



# CHESTERTON ACADEMY OF ORLANDO

## Parent-Student Handbook Academic Year 2024-2025

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School Hours: 7:45AM – 3:30PM

### OUR VALUES

Chesterton Academy embraces and lives the teachings of the Roman Catholic Church, which are defined and clarified by the Magisterium of the Catholic Church. We base our admissions, employment and operational decisions on the Church's teachings on faith and morals, which promote the dignity of all persons created in the image and likeness of God.

Chesterton Academy admits students of any race, color, national origin, and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national origin, and ethnic origin in administration of its educational policies, admission policies, scholarship programs, and athletic and other school-administered programs.

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# I. Our Mission and Philosophy of Education

*“Catholic education is above all a question of communicating Christ, of helping to form Christ in the lives of others.” - POPE SAINT JOHN PAUL II*

Chesterton Academy was established to nurture the minds and the souls of our children through an integrated education. We believe that all truths are related to the central truth of the Incarnation, Crucifixion, and Resurrection of Jesus Christ. Faith and reason do not contradict one another, nor are they to be segregated from one another. Through the study of art, music, literature, language, history, mathematics, science, philosophy, and religion, we want to prepare our children to think both rationally and creatively, to defend their faith, to contribute positively to society, and to promote a culture of life.

We are called as faithful Christians to build a culture of life which means going against modern trends and fashions in almost everything, especially in our approach to learning. As G.K. Chesterton said, "A dead thing goes with the stream; only a living thing can go against it."

G.K. Chesterton represents the ideal of a complete thinker but also of a modern cultural warrior. At the beginning of the 20th century, he foresaw and addressed many of the destructive trends that have continued into the 21st century. As a recognized defender of the faith, a literary genius, and a stellar example of Christian charity, Chesterton is a perfect model on which to develop an integrated education. We are preparing our children for both temporal life and eternal life: to be good citizens and to be saints.

**MISSION.** The mission of Chesterton Academy is to raise up a generation of joyful leaders and saints, educated in the classical tradition and the truths of the Catholic faith, abounding in the skills and character requisite for success in college and professional life as well as in building up the kingdom of God, and to excel in service of family, of country, and of Christ our Lord. To that end we seek to form our students:

**intellectually**, by teaching them not only the great classics of Western thought from Plato to calculus, but the interrelationship of the great ideas, to learn not what to think but how to think;

**in character**, especially in the four cardinal virtues of Prudence, Temperance, Fortitude and Justice which we believe are the foundations of leadership in professional life, the family, the nation, and in the service of Christ;

**and spiritually**, so that they may use the skills they acquire at Chesterton Academy in Faith, Hope, and Charity, to build up the Kingdom of God in this life and be with Him in everlasting happiness in the next.

In the words of G.K. Chesterton, we seek to teach our students that “there is a whole truth of things and that in knowing and speaking it we are happy.”

## II. Our Catholic Identity

According to the Sacred Congregation for Catholic Education, “In a Catholic school, everyone should be aware of the living presence of Jesus the ‘Master,’ who, today as always, is with us in our journey through life as the one genuine ‘Teacher’, the perfect man in whom all human values find their fullest perfection”. Therefore, each school day at Chesterton Academy begins with the Divine Office so that every student and faculty member begin the day with the Teacher in order to learn from Him and, with the grace given through the Eucharist, model their lives after Him.

The education at Chesterton Academy serves a two-fold purpose:

- to educate students so that they can live ennobled lives of service and witness to the truth of Jesus Christ in this world
- to prepare them to be citizens of the next world

Our education is aimed towards development of the whole person: intellectual, spiritual, and moral. Each subject is taught with the Catholic worldview of the dignity of all human life and the truth that happiness comes only through Jesus Christ. This worldview permeates our discussions across the disciplines. It reveals that faith and reason are not opposites but, in fact, are complements that lead us to a depth of understanding about ourselves and the world.

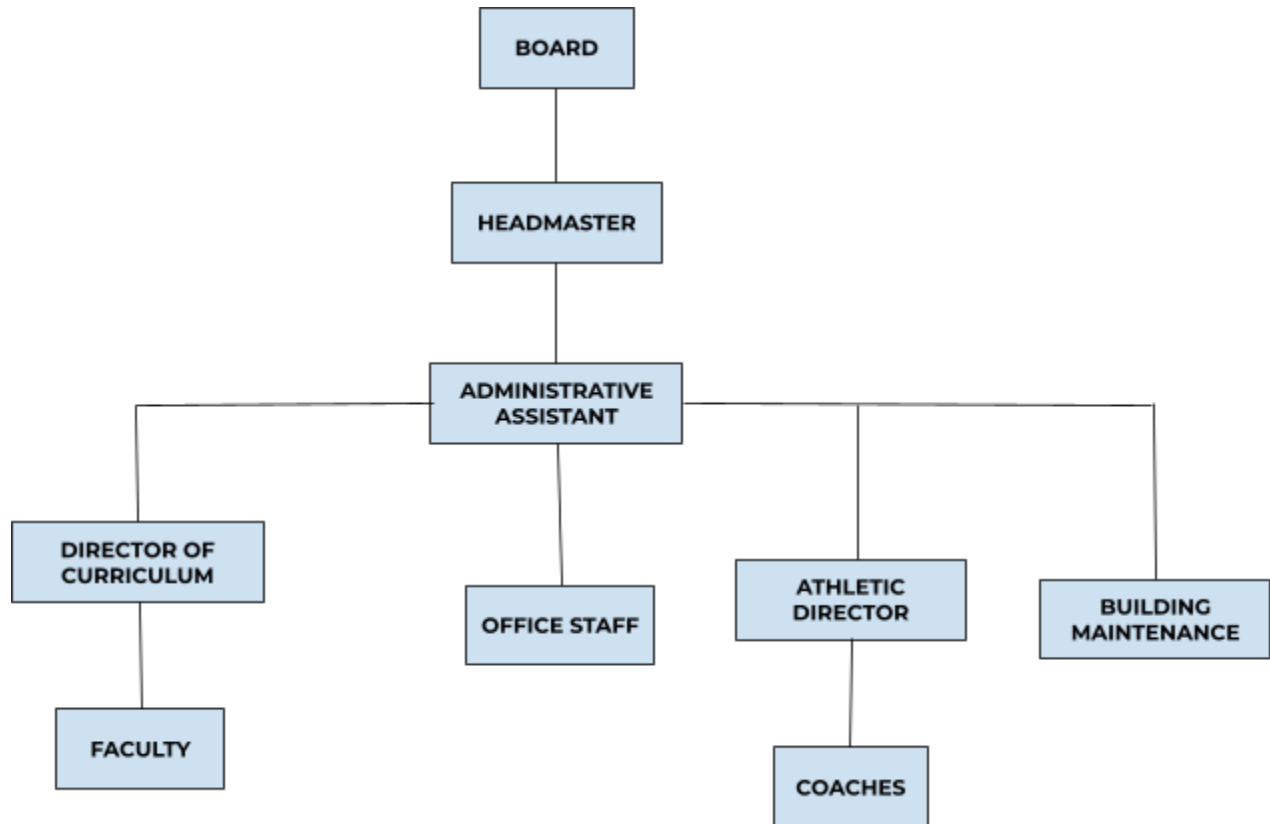
The community life at Chesterton Academy is another expression of our Catholic identity. To aid the building of meaningful relationships between the faculty and students at Chesterton, we draw on the House system, a 1,000 year-old tradition of Christian education exemplified in the colleges at Oxford and Cambridge.

Each student at Chesterton Academy is assigned to one of four smaller communities or “houses” for their tenure at Chesterton. Within these houses, students build meaningful relationships through service projects, celebrations, and prayer.

Our chaplaincy program adds a depth to our curriculum and community. Priests, religious brothers and sisters play an integral role in the spiritual and social life at Chesterton Academy through retreats, celebration of the Mass, adoration of the Blessed Sacrament, as well as through their interaction in our social hours and service projects. Please refer to Appendix A for an introduction to the Roman Catholic liturgy and overview of common prayers.

## III. Lines of Communication

Lines of Communication within Chesterton Academy were established to assist all members of the school family in their efforts as they seek to propose and implement new ideas, solve problems effectively and maintain an atmosphere of charity and prudence within the school.



## IV. Basic Expectations

**A. QUICKSCHOOLS.** QuickSchools is our student information and communication system. Before the beginning of the academic year, new families will be given access to their account. Parents and students are expected to review grades, communications, and disciplinary actions on a weekly basis through QuickSchools. This system is also the primary way for parents and students to communicate with faculty.

### B. SCHOOL HOURS.

The school opens at 7:30AM and morning attendance is taken at 7:45AM during morning prayer by the homeroom teachers. Classes are dismissed at 3:21PM.

### C. TARDIES AND ABSENCES.

All absences or tardies must be reported before 7:30AM by calling the school office or by emailing [office@chestertonorlando.com](mailto:office@chestertonorlando.com).

When students arrive late, they must report to the front office and sign in.

When absences occur, a student is expected to make up any work missed. It is the

responsibility of the student to contact teachers to obtain missed classwork.

School begins promptly at 7:45am. Arriving at school after this time is considered tardy.

All tardies will be documented in the student's attendance record. Every unexcused tardy will result in a demerit. At the 5th tardy, and for all the tardies after that during that particular semester, a 1 hour detention will be issued. Parents will receive notification of all tardies.

Habitual violations of the tardy policy are considered a serious offense that will result in disciplinary actions, including but not limited to detentions, probations, suspension and/or withdrawal. Any student who goes over 10 total tardies for the semester will be placed on Attendance Probation and may lose the privilege of attending or participating in any school activity/event.

In-class participation, an integral part of our education, cannot be made up, and absences may adversely affect grades.

**D. MASS PARTICIPATION.** Our school day may include the Holy Sacrifice of the Mass on campus, which is the source and summit of the Catholic faith. Chesterton Academy sees the participation at Mass as much a part of our curriculum as mathematics, history, science, or drama. All students are expected to attend. Please refer to Appendix A for Mass guidelines and expectations.

**E. AFTER SCHOOL POLICY.** After school is dismissed, students are not permitted to turn on their cell phones until they leave the school property. Listening to music, watching videos, using social media, or other entertainment apps/sites are prohibited while on school property.

Students who participate in Chesterton Academy athletics or extracurricular clubs that require a change of clothes should use the restrooms or locker rooms to change. All other students should stay in their uniform, properly worn, while on campus.

Students will wait in the designated areas after school until their name is announced once their ride arrives.

**F. ADDITIONAL REQUIRED EVENTS.** From time to time, students are required to attend events off campus and/or outside of school hours. (Please see official calendar for details). If you have a serious conflict with any of these required events, please notify us immediately. In particular, all parents are expected to fulfill their obligations regarding the annual Gala and all students are expected to attend this event each year.

**G. STUDENT PARKING.** Parking for students at Chesterton Academy is a privilege that requires a parking permit. Parking permits are free and will be issued by the school office once proper documentation is received. Upon applying for a student parking permit, students agree to obey the parking regulations established by the Academy and know that violation of the parking policy could result in disciplinary action or revocation of the permit.

**H. BUILDING COMMUNITY.** The Catholic educational community by its very nature is a social community. We are created to delight in relationships with people of varying

personalities, interests, and backgrounds. And while it is natural that we are drawn towards those who share our common interests, we at Chesterton Academy work toward growth in Christian friendship by actively building strong friendships with all members of the community. Therefore, relationships which exclude any members undermine this effort. Examples of exclusive relationships are couples and cliques. These types of relationships are discouraged by the Academy. All students are encouraged to develop good friendships. However, steady dating or steady company keeping is not allowed on campus or at any school related event. Under no circumstance are students allowed to show any signs of affection towards one another.

**I. UNIFORMS AND OUT-OF-UNIFORM ATTIRE.** Students are required to be completely in uniform dress while on the Chesterton Academy campus. Modesty and professionalism are the primary guides in all matters of the required uniform. Students will be expected to present themselves in a way that reflects their great dignity, the dignity of their vocation as students, and the seriousness of our collective task. Therefore, they will wear the Academy uniform in a modest and neat way, avoiding all manner of ostentation. The uniforms must be clean and in good condition with no rips, holes, or stains. Violation will result in a demerit.

Chesterton Academy requires all students to dress according to the school uniform code and out-of-uniform code (see Appendices B, C and D).

**J. MESSAGES AND TELEPHONE USE.** Students are not permitted to leave class to send or receive messages without permission. It is understood that all business will be handled through the school office. Messages from parents will be delivered to students as needed and in a timely fashion. Action will be taken in accordance with the importance of the message. A telephone is provided in the office for student use.

**K. ELECTRONIC DEVICES.** Personal electronic devices tend to isolate individuals from the people around them. Since Chesterton Academy works to build community among its members, we want to eliminate distractions of devices that undermine that goal. For this reason, students are not permitted to use personal communication or listening devices, nor have them on their persons while on the Chesterton Academy campus. If a parent allows their child to bring a personal communication device to school, it must be turned off and checked in at the front office. After 3:30PM, students may check out their cell phones and leave the campus. Students should refrain from using personal electronic devices for social media, music, video streaming, and other activities.

**L. LUNCH AND SNACKS.** Given the limited resources of Chesterton Academy, we request that students bring their own lunches to school where a designated area will be provided for a common meal. Faculty will supervise students during the lunch period. Students will be responsible for cleaning up after their lunch period. There will not be student access to microwaves or refrigeration.

- Eating food in classrooms during class time is not permitted.
- A snack at the locker is permitted, but eating while walking down the hallway is not.
- No gum chewing is permitted.
- If the teacher grants permission, students may bring beverages into class in



- modest-sized, resealable containers.
- Proper nutrition is important, and all students are expected to pack a well balanced lunch.

**M. LOCKERS.** The Academy will supply each student with a locker for use during the school year. The locker remains at all times the property of the Academy, and faculty and staff may open any locker at any time. No locks will be permitted on the lockers. Students should not store valuables in their lockers nor should they assume any level of privacy. Misuse of lockers may result in the privilege being revoked.

**N. SCHOOL CLOSINGS.** Parents will be notified on all occasions when the school may be closed. In the event of inclement weather, the school day at Chesterton Academy may be canceled by the headmaster. Official notice will be sent via email, text, or our parent messaging service.

**O. ATHLETIC CODE OF CONDUCT.** Athletics is an integral part of the school's total educational program, which is considered as both a privilege and a responsibility. The privilege is the opportunity to take part in the athletic program provided by the school, and this privilege may be revoked when the student fails or refuses to comply with the rules. The responsibility is found in representing the school, which involves maintaining academic eligibility, high standards of citizenship always, sportsmanship and playing the game to the best of his and her ability. All student athletes must sign and comply with the school's Student Athlete Code of Conduct (Appendix F).

**P. FIELD TRIPS.** Frugality requires that the school make use of carpools for transportation to and from events and activities which take place during school hours. Where drivers are needed, the school will request volunteer drivers. Whenever carpools are utilized, the school will provide details to parents about timing, pickup, and drop off points and drivers. Only persons over 21 years of age may drive a carpool to Academy events.

**Q. MEDICATIONS.** Medications may not be stored in a student's locker. If a prescription medication needs to be taken during school hours, a parent must submit the appropriate forms along with the prescription medication in the original bottle. The medication will be securely stored and administered by Chesterton staff, unless special arrangements have been made. Students may not keep over-the-counter medicine such as aspirin or ibuprofen in their lockers.

**R. INJURIES AND ILLNESS.** Chesterton Academy has no school nurse available and therefore our ability to accommodate illness and injury are limited. Injuries will be treated with basic first aid. More serious injuries will require parents to take students home or to the doctor. Emergencies will be addressed via 911. We will make every effort to contact families using the emergency contact information on file. Students who become unwell may rest in the front office. If after one class period the student is not able to return to class, we ask that a family member come and take him or her home. If a family has students with particular medical needs, we ask to be notified.

**S. SOCIAL MEDIA.** The advent of various forms of social media has created potential difficulties for high school students. All students should be aware that the things they say on blogs, forums, Facebook, Instagram, Twitter, etc. reflect upon their charity and virtue. No one

should assume that remarks made via social media will remain private. Uncharitable, scandalous, or libelous remarks which harm the Chesterton Academy community may be subject to school discipline or even legal action. No one should ever post any private or school sponsored event on social media that includes students, unless first getting express permission from each student's parents.

**T. VISITOR POLICY.** Chesterton Academy is a closed campus and requires that all visitors, including family members, friends, and alumni, to sign in at the Chesterton front office. Visitors permitted to be on campus for any length of time will be given a visitor's badge.

## V. Human Formation, Mentorship and Discipline

**A. HUMAN FORMATION.** Human formation pertains to the social, moral, and physical aspects of the person. It involves character formation and learning to live one's life in ways that most dignify human nature. This involves the formation of a disciplined will, learning to be master of oneself, acquiring virtue, as well as the development of the conscience and adherence to moral principles and values.

Chesterton Academy helps students to grow in virtue, self-confidence, and leadership skills while building personal convictions based in truth. This is done by cultivating each person's sensibility to what is true, good, and beautiful, recognizing the harmony of creation in relation to man, nature, and society.

Human formation also includes social etiquette, personal hygiene, manners, and appreciation for the arts and physical fitness, resulting in a healthy mind and a healthy body.

There will be quarterly "virtue campaigns" with the goal of helping students to know, value, and practice Christian virtues in a constant, firm, and committed way. These virtues will be presented and explained to challenge students to demonstrate their acquisition of these virtues in their daily lives. Parents are encouraged to review any materials sent home by the school and actively participate in all virtue campaigns with the recommended "at-home" activities.

Formative Discipline An environment that fosters self-discipline is essential for the school to achieve its education and formation goals. Consistent with its emphasis on the integral formation of the student, the school's approach to discipline is formative. Formative discipline is not discipline based solely on justice, which demands that certain consequences accompany a certain action. Rather, formative discipline seeks to positively motivate students, guiding them to choose what is good and just.

Formative discipline does not impose expectations and rules on the student, but motivates the student to value and internalize these expectations, virtues, proper habits, and principles of life. Students are informed of the rules and given the

rationale behind them. They are encouraged to see the benefit of these expectations for themselves and others.

Formative discipline takes more time and effort than simple punitive discipline, and formative discipline requires cooperation between parents and the school. Formative discipline requires dedication, on-going motivation, and commitment to the student. The Headmaster is responsible for maintaining overall discipline within the school; teachers are directly responsible for the discipline and management within the classroom.

Expected conduct for all students at Chesterton Academy holds Jesus Christ as the ideal and model. We emphasize the virtues of respect for self and others, charity, honesty, justice, and responsible stewardship. Chesterton Academy expects students to exhibit concern and charity in their dealings with other members of the school community (fellow students, teachers, administrators, and all other workers, guests, and visitors to the school). The Academy faculty and staff may counsel and correct a student when appropriate at any place in the school or when participating in any activity connected in any way to Chesterton Academy.

Specifically, this means that:

- Students are to conduct themselves in a dignified and respectful manner in all situations and in all places during the school day, especially when participating in extracurricular school activities or any activity representing Chesterton Academy.
- Students will arrive to school in the appropriate full uniform, which is clean and pressed, and will also wear their full uniform when participating in extracurricular activities as a dignified representative of Chesterton Academy.
- Students are expected to be at their desks with all books and materials ready and prepared for each class before the bell rings.
- The class is to stand and greet an adult each time a guest enters the classroom, unless directed otherwise by the teacher.
- When the student has a question to bring to the class, he/she should raise one hand and wait until the teacher asks her/him to speak.
- Students will keep classrooms and personal belongings clean and well ordered. At the end of each class, as well as at the end of each day, the student is responsible for cleaning and straightening around his/her desk area as well as performing other housekeeping tasks as designated by the teacher.
- Students are expected to greet school faculty and staff, parents, visitors, and fellow students politely and courteously when they see them throughout the day.
- Students will respect one another as they would want to be respected.
- Food and beverages may be consumed only in designated areas and only at designated times. Eating before, during, or between classes is not allowed

except during the morning break and lunch time.

- Chewing gum is not allowed on the premises.
- The student must obtain permission from the teacher before leaving the classroom at any time.
- Students are expected to play with a high degree of sportsmanship during recreation times and during organized sports activities.
- The growth in virtue and maturity each student pursues at school cannot be limited to on-campus behavior. At all times, whether on campus or off, the student's conduct should reflect his or her principles and those of the school. We expect students to exhibit personal integrity in their actions at all times.
- Should a student miss a class or a school day for any reason, it is the responsibility of the student to find out what work they missed and to turn in all assignments within the allotted time given by each teacher.

**B. CODE OF CONDUCT.** Students of Chesterton Academy are asked to show respect for the truth they are learning, for those helping them to learn, for their fellow students, for the institution in which they are learning, and for themselves as children of God. This is the Academy's Code of Conduct, and since it is modeled upon the example of Christ, it should guide all members of the Chesterton Academy community whether on campus or off campus.

**C. THE HOUSE SYSTEM.** The Houses of Chesterton Academy foster Christian community amongst the students, staff, and faculty. The house system is a long and time-honored approach for creating smaller, integrated communities within a larger academic institution. Each house is led by a faculty member and house prefects. Each member of the house can score points (merits) for their house through acts of virtue, full engagement in the community of learners, and positive leadership and mentorship. Each house member may as well lose points (demerits) through acts of irresponsibility. Students' merits and demerits will be recorded in a spreadsheet that the Administration has access to. Repeated demerits will result in a meeting with the Headmaster.

**D. DEMERITS.** Students who commit minor violations of the Parent Student Handbook or of teachers Classroom policies, will be issued a demerit or other appropriate consequence.

Some violations may include but are not limited to:

- Being tardy to class without an excuse
- Inappropriate behavior in class or hallways
- Pushing, shoving, or rough housing
- General disruption in class
- Antagonizing students, faculty, or staff
- Leaving one's seat without permission
- Out of uniform or uniform not properly worn
- Makeup, nail, or jewelry violation
- Grooming Violation
- Unauthorized use of technology or misuse of electronic devices
- Public Display of Affection

**E. DEMERIT/DETENTION SYSTEM.** A student will receive a detention for a more serious breach of the rules such as disrespect to faculty, staff, and peers, a major disruption in class or in the hallways, or a clear disregard for the ethos and rules of the academy. .

- 3 Demerits = Lunch and Recreation detention, parent is notified
- 5 Demerits = After School detention, parent is notified
- 7 Demerits = Student required to meet with the Headmaster to determine detention, parent is notified
- 9 Demerits = Student and Parents are required to meet with the Headmaster, disciplinary actions will be directed by the Headmaster and student may be placed on Disciplinary Probation
- 11 Demerits = Student and Parents are required to meet with the Headmaster, disciplinary actions will be directed by the Headmaster and the student may be placed on suspension
- 13 Demerits = Disciplinary review to determine students future at school between the Faculty, Headmaster, Parents, and Student

Detentions can be given for more serious violations of school rules. Receiving more than five detentions in a semester may be grounds for a student suspension and may make the student ineligible for extracurricular activities for the remainder of the semester. Some violations may include but are limited to:

- Blatant insubordination or deception (defying faculty or staff)
- Absent from class without excused permission
- Disrupting during liturgical services
- Disrupting evacuation, lockdown, or fire drills
- Dishonesty
- Other habitual behavior not in line with the school mission, policies, or procedures

Detentions must be served on the designated date or are to be determined by the Administration. Failure to do so will result in further disciplinary actions. Detentions are to be served before attending any after school activities, including athletics, club meetings, or events.

**F. SUSPENSION.** An immediate in-school or out-of-school suspension will follow from willful or repeated breach of the rules or policies of the school that is a significant disruption to the learning environment. Examples include, but are not limited to, showing disrespect to the staff, damaging school property, serious classroom disruptions, and scandalous language. A student is ineligible for extracurricular activities while on suspension.

**G. DISCIPLINARY ELIGIBILITY.** Students who receive more than three detentions in a semester may become ineligible for extracurricular activities for the remainder of the semester.

**H. EXPULSION.** At the discretion of the Headmaster, expulsion may result instantly for any egregious offense that causes scandal or harm.

**I. APPEAL.** Any detention or demerit may be respectfully appealed to the Headmaster prior to a student serving it. Detentions or demerits will be presumed valid, and the student bears the burden of showing that it was given unfairly or in error. Any suspension or expulsion recommended by the Headmaster may be appealed to the Board. Suspensions and expulsions are presumed valid, and the student will remain out of school pending the

appeal. Decisions by the Board are final.

**J. THEFT OR DAMAGE TO PROPERTY.** Any damage to the Academy's or another's property is strictly forbidden. Reimbursement will be required. Theft will be considered a serious breach of discipline and will result in suspension or expulsion.

**K. TOBACCO, DRUGS, ALCOHOL, OR WEAPONS.** Unauthorized possession or use of tobacco, e-cigarettes, drugs, alcohol, or weapons on school property or at any school event by students is strictly forbidden, even if legal. Violation of this or any state law regarding the same may result in immediate expulsion.

**L. MALICIOUS OR SCANDALOUS BEHAVIOR.** Behavior such as bullying, gossiping, ridicule, foul or scandalous language, and lying are contrary to everything the Academy stands for, and strike at the heart of the common good. As serious offenses, they will be dealt with accordingly and may result in suspension or expulsion.

**M. THE AUTHORITY OF THE FACULTY.** Consonant with the principle of subsidiarity, each teacher has the liberty to set his or her own classroom expectations and the authority to use appropriate discipline. For infractions of a serious nature, the Headmaster shall be informed and will take appropriate action.

In addition to the aforementioned misconduct, any other misconduct that runs contrary to the mission of Chesterton Academy or the teachings of the Roman Catholic Church is strictly forbidden. The final arbiter of discipline at the Academy is the headmaster.

## VI. Academic Expectations

Chesterton Academy strives to maintain an atmosphere of academic rigor and excellence by focusing students on the importance of their academic progress. We offer a core curriculum across the disciplines of Math, Science, Humanities, Fine Arts, and Languages, and each student is expected to complete the full course work.

The Academy provides parents with access to an online gradebook system: QuickSchools. The system can be accessed at any time and displays the current grades in all of a student's classes as well as assignments. In addition, teachers may send emails periodically to parents whenever a student shows worrisome academic performance. Parents and students may also use QuickSchools to communicate with teachers.

**A. ACADEMIC PROBATION / ELIGIBILITY.** We want to help students prioritize their many responsibilities as they grow academically in all fields. The goal is to help students and staff identify academic deficiencies before they become crippling and to aid in offering remedial measures. Approximately every four weeks, or at the discretion of the Headmaster, the school will run academic reports on all students. Any student with an overall cumulative semester GPA of less than 2.0, or who is failing any class, will be placed on academic probation. Probation will result in a meeting of the student and parents with the Headmaster to discuss reasons for the deficiency, the best steps for remediation, and the consequences of continued academic deficiency. In addition, students on academic

probation will be required to use any and all study periods during the week. At the time that the student is placed on academic probation, the student may become ineligible for extracurricular activities. The ineligibility will remain in effect until a subsequent progress report shows a GPA of at least 2.0 and no failing grades.

**B. ADVANCEMENT AND RETENTION.** Students will receive full credit for all classes completed with a cumulative percentage of 60% (D- or above). Credit for year-long courses will be given one semester at a time. It will be possible for students to pass one semester of a year-long course and fail another. Where a student fails one semester of a year-long course, the student will receive credit only for the semester that was passed. The failed semester will be considered a deficiency. The grade given in any one semester of a two-semester grade will not affect the grade of the other semester.

In the event of any failing grades, students will be asked to attend summer classes or make individual arrangements to demonstrate adequate academic progress in the failed courses. The adequacy of any individual arrangements will be determined by the headmaster. In the event of promotion despite failing a course required for graduation, students will have to fulfill the goals of the Academy's graduation requirements before being granted a diploma or participating in the graduation ceremony (see section below on Graduation Requirements).

Students who fail a course during the school year may be subject to retention at the discretion of the Headmaster. A retained student will repeat the previous year's course work.

**C. GRADUATION REQUIREMENTS.** At Chesterton Academy our students take the full complement of courses and must receive sixty credits or more to be eligible to graduate.

**D. CREDITS AND GPA CALCULATION.**

<u>Humanities</u>	<u>Years</u>	<u>Credits</u>	<u>Math &amp; Science</u>	<u>Years</u>	<u>Credits</u>
Literature	4 yrs.	8.0	Mathematics	4 yrs.	8.0
History	4 yrs.	6.0	Science	4 yrs.	8.0
Philosophy	4 yrs.	6.0			
Theology	4 yrs.	6.0	<u>Fine Arts</u>	<u>Years</u>	<u>Credits</u>
Language	4 yrs.	6.0	Art	4 yrs.	4.0
Composition	1 yr.	0.5	Drama	3 yrs.	2.5
Debate	1 yr.	0.5	Music	4 yrs.	6.0
			<u>P.E. &amp; Health</u>	<u>Years</u>	<u>Credits</u>
				2 yrs.	2.0

A student's semester Grade Point Average (GPA) is calculated by totaling up all the grade points earned in all the student's courses that semester and dividing by the total number of credits attempted.

The number of grade points earned in each course is found by multiplying the numerical value of the grade earned in the course (e.g. A = 4.0, A- = 3.67, B+ = 3.33, etc. - see handbook for further details) by the number of credits the course is worth (either 1, .75, .50 credit). For



example, this means that the student's grades in 1-credit courses will weigh more heavily than the student's grades in other courses. Consider the following example for Student A:

<u>Course</u>	<u>Credits</u>	<u>Grade</u>	<u>Calculation</u>	<u>Grade Points</u>
Theology	0.75	A	$0.75 \times 4 =$	3.00
Geometry	1.00	B+	$1 \times 3.33 =$	3.33
Choir	0.75	B	$0.75 \times 3 =$	2.25
Art	<u>0.50</u>	C	$0.50 \times 2 =$	<u>1.00</u>
Total	3.00			9.58

So, Student A's semester GPA =  $9.58/3.00 = 3.19$

A student's cumulative GPA is determined by totaling all the grade points attempted during every semester the student has completed and dividing by the total number of credits attempted during that time.

*NOTE:* Diplomas and transcripts may be withheld for students with unpaid fees or tuition.

**E. AWARDS AND DISTINCTIONS.** One of the many ways that Chesterton Academy maintains its standards for conduct and academic rigor is by recognizing excellence through several awards. Awards are determined by the faculty in committee at the end of the academic year. The awards are detailed below.

First and Second Honors are awarded to students of each grade level who complete all the coursework for the academic year and meet the following GPA requirements:

- First Honors: cumulative GPA for that year between 3.67 and 4.0
- Second Honors: cumulative GPA for that year between 3.33 and 3.66

In addition to First and Second Honors, specific grade levels are eligible for the following awards: (Each campus will receive separate awards.)

#### Freshmen

- Freshman Award (recognizing excellence in all subjects)

#### Sophomores

- Humanities Award
- Mathematics Award
- Biology Award

#### Juniors

- Humanities Award
- Mathematics Award
- Chemistry Award
- Drama Award (for one female and one male student)

#### Seniors

- Humanities Award
- Mathematics Award
- Physics Award



- Drama Award (for one female and one male student)
- Art Award
- Music Award
- Best Essay Award (for the best essay written during the senior year)
- Socrates Award: Given to the student who best manifests the spirit of frank discourse by engaging consistently in classroom discussion across the curriculum and distinguishing those contributions both in terms of quantity and quality.
- G.K. Award: In addition to the academic awards, one graduating senior is eligible for this award which is given to the student who has demonstrated the great virtues of charity and joy so evident in our illustrious and intellectual patron, G.K. Chesterton.

Upon graduation, the following cumulative GPAs will be awarded Honors as follows:

- 3.90 or higher: *Summa Cum Laude*
- 3.80 - 3.89: *Magna Cum Laude*
- 3.67 - 3.79: *Cum Laude*

**F. ACADEMIC VIOLATIONS.** Cheating and plagiarism are grounds for academic and disciplinary action. Academic cheating is defined as representing someone else's work as your own. It can take many forms, including copying or sharing another's work, getting or purchasing a term paper or test questions in advance, collaborating with another student or students during an academic exercise without the consent of the instructor, asking or paying another to do the work for you, or getting the information from an unauthorized source (such as the internet or an expert in the subject). It is important to realize that anyone who aids another in cheating is a participant in the deception and will be treated in the same way as the one who benefits from their work.

Here are some examples of actions that fall under the category of "cheating":

- Copying another student's work (with or without his knowledge) on a test, on a homework assignment, or on an in-class project or lab
- Copying, cutting, and pasting information from an electronic source
- Using any kind of notes during a quiz, test, or exam, unless specifically allowed by teacher
- Having a friend, sibling, or parent produce or complete any part of the assignment
- Copying the answers from the back of the book
- Inventing or counterfeiting sources

Plagiarism is the use of another person's distinctive ideas or words without acknowledgment. The incorporation of another person's work into one's own requires appropriate identification and acknowledgment, regardless of how you got it. The following are considered to be forms of plagiarism when the source is not cited:

- Word-for-word copying of another person's ideas or words (even copying a three-word phrase can be considered plagiarism)
- Interspersing of one's own words here and there while, in essence, copying another's work

- Paraphrasing an author's original theory or idea without proper citation
- Re-submitting one's own previously-written paper (or portion of it) for a different assignment (self-plagiarism)

Given the challenging nature of the curriculum, parents and other family members will often find themselves offering assistance to students. However, parents are asked to be conscientious in the extent of help that they provide. It is essential to our goal of educating students that the work they submit for evaluation is entirely their own.

Students will receive a zero on any assignment where cheating or plagiarism is evident and will have a meeting with the Headmaster. Repeated incidents of cheating and plagiarism may lead to more serious disciplinary actions such as suspension. Serious academic violations may be communicated to colleges upon request.

**G. ASSIGNMENTS.** Homework is just as important as class work. Here is where students work independently without the coaching and guidance of the teacher. Students should have a regular routine of time and place for homework. They should complete their own assignments, trying to develop independent study habits.

It is the practice of Chesterton Academy to be reasonable in the amount of homework assigned. An average student can expect roughly no more than one to two hours of homework each evening—usually less. To ease the burden of homework, the Academy provides regular study periods throughout the week.

It is the recommendation of the Academy to penalize late work up to 10% for each school day it is late. Some assignments by nature will not be accepted when handed in late.

Work made up after an absence is not considered late. As a general rule, students will have as many school days (not class days) as they missed to make up missed work. Tests must be made up in the same way and may be penalized up to 10% for each school day they are late. It is the responsibility of the student to ensure that work and tests missed due to absence are made up. Individual teachers may alter the late policy for individual assignments at their discretion.

**H. ASSESSMENT.** Teachers will evaluate student work by letter, percentage, or comment. The Academy is on a semester system. At the completion of each semester, report cards are issued. The grade given each semester is a composite of weekly quizzes, tests, written and oral assignments, achievements in various forms, the results of quarterly examinations, and participation.

**I. CLASS RANKING.** Chesterton Academy does not produce class rankings.

**J. GRADING SYSTEM.**

<u>Letter Grade</u>	<u>Percentage Correlation</u>	<u>GPA Point Equivalent</u>
A	93 and above	4.0

A-	90-92	3.67
B+	87-89	3.33
B	83-86	3.0
B-	80-82	2.67
C+	77-79	2.33
C	73-76	2.0
C-	70-72	1.67
D+	67-69	1.33
D	63-66	1.0
D-	60-62	.67
F	0-59	0

**K. PARENT-TEACHER CONFERENCES.** There will be parent-teacher conferences at the end of the first quarter and third quarter. Additional meetings with parents are most welcome. Appointments should be made if possible.

**L. TEXTBOOKS AND NON-TEXTBOOKS.** Textbooks assigned are valuable school property and are loaned for the convenience of the students. Textbooks should be cared for and covered. Damaged or lost textbooks may result in the assessment of fines for their replacement. Non-textbooks that are not the Academy's property are the property of the student and are intended to be theirs for the building of his personal library. Students will be given a list of all the books at the beginning of each year. This list states which textbooks are school property and which non-textbooks are theirs to keep. This list also notes those non-textbooks that will be needed in subsequent academic years. It will also include replacement costs for lost or damaged textbooks.

## VII. Miscellaneous

**A. EXTRACURRICULAR ACTIVITIES.** Chesterton Academy believes that the maturation and development of our students is enhanced and further cultivated by encouraging their creativity and talents. To that end, we wish to make available extracurricular activities that reflect our students' interests. Given our limited resources, parental assistance and involvement in this effort is essential.

**B. FAMILY FUNDRAISING COMMITMENT.** The cost of education at the Academy is not fully covered by tuition. Therefore, the financial health of the Academy will depend on the success of fundraising activities. Fundraising is the shared responsibility of all registered families for the common good. We ask each family to meet a minimum fundraising goal of \$1,000. To this end, we ask the following of each family:

- Invite a minimum of 8 guests for a total of one table of 10 people who will attend the Annual Gala.

This Gala fundraising expectation is in addition to standard volunteer commitments we ask all families to make throughout the year. These services are as valuable as direct fundraising as they reduce our operational costs. While not all may be able to assist in the same way, all families will be asked to participate in these efforts.

**C. COLLEGE ADMISSIONS.** The Academy will provide assistance with college preparation and college applications. From the months of September through March, the academy hosts regular college visits from around the country. Official transcripts will not be released until all financial obligations are met.

**D. KEY CONTACTS.**

Headmaster	Jim Hickel	<a href="mailto:jhickel@chestertonorlando.com">jhickel@chestertonorlando.com</a>
Director of Curriculum	Caitlin Markle	<a href="mailto:cmarkle@chestertonorlando.com">cmarkle@chestertonorlando.com</a>
Admin. Assistant	Alexis Currier	<a href="mailto:acurrier@chestertonorlando.com">acurrier@chestertonorlando.com</a>
Admissions	Alexis Currier	<a href="mailto:acurrier@chestertonorlando.com">acurrier@chestertonorlando.com</a>
Athletics	Alexis Currier	<a href="mailto:acurrier@chestertonorlando.com">acurrier@chestertonorlando.com</a>
Safe Environment	Monica Mora	<a href="mailto:mmora@chestertonorlando.com">mmora@chestertonorlando.com</a>

For a complete list of Chesterton Academy faculty and staff, visit the website [chestertonorlando.com/faculty](http://chestertonorlando.com/faculty).

**WHO DO I CONTACT?**

- If your student is sick or will miss school, email [office@chestertonorlando.com](mailto:office@chestertonorlando.com) or contact the front office.
- For questions regarding QuickSchools or for additional training, contact the front office.
- For tuition billing questions, email [acurrier@chestertonorlando.com](mailto:acurrier@chestertonorlando.com)
- For questions regarding grades, start with your student's teacher followed by the Headmaster if needed.
- For questions regarding dress code, contact the Headmaster.
- To contact the Board, email Brandon Vogt at [brandon@brandonvogt.com](mailto:brandon@brandonvogt.com)
- To inquire about volunteering and events, contact the front office.
- For questions regarding admissions or re-enrollment, contact the front office.
- For questions regarding the newsletter, please contact the front office.

## E. SCHOOL PRAYER AND SONG.

## SCHOOL PRAYER

Lord Jesus,  
 I give you my hands to do your work,  
 I give you my feet to follow your path,  
 I give you my eyes to see as you see,  
 I give you my tongue to speak your words,  
 I give you my mind that you will think through  
 me,  
 I give you my soul so that you will pray through  
 me.  
 Above all, I give you my heart so that you will  
 love the Father and all people through me.  
 I give you all I am so that you will increase in  
 me,  
 So that you, Christ, will live, work, and pray  
 through me.  
 Amen.

## PRAYER FOR CHESTERTON ACADEMY

Dear Heavenly Father,  
 We thank You for providing Chesterton  
 Academy.  
 Help it to grow and flourish according to Your  
 Holy Will.  
 We ask Your blessing upon the students and  
 their families, the staff and teachers, the  
 founders and benefactors, and all who help  
 support Chesterton Academy with their time  
 and talents.  
 May we all grow to love You more and spread  
 the Gospel of Life to the world.  
 May all praise and thanksgiving be given to  
 You through our efforts.  
 Amen.  
 Jesus, I trust in You.  
 Mary, cause of our joy, pray for us.

## SCHOOL SONG- CULTURA VITAE

I know a place where wisdom is found in every  
 hall; A place where our LORD is praised above  
 all.  
 To draw the minds of men from earthly things  
 to God. From this most audacious duty we  
 shall not flee.  
 With hearts and minds well formed at  
 Chesterton Academy.  
 Ambrose blue, Augustine golden, Chrysostom  
 green, Athanasius red, four houses by which  
 we're led.  
 Lord may these holy Saints pray for us to be  
 seeking nihil nisi te, O Domine Iesu Christe.  
 Pray for the souls of those at Chesterton  
 Academy.  
 Almighty God we pray thee, to be our heav'nly  
 guide. From us thy children thy Holy Face  
 never hide.  
 Lord with us do abide, and be our guiding  
 light. 'Cultura Vitae' our motto shall always be.  
 O sanctify us Lord, at Chesterton Academy.

## Appendix A: Introduction to the Roman Catholic Liturgy

Like any activity, the proper worship of God in the Roman Catholic liturgy requires that we know certain things in advance. Just as one cannot show up to algebra class without knowing how to count, one cannot fully participate in the liturgy without knowing some basic facts. Just as a person is imperfectly educated if he has not had instruction on the proper way to write, so too, is he imperfectly educated if he has no guidance on the proper worship of God.

What follows is a brief catechesis on Catholic liturgy, as well as guideline for Mass participation and common prayers. All of the questions and answers below are taken from the *Catechism of the Catholic Church*, and all citations reference the paragraph numbers in that text.

### A BRIEF CATECHESIS

#### Who celebrates the liturgy of the Church?

The whole community of those who are united to Christ, both living and dead (1136, 1140). All those who are baptized therefore share in a “common priesthood” (1141). Not all members of the common priesthood have the same function in the liturgy, but some of its male members are called to act in the person of Christ for the service of the Church (1142).

**What other functions can people perform in the liturgy?** Servers, readers, commentators, and members of the choir also exercise a genuine liturgical function (1143).

**What is the liturgy comprised of?** The liturgy is comprised of physical signs and symbols (1145). In particular, it is comprised of signs and symbols from creation (such as fire, smoke, water, candles), daily human life (eating, drinking and washing), and the history of salvation (the Passover meal) (1189).

**Why is the liturgy comprised of physical signs and symbols?** Because God, though

he is invisible and spiritual (1159), speaks to human beings through the visible, physical world (1147). (God Himself became incarnate.)

#### What criteria should we use to determine if liturgical music is appropriate?

There are three criteria (1157):

1. It must be beautiful and expressive of prayer.
2. Some of the music must be sung by the whole assembly.
3. It must preserve the solemnity of the liturgy.

**The Liturgy is also called “the sacrifice of the Mass”. Why is it a sacrifice?** The Eucharist makes Christ’s sacrifice on the cross really, and not merely symbolically, present (1366, 1374).

**What is the Eucharist?** The Eucharist is a sacrament of the Church in which Christ is truly, really, and substantially present, as both God and man, under the appearances of bread and wine. (1374)

**May anyone receive the Eucharist during communion?** Ecclesial communities derived from the Reformation and separated from the Catholic Church, "have not preserved the proper reality of the Eucharistic mystery in its fullness, especially because of the absence of the sacrament of Holy Orders." It is for this reason that, for the Catholic Church, Eucharistic intercommunion with these communities is not possible. (1400) Out of respect for this ecclesial difference, non-Catholics should not receive the Eucharist at Mass.

**What should a member of the Chesterton community do when not receiving the Eucharist at Mass?** With the whole assembly proceed to the sanctuary and as a sign of not receiving the Eucharist, reverently cross your arms over your chest and bow your head for a blessing. Proceed with the whole assembly back to your seat and kneel in prayer.

**How often should the faithful receive the Eucharist?** The faithful should receive communion each time they are at Mass, so long as they have the required dispositions (1388).

**What should the faithful do to prepare to receive the Eucharist well?** To receive the Eucharist worthily, a practicing Roman Catholic must be in a state of grace (i.e., has made a good confession since his or her last mortal sin). He or she should observe the fast required by the Church, and be sure that his or her behavior and clothing reflect the respect, solemnity and joy of the occasion (1387).

**What is a mortal sin?** A mortal sin is a violation of God's law that destroys the possibility of charity (1855). In order for a sin to be mortal, three conditions must be met (1858, 1859):

1. It must have grave matter, that is, it must break one of the Ten Commandments.
2. We must have full knowledge that what we are doing is a sin. If, for example, someone only has an imperfect awareness that he must go to Mass on Sunday it is not a mortal sin for him to miss it, even though to do so is against the Ten Commandments.
3. We must give complete consent to the sinful action.

**If someone commits a mortal sin, what must he or she do before they receive the Eucharist?** If a person commits a mortal sin, he or she must receive the sacrament of confession before they can receive the Eucharist (1385).

## MASS PARTICIPATION GUIDELINES

Given the importance of the Mass as the source and summit of our faith, there are some basic guidelines to keep in mind for school Masses:

**1. Be on time.** Be in your pew and quiet five minutes before Mass begins. Students who come late should quickly and quietly move into their assigned seats. Remember, this is the time we are dedicating to our Lord.

**2. Be reverent.** Genuflect when entering and exiting the pews at the beginning and end of Mass. Sit up straight and do not slouch. Remove any non-uniform jackets or sweaters. Avoid hands in pockets. Do not put your jacket on or close your hymnal while the recessional is being sung. Out of respect for our Lord, wait until the song is finished.

**3. Exit in a respectful fashion.** Others will remain to pray and the life of the parish goes on as we are leaving.

**4. Participate.** Sing the hymns when invited. Say or sing the responses. If you are

uncertain about the Mass responses, use the card in the pews. Stand and kneel when the congregation is invited to do so.

5. Unity at Communion. When not receiving, students are to go up for a blessing with their arms crossed, hands on shoulders. The priest or extraordinary minister will offer a blessing. Do not remain in the pew or aisle while others go up for Communion.

6. Receiving the Eucharist. When receiving our Lord, it is customary to bow reverently prior to reception and to respond to the priest or extraordinary minister with "Amen." Students may receive on the tongue or in the hand.

## COMMON PRAYERS

### Our Father

Our Father,  
Who art in heaven,  
hallowed be Thy name;  
Thy kingdom come;  
Thy will be done on earth as it is in heaven.  
Give us this day our daily bread;  
and forgive us our trespasses  
as we forgive those who trespass against us;  
and lead us not into temptation,  
but deliver us from evil. Amen.

### Hail Mary

Hail Mary, full of grace.  
The Lord is with thee.  
Blessed art thou amongst women,  
and blessed is the fruit of thy womb, Jesus.  
Holy Mary, Mother of God,  
pray for us sinners,  
now and at the hour of our death. Amen.

### Glory To

Glory to the Father,  
and to the Son,  
and to the Holy Spirit,  
as it was in the beginning,  
is now, and will be forever.  
Amen.

### Grace Before Meals

Bless us, O Lord, and these Thy gifts, which we are about to receive from Thy bounty, through Christ our Lord. Amen.

### Memorare

Remember, O most gracious Virgin Mary, that never was it known that anyone who fled to thy protection, implored thy help or sought thy intercession, was left unaided.

Inspired by this confidence, we fly unto thee, O Virgin of virgins our Mother; to thee do we come, before thee we stand, sinful and sorrowful;  
O Mother of the Word Incarnate, despise not our petitions, but in thy mercy hear and answer them. Amen.

### The Angelus

V: The Angel of the Lord declared unto Mary.  
R: And she conceived by the Holy Spirit.  
All: Hail Mary...  
V: Behold the handmaid of the Lord.  
R: Be it done unto me according to thy word.  
All: Hail Mary...  
V: And the Word was made Flesh.  
R: And dwelt among us.  
All: Hail Mary...  
V: Pray for us, O Holy Mother of God.  
R: That we may be made worthy of the promises of Christ.  
V: Let us pray.  
All: Pour forth, we beseech Thee, O Lord, Thy grace into our hearts; that, we to whom the Incarnation of Christ, Thy Son, was made known by the message of an Angel, may by His Passion and Cross, be brought to the glory of His Resurrection through the same Christ our Lord. Amen.



## Appendix B: Ladies' Uniform Policy

The Chesterton Schools Network's uniform vendor is **Schoolbelles**. Uniforms may be purchased online at [www.schoolbelles.com](http://www.schoolbelles.com) or at a local store. Schoolbelles offer great pricing, fast shipping, a loyalty program, layaway, 100% satisfaction guarantee, and all of our items are carried in their regular stock inventory. Our Schoolbelles school code is **s3037**.

The uniform has been standardized to achieve professionalism, ease on schools and parents, as well as price breaks with Schoolbelles. Uniform standards are outlined below.

ITEM	COLOR	DESCRIPTION	SCHOOLBELLES STYLE #
Blazer	Navy w/logo	Optional during year, but always to be worn for special events, mass days and solemnities	#5820
V-Neck Sweater	Navy w/logo	The sweater is a finishing item, along with the blazer. On October 15 through May 15, a finishing item is required all day (could be blazer, vest or sweater with blazer). Sweater or vest may be worn year-round.	#1983 – Long sleeve pullover  #1964 – Vest  #8912 - Cardigan
Oxford Shirt	White	Collar buttons must always be buttoned. The shirt must not gap in front, and there should be no pulling on the buttons. The sleeves may not be rolled at any time.	#1770 – Short sleeve  #1771 – Long sleeve
Skirts 9-12	Gray/Blue Plaid	Length required is mid-knee to below-the- knee. If full kneecap is exposed while standing straight, the skirt is too short. Skirts are to be no shorter than the crease of the back of the knee. This usually requires ordering a size Long.  May be special order so shop early. Navy or black bike shorts should be worn under the skirt.	#3521 – Two kick pleated
Socks	Navy	Opaque or cable. Knee highs must reach up to the knee. They should not be at mid-calf or lower.	#8625 Bamboo Flat Knit Opaque Tights  #1660 Flat Knit Tights  #1641 3pk Cable Knee High  #1640 3pk Opaque

Shoes	Black	Must be a dress shoe, solid black leather dress flats with closed toe and full back. Must be polished and clean. Simple ornamentation allowed (e.g., bow, tassel), no tags/labels/symbols on outside of shoe.  No moccasins, canvas, or suede. No Keds, Sperrys, Vans, Toms, Converse or similarly styled shoe.	N/A
White or Neutral Undershirt <i>Required</i>	White or Neutral	Plain white or nude color with no patterns or lace showing. Undergarments should never be visible.	N/A
Choir Attire	Black	Black floor-length formal dress. Purchase from <a href="http://www.stageaccents.com">www.stageaccents.com</a> . #5269  Dahlia Girls or #8864 Dahlia Ladies black floor-length formal dress. Solid black dress flats. Dress should be hemmed to touch front toe of shoe. If questions, please ask before hemming.	N/A
Gym Uniform <i>Required</i>	Grey and Navy Blue	Gray mesh t-shirt with gold lettering of the "Saints" logo. Navy Blue mesh shorts.	#2007- Closed Mesh Gym Short 7"  #2116- PosiCharge RacerMesh Tee

Note: Chesterton Academy's uniform vendors are Schoolbelles. Uniforms may be purchased online at [www.schoolbelles.com](http://www.schoolbelles.com) using the school code **s3037**.

### LADIES: WHY SKIRTS?

The Chesterton Schools Network requires all female students to wear uniforms skirts. Skirts set women apart. The skirt reminds the young lady to carry herself as her worth demands, to remember that she is beautifully made, and to be aware of her feminine dignity.

### UNIFORM GUIDELINES FOR LADIES:

Ladies should aim for a simple elegance that is appropriate for these years. Uniforms should always be clean, and blouses always tucked in. Additionally:

- Makeup for ladies must be light, simple, and natural-looking. Foundation, light mascara, and light blush may be worn, light and natural looking eyeliner or eye shadow is permitted. Chapstick or clear or light lip-gloss is allowed. No colored lipstick

or colored lip- gloss are allowed.

- No sweatshirts, hoodies, or other jackets should be worn over the uniform. If you are cold, you must wear the school sweater and/or the blazer to keep warm. A coat over the blazer is acceptable when arriving or leaving the school.
- Nail polish is allowed but should be clear or skin tone, tasteful, and professional. Nails should be clean and of moderate length.
- Hair accessories should be tasteful and professional. No athletic headbands, no bandanna headbands, no bright distracting colors. Color of hair accessory should complement the uniform.
- Ladies' hair should always be neatly groomed and clean. Hair color should be natural hues. No streaks of unnatural colors (reds, pinks, greens, etc.) on any part of hair.
- Necklaces should be metal chains. No tightly fitting necklaces such as chokers.
- Earrings should be in the lobe *only*. No gauges. Aside from ear lobe piercing, no other body piercings or tattoos are allowed.
- One bracelet and one watch may be worn. (No smartwatches allowed). One lapel pin may be worn so long as it aligns with our mission.
- All jewelry should be tasteful, professional, and not excessive in size or number.
- No headwear may be worn inside the building (winter hats, baseball caps, etc.).
- All ladies should enter the building in complete uniform and be ready for the day ahead.
- When leaving at the end of the day the uniform in full must be worn until you leave campus, unless given express permission by the Headmaster.

## Appendix C: Gentlemen's Uniform Policy

The Chesterton Schools Network's uniform vendor is **Schoolbelles**. Uniforms may be purchased online at [www.schoolbelles.com](http://www.schoolbelles.com) or at a local store. Schoolbelles offer great pricing, fast shipping, a loyalty program, layaway, 100% satisfaction guarantee, and all of our items are carried in their regular stock inventory. Our Schoolbelles school code is **s3037**.

The uniform has been standardized to achieve professionalism, ease on schools and parents, as well as price breaks with Schoolbelles. Uniform standards are outlined below.

ITEM	COLOR	DESCRIPTION	SCHOOLBELLES STYLE #
Blazer	Navy w/logo	Optional during year, to be worn for special events and solemnities	#5825
V-Neck Sweater	Navy w/logo	The sweater is a finishing item, along with the blazer. On October 15 through May 15, a finishing item is required all day (could be blazer, vest or sweater with blazer). Sweater or vest may be worn year-round.	#1993 – Long sleeve pullover #1994 – Vest

Oxford Shirt	White	Collar buttons must always be buttoned.	#5760 – Short sleeve #5761 – Long sleeve
Undershirt <i>Required</i>	White	White undershirt, either a tank top or a t-shirt	N/A
Pants	Gray	Flat front polyester/cotton blend.	#5208 – Plain
Socks	Gray	May be purchased from another vendor as long as they are solid grey dress socks that match the pant color and are at least calf length. Ankle or calf may not be exposed at any time. Gold Toe Charcoal are the best and can be purchased at Kohl's or online.	#1645
Shoes	Black	Must be a solid black dress shoe, including soles, and able to take a shine and have non-scuff soles. No obvious brand logos. Shoes are always required.	N/A
Belt	Black	Non-woven, leather belt with a simple buckle. This can be purchased at Schoolbelles or from any vendor.	#6307
Tie	N/A	Chesterton stripe	#4827
Choir Attire	Black	Black dress pants and suit coat, white dress shirt (not oxford) and solid black bow tie. Solid black dress socks (must be to mid-calf) and black dress shoes (polished and in good condition). Some gentlemen choose to purchase a tuxedo from Stage Accents ( <a href="http://www.stageaccents.com">www.stageaccents.com</a> ), the Premier Tuxedo Ensemble #ENSB. No patterns on bow tie and no pocket squares, lapel pins, vests, etc. allowed.	N/A
Gym Uniform	Gray and Navy Blue	Gray mesh t-shirt with gold lettering of the "Saint" logo. Navy Blue mesh shorts.	#2007- Closed Mesh Gym Short 7" #2116- PosiCharge RacerMesh Tee

### UNIFORM GUIDELINES FOR GENTLEMEN:

Gentlemen should likewise aim for a simplicity that is appropriate for these years. Uniforms should always be clean, and shirts ironed and always tucked in.

Additionally:

- Only solid white tee shirts may be worn under the white oxford. No wording or pictures on the tee shirt should be visible.
- No sweatshirts, hoodies, or other jackets should be worn over the uniform. If you are cold, you must wear the school sweater and/or the blazer to keep warm. A coat over the blazer is acceptable when arriving or leaving the school.
- Simple chains and medals should be tucked under the shirt. No piercings or tattoos are allowed.
- One bracelet and one watch may be worn. No smart watches. One lapel pin may be worn so long as it aligns with the school's mission.
- Gentlemen's hair should always be neatly groomed and clean, with no highlights or dyeing. Hair must be trimmed above the eyebrows, ears and collar.
- All young men should be clean-shaven with sideburns not extending beyond the middle of the ear. Facial hair is not permitted.
- No headwear may be worn inside the building (e.g., winter hats, baseball caps, etc.)
- All gentlemen should enter the school building in full uniform and be ready for the day ahead.
- When leaving at the end of the day the uniform in full must be worn until you leave campus, unless given express permission by the Headmaster.

## Appendix D: Out-of-Uniform Dress Code

We live a full life together within the Chesterton community, enjoying sporting events, dances, and fine art performances both on campus and off campus. We expect all students to present themselves in a way that reflects their great dignity, and to dress in a modest and neat way at all Chesterton events, including those that occur outside of our normal school day.

### 1. SCHOOL DANCES AND "MORE FORMAL THAN NORMAL" SCHOOL DAYS

#### LADIES

- Semi-formal dress required (dress, dress pants and tops, skirts)
- Dress and skirt length should match uniform skirt length, which is mid-knee
- If leggings are worn, they must be worn underneath a skirt or dress that reaches to the knee
- When sitting with feet flat on floor, skirt or dress should cover top part of knee
- Necklines of modest cut, and no exposed back, shoulder, or midriff
- Dress shoes (no Keds, Vans, Sperry, Toms or Converse-type shoes)
- Sleeveless tops or dresses should have at least 2" of fabric on top of shoulder
- No visible undergarments

## GENTLEMEN

- Semi-formal dress required (khaki's or better slacks, dress shirt)
- No jeans, shorts, sleeveless shirts, t-shirts, athletic shoes or Sperry, Vans, Toms, Converse-type shoes
- Pants and shirts should be loose-fitting
- No visible undergarments

NOTE: At times our school dances have themes that allow for students to dress in costume. Costume guidelines will be given prior to the dance.

## 2. CHOIR CONCERT PERFORMANCES, COMMENCEMENT, AND THE CHESTERTON GALA

Choir concert attire (see full choir uniform guidelines for complete description):

- Ladies - black choir gown, black heels or flats
- Gentlemen - black suit, white button-down shirt, black bow tie, black leather belt, dress shoes

## 3. OTHER SCHOOL EVENTS (retreats, drama productions, athletic events, field days, lectures, after-school extra-curricular activities)

- Dress and skirt length should match uniform skirt length, which is mid-knee
- When shorts are permitted, please adhere to the following guidelines: with arms by your sides, the hem of the shorts must reach below your finger-tips and must be loose fitting.
- No tight-fitting pants or tops
- No midriff exposed
- At least 2 inches of fabric on each shoulder for sleeveless attire
- No ratty, stained clothing
- No undergarments showing at any time

# Appendix E: School Supply List

## FRESHMEN

- Blue or black pens, mechanical pencils or regular pencils, highlighter
- Pencil bag or box
- ½" black three-ring binder (NO "view front") w/inside pockets – (for choir)
- Rigid 6" ruler & metal compass OR all-in-one tool like SAFE-T Bullseye compass

## SOPHOMORES

- Blue or black pens, mechanical pencils or regular pencils, 2 highlighters of different colors
- TI-84 Graphing calculator (or similarly equipped graphing calculator)
- ½" black three-ring binder (NO "view front") w/inside pockets – (for choir)
- ½" or 1" three-ring binder (for drama)
- Pencil bag or box

## JUNIORS AND SENIORS

- Blue or black pens, mechanical pencils, or regular pencils, 2 highlighters of different colors
- TI-84 Graphing calculator (or similarly equipped graphing calculator)
- ½" black three-ring binder (NO "view front") w/inside pockets – (for choir)

- ½" or 1" three-ring binder (for drama)
- Pencil bag or box

\*Students are to bring the appropriate supplies per their grade, all other necessary supplies are provided by the school.

## Appendix F: Student Athlete Code of Conduct

Athletics is an integral part of the school's total educational program, which is considered as both a privilege and a responsibility. The privilege is the opportunity to take part in the athletic program provided by the school, and this privilege may be revoked when the student fails or refuses to comply with the rules. The responsibility is found in representing the school, which involves maintaining academic eligibility, high standards of citizenship always, sportsmanship and playing the game to the best of his and her ability. Respect for and compliance with the school's Student Athlete Code of Conduct is expected of every student who participates.

As an athlete, I understand that it is my responsibility to:

- 1) Place academic achievement as the highest priority.
  - Each student-athlete must have an overall GPA of 2.0 (C) in each and every class prior to the start of the season and during the duration of the season. Should the student-athlete fall below a 2.0, a probationary period may be applied at the discretion of the coach and/or administration.
  - All student athletes must attend and participate fully in all classes including P.E. Students who are absent from school for "unexcused reasons" are not eligible to participate in athletics for that day.
  - Students who have an "excused absence" are responsible for missed work and should use tutorial to make up work; making up work after school is not an excuse to miss practice, but if this becomes necessary the student must communicate with his or her coach prior to missing practice.
  - Practice attendance is required every day that a student is at school. Student athletes must notify their coach prior to missing a practice.
- 2) Show respect for teammates, opponents, officials and coaches.
- 3) Respect the integrity and judgment of game officials.
- 4) Exhibit fair play, sportsmanship and proper conduct on and off the playing field.
  - There will be no kind of demonstration regarding perceived or social injustice during games.
  - Saluting the flag will be in the respect of placing right hand over heart. There will be no kneeling, fist in air, or any other form of gesture. In doing so, the student-athlete could be subjected to being dismissed.
- 5) Refrain from the use of profanity, vulgarity and other offensive language and gestures. Students/athletes are responsible for good behavior on the Internet just as they are in

a school building or on the athletic field of competition. If a student/athlete's use of the Internet creates a disruption to the school, the Athletic Department and/or the team, even if it is a first offense, the student/athlete will be held responsible and will face consequences as determined by the coaching staff/administration including but not limited to:

- (First Offense) Suspension from the team for one contest.
- (Second Offense) Suspension from the team for 25% of the team's season.
- (Third Offense) Dismissal from the team.

- 6) Adhere to the established rules and standards of the game to be played.
- 7) Respect all equipment and use it safely and appropriately.
- 8) Refrain from the use of alcohol, tobacco, illegal and non-prescriptive drugs, anabolic steroids or any substance to increase physical development of performance that is not approved by the United States Food and Drug Administration, Surgeon General of the United States or American Medical Association. Any student/athlete caught in violation of school alcohol/drug/tobacco/Steroid policy will face the following disciplinary actions:
  - 1st offense will result in a suspension of 25% of the team's season.
  - 2nd offense will result in the student/athlete being dismissed from the team.
- 9) Know and follow all state, section and school athletic rules and regulations as they pertain to eligibility and sports participation. · When traveling to away games, all student-athletes must wear their school uniform of the specified day, unless otherwise told by their coaches.
- 10) Win with character, lose with dignity. Sports allows an individual to not only grow intellectually, but also within character as well as leadership. This is an opportunity to give honor and praise to God and should be respected.

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(Student signature)

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(Parent signature)

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(Name the sports you are participating in)

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(Date)



## Appendix G: Student Signature

I affirm that I have read the Chesterton Academy of Orlando Parent-Student Handbook and had my questions about it answered.

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(Student signature)

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(Date)