

# *C.H.A.S.E.*

*(Christian Homeschool Academy of Scholastic Excellence)*

*"Children are a gift from the Lord; they are a reward from Him."*

*Psalm 127:3*

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

*Proverbs 22:6*

## **2010/2011 MEMBER AND TEACHER HANDBOOK**

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## Who Is Christian Homeschool Academy of Scholastic Excellence (CHASE)?

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

Our standard is distinctly Christian. We accept members of any race, religion, financial status, or family size to all the rights, privileges, programs and activities made available to member families of CHASE.

The information in this handbook has been developed after many hours of prayer and discussion. These policies have been written to provide clear direction and expectations for all members (parents and students) in all areas of operation. Please direct all questions regarding this handbook to the CHASE Leadership Team. Items in this handbook are subject to change as Leadership feels is necessary for the benefit of the group.

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

### C.H.A.S.E. Mission Statement

*It is the vision of CHASE to equip and encourage parents who have chosen to home school their children by 1) providing quality educational opportunities in a Christ-centered environment, 2) providing classroom experiences that will develop the students' understanding of responsibility and accountability, and 3) providing a place where students and parents alike can develop solid friendships. CHASE desires to minister to all families who choose to participate in the program through experienced Christian leadership that prayerfully seeks after God's plan for the organization, and with a safe environment where their children can grow both academically and spiritually.*

### C.H.A.S.E. Academy Statement of Faith

We believe the Bible, both Old and New Testaments, to be the inspired Word of God, the final authority for faith and life, inerrant in the original writings, infallible and God-breathed.

(2 Tim. 3:16-17, Psalm 19:7)

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

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

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

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

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

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

## **POLICIES AND PROCEDURES - MEMBERSHIP**

CHASE is a cooperative learning effort made successful only through the participation of all members, the commitment of students to excellent behavior and class involvement, and the adherence by all to follow established policy. There are areas of the program that need to be monitored in order for CHASE to continue to have a facility in which to meet, and to insure the continued uninterrupted function of the church's business. So, we need everyone to pitch in and help in this process. We have tried to make these requirements as minimal as possible so that we do not tax your already demanding schedules!

### **GENERAL REQUIREMENTS – STANDARD MEMBERSHIP OPTION**

Members are required to participate by volunteering to teach or help in classes for the benefit of the group, share in the facility clean up, and are required to stay on the premises for the majority of the class day. This membership includes immediate family members and those living in the same household.

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

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

Members must fill their required teacher/helper slots before they may sign up their children in classes. Requirements include teaching two classes, or helping in three classes, or teach one class and help in at least two classes. Monitoring study hall and lobby can also be counted toward helper slots. It is understood that teaching requires preparation and added responsibility, and thus working in the nursery does not count as credit for teaching.

All families registering for CHASE *Standard Membership* must pay a \$170 membership fee, \$75 of this is in the form of a non-refundable Commitment Fee, which must be submitted with their registration form. The remaining amount will be due July 31<sup>st</sup>. These fees are used to cover rental fees paid to our host church for the use of their building, to cover honorariums for special speakers, for the purchase of necessary equipment and supplies, additional rental fees for facilities for special events (as needed), copies, printing, curriculum, and any other expenses incurred for the benefit of the group. Additional fees may be required from families for special supplies, admission fees for field trips, or fees for certain classes. Transferring from a participating membership to a non-participating membership after the co-op year has started will not be allowed without first receiving leadership approval.

An additional fee per year per family shall be paid to CHASE for CHALC membership. CHALC is the Coalition of Homeschoolers Across Lancaster County, our countywide homeschool organization. The CHALC membership includes a monthly newsletter and provides liability insurance for our group activities. Each member family of CHASE is required by CHALC to pay this fee to each group in which they are a member.

### **GENERAL REQUIREMENTS - NON-PARTICIPATING MEMBERSHIP**

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

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

Students may take one or more classes, or spend the entire day attending classes. Families choosing this membership option are required to pay a \$85 non-refundable Commitment Fee at the time they enroll their children in CHASE classes. In addition, they will be charged a per-class fee, the minimum of which is \$75. Some classes will be offered at a higher rate than \$75 based on the cost of hired instructors or materials. Additional fees may be required for special supplies and admission fees for field trips. Class fees must be paid prior to the start of classes.

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Homeschoolers Across Lancaster County, our countywide homeschool organization. The CHALC membership includes a monthly newsletter and provides liability insurance for our group activities. Each member family of CHASE is required by CHALC to pay this fee to each group in which they are a member.

### **MEMBERSHIP REGISTRATION**

All members are required to fill out a *Membership Registration Form* annually so that accurate insurance information is always on file in case of an emergency. Completion of this form requires acknowledgement of agreement to regulations in the handbook. Any changes of address, telephone number, email address or other pertinent information should be immediately given to the CHASE Leadership Team so member rosters can be updated.

The non-refundable registration fee is due with the *Membership Registration Form* in order to guarantee membership (hold a spot on the member roster) in CHASE for the coming school year. Students cannot be enrolled in classes unless this registration fee has been paid. Your CHALC fee is also due at the same time. Membership fees, class fees, and any additional fees for selected classes have to be paid prior to the start of classes and are due by the deadlines announced.

If you have a personal situation surrounding your ability to pay your balance due, please discuss it with the CHASE Leadership Team prior to the deadline. If no special situation has been discussed and your membership fees have not been received by the deadline, you will be removed from the CHASE roster and your registration fee forfeited.

Should you decide to discontinue your CHASE membership prior to July 31<sup>st</sup> of the current school year, your membership fee, minus the commitment fee, will be refunded. Discontinuation of CHASE membership after July 31<sup>st</sup> will result in loss of all fees paid into CHASE. CHALC and Registration fees are non-refundable at any time. Class fees are refundable **ONLY** in the event that the class is cancelled for some reason.

<b>Membership in CHASE is a 30-week commitment.</b>
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### **NEW MEMBERS and MAXIMUM ENROLLMENT**

CHASE reserves the right to limit the size of the co-op to 55 participating families, based upon available facilities and individual class size requirements. When the enrollment limit has been reached, a waiting list will be established. Families on the waiting list will be notified when an opening is available.

### **NON-MEMBER CHILDREN UNDER CARE OF CHASE MEMBER**

For those children who are not in the family of a CHASE member, but who are brought to any CHASE class day and/or event, a *Caregiver Release Form* will need to be completed. This form includes the child's parents name, address, and phone number, and a disclaimer of responsibilities to CHASE. The form will need to be signed by the child's parent(s) or guardian(s), and the CHASE member caregiver. The insurance policy provided by CHALC covers CHASE members during CHASE activities, but does not include those other than CHASE members.

### **SECURITY**

As a safety precaution, all exterior doors to the facility will be locked at the start of classes (8:30 am), and remained locked until classes are over (2:00 pm). A CHASE member will be situated at the assigned lobby at all times to open the door to another CHASE member or announced visitor. All adult members will be provided with a name tag which is to be worn at all times during the CHASE day.

All visitors will be required to sign in at the lobby and wear a VISITOR name tag. Any members expecting a visitor should notify the designated lobby attendant to permit entry to the visitor. The visitor will then return their name tag as they exit the facility. If any member sees anyone they do not recognize as a current member, and not wearing a visitor name tag, they should question that individual as to their business, and follow through by reporting to Leadership if necessary.

If you need to leave the building during classes, you must appoint a designee over your child(ren) and sign out at the Parent Table before leaving. You may not be absent from the building for more than two hours, and you **MUST** note the location or leave a cell phone number or other number where you can be reached.

A nursery is provided for the young children of moms who are members. Children in the nursery may remain there for the duration of CHASE class day, whether or not the parent is teaching/helping.

## **LUNCH BREAK**

Our schedule has built into it a 30 minute lunch period. Each week pizza will be available for you to purchase for your family at a minimal cost per slice. These will need to be pre-ordered. Payment for the order will need to be made upon ordering. Unpaid balances may result in revoked pizza order privileges. Students not buying lunch should bring their own lunches each week. Lunches should be kept in well-labeled bags, boxes or coolers, and may be placed in the refrigerators in the kitchen.

Approved lunch areas include the café, kitchen, lobby, and gym. Adults may utilize the tables in the café. Water repellent tablecloths are to be laid on the floor for a picnic-style lunch. Children must be supervised during the lunch period. Students may eat outside, but only under adult supervision. Lunch items, trash, etc. must be cleaned up at the end of the lunch period. For safety purposes, balls are not permitted in the gym until lunch period is over.

## **SUBSTITUTION POLICY**

If you are unable to be at a CHASE Class Day and you are scheduled to teach or assist in a class, or be on the clean up crew, **you are responsible for finding a substitute to replace you.** A schedule of all attending parents will include who is available during each class period and will be provided on the first day of classes. This schedule is also posted on the website. A member roster listing addresses, e-mail addresses, and phone numbers of all members will be provided to all members, but NOT posted on the website. Any changes to teaching/helping schedule must be reported to Leadership.

In the event a parent cannot attend, they may choose to send their child(ren) under the supervision of another member parent. Each parent is permitted two (2) parent – only absences per year. After two absences if it is necessary for the parent to stay home, the entire family must be absent from CHASE as well.

## **FACILITY CLEANING**

CHASE is required to clean up the church facility and bring it back to the condition we receive it in at the start of each weekly class day, as well as after any special event held by CHASE at the church (i.e. choir concerts, dramas, etc.). It is our goal and heart-felt desire to go above and beyond this expectation by doing everything possible to care for the church facility in a manner of excellence.

<p><b>All Standard Members are required to participate in the clean-up rotation. Non-participating member families are exempt from this rotation.</b></p>
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A cleaning schedule will be created and distributed no later than the first day of classes and includes each member's assigned cleaning dates and tasks. Laminated cards will be provided to scheduled members each week to inform exactly what tasks need to be done and how they should be completed. Rooms may also have diagrams in them that provide direction on the format in which the room should be left. You are responsible for making note of the dates you are scheduled for clean up and for switching or finding a substitute if you cannot be there on your scheduled day. Students will not be permitted to fill in for parent members. Please do not overlook this responsibility and leave others to do your tasks unexpectedly. **Any changes to the clean up schedule must be reported to Leadership.**

## **PERSONAL BELONGINGS**

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

## **FILE FOLDERS AND EMAIL AND WEBSITE COMMUNICATION**

A file folder system is utilized for communication throughout the group. Each family has a file folder with their name on it. Leadership Team members and hired instructors also have file folders, which can be found in the front of the first file box. You might call this our “postal system”.

Use the file folders for such things as:

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

We also use email communication extensively to get information to our members as quickly as possible. If you do not have an email address, we strongly suggest that you get one set up. If this is not possible, we will mail information to you as quickly as possible, but there is no guarantee that it will reach you in a timely manner. Email correspondence may include weekly newsletters, prayer needs, schedule changes, roster changes, and other urgent pieces of information you may need prior to the next CHASE class day. This method of communication will require you to check your email at least 2-3 times each week, with the last time being after 8 pm on Sundays. Email accounts can be established for free and accessed at public libraries if you do not have access at home. If there is no way for you to have an email address, we strongly suggest that you partner with someone who can provide you with all email information as soon as it is received.

Email announcements can be forwarded to CHASE Leadership for distribution to members, but are limited to:

- email specifically concerning CHASE
- prayer requests
- information regarding events that deal specifically with homeschooling

The CHASE website ([www.chaseacademy.org](http://www.chaseacademy.org)) has been created and is maintained by members. Information such as forms, newsletters, schedules, class rosters, etc. can be accessed at any time. The member roster listing member addresses and phone numbers will NOT be posted on the website. Any listing for the website should first be approved by CHASE leadership.

## **FIELD TRIPS**

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

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

To coordinate a field trip:

- Find a date that works well for the Field Trip/Event.
- Fill out a Field Trip/Event form.
- Notify parent designated to coordinate field trips, via email, the specifics of the field trip before you place the Field Trip/Event form on the Parent's table. This will allow CHASE ample time to include the trip in the monthly SCRAWLS newsletter. This insures that CHASE will have insurance coverage for the trip.
- You are responsible for all the other logistics for the Field Trip/Event.
- Be the earliest one to arrive the day of the field trip.
- Check names to make sure that everyone has arrived.
- Send a thank-you card to the host. If possible, have the children who attended sign the card.
- If you plan a bus trip don't forget to “pass the hat” for the bus driver's tip.

## **DRESS CODE**

Although it is not our intention to establish specific rules about what students may or may not wear, or establish any type of "uniform" that is expected, the CHASE Leadership Team would like to set up a few basic guidelines in this area. Students and teachers will wear modest clothing reflecting Christ and showing respect toward other students and teachers. All clothing, jewelry, and hairstyles should not be distracting.

1. Shirts with sleeves or modest sleeveless shirts are permitted. No midriff style shirts, revealing necklines, camis, halter tops, or tank tops will be permitted.
2. Shirts and pants must meet when standing or sitting. Pants must be worn at or above the hips.
3. Clothing which advertises or promotes alcoholic beverages, cigarettes, or any other worldly activity, are not permitted.
4. Shorts or skirts are to be no more than 3 inches above the knee. Longer is more modest and preferred.
5. Sandals or flip flops are not appropriate attire if you are a student in a gym class. Sneakers must be worn for these classes.
6. Any person violating the dress code will be provided with a t-shirt, or sent home to change.

Middle and high school students and their parent are required to sign an agreement to adhere to the dress code, as described in the Regulations for Middle/High School Students form.

## **BEHAVIOR EXPECTATIONS AND PROCEDURES**

1. Children should be respectful at all times, both to adults, peers, and property. Please respect all property, throw trash away (even if it is not your own), and collect all your belongings before you leave.
2. Children should be taught and encouraged to raise their hand when they want to speak in the classroom setting.
3. Children should not run and are to line up and walk quietly to their class. Children should never be let out early from their classroom.
4. Swearing, foul language, and/or rudeness are not acceptable. This includes taking the Lord's name in vain. Please refrain from using the phrase "Oh my God!".
5. Eating and drinking should be done in the designated lunch area only. Students should not be carrying drinks or food throughout the church building. Preschool students may be given snack in their classrooms, and water is acceptable in classrooms. **ABSOLUTELY NO FOOD OR DRINK SHOULD BE TAKEN INTO THE SANCTUARY!**
6. Adults should never hit or shake a child.
7. Children should never be left alone in the classroom.
8. Adults are expected to be respectful to the children as well as other adults. If a conflict arises, they are encouraged to approach one another respectfully. If this is not feasible, or does not produce amicable results, Leadership should be informed. Under no circumstances should personal differences interfere with the operation of the co-op or cause disrespect to any other member. Leadership WILL intervene if differences among members are causing distention among the group through gossip, etc. This behavior can lead to termination of membership, without financial reimbursement.

### **Disciplinary Procedure for Elementary Students:**

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

Colored circles are handed out as inappropriate behavior occurs

1. Green is a warning
2. Yellow has a consequence (extra work, talk after class, note in mom's mailbox, etc.)
3. Red means return to mom

Teacher hands student the circle without saying anything and the effect is like a policeman writing a speeding ticket!

Additional tips for maintaining order in the class room:

- A hand on the child's shoulder as a nonverbal warning (or giving a verbal warning) followed up by a consequence if the behavior continues (have child sit to the back of the class for several minutes).
- Separation is a good technique to settle disruptive students. Don't be afraid to assign seats, or alternate boy/girl.
- If an elementary child has received a warning and a time-out but continues with disruptive behavior remove them to their parent.
- If you always give 5 warnings before enforcing a consequence, kids will know this and will consistently use up 4 warnings!
- To calmly command instant full-class attention, raise your hand without speaking, and they all raise their hand as they stop talking. Proceed when all are quiet.

Refer to the Regulations for Middle/High School Students for disciplinary procedure for secondary students.

It is best to address misbehavior as privately as possible. Call the student out to the hall, pull them aside, use nonverbal cues. Embarrassing a student in front of the class often backfires and results in more negative behavior or a break-down in your relationship with the child.

Refer to the "Student Information" section of this handbook for a complete list of instructions to be reviewed with each student enrolled in a CHASE class.

***Learn to be wise and develop good judgment. Don't forget or turn away from my words. Don't turn your back on wisdom, for she will protect you. Love her, and she will guard you. Getting wisdom is the most important thing you can do! And whatever else you do, get good judgment. Proverbs 4:5-7***

## **POLICIES AND PROCEDURES - CLASSES**

### **CLASS SELECTION and ENROLLMENT**

Each spring semester members will receive information regarding the classes being offered the next school year. We encourage you to review the class options carefully with your students so that you can make the best choices for each child. A course catalog will be distributed describing each class content, any needed supplies, and class fees.

Teacher/Helper requirements must also be met before class selections will be accepted. Members are requested to complete class selections for each child attending CHASE on the appropriate form. The form, along with the CHASE registration form and registration/ CHALC fees will then be submitted to CHASE Leadership. Registration and CHALC fees MUST accompany class selections in order for children to be placed on the initial class roster.

The following must be submitted before any child(ren) will be placed on the initial class rosters:

- Parent teacher/helper requirements fulfilled (standard membership)
- Member registration form
- Class selection form
- Academic Class Regulation for Middle/High School Students (one per appropriate student)
- Registration fee (made payable to CHASE)
  - \$75 Standard Membership option
  - \$85 Non-Participating Membership option

Nonparticipating members will be given opportunity to sign up for classes following the close of participating member sign ups at the end of the CHASE school year.

A schedule of music classes with paid instructors will typically be provided by Leadership. Members utilizing this option are required to pay the instructors directly.

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

### **COMMITMENT TO CLASSES**

Signing a child up for CHASE classes commits you and your child(ren) to be present unless there is an illness or other excusable absence (vacations, doctor appointments, etc.). Prior notification of an absence for reasons other than last minute emergencies or illnesses is expected. Families should always be ON TIME for each class day!

Elementary and secondary classes are selected and planned to bring the highest academic quality to our education program. We strive to make them academically enriching so that they will stimulate the students' desire to learn. We also desire to see God begin to work in the lives of our students as they grow and mature, learning responsibility and accountability to teachers and themselves.

High school classes are scheduled with general diploma requirements in mind. Most classes **at the secondary** level and some at the elementary level will require outside work between class days (i.e. homework). This information, including additional project requirements and grading structure is to be provided by the class instructor no later than the first day of classes. Teachers are responsible for posting unwritten homework assignments in the weekly newsletter and providing grades as outlined at the start of the course.

Children are expected to participate in the classes they are attending. A child cannot excuse himself from participating just because he does not feel like being there. Children who do not complete the work are subject to disciplinary action.

Children may not wander the halls when they should be in class. All students not enrolled in a class must be assigned to study hall or accompany an adult.

We recognize that there are sometimes circumstances that necessitate early withdrawal from classes. If you have such a situation please discuss it with the CHASE Leadership Team. Please note that CHASE class fees are not refundable in this case. Schedule changes may be made within the first two weeks of each semester, and thereafter students must remain in the chosen class. Withdrawal from a paid music class must be coordinated with the instructor.

***Please arrive at the church no later than 8:20 a.m., at least ten (10) minutes before classes start. Faithful attendance is very important so that the teachers know whom to expect. It is also critical to the continuity of the skills being taught and the minimization of class interruptions.***

## ***COURSE OUTLINE FOR EACH CLASS***

A course catalog will be distributed describing each class content, any needed supplies, and class fees.

All teachers must inform students of all outside assignments through a detailed syllabus, written document, or notification in the weekly newsletter. Information to be published in the newsletter is to be emailed to the designee by 9:00 pm Monday evening. This does not take the place of a well-developed syllabus, which should be distributed to all students on the first day of class so they can refer to it daily. Sample syllabi will be available for any teacher needing more information on the preferred layout of this outline. Please do not expect students to copy information accurately or remember verbal instructions. Written/printed assignments will keep the parents informed and help them to help their children get the most out of the class.

Refer to the "Instructor Information" section of this handbook for a complete list of information provided for all teachers.

## ***CLASS SIZE***

It is our goal to have no more than 12-15 students enrolled in any given class. We believe this will provide a better opportunity for students to interact with their instructors and peers and gain an in-depth knowledge of the subject being taught. If appropriate to the instructor and class content, there is the possibility of including additional students at the discretion of Leadership by adding helpers to accommodate classes larger than 15 students.

## ***PHOTOCOPIES***

All copies prepared for CHASE classes are to be prepared at the assigned location (UPS store in Mount Joy), utilizing a prepaid CHASE Academy account. This account includes a bulk rate for copying costs, reducing class fees. Consequently, class fees may not include costs for copies. Any copies prepared at another location will not be reimbursed. This account is for black and white copies only. Color copying fees will be the instructor's responsibility unless prior permission has been given by Leadership.

A form is available to record the number of copies used and note the amount remaining in the account. Complete this form each time copies are made and return to Leadership.

## ***CLASS CANCELLATIONS***

In the event it becomes necessary to cancel classes due to extenuating circumstances (church funeral, weather, extensive absences, etc.), cancellations will be communicated via email and announced on radio station FM 90.3 WJTL and WGAL TV Channel 8.

Because members live in many areas, we will not follow the weather closing policy for any particular school district. CHASE Leadership will attempt to make wise and reasonable decisions in the event of bad weather.

## **INSTRUCTOR INFORMATION**

This section is designed to provide information to all teachers/instructors who are teaching one or more classes at CHASE, regardless of whether they are a member parent or an outside hired resource. It is a simple well-defined list of the expectations established for all CHASE teachers by the CHASE Leadership Team. All questions should be directed to the CHASE Leadership Team. Please know that we are always available to talk and strive to keep the lines of communication between leadership, members, and teachers open and honest.

- Each hired teacher should provide the CHASE Leadership Team with a completed *Teacher Information Sheet* including a valid email address. Email communication is used extensively and will be vital to the success of all communication at CHASE. The *Teacher Information Sheet* should be turned in by the date designated by Leadership.
- Instructors need to develop and distribute a course syllabus (see the “Course Outline for Each Class” section of this handbook, for details) for each secondary level class. A course syllabus for elementary level classes are optional since a summary of the course is included in the course catalog. It is helpful to relay class assignments and weekly updates to the person designated to newsletter preparation. Verbal instructions to students or parents are not acceptable as the sole means of giving the assignment.
- Curriculum choices and a brief summary of each course should be submitted to the Leadership Team for approval in January. The information will be listed in the course catalog so that member families have adequate time to make class choices, and purchase books and materials for the first day of class.
- Instructors should pre-plan their lessons so that the syllabus is accurate and easy to follow. This requires that the teacher write lesson plans, or at least an outline of their plan for the school year in advance. Although it is sometimes necessary for schedules to change, it is better for both teacher and students to have a plan than to develop the class week-by-week.
- The instructor is the authority in the classroom, and should make sure that he/she establishes classroom rules at the beginning of the school year. Rules should be reviewed frequently, at least during the first month of classes so that all students are familiar with the classroom rules of each of their teachers.
- Teachers should never teach controversial topics without first notifying parents of the subject to be discussed. They should also be aware that not all students in their class will have the same knowledge of sensitive subjects or terminology. Instructors should be careful to define unknown terms appropriately. Teachers should also remember that all information should be presented from a Christian perspective. This is particularly important in the sciences and health – we expect all material to be taught from a creationist perspective.
- Parent helpers are normally placed in the elementary classroom to assist the teacher in any way needed. They are also there to maintain order and to deal with individual problems as they arise, so that the instructor does not have to stop the entire class to handle such situations. Instructors should make full use of their helpers whenever needed. Teachers and helpers are encouraged to work together to provide an enriching classroom environment.
- Each instructor will have a file folder mailbox in the CHASE file box. Member parent teachers will have a folder in the box in alphabetical order with all other members. Hired instructors will find their folders at the front of the file box. These folders should be checked several times during each CHASE class day as well as at the end of the day. All teachers are responsible for the information distributed to them. See the “File Folders & Email Communication” section of this handbook for additional information on using the file folder “postal system”.
- Instructors are expected to enforce the homework policy. If a student is regularly coming to class unprepared or with incomplete assignments (and has not made previous arrangements with the teacher), the student should be escorted to his/her parent. If the problem persists the teacher should speak to the student’s parent, and as a third step, if necessary, to CHASE Leadership. Specific class regulations pertaining to middle and high school students regarding expectations and consequences. See *Academic Class Regulations for Middle/High School Students*, a form provided by Leadership upon registration. This form requires parent and student signatures to verify agreement to abide by the regulations. Completing assignments is a vital part of getting the full benefit of the course the student is enrolled in, and teaches the student to be responsible for his/her accomplishments. We believe that in educating our children we must also teach them accountability and responsibility to the authorities under which they are placed.
- If a parent instructor cannot make it to class or will be late, they should call the contact person designated by CHASE Leadership to handle “emergency absences” as soon as possible prior to the start of classes that day.
- Paid instructors need to contact Leadership as soon as possible regarding any lateness or absence. This is to be done via the home or cell phone number referenced on the membership roster.

## **STUDENT INFORMATION**

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

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In any group setting like CHASE, there are some expectations. Please read each of the bulleted items below and be sure you understand them fully.

- Always be on time to class.
- Take your bathroom breaks and drink breaks between classes.
- Students in pre-K through E2 must be accompanied in the halls during class time.
- Always be prepared for class. Bring the books and materials you need to each class. Forgetting them at home is not being responsible. Nor is not finishing assignments. If you have a special situation that keeps you from getting your homework done, contact your teacher before the day of class to let him/her know and make other arrangements for turning it in. Remember that your teachers have planned your classes and homework so that you can grow academically by learning a lot. Don't take this for granted! Your education is very important and we want to do everything we can to help you get the most out of your classes. But it also requires you to be responsible and accountable to your teachers for the work they assign.
- Consequences for coming to class unprepared: Students will be taken to their parent. If this occurs three times, Leadership will be notified and student may be permanently removed from the class at the discretion of Leadership.
- Never run or yell in the halls of the church.
- Never leave your classroom or study hall without your teacher's permission.
- Always raise your hand when you want to talk in class.
- Always show respect to adults and other students at CHASE. This includes CHASE Leadership, your teachers, classroom helpers, any parent (including your own), other students, and all church staff members. You should speak appropriately to them at all times, never talking back or arguing, even if you don't like their decisions. You do have the right to ask to discuss their decision in any given situation, so long as you talk respectfully and accept their authority in determining the final outcome. You should treat your classmates with kindness and respect at all times, just as you want them to treat you. Bad-mouthing others, name-calling, and any other negative interaction should not happen. If you cannot resolve a conflict with another student, find an adult nearby to help you talk through the problem with that student. Physical contact or yelling at each other is never a way to resolve problems.
- Food and drink is not permitted in the elementary and secondary classrooms, except for water.
- Do not go in the kitchen unless you are working with an adult for a specific purpose.
- Students are not permitted in the gym unless an adult is present to supervise. The storage room is only to be accessed by Leadership and designated gym teachers. Use of balls, baseball bats, hockey sticks, etc. are not permitted in the gym except in a structured class. Balls are not to be played with in the gym during the lunch period.
- All electronic devices, including cell phones, iPods, mp3 players, and portable gaming systems, are forbidden inside the church building during a CHASE day (8:30-2:00). If one of these devices is brought into the building it will be confiscated and given to leadership. The device can be claimed by **the parent** at the end of the CHASE day. Repeat offenses will require discipline at the discretion of the leadership team.
- Treat the church facility and property with the utmost respect. Any behavior leading to the destruction of church property will be addressed by the leadership team.

We're glad you are here at CHASE! We pray God's blessings on you and your family as you learn and grow together at home.

# C.H.A.S.E. ACADEMY

## REGULATIONS for Middle/High School Students

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It is a privilege and a blessing for CHASE to be a part of your education experience. In order to provide a learning environment that will allow all of our students to receive the most out of our classes, the following class regulations have been established.

The regulations listed below are those determined to be the most important for providing a quality academic environment and therefore require a commitment from both the student and the parent.

- Always be prepared for class. Bring the books and materials needed to each class.
- Always be on time for class. On the need to arrive late, the student will enter the class quietly to minimize class disruption.
- Never leave the classroom during a class without the instructor's permission.
- Students will complete and turn in homework assignments on time. If a special situation arises that keeps the student from completing an assignment, they are responsible for contacting the instructor before the day of class in order to work out an alternative arrangement. Students agree to the consequences set forth by the teacher in the event they hand in a late assignment.
- Student is responsible for contacting the instructor and getting missed homework assignments. These assignments will be ready to turn in when the student returns to the following class.
- Consequences for coming to class unprepared: Students will be taken to their parent. If this occurs three times, Leadership will be notified and student may be permanently removed from the class at the discretion of Leadership.
- All electronic devices, including cell phones, iPods, mp3 players, and portable gaming systems, are forbidden inside the church building during a CHASE day (8:30-2:00). If one of these devices is brought into the building it will be confiscated and given to leadership. The device can be claimed by **the parent** at the end of the CHASE day. Repeat offenses will require discipline at the discretion of the leadership team.
- Never run or yell in the halls of the church.
- Raise your hand when you want to talk in class.
- Always show respect to adults and other students at CHASE. This includes CHASE Leadership, your teachers, classroom helpers, any parent (including your own), other students, and all church staff members. If you cannot resolve a conflict with another student, find an adult nearby to help you talk through the problem with that student. Physical contact or yelling at each other is never a way to resolve problems.
- Only water is permitted in the classroom.
- Do not go in the kitchen unless you are working there with an adult for a specific purpose.
- Students are not permitted in the gym unless an adult is present to supervise. The storage room is only to be accessed by Leadership and designated gym teachers. Use of balls, baseball bats, hockey sticks, etc. are not permitted in the gym except in a structured class. Balls are not to be played with in the gym during the lunch period.
- Treat the church facility and property with the utmost respect. Any behavior leading to the destruction of church property will be addressed by the leadership team.



## CHASE Emergency Evacuation Plan

Attached you will find the floor plans of the church. The outside exits have been marked. Please review the floor plans and familiarize yourself with the exits. Teachers/helpers, please locate the rooms in which your classes are held and review the quickest way to exit the building in the event of an emergency. An emergency evacuation drill may be held some time during the co-op year.

In the event that we would need to evacuate the building, Leadership will walk through the building blowing three short blasts on the whistles they carry. If this sound is heard, please do the following:

- Gather the children in your class and lead them outside using the quickest exit available.
- Take a count of your students to make sure that you have everyone.
- Keep the students with you until it is safe to return to your classroom.

If you evacuate on the side of the building that exits into the parking lot, please take your group to the far side of the parking lot.

If you evacuate on the side of the building that exits on the side that has the playground area, please take your group to the ball field.

Meeting at these designated areas will allow Leadership to make sure everyone is accounted for and will also keep parents and students out of the way should emergency services need to arrive.

Hopefully the use of these procedures will never be needed, but it is in our best interest to be prepared. Thank you for your cooperation in this matter.



