



Success at CHESS Quick Reference Guide

CHESS operates on three basic principles:

- A commitment to the group learning experience (regular attendance and completion of assignments)
- Respect for others
- Communication

Parents:

1. **Stay involved** in what your student is learning.
2. **Commitment to attendance is vital:** don't plan to miss more than two weeks per year of our scheduled class meeting days. (2 days/year for 1-day per week class; 4 days/year for 2-day per week class. This includes the last day of class for the year.)
3. **Give advance notice:** notify the teacher at least two weeks in advance for a planned absence; follow up on missed homework assignments, and help your student stay on track.
4. **Arrive on time/early:** remember it can take up to 5 minutes for students to get to their class once they arrive at the building.
5. **Comply with the teacher's prospectus** requirements, and review it during the year.
6. **Record and document** your student's grade, and monitor home study hours.
7. **Check your email regularly;** we don't follow Fairfax County School closures.
8. **Respect the dress code:** ensure your student complies with the code and model it while helping at CHESS.
9. **Care for the building:** (clean up after yourself and your children) and honor the requests and limitations established by our host, CBC.

Students:

1. **Be on time.**
2. **Come prepared:** bring your homework, books and all class supplies.
3. **Be responsible:** complete all homework, tests, etc., on time, as directed by the teacher.
4. **Work ahead:** if planning to be absent, complete and turn in any homework due in advance.
5. **Be honest:** don't cheat or plagiarize; they have serious consequences.
6. **Respect the dress code.**
7. **Turn off cell phones** in class.
8. **Sign in and sign out** each day.
9. **Be where you should be:** either in your classroom, the study hall, lunch room, or Zone 7.
10. **Get permission** from an administrator before leaving the building, and never leave the premises with someone other than your parent or your parent's designated driver.