



Parent/Student Handbook  
2022 - 2023

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**CHES Academy**  
**Christian Home Education and Student Society**

**Contact Information**

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Located Inside

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Days and Hours of Operation

Tuesday, Wednesday and Thursday

8:30AM - 1:00PM

## CHES Academy Tutor Contact Information

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## **Foreword**

This handbook has been prepared for the purpose of providing students and parents with a guide to the many aspects of the academy and its operation. If after your perusal of this handbook you have any remaining questions about the academy, our policies or our procedures, then please feel free to contact the administration. In addition simply possessing the information contained in this book cannot be a substitute for individual responsibility. Students are expected to behave according to the guidelines contained herein not because they are compelled to, but because it is their personal responsibility and privilege to do so out of a heart of loving devotion to their God.

## **Philosophy**

We believe that CHESS Academy should provide an atmosphere wherein Christian morals and principles can be taught and practiced. To achieve this, we believe that the uniqueness of this academy lies in the integration of the biblical perspective in all academic subjects. A biblical view of God, and the world is the standpoint from which all subjects are taught. This means that we have Christian tutors presenting the so-called “secular” subjects from a Christian perspective. The division of knowledge into that which is sacred and this which is secular is artificial and unbiblical. As one Christian educator noted, “All truth is Gods truth.” We believe that all truth is to be understood within the context of the completely Christian world view.

## **Goals**

- **To Teach Faith . . .** To teach students that God is the Creator and Sustainer of the universe and of man; that the Bible is the only Word of God and is relevant to every area of life; that Jesus is God's only begotten Son; and that only through a relationship with Him can one receive His gift of eternal life; to equip students with a Christian world and life view based on biblical principles so that they may go into the world and impact it for God's kingdom.
- **To Teach Responsibility . . .** To teach students to demonstrate fairness, kindness, courtesy, and honesty; to accept responsibility for their own actions; to discern clearly between right and wrong; and to accept their responsibility to share their faith through their words and actions.
- **To Achieve Academic Excellence . . .** To challenge students to achieve a high level of academic performance without undue pressure; to teach them to accept individual responsibility for their own academic progress; to teach students to work both independently and cooperatively.

## **History of CHESS**

The Christian Home Education & Student Society, CHESS, began in 2006 when several homeschooling families in the Rift-area decided to create a positive, Christ-centered environment where their children could learn together with other homeschooled children in a classroom setting. The CHESS Co-op began meeting once a week offering music, Spanish, Latin, art and other classes to homeschooled children at all grade levels from throughout the Tift-area.

In 2009, several families from within the Co-op began to brainstorm about their children's education. From those meetings the CHESS Academy was born. The Academy is a tutoring program in the the subjects of Math, Language Arts, History and Science for Third grade students through High School. CHESS Academy offers a unique learning environment for homeschool families. The Academy in no way replaces homeschooling; it is only intended to assist and support your family in giving your child(ren) a great education.

# **Procedures Section**

## **General Information**

The Christian Home Education and Student Society (CHESS) believe in the plenary and verbal inspiration the Bible and seek to follow the Scriptures as God's Holy Word and our infallible rule for faith and practice. CHESS Academy exists to help Christian parents train their sons and daughters in the nurture and admonition of the Lord, and to help those students whom the Lord sends to us come to a saving faith in Jesus Christ and to grow in their knowledge of His Word. All subjects are taught on the basis of our firm belief that God of the Scriptures is the Creator, Redeemer, Sovereign Sustainer, and Final Judge of all that exists. All subjects are taught with the understanding that all knowledge is from God and all truth is His truth. Nothing can stand in contradiction to God or His Word.

## **Admissions Philosophy & Policies**

### **Admission Philosophy**

The Christian Home Education and Student Society (CHESS) is interested in attracting families of students who are motivated to learn who are strong in character, and who are amenable to a Christian education of a high caliber. Our program is designed to meet the needs of students who are average to above average in ability and achievement. CHESS Academy is, at present, unable to provide a program which meets the needs of students who may require unique or specialized educational programs.

### **Admission Standards**

Based upon the admissions philosophy statement, CHESS Academy's admissions standards are designed to identify students who:

1. Demonstrate average or above average aptitude and/or achievement
2. Are socially and emotionally well-adjusted
3. Are amenable to correction and instruction
4. Are motivated to learn
5. Have parents who are supportive of the academy's philosophy of education
6. Have parents who will meet their financial obligations



## Tuition Payment Policies

1. Tuition is charged based on monthly enrollment not the number of days a student is in attendance.
2. Tuition is due on the tenth day of each month starting with August 10, 2022 and ending with May 10, 2023.
3. A late fee of \$20 will be charged to your account if not paid by the 15th.
4. If an account is 60 days past due on tuition payments then the student will not be allowed in class until the balance is paid in full or payment arrangements have been made with the administrator.
5. If a student is withdrawn by the parents or expelled by the administration after tuition has been paid for a given month, tuition will not be refunded.
6. A non-refundable registration fee is required annually to register your student for the next school year. The fee is \$150.00 for one child and \$225.00 for two or more children. Currently enrolled families have priority during the early registration period which is closed to the public. Once registration is open to the public then placement of your student cannot be guaranteed if not already pre-registered.
7. A book fee of \$300.00 per year will be charged to students enrolled in all 4 classes at CHESS Academy. This will include the use of all textbooks as well as all consumable workbooks. Book fees will be \$75 per class per student if student is taking less than 4 classes.
8. Individual invoices will denote the amount due for each family. The invoice will be sent on the first day of every month.

## **Attendance**

Each family will be responsible for communicating with the Georgia State Board of Education about their Intent to Home School their student. Each family will be responsible for keeping up with their student's hours and attendance which not only includes their time at the academy but also their time at home and in extra-curricular activities.

## **Student Absences**

In order to be successful and productive at CHESS Academy, it is essential for your student to be in class daily. Recognizing time flexibility of the home school environment is appealing to many, however excessive absences from CHESS, often hinders students progress.

Please note that MORE THAN 3 UNAPPROVED absences per NINE WEEKS can result in expulsion from CHESS Academy.

If your student is absent, you and your student are responsible for communicating with the tutors in their respective classes to make-up any work that was missed.

## **Tardiness**

Please make every effort to be on time to each class. As you are aware tardiness is very disruptive to the class as a whole.

## **Arrival and Dismissal**

Each academy day will begin promptly at 8:30 AM. You may drop your student off as early as 8:00AM. Our day ends at 1:00PM. Parents, please be on time, no later than 1:05PM so that our tutors can prepare for the next day.

# Academic Guidelines

## Grading Scale

Each student will receive a percent grade on each test or grading opportunity.

The grading scale will be as follows:

90 - 100 = A

80 - 89 = B

70 - 79 = C

65 - 69 = D

64 and below = F

Each grading period when report cards are issued students have the opportunity to be recognized on either the Principal Roll (95 or above average) or Honor Roll (90 - 94.99 average).

## Student and Parental Responsibilities

Our tutors will post the Friday - Monday assignments on the CHESS Academy website [www.chesstifton.com](http://www.chesstifton.com) no later than 9:00am Friday morning. It is your responsibility to make sure assignments are complete and ready to be turned in on the assigned deadlines. We will return all graded assignments to the students as soon as the grades are recorded.

## **Academic Probation**

Our practice is to work patiently with students who academic progress is less than adequate, encouraging and admonishing them to work hard, and to do their work heartily, as unto the Lord. Occasionally, however, encouragement and admonishment are not enough to produce results we expect.

In light of this the terms and conditions of Academic Probation are set forth:

1. A student will be placed on Academic Probation by the Administrator if the student has a failing grade in a class at the end of the 9 week grading period.
2. Lack of evident change during Academic Probation will result in recommendation for expulsion or encouragement to seek education elsewhere.
3. The student will be counseled by the administrator and asked to sign a copy detailing the Academic Probation and copies will be given to the student, parent and one copy will be placed in the student's file.
4. The student will be on probation for the following 9 week grading period.
5. At the end of the probation period, the administrator, after counsel with the student, his tutors, and his parents, may take further action including the following options: an additional probation period if some promising change is evident, expulsion from school, lifting probation and restoring student to full, responsible enrollment.

# **Lifestyle Expectations**

## **Student Dress Code**

Students' clothing at the academy must meet the following basic guidelines: Modest, neat, clean, properly fitting and in good repair.

### **General Guidelines**

- Clothing must be worn with appropriate undergarments
- Clothing must not expose cleavage or midriffs
- Shorts must be fingertip length with arms stretched down by your side
- No spaghetti straps or halters are allowed

## **Student Conduct and Discipline**

Students are expected to participate fully in classroom activities. Students are expected to take care of their own personal property, and keep themselves in an orderly way. Students will treat their peers, adults and themselves with respect. An attitude of disrespect not only hurts others but also hurts the individual student himself. It can be clearly seen that discipline must be an integral part of any Christian academy.

Open disrespect, dishonesty, abusive actions or speech cannot be allowed or corrective discipline will result. The attitude of CHES Academy, in keeping with Scripture, is that acts of rebellion and disobedience expressed in home, classroom, or anywhere else toward a valid, God-ordained authority figure is, in truth, an act against God Himself.

CHES Academy recognizes that good conduct of students in a school-like atmosphere promotes their education on campus and good behavior off campus. Accordingly, all tutors determine and explain their classroom rules, as well as consequences for not following the rules. Each tutor's rules address class attendance, preparedness, quality of work, respectful behavior, and good citizenship. The consequences of student misbehavior will vary according to the infraction and the student's history of prior behavior.

Ample opportunities are given to the student to respond with improved behavior and/or attitude. Once it is determined that a student is not making sufficient effort, the parent will be called to remove the student from campus. Parents are asked to support CHES Academy and to be a partner in any correction needed to insure the proper behavior and attitude of their student.

## **Conflict Resolution**

In Matthew 18 Jesus directly addresses situations in which a sin is suspected or has been committed. However, as with many portions of Scripture, certain principles may be inferred. Gossip or slander is addressed frequently in the Bible, from Proverbs to James. If the purpose of Jesus' words in Matthew 18 was not to avoid groundless rumors and slander, what is the point of going to a person privately? By going first to the person under consideration, gossip (a sin) is avoided. Besides, by going first to the appropriate person, both sides of an issue can be heard and, most often, it will be discovered that at least part of the concern was based on inaccurate information and the problem resolved. Far more damage than good is done when people discuss a concern with everyone except the one person who can do anything about it.

CHES Academy tutors, as well as parents, are susceptible to hurt that comes from discovering others have been talking behind their backs. Almost always, an immediate feeling of betrayal results. On the other hand, many parents feel apologetic when they bring a concern directly to the tutor. They fear being regarded as complaining or being a nuisance. Some even fear the possibility of reprisal from the tutor to the student. Nothing could be further from the truth. By going directly to the source, they have acted biblically and avoided complaining to others, which is the real nuisance. When a shared spirit of trust and application of Matthew 18 principle exists in a school setting, rumor and gossip rarely take hold.

When the opposite happens, i.e., parents and tutors slander one another in the name of concern even Christian schools can be destroyed. The enemy of our souls frequently works to poison a Christian institution from the inside out, not from the outside in. Jesus' wisdom still applies today. He is the Sovereign Lord over our schools and our private lives.

# **Miscellaneous**

## **Food & Chewing Gum**

Your student will be allowed to bring a snack each day. They will have access to the refrigerator for drinks and snacks. Please make sure that this snack is not messy and can be easily cleaned up. Please make sure any liquids are NOT fruit punch or any other stainable liquid. Snacks may only be eaten during BREAK TIME. NO EATING IN THE CLASSROOM IS PERMITTED AT ANY TIME. Only bottled water may be consumed in the classroom. Also NO CHEWING GUM is allowed in the building.

## **Medication**

For safety reasons, students may NOT keep prescription or over the counter medication in their bags, or on their person. An exception will be made for asthma inhalers. Other exceptions will be considered by the administrator on a case by case basis. As a courtesy, CHESS Academy will keep acetaminophen (Tylenol) and ibuprofen (Advil) on hand for treatment of minor discomfort. CHESS Academy must have a signed permission form on file before these medications will be given to a student. If a student requires any other over the counter medication, the parent must bring the medication to the administrator with instructions for administration.

## **Emergency Procedures & Inclement Weather**

CHESS Academy will be conducting fire drills and tornado drills during the year. For fire drills students are to evacuate the building in a quiet and orderly fashion, obeying all instructions given by the tutors. For tornado drills, students are to report to the designated area for their class and follow all instructions given. In the event of inclement weather such as snow or ice, a hurricane warning, or a flood warning, the following will occur:

- If it is determined after classes have begun that students will be dismissed early, the Administrator will notify each family by phone and email. Parents will need to arrange to have their children picked up by the designated time.
- Should classes be cancelled for the following day or will start at any time other than the normal starting time, the administrator will notify parents of any changes.
- If Tift County Board of Education cancels classes for their schools due to weather conditions then CHESS Academy will automatically cancel as well and parents will be notified.

# **Electronic Devices**

## **Cell Phone Policy**

Cell phone use is not permitted during school hours unless instructed to use by a tutor. Cell phones should not be out or visible during classroom instruction it is disrespectful to the tutor.

**3rd - 8th grad students MUST place their phones in the administrator office daily. NO EXCEPTIONS!!**

High school students may keep their phone in their purse, book bag or pockets but they must remain there during classroom instruction.

## **Articles of Value**

CHESS Academy staff cannot be responsible for articles of value a student may bring to school i.e phones, iPads, computers or cash money. The student assumes responsibility for these items if they are brought on campus.



## **Health & Safety Guidelines**

- If your child is experiencing a fever of 99.5 or higher, then they need to stay home until they are 24 hours fever free without taking medication to control the fever.
- If your child has experienced diarrhea or vomiting, then they need to stay home until they have been symptom free for 24 hours.
- If your child is experiencing any COVID or Flu like symptoms then we ask that you monitor them carefully at home. If they are fever free they may attend school but if there is fever or a positive COVID test then we request that you keep your child home until all symptoms have subsided and they are fever free and symptom free for at least 24 hours.
- Sibling rules - if a student has a sibling attending CHES and the student is running a fever, has diarrhea or vomiting then the sibling will need to stay home as well.

# CHESS ACADEMY STUDENT ACCIDENT WAIVER AND RELEASE OF LIABILITY FORM

1. **Activity:** I acknowledge that I have requested and am being allowed to participate in daily classes as a student at CHESS Academy which is housed in the facilities at First Baptist Ty Ty 157 N. Church Street Ty Ty, GA 31795. In consideration of the permission to participate in these classes, I agree to the terms contained in this document.
2. **Assumption of the Risks:** I hereby freely assume all the risks associated with participating in this activity and any harm, injury, or loss that may occur to me or my property as a result of participation in this activity. This assumption includes, by way of example and not limitation, any risks that may arise from negligence or carelessness on the part of the entities or persons released; from dangerous or defective equipment or property owned, maintained, or controlled by them; or because of their possible liability without fault.
3. **Release of Liability:** I hereby waive, release, and discharge CHESS Academy, First Baptist Church Ty Ty, and their directors, officers, employees, volunteers, representatives, agents, activity holders, and sponsors from all liability, causes of action, claims, and demands that arise in any way from any injury, death, loss or harm that occurs to me, any other person, or any property during the activity. This waiver includes, but is not limited to, liability arising from negligence or fault of the entities or persons released. This waiver also applies to my traveling to and from the activity.
4. **Indemnification, Hold Harmless, and Defense:** I promise to indemnify, hold harmless, and defend the entities or persons mentioned above from any and all liabilities or claims made as a result of my participation as a student, however caused. I acknowledge that the Academy and the Church and their directors officers, volunteers, representatives and agents are not responsible for errors, omissions, acts, failures to act of any party or entity conducting a specific activity on their behalf.
5. **Applicable Law:** This Accident Waiver and Release of Liability Form is governed by Georgia Law and must be construed broadly to provide a release and waiver to the maximum extent permissible.

**I CERTIFY THAT I HAVE READ THIS DOCUMENT AND FULLY UNDERSTAND ITS CONTENTS. I AM AWARE THAT THIS IS A RELEASE OF LIABILITY AND A CONTRACT, AND I SIGN IT OF MY OWN FREE WILL.**

\_\_\_\_\_  
Participant's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Participant's Name (Printed)

\_\_\_\_\_  
Date

If participant is under 18 years old, a parent or guardian must sign below for them:

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

## Parental Signature Page of Understanding & Agreement

I have read the CHESS Academy 2022 - 2023 Parent/Student Handbook in its entirety and agree with its contents.

I am the parent of \_\_\_\_\_

Parent Signature: \_\_\_\_\_

Date: \_\_\_\_\_

For security purposes, only adults designated by the parent will be allowed to pick up a child from CHESS Academy. Therefore, the adult(s) who are authorized by me to pick up my child/children from CHESS Academy are as follows:

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I give my permission to CHESS Academy personnel to administer Tylenol or Ibuprofen to my child. If there is a preference between the two, please indicate.

Preference \_\_\_\_\_

Parent Signature \_\_\_\_\_