



# CHET HANDBOOK

**2017-2018**

**The Center for Homeschool  
Enrichment and Tutorial  
(CHET)  
is a non-profit organization  
serving  
Pre-K - 12<sup>th</sup> grade  
Homeschoolers**

**Motto: Living for Christ**

**School Colors: Blue & White**

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# The History of CHET

CHET started as a vision for homeschooling families in a kitchen, over a Christmas dinner in December 2001, with the pastor of Calvary Bible Church and the Carrolls. A lot of planning and research took place to find out the needs in the Middle Tennessee homeschooling community. A group of homeschooled families from Calvary Bible Church in Joelton were asked by Vicki Carroll to serve on the board of directors, and from there CHET was birthed.

CHET started in September of 2002 with 54 students. We are thankful for how the Lord has prospered this program over the years. The Board has strived to honor God in all our decisions for CHET. Each year, we try to meet the ever-changing needs of the CHET families, and we look forward to the future and what the Lord has in store for us.

# **CHET MISSION STATEMENT/STATEMENT OF BELIEF**

## **Mission Statement**

The Homeschool Enrichment and Tutorial Program exists to assist in the academic, spiritual, physical, and social growth of participating homeschool families by offering tutorial and administrative oversight consistent with a biblical philosophy of Christian education.

## **Statement of Belief**

We believe that the Bible is God's written revelation to man and is the only infallible, authoritative, and all-sufficient rule of what we are to believe and how we are to live.

We believe that the Word of God is objective truth which is verbally inspired in every word as well as inerrant in the original documents. Scripture affirms that the opening chapters of Genesis present historical truth, including special creation in six literal days, thereby refuting the Darwinian theory of the evolution of man.

We believe that there is but one living and true God, perfect in all His attributes, one in essence, eternally existing in three Persons – Father, Son and Holy Spirit – each equally deserving worship and obedience.

We believe in the deity and virgin birth of Jesus Christ, His incarnation and sacrificial death on the cross to redeem all who will believe on Him alone as Savior, His resurrection from the grave, His current role as sole mediator between God and man and His glorious second coming.

We believe that all men are sinners by nature, by choice, and by divine declaration thus incurring upon themselves the penalty of spiritual and physical death – becoming subjects to the wrath of God – and have in themselves no power to save themselves apart from God's grace through the redemptive work of our Lord Jesus Christ and the regenerating power of the Holy Spirit.

We believe that salvation is wholly a supernatural work of divine grace accomplished by the power of the Holy Spirit through the instrumentality of the Word of God, and is an instantaneous transformation of the inner man and declaration of righteousness to all who, as a result of divine regeneration, place their faith in Christ, repent of their sins, and confess Him as sovereign Lord. The genuineness of one's salvation is then validated by the manifestation of fruits worthy of repentance as demonstrated in righteous character and conduct.

We believe that all who place their faith in Jesus Christ are immediately placed by the Holy Spirit into one united spiritual body, the church, the bride of Christ, and that the purpose of the church is to glorify God by building itself up in the faith by the instruction of the Word, by keeping the ordinances and by advancing and communicating the gospel to the entire world.

We believe in the bodily resurrection of all men; the saved unto the resurrection of life and eternal glory and the unsaved to judgment and everlasting punishment.

The following policies have been established by the CHET Board, which consists of Dave and Melissa Brown, Brian and Vicki Carroll, Stephen and Kimberly Gambill, Allen and Cindi Barnes. It's the board's responsibility to make and uphold all policies. Revised 6/25/2017

## **Biblical Standards**

All classes will be taught from a biblical worldview. The importance of this cannot be overstated. Teachers may NOT teach their own denominational teachings/views to the students: that is the job of the parent.

## **Teacher's Statement of Values**

- Children are precious gifts from God and will be treated with care.
- Children have been created in the image of God and thus should be given every opportunity to access truth and knowledge.
- Children must be trained according to their learning style (whether kinesthetic, visual, or auditory) so that they might better comprehend and embrace what they are being taught. (The Way They Learn by Tobias)
- Teachers have the power to impact the life of each child who is under their instruction by their behavior in the classroom.
- Teachers will be careful in what is said because every word spoken is a seed that will bring forth either positive or negative growth in a child.
- Every child can be excited about learning if our teachers are excited about learning. Each class should be taught with enthusiasm.
- Learning should be enjoyable and comes from participating and doing.
- Every student should be inspired to become the best he or she can be by the words of encouragement given to them by the teachers.
- All students should be praised for good behavior. When a teacher sees good behavior in the classroom, acknowledge it; other students will follow that example.
- Every student has a worthwhile opinion and deserves to be heard. If a student gives an incorrect answer, the teacher should give the correct answer rather than allowing another student to give the correct response. In this way the incorrect student does not appear to be unintelligent in front of the class.
- The overall goal of the classroom experience should be for each child to be stimulated to seek God's glorification in what they do. Teach with this end in mind.

# **RESPONSIBILITIES OF THOSE IN THE CHET MINISTRY**

## **Article I: Responsibilities of the Board of Directors**

“Let the Word of Christ dwell in you richly in all wisdom, teaching and admonishing one another in psalms and hymns and spiritual songs, singing with grace in your hearts to the Lord” (Col 3:16).

- The board shall be alert to the program’s needs and problems, and promote and provide for good parent-teacher relations. It shall resolve problems that hinder a proper functioning of the program.
- The board shall resolve any ongoing discipline problems or other unresolved problems.
- The board shall approve classroom standards, policies, and procedures.
- The board shall approve a financial budget yearly.
- The board is responsible for setting the vision of the enrichment and tutorial program.
- The board will ensure that CHET operates according to the Statement of Belief.

## **Article II: Responsibilities of the Executive Director**

- The director places all advertising pertaining to CHET classes.
- The Board of Directors is responsible for setting the vision of the Enrichment Program and the director implements the vision.
- The director will oversee and coordinate the Financial Operations Manager, teachers, staff, volunteers, Student/Parent/Teacher Liaisons, and custodial staff.
- The director is responsible for enrollment, determining and establishing classes and class schedules, approving student curriculum and giving teachers insight and vision.
- The director shall communicate with the Board of Directors on an ongoing basis.
- The director is responsible for proposing the CHET budget for approval by the board and operating the program within the approved budget.

## **Article III: Responsibilities of the Financial Operations Manager (FOM)**

- The FOM shall collect funds payable to CHET for registration, tuition, and miscellaneous fees (lab fees, etc.)
- The FOM will maintain accurate records of monies received and disbursed.
- The FOM has the authority to pay all CHET expenses in accordance with the approved budget.
- The FOM will present reports of monetary receipts and disbursements to the Board of Directors at each meeting.
- The FOM is responsible for collection and disbursement of benevolence funds.

## **Article IV: Responsibilities of Teachers**

“And let us consider one another in order to stir up love and good work” (Hebrews 10:24).

- The teacher shall teach curriculum approved by the Executive Director/Curriculum Committee.

- The teacher shall agree to and adhere to the Statement of Belief/Mission Statement.
- The teacher shall maintain order and respect in the classroom and on the church premises and is authorized to administer discipline as set forth in the CHET policies.
- The teacher shall work closely with the parents and shall report any unresolved problems to the Executive Director.

#### **Article V: The Responsibilities of the Student/Parent/Teacher Liaison**

- The Liaison will be the first person a teacher goes to when having issues with parents or students.
- The Liaison will meet with parents regarding behavioral and academic issues as needed
- The Liaison will do classroom observations to encourage improvements in classroom management
- The Liaison will report to the Director.

#### **Article VI: Responsibilities of Parents**

“Train up a child in the way he should go, And when he is old he will not depart from it” (Proverbs 22:6).

- Parents sending their children to CHET shall uphold and support our Guidelines & Policies.
- The parents shall by word and action display right attitudes toward the teachers, Board of Directors, and the learning process. This is also shown by taking an active interest in your child(ren)’s class work.
- The parents shall cooperate with the teacher(s) to establish good behavior and maintain order in the classroom and on the church premises.
- Parents shall see that their children attend classes regularly and that they be there on time.
- The parents shall address any class problems with the teacher directly involved rather than with the children.

#### **Article VII: The Responsibilities of the Students**

“My son, hear the instruction of your father, and do not forsake the law of your mother” (Proverbs 1:8).

“Teach me, and I will hold my tongue; cause me to understand wherein I have erred” (Job 6:24).

“He who keeps instruction is in the way of life, but he who refuses correction goes astray” (Proverbs 10:17).

- The children shall strive to do their best.
- The children shall show a spirit of cooperation and an attitude of respect and submission to their teacher and the rules and standards of CHET.
- The children shall come to class prepared with appropriate supplies and willingness to participate.



## **Bylaws of The Center for Homeschool Enrichment and Tutorial**

1. The Center for Homeschool Enrichment and Tutorial (CHET) is a nonprofit independent Christian organization governed solely by its own Board of Directors for the purpose of providing Christian enrichment and instructional programs to area homeschoolers.
2. The Executive Director of the Center shall fall under the leadership of the Board of Directors of CHET.
3. All Board members are expected to be born-again Christians and subscribe to the doctrinal statement of CHET.
4. Board Members shall be selected yearly by the chairman and approved by the Board, serving on a voluntary basis for a term of one year.
5. Officers shall be selected yearly from the Board, including a chairperson, vice-chairperson, and secretary. The secretary shall have the responsibility of keeping the minutes of all board meetings.
6. The Board of Directors shall at no time have less than four members, and no more than ten.
7. Board meetings are to be held at least quarterly and all members are expected to make every effort to attend all official meetings.
8. The Board shall select and hire an Executive Director and other officers as needed.
9. The Board of Directors will oversee the hiring of instructors for CHET classes.
10. All instructors in the CHET program must adhere to the CHET Statement of Belief.
11. The Executive Director may set fees for classes and activities, to be confirmed by the Board.
12. Any Board Member may have access to the financial account records of the program.
13. Any purchase of more than \$500 must be approved by the Board of Directors.
14. The Board of Directors reserves the right to amend the Bylaws at any time as needed.

## Chet Board of Directors/Administrative Staff

### **BOARD MEMBERS:**

David & Melissa Brown  
Email: [davemel2000@aol.com](mailto:davemel2000@aol.com)

Brian & Vicki Carroll  
Email: [vbc Carroll@gmail.com](mailto:vbc Carroll@gmail.com)  
CHET PHONE: 615-330-7875

Stephen & Kimberly Gambill  
Email: [Stephen\\_Gambill@gmail.com](mailto:Stephen_Gambill@gmail.com)  
Email: [KimberlyGambill@Bellsouth.net](mailto:KimberlyGambill@Bellsouth.net)

Allen & Cindi Barnes  
Email: [allen@nashvillelegalhelp.com](mailto:allen@nashvillelegalhelp.com)  
Email: [Cindibarnes@gmail.com](mailto:Cindibarnes@gmail.com)

### **ADMINISTRATIVE STAFF:**

Executive Director – Vicki Carroll  
Financial Operations Manager – Sherry Paugh Email: [slpaugh@gmail.com](mailto:slpaugh@gmail.com)  
Cell: 615-585-2941  
Administrative Assistant – Melissa Brown  
7th-12th Grades Student/Parent/Teacher Liaison – Brandon Stakelbeck  
[portlandbrew@yahoo.com](mailto:portlandbrew@yahoo.com)  
Pre-K- 6th Grades Student/Parent/Teacher Liaison- Shawn Simms-Adams  
[shawnsadams@bellsouth.net](mailto:shawnsadams@bellsouth.net)

## CHET Parent/Student Policies and Procedures

**Class Times:** Tuesday, 8:00 A.M. - 5:00 PM; Thursday 8:00 A.M. - 5:00 P.M.

**School Closings:** CHET closings will be posted on the CHET Facebook page, through the Channel 4 Snowbird posting, and via a text message and email through Praxi. We do not follow a specific county school system. We look at all the counties that our families are in and make the best decision as whether to close or not. We look first at Davidson County, in which we are located.

**Make-up Day:** One has been put on the calendar in case of cancellation due to weather, etc. The students will have that day off if it is not needed. If there are any other snow days, THEY WILL NOT BE MADE UP.

**Tuition and Registration:** A non-refundable registration fee must be paid when signing up for classes. This fee covers Administrative Cost & Building Usage. Tuition for the enrichment and tutorial classes pays for teacher salaries and program expenses. Please see the CHET website at [www.chettn.org](http://www.chettn.org) for registration and class fee schedule.

**Options for Payment of Tuition:**

1. Pay total amount by August 15<sup>th</sup>.
2. You may have 10 monthly automatic payments deducted from your account starting August 15<sup>th</sup>.
3. 2 Payments - August 15<sup>th</sup> and a postdated check for December 15<sup>th</sup>.

**Please Note:** *Should a student be expelled, or parents choose not to have their child continue in the classes, **no refunds** will be given and full payment of the balance of your tuition for the year will be required.* We understand that there are special circumstances that come up, and these will be brought to the CHET Board for consideration. When a family leaves CHET and stops tuition payments, it puts a strain on paying our CHET teachers since the budget is set at the beginning of the year.

**Parent Communication:** There will be information available at times on the sign-in table pertaining to classes, announcements, schedules, calendars, etc., so please check it each week. The CHET monthly newsletter and other announcements or information will be sent out by email, so please check your email each week prior to classes. It is your responsibility to make sure you are receiving **emails** from CHET, through Praxi.

***All teachers will utilize the Praxi system. You signed up when enrolling your children. This is how the teachers will communicate with you. If you are not receiving communication through Praxi, please contact the Praxi Coordinator: [pendarvis.chet@gmail.com](mailto:pendarvis.chet@gmail.com)***

**Parent Concerns:** If parents feel a need to discuss their child's progress with a teacher, they are encouraged to do so. The Executive Director and the Student/Parent/Teacher Liaison are always available to discuss issues and help parents with individual and family concerns.

**Parent Waiting:** We do not have room for parents to wait for their children. If you need to have your children stay with you between classes, you may sit in the downstairs corridor or a location specified at the time if available.

**Lost & Found Items:** Students will need to keep backpacks and all belongings in their possession at all times. CHET will not be responsible for lost items. Any lost items found will be placed in the LOST AND FOUND. This box is located by the sign-in table.

**Sick Child Policy:** For the protection of all students, please do not send ill children to class. Please make sure to communicate with the office if your child develops any contagious illness or condition (chicken pox, measles, head lice, etc.) that could potentially affect other children at CHET. Students need to be fever-free or lice-/nit-free for 24 hours before attending class. In the case of head lice, they need to pass an inspection by staff.

**EpiPens** - All students who carry an EpiPen or similar device must report that they have it on their person. Epinephrine devices are not to be shared with anyone, including siblings. They must only be used for the individual whose name is listed on the prescription on the device.

**Electronic Equipment:**

7th-12th Grade Students - are allowed to have their electronic devices in the Free Time Room. However, the volume must be down and a student cannot have access to the WIFI of the church. The students will be monitored periodically as to what they are listening to or playing (only "E" rated games are allowed or GA for General Audiences). Students are not permitted to watch movies or TV shows on their electronic devices. The monitor has the discretion to ask a student to turn off their electronics and put them away if the rules are not being observed. Cell phones may be brought to class, but must be turned off or on vibrate during class times, unless teachers say differently. Cell phones may be used to contact parents during free-time period or between classes in Free Time Room (Cell phones should not be used while walking down the hallway).

*Electronic devices are a privilege. Don't lose your privilege by breaking the rules!*

K-6th Grade Students - will not be allowed to have electronics in the Free Time Room.

**Free Time Room Policy:** **When not enrolled in a class, students MUST be registered and signed in to the appropriate Free Time Room.** Students are not permitted to sit in their cars between classes instead of being in Free Time Room. To comply with local fire codes, students are required to be in one of these rooms every hour they are not in class. There will be a paid monitor taking roll in each room. Students are to maintain a quiet atmosphere with no loud talking or rough housing. They will respect the monitor as an authority figure over them. All rules regarding behavior apply in the Free Time Room.

**\*\*Please note\*\*** The purpose of this room is to help parents whose children do not have back-to-back classes, not to provide childcare. We ask that parents do not take advantage of this service CHET offers. If a student appears to have too much time in the free time room, the parent will be asked to sign up for more classes or sign the students out until their next class.

**Lunch Format:** All Pre-K students will leave at noon, they will not stay for lunch. There will be a 30-minute Lunch Break at 12:00 for the K-6th grade students. There will be a 30-minute Lunch Break at 12:30 for the 7th-12th grade students. Students are responsible for bringing their own sack lunch and for cleaning up their own eating area and disposing of trash in the appropriate containers. Students should eat in the designated room for their

grade. K-6th grade students will eat in the gym. 7th-12th students' lunch room will be announced later. There will be a volunteer lunch monitor in each room.

**\*\*NUTS of any sort are NOT allowed at CHET \*\* This includes peanut butter sandwiches, peanut butter crackers or candy, almonds, walnuts, pistachios, etc. All food brought for classes (e.g. birthdays) must be cleared first by the classroom teacher. It may be necessary to provide alternate snacks for those with allergies.**

**Driving Students:** Students who drive themselves to CHET must have turned in information on their vehicle, driver's license and insurance when registering. Driving students must sign in and out each class day.

**\*\*For safety reasons, students who drive may NEVER take other students from the church building without permission from all parents of all students involved. Parents should communicate this point to their student and keep them accountable.**

CHET is not responsible for student actions.

*If students become eligible to drive after classes have started, then they need to turn in the vehicle information, driver's license, and insurance information on the first day they drive to CHET.*

**Sign In/Sign Out Policy:** It is the parent/guardian's responsibility to make sure their children are signed in at the security table and make it to their classroom. When signing out, the student and parent/adult must have a security tag that is provided by CHET at the beginning of the year. Students will not be permitted to leave with anyone who does not have the appropriate security tag.

**Pre-K through 6<sup>th</sup> grade:** Must always be signed in/out by a parent unless written authorization is given for an older sibling or another adult to do so.

**7<sup>th</sup> - 9<sup>th</sup> grade:** Must be signed in/out by a parent unless parent submits written authorization for the student or another adult to do so.

**10<sup>th</sup> - 12<sup>th</sup> grade:** May sign in/out by themselves. (Parent is responsible for communicating to their student when and what they are allowed to do once signed out. CHET cannot be responsible for the student once they have signed out.)

**\*\*\*Door Security:** There will be a security monitor at the table and/or exit door who will check to make sure the children are leaving with the authorized parent/adult.

**Waiting Area for Dismissal:** At the end of the day, Kindergarten-6<sup>th</sup> grade students who are leaving at the 3:30 and 4:30 hours will be required to go to the designated waiting area for their parent to pick them up. There will be a staff member dismissing students as parents arrive.

**Missed Assignments/Unexcused Absences:** In the event a student has two or more missed assignments or unexcused absences, the teacher will contact the parent to notify them of the problem. If there is an additional missed assignment or absence in the same school year, the parent will be contacted by the Student/Teacher Liaison as a second warning. In the event of continued missed assignments/absences, the student will be subject to dismissal from that particular class and potentially the CHET program (without refund).

**Behavioral Policy:** We do not intend to mirror the public school image of discipline. We believe the parents are ultimately responsible for their child's behavior. A student should be able to be verbally corrected by the teacher. If the student doesn't respond to verbal correction the teacher will send the parent an email detailing the account and cc: the Student/Parent/Teacher Liaison. Should the misbehavior continue to happen, the Student/Parent/Teacher Liaison will contact the parents (an incident report will be filed if the behavior warrants it). If the Student/Parent/Teacher Liaison needs to make a second call to the parents, a conference will be arranged with the parents, teacher, and director and an incident report is required for the student files. Children whose behavior is a continual problem will be dismissed permanently from class and/or the CHET program after the parents have been notified. No refunds will be given in this case, and the parents will remain responsible for the balance of tuition after dismissal.

Please note that each teacher will have his or her own classroom expectations. It is therefore the responsibility of the teacher to establish those expectations at the beginning of the school year and for the students to adhere to them.

- Students need to make every effort to include others and welcome them warmly. (Romans 12:10)
- If you have a problem with someone, talk to him/her first. If you talk to someone else first you are gossiping. (Matthew 18:15)
- No foul or cruel language. (Ephesians 4:29)
- No taking God's name in vain. (Exodus 20:7)
- Students, teachers and parents should be respectful toward each other. (Philippians 2:3) This is not only our rule, but is required of all of us by God. Threats made by students against other students or teachers will not be tolerated. Teachers are figures of authority and in that position should be honored and respected by all students and parents (Romans 13:1). This respect extends to social networking sites online such as Facebook. NO Facebook or online bullying is tolerated.
- "Hands Off" policy when it comes to personal space, regardless of gender, including, but not limited to: handholding, full body hugs, long embraces, etc.
- No inappropriate touching, hitting, scratching, biting, etc.
- Students must respect CHET and the property where CHET is located. Students will be held accountable for any damage done.
- Bringing tobacco or alcohol in any form on church property will mean dismissal from classes: for the day for a tobacco violation, and permanent dismissal for an alcohol violation. Smoking anywhere, even in your own vehicle, is prohibited. This includes vaping, electronic cigarettes, or chewing tobacco. Tobacco and/or alcohol in any form will not be tolerated. No consumption of alcohol at CHET is allowed.
- No pocket knives, weapons or lighters are allowed.
- No trading cards of any kind.

**Dress Code Policy:** While it is our desire to promote modesty at CHET, we realize that modesty truly is a matter of the heart. Our outward appearance should be a reflection of our inner desire to please God. We recognize that everyone has different opinions and views on modesty. We do ask, however, that parents and students respect and adhere to the dress code policy while at CHET or at CHET functions. While we try to be thorough in our expectations, administration does reserve the right to deem something inappropriate that may not be covered in this handbook.

Hats/Hair:

- Head coverings such as bandanas or bonnets for girls are permissible.
- Hats/caps for boys can be worn at teacher's discretion, but if they are a distraction during class time students will be asked to remove it and put it away. (NO crazy hats or comical hats. Example: Seussical hats, fake mohawk or hair hats, etc.)
- No "shock value" hats (music groups, skulls/bones, daggers, etc.)
- Dyes for students hair should be natural color hair dye for full head. Any dye colors that are more bold need to be in the underside of the hair so as not to be distracting.
- Hair for boys should be neat in appearance and out of the eyes.

#### Shirts:

- No "shock value" t-shirts (ex: No music groups, skulls/bones, daggers)
- No bare midriffs or underclothing should show at anytime
- No low-cut shirts that reveal cleavage
- No sheer clothing unless a shirt is worn underneath it
- No tank tops or spaghetti strap shirts unless worn under another clothing item (sleeveless shirts ok as long as the "shoulder straps" are at least 3 finger-widths)
- Shirts with shoulder cut-outs are allowed as long as there are no spaghetti straps involved. The shirt needs to meet the 3 finger-width rule.

#### Shorts/Skirts:

- Skirt and shorts length should be no more than 2 inches above the knee.
- If pants/shorts have frays or holes in them, no skin can be shown 2 inches above the knee.

#### Leggings/Jeggings/Yoga Pants:

Skinny Jeans/leggings/jeggings and yoga pants will be allowed as long as the shirt/top is completely covering the backside.

\*\*Best rule of thumb is to make sure the top lands around mid-thigh or longer, and it is strongly encouraged to follow the 2 inches above the knee to avoid any question on appropriate dress code.)

#### MISC:

- No distracting body piercing or gages (earrings in ears and tiny studs in the nose are permissible.)
- No permanent or temporary tattoos may be visible, including artwork via marker on student's bodies.
- Pants cannot be worn below the waistline
- No gothic clothing or accessories are allowed (ex: spiked belts, dog collars, chained wallets, dark fingernail polish)
- No costumes or masks are to be worn (including Halloween)

If the parent has any question as to whether his/her child is dressed appropriately, please have them change into something else. Classes are only one or two days a week and the child can wear the clothing of his/her choice any other day. Appropriate dress is left to the discretion of the administration. If a student is wearing inappropriate attire, he/she will be sent home and may return when dressed according to code.

Please understand that no child is being singled out; our staff will be enforcing the policies to the best of our ability without favoritism.

## STUDENT CODE OF CONDUCT

### As a CHET student,

- I will treat all people with respect, courtesy, consideration and compassion. I will avoid teasing, insults, name-calling, swearing, and other language or nonverbal conduct likely to offend, hurt, bully, or set a bad example. I will refrain from doing the same on social media.
- I will refrain from both unwelcome touching and public displays of affection as described in the handbook.
- I will not leave the campus without following the established checkout procedure. I will not take students in my car off campus without parental permission as established in the handbook.
- I will not leave my assigned area without permission of the teacher. I must either be in my class or the free time room. The fire code requires an accurate accounting of every student's location at all times.
- I will not possess firearms, pocket/hunting knives, lighters/matches, or any mock weapon at CHET.
- I will not possess or use alcohol, tobacco, or illicit drugs at CHET (including in my car), and will refrain from the recreational use of alcohol and drugs outside of CHET. Exceptions may be made for certain prescription medication with Director approval.
- I will dress modestly in accordance with the guidelines in the CHET Handbook.
- I will only use my electronic devices (iPod, phone, etc.) in the free time room (7th-12th grade), and only as long as they are silenced and do not cause a distraction. I will refrain from internet usage. K-6th grade are not allowed electronics. I will keep my cell phone off or on vibrate while at CHET. If there is an emergency the parent should contact the director, Vicki Carroll, at 615-330-7875.
- I will enjoy my food, candy, gum and drinks only in designated eating areas.
- If I drive, I will park my car in the designated parking area for students. **Driving privileges can be revoked at CHET due to horseplay in a vehicle.**
- I will accept all responsibility for restoring or replacing anything damaged by me at CHET that belongs to someone else, including the property where CHET is located.
- I will pay attention in class and respect my teacher. I will not talk back to a teacher or adults in authority. I will be on time to class with my work completed.
- I will not run in the hall, and I will keep noise to a minimum.
- I will seek to obey local, state, and federal laws.
- I will seek to follow all other guidelines found in the CHET handbook.
- I will strive to be on time to classes: three tardies and parents will be contacted.

### **I understand that if I do not follow the guidelines, I may expect any combination of the following:**

- to be verbally corrected by a teacher or adult in authority.
- to be moved to a different location in the classroom or removed from the classroom.
- to be sent to the Student/Parent/Teacher Liaison.
- to have a Disciplinary Incident Report added to my file.
- for my parents to be notified or called to come in for a meeting with the teacher and Liaison.
- to be dismissed from CHET for the day. My parent will have to come get me.
- to be suspended, or expelled from CHET for the remainder of the year without refund.

## SPECIAL EVENTS



- CHET Class Fair- This is an opportunity for 7th-12th grade students and parents to meet teachers and learn about possible classes for the upcoming year.
- Geography Fair - The CHET Geography Fair is open to all students enrolled at CHET in 3<sup>rd</sup>-6<sup>th</sup> grades. Students will have a time to explain their project during the day to the judges. The projects will be available during the day for viewing.
- Christmas Open House - A time for parents to observe their children's classes and join us for refreshments in December.
- Science Expo - The CHET Science Expo is open to all students enrolled at CHET. K-6th grade students are encouraged to participate. Students will have a time to explain their project during the day to the judges. Parents are welcome to view the projects during the day. An awards ceremony with an ice cream party for all those who participated will take place the following week.
- Music Recital - Students in music classes for Guitar, Voice, Strings, Woodwinds, Piano, Violin, and Mandolin will perform some of the pieces they have been working on throughout the school year.
- Theatrical Performance - The Drama classes will put on a production at the end of the school year.
- Field Day/Youth Day - This casual gathering for the end of the school year is for all CHET families. It provides an opportunity to get better acquainted with other families as well as faculty and administration. There will be a chance to participate in competitions and play games. The whole family is encouraged to attend. A \$2.00 fee per student is charged to help cover costs of the event.
- Archery Tournaments - The Archery Team will compete at various tournaments leading up to the State Tournament and the the National Archery Tournament in the Spring.
- Glee Club Performance - There will be two performances during the year.
- Student Art Show - Student artwork produced throughout the year is displayed at an open house for families and friends. Each student who has been in the Art or Photography classes will participate. A reception will be held during the show.
- Kindergarten Graduation - A graduation ceremony is offered to all CHET students completing their Kindergarten year. A reception will follow the ceremony. A fee is required.
- High School Graduation - A graduation ceremony is offered to all CHET Seniors completing their homeschooling journey. A reception will follow the ceremony. A fee is required.

# CHET EMERGENCY PREPAREDNESS PLAN

## **Training:**

Staff will be trained using this material during their initial orientation. They will have yearly review training.

## **Sheltering on site:**

1. Staff will move children to the "Safe Zone." For fires, it is located outside at the back of the church building. For tornadoes it is the entrance hallway and Sanctuary at Beacon Baptist Church.  
Staff will bring the class roll book.  
Financial Operations Manager and the Director will have the Master List to take to the safe zones for roll call.
2. Keep children calm and occupied
3. Establish communication with rescuers/Notify 911 immediately  
Tell the operator what the emergency is  
Wait for further instructions from the operator  
Don't hang up until the operator tells you to
4. Give the nature of the emergency  
Any medical problem (chest pain, seizure, bleeding)  
Any type of fire (business, car, building) or weather hazard  
Any life-threatening situation (fight, people with weapons, etc.)
5. Know the condition of the children
6. If an ambulance is summoned, a staff member should stand outside, so the medics will know which door to use.

## **Helpful hints:**

1. Listen to the 911 operator for guidance. Their questions are for the safety of the public and officers.
2. Just because they are questioning you does not mean help is not on the way. Information is entered into a computer and dispatched by another operator. Officers will arrive while you are still talking.
3. Remain on the line until told to hang up. The operator may need more information or to give you further instructions.
4. Be familiar with your area. Know where you are. Ex. 4040 Marydale Drive Beacon Baptist Church, Sanctuary, Gym, 1st floor, 2nd floor, etc.
5. Never intervene in a crime in progress.

## **Fire Procedure:**

1. Teachers will escort their classes to the nearest exit down the stairway or outside. They are required to take the roll book with them.
2. Teachers will turn off lights and close doors when clearing and exiting a room.
3. Director and Assistant will sweep each wing of the upstairs to ensure every person has been evacuated.
4. A roll call will be taken from the Master List once at the safe zone. Everyone should end up at the safe zone.

**Tornado Procedure:**

In the event of a tornado, children must be taken to the designated areas on the lower level.

- 1) Entrance Hallway
- 2) Sanctuary

**CHET WEBSITE INFORMATION**

The CHET website [www.chettn.org](http://www.chettn.org) offers information regarding:

- 1) Class Schedule
- 2) Mission Statement
- 3) Fee Schedule
- 4) Events Calendar

We're looking forward to a God-honoring, inspired and fun-filled year!!!

## CHET 2017-2018 Calendar

### June

1<sup>st</sup> Late fee starts for Registration - (\$175)

### July

31<sup>st</sup> Mandatory Teacher in-service (pre-K-6<sup>th</sup>)

### August

1<sup>st</sup> Mandatory teacher in-service (7<sup>th</sup>-12<sup>th</sup>)

22<sup>nd</sup>- First day of classes for 7<sup>th</sup>-12<sup>th</sup>; Mandatory Assembly for 7<sup>th</sup>-12<sup>th</sup> students 8AM

24<sup>th</sup>- 1<sup>st</sup> day of Elem. classes

29<sup>th</sup>- CHET-T

31<sup>st</sup>- CHET-TH

### September

4<sup>th</sup>- Labor Day

5<sup>th</sup>- CHET-T

7<sup>th</sup>- CHET-TH

12<sup>th</sup>- CHET-T ; Youth Bible Fellowship 5-7 (Fellowship Hall)

14<sup>th</sup>- CHET-TH

19<sup>th</sup>- CHET-T

21<sup>st</sup>- CHET-TH

26<sup>th</sup>- CHET-T

28<sup>th</sup>- CHET-TH

### October

3<sup>rd</sup>- CHET-T

5<sup>th</sup>- CHET-TH

10<sup>th</sup>- Fall Break - No Classes

12<sup>th</sup>- Fall Break - No Classes

17<sup>th</sup>- CHET-T; Youth Bible Fellowship 5-7 (Fellowship Hall)

19<sup>th</sup>- CHET-TH

24<sup>th</sup>- CHET-T; 7<sup>th</sup>-11<sup>th</sup> & Faculty Picture Day

26<sup>th</sup>- CHET-TH; Pre-K-6<sup>th</sup> & Faculty Picture Day

31<sup>st</sup>- CHET-T

### November

2<sup>nd</sup>- CHET-TH

7<sup>th</sup>- CHET-T

9<sup>th</sup>- CHET-TH; Pre-k-6<sup>th</sup> Geography Fair (Set up by 9:00; take home by 4:30)

14<sup>th</sup>- CHET-T; Youth Bible Fellowship 5-7 (Fellowship Hall)

16<sup>th</sup>- CHET-TH

21<sup>st</sup>- Thanksgiving Break - No Classes

23<sup>rd</sup>- Thanksgiving Break - No Classes

28<sup>th</sup>- CHET-T

30<sup>th</sup>- CHET-TH

### December

5<sup>th</sup>- CHET-T

7<sup>th</sup>- CHET-TH

12<sup>th</sup>- CHET-T; 7<sup>th</sup>-12<sup>th</sup> Open House 9:00-4:30

Silent Auction 9:00-5:45

Winter Choir Performance 6 PM (Sanctuary)

14<sup>th</sup>- CHET-TH; Pre-K-6<sup>th</sup> Open House

Silent Auction 9-4:30

Glee practice

15<sup>th</sup>- Glee Performance, 6 PM  
19<sup>th</sup>/21<sup>st</sup> - Christmas Break - No Classes  
26<sup>th</sup>/28<sup>th</sup> Christmas Break - No Classes

## 2018

### January

2<sup>nd</sup>/4<sup>th</sup> - Christmas Break - No Classes  
9<sup>th</sup>- CHET-T  
11<sup>th</sup>- CHET-TH  
16<sup>th</sup>- CHET-T; Youth Bible Study Fellowship 5-7 (Fellowship Hall)  
18<sup>h</sup>- CHET-TH  
23<sup>rd</sup>- CHET-T  
25<sup>th</sup>- CHET-TH  
30<sup>th</sup>- CHET-T

### February

1<sup>st</sup>-CHET-TH  
6<sup>th</sup>- CHET-T  
8<sup>th</sup>-CHET-TH  
13<sup>th</sup>- CHET-T; Youth Bible Study Fellowship 5-7 (Fellowship Hall)  
15<sup>th</sup>- CHET-TH  
20<sup>th</sup>- CHET Pre-K-6<sup>th</sup>  
22<sup>nd</sup>- CHET-TH  
27<sup>th</sup>- CHET-T

### March

1<sup>st</sup> - CHET-TH  
6<sup>th</sup> - CHET-T  
8<sup>th</sup> - CHET-TH; Senior Photo Shoot 9:00  
13<sup>th</sup>- CHET-T; Youth Bible Fellowship 5-7 (Fellowship Hall)  
15<sup>th</sup>- CHET-TH; Class Fair 4:30-6:30  
20<sup>th</sup>- CHET-T  
22<sup>nd</sup>- CHET-TH; Piano Recital 6:00 PM  
27<sup>th</sup>- Spring Break - No Classes  
29<sup>th</sup>- Spring Break - No Classes

### April

3<sup>rd</sup>- CHET-T: Snow day make-up day - Off if not needed  
5<sup>th</sup>- CHET-TH: Snow day make-up day - Off if not needed  
6<sup>th</sup>- Teacher's Registration  
10<sup>th</sup>- CHET-T; Youth Bible Fellowship 5-7 (Fellowship Hall)  
11<sup>th</sup>- Returning Family Registration  
12<sup>th</sup>- CHET-TH  
17<sup>th</sup>- CHET-T; New Family Registration  
19<sup>th</sup>- CHET-TH  
20<sup>th</sup>- Junior/Senior Banquet in the Gym (Kitchen Needed) 5:30 P.M.  
24<sup>th</sup>- CHET-T  
26<sup>th</sup>- CHET-TH; Clogging Recital 6:00 PM in the gym  
Voice Recital and Ukulele Concert 7:00 in the sanctuary  
30<sup>th</sup>- Art/Photography Show 6:00-7:00

### May

1<sup>st</sup>- CHET-T  
3<sup>rd</sup>- CHET-TH; K- Grad. Practice - Noon  
Kindergarten Graduation 6:00 P.M. (Sanctuary)  
4<sup>th</sup>- K-6<sup>th</sup> Drama Performance 6:00 P.M. (Sanctuary)

- 8<sup>th</sup>- CHET - Last Tuesday classes  
Spring Choir Performance/Shannon's Voice/Piano Student Recital 6:00 P.M. (Sanctuary)
- 10<sup>th</sup>- CHET - Last Thursday classes
- 6<sup>th</sup>-10<sup>th</sup> Rehearsal Week for 7<sup>th</sup>-12<sup>th</sup> Grade Drama
- 11<sup>th</sup> & 12<sup>th</sup> - 7<sup>th</sup>-12<sup>th</sup> Grade Drama
- 15<sup>th</sup>- CHET 7<sup>th</sup>-12<sup>th</sup> Field Day 9-12:00 (Gym/Outside)  
Youth Pizza Fellowship at Noon - Last one before summer!
- 14<sup>th</sup>- Glee Practice - Time TBA
- 16<sup>th</sup>- Glee Practice - Time TBA
- 17<sup>th</sup>- CHET K-6<sup>th</sup> Field Day (Gym/Outside)  
Glee Practice 12:00-5:00  
Glee Performance 6:00 P.M.
- 18<sup>th</sup>- SENIORS - Graduation Practice - 5:00 P.M. (GBC)  
Juniors - Graduation Set-up GBC (Gym/Sanctuary) 6:00 P.M.
- 19<sup>th</sup> - CHET Graduation 10:00 A.M. (GBC)