

Parent-Student Handbook 2022/2023



CHESS
Christian School

**908 E Lower Springboro Rd
Springboro, OH 45066
(937) 343-1130
www.chesschristian.com**

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

Board of Directors

Board Chairperson	Scott Parker
Board Secretary	Ryan Taylor
Board President	Tara Lee
Board Treasurer	Ruth Taylor
Board Member	Angie Kenworthy

Administration & Staff

Co-Founder & CEO	Tara Lee
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Academic

School Principal	Jaimee Dinnison
Preschool Administrator	Megan Myers
Academic Advisor	TBD
Information and Instruction Administrator	Anne Meester
Upper Core Department Head	Stephanie Huff
Lower Core Department Head & Intervention Specialist	Karen Ragan
Elective Department Head	Lori Stiver
Administrative Assistant	Sarah Harrison
School Nurse	Monika Hunter

Operations

Co-Founder & CFO	Ruth Taylor
Operations Director	Emily Winters
Technology Manager	Timmy Clifton
Facilities Manager	Jeff Lee

Marketing and Communications

Communications & Marketing Director	Hannah Kempe
Admissions Specialist	TBD
Administrative Assistant	Karen Young
Athletic Director	Lee Roy Young

Membership/Accreditation

CHESS 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 CHESS as a Section 08 Non-Chartered, Non-Tax Supported Private School.

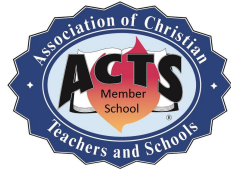


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SCHOOL IDENTITY

- 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 gifts with creative educational opportunities.
- III. **Core Values**
 - A. **Christ-Centered Community - We are created to belong.** When Christ-centered families fervently follow biblical principles and are united in community, learning is maximized. Made in the image of God, we strengthen our identity in Christ through Christian community patterned after the Trinity as we know God and are known by others.
 - B. **Passionate Discipleship - We are made for influence.** As Christ followers, relationships connect us to God and others. We experience passionate discipleship through authentic, daily interactions in addition to an intentional, structured curriculum infused with biblical integration.
 - C. **Contagious Learning - We are created to learn.** By designing a safe, interactive, and engaging environment, students and teachers experience contagious learning in the context of a transformative biblical worldview. As lifelong learners, we are 21st century, critically-thinking, problem-solving, Christ-centered world-changers.
 - D. **Flexible Engagement - We are each unique.** Rather than delivering a “one-size-fits-most” education, we give families the choice for their level of engagement through creative collaboration with the school, individualized scheduling, and flexible financial options.
 - E. **Transformative Future - We are made to grow.** Spiritually, educationally, relationally, and physically, we seek corporate and individual transformation as we increasingly become who God created us to be.
- 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, not by the process of evolution. We believe in a young earth, following biblical record. (*Genesis 1-2; Exodus 20:11; 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 agree 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 **Community Care Team**.
 - 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:
 - Applicant Information
 - Family Information
 - Medical Information
 - Previous School Information
 - Student Interests
 - Desired schedule
 - 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 CHESS is an appropriate fit for the student and family, the student will be accepted into CHESS 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 Driver Authorization
- Household and Family Information
- Emergency Contacts and Authorized Pickup
- Medical Information
- Educational Path Selection
- Financial Agreement and FACTS Tuition Plan Selection
- Community Care Team Interest
- Media Release
- Technology Use Agreement
- Student Email Permission
- Release, Indemnification, and Hold Harmless Agreement
- Once the Admissions Specialist receives the Enrollment Packet, the student will be enrolled for the applicable academic year, and course selections can take place in the FACTS Family Portal.

V. Tuition and Fees

● 2022-23 ● Tuition Guide

"HELPING STUDENTS DISCOVER WHO GOD CREATED THEM
TO BE AS THEY ARE EMPOWERED TO IMPACT THE WORLD
FOR CHRIST."



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COMMON ENROLLMENT

ALL CORE (meets twice a week and includes Language Arts, Math, Science, History, & Bible)	\$3,810
3 DAYS (all core + 4 electives)	\$5,254
4 ELECTIVES	\$2,078

Common Enrollment Packages are often selected, but student enrollment can be customized to fit your family's financial, educational, and social needs. A tuition calculator can be found on our website.

CORE CLASSES

1 CLASS	\$1,211
2 CLASSES	\$2,193
3 CLASSES	\$2,944
4 CLASSES	\$3,464
5 CLASSES	\$3,810

*Some High School Science classes require attendance at a monthly Friday lab, with an additional cost of \$250 per year.

- Core academic classes include Math, Science, Language Arts, History, and Bible.
- Core classes meet two times a week

ELECTIVE CLASSES

1 CLASS	\$634	5 CLASSES	\$2,424
2 CLASSES	\$1,154	6 CLASSES	\$2,759
3 CLASSES	\$1,662	7 CLASSES	\$3,089
4 CLASSES	\$2,078	8 CLASSES	\$3,406

- Electives meet one time a week (with the exception of world languages, which meet and are billed for 2 classes per week)

FULL TIME ENROLLMENT

4 FULL DAYS OF ATTENDANCE (M-TH) Includes full core (5 classes) and 8 elective classes	\$5,982
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*All classes are scheduled and billed for a full academic year

Questions? Email CHESS Admissions at info@CHESSChristian.com

- 2022-23
- **Preschool &**
- **Transitional Kindergarten**

Tuition Guide



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"HELPING STUDENTS DISCOVER WHO GOD CREATED THEM TO BE AS
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CHESS Christian Preschool meets 4 days a week from 8:00 am - 2:30 pm and offers classes for students 2-5 years old.

COMMON PRESCHOOL ENROLLMENT

4 FULL DAYS	\$5,982
2 FULL DAYS	\$3,383
2 HALF DAYS	\$2,078

Common Enrollment Packages are often selected, but student enrollment can be customized to fit your family's financial, educational, and social needs. Transitional Kindergarten students are required to attend a minimum of 2 AM half days per week. A tuition calculator can be found on our website.

PRESCHOOL YEARLY TUITION RATES

2 HALF DAYS, AM	\$2,078
1 FULL DAY	\$2,078
2 FULL DAYS	\$3,383
3 FULL DAYS	\$5,454
4 FULL DAYS	\$5,982

After-Care is optional, but available to preschool students. The cost is \$5 per student, per time period (2:45-3:45pm and 3:46-4:30pm). There is a max of \$10 per student, per day.

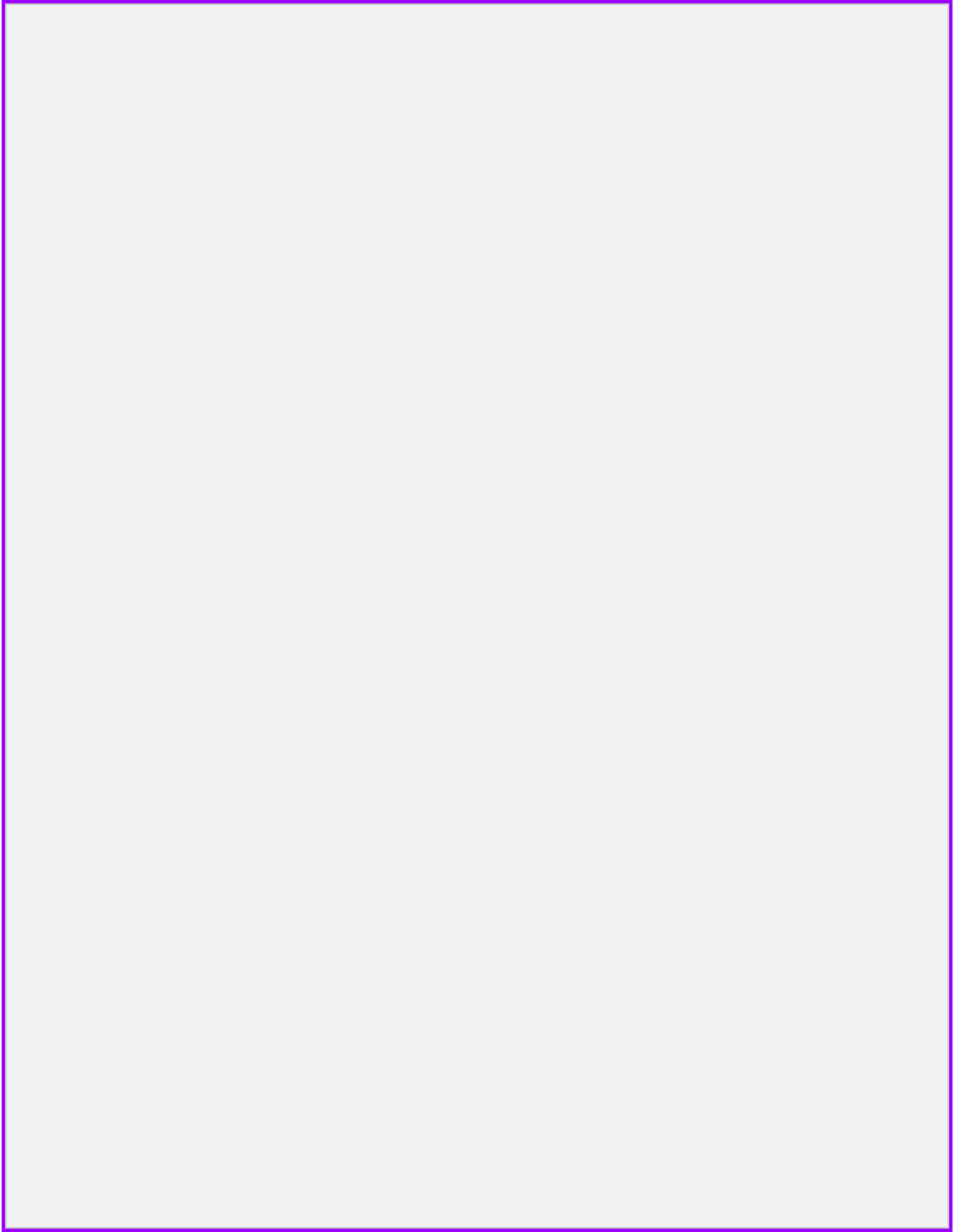


<https://online.factsmgt.com/login/4K839>



CHESS is accredited through ACTS and Middle States Association of Colleges and Schools.

CHESS Christian Preschool is licensed by the State of Ohio.



VI. Tuition Policy - Due to teacher contracts and budget planning purposes, ENROLLMENT AND COURSE SELECTIONS ARE A FULL SCHOOL YEAR COMMITMENT. Your commitment is finalized and billed based on course requests on record on May 2, 2022. New course requests made beginning May 2, 2022 become your commitment for enrollment and are billed based on your selection at the date of course request.

Should you choose to make a change to your course requests, please contact Scheduling@CHESSChristian.com and see the chart below for applicable charges.

There are no refunds/proration on tuition, except in the case of an out-of-region move, loss of job, death in the immediate family, or extenuating circumstances requiring CHESS Board approval. Situations requiring proration will be calculated on a quarterly prorated basis.

Adjustment Desired	1/17/22-5/1/22	Beginning 5/2/22
Drop a Course	\$25 per dropped course	Family will be billed and responsible for FULL PAYMENT of course
Change a Course (switch from one course to another course of equal value)	\$25 per change (1 free per student)	\$25 per change (1 free per student)
Add a Course	Will be billed at tuition pricing, no additional fee	Family will be billed and responsible for FULL PAYMENT of course

VII. Tuition Payments - All tuition payments are required to be paid through FACTS Management Company.

- **One payment for the full year:** due by August 22, 2022 (or ~10 days after enrollment). Payment will be made through FACTS Management Company at no cost to the family.
- **Semi-annual payments:** 2 payments for the year, the first due by Aug 22, 2022 (or ~10 days after enrollment) and the second in December 2022.

Payment will be made through FACTS Management Company and will be assessed a \$20 fee.

- **Monthly payments:** 12, 11, or 10 months of payments based on course selection/enrollment dates. Payments will start June, July or August (or ~10 days after enrollment). Payment will be made through FACTS Management Company and will be assessed a \$50 fee.

All tuition payments, regardless of plan, will be paid through FACTS Management Company. If you have questions regarding this please contact Ruth Taylor, Finance Director (rtaylor@chesschristian.com).

Payment plans allow *Debit Card, Credit Card, and ACH* (checking or savings account transactions) payments. Note: Fees apply for tuition plans based on payment method and plan length (\$20 for semi annual + credit card fees vs \$50 monthly plans + credit card fees).

The bill will be applied to your FACTS Tuition plan based on 2022-23 tuition rates.

VIII. Additional Fees - Field trip, incidental charges, sports and After Care fees can be added to monthly and semi-annual FACTS payment plans. Refunds cannot be made on field trips due to group discounts and/or advanced costs.

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** - 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	optional	✓	✓
Student can customize an Elective schedule	✓	✓	✓
CHES reports enrollment and attendance to the student's school district		✓	✓
Student may participate in field trips, Ambassador Organization, TNT, sports programs, etc.	✓	✓	✓
Student takes annual MAP Growth Standardized Testing	optional - additional fee required	✓	✓
Parent signs and returns Private School Enrollment Form		✓	✓
Parent confirms Educational Plan Selection in FACTS	✓		✓
Student may participate in College Credit Plus	✓		✓
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	✓		✓

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

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.

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.

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

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), the National Council for Private

School Accreditation (NCPSA), and Middle States Association Commission on Elementary and Secondary Schools (MSA-CESS). CHES offers a unique hybrid model of education that provides quality instruction with a 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 in-school 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 CHES Private Student Enrollment form each academic year. Private students will be given the MAP Growth Assessment throughout the 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 documentation to their local school district. Additionally, parents will complete the CHES Homeschool Enrollment Form each academic year. 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** - CHESS 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, CHESS 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 CHESS' Vision Statement: To help students discover who God created them 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. CHESS's Elective Course schedule was built to offer classes that highlight each of the eight intelligences as well.
- VI. Curriculum** - CHESS Christian does not accept funding from the state of Ohio and, therefore, does not use the 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 and grades.

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 4 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) - Use when a student is absent and will **not** be making up a participation-type grade. No grade will be calculated for this assignment.
- Excused (E) - Use 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 from before their enrollment. No grade will be calculated for this assignment.
- Absent (A) - Use when the student is absent and should make up the work. This will automatically calculate the assignment with a **0** grade until you remove the code and enter the completed grade. Assignments entered with this grade code will appear on the Parent Portal in red with the phrase "Missing".
- Incomplete (IN) - Use when the student submitted an incomplete assignment, and it's being returned to complete fully. This will automatically calculate the assignment with a **0** grade until you remove the code and enter the completed grade. Assignments entered with this grade code will appear on the Parent Portal in red with the phrase "Inc".

- 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. Report cards may be held if tuition and fees have not been paid, required forms have not been submitted, or books have not been returned. 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 Academic Advisor 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 parent-provided 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 CHES. Specific requirements for an Honors Diploma will be reviewed and discussed with the Academic Advisor.
- B. Graduating with Honors** - CHES 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** - CHES 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 Academic Advisor. 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 22, 2022 and continues through May 26, 2023. School is in session Monday through Thursday from 8:00 am to 2:30 pm, with an optional After Care program upon completion of dismissal beginning at 2:45 pm until 4:30 pm 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.
 - 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 937-343-1130 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 email the parent 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 may 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. Failure to do so will result in a 0 for any missing assignments.

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. Parents should 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 may 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:

- 1st and 2nd periods will be canceled. Students should reference their email and/or FACTS for communication from their 1st and 2nd period teachers.
- School will open for drop off at 10:05 am.
- Classes will begin at 10:20 am with 3rd period.
- If CHESS calls for a Delayed Start on an Elective day:
 - 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.
- 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. To ensure teachers have had adequate time to prepare for class and are ready to receive their students, students arriving before 7:45 am must remain in their vehicles under their parent's supervision until the school opens. 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 on their Enrollment/Re-Enrollment packet or with the Front Desk Assistant if they receive their license during the academic year. 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 students who are enrolled in three or more Core classes. 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.
 - A. **K-12 Hot Lunch** - Generally, CHESS Christian School will provide a hot lunch for K-12th grade students one day a week. A regular Chick-Fil-A sandwich can be ordered through the FACTS Family Portal **by 9:00 am the school day 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 2022/2023 school year will be:

- Sept - 13, 21, 29
- Oct - 3, 11, 19, 27
- Nov - 7, 15
- Dec - 5, 13
- Jan - 10, 18, 26
- Feb - 6, 14, 22
- Mar - 6, 14, 22, 30
- April - 11, 19, 27
- May - 1, 9, 17

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.

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 the student should be released to an individual not on the student's pick-up list, the parent must email attendance@chesschristian.com giving permission for an alternate person to pick up their student. This includes a student going home with another student for a playdate. Staff will check IDs of anyone they do not recognize, including parents. 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 the beginning of the school year. 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 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. Car line will assemble in front of the North entrance. Please, follow traffic flow indicators.
3. Dismissal will begin at 2:30 pm. The car line attendants will call, assemble, and release students in a group to ensure all students' safety.
4. Students will be loaded into vehicles, and all car line vehicles will move at the same time when directed by the car line 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. Anyone arriving after the designated arrival time, must enter through the North Entrance. 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, rapid 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. Students who exhibit any of the following symptoms should stay 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 gray 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.

Parents will be notified if students have been exposed to a communicable illness. Per updated guidelines, students must be **fever free for 24 hours**

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.

- 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 conditions 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 rapid 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, CHESS 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 is 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** - CHESS 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 Assistant 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.

At least one parent 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).

II. 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 as exhibiting a R.O.Y.A.L. value will receive a Merit in FACTS. Both the parent and student will receive an email report detailing the Merit.

A. Responsibility - *“Do everything in the name of the Lord Jesus.”* Colossians 3:17

1. Take care of what you need to do.
2. Allow others to do what they need to do.
3. Work hard and be proactive.
4. Help others when they need it.

B. Ownership - *“As each has received a gift, use it to serve one another.”* 1 Peter 4:10

1. Enjoy contagious learning in education.
2. Utilize and manage all the resources God provides.
3. Accept personal responsibility.
4. Set an example.

C. Yielded - *“Put on compassionate hearts, kindness, humility, meekness, and patience.”* Colossians 3:12

1. Listen well and seek to obey instruction.
2. Seek progress, not perfection.
3. Accept redirection.
4. Humbly think of others before yourself.

D. Attitude - *“Whoever gives thought to the Word will discover good.”* Proverbs 16:20

1. Choose to be joyful.
2. Have fun!
3. Welcome and include others.

4. Demonstrate a “can-do” attitude.
- E. 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
1. Balance responsibility with grace.
 2. Seek to meet the needs of all types of learners.
 3. Provide good stewardship with all resources.
 4. Be helpful.

III. The Merit System - Merits and Demerits are a part of the Behavior section in the FACTS database. This feature does not allow CHESS to customize the Merit and Demerit terms. They are independent of one another, serving to disciple students as they develop in their Christian walk.

A. 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”. Both the parent and student will receive an email report detailing the Merit.

Merits include:

- Love
- Joy
- Peace
- Patience
- Goodness
- Kindness
- Gentleness
- Faithfulness
- Self-control

B. Demerits - The Demerit system was implemented to document student behavioral incidents. The FACTS database only allows for the use of the term “Demerit”. Both the parent and student will receive an email report detailing the Demerit. Minor behavioral incidents 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 incidents or recurring choices 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:

1. Provide a verbal warning to the student explaining the correct way the student is to respond.
2. If the student does not heed the teachers' verbal warning, a Demerit may be issued.
3. If the student continues, the Principal will meet with the student individually.
4. 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 two 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

- IV. Detention** - Upper School students dismiss from classes at 2:30 pm. Detentions will be served on Thursdays from 2:45 - 3:45 pm as needed. Students must arrive promptly. Those who are more than 5 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. Detention is served in a manner consistent with Passionate Discipleship - relationships connect us to God and others. We experience passionate discipleship through authentic, daily interactions. Students will be involved in a school service project or growth opportunity during detention.
- V. 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, class 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.

- VI. 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 CHESS or the administration will recommend expulsion to the School Board.
- VII. Expulsion** - The school administration reserves the right to recommend to the School Board for immediate expulsion any student who has grievously violated CHESS written and/or spoken school policies or its principles.
- VIII. Parent Appeal Process** - Consistent with CHESS Christian School's core value of *Passionate Discipleship*, CHESS 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 CHESS Christian School Board chairperson who will work with the Executive Director to bring closure to the situation.
- IX. Social Philosophy** - The Core Value of Christ-Centered Community stipulates that when Christ-centered families fervently follow biblical principles and are united 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 CHESS, students should refrain from behavior that is not Christ-like and is unfitting to a school environment.
- X. 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.
 - A. 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.

- B. 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.
- C. Plagiarism** - Plagiarism is a serious offense that constitutes intellectual fraud and theft. It includes failure to identify the work of others, overuse of the work of others, and complete copying and misrepresentation of the work of others as the student's own work. When a teacher suspects or identifies plagiarism (by use of the plagiarism detection tools at their disposal), he or she may discuss the allegation with the student.

If the student admits to the offense, the following procedures will be implemented:

1. First offense: The student will receive a Demerit and have the opportunity to redo the assignment, on a reduced scoring scale at the teacher's discretion. The student and the parent will meet with the Information and Instruction Administrator to watch a video on plagiarism and will both then sign a form to confirm information received and promised future behavior.
2. Second offense: The student will receive a Demerit, and the assignment will be given a grade of "0" with no opportunity to redo. The student and parent will meet with the Principal to discuss any mitigating academic or behavioral factors and the student will engage in an academic behavior plan.

Subsequent offenses will be addressed by the Principal and Executive Director and may result in additional disciplinary action.

If the student denies the allegation, the Principal will meet with the teacher to review the evidence presented and contact the student and parent as necessary.

D. 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 courses of study at the end of the current 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.

XI. Relationships - CHESS 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 members of the CHESS community should be above reproach. Inappropriate 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.

XII. Immoral Conduct - It is the position of CHESS Christian School that the Bible dictates standards of sexual behavior. Any form of sexual immorality, including pre-marital sex and all forms of sexual perversion (Romans 12:1- 2; I Corinthians 6:9-20; Ephesians 4:1-11, 5:3-5; 1 Thessalonians 4:3-8; II Timothy 2:19-22; I Peter 1:15-16), are forbidden by God's Word as acts that are destructive to the Body of Christ. In addition, the unique biological genders of the male and female are clearly defined in Scripture (Romans 1:24-32). 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.

XIII. 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.

A. 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.

B. 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.

XIV. 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 Principal. Students involved in these behaviors may 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.

XV. 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 must be worn to every class, including PE. Dress code includes:

A. 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.

B. TOPS:

- All tops are required to have the CHESS logo and to be purchased through the CHESS Spirit Store or the annual CHESS sponsored consignment sale. Homemade CHESS wear or CHESS wear acquired through another means may not be worn as dress code.
- 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.

C. 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, Advanced Biology, Forensic Science) 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. No midriffs should be exposed.
- 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.

COMMUNITY

- I. **CHES Community Connections Program** - As CHES, we have a culture of partnering in service as we grow together as a community. The Core Value of **Christian Community** provides the foundation for our Community Connections Program. It supports two functions at CHES by: 1) Providing opportunities for families to engage in Christian community within the school, and 2) Enabling us to keep tuition low.

Each CHES family will join a Care Team. Care Team Leaders will lead their teams to grow together and support the school through projects, tasks, and other supportive roles. The Care Teams will support the following areas: Building, Campus, Hospitality, Athletics, Teacher and Administration Support, CPO, TNT, and Finance. Our goals are for families to serve in an area that is in line with their God given gifts, skills, interests, and availability and to connect with other families in a way that leads to rich community.

At the beginning of the school year, families will identify which Care Team they would like to join. Families may join more than one Care Team if they would like to serve in two different areas. Care Team Leaders will meet with their team members to communicate the yearly goals and to identify where each team member will serve. Care Team Leaders will meet with the Care Team Coordinator every other month for leadership connection and a 1:1 touchpoint to check in on projects, identify barriers, and discuss any changes that need to be made.

- II. **Fundraisers** - One simple way that each family can support CHES is by linking your Kroger, Dorothy Lane Market, and Amazon Smiles account to CHES.
- III. **CHES Parent Organization (CPO)** - The purpose of the CPO is: Serving together, the CHES Christian School CPO facilitates the spiritual and physical growth of CHES 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 CHES Christian School. No membership dues will be collected. CHES 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. Entrance to the classroom must be coordinated and approved by the teacher ahead of time so as not to be a distraction or detract from teaching time.
- 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.

INFORMATION & TECHNOLOGY

I. **Mission** - To support CHESS Christian School's mission for contagious learning by fostering literacy at every level of learning and by providing space, materials, and connections for discovery and creativity.

II. Values & Objectives

- To build and maintain a collection of books and other materials that complement the educational goals of CHESS
- To support teachers in both general and specific areas of learning, both by featuring books and materials that may relate to their areas of study, and by being available to provide specific materials and programming at their request, as needed
- To promote literacy through an organized K-12 literacy initiative; reading support at early levels, study and research skills beginning in middle levels, and sophisticated information literacy in upper levels

III. Contacts

- Anne Meester, Information and Instruction Administrator
 - ameester@chesschristian.com
 - library@chesschristian.com
 - <http://library.chesschristianlibrary.com>
 - IG: chesschristianlibrary
- Timmy Clifton, Technology Manager
 - tclifton@chesschristian.com
 - help@chesschristian.com

IV. Circulation Policies

A. **Account** - Each CHESS student will receive a library account upon registration. Accounts may be accessed with school identification cards but can also be found using student names or id numbers.

B. Lending Privileges

- **Preschool:** Students will be allowed to use the library according to individual class rules and schedules. Books taken from the library will be used in-class only, and students will not check out books for

home use. Preschoolers may check out books for home use with an accompanying parent.

- K-12: Students will have full lending privileges during the school year. **Three (3)** books can be checked out at a time, but teachers may set limits under this amount during class visits. The lending period will be **two weeks**, and students may contact the library to renew books that are not requested by other patrons.
- Parents: May opt out of lending privileges for a student in person at Back-to-School Night or anytime during the school year by emailing the librarian. Books checked out by students with parents present will also be due in two weeks, but with a **ten (10)** book limit.

C. Late, Damaged, and Lost Books - Student accounts will be billed through FACTS for each book that is lost or returned in damaged condition. One “claims return” will be extended to each family per school year. Books that can be replaced in used condition will be billed at a \$5.00 rate. Fines for late fees will not be assessed.

D. Library Management System - Circulation will be maintained through Libib. Student records will consist of name and email notification addresses only. More detailed student information is available through FACTS.

Libib settings will be set to the following:

- 1 day for Chromebooks (in house)
- 2 weeks for personal checkouts
- 1 month for teachers (unless otherwise specified)
- 1 semester for class novels
- 1 school year for textbooks

Books can be renewed by contacting the librarian or by logging into a personal account. The librarian will also make every effort to auto-renew once a month.

V. Selection Policy Rationale - We strive to develop a collection of materials and resources that support the overall mission of CHES Christian School.; namely, to help our students develop a foundation of a Biblical worldview and the understanding of Western culture, with explorations into other world cultures as indicated by our educational scope and sequence, as well as to fuel contagious learning. This necessitates the examination of literature and media that **strongly reflects** Christian culture and Biblical values as well as of material that may **highlight contrasts of such culture and values** as related to purposeful efforts in the strengthening of biblical and critical thinking skills. Materials for this endeavor are carefully selected to engage students at appropriate grade levels.

Selection of books and materials for classroom and library use will also consider:

- Contributions to overall literacy education
 - highlighting print awareness
 - developing vocabulary
 - connecting related works
 - promoting up-to-date information literacy
- Cultural significance
 - Award winners
 - High-interest trends that promote reader engagement (“hi-lo” books or other popular titles or series)
- Moral, ethical, and spiritual significance
- Aesthetic significance
- Complements to class subject matter (building and enhancing knowledge)

VI. Materials Challenge Policy - We recognize that our CHES families and staff members, while partnering in this pursuit, may have a wide range of family guidelines for literature and other media that may occasionally result in a conflict of opinions on a particular title. We respect the right of each individual in the CHES community to speak freely and appropriately in regard to such concerns. Therefore, in the event that a parent, teacher, or staff member may have questions about any item in our library for circulation or classroom use, this policy is designed to guide the process of book (or other media) reconsideration.

1. A concern must first be discussed with the librarian or the teacher who assigned material. At this time the complaint will be thoroughly heard before sharing all relevant information supporting the use of the book in question, including initial rationale for including the work.
2. If a satisfactory understanding of the use of the material cannot be reached, the complainant may use the [Materials Reconsideration Form](#) to initiate a formal review of the material. The complainant will have ten (10) calendar days to return the form to the principal, either in person or by email. **If the form is not returned in this time period, the challenge will be considered closed and will not be renewed.**
3. Upon receiving the Materials Reconsideration Form, the principal will approve the beginning of a challenge review, conducted by the Review Committee, consisting of the librarian, the assigning teacher, the director of the English department (or the principal if the English head is the assigning teacher), and one at-large member. Members of the committee will be selected at the beginning of each school year. The committee will

read the book or watch the material, collect any applicable reviews, and review written rationale from the teacher or librarian. The committee will meet to discuss and vote on the merits of the challenge.

- If the challenge is of a book assigned by a teacher, the teacher will submit rationale but will defer to the decision of the other members of the committee.
 - If the challenge is of a book solely for library circulation use, the librarian will submit rationale but will defer to the decision of the other members of the committee. (This excludes challenges of books included incidentally in the library collection but challenged specifically for class use).
 - Future challenges of the material will only be considered if new evidence is provided. Objections already presented will be referred to the ruling on file.
4. The review committee will submit a written summary of a decision for or against the challenge, and **this decision will be final**.
- If a challenge is upheld, the book will be removed from the library or for classroom use. Teachers must be prepared to provide an alternative learning opportunity in the event a class novel is successfully challenged.
 - If a challenge is declined, parents may discuss alternate options with the principal and teacher for their student in a classroom situation but should be advised that such accommodations may not be available. The student may have to accept a lowered grade for the assignment. Unsuccessfully challenged library books will remain in the collection and/or in the classroom study.
 - Future challenges of the same title will only be considered if new evidence is provided. Objections already raised will be referred to the ruling on file.

VII. Library Visitor Rules - Teachers and staff will coordinate library visitation times. Mrs. Meester or an approved assistant must be present to receive students. Mrs. Meester also **reserves the right to impose additional limits (time, game content, or other library use) or to close the library for recess, Guided Study, or after-hours visitors if needed**. Library privileges may be revoked for students who misuse materials or do not follow library rules.

- Students will be allowed to check out books for home use UNLESS parents contact Mrs. Meester to opt out of this permission.

- Students will be encouraged to finish homework and all other assignments before visiting the library during Guided Study periods, but the library will not be responsible for confirming this.
- Students will have access to age-appropriate computer games and Makerspace tools and supplies. Parents are responsible for enforcing any specific restrictions relevant to their students

VIII. 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 8:00 am when class begins
- 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) 343-1130.

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.

IX. 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 an 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 email, instant

messenger, social media, G-Suite products or comparable software/apps, 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 the 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, but not limited to, 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, addresses, 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, download, or view 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 personal 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.

X. 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.

XI. 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.

XII. 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.

ATHLETICS

- I. Philosophy of Athletics** - The goal of the CHES Christian Athletic Department is to help students understand and demonstrate their call to glorify God in all they do through participation in competitive athletics. The athletic programs at CHES Christian School are designed to enable the student-athlete to do the following:
- Strategically match their God-given abilities with opportunities for physical and competitive achievement.
 - Provide them with a platform to put their faith and beliefs into action in a public and practical way.
 - Contribute to the school-wide unity athletics can bring.

There are three different levels of sports offered at CHES Christian. Each level is meant to provide the student-athlete with a different perspective and experience. Listed below are the tiers and the function of each tier.

- A. Elementary** - At the elementary level, CHES Christian is looking to provide the student-athlete with an opportunity to begin experimenting with athletics. The purpose of this level of athletics is to provide a social setting for students to have fun and enjoy the company of their friends while learning the basic skills of a respective sport. CHES Christian will emphasize the active participation of each student-athlete in preparation for their involvement in athletics at the middle school level.
- B. Junior High** - At the junior high level, CHES Christian will begin to build on the basic skills acquired during elementary participation. Coaches will start to develop the skills necessary in each student-athlete to be competitive at the junior high level. Coaches will also teach student-athletes about character qualities such as perseverance, commitment, positive attitude, work ethic and teamwork as they encounter times in competition that will call for them to exhibit such traits. Lastly, CHES Christian will emphasize the active participation of each student-athlete in preparation for their involvement in athletics at the high school level.
- C. High School (JV and Varsity)** - At the high school level, CHES Christian will build upon the athletic skills developed at the junior high level

while forming teams that excel against elite competition. Coaches will also continue to build on the character development that took place at the previous level. The athletic department seeks to have student-athletes that are not only game changers, but world changers as well. This can be accomplished by teaching athletes about their responsibility not only on a field or court but more importantly in the classroom and in the community.

II. Organizational Affiliation - CHESS Christian is a member of the Ohio Christian School Athletic Association (OCSAA) and the Ohio Valley Christian Conference (OVCC). As a member in good standing, we recognize the need to adhere and submit to its authorities in all varsity and junior high athletics.

III. Sportsmanship

A. Coach - The Coach should:

- Set an example and standard for all student-athletes.
- Represent CHESS Christian in a godly manner.
- Teach players how to treat officials and opposing players by way of his/her own actions and comments.
- Recognize that the process of development is just as important as the end result.
- Be in control of his/her behavior at all contests and is responsible for the conduct of their players when representing the team or the school.

B. Athlete - The Athlete should:

- Respect his/her coaches, officials, and opposing teams.
- Respect the facility of CHESS Christian and any other school.
- Encourage teammates and build them up when talking to other people.
- Be humble in victory and gracious in defeat. Do not make excuses.
- Pay attention to coaches (sideline) not parents (stands).
- Be committed to his/her team.

C. Spectators - The spectators should:

- Commit to sportsmanship. Set an example.
- Represent CHESS Christian and Jesus Christ to officials and visiting school.
- Respect an official's call. You do not have to like it, but you must respect it.

D. Conflict Resolution - Questions and/or issues that are encountered during a respective season or offseason should be dealt with first between the student-athlete and the coach. If this conversation does not resolve the issue, the following steps should be followed until a resolution is reached:

1. Respective coach, student, and parent/guardian meet during a scheduled meeting time.
2. All parties above meet with CHES Athletic Director
3. All parties above meet with CHES Assistant Principal/Principal
4. All parties above meet with CHES Executive Director
5. All parties above meet with CHES Board of Directors

IV. Student Eligibility - Education needs to be a top priority for any CHES Student-Athlete. The below eligibility requirements are in keeping with the OVCC academic requirements.:

- A. Section 1:** All rules and regulations will be followed by the guidance of the state affiliation in which the member schools are a part of, which is either the Ohio Christian School Athletic Association (OCSAA) or the Buckeye Christian School Association (BCSA). Pertaining to the operation and conduct of athletic programs are the rules and regulations of the OVCC. Rules and regulations governing all interscholastic athletics for grades 7-12 athletic eligibility shall be adhered to as found in the OCSAA/BCSA Constitution and Bylaws.
- B. Section 2:** All student-athletes that participate in OVCC competition with one-member school, are not allowed to participate with another OVCC member school in the same school year, unless a physical residence move has occurred. This move may be a physical residence move, or transfer of academics to another OVCC member school. If a transfer occurs, then the previous school of attendance must sign off that the transfer is for valid reason, granting eligibility to the new OVCC school for athletic participation of the student-athlete.
- C. Section 3:** Homeschool students are eligible to play for an OVCC member school. Homeschool students must adhere to whatever guidelines the OVCC member school requires of them for participation in their athletic

program. Once a homeschool student has participated with an OVCC member school, they are not eligible to participate with another OVCC member school in the same calendar school year. At CHES, homeschool students must be enrolled in at least one class to participate in athletics.

- D.** Section 4: A student-athlete who is enrolled in another school, is not eligible for participation at an OVCC school with the same sports offered.
 - E.** Section 5: A student-athlete must be passing the 5 core classes to be eligible for participation.
 - F.** Section 6: Age guidelines follow National Federation High School (NFHS) requirements
 - G.** Section 7: Any student-athlete who transfers from one OVCC school to another, is subject to being ineligible for 1/3 of the season. This 1/3 is calculated based on the number of games allowed per season as defined here: Basketball-22, Soccer-16, Volleyball- 22
 - H.** Section 8: Each student-athlete has 8 semesters of eligibility once they start their freshman year of high school.
- V. Academic Eligibility** - All student athletes in grades 5-12 must be passing the five Core subjects (Bible, History, Language Arts, Math, Science) to be eligible for participation.
- A.** The prior quarter's final grades will be used to determine academic eligibility if the sport begins before the end of the 2nd week of the current quarter.
 - B.** The gradebook grades will be used to determine academic eligibility beginning at the end of the 2nd week of a quarter.
 - C.** Gradebook grades will be used to determine continued academic eligibility periodically throughout the quarter.
 - D.** Student athletes who receive a failing grade in one of the five Core subjects will not be eligible for participation until the next academic eligibility check.
 - E.** Homeschoolers are subject to academic eligibility per these guidelines. Homeschool families must provide Core grades using this schedule.

VI. Coaches - Coaches serve an important role within the CHESS Christian Athletic Department. They set the standard for all student-athletes in conduct on and off the court or playing field. All head coaches must provide proof of completion of the following:

- Coaches must submit to a BCI and FBI background check including fingerprinting. An instructional packet will be provided by the Operations Director. The coach will need to pay for the fingerprinting and should have the results sent to CHESS Christian School (908 East Lower Springboro Road, Springboro, OH 45066) per the instructions included in the packet.
- Coaches must complete a Coaches First Aid training course (available at Kettering Sports Medicine).
- Coaches must complete a Coaches CPR training course (available at Kettering Sports Medicine).
- Coaches must complete the Lindsay Law training requirements for non-ODE programs available on the Ohio Department of Health website.
- Coaches must complete the NFHS Fundamentals of Coaching online class.
- Coaches must complete the NFHS Concussion in Sports online class.
- Coaches must read and be familiar with the OVCC and OCSAA Handbooks.

The Athletic Department will reimburse coaches for all fees with a valid receipt.

VII. Participation

- A. Pre-Season Meetings** - There will be a required pre-season meeting that takes place before the start of any sport season (Fall, Winter, Spring). Dates and times of respective meetings will be announced at school and be communicated through email and other school-related communication tools. This meeting is mandatory for any prospective athlete and their parents/guardians. These pre-season meetings are extremely important to receive valuable information for the upcoming season.
- B. Athletic Physicals** - No student may participate in any phase of an athletic program (open gyms, try-outs, practice, or games) without a completed OHSAA Pre-Participation Physical Form on file in the athletic office.
- C. Fees** - Pay-to-participate fees are required at CHESS in order to provide the best available opportunities to our athletes. Fees are essential in

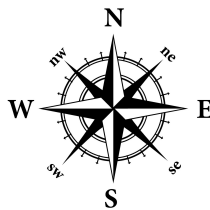
helping the athletic department pay for items such as uniforms, referees, and equipment.

Scholarship and financial assistance may be available. Please contact the Athletic Director to discuss.

- D. Schedules** - Practice and game schedules will generally be released to the athletes during the first week of their respective sports season. Please understand that schedules will vary on a week to week basis and change due to rescheduling, cancellation and inclement weather. It is important to remember that flexibility is essential during the course of a sports season. During the course of the season please regularly check for updates via email and the Team App for your team. If any practice or game is to be rescheduled, communication will be sent via Team App.
- E. Uniforms** - Game uniforms will be supplied to players at the beginning of the season, and may be worn to school on designated athletic spirit days or for Pep Rallies. Uniforms are CHESS property and must be returned in good condition at the end of the season. Failure to return the uniform or returning a damaged uniform may result in being charged a uniform replacement fee.
- F. Attendance** - If a student athlete is absent for any part of the school day due to a suspected illness, the student athlete may not participate in practice and/or game that same day. Student athletes may be absent for a pre-planned appointment, like a dentist's appointment. Student athletes may participate in practices and/or games Friday through Sunday following a student illness as long as the student has been fever-free for 24 hours unassisted by medication.
- G. Practices** - Athletes are expected to be present, on-time, and ready to practice at all practices. Practice schedules are set by the coach(es) and are subject to change as the coach's schedule requires. Absences due to illness or approved by the coach in advance of the practice are acceptable.
- H. Game Time** - The head coach of any team has the final say in how much playing time each player on the team earns. Playing time is a privilege, not a guarantee. However, practices will focus on skill growth and development with the desire to allow more playing time between players.

- VIII. Injuries / Communication** - When injuries or health issues arise, coaches will communicate directly with parent/guardian listed on the Emergency Medical Authorization form. Coaches will also communicate with the Athletic Director and complete an Incident Report form following any injuries or incidents.
- IX. Transportation** - It is the responsibility of each athlete to find transportation to away games.
- X. Contacts and Links** - Every coach's contact information can be found on the Team App. If there is an immediate need that should be addressed, please feel free to call the school office at (937) 343-1130 or email Lee Roy Young at lyoung@CHESSChristian.com for a quick response.
- A.** CHESS Christian School – www.chesschristian.com
 - B.** Ohio Christian School Athletic Association (OCSAA) - www.ohiocsa.org
 - C.** Ohio Valley Christian Conference - www.ovccsports.org

TRUE NORTH TESTIMONIES ORGANIZATION



- I. **Philosophy** - True North Testimonies [TNT] is a student leadership, service, and discipleship organization at CHESS Christian School. Students must be enrolled in at least one class at CHESS to be eligible to enroll in TNT. The organization uses a combination of intentional discipleship, scheduled service projects, adventure activities, and leadership opportunities to develop students into followers of Christ. “Jesus Christ is our true North, and we must follow His direction.”

1 Timothy 4:12 *“Let no one despise you for your youth, but set the believers an example in speech, in conduct, in love, in faith, in purity.”* (ESV)

II. Structure

- A. **Faith Finders** - In 7th and 8th grades, students will be challenged with teamwork, friendship, and the meaning of true giving. They will remain at the school for all events except one. They will focus on building community with one another.
- B. **Voyagers** - In 9th and 10th grades, students will learn the meaning of friendship and the way God wants us to honor Him with our lives. They will learn what God says is Truth and that His love is faithful at all times.
- C. **Compass Crew** - In 11th and 12th grades, students will experience four main, off-campus events. Each event is a totally different experience and will include a guest speaker who will challenge and strengthen the students by focusing on God’s Word as they begin to transition into adulthood.

III. Leadership Opportunities and Expectations

- A. **Mission in Motion** - Beginning in 9th grade, TNT members will participate in Mission Motion:

- Must sign up for service events through Sign-up Genius and complete 10 hours of service during the academic year. **No outside** hours.
- Must complete 8 hours by March or they may not participate in the April event.
- Must have all 10 hours completed by the banquet in May to receive a TNT letter awards.
- Must complete 40 hours total within 4 years to receive the 4 year TNT award.

B. Navigator - Beginning in 10th grade, TNT members may apply to be a Navigator:

- Must have been part of TNT for a full year and participated in 7 out of 9 events.
- Must have completed the Mission in Motion 10 hour requirement.
- Must attend 6 of 9 Directional & Navigator Leader meetings on the 3rd Tuesday of every month during lunch at the school.
- Must be willing to communicate and be an active participant with the Directional Leader leading that position

C. Directional Leader- Beginning in 11th grade, TNT members may apply to be a Directional Leader:

- Must attend the summer retreat.
- Must have attended 7 out of 9 events the previous year, and completed the 10 hour Mission In Motion requirement.
- Must have been a Navigator in your Sophomore or Junior year of school.
- Must attend Directional Leader meetings the 3rd Tuesdays of every month during lunch at the school.
- Must contribute to the Directional Leader team by fulfilling the job titled to them, and be helpful when needed by the other team leaders.
- Must assist with at least one Faith Finder event and Voyagers in various ways.
- Must have regular communication with Trisha Johnson.

IV. Academic Eligibility - Participation in TNT is a privilege. Whereas CHESS Christian School highly values the unique opportunity to grow spiritually, socially, and emotionally, it cannot be at the expense of academics.

Academic eligibility will be determined by Administration on a regular basis throughout the year. If a student falls below the established academic threshold

for TNT, he or she will not be eligible to participate in TNT events. An opportunity to regain eligibility will be provided.

V. General Policies

A. Electronic Devices - No student is permitted to have cell phones or any other electronic devices at a TNT event. Our goal is to be unplugged and to enjoy one another and the event we are participating in. TNT leaders will always have their phones available for students to call parents or grandparents, if needed. If a phone or electronic device is brought to an event, the student will be asked to turn it into the TNT leader, and it will be returned at the end of the event.

B. Student Drivers - Students who intend to drive to a TNT event may do so as long as all requirements are met and filed in the office one week before the TNT event. Requirements can be found on the TNT Student Driver Permission Form.

C. Parent Chaperones - Any parent who is volunteering their time to drive TNT students to an event may do so, as long as all requirements are met and filed in the office during office hours Monday through Thursday 8 a.m. to 3 p.m. prior to the event.

- Proof of insurance that shows \$100,000 to \$300,000 coverage
- A copy of a valid driver's license

D. Medications - Prescription drugs need to be registered with the nurse prior to the event using the proper forms.

E. Dress code - The dress code for TNT allows students to focus on the discipleship and adventure opportunity, rather than everyone's clothing choices. It also fosters school spirit and community awareness as CHESS students participate in activities off-campus. The dress code includes:

- **BOTTOMS:**
 - No compression, yoga pants, or leggings may be worn as pants.
 - 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 students are required to wear TNT Spirit wear to the events.
 - At an overnight event when more clothes are required, students can wear their Mission In Motion shirts, TNT hoodies, CHESS Christian shirts, and blank shirts
 - NO clothing with writing or designs printed on them including shirts, hoodies and bags. **NO WRITING.**
 - Boys must wear shirts at all times, unless swimming.
- **MISCELLANEOUS**
 - No visible tattoos.
 - Full-coverage bathing suits must be worn on school trips that provide opportunities for swimming. **NO MIDRIFFS exposed.**

Bags will be checked prior to leaving for a TNT event.

F. Behavior - Although the majority of TNT events will be held off CHESS Christian school's campus, members of the organization will be required to abide by the school's lifestyle expectations as detailed in this Handbook.

Absolutely no vaping or any smoking of any kind, alcohol, or recreational drugs.

G. Probation - Any student that has been picked up by a parent due to behavioral problems will be placed on probation. If a parent is asked to pick up the student a second time, the student will no longer be allowed to participate in TNT for the remainder of the academic year. No reimbursement will be made for the cost of enrolling in the program.