

CHES HANDBOOK

PURPOSE STATEMENT:

It is our purpose at CHES to support Home Educators in their endeavor to provide quality learning experiences and meet Pennsylvania law requirements. We provide accountability and a place of community for families to encourage one another.

WHAT CHES IS:

CHES offers classes in grades K-12 using diverse teaching methods (visual, auditory, & kinesthetic) in the classroom to reach each child's learning style. We want to create a learning environment that encourages questions and exploration.

Grades K-2 use hands-on projects, games, and play to reiterate what parents are teaching at home. Assignments will be checked but not graded. It is assumed students will not have mastered reading & writing fully.

Grades 3-4 introduces students to lectures and hands-on projects. Assignments will be checked but not graded. It is assumed students can read on their own & write with minimal teacher instruction.

Grades 5-6 use a combination of lecture, hands-on, and gentle grading.

Grades 7-12 provide academic classes, taught by qualified instructors.

- 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, and teachers can tailor instruction more individually, if needed. In young elementary classes, there's more time for hands-on learning.
- We sometimes use Christian curriculum, but fully support parents' God-given responsibility to educate their children in spiritual and political matters. At CHES, we avoid any secondary controversial doctrinal and/or political beliefs that could contradict parental authority.
- **Teachers will collect homework each week, check/grade it, and return it the following week so parents can make a portfolio at home.**
- Evaluations for all students will be sent home every 16 weeks.
- A Certificate of Excellence is awarded at the end of the year to each student who had good attendance, completed homework assignments, and participated in class.

CHES classes are for self-motivated students with **FULLY INVOLVED** parents. Our classes are not just for advanced students. We seek to create an environment where students of varying abilities and interests can learn together in an enriching and stimulating setting. However, we do expect students to take their academic studies seriously and show an interest and aptitude for their work. It must be the student who wants to take classes at CHES, not just the parent. We want to provide opportunities for students who really want to be in our classes.

PARENT EXPECTATIONS:

In order to make it feasible to administer CHES classes, parents are required to:

1. Plan to attend the August parent meeting to meet teachers, find out what class expectations are, and sign any CHES forms needed.
2. Volunteer for at least one major CHES fundraiser (minimal duties).

3. Help monitor students during lunch and recess **and** be a teacher's helper for two Elementary classes. (This commitment is for four hours once or twice during the year, depending on the number of families registered). A "Sign-Up Genius" link will be sent to all families. **A \$100 fee will be added to your account if you do not sign up by Sept. 1 or choose not to participate.**
4. Have access to both a working printer and email. The email needs to be a frequently checked address. All invoices and newsletters will be sent via email.
5. Note all dates and deadlines on your calendar. 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 that you read all the information sent to you. Most of your questions will be answered in the materials sent out.
6. Periodically check their Parent Folder (at check-in desk) for paper communications.
7. Watch an informational video concerning plagiarism (what it is and how it has changed). A link will be sent out at the beginning of the school year. The video is strongly recommended for all families that will have a student enrolled in a CHESS English class. Students in English classes will also hear more about the subject. No AI usage unless approved by the teacher.
8. ALL parents or guardians must have the PA Child Abuse Clearance, PA State Police Criminal History Record Check, and the Ten-Year Residency Disclosure Statement. CHESS must have a copy of each BEFORE the start of classes on Aug. 19.
9. Parents are expected to pay tuition by its due date.
10. If you have a student in Grade 6 (or younger) registered for classes, you (or an adult you approved) must be on site while the student is at CHESS 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.
11. Parents need to watch younger children who are not enrolled in CHESS both in the building and outside at all times.

STUDENT BEHAVIOR:

- **Students are expected to interact respectfully with administration, teachers (address as Mr., Mrs., Ms., Miss), Parent Monitors, other adults, and fellow students. Exhibiting a respectful attitude is our highest priority.**
- ALL STUDENTS: Come to class prepared with all of your assignments completed.
- Grade K-6 students must obey their teachers. They must be willing to work in a classroom-type environment with minimal rules.
- Grade 7-12 students must be able to govern themselves. They must be able to work well in an environment with minimal rules. If they come to class unprepared, the teacher may excuse them from class.
- Arrive at class on time. **DO NOT GO TO CLASSES BEFORE THE DISMISSAL BELL OF THE CLASS BEFORE.**
- Take care of Glad Tiding's property and CHESS's equipment.
- No eating, running, or loud talking in the halls. Classroom doors are left open, and there must not be distractions or disturbances from outside the classroom.
- No wheelie sneakers are permitted.
- No use of scooters, roller blades/skates, skateboards, drones, or loud toys in the building.
- Do not bring any inappropriate games or materials to CHESS.
- Do not bring any weapons, explosives, or weapon-like items to CHESS.

- Do not bring any illegal substances (alcohol, cigarettes, drugs, etc.) to CHESS.
- Inappropriate public displays of affection will be dealt with on an individual basis.
- Dress appropriately (sneakers for gym, etc.) and modestly.
- Please clean up after yourself at all times. We endeavor to leave the facilities cleaner than we found them.
- Absolutely no food or drinks are allowed in any classroom except for water.
- CELL PHONES: Students are welcome to have their cell phones with their possessions but must refrain from using them during class time and while around other students. If an infraction is made, students will need to bring their phones to the office at the beginning of the day and retrieve them at the end.

INFRACTIONS OF BEHAVIOR POLICY:

- If the Executive Director or a teacher sees an inappropriate attitude or behavior, he or she will talk to the student about it and notify parents by email concerning the conversation.
- If the student continues to demonstrate an inappropriate attitude or behavior, the student will be sent to the Executive Director, who will then speak to their parents.
- If the problem continues, the Executive Director will meet with the parents and the student to discuss the issue.
- If the student does not change his/her attitude or behavior, he/she will be suspended or dismissed from CHESS, depending on the severity of the situation.
- The above steps are general guidelines. However, the Executive Director has the authority to take alternative steps, if deemed necessary.

ABSENCES:

- 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
 - Infectious/contagious skin condition/rash
- If a student is going to miss class due to illness, vacation, or other excused reason, contact the teacher beforehand about assignments. Parents, if your older student is going to contact the teacher, please have them bcc you in the email or include you in the text group. Teachers will not communicate with a student unless their parent or guardian is involved.
- If a student has 3 consecutive unexcused absences, they will be dismissed from CHESS. If a student has 5 unexcused absences during the year, they will be dismissed from CHESS.

LATE ASSIGNMENTS (GRADES 7-12):

- If you know you will miss class, contact your teacher beforehand for your assignments. Assignments must be turned in by the date due. You will need to ask your teacher how to submit the assignment.
- If an assignment is one week late, you will get 50% of the grade. If the assignment is two weeks late, you will get a zero.
- If you are sick, you can hand the assignment in the following week with no points taken off.

GENERAL PROCEDURES:

1. **PICK UP AND DROP-OFF:** Please do not drop your student off more than 10 minutes before their first class or pick them up more than 10 minutes after their last class. Parents must let us know beforehand if someone else is dropping off/picking up their student. We will need a first and last name.
2. **GLAD TIDING'S ENTRY AND SECURITY:** Use the entrance door 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 Executive Director immediately.
3. **GOING OUTDOORS:** Only CHESS students enrolled in classes are allowed to play outside without parental supervision, since we will have a teacher and/or Parent Monitor stationed outside to oversee the students. Outdoor play will NOT be available to students during inclement weather.
4. **SENIOR HIGH DRIVERS:** In order to better keep track of the students under our authority, we are requiring that the parents of any teen driver sign a permission slip beforehand for their student who needs to leave and return to CHESS throughout the day. If they are taking any passengers with them, we also need those names and parents' permission. ALL teens will need to have a permission form concerning this issue (signed on our website).
5. **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 Executive Director first, **BEFORE** Tuesday. (Please do not bring friends and then ask if they may be there!) Adult guests must have all 3 clearances to enter the building. All guests must wear name tags.
6. **LOST & FOUND:** Please mark your student's name on ALL books, notebooks, lunch boxes, coolers, coats, etc. that your student is bringing to CHESS. **DO NOT CALL GLAD TIDINGS DURING THE WEEK TO ASK THEM TO FIND SOMETHING YOU LEFT.** We do a thorough clean-up of the facility after classes on Tuesdays, and we store all items left by students. Parents, please help your students by reminding them to check their things and check their belongings yourself **BEFORE** leaving Glad Tidings. All lost and found items will be placed in the Lost & Found bin. Please check it on a regular basis. Unidentified, unclaimed items will be disposed of or donated after one month.

SNOW DAYS:

- If weather prevents safe travel for the majority of our families, we will either have a 2-hour delay or cancel in-person classes for the day. We follow Lower Dauphin School District for delays and cancellations.
- If we cancel CHESS, homework will be sent in the morning via email. Grades 7-12 will have a virtual class at an agreed time with the teacher and students for that day, or video links will be sent on the subject being taught for the day.
- Cancellations and delays will be emailed and posted on both the Remind app and Facebook. An email will be sent by 7:30 AM.

PROBLEM RESOLUTION AND "SKIP LEVEL" INQUIRIES:

- Should a parent have concerns with something observed at CHESS, please bring it to the attention of a member of the Admin Team, who will present it to the Executive Director. If a parent or the Executive Director escalates a problem to the Board, the decision of the Board will be final.

- If a parent desires to have a “skip level” conference with a Board member, all possible measures will be taken to make that happen.

HANDBOOK/OPERATIONS CHANGES:

Occasionally, situations arise during the school year, when a change or modification needs to be made to the rules in this Handbook or in the operations of how the CHESS day unfolds. These changes will be made solely by the Executive Director, consulting with the Board when necessary, and will reflect what is in the best interests of the students and staff in terms of safety and overall smooth operations. All CHESS members will promptly be notified about these changes. Parents can request certain changes to be considered. The decision of the Executive Director is final.

Students and parents are required to read through the CHESS Handbook and sign a contract agreeing to abide by CHESS policies outlined in this Handbook before beginning classes. This contract is a pledge on the student's and parents' part. If students respect teachers and put forth his/her best effort in completing assignments on time, and if parents take responsibility for his/her student(s) and oversee their student's work, most of these guidelines will be met.