

**covenant home school  
resource center**



2020-2021

# Student & Parent Handbook

Policies, Procedures, Information



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ADMINISTRATIVE OFFICE

**Janet Forte**  
Manager

**Kris Carnes**  
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Bookstore

INSTRUCTORS

**Karen Borg**  
Science

**Angie Collett**  
Art

WELCOME TO CHSRC!

Welcome, students and parents, to the 2020-21 school year. Our entire staff 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 classes.

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/classes](http://www.chsrc.org/classes). 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

A handwritten signature in black ink, appearing to read "K Borg".

## Phoenix RPC

We would like to thank Phoenix Reformed Presbyterian Church for their continued support of the homeschool community. PhoenixRPC has a strong desire to support parent-led Christian education throughout Arizona. CHSRC remains open partly because of the generosity of this small yet valued congregation.

Please remind your children that each day they come to CHSRC they also come to a church. Students are not allowed to run in the church building. All are expected to behave with respect for each other and all adults they encounter on campus.

## Campus Safety

- **Supervision for younger students:** The safety of each child is of the utmost priority. Children registered in classes, through the 5th-6th grade level, will be supervised at ALL times. Elementary students will be escorted by a staff member to the restrooms.
- **Supervision for middle and high school:** Teachers are ONLY responsible for supervising middle school and high school students during class time. It is the parents' responsibility to make sure their child follows safe and appropriate behavior prior to and after class. We encourage older students to stay in the grass area or in the bookstore building during downtime.
- **Drop-off and pick-up:** Elementary students may be escorted into class, by the parent, 5 minutes before class start time. At the end of each class, elementary students will not be allowed to leave their classrooms without a parent or a teacher. Please pick up your child promptly. If you will be running late, please notify the office, so we may make arrangements to supervise your child.
- **First aid:** There is a fully stocked first-aid kit on site. Our teachers or office staff will administer first-aid for minor scrapes. We will only administer acetaminophen to students over 12 with direct permission of the parent. Parents will be notified immediately if health issues or accidents occur.

## General Class Information

- Art and elementary science class schedules can be found on the website. Please mark your calendars with the class dates. Due to holidays, and other scheduling conflicts, class dates may not follow a normal pattern. We do not send class date reminders. **Please mark your calendars for the entire school year.**
- Students are welcome to bring their lunch and eat in between classes.

- 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 class is above their skill or maturity level. No refunds will be made available in this situation.
- Prior to registering for classes, 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.
- Students are expected to complete all homework and arrive prepared for each class.
- Please call the office, prior to class, if the student is to be absent or late. *Parents are responsible for postage fees if homework is to be mailed to students for classes missed.* Parents are welcome to pick up any missed science homework during normal business hours. CHSRC does not mail out packets for 3rd & 4th grade science classes. They can be picked up in the office during normal business hours, or at their next scheduled science class.
- No cell phone use is allowed in class (including texting, and any other cell phone features.) Please instruct your child, if he or she has a cell phone, to turn it off during class and keep it in his or her purse/backpack. We have a "cell phone basket" in each classroom, some teachers may choose to collect cell phones at the beginning of class and place them in the cell phone basket for the entire class period. If your child needs to be contacted during class for any reason, please call the office at (602) 277-3497, as students will NOT be allowed to answer texts or calls during class.

## Ways You Can Help CHSRC

CHSRC does not make money from the classes we provide. Tuition fees go directly to teacher salaries. Lab and supply fees are used by teachers to purchase needed supplies. The registration fees assist in paying overhead costs including: office staff, insurance, utilities, etc.

As a non-profit organization, we are a ministry to the homeschool community and strive to serve you by providing high quality, affordable classes and workshops. 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 class (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! All Box Top funds are going directly to the Following Him Home Campaign.

- **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. All proceeds will go to the Following Him Home Capital Campaign.

#### **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](https://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 Android device.

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 group:** 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 child(ren)'s 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 Teachers and Staff

## UPDATES TO THE 2020-2021 HANDBOOK

July 18th, 2020 sent via email to all registered parents.

Dear CHSRC Class Parents, the following is important and pertinent information about CHSRC Classes.

### **Class Changes**

Our science classes and workshops are proceeding as planned. Mrs. Borg is eagerly getting her welcome letters ready to send to your students in the next couple of weeks. Unfortunately, CHSRC will no longer be offering art classes. Miss Angie's situation has changed, and she will not be able to continue teaching art this coming school year. The office staff will be reviewing and updating invoices. If you enrolled in an art class, you will be receiving an updated invoice by the end of next week.

### **In Person Classes**

As you are aware, CHSRC classes are conducted in person. Only in an extreme situation would we temporarily utilize online instruction. We DO NOT anticipate this happening for the main reason that we now have more information about COVID-19 and our small class sizes fall within the current guidelines. Please be assured we have wise and good cleanliness/disinfecting protocols.

### **Masks**

Maricopa county has imposed mask guidelines, currently, without an end date. As a result, we do not know if these guidelines will be in effect when we start classes the week of September 8th. The team at CHSRC trusts that all parents are aware of the guidelines and respect their decision as to how they will observe said guidelines/exceptions.

## **Illness**

By sending your student to class, parents agree to the following:

Your household has been free from illness for at least two weeks.

If you have had illness in your household, in the last two weeks, or, if your child is feeling ill, that student will remain home.

In the event a student is exposed at CHSRC, we will notify all families involved. All identities will be kept confidential.

## **Exclusive Access**

Morning classes start at 9:00 am. Students are welcome to arrive as early as 8:45 a.m. and will be allowed to enter their classroom at 8:55 a.m. The bookstore opens to the public at 10:00 a.m. Class parents will have exclusive shopping access from 9:00 a.m.-10:00 a.m.

Please feel free to pick the brains of Janet and Kris and pepper them with any homeschool related question you may have!

Thank you so much for your patience as we are doing our best to figure out how to handle the many new and nearly impossible to predict situations that 2020 continues to deliver.

If you have any questions or concerns, please feel to call us at (602) 277-3497.

Sincerely,

Janet Forte  
CHSRC Manager