



CHESTERTON ACADEMY

OF WICHITA FALLS

Family Handbook

Academic Year 2023-24

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OUR MISSION

The mission of Chesterton Academy is to help parents raise up a generation of joyful saints and leaders educated in the classical tradition and the truths of the Catholic faith in order to serve the common good.

Chesterton Academy of Wichita Falls 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 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

The Chesterton Academy model focuses on three pillars of formation: *Intellectual Formation* through the curriculum and pedagogy which orients students to the discovery of the good; *Character Formation* through the House System and extracurriculars which form habits of virtue; and *Spiritual Formation* through sacraments and service. 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.”



Intellectual



Character



Spiritual

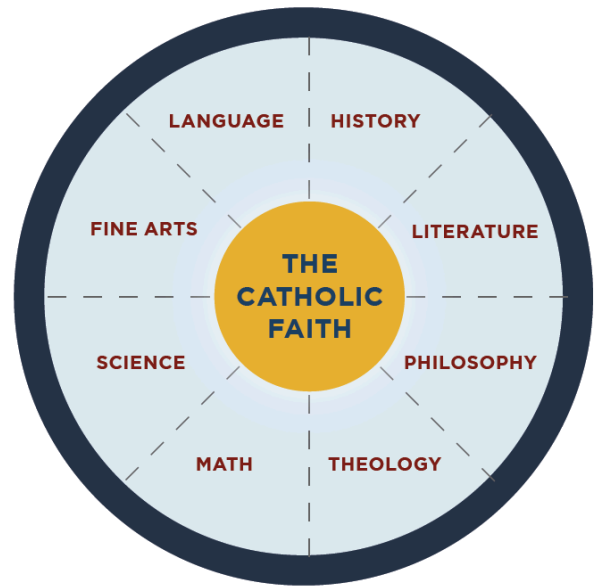
A. Intellectual Formation: Curriculum and Pedagogy

Our humanities curriculum focuses on reading primary texts and discussing them using narration, mimesis, and especially Socratic seminars. The reading list draws upon the classics of the Western world. It includes literature such as the *Iliad* and *Odyssey*, the *Divine Comedy*, and Shakespeare; the philosophy of Plato, Aristotle, and Aquinas; great historical works such as Herodotus and Thucydides; and theological works including the Scriptures, Church Councils, and the Fathers. Speech and writing are incorporated into every class including the sciences, and all students are required to take a semester of debate. All students take at least two years of Latin with the option of modern language in the third year.

The science curriculum uses college preparatory texts that take students through astronomy, biology, chemistry, and physics. Mathematics instruction begins with Euclidean geometry and continues through pre-calculus or calculus. Chesterton Academy offers both advanced (STEM) and foundations tracks in mathematics. All students are required to have four years each of math and science.

The fine arts are integral components of our curriculum throughout all years of high school and are not electives. Chesterton Academy hopes to develop in students both a taste and appreciation for beauty in the arts and also the skills of articulation, presentation, attention to detail, and working as a team. Students are required to take choir and art all four years, and drama for three years, typically from 10th-12th grade.

The curriculum concludes with a Capstone Project senior year. The Senior Capstone Project is the culmination of the Chesterton Academy curriculum: an integrative, final project determined by the student's particular interests, directed by a faculty member, and defended before the faculty and student body in a public disputation.



B. Character Formation: The House System

The Chesterton Academy House system draws on the **1,000-year-old tradition of Christian education** exemplified in the colleges at Oxford and Cambridge. Houses provide real, tangible community within the larger school, giving our students the opportunity to take ownership, to exercise true leadership, and to grow in virtue. Each student is assigned to one of four houses for their tenure at Chesterton Academy and has the opportunity to lead as a House Prefect during their junior and senior years. The Houses are named for the four saints who stand beneath the Chair of St. Peter in St. Peter's Basilica: Saints Ambrose, Augustine, Athanasius, and Chrysostom. Each faculty member is also assigned to a house as a guide and mentor.



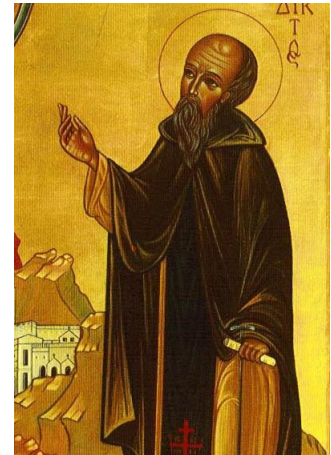
C. Spiritual Formation: Sacraments and Service

At Chesterton Academy, students begin each day by attending Mass at St. Jude Thaddeus Parish on campus. This practice allows students to start the school day with the “source and summit of the Christian life,” (*Sacrosanctum Concilium* 47), fosters the lifelong habit of attending Mass regularly, and builds connections between the school and local parish. Every year begins with a three-day retreat for students and staff. Throughout the school year, students are offered regular opportunities for confession, retreats, and service.

II. Basic Expectations

“It is no small matter whether we form habits of one kind or another from our youth. It makes a very great difference, or rather all the difference.” - ARISTOTLE

St. Benedict begins his famous *Rule*: “We must found a school for the Lord’s service. In its design we hope we will establish nothing harsh, nothing oppressive. But if, according to the dictates of fairness, there emerges something a little severe in the interest of amending sins or preserving love, do not at once be frightened by fear and flee the path of salvation, which can only be narrow at the start.” The path of holiness is long and narrow. It is filled with remarkable joys and daily failures. We recognize this. Our implementation of the rules is an effort to help students build good habits, which are the result of regular efforts and frequent correction. Know that our discipline of a student is always ordered to his or her ultimate joy and salvation. We seek, in the words of St. Benedict, “to act wisely and never excessively.”



A. Schedule

Doors will open at school by 7:15 a.m. for drop off and morning prayer (optional). Every day begins with morning assembly at 7:45 a.m. Students are to be in the Parish Hall seated with their House and prepared for the day by 7:55 a.m. Classes are 40 minutes each with 3-minute passing periods. Every day, the students will pray the Angelus before lunch, and lunch will be followed by a lyceum period which will be used as recreation time as well as an opportunity for houses and clubs to meet. The day concludes at 3:15 p.m. The school will remain open with supervision until 4:30 p.m.

7:45-7:59 a.m.	Assembly
8:00-8:30 a.m.	Mass
8:45-9:28 a.m.	Period 1
9:31-10:11 a.m.	Period 2
10:14-10:54 a.m.	Period 3
10:57-11:37 a.m.	Period 4
11:40-12:00 p.m.	Lunch
12:00-12:20 p.m.	Lyceum
12:23-1:03 p.m.	Period 5
1:06-1:46 p.m.	Period 6
1:49-2:29 p.m.	Period 7
2:32-3:15 p.m.	Period 8
3:15 p.m.	Dismissal

Early Release Schedule

7:15 a.m.	Doors Open
7:45-7:55 a.m.	Assembly
8:00-8:30 a.m.	Mass
8:45-9:14 a.m.	Period 1
9:17-9:43 a.m.	Period 2
9:46-10:12 a.m.	Period 3
10:15-10:41 a.m.	Period 4
10:44-11:10 a.m.	Period 5
11:13-11:33 a.m.	Lunch
11:36-12:02 p.m.	Period 6
12:05-12:31 p.m.	Period 7
12:34-1:00 p.m.	Period 8
1:00 p.m.	Dismissal

"And if those days had not been shortened, no human being would be saved!" – Matthew 24:22

B. Mass

The Holy Sacrifice of the Mass is the source and summit of the Catholic faith and the pinnacle of the school day. Attendance at Mass is obligatory and begins the schedule of daily instruction. Prayer before each class and a blessing before eating lunch will also be the school practice. Prayers used throughout the day can be found in Appendix D.

C. Attendance

Daily attendance and participation in class activities is critical to a student's joy and success. All students are expected to be present each day. When absences occur, a student is expected to make up any work missed. Unfortunately, in-class participation, which is an integral part of our education, cannot always be made up and absences may adversely affect grades.

Unexcused Tardy | Students should be on time for every class. Students have three minutes of passing time between periods and should use this time prudently. They may carry a backpack with them throughout the day. An unexcused tardy to class will result in the student receiving a demerit.

Students should be on time for school. An unexcused tardy will result in the student receiving a demerit. Examples of an unexcused tardy include being late for school (1) on account of traffic, (2) on account of a carpool, (3) for any reason other than illness or an appointment.

Unexcused Absence | Unexcused absences from school will result in a demerit or other disciplinary action. Absences are considered unexcused unless they are the result of serious illness, family emergencies, or are pre-approved by the administration.

Excused Absence | Serious illness, family emergencies, and pre-approved absences qualify as excused. On days dedicated to play practice, only absences due to illness or

extenuating circumstances will be excused and all other avoidable absences (trips, college visits, etc.) will be unexcused and may result in a grade penalty. Play practice days will be given to affected classes at the beginning of the semester.

Parents must call the office before 7:45, or email Lmorath@chestertonacademyWF.org to report an excused absence.

Only seven absences are allowed per semester (*about 3 per quarter*). Per semester, *upon the seventh absence*, excused or unexcused, the headmaster or teacher will hold a conference with a parent; *upon the tenth absence*, the headmaster or a teacher will hold a second conference with a parent to discuss the possibility of retaining the student.

Chesterton Academy will follow and comply with all legal requirements under Texas State Statute as they apply to school attendance. If a student exceeds 10 excused absences within a school year, parents/guardians will be asked to provide documentation relating to the specific student situations. In such instances a phone call will not suffice. If documentation is not provided, the absence will be reported as unexcused and a student will accumulate a demerit for each absence beyond 10 (except for extenuating family or medical reasons).

The headmaster may determine on some occasions that the student's circumstances constitute an exception to this rule.

D. Transportation

Families are responsible for dropping off students and picking them up from school at the end of the day. School ends at 3:15 p.m., but students will be supervised until 4:30 p.m. unless other arrangements are made. Students who have driver's licenses are permitted to drive to and park at school in allotted spots on campus.

E. Uniforms and Dress Code

Modesty, formality and cleanliness 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 Academy uniform in a modest, sober, and neat way, avoiding all manner of ostentation. The uniforms must be clean and in good condition with no rips, holes or stains. For the uniform policy, see Appendix A. Violations of the uniform policy will result in a demerit. The final interpretation of the uniform policy resides solely with the headmaster.

Students who commit a dress code violation (uniform or non-uniform days) with regard to modesty will receive a demerit and will need to change into appropriate clothes before returning to class. If they do not have any such clothes at school, they will need to change into clothes provided by the office. A second offense results in a detention, changing into modest clothes, and the parents being called.

F. Messages and Telephone Use

Students are not permitted to leave class or receive messages without permission during the school day. It is understood that all business will be handled through the school office. An urgent matter should be reported immediately to the headmaster or school office. Action will be taken in accordance with the importance of the message. A telephone is provided in the office for student use.

G. Electronic Devices

Students are not permitted to use cell phones or any other electronic devices at school, school dances, field trips, and other school events. This includes smart watches, Fitbits, and any other device on which a student can receive or send messages. Cell phones must be turned off and in a student's locker, and ear buds and headphones out of sight, from **7:15 a.m. (or when a student enters the building) until 3:15 p.m.** Students may only use their phones after 3:15 p.m., the end of the school day. Any student with a cell phone or other unapproved device during the day will receive a demerit and the device will be confiscated and placed in the school office to be retrieved at the end of the day. A second violation will result in a detention, confiscation of the device, and will require the student's parent(s) to retrieve the device from the school office.

H. Technology and Internet Use Policy

Any failure to follow the rules listed below is a violation of the school's Technology and Internet Acceptable Use Policy. Students and a parent sign a copy of this policy as part of the Orientation Packet each school year, and therefore this policy applies to both parents and students:

- Students are to use on campus internet access for strictly academic purposes. Examples of internet sites that may not be visited outside of academic use at Chesterton Academy include but are not limited to the following: recreational use of sites such as Twitter, Facebook, YouTube, Pandora, etc., gaming or gambling sites, pornographic or otherwise sexually explicit sites, sites promoting "how to" documents encouraging violence or illegal acts, sites that promote racism or hate speech.
- Students may not use technological tools with malicious intent, for example to bully or harass others.
- All students must respect the privacy of others. Any attempt to access private files, phone, or email messages is considered theft. To protect your own privacy, completely sign out of your email account before leaving the computer lab.
- Students may not in any way vandalize equipment or software that belongs to Chesterton Academy or any other organization to which Chesterton Academy has access. Parents assume financial responsibility for any damage intentionally caused by their student to computers or other equipment at the school. Examples of unacceptable behavior include but are not limited to the following: damaging, hacking, or destroying networks, computer hardware or software, physical abuse to equipment, the creation or intentional use of malicious programs, etc.

- Students may never share their email password with anyone else. Stolen or lost passwords can create significant problems for the student and for the School.
- Students may not transmit, retrieve or store communications of an obscene, discriminatory, offensive or harassing nature or containing derogatory, disrespectful, or inflammatory language.
- Students may not use Chesterton Academy technological systems for any purpose that is illegal and/or violates school rules.
- Students may not knowingly post information that could cause damage, danger, or disruption to Chesterton Academy or any other organization or person.
- Students may not misuse Chesterton Academy or personal distribution lists or discussion groups for sending irrelevant messages.
- Students may not use Chesterton Academy technological systems or devices for private gain or any commercial purpose. A student and his or her parents accept full responsibility for any financial obligation incurred by the student through internet use, and release and hold Chesterton Academy harmless from any such obligation.
- Students must adhere to the license agreements for installing/copying software that is purchased by the school.
- I understand that Chesterton Academy cannot restrict student access to all inappropriate or offensive materials which can be used, reviewed or acquired on the internet and I hold Chesterton Academy harmless from such activities.

Consequences of violating these policies will be in keeping with the school's disciplinary system. For violations, access to technology may be revoked for a period of time in addition to probation, suspension, or expulsion from school.

I. Lunch

Students are expected to 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. Students will be responsible for cleaning up after their lunch period. Students do have access to a microwave and Keurig. Absent special permission from a teacher, there will be no eating in the classrooms outside of lunch periods. No gum chewing is permitted. Students may bring covered beverages to class with teacher permission. A violation of the food policy will result in a demerit.

J. Cubbies

Chesterton Academy will supply each student with a cubby for use during the school year. The locker remains at all times the property of the Academy, and faculty and staff may search cubbies at any time. Misuse of cubbies may result in the privilege being revoked. Students are to keep all belonging in their cubbies or on their person, and are not to use the space above the cubbies or any other space throughout the school for storage of their belongings. No decorations of

any kind are permitted on the exterior of the cubbies apart from a House emblem provided by the school.

K. School Closings

When Chesterton Academy closes due to inclement weather, parents, students and staff will be notified in a variety of ways. The decision to close school is always a difficult one. Every effort will be made to consider the safety of the students, the safety of the faculty, and the convenience to parents when making such decisions. Typically, a decision to close school is made before 6:00 a.m. to give parents and students enough time to respond. We will send a message to all families through TADS Educate.

L. Required Events

Students will occasionally be required to attend events off campus and/or outside of school hours. **All students are required to attend the beginning of year retreat (August), the annual choir concert (December), annual gala (April), and the fine arts night (May). At least one parent is required to attend the Back-to-School night (September). Other obligations may be required throughout the school year and will be made known to families in a timely manner.** Please make sure that you know which after school events are mandatory and make note of them ahead of time. In addition, students will have voluntary opportunities to attend other events. Examples include being a spectator or participant at a sporting event or club competition. All school policies and expectations will be operative at such events.

M. Carpools

The school will occasionally make use of carpools for transportation to and from some events and activities. Where drivers are needed, the school will request volunteer drivers. Volunteer drivers must be trained in the Diocesan Safe Environment Program. Whenever carpools are utilized, the school will provide details to parents about timing, pick-up, and drop-off points and drivers. Only persons over 21 years of age with proper insurance and authorized by the office shall drive a Chesterton Academy carpool to such events. No students are permitted to drive either themselves or others during the school day for school events.

N. Medication and First Aid

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. 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 an unused classroom or office. If after one class period the student is not able to return to class, we ask that a family member or one of your emergency contacts come and take him or her home.

The office typically has acetaminophen, ibuprofen, and Benadryl on hand, and a student can request such over the counter medications from the office if prior

parental authorization has been designated on TADS by a parent/guardian. Students may also keep these over the counter medicines in their backpacks or on their person. If a family has a student with particular medical needs, or the student requires prescription medications, the family must submit a completed *Medical Provider Authorization Form for Prescription Medication*. With such form on file, the student is allowed to carry an inhaler, Epi-pen, or similar life-saving device on their person for self-administration if needed. Other prescription medications must be given to office personnel for safe storage during the day. If a student requires a life saving device such as an inhaler or Epi-pen, a spare prescription should also be kept in the school office. Please see Appendix C for a full copy of the school's policy on life threatening allergies/asthma.

O. 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 publicly 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 publicly via social media will remain private. Uncharitable, scandalous or libelous remarks made publicly by students using these forms of communication will be subject to school discipline, up to and including expulsion.

P. Parent and Visitor Policy

Parents are welcome and encouraged to participate in daily activities at the school. Parents may also observe their children's classes provided that the observation is scheduled in advance or the parent has received permission from an administrator to observe the class. The school administration is committed to providing teachers with advanced notice of guests in the classroom. This is done not only as a courtesy to teachers but also to ensure that the educational process is not disrupted and as an added security measure. Parents must also sign in and out at the front office, receive and wear a guest pass. Parents may be denied the opportunity to observe a class if the school administration has determined that the parents' presence has had, is having, or may have a negative impact on the educational process. When parents are denied the opportunity to observe a class, they may appeal to the board president.

If the student would like to bring a guest, the student must request permission from the headmaster at least one day before the guest's visit to the school and the guest is required to sign in at the front office upon arrival to the school. All prospective shadowing students must also register in advance of a visit day to receive permission to shadow and check in at the school office. All adult visitors must check in/out at the school office and wear a guest pass.

III. Mentorship and Discipline

“Act towards young people as a good father who checks his children only from a sense of duty, when reason and justice clearly require.” - ST. JOHN BOSCO

“The system in use in our schools is the Preventive System, which consists essentially in disposing the pupils to obey not from fear or compulsion, but from persuasion.” These are the words of one of the greatest Catholic educators in history, St. John Bosco. His Preventive System consists in two main methods. First, educators are to be witnesses to the students of the love of Christ and build relationships with them rooted in a common purpose. The goal is thus to “prevent” misbehavior through sincerity, love, and kindness. Second, when misdemeanors do occur, educators are encouraged to correct students frequently, swiftly, and when possible, privately. This ensures that students form those habits necessary for the good life. Further, by frequent correction of minor failings, educators hope to avoid more serious vices from arising in the students.



Students of Chesterton Academy are asked to have and to 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 Chesterton Academy's Code of Conduct. It exists to inculcate positive Christian habits and preserve the learning environment for all students. The discipline policy is designed to maintain a collegial environment, and teachers and staff are encouraged to use charitable verbal instructions as a first attempt to correct behavior. Our students are not yet fully formed and errors in judgment are to be expected. The following items are offered to assist the student's understanding of this code.

A. Demerit

In order to better encourage discipline and excellence at Chesterton Academy, students will receive a “demerit” from teachers and/or staff for a minor offense. A minor offense is any breach of the rules or policies of the school that is the result of forgetfulness, disorganization, or avoidable accident. Examples include, but are not limited to, tardiness to class, uniform violations, and minor disruptions in the classroom or common areas. Receiving five demerits results in a detention. Given the minor nature of demerits, they cannot be appealed to the headmaster.

B. Detention

A more serious breach of the rules will result in a detention. A serious offense is a 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 repeated use of electronic devices. A detention may be given out at the discretion of individual faculty or administration, or may result from the accumulation of five demerits.

For a detention, the student must spend at least one afternoon, from 3:30 to 4:30 p.m., in the Headmaster's office after school, helping the staff, cleaning, or doing other duties as directed by the teacher or headmaster; this may be substituted with an alternative consequence at the headmaster's discretion. Detentions will be held once per week. Students who receive a detention must serve it at the next possible opportunity *after* the day on which it was received. Detention takes priority over other extracurricular events, including athletics.

Multiple detentions and/or suspensions are possible outcomes. 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 athletic and extracurricular activities.

All detentions will be recorded throughout each semester. Suspensions will be permanently recorded in a student's file. At the end of each semester, any accumulated infractions or detentions will be wiped clean, thus providing a reset for students.

At the discretion of the headmaster or board, *any particularly egregious offense that causes scandal or harm may result in immediate suspension or expulsion.*

C. Disciplinary Eligibility

Students who receive four or more detentions in a semester may become ineligible for extracurricular activities for the remainder of the semester.

D. Suspension

Upon receiving a fifth detention in a semester a student may be suspended from school. At the discretion of the headmaster, suspension may also result instantly from any egregious offense that causes scandal or harm. A student is ineligible for athletic and extracurricular activities while on suspension and will remain ineligible for the duration of the semester. The headmaster reserves the right to suspend a student for a disciplinary infraction and/or consistent or serious disregard of school policy. Chesterton Academy of Wichita Fall's personnel will call the student's parent/guardian immediately and arrange a parental conference as soon as possible. Suspension lengths are determined by the headmaster and communicated to the parent/guardian in writing. These range from one day to a week – depending on the severity of an act. Any student who is suspended is prohibited from participation in any school activity on or off campus. The student is prohibited from being on school

property until a conference has been held with the parent/guardian. Suspensions are either in-school or out-of-school depending on the offense. Actions that could lead to suspension include, but are not limited to: consistent disregard for school policies after multiple corrections; physical, verbal, non-verbal bullying and intimidation; acts which are illegal under local and state statutes; verbal, physical or sexual harassment; etc.

E. Expulsion

Upon receiving a sixth detention in a semester a student may be expelled from school for the remainder of the year. At the discretion of the headmaster, expulsion may also result instantly from any egregious offense that causes scandal or harm. Only the headmaster of Chesterton Academy of Wichita Falls has the right to expel a student. Any student may be expelled when the relationship of the student and the school is no longer mutually beneficial. Actions that could lead to expulsion include, but are not limited to: acts which are illegal under local and state statutes; verbal, physical or sexual harassment, or retaliation against an individual who has made a complaint of harassment; student is considered to be a threat to self or others; student has already had a school suspension yet continues to have a serious disregard for school policies; student cannot successfully complete the terms of disciplinary probation and the headmaster recommends expulsion as a last resort.

If a student is to face disciplinary action that could result in expulsion (permanent removal from school), the following will occur: Parents/Guardians will be called by the headmaster on the day of the expulsion and the student will be immediately removed from school. A meeting with the headmaster, parents/guardians and student will take place within five days after the student's removal from school. After the meeting, parents/guardians and student will be notified of the headmaster's decision and the terms for re-entry or permanent expulsion. If the student is permitted to return to school, prior to his/her return, a conference with the headmaster, parents/guardians and student must occur to review and sign a statement agreeing to the terms of re-entry. Any student expelled or withdrawn may not be on Chesterton Academy's property or be present at school functions without the permission of the headmaster.

F. Appeal

Any detention given may be respectfully appealed to the headmaster prior to a student serving it. Appeals must be timely, such that a conversation can take place before the time for serving. As detentions will be presumed valid, the student bears the burden of showing that the detention was given unfairly or in error. A detention given by the headmaster may be appealed to the board and the time for serving the detention will be delayed if necessary to accommodate such an appeal.

Prior to any suspension and expulsion, the student will be advised of the reason for the discipline by the school. The parent or guardian of a suspended or expelled student is given prompt notice of the discipline and the reasons for the action. Students who are expelled may appeal their disciplinary action. The student, or his/her parent or guardian, may within five school days following notification of the suspension or expulsion appeal to the board chair in writing with rationale for appeal.

Before the appeals hearing is held, the parents and student are informed that the student may be voluntarily withdrawn up until the time that the final disciplinary action that is approved takes effect. Parents/legal guardians shall be notified in writing at least five days before the hearing is to take place. This notification period can be waived by mutual consent of the parents and the school if an expedited hearing date is advisable. The appeals hearing shall be heard by the board chair (or vice chair if unavailable). If the decision to suspend/expel the student is made by the board chair/vice chair, parents are notified, in writing, within five days of the action.

G. 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, up to and including expulsion. At a minimum, whenever a test, paper or assignment is found to be someone else's work, it will be given a zero grade and the student will receive a detention, even if there is some original material in it. For a more thorough discussion of cheating and plagiarism, please refer to Appendix B.

Class-preparation: Students must bring all required materials to class, including all texts, handouts, and homework.

Homework: All homework and class assignments must be turned in with name, date, and title of the assignment; they must precisely follow all directions for the assignment; and, if handwritten, they must be legible. Teachers reserve the prerogative to reject an assignment that does not meet one or more of these criteria.

Late Work: For every school day an assignment is late, up to 10% of the grade for that assignment may be deducted; for those courses that review the homework during class (e.g., math, Latin), the teacher may deduct a greater percentage of the grade or refuse to accept a late hand-in, resulting in a zero for that assignment.

Tardiness: Students must be on time to school and to class. Every tardy will result in a demerit.

Absences: Teachers will allow make-up work only for excused absences. Students are responsible for turning in all work assigned during pre-planned, pre-approved absences (non-illness or emergency absences such as college trips, doctor appointments, and family trips) on the day they return. The headmaster may determine on some occasions that the student's circumstances constitute an exception to this rule.

H. Respect and Decorum

Chesterton Academy will not tolerate any foul language, coarse joking, or derogatory remarks toward anyone. All students will be placed on cleanup duty regularly, and it is their responsibility to make sure that tables are wiped after lunch, and that, at the end of every day, all classrooms are wiped down, all trash and recycling is put away,

and all chairs pushed back into their place. Everyone should be responsible for him or herself. Failure to clean up after oneself can result in a demerit.

I. Theft or Damage to Property

Any damage to Chesterton Academy's or another's property is strictly forbidden. Reimbursement will be required. Theft will be considered a serious breach of discipline and may result in suspension or expulsion.

J. Tobacco, Drugs, Alcohol, Weapons

Unauthorized possession or use of tobacco, drugs, alcohol, other unauthorized intoxicating substances, 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.

K. Scandalous Behavior

Behavior that is meant to shock or upset is forbidden. Even if untrue or said in jest, remarks that scandalize are disruptive and contrary to our Christian faith. Gossiping, scandalous remarks and detraction by either students or parents can be detrimental to a person's or the school's reputation. Please help us build up a charitable, uplifting and joyful school environment by not speaking badly about another student, person on staff or in our school community, or the school. Student or parental concerns should be addressed in an appropriate way by following a chain of communications starting with your fellow student or staff member, with whom you have a concern, followed by the headmaster and then the board, if your concern still remains unresolved. Gossip in schools can be very detrimental and unchristian, and we always advocate going directly to the person if there is a problem since many times things can be misrepresented and much better corrected in person. Destructive or scandalous behavior will result in a demerit or detention, depending on the severity, and can lead to a student or family being asked to leave the school.

L. Malicious Behavior

Behavior such as bullying, gossiping, ridicule, foul or scandalous language and lying are contrary to everything Chesterton 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. Non-Harassment Policy

Chesterton Academy is committed to making our school a safe and caring place for all students. We will treat others with respect and will refuse to tolerate bullying in any form. Bullying is anti-social behavior and affects everyone; it is unacceptable and will not be tolerated. Chesterton Academy of Wichita Falls defines bullying as the following: Bullying is unfair and one-sided. It happens when someone keeps hurting, frightening, threatening, or leaving someone out on purpose. There are 4 main types of bullying/harassment:

- *Physical* – Harmful actions against a person's body. Some examples are hitting, pinching, kicking, spitting, tripping, pushing, or touching

inappropriately. It also involves interfering with another person's property and stealing. Any type of intentional touching of intimate body parts of a person.

- *Verbal* – Speaking to a person or about a person in a way that is unkind and hurtful, teasing, name calling, insulting, threatening, spreading rumors, or making racist or familial remarks, including jokes and slurs.
- *Non-Verbal* – Behaviors that upset, exclude or embarrass another person such as leaving someone out of a game or activity on purpose, making rude gestures such as staring down a person, writing unkind things about someone, rolling eyes, or using technology to spread rumors.
- *Intimidation* – Behavior or repeated acts which cause fear or physical or psychological discomfort, including, but not limited to, physical acts, non-verbal threats, gestures or verbal threats. Any behavior that is seen as tormenting.

The following steps will be taken as appropriate when dealing with incidents that involve harassment or bullying to any degree. Harassment or bullying claims should be reported to administrators, teachers, office personnel, and other staff. A clear account of the incident will be recorded and given to the headmaster. The headmaster will interview all concerned and record the incident. Parents will be informed through a phone call and letter. Punitive measures will be used as appropriate and in consultation with teachers and parents but not limited to and official warning, demerit, detention, probation, suspension, or expulsion. All adults in the school, including administrators, teachers, office personnel, and other staff, need to help in the prevention of harassment and bullying.

N. The Authority of the Faculty

Consonant with the principle of subsidiarity, each teacher has the liberty to set his/her own classroom expectations and the authority to mete out his/her own reasonable discipline in accord with the Handbook. For infractions of a serious nature, the headmaster shall be informed and will take appropriate action. Appropriate action should be understood to include probation, suspension or expulsion.

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 Chesterton Academy is the headmaster.

IV. Academic Expectations

“From the greatness and beauty of created things comes a corresponding perception of their Creator.” - WISDOM 13:5

Chesterton Academy 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

Quarterly and at semester end, the school will run academic reports on all students. Any student with an overall cumulative semester GPA of less than 2.00, 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 will become immediately ineligible for extracurricular activities. The ineligibility will remain in effect a minimum of 15 scheduled school days, and until a subsequent progress report shows a GPA of at least 2.00 and no more than one failing grade. Probationary students who fail to demonstrate academic progress, or for whom Chesterton Academy cannot meet their learning needs without major adjustments, may be considered for dismissal.

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 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 Chesterton 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 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. A retained student will repeat the previous year's grade.

C. Graduation Requirements

Due to the breadth of our curriculum, state requirements and typical college entrance requirements, each course offered at Chesterton Academy is required for graduation.

Humanities			Math and Science		
		<i>Credits</i>			<i>Credits</i>
Literature	4 yrs.	4.0	Mathematics	4 yrs.	4.0
History	4 yrs.	3.0	Science	4 yrs.	4.0
Philosophy	4 yrs.	3.0			
Theology	4 yrs.	4.0	Fine Arts		
Latin*	3 yrs.	3.0	Music	4 yrs.	2.0
Rhetoric	1 yr.	0.5	Art	4 yrs.	2.0
Capstone	1 yr.	.375	Drama	3 yrs.	1.5
P.E	4 yrs.	1.0			
			Total Credits***		32.375

*Students have the option of a two years of Latin with 1-2 years of a foreign language.

D. Credits Earned

The credits earned for a semester course depends on the number of class periods that particular class meets.

Number of Class Periods Per Week	Credits Earned for the Semester Course	Applicable Courses with this Credit Value
4-5	0.50	Literature, Theology, Math, Science, Drama, Latin, Foreign Language electives
3	0.375	History, Philosophy
2	0.25	Rhetoric, Art, Music
1-2	.25 (Fall), .125 (Spring)	Senior Capstone
1	0.125	P.E.

E. GPA Calculation

Chesterton Academy uses an unweighted GPA system. A grade of an “A” in any class is worth the same 4.0 credits as an “A” in any other class.

A student who receives a passing grade (60% or more- that is D- or more) in a given class will earn the designated credits for that class. 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 GPA point equivalent earned in the course (see above chart) by the number of credits the course is worth (either .50, .375, .25 or .125 credit). For example, this means that the student’s grades in 0.50 credit courses will weigh more heavily than the student’s grades in other courses. A student’s cumulative GPA is determined by totaling all the grade points earned during every semester that the student has completed, and dividing by the total number of credits attempted during that time.

Consider the following example for Student A (semester GPA is $5.29/1.625 = 3.26$)

Course	Credits	Grade	Calculation	Grade Points
Theology	0.50	A	$0.50 \times 4.0 =$	2.00
Geometry	0.50	B+	$0.50 \times 3.33 =$	1.665
History	0.375	B	$0.375 \times 3 =$	1.125
Art	0.25	C	$0.25 \times 2.0 =$	0.50
Total	1.625			5.29

F. Transfer Students

Chesterton Academy will consider accepting school credit from other institutions to the extent that coursework at the previous institution is documented and in accordance with Chesterton Academy's academic standards. All final determinations for the acceptance or rejection of transfer credits shall be made at the discretion of the school's headmaster. Transfer credits from other institutions do not factor into a student's Chesterton Academy of Wichita Falls GPA. Grade placement will be determined by post application testing & evaluation of student records. Graduation requirements may be waived or altered for transfer students because their previous high school courses may not correlate exactly with our courses. These students may be exempted from certain graduation requirements. All issues relating to transfer students must be resolved with the manager of admissions and college advising and the headmaster.

G. Students with a Documented IEP

For students on a modified curriculum due to a documented IEP, the language included on our graduation transcript will show: *"This student has received a modified version of the Chesterton Academy curriculum."*

H. 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. 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 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 and practice exercises. Students can on average expect two hours of homework each evening. To ease the burden of homework, teachers will be encouraged to provide some class time each week when possible for completing homework. Also, Chesterton Academy will provide regular study periods throughout the week.

It will be the policy of the Academy to penalize late work for each day it is late. Some assignments by nature will not be accepted when handed in late. Individual teachers may alter the late policy for individual assignments at their discretion.

Work made up after an excused absence due to illness or emergency 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 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. Chesterton 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 any examinations and participation.

J. TADS Educate

Chesterton Academy will provide parents with access to an online gradebook system. The system can be accessed at any time and displays the current grades in all of a student's classes. In addition, teachers may send emails periodically to parents whenever a student shows worrisome academic performance.

K. Honor Roll and Awards

One of the many ways that Chesterton Academy maintains its standards for conduct and academic rigor is by recognizing excellence and distinguished performance through honor roll and several additional awards. Awards are determined by the faculty in committee at the end of the year.

Honor Roll is calculated twice a year at the end of each semester, and is determined based on the GPA at the end of the semester. To be eligible for the honor roll, a student must not have failed any class nor have more than one incomplete class at the end of either semester that year. *First Honors* recognizes students who complete a semester with a cumulative GPA of 3.67 and above. *Second Honors* recognizes students who complete a semester with a cumulative GPA of 3.33 up to 3.67.

Department Awards are given to one student each year for great aptitude and passion for each of these disciplines: St. Catherine of Siena Humanities Award, St. Gianna Beretta Molla Math and Science Award, St. John Paul II Fine Arts Award, St. Jerome Latin Award. Three *Virtue Awards* are given each year: The Socrates Award is given to the student who best manifests the spirit of frank discourse by engaging consistently, respectfully, and intellectually in classroom discussion across the curriculum. The Chesterton Awards are given to one male and one female student who have demonstrated strong leadership abilities and the great virtues of charity and joy so evident in our illustrious intellectual patron, G.K. Chesterton, and his wife, Frances Chesterton.

Graduation honors are based on the following GPAs:

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

The senior class Valedictorian is the student with the highest cumulative GPA over the course of his/her career at Chesterton Academy. The senior class Salutatorian is the student with the second-highest cumulative GPA over the course of his/her career at Chesterton Academy. Given the cumulative nature of these awards, students must be enrolled at Chesterton Academy for a minimum of 2 years in order to be eligible.

L. Grading System

<i>Letter Grade</i>	<i>Percentage Correlation</i>	<i>GPA Point Equivalent</i>
A+	97 and above	4.0
A	93	4.0
A-	90	3.67
B+	87	3.33
B	83	3.0
B-	80	2.67
C+	77	2.33
C	73	2.0
C-	70	1.67
D+	67	1.33
D	63	1.0
D-	60	.67
F	0	0

M. Parent-Teacher Consultation

There will be parent-teacher conferences once each semester. Additional meetings with parents are most welcome. Appointments should be made if possible, and students are always welcome and encouraged to attend such conferences with their parents.

N. Textbooks and Supplies

Textbooks and supplies are purchased by each student and are the property of the student at the end of the school year. Diplomas may be held for students with unpaid book or supply fees (for those items purchased from the school).

V. Miscellaneous

*“All things counter, original, spare, strange... He fathers-forth
whose beauty is past change. Praise Him.” - GERARD MANLEY HOPKINS*

A. School Service

Students are required to work towards the beautification of their own learning environment by taking turns with regular cleanup activities, such as lunch table cleanup, and by practicing the virtue of picking up after themselves. Other custodial duties may be asked of students.

B. Athletics, Clubs, and 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. 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 three members and a presentation to the Headmaster.

C. 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 as valuable as direct fundraising 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.

D. College Admissions

We guide students and their families through the college and financial aid application process and assist each family in strategically selecting the best options for the student, based on student and family goals and financial considerations. Chesterton Academy will inform students of upcoming college admissions testing dates, but it is the student’s responsibility to register for the test dates desired. Chesterton Academy will also assist in identifying colleges, assisting students as they prepare admission applications to the colleges, and answering financial aid questions. The main responsibility is on the student to make sure they meet all required deadlines. Student transcripts can be ordered for college applications through the office. Students are asked to complete a form in the office and leave two weeks for processing.

E. AP Exams

Advanced Placement Exams (AP) enable students to pursue college-level studies while still in high school. At Chesterton Academy, we do not offer AP courses, but we do offer limited resources for students to prepare for AP exams. All students who are willing and academically prepared to accept the challenge of additional, self-motivated, and rigorous work may consider preparing for AP exams; however, the student must be approved by the headmaster before beginning any courses. For more information, contact the headmaster.

F. Archdiocesan Safe Environment Program

Chesterton Academy is in compliance with the Archdiocese of Milwaukee’s Safe Environment Program. This means that all employees and volunteers attend a Safe Environment Education Session, undergo a criminal background check, and sign the Code of Ethical Standards and review the Mandatory Reporting Responsibilities. All students participate in one Safe Environment Grade Level Curriculum Lesson every year taught by the headmaster or other competent faculty member *or* submit an opt-out waiver signed by the student’s parent or guardian.

VI. Appendices

*"I have fought the good fight, I have finished the race,
I have kept the faith." - 2 TIMOTHY 4:7*

Appendix A: School Uniform Policy

School uniforms can be from Schoolbelles' uniform online (www.schoolbelles.com) or by phone (1-888-637-3037). All school uniform components (except for the choir attire) must be purchased from Schoolbelles' Uniform with the exception of shoes, socks, tights, leggings, belts, and long/short sleeve button up shirts with logo. Girls' dress shirts can vary in style, so must be purchased from Schoolbelles. Please keep in mind that uniforms should be clean and in good condition. Blazers are mandatory for morning assembly, daily Mass, and special events. The choir uniform is worn for concerts, the annual gala, commencement, and other events throughout the year.

GENTLEMEN'S UNIFORM

Oxford Shirt	White, short or long sleeve with monogram.
Pants	Dark Grey Bi-Blend Flat Front Pants with monogram
Tie	Chesterton Strip Tie for 9th-10th Grade and Navy Grey for 11th & 12th grade.
Shoes, Belt, Socks	Solid black or brown shoes. Solid black or brown belt. Crew or dress socks.
Blazer	Navy with school monogram, available in regular or tall sizes. Allow extra ordering time.
Sweater	Optional. Navy, v-neck sweater in vest, pullover, or cardigan styles. All with school monogram.
Choir Uniform	Black dress pants and suit coat, white dress shirt (not oxford) and solid black bowtie (no pattern). Solid black dress socks (must be to the mid-calf) and black dress shoes (polished and in good condition). Some gentlemen choose to purchase a tuxedo available from www.stageaccents.com . The Premier Tuxedo Ensemble, #ENSB.

GENTLEMEN'S NON-UNIFORM ATTIRE

Gentlemen's non-uniform attire for school-related activities should be appropriate for the occasion, neat, clean and in good condition with no rips, holes or stains. No midribs showing. Pants must not be worn low. No ratty clothing or anything with holes, rips or stains. No overly tight or overly loose pants. Shorts must be a modest length (mid-thigh or longer). No overly tight or overly loose shirts, and no clothing should display inappropriate writing or symbols.

LADIES' UNIFORM

Oxford Shirt

White, short or long sleeve, fitted or regular with school monogram. Also available with dress collar (no buttons).

Two Kick Pleat Skirt

Blue/Grey Polyester Rayon Plaid for 9th & 10th grade and Navy/Grey Polyester Rayon Plaid for 11th & 12th grade.

Tights or Leggings

Navy, knee-highs, tights, or snug-fitting navy leggings (with navy socks over the tights).

Shoes

Solid black, brown, or navy flat, dress shoes.

Blazer

Navy with school monogram, available in regular or tall sizes. Allow extra ordering time.

Sweater

Optional. Navy, v-neck sweater in vest, pullover, or cardigan styles. All with school monogram.

Choir Uniform

Available from www.stageaccents.com. #5269 Dahlia Girls or #8864 Dahlia Ladies black floor-length formal dress. Dress should not fit too tightly and neck should not be more than four fingers from the collar bone to the dress neckline. Solid black dress flats (preferred) or solid black dress kitten heels. Dresses are sold un-hemmed and should be hemmed to touch the front toe of shoe.

LADIES' NON-UNIFORM ATTIRE

No overly-tight or overly-loose fitting clothes (this applies to tops and bottoms). No cut-out shoulders or cut-outs in other areas of the body, even if covered by lace or sheer material. Sleeveless is ok if the material is at least 2 inches wide and as long as all back is covered. Front neckline no lower than 4 fingers below the collarbone. Tops of dresses, blouses, and shirts must have a covered back—no halters or plunging v's, and no strapless tops (even if straps have been added later). No patches of see-through lace or lace over skin-colored material. No clothing should display inappropriate writing or symbols. Midribs must be covered at all times. Pants (including jeans) must fit like trousers and not like leggings. No leggings are allowed unless they are under tops or skirts that touch the knee. Shorts must be a modest length (mid-thigh or longer). No clothing with holes, rips or stains.

GROOMING CODE FOR LADIES AND GENTLEMEN

Uniform Appearance

Students must keep their dress shirts tucked in the entire day, and gentlemen must wear their ties the entire day. The uniform white dress shirt is required even under a sweater. Undershirts may be worn beneath the dress shirt, but must be solid white with no writing, must be tucked in, and the sleeves must not extend below the end of the dress shirt sleeves. No undergarments may be visible. Bras must not be of dark color, such that they show through the white shirt. White or light beige work best.

Hair

Hair should be clean, neatly groomed, appropriate in style, and natural in color. Gentlemen's hair must be above the eyebrows, ears, and collar. Gentlemen should be clean shaven with sideburns no longer than the middle of the ear.

Makeup

Ladies may wear light, natural-looking makeup and fingernail polish of clear, light pink, or similar subdued colors.

Jewelry

Ladies and gentlemen may not have any visible tattoos or piercings, except ladies may wear one stud in each earlobe (matching). A simple chain necklace and/or a scapular may be worn under the shirt for ladies and gentlemen.

Perfume or Cologne

No perfume or cologne is allowed.

Accessories

Any necessary accessories (headbands, hair-ties, etc.) must be black, white, gray, beige, brown, or navy blue, or another subdued color or simple pattern. Teachers reserve the right to determine that an accessory is inappropriate or distracting.

FORMAL DANCE ATTIRE GUIDELINES

Dances are school events and reflect the standards of our school. Chesterton Academy's Dress Code will be strictly enforced at all dances and must be followed by all students attending. Anyone not in compliance with the Dress Code will not be admitted to the dance and refunds will not be issued. Chesterton Academy's Dress Code requires attire that reflects modesty and good taste. Suits and dresses should not only be modest and appropriate, but also fit properly and be neat and clean. All students are expected to be well-groomed and reflect good personal hygiene.

LADIES' FORMAL DANCE ATTIRE

Necklines on dress, top, or gown must be cut in a modest way with no cleavage shown.

No strapless or backless dresses.

No exposed undergarments.

Backlines and sides must cover the torso, chest and back and should be no lower than a normal bra strap.

Cut-outs or any exposure of chest, midriff, thigh, naval or abdomen are not permitted.

Slits in a dress/skirt or non-sheer areas must also be no higher than the top of the knee.

The garment should not be excessively tight.

Sweaters or shrugs will be allowed over dresses that do not meet the Dress Code however, they must remain in place throughout the dance. Any additions pinned or sewn onto a dress to make it compliant with the dress code must remain in place throughout the dance.

The dress, skirt, or gown must be no shorter than the top of the knee.

Remember, because of differing body types, the same dress may be acceptable on one person, but not on another.

GENTLEMEN'S FORMAL DANCE ATTIRE

Men are expected to wear formal evening attire such as a tuxedo, suit with a tie, or sport coat and slacks with a tie.

Shirts must be worn and be buttoned and collared.

Dress shoes and belt must be worn.

Appendix B: Cheating and Plagiarism

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. It is a lie and it is a sin.

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, 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 unless you understand how you came to the answer.
- Using any kind of notes (unless specifically allowed), cell phone connection, or AI software
- 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.

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 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 in essence 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

Chesterton Academy takes cheating and plagiarism very seriously, and the penalties for cheating and plagiarism will be considerable. Whenever a test, paper or assignment is found to be someone else's work, it will be given a zero grade, even if there is some original material in it, and the student will receive a detention.

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.

Appendix C: Policy on Life Threatening Allergies/Asthma

Chesterton Academy of Wichita Falls, Inc. is committed to providing a safe and healthy school environment for all students. The Academy recognizes that food allergies/asthma in some instances may be severe and even life threatening. Chesterton Academy of Wichita Falls, Inc. has developed a food allergies policy to reduce the likelihood of severe allergic reactions of students with known food allergies while at school.

This policy applies to the entire community of Chesterton Academy, including students, parents and/or guardians, and school staff. Chesterton Academy of Wichita Falls, Inc. commits to assisting families in the management of each students' food allergies by providing an environment where the risk of exposure is reduced and emergency support is available. Chesterton Academy consults and works in partnership with parents to help maintain a safe and healthy educational environment.

As stated in the Centers for Disease Control (CDC) guidelines, no school can "guarantee a totally safe environment because there is no reasonable or fail-safe way to prevent an allergen from inadvertently entering into a building." While Chesterton Academy cannot guarantee an allergen-free environment void of all allergens or other substances to which some individuals may be sensitive, Chesterton Academy will strive to communicate and work collaboratively with parents to minimize risks and effectively respond to exposure.

Parent/Student Responsibilities

1. **Communication and Documentation.** At the beginning of each school year, parents must complete all health forms, including the Allergy Action Plan, if applicable. All forms must be signed by the student's physician and returned to the school. It is each parent's obligation to provide Chesterton Academy with all relevant information regarding each student's food allergy/asthma, particularly those in which anaphylaxis is a potential.
2. **Emergency Medication.** Parents of students with life-threatening allergies/asthma must provide school personnel with all prescribed emergency medications. The medication must be provided to school personnel prior to the beginning of each school year accompanied by written permission from the parent and the student's physician allowing administration of the medication by designated school personnel as necessary.
3. **Medication Management.** It is the responsibility of each parent to ensure that every student's emergency medication(s) have not expired and that all prescriptions are filled in a timely manner.
4. **Education of Students.** Parents know their children best and understand their needs best. Parents are responsible for educating their students about managing their allergy while at school. Parents are also responsible for reinforcing that their student should proactively ask about and/or avoid foods/allergens offered at the school about which they are unsure.
5. **Alternative Food Options for Students.** It is normal at a school for there to be shared treats from time to time, e.g., for birthdays or special events. Often such occasions are planned; sometimes they are not. If parents are concerned about possible exposure to allergy-causing foods, they should provide snacks, treats and lunches for their student.
6. **Criterion for Alternative Food Options.** In the event that there are shared treats, when students choose not to eat an item offered, they may select an alternate item for enjoyment

as designated by parents/students. It is up to these parents/students to provide these alternative items, to be stored at the school for daily consumption or for special events, as they occur. If parents prefer to have the stored treats reserved at school just for their own student, they should clearly and properly label these items with their family name. Parents are responsible to maintain the supply at school for their student and ensure that food items are not spoiled or otherwise passed their expiration date.

7. Self-administration of Medications. Students with life-threatening allergies/asthma are authorized to self-carry and self-administer an epinephrine auto-injector (EpiPen), inhaler or other necessary medication with written permission from their parent and physician.

8. Student Responsibility. Chesterton Academy does not employ medical personnel (physician, physician assistant, nurse, etc.) on site. Neither does Chesterton Academy staff claim proficiency in responding to individually complex medical situations. The first line of defense against harmful allergens lies with the student. Students with life-threatening allergies/asthma must be able to recognize the signs and symptoms of an allergic asthmatic reaction and, wherever possible, seek the necessary assistance in the school setting. Chesterton Academy follows the recommendation of the CDC by mandating that students take responsibility for managing their own allergies/asthma, including carrying and using epinephrine or asthma medication when needed. When life-saving medication is required by students who have chronic health conditions, students are required to be knowledgeable and competent in their own care.

9. Proactive Identification and Communication of Known Medical Risks and Dangers. It is recommended by the CDC that students with life-threatening allergies/asthma make these risks known to school personnel (as well as their classmates who can assist in recognizing and communicating issues that may arise during the course of a given school day or school event). Students with known life-threatening allergies/asthma are advised to wear a medical bracelet. If a student with life threatening allergies/asthma does not wear a medical bracelet nor inform classmates of their allergy, it is even more crucial that the student proactively inform designated school personnel at the first sign of a reaction. The student should avoid going to a restroom or other location or secluded area alone or out of the vision of another person.

10. Identification of Food Items. Each student must clearly identify their own lunch bag, especially if stored in a common location accessed by multiple people, such as a shared refrigerator.

11. Emergency Medical Response, Transport, and Treatment. In the event of an emergency, parent/guardian gives permission to Chesterton Academy to call 911 and to consent to any necessary transport to an emergency medical facility, as well as consent to treatment by that emergency medical facility. In the event that an emergency response is necessitated, Chesterton Academy will attempt to communicate with parents and other individuals listed by parents as emergency contacts.

12. School Environment. At present, Chesterton Academy subleases space from St. Jude Thaddeus Parish. During evening hours and during weekend times, St. Jude Thaddeus may use the space for religious education or parish events. Chesterton does not have the capacity to control the school environment at other times. Parents must be aware and fully understand that the St. Jude Thaddeus parishioners or religious education students may introduce food items that contain allergens harmful to individual students at times when Chesterton staff are not present.

Parents must be responsible for ensuring that the school environment is safe for students who could be exposed to potentially harmful allergens, due to the introduction of foreign substances onto the school premises.

13. *Waiver of Liability and Agreement to Hold Chesterton Academy Harmless.* In receiving and signing this document, parents and guardians agree to hold Chesterton Academy of Wichita Falls, Inc., its employees and agents who are acting within the scope of their duties, harmless in any and all claims arising from the administration of emergency medication and execution of emergency protocol at school or at off-site school activities and events.

School Responsibilities

The school will in good faith follow the accommodations listed as follows:

1. *Designated School Staff Training.* Chesterton Academy of Wichita Falls, Inc. will provide annual food allergy and anaphylaxis information and basic training to designated school personnel. This training will include how to recognize general symptoms of an allergic reaction and how to respond reasonably and appropriately.

2. *Heightened Communication for Individual Students and Families.* Chesterton Academy designated school personnel will meet with students with life-threatening allergies/asthma and their parents at the beginning of each school year to discuss the student's Allergy Action Plan. This plan will include the location of emergency medications while at school and at offsite school activities.

3. *Retention of Allergy Action Plans / Access to Allergy Action Plans.* Student-specific emergency medications and Allergy Action Plans will be kept in labeled containers within the school Office Administrator's unlocked cabinet so that the Allergy Action Plans will be accessible to other school personnel.

4. *Positive School Climate.* The school fosters a positive, non-judgmental atmosphere of Christian community for all students. Students are encouraged to care for one another in a kind manner in order to promote these values and principles at all times.

5. *Reasonable Precautions to Minimize Risk of Exposure.* While Chesterton Academy cannot guard against exposure, designated school personnel will be periodically reminded to seek to minimize the risks of allergic reactions by: Designating the time and place for snacks and lunch; Encouraging students and staff to wash their hands with soap and water or cleansing wipes before and after eating. (hand sanitizer not as effective at eliminating allergens); Washing all lunchroom surfaces prior to and after lunch; Offering an allergy free space during lunch and snack times, if requested by parents.

Off Campus Activities

Students who have been prescribed EpiPens, inhalers or other necessary medication must have these items, as well as a copy of their Allergy Action Plan, with them and accessible for emergency use at all times during all school related off-campus activities. Students are responsible for telling designated school personnel the exact location of these items so the adult can locate them if the student is unable to self-administer.

Confidentiality/Partnership

Partnership between Chesterton Academy of Wichita Falls and the family is critical to identifying and minimizing risk to students with known allergies/asthma. The safest

situation is when all relevant information regarding a student's allergy/asthma has been fully disclosed to the school community. If information is not provided or shared, it is even more incumbent on the student to proactively inform designated school personnel at the first sign of symptoms of the onset of a reaction.

Definitions

Administer: the direct application of nonprescription drug product or prescription drug, whether by injection, ingestion or other means, to the human body.

Allergen Safe: an environment that is made as safe as possible from food allergens.

Anaphylaxis: a serious allergic reaction that is rapid in onset and may cause death.

Designated school personnel: an employee, agent, or volunteer of a school, designated by the governing body of the school, who has completed the training specified in the plan adopted by the governing body of the school.

Epinephrine auto-injector (EpiPen): a device used for the automatic injection of epinephrine into the human body.

Self-administer: to administer an epinephrine auto-injector to one's body.

Appendix D: Prayers

The following prayers are used throughout the school day at Chesterton Academy.

Morning Offering – Suscipe of St. Ignatius of Loyola Prayed at Morning Assembly Take, Lord, and receive all my liberty, my memory, my understanding, and my entire will; all that I have and call my own. You have given it all to me; to you, Lord, I return it. Everything is yours, do with it what you will. Give me only your love and your grace. That is enough for me. Amen.

Angelus – Prayed before Lunch

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.

Regina Coeli – Sung During the Easter Season before Lunch

Regina coeli, laetare, alleluia.

Quia quem meruisti portare, alleluia.

Resurrexit, sicut dixit, alleluia.

Ora pro nobis Deum, alleluia.

Meal Prayer – Prayed before Lunch

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

Doxology – Prayed at the End of Every Day

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.

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. *Be on time.* Be in your pew, quiet and in uniform before Mass begins. Students who come late should quickly and quietly move into the pews.
2. *Be reverent.* Genuflect when entering and exiting the pews at the beginning and end of Mass. Sit up straight and do not slouch. Exit in a respectful fashion. Others will remain to pray and the life of the parish goes on as we are leaving.
3. *Participate.* Sing the hymns when invited. Say or sing the responses. Stand when the congregation is invited to stand. Kneel when invited to kneel.
4. *Fast.* According to the Catechism, people should fast for one hour prior to reception of the Eucharist. Gum, coffee, or snacks (but not water and not medicine) break that fast (1387).
5. *Communion.* 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). No one is required to receive communion.
6. *Non-Catholics.* According to the US Catholic Bishops, our Protestant brothers and sisters should not receive the Eucharist at a Catholic Mass. To do so would imply a full unity of belief that does not yet exist.
7. *Reception of 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.



CHESTERTON ACADEMY OF WICHITA FALLS

Acknowledgement Agreement

Chesterton Academy believes the best way to initiate a good school year conducive to learning and joy is to have expectations clearly defined. Please read through the handbook, acknowledge the policies and procedures addressed in the handbook, and return this signed form to the office the first week of school.

I acknowledge receipt of the Family Handbook and will adhere to the policies.

Parent

Date

Student

Date

Student

Date

Student

Date



CHESTERTON ACADEMY

OF WICHITA FALLS

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.

Jesus, I trust in You.

Mary, cause of our joy, pray for us.

Amen.

