



Family Participation Agreement 2017-2018

Table of Contents

CHESS Vision	2
CHESS Mission	2
The Instructor’s Role	2
The Student’s Role	2
The Parent’s Role	2
The Administrator’s Role	3
Communication	3
Contacting the Administration.....	3
Emergencies	3
Email	3
Website and Facebook Page.....	3
Inclement Weather Notification	3
Privacy	4
Participation Previews	4
CHESS Expo	4
Open House	4
First Day of Class	4
Academics	4
Grades	4
Dropping Classes	5
Honors-Option Courses	5
Advanced Courses	5
Attendance and Assignments	5
Absences – What to do	5
Tardiness	5
Homework Assignments	6
Classes Meeting Twice a Week	6
Modified Assignments	6
Special Needs	6
Conduct	7
Code of Conduct	7
Disciplinary Action pertaining to Code of Conduct	7
Conflict Resolution	7
Attire	7
Building Use	8
Cell Phones/Electronic Devices/Internet Use	8
Dropping Off and Picking up Students	8
Sign In and Church Premises	8
Visitors	8
Classes Meeting Off Premises	8

CHES Family Participation Agreement 2017-2018

Parents and students agree to comply with the policies herein as a requirement for participation in the Centreville Homeschool Enrichment Support Services (CHES) program.

CHES Vision

Our vision at CHES is to help parents homeschool through high school by providing classes that enrich students' lives, develop their abilities, and challenge them to explore their life's purpose.

CHES Mission

CHES provides courses that enrich the homeschool. Students benefit from working among their peers in a personal, small-group environment that encourages excellence, led by experienced, homeschool-friendly teachers who evaluate their work and challenge them to think. CHES helps parents homeschool through high school by offering courses such as foreign language, lab science and writing, as well as subjects that flourish in a group environment. We also offer college-level courses at the high school pace, which allow students time for mastery of the material. CHES helps students prepare for higher education and develop skills for life.

CHES operates on three basic principles:

1. Commitment to the group learning experience (regular attendance and completion of assignments)
2. Respect for others
3. Communication

Courses offered are for seventh through twelfth grade homeschooled students. Classes meet at Manassas Baptist Church, the Rock building, located at 8730 Sudley Road, in Manassas, Va., hereafter referred to as "MBC".

The Instructor's Role

Instructors will teach the course subject as stated in their course prospectus, provide weekly homework assignments in the classroom and posted on the CHES website, provide semester progress reports in a timely way, contact the parent if a behavioral problem arises or if homework is not being completed (according to their class policies), teach from a Biblical world view, and be positive and supportive of homeschooling.

The Student's Role

Students will be on time for class; attend all classes; comply with the teacher's prospectus requirements; meet assignment deadlines; participate respectfully in class discussions; come prepared for class which includes bringing texts, completed assignments, and all required supplies needed to participate fully in the class; respect all teachers, administrators and their helpers, fellow students, and the facility.

The Parent's Role

Parents will see that their student arrives on time and prepared for class, review and monitor their homework assignments, see that they are completed on time, and satisfy all requirements as outlined on the teacher's prospectus. It is the responsibility of the parent to carefully review the prospectus for each course prior to registering and consider the appropriateness for their child. Parents will notify the teacher regarding absences and work with the teacher to make up missed homework. It is the responsibility of the parent to make the final judgment of the performance of their student in each class, record and document their grade, and monitor home study hours. If a parent has questions or concerns about a class, they will first communicate directly with the teacher.

The Administrator's Role

The administrator and her helpers hire teachers as independent contractors; determine which classes will run; arrange the schedule; maintain the website; process registrations and payments; pay teachers, rent, insurance, and scholarships; assist in disciplinary matters and conflict resolution; act as facility liaison; and generally take care of policy and paperwork so the teachers can concentrate on teaching. You are encouraged to contact the administrator regarding situations of family duress and to offer suggestions and feedback about the program.

Communication

Contacting the Administration

Tara Taylor, Administrator
admin@chessclasses.org
(703) 753-1901 (home) Tues., Thurs., Fri., 9:00 - 5:00
(571) 264-3535 (cell) While CHESS is in session

Michelle Miller, Coordinator (on campus)
coordinator@chessclasses.org
(571) 276-8053

Kathy Kuhl, Administrative Consultant (off campus)
kathy.kuhl@chessclasses.org
(703) 715-8697 (home)
(703) 216-7978 (cell)

Teacher contact information may be found on their course prospectus and on the CHESS website, www.chessclasses.org. When you email teachers, please include the class name, student name, and "CHESS."

Emergencies

Families who have an emergency and need to contact CHESS while the classes are in session should call the administrator or coordinator's cell phone. If unable to leave a message and you need to speak to someone immediately, you may call the MBC office at (703) 361-2146 to relay a message to Tara Taylor or Michelle Miller. In the event of an emergency while on campus, CHESS will follow MBC's emergency protocol.

Email

All families must have access to an email account and check it regularly. Parents and students should immediately notify the administrator and teachers if their email malfunctions, or if their email address or other contact information changes. Families should check their email at least twice a week and before each class. If by mid-August you are not receiving email notices from the administrator, please contact us! If a class is canceled due to an emergency during the year, families will be notified via email.

Website & Facebook Page

On our website, www.chessclasses.org, you can search and apply for classes, find each course prospectus, homework assignments, and policy documents. You can view a gallery of our students' work, find helpful suggestions written by our teachers, and sell your used CHESS textbooks. You can also view a video about CHESS and find the link to our Facebook page, [CHESS-Centreville Homeschool Enrichment Support Services](#), where we post social event reminders and boast about our students.

Inclement Weather Notification

CHESS will follow Prince William County's school closure decisions. In case of a one or two hour delay, we will send an email clarifying what time we will open.

Privacy

The personal information collected by CHESS and Study Place is used exclusively for the CHESS program. (Study Place is software we use to manage enrollment). Emails to the group are limited to items relevant to CHESS or high schools students.

Participation Previews

Participation Previews are mandatory orientations (or review for returning families) to the CHESS program that explain the roles that members of the program play in the education process at CHESS. At the meeting we may also collect post-dated checks, share last-minute information, and enlist setup workers and substitutes. Both new and returning students and at least one of their parents are **required** to attend one Participation Preview in order to receive a \$35 per student Registration Refund at the end of the year. The Participation Previews meetings will be held in August, before the classes begin. Location and meeting dates are to be announced.

CHESS Expo

The Expo in the spring is an exciting opportunity for families to hear a brief word from our teachers, meet them, ask questions, and find out what makes them passionate about their subject(s). Some families will add or change their class choices after attending the Expo and hearing directly from our teachers. Parents and students grades 7-12 are welcome to attend, as well as younger siblings; however, no child care will be provided. It is strongly suggested that registered families meet their teachers at least once before the classes begin in September; the Expo is a great time to do that.

Open House

We host an Open House in the spring each year for families who are interested in the program, as well as for currently participating families. Visitors can sit in on the classes throughout the day. Visiting a class is a great way to determine if a class is a good fit for your student, in addition to a careful reading of the teacher's prospectus for the class.

First Day of Class

It is strongly suggested that at least one parent attend the first class with his/her student. This is an opportunity to connect with the teacher and get excited about what your student will be learning over the course of the year. Childcare for younger siblings featuring Veggie Tales videos will be available during the first day of class to allow parents to attend classes with their students. Parents are welcome to occasionally audit the classes during the year.

Academics

Grades

Each teacher will write a prospectus which will include their policies on (1) course objectives, (2) grading scale, (3) grading criteria, and (4) late homework/quizzes/tests. Prospectuses for each class will be available at the Expo and on our website, www.chessclasses.org.

Teachers will provide two semester grade reports, the first to be issued approximately two weeks after the first semester ends, and the second to be issued two weeks after the last semester ends. Whereas grades or evaluations are issued by the teachers, it is the responsibility of the parent to make the final judgment of the performance of their student and record the grade on the student's transcript. CHESS is not a school and does not provide transcripts for students.

For parents to award a high school credit (aka a "Carnegie Unit"), Home School Legal Defense Association provides a helpful summary on their website: hsllda.org/highschool/docs/EvaluatingCredits.asp. In brief, parents may issue one high school credit for a student completing an appropriate textbook or for completing approximately 120-180 hours of work. So for parents to award high school credits for students taking high school

level CHESS classes, we recommend that parents keep track of their student's study hours. HSLDA recommends logging hours, but not being legalistic about recording each minute. For example, working five hours a week for 32 weeks on a CHESS class (including class time), would total 160 hours. Many of our courses require more time than this.

Dropping Classes

If a student drops a class, the teacher is not obligated to issue a semester grade for a class whose assessment is based upon a full year of participation. See the Tuition, Fees, and Payments and Refunds document for detailed information about dropping a course and your financial obligation.

Honors-Option Courses

Students looking for more challenging courses may choose the honors-level option of a course. Parents should record an honors course as such on the high school transcript and add .5 points to the grade point for that course. For example, if a student taking an honors course earns an "A," the grade point for that course would be 4.5 rather than 4.0. There is an additional fee of \$45 for the honors level of an honors-option course. The fee is added to the total tuition payment after discounts have been applied. Please note that honors fees are not refundable.

Advanced Courses

Advanced courses prepare students to take the CLEP exam, but do not receive a weighted grade on the transcript.

Attendance and Assignments

While many homeschoolers enjoy flexible schedules, the CHESS program is not designed to accommodate a spontaneous lifestyle. This is a fast-paced, 33-week program. Punctuality and regular attendance are expected. The hour (or two) that teachers have with the students each week is vital to covering the material and to communication. A student's absence in a class that meets once a week is the equivalent of missing one week of instruction, and, in many cases, it is impossible to make up what has been missed, e.g., classroom lecture and practice.

Absences are considered excused in the cases of illness, family duress, or annual testing. Travel, activities, competitions, and other choices are unexcused; every week your student misses a class for one of these reasons, it counts as an unexcused absence. A student may be dropped from any class upon incurring three planned (unexcused) absences.

Personal Holidays - The CHESS calendar lists the holidays that CHESS is scheduled not to meet. We respect your family's decision to observe other holidays during the year; however, absences taken for other holidays will be counted as planned (unexcused) absences.

Absences – What to do

For planned absences, parents (not the students) will notify the teacher at least **two weeks in advance** so that they can follow through with the teacher's absence policy (see their prospectus) which may include picking up, completing, and turning in any homework due in advance. Students are expected to keep up with the homework assignments while they are absent.

For unplanned absences, parents (not the students) will notify the teacher within **24 hours of the class** meeting date to follow up on missed homework assignments and find out what needs to be done to keep the student on track.

If no reason is given by the parent for an absence, it will be considered unexcused. Please copy the coordinator when you notify the teacher about an absence (coordinator@chessclasses.org).

Tardiness

A student is tardy if they arrive after the classroom door has been shut. Students that are tardy may not enter the class until they have obtained an "Administrative Notice" from the administrator or assistant. After obtaining an "Administrative Notice," students should go directly to class, enter quietly, hand the notice to their teacher and be

seated. Teachers are not obligated to make special accommodations for students who arrive late for class - the students are responsible for what they missed.

Parents should make every effort to communicate with the administration in situations of family duress and emergencies. Generally, situations that could have been prevented are considered unexcused. Repeated tardiness will be considered noncompliance to the policy.

The administration will take the following action in reporting unexcused tardiness:

- On the first occurrence, a parent will be notified and the student will receive a copy of the administrative notice
- On the second occurrence, a parent will be notified and the student will receive a copy of the administrative notice
- On the third occurrence, a parent conference with the administration is required
- On the fourth occurrence, the student may be dropped from the class

Homework Assignments

It is the responsibility of the student to complete, on time, all homework, tests, quizzes, and other assignments—even those given while the student was absent or tardy. Homework for each class will be given in class and posted weekly by the teacher on the CHESS website. To check on posted homework assignments, go to www.chessclasses.org and click on the *Families* tab, then *Homework*. You can also use the direct link: <https://chess.studyplace.us/family>. If the information is unavailable on the website, parents should contact the teacher directly.

When the teacher determines that a student has not complied with their class policies, they may issue an "Administrative Notice." Parents will be notified when an "Administrative Notice" has been issued by the teacher. If a student receives as many as 3 notices in a class, a parent meeting with the administrator is required. A student that incurs 4 notices may be dropped from the class without a refund.

Classes Meeting Twice a Week

The policies above for tardiness, absences, and homework apply differently for classes that meet twice a week. At the end of the first semester (16 weeks), if a student has not been dropped from a class, administrative notifications will reset to "0". The administrative notices from the first semester will not count towards the second semester. For example, if a student was late twice in the first semester and late again in March, that counts as a first violation rather than a third.

Modified Assignments

If a parent wants to modify the teacher's guidelines for the class in any way, they should contact the teacher in advance and make a request. It is the teacher's discretion to allow any changes and/or allow a student to audit a class or continue if changes are made. If a parent modifies the assignments and the student is permitted to remain in the class, the responsibility for grading will then fall to the parent.

Special Needs

Our program is not designed to serve special needs students, although we are sometimes able to do so. Our teachers have only 33 or 66 hours to cover a year's worth of material and do not have time for remedial work. If you have a child with learning challenges, medical conditions, or who is not at grade level for their age, and you think he or she can keep up with the pace of the work and the teacher's expectations, please discuss your child's special needs with the teacher before applying and provide details when you register. It is the teacher's discretion to allow a student to take their class when there are special needs. If it is determined during the course of the year that a student's needs are making excessive demands upon the teacher or the class, the student may be dropped from the class.

Conduct

Code of Conduct

CHES upholds a Biblical standard of respect, honor, and conduct for all who participate in the program. Students are to be respectful to all others, including adults and fellow students, in action, speech, and demeanor at all times.

- Harassment and bullying are not appropriate.
- Physical displays of affection (such as hugs) should be brief and friendly, rather than appearing to be sexually intimate or romantic. Sexually suggestive remarks are not appropriate.
- For any CHES event, restroom use will be based on the biological sex of the individual as recorded on his or her birth certificate.
- Cheating and plagiarizing are serious violations. If a student is found to be cheating or plagiarizing, a parent conference is required including the student, teacher and administrator. Teachers may assign a grade of zero for the assignment. If there is a second occurrence, the student will be dropped from the class.
- CHES teachers and administrators reserve the right to limit and define appropriate content for all student-produced work.

Disciplinary Action pertaining to Code of Conduct

When the administration determines that the code of conduct has been violated, the issue will be dealt with according to the level of offense, based upon the following guidelines. (The administration is not exclusively limited to this procedure.)

- A student may be given a verbal warning, and the parents may be notified
- A student may be removed from the class or location where the violation occurred and be placed under administrative supervision, and the parent will be notified
- A student may be dropped from the class where the violation occurred or expelled from the CHES program

Conflict Resolution

We recognize that conflict is an opportunity for personal growth. Some conflicts can be quickly resolved by communication. Other conflicts may need a more studied approach. When there is a conflict, involved parties are encouraged to first go directly to the other person to understand interests and search for solutions, then to the administration if needed. While we know not all families involved in CHES are Christian, CHES aims to operate upon Biblical principles. We will deal with conflicts according to the *Peacemaker's Pledge*, a helpful summary from Peacemaker Ministries, which can be read on their website at www.peacemaker.net. All CHES participants agree that any claim related to this agreement shall be settled by mediation in accordance with the *Rules of the Institute for Christian Conciliation* which may be read here: <http://www.peacemaker.net/rules/>.

Attire

Our desire is to affirm the value of women and men. Modest attire is our policy, so that students and adults can focus on the goal of learning. Body types are different, what is modest for one person may not be for another which makes specific rules difficult to apply to everyone. When a student's clothing is in question, CHES administrators and helpers will default to a more modest position. You are encouraged to read our special handouts for more clarification if needed. The handouts are available at the administrator's desk. Should a student's attire be deemed inappropriate by a teacher or administrator, the student may be asked to change clothing before attending class or supplementary clothes may be loaned to the student and parents will be notified. Here are some standards to go by when choosing what to wear to CHES:

- Tops will completely cover the torso (midriff and cleavage) regardless of posture, no spaghetti straps
- Leggings, jeggings and tights should be covered by tops that reach half-way to the knee.
- No pants with shredded fabric or holes above the knee, or words printed on the seat
- Dresses and skirts should reach at least to the knees, or may be shorter (half-way to the knee) if worn with opaque bottoms
- Knee length shorts only
- No exposed undergarments
- No clothing with offensive printed messages
- Footwear is required at all times

Building Use

Requests for the use of our hosting facility for any CHESS-related activity must go through the administrator.

- Students are expected to promptly clean up all trash, crumbs and spills for which they are responsible.
- Students will notify the monitor or administrator about any spills or incidents.
- Outside of the cafeteria, only bottled water with a screw top lid is permitted.
- White boards and chalk boards are for teachers' use only.
- Students must walk at all times while in the building.
- Items such as lighters, matches, fireworks, weapons, and toy weapons are prohibited.
- Additional rules specific to any room where CHESS is a tenant may also apply. Use of rooms that CHESS has leased is a privilege and not a right.
- The property and all its amenities must be treated with respect; if a student damages classroom materials, equipment, furniture, or property owned by CHESS, a teacher, or our hosting facility, his/her parents will be fined for the damages and may be dropped from the program.

Cell Phones/Electronic Devices/Internet Use/Media

Cell phones must be turned off in class. Outside of class, listening to music is OK, but no one else should be able to hear it. Electronic media content should be respectful to others and suitable for all ages. If a student chooses to access, share or view material of questionable content while at CHESS, or if their use of an electronic device becomes questionable or burdensome to others, the student may:

- Receive a warning
- Lose the use of electronic device(s) while at CHESS for the year
- Lose the privilege of staying on the premises when not in class

The administration reserves the right to determine obscenity and offensiveness.

Dropping Off and Picking up Students

Students will enter and exit using MBCR's main doors. Drop off will be in front of MBCR, pick up will be at the church's parking lot (second row). See our website for a diagram. We recommend you text your student to let them know when you have arrived. Please obey all traffic signs on the property and do not park or wait in the fire lanes. If you are delayed in picking up your student, contact the coordinator.

Student Sign In-Sign Out Log and Church Premises

We are tenants of MBC and our use of the building is limited to the rooms/areas we have leased. No one has permission to go outside, or use any other space on the premises that we have not leased or been given permission to use. Children must be supervised at all times while in the building.

Each student must sign in upon arrival (no earlier than 8:50 a.m.), and sign out when they leave for the day. If a student wants to temporarily leave the premises for any reason, he/she must obtain permission from an administrator, sign out noting their destination, and sign in upon their return. CHESS is not responsible for your students after they sign out and exit the building.

No student is to leave the facility property without obtaining consent from the administrator. Students should never leave the premises with someone other than their parent or their parent's designated driver.

Visitors

Visitors must obtain prior approval from the instructor and administrator before visiting a class. Only students that are registered for a class on a given day should be on the premises. Unsupervised siblings of students are not permitted on the premises.

Classes Meeting Off Premises

If a class meets outside of normal class times and is a teacher-led event, the policies that govern CHESS apply to the event.

We consider it a privilege to support you as you homeschool, however, noncompliance to any part of this agreement, financial non-payment, or putting CHESS's use of the facility at risk may result in a student or family being dropped from a class or the program.