is done in two ways. First, each supervising teacher keeps a contact sheet with a brief note documenting each contact. This sheet does not contain any information specific to a student, and is only used for the purpose of documenting the contacts.

As stated in the agreement letter which is signed by the parent at the time of enrollment, teachers may keep more information that is helpful for servicing a family, such as curriculum being used, learning styles, etc. This log is kept by the supervising teacher, but is considered the property of the individual family. Access to these logs by anyone other than the teacher and the family will be granted only by the family's consent.

In addition, a monthly spreadsheet is kept. Library visits, class or activity participation, teacher visits, phone calls, etc. are logged. In this way, the program has documentation that the requirements of the law are being fulfilled, but no personal information is disclosed. Families may feel free to ask to see this log at any time.

- b. The program is required by law to keep immunization records or exemption cards for each student.
- c. Yearly documentation of home learning for each child is the responsibility of the parents. The format is up to the parents and does not need to be exhaustive. This record keeping becomes more important as the student moves into the upper grades and families prepare transcripts and/or portfolios for entrance into post-secondary education. Families whose home-schooled students plan to transition back into a traditional school setting will be responsible for complying with the school's requirements for documentation to determine proper placement of the child. The supervising teacher is available to assist in determining the best format for documentation and record keeping.
- d. Students who choose to do so can use our high school diploma program guidelines and templates. For these students, transcript records and course descriptions are kept by the MPHSAP, and can be sent out for students applying for post-secondary education or positions.

#### 4. Testing

Students enrolled in the MPHSAP are not required to submit to either standardized testing (Iowa Assessments) or portfolio evaluation. However, if parents request testing or evaluation, it is provided to students at no cost by the program. These tests are offered each year in the fall, and advance registration is required. A copy of the scores is placed in the family's cumulative folder which is not available for viewing by anyone outside of the MPHSAP without the parent's consent. (See page 14 regarding specific test requirements for the MPHSAP diploma.)

### B. RESOURCES

#### 1. Resource Library

##### a. Purpose:

The purpose of the resource library is to provide access to a variety of media materials to aid in learning. These include a sampling of materials supporting many approaches to home schooling, as well as materials equivalent to those students would receive if they were enrolled in a traditional classroom.

##### b. Contents:

The MPHSAP resource library was established in 1997 and now has thousands of items in inventory. These include materials for every subject area and grade level, unit studies, DVD's, home school help books, reference books, educational games, science and math manipulatives, microscopes and lab kits, select novels and books for many reading levels, historical fiction, biographies, and much more. Participating families have the option of helping select specific items to put in the library by suggesting \$100 in non-consumable materials per enrolled student per year. These suggestions are then evaluated based on our library selection policy before purchasing.

According to Iowa Code, Rules 31.4(4) and 31.4(5), home school assistance programs cannot provide monetary payments directly or indirectly to families enrolled in their programs. The law also states that any instructional materials purchased must remain the property of the HSAP. The district must provide instructional materials, if the parent or guardian so requests, on the same basis that materials are provided to regularly-enrolled children.

##### c. Policies:

###### ● Check Out:

Items in our library may be checked out for different periods of time. Items may be renewed unless placed on reserve by another family. Checkout service will occur only during regular HSEC hours. Extensions may be made by emailing or phoning the HSEC. ([hsap@mphawks.org](mailto:hsap@mphawks.org), 319-683-2280).

###### ● Returns:

Items may be returned during regular office hours in the designated return box in the library. Items are due no later than 4:00 p.m. on the due date. **Many items are in high demand. Families should return items as soon as they are finished using them.**

###### ● Science Supplies:

A limited number of science supplies (microscopes, slides, scales, etc.) are available through the Resource Library. Families may contact the librarian to verify what is available for loan.

- Reservations:  
Items currently checked out by another family may be reserved by contacting the librarian or through the online catalog.
- Visits:  
The Resource Library is open for families to browse, check out, and return items during regular hours. **Young children should not be left unattended in the HSEC.** Toys and games are available for families while parents are using the library or meeting with MPHSAP staff. **Toys should be picked up and put away before families leave.**
- Donations:  
Many families have donated items in the past by donating items to the MPHSAP library and others are enjoying the benefits of those donations. Because our library has a specific vision and purpose, as well as limited space, the MPHSAP reserves the right to limit what is accepted. The MPHSAP staff is working to create a library that specifically meets the needs of families in the program.

## 2. Area Merchant Discounts

Some area merchants offer MPHSAP parents the same discount they offer public school teachers. The following is a list of some discounts:

- **Barnes and Noble**—20% off educational materials only.  
The MPHSAP has the application forms and cards available. This card must then be presented at subsequent visits to the store to receive the discount.
- **West Music**—“Musician’s Club”  
Families must sign up at the store to receive their card. West Music offers a 10% discount off music books and 20% off accessories for instruments.
- **JoAnn Fabrics**—Teacher Rewards  
15% discount on all purchases. Recipients must show proof of enrollment as a home school parent. This could be a copy of the enrollment form or a letter from us confirming your status.

## 3. MPHSAP Resource Center

- a. **Copy Machine:** Copies will be made by staff members only. Because of this, families are asked to make copy requests for anything more than a few pages at least a week in advance to work around the schedules of the staff and teachers. MPHSAP families requesting copies are responsible for complying with copyright laws. Copies are 5 cents each for black and white and 15 cents for color copies on regular paper, card stock is an additional 5 cents, excluding copies needed for records requested by the MPHSAP staff. Copy requests should be for educational purposes only.
- b. **Laminating:** A laminator is available for use by staff members at the HSEC. The laminator has a 25”-wide capacity. The cost of laminated materials is 25 cents per linear foot. Materials should be brought in and left to be laminated by a staff member. Please allow a week for this to be completed.  
General tips for laminating:
  - Material which cannot withstand heat up to 225 degrees should not be laminated. (FYI—crayon will melt and spread.)
  - When trimming materials made up of multiple layers, a ¼” edge of laminating film should be left.
  - When mounting items to be laminated, dry mount tissue, rubber cement, or spray mount adhesive should be used. Tape, white glue, and paste will leave wrinkles.
  - Items cannot have any staples, paper clips, clasps, etc.

## 4. Grant Wood Area Educational Agency Services

As part of the MPHSAP, families are given the same privileges as teachers in accessing the resources at the Grant Wood Area Educational Agency, and can go online to search through their libraries for educational materials – videos, books, book sets, curriculum, etc. This is a VERY large collection. Items checked out are delivered to HSEC on Tuesdays or Fridays, and are picked up at the school on Tuesdays or Fridays at 8 a.m. Significant fines are assessed for overdue items.

Another great service that Grant Wood provides is access to online research tools. This service links to educational magazines, both professional and academic in nature. Many of these educational resources are not available to the general public.

If families are interested in either of these services, they should let their supervising teacher know, and she will give instructions on how to access them with your assigned client number.



## C. VOLUNTEERS AND NON-SCHOOL GROUPS

The following are policies of the Mid-Prairie School District. We will follow the same policies and procedures for our HSAP.

- **School Volunteers (School-Sponsored Activities and Programs)**

All adult volunteers must undergo a district background check before volunteering in any school district sponsored activity or program. An adult volunteer is defined as any adult that is not a school employee or a currently attending district student, who may work during the school day or during a school sponsored activity that could include individual, small or large group student activities. Individuals not directly working with students may still be defined as adult volunteers if the work is performed repeatedly over a significant period of time.

Volunteer application forms can be found on the district website

([https://www.mphawks.org/uploaded/2018-19/Volunteer\\_Background\\_Check\\_Packet\\_Aug18-FILLABLE.pdf](https://www.mphawks.org/uploaded/2018-19/Volunteer_Background_Check_Packet_Aug18-FILLABLE.pdf)), or secured from any building secretary or from Central Office. Completed volunteer application forms should be returned to any building secretary or Carmela Ulin ([culin@mphawks.org](mailto:culin@mphawks.org)) at Central Office.

Once all volunteer application forms are returned, a background check will be conducted using the following databases: Social Security Number Verification & Address History, County Criminal Records Search, Sex Offender Records Search, Iowa Child & Dependent Adult Abuse Registry Information, Federal Criminal Records Search, National Criminal Database Alias Search and Government Watch List. These are the same databases used for new employees.

After the results of the background check are received, any convictions will be compared to the Iowa Board of Educational Examiners (IBOEE) automatic disqualification list for teachers and school administrators. If a volunteer applicant has a conviction contained on this list, they will automatically be disqualified from volunteering at Mid-Prairie.

The Human Resource Coordinator and the superintendent will review any convictions not on the IBOEE list. Based on this review, a final determination will be made on the ability of the applicant to volunteer in the district.

Any volunteer applicant disqualified from volunteering by either the IBOEE automatic disqualification list or by the review of district administration may appeal the disqualification to the Mid-Prairie School Board. The appeal will be heard at a school board meeting open to the public.

Background checks on volunteers will need to be conducted every two years.

- **Non-School Sponsored Groups/Activities**

During the year, many community and non-school sponsored groups and organizations send out information about activities and/or services they are offering. The information about these activities and/or services is distributed by the Mid-Prairie Community School District as a courtesy to parents. **These activities and/or services are NOT school district sponsored events.** The Mid-Prairie Community School District makes no endorsement on the quality of these activities or of the individuals and/or groups that are sponsoring or involved with these activities. Parents are encouraged to investigate these opportunities for themselves to judge the appropriateness of the activities for their own elementary, middle school, and/or high school student.

## D. FIELD TRIPS AND CLASSES

The MPHSAP arranges and plans a variety of activities and classes that will be attractive to all age and interest levels. These events are largely dependent on interest expressed by families. Ideas and suggestions are welcomed so that needs and expectations are met. Events are designed for family involvement, and parents are encouraged to be involved in scheduled events.

### 1. Field Trips

Students get very excited when they learn new things on a field trip. However, in order to make these learning experiences the best they can be for everyone, it is important that students be reminded about proper field trip behavior. On field trips, parents should help children remember not to talk when the guide is talking, to raise their hands to ask a question, to stay with the group, and to follow any other directions. The program depends on every family to help the students be on their best behavior so all can learn, have fun, and leave a good impression of our program and home schooling families.

Please remember that if a family signs up for an event, it is their responsibility to mark their calendars and remember to attend. If a cancellation needs to be made because of sickness or unforeseen conflicts, please let the MPHSAP know as soon as possible so that appropriate arrangements can be made and the teacher in charge will not wait. Along the same line, **families should arrive on time for all events** in order to be considerate of others' time and always leave hosts with a good impression. In addition, there are sometimes families who are on a waiting list and would like to go if others are not able.

Please remember that field trips with a fee must often be paid by the MPHSAP in advance. If a family must cancel, note that they may still be charged the fee.

### 2. Classes

#### a. Student Expectations:

- **Be Prepared** by planning ahead and bringing what is needed.
- **Be on Time.**
- **Be Self-Controlled** by walking, using an appropriate voice level, playing in calm 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 being said by other students.
- **Be Courteous and Friendly** toward everyone.
- **Be Respectful** toward the teachers, parents, other students, facilities, materials, equipment, and grounds.
- **Be Responsible and Helpful** to teachers, parents and classmates by:
  - Closing what they open.
  - Turning off what they turn on.
  - Putting away what they take out.
  - Cleaning up what they mess up.
  - Asking about what they do not understand.
  - Leaving things better than they found them.

b. Procedures

**Attendance**—Participation in MPHSAP classes and activities is optional. However, students who enroll need to follow these guidelines:

- Arrive early so they are ready to begin class on time.
- Plan to attend as noted for each event (i.e. 4-week session—student should attend every week).
- Arrive no sooner than 10 minutes before and leave no later than 10 minutes after event.
- Remain in the classroom or activity area unless permission to leave is granted by the teacher.
- Attend the entirety of each activity or class as scheduled.
- Call the MPHSEC or the teacher no later than the day of the class if the student will be missing due to illness or family emergency.

**Discipline**--The teacher will assume the authority to handle any discipline issues. Growing in character is a very vital part of a family's desire for its child. To provide optimum learning experiences for children at MPHSAP classes and activities, these discipline measures have been established:

Inappropriate behavior is defined as, but not limited to:

- Disrespect to an instructor, parent, or other student.
- Behaving or conversing in a manner unrelated or inappropriate to the class or activity.
- Being unwilling to cooperate in class, activities, etc.
- Taking, tampering with, or destroying items that do not belong to the student, including school property.

If a child is disruptive during a MPHSAP class or activity, and is not responsive to the teacher's correction, the teacher in charge of the class/activity will contact the parents after the event to discuss the inappropriate behavior, restitution and resolution. The student must demonstrate a willingness to work toward improvement with regard to the expectations for behavior listed above.

### **3. Participation in In-Person Activities**

Parents will agree that they will screen their child(ren)'s health daily prior to sending them to in-person activities.

An appropriate screening includes:

- Temperature Check
- Careful observation for the following Covid-19 Symptoms
  - Cough
  - Fever
  - Chills
  - Muscle pain
  - Shortness of breath or difficulty breathing
  - Sore throat
  - New loss of taste or smell

### **ILLNESS**

Learning is the last thing on the mind of a sick child. If your child is not feeling well, please keep him/her at home. Children should be fever-free for **twenty-four hours** without the aid of medication, before returning to school following an illness. A fever is considered anything over 100.0 F. Also, children need to stay home for twenty-four hours following any episode of vomiting or diarrhea. We realize that this at times may inconvenience families, but it is better

for the child in the long run. ***If your child will not be attending classes or activities for any reason please notify the HSAP by 9:00 a.m. that morning, at 319-683-2280.***

If your child has any one of the following conditions, you will be notified to pick up your child immediately: contagious disease, fever over 100 degrees F, vomiting or diarrhea, accident requiring medical attention. *Therefore, it is very important that we have a telephone number where we can reach you during the school day.* Please let us know if this telephone number, or any other pertinent information, changes during the school year.

#### 4. Weather Cancellations

In the event of inclement weather, MPHSAP may open late, close early, or cancel classes and activities. **MPHSAP follows the same weather protocol as Mid-Prairie Community Schools.** If you are in doubt as to whether there will be a cancellation, late start, or early dismissal, please listen or watch one of the following radio or TV stations:

KCII (1380 FM & 106.1 AM)	Washington	
KRNA (94.1 FM)	Iowa City	
KCRG- TV (Channel 9)	Cedar Rapids	*Phone App Available
KGAN- TV (Channel 2)	Cedar Rapids	
KWWL- TV (Channel 7)	Cedar Rapids	

Parents may also sign up for Mid-Prairie School District weather alerts on their phones by visiting <https://www.mphawks.org/weather-alerts>. Please note that families who sign up for this service may receive a phone call and/or text even on days when they are not scheduled for any events or classes at MP-HSEC. The service is district-wide and NOT HSAP specific.

In addition to the resources above, MPHSAP will send an email with building specific details about the schedule changes for the day. We expect that each family will check the email or news source before attending any HSAP activities or visiting our Resource Center if the weather is uncertain.

## E. HIGH SCHOOL

### 1. Classes

A variety of high school level support classes are offered each year. Students meet weekly with a teacher who facilitates class discussion or additional activities that build on the studying done at home. Parents remain the primary teacher. Although these classes are offered to support the diploma program, any high school student may participate whether he or she is working toward a MPHSAP diploma or not.

Parent/student meetings will be scheduled at the beginning of each fall semester. Attendance at these meetings is mandatory for both the student and parent prior to class participation.

In addition, parent/student/teacher conferences are scheduled once each semester. These are also required for the parent(s), with student attendance encouraged.

### 2. Post-Secondary Enrollment Option (PSEO)

*The Postsecondary Enrollment Options Act was enacted in 1987 to promote rigorous academic pursuits and to provide a wider variety of options to high school students by enabling **eleventh and twelfth grade** students to enroll part time in nonsectarian courses in eligible post-secondary institutions of higher learning in Iowa. A ninth or tenth grade student who is identified as a gifted and talented student according to the school district's criteria and procedures may now participate under this Act. The specific purposes of this Act are to: promote rigorous academic pursuits; and provide a wider variety of options for students. **Iowa Code section 261C.2***

If you are interested in more information about the PSEO for your high school student, please contact your supervising teacher. This option is available only for classes that are not offered at Mid-Prairie High School.

### 3. Kirkwood Community College: Academy, Concurrent & Alternate Concurrent Courses

High school students can enroll in hands-on technical programs and arts and sciences classes completed on-site at a Kirkwood Regional Center.

Through Academy enrollment, students:

- Earn both high school and college credit at no cost to their families.
- Explore specific career fields to help them make decisions about their future.
- Jump-start an applied science diploma, degree, or technical certificate at Kirkwood.
- Earn fully-transferrable credit they can take with them to a university.

In addition, a selection of college courses are available to HSAP students on site at the Mid-Prairie High School as concurrent classes. Or, students may be able to take approved courses at the area KCC Campuses through the alternate concurrent process.

Enrollment deadlines are communicated in the monthly newsletters. Families are responsible for connecting with their supervising teacher **and** the Senior Year Plus coordinator early in the fall/spring to meet the enrollment deadlines. Late course enrollment may not be approved. Typical deadlines are as follows:

**Academy Registration:** February 28<sup>th</sup> of the previous year

**Concurrent/Alternate Concurrent Fall:** 2<sup>nd</sup> Week of April of the previous year

**Concurrent/ Alternate Concurrent Spring:** 2<sup>nd</sup> Week of December of the current year

#### 4. Diploma Policy

Students enrolled in the Mid-Prairie Home School Assistance Program may choose to participate in the home school diploma program. The diploma is optional for all MPHSAP students, and home-schooled students may continue to participate in all other functions of MPHSAP 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.

##### a. Academic requirements for the MPHSAP Diploma

###### 1) Students must complete 28 units of credit

a) Students must complete a minimum of sixteen (16) required units in the following subject areas:

4 units of English

3 units of mathematics

3 units of science

3 units of social studies

(1 unit of US History and .5 unit of Government required)

2 units of PE

.5 unit Health

.5 unit of Financial Literacy

b) Students must complete a minimum of twelve (12) elective units in any area of study.

2) It is the responsibility of each student and their parents to keep a record of the units 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 MPHSAP keep transcript records for him/her.

##### b. Evidence of Completion

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

- Completion of a high school class through MPHSAP or Mid-Prairie High School.
- Completion of a high school level textbook.
- For electives (non-core subjects), completion of a minimum of 120 hours of study and/or activities related to the course content.
- Completion of an independent study course which culminates in 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, or CLEP.
- Any other evidence of completion of a course as agreed upon by the parent and the MPHSAP director.

##### c. 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 Mid-Prairie 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 Mid-Prairie Home School Assistance Program, unless otherwise approved by the MPHSAP Director.

d. How Credits Are Awarded

It is up to the parent, with concurrence of the supervising teacher, to determine that the requirements for a course unit have been met. Successful completion of each course will count toward the requirements for the MPHSAP diploma. Units may be earned in increments of .25, .5, and 1 unit.

e. Evaluation

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

f. Independent Assessment

- MPHSAP students pursuing the diploma option will be required to take a standardized assessment and achieve a score at or above the 40<sup>th</sup> percentile on core composite scores based on national norms during their junior year.

g. Special Needs Provision

It is the intention of the Mid-Prairie Home School Assistance Program to award a certificate of completion to home educated students with special needs who are achieving up to their potential. Therefore, the superintendent and the MPHSAP Director may waive any of these requirements for the diploma if they deem the requirements to be inappropriate to a student with special needs, and if the MPHSAP Director mentions, in the evaluation letter, that the student has special needs.

h. Honors Program

A student who is enrolled in the MPHSAP diploma program may choose to participate in the honors program. Honors may be received in academics, service, or a subject-specific area.

**NOTE:** There are specific deadlines for application and completion of Honors requirement **beginning in the student's sophomore year**. Supervising teachers can give more details and information regarding these dates and expectations.

i. Graduation

A student completing the requirements for graduation will be recommended to the MP School Board and will receive a diploma documenting his/her achievement. An exit interview will be held with the student, the director of the MPHSAP, and the school superintendent. The director of the MPHSAP may choose to provide a graduation ceremony for these students based on the desire of graduating seniors and their parents. Home school students will not be included in the Mid-Prairie School District's high school graduation ceremony. Students who have successfully completed the MPHSAP honors program will graduate with honors.

## 5. Transcripts

### a. Record Keeping:

As noted on page 6, record keeping is primarily the responsibility of the parent. Supervising teachers and parents will review the student's progress and assign units on a transcript form on a regular basis. The original form will remain with the supervising teacher until completion of the transcript.

### b. Grades:

Parents have the option of assigning grades and the grading scale for the courses which are completed independently at home and shown on the transcript. Information on ways to determine grades is available from the supervising teacher.

Grades for courses taken through MPHSAP, Mid-Prairie High School, or other educational institutions will be determined by the instructor.

### c. Transcript preparation:

The MPHSAP Official Transcript (MS Excel format) is available as a digital copy for parents who request it. Final transcripts are to be submitted to the MPHSAP Director through the supervising teacher.

### d. Multiple Transcripts:

Some students may be recording credit for courses taken at a public or private high school or college in addition to their home schooling studies. Parents shall provide a separate transcript for each institution where their child received credit for courses taken. Each institution will be designated on the MPHSAP Transcript.

### e. Transcript Records:

MPHSAP will maintain the official signed copy of student transcripts in the student's file.

## F. Visitor Policy

### 1. Entering the Building

a. Any visitors entering the HSEC building will enter through the Main Entrance located by the library

2. Visitors entering the classroom space, past the double doors, will need to sign in at the library and wear an ID badge/nametag