

Family Handbook

Academic Year 2023-2024



CHESTERTON ACADEMY

OF OUR LADY OF GUADALUPE

21400 S. Nunneley Rd.
Clinton Township, MI 48035
586-741-6041

chestertonguadalupe.org
secretary@chestertonguadalupe.org
School Hours: 7:30 am-3:15 pm
Office Hours: 7:20-3:30

School Information

Locations: St. Luke Lutheran Church – 21400 Nunneley Rd., Clinton Twp., MI 48035
Phone: 586-741-6041
Email: secretary@chestertonacademydetroit.org
Website: www.chestertonguadalupe.org
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Key Contacts

| | | |
|-----------------|-----------------|--|
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| EXEC. DIRECTOR | Tiffany Brocker | executivedirector@chestertonacademydetroit.org |

For a complete list of Chesterton Academy of Our Lady of Guadalupe faculty and staff, visit www.chestertonquadalupe.org/faculty.

FAQ - Who Do I Contact?

- If your student is sick or will miss school – email the Admin. [Asst.](#)
- For questions regarding JupiterEd -- email the Headmaster.
- For tuition and billing questions -- email the Executive Director.
- For questions regarding grades -- first contact the instructor, followed by the Headmaster.
- For questions pertaining to dress code -- email the Headmaster.
- To inquire about volunteering and events – email the Admin. Asst.
- For questions regarding admissions or re-enrollment -- email the Admin. Asst.
- For questions regarding newsletter or weekly updates -- email the Headmaster.

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I. OUR MISSION AND PHILOSOPHY OF EDUCATION

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

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

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

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

A. Mission

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

Intellectually, by teaching them not only the great classics of Western thought from Plato to calculus, but the interrelationship of the great ideas, to learn not what to think but how to think; In character, especially in the four cardinal virtues of

Prudence, Temperance, Fortitude and Justice which we believe are the foundations of leadership in professional life, the family, the nation, and in the service of Christ; and Spiritually, so that they may use the skills they acquire at Chesterton Academy in Faith, Hope, and Charity, to build up the Kingdom of God in this life and be with Him in everlasting happiness in the next.

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

B. Our values

Chesterton Academy embraces and lives the teachings of the Roman Catholic Church, which are defined and clarified by the Magisterium of the Catholic Church. We base our admissions, employment, and operational decisions on the Church’s teachings on faith and morals, which promote the dignity of all persons created in the image and likeness of God. Chesterton Academy admits students of any race, color, national origin, and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national origin, and ethnic origin in administration of its educational policies, admission policies, scholarship programs, and athletic and other school-administered programs

C. Our Catholic Identity

According to the Sacred Congregation for Catholic Education,

“In a Catholic school, everyone should be aware of the living presence of Jesus the ‘Master,’ who, today as always, is with us in our journey through life as the one genuine ‘Teacher’, the perfect man in whom all human values find their fullest perfection.”

Therefore, each school day at Chesterton Academy begins with the celebration of the Holy Sacrifice of the Mass so that every student and faculty member begin the day with the Teacher to learn from Him and, with the grace given through the Eucharist, model their lives after Him. The education at Chesterton Academy serves a two-fold purpose:

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

Our education is aimed toward the development of the whole person: intellectual, spiritual, and moral. Each subject is taught with the Catholic worldview of the dignity of all human life and the truth that happiness comes only through Jesus Christ. This

worldview permeates our discussions across the disciplines. It reveals that faith and reason are not opposites but, in fact, are complements that lead us to a depth of understanding about ourselves and the world.

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

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

II. BASIC EXPECTATIONS

A. Jupiter Ed

CAOLOG uses Jupiter as its student information and communication platform. Before the beginning of the academic year, new families receive access to their accounts.

Jupiter is the primary two-way communication for CAOLOG administration and faculty, and parents and students to communicate with each other. Parents and students are expected to regularly (weekly) consult their accounts to review grades, communications, and disciplinary actions. In addition to being maintained on the Jupiter platform. There are optional text alerts, progress reporting, and notification features users may optionally choose for alerts and delivery of new items posted to Jupiter.

B. School Hours and Bell Schedule

CAOLOG opens its doors at 7:20 am. Students must be in the chapel by 7:30 am for Morning Meeting. Their first class begins at 7:38. After first period, students walk to and from St. Thecla Catholic Church for daily Mass. Second hour begins at 9:20 am. Class periods are 40 minutes with a 3-minute passing time.

| Daily Schedule | |
|----------------|----------------------------|
| 7:20 am | Doors open |
| 7:30 | Morning Meeting in the gym |
| 7:35-8:15 | First Hour |
| 8:18-8:30 | Walk to St. Thecla |
| 8:30 | Holy Mass |
| 9:10-9:20 | Walk to Chesterton |
| 9:20-10:00 | Second Hour |
| 10:03-10:43 | Third Hour |
| 10:46-11:26 | Fourth Hour |
| 11:29-12:14 | Lunch/Lyceum |
| 12:17-12:57 | Fifth Hour |
| 1:00-1:40 | Sixth Hour |
| 1:43-2:23 | Seventh Hour |
| 2:26-3:06 | Eighth Hour |
| 3:15 | Dismissal |

Students not involved in a school-sponsored extracurricular activity must be out of the building by 3:30 pm.

C. Holy Mass Participation

CAOLOG sees the daily participation at Holy Mass as much a part of our curriculum as any academic discipline. Please refer to Appendix D for Holy Mass guidelines and expectations.

D. Attendance, Tardies and Absences

Daily attendance and participation in mass and class activities are 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 office of the reason for the absence by 7:30 by calling the office at 586-741-6041 on the day the absence occurs.

When students arrive late any other time, they must report to the office and sign in.

Excused Absences

Up to three (3) consecutive school days may be excused by parent notification if a student is ill. If a student misses more than three (3) consecutive school days due to illness, a copy of a doctor's note must be provided to the office.

We understand that illness and other family emergencies happen, however, if a student is absent more than 12 periods for any one course in a semester (including for medical reasons), the school reserves the right to withhold credit for that course. Extended absences jeopardize a student's academic success and 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 a CAOLOG education – may not be able to be made up, which may adversely affect grades.

Vacations are a wonderful part of family life and a great tool in building the domestic church. However, care ought to be taken in planning to ensure that family vacations do not remove students from the learning environment. Any days missed beyond two (2) days shall be recorded as an unexcused absence.

College campus visits should be scheduled at times when CAOLOG classes are not in session. In rare instances in which this is unavoidable, the student will be responsible for all missed work the day after returning. All college visits should be reported to the school office and Headmaster in advance.

Unexcused absences

Absences not reported by parent/guardian or are a result of skipping or leaving school without permission are serious violations and will result in no extensions or late grades given for homework, projects or other missed work that was due the day of the unexcused absence. Graded in-class work, including, participation, projects or tests will be recorded as a zero (0).

If no parent/guardian notification is made to the school by the end of the school day on which the absence occurs, the absence is recorded as unexcused. Unexcused absences will result in disciplinary action.

E. Electronics/Mobile phones

While on the campus of CAOLOG, before or after school hours, students are not permitted to use electronic devices for social media, music, video streaming, or similar uses. Chesterton recommends flip phones or phones with limited use other than for voice and text. The penalty for using a mobile phone or any other electronic devices during or after the school day, including while waiting to be picked up is as follows:

- First offense - Mobile phone/device is confiscated, a demerit is issued, and a parent must retrieve the phone from the office
- Second offense - Mobile phone/device is confiscated, a parent must retrieve the phone from the office, and the student receives detention
- Third offense - Mobile phone/device is confiscated, a parent must retrieve the phone from the office, the student receives a detention and is no longer permitted to bring their mobile phone to school

Turning in mobile phones

If a parent allows their child to bring a personal communication device to school, it must be turned off and stored in the office.

Retrieving phones at the end of the school day

Students are permitted to retrieve their cell phones from the office after prayers and turn them on for essential communication purposes only. No social media is allowed until the student has exited the building.

Messages and office telephone use

It is understood that all business during the school day will be handled through the school office. Messages from parents will be delivered to students as needed and in a timely fashion. Action will be taken in accordance with the importance of the message. A telephone is provided in the office for student use.

F. After School Policy

All students exit the building using the main (south) entrance. Parents may line up along the drive near the entrance/exit to wait, while not blocking thru traffic. Weather permitting, students will wait outside for pick-up. In inclement weather, students may wait indoors near Room B23.

All students not involved in a school-sponsored extracurricular activity must be out of the building by 3:30 p.m. or they must report to the office to await pickup. Students may not remain in the hallways after 3:30 p.m. A \$5/min *may* apply if the student remains indoors after 3:30.

A student carpooling with another student participating in extracurricular activities must wait in the same room as the student with whom they are going home. ***The school's electronics/mobile phone policy above remains in effect.***

G. Additional Required Events

Throughout the school year, students are required to attend events off campus and/or outside of school hours. Please see the official calendar for details and to plan accordingly for these events. This includes but is not limited to:

- Student Orientation/Parent Orientation (All students/ at least 1 parent from each family, we suggest both)
- Fall Outing (All students)
- Mass of the Holy Spirit and Investiture (All students)
- Fall House Dinner
- Advent Concert (All students);
- Our Lady of Guadalupe Feast Day Mass (All students)
- March for Life, Washington D. C. (All Students at additional cost)
- Spring House Dinner
- Drama Performances
- Baccalaureate and Awards Mass and Commencement Exercises (All students)
- Open Houses/Informational Meetings

H. Transportation

CAOLOG will assist families in setting up carpools with nearby families.

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

I. Uniforms and Out-of-Uniform Attire

CAOLOG requires all students to dress according to the school uniform code and out-of-uniform code (for specific requirements for young men and women, see Appendix A).

Students are required to wear properly fitting uniform clothing while at church or on the CAOLOG campus during and after school hours unless a change of clothing is necessitated by an extra-curricular activity.

Changing Clothes - Students participating in Chesterton Athletics or extracurricular clubs that require a change of clothes should use the locker rooms to change. All other students are expected to remain in uniform while on campus/in the building.

Modesty and professionalism are the primary guides in all matters of the required uniform. Students will be expected to present themselves in a way that reflects the dignity of their vocation as students and the seriousness of our collective task. Students are expected to wear the Academy uniform in a modest and neat way, avoiding all manner of ostentation. Skirts must be hemmed to mid-knee, and pants must touch the shoe, with no visible sock. All elements of the uniform must be clean and in good condition with no rips, holes, or stains. Students need not wear their blazers in the hallway or during class unless instructed by a teacher.

J. Lunch and Snacks

Students at CAOLOG bring lunch to school and eat together in a designated area with faculty supervision. Students are responsible for cleaning up after their lunch period. There is limited access to microwaves and a toaster oven.

Chewing gum, eating in classrooms, assembly, or while walking the halls of the school is not permitted. At each teacher's discretion, students may bring beverages into class in modest-sized, resealable containers.

K. Lockers

The Academy supplies each student with a locker for use during the school year. The locker remains the property of CAOLOG, and faculty and staff may open any locker at any time for any reason. *No locks are permitted on the lockers. Only Photos of friends and family are permitted.*

L. 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 CAOLOG may be canceled by the

headmaster, taking the lead from Clinton Township schools and the Archdiocese of Detroit's school closings. Official notice will be sent via email, posted on Jupiter Ed, and found on local radio stations by 6 a.m.

M. Field Trips

The school makes use of carpools for transportation to and from events and activities taking place during school hours. Where drivers are needed, the school will request volunteers. Whenever carpools are utilized, the school will provide details to parents about timing, pickup, and drop-off points, and drivers. Only persons over 21 years of age may drive a carpool to Academy events. Please note that all drivers and chaperones must have Protecting God's Children and provide license and insurance information.

N. Medications

Neither prescription nor over-the-counter medications may be stored in a student's locker. If a student needs to take a prescription medication during school hours, a parent must submit the appropriate forms along with the prescription medication in the original bottle. The medication will be securely stored and administered by Chesterton staff.

O. Injuries and Illness

CAOLOG does not have a school nurse, 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 or to the doctor. Emergencies will be addressed via 911. CAOLOG will make every effort to reach families using the emergency contact information on file. Students who become unwell may rest in the front office. If, after one class period, the student is not able to return to class, a family member will need to take them home. If a family has students with a specific medical need, please notify the office.

P. Visitor Policy

CAOLOG is a closed campus and requires that all visitors, including family members, friends, and alumni, sign in at the school office. Approved visitors who will be on campus for any length of time wear a visitor's badge. A photo ID is required for any individual who is not known to the administration. ***Students may not admit individuals into the building.***

III. MENTORSHIP AND DISCIPLINE

A. Code of Conduct

Students of CAOLOG will show respect for the truth they are learning, for those helping them to learn, for their fellow students, for the institution in which they are learning, for the host and for themselves as children of God.

This is the Academy's Code of Conduct, and since it is modeled upon the example of Christ, it should guide all members of the CAOLOG community whether on campus or off campus and while at a school function or outside of a school function.

Disciplinary issues that occur outside of a school function could lead to school discipline up to and including required withdrawal from the school.

B. Classroom Decorum - Formal Address.

Reflecting the ethos of classical learning, students and teachers will use formal address in the classroom and email: students will address each other using Miss or Mr. and the last name during class. Teachers will address students in the same manner, Miss/Mr. Last Name, including in email. Classrooms are set up in the Socratic configuration and name tent cards are used to facilitate formal address.

C. Merits and Demerits

The House system at Chesterton Academies fosters Christian community among students and their families and staff and faculty (see Appendix C). This system is a long and time-honored approach for creating smaller, integrated communities within a larger academic institution. Each member of the house can earn points (merits) for their House through acts of virtue, full engagement in the community of learners, and positive leadership and mentorship. Each House member may lose points (demerits) for their House through acts of irresponsibility. Students' merits and demerits are recorded in their Jupiter account.

A merit is given when a student or house performs acts of service, is fully engaged in the community of learners, and shows positive leadership and mentorship. Below is a list of common merits, but should not be seen as an exhaustive list:

- Holding doors
- Helping an injured student
- Cleaning more than is required
- Helping staff members with various tasks
- Picking up books or another student's belongings if they fall
- Writing letters to the homebound
- Corporal works of mercy
- Engaging in fraternal correction

A demerit is given when a student commits a violation that is easily observable and judged. Below is a list of common offenses resulting in demerits but should not be seen as an exhaustive list. Repeated demerits will result in a meeting with the dean or Headmaster.

- Arriving tardy to school, morning meeting, or class.
- Coming unprepared for class
- Violating the dress code
- Chewing gum
- Eating in class
- Eating while walking in the hallways
- Leaving supplies or any materials in class or hallways
- Keeping a messy locker
- Littering
- Not turning in cell phone
- Running
- Screaming
- Using inappropriate language
- Not vacating the property in a timely manner.

Upon accrual of 5 demerits, a student will receive an after-school detention. The number of demerits a student has received will reset at the start of second semester.

D. Detentions

A student will receive a 30-minute detention during lunch or another time (at the discretion of the headmaster) for a more serious breach of the rules such as disrespect to faculty, staff, and peers, a major disruption in class or in the hallways or a clear disregard for the ethos and rules of the academy. Detentions will also cost the student's house five house points.

Below is a list of common offenses that will directly earn a student an immediate detention

- Disrespecting fellow students or staff or school
- Breaking the electronics use policy
- Major language infractions such as profanity, blasphemy, racial slurs, vulgar commentary, or of language sexual in nature.
- Flagrant/overt disobedience
- Academic dishonesty (lying, cheating, plagiarism)

E. Disciplinary Eligibility

Students who receive five (5) detentions in a semester will serve a one-day, in-school suspension, lose eligibility for any extracurricular activities, and attend a required meeting with their parents and the headmaster.

F. Immediate Suspension

An immediate in-school or out-of-school suspension will follow from a willful or repeated breach of the school's rules or policies resulting in a significant disruption to the learning environment. Examples include but are not limited to: showing disrespect to faculty and staff, damaging school property, serious classroom disruptions, and scandalous language. A student is ineligible for extracurricular activities while on suspension. An immediate suspension will count as five (5) detentions in terms of disciplinary eligibility.

G. Immediate Expulsion

At the discretion of the headmaster, a direct decision for expulsion may result for any egregious offense or threat that causes scandal or harm.

H. Serious Offenses

Theft or Damage to Property

Any damage to the Academy's or another's property is strictly forbidden and will require reimbursement. Theft is considered a serious breach of discipline and will result in suspension or expulsion.

Tobacco, Drugs, Alcohol, or Weapons

Possession or use of tobacco, e-cigarettes, drugs, alcohol, or weapons on school property or at any school event by students is strictly forbidden. Violation of this or any state law regarding the same may result in immediate expulsion.

Malicious or Scandalous Behavior

Behavior such as bullying, gossiping, ridicule, foul or scandalous language and lying are contrary to the educational mission of the CAOLOG and strike at the heart of the common good and human dignity due to all those made in the image of God. Making any threats of violence verbally or by gesture against another student, teacher, or school, will not be tolerated at any moment for any person. As serious offenses, they will be dealt with accordingly and may result in suspension or expulsion.

Uncharitable, scandalous, defamatory, or libelous remarks which harm the CAOLOG's reputation and/or community or the Chesterton Network may be subject to school discipline or legal action. (This policy extends to all written/recorded messages, whether they are communicated by hand, electronically, or digitally.)

Our expectation is that CAOLOG students treat each other with the utmost respect in and out of school and do not engage in cyberbullying or any uncharitable, scandalous, defamatory, or libelous communication or behaviors in person or via any social media platforms. Should unbecoming behavior of this kind occur between students out of school, disciplinary action will first be deferred to the parents of the students involved and, depending on the nature of the behavior, could result in school-imposed disciplinary action.

I. The Authority of the Faculty

Constant 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 CAOLOG or the teachings of the Roman Catholic Church is strictly forbidden.

J. Disciplinary Appeal

Demerits may be appealed by the student to the issuing teacher or staff.

Detentions may be appealed by the student to the headmaster prior to serving. Any **suspension and expulsion** recommended by the headmaster may be appealed to the Board of Trustees. Suspensions and expulsions are presumed valid, and the student will remain out of school pending the appeal. Decisions by the Board are final.

IV. ACADEMIC EXPECTATIONS

CAOLOG strives to maintain an atmosphere of academic rigor and excellence by focusing students on the importance of their academic progress. We offer a core curriculum across the disciplines of math/science, humanities, fine arts and languages, and each student is expected to complete the full course work.

CAOLOG provides parents with access to grades and assignments via the Jupiter platform. In addition, teachers may send parents and students messages through Jupiter giving feedback on a student's academic performance. Parents and students should use Jupiter to communicate with teachers.

A. Academic Probation/Eligibility

CAOLOG wants to help students prioritize their many responsibilities as they progress academically in all fields of study. It is the school's goal to aid students and staff in identifying academic difficulty for students and offer remedial help before it becomes seriously problematic.

Any student with an overall cumulative semester GPA of less than 2.0, or who is failing any class, will be placed on academic probation. Probation will result in the student and parents meeting 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 all study periods during the week for academic improvement. At the time a student is placed on academic probation, the student will no longer be eligible for extracurricular activities. Ineligibility will remain in effect until a subsequent progress report shows a GPA of at least 2.0 and no failing grades.

B. Advancement and Retention

Students will receive full credit for all classes completed with a cumulative percentage of 60% (D- or above). Grades for year-long courses are calculated on the average of both semesters. 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 yearly grades (or semester grades for a one-semester class), students will be asked to attend summer classes. The cost of each summer school class is \$500 per failed class paid through TADS. Summer school classes will

be taught by Chesterton staff and must be completed satisfactorily before promotion to the next grade. When a student completes summer school, the failing grade on the student's report card and transcript is replaced by the grade earned during the summer session.

C. Graduation Requirements

Academic

Beginning with the Class of 2027, students take the full complement of courses and must complete 34.5 credits, earning at least a D-(60%) in all courses to graduate.

Service

Each student must complete and record 20 hours of volunteer service per academic year. Students may elect to volunteer at the school, their parish, in their neighborhood, or within the greater community. Service hours will be the equivalent of 0.5 credits for the entirety of their academic career at CAOLOG, but do not factor into a student's GPA. Failure to complete service hours will, upon graduation, result in a fee of \$3/service hours not completed.

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

D. Credits

| Humanities | Credits | Duration |
|--|----------------|-----------------|
| Literature | 4 credits | 4 years |
| History | 4 credits | 4 years |
| Philosophy | 3 credits | 4 years |
| Theology | 3 credits | 4 years |
| Latin* | 3 credits | 3 years |
| Rhetoric | .5 credits | .5 years |
| Debate | .5 credits | .5 years |
| Math/Science | Credits | Duration |
| Math | 4 credits | 4 years |
| Science | 4 credits | 4 years |
| Arts | Credits | Duration |
| Art | 3 credits | 4 years |
| Music | 3 credits | 4 years |
| Drama | 1.5 credits | 3 years |
| Senior Capstone | Credits | |
| Senior Seminar | .5 Credits | |
| Total Credits for Graduation: 34 + 0.5 Service Hours | | |

**Senior students who have completed Latin I, II, and III are eligible for a study hall period instead of Latin IV. Latin IV may or may not be offered depending on the size of the senior class and interest in it.*

E. Grading System

| Letter Grade Percentage Correlation GPA Point Equivalent | |
|---|--------------------|
| A | 93% and above= 4.0 |
| A- | 90%-92%= 3.67 |
| B+ | 87%-89%= 3.33 |
| B | 83%-86%= 3.0 |
| B- | 80%-82%= 2.67 |
| C+ | 77%-79%= 2.33 |
| C | 73%-76%= 2.0 |
| C- | 70%-72%= 1.67 |
| D+ | 67%-69%= 1.33 |
| D | 63%-66%= 1.0 |
| D- | 60%-62%= .67 |
| F | 0%-59%= 0 |

F. GPA Calculation

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

The number of grade points earned in each course is found by multiplying the numerical value of the grade earned in the course (e.g. A = 4.0, A- = 3.67, B+ = 3.33, etc.) by the number of credits the course is worth. This means that the student's grades in 1-credit courses will weigh more heavily than the student's grades in other courses. Consider the following example for student A after one semester:

| Course | Credits | Grade | Calculation | Grade Points |
|---|---------|-------|--------------|--------------|
| Theology | .50 | A | .5 x 4 = | 2.0 |
| Geometry | .50 | B | .5 x 3 = | 1.5 |
| Art | .375 | C+ | .375 x 2.5 = | .94 |
| Philosophy | .50 | B+ | .5 x 3.5 = | 1.75 |
| Music | .375 | B | .375 x 3 = | 1.13 |
| Total | 2.25 | | | 7.32 |
| Student's Semester GPA = $7.32/2.25 = 3.25$ | | | | |

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

G. Awards and Distinctions

One of the many ways that CAOLOG maintains its standards for conduct and academic rigor is by recognizing excellence through several awards. Awards are determined by the faculty in committee at the end of the academic year. The number of awards given out are determined by the enrollment of the graduating class.

Yearly Awards

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

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

Students cannot have received an immediate detention or suspension at any time during the school year to be eligible for honors.

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

- 3.90 or higher: Summa Cum Laude (Gold cord)
- 3.80 - 3.89: Magna Cum Laude (White cord)
- 3.67 - 3.79: Cum Laude (Blue cord)

H. Assignments

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

It is the practice of CAOLOG to be reasonable in the amount of homework assigned.

An average student can expect roughly one to two hours of homework each evening. To ease the burden of homework, CAOLOG provides regular study periods throughout the week.

I. Late Work

Late work will be penalized up to 20% 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 have as many school days (not class days) as they missed to make up for missed work. Tests must be made up at a time and date determined by the teacher who gave the test.

It is the responsibility of the student to ensure that work and tests missed due to absence are made up. Individual teachers may alter the late policy for individual assignments at their discretion.

J. Assessments

Teachers will evaluate student work by points or comments. The Academy is on a semester system. At the completion of each semester, report cards are issued. The grade given each semester is a composite of gradable coursework.

K. Academic Violations

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

Academic dishonesty is grounds for academic and disciplinary action.

Cheating is defined as a dishonest act in order to realize an unjust gain. It can take many forms, including:

- copying or sharing another student's work, with or without their knowledge, on an assessment, homework assignment, or in-class project or lab
- obtaining 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 your work
- copying or cutting and pasting information from an electronic source
- retrieving information from an unauthorized source (such as the Internet)
- using AI or representing any work not your own as your original work
- using notes during a quiz, test or exam, unless specifically allowed by the teacher
- having a friend, sibling or parent produce or complete any part of an assignment
- copying the answers from the back of the book
- inventing or counterfeiting sources

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.

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 the method it was obtained.

The following are forms of plagiarism

- not citing a source
- word-for-word copying of another person's ideas or words (even copying a three-word phrase can be considered plagiarism)
- interspersing of one's own words here and there while, in essence, copying another's work
- paraphrasing an author's original theory or idea without proper citation
- resubmitting one's own previously written paper (or portion of it) for a different assignment (self-plagiarism)
- copyright violations

Due to the seriousness of cheating and plagiarism, the headmaster and teacher who assigned the work will collaborate in assessing if academic dishonesty has occurred. If so, the response is as follows:

- student receives a zero on any assignment where the infraction is evident, meets with the headmaster, and parents are informed of the honor violation.
- more serious disciplinary actions such as suspension may be the result repeated incidents.
- violations are placed on the student's academic record. However, for a first violation, the headmaster reserves the right to lessen the disciplinary action (including expunging the record) if the student shows honesty, understanding and remorse for his/her actions.
- serious academic violations may be communicated to colleges when this information is requested.

L. Class Ranking

Chesterton Academy does not produce a class ranking.

M. Parent-Teacher Conferences

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

N. Textbooks and Non-Textbooks

Textbooks assigned are valuable school property and are loaned for the convenience of the students. Textbooks should be cared for and covered, with no highlighting or other permanent marks. Damaged or lost textbooks may result in

the assessment of fines for their replacement. Textbooks are considered “damaged” if they are not suitable for reissue to next year’s students in the judgment of the appropriate faculty member.

Non-textbooks that are not the Academy’s property are the property of the student and are intended to be theirs for the building of his or her personal library. Students are informed which books are school property and which are theirs to keep.

V. MISCELLANEOUS

A. Extracurricular Activities

The Academy believes that the maturation and development of our students is enhanced and further cultivated by encouraging their creativity and talents. To that end, the Academy makes available extracurricular activities that reflect our students’ interests. Parental assistance and involvement in extracurricular activities is essential.

B. Chesterton Athletics

All athletic programs at the Academy have a per-sport, per-student cost outlined in Appendix __. These fees go toward referees, uniforms, related equipment, and expenses. If a team has needs that exceed the fees collected, in consultation with parents, there may be an additional fundraising or monetary obligation for some sports.

C. Family Fundraising Commitment

The cost of education at the Academy is not fully covered by tuition. Therefore, the financial health of the Academy will depend on the success of fundraising activities. While there is no minimum a family is required to raise, fundraising is the shared responsibility of all registered families for the common good.

D. Families as Ambassadors

An integral part of the school’s culture is ambassadorship and volunteer support from our families.

It is a responsibility as part of the CAOLOG family to spread the word about the school as it is critical to the success of the Academy. Please share school contact information with families of potential students.

To help the Academy flourish, our ambassadorship extends to the general public. The school plans to host several public/community events during the year which

welcome visitors, with the goal of community enrichment and raising awareness for the school. Current families will be called on to help with these events.

E. Family Service Hours

Each family is required to commit a minimum of 20 hours of volunteer service in aid of the school by the second Monday of May of the current academic year. Each student's volunteer requirement of 20 hours is not included in a family's required time in service of the school. (See Appendix B for information on recording Family Service Hours.)

In addition to helping with school-planned events, some possible opportunities are:

- Giving testimony at one of our open houses
- Driving on field trips
- Coaching or assistant coaching one of our sports teams
- Running an after-school club
- Hosting a new student dinner or House Dinner (4 hours credit)
- Presenting at a table during a parish festival
- Setting up a table at your parish to talk about Chesterton on a weekend
- Being part of a fundraising committee
- Other activities that would benefit the school, (agreed upon with the administration)

Failure to complete the required service hours by May 19, 2024, will result in a charge of \$30/hr. for the hours not met.

F. College Admissions

CAOLOG aids with college preparation and college applications. All transcript requests must be submitted via email. Official transcripts will not be released until all financial obligations are met.

APPENDIX A. Network School Uniform Policy

Uniforms may be purchased online at www.schoolbelles.com or locally at *School Blues* in Utica, Michigan. Schools in the Chesterton Network wear a uniform that is standardized to achieve professionalism and promote ease for its schools and parents.

Why do most Catholic schools require uniforms?

The tradition goes back to Medieval times when caps and gowns were required at universities. Thus, all students regardless of background dressed alike and showed an outward sign of their dedication to the task of learning together within the university community.

From the very beginning, uniforms support three goals: modesty, professionalism, and community (or school spirit). The Chesterton uniform policy aims to accomplish these same three goals.

We ask the students to wear a uniform so they look professional. The work that takes place at school is part of a student's life that is extraordinary and set apart from the ordinary routines of life.

In our Western tradition, we dress up for special occasions to honor the importance of the event and out of respect for those who participate in them with us. We dress up for Mass and for the workday, and at CAOLOG we dress up for school.

When a student carefully adheres to the uniform code he or she is saying, "Yes, I am part of this team, and I am proud to show it." Particularly for our upperclassmen, this is an aspect of leadership that shows younger students that we affirm the importance of citizenship and through our uniformity bring new students into full membership in the CAOLOG community.

Finally, the Chesterton Academy uniform is an affirmation of our wider Network (Chesterton Schools Network or CSN) community. It is an outward sign of our shared identity and commitment to adhere to the important things for life in this world and the next. Professionalism, modesty, and community are vital elements of that effort.

Uniform Policy for Ladies

| ITEM | COLOR | DESCRIPTION | SCHOOLBELLES STYLE # |
|----------------|--|---|--|
| Blazer | Navy w/logo | Required to be worn at Mass and on field trips. Can be required for certain classes. | #5820 |
| V-Neck Sweater | Navy w/logo | The sweater is a finishing item, along with the blazer. On October 15 through April 1st, a finishing item is required all day (could be blazer, vest or sweater with blazer). Sweater or vest may be worn year-round. | #1983 – Long-sleeve pullover #1964 – Vest |
| Oxford Shirt | White w/logo | Collar buttons must always be buttoned. Shirts must not gap in front, and there should be no pulling on the buttons. Sleeves may not be rolled at any time. Seniors are grandfathered regarding shirts w/o a logo. | #1770 – Short sleeve #1771 – Long sleeve |
| Skirts | 9-10 Gray 11-12 Navy Plaid | Mid-knee to below-the- knee required. If full kneecap is exposed while standing straight, the skirt is too short. Skirts are to be no shorter than the crease of the back of the knee. This usually requires ordering a size Long. The skirt should be worn on the waist and not on the hip. Navy or black bike shorts should be worn under a skirt. Skirts should not be rolled at the waist. | #3521 – Two kick pleated #3521 – Two kick pleated |
| Socks | Navy | Opaque, not cable. Knee highs must reach up to the knee. They should not be at mid- calf or lower. Tights are optional Nov 1-April 1. | #1605 Opaque Knee High #1625 Opaque Tight #1621 Pima Knee High |
| School Shoes | Must be a dress shoe, solid black leather dress flats or oxfords with closed toe and full back. Must be polished and clean. Simple ornamentation allowed (e.g., bow, tassel), no tags/labels/symbols on the outside of shoe. No moccasins, canvas, or suede. No Keds, Sperrys, Vans, Toms, Converse, or similarly styled casual shoes. | | |

| ITEM | COLOR | DESCRIPTION | SCHOOLBELLES STYLE # |
|--------------|-------|--|-------------------------|
| Choir Attire | | Formal dress must be purchased from www.stageaccents.com . #5269 Dahlia Girls or #8864 Dahlia Ladies black floor-length formal dress. Solid black dress flats or max 2" heel. The dress should be hemmed to touch the front toe of the shoe. If you have questions, please ask before hemming. | |

Additional Guidelines for Ladies

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

- Makeup, if worn, must be light, simple, and natural-looking. Foundation, light mascara and blush may be worn, but no eyeliner or eye shadow. Chapstick or clear or light lip-gloss is allowed. No colored lipstick or colored lip gloss is allowed. Make-up bags are not permitted at school.
- No sweatshirts, hoodies, or other jackets should be worn over the uniform. For warmth, wear a school sweater and/or blazer to keep warm. A coat over the blazer is acceptable when arriving or leaving the school and walking to and from Mass.
- Nail polish should be muted, tasteful, and professional. Nails should be clean and of moderate length. Chipped polish should be removed. No acrylic nails or any other fake nails are acceptable at any time.
- Hair accessories should be tasteful and professional: no athletic headbands, bandanna headbands, or bright or distracting colors. The color of hair accessories should complement the uniform.
- Hair should always be neatly groomed and clean. Hair color should be natural hues. No streaks of unnatural colors (reds, pinks, greens, etc.) on any part of hair.
- Necklaces should be metal chains (no leather or woven materials). No tightly fitting necklaces/chokers.
- Earrings and piercings should be in the lobe only. No gauges. No other body piercings or tattoos are allowed.
- One bracelet and one watch may be worn. (Smartwatches are not allowed. A Fitbit may be worn with text notifications off). One lapel pin aligning with our school mission may be worn.
- All jewelry should be tasteful, professional, and not excessive in size or number.
- No perfumes are allowed.
- Headwear may not be worn inside the building (winter hats, baseball caps, etc.).

All ladies should enter the building in complete uniform and be ready for the day ahead. Undergarments should not be obvious or visible under white shirts. The uniform must be worn in full until you leave campus.

Uniform Policy for Gentlemen

| ITEM | COLOR | DESCRIPTION | SCHOOLBELLES STYLE # |
|----------------|---|---|--|
| Blazer | Navy w/logo | Required to be worn at Mass and on field trips. May be required for certain classes. | #5825 |
| V-Neck Sweater | Navy w/logo | The sweater is a finishing item, along with the blazer. On October 15 through April 1st, a finishing item is required all day (could be blazer, vest or sweater with blazer). Sweater or vest may be worn year-round. | #1993 – Long-sleeve pullover #1994 – Vest |
| Oxford Shirt | White w/logo | Collar buttons must always be buttoned. Shirts must be tucked in. Seniors are grandfathered regarding shirts w/o a logo | #5760 – Short sleeve #5761 – Long sleeve |
| Pants | Gray | Plain or pleated front. | #5202 – Plain |
| Socks | Black | May be purchased from another vendor as long as they are solid black dress socks that match the pant color and are at least calf length. Ankles or calves may not be exposed at any time. | #1653 |
| Shoes | Black | Must be a solid black dress shoe, and able to take a shine and have non-scuff soles. No obvious brand logos. Shoes are always required and must be tied at all times. | N/A |
| Belt | Black | Non-woven, leather with simple buckle. | N/A |
| Tie/Bowtie | School Selected color | School selected | #4827 (4-in-hand) #4825 (bow) |
| Choir Attire | Black dress pants and suit coat, white dress shirt (not oxford) and solid black bow tie. Solid black dress socks (must be to mid-calf) and black dress shoes (polished and in good condition). Some gentlemen choose to purchase a tuxedo from Stage Accents (www.stageaccents.com), the Premier Tuxedo Ensemble #ENSB. No patterns on bow ties and no pocket squares, lapel pins, vests, etc. allowed. | | |

Additional Guidelines for Gentlemen

Gentlemen should aim for simplicity. Uniforms should always be clean and shirts ironed and tucked in.

- A solid white tee shirt must be worn under the white oxford. No wording or pictures on T-shirt should be visible.
- No sweatshirts, hoodies, or other jackets may be worn over the uniform. For warmth, wear a school sweater and/or blazer to keep warm. A coat over the blazer is acceptable when arriving or leaving the school and walking to and from Mass.
- Simple chains and medals should be tucked under the shirt. No visible piercings or tattoos are allowed.
- One bracelet and one watch may be worn. (Smartwatches are not allowed. A Fitbit may be worn with text notifications off). One lapel pin may be worn so long as it aligns with the school's mission.
- Gentlemen's hair should always be neatly groomed and clean and with no highlights or dyeing. Hair must be trimmed above the eyebrows, ears, and collar.
- All young men should be clean-shaven with sideburns not extending beyond the middle of the ear. Facial hair is not permitted.
- Gentlemen may not wear cologne or other overtly fragrant products.
- No headwear may be worn inside the building (e.g., winter hats, baseball caps, etc.)
- All gentlemen should enter the school building in full uniform and be ready for the day ahead.
- The uniform must be worn in full and properly until away from campus.

Out-Of-Uniform Dress Code – Guidelines

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

School Dances and “More Formal Than Normal” School Days

Ladies

- Semi-formal dress required (dress, tops, skirts)
- Dress and skirt length should match uniform skirt length, which is mid-knee
- When sitting with feet flat on the floor, skirt or dress should cover top part of knee
- Necklines of modest cut, and no exposed back, shoulder or midriff
- Dress shoes (no Keds, Vans, Sperry, Toms or Converse-type shoes)
- Sleeveless tops or dresses should have at least 2-inch straps of fabric on top of each shoulder

- No visible undergarments

Gentlemen

- Semi-formal dress required (dress slacks, dress shirt, jacket, tie and belts)
- No jeans, shorts, sleeveless shirts, t-shirts, athletic shoes or Sperry, Vans, Toms,
- Converse-type shoes
- No visible undergarments

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

Choir Concert Performances, Commencement and Gala

Choir concert attire (see full choir uniform guidelines under ladies' and gentlemen's dress codes for complete description).

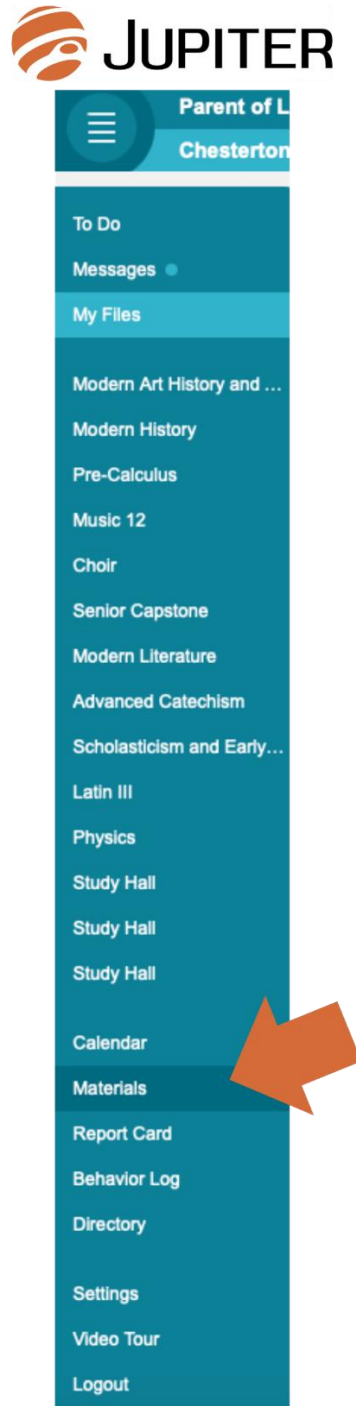
Other School Events

For retreats, drama productions, athletic events, field days, lectures, after-school and extra-curricular activities

- Dress and skirt length should match mid-knee uniform skirt length
- When shorts are permitted, please adhere to the following guidelines: with arms by your sides, the hem of the shorts must reach below your fingertips
- No tight-fitting pants or tops, including leggings.
- No exposed midriff or bare backs
- At least two inches of fabric should cover each shoulder for sleeveless attire
- No ratty, ripped, shredded or stained clothing
- No undergarments showing at any time

APPENDIX B. Volunteer/Service Tracking

Tracking sheets for students and parents are available under the “Materials” menu link on the left sidebar on Jupiter Ed.



APPENDIX C. The House System

Introduction

We make it our mission to prepare our students to triumph over the materialism and despair that pervade our culture and to accept our Lord's offer to have life and have it abundantly. Through the Chesterton Schools Network's Three Pillars model, we form our students in Intellect, Character, and Spirituality.

Character formation focuses on forming habits of virtue: the Cardinal virtues of prudence, justice, fortitude, and temperance. All four are necessary to prepare the students to lead their families, communities, and country to Christ.

The Cardinal virtues find expression through relationships in community. We draw on the House system to aid the building of meaningful relationships between the faculty and students. The House system is part of the 1,000-year-old tradition of Christian education, exemplified in the colleges at Oxford and Cambridge.

The Houses System provides real, tangible community within the larger school, giving students the opportunity to take ownership, fulfill the call to leadership, and to cultivate the ideal conditions for virtue. Within the Houses, students build meaningful relationships through service projects, competitions, celebrations, and prayer. Houses are led by Prefects and have two (2) faculty advisors. The Chesterton Schools Network uses the same House System across all its schools, allowing students to find other House members at CSN meet-ups such as Zoom meetings, the March for Life, annual conferences, and more.

House Structure

House Names

The Houses of Chesterton Academy are named after four Latin and Greek Church Fathers: Ambrose, Athanasius, Augustine, and Chrysostom. (Two from the West, two from the East). These Church Fathers are elevating the Chair of St. Peter at St. Peter's Basilica in the Vatican.

Saint Ambrose (C. 338 - April 4, 397): the teacher of St. Augustine, he was a bishop of Milan and became one of the most influential ecclesiastical figures of the fourth century. He promoted the rights of the Church in relation to the imperial state and is counted as one of the four original Doctors of the Church.

Saint Athanasius (c. 293 - May 2, 373) also known as Saint Athanasius the Great, was a theologian who later became the patriarch of Alexandria, a leader of immense significance in the theological battles of the fourth century. He is

best remembered for his role in the conflict with Arianism, although his influence covers a vast array of theological topics.

Saint Augustine (c. 354 – August 28, 430) the bishop of Hippo, was both a philosopher and theologian, as well as an influential church leader in north Africa. He framed the concept of original sin and related teachings on divine grace, free will, and predestination, as well as just war doctrine. His works remain among the most influential in Christian history.

Saint John Chrysostom (c. 347 – 407), once the archbishop of Constantinople, is known for his eloquence in preaching and public speaking, his denunciation of the abuse of authority by both ecclesiastical and political leaders, the Liturgy of St. John Chrysostom, his ascetic sensibilities, and his violent opposition to paganism. He is particularly honored in the Eastern Orthodox Church.

House Identities

Each House has its own shield and colors, displayed below. Spirit wear, locker stickers, signs, lapel pins, and more can be used to show House spirit. The distinguishing colors of the four Houses are:

- Ambrose – Gaudete Gold
- Athanasius – Vitae Green
- Augustine – Caritas Red
- Chrysostom – Fides Blue

Composition

Each House has students from all four grades, two faculty advisors, and parents.

At the beginning of each year, students are sorted into one of the four Houses, and each House is led by a student Prefect. Students will belong to the same House for their tenure at Chesterton.

House Prefects

The role of the Prefects is to lead the House to virtue and victory by persuading and encouraging House members to contribute their time and talent to the efforts of the House. They are servant leaders to both their Houses and to the school as a whole. Prefects serve by building community, school spirit and good character. They are attentive and considerate of all school rules and act as an advocate for their House and the larger Chesterton student body. Through hospitality, leadership and initiative in House and school functions, Prefects are actively building community. They build school spirit through friendly House competitions, all while exhibiting and

encouraging good sportsmanship and inviting their fellow students to maintain an active and joyful presence. Though they are not enforcers of the rules, Prefects strive to follow and show the worth and reasoning behind school rules and the benefits that come with respecting and following them. As a leader of their House, they serve as an advocate and voice to their House members. This helps the school administration to maintain a deeper and more personal relationship to the student body. In summary, a Prefect is a servant leader, a representative of their House and a model of good character and leadership skills.

An Ideal Prefect

An ideal Prefect is a servant to his fellow students and the school as a whole. They are exemplars of magnanimity. They are humble yet confident. They seek others first and do their best to understand all sides of an issue or idea in pursuit of the truth. The Prefect is not expected to be perfect. The Prefect does not have to be an excellent public speaker, always engaging, confident and bold. Rather, he should be a simple, honest, and humble friend. If the Prefect is true to his character and genuinely seeks the truth, he or she will be a natural leader. There is not a single student at school who could not perform the job of a Prefect. But to be a good Prefect—a true servant leader—the Prefect must make the choice to be one and stick by it. Daily recommitment to the role and the support of the whole school will aid each Prefect as he carries out his mission. Finally, a good leader delegates: the Faculty Advisor, the Director of Student Life, and all House members are available to help with the initiatives the Prefect undertakes. A good Prefect in the end is easy to define: he or she is a magnanimous servant leader.

A Prefect's Responsibilities

In their role as a community builder, Prefects:

- inspire their House to find creative ways to get to know each other and keep the House united with the help of the Faculty Advisor
- assist in running and hosting weekly House lunches, yearly events, and service projects in conjunction with the Student Life Director
- are ready to rally the House if help is needed
- take time to get to know every House member on a basic level
- set the standard for volunteering to assist at school functions

By their example of school spirit, Prefects are

- champions of enthusiasm no matter what the situation
- examples of good leadership and sportsmanship
- challengers who inspire their House to improve each day
- captains of the team: they show their House the way with their actions.

- ambassadors of joy: they are affable with their peers, teachers, and staff by keeping Christ at the center of their service and interactions

With integrity, Prefects

- maintain a firm but considerate attitude when assigning jobs to their House and are ready to do any task they would assign to a House member
- demonstrate reliability in all they do with consistency in character
- remember that each student is just as important as the next, and do not show favoritism
- are honest in all their dealings

By their attention and consideration of all school rules, Prefects

- pay attention, without policing, to whether or not their House members are following school rules and policies
- offer gentle correction and support to help housemates avoid habitual errors
- charitably call out behavior that will ultimately hurt a fellow student and their House
- demonstrate humility and teach without preaching by their example.
- make an effort to understand the reason for the school's rules are ready to champion them

As a representative of the CAOLOG student body, Prefects are their voice and will

- take unresolved opportunities and ideas of their house to the House teacher, who there to help
- maintain a humble and approachable demeanor so students feel comfortable coming to them with their ideas and unresolved opportunities
- meet with their fellow Prefects and get an idea of how the school as a whole is doing
- be attentive in situations where there seems to be unrest and try to see and solve problems before they arise.

House Faculty Advisors

Faculty Advisors serve as a mentor, liaison, and advocate for their assigned House. They should be the first contact for the Prefects when there are ideas and/or opportunities. The Faculty Advisor takes an encouraging and active – yet more consultative – role in House life, as leadership is reserved for Prefects. The Advisor should be present at House lunches, events, and anything in which their House takes a larger role.

House Parents

When each student is sorted into a House, their family becomes a part of that House. Sibling students in one family are sorted into the same house. Each family will take

an active supporting role in their student(s) House. House Parents assist in planning House events and feasts and aiding their House in fundraising and service efforts.

House Dinners

House Dinners: In the Fall (October) and Spring (May), each house gathers for a potluck-style dinner in a member's home to share time and a meal together. In addition to fellowship, the purpose of these dinners is to get to know the families with whom you are on mission, strategize and plan for the year, and introduce new parents to Chesterton. Hosting a dinner earns your House points. Every family should contribute to the meal.

House Points

House points are awarded to and earned by Houses through formal competition (sports, field-day events, house events, etc.) Points are also gained and lost by individual students through merits and demerits, respectively.

House points awarded to an individual are added to their House total. Students earn or lose House points through merits and demerits.

From Section III of the Family Handbook (p. 10)

A merit is given when a student or house performs acts of service, is fully engaged in the community of learners, and shows positive leadership and mentorship. Below is a list of common merits, but should not be seen as an exhaustive list:

- Holding doors
- Helping an injured student
- Cleaning more than required
- Helping staff members with various tasks
- Picking up books or another student's belongings if they fall
- Writing letters to the homebound
- Completely corporal works of mercy
- Engaging in fraternal correction

A demerit is given when a student commits a violation that is easily observable and judged. Below is a list of common offenses resulting in demerits but should not be seen as an exhaustive list.

- Arriving tardy to class
- Coming unprepared for class
- Violating the dress code
- Chewing gum
- Eating in class
- Eating while walking in the hallways
- Leaving supplies or any materials in class
- Keeping a messy locker
- Littering
- Not turning in cell phone
- Running
- Screaming
- Using inappropriate language

Other behavioral issues contrary to the Chesterton Code of Conduct may also result in loss of house points.

Tracking And Verifying Points

Merits and demerits are awarded by teachers and staff. The Prefects may recommend awarding merits, (they may not recommend demerits) by bringing their recommendation to the headmaster, who then approves or denies it. The staff who awarded the points records the merit and point value into Jupiter. A message or alert is sent to the student and their parents notifying them of the reason for the merit or demerit. This system of merits and demerits allows for ongoing communication with parents regarding what teachers and staff are seeing from the student.

Student Events for Each House

- lead the Angelus Prayer at lunch daily
- decorate for the yearly Bulletin Board competition
- compete during Lyceum.
- provide additional supplies for Staff Wish List (earns House points)
- service projects (e.g., diaper drive, sock drive, cleaning St. Luke's)
- House patron feast days
- Spirit Days (First Fridays of the month)
- Catholic Schools' Week competitions, prayers, and projects.

Specific Obligations for Chesterton Our Lady of Guadalupe

House Feast Days

Each House celebrates its patron saint's Feast Day. The House is responsible for providing a meal for the students and staff. This helps foster hospitality, makes Feast Days and Saints stand out, and creates a spirit of joy and fellowship by sharing a special meal. Typically, each parent and the faculty advisor bring items in.

- Sept 13 - Chrysostom
- Nov 14 - Augustine
- Dec 7 - Ambrose
- May 2 - Athanasius

School-wide Feast Day of our Patron Saint: Our Lady of Guadalupe - Dec 12

Annual Event Planning

Each House will plan and host one school-wide event. Responsibility for which will rotate annually.

- Ice Cream Social/Back to School Picnic
- Mass of the Holy Spirit Reception
- St. Joseph Feast Day
- Feast of Our Lady of Guadalupe

The White Horse Cup

The Houses compete annually for the White Horse Cup, which is awarded to the House with the most points at the end of the academic year. The White Horse Cup is proudly displayed in the school with the winning House engraved on a plaque each year to keep a record for posterity.

Frequently Asked Questions

Can we choose our own houses? No. The House System unifies the individual school communities across the CSN, all member schools have the same four Houses. Chesterton students and alumni can immediately find a connection with each other at CSN events.

Can a student serve as a prefect more than once? Yes, a Prefect can serve more than one term. If, during the nomination and application process, a student continues to exhibit servant leadership skills, the Prefect Advisory Council may choose them again to serve.

APPENDIX D. Statement of Beliefs and Values

An education in the Catholic faith is an expression of the Church's mission of salvation and an instrument of evangelization: to make disciples of Christ and to teach them to observe all that He has commanded.[1] As a faith community in communion with the Church, all its members give witness to Christ's teachings as set forth by the Magisterium and especially as articulated in the Catechism of the Catholic Church. With a Christian vision, Catholic education fulfills its purpose of the critical transmission of culture in the light of faith[2] and integral formation of students in body, mind, and spirit.[3] To ensure we achieve these ends, all of our teachers, staff, and Board of Directors are faithful Catholics and are required to make a public profession of the Catholic Faith and to take an Oath of Fidelity to the Magisterium of the Church at a Mass of the Holy Spirit at the beginning of the year. Our students also take a pledge to abide by the rules and regulations of Chesterton Academy and to conduct themselves with dignity, honor, and respect toward their peers, faculty, staff, the school, our hosts, themselves, the Catholic Church, and her teachings.

All members of the Chesterton Academy community are expected to strive to live a life of virtue guided by the teachings of the Catholic Church in all aspects of their lives. Our school's pastoral and policy practices are written in fidelity to the moral guidance and teachings of the Catholic Church in all areas that touch on human flourishing. Recognizing the reality of original sin, the school establishes an environment of encouragement, mercy, healing, and love to accompany its members as we journey on the path toward holiness.

At the heart of Chesterton Academy's educational charism is integral formation of the whole human person. The Church instructs us:

"Since true education must strive for complete formation of the human person that looks to his or her final end as well as to the common good of societies, children and youth are to be nurtured in such a way that they are able to develop their physical, moral, and intellectual talents harmoniously, acquire a more perfect sense of responsibility and right use of freedom, and are formed to participate actively in social life." [4]

Because our efforts at integral formation include the integrity of body, spirit, and moral development, our school has a proper concern for the behavior and development of each student, faculty member, and staff member in the complex area of human sexuality. All men and women are called to a life of chastity appropriate to their vocation as single, married, or consecrated religious. The Church

defines chastity as “the successful integration of sexuality within the person and thus the inner unity of man in his bodily and spiritual being”.^[5] We believe that human sexual behavior is only properly oriented to the ends of love and life in the context of Holy Matrimony ^[6] and that one’s biological sex and gender expression are not to be disaggregated,^[7] but should be seen in harmony, according to God’s plan.

Chesterton Academy, as a classical school that deeply values the timeless wisdom of the Catholic Church, we understand truth to be the correspondence of mind to reality:^[8] a reality which is created by and held in existence by God and which entails the fullness of God’s creation and divine plan. We also affirm that reality is knowable through the use of properly functioning senses and reason, as well as through the aid of divine revelation and the teaching of the Church.^[9]

Offenses against chastity and marriage, including those described in the Catechism of the Catholic Church, will not be tolerated. Members of the Chesterton Academy community may not advocate for such behaviors, share conversations or publications of a prurient nature, or otherwise impede chastity in the context of our school classes, activities, or events. Behaviors that are contrary to Catholic morality and the expectations of this school include but are not limited to: vulgar language and gestures of a sexual nature, bullying, cyberbullying, immodest dress or deportment, expressions of lust, masturbation, pornography, fornication, homosexual activity, grooming of another student of opposite or same sex, expressing a gender that is discordant with one’s biological sex, adultery, cohabitating in a sexual relationship outside of marriage, voluntary sterilization, artificial contraception, in vitro fertilization, procuring an abortion, and sexual harassment or abuse.

Suspicion of any of these above-mentioned behaviors will be subject to internal review by administration and consulted with parents and students and may result in suspension and or immediate expulsion. There is absolutely no tolerance for any behavior that is not in line with the moral teachings of the Catholic church and as a private and independent school we reserve the right to expel any student that does not fulfill the minimum behavior of all the aforementioned behavioral standards.

If your family’s beliefs and lifestyle choices are not in agreement with our Church teachings, becoming a part of our community might prove difficult and our school might not be the best choice for your student. Students and families arduously searching for the Truth will find Chesterton Academy to be a community that will joyfully assist in your acquisition of a deeper understanding and embrace of the Catholic Church. However, those who persist in creating a learning environment that disrupts the educational mission, as understood by the administration and Board of Directors, will be asked to withdraw.

Chesterton Academy is committed not only to academic, spiritual, and character excellence, but also to forming students into mature young adults who will bear witness to the Mystical Body of Christ, respect the dignity of the human person, provide service, lead apostolic lives, and build the Kingdom of God.

If you agree with these objectives, this school will complement the beliefs and ideals of your life and home.

[1] *Matthew 28: 19-20.*

[2] *Sacred Congregation for Catholic Education, The Catholic School, 1977, #49.*

[3] *Congregation for Catholic Education, Circular Letter to the Presidents of Bishops' Conferences on Religious Education in Schools, 2009, #1.*

[4] *Libreria Editrice Vaticana, Code of Canon Law, Canon 795.*

[5] *Catechism of the Catholic Church, #2337.*

[6] *See discussion on dualistic anthropology in "Male and female he created them": Towards a path of dialogue on the question of gender theory in education. Congregation of Catholic Education, (2019), par. 20.*

[7] *Pontifical Council for the Family, Family, Marriage and 'De Facto' Unions, 2000, #8.*

[8] *St. Thomas Aquinas, Summa Theologica, First Part, Question 16.*

[9] *Pope St. John Paul II, Fides et Ratio, 1998, #22. The text of this letter was adapted from "Human Sexuality Policies for Catholic Schools" published by the Cardinal Newman Society.*

APPENDIX E. Chesterton Athletics

CAOLOG is in the process of joining the Michigan High School Athletic Association (MHSAA) consistent with other schools, CAOLOG charges admission for home games. Fees for the 2023-2024 Athletics Year are:

- Chesterton students attend home games for free
- Adult: \$5
- Children 12 and under: \$2
- Seniors 62 and older: \$2
- A yearly pass for family admission into all Chesterton home events can be purchased for \$75

The Chesterton Athletics Handbook is available online at

<https://chestertonguadalupe.org/student-life/#athletics>

APPENDIX F. School Song and Prayer

Prayer for Chesterton Academy

Dear Heavenly Father,

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

School Song – Salve Regina

Salve Regina, Mater Misericordiae Vita, dulcedo, et spes nostra salve.
Ad te clamamus, exsules, filii Hevae.
Ad te suspiramus, gementes et flentes In hac lacrimarum valle.
Eia, ergo, advocata nostra,
Illos tuos misericordes oculos ad nos converte.
Et Iesum, benedictum fructum ventris tui, Nobis post hoc exsilium ostende.
O clemens! O pia!
O dulcis! Virgo Maria.

- Translation -

Hail, holy Queen, Mother of mercy:
our life, our sweetness, and our hope.
To thee do we cry, poor banished children of Eve.
To thee do we send up our sighs, Mourning and weeping in this valley of tears.
Turn then, most gracious advocate, Thine eyes of mercy toward us.
And after this, our exile,
Show unto us the blessed fruit of thy womb, Jesus.
O clement! O loving! O sweet Virgin Mary! in that text.

A Brief Catechesis

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

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

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

Why is the liturgy composed of physical signs and symbols? Because God, though he is invisible and spiritual (1159), speaks to human beings through the visible, physical world (1147). (God Himself became incarnate.)

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

There are three criteria (1157):

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

The Liturgy is also called "the Holy Sacrifice of the Mass". Why is it a sacrifice? The Eucharist makes Christ's sacrifice on the cross really present (not symbolic) (1366, 1374).

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

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

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

What should the faithful do to prepare to receive the Eucharist well? To receive the Eucharist worthily, a practicing Roman Catholic must be in a state of grace (i.e., has made a good confession since his or her last mortal sin). He or she should observe

the fast required by the Church and be sure that his or her behavior and clothing reflect the respect, solemnity and joy of the occasion (1387).

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

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

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

OLOG Holy Mass Participation Guidelines

1. Given the importance of the Holy Mass as the source and summit of our faith, and remembering that we attend daily Holy Mass as a school function, there are some basic guidelines to keep in mind:
2. **Be on time.** Be in your pew and quiet 5 minutes before Holy Mass begins. Students who come late should quickly and quietly move into their assigned seats. Remember, this is the time we are dedicating to Our Lord.
3. **Be reverent.** Genuflect when entering & exiting the pews at the beginning & end of Holy Mass. Sit up straight and do not slouch. Remove any non-uniform jackets or sweaters. Avoid hands in pockets. Do not put your jacket on or close your hymnal while the recessional is being sung. Out of respect for Our Lord, wait until the song is finished.
4. **Exit in a respectful fashion.** Others will remain to pray, and the life of the parish goes on as we are leaving.
5. **Participate.** Sing the hymns when invited. Say or sing the responses. If you are uncertain about the Holy Mass responses, use the missalette in the pews. Stand when the congregation is invited to stand. Kneel when invited to kneel.
6. **Receiving the Eucharist.** When receiving our Lord, it is customary to bow reverently prior to reception and to respond to the priest or extraordinary minister with "Amen." Students may receive on the tongue or in the hand.

Common Prayers

Our Father

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

Hail Mary

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

Glory 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.

Grace Before Meals

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

Memorare

Remember, O most gracious Virgin Mary,
that never was it known
that anyone who fled to thy protection,
implored thy help or sought thy intercession, was left unaided.
Inspired by this confidence, we fly unto thee, O Virgin of virgins our Mother;
to thee do we come, before thee we stand, sinful and sorrowful;
O Mother of the Word Incarnate, despise not our petitions,
but in thy mercy hear and answer them. Amen.

The Angelus

V: The Angel of the Lord declared unto Mary.

R: And she conceived by the Holy Spirit.

All: Hail Mary...

V: Behold the handmaid of the Lord.

R: Be it done unto me according to thy word. All:

Hail Mary...

V: And the Word was made Flesh.

R: And dwelt among us.

All: Hail Mary...

V: Pray for us, O Holy Mother of God.

R: That we may be made worthy of the promises of Christ.

V: Let us pray.

All: Pour forth, we beseech Thee, O Lord, Thy grace into our hearts;
that, we to whom the Incarnation of Christ, Thy Son,
was made known by the message of an Angel,
may by His Passion and Cross, be brought to the glory of His Resurrection
through the same Christ our Lord. Amen

APPENDIX G. School Supply List

In addition to the separate supply list published for the school year, in an effort to reduce costs, we ask families to please contribute and deliver to the office

- 2 containers of Lysol disinfectant wipes
- 3+ Rolls of paper towels
- 8-pack of dry-erase markers, chisel tip, low-odor. All black or assorted colors

There may occasionally be further items needed for the school, these will be communicated by the administration. House points are awarded for each additional contribution throughout the school year.

APPENDIX H. Proof of Receipt & Agreement to Be Governed by the Handbook Policies

After reading the CAOLOG PARENT-STUDENT HANDBOOK, please sign the attached form (a copy of which is available in Jupiter) to the Headmaster by the first day of the school year.

By enrolling or continuing enrollment, students of CA of Our Lady of Guadalupe and their parents agree to conform to the policies and procedures set forth in this handbook. The policies and procedures outlined in this handbook may be modified or amended at any time and unless otherwise indicated, students and parents will be notified of any changes.

I _____ (print parent name)

have received and read the CAOLOG Parent-Student Handbook along with my

son/daughter _____ (print student name) and we

agree to be governed by the policies contained herein.

Parent Signature: _____ Date: _____

Student Signature: _____ Date: _____