



Parent/Teacher Handbook 2023-2024

Cedar Rapids Home School Assistance Program

The mission of the Cedar Rapids Home School Assistance Program is to provide an educational alternative that benefits homeschooling families, meets the educational requirements of the school district, builds community and considers the best interest of the student.

Cedar Rapids Home School Assistance Program
2301 J Street SW, Cedar Rapids, IA 52404
crschools.us/schools/nontraditional-education/home-school-assistance-program
319.558.2088



TABLE OF CONTENTS

STAFF INFORMATION

SERVICES

CLUBS AND ACTIVITIES

ENRICHMENT CLASS GUIDELINES

ADDITIONAL INFORMATION

STAFF INFORMATION

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Secretary: homeschool@crschools.us (319) 558-2088

Office Hours: 7:30 am - 3:30 pm (Tuesday, Wednesday, Thursday)

Teacher Hours: 7:30 am – 3:30 pm Monday through Friday

CEDAR RAPIDS HOMESCHOOL ASSISTANCE PROGRAM

Parent/Teacher Support

- Certified teacher support
- Eight in person visits with child(ren) and parent
- Curriculum rental available
- Assessments available
- Lending library
- Extensive educational resources
- Opportunities for networking
- Educational goal setting
- High school transcript and record keeping
- Scholastic book orders

Student Opportunities

- Enrichment classes and clubs taught by homeschool staff
- Dual enrollment: core classes, specials/electives, activities, and IEP services
- Family focused events: field trips, STEM, Club Create, World Food Fest
- Edgenuity online courses for students in middle and high school
- Homeschool High School Diploma and graduation
- High school job shadows and internships available through Kirkwood
- Chromebooks available for students

SERVICES

Resource Teacher

The Cedar Rapids Home School Assistance program is staffed by certified teachers. Each family is assigned a teacher who works directly with the family to provide:

- Minimum of 16 contacts per year, 8 visits must be in-person with parent and child(ren), as required by law unless your student is enrolled and has consistent attendance in our enrichment classes.
 - Visits must be in-person; may be held at Wilson MS, your home, or location agreed upon.
 - Visits are collaborative in nature.
 - Emails, phone calls, texts, field trips and events are NOT part of the required 8 in-person visits; these are counted as additional contacts.
 - Families not meeting at least 75% of contacts risk removal from the program.
- Curriculum assistance
- Learning and goal setting assistance
- Formal and informal student assessment
- Support with learning activities, lesson planning examples, scheduling, etc.

Curriculum

- K-12 curriculum can be rented in reading, language arts, math, social studies, science, other high school courses (both a teacher's edition and student text are included as available), and Edgenuity (online) classes for middle and high school students.
- Curriculum fee is \$110.00 per student, non-refundable -payable to CRCSD before curriculum is given to take home
- Families will be charged for all consumables requested in addition to the curriculum fee.
- Students who qualify for free & reduced lunch will have a prorated fee of \$55 per student and will be charged the full fee for consumables.
- Curriculum is returned in the spring (late May).
- Replacement costs for lost or damaged curriculum are the responsibility of parents.
- Curriculum used over the summer will be charged the following school year.

Diagnostic Testing

- Iowa assessments are administered through CRHSAP during the spring for grades 3-11.
- Students are encouraged to take one of the following assessments: ISASP, ACT, or SAT.
- Participation is encouraged, but not required.
- Results are shared when made available.
- Other assessment options are available. Please discuss with your resource teacher for options.

Enrichment Classes

- K-12 students experience a partial day in school.
- Weekly attendance is expected unless illness or vacation is communicated.
- Classes offered (vary each school year): Science, art, 21st century skills, history, language arts, math, PE, lunch and recess.
- **There is a \$45.00 annual fee per student to take CRHSAP enrichment classes at Wilson School.** All fees are payable to CRCSD through Infinite Campus or in the homeschool office and due by October 1st of each year.

Dual Enrollment

- K-12 Students may attend classes at their neighborhood school: academic classes, IEP support, PACT/Prime Time, fine arts, athletics, activities, and clubs.
- Open enrolled students (from other districts) may dual enroll in any CRCSD school that aligns with grade level and subject availability, pending administrative approval.
- Parents must notify their home school resource teacher and contact their neighborhood school secretary to initiate dual enrollment.
- Students may take up to 75% of their classes at school.
- **Students who dual enroll for core subjects may not enroll in enrichment classes.** Students K-12 attending public school for specials, IEP services, or Kirkwood classes may enroll in enrichment classes as long as there is not a conflict of time.
- Fees for dual enrollment (fees subject to change). Fees are attached to Infinite Campus.

	Elementary School	Middle School	High School
1 class	\$5.00	\$8.00	\$13.00
2 classes	\$10.00	\$16.00	\$26.00
3 classes	\$15.00	\$24.00	\$39.00
4 classes	\$20.00	\$32.00	\$52.00

Note: Additional fees may be required for extra-curricular activities or added courses.

Lending Library

- Online catalog access through Classlink and our CRHSAP News Website.
- Open on enrichment class days or by appointment.
- Materials available: books, textbooks, reference materials, games, activities, and manipulatives with a variety of subject/content areas.

Home School Communications

- District website: crschools.us/schools/nontraditional-education/home-school-assistance-program
- CRHSAP News Website: sites.google.com/crschools.us/homeschool
Find our calendar, information, resources, and links to register for upcoming events and clubs.
- Facebook - CRHSAP
- Instagram- crhsap
- School Messenger monthly message from the lead teacher.

Grant Wood Area Education Agency (gwaea.org)

Grant Wood AEA provides programs and services designed to support quality education for all students by improving teaching and learning. All families need to set up an account prior to using GWAEA services. Please contact customer service and scheduling: reservations@gwaea.org
319-399-6754.

- On-line catalog is available at: www.gwaea.org/educators/media-center
- Extensive Professional Library: educational journals and teacher education books
- Iowa AEA Online K-12: access to high quality, safe web-based resources
- Production lab: lamination, posters, book binding, die cuts, etc. (fees may be applicable)
- Media center: student materials (globes, telescopes, science materials, etc.)
- **Grant Wood AEA Procedures:**
 - Use of Production Lab equipment is for people 16 and older. Children should be supervised at all times.
 - Fees for overdue materials will be assessed and are the responsibility of the user.
 - Items may be picked up and returned to Wilson School or GWAEA.
 - Items returned to Wilson School must be in the homeschool office no later than 12:00pm two days before they are due.

CLUBS AND ACTIVITIES

Clubs

- Clubs are offered once a week for 7-8 weeks (depending on the quarter).
- Clubs are held in homeschool rooms at Wilson Middle School.
- Each quarter a variety of activities are offered. Students sign up based on student INTEREST.
- Must register EVERY quarter. There is a limited number of spaces available.
- Must commit to attend all the sessions for the quarter club.
- No fee to attend.

Field trips

- Family friendly field trips are offered monthly. Small fee may apply.
- Sign up for the field trip on the HSAP news website.
- Field trips are for whole families unless specified.
- Parents/Guardians are responsible for their students at all times.
- Payment arrangements, when applicable, will be communicated in the sign up.
- Sign up only for events you and your family are committed to attend.
- If you sign up and are unable to attend, please notify the main office as soon as possible.
- Arrive five to ten minutes early at the field trip location.
- Be respectful of our guides, location and surroundings.

Club Create (Art) and STEM Events

- Participation is limited to HSAP students enrolled and a parent(s)/guardian(s).
- Siblings are welcome to attend with additional supervision.
- Parents can actively participate in their child's love of creating.
- Must register in advance on the HSAP news website, sites.google.com/crschools.us/homeschool, under the “club create” section.
- No fee to attend.

First Lego League (FLL)

- First Lego League - Challenge - Grades 4 - 8 (Competitive)
 - 3 hours per week for 10 - 12 weeks (Sept. - December)
 - Fee: \$60/child (includes team t-shirt)

ENRICHMENT CLASS GUIDELINES

Attendance

- A year-long, once per week commitment is expected for all K-12 classes.
- **Students who dual-enroll for core subjects may not enroll in enrichment classes.** Students K-12 attending public school for specials, IEP services, or Kirkwood classes may enroll in enrichment classes as long as there is not a conflict of interest.
- Arrive no sooner than 10 minutes before classes begin.
- Pick students up no later than 10 minutes after classes end.
- Late students should always check in at the CRHSAP office.
- Please call the CRHSAP office at 319-558-2088 before 8:30 am if your student is unable to attend class or if he/she will be late.

Health Information

- Inform HSAP of students' significant health conditions. Information will be shared with staff working directly with your student.
- Contact the school nurse if the condition requires special adjustment in the school environment.
- Any changes in student health status during the year should be communicated to the Wilson school nurse or health secretary. Wilson Health Secretary 319-558-2097.

Class Expectations

Please review the following CRHSAP expectations with your students.

- Walk quietly inside the school building and keep hands and feet to yourself.
- Use appropriate school language and volume.
- Show respect for teachers, cooks, other students, materials, and the building.
- **Students disruptive to the learning environment will be placed on a behavior plan. Failure to adhere to the plan will result in removal from enrichment classes.**
- Leave electronics and toys at home.
- Phones should be left in bags inside lockers. Middle and high school students may have them during lunch or other designated times by their teachers.
- If bullying occurs, please encourage your student to report immediately or contact the lead teacher. Any reports will be investigated and next steps will be implemented.

Lunch

- Students may bring their own lunch or choose from the lunch menu for Wilson Middle School.
- Lunch menu can be found at: cr.nutrislice.com/menu
- **Lunch price is \$3.20. You can purchase just milk for \$0.60**
- Lunch money can be paid online at cedarrapids.familyportal.cloud or bring cash or check and give to the homeschool secretary at the beginning of the day.

Recess- Grade K-5

- Will be outside when it is not raining and the temperature (with wind chill) is over 10 degrees.
- Dress appropriately for the weather. Coats are expected for temperatures under 45 degrees.
- When it is cold and/or snow on the ground, students should bring snow pants, snow boots, coat, hat, and gloves or mittens. Boots and snow pants are best packed in a separate bag for transporting.

Drop Off/Pick Up for ALL families

- **Enter the Wilson School parking lot from 2nd Street SW (this is the exit)** and make an immediate right in order to circle around the parked cars, lining up in front of the sidewalk. Students will be unloaded/loaded into cars and you will leave via the 2nd Street SW exit.
- If your student needs assistance loading or unloading, please park in a parking spot.
- **If your student is riding with another family it is important to call our main office due to safety concerns.**

Birthdays, Invitations, Treats and other

- Students may distribute treats to **ALL** classmates (Please call the office for student numbers).
- Treats should be healthy and may include items such as crackers, pretzels, pita chips, tortilla chips, popcorn, granola bars, and seeds. **Please wrap all treats individually for ease of distribution. No nut products.** Small items such as pencils or stickers are encouraged to share instead of food items due to the increasing number of students with food allergies.
- Party invitations will be distributed **to everyone in the class.** Invitations are distributed in K-1, 2-3, and 4-5 classrooms.
- Holidays are not celebrated at HSAP.

Items from home

- All toys, dolls, radios, electronics, balls, etc. should remain at home unless teachers request items to share or use for educational purposes.
- The school will not be responsible for lost, stolen, or damaged items brought to school.

Cell Phone/Electronics Guidelines

- Phones/electronic devices may be brought to school, but should be turned off and not used during the school day. If lost or stolen, phones and electronic devices are not the responsibility of CRHSAP.
- **Many lockers do not have locks and lockers are left open during the school day.**
- Phones should be used at the end of the day for communication between families.
- Students may use the phone in our main office with permission from staff.
- Parents can contact their student by calling the office at 319-558-2088.

ADDITIONAL INFORMATION

Weather Guidelines

You will be contacted via an automated phone message for weather related announcements. You may also find information on local media and the Cedar Rapids Community School District website

Delayed Openings

Enrichment classes will be **canceled**.

Home visits and activities will occur as scheduled unless contacted by your resource teacher.

Early Dismissals

All CRHSAP classes, home visits, and activities scheduled for after the early dismissal time are canceled.

Please pick up students from enrichment classes at designated time as announced through the school messenger system.

School and District Cancellation

All CRHSAP classes, home visits, and activities are canceled.

Bullying Policy

The Cedar Rapids Community School District prohibits harassment, bullying, hazing, or any other victimization of students based on real or perceived race, sex, creed, color, national origin, religion, marital status, disability, sexual orientation, gender identity, physical appearance, personality characteristics or for any other reason.

“Harassment” and “bullying” shall be construed to 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 reasonable 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 services, activities, or privileges provided at school.