

# CHESSTUDENT HANDBOOK

## STUDENT BEHAVIOR:

- Students 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, instructors, other adults, and their peers.
- Students must respect Parent Monitors and obey their instructions. When a monitor speaks to you, respond respectfully.
- Address instructors as Mr., Mrs., or Ms. \_\_\_\_\_.
- Do not demean or ridicule fellow classmates.
- Come to class prepared with all 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 instructor beforehand about assignments. If you are absent for reason of illness, contact your instructor 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. AT 12:15, A BELL WILL BE RUNG IN THE CAFETERIA SINCE IT IS DIFFICULT TO HEAR THE HALL BELLS AT THAT TIME.**
- Take care of Grace Chapel's property and CHESST' equipment.
- No eating, running, or loud talking in the halls. Since classroom doors will be left open, this will eliminate distraction and disturbance from outside the classroom.
- Stay in the downstairs area of the building, unless you have a class in the Conference Room or Foyer.
- Do not bring any inappropriate games or materials to CHESST.
- Do not bring any knives or other weapon-like items or toys to CHESST.
- 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.
- After lunch, you **MUST** place your belongings up on the stage in the gym by **the beginning of 4<sup>th</sup> period (12:20) if you are in class or not sitting at a table.** This will assist the people tearing down the gym. Anything left unattended at a table will be taken to the office where you will need to come retrieve it.
- Enjoy your time together with other home- educated students and your instructors!

### **INFRACTIONS OF BEHAVIOR POLICY:**

- If the Director or an instructor sees an inappropriate attitude or behavior he or she will talk to the student about it.
- If the student continues to demonstrate an inappropriate attitude or behavior, the Director or instructor will speak with 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.

### **NOTES TO PARENTS ABOUT STUDENT BEHAVIOR:**

- If you have a student 11 years or younger registered for classes, a parent or parent designate (an adult) must be on site while the student is at Grace Chapel.
- Please encourage your students and other students to follow the rules of expected behavior. If you see a problem or a potential problem, speak to the students about it. Our desire is to maintain a high standard of behavior at CHESS and we need your help to ensure that is achieved.

### **GOING OUTDOORS:**

- Only CHESS students enrolled in classes are allowed to play at the playground and pavilion outside without parental supervision. However, we will have a parent monitor stationed outside to oversee the students. 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 on file in the office. The policy and permission form are included at the end of this document, and can be found under the documents tab on the CHESS website.

### **ENTRANCE:**

- Please use the lower entrance on CHESS days instead of the upper entrance. Classes will be held in the foyer, so we do not want to disturb the classes in session.

### **FIRST DAY OF CLASSES:**

- Parents, please try to make arrangements to sit in on your student's classes for at least the first day. This will give you an idea of the instructor's expectations of your student. Please try to make arrangements for younger siblings to be cared for somewhere other than at Grace Chapel (it is usually very crowded the first day because of the number of parents attending classes) so you can devote your attention to your student. Parents are welcome to sit in the back of the classrooms during the year as long as there is room for the students. (NO siblings in the classrooms please.)

### **CLASSES:**

- Students are responsible to arrive to class on time. Please make sure they have a watch and their Student Schedule so they know where to go when.
- Classes held in the conference room and foyer must be especially careful to keep it clean. **ABSOLUTELY NO FOOD OR DRINKS ARE ALLOWED IN ANY CLASSROOM EXCEPT FOR WATER.**

### **GRADES:**

- Our policy is to only give final grades to the junior and senior high school students. This grade is based on their work done for class assignments and for their participation in class. If parents add to the course, you are responsible for giving your student a final grade, **BUT**, you may not list this grade on the transcript as a CHESS class. Please keep abreast of grades given during the year on quizzes, tests, and homework. Evaluations will be sent home with the students every 10 weeks.

### **LATE ASSIGNMENTS:**

- ***If you know you will miss class, contact your instructor beforehand for your assignments.*** Assignments must be turned in ahead of time in a previous class or mailed, postmarked by the date due. If you are absent for reason of illness, contact your instructor or another student before your next class for assignments. Individual instructors may have further policies regarding the acceptance of late assignments.

## **GUESTS:**

- Because of limited space, friends and guests staying with you may not come to CHESS unless you obtain approval from the CHESS office first, BEFORE Tuesday. (Please, do not bring friends and then ask if they may be there!)

## **VISITORS:**

- All visitors to CHESS must come to the office to get a name badge. This includes former students.

## **CHESS INFORMATION & NEWSLETTER:**

- **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 and 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, so please read everything before contacting the office with questions or go to <https://www.homeschool-life.com/3040/> as all information will be available there.

## **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 closet. The closet is packed full, locked and cannot be accessed by Grace Chapel's staff, besides the fact that it is not their responsibility to compensate for the forgetfulness or irresponsibility of our students. This is an opportunity for our students to learn personal responsibility. 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. You may use these machines, **but if you lose money in the machine, do not take it out of the CHESS snack basket. We cannot reimburse you.** The starting cost of the CHESS snacks and drinks is \$.60.

## **GYM:**

- Tables will be set up across the entire gym area to be used for families, siblings and students to do school work, play, enjoy table games and fellowship.
- During inclement weather, students 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 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, razorblades, skateboards, roller skates, drones and loud toys etc. 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 shortened by 5 minutes.
- For cancellations, you will receive your student's assignments via email from the instructor.
- 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 posted on our website at <https://www.homeschool-life.com/3040/> , e-mailed, and announced and posted on WJTL 90.3.
- Please keep a close watch on your email in the event of questionable weather.

**PLEASE READ THROUGH THIS DOCUMENT WITH YOUR CHILD.**

**THEN SIGN AND HAVE YOUR STUDENT OR STUDENTS SIGN AND RETURN THE PARENT/STUDENT CONTRACT PAGE TO CHESS ON THE FIRST DAY OF CLASSES.**

**THE BOX FOR THESE SLIPS WILL BE OUTSIDE THE OFFICE.**

**IF A STUDENT DOES NOT HAND ONE IN ON THE FIRST DAY, AN EMAIL WILL BE SENT TO REMIND YOU.**

**THANK YOU FOR HELPING US HAVE A GREAT SCHOOL YEAR!**

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