

CHESSTUDENT HANDBOOK

PURPOSE STATEMENT:

- It is our purpose at CHESST to support Home Educators in their endeavor to provide quality learning experiences and meet PA law requirements. We provide accountability, and a place of community for parents and students to encourage one another.
- We offer classes in grades K - 12.
 - Grades K - 4 use hands-on projects to reiterate what parents are teaching at home. It is assumed students will not have mastered reading & writing fully.
 - Grades 5 - 6 use a combination of hands-on and gentle grading. It is assumed students can read on their own & write with minimal teacher instruction.
 - Grades 7 - 12 provide academic classes, taught by qualified instructors.

In Grades K - 6 CHESST will provide parents with a portfolio of all completed work at the end of the year.

STUDENT BEHAVIOR:

- Students in grades K - 6th must obey their teachers. They must be willing to work in a classroom type environment that has a minimal number of rules.
- Students in grades 7th - 12th must be able to govern themselves. They must be able to work well in an environment that has a minimal number of rules and a minimum of oversight to enforce those rules.
- Students are expected to show respect and consideration for their administrators, teachers, other adults, and their peers.
- Students must respect Parent Monitors and obey their instructions. When a monitor speaks to you, respond respectfully.
- Address teachers as Mr., Mrs., or Ms. _____
- Do not demean or ridicule fellow classmates.
- Come to class prepared with all of your assignments completed. **PLEASE NOTE: IF YOU COME TO CLASS UNPREPARED, THE TEACHER MAY EXCUSE YOU FROM CLASS.**
- If you know you will miss class, contact your teacher beforehand about assignments. If you are absent for a reason of illness, contact your teacher before your next class for assignments.
- Arrive to class on time. If you are in study hall or at lunch, watch the time for your next class. **DO NOT GO TO CLASSES BEFORE THE DISMISSAL BELL OF**

THE CLASS BEFORE. THIS GIVES YOU PLENTY OF TIME TO GET TO CLASS ON TIME.

- Take care of Grace Chapel's property and CHESS' equipment.
- No eating, running or loud talking in the halls. Since classroom doors will be left open, this will eliminate distraction and disturbance from the outside the classroom.
- Stay in the downstairs area of the building unless you have a class upstairs.
- Do not bring any inappropriate games or materials to CHESS.
- Do not bring any knives or other weapon-like items or toys to CHESS.
- Inappropriate public display of affections will be dealt with on an individual basis.
- Please clean up after yourself. We endeavor to leave the facilities cleaner than we found them. Picking up snack wrappers and papers shortens our clean-up time at the end of the day.
- After lunch, clean up your area.
- Enjoy our time together with other home-educated students and your teachers!

INFRACTIONS OF BEHAVIOR POLICY:

- If the Director or a teacher sees an inappropriate attitude or behavior he or she will talk to the student about it and notify parents concerning the conversation.
- If the student continues to demonstrate an inappropriate attitude or behavior, the Director or teacher will speak to the parents about it.
- If the problem continues, the Director will meet with the parents and the student to discuss the problem.
- If the student does not change his/her attitude or behavior, he/she will be suspended or expelled, depending on the severity of the situation.
- The above steps are general guidelines. However, in the judgment of the Director, alternative steps may be taken if deemed necessary.

STUDENTS IN GRADES K - 6TH:

- If you have a student in grade 6th or younger registered for classes, a parent or parent designate (an adult) must be on site while the student is at Grace Chapel **unless registered for consecutive classes**. If a student is scheduled for a class before and after lunch, an administrator or parent monitor will supervise the student during lunch.

DROP OFF AND PICK-UP:

- Please do not drop your student off more than 10 minutes before their first class or pick them up more than 10 minutes at the end of their last class.

GOING OUTDOORS:

- Only CHESS students enrolled in classes are allowed to play at the playground and pavilion outside without parental supervision. We will have a parent monitor stationed outside to oversee the students. Outdoor play will NOT be available to students during inclement weather. It is a privilege not to be taken for granted.

SENIOR HIGH DRIVERS:

- In order to better keep track of the students under our authority in case of an emergency, we are requiring that any teen driver who needs to leave and return to CHESS throughout the day come to the office to sign out. If they are taking any passengers with them, we also need those names. ALL teens will need to have a permission form concerning this issue signed on the web-site.

ENTRANCE:

- Use the lower entrance to enter and exit the building on CHESS days.
- Every person who enters CHESS will be signed in/out and be required to wear a name tag.
- As a safety precaution all exterior doors are locked. A monitor will be stationed at the entrance/exit at all times.
- At any time if someone is seen without a name tag please contact the Director immediately.

CELL PHONES:

- Students are welcome to have their cell phones with their possessions but must refrain from using them during class time. If an infraction is made, students will need to bring their phones into the office at the beginning of the day and retrieve them at the end.

GRADES:

- CHESS policy is not to give grades in K - 4th. We do check that their homework is completed each week. In grades 5th & 6th we take a gentle approach to a more formal grading system. Traditional grades will be given in 7th - 12th grade

students. This grade is based on their work done for class assignments, tests, and for their participation in class. Evaluations for all students will be sent home every 10 weeks. A Certificate Of Excellence is awarded at the end of the year to each student that has good attendance, completed homework assignments, and participated in class.

CLASSROOMS:

- ABSOLUTELY NO FOOD OR DRINKS ARE ALLOWED IN ANY CLASSROOM EXCEPT FOR WATER.

LATE ASSIGNMENTS:

- If you know you will miss class, contact your teacher beforehand for your assignments. Assignments must be turned in ahead of time by the date due in grades 7 - 12. You will need to ask your teacher how to get the assignment to him/her.
- If you are absent for a reason of illness contact your teacher before the next class for assignments. Individual teachers may have further policies regarding the acceptance of late assignments.

SICKNESS:

- If you are going to be absent due to sickness please contact your teacher asap.
- For the protection of all our CHESS families please stay home if you have any of these symptoms:
 - Fever 99.6 or above currently or for the last 24 hours
 - Vomiting and/or diarrhea within 24 hours

CLASS SIZE:

- It is our desire to have no more than 12 students per class. We believe this gives students more one-on-one attention from their teacher. They get to know their peers better, are more engaged, teachers can tailor instruction more individually if needed, and in young elementary classes, there's more time for hands-on learning.

GUESTS:

- We encourage you not to bring friends and guests to CHESS. However if you find yourself in a position where you need to you MUST obtain approval from the Director first, BEFORE Tuesday. (Please do not bring friends and then ask if they

may be there!) Adults guests must have all 3 clearances to enter the building. All guests must wear name tags.

CHESS INFORMATION & WEEKLY EMAIL:

- Please note on your calendar all dates and deadlines.
- Please read all information you receive from CHESS by email and from your student's classes. Keep all information available to refer to during the year. It is very important for you to read thoroughly all the information sent to you. Most of your questions will be answered in the materials sent out.

LOST & FOUND:

- Please mark student's name on ALL books, notebooks, lunch boxes, coolers, coats, etc., that your student brings to CHESS.
- **DO NOT CALL GRACE CHAPEL DURING THE WEEK TO ASK THEM TO FIND SOMETHING YOU LEFT.**

We do a very thorough clean-up of the facility after classes on Tuesdays and store all items left by students in our CHESS office. Parents, please help your students by reminding them to check for their things and check their belongings yourself BEFORE leaving Grace Chapel. All Lost & Found items will be placed on a table inside the gym - please check the table on a regular basis.

Unidentified, unclaimed items will be disposed of after one month.

SNACKS:

- The snacks and water in the gym are for purchase by CHESS students. The vending machines in the hall are owned by Grace Chapel. Please do not use these machines.

GYM:

- Tables will be set up across the gym area to be used for families, siblings, and students to do school work, play, enjoy table games and fellowship.
- During inclement weather, students who are not in a class should bring along schoolwork or table games to occupy themselves to keep the noise to a minimum and eliminate physical activity, such as running, jumping, and screaming. During appropriate weather students are encouraged to go outside to the playground to play. The pavilion is also available and has wifi.

- **Parents need to watch younger children who are not enrolled in the gym or outside at all times.**
- Make sure that all shoes worn in the gym are non-scuff, and no wheelie sneakers.
- No use of scooters, roller blades/skates, skateboards, drones and loud toys in the building.

SNOW DAYS:

- If weather prevents safe travel for the majority of our families, we will either have a one-hour delay, or need to cancel classes for the day.
- For a one-hour delay, all class periods will still be held, but will be shortened.
- For cancellations, you will receive your student's assignments via email from the teacher or receive a zoom link for a virtual class time.
- If we need to have a second snow cancellation, classes will be made up on our scheduled Spring break.
- If we need to have a third snow cancellation, the CHESS year will be extended, as needed.
- Cancellations and delays will be emailed. An email will be sent by 7:30 am. We follow the Lower Dauphin School District for cancellations.

PLEASE READ THROUGH THE STUDENT HANDBOOK WITH YOUR CHILD. THEN SIGN THE STUDENT/PARENT CONTRACT UNDER FORMS. SUBMITTING ONE FORM FOR EACH STUDENT.

