

Parent-Student Handbook 2020/2021



CHESS
Christian School

**908 E Lower Springboro Rd
Springboro, OH 45066
(937) 985-2082
www.chesschristian.com**

Letter from Tara Lee, Executive Director of CHES Christian School

Dear CHES Christian School Families,

Welcome to the 2020-21 academic year of CHES Christian School!

Educating the next generation according to their God-given gifts with the goal of impacting the world for Christ is a high calling. As families in partnership with CHES Christian School, together we have the opportunity to not only shape the academic progress of students, but we are afforded the privilege of discipling your students as we model Christ inside and outside of the classroom.

As we begin our 7th year as an organization, we believe strong academics saturated in a Biblical approach, is the tool through which God will transform the next generation.

Please pray, along with us, that students will discover who God created them to be as they are empowered to impact the Kingdom for Christ!

Thankful to be serving with you,

Tara Lee

Executive Director



CHES Christian School is tax exempt in the State of Ohio and is a 501(c)(3) non-profit organization. CHES is governed by the below Board of Directors:

Board of Directors

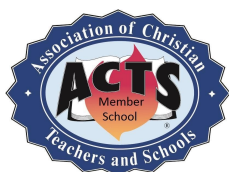
Board Chairperson	Wende Penny
Board Vice Chairperson	Scott Parker
Board Secretary	Ryan Taylor
Board President	Tara Lee
Board Treasurer	Ruth Taylor
Board Member	Angie Kenworthy
Board Member	Isaac Huff

Administrative & Staff Team

Executive Director	Tara Lee
Finance Director	Ruth Taylor
Operations Director	Emily Winters
Preschool Director	Susan Lezotte
School Principal	Jaimee Dinnison
Growth & Leadership Administrator	Hannah Kempe
Administrative Assistant	Karen Young
Guidance Counselor	Angie Glitz
Technology Coordinator	Timmy Clifton
Distance Learning Administrator	Shyju John
Librarian	Anne Meester
Front Desk Assistant	TBD

Membership/Accreditation

CHES Christian School is a member and accredited through Association of Christian Teachers and Schools, as well as Middle States Association - Commission on Elementary and Secondary Schools. The State of Ohio recognizes CHES as a Section 08 Non-Chartered, Non-Tax Supported Private School.



Middle States
Accreditation



TABLE OF CONTENTS

SCHOOL IDENTITY

I.	Vision	7
II.	Mission	7
III.	Core Values	7
	A. Christian Community	7
	B. Affordable Quality	7
	C. Passionate Discipleship	7
	D. Contagious Learning	7
	E. Flexible Engagement	7
IV.	Philosophy of Education	7
V.	Statement of Beliefs	8

ADMISSIONS

I.	Non-Discrimination Policy	10
II.	Admissions Policy and Guidelines	10
III.	Admission Application	10
IV.	Enrollment Packet	11
V.	Tuition and Fees	12
VI.	Tuition Policy	13
VII.	Tuition Payments	13
VIII.	Additional Fees	13

ACADEMICS

I.	The CHES Model of Education	14
II.	Educational Options at CHES	14
	A. Private	
	B. Homeschool	
III.	Biblical Integration	16
IV.	Charlotte Mason Method of Education	16
V.	8 Great Smarts	17
VI.	Curriculum	17
VII.	Database	18
VIII.	Communication with Parents	18
IX.	Grading Scale	18

X.	Gradebook	18
	A. Class Work not Completed	
	B. Grade Codes	
XI.	Report Cards	19
XII.	Parent/Teacher Conferences	19
XIII.	Graduation	19
XIV.	Records Policies	20

ATTENDANCE

I.	School Hours	21
II.	Business Office Hours	21
III.	School Calendar	21
IV.	Student Attendance	21
	A. Attendance Notification Procedure	21
	B. Excused Absences	22
	C. Unexpected Absences	22
	D. Excessive Absences	22
	E. Excused Tardies	22
	F. Pre-Planned Absences	23
	G. Early Dismissal	23
V.	Unprepared Due to Illness	23
VI.	Inclement Weather Policy	24

HEALTH AND SAFETY

I.	Morning Arrival Procedures	25
II.	Student Drivers	25
III.	Lockers	25
IV.	Lunch	25
	A. Hot Lunch	
	B. Off Campus Lunch and Lunch Deliveries	
V.	Recess	26
VI.	Afternoon Dismissal Procedures	26
	A. Release of a Student	
	B. Custody Agreements	
	C. Pick-up Procedures	
VII.	Building Security	27
VIII.	Student Illness Procedure	28
IX.	Medication	29
X.	Food Allergies or Medical Conditions	29

XI.	Accidents and Emergencies	29
XII.	Lost and Found	30

LIFESTYLE EXPECTATIONS

I.	Discipline Philosophy	31
	A. R.O.Y.A.L. Values	33
	B. The Merit System	34
	C. Detention for Upper School	36
	D. In-School & Out-of-School Suspension	36
	E. Behavioral Probation	37
	F. Expulsion	37
	G. Parent Appeal Process	37
II.	Social Philosophy	37
	A. Academic Integrity	38
	B. Relationships	39
	C. Immoral Conduct	39
	D. Violation of the Law	39
	E. Use or Possession of Alcohol, Tobacco, or Non-Medicinal Drugs	39
	F. Weapons Violations	40
	G. Harassment & Bullying	42
III.	Dress Code	43
IV.	Electronic Usage Policy	44
V.	Technology Use Agreement	44
VI.	Data Security	45
VII.	Recording and Privacy	45
VIII.	Limitation of Liability	45

COMMUNITY

I.	Family Jobs	46
II.	Fundraisers	47
III.	CHESS Parent Organization (CPO)	47
IV.	Campus Visitors	47
V.	Field Trips	47
VI.	CHESS Events	47

SCHOOL IDENTITY

- I. **Vision** - To help students discover who God created them to be as they are empowered to impact the world for Christ.
- II. **Mission** - Strategically matching students' God-given abilities with creative educational opportunities.
- III. **Core Values**
 - A. **Christian Community** - We believe when families who fervently follow Christ come together in community, learning is maximized. Made in the image of God and patterned after the Trinity, parents, students, and teachers are created to know others and to be known by others.
 - B. **Affordable Quality** - Allowing families to choose their level of participation, we believe Christian education can affordably match a family's income without being an excessive financial burden. Rather than delivering a "one-size-fits-most" education, we are committed to providing a quality, individualized education through a creative collaboration between the school and family.
 - C. **Passionate Discipleship** - As Christ followers, we believe all learning is for the purpose of knowing God better and making Him known to a world in need, and yet we believe disciples are developed through *doing*. Passionate discipleship is taught and modeled in authentic community through various relationships (parent-child, teacher-student, student-student, and parent-parent).
 - D. **Contagious Learning** - By creating exciting, creative, and interactive learning environments, we believe students and teachers will experience contagious learning. Our educational community is committed to lifelong learning as we fulfill our God-given callings.
 - E. **Flexible Engagement** - Providing a variety of valuable academic and elective offerings, we believe in giving families the choice for their level of participation. Flexible engagement gives families the freedom to choose a level of educational and financial commitment that best meets their needs.
- IV. **Philosophy of Education** - CHESS Christian School is committed to a doctrine which supports the infallibility of Scripture, that the Bible is the ultimate authority against which all evidence is examined. The educational philosophy

is Christ-centered. We believe that the Bible has unique relevance to the development of the whole person, and we assign priority to its instruction in all academic disciplines. Teachers profess a saving knowledge of the Lord Jesus Christ. The learning environment is loving, supportive and reflects high standards of scholarship. We believe that students should find courses of study exciting, imaginative, and disciplined; and a vital laboratory, which nurtures creativity, individuality of thought, and spiritual development. We believe that the Word of God has unique relevance to the process of educating this nation's youth. When properly integrated into a curriculum, we believe that the Bible provides the students with competencies that are vital to the process of coping in the world today.

V. Statement of Beliefs

- A.** We believe there is one God, who is infinitely perfect, eternally existent in three persons—Father, Son and Holy Spirit (*Genesis 1:26, Matthew 3:16-17; Matthew 28:19*).
- B.** Jesus Christ is the true God and the true man. He was conceived by the Holy Spirit and born of the Virgin Mary. He died upon the cross, the Just for the unjust, as a perfect substitutionary sacrifice, and all who believe in Him are justified on the grounds of His shed blood. He arose from the dead according to the Scriptures and will come again to establish His kingdom, righteousness and peace (*Philippians 2:6-11; John 1:1; Luke 1:34-38; Hebrews 2:9; 1 Peter 3:18; 1 Corinthians 15:3-4; John 11:25; Mark 16:19; Acts 1:11; Revelation 19:11*).
- C.** We believe the Bible to be the inspired, infallible, authoritative, inerrant Word of God (*2 Timothy 3:15-16, 2 Peter 1:20-21*).
- D.** We believe that salvation is the gift of God's grace alone and is expressed in the individual's repentance, recognition of Christ's death as full payment for sin, and acceptance of the risen Christ as Savior. All who so trust the Savior are forgiven of their sins and born into the family of God by the regenerating work of the Holy Spirit. Freedom from the penalty and power of sin is available to man only through Christ's sacrificial death, His shed blood, and His complete and bodily resurrection from the dead. Those who do not believe in Christ are subject to everlasting punishment. Believers enjoy eternal life with God. (*John 1:12; John 3:16-19; John 5:24; Romans 10:9-10; Ephesians 1:7; 2:8-9; Titus 3:5*).

- E.** We believe in the resurrection of both the saved and the lost: believers in Christ are saved unto the resurrection of life, and those who reject Jesus unto the resurrection of eternal damnation (*John 5:28-29*).
- F.** We believe in the spiritual unity of believers in our Lord Jesus Christ (*Romans 8:9, 1 Corinthians 12:12-13, Galatians 3:26-28*).
- G.** We believe in the present ministry of the Holy Spirit, by whose indwelling the Christian is enabled to live a godly life (*Romans 8:13-14; 1 Corinthians 3:16, 6:19-20; Ephesians 4:30, 5:18*).
- H.** We believe that man was created directly by God and in His image for the reflection of His glory. We believe that God created the heavens and the earth, including all life, by direct act in six literal 24-hour days about 6,000 years ago (*Genesis 1:1; John 1:3; Colossians 1:16-17*).

ADMISSIONS

- I. **Non-Discrimination Policy** - As a private school recognized by the Ohio Department of Education, CHES Christian School admits students of any race, gender, color, and/or national origin in the administration of educational policies, admissions procedures, scholarship programs, athletics, or any school-related activities. While CHES Christian School seeks to meet the needs of individuals with disabilities, CHES is not able to accommodate all students with all disabilities but will seek to provide minor adjustments to students' plans to allow them to be successful at school.

- II. **Admissions Policy and Guidelines** - Families who partner with CHES Christian School agrees to:
 - A. **Affirm** that at least one parent is a born-again believer who faithfully attends and is involved with a Bible-believing church whose fundamental beliefs are in agreement with the CHES Statement of Faith.
 - B. **Believe** in *Christian Community* where education is first the priority of parents, in keeping with Deuteronomy 6:5-8, and is supported by the Body of Christ through Christian education.
 - C. **Support Affordable Quality** by committing to and faithfully participating in a **Family Job, or providing the respective buyout.**
 - D. **Foster a Contagious Learning** environment by continuing the education process outside the classroom with parental guidance. Students and parents agree to strong and regular forms of communication to support a culture of contagious learning.

- III. **Admission Application** includes:
 - Application Information
 - Medical Information
 - Previous School Information
 - Student Interests
 - Religious Affiliation
 - Signed Statement of Beliefs
 - Parent Questionnaire
 - Pastoral Reference

- Request for Birth Certificate, Immunization Records, Records Release or Homeschool Report Card, and Previous Academic Testing Records
- Student and Family Photo

Once the Admissions Department receives the Admissions Application with supporting documents, application fee, and Pastoral Reference, a Family Interview will be scheduled with members of the Admissions Committee. Upon agreement of the Admissions Committee that CHES is an appropriate fit for the student and family, the student will be accepted into CHES and an Enrollment Packet will be sent to the family.

IV. Enrollment Packet- Accepted new families and returning families will complete an Enrollment Packet in the FACTS Family Portal for each student that includes:

- Enrollee Information
- Student Drive Authorization
- Religious Affiliation
- Household and Family Information
- Emergency Contacts and Authorized Pickup
- Medical Information
- Educational Path Selection
- Financial Agreement and FACTS Tuition Plan Selection
- Family Job Questionnaire
- Media Release
- Technology Use Agreement
- Student Email Permission
- Release, Indemnification, and Hold Harmless Agreement
- Once the Admissions Specialist receives the Enrollment Packet, the returning student will be enrolled for the applicable academic year, and course selections can take place in the FACTS Family Portal.

V. Tuition and Fees



CHESS

Christian School

email: info@CHESSChristian.com

www.CHESSChristian.com

Preschool Tuition	Preschool [◊]	
	1/2 day	\$ 899
	2 days, AM Half day	\$ 1,799
	1 day	\$ 1,799
	2 days	\$ 2,929
	3 days	\$ 4,549
4 days	\$ 5,179	

K-12 Grade Tuition	Core Classes [◊]		Elective Classes			
	Meets twice per week		per year ^{◊,Δ}			
			Meets once per week [◊]			
	1	\$ 1049	1	\$ 549	5	\$ 2,099
	2	\$ 1,899	2	\$ 999	6	\$ 2,389
	3	\$ 2,549	3	\$ 1,429	7	\$ 2,674
4	\$ 2,999	4	\$ 1,799	8	\$ 2,949	
5	\$ 3,299					

Tuition is **capped** at \$5,179 for any combination of classes

DISCOUNTS

- Take five Core courses and get one elective course for **free**
- Take a full schedule of elective courses and get one Core class at **half price**
- **Multi-Child discount*** – 3rd child is 5% off tuition, 4th is 10% off tuition, 5th + is 15% off tuition

COMMON ENROLLMENT

4 Electives	\$ 1,799
8 Electives	\$ 2,949
All Core	\$ 3,299
3 Days (Core + 1 elective day)	\$ 4,549

[Tuition Calculator](#)

ADDITIONAL OFFERINGS

Dual Enrollment (CCP) -or- Cedarville University Partnership	\$ TBD
High School TNT Program	\$ 499
Spring Standardized Testing (Included w/3+ Core classes)	\$ 100

- Online courses also available

After-Care
2:45-3:45, 3:46-4:30 pm \$5/student, per time period

PER STUDENT FEES

	Until Feb 26, 2020	After Feb 26, 2020
Re-Enrollment Fee	\$ 109	\$ 179
Application Fee	N/A	\$ 179
Family Cap	\$ 400	\$ 500

- All fees are non-refundable
- Includes Library, Media & Technology fee, Parent & Student Portal, School membership in ACTS & Middle States, Standardized Testing (if enrolled in 3+ core classes), and a School Spirit Kit.



Tuition Payment managed through FACTS Tuition Management
<https://online.factsmgt.com/login/4K839>

ACCREDITED through:



Middle States Association of Colleges and Schools
Commissions on Elementary and Secondary Schools



Department of
Job and Family Services

CHESS Christian Preschool is
licensed by the State of Ohio.

NOTES

- [◊] Enrollment at this rate requires a full year commitment. Fees and curriculum are included at this rate unless otherwise specified in the course description
- * Multi-child discounts are taken off at the student level (not the family). The highest discount applies to the student enrolled at the lowest tuition rate, and the lowest discount applies to the student enrolled at the highest rate
- ^Δ Optional semester pricing is available for elective courses. Fees apply. Discount at this rate does not include the elective course discount
- [◊] World Languages are taught twice a week and charged at the two elective rate

School Year 2020-21

VI. Tuition Policy - Due to teacher contracts and budget planning purposes, enrollment and number of course selections are for a full school year's commitment and based on course enrollment requested.

There are no refunds/propration on tuition, except in the case of an out-of-region move, loss of job, death in the immediate family, or special situation requiring administrative approval. Situations requiring proration will be calculated on a quarterly basis.

Once course enrollment requests have been made, you will be responsible for full year tuition payment. Drop requests for classes will not result in a tuition adjustment.

VII. Tuition Payments - All tuition payments are required to be paid through FACTS Management Company. After the school schedule is published, you will make your course enrollment requests. The bill will be applied to your FACTS Tuition plan based on the 2020-21 tuition rates. FACTS Payment Plans include a payment fee and may include an enrollment fee. These fees are paid directly to FACTS Management Company, not CHESS Christian School.

VIII. Additional Fees - Field trip, incidental charges, Family Jobs buyout, and After Care fees can be added to monthly and semi-annual FACTS payment plans. Due to the volume of attendance on field trips, refunds cannot be made on missed field trips.

Lost or damaged book fees vary based on book value.

Returned checks will be assessed a \$50 fee. More than one returned check during the school year may result in the requirements for payments to be made by cash, money order, or credit card payment through FACTS Management Services.

ACADEMICS


As Christ followers, we believe all learning is for the purpose of knowing God better and making Him known to a world in need, and yet we believe disciples are developed through doing. Passionate Discipleship is taught and modeled in an authentic community through various relationships.

- I. **The CHES Model of Education** - The Core Value of **Contagious Learning** supports the CHES model of education. CHES Christian School provides direct instruction to the students on Core and Elective days. CHES teachers assign relevant homework to provide students with a depth of knowledge not possible through in-class work alone. Completion of these assignments is integral to success in each class. Parental involvement in their student's education will further the discipleship process as parents assist their students with homework, clarify confusing concepts, or answer questions. This can help parents identify their student's strengths and opportunities for growth.

Core and High School Elective students can expect to spend 2-4 hours per week of outside study at home for every hour they are in class at CHES. The amount of time needed outside of class varies based on age and ability.

With the partnership between home and school, strong, regular communication between the CHES teacher and parent is paramount. Parents and students will be able to access lesson plans, homework, and grades through the FACTS Family Portal. This process supports the discipleship model as we seek to help our students discover who God created them to be so they can impact the world for Christ.

- II. **Educational Options at CHES** - As a hybrid model of education, families have the flexibility to choose how they participate at CHES according to their educational needs.

 CHES Educational Plan Options	Homeschool Student	Private School Student	Private School Student
	K-12th Grade	K-6th Grade	7-12th Grade
Student takes all Core classes at CHES ¹		✓	✓
Student can customize an Elective schedule ²	✓	✓	✓
CHES reports enrollment and attendance to the student's school district ³		✓	✓
Student may participate in field trips, Ambassador Organization, TNT, sports programs, and etc	✓	✓	✓
Student takes annual TerraNova3 Standardized Testing ⁴		✓	✓
Parent signs and returns Private School Enrollment Form		✓	✓
Parent confirms Educational Plan Selection in FACTS	✓		✓
Student may participate in College Credit Plus ⁵	✓		✓
Student graduates with an accredited CHES Christian School diploma. <i>(requirements dependent upon graduation year.)</i>			✓
Student may participate in CHES Christian School graduation ceremony	✓		✓

¹ Homeschool students may customize a Core class schedule beginning in 5th grade.

² Parents of Private school students who do not participate in Electives at CHES must ensure their students are completing PE, Fine Arts, and 1 additional hour of Bible instruction per week.

³ Parents of homeschool students report their student's homeschool status to their local school district and list CHES Christian School as an instruction provider on their notification form.

⁴ Homeschool students who are enrolled in 3+ Core classes may take the TerraNova3 Standardized test for no add fee. All other Homeschool students will be charged an additional fee.

⁵ Private School students are able to receive private school designation for CCP Awards.

Rev 06/2020

A. Private - CHES Christian School is a non-chartered, non-tax private school in the state of Ohio, and is accredited through the Association of Christian Teachers and Schools (ACTS) and Middle States Association Commission on Elementary and Secondary Schools (MSA-CES). CHES offers a unique hybrid model of education that provides quality instruction with a minimum of 13 Core academic educational hours being completed on campus. The remaining educational hours are completed between optional Elective classes on campus and time dedicated to their assigned educational activities at home. CHES provides all curriculum and instruction. Families who elect the Private student pathway will not need to notify their school district; CHES will report Private student enrollment to each student's district. Parents must complete the Private Student Enrollment form each academic year. Private students will be

given the TerraNova3 national standardized test in the spring of each academic year. Private students who complete the CHES graduation requirements will graduate from CHES Christian School with an accredited high school diploma.

B. Homeschool - Homeschool families may also attend CHES Christian School classes. Homeschool families will complete the state's Homeschool Notification Form and submit all necessary documents to their local school district. Additionally, parents will complete the Intent to Homeschool webform in the FACTS Family Portal. Homeschool parents will be responsible for ensuring their student fulfills the required number of educational hours.

CHES Christian School seeks a strong partnership between home and school. Parents can access their student's homework assignments and grades through the FACTS Family Portal. Checking FACTS daily will be essential to your student's academic success.

III. Biblical Integration - Biblical truth is foundational to all we do at CHES Christian School. As Christian educators, we strive to constantly and consistently integrate the Scriptures into all of our Core and Elective instruction. We are motivated by Deuteronomy 6:4-7:

“Love the Lord your God with all your heart and with all your soul and with all your strength. These commandments that I give you today are to be upon your hearts. Impress them on your children. Talk about them when you sit at home and when you walk along the road, when you lie down and when you get up.”

All instruction is based on the absolutes of God's Word. Such absolutes include:

- Creation
- Fallen nature of man
- Salvation through Christ alone
- God's sovereignty

We realize a teacher's primary impact lies in how we handle emotional, social, spiritual, and behavioral concerns on a daily basis. We are motivated by the words in Paul's final letter to Timothy which says: *“Do your best to present yourself to God as one approved, a workman who does not need to be ashamed and who correctly handles the word of truth.”* 2 Timothy 2:15

IV. Charlotte Mason Method of Education - CHES Christian School embraces the Charlotte Mason method of education. It was [Charlotte](#)'s firm belief that the

child is a person, and we must educate that whole person, not just his or her mind. An education modeling the Charlotte Mason method is three-pronged: in her words, “Education is an Atmosphere, a Discipline, a Life.” In keeping with the Charlotte Mason Method of Education, we are committed to increasing hands-on activities and living books that support a rich learning environment. In keeping with our accreditation standards, CHES Christian School has adopted the Bob Jones Press Scope and Sequence for our Lower School. In the classroom, teachers will utilize the Bob Jones text as the skeleton of content and will continue to include other sources of content as desired.

V. 8 Great Smarts - 8 Great Smarts: Discover and Nurture Your Child’s Intelligences, by Kathy Koch, complements CHES’s Vision Statement: To help students discover who God created to be as they are empowered to impact the world for Christ. Dr. Koch presents a Christian framework of multiple intelligences that helps parents, teachers and administrators empower their students to discover the way information is most meaningful to them. “Smart is a power word. ... [I]f some children believe others are smart and they are not, they can give up. ... Multiple intelligences allow us to look beyond old “proofs” of grades and degrees to see evidence of smarts in life.” Our Core teachers design their lesson plans to frequently feature each of the eight intelligences. CHES’s Elective Course schedule was built to offer classes that highlight each of the eight intelligences as well.

VI. Curriculum - CHES Christian does not accept funding from the state of Ohio and, therefore, does not use Common Core curriculum. We do, however, depend on Christ and the Scriptures as the core of all curriculum. He is the reason that we exist. It is from Him that we draw wisdom and to Him that we must give an account regarding our students’ education. The curriculum serves as a tool to serve the more important goals in education. Our most important task is to teach students to think, analyze, discern, critique, and model the gospel through a life of learning. The basis for use of a planned curriculum consists in mastering the skills to understand and manipulate the world of knowledge for God’s glory and man’s good

Textbooks will be issued to students for the year and must be returned to CHES Christian School at the end of the school year on the designated book-return day. Books that are lost or badly damaged will be required to be replaced for full value. Books that are returned with general wear & tear will not be charged an additional fee.

VII. Database - FACTS is a web-based, database driven school management software system that manages school information including teacher assignment postings, grade books, lesson plans, and emails. Teachers will post lesson plans, assignments, and grades weekly on the database. Upon admission, parents will receive their FACTS Family Portal login to access student homework, grades, and report cards.

VIII. Communication With Parents - Communication is key to success at CHES. Without communication between teachers, parents, and students, the hybrid method of education simply will not work. For any classroom concerns, please contact teachers as soon as possible. Parents and students will have knowledge of what is going on at school each day and receive regular information regarding what is expected at home in between academic days. The majority of this will be communicated via the FACTS Family Portal and email.

IX. Grading Scale -

A. Kindergarten - 2nd Grade

Grade Letter	Grade Meaning	Percentage
O	Outstanding	90-100%
S	Satisfactory	70-89%
N	Needs Improvement	0-69%

B. 3rd - 12th Grade

Grade Letter	Grade Point	Percentage
A	4.0	94-100%
A-	3.7	90-93%
B+	3.3	87-89%
B	3.0	84-86%
B-	2.7	80-83%
C+	2.3	77-79%
C	2.0	73-76%
C-	1.7	70-72%
D+	1.3	67-69%
D	1.0	60-66%
F	0.0	0-59%

X. Gradebook - The gradebook for each class will be available on the FACTS Family Portal. It will be regularly updated by the teacher with completed

assignments and recorded grades. An assignment will not appear in the Gradebook until it reaches its due date.

A. Class Work Not Completed - Students who do not turn in assignments or assessments work will receive a zero (0) for the day's class work grades. Students may turn in an assignment the following class period for half credit. After 2 consecutive zero homework days, a conference with the teacher and parent will be scheduled. Students who are absent have the same number of days of their absence to turn in their class work for full credit (e.g., absent for 1 academic day, students have 1 academic day to turn in work).

B. Grade Codes:

- Absent Excused (AE) - Used when a student is absent and will **not** make up a participation-type grade
- Excused (E) - Used for optional assignments (like Extra Credit), grace on an incomplete assignment, or students that enrolled mid-year and will not be making up an assignment.

XI. Report Cards - Report cards will be emailed from the FACTS Family Portal at completion of each quarter and at the end of the academic year. If a conference with the teacher or Principal is desired, communication can be made directly to the teacher through email.

XII. Parent/Teacher Conferences - All Parent/Teacher Conferences are held to give parents and teachers the opportunity to improve the partnership between home and school. Parent/Teacher Conferences are held in the fall and sign-ups will be made available closer to the date.

XIII. Graduation - Private students must meet all academic credit requirements outlined in their chosen graduation track to receive an accredited diploma from CHES Christian School. These requirements minimally meet and may exceed the requirements provided by the Ohio Department of Education. The graduation track options are available for review on the FACTS Family Portal. The CHES Guidance Counselor will meet with families to review each student's transcript and discuss their post-graduation plans before selecting a track. We encourage our homeschool students to take part in the CHES graduation ceremony. Homeschool students will receive their homeschool diploma during the graduation ceremony.

There are three, separate avenues by which CHES graduates can distinguish themselves.

A. Honors Diploma- There are multiple ways to earn an Honors Diploma at CHESS. Specific requirements for an Honors Diploma will be reviewed and discussed with the Guidance Counselor.

B. Graduating with Honors - CHESS also recognizes academic excellence with honors based on GPA:

- Summa cum laude - 3.9000+
- Magna cum laude - 3.7000 - 3.8999
- Cum laude - 3.5000 - 3.6999

C. ACTS Honors Society - CHESS recognizes students who exhibit excellence in areas of academics, Christian character, citizenship, and service through a faculty and staff nomination process.

XIV. Records Policies - Transcript or records release requests can be made to the Operations Director. By law, all requests require signed consent by the parent/guardian of anyone aged 17 or younger; adult students may sign for themselves. CHESS Christian School will send a transcript or the student's records to another academic institution only after confirming the student account is current. No fee will be charged for the first two transcript requests. A \$10.00 fee will be processed for any further requests.

ATTENDANCE

- I. **School Hours** - The school year for CHESS Christian School begins August 17, 2020 and continues through May 20, 2021. School is in session Monday through Thursday from 8:00 am to 2:30pm, with an optional After Care program upon completion of dismissal beginning at 2:45pm until 4:30pm for an additional charge. Arrival for students begins at 7:45 am. Parents picking students up more than five minutes after the end of the After Care program will be assessed a \$25 late pick-up fee to cover administrative costs incurred. Your respect and consideration are appreciated.
- II. **Business Office Hours** - CHESS Christian School Staff and Administration will operate business hours during normal school hours. Outside of normal school hours, Administration and Support Staff balances their family and work responsibilities individually and will seek to respond to emails, voicemails, or text messages within 1 business day. Administration and support staff enjoy taking breaks with their family during holidays and school breaks, and will communicate their availability to respond to emails, voicemails, and text messages through their Out-of-office notifications.
- III. **School Calendar** - The CHESS school calendar is available on our website www.chesschristian.com under the Resources tab. A Royal Rundown Month-At-A-Glance will be emailed to families and posted to Facebook at the beginning of each month for a more timely and concise update. CHESS will make every effort to adhere to the days and times of events posted on the Calendar. However, events are subject to change, so check the calendar often.
- IV. **Student Attendance** - CHESS Christian School believes that consistent student attendance is required for continual student learning and academic growth. The Ohio State Notification Form, signed by families who homeschool and attend CHESS, provides exemption to students from compulsory school attendance and assures that students will receive 900 total educational hours.
 - A. **Attendance Notification Procedure** - Students absent from school for any reason are responsible for meeting all class requirements. **Parents must email attendance@chesschristian.com or call the front desk at 937-985-2082 by 8:00 am or within the first 10 minutes of the student's first class if their student will be absent or late.** The school

will call the home of any student who is absent and for whom no email or phone call has been received.

B. Excused Absences - An Excused Absence will be documented for the following reasons if proper notification from the parent has been received following the Attendance Notification Procedure listed above. Excused Absences are limited to 10 occurrences in an academic year.

*** A student who is quarantining but able to participate in distance learning will not receive an Absence.

- Illness of the student (a statement from a health professional may be required if deemed appropriate);
- Illness in the family (a statement from a health professional explaining why the student's absence was necessary may be required if deemed appropriate);
- Death of a relative (absence is limited to 3 consecutive days unless reasonable cause is shown for a longer absence);
- Medical or dental appointment (a statement from a health professional may be required if deemed appropriate);
- Observance of religious holidays;
- College visitation (verification of the date and time of the visit may be required);
- Emergency or other set of circumstances which in the judgment of the Executive Director constitutes a good and sufficient cause for absence from school (the district may include in its discipline policy the manner in which any student may be excused for absence for good and sufficient reasons). (OAC §3301-69-02(B)(2).)

C. Unexcused Absences - An Unexcused Absence will be documented for any absence that cannot be confirmed by the parent through the Attendance Notification Procedure, is not defined by the list of Excused Absences, or exceeds the limit of 10 Excused Absences in an academic year. Unexcused Absences are limited to 4 occurrences in an academic year.

D. Excessive Absences - If a student receives 5 or more Unexcused Absences, the Principal will work with the family to formulate an Attendance Plan, which may include collaboration with the student's teachers. The Unprepared Due to Illness policy may not apply when a student is deemed Excessively Absent.

E. Excused Tardies -

1. Medical/dental appointment with doctor/dentist excuse slip

2. Major traffic problem, if the same problem causes a large number of students to be tardy. (Students must plan for morning rush-hour traffic. Continued traffic excuses may not be used as an excuse for ongoing tardiness.)
3. Illness (with email from parent/guardian)

F. Pre-Planned Absences - CHESS acknowledges the value of the unique educational opportunities outside of the classroom. However, parents should give careful consideration before planning activities that result in an absence, and are strongly encouraged to plan trips and activities around scheduled school closures.

If the absence is pre-planned, parents should notify their student's teacher(s) and request lesson plans and homework in advance, so the student has the opportunity to work ahead before the absence or continue instruction during the absence. All work must be completed and turned in within the same number of days absent. If the absence occurs near the end of a grading period, the student must turn in all work by the last day of the quarter as noted on the school calendar.

G. Early Dismissal - We encourage students to be in the classroom according to their schedule. Please schedule doctor's appointments, etc. on the days you do not attend CHESS. When it is not possible to do so, parents must email attendance@chesschristian.com with the date, time, and reason for the early dismissal. Excused early dismissals would include dental, medical, or other important appointments. Parents may also give permission via email for their student to leave during an Independent Study or Guided Study. Before leaving, the student must sign out at the front desk, and the Front Desk Assistant will confirm parental permission has been received. Any work that is missed during the absence must be made up.

XV. Unprepared Due to Illness - A student may be ill on a day they do not attend CHESS and unable to complete the assignment or prepare for a test, while still being able to attend the following CHESS classroom day. Parents should contact the teacher before the student returns to class concerning the student's inability to do class work at home while ill. The student will be allowed to come to the next class period but will not be responsible for the assignments due or for taking a test. Parents should be aware that this might keep the student from participating in all learning activities because of incomplete work.

XVI. Inclement Weather Policy - In the event of inclement weather, CHESS Christian School will abide by the following guidelines:

- If CHESS calls for a Delayed Start on a Core day, families should follow **Plan A:**
 - 1st and 2nd periods will become Distance Learning Days.
 - School will open for drop off at 10:05 am.
 - Classes will begin at 10:20 am with 3rd period.

Childcare will be available beginning at 8:00 am for an additional charge of \$10 per student per hour.

- If CHESS calls for a Delayed Start on an Elective day, families should follow **Plan B:**
 - 1st and 2nd period will be canceled.
 - School will open for drop off at 10:20 am.
 - Assembly/Chapel will begin at 10:35 am.

Childcare will be available beginning at 8:00 am for an additional charge of \$10 per student per hour.

- If CHESS closes school on a Core or Elective day, classes will become Distance Learning Day if possible.
- CHESS Christian does NOT close for frigid temperatures, as students do not have to wait outside at bus stops.

Notification of school closure will be posted by 6:30 a.m. on Facebook, WHIO, and by email to all families. You can subscribe to WHIO School Watch text alerts by visiting this site: <http://www.whio.com/sms/signup/>

HEALTH AND SAFETY

- I. **Morning Arrival Procedures** - Students may be dropped off at the North Entrance of CHESS Christian School between 7:45 am and 8:00 am. Morning Community will no longer occur in the gym. To reduce exposure, students will have Morning Community in their 1st period classrooms. After 8:05 am, a student is considered tardy, and the parent is required to bring their student into the building to sign them in at the front desk.
- II. **Student Drivers** - Students with a valid driver's license are permitted to drive to school. They must register their vehicle make and model and their license plate with the Front Desk Assistant. Student Drivers must park in the designated student driver section of the parking lot. Students who do not complete the above requirements or observe proper driving safety on school grounds may result in a Demerit and/or loss of driving privileges.
- III. **Lockers** - Lockers are assigned to 5th - 12th grade Core students. Upon request, 5th- 12th grade Elective-only students will also be assigned lockers. All 7th - 12th grade students using lockers must supply a combination lock to secure their belongings. Any lock requiring a battery or key is not permitted. Students must register their combination with the Front Desk Assistant at the beginning of the school year.
- IV. **Lunch** - Students enrolled in the Lunch/Recess period are required to bring a packed lunch. For students who forget a lunch, the parent will be called as soon as staff has been made aware. It is the responsibility of the parent to provide lunch. (***) Due to Covid guidelines, students will sanitize their hands before eating lunch and student microwaves will not be available.)
 - A. **Hot Lunch** - Generally, CHESS Christian School will provide a hot lunch one day a week. A regular Chick-Fil-A sandwich can be ordered through the FACTS Family Portal **by midnight on Thursday the week before**. Payments can be made in cash, or through Pay Now on FACTS. If the minimum number for orders required by Chick-Fil-A are not met four weeks in a row, CHESS reserves the right to temporarily suspend Hot Lunch. Families will be notified if such a decision is made.

Hot lunch dates for the 2020/2021 school year will be:

- Sept. 8, 16, 24
- Oct. 5, 13, 21, 29
- Nov. 2, 10, 18
- Dec. 1, 10
- Jan. 4, 12, 20, 28
- Feb. 1, 9, 17, 25
- Mar. 1, 9, 17, 25
- Apr. 5, 13, 21, 29
- May 4, 13

B. Off-campus Lunch and lunch deliveries - Due to our school's location and the limited time available for lunch, student drivers may not leave campus for lunch. Also students are not permitted to order food for delivery to CHESS. Please, plan accordingly.

V. Recess - Students will enjoy being outdoors for recess every day, unless the temperature reads 40° or below. Please ensure students have appropriate dress to accommodate varying weather conditions. Students must remain under supervision in the recess location. (***) Due to Covid guidelines, students will sanitize their hands before returning to class.)

VI. Afternoon Dismissal Procedures - To better accommodate parents, CHESS Christian School provides curbside pick-up for afternoon dismissal. Students are not permitted in the building after 2:45 pm unless they are signed into After Care for an additional charge or participating in an organized after school event with direct adult supervision.

A. Release of a Student - Staff will release students only to persons on the release form provided by the parent. If an emergency arises, the parent must provide a written, signed note giving the person permission to pick up their student. Staff will check IDs of anyone they do not recognize. Please let people know about this ahead of time, so they bring a picture ID and are not surprised at being asked.

B. Custody Agreements - If there are custody issues involved with your student, you must provide the school with court papers indicating who has permission to pick up the student. The school may not deny a parent access to their student without proper documentation.

C. Pick-Up Procedure -

1. Parents will be given 2 signs displaying their family name at Back-to-School Night. One of these signs must be displayed in your car window to identify your vehicle. If another individual is picking up your student, you must provide a sign for them to display. If they do not have a sign, they will be asked to park and produce ID. Their name will be checked against your student's pick-up list. If they are not on the pick-up list, the parent will be called to confirm permission. If you know in advance that you will be deviating from your student's pick-up list, you can send an email giving permission to attendance@chesschristian.com.
2. Carline will assemble in front of the North entrance. Please, follow traffic flow indicators.
3. Dismissal will begin at 2:30 pm. The carline attendants will call, assemble, and release students in a group to ensure all students safety.
4. Students will be loaded into vehicles, and all carline vehicles will move at the same time when directed by the carline attendants.
5. Dismissal will conclude at 2:45 pm, and all remaining students will be signed into After Care for additional fee.

VII. Building Security - Isaiah 41:10 reads, *"So do not fear, for I am with you; do not be dismayed, for I am your God. I will strengthen you and help you; I will uphold you with my righteous right hand."* At CHES, keeping your students safe while attending CHES Christian School is of utmost importance. To provide the best security:

- A.** All doors at CHES Christian School will be locked between 8:00 am and 2:30 pm. To enter the building, please press the bell button on the Ring™ Video Doorbell to notify the front desk for entrance.
- B.** A Front Desk Assistant is dedicated to covering the front desk at all times and will monitor visitors through a sign-in sheet.
- C.** All administration, staff, and faculty will be equipped with two-way radios for immediate contact when needed.
- D.** Throughout the year, we will perform lockdown, escape, and other emergency response drills in compliance with all Ohio state laws and regulations.

- E. All visitors, including parents, will be asked to wear a Visitor badge while in the building during school hours.
- F. Entrances, hallways, stairwells, parking lots and classrooms may be monitored and recorded by video and/or audio surveillance for safety and security.

VIII. Student Illness Procedure - CHESS Christian School provides students with a clean and healthy environment. However, we realize that students become ill from time to time. We observe all students as they enter the school to quickly assess their general health. We ask that you not bring a sick student to school. They will be sent home!

A. A student with any of the following symptoms will be immediately isolated and discharged to the parent or emergency contact:

- Temperature of 100° F; fever or chills
- Diarrhea
- Coughing or difficulty breathing
- Fatigue
- Muscle or body aches
- New loss of taste or smell
- Yellowish skin or eyes
- Redness of the eye or eyelid, thick and purulent (pus) discharge, matted eyelashes, burning, itching or eye pain.
- Untreated skin patches, unusual spots or rashes
- Unusually dark urine or grey or white stools
- Stiff neck with an elevated temperature
- Evidence of untreated lice, scabies or other parasitic infestation
- Vomiting more than once or when accompanied by any other signs of illness
- Sore throat or difficulty swallowing

Any student demonstrating signs of illness not listed above will be isolated and carefully observed for symptoms. The parent will be notified. If the student does not feel well enough to participate in school activities, the parent will be called to pick up the student. Anytime a student is isolated they will be kept within sight and hearing of a staff member. The cot and any linens used will be washed and disinfected before being used again.

Parents will be notified if students have been exposed to a communicable illness. Per updated guidelines, students must be **fever free for three days unassisted by medication** to return to school. Students must be free of all other symptoms for at least 24 hours unassisted to return to

school. If they are not symptom free, a doctor's note will be required stating that the student is not contagious. (***) Separate protocols and guidelines regarding Covid symptoms and returning to school apply.)

- IX. Medication** - The school will administer medications to a student only after the parent completes a [Request for Medication](#) form. All proper sections must be completed and the medication handed to the front desk assistant each day. Medications will be stored in a designated area inaccessible to students. Medications may NOT be stored in a student's cubby, book bag, or locker. Prescription medications must be in their original container and administered in accordance to the instructions on the label. Over the counter medications must also be administered in accordance to label instructions. If parents request any different dosages or uses, a physician must provide written instructions on the [Request for Medication form](#). To keep an inhaler or epipen at the school, parents must complete and have a doctor signature on the [Inhaler Authorization Form](#) or an [Epipen Authorization Form](#). CHES does not stock any over-the-counter medication, and will not administer any medication, including over the counter medication, to a student without the appropriate form signed by a physician on file.
- X. Food Allergies or Medical Conditions** - Students with a food allergy and/or medical condition may be flagged in the FACTS Database pop-up notifications system. Teachers with classes in which the student is enrolled and administration receive these notifications, which will ensure continued awareness. Parents may contact their student's teacher if they have additional questions or concerns about how food allergy or medical condition will be handled within the classroom. Parents may contact the school nurse with concerns or questions about allergy-sensitive lunch procedures.
- XI. Accidents and Emergencies** - CHES Christian School has devised several procedures to follow in the event that an emergency would occur while a student is at school. In the event of a fire or tornado, staff would follow the written instructions posted in each classroom, describing emergency evacuation routes and the procedures to be followed to assure that students have arrived at the designated spot. In order to prepare students for the unlikely need to evacuate, the school does conduct monthly fire drills, and periodic tornado drills. CHES will conduct intermittent lockdown or escape drills in the unlikely event of an intruder. Should CHES need to evacuate due to fire or weather conditions, or the loss of power, heat or water, our reunification location will be provided to parents. A sign will be posted in front

of the school indicating that we have been evacuated, and the location where you can pick up your student. Parents will also be contacted as soon as possible to come pick up your student. If a parent cannot be reached, CHES will contact the emergency contacts as listed on your student's enrollment information.

In the unlikely event there would be an environmental threat or a threat of violence, the staff will secure the students in the safest location possible, contact and follow the directions given by the proper authorities, and contact the parents as soon as the situation allows. An incident report would also be provided to the parents.

There is always one staff member present that has received training in First Aid/Communicable Diseases and CPR. In the case of a minor accident/injury, staff will administer basic first aid and TLC. If the injury/illness would be more serious, first aid would be administered and the parents would be contacted immediately to assist in deciding an appropriate course of action. If the injury/illness is life threatening, the EMS will be contacted, parents will be notified, and a staff member will accompany the student to the hospital with all available health records. Staff may not transport students in their vehicles. Only parents or EMS may transport.

An incident/injury report will be completed and given to the person picking up the student on the day of the incident/injury if any of the following occur: the student has an illness, accident or injury which requires first aid, the student receives a bump or blow to the head, or an unusual or unexpected event occurs which jeopardizes the safety of the student.

If the student requires emergency transportation, the report shall be available within 24 hours after the incident occurs.

- XII. Lost and Found** - CHES Christian School makes every effort to ensure students leave with their belongings at the end of the day. However, there are inevitably coats, hats, gloves, and lunchboxes, which get left behind. Please see the Front Desk Representative if your student is missing an item. The Lost and Found will be cleaned out on a quarterly basis, and all remaining items will be donated to Goodwill.

LIFESTYLE EXPECTATIONS

The guidelines in this handbook serve to define CHES Christian School rules, regulations, and standards, which will provide a structure in which individuals partnering with CHES can experience a unified community. Our obligation to the greater Dayton/Cincinnati area is to represent the Savior and the school well. Conduct which does not conform to the spirit of these guidelines, even if off-campus or after-hours, may impact an individual's opportunity to remain a student at CHES. Our goal is not conformity, but for students to take on a spirit of willingness to serve the needs of others.

Parents and students must be active in a Bible-believing church as confirmed by their pastor. Individual cases may result in the administration evaluating a potential enrollee in the context of our vision embracing evangelism and discipleship. Parents and students must express and demonstrate their agreement with the school's philosophy and handbook policies. Students must exemplify by their attitude and lifestyle that they are committed to being conformed to the image of Christ, to be obedient to God's Word, and to exhibit a teachable spirit. This will be reflected in speech, respect for authority, reverence for the Lord, and in fruit evident to believers around them both in and out of school. As we partner with parents and local churches, we look expectantly to the Lord to develop our students to reflect these Biblical character qualities.

- I. **Discipline Philosophy** - The Core Value supporting our discipline policy is Passionate Discipleship. Godly character is celebrated at CHES. Students can receive recognition for displaying a R.O.Y.A.L. Value or a Fruit of the Spirit Merit.

Discipline is a vehicle designed to move a student from a behavior which is inconsistent with God's plan toward a heart change in alignment with God's plan for each student. **The overall goal of godly discipline is to move students closer to God through implementing loving boundaries.**

Successful discipline does not, however, result in perfect students with perfect behavior. Teachers and administrators are responsible to God for the students entrusted to their care during the day. Given this authority to discipline by parents, they are to administer it within the limitations of this policy. Teachers

and administrators are to work with parents in this area, keeping them informed of disciplinary actions taken. They are also to make themselves available to both the parents and students involved, as needed. The ultimate end of this type of involvement is to build an understanding and to foster supportive behavior and a united, cooperative attitude. Hebrews 12:4-12 teaches that godly discipline is a good process leading others to walk in holiness. As administrators, teachers, and students submit to the discipline of the Lord, we will experience a harvest of righteousness and peace (Hebrews 12:11).

A. R.O.Y.A.L. Values - The R.O.Y.A.L. Values utilizes the acronym of the CHES mascot helping to foster a positive school identity. Students who are recognized by teachers or administration will receive a R.O.Y.A.L. certificate and will be entered into a monthly drawing for a prize.

1. Responsibility - *“Do everything in the name of the Lord Jesus.”*
Colossians 3:17
 - a) Take care of what you need to do.
 - b) Allow others to do what they need to do.
 - c) Work hard and be proactive.
 - d) Help others when they need it.
2. Ownership - *“As each has received a gift, use it to serve one another.”* 1 Peter 4:10
 - a) Enjoy contagious learning in education.
 - b) Utilize and manage all the resources God provides.
 - c) Accept personal responsibility.
 - d) Set an example.
3. Yielded - *“Put on compassionate hearts, kindness, humility, meekness, and patience.”* Colossians 3:12
 - a) Listen well and seek to obey instruction.
 - b) Seek progress, not perfection.
 - c) Accept redirection.
 - d) Humbly think of others before yourself.
4. Attitude - *“Whoever gives thought to the Word will discover good.”*
Proverbs 16:20
 - a) Choose to be joyful.

- b) Have fun!
 - c) Welcome and include others.
 - d) Demonstrate a “can-do” attitude.
5. Love - *“But the wisdom from above is first pure, then peaceable, then gentle, open to reason, full of mercy and good fruits, impartial and sincere.” James 3:17*
- a) Balance responsibility with grace.
 - b) Seek to meet the needs of all types of learners.
 - c) Provide good stewardship with all resources.
 - d) Be helpful.

B. The Merit System - Merits and Demerits are a part of the Behavior section in the FACTS database, which only allows for the use of these terms. They are independent of one another, serving to disciple students as they develop in their Christian walk.

1. **Merits** - The Merit system was implemented to celebrate students exemplifying godly characteristics through the Fruit of the Spirit. The FACTS database only allows for the use of the term “Merit”.

Merits include:

- Love
 - Joy
 - Peace
 - Patience
 - Goodness
 - Kindness
 - Gentleness
 - Faithfulness
 - Self-control
2. **Demerits** - The Demerit system was implemented to document student behavioral issues. The FACTS database only allows for the use of the term “Demerit”. Minor behavioral problems will be dealt with by the classroom teacher. Each teacher may have his or her own classroom management system in place in the classroom. More significant behavioral issues or recurring problems will be referred to the principal.

Demerits may include, but are not limited to:

- Electronic device misuse
- Forgery/Cheating/Plagiarism
- Disruptive Behavior (Behavior which disrupts or interferes with any school setting or activity, including excessive talking in the classroom.)
- Destruction or misuse of school property (May include a fine comparable to the property value and/or cost of repair.)
- Disobedience
- Disrespect/Insubordination
- Dress code violation
- Fighting
- In off-limits area of campus
- Inappropriate language or behavior
- Lying
- Possession of alcohol or drugs
- Possession or use of weapons
- Recklessness / Student Endangerment
- Sexual harassment
- Stealing
- Tardy
- Tardy or failure to appear in detention
- Vandalism

When a student's behavior requires discipline, teachers at CHES Christian School will:

- a. Provide a verbal warning to the student explaining the correct way the student is to respond.
- b. If the student does not heed the teachers' verbal warning, a Demerit may be issued.
- c. If the student continues, the Principal will meet with the student individually.
- d. If a student continues to behave in an inconsistent manner after meeting with the Principal, a conference will be scheduled between the Principal, the student, and the parents to develop a Discipline Action Plan.

Demerits begin accumulating after the first three weeks of the academic school year, which will serve as a grace period. They will continue to accumulate over the course of the year, only returning to 0 at the beginning of the following academic school year.

Lower School (K - 6th grade)

1 Demerit = Tardy, Dress Code violation, cell phone usage, classroom discipline issues, etc.	
5 Demerits =	\$25.00 Administrative charge
15 Demerits =	\$75.00 Administrative charge

Upper School (7 - 12th grade)

1 Demerit = Tardy, Dress Code violation, cell phone usage, classroom discipline issues, etc.			
5 Demerits =	1 Detention		
	3 Detentions (15 Demerits) =	1 In-School Suspension (ISS)	
	6 Detentions (30 Demerits) =	1 Out-school Suspension (OSS) +	Probationary Contract

C. Detention for Upper School (7 - 12th grade) - Upper School students dismiss from classes at 2:30 pm. Detentions will be served on Thursdays from 2:30 - 3:30 pm as needed. Students must arrive promptly. Those who are more than 3 minutes late to detention will receive another detention to be served the following week, which will count towards their total as described in the table above. No technology of any kind, including laptops for homework, or talking will be permitted in detention. Students may use this time to work on homework, sans technology.

D. In-School & Out-of-School Suspension - School Administration reserves the right to immediately suspend any student who has grievously violated CHESSE' written and/or spoken school policies or its principles. Students may be placed on in-school suspension (ISS) or out-of-school suspension (OSS). For an ISS, assignments for the day will be taken to the in-school location. A student will complete all assignments, quizzes, or tests assigned and/or due during the time of the suspension. Lunch will be eaten in the ISS location. A student assigned to ISS is not permitted to participate in after-school activities for that day no matter where the

activity takes place. A student can be placed on OSS for serious or repeated offenses. During the suspension, work must be maintained. A student placed on an OSS is not permitted on school property during the suspension and is not permitted to attend or participate in any school activity for the duration of the OSS no matter where the activity takes place.

E. Behavioral Probation - Any student who has been placed on out-of-school suspension is automatically placed on a probationary contract. Guidelines of the contract are based on the reason for the suspension. Oftentimes they include counseling or recommendation from the student's pastor. Probation is intended as an intermediate disciplinary step to give the student an opportunity to improve his/her attitude and/or conduct. If progress is not noted in attitudes and/or behavior, the student will either be asked to withdraw from CHES or the administration will recommend expulsion to the School Board.

F. Expulsion - The school administration reserves the right to recommend to the School Board for immediate expulsion any student who has grievously violated CHES written and/or spoken school policies or its principles.

G. Parent Appeal Process - Consistent with CHES Christian School's core value of *Passionate Discipleship*, CHES exists to assist parents in their responsibility to educate their students. Parents who have questions or concerns about policies or decisions are encouraged to first approach the teacher or staff member most closely related to the situation. After having done so, if the parent does not feel that a mutual understanding has been met, he/she may contact the school's principal who will work with them to resolve the issue. In the rare instance where this course of action does not provide satisfaction, the parent may ask for the Executive Director's input. As a last resort, parents have the right to appeal in writing to the CHES Christian School Board chairperson who will work with the Executive Director to bring closure to the situation.

II. Social Philosophy - The Core Value of Christian Community stipulates that when families who fervently follow Christ come together in community, learning is maximized. We believe we were created to know others and be known by others. Therefore, to maintain an appropriate educational, spiritual, and social atmosphere at CHES, students should refrain from behavior that is not Christ-like and is unfitting to a school environment.

A. Academic Integrity - Academic integrity is of the utmost importance in an academic environment; therefore, it is essential that each student take responsibility for his/her own work and choices. Incidents of academic dishonesty will result in a Demerit. Additional disciplinary measures, such as suspension, may be utilized depending on the severity of the infraction.

1. **Forgery** - Students should not forge a required parental/guardian signature, as on permission slips. Forgery will result in the loss of permission to participate in the activity.
2. **Cheating** - Cheating is the giving, receiving, or using help not authorized by the teacher on any form of assessment. Students should not copy from another's work, provide answers to another, or use any source of information or technology not allowed by the teacher on class work, homework, projects, quizzes, or tests. It also includes talking with other students about the content of a test/quiz after the student has taken it and others have not. Students who access an exam or answers to an exam without authorization are stealing. Should an instance of cheating occur, the student will receive a zero for a grade on the test/assignment in which the cheating occurred.
3. **Plagiarism** - Plagiarism is intentionally presenting someone else's work or ideas as one's own. This could include copying or paraphrasing from any source without acknowledging the original content creator. Students who are caught plagiarizing could receive a zero for the assignment or test.
4. **Academic Probation** - Students will be placed on academic probation for the next grading period if they have earned failing grades in half or more of their course of study at the end of a nine week grading period. Academic probation is intended to be a warning to the parents and student that there is a serious problem which needs to be addressed. It is our desire to give students on academic probation support and encouragement. We will prayerfully work with parents and students as long as there is some prospect for satisfactory achievement. Our goal is to see each student restored to good academic standing. The teacher and Principal will confer with the student and his/her parents to make recommendations and evaluate the student's progress. Continued academic probation may lead to a request for withdrawal.

- B. Relationships** - CHES seeks to develop unity in the student body, foster brotherly concern and compassion for others, and minister educationally and spiritually to all students. These goals are thwarted when students are preoccupied with their individual social relationships. Scriptural purity and godly character are the standards for both student and faculty behavior. Therefore, interaction among all the members of the CHES community should be above reproach. These behaviors not only include improper displays of affection and familiarity (kissing, touching, hand-holding, hugging, etc), but also behaviors, including speech, that are sexually suggestive or unbecoming. None of these will be tolerated. Should there be a violation of this policy, parents will be notified and the students involved will be subject to suspension. This policy applies to students, both when they are in school on campus and when they are involved in any off-campus school activities (athletic events, field trips, class trips, etc.). It also applies to electronic and social media activity, as well, whether on or off-campus.
- C. Immoral Conduct** - It is the position of CHES Christian School that immoral conduct and pre-marital sex are forbidden by God's Word as acts that are destructive to the Body of Christ. The administration, following a meeting with the student and his/her parents, will act upon any immoral conduct on the part of a student including acts, signs, literature, verbal comments or expressions, and written documents (both physical and electronic). Courses of action could include counseling, probation, suspension, or recommendation for expulsion.
- D. Violation of the Law** - Students who are involved in a violation of federal, state, or local law will be brought before the administration for disciplinary action. Courses of action could include suspension, probation, and/or recommendation for expulsion. Counseling, drug testing, and treatment may be required.
- E. Use or Possession of Alcohol, Tobacco, or Non-Medicinal Drugs** - The use or possession of alcohol, tobacco, or non-medicinal drugs (i.e. those which are not prescribed by a physician or traditionally used for the treatment of illness or for the restoration of health to the body) is strictly forbidden for CHES students both in and out of school. CHES reserves the right to conduct a search of students, students' lockers, or students' possessions when there is a reasonable basis to believe that the student may be in possession of or has used any of these substances. A student may be asked to empty his/her pockets or make available contents of

other areas about their person. Two administrators will be present in the event of a search. Should a student refuse to empty pockets or make available contents, CHES may request that parents come to the school or other location and search their student. Should the student and parent(s) refuse to conduct a search of the student or the student's belongings, the school reserves the right to expel the student.

CHES administration reserves the right, at its sole discretion, to order a drug test with a subsequent written report sent to the administration on the basis of a reasonable belief that a student has engaged in non-medicinal drug use. Such information would be handled in a confidential manner. A positive test result would be the financial responsibility of the family. Payment on a negative test result would be reimbursed by CHES. Refusal to participate in a drug test could result in recommendation by the administration for expulsion. Information may also be shared with the police authorities. In the event of use or possession of alcohol, tobacco, non-medicinal drugs, or substance abuse, both in and out of school, the course of action could include suspension, probation, and/or recommendation for expulsion.

In the event of expulsion, no credit will be awarded for any courses not fully completed during the semester in which the offense occurred.

F. Weapons Violations - Within this Christian community, we are committed to providing a safe environment in which each student can learn. CHES Christian School considers student possession, use, or threatened use of weapons as a serious offense and will not be tolerated by students on school property, at school events, or at any other time while enrolled as a student. Statements made by a student claiming, threatening, or boasting of a weapon at school or at school events may be dealt with in the same manner as a "threat" below.

1. Definitions -

- a) "Possession" includes, but is not limited to, having a weapon on school property or at a school sponsored event located:
 - (a) in a space assigned to a student such as a locker or desk;
 - (b) on the student's person or property;
 - or (c) under the student's control or accessible or available, such as hidden by the student.CHES reserves the right to conduct a search of students, students' lockers, or students' possessions when there is a reasonable basis to believe that the student may be in possession of a weapon. Two

administrators will be present in the event of a search. Areas of search include, but not necessarily limited to, a student's locker and personal effects. A student may be asked to empty his/her pockets or make available contents of other areas about their person. Should a student refuse to empty pockets or make available contents, CHES may request that parents come to the school or other location and search their student. Should the student and parent(s) refuse to conduct a search of the student, the school reserves the right to expel the student.

- b) "Threat" includes, but is not limited to: (a) a statement of personal bodily harm with a weapon; (b) a statement indicating friends or acquaintances with weapons who will commit bodily harm; or (c) the statement of possessing a weapon at school or a school function. A threat may be verbal or written and done in person, over the phone, or electronically.
- c) A "weapon" includes, but is not limited to: (a) any knife, cutting instrument, cutting tool, nunchuck stick, firearm, shotgun, rifle, and any other tool, instrument, or implement capable of inflicting serious bodily injury; (b) a firearm which is not loaded or lacks a clip or other component to render it immediately operable, and components which can readily be assembled into a weapon; (c) any "look-alikes" of any items listed above. The possession of spray mace and/or any other noxious chemicals used inappropriately will also be considered a violation of this policy.

2. Student Actions - Students who possess a weapon or who carry, exhibit, display, draw, or threaten any of these items apparently capable of producing bodily harm in a manner which, under the circumstances, manifests an intent to intimidate another or warrants alarm for the safety of others shall be subject to discipline up to and including expulsion. A student commits a misdemeanor of the first degree if in the possession of a weapon in the buildings of, on the grounds of, or on any conveyance providing transportation to or from the educational institution.

3. Reporting & Referrals - Any faculty member, staff member, or principal with knowledge of possession, threat, or use of weapons

as described above shall immediately report to the Executive Director, who shall: (a) submit a report to the appropriate jurisdictional police authority – when the school reports an incident to the police the school is merely providing information to the police department; and (b) remove the involved student(s) from school pending full investigation by school and law enforcement officials. When the school refers an incident to the police, the school expects the police to take action on the case.

- 4. Enforcement** - All violations under this policy shall be reported to the local police department. All persons violating this policy shall receive out of school suspension until such time a parent conference is held, a full investigation has been completed, and the administration has finalized the consequences and course of action. In the event that this policy is violated, the student will additionally be placed on probation, long-term suspension, or be recommended for expulsion for a period of up to one year.

G. Harassment & Bullying - *“Be devoted to one another in love. Honor one another above yourselves,”* Romans 12:10. CHES Christian School will not tolerate behavior that infringes on the safety of any student. A student shall not intimidate, harass, or bully another student through words or actions. Such acts may be verbal, physical, written, or electronic in nature. Bullying or harassing behavior includes: direct physical contact, such as hitting or shoving; verbal assaults, such as teasing, put-downs, or name-calling; and social isolation or manipulation. Unwelcome sexual advances are also perceived as harassment. Bullying may also be defined as a series of acts directed at another student with the effect that it substantially interferes with the student’s education, creates a threatening environment, or disrupts the orderly operation of the school. The school setting includes the school itself, the school grounds, in school vehicles, or at any activity sponsored, supervised or sanctioned by the school. Any online activity of this nature that carries over into the school setting is also included. Anyone with knowledge of such behavior should report it to the building principal. Students involved in these behaviors will be subject to disciplinary action. The safety of the community will be considered in determining appropriate action. The local police may be contacted to file a report. Teachers should discuss this policy with their students in age-appropriate ways and should assure them that they need not endure any form of bullying. Students who bully are in violation of this policy and

are subject to disciplinary action up to and including expulsion.

III. Dress Code - The dress code established at CHESS Christian School provides benefits to the educational experience for students, teachers, and families, by allowing teachers and administrators to focus on school community and academics, rather than on monitoring the appropriateness of various clothing choices. CHESS Christian School is committed to facilitate a community in which students' individual preferences are expressed, in the context of modesty and respect for others. Dress code includes:

BOTTOMS:

- Students may wear solid color pants, skirts, shorts or jeans, including blue jeans.
- No compression, yoga pants, or leggings may be worn as pants.
- All bottoms must be in good repair (no holes, rips, or decorative tears that show skin).
- Skirts and shorts must reach past the student's fingertips as arms are hanging naturally at the student's side. Solid colored leggings and tights are permitted under skirts.
- Solid color athletic and jogger pants are acceptable. No large logos or printed words.

TOPS:

- All tops are required to have the CHESS logo and to be purchased through the CHESS Spirit Store. Homemade CHESS wear is not acceptable.
- Layering of shirts and sweatshirts/hoodies requires each layer to include a CHESS logo shirt. If a top layer gets removed, the next layer must have a CHESS approved shirt underneath.
- Winter coats and outerwear may be worn into school, but should be removed before entering the classroom. Exceptions to this rule will be communicated school-wide.
- CHESS and TNT wear previously purchased will be permitted.
- One CHESS logo shirt will be supplied at Back to School Night with the Student Spirit Pack.
- CHESS event T-shirts can be worn on designated CHESS Spirit Days.

MISCELLANEOUS:

- No hats or hoods worn during school hours.
- No visible tattoos.

- Shoes must be worn at all times. Students in classes with a lab (Biology, Chemistry) must wear closed-toed shoes. P.E. students must wear proper athletic shoes.
- Full-coverage bathing suits must be worn on school trips that provide opportunities for swimming.
- Unusual or outlandish styles in clothing or hair that detracts from the educational environment will be addressed by Administration.

Violations of dress code will be addressed by Administration or teachers. A dress code violation will result in a Demerit.

IV. Electronic Usage Policy - CHESS Christian School recognizes that cell phones are a part of everyday culture, and understands that cell phones may also be used for educational purposes in the classroom (calculator usage, Bible app, etc.). Teachers have discretion to allow cell phone usage in their classroom as needed. Outside of approved classroom usage, CHESS students are ONLY permitted to use their cell phone during the following approved times:

- Before the morning bell at 8:00 am
- During lunch and recess, Upper School only

Phones must be kept in backpacks and on silent outside of approved cell phone times. If parents need to reach their student outside of the designated cell phone times, parents can call (937) 985-2082.

Students are not permitted to record video or audio of any activity or students during school hours without express permission from the teacher or administration.

Cell phone usage outside of approved times will result in a demerit. A second offense will result in the student losing their phone privileges at school, for the remainder of the day.

V. Technology Use Agreement - Our technology policies are created to allow us to be a reflection of Jesus Christ to each other and the surrounding community. Use of technology should be done ethically, respectfully, and truthfully. CHESS Christian School operates with a high level of involvement and believes that parental involvement continues into the use of technology both inside and outside of school walls.

Student emails will be terminated upon withdrawal or graduation. All info on email account and/or Google Drive is subject to review by the Technology Coordinator and/or administration.

CHESS Christian students must follow the below Technology Use Behavior

Agreement:

- I will treat others with respect and love just as Christ teaches us in His Word. This includes (but is not limited to) communication via instant messenger, Instagram, social media, PowerPoint, texting, gaming, class assignments, and any other communication media.
- I understand that I will notify my parents and CHESS Christian staff if any communication threatens my safety or safety of others.
- If I am uncertain whether a site is safe, I will ask a parent or CHESS Christian staff member BEFORE proceeding.
- I will keep my passwords safe and protected.
- I understand that CHESS Christian Staff and parents have the right to inspect any activity including data, messages, emails, documents, or files.
- I will not post identifying information about others or myself on ANY online media without their prior permission. This includes, but is not limited to, emails, address, photos, or videos.
- I will not create a false identity or impersonate another person.
- I will use the CHESS Christian Wi-Fi connection to complete school work.
- I will not send out emails, chain letters, jokes, etc. to email group lists. Group lists and CHESS Christian student emails are for class assignments.
- I will not search for or download any material that is offensive, lewd, pornographic or inappropriate based on the school's mission. I understand this applies to both school computers, personal laptops, iPads, mobile phones, or devices.
- I will not plagiarize from any sources. (Plagiarism is taking someone else's writing, image, or idea and presenting it as your own.)
- I will properly cite any resources that I use in my schoolwork.
- Except for "educational fair use" as defined by a teacher, I will not copy, save, or redistribute copyrighted material (files, music, software, etc.) Users should assume material is copyrighted unless it is stated clearly to the contrary.

VI. Data Security -

The school employs reasonable electronic and procedural safeguards to protect the confidentiality and security of personal information and other information and data transmitted to us.

However, no data transmission over the Internet or other network can be guaranteed to be 100% secure.

You acknowledge and accept the data security risks of using our website and our services.

VII. Recording and Privacy - Entrances, hallways, stairwells, parking lots and classrooms may be monitored and recorded by video and/or audio surveillance for safety, security and instruction. Conversations and/or images may be recorded. Classes are subject to full or partial recording and distribution to CHES students and parents for student learning support.

You acknowledge that conversations and images may be recorded and consent to such recording.

Recordings:

- Will be focused on the instructor, but may capture a student's voice or image.
- Will be used for classroom use and teacher education only.
- May be saved for future classroom use and teacher education.
- Will not be sold to third parties or shared outside of CHES in any capacity.
- Will be subject to policies concerning classroom behavior and student confidentiality.

VIII. Limitation of Liability - CHES takes precautions to restrict access to objectionable material online, but it is not possible to have full control over access to resources and materials on the Internet. CHES reserves the right to block content that negatively impacts the academic performance of students. CHES cannot guarantee that network services will be without error. The school will not be responsible for any lost data or interrupted service caused by malfunction, negligence, or omission. CHES is not responsible for the accuracy or quality of information obtained through the network. The school will not be responsible for financial obligations arising from unauthorized use of the network.

COMMUNITY

- I. **Family Jobs** - The Core Value of **Christian Community** provides the foundation for our Family Jobs program. It supports two functions at CHES by: 1) enabling us to keep tuition low, and 2) providing opportunities for families to engage in Christian community within the school. There are a wide range of volunteer opportunities available, including recurring positions like teacher assistant or lunch or recess monitor, to one-time event helpers. Each family's hour requirements will either be 18 or 36 hours total over the course of the year, depending on the total enrollment of their student(s).

Recurring Family Jobs will be selected through Signup Genius at the beginning of the year. One-time event helpers will be selected on a monthly basis.

Families are responsible to track their cumulative family hours in the FACTS Family Portal, and find replacement subs for missed service hours. All hours must be completed by the last day of school. Families will be billed an hourly rate for Family Jobs hours not completed by the end of the school year.

We understand that some families are in a stage of life that makes it difficult to complete the Family Job requirement. If preferred, families may "Buy-Out" of the Family Job requirement. This Buy-Out preference must be selected in the FACTS Family Portal at the beginning of the year.

The Family Jobs hourly requirements can be calculated using these guidelines:

18 hours/yr \approx 30 minutes served per week or \$250 Buy-Out		
½ Day Preschool	1 Core + 1 Elective*	Up to 3 Electives*
36 hours/yr \approx 1 hour served per week or \$500 Buy-Out		
1 Day Preschool or more	Any other combination of Core and Electives	

* Spanish and ASL count as 2 Electives

- II. **Fundraisers** - One simple way that each family can support CHESS is by linking your Kroger, Dorothy Lane Market, and Amazon Smiles to CHESS.
- III. **CHESS Parent Organization (CPO)** - The purpose of the CPO is: Serving together, the CHESS Christian School CPO facilitates the spiritual and physical growth of CHESS by creating valuable programs, meaningful events, and purposeful community. The CPO will hold monthly meetings with additional meetings called as necessary. Membership in CPO shall be open to the parents (or caregivers), teachers, and personnel of CHESS Christian School. No membership dues will be collected. CHESS Christian School believes that Passionate Discipleship is developed in doing life together in Christian Community.
- IV. **Campus Visitors** - Parents are welcomed and encouraged to come on the campus of CHESS Christian School. Keeping security our utmost priority, all visitors, including siblings of students, must sign in and out with the Front Desk Assistant and wear a Visitor badge while on campus.
- V. **Field Trips** - Field trips seek to enhance educational understanding and/or build community. Siblings not enrolled in CHESS may be welcome to attend field trips, provided there are no restrictions imposed by the field trip location or purpose. The parent must provide all transportation to and supervision during field trips, or have arrangements made in advance with another supervising adult. In order for the field trip coordinator to provide accurate counts of attendees, along with the required financial commitments to the respective field trip locations, field trips need to be registered for and payment arrangements made by the respective deadline. Families have the option to pay by check or on through the Pay Now feature of the FACTS Family Portal.
- VI. **CHESS Events** - Special events are offered throughout the school year to develop and deepen the Christian Community that we value. These special events may include, but are not limited to, family events, themed holiday parties, Grandparents Day, special Christmas and End of the Year programs, Winter Carnival, and Pastor Appreciation Breakfast. As a matter of Christian unity and spiritual sensitivity, no CHESS Event will serve alcohol, nor should attendees consume alcohol at a CHESS event.