



CHESTERTON ACADEMY OF THE SACRED HEART

Family Handbook *Academic Year 2023-2024*

Chesterton Academy of The Sacred Heart
4020 N. Brandywine Drive
Peoria, IL 61614

Our Values

Chesterton Academy of the Sacred Heart 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 of the Sacred Heart 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, or ethnic origin in administration of its educational policies, admission policies, scholarship programs, or athletic or other school-administered programs.

Phone: 309-213-3958

Email: office@chestertonpeoria.com

<https://chestertonacademyofthesacredheart.org>

Last revised: 08/12/2021

Table of Contents

I.	OUR MISSION AND PHILOSOPHY OF EDUCATION.....	4
II.	CURRICULUM AND ACADEMICS	5
A.	The Humanities.....	5
B.	The Arts.....	5
C.	Mathematics and Science	5
D.	Language.....	6
III.	BASIC EXPECTATIONS.....	6
A.	Schedule	6
B.	Attendance.....	7
C.	Transportation	7
D.	Security	7
E.	School Service	8
F.	Messages.....	8
G.	Electronic Devices	8
H.	Lunch.....	8
I.	Lockers.....	9
J.	School Closings	9
K.	Extra-Curricular Events.....	9
L.	Carpools.....	9
M.	Medication and First Aid	10
N.	Social Media	10
O.	Visitor Policy.....	10
IV.	MENTORSHIP AND DISCIPLINE.....	10
A.	Code of Conduct.....	10
B.	Merits and Demerits	10
C.	Detentions.....	11
D.	Disciplinary Probation	11
E.	Suspension	11
F.	Expulsion.....	11
G.	Appeal	11
H.	Academic Violations	11
I.	Theft or Damage to Property	13
J.	Tobacco, Drugs, Alcohol, or Weapons	13
K.	Malicious or Scandalous Behavior.....	13
L.	Public Displays of Affection	13
M.	The Authority of the Faculty	13
V.	UNIFORM POLICY.....	13
A.	Uniform Expectations: General Rules for Attire and Appearance	13

B.	Uniform Standards for Ladies	14
	LADIES' UNIFORM	16
C.	Uniform Standards for Gentlemen	18
	GENTLEMEN'S UNIFORM	19
VI.	ACADEMIC EXPECTATIONS.....	20
A.	Academic Probation / Eligibility	20
B.	Advancement and Retention.....	20
C.	Grading Scale.....	20
D.	GPA Calculation	21
E.	Honor Roll	21
F.	Class Ranking	21
G.	Graduation Requirements	21
H.	Assignments	22
I.	Assessment	23
J.	Grade Book.....	23
K.	Parent-Teacher Conferences.....	23
L.	Textbooks	23
M.	College Admissions	23
VII.	ATHLETICS, EXTRACURRICULAR ACTIVITIES, CLUBS AND CODE OF CONDUCT	23
A.	Student Athletes Will:	24
B.	Parents and Spectators Will:.....	24
VIII.	FUNDRAISING	25
	APPENDIX A: OUR CATHOLIC IDENTITY	26
	Common Prayers.....	28
	Prayer for Chesterton Academy of the Sacred Heart	29
	APPENDIX B: TO OUR STUDENTS -- ON EFFECTIVE STUDYING	30
	SIGNATURE PAGE	31

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 of The Sacred Heart exists 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 separated from one another. Through the study of art, music, literature, language, history, mathematics, science, philosophy and theology, 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 shifting 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 whom 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 of the Sacred Heart 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. CURRICULUM AND ACADEMICS

A. The Humanities

The most important thing that will be taught at Chesterton Academy of the Sacred Heart is the Catholic faith; all other truths are connected to this central truth; all other ideas are relevant to it. As Chesterton said, "There is only one subject." Thus, while we will develop the distinct disciplines of theology, philosophy, history, and literature, we will not always emphasize them as separate subjects; they will be used together to teach the story of salvation.

There are three main reasons why people cannot defend their faith. First, they lack knowledge of things in general. Chesterton says that defending the faith means being able to talk about anything and everything. Secondly, they lack a specific knowledge of the faith itself – its doctrines, precepts, and history. Thirdly, they lack a practical knowledge of how to apply the faith to their lives and in society. At Chesterton Academy of the Sacred Heart we emphasize living the faith as well as learning it. Thus, we will move from the theoretical to the practical as we first study philosophy and then consider economics and the social sciences.

B. The Arts

We are all made in the image of God, and as such God has blessed us with a creative capability that mirrors His. In fact, the arts can be described as being a mirror to creation. Chesterton's observation that "Art is born when the temporal touches the eternal" implies that the arts have a sacramental quality. What we form with our earthly implements can have eternal repercussions. Good art can touch the soul deeply and forever.

Unfortunately, in today's culture we often hire others to do our creating and our entertaining. We have become passive observers instead of active participants in our own entertainment. Young people are naturally creative but often lack the tools to express that creativity. If they are not given tangible means with which to pour out their thoughts, be it with words, on a canvas, or with music, instead of becoming creators themselves, they become mere spectators. This not only leaves them at the mercy of the ideas of others, but also with the feeling that they are not making a positive contribution to the culture. They become "receivers" instead of "givers." In essence, their inner voice is never heard, and because of this they are often very frustrated.

A complete education must include the development of the child's creative nature and must provide him with the structure, tools and techniques with which to express his ideas, his feelings and his love. It must also include the analytical skills with which to judge a work of art and therefore must provide the continuous exposure to great art. Most importantly, the mechanical skills and the aesthetic aptitude must be put into the proper context of eternal Truth. A good artist is a complete thinker and vice versa. Chesterton said that in order to be a good artist, one must be a good philosopher: "A man cannot have the energy to produce good art without having the energy to wish to pass beyond it. A small artist is content with art; a great artist is content with nothing except everything."

The influence of the arts in today's society cannot be overstated. This is why the arts will be mandatory all four years and equal importance will be given to them in the curriculum.

C. Mathematics and Science

Mathematics is the art of measuring. Science is applying the art of measurement to God's creation. The purpose of studying math is to learn to think in an orderly and logical fashion. Logic is an important tool with which to defend the Truth. And solving a puzzle is a joy.

We seek to develop the student's mathematical skills and comprehension, setting them in their

proper place in the cultivation of the intellect. Through the orderly revelation of the truths of mathematics, truths which often transcend the visible, one is trained to grasp the order in the truth of other disciplines. Though math may be studied for its own advancement, it is a servant-discipline, like English: it is required to assist other disciplines. Not only is math essential for most branches of science, it serves the various liberal arts as well, such as philosophy (by logic), art (by perspective) and music (by rhythm).

Science is the orderly arrangement of the evidence of the senses – it seeks to acquire truth from the real world in which we live. Truth, whether revealed directly by God or indirectly in His creation, can never be in conflict. From this stable foundation, we are able to speak accurately about the real world: animals and plants, rocks and rivers, stars and atoms are described, quantified, and put into order, for it is the fundamental axiom of science that “God has ordered all things in measure, and number, and weight” (Wisdom 11:21). The orderly arrangement of scientific knowledge suggests parallel arrangements useful in other fields, even to those that deal with human inventions (history, literature) or with abstract and supernatural realities (philosophy, theology). One cannot use a road map to play a concerto; the Ten Commandments cannot explain how to cook an egg. Yet one must know what science is and can do in order not to misapply its powers.

None of these subjects can be approached without a sense of wonder. It is fitting, therefore, to begin by looking up at the heavens, at the lights in the sky (Astronomy). Then we will take a look at the world God created (Earth Science), the creatures he created (Biology), and the intricate substances of which all things are made (Chemistry). We will come full circle in the “luminous mysteries” by studying Physics, which includes looking at the nature of light itself. As Chesterton said, “All depends on what is the philosophy of light.”

D. Language

Learning a foreign language is not only an essential part of a well-rounded education but is also a wonderful tool for learning how to listen, understand and relate to other cultures. Ironically, it is also the best way to learn one’s own language. An added benefit is that the studies of music and of language are mutually enriching, as the skill of careful listening is required in both.

All students will take Latin. Our teaching method will use a balanced approach, with equal weight being given to grammar, vocabulary, listening and comprehension. The study of the particular culture, and the geography and history of the country where the language is spoken will be covered only incidentally as we study the language. The goal for every student at the end of his or her study of Latin is to be able to translate and comprehend passages from classic works.

III. BASIC EXPECTATIONS

A. Schedule

Our School day begins at 8:00 am and ends at 3:09 pm. Attendance at 8:00 a.m. Mass at St. Philomena Church is obligatory and begins the daily schedule. Students must be seated in the pew with the Chesterton Academy student body by 7:55 a.m. Attendance will be taken at the start of Mass. Students not seated when Mass begins or not attending Mass will be marked tardy or absent, respectively. After two unexcused tardies in a semester, a student's parent will be contacted. For all subsequent unexcused tardies in that semester, the student will be required to stay after school for a one-hour service session. An unexcused absence from Mass is considered the equivalent of two tardies, thus upon the first absence a parent will be contacted. For all subsequent unexcused absences in that semester, the student will be required to stay after school for a one-hour service session. The student must complete the service session on the date designated by the Headmaster. Students will exit the Church in a quiet and respectful fashion, as other parishioners may remain to pray, and the life of the parish goes on as we are leaving. Upon entering the narthex, students are to immediately collect their belongings and leave to go to the

school. This means no socializing or loitering. Please refer to Appendix A for more information on Mass guidelines and other prayers. Prayer before each class and a blessing before eating lunch will also be the school practice.

B. Attendance

Daily attendance and participation in class activities is critical to a student's success. All students are expected to be present each day. When an absence occurs, a parent/guardian must inform the Administrative Assistant of the reason for the absence (office@chestertonpeoria.com or 309-213-3958) no later than 7:45AM the day the absence occurs. If no notification is provided by the end of the school day on which the absence occurred, the absence will be recorded as unexcused. Up to three (3) consecutive school days may be excused by parent notification if a student is ill. If a student must miss more than three (3) consecutive school days due to illness, a copy of a doctor's note must be provided to the Administrative Assistant.

After three (3) unexcused absences in a semester a student will be required to stay after school for a one-hour service session. We understand that illness and other family emergencies can happen, but if a student is absent more than 10 days in a semester (even for medical reasons), the school reserves the right to not grant credit for that course. Such extended absences jeopardize a student's academic success. This may prevent a student from receiving credit for the course and could affect their graduation status.

When absences occur, a student is expected to make up any work missed in proportion to the number of days missed (e.g., when one is absent for two days, the work missed should be completed within two days of returning to school). In-class participation, an integral part of our education, cannot always be made up and absences may adversely affect grades.

C. Transportation

Families are responsible for dropping off students in the morning at St. Philomena Church so that the students can be in their pew no later than 7:55 a.m. Families must arrange transportation for their student(s) to travel from Mass to the school each morning. Students who have a driver's license are permitted to drive from Mass to school and may also drive siblings to school. A permission slip is needed if this arrangement is to be made. Please contact the school office for obtaining this permission slip. Parents are responsible for picking up their children from the school parking lot by 3:20 p.m. unless staying for an extracurricular activity or meeting with a teacher. Please contact the school office if your child needs to stay later than 3:20 p.m.

D. Security

To maintain best practices in the safety and security of our students, staff, and visitors, the following procedures are in place and will be enforced:

- The front doors to the school building entrance will be locked from 8:00 am to 3:30 pm every day, except for Food Pantry Days, which generally occur 1 day of each month.
- Parents and other visitors are expected to use the video doorbell outside of the front entrance when needing admittance into the school building.
- There are no visitors allowed in the school building during Food Pantry Days. The students will not exit the building or the 2nd floor during this time until the food pantry is closed for that day. The Headmaster will distribute the schedule for the Food Pantry Days so that visitors can plan accordingly.
- Students will **not** be allowed to congregate in the downstairs foyer after school. After the last school bell at 3:09 pm, students will wait and watch in the large classroom that faces the parking lot for their transportation to arrive. Once the student identifies the vehicle for their respective driver, they may go downstairs and exit the building.

E. School Service

Students are required to work towards the beautification of their own learning environment by taking turns with regular cleanup activities and by practicing the virtue of picking up after themselves. At the beginning of each semester, a rotating schedule of daily and weekly chores will be created. Examples of such activities include trash removal, sweeping, wiping tables, lunch cleanup, etc.

F. Messages

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. An urgent matter should be reported immediately to the school office. Action will be taken in accordance with the importance of the message. A telephone is provided in the office for student use during the school day.

G. Electronic Devices

Electronic devices tend to isolate individuals from the people around them. Since Chesterton Academy of the Sacred Heart works to build community among its members, we want to eliminate distractions or devices that undermine that goal. For this reason, students are not permitted to use cell phones or any other electronic device (iPods, tablets, laptops, smart watches, etc.) (collectively, "Personal Electronic Devices") during school hours, nor may they have a Personal Electronic Device on their person at any time while at St. Philomena Church or on the Chesterton Academy campus.

If a parent allows his or her student to bring a Personal Electronic Device to school, it must be turned off and stored in a backpack or locker. Personal Electronic Devices may not be used until after 3:15 pm. Students must refrain from using Personal Electronic Devices for music and video streaming. Absolutely no social media is allowed on the Chesterton Academy campus. The use of Personal Electronic Devices and social media is also prohibited during Chesterton Academy of The Sacred Heart sponsored after-school activities (including transportation to and from these activities). The faculty and staff reserve the right to have any student empty out his or her pockets at any time to see if any Personal Electronic Devices are on a student's person. Every student has access to the office phone if an emergency arises, and messages from home for the students can be called into the office and will be delivered to the student immediately. If parents need to speak with a student during the day, they may call the office phone and that student will be allowed to speak with them.

The first violation of the Personal Electronic Device policy in a semester will result in a phone call to the parent. For the second and third violations in a semester, respectively, the student will be required to stay after school for a one-hour service session. The student must complete the service session on the date designated by the Headmaster. The parent will again be contacted. If there is a fourth violation in a semester, the student will lose the privilege to bring any Personal Electronic Device to the school for the remainder of the academic year. Additional violations in that academic year (including simply bringing a Personal Electronic Device into the school) will result in a half day suspension per violation (which will be on the student's permanent record).

H. Lunch

Students bring their own lunches to school. During periods of pleasant weather, students may also eat their lunches outside. Faculty will supervise students during the lunch period. There is a small refrigerator and a microwave available. Students will be responsible for cleaning up after their lunch period including tables, chairs, floor, and microwave. No food is allowed to remain in the refrigerator beyond the end of the school day.

Absent special permission from a teacher, there will be no eating or drinking in the classrooms except for water. All beverages must be kept in a container with a sealable lid. All food, including

snacks, must be stored in the kitchen area. No food may be stored in lockers. No gum chewing is permitted.

I. Lockers

The Academy will supply each student with one locker for use during the school year which may be inspected by faculty or staff at any time. The locker is the property of the Academy. 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.

Also, note that under § 105 ILCS 5/10-22.6, to maintain order and security in the schools, school authorities may inspect and search places and areas such as lockers, desks, parking lots, and other school property and equipment owned or controlled by the school, as well as personal effects left in those places and areas by students, without notice to or the consent of the student, and without a search warrant. As a matter of public policy, the General Assembly finds that students have no reasonable expectation of privacy in these places and areas or in their personal effects left in these places and areas. School authorities may request the assistance of law enforcement officials for the purpose of conducting inspections and searches of lockers, desks, parking lots, and other school property and equipment owned or controlled by the school for illegal drugs, weapons, or other illegal or dangerous substances or materials, including searches conducted through the use of specially trained dogs. If a search conducted in accordance with this Section produces evidence that the student has violated or is violating either the law, local ordinance, or the school's policies or rules, such evidence may be seized by school authorities, and disciplinary action may be taken. School authorities may also turn over such evidence to law enforcement authorities.

J. 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 of The Sacred Heart may be cancelled by the Headmaster. Official notice will be sent via Jupiter's emergency messaging and will be posted on the school's Facebook page.

K. Extra-Curricular and Core-Curricular Events

From time to time, students will be required to attend events off campus or outside of school hours. Examples include field trips, service projects, graduation, and the Gala. Please make sure that you know which after-school events are mandatory and make note of them ahead of time. If you have a serious conflict with any of these after-school events, please notify the office immediately.

While Chesterton Academy of the Sacred Heart seeks to limit required after-school activities, there are limited activities that are required outside of school hours as a part of the students' core-curriculum classes, including: Advent/Christmas Choir Concert, Spring Choir Concert, drama rehearsals, and the drama production. Student attendance will be required for one evening outside of school for each choir concert, at after school and evening rehearsals in the two weeks prior to a drama production, and the drama production itself. Attendance at these rehearsals and performances is considered part of the core-curriculum and will affect the course grade.

In addition, students will have voluntary opportunities to attend activities such as sporting events, robotics team events, and optional arts activities. All school policies and expectations will be enforced at all school-related events.

L. Carpools

Parents are welcome to organize their own carpools to and from school, special events, activities and sporting events. Due to insurance liability reasons, Chesterton Academy of The Sacred Heart will not organize carpools for student rides.

M. Medication and First Aid

Chesterton Academy of The Sacred Heart has no school nurse available and therefore our ability to accommodate illness and injury is limited. Injuries will be treated with basic first aid. More serious injuries will require parents to take students home. Emergencies will be addressed via 911. We will make every effort to contact families using the emergency contact information on file. Students may keep medicine such as acetaminophen or ibuprofen in their lockers or backpack. With parent permission, the school office has acetaminophen or ibuprofen for students to use. If the student becomes ill and is not able to return to class, we ask that a family member come and take him or her home. All prescription medications brought to school should be in a container appropriately labeled by the pharmacist or the physician, and, for security purposes, must be stored in the school office (not in the student's locker). All medications require a written statement from the parent and the physician that provides the name of the drug, the dose, approximate time it is to be taken, and the diagnosis or reason the medication is needed. The student must be capable of self-administration; however, school personnel must also grant permission for the student to take the medication. You may obtain an exception to this rule from the Headmaster for medication such as asthma inhalers, EpiPen, etc. If a family has a student with medical needs, we ask you to notify the Headmaster.

N. 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. Such remarks can also open students to legal liability. No one should assume that remarks made via social media will remain private. Uncharitable, scandalous or libelous remarks made by students using these forms of communication will be subject to school discipline and state laws. Students are not allowed to use social media anywhere on campus, on school transportation or at school sponsored extracurricular activities.

O. Visitor Policy

All visitors to the school, including parents, are required to check in at the office when they enter the building. Visitors remaining in the building for any length of time will be given a visitor's badge. For safety and security reasons, students are not allowed to admit any visitors into the building, including family. They must see the Headmaster or a faculty/staff member before letting anyone into the school.

IV. MENTORSHIP AND DISCIPLINE

A. Code of Conduct

Students of Chesterton Academy of the Sacred Heart will show respect for the truth they are learning, respect for those helping them to learn, respect for their fellow students, respect for the institution in which they are learning, and respect 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 of the Sacred Heart community whether on campus or off campus.

B. Merits and Demerits

The Chesterton house system is designed to 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, through full engagement in the community of learners, and through positive leadership and mentorship. Each house member may as well lose points (demerits) for their house through acts of irresponsibility. Repeated demerits by a student may result in a meeting with the

Headmaster in order to mentor the student toward a full life of virtue and responsibility.

C. Detentions

A student will receive a detention for a more serious breach of the rules such as disrespect to faculty, staff, or peers, a major disruption in class or in the hallways, or a clear disregard for the ethos and rules of the Academy. Detentions will cost the student's house three demerit points. All detentions will be served after school at 3:09 p.m. within three school days of receiving the detention (at the discretion of the Headmaster).

D. Disciplinary Probation

For a more serious offense, a student may also be placed on disciplinary probation, which may, at the Headmaster's discretion, limit his or her freedom on free periods and lunch as well as access to extracurricular activities. Students who receive more than six detentions in a semester may become ineligible for extracurricular activities for the remainder of the semester.

E. Suspension

A more serious breach of the rules will necessitate a meeting with the Headmaster, and may result in an immediate in-school or out-of-school suspension (whereby the student may not return to school for a defined period of time). A serious offense is a willful or repeated breach of the rules or policies of the school that significantly disrupts the learning environment. Examples include, but are not limited to, showing disrespect to the staff, damaging school property, serious classroom disruptions, use of electronic devices to cyber bully and cause harm to others, or use of scandalous language. At the discretion of the Headmaster or the Board, suspension may also result instantly from any egregious offense that causes scandal or harm. A student is ineligible for extracurricular activities while on suspension and will remain ineligible for the duration of the semester. The suspension will be permanently recorded in the student's file.

F. Expulsion

At the discretion of the Headmaster or the Board, expulsion may also result instantly from any egregious offense that causes scandal or harm. The expulsion will be permanently recorded in the student's file.

G. Appeal

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.

H. Academic Violations

In the classroom, students are expected to behave in a manner conducive to serious learning. Respect, order, politeness and obedience are necessary conditions for a classroom to function well. Cheating, gross disrespect and plagiarism are strictly forbidden and will be grounds for disciplinary action, including suspension or expulsion.

Academic cheating is defined as representing someone else's work as one's own. Cheating is a serious form of deceit in which a student appropriates answers he or she does not actually have, and then passes those answers off as his or her own knowledge. 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 oneself 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. It is a lie, it is a sin, and a

serious breach of the rules. Students will receive a zero on any assignment where cheating is evident, even if there is some original material in it, and will have a meeting with the teacher and the Headmaster. Repeated incidents of cheating may lead to suspension or expulsion.

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 down the answer that another student comes to in a group session unless you do the work yourself again and understand how you came to the answer.
- Using any kind of notes (unless specifically allowed) or cell phone connection on a test.
- Copying from a friend any material that you do not understand and for which you have attempted no work, then handing it in to make it appear that it is your work.
- Having a friend help you with work to make the work go faster – asking him or her for information, formulas or rules. It is fair to do this for one or two questions but not for an entire assignment.
- Copying the answers from the back of the book.
- Sharing of material on a test already taken to a student who has not yet taken the test.

Plagiarism is the use of another person’s distinctive ideas or words without acknowledgment. It is a form of deceit whereby a student presents another’s work as his or her own. The incorporation of another person’s work into one’s own requires appropriate identification and acknowledgment, regardless of how you got it. As with cheating, plagiarism will result in a zero on the plagiarized assignment and a meeting with the Headmaster. Repeated incidents of plagiarism may lead to suspension or expulsion.

The following are forms of plagiarism when the source is not noted:

- Word-for-word copying of another person’s ideas or words. (Even a three-word phrase can be plagiarized).
- The mosaic (the interspersing of one’s own words here and there while copying another’s work).
- The paraphrase (the rewriting of another’s work, yet still using his or her fundamental idea or theory).
- Fabrication of references (inventing or counterfeiting sources).
- Submission of another’s work as one’s own.
- Neglecting quotation marks on material that is otherwise acknowledged.

Given the challenging nature of the curriculum, parents and other family members will often find themselves offering assistance to students. This is of course natural. 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.

I. 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.

J. Tobacco, Drugs, Alcohol, or Weapons

Unauthorized possession or use of tobacco, 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 suspension or expulsion, and legal action may be necessary.

K. Malicious or Scandalous Behavior

Behavior such as bullying, gossiping, calumny, mocking, using 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.

L. Public Displays of Affection

Chesterton Academy of the Sacred Heart promotes friendship, charity, kindness, love and respect for self and others. However, inappropriate displays of affection, such as kissing or embracing which connote more than simple friendship, are not permitted in school or at any school events. Those who violate these rules will be subject to disciplinary measures. The Headmaster has the right to determine what is, or is not, appropriate behavior in the school or at a school event.

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 of the Sacred Heart or the teachings of the Roman Catholic Church is strictly forbidden. Except where an appeal is allowed to the Board, the Headmaster is the final arbiter of discipline at the Academy.

V. UNIFORM POLICY

A. Uniform Expectations: General Rules for Attire and Appearance

Chesterton Academy of the Sacred Heart's dress code compliments the formation of morally serious persons. Our uniform provides the students and local communities with an appearance that encourages and represents school identity, school spirit, unity, and discipline, as well as a gold standard for an academic and professional look, the origins of which are classic and traditional. It promotes the values inherent in our school's mission and allows our students to be recognized as members of the academy. Students must wear their uniform in a respectful manner, mindful that they are seen as representatives of the school and leaders in an academic environment. Learning to maintain a neat, professional appearance is part of a student's education. Students should thus arrive and leave school in full uniform, and are to be in uniform at all times while on school grounds, unless participating in a school-sponsored after school activity with permission to change. In the event a student must change out of uniform prior to leaving school, he/she must receive permission from the Headmaster. If a student is in violation of any part of the uniform policy or dress code, they will be expected to make appropriate changes, if possible. If the violation is such

that it cannot be remedied immediately, the student may be sent home, resulting in an unexcused absence. The faculty and staff have the authority to declare violations outside those stated in this document. Any student in violation of the uniform policy and/or dress code will be given a demerit. Continued violations or unwillingness to fix any violations may result in more severe consequences as determined by the Headmaster.

Modesty, cleanliness, and formality will be 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 Chesterton Academy of the Sacred Heart uniform in a modest and neat way. The uniforms must be clean and in good condition with no rips, holes or stains.

It is the responsibility of both the parents and the student to know and abide by the school dress code standards and uniform expectations. Please make sure you are familiar with what is required and help your son or daughter to comply. When parents enroll their children in the school, it is with the understanding that the uniform code, along with other school expectations, regulations, and policies, will be followed. Uniforms are just that -- uniforms. They are not intended to reflect the fashion trends of the moment. The uniform policy pertains not only to clothing but also to accessories, jewelry, hair and like items. No article of clothing that is not part of the uniform (e.g. sweater, vest, sweatshirt, hooded sweatshirt, overcoat, raincoat, poncho, hat, etc.) may be worn in school.

Shirts, sweaters, trousers, skirts, ties and belts are encouraged to have a label with the student's name (e.g. John Smith or Smith). The label should be placed on the inside collar of the blazer, shirt and sweater, on the inside of the trousers and skirts and on the back of the tie and belt.

We are aware that often you can buy similar items at other places. Often, however, these reduced-priced items do not wear as well, last as long, or look as neat as our uniform items. Therefore, we request that you purchase all the required items only through Donald's Uniform, our uniform provider. This will streamline the process and help us maintain the highest standards of uniformity in the dress code during the entire school year. Information on uniforms is available at <http://www.donaldsuniform.com> or by calling Donald's Uniform at (800) 728-8082.

There are several occasions during the year when students will be out of uniform and yet still representing the school in public. These include drama performances, dances, graduation, etc. At such events, we ask that students adhere to a modest and professional dress code. We err on the side of caution to be sure that students are modeling the school's values. If a student arrives at a function in attire inconsistent with the dress code for that event, they may not be allowed to participate in that event and may be asked to leave.

If at any time during the school year the policy needs to be changed, parents and students will be informed immediately. Please be aware that the final interpretation of the uniform policy resides with the Headmaster.

B. Uniform Standards for Ladies

Uniforms should always be clean and blouses always tucked in. Additionally:

- The hem of the skirt should fall below the knee (the knee should not be visible when standing).
- Bike shorts are to be worn under the skirt at all times.
- Undergarments should never be visible. White undershirts may be worn, but no lace or patterns may show.

- Jewelry is limited to one simple chain necklace, a scapular, and matching single ear studs. The chain and scapular should be worn under the blouse. One bracelet, one ring, and one watch may be worn. No chokers are to be worn.
- Aside from single ear piercing (no cartilage), no other body piercings or tattoos are allowed.
- Nail polish is limited to natural, pink, or red hues with no additional ornamentation.
- Hair color should be natural hues and presented in a manner that is natural. No streaks of unnatural colors (reds, pinks, greens, etc.) on any part of hair.
- Hair should be neatly groomed and clean at all times.
- Makeup should look natural. Eyeliner should not extend beyond the natural lash line.
- If students are cold during the day, only a uniform sweater may be worn in the classroom.
- Hair accessories should be tasteful and professional. No headbands with athletic logos. No bandana headbands. No bright distracting colors or patterns. The color of hair accessories should complement the uniform.
- All shirt buttons must be fastened except the top button. Buttons on collar (if any) must be buttoned at all times.

LADIES' UNIFORM

* Denotes that specific item must be purchased at Donald's Uniform to meet uniform standards.

Item	Donald's Uniform Style	Color	Description
Skirt *	Knife Pleat Skirt #449	Navy	Length required is <u>below-knee</u> when standing straight. The skirt should be worn on the waist and not on the hip.
Sweater/Vest/ Cardigan *	#VCard_Chesterton #VPO_Chesterton #Vest_Chesterton	Navy w/logo	Optional, but strongly recommended (classrooms can get cold).
Oxford Shirt * <i>Option 1</i>	#5115 Unisex Short Sleeve #5015 Unisex Long Sleeve #5515 Woman's Short Sleeve #5415 Woman's Long Sleeve	White	Basic white Oxford with buttons on collar (buttons on collar must be buttoned at all times)
Oxford Shirt* <i>Option 2</i>	Fitted shirt with button down collar #5587 Short Sleeve #5487 Long Sleeve (#5586/5486 Fitted blouse with dress collar and no buttons are special order)	White	Basic white Oxford with buttons on collar and fitted style
Bike Shorts	#4009 or similar style	Navy or Black	Bike shorts are to be worn under the skirt at all times.
Knee Socks	#1463 or similar style, white	White	Opaque, not cable or ribbed. Knee highs must reach up to the knee. L for shoe sizes 7-9, XL for 9.5+
Tights <i>Optional</i>		White	Tights must be opaque with feet. (No leggings).
Dress Shoes		Solid Black	Solid black leather or patent leather dress flats with closed toe and full back. Must be able to take a shine. No heels, moccasins, canvas, or suede.
White Under-shirt <i>Optional</i>		White	If needed for warmth. Plain white with no patterns or lace showing.

<p>Ladies' Choir Attire</p>	<p>Purchase from www.stageaccents.com. Dahlia Girls (#5269) or Dahlia Ladies (#8864) black floor-length formal dress. Dress must not fit too tightly and neck may have to be altered if it is more than 4 fingers from the collar bone to the lowest part of the dress neckline. Sold un-hemmed. Solid black dress flats or solid black dress kitten heels (not higher than 2 inches). Dress should be hemmed to touch front toe of shoe. If questions, please ask before hemming.</p>
<p>Non-uniform Attire <i>including after-school activities (except sports)</i></p>	<ul style="list-style-type: none"> - Dresses and skirts must always be at the knee or below. - If leggings are worn, they must be worn underneath a skirt or dress that reaches to the knee. - Necklines of modest cut, no more than four fingers from collar bone; no exposed back or midriff. - Sleeveless tops or dresses should have at least 2" of fabric on top of shoulder. - No visible undergarments. - No cut-outs (shoulders, etc) and no tight-fitting clothes. - Shorts must be of a modest length, extending below finger-tips with hands at sides. - Clothing should not have any holes, rips, or stains.

C. Uniform Standards for Gentlemen

Uniforms should always be clean and shirts always tucked in.

Additionally:

- Only solid white t-shirts may be worn under the white Oxford. No wording or pictures on the t-shirt.
- Jewelry is limited to a simple chain necklace and a scapular. The chain and scapular should be worn under the shirt. One bracelet and one watch may be worn.
- No earrings, other body piercings, or tattoos are allowed.
- Hair should be neatly groomed and clean at all times, with no highlights or dyes. Hair must be trimmed above the eyebrows, ears, and collar. All students must be clean-shaven with sideburns not extending beyond the middle of the ear.
- If students are cold during the day, only a uniform sweater or blazer may be worn in the classroom.

GENTLEMEN'S UNIFORM

* Denotes that specific item must be purchased at Donald's Uniform to meet uniform standards.

Item	Donald's Style	Color	Description
Sweater/Vest*	#VPO_Chesterton #Vest_Chesterton	Navy w/logo	Optional, but strongly recommended (classrooms can get cold).
Blazer* Optional	#3500/4500_Chesterton- Milwaukee	Navy Blue with Logo	Optional in lieu of sweater/vest
Oxford shirt Long or short sleeves	#5115 Unisex Short Sleeve #5015 Unisex Long Sleeve or similar style	White	Must be a shirt with buttons on collar. Collar buttons must be buttoned at all times.
White Undershirt Optional		White	Only solid white t-shirts. No wording or pictures on t-shirts.
Pants*	A+ Brand #7021-Navy Flat (Boys) #7000-Navy Pleated (Boys) #7120-Navy (Mens)	Navy	Pleated or flat front. Mens sizes are available in flat front only.
Socks	#11205 or similar style	Navy or Black	Dress sock that reaches calf.
Leather Dress Shoes		Solid Black	Must be a dress shoe and able to take a shine. Must be solid black including sole.
Leather Belt	Top grain leather belt.	Solid Black	Non-woven, leather belt with simple buckle.
Striped Tie or Bowtie*	Neck Tie – Regular – Navy & Gold Stripes Bow Tie – Navy & Gold Stripes	Blue and Gold	
Choir Attire	Black dress pants and suit coat, white dress shirt and black bow tie. Black dress socks (must be to mid-calf) and black dress shoes (polished and in good condition).		
Non-uniform Attire including after-school activities (except sports)	<ul style="list-style-type: none"> - Appropriate for the occasion. - Neat, clean, and no rips, holes, or stains. - Dress shorts may be appropriate, but not athletic shorts. - Pants and shirts should be loose-fitting with no undergarments visible. 		

VI. ACADEMIC EXPECTATIONS

Chesterton Academy of the Sacred Heart strives to maintain an atmosphere of academic rigor and excellence by focusing students on the importance of their academic progress. 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.

A. Academic Probation / Eligibility

Every quarter the school will send report cards for all students. Prior to the report cards being sent, any student receiving a C- or below for a course will be sent a deficiency notice. At the end of each quarter, any student with a GPA of less than 1.33 in the current quarter, or who is earning a D+ or below in any class on the report card, 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. At the time that the student is placed on academic probation, the student will become immediately ineligible for extracurricular activities including sports, clubs, and service projects. The ineligibility will remain in effect until a subsequent review (four weeks into the following quarter) shows no grades of D+ or below.

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. If 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 course will not affect the grade of the other semester.

In the event of any failing grades, students will be asked to attend summer school 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).

If a student retakes a failed course, the original course and failed grade will both remain on the transcript, but credit will only be awarded for the retaken course and only the new grade will be calculated in the student's cumulative GPA. (Based off of requirements of ISBE).

If a student fails to complete the coursework for any course, a grade of Incomplete may be given on their report card. The student is expected to satisfactorily complete the work for the course by the end of the following semester. If the incomplete work is not completed by this time, the student will fail the course.

Students who fail a course during the school year and who fail to show adequate progress in summer school or through private remedial work will be subject to retention at the discretion of the Headmaster or the Board of Trustees. A retained student will repeat the previous year's grade.

C. Grading Scale

Letter Grade	Percentage Correlation	GPA Point Equivalent
A	93 and above	4.00
A-	90-92	3.67
B+	87-89	3.33
B	83-86	3.00
B-	80-82	2.67

C+	77-79	2.33
C	73-76	2.00
C-	70-72	1.67
D+	67-69	1.33
D	63-66	1.00
D-	60-62	0.67
F	0-59	0.00

D. GPA Calculation

A student’s term Grade Point Average (GPA) is calculated by totaling up all the grade points earned in all the student’s courses that term, 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 according to the grading scale above (e.g., A = 4.0, A- = 3.67, B+ = 3.33, etc.) by the number of credits the course is worth. For example, this means that the student’s grades in 0.5-credit courses will weigh more heavily than the student’s grades in a course with fewer credits. Consider the following example:

Course	Credits	Grade	Calculation	Grade Points
Theology	0.375	A	$0.375 \times 4 =$	1.5
Geometry	0.5	B+	$0.5 \times 3.33 =$	1.665
Music	0.375	B	$0.375 \times 3 =$	1.125
Art	<u>0.25</u>	C	$0.25 \times 2 =$	<u>0.5</u>
Total	1.500			4.790

So, this example student’s semester GPA = $4.790/1.500 = 3.193$

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

Chesterton Academy of the Sacred Heart does not have weighted grades.

E. Honor Roll

When enrollment has increased in the future, an Honor Roll will be calculated at the end of each quarter, and will be determined based on the GPA for that quarter. To be eligible for the Honor Roll, a student must not have a failing grade in any class and must not have more than one incomplete class at the end of the term.

Below are the GPA requirements for the Honor Roll.

- 1st Honors: 3.67 - 4.00 GPA
- 2nd Honors: 3.33 - 3.66 GPA

F. Class Ranking

At this time, Chesterton Academy of The Sacred Heart does not produce class rankings. Class rankings when class sizes are very small are not statistically relevant. When classes reach an appropriate size for such analysis, class rank will be based on GPA. Transfer students will not be ranked until they have completed one academic year. Class rankings submitted will be noted as “not available.”

G. Graduation Requirements

Due to the breadth of our curriculum, state requirements and typical college entrance requirements, each course offered at Chesterton Academy of The Sacred Heart is required for graduation. Our graduation requirements are listed below.

<u>Humanities</u>	<u>Semesters</u>	<u>Credits/Semester</u>	<u>Total Credits</u>
Literature	8	0.5	4.0
History	8	0.375	3.0
Philosophy	8	0.375	3.0
Theology	8	0.375	3.0
Latin	4	0.5	2.0
Writing	2	0.375	0.75
Debate	1	0.375	0.375
<u>Mathematics and Science</u>			
Mathematics	8	0.5	4.0
Science	8	0.5	4.0
<u>Fine Arts</u>			
Music	8	0.375	3.0
Art	8	0.25	2.0
Drama	3	0.5	1.5
<u>Electives</u>			
(Varies each year)	2	0.5	<u>1.0</u>
TOTAL CREDITS TO GRADUATE:			<u>31.625</u>

Graduation requirements may be waived or altered for transfer students. All issues relating to transfer students must be resolved with the Headmaster.

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

Note: Diplomas, transcripts, and report cards will be withheld for students with missing textbooks, unpaid fees or tuition, etc.

H. Assignments

Homework is just as important as class work. Students should have a regular routine of time and place for homework. It should be done with an eye to some kind of recitation or accountability at the next class meeting. They should complete their own assignments, trying to develop independent study habits. It will be the practice of Chesterton Academy of The Sacred Heart to be reasonable in the amount of homework assigned.

Teachers will strive to complete the presentation of ideas and lessons within the specified school day schedule. Homework will, in most cases, be reserved for drilling, practice exercises and reading assigned works to prepare for discussion in class the next day. Depending on the class schedules, students may have some study time during the school day.

It will be the policy of the Academy to penalize late work 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 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 will be penalized 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.

I. Assessment

Teachers will evaluate student work by letter, percentage or comment. At the completion of each quarter, report cards are issued. Only the grades at semester end, however, become part of the permanent transcript. The grade given each grading period is a composite of quizzes, tests, written and oral assignments, homework and participation.

J. Grade Book

Parents or students may view their grades throughout the semester by logging into the Jupiter Ed website. In addition, teachers may send emails periodically to parents whenever a student shows worrisome academic performance.

K. Parent-Teacher Conferences

There will be parent-teacher conferences once each semester, shortly after the first and third quarters end. Additional meetings with parents are most welcome. Appointments should be made directly with the teacher.

L. Textbooks

Some textbooks assigned are valuable school property and are loaned for the convenience of the students (non-consumable books). These books may not be written in, should be taken care of, and must be covered. The rest of the textbooks are consumable; they are the property of the student and are intended to become part of the student's personal library. Consumable books may be written in and annotated. Damaged or lost textbooks will result in the assessment of fines for their replacement. Diplomas, transcripts, and report cards will be held for students with unpaid book fees.

M. College Admissions

Chesterton Academy of the Sacred Heart will assist students in locating college catalogs, information on national tests, and other materials ordinarily required for admission to colleges. Prominent dates and deadlines will be publicized. All questions about college applications can be referred to the Headmaster.

Student transcripts can be ordered for college applications through the office. Students are asked to complete a form in the office and leave one week for processing. Transcripts may be held for unpaid tuition or fees.

VII. ATHLETICS, EXTRACURRICULAR ACTIVITIES, CLUBS AND CODE OF CONDUCT

Chesterton Academy of the Sacred Heart 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. The purpose of extracurricular sports, clubs, and other activities at Chesterton Academy of the Sacred Heart is for student participants to develop virtues such as: sportsmanship, teamwork, self-discipline, perseverance, physical fitness, and personal responsibility.

Given our limited resources, parental assistance and involvement in this effort is essential. Moreover, students have an opportunity to develop their leadership and organization skills by spearheading and founding a club. This will give our students valuable assets/talents/experience both now and in the future. A new club is approved by giving a presentation to the Headmaster. All clubs must have a faculty advisor.

As a Chesterton Academy of the Sacred Heart member of an extracurricular activity, students are representing the school and are expected to be a positive reflection to the broader community. Each student participant is responsible for his/her behavior and work ethic, and should be fully committed to the Chesterton Academy of the Sacred Heart extracurricular and athletic programs in which they participate. At school and sporting events and practices, where non-uniform attire is worn, students must keep in mind that they are still representing Chesterton Academy of the Sacred Heart, and that

the basic rules of modesty, cleanliness and propriety apply.

There may be a fee to participate in extracurricular activities which will be billed through the TADS tuition management system.

If you choose to participate in a sport you are expected to commit to the sport. This means attending practice, working on your skills, communicating with coaches and participating in scheduled games.

A. Student Athletes Will:

1. Tell the truth in all situations with the volunteer leaders/coaches and teammates, and not make excuses.
2. Keep cell phones in their backpacks until they are excused from practice; they may not be used during water breaks.
3. Support the full effort and skills their teammates exhibit by resisting the urge to complain, think negatively, gossip, take part in cliques, act selfishly, or engage in any other behavior that will disrupt team/club chemistry. They will build up their friends by choosing to do what is right.
4. Be loyal to the team/club and to the volunteer leaders and coaches by effectively communicating for mutual understanding.
5. Conduct themselves in a virtuous manner as to bring credit to themselves and Chesterton Academy of The Sacred Heart by taking responsibility for their actions and belongings. Show genuine appreciation to those who work on their behalf: coaches, drivers, administrators, support personnel, referees, etc.
6. Be accountable for meeting all team/club requirements by attending every possible practice, match, and team function on time and ready to participate fully. Perform with full effort and intensity to the best of their ability in all practices and competitions. If not able to attend an activity, they will communicate directly with the leader/coach.
7. Recognize the unique aspects of the sport and/or club, learn from their mistakes and never make excuses or lay blame. Glorify God in every situation.
8. Learn to live with gratitude and respect for all that has been provided for them in this program and school by keeping the facility areas clean, picking up after themselves and always bringing what they need to meetings, practices and games.
9. Strive to be coachable and accept the decisions made by the leaders/coaches regarding the team/club by realizing that a team is made up of individuals and that not everyone can start or have equal playing/sharing time. They will accept their role on the team/club by doing what it takes to be the best at that role.
10. Pray for their teammates, coaches, leaders, parents, etc. while keeping a positive attitude, smiling, enjoying, having fun and thanking God for the gifts, talents, and blessings he has bestowed on them each and every day. Act for the greater glory of God.

B. Parents and Spectators Will:

1. Remember that the game is first and foremost for the student participants, not adults and other spectators.
2. Inform the coach of any physical disability or ailment that may affect the safety of their child or the safety of others.
3. Be a positive role model for their child and encourage sportsmanship by showing respect and courtesy, and by demonstrating positive support for all players, coaches, officials and spectators at every game, practice or other sporting event.
4. Not engage in any kind of unsportsmanlike conduct with any official, coach, player, or parent such as booing and taunting, refusing to shake hands, or using profane language or gestures.
5. Teach their child that doing one's best is more important than winning, so that their child will never feel defeated by the outcome of a game or his/her performance.
6. Praise their child for competing fairly and trying hard.

7. Teach their child to play by the rules and to resolve conflicts without resorting to hostility or violence.
8. Never ridicule or yell at their child or other participant for making a mistake or losing a competition.
9. Emphasize skill development and practices and how they benefit their child over winning.
10. Promote the emotional and physical well-being of the athletes ahead of any personal desire they may have for their child to win.
11. Respect the officials and their authority during games.
12. Never question, discuss, or confront coaches during practice, during a match, or during a tournament, and take time to speak with coaches at an agreed upon time and place. They will allow 24 hours to pass after a match before confronting a coach on any issues.
13. Not compare the skill, courage, or attitude of their child with that of other players within the hearing of their child, nor discuss other players with the coaches or with other parents.
14. Honor the game and encourage other parents to do the same.

VIII. FUNDRAISING

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. Parents will understand that fundraising is the shared responsibility of all registered families for the common good. Volunteering to assist with chores, maintenance and other needs are valuable as they reduce our operational costs. While not all may be able to assist in the same way, families will be asked to participate in these efforts.

Fundraising has a broad meaning. It is an activity a parent undertakes to spread the mission and joy of the school and the Truths taught. When one parent talks to another about the good things experienced, this is a beautiful work of “fundraising” by being an ambassador of the school and helping to market the mission. **We ask all parents and students to be ambassadors for Chesterton Academy of The Sacred Heart.** An ambassador speaks the truth, goodness and beauty of Chesterton Academy of The Sacred Heart always when sharing with those outside Chesterton Academy of the Sacred Heart.

In addition to being ambassadors for the school, we ask that each family contribute their time and talent by donating a minimum of 20 volunteer hours per year to the school. There are many needs associated with the school, such as facility improvements, IT support, extra-curricular activities (robotics, sports, clubs) process improvements, gala event planning, March for Life, field trips, lunch monitor, social events, social media activity, open house planning/hosting, shadow day, and many more.

APPENDIX A: OUR CATHOLIC IDENTITY

Chesterton Academy of The Sacred Heart views the daily participation at Mass as much a part of our curriculum as the normal academic subjects. 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.

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. What follows is a brief catechesis on Catholic liturgy. All of the questions and answers are taken from *The Catechism of the Catholic Church*, and all citations reference the paragraph numbers in that text.

1.) 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)

2.) If all share in a common priesthood, why are some called “priests” and others not?

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)

3.) What other functions can people perform in the liturgy?

Servers, readers, commentators and members of the choir also exercise a genuine liturgical function. (1143)

4.) 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)

5.) 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.)

6.) What criteria should we use to determine if liturgical music is appropriate?

There are three criteria (1157):

- a.) It must be beautiful and expressive of prayer.
- b.) Some of the music must be sung by the whole assembly.
- c.) It must preserve the solemnity of the liturgy.

7.) 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)

8.) 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)

9.) 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)

10.) 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)

11.) 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):

a.) It must have grave matter, that is, it must break one of the Ten Commandments.

b.) 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.

c.) We must give complete consent to the sinful action.

12.) 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)

Guidelines for Participation in Mass

Given the importance of the Mass as the source and summit of our faith, and remembering that we attend daily Mass as a school function, there are some basic guidelines to keep in mind:

1. Students must be seated in their pew by 7:55 a.m. Mass begins promptly at 8:00 a.m. Students who come late should quickly and quietly find a seat in a back pew. Remember, it is the Lord you are interrupting.

2. Be reverent. Genuflect when entering

and exiting the pews at the beginning and end of Mass. Sit up straight and do not slouch. Avoid hands in pockets. Out of respect for our Lord, on days when a recessional hymn is being sung do not close your hymnal until the song is finished.

3. Exit in a quiet and respectful fashion. Others will remain to pray and the life of the parish goes on as we are leaving. Upon entering the narthex immediately collect your belongings and board the bus.

4. Participate. Sing the hymns when invited. Say or sing the responses. If you are uncertain about the Mass responses, use the missal in the pews. Stand when the congregation is invited to stand. Kneel when invited to kneel.

5. According to the Catechism, people should fast for one hour prior to reception of the Eucharist. Gum, coffee and snacks (but not water or medicine) break that fast. (1387)

6. The faithful may attend Mass and yet not receive communion. However, the Catechism states that we are all called to prepare ourselves for Communion and then to worthily receive our Lord. (1388)

7. According to the US Catholic Bishops, our Protestant brothers and sisters and other non-Catholics should not receive the Eucharist at a Catholic Mass. To do so would imply a full unity of belief that does not yet exist.

8. 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

<p>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.</p>	<p>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.</p>
<p>Glory Be Glory be to the Father, and to the Son, and to the Holy Spirit, as it was in the beginning, is now, and ever shall be, world without end. Amen.</p>	<p>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. Grace After Meals We give thee thanks, Almighty God, for these and all Thy benefits which we have received from Thy bounty through Christ Our Lord. Amen.</p>
<p>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.</p>	<p>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.</p>

Prayer for Chesterton Academy of the Sacred Heart

Dear Heavenly Father,

We thank You for providing
Chesterton Academy of the Sacred Heart.

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 of the Sacred Heart 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.

Jesus, I trust in You.
Mary, cause of our joy, pray for us.

Amen.

APPENDIX B: TO OUR STUDENTS -- ON EFFECTIVE STUDYING

Why do some students fail? It is not because the work is too difficult for them, but because they do not study effectively. They fail to do so because they do not know what studying means, they are lazy, they do not know how to study, or they are used to studying for the wrong reasons.

Studying means applying your whole self, intellect, will, emotions, senses and body to being formed by the truth. No one is born with study habits; good habits of study are acquired gradually. It is solitary work and is the key to academic success at school. It is hard work, yet it is one of the most pleasant and rewarding endeavors you can undertake.

You will know that it is easy to study something if you are already interested in it. The best way to generate interest in something that does not at first interest you is, paradoxically, to study it. "It's boring," is a statement of ignorance, saying more about oneself than the material to be learned. Have faith in your teachers and in the curriculum that the matter at hand will be interesting.

Discuss with your teachers how to improve your study habits. But before you do that, you might ask yourself why you do study in the first place. Here are some reasons students give:

- "I don't want to fail" (pride)
- "I don't want to be on probation" (fear)
- "I need good grades to get into college" (ambition)
- "I don't want to appear stupid" (vanity)
- "I don't want to disappoint my parents" (fearful, emotional obedience)

These reasons are not all bad, but they are inadequate. We have found that, because of the nature of liberal arts in the light of Christ, the very best and most effective motive is simply this: I must pursue the truth of the material before me. This is a participation in the perfection that God intends for me. I want to know Him and His works, and I can only love what I have first come to know.

As G. K. Chesterton commented: "The one thing that is never taught by any chance in the atmosphere of public schools is this: that there is a whole truth of things, and that in knowing it and speaking it we are happy."

Excerpted from St. Stephen's Academy Parent-Student Orientation Handbook, Sacramento, California

SIGNATURE PAGE

Please initial all sections below. By initialing you are stating each section has been read and you agree that you will be held to these standards.

Section:	Parent Initial	Parent Initial	Student Initial	Student Initial	Student Initial	Student Initial
Mission Statement						
Philosophy of Education						
Curriculum and Academics						
Expectations						
Discipline						
Uniform Policy						
Academic Expectations						
Athletics and Extracurricular Activities						
Fundraising						
Appendix A: Our Catholic Identity						
Appendix B: To Our Students -- On Effective Studying						

Parent Name 1 (Printed) _____
 Parent 1 Signature _____ Date: _____

Parent Name 2 (Printed) _____
 Parent 2 Signature _____ Date: _____

Student Name 1 (Printed) _____
 Student 1 Signature _____ Date: _____

Student Name 2 (Printed) _____
 Student 2 Signature _____ Date: _____

Student Name 3 (Printed) _____
 Student 3 Signature _____ Date: _____

Student Name 4 (Printed) _____
 Student 4 Signature _____ Date: _____