



CHESTERTON ACADEMY

A JOYFULLY CATHOLIC, CLASSICAL HIGH SCHOOL

Family Handbook

Academic Year 2023-2024

31 Rowe Blvd, Annapolis, MD 21401

8:00 AM Daily – Mass at St. John Neumann

Masses at Chesterton Academy will be announced in advance.

Main Phone: 410-855-3216

Website Page: ChestertonAcademyOfAnnapolis.org

Main Email: Office@ChestertonAnnapolis.org

School Hours: 8:00AM – 3:30PM

OUR VALUES

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

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

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I. Our Mission and Philosophy of Education

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

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

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

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

MISSION. The mission of Chesterton Academy of Annapolis is to help parents 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 of Annapolis in Faith, Hope, and Charity, to build up the Kingdom of God in this life and be with Him in everlasting happiness in the next.

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

II. Our Catholic Identity

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

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

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

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

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

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

III. Basic Expectations

A. JUPITER ED

Jupiter Ed (<https://login.jupitersed.com/login/>) is our student information and communication system. Before the beginning of the academic year, new families will be given access to their account. Parents and students are expected to review grades, communications, and disciplinary actions on a weekly basis through Jupiter Ed. This system is also the primary way for parents and students to communicate with faculty.

B. SCHOOL HOURS AND BELL SCHEDULE.

The school day starts with Mass at St. John Neumann at 8:00 AM. Students will report to the administrative head by 7:55 AM at the entrance of the church, where attendance is taken. School is dismissed at 3:30 PM.

The bell schedule will be posted on campus and on the website, and shared with families by email.

C. TARDIES AND ABSENCES.

All absences or tardies must be reported before 7:30AM by calling 410.855.3216 or by emailing Office@chestertonannapolis.org

When students arrive late during Mass, they should discreetly take a seat in the pews near the rear of the row where the school is seated.

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

When absences occur, a student is expected to make up any work missed. It is the responsibility of the student to contact teachers to obtain missed classwork.

In-class participation, an integral part of our education, cannot be made up, and absences may adversely affect grades. If a student is absent for more than 12 periods for any one course in a semester (even for medical reasons), the school reserves the right not to grant credit for that course. Unexcused absences will result in disciplinary action.

D. MASS PARTICIPATION.

Our school day includes the Holy Sacrifice of the Mass, which is the source and summit of the Catholic faith (first period 8:00 am mass). Chesterton Academy of Annapolis sees daily participation at Mass as much a part of our curriculum as mathematics, history, science, or drama. Please refer to Appendix A for Mass guidelines and expectations.

E. AFTER SCHOOL POLICY.

After school is dismissed, students are permitted to turn on their cell phones for essential communication purposes only. Listening to music, watching videos, using social media or other entertainment apps/sites are prohibited while on school property.

Students who participate in Chesterton Academy of Annapolis athletics or extracurricular clubs that

require a change of clothes should use the bathrooms to change. All other students should stay in their uniform, properly worn, while on campus.

Students may wait outside or in the hallways after school until 3:30PM. At 3:30PM all students still on campus must report to the Administrative Head for study hall. Parents may text, call, or walk in to pick up their child. Please use only the front door of the building for pick up.

F. ADDITIONAL REQUIRED EVENTS.

From time to time, students are required to attend events off campus and/or outside of school hours. The following events are anticipated for all students. (Please see official calendar for details.)

September	- Mass of the Holy Spirit and Investiture
December	- Lessons and Carols
January	- March For Life in Washington DC
March	- Annual Chesterton Gala
April	- Drama Production
May	- Spring Concert
	- Baccalaureate Mass and Commencement Exercises

Students may be asked to attend School Open Houses, as scheduled at various times during the school year.

G. TRANSPORTATION.

Students are required to ride with their parents or in their own car to St. Paul Lutheran Church from St. John Neumann Catholic Church. Parents must sign a waiver if they wish to allow Chesterton Academy of Annapolis staff or other families to provide a ride to St. Paul Lutheran Church after Mass. This form is required for all students choosing to ride with non-family members.

H. STUDENT PARKING.

Parking for students at Chesterton Academy of Annapolis 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. BUILDING COMMUNITY.

The Catholic educational community by its very nature is social and delights in relationships with people of varying interests and backgrounds. While it is natural that we are drawn towards those who share our common interests, we work toward growth in Christian friendship by building friendships with all members of the community. Therefore, relationships - such as exclusive relationships or cliques - which exclude other members undermines this effort. These types of relationships are discouraged by the Academy.

J. UNIFORMS AND OUT OF UNIFORM ATTIRE.

Students are required to be completely in uniform dress while at church and on the Chesterton Academy of Annapolis campus. Modesty and professionalism are the primary guides in all matters of the required uniform. Students are expected to present themselves in a way that reflects the dignity of their vocation as students, and the seriousness of our collective task. Therefore, they will wear the Academy uniform in a modest and neat way, avoiding all manner of ostentation. The uniforms must be clean and in good condition with no rips, holes, or stains.

Chesterton Academy of Annapolis requires all students to dress according to the school uniform code and out-of-uniform code, as applicable (see Appendix B).

K. MESSAGES AND TELEPHONE USE.

Students may not leave class to send or receive messages without teacher permission. All business will be handled through the school office. Messages from parents will be delivered to students as needed and in a timely fashion. Action will be taken in accordance with the importance of the message. A telephone is provided in the office for student use.

L. ELECTRONIC DEVICES.

Since Chesterton Academy of Annapolis works to build community among its members, we want to eliminate distractions of devices that undermine that goal. For this reason, students are not permitted to use personal communication or listening devices, nor have them on their persons, while in church or on the Chesterton Academy of Annapolis campus. If a parent allows their child to bring a personal communication device to school, a form must be signed and on file (provided by the office). The phone must be turned off and stored in the car or in the student's designated space in the school office (or in a bag when in church). Students may retrieve their personal communication device at school dismissal. After 3:30PM, students may use cell phones for essential communication, but should refrain from using them for other purposes, including social media, music, and video streaming.

M. LUNCH AND SNACKS.

We request that students bring their own lunches to school where a designated area will be provided for a common meal. Faculty will supervise students during the lunch period. Students will be responsible for cleaning up after their lunch period. There is limited access to microwaves and on-site refrigeration.

- Bringing food to or eating in the classrooms is not permitted.
- Eating while walking down the hallway is not permitted.
- No gum chewing is permitted.
- With teacher permission, students may bring beverages into class in resealable containers.

N. SCHOOL CLOSINGS.

Parents will be notified on all occasions when the school may be closed or the start time delayed. In the event of inclement weather, the school day at Chesterton Academy of Annapolis may be canceled or delayed by the headmaster/board. Official notice will be sent via Jupiter Ed by 5:45 AM. If you would

like a text message, you must note that in your Jupiter Ed account.

O. FIELD TRIPS.

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

P. MEDICATIONS.

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

Q. INJURIES AND ILLNESS.

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

R. SOCIAL MEDIA.

The advent of various forms of social media has created potential difficulties for high school students. All students should be aware that the things they say on blogs, forums, Facebook, Instagram, Twitter, etc. reflect upon their charity and virtue. No one should assume that remarks made via social media will remain private. Uncharitable, scandalous, or libelous remarks which harm the Chesterton Academy of Annapolis community may be subject to school discipline or even legal action.

S. VISITOR POLICY.

Chesterton Academy of Annapolis is a closed campus and requires that all visitors sign in at the school front office. Visitors permitted on campus for any length of time will be given a visitor's badge, which should be displayed during their visit. Students who transfer out, or other students/friends not enrolled in Chesterton Academy, are not permitted to visit for social purposes during school hours, but are welcome at events open to the public (athletics, fine arts, etc.). Alumni are welcome to visit the campus before or after class time, but they must sign in at the office; to visit during class times, an appointment should be arranged.

IV. Mentorship and Discipline

A. CODE OF CONDUCT.

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

B. CLASSROOM DECORUM - FORMAL ADDRESS.

Reflecting the ethos of classical learning, students and teachers will often 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 frequently 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 may be used to facilitate formal address.

C. MERITS AND DEMERITS.

The Houses of Chesterton Academy of Annapolis foster Christian community amongst the students, staff, and faculty. The house system is a long and time-honored approach for creating smaller, integrated communities within a larger academic institution. Each house is led by a faculty member and house prefects. Each member of the house can score points (merits) for their house through acts of virtue, full engagement in the community of learners, and positive leadership and mentorship. Each house member may as well lose points (demerits) for their house through acts of irresponsibility. Students' merits and demerits will be recorded in their Jupiter Ed account. Repeated demerits will result in a meeting with the dean or headmaster.

D. DETENTIONS.

A student will receive a 30-minute detention during lunch 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 may also cost the student's house points.

E. SUSPENSION.

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

F. DISCIPLINARY ELIGIBILITY.

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

G. EXPULSION.

At the discretion of the headmaster, expulsion may result instantly for any egregious offense that causes scandal or harm.

H. APPEAL.

Any detention or demerit may be respectfully appealed to the Dean of Men or Dean of Women prior to a student serving it. Detentions or demerits will be presumed valid, and the student bears the burden of showing that it was given unfairly or in error. A detention or demerit given by the Dean of Men or Dean of Women may be appealed to the headmaster.

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

I. THEFT OR DAMAGE TO PROPERTY.

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

J. TOBACCO, DRUGS, ALCOHOL, OR WEAPONS.

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

K. MALICIOUS OR SCANDALOUS BEHAVIOR.

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

L. THE AUTHORITY OF THE FACULTY.

Consonant with the principle of subsidiarity, each teacher has the liberty to set his or her own classroom expectations and the authority to use appropriate discipline. For infractions of a serious nature, the headmaster shall be informed and will take appropriate action. In addition to the aforementioned misconduct, any other misconduct that runs contrary to the mission of Chesterton Academy of Annapolis or the teachings of the Roman Catholic Church is strictly forbidden. The final arbiter of discipline at the Academy is the headmaster.

V. Academic Expectations

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

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

A. ACADEMIC PROBATION / ELIGIBILITY.

We want to help students prioritize their many responsibilities as they grow academically in all fields. The goal is to help students and staff identify academic deficiencies before they become crippling and to aid in offering remedial measures. Approximately every four weeks, or at the discretion of the headmaster or Academic Dean, the school will run academic reports on all students. Any student with an overall cumulative semester GPA of less than 2.0, or who is failing any class, will be placed on academic probation. Probation will result in a meeting of the student and parents with the Academic Dean to discuss reasons for the deficiency, the best steps for remediation, and the consequences of continued academic deficiency. In addition, students on academic probation will be required to use any and all study periods during the week. At the time that the student is placed on academic probation, the student may become ineligible for extracurricular activities. The ineligibility will remain in effect until a subsequent progress report shows a GPA of at least 2.0 and no failing grades.

B. ADVANCEMENT AND RETENTION.

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

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

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

C. GRADUATION REQUIREMENTS.

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

D. CREDITS AND GPA CALCULATION

<u>Humanities</u>	<u>Duration</u>	<u>Credits</u>	<u>Math & Science</u>	<u>Duration</u>	<u>Credits</u>
Literature	4 yrs	8.0	Mathematics	4 yrs	8.0
History	4 yrs	6.0	Science	4 yrs	8.0
Philosophy	4 yrs	6.0			
Theology	4 yrs	6.0	<u>Fine Arts</u>	<u>Duration</u>	<u>Credits</u>
Language	4 yrs	6.0	Art	4 yrs	4.0
Rhetoric/Debate	0.5 yrs	0.5	Drama	4 sems.	2.0
Senior Capstone	0.75 yrs	0.75	Music	4 yrs	6.0
<u>P.E. & Health</u>	<u>Duration</u>	<u>Credits</u>	Total		62.5
Dance	4 sems	2.0			

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

The number of grade points earned in each course is found by multiplying the numerical value of the grade earned in the course (e.g. A = 4.0, A- = 3.67, B+ = 3.33, etc.) by the number of credits the course is worth (either 1, .75, .50 credit). For example, this means that the student's grades in 1-credit courses will weigh more heavily than the student's grades in other courses.

Consider the following example for "student A":

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

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

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

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

E. AWARDS AND DISTINCTIONS.

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

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

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

In addition to First and Second Honors, CAA may provide specific grade levels with the following awards:

- | | |
|---|--|
| <ul style="list-style-type: none"> ● Freshmen <ul style="list-style-type: none"> ○ Freshman Award (recognizing excellence in all subjects) ● Sophomores <ul style="list-style-type: none"> ○ Humanities Award ○ Mathematics Award ○ Biology Award ● Juniors <ul style="list-style-type: none"> ○ Humanities Award ○ Mathematics Award ○ Chemistry Award ○ Drama Award (for one female and one male student) | <ul style="list-style-type: none"> ● Seniors <ul style="list-style-type: none"> ○ Humanities Award ○ Mathematics Award ○ Physics Award ○ Drama Award (for one female and one male student) ○ Art Award ○ Music Award ○ Best Essay Award (for the best essay written during the senior year) ○ Socrates Award: Given to the student who best manifests the spirit of frank discourse by engaging consistently in classroom discussion across the curriculum and distinguishing those contributions both in terms of quantity and quality. ○ G.K. Award: In addition to the academic awards, one graduating senior is eligible for this award which is given to the student who has demonstrated the great virtues of charity and joy so evident in our illustrious and intellectual patron, G.K. Chesterton. |
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Upon graduation, the following cumulative GPAs will be awarded Honors as follows:

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

F. ACADEMIC VIOLATIONS.

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

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

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

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

- Word-for-word copying of another person's ideas or words (even copying a three-word phrase can be considered plagiarism)
- Interspersing of one's own words here and there while, in essence, copying another's work
- Paraphrasing an author's original theory or idea without proper citation
- Re-submitting one's own previously-written paper (or portion of it) for a different assignment (self-plagiarism)
- Using AI technology to generate responses to writing prompts

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

Students will receive a zero on any assignment where cheating or plagiarism is evident and will have a meeting with the Academic Dean or headmaster. The student's parents will be informed of the honor violation. Repeated incidents of cheating and plagiarism may lead to more serious disciplinary actions such as suspension. All violations will be placed on the student's academic record. However, for a first violation, the Academic Dean or Headmaster reserves the right to lessen the disciplinary action (including expunging the record) if the student shows honesty and remorse for his or her actions. Serious academic violations may be communicated to colleges when this information is requested.

G. ASSIGNMENTS.

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

It is the practice of Chesterton Academy of Annapolis 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, the Academy provides regular study periods each week.

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

H. ASSESSMENT.

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

I. CLASS RANKING.

Chesterton Academy of Annapolis does not produce class ranking.

J. GRADING SYSTEM.

<u>Letter Grade</u>	<u>Percentage Correlation</u>	<u>GPA Point Equivalent</u>
A	93 and above	4.0
A-	90-92	3.7
B+	87-89	3.3
B	83-86	3.0
B-	80-82	2.7
C+	77-79	2.3

C	73-76	2.0
C-	70-72	1.7
D+	67-69	1.3
D	63-66	1.0
D-	60-62	.7
F	0-59	0

K. TEACHER-STUDENT RATIO:

The average student-teacher ratio is 12 students per teacher.

L. PARENT-TEACHER CONFERENCES.

There will be parent-teacher conferences midway through the first semester and the second semester. Additional meetings with parents are most welcome. Appointments should be made if possible.

M. TEXTBOOKS AND NON-TEXTBOOKS.

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

VI. Miscellaneous

A. EXTRACURRICULAR ACTIVITIES.

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

B. FAMILY FUNDRAISING COMMITMENT.

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

- Purchase a minimum of 6 \$100 tickets to the 2023'24 Gala (or invite guests who will purchase their own tickets)
- Sell \$400 worth of Gala raffle tickets

This Gala fundraising expectation is in addition to standard volunteer commitments we ask all

families to make throughout the year. These services are as valuable as direct fundraising as they reduce our operational costs. While not all may be able to assist in the same way, all families will be asked to participate in these efforts.

C. COLLEGE ADMISSIONS.

Chesterton Academy of Annapolis's College Counselor provides assistance with college preparation and college applications. From the months of September through March, the academy hosts regular college visits from around the country. All transcript requests must be submitted in writing. Official transcripts will not be released until all financial obligations are met.

D. 2023-24 ACADEMIC YEAR DATES.

1st Semester: August 24, 2023 - December 22, 2023

2nd Semester: January 3, 2024 - May 23, 2024

E. SCHOOL INFORMATION.

Locations: St. Paul Lutheran Church – 31 Rowe Blvd, Annapolis, MD 21401

Phone: (410) 855.3216

Email: Office@ChestertonAnnapolis.org

Website: www.chestertonannapolis.org

JupiterEd: <https://login.jupitered.com/login>

F. KEY CONTACTS.

HEADMASTER	Thomas Thoits	tthoits@chestertonannapolis.org
OFFICE MANAGER	Cindy Daily	office@chestertonacademyofannapolis.org
PRESIDENT	Bill Cleary	bill.cleary@chestertonannapolis.org
TADs/TUITION	Kelly Peenstra	kelly.peenstra@chestertonannapolis.org
JupiterEd	Cindy Daily	cindy@chestertonannapolis.org
EXEC. DIRECTOR	Azin Cleary	azin.cleary@chestertonannapolis.org

For a complete list of Chesterton Academy of Annapolis faculty and staff, visit www.chestertonannapolis.org/faculty

WHOM DO I CONTACT?

- If your student is sick or will miss school -- email Office@ChestertonAnnapolis.org
- For questions regarding JupiterEd or for additional training -- email Mrs. Daily.
- For tuition billing questions -- email Mrs. Peenstra.
- For questions regarding grades, start with your student's teacher, followed by the school office, followed by the Headmaster.
- For questions regarding dress code -- email Mr. Thoits.
- To inquire about volunteering and events -- email Office@ChestertonAnnapolis.org
- For questions regarding admissions or re-enrollment - email Mrs. Peenstra.
- For questions regarding the newsletter -- email Office@ChestertonAnnapolis.org

G. SCHOOL PRAYER AND SONG.

PRAYER FOR CHESTERTON ACADEMY OF ANNAPOLIS

Heavenly Father,

We thank You for providing
Chesterton Academy of Annapolis.

Help it to grow and flourish
according to Your Holy Will.

We ask Your blessing upon
the students and their families,
the staff and teachers, the founders
and benefactors, and all who help support
Chesterton Academy of Annapolis 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.

after this, our exile,

Show unto us the blessed fruit

of thy womb, Jesus.

O clement! O loving! O sweet Virgin Mary!

Appendix A: Introduction to the Roman Catholic Liturgy

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

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

A BRIEF CATECHESIS

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

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

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

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

What criteria should we use to determine if liturgical music is appropriate? There are three criteria (1157):

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

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

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

May anyone receive the Eucharist during communion? Ecclesial communities derived from the Reformation and separated from the Catholic Church, “have not preserved the proper reality of the Eucharistic mystery in its fullness, especially because of the absence of the sacrament of Holy Orders.”

It is for this reason that, for the Catholic Church, Eucharistic intercommunion with these communities is not possible. (1400) Out of respect for this ecclesial difference, non-Catholics should not receive the Eucharist at Mass.

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

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

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

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

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

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

MASS PARTICIPATION GUIDELINES

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

COMMON PRAYERS

Our Father

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

Hail Mary

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

Glory 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 B: Uniform & Dress Code

General Rules for Attire and Appearance

The Chesterton Academy of Annapolis dress code supports the school's purpose of forming morally serious persons. Our uniform provides students and local communities with an appearance that encourages and represents school identity, school spirit, unity, discipline, as well as a gold standard for an academic and professional look, the origins of which are classic and traditional.

The tradition of uniforms goes back to Medieval times when caps and gowns were required at universities. All students, regardless of background, would dress alike, and all would show an outward sign of their dedication to the task of learning together within the university community. It promotes the values inherent in our school's mission and allows our students to be recognized as members of the academy.

From the very beginning, school uniforms have helped achieve three goals: **modesty**, **professionalism**, and **community**. Our uniform policy aims to achieve the same three goals.

MODESTY

We have all heard the expression, "He/she is just being modest," usually when someone resists drawing attention to themselves. This phrase captures the heart of modesty because modesty is a form of humility. Modesty resists calling undue attention to oneself in speech or in dress. We ask our students to dress modestly on campus whether they are in uniform or out of uniform.

PROFESSIONALISM

We ask the students to wear the uniform so they look professional. The work that we do at school is part of a student's life that is extraordinary, set apart from the ordinary routines of life. In our Western tradition, we dress up for extraordinary events to show their importance. We dress up for Mass and for the work day, and we dress up for school. We ask that the uniforms are neat and clean. Our young men wear ties that are neatly fastened, with shirt cuffs rolled down and buttoned. Our young ladies wear skirts and choose accessories that are fitting for a professional atmosphere.

COMMUNITY

Finally, the uniform is an affirmation of community. When a student carefully adheres to the uniform code he or she is saying "Yes, I buy in. I am part of this team and I am proud to show it." For our upperclassmen, this is an aspect of leadership, a way of showing the younger students that the right thing at Chesterton Academy is to affirm the importance of citizenship in our community and to bring new students into full membership in that community.

At Chesterton Academy, we strive together to learn the things important for our life in this world as

well as in the next. Professionalism, modesty, and community are important parts of that effort.

Students should be in uniform **at all times** while on school grounds, unless participating in a school sponsored after school activity with permission to change. Students must arrive and leave school in full uniform, including blazer.

It is the responsibility of both the parents and the student to know and abide by the school dress code standards and uniform expectations. Please make sure you are familiar with what is required and help your son or daughter to comply. When parents enroll their children in the school, it is with the understanding that the uniform code, along with other school expectations, regulations, and policies, will be followed.

Uniforms are just that--uniforms. They are not intended to reflect the fashion trends of the moment. The uniform policy pertains not only to clothing but also to accessories, jewelry, hair and like items. No article of clothing that is not part of the uniform (e.g. sweater, vest, sweatshirt, hooded sweatshirt, overcoat, raincoat, poncho, hat, etc.) may be worn in school.

Blazers, shirts, sweaters, trousers, skirts, ties and belts, should be **labeled** with the student's name. The label should be placed on the inside collar of the blazer, shirt and sweater, on the inside of the trousers and skirts and on the back of the tie and belt. This simple expedient will save much money and anguish.

Uniform Vendor

The Chesterton Schools Network has selected [SchoolBelles](#) as its approved uniform vendor, based on pricing, quality, and service. Uniform components for ladies and gentlemen are detailed in the following pages.

“Out of uniform” guidelines are also provided for all Chesterton events, including those that occur outside of our normal school day.

Ladies' Uniform Policy

Chesterton Academy of Annapolis's uniform vendor is SchoolBelles. Uniforms may be purchased at the store or online at <http://www.schoolbelles.com>. Use Code: **S3039**

ITEM	COLOR	DESCRIPTION
Skirt	Gray	Length required is mid-knee to below-the-knee. If full kneecap is exposed while standing straight, the skirt is too short. Skirts are to be no shorter than the crease of the back of the knee. This usually requires ordering a size Long. The skirt should be worn on the waist and not on the hip.

Oxford Shirt Long or short sleeves	White w/logo	Basic white Oxford with buttons on collar . Collar buttons must always be buttoned. The shirt must not gap in front, and there should be no pulling on the buttons. The sleeves may not be rolled at any time.
Bike Shorts	Navy or Black	Navy or black bike shorts should be worn under skirt at all times.
Socks	Navy	Opaque, not cable. Knee highs must reach up to the knee. They should not be at mid-calf or lower.
Tights <i>Optional</i>	Black or Navy	Tights must be opaque with feet (no leggings).
Dress Shoes	Solid Black	Must be a dress shoe, solid black leather dress flats with closed toe and full back. Must be polished and clean. Simple ornamentation allowed (e.g., bow, tassel), no tags/labels/symbols on outside of shoe. No moccasins, canvas, or suede. No Keds, Sperry, Vans, Toms, Converse or similarly styled shoe.
Cardigan/Vest	Navy with Logo	- V-Neck style only; logo required - Sweaters are optional but strongly recommended.
Blazer	Navy with Logo	Standard two-button blazer, with logo
Ladies' Choir Attire	Black floor-length formal dress. Purchase from www.stageaccents.com . #5269 Dahlia Girls or #8864 Dahlia Ladies black floor-length formal dress. Solid black dress flats. Dress should be hemmed to touch front toe of shoe. If questions, please ask before hemming.	

GENERAL GUIDELINES

- Ladies should aim for a simple elegance that is appropriate for the high school years.
- Uniforms should always be clean and blouses always tucked in.
- Ladies should enter the building in complete uniform, and the uniform must be worn in full until leaving campus at the end of the school day.
- No sweatshirts, hoodies, or other non-uniform jackets should be worn over the uniform.

Hair, Makeup and Accessories

- 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.
- Hair accessories should be tasteful and professional. No headbands with athletic logos. No bandana headbands. Color of hair accessories should complement the uniform.
- No hats may be worn inside of school buildings.
- Makeup should look natural. Eyeliner should not extend beyond the natural lash line.
- Nail polish is allowed but should be muted, tasteful, and professional.
- Necklaces should be metal chains (no leather or woven materials). No tightly-fitting necklaces such as chokers.
- Earrings should be in the lobe ONLY. No gauges. No cartilage piercings or other visible piercings. No tattoos are allowed.
- Traditional watches may be worn, but smartwatches are not allowed.

- All jewelry should be tasteful, professional, and not excessive in size or number.

Gentlemen's Uniform Policy

Chesterton Academy of Annapolis's uniform vendor is SchoolBelles. Uniforms may be purchased at the store or online at <http://www.schoolbelles.com>. Use Code: **S3039**

ITEM	COLOR	DESCRIPTION
Pants Pleated or flat front	Gray	We recommend that pants are purchased at the uniform store to ensure uniformity of fabric and color. Plain Front with Laurel Monogram Color 821 w/ small monogram (7322) Style #5202 – Plain
Oxford Shirt Long or short sleeves	White w/logo	- Must be a shirt with buttons on the collar - Collar buttons must always be buttoned #5760 – Short sleeve #5761 – Long sleeve
Socks	Solid Black/Gray	Dress sock must reach the calf. May be purchased from another vendor as long as they match pant color and are at least calf length. Ankle or calf may not be exposed at any time. Gold Toe Charcoal are the best.
Leather Dress Shoes	Solid Black	Must be a solid black dress shoe, including soles, and able to take a shine and have non-scuff soles. No obvious brand logos. Shoes are always required.
Leather Belt	Solid Black	Non-woven, leather belt with a simple buckle. This can be purchased at Schoolbelles (#6305) or from any vendor.
Striped Tie "Four in Hand"	Chesterton Stripe	Color for ties must be "Chesterton Stripe." Standard for all gentlemen is "four in hand" tie. <i>On designated occasions, gentlemen in grades 11-12 may also wear Chesterton Stripe bow ties to distinguish them as upperclassmen.</i>
Blazer	Navy with Logo	Standard two-button blazer, with logo
Sweater/Vest	Navy with Logo	-V-Neck style only; logo required - Sweaters are optional but strongly recommended (classrooms can get cold)
Mens' 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 tie and no pocket squares, lapel pins, vests, etc. allowed.

GENERAL GUIDELINES

- Gentlemen should aim for a simplicity that is appropriate for the high school years.
- Uniforms should always be clean, shirts ironed, and always tucked in.
- Only solid white tee shirts may be worn under the white oxford. No wording or pictures on the

tee shirt should be visible.

- Gentlemen should enter the building in complete uniform, and the uniform must be worn in full until leaving campus at the end of the school day.
- No sweatshirts, hoodies or other non-uniform jackets should be worn over the uniform.

Hair and Accessories

- Hair should always be neatly groomed and clean.
- Hair must be trimmed above the eyebrows, ears, and collar.
- Hair color should be natural hues. No streaks of unnatural colors (reds, pinks, greens, etc.) on any part of hair.
- All young men should be clean-shaven, with sideburns not extending beyond the middle of the ear. Facial hair is not permitted.
- No hats may be worn inside of school buildings.
- No earrings. No gauges. Simple chains and medals should be tucked under the shirt.
- No visible piercings.
- Traditional watches may be worn, but smartwatches are not allowed.
- All jewelry should be tasteful, professional, and not excessive in size or number.

Out of Uniform Dress Code

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

1. SCHOOL DANCES AND “MORE FORMAL THAN NORMAL” SCHOOL DAYS

LADIES

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

GENTLEMEN

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

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

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

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

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

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

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

Appendix C: School Supply List

FRESHMEN

- 6 notebooks or binders and 6 coordinating folders (one for each class)
- For math class: binder, college ruled loose leaf and graph paper
- Blue or black pens, mechanical pencils or regular pencils, highlighter
- Pencil bag or box
- Loose leaf paper
- Rigid 6” ruler
- Compass and protractor
- TI-84 Calculator (or similarly equipped graphing calculator) which will be used all four years at CAA (Students in Geometry, Algebra 2 and higher) Students in Algebra 1 do not need a calculator.
- ½” black three-ring binder (NO “view front”) w/inside pockets – (for choir)
- Pentalic Sketch Book, Hardbound, 8.5”X11” (for art) found on Amazon. The art teacher may request other art supplies.
- 2 packs of index cards (one for each semester)
- 4-5 book covers (brown paper bags or other durable textbook cover)
- Student planner (may purchase a Chesterton Academy of Annapolis planner for \$8)
- One journal (5 1/2" x 8 1/2") for homilies, speakers, retreats, and seminars
- Personal supplies: One container of disinfectant wipes or disinfecting cleaner/paper towels (for your desk), one large roll of paper towels, and Kleenex. We ask for students to bring these items throughout this year to aid in cleaning their desk after lunch and at the end of the day.

SOPHOMORES, JUNIORS AND SENIORS

- 6 notebooks or binders and 6 coordinating folders (one for each class)
- For math class: binder, college ruled loose leaf and graph paper.
- Blue or black pens, mechanical pencils or regular pencils, 2 highlighters of different colors
- Loose leaf paper
- TI-84 Graphing calculator (or similarly equipped graphing calculator)
- Rigid 6” ruler
- Compass and protractor
- ½” black three-ring binder (NO “view front”) w/inside pockets – (for choir)
- ½” or 1” three-ring binder (for drama)
- 12 pack of colored pencils (please NO markers or gel pens)
- Pentalic Sketch Book, Hardbound, 8.5”X11” (for art) found on Amazon. You may use your

sketchbook from previous years at CAA. The art teacher may request other art supplies.

- Pencil bag or box
- 2 packs of index cards
- 4-5 book covers (brown paper bags or other durable textbook cover)
- Student planner (may purchase a Chesterton Academy of Annapolis planner for \$8
- One journal (5 1/2" x 8 1/2") for homilies, speakers, retreats, and seminars
- Personal supplies: One container of disinfectant wipes or disinfecting cleaner/paper towels (for your desk), one large roll of paper towels, and Kleenex. We ask for students to bring these items throughout this year to aid in cleaning their desk after lunch and at the end of the day