

Enrichment Academy Procedures and Policies

How to Register

1. Choose the classes that you want to register for and fill in the information on the Student Registration form
2. Complete the lab fees and textbook fees portion of the registration form
3. Fill in the tuition fees for the classes
4. Fill out the Family Registration portion of the registration form
5. Mark whether you want to set up a payment plan based on your total family fees
6. Read through the policies and guidelines and have your student sign the registration form
7. Include your payment (**minimum** payment of \$50 + all textbook fees is required for utilizing a payment plan).
8. Mail your registration to CHESS: 1300 Ninth Street, Greeley, CO 80631

Payment Plans

All registrations utilizing a payment plan must be accompanied with a minimum \$50 deposit + all textbook fees.

1. If your family tuition fees are between \$101-\$200, your final payment is due by **week one** of the current semester
2. If your family tuition fees are between \$201-\$500, your final payment is due by **week four** of the current semester
3. If your family tuition fees are between \$501-\$750, your final payment is due by **week eight** of the current semester
4. If your family tuition fees are over \$750, your final payment is due by **week eleven** of the current semester

Payment methods: CHESS accepts cash, checks, money orders, and credit cards* for payment.

*There is a \$5 fee/payment made with a credit card to defray the additional costs CHESS incurs from processing credit cards.

Finance Charges & Other Fees:

1. You will be charged a \$10 late fee on invoices that are past due (the due date is posted on your invoice)
2. You will be charged a finance charge of 1.5%/month (18%APR) on balances that are past due
3. There is a \$15 fee for returned checks

Families with an outstanding balance after the payment deadline will be assessed a late fee and will not receive their student grade cards until payment has been received in full. Families with an outstanding balance will not be permitted to register for the next semester until their bill is current.

Class Schedule Changes

If you need to change a your student's class schedule, please make the changes on the *I Need to Make a Change* form (available on the CHESS website and in the CHESS office) and submit it to the CHESS office. It may take up to one week to process changes. If the change involves withdrawing from a class, please read the Withdrawing from a Class & Refund Policy below. Schedule changes may require payment of additional fees.

Withdrawing from a Class & Refund Policy

1. **Dropping a class prior to the start of classes:** Any classes that are dropped within one week of the start of classes will receive a full refund for tuition, the refund will not include lab fees or textbook fees unless there is someone on the waiting list who can use the materials.
2. **Withdrawing after the first class:** (Must notify in writing by the Friday after the 1st day of class to qualify for a refund)

A student may withdraw from a class after the first week of class and receive a 50% refund of the course tuition fee, but the refund will not include lab fees or textbook fees unless there is someone on the waiting list who can use the materials.
3. **Withdrawing from a class after 2 to 4 sessions:** A student may withdraw from a class after attending 2 to 4 sessions, but will not receive a refund. The course will be removed from the transcript/report card.
4. **Withdrawing from a class after 5+ sessions:** A student who withdraws from a class after attending 5 or more sessions will not receive a refund and will have the course show as a withdraw on the report card/transcript.

The **teacher** and **CHESS office** must be notified in writing within 48 hours of the first class day of the intent to withdraw from a class in order to qualify for a refund. No refunds are given after the second week of classes.

Lunch Room Policies

1. **Supervised Lunch Room (Students ages 5-7)**Parents of students ages 5 to 7 are asked to either come and monitor their children in the main lunch room each week or pay a \$10/semester fee for them to use the supervised lunch room.
2. **Lunch Room (12:15 to 12:55)**A lunch room is provided for students and parents who are staying through for afternoon classes. The lunch room is also open to students who would like to stay and eat their lunch before going home. Students should bring prepared food items that are easy to clean up and drinks that are in closed containers (any dark or red colored beverages should be avoided). Students do not have any access to the kitchen or refrigeration and need to plan their lunches accordingly.
3. Students 12 and under who are staying for lunch are not permitted out of the building unless they are supervised by an adult.

Guests/Visitors

All guests need to check in at the CHESS office and pick up a guest pass prior to visiting any classes or the lunch room. Parents are permitted to sit in and observe their students' classes, but need to notify the teacher prior to the class period. All immediate family members of enrolled students may use the lunch room. Everyone is welcome at special events such as plays and concerts.

Dress Guidelines

Young men: should dress in a solid white shirt with a collar and their **choice of** navy blue, black, or khaki pants (no jeans). Young men should have short, neat haircuts. No jewelry (necklaces or earrings) or facial hair. No visible tattoos.

Young ladies: should dress in a modest white blouse (no tank top, sleeveless, low neckline, or see-through shirts) and their **choice of** a navy blue, black, or khaki skirt or jumper that comes **below the knees** (no denim). Young ladies **may not** wear pants or gouchos. No visible tattoos.

- Students may wear coordinating sweaters (no hoodies) that are **solid in color and do not have any writing on them.**
- Outdoor jackets, overcoats, and hoodies are not to be worn while in the building.
- Knee length shorts and T-shirts are appropriate for P.E. classes.
- Students are to arrive in uniform and remain in uniform at all times while they are on campus.
- CHESS wear apparel is acceptable for all class days---including CHESS hoodies!**

Definition of a hoodie: Any article of clothing that has a hood is considered a hoodie, this includes jackets and sweaters.

Department Guidelines

The CHESS student will behave like a child of the King in department.

1. Students should plan to leave the following items home: (punishable by confiscation—items will be returned at the end of the semester)•Tape players, CD/MP3 players, iPods, video games.
2. Cell phones must be turned off during all class periods. If confiscated, they will be returned after class.
3. Students should not bring the following items to school, **punishable by expulsion**: •Drugs and drug paraphernalia, cigarettes and lighters, alcohol, weapons (guns, explosives, knives, etc.) or any toys that look like weapons.
4. While at school, students are to be in a class, a designated study hall, or with a parent.
5. Students may not leave school property without parental permission. Students ages 12 and under are not allowed to leave the building unless picked up by a parent/guardian or older sibling.
6. Students will not be allowed to loiter on school property after classes are finished. Any activities that are not directly related to a class or supervised by a teacher must be approved by the administrator or superintendent.
7. Students may bring laptop computers for the purpose of taking notes in classes and working on assignments. Printers are not available for printing assignments, so students should come with all their assignments already printed. Computers may not be used for the internet or games while on campus. If a student is caught using a computer inappropriately, they will not be allowed to bring their computer to classes.
8. Students may bring food and drink for breaks and lunch, but **may not eat or drink during class times or in the study halls**.

Discipline Procedures

Our teachers will do only what is necessary to maintain good classroom order. If your child has a serious or habitual discipline problem he/she will be removed from the classroom and the superintendent or administrator will call you to come and handle the problem in your own way. Some parents may be asked by the teacher to assist with supervision of their child (namely younger students) during class times. We reserve the right to suspend and expel students who are continually upsetting a class or violate any of the rules punishable by expulsion.

Attendance Policy

1. **Excused absences:** If you know prior to a class day that your student will be absent, please contact the teachers and CHESS office to notify them of the absence. You may also receive an excused absence in the event weather conditions prevent you from coming. You and your student are responsible to make contact with the teacher and make arrangements to deliver assignments and obtain homework assignments. Teacher contact information is available on the syllabus for the course as well as the CHESS website: www.c-h-e-s-s.org.
2. **Absence due to an emergency:** If your student misses a class due to illness or a family emergency, please contact the CHESS office at your earliest convenience. You will then be responsible to contact teachers for homework information. Teacher contact information is provided with the registration information and is also available on the CHESS website: www.c-h-e-s-s.org.
3. **Unexcused absences:** Absences that were not communicated prior to a class day or due to an emergency will be noted as an unexcused absence and will count against the student. Please make sure you notify the CHESS office and teachers of absences in a timely fashion.
4. **Tardiness:** Junior high and high school students who are tardy 6 or more times will not receive credit for the course.
5. Junior high and high school students who miss more than 3 classes will only receive a PASS/FAIL grade for the course. Students who miss 4 or more classes will not receive credit for the course. Because there are only 12 weeks in a semester, each week has vital information. It sets teachers and the rest of the class back when students miss several weeks.

Grading Procedures

1. Teachers do give weekly and semester course grades. Weekly grades will be given on classroom work and homework assignments. Final grades will be suggested by the teacher based on an average of the weekly grades. The suggested grade will be posted in your child's records as the final grade. Grades reflect meeting deadlines punctually. It is a good idea to ask your children after class what their assignments are and when they are due. Excused absences are given for sickness, family business, and bad weather.

2. For the younger grade levels, many teachers choose to use the PASS/FAIL system. The method of grading is left to the discretion of the teacher. If you have questions regarding a grade, either contact the CHESS office or the teacher.
3. A family grade report will be sent at the end of the semester. A copy of the report card will also be filed in your family file. For students who are enrolled in the Diploma Program the grades are automatically transferred to the transcript. High school students will receive .25 to .5 credit hour per course depending on the subject.
4. Regarding papers that students write for courses, the following are some guidelines for avoiding plagiarism.

Direct Quotes: any quotations that you use in your paper should be telling and important ones. When you discover such a passage in your reading, you should take it down verbatim—that is, copy every word, every capital letter, and every mark of punctuation exactly as in the original. Be sure to enclose the quoted passage in quotation marks and properly footnote the source. When you are not quoting, use your own sentence structure and phraseology, NOT a slightly altered version of your source.

Plagiarism: any ideas which are not your own must be noted when they appear in your paper. Failure to give credit for another author's words or ideas is called *plagiarism*. Even if you do not quote the idea directly—if you paraphrase or summarize the author's words—you must still give proper credit in order to avoid plagiarism. Since plagiarism is equivalent to stealing, it is a serious offense and must be scrupulously avoided. (ABeka *Handbook of Grammar & Composition*, 3rd edition)

The penalty for plagiarism is an automatic "F" for the paper and the course. If cited for multiple acts of plagiarism the student will be considered for expulsion from the Enrichment Academy.

Snow Days Procedures

CHESS will make a decision about snow days by 6:30 a.m. the morning of classes and will send an email. You can also check www.1310kfka.com under the school closures to see if CHESS has cancelled or delayed classes for the day.

We realize that some outlying families may have worse travel conditions and need to stay home. Excused absences will be given in these circumstances. In the event of a snow closure an additional class session will probably be scheduled for at least grades 6-12