covenant home school
resource center

2021-2022

Student & Parent Handbook

Policies, Procedures, Information

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WELCOME TO CHSRC!

Welcome, students and parents, to the 2021-22 school year. Our entire team is looking forward to this upcoming school year and we truly appreciate you entrusting your children to CHSRC as your family takes advantage of some of our workshops.

The CHSRC Student and Parent Handbook is provided to help ensure all students have an excellent learning experience. Parents should use this handbook as a framework for discussing with their child academic expectations, as well as behavior. It is our wish that everyone has a productive, safe, and fun experience at CHSRC.

This publication includes information that families may need throughout the school year, including expectations for student behavior, contact numbers, and other resources. The current version of this CHSRC Student and Parent Handbook can be found online at www.chsrc.org. It will be updated during the year, if necessary.

Thank you for working with us to create a learning environment where everyone is treated with respect and is free to learn and explore new ideas and interests.

Please contact the office should you have questions regarding this handbook.

We look forward to working together with you to prepare your child for an extraordinary year of learning.

Karen Borg, CHSRC Director

Sovereign Grace Bible Church

We would like to thank Sovereign Grace Bible Church for their loving support of CHSRC, as well as, the entire homeschool community. 2021 begins our maiden year at this new location and SGBC has been amazing to work with. We truly feel a sense of community and a shared desire to support parent-led Christian education throughout Arizona.

Please remind your children that each day they go to CHSRC they also go to a church. Everyone is expected to behave with respect for each other, as well as, all adults they

Campus Safety

- **Supervision of students:** The safety of each child is of the utmost priority. Following the guidelines of SGBC, all students 12 and under need to be supervised at all times. Please make sure your child uses the restroom prior to their scheduled workshop. Teachers are responsible for supervising students 13 and up ONLY during class time. It is the parents' responsibility to make sure their child follows safe and appropriate behavior prior to and after their workshop.

- **Drop-off and pick-up:** Elementary students may be escorted into their workshop, by the parent, 5 minutes before start time. At the end of each workshop, elementary students will be escorted to the bookstore and allowed to leave with a parent. Please pick up your child promptly. *Late pick-up fees of $25 per hour (charged in 15 minute increments) may apply.*

- **First aid:** There is a fully stocked first aid kit on site. Mrs. Borg or office staff will administer first aid for minor scrapes. Parents will be notified immediately if health issues or accidents occur.

General Information

- All workshop schedules can be found on the website chsrc.org. Please mark your calendars with ALL of your registered workshop dates. Due to holidays, and other scheduling conflicts, dates may not follow a normal pattern. We do not send workshop date reminders.

- CHSRC requires instructor permission for any student wishing to enroll in a class above their grade level. If a student registers without gaining this permission, CHSRC reserves the right to withdraw the student in question if it becomes apparent the material is above their skill or maturity level. No refunds will be made available in this situation.

- Prior to registering, it is the parent's responsibility to inform CHSRC if their child has needs that may affect class interaction or require special accommodations. CHSRC may withdraw your student if it becomes apparent the class isn't beneficial to your child and/ or the other students.

- Because of the considerable prep time required, please inform Mrs. Borg as soon as possible if your student is to be absent. Workshops are non-refundable. No make up work is given. ScienceWithKaren@gmail.com

- In order to preserve the teaching and learning environment, cell phones and all functions within the cell phone (i.e. cameras and all other applications) are prohibited during workshops unless expressly permitted by Mrs. Borg or a staff member for educational purposes.

Ways You Can Help CHSRC

As a non-profit ministry to the homeschool community we strive to serve you by not only providing high quality, affordable workshops, but also providing many free of charge services and events to encourage and equip families for a successful homeschool journey. If you would like to help CHSRC continue serving, please consider participating in the following:

- **Volunteer positions:** You can volunteer while your child takes a workshop (or at any other time) please contact us. We greatly appreciate any help we can get!

- **Box Tops:** Collect and donate Box Tops. It's even easier when you use the convenient Box Tops for Education App. For each Box Top collected CHSRC receives 10 cents, which can add up FAST!

- **Donations:** As with most non-profits, our budget is extremely tight and every penny earned goes directly toward serving the homeschool community. We appreciate all the help we can get! We accept cash donations, donations of used curriculum, Box Tops for Education, and used ink cartridges! Visit the donation page on our website for more information. https://www.chsrc.org/donation-policy

- **Fry's Community Rewards Program:** Fry's will send a portion of the amount spent from each Fry's V.I.P. card to CHSRC.

  How to sign up for Fry's Community Rewards:
  1. Create an online Fry's account (if you don't already have one).
  2. From your My Account page, select Community Rewards from the left menu.
  3. Enter Covenant Home School Resource Center as the organization name or the Organization Number EE254 .

- **Amazon Smile:** AmazonSmile is a website operated by Amazon with the same products, prices, and shopping features as Amazon.com. The difference is that when you shop on

AmazonSmile, the AmazonSmile Foundation will donate 0.5% of the purchase price of eligible products to CHSRC

How to select CHSRC as your Amazon Smile charitable organization:

1. On your first visit to AmazonSmile (smile.amazon.com), you need to select a charitable organization to receive donations.
2. Type our complete name Covenant Home School Resource Center into the search field and select.
3. Amazon will remember your selection, and then every eligible purchase you make at smile.amazon.com will result in a donation to CHSRC.

Amazon Smile is now in the Amazon Shopping App: You can now support CHSRC when you shop using the Amazon Shopping App on your iPhone & Android devices.

1. Use this link to find directions on how to turn on AmazonSmile in the Amazon Shopping App. https://www.amazon.com/b?ie=UTF8&node=15576745011

We would like to encourage our CHSRC families to please register for these free programs! If you have any questions please don't hesitate to ask our office staff.

Connect on Social Media

CHSRC has several social media pages where we post useful information, pictures of classes and events, as well as fun and crazy moments in the bookstore. We would LOVE for you to like and follow us. Positive comments and reviews are always appreciated.

- **Facebook:** Like our page at Covenant Home School Resource Center
- **Facebook Curriculum sales:** Join at Covenant Homeschool Curriculum Swip Swap
- **Instagram:** Follow us at chsrc.az
- **YouTube:** Follow us at Covenant Home School Resource Center

Thank you

We thank you again for entrusting us to play a small role in your childs education. CHSRC has been exclusively serving the homeschool community since 2000. Every year we marvel at the creativity, ingenuity, and uniqueness of each of the families and students that God brings to our classrooms.

We are here to encourage and equip families for a successful homeschool journey. Please let us know how we may serve you better. And as always, we covet your prayers, as we strive to honor God in all that we do.

Blessings,

CHSRC's Team