

# C.H.A.S.E. Academy

**Christian Homeschool Association of Scholastic Excellence**

*Children are a gift from the Lord; they are a reward from Him.  
Psalm 127:3*

*Train up a child in the way he should go  
and when he is old he will not depart from it.  
Proverbs 22:6*

## **MEMBER AND TEACHER HANDBOOK**

### **2019 - 2020**

*Subject to change without notice*

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Welcome to CHASE Academy! We are excited to have you as a member of this cooperative learning opportunity. It is our desire to provide a quality academic program that will encourage our students to learn and will help prepare them to use their talents and abilities for the glory of God.

**May God abundantly bless you as you follow His call to homeschool your children!**

### **CHASE MISSION STATEMENT**

It is the vision of CHASE to equip and encourage parents who have chosen to homeschool their children by providing 1) quality educational opportunities in a Christ-centered environment, 2) classroom experiences that will develop the students' understanding of responsibility and accountability, and 3) a safe place where students and parents alike can develop solid friendships. The CHASE leadership team desires to minister to families who choose to participate in the program by prayerfully seeking God's plan for the organization.

### **CHASE STATEMENT OF FAITH**

**We believe** the Bible, both Old and New Testaments, to be the inspired Word of God, the final authority for faith and life, inerrant in the original writings, infallible and God-breathed. (2 Tim. 3:16-17, Psalm 19:7)

**We believe** there is one God, eternally existent in three persons – Father, Son and Holy Spirit. (John 4:24)

**We believe** in the deity of our Lord Jesus Christ, His virgin birth, His sinless life, His miracles, His vicarious and atoning death through His shed blood, His bodily resurrection, His ascension, and His personal and imminent return in power and glory. (Is. 7:14, John 1:14, Col. 1:15-18)

**We believe** that the Holy Spirit is a divine person proceeding from the Father and Son and is therefore eternal and of the same essence, majesty, and glory with the Father and Son. We believe therefore that the Holy Spirit is truly God. (John 4:24)

**We believe** salvation is the gift of God brought to man by grace and received by personal faith in the Lord Jesus Christ, whose precious blood was shed on Calvary for the forgiveness of our sins. (1 John 2:2, Rom. 5:9, Eph. 1:7-8, Col. 1:19-20, Eph. 2:8-10)

**We believe** it is our obligation as believers to witness by life and word to the truths of the Gospel and proclaim these to all mankind. (Col. 2:6-10, 2 Tim. 2:15, Deut. 4:2)

**We believe** God, in His Word, has given parents the responsibility and authority to educate their children in a Godly manner. (Prov. 22:6)

**We believe** that God wonderfully and immutably creates each person as male or female. These two distinct, complementary genders together reflect the image and nature of God. (Gen. 1:26-27.) Rejection of one's biological sex is a rejection of the image of God within that person.

**We believe** that the Bible clearly and consistently defines marriage as the loving, faithful commitment between one man and one woman for a lifetime. It is clearly and exclusively a heterosexual union, with no other definition or example presented anywhere in the Bible. (Gen. 2:18-25)

**We believe** that in order to preserve the function and integrity of CHASE Academy and to provide a biblical role model to CHASE Academy members, it is imperative that all persons who become members and volunteer for CHASE Academy in any capacity, agree to and abide by the above statements on gender, marriage and sexuality.

These statements do not exhaust the extent of our beliefs. The Bible itself, as the inspired and infallible Word of God that speaks with final authority concerning truth, morality, and the proper conduct of mankind, is the sole and final source of all that we believe. For purposes of CHASE Academy's faith, doctrine, practice, policy, and discipline, our Leadership Team and/or Director of CHASE is CHASE Academy's final interpretive authority on the Bible's meaning and application.

## **LEADERSHIP TEAM**

CHASE is governed by a 5 to 6 member Leadership Team. Each member has specific responsibilities, but all major decisions are made by the entire team.

**Director:** Manages the overall program and operations and coordinates the Leadership Team. The Director maintains the waiting list, communicates with prospective members, and works directly with the church to coordinate the contract and use of the facilities.

**Administrative Assistant:** Maintains CHASE documents. The Administrative Assistant creates and distributes the weekly newsletter and monthly SCRAWLS pages.

**Finance Coordinator:** Oversees the CHASE budget. The Finance Coordinator sends invoices and receives and tracks payments.

**Class Coordinator:** Creates and manages the Class Schedule. The Class Coordinator oversees the teacher and helper assignments, class sign-ups, and class rosters.

**Building Coordinator:** Oversees church set-up and clean-up. The Building Coordinator creates and distributes the clean-up schedule and maintains the supply closet.

## **POLICIES AND PROCEDURES - MEMBERSHIP**

CHASE is a cooperative learning effort made successful only through the participation of all members, the commitment of students to excellent behavior and class involvement, and the adherence by all to follow established policy. **Membership in CHASE is a 30-week commitment.**

### **General Requirements – Standard Membership Option**

Membership includes immediate family members and those living in the same household.

Members must attend the organization meeting(s) prior to the start of classes. At the meeting(s), members will be provided with necessary group business for the start of the new school year, and new members will have a tour of the church facility. Times and dates for meetings will be announced as they are scheduled.

Members are required to participate by volunteering to teach or help in classes for the benefit of the group, sharing in the facility clean-up, and staying on the premises at least 4 periods of the day.

Members must fill their required teacher/helper slots before they register their children in classes. Requirements include teaching two classes, helping in three classes, or teaching one class and helping in two classes.

### **Membership Registration**

**Completion of this form indicates acknowledgement of agreement to regulations in the handbook.**

All members are required to complete a *Membership Registration Form* annually so that accurate insurance information is always on file in case of emergency. Any changes of address, telephone number, email address, or other pertinent information should be updated immediately on the CHASE website.

Members are required to provide Leadership with up-to-date PA Child Abuse History Clearance and PA Criminal Record Check prior to registration. These forms are good for 5 years. An additional FBI Clearance is required for those who have not lived in PA for ten years, and a Disclosure Statement Application for Volunteers is required for those who have lived in PA for ten or more years.

CHALC is the Coalition of Homeschoolers Across Lancaster County, the countywide homeschool organization. The CHALC membership includes a monthly newsletter and provides facility liability insurance for our group activities. CHALC requires each member family of CHASE to pay this fee at time of registration.

## [Payment Policies](#)

The non-refundable Commitment Fee and CHALC fee are due with the *Membership Registration Form* to reserve membership in CHASE for the coming school year. If you have a personal situation surrounding your ability to pay your balance, please discuss it with the Leadership Team **prior** to the deadline. If no special situation has been discussed and your membership fees have not been received by the deadline, you may be removed from the CHASE roster.

All families registering for CHASE Standard Membership must pay \$230, which includes a \$55 Commitment Fee and a \$25 CHALC fee (both of which are non-refundable and due before class sign-ups) and a \$150 Member Fee that is due July 31<sup>st</sup>. If a member's dues and fees are not received by July 31, their children will be removed from the class roster and class spots offered to students on the roster waiting list. If a member has an established payment plan, they must stay current with the due dates on their payment plan to maintain spots on the roster. These fees are used to cover rental fees paid to the host church, honorariums for special speakers, the purchase of necessary equipment and supplies, additional rental fees of facilities for special events, copies, printing, curriculum, and any other expenses incurred for the benefit of the group. Additional fees may be required for certain classes, special supplies, or field trips. Members may not transfer from a Standard Membership to a Non-Participating Membership after the co-op year has started.

If you decide to discontinue your CHASE membership prior to July 31<sup>st</sup> of the current school year, your Commitment and CHALC Fees will not be refunded. If you have paid your Membership Fee, it will be refunded. Discontinuation of CHASE membership after July 31<sup>st</sup> will result in loss of all fees paid into CHASE. Class fees are refundable **ONLY** in the event the class is cancelled. If you make a class change and add your child to a class after August 1<sup>st</sup>, your child may not attend the class until you have paid the class fee (if one is listed).

## [General Requirements – Non-Participating Membership](#)

Any family wishing to only enroll secondary (7<sup>th</sup>-12<sup>th</sup>) students may choose the CHASE *Non-Participating Membership* option. This option permits families to opt out of helping/teaching and cleanup responsibilities. Students may be dropped off for classes and picked up when classes are finished. Any secondary classes with openings will be offered to new non-participating members following the close of participating member class registration, which is no later than the end of the CHASE co-op year.

All non-participating members will receive a *CHASE Member and Teacher Handbook* that they will need to review with their students prior to submitting the membership registration form. **Signing the registration indicates an agreement to abide by policies and expectations within this handbook.**

Students may take one to five classes during the day. Families choosing this membership option are required to pay an \$85 non-refundable Commitment Fee at the time they enroll their children in CHASE classes. In addition, they will be charged a per-class fee, the minimum of which is \$90. Some classes will be offered at a higher rate based on the cost of hired instructors or materials. Additional fees may be required for special supplies or field trips. Class fees must be paid by July 31<sup>st</sup>. If a student enrolls after July 31<sup>st</sup>, class fees are due along with the enrollment paperwork and fees. If a non-participating member chooses to withdraw, only the class fee will be refunded at 50% after July 31<sup>st</sup>. No refund will be given after September 1<sup>st</sup>.

An additional \$25 fee per year per family shall be paid to CHASE for CHALC membership. CHALC is the *Coalition of Homeschoolers Across Lancaster County*, the countywide homeschool organization. The CHALC membership includes a monthly newsletter and provides facility liability insurance for our group activities. CHALC requires each member family of CHASE to pay this fee at time of registration.

## [New Members and Maximum Enrollment](#)

CHASE reserves the right to limit the size of the co-op based upon available facilities and individual class size requirements. When the enrollment limit has been reached, a waiting list will be established. Families on the waiting list will be notified when an opening is available.

## [Non-Member Children Under Care of CHASE Member](#)

Because some of our member families provide full-time childcare, we do allow these children to participate in our nursery and preschool programs, provided there is space. After July 31, members may request to enroll babysat children in the

nursery or K3/4 class. Because we have to pay the church for these children, we are passing this expense on to the member in a one-time fee of \$85/per child. This fee must be paid before the year begins and is nonrefundable. Non-member children may only be placed in our nursery or preschool classes if it is to be a regular arrangement, space is available, the Caregiver Release Form has been signed, and the fee has been paid. If a member brings a non-member child with them to co-op, they will need to provide care for the child during the co-op day and should not expect to place the child in the nursery or preschool unless it is a regular arrangement and the conditions listed above have been met.

For those children who are not in the family of a CHASE member, but who are brought to any CHASE class day and/or event, a *Caregiver Release Form* will need to be completed. The insurance policy provided by CHALC covers CHASE members during CHASE activities, but does not include those other than CHASE members.

### Visitors

All visitors must be approved by the Director in advance. Visitors may not attend CHASE classes unless specific approval has been received (this will mostly be limited to prospective members who are on the CHASE waiting list or guest speakers). All visitors are required to sign in at the lobby and wear a VISITOR name tag. The visitor will return their name tag as they exit the facility. We have several member families who have children enrolled in schools that have off on occasional Mondays. These students may attend classes if permission has been obtained from the teacher.

### Security

As a safety precaution, all exterior doors to the facility will be locked at the start of classes (8:30 am), and remain locked until classes are finished (2:00 pm). A CHASE member will be stationed in the lobby at all times to open the door for CHASE members or visitors. All adult members will be provided with a name tag to be worn at all times during the day. If a member sees someone they do not recognize as a current member, and this person is not wearing a visitor name tag, they should question the individual as to their business at the church. If necessary, they should report the incident to a member of the Leadership Team.

If you need to leave the building during classes, you must appoint a designee over your child(ren) and sign out at the Parent Table. You may not be absent from the building for more than one hour, and you MUST leave a cell phone number where you can be reached. A nursery is provided for the young children of moms who are members. Children may remain in the nursery for the duration of the CHASE day, even when the parent is not teaching/helping.

### Lunch Break

A 30-minute lunch period is built into the schedule. Each week pizza will be available for purchase at a minimal cost per slice. These must be pre-ordered. Payment for the order is due no later than 9:30 am. Students not buying lunch should bring their own lunches each week. Lunches should be kept in well-labeled bags, boxes, or coolers and may be placed in the refrigerators in the kitchen.

Approved indoor lunch areas include the café and gym only. Families may utilize the tables in the café. Tablecloths may be laid on the floor for a picnic-style lunch. Children must be supervised during the lunch period. Students may eat outside, but only under adult supervision. Lunch items, trash, etc. must be cleaned up at the end of the lunch period. Use of balls, baseball bats, hockey sticks, etc. is not permitted in the gym except in a structured class. Balls are not to be played with in the gym during the lunch period.

### Substitution Policy

If you are unable to attend a class day, **you are responsible for finding a substitute to replace you for all of your duties.** A schedule including all attending parents along with their availability during the day will be provided by the first day of classes and posted on the website. A member roster with contact information is also available on the website. Any changes to the teaching/helping schedule must be reported to the Leadership Team.

In the event a parent cannot attend, they may choose to send their child(ren) under the supervision of another member parent. Each parent is permitted two parent-only absences per year. After two absences, if it is necessary for the parent to stay home, the entire family must be absent from CHASE as well. If extenuating circumstances require an exception to this policy, the member may request an exception in writing from the Director. Our main focus at CHASE is academics, and helping the Middle and High School students continue with their classes in order to fulfill their credit requirements is our priority. Therefore, if the members of the Leadership Team decide to allow an exception after considering the request,

it will only be applied to students in grades 7-12. The member must receive confirmation of the exception in writing before proceeding.

### **Facility Cleaning**

CHASE is required to clean the church facility and return it to the condition prior to our arrival for a class day or any special event (i.e. choir concerts, dramas, etc.). It is our goal and heart-felt desire to go above and beyond this expectation to care for the church facility in a manner of excellence.

**All Standard Members are required to participate in the clean-up rotation. Non-participating member families are exempt from this rotation.** A cleaning schedule will be created and distributed no later than the first day of classes and includes each member's assigned cleaning dates and tasks. Checklists will be provided to scheduled members each week to inform exactly what tasks need to be done and how they should be completed. Rooms may also have diagrams in them that provide direction on the format in which the room should be left.

If a member is not able to be present for a scheduled clean-up, he/she is responsible for finding a substitute. Students are not permitted to substitute for parent members. **Any changes to the clean-up schedule must be reported to the Leadership Team.**

### **Storage Facilities**

We have limited storage facilities at our host church and are not prepared to store a large number of items from week to week. **It is the responsibility of all members to gather and remove all personal belongings each week.** If you have something you would like to store at the church, please see the CHASE Leadership Team for approval. Any items not claimed will be placed in the CHASE Lost and Found box. The box will periodically be emptied and items given to a family in need or a charitable organization of the Leadership Team's choice. An announcement will be provided prior to each time the Lost and Found box is emptied.

### **Communication**

A file folder system is utilized for communication throughout the group. Each family and hired instructor has a file folder with their name on it. Leadership Team members also have file folders, which can be found in the front of the first file box. Use the file folders for such things as:

- Making payments. (Always use envelopes marked with your name and what the payment is for.) Envelopes are available at the mailboxes for payment purposes.
- Teacher / parent / student communication for class assignments, etc.
- Asking questions, sharing information, submitting prayer requests, or giving birthday or encouragement cards!
- Receiving important information from the Leadership Team.

It is required that each family has an email account because we use email communication extensively to get information to our members as quickly as possible. Email correspondence may include weekly newsletters, prayer needs, schedule changes, roster changes, and other urgent pieces of information you may need prior to the next CHASE class day. Most email correspondence will come through the website, and you can control if you want to receive immediate, daily, or weekly e-mails. Important or time-sensitive information will be e-mailed through the Director. It is important that all members check their e-mail after 9 pm on Sundays to confirm the CHASE day will proceed as usual. It is critical that if you change your e-mail account, you notify the Director and make the change on our website.

All newsletter items should be emailed to the Administrative Assistant at [chaseacademynewsletter@gmail.com](mailto:chaseacademynewsletter@gmail.com). All other information should be posted on the CHASE website.

The CHASE website ([www.chaseacademy.org](http://www.chaseacademy.org)) is maintained by the Leadership Team. Forms, newsletters, schedules, class rosters, etc. can be accessed at any time. Forums are moderated, which means there may be a delay before your post appears on the website.

### **Field Trips**

When a fee is required, field trips are to be paid for at the time of sign-up. If you are unable to attend, you **MUST** call the contact person from our group to let them know as soon as possible.

To coordinate a field trip:

- Choose a date that works well for the Field Trip/Event. Do not schedule field trips during CHASE classes.
- Fill out a Field Trip/Event form
- Notify, via email, the specifics of the field trip to the Administrative Assistant. She will help you set up a Field Trip Sign up on our website calendar. You can also place a sign-up on the Parent Table. This will allow CHASE ample time to include the trip in the monthly SCRAWLS newsletter and ensure CHASE will have insurance coverage for the trip.
- Communicate the field trip information to the group through the website forum.
- You are responsible for all the other logistics for the Field Trip/Event.
- Be the earliest one to arrive the day of the field trip.
- Check names to make sure everyone has arrived.
- Send a thank-you card to the host. If possible, have the children who attended sign the card.
- If you plan a bus trip, ask the attending families to contribute towards a tip for the bus driver.

Expected behavior from CHASE members and children during field trips include:

- Be on time.
- Please show respect to those conducting the tour or presentation.
- Adults should refrain from holding conversations during presentations or tours.
- Children should raise their hands when they wish to speak to the guide.
- Children should treat others with kindness, courtesy, and respect.
- Parents should remind children that we represent Christ, our community, CHASE Academy, and homeschoolers at large.

### **Dress Code**

Students and teachers are to wear modest clothing to honor Christ and show respect toward others. All clothing, jewelry, and hairstyles should not be distracting.

1. Modest sleeveless shirts are permitted. Straps must be at least 3 fingers in width. Midriff style shirts, revealing necklines, camis, tank tops, or halter tops are not permitted. No undergarments should be in view.
2. Shirts and pants must meet when standing or sitting. Pants must be worn at or above the hips.
3. Leggings/jeggings may be worn under appropriate length skirts/dresses, but are not permitted to be worn independently.
4. Shorts or skirts are to be no shorter than 3 inches above the knee. Longer is preferred.
5. Dress Code should be adhered to during extracurricular activities coordinated as a CHASE event.

Any person violating the dress code will be provided with alternate clothing or sent home to change. Middle and high school students and their parents are required to sign an agreement to adhere to the dress code.

### **Wellness Policy**

For the protection of all our children, please do not bring your children to class if they exhibit any of the following:

- Fever 99.6 or above currently or for the last 24 hours
- Vomiting and/or diarrhea within 24 hours
- Any symptoms of childhood diseases such as chicken pox, strep throat, etc.
- Any discharge from the nose that is not clear
- Any skin infection or unexplained rash
- Pink eye or eye infection
- Head lice

### **Public Display of Affection**

In order to maintain an appropriate educational and spiritual atmosphere at CHASE Academy, students are to refrain from behavior unfitting in a school environment. These behaviors include improper displays of affection and familiarity (kissing, touching, hand-holding, hugging, etc.). CHASE seeks to develop unity in the student body, to foster brotherly concern and compassion for others, and to minister educationally and spiritually to all students. These goals are thwarted when students are preoccupied with their individual social relationships.



## **Conflict Resolution**

From time to time misunderstandings or hurt feelings can arise between members. When a conflict occurs between you and another member, we ask you to follow biblical guidelines. Be quick to listen, slow to speak, and slow to become angry (James 1). To maintain peace and unity, do not gossip, stirring up dissension or creating factions among members (Galatians 5). If possible, be willing to overlook an offense (Proverbs 19).

If an issue must be addressed, please follow the pattern described by Jesus in Matthew 18. Go directly to the person with whom you have the conflict. If a problem is still not resolved, seek counsel from the Leadership Team. Members will seek to resolve the conflict peacefully in a Christ-honoring way, without gossiping or stirring up dissension within the CHASE community.

If a member does not follow the guidelines outlined here or is not willing to agree to the decision of the Leadership Team, the family membership may be terminated immediately without financial reimbursement.

## **Termination of Membership**

The CHASE Leadership Team reserves the right to terminate a membership immediately and without financial reimbursement if the standards of membership are not upheld. This includes, but is not limited to, lack of payment for member fees, a disregard for established CHASE rules (including dress code, behavioral guidelines, conflict resolution), or activities unbecoming to a Christian lifestyle.

## **Disciplinary Procedure for Students**

Children and adults should strive to have a Christ-like attitude at all times. Children should show respect for the authority of all adults in the building through obedient behavior and appropriate means of communication. Children should never yell at an adult or talk back to an adult regardless of the situation or their feelings. Adults should work hard to communicate gently but firmly with students and direct them into correct behaviors without harshness or unkind words. Any issue concerning a lack of respect for authority by any student should be handled in the following age-appropriate manner.

### **Elementary Students**

Green means **go**. Everyone starts here. First instance receives a warning before going to yellow.

Yellow means **slow down**. Student has a consequence (extra work, talk after class, note in mom's mailbox, etc.)

Red means **stop**. Student will be brought to mom.

### **Middle or High School Students**

A card will be placed in the parent's mail file each time a student does not meet the expectations with an explanation of the infraction. The instructor will inform the student each time this occurs.

The Leadership Team, after discussion with the instructor, student, and parent, reserves the right to send a card to a parent for any unacceptable behavior by the student not covered by the above regulations.

A progressive level of consequences will be administered with each card:

1. First card: no further consequence
2. Second card: Instructor consults with parent, student, and the Leadership Team.
3. Third card: Student will be suspended from the class for one week. All assignments will still need to be completed. Any work missed in class cannot be made up and will be scored as a zero.
4. Fourth card: Student will be dropped from the class, with no refund.

CHASE Leadership can make the decision to advance to the Fourth Card at any point if deemed appropriate.

## **POLICIES AND PROCEDURES FOR CLASSES**

### **Class Selection and Enrollment**

Each spring, members will receive information regarding the classes being offered for the next school year. Classes offered are selected by the Leadership Team with the goal of bringing the highest academic quality to our program. High school classes are scheduled with general diploma requirements in mind.

The following must be submitted before any children may be enrolled in classes:

- Parent teacher/helper requirements fulfilled (standard membership only)
- Member Registration Form
- MS/HS Regulations Form for Middle/High School Students (one per family)
- Current PA Child Abuse History Clearance and PA Criminal Record Check (and FBI clearance where applicable)
- CHALC Fee of \$25 paid (made payable to CHASE)
- Commitment Fee paid (made payable to CHASE)
  - \$55 Standard Membership option
  - \$85 Non-Participating Membership option

New non-participating members will be given opportunity to sign up for classes following the close of participating member registration. Current non-participating members and new members may sign up for classes one week after class-sign ups open to regular members.

A schedule of classes with paid instructors, including paid art classes, may be provided by the Leadership Team. Members utilizing these options are to pay the instructors directly. Withdrawal must be coordinated with the instructor.

Schedule changes may be made within the first two weeks of each semester, and thereafter if students are withdrawn from a class they must enter the study hall or remain with their parent.

**Class space will not be held for those who have not committed to membership for the next school year by submitting their membership and class fees.**

### [Attendance Expectations](#)

Enrollment in classes is a commitment to attend all classes throughout the year. Excusable absences include illness, vacations, doctor appointments, etc. Prior notification of an absence for reasons other than last-minute emergencies or illnesses is expected.

Children are expected to participate in the classes they are attending. All students not enrolled in a class must be assigned to study hall or accompany an adult. Children are not to wander the halls during class times.

We recognize there are times when circumstances necessitate early withdrawal from classes. If you have such a situation please discuss it with the Leadership Team. Please note: class fees are not refundable in these cases.

**Please arrive at the church no later than 8:20 a.m., at least ten (10) minutes before classes start.**

### [MS/HS Grading Policy](#)

CHASE teachers are committed to grading work completed at the MS/HS level. The teacher will grade all tests, homework, and projects (where applicable) and place graded work in the parent's mailbox. The teacher will record the grades in Thinkwave, and the Class Coordinator will issue a progress report at the end of each semester. This will provide the parent and student with a grade for the class.

MS/HS classes with no weekly graded homework will receive a certificate of completion in lieu of a final grade. If the student is in high school, the parent can dialog directly with the teacher to decide on an appropriate final grade.

**The following guidelines have been established for the MS/HS level:**

- Homework assignments will be listed weekly in the CHASE newsletter. Additional information may be given to the student in class.
- It is the responsibility of the student to hand the assignment in to the instructor on the day it is due.
- If a student cannot complete an assignment by the due date, prior arrangements (before the day it is due) must be made with the instructor.
- All late homework assignments will receive half credit if handed in within one week of the due date. Otherwise, the late work will be assigned a grade of "0" unless prior arrangements have been made with the instructor.
- For extenuating circumstances, a student may receive a grace period if they e-mail homework to the teacher before 9 p.m. on Monday evening. This should not be used on a regular basis.

- The CHASE homework policy must be followed. Violations of the policy will result in the student not being permitted to take part in class and may result in removal from the class.
- Copying another student's homework/test and plagiarism are considered cheating. Students caught cheating will automatically receive a "0".
- When letter grades are given for MS/HS classes, the following grading scale will be used by all CHASE instructors:

A = 90% - 100%  
B = 80% - 89%

C = 70% - 79%  
D = 60% - 69%

F = 59% and below

### **Class Testing Procedures**

MS/HS classes will assign tests as necessary. Classes are encouraged to use both in-class and at-home testing opportunities. We want to foster the highest level of integrity in our students and therefore expect the following guidelines to be followed when tests are taken at home:

1. Teachers will distribute the tests directly to the parent, usually through the mail file system.
2. A parent must directly supervise the student while they are taking the test. Textbooks and class materials should be packed away unless the teacher has instructed otherwise.
3. Tests should be completed in a reasonable amount of time and during one sitting.
4. Once the test is completed, the parent signs the top of the test, indicating that the testing procedures were followed.

If circumstances prevent these guidelines from being followed, the teacher must be notified when the test is returned.

### **Class Homework Policy**

Homework that is assigned for all grade levels from E3/4 through High School is essential for the student to gain understanding of the class material and vital for participation in class. Any homework assigned by a teacher is therefore considered mandatory. It is not permissible for students to show up to CHASE classes unprepared, and it is unfair to expect teachers to modify their lesson plans to accommodate unprepared students.

- If a student has not completed the assigned homework or is otherwise unprepared for class, it is at the teacher's discretion if they may remain in class or must remain with their parent for that class period. The student may not go to study hall; he/she must be escorted to their parent for the class period.
- If a student comes to class in excess of three times throughout the school year without completed homework, he/she will be dropped from the class and no refund of class fees will be given.
- If your child cannot complete classroom assignments due to illness or vacation, the parent must contact the teacher to determine if the student can participate in the class upon their return to CHASE.

We believe this policy will enhance the quality of our classes and help us to meet the vision affirmed in our mission statement. Our teachers take their time to prepare enriching classes for your children. It is disrespectful to the teachers and other students to show up unprepared.

### **Course Syllabus and Assignments**

A course catalog will be distributed that includes class content, any needed supplies, and class fees. All teachers must inform students of all outside assignments through a detailed syllabus, written document, or notification in the weekly newsletter. Most classes at the secondary level and some at the elementary level will require homework. This information should be outlined in the class syllabus. All students should print out a copy of the syllabus and bring it with them on the first day of class. Teachers are responsible to communicate weekly homework through the newsletter and to provide grades as explained in the class syllabus. All written work handed in must follow the CHASE Standards for Written Assignments as detailed on our website.

### **Class Size**

It is our goal to have no more than 15 students enrolled in any given class, and some classes will have lower class limits. We believe this will provide a better opportunity for students to interact with their instructors and peers and gain an in-depth knowledge of the subject being taught. However, if deemed appropriate by the instructor and agreed upon by the Leadership Team, a class size may be permitted to exceed the stated limit.

## **Class Cancellations and Modified Schedule**

Because members live in many different areas, we will not follow the weather closing policy for any particular school district. The Leadership Team will attempt to make wise and reasonable decisions in the event of bad weather. Cancellations will be communicated via email.

| <b>Modified Delayed Schedule:</b> |                        |             | <b>Modified Early Dismissal Schedule:</b> |            |                        |             |                        |
|-----------------------------------|------------------------|-------------|---|------------|------------------------|-------------|------------------------|
| 10:00-10:35                       | 1 <sup>st</sup> Period | 12:00-12:35 | LUNCH                                     | 8:30-9:05  | 1 <sup>st</sup> Period | 10:30-11:05 | 4 <sup>th</sup> Period |
| 10:40-11:15                       | 2 <sup>nd</sup> Period | 12:40-1:15  | 4 <sup>th</sup> Period                    | 9:10-9:45  | 2 <sup>nd</sup> Period | 11:10-11:45 | 5 <sup>th</sup> Period |
| 11:20-11:55                       | 3 <sup>rd</sup> Period | 1:20-2:00   | 5 <sup>th</sup> Period                    | 9:50-10:25 | 3 <sup>rd</sup> Period |             |                        |

## **INSTRUCTOR INFORMATION**

This section is designed to provide information to all CHASE teachers/instructors, regardless of whether they are a member parent or an outside hired resource.

### **Class Syllabus**

All middle and high school instructors need to develop and distribute a course syllabus. Elementary classes need to provide at least a general outline of what will be covered in class each week. Syllabi must be emailed to the Class Coordinator by **JUNE 30**. Sample syllabi with a preferred layout will be available for any teacher wanting more information.

#### **Basic guidelines for writing a syllabus:**

1. Determine the objective of your class. Be clear about what is being taught, the goals of the course, and what those who take the course will learn.
2. Explain what will be covered in each class session. Include the main topics that will be covered each week.
3. Provide assignment due dates as well as dates of exams.
4. Explain class expectations, including but not limited to class participation, quality of work, and homework policy.
5. Explain how grades will be calculated if you are teaching a middle or high school level course.
6. Include your contact information, both a phone number and email address.

A brief summary of each course along with required books and materials are to be submitted to the Leadership Team for approval in January/February. The information will be listed in the course catalog so that member families have adequate time to make class choices and purchase the associated material ahead of time.

### **Class Preparation**

Instructors should write lesson plans or at least an outline of their plan for the school year in advance to ensure the syllabus is accurate. Although schedules are subject to change, it is better to have a plan rather than to develop the class week-by-week.

Teachers should never teach controversial topics without first notifying parents of the subject to be discussed. They should also be aware that not all students in their class will have the same knowledge of sensitive subjects or terminology. Instructors should be careful to define unknown terms appropriately. Teachers should also remember that all information should be presented from a Christian perspective. This is particularly important in the sciences and health – we expect all material to be taught from a creationist perspective. Our members come from a wide variety of Christian denominations, and teachers should be extremely careful not to offend a particular denomination or Christian belief.

### **Class Procedures**

1. **Be on time.** It is much easier to keep control of your class if you are there before students arrive.
2. **Utilize your helper.** Parent helpers are normally placed in the elementary classroom to assist the teacher in any way needed. They are also there to maintain order and to deal with individual problems as they arise, so that the instructor does not have to stop the entire class to handle such situations. Instructors should make full use of their helpers whenever needed. Teachers are encouraged to ask their MS/HS class helpers to assist with grading. Teachers and

helpers are encouraged to work together to provide an enriching classroom environment. Do not expect your helper to know exactly what to do. Inform them of what you expect from them at the beginning of the semester.

3. **Use the established CHASE disciplinary system** to handle behavioral problems. The elementary classes will use the colored circle system; the MS/HS classes will use the card system. Details about each system will be in your mailbox at the membership meeting. The instructor is the authority in the classroom and should make sure that he/she establishes classroom rules at the beginning of the school year. Rules should be reviewed frequently, at least during the first month of classes, so that all students are familiar with the classroom rules.
4. **Take attendance.**
5. **Avoid dismissing students early.** Use the end of class to pick up any trash on the floor or tables before the next class uses the room. Please check classroom clocks with your cell phone to make sure they are accurate. Classes dismissed early are a huge disruption to the co-op schedule.
6. **For middle and high school students, enter all grades in Thinkwave for graded classes or provide a certificate of completion for nongraded classes.** If you have any questions regarding this process, please contact the Leadership Team.
7. **Post homework in the newsletter each week.** Send it via email to the Administrative Assistant by Monday at 9:00 p.m. These reminders will help the parents to prepare their children for the class.
8. **Enforce the homework policy.** Completing assignments is a vital part of getting the full educational benefit of the course. It teaches the student to be responsible for his/her work and holds them accountable to the authorities under which they are placed. If a student is regularly coming to class unprepared or with incomplete assignments (and has not made previous arrangements with the teacher), the student should be escorted to his/her parent. If the problem persists, the teacher should speak to the student's parent and the Leadership Team. The *Academic Class Regulations for Middle/High School Students* form requires parent and student signatures to verify agreement to abide by the regulations.

### **Classroom Management**

Additional tips for maintaining order in the classroom:

- Avoid idle threats. Only say what you are willing to do. Always follow through with what you say you will do.
- Separation is a good technique to settle disruptive students. Don't be afraid to assign seats or alternate boy/girl.
- If an elementary child has received a warning and a time-out but continues with disruptive behavior, remove them to their parent.
- If you always give 3 warnings before enforcing a consequence, children will know this and will consistently use up 2 warnings.
- To calmly command instant full-class attention, raise your hand without speaking. They are to follow your lead and all raise their hand as they stop talking. Do not proceed until all are quiet.
- It is best to address misbehavior as privately as possible. Call the student out to the hall, pull them aside, or use nonverbal cues (hand on the shoulder or a stern look). Embarrassing a student in front of the class often backfires and results in more negative behavior or a break-down in your relationship with the child.

Refer to the *Student Responsibilities* section of this handbook for a complete list of instructions to be followed by students.

### **Supplies and Resources**

1. **Curriculum** purchased specifically for CHASE will be reimbursed by CHASE. Curriculum must be approved by the Leadership Team **prior** to its purchase.
2. **All Copies** prepared for classes are to be made at the UPS Store in Mount Joy utilizing a prepaid CHASE Academy account or handed in for same-day copying at the church on a CHASE Monday. UPS copy forms are available on the parent table each week and on the CHASE website, to be completed and returned to the Administrative Assistant. Same-day copying forms are available on the Parent Table next to the copying bin.

The UPS and church accounts include a bulk rate for copying costs, reducing class fees. Any copies prepared at another location will not be reimbursed and these costs may not be included in class fees. This account is for black and white copies only. Color copying fees will be the instructor's responsibility unless prior permission has been given by the Leadership Team.

3. **A box of general supplies** is available for short-notice activities. Also, the science department has a variety of resources available to teachers. These supplies are kept in the CHASE storage closet. The general supplies are available for all classes. Various types of paper (drawing, construction, tissue, felt, poster board) are available for use and can be found in the CHASE closet.
4. **If you listed a class fee** in the course catalog, you will receive a check from CHASE for the collected amount. You are to cash the check and use this money when purchasing items for your class. Please keep all receipts. **Receipts and any leftover cash must be turned in to the Leadership Team at the end of the year.**

**STUDENT RESPONSIBILITIES**

This section speaks directly to students and should be read by every student enrolled in classes. If your child is not yet reading, please read this section to him/her to the extent that it applies to his/her age.

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Please read each of the items below and be sure you understand them fully.

1. Be on time.
2. Take bathroom breaks and drink breaks between classes.
3. Never leave the classroom or study hall without the teacher's permission. Students in pre-K through 2<sup>nd</sup> grade must be accompanied by an adult in the halls during class time.
4. Always be prepared for class. Bring the books and materials needed for class. Consequences for coming to class unprepared include a *Parent/Teacher Communication Form* will be filled out and placed in the parent's mail file. At the discretion of the teacher, students will be taken to their parent. If this occurs three times, the Leadership Team will be notified and a student may be permanently removed from the class.
5. Complete and turn in homework assignments on time. If a special situation arises that keeps the student from completing an assignment, he/she is responsible for contacting the instructor before the day of class in order to work out an alternative arrangement. Students agree to the consequences set forth by the teacher in the event they hand in a late assignment.
6. The student is responsible for contacting the instructor to get missed homework assignments. These assignments are to be completed for the following class.
7. Walk in the halls between classes. Absolutely no yelling.
8. Honor parents and teachers by addressing them as Mr. or Mrs. with his/her last name (Mr./Mrs. with first name is okay if the adult has given permission or requested that).
9. Always raise your hand when you want to talk in class.
10. Swearing, foul language, and/or rudeness are not acceptable. This includes taking the Lord's name in vain. Please refrain from using the phrase "Oh my God!"
11. Treat the church facility and property with the utmost respect. Any behavior leading to the destruction of church property will be addressed by the Leadership Team.
12. Always show respect to adults and other students at CHASE. This includes teachers, classroom helpers, any parent (including your own), and all church staff members. Speak appropriately to them at all times, never talking back or arguing, even if you don't like their decisions. A student has the right to ask to discuss an adult's decision in any given situation, so long as he talks respectfully and accepts their authority in determining the final outcome.
13. Treat classmates with kindness and respect at all times, just as you want them to treat you. Bad-mouthing others, name-calling, and any other negative interaction should not happen. If a conflict with another student cannot be resolved, find an adult nearby to help talk through the problem with that student. Physical contact or yelling at each other is never a way to resolve problems.
14. Food and drink is not permitted in the elementary and secondary classrooms, except for water. Students should not be carrying drinks or food throughout the church building. Preschool students may be given a snack in their classrooms. **ABSOLUTELY NO FOOD OR DRINK SHOULD BE TAKEN INTO THE SANCTUARY!**
15. Do not go in the kitchen unless you are working with an adult for a specific purpose.
16. Students are not permitted in the gym unless an adult is present to supervise. The storage room is only to be accessed by the Leadership Team and designated gym teachers. Use of balls, baseball bats, hockey sticks, etc. is not permitted in the gym except in a structured class. Balls are not to be played with in the gym during the lunch period.

17. Electronic devices, including iPods, mp3 players, and portable gaming systems, may not be in student possession during the school day (8:30-2:00). If one of these devices is seen on a student, it will be confiscated and given to a member of the Leadership Team. The device can be claimed by the parent at the end of the day. Repeat offenses will result in further discipline.
18. Cell phones are permitted for emergency purposes only and must remain in student's backpack during the school day (8:30-2:00). Students may use cell phone in case of emergency in the café ONLY if they are under the direct supervision of their parent or CHASE Leadership.

We're glad you are here at CHASE! We pray God's blessings on you and your family.

## CHASE EMERGENCY PLANS

We have procedures for two types of emergencies: those requiring students to remain in the classroom until further notice and those requiring the evacuation of the building.

**Emergency Hold Plan** – this plan will be used if a threatening intruder enters the building or if we need to take a complete head count of the student body (for example – if a student is missing).

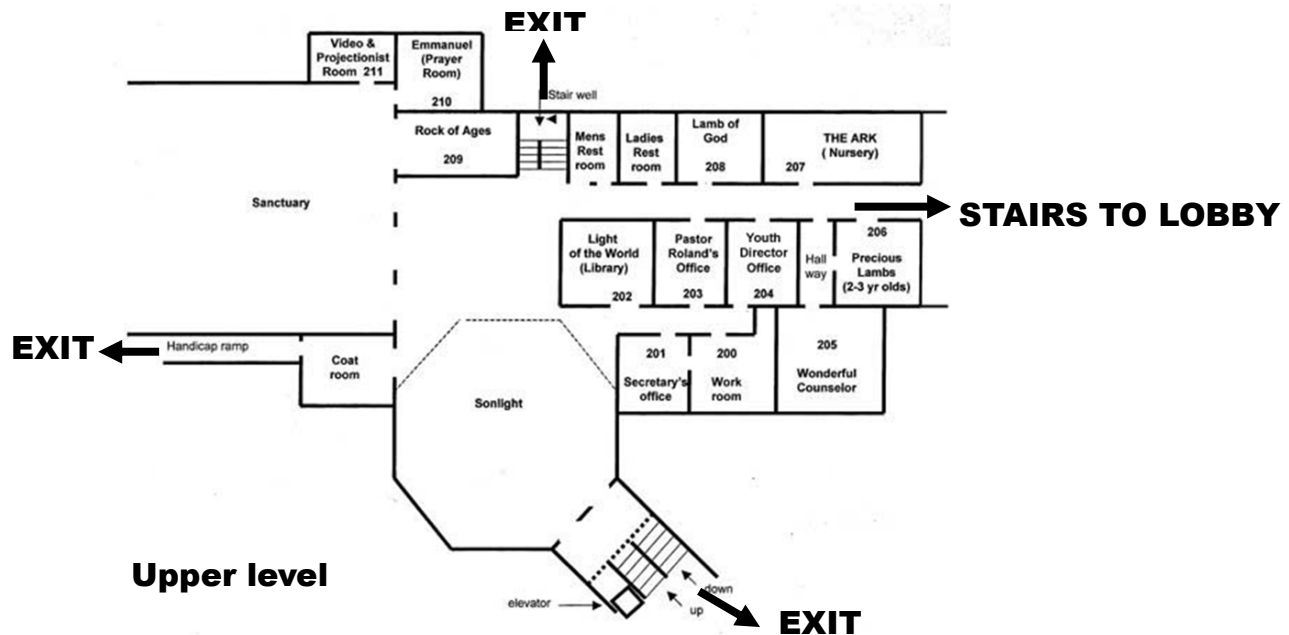
1. The Emergency Hold Plan will be indicated by long single blasts of the whistle. Whistles are located with the lobby monitors and all members of the Leadership Team. When a whistle blast is heard, it will be spread throughout the building by the Leadership Team.
2. Upon hearing the “Emergency Hold” whistle signal, all students are to remain in their current classroom. The door should be shut and secured if possible, lights turned off, and students gathered into the safest area of the room.
3. Classrooms should remain secure until a member of the Leadership Team indicates it is safe to resume.

**Emergency Evacuation Plan** – this plan will be used when the building is in danger, as in the case of a fire. It will be indicated by three short blasts of the whistle.

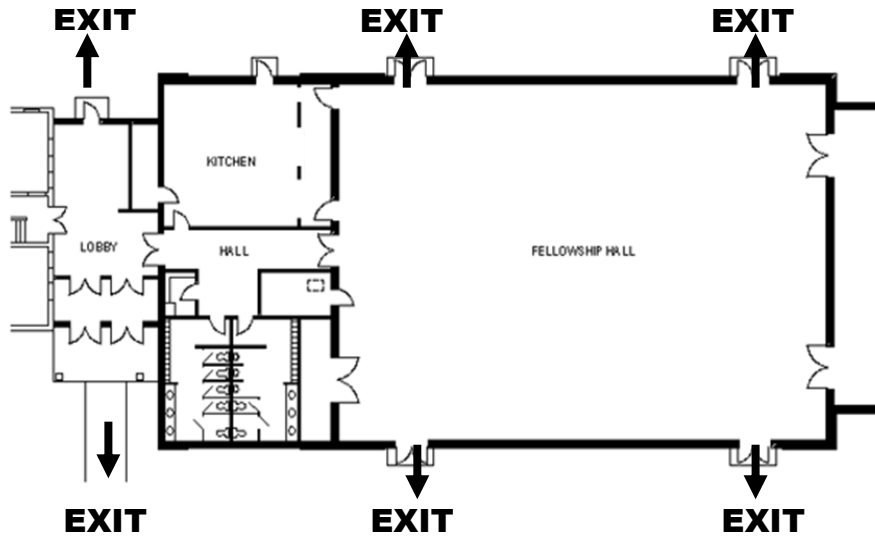
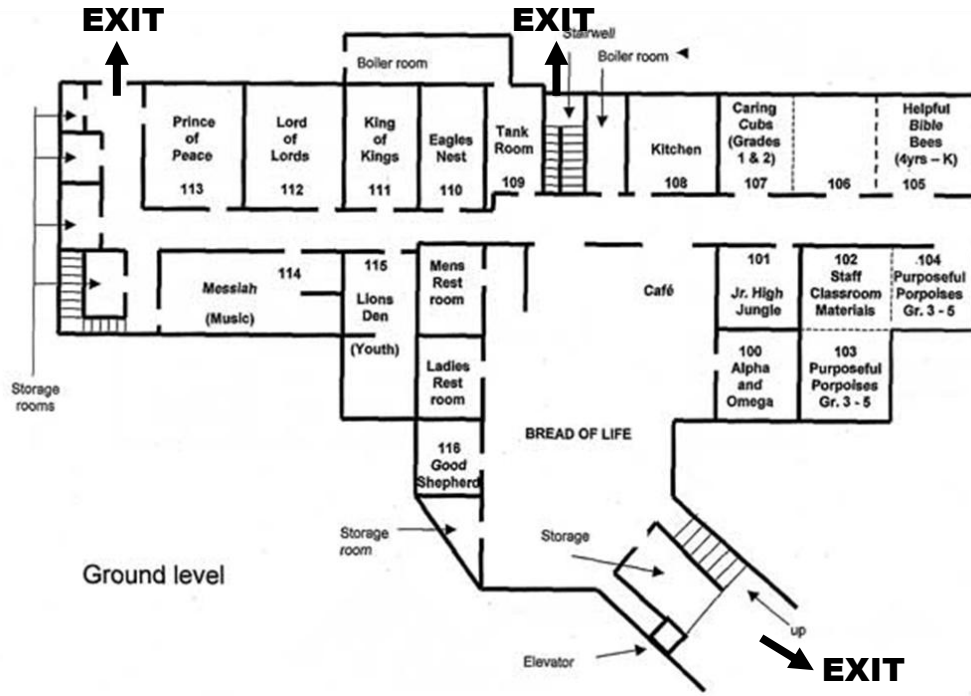
Below you will find the floor plans of the church. Please review the floor plans and familiarize yourself with the exits. Teachers/helpers, please locate the rooms where your classes are held and review the quickest way to exit the building in the event of an emergency. An emergency evacuation drill may be held sometime during the co-op year.

In the event that we would need to evacuate the building, the Leadership Team will walk through the building blowing three short whistle blasts. In response to this warning, follow these steps:

1. Gather the children in your class and lead them outside using the quickest exit available.
2. Once at the designated area (the far side of the parking lot), line up as indicated at the bottom of the next page, from youngest to oldest. Take a count of your students to make sure you have everyone.
3. Keep the students with you until the Leadership Team ensures that all students are present and gives further instructions.







Emergency Evacuation Plan—Please line up classes as indicated

