



CHESTERTON ACADEMY

Parent-Student Handbook

Academic Year 2016-17

Chesterton Academy

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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.

CHESTERTON ACADEMY SCHOOL SONG

Salve Regina (Hail, Holy Queen)
 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, O Queen, Mother of mercy:
 our life, our sweetness, and our hope, hail.
 To thee do we cry, exiles; sons of Eve.
 To thee do we sigh, moaning and weeping
 in this valley of tears.
 Ah then, our Advocate,
 those merciful eyes of thine turn towards us.
 And Jesus, the blessed fruit of thy womb,
 after this exile show unto us.
 O clement: O holy: O sweet Virgin Mary.

I. PHILOSOPHY OF EDUCATION

The purpose of establishing Chesterton Academy is 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, 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.

II. CURRICULUM AND ACADEMICS

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

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

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

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

A complete education must include the development of the child's creative nature and must provide him with the tools and the technique with which to express his ideas, his feelings and his love. It must also include the analytical skills with which to judge a work of art and therefore must provide the continuous exposure to great art.

Most importantly, the mechanical skills and the aesthetic aptitude must be put into the proper context of eternal Truth. A good artist is a complete thinker and vice versa. Chesterton says that in order to be a good artist, one must be a good philosopher: "A man cannot have the energy to produce good art without having the energy to wish to pass beyond it. A small artist is content with art; a great artist is content with nothing except everything."

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

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

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

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

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

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

All students will take Latin their freshman and sophomore years. Junior year, students will have the option of continuing with Latin or opting for Spanish for two more years. We teach the ecclesiastical pronunciation in our Latin classes.

Our teaching method will use a balanced approach, with equal weight being given to grammar, vocabulary, listening and comprehension. The study of the particular culture, and the geography and history of the country where the language is spoken will be covered only incidentally as we study the language. The goal for every student at the end of his or her study of a foreign language is for the student to be confident in basic conversation on any basic subject. In Latin, an additional goal is to be able to translate and comprehend passages from classical works.

III. BASIC EXPECTATIONS

A. Schedule. Our school day begins at 8 am and ends at 3:15 pm. On Mondays, Thursdays, and Fridays students report directly to Chesterton Academy. The school opens at 7:30 am and morning attendance will be taken at 8 am. On Tuesday and Wednesdays students report to Holy Family church for morning Mass. The church is open by 7:15 am. The students and faculty may gather downstairs in Fr. Moorman Hall before Mass. Attendance will be taken upstairs in the church at 8 am. Chesterton Academy is on a Semester system as follows:

School Year: 1st Semester: August 29, 2016 to January 13, 2017
2nd Semester: January 16, 2017 to May 26, 2017

B. Prayers and Attendance at Mass. Since the Holy Sacrifice of the Mass is the source and summit of the Catholic faith, attendance at Mass is obligatory and is built into our daily schedule. Prayer before each class and a blessing before eating lunch will also be the school practice. Expectations for Mass attendance and common prayers are outlined in Appendix E.

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

We understand that illness and other family emergencies can happen but, if a student is absent more than 12 periods for any one course in a semester (even for medical reasons), the school reserves the right to not grant credit for that course. Such extended absences jeopardize a student's academic success and may prevent a student from receiving credit for the course.

As a courtesy, and to ensure the safety of our students, we ask that absences be reported by telephone before 7:45 a.m., by calling the office at 952-378-1779. Absences may also be reported to attendance@chestertonacademy.org.

D. Transportation. On the days Chesterton Academy attends Mass at Holy Family, Chesterton Academy has contracted with a bus service to transport students in the morning from Holy Family Church to the school. Faculty and staff shall ensure that students are safely on the bus and safely delivered.

Students who have driver's licenses are permitted to drive to school after Mass. They shall park in designated areas only but must apply for a school parking permit to do so. Students who drive other students and any students riding with student drivers are required to submit permission slips to the Chesterton front office. All student drivers and riders are subject to school policies while travelling.

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

Chesterton Academy requires all students to dress according to the school uniform code. (See Appendix E)

F. Non-Uniform Attire. There are several occasions during the year when students will be out of uniform and yet still representing the school in public. These include drama performances, pilgrimages, some field trips, sporting events, etc. At such events, we ask that students adhere to the expectations for modest dress and personal appearance specified in Appendix E.

G. Messages and Telephone Use. Students are not permitted to leave class to send or receive messages without permission during the school day. It is understood that all business will be handled through the school office. Messages from parents will be delivered to students as needed and in a timely fashion. An urgent matter should be reported immediately to the school office. Action will be taken in accordance with the importance of the message. A telephone is provided in the office for student use.

H. Electronic Devices. Personal electronic devices tend to isolate individuals from the people around them. Since Chesterton Academy works to build community among its members, we want to eliminate distractions or 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 at Holy Family church or on the Chesterton Academy campus. If a parent allows their child to bring a personal communication device to school, it must be turned off and stored in a backpack or locker. After 3:15 pm, students may use their cell phones for essential communication, but students should refrain from using personal electronic devices for social media, music, and video streaming.

I. Lunch and Snacks. Given the limited resources of Chesterton Academy, we request that students bring their own lunches to school where a designated area will be provided for a common meal. During periods of pleasant weather, students may also eat their lunches outside. Faculty will supervise students during the lunch period. Students will be responsible for cleaning up after their lunch period. There is no on-site refrigeration and limited access to microwaves.

Eating in the classrooms will not be permitted. A snack at the locker is permitted but no eating food while walking down the hallway. No gum chewing is permitted. Students may bring covered beverages to class with teacher permission.

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

K. School Closings. Parents will be notified on all occasions when the school may be closed. In the event of inclement weather, the school day at Chesterton Academy may be cancelled by the headmaster. Official notice will be sent via email and posted on Jupiter Grades. Local media, such as WCCO, will also be informed. Note that Chesterton Academy will never have a late start to the school day.

L. Off-Hours School Events. From time to time, students will be required to attend events off campus and/or outside of school hours. Examples include field trips, drama dress rehearsals, service projects, choir concerts, our Annual Gala, opening Mass, Baccalaureate Mass and Commencement. Please make sure that you know which after-school events are mandatory and make note of them ahead of time. If you have a serious conflict with any of these after-school events, please notify us immediately. In addition, students will have voluntary opportunities to attend such events. Examples include being a spectator at a sporting event, a spectator at Mock Trial competition or drama production. All school policies and expectations will be operative at such events.

M. Field Trips. Frugality requires that the school make use of carpools for transportation to and from events and activities which take place during school hours. Where drivers are needed, the school will request volunteer drivers from time to time. Whenever carpools are utilized, the school will provide details to parents about timing, pick-up and drop-off points and drivers. Only persons over 21 years of age will drive a Chesterton Academy carpools to such events.

N. Medications. Prescription medications may not be stored in a student's locker. If a prescription medication needs to be taken during school hours, a parent must submit the appropriate forms along with the prescription medication. The medication will be securely stored and administered by Chesterton staff. Students may keep

over-the-counter medicine such as aspirin or ibuprofen in their lockers. Chesterton Academy has no school nurse available and therefore our ability to accommodate illness and injury are limited. Injuries will be treated with basic first aid. More serious injuries will require parents to take students home. Emergencies will be addressed via 911. We will make every effort to contact families using the emergency contact information on file. Students who become unwell may rest on a nurse's cot in the 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.

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

P. Visitor Policy. Chesterton Academy is a closed campus and requires that all visitors, including family members, friends, and alumni, are required to check in at the Chesterton front office. Visitors permitted to be on campus for any length of time will be given a yellow visitor's badge.

IV. MENTORSHIP AND DISCIPLINE

Students of Chesterton Academy are asked to have and to show respect for the truth they are learning, respect for those helping them to learn, respect for their fellow students, respect for the institution in which they are learning, and respect for themselves as children of God. This is the Academy's Code of Conduct. It is here to inculcate positive Christian habits and protect the learning environment for all students. The following items are offered to assist the student's understanding of this code:

A. Chesterton Academy House System. The **Chesterton House System** is designed to foster Christian community amongst the students, staff, and faculty. The house system is a long and time-honored approach for creating smaller, grade-level integrated communities within a larger academic institution. Each house is led by a faculty member and house prefects. Each member of the house can score points (merits) for their house through acts of virtue, through full engagement in the community of learners, and through positive leadership and mentorship. Each house member may as well lose points (demerits) for their house through acts of irresponsibility. We as members of the Chesterton community and apostles of Christ take full responsibility for our thoughts, words, and actions. We work to bring our neighbors/friends/classmates into a full life of virtue and right relationship with Jesus Christ.

The **Chesterton Discipline System**, alongside the house system, is designed to maintain a collegial environment, where teachers and staff are encouraged to use charitable verbal instructions as a first attempt to correct behavior. The discipline system sets boundaries and expectations to promote a harmonious environment for the building of Christian brother and sister relationships as well as to create a well-ordered environment for learning.

B. Merits and Honors. All members of the Chesterton community face moments each day in which we are challenged by our circumstances and then choose either the selfish/indifferent embodiment of our fallen nature or choose our sanctified nature and act as our Lord by exemplifying one or more of the virtues of love, joy, hope, and/or the Seven Cardinal virtues. When students through being the presence of Christ display acts of virtue, faculty will assign a merit to the member's house.

Students may also be nominated by their classmates for a Virtue Honor which stems from a virtuous action during the course of the week. The house prefects and faculty house leaders will weekly grant the honors to members of the student body and additional merit points to the member's house.

C. Demerits and Detentions. A minor offense, upon the discretion of the staff, will result in a single demerit to the student and consequently to the student's house. A minor offense is any breach of the rules or policies of the school that is the result of forgetfulness, disorganization or avoidable accident. Examples include, but are not limited to, tardiness to class, forgetting class materials, uniform violations and minor disruptions in the classroom or common areas. More than five demerits for the same infraction will trigger a review of the demerits by the Dean of Men or Women and may result in additional disciplinary action.

A student will receive a detention for a more serious breach of the rules such as disrespect to faculty, staff, and peers, a major disruption in class or in the hallways, a clear disregard for the ethos and rules of the academy. Detentions will cost the student's house three demerit points. All detentions will be served after school at 3:30 pm on Mondays or Thursdays of each week. Students may not eat, study or sleep in detention. Detentions will be served in a designated classroom and will be supervised by a staff member. On occasion students may be given the option to use detention time towards a constructive project. At the end of each semester, any accumulated detentions will be wiped clean, thus providing a reset for students.

In the classroom, students are expected to behave in a manner conducive to serious learning. By disrupting a class or the teacher, a student steals the opportunity from others to learn and be engaged in the learning process. This choice of stealing an opportunity from others to learn is one of the gravest sins committed during a class. Respect, order, politeness and obedience are necessary conditions for a classroom to function well. To this end, a student who does not comport themselves accordingly will be dismissed from class and sent to the Front Office. All work for that class day will result in a zero for the student. The student must meet with the teacher and appropriate dean in order to be readmitted to the class for the next day.

D. Suspension. Upon receiving a seventh detention in a semester a student will receive an in-school suspension. At the Dean of Men's and Dean of Women's discretion, the in-school suspension will limit the student's freedom on free periods and lunch as well as access to extracurricular activities. The suspension will remain in effect until the student demonstrates the willingness and appropriate behavior to rejoin the community as a full member.

An immediate in-school or the 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.

E. Disciplinary Eligibility. Students who receive more than six detentions in a semester may become ineligible for extracurricular activities for the remainder of the semester.

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

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

H. 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.

I. 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.

J. Scandalous Behavior. Behavior that is meant to shock or upset is forbidden. Even if untrue or said in jest, remarks that scandalize are unchristian and disruptive.

K. Malicious 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 mete out his own discipline. For infractions of a serious nature, the headmaster shall be informed and will take appropriate action. Appropriate action should be understood to include probation, suspension or expulsion.

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

V. GRADING INFORMATION

A. Grading System. Chesterton Academy is on a **semester system**. Even though a class may last all year, each semester will be graded separately and will appear as two separate courses on the transcripts (one in each semester). Chesterton uses **letter grades** (A-F). Each letter has both a percentage correlation and a GPA equivalent as follows: (for Grade Point Average – GPA explanation see Section B. below)

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

B. GPA Calculation. All classes are given a worth in *credits* for each semester depending on the difficulty and length of the course. A class can be worth anywhere from 0.25 credits to 1.0 credits per semester. Chesterton Academy uses a *Weighted GPA* (Grade Point Average) method that will appear on the student's transcript. They will receive both a semester GPA and a Cumulative GPA.

A student's **semester** GPA is calculated by totaling up all the grade points earned in all the student's courses, and dividing by the total number of credits attempted that semester. The number of grade points earned in each course is found by multiplying the numerical value of the grade earned in the course (as shown above - e.g. A = 4.0, A- = 3.67, B+ = 3.33, etc) by the number of credits the course is worth (either 1, $\frac{3}{4}$, $\frac{1}{2}$ or $\frac{1}{4}$ credit). This means that the student's grade in a 1-credit course will weigh more heavily than the student's grade in a course with a lesser credit value. Consider the following example for student A:

Course	Credits	Grade	Calculation	Grade Points
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 earned during every semester the student has completed, and dividing by the total number of credits attempted during that time.

Pass/Fail and **Incomplete** courses do not affect GPA calculations but do contribute to the number of credits earned. Examples of Pass/Fail courses are Physical Education and Health, as well as any credits transferred from other institutions.

IV. ACADEMIC EXPECTATIONS

Chesterton Academy strives to maintain an atmosphere of academic rigor and excellence by focusing students on the importance of their academic progress. We want to help students prioritize their many responsibilities as they grow academically in all fields. The goal is to help students and staff identify academic deficiencies before they become crippling and to aid in offering remedial measures.

A. Academic Probation / Eligibility. 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 will become immediately 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 school or make individual arrangements to demonstrate adequate academic progress in the failed courses. The adequacy of any individual arrangements will be determined by the Headmaster. In the event of promotion despite failing a course required for graduation, students will have to fulfill the goals of the Academy's graduation requirements before being granted a diploma or participating in the graduation ceremony (see section below on Graduation Requirements).

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

C. Academic Violations. Cheating and plagiarism are strictly forbidden and will be grounds for academic and disciplinary action. Cheating is defined as copying answers from an unauthorized source (such as another student's work, a student's own notes, another student's notes, a study guide, etc.) in the classroom or outside the classroom. Cheating is a serious form of deceit in which a student appropriates answers he or she does not actually have and then passes those answers off as his or her own knowledge. Cheating is a serious breach of the rules. Students will receive a zero on any assignment where cheating is evident and will have a meeting with the headmaster. Repeated incidents of cheating may lead to expulsion.

Plagiarism is defined as making use of another's thoughts, words or ideas by copying or imitating the work of another without crediting the original writer or thinker. It is a form of cheating whereby a student presents another's work as his or her own. As with cheating, plagiarism will result in a zero on the plagiarized assignment and a meeting with the headmaster.

For a more thorough discussion of plagiarism, please refer to Appendix B.

D. Assignments. Homework is just as important as class work. Here is where students work independently without the coaching and guidance of the teacher. Students should have a regular routine of time and place for homework. It should be done with an eye to some kind of recitation or accountability at the next class meeting. They should complete their own assignments, trying to develop independent study habits. It will be the practice of Chesterton Academy to be reasonable in the amount of homework assigned.

Teachers will strive to complete the presentation of ideas and lessons within the specified school day schedule. Homework will, in most cases, be reserved for drilling and practice exercises. An average student can expect roughly one to two hours of homework each evening. To ease the burden of homework, teachers will be encouraged to provide some class time each week when possible for completing homework. Also, the Academy will provide regular study periods throughout the week.

It is the recommendation of the Academy to penalize late work 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 will be penalized 10% for each school day they are late. It is the responsibility of the student to ensure that work and tests missed due to absence are made up.

Individual teachers may alter the late policy for individual assignments at their discretion.

E. 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.

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

G. Honor Roll. Honor Roll is calculated only once a year at the end of the school year, and is determined based on the weighted average GPA of **both semesters**. To be eligible for the Honor Roll, a student must not have failed any class and/or must not have more than one incomplete class at the end of either semester that year.

Below are GPA requirements for the Honor Roll.

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

In addition to the Honor Roll, Chesterton Academy recognizes distinguished performance with a series of other awards. See Appendix D for details.

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

Humanities	Credits	Mathematics and Science	Credits
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	3 yrs. 5.0	Fine Arts	Credits
Latin	2 yrs. 3.0	Music	4 yrs. 5.0
Debate	1 yr. 0.5	Art	4 yrs. 3.5
		Drama	3 yrs. 2.0
		P.E. & Health	Credits
			2 yrs. 2.0
		Electives	Credits
		Varies each year 1 yr.	3.0

(Note: includes Spanish option)

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

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

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

I. Class Ranking. Chesterton Academy does not produce class ranking.

J. Parent-Teacher Consultation. There will be parent-teacher conferences once each semester. Additional meetings with parents are most welcome. Appointments should be made if possible.

K. Textbooks. Some textbooks assigned are valuable school property and are loaned for the convenience of the students. These books should be cared for (preferably covered). Damaged or lost books may result in the assessment of fines for their replacement. Books that are not the Academy's property are the property of the student and are intended to be his 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 will state which books are school property and which books are theirs to keep. It will also include replacement costs.

VI. MISCELLANY

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

B. Fundraising. The cost of education at the Academy is not fully covered by tuition. Therefore, the financial health of the Academy will depend on the success of fundraising activities. Parents will understand that fundraising is the shared responsibility of all registered families for the common good. Volunteering to assist with chores, maintenance and other needs are as valuable as direct fundraising as they reduce our operational costs. While not all may be able to assist in the same way, all families will be asked to participate in these efforts.

C. College Admissions. Chesterton Academy provides each junior and senior time with a professional College Guidance Counselor. The academy will assist students in locating college information, testing information, and other materials ordinarily required for admission to colleges. Prominent dates and deadlines will be publicized. All questions about college application can be referred to the College Counselor.

APPENDIX A: TO OUR STUDENTS - ON EFFECTIVE STUDYING

Why do most students fail? It's not because the work is too difficult for them; it's because they do not study effectively. They fail to do so because they don't know what studying means, they are lazy, they don't know how to study, or they are used to studying for the wrong reasons.

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

We are not born with innate study habits or the best of motives. We are born lazy and our minds are dulled; in short, we just aren't interested. You will know that it's easy to study something if you are already interested in it. The best way to generate interest in something that does not at first interest you is, paradoxically, to study it. "It's boring," is a statement of ignorance, saying more about oneself than the material to be learned. Have faith in your teachers and in the curriculum that the matter at hand will be interesting.

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

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

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

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

APPENDIX B: PLAGIARISM AND CHEATING

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

While your conscience will most likely inform you whether what you are doing is wrong, everyone has been affected by our culture in which here, at times, the lines between right and wrong have been blurred. Because of this, sometimes it is difficult to determine if a certain action constitutes cheating. And so, we'd like to give you some examples and guidelines.

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

- Copying another student's work (with or without his knowledge) on a test, on a homework assignment, on an in-class project or lab.
- Copying down the answer that another student comes to in a group session unless you do the work yourself again AND unless you understand how you came to the answer.
- Using any kind of notes (unless specifically allowed) or cell phone connection.
- Copying from a friend any material that you do not understand and for which you have attempted no work. Then handing it in to make it appear that it is your work.
- Having a friend help you with work to make the work go faster – asking him or her for information, formulas or rules. It is fair to do this for one or two questions but not for an entire assignment.
- Copying the answers from the back of the book.

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

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

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

C. Helping Students

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

APPENDIX C: AWARDS

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

- **First Honors** recognizes students who complete an academic year with a cumulative GPA between 3.67 and 4.00.
- **Second Honors** recognizes students who complete an academic year with a cumulative GPA between 3.33 and 3.66.
- **The Freshman Award** recognizes the freshman with the single highest GPA.

The following awards are given to one sophomore, one junior and one senior each year:

- **Humanities Award** (recognizing excellence in fields such as philosophy, theology and literature and history)
- **Mathematics Award**
- **Science Award**

The following awards are given to one student each year:

- **Languages (Latin or Spanish)**
- **Drama**
- **Music**
- **Art**

Best Essay Award - Each year, an award will be given to a senior student for the best essay written during their academic year.

There are two non-academic awards given each year.

- **The Socrates Award** is 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.
- **The GK Award** is given to the student who has demonstrated the great virtues of charity and joy so evident in our illustrious intellectual patron, GK Chesterton.

APPENDIX D: OUR CATHOLIC IDENTITY - EXPECTATIONS FOR MASS ATTENDANCE

Chesterton Academy sees the daily participation at Mass as much a part of our curriculum as mathematics, history, science, or drama. Just as a person is imperfectly educated if he has not had instruction on the proper way to write, so too is he imperfectly educated if he has no guidance on the proper worship of God.

Like any activity, the proper worship of God in the Roman Catholic liturgy requires that we know certain things in advance. Just as one cannot show up to algebra class without knowing how to count, one cannot fully participate in the liturgy without knowing some basic facts. What follows is a brief catechesis on Catholic liturgy. All of the questions and answers are taken from *The Catechism of the Catholic Church*, and all citations reference the paragraph numbers in that text.

1.) Who celebrates the liturgy of the Church?

The whole community of those who are united to Christ, both living and dead (1136, 1140). All those who are baptized therefore share in a “common priesthood” (1141).

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

Not all members of the common priesthood have the same function in the liturgy, but some of its male members are called to act in the person of Christ for the service of the Church (1142).

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

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

4.) What is the liturgy comprised of?

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

5.) Why is the liturgy comprised of physical signs and symbols?

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

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

There are three criteria (1157):

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

7.) The Liturgy is also called “the sacrifice of the Mass”. Why is it a sacrifice?

The Eucharist makes Christ’s sacrifice on the cross really, and not merely symbolically, present (1366, 1374).

8.) What is the Eucharist?

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

9.) 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.

10.) 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.

11.) 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).

12.) 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).

13.) What is a mortal sin?

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

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

14.) If someone commits a mortal sin, what must he or she do before they receive the Eucharist?

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

Guidelines for Participation in Mass

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

- 1. Be on time.** Mass begins promptly at 8AM. Be in your pew, quiet and in uniform 5 minutes before Mass begins. Students who come late should quickly and quietly move into their assigned seats. Remember, it is the Lord you are interrupting.
- 2. Be reverent.** Genuflect when entering and exiting the pews at the beginning and end of Mass. Sit up straight and do not slouch. Avoid hands in pockets. 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. Sung Latin responses are found on the last pages of the hymnal (number 665, 666). Stand when the congregation is invited to stand. Kneel when invited to kneel.
- 5.** According to the Catechism, people should fast for one hour prior to reception of the Eucharist. Gum, coffee or snacks (but not water and not medicine) break that fast (1387).

6. The faithful may attend Mass and yet not receive communion. However, the Catechism states that we are all called to prepare ourselves for Communion and then to worthily receive our Lord (1388).
7. According to the US Catholic Bishops, our Protestant brothers and sisters should not receive the Eucharist at a Catholic Mass. To do so would imply a full unity of belief that does not yet exist.
8. Students with personal reasons for not receiving on a particular day, such as being late to Mass, are not required to receive Communion.
9. When not receiving, for whatever reason, students are to go up for a blessing with their arms crossed on their chests. The priest or extraordinary minister will offer a blessing. Do not remain in the pew or aisle while others go up for Communion.
10. When receiving our Lord, it is customary to bow reverently prior to reception and to respond to the priest or extraordinary minister with “Amen.” Students may receive on the tongue or in the hand.

Common Prayers

<p>Our Father Our Father, Who art in heaven, hallowed be Thy name; Thy kingdom come; Thy will be done on earth as it is in heaven. Give us this day our daily bread; and forgive us our trespasses as we forgive those who trespass against us; and lead us not into temptation, but deliver us from evil. Amen.</p>	<p>Hail Mary Hail Mary, full of grace. The Lord is with thee. Blessed art thou amongst women, and blessed is the fruit of thy womb, Jesus. Holy Mary, Mother of God, pray for us sinners, now and at the hour of our death. Amen.</p>
<p>Glory Be Glory be to the Father, and to the Son, and to the Holy Spirit, as it was in the beginning, is now, and ever shall be, world without end. Amen.</p>	<p>Grace Before Meals Bless us, O Lord, and these Thy gifts, which we are about to receive from Thy bounty, through Christ our Lord. Amen.</p>
<p>Memorare Remember, O most gracious Virgin Mary, that never was it known that any one who fled to thy protection, implored thy help or sought thy intercession, was left unaided. Inspired by this confidence, We fly unto thee, O Virgin of virgins our Mother; to thee do we come, before thee we stand, sinful and sorrowful; O Mother of the Word Incarnate, despise not our petitions, but in thy mercy hear and answer them. Amen.</p>	<p>The Angelus V- The Angel of the Lord declared unto Mary. R- And she conceived by the Holy Spirit. All: Hail Mary... V- Behold the handmaid of the Lord. R- Be it done unto me according to thy word. All: Hail Mary... V- And the Word was made Flesh. R- And dwelt among us. All: Hail Mary... V- Pray for us, O Holy Mother of God. R- That we may be made worthy of the promises of Christ.</p> <p>V- LET US PRAY: All: Pour forth, we beseech Thee, O Lord, Thy grace into our hearts; that, we to whom the Incarnation of Christ, Thy Son, was made known by the message of an Angel, may by His Passion and Cross, be brought to the glory of His Resurrection through the same Christ our Lord. Amen.</p>

APPENDIX E: UNIFORM POLICY, 2016-17

General Rules for Attire and Appearance. Modesty, cleanliness and propriety are the primary guides for all attire in school and at school events. Students are expected to present themselves in a way that reflects their great dignity, the dignity of their vocation as students, and the seriousness of our collective task. Therefore, they must wear the Academy uniform in a modest, sober, and neat way, avoiding all manner of ostentation. The uniforms must be clean, free of holes, stains or excessive wrinkles, and well-fitting.

In addition to the proper wearing of the uniform, students are expected to be neat in appearance:

- Unnatural hair color is not allowed
- Haircuts and hairstyles must be conservative and neat
- There will be no writing or drawing upon the arms, hands, etc.
- Nothing should be hanging out from pockets – (e.g. lanyards)

Ladies:

- A single set of studs or hoop earrings that are no bigger than 1/2 inch are permissible. Earrings must be worn in the lobe only. A simple chain or cross may be worn but should remain inside of shirt.
- Make-up must not be excessive. Lipstick and eye-shadow must not be too bright and should be of conservative hues. Eye liner should not be excessive. Ladies may use fingernail polish of conservative hues (only lights pinks, whites, reds- no neon colors).
- Ostentation is to be avoided.

Gentlemen:

- Haircuts for the young men shall be above the shirt collar and ears.
- All young men will be clean-shaven every day (no sideburns, goatees or soul patches).
- No visible jewelry for men with the exception of a watch (but no Apple Watches).

Please be aware that the final interpretation of the uniform policy resides solely with the Dean of Men and Dean of Women.

Uniform requirements for ladies and men are outlined on the following pages. Chesterton Academy's uniform vendor is Donald's Uniform. Uniforms may be purchased at the store (locations in Eden Prairie and St. Paul) or online at <http://www.donaldsuniform.com>.

Please also note our Out of Uniform policy on page 24.

LADIES' UNIFORMS

Item	Donald's Style # or Brand	Description
SKIRT (Required)	#449 Knife Pleat Skirt, Size LONG	Must be size "Long" or "Xtra Long" so that the length is <u>mid-knee</u> . SHOULD BE WORN ON WAIST AND NOT ON HIP. (May be special order, so shop early)
SHIRT (Option 1 or 2 Required) Shirt Option 1: Girls Oxford Dress Shirt Long or Short Sleeve Shirt Option 2: Women's Fitted Oxford Shirt Long or Short Sleeve	<u>Girls Oxford Options:</u> Unisex short sleeve 5115 Unisex long sleeve 5015 Woman's Short Sleeve 5515 Woman's Long Sleeve 5415 <u>Women's Fitted Options:</u> Short Sleeve – 5586 SS Long Sleeve – 5486 LS	Description: Basic white Oxford with buttons on collar. Buttons must be buttoned at all times. Shirt must not gap in front and there should be no pulling on the buttons. Description: Basic white Oxford that is fitted for women and does not have buttons on the collar. Because this is a fitted shirt, please make sure that it does not gap in front. There should be no pulling on buttons. NOTE: THIS IS A SPECIAL ORDER SHIRT
White undershirt (Recommended)	n/a	White or neutral color only & without lace or pattern.
Bike shorts (Recommended)	4009 or similar style, navy or black	Worn under skirt – other brands acceptable
Knee socks (Required)	1455 or similar style, white	Cotton-Spandex knee highs (not cable or opaque). Must reach to bottom of the knee.
Shoes (Required) Leather or patent leather flats	n/a	ALL black, closed heel and toe, free of ornamentation. No high heels. Must be able to take a shine (no moccasins or canvas shoes). Boots may be worn to morning Mass at Holy Family only during winter months but must be removed before first period at school.
Tights (Optional)	Can be bought at stores such as Step'n Stretch or on-line	For warmth, girls have the option of wearing tan-colored tights under their knee socks. No leggings allowed.
Sweater (Optional)	<u>Sweater Options:</u> V-neck cardigan- w/logo V-neck pullover - w/logo V-neck vest - w/logo	No crew neck – must be v-neck * All must include Chesterton logo
Ladies Choir Attire (Required)	Black floor-length formal dress. Must be bought from Stage Accents at www.stageaccents.com . Dress style is Sarina #8655. Dress must not fit too tightly and scoop neck may have to be altered if it is more than 4 fingers from the collar bone. Sold un-hemmed. Some used dresses may be available from graduating students. Please check with the school.	

Last Updated: 7/25/16

Please also note our Out of Uniform policy on page 24.

Note: Chesterton Academy's uniform vendor is Donald's Uniform. Uniforms may be purchased at the store (locations in Eden Prairie and St. Paul) or online at <http://www.donaldsuniform.com>.

GENTLEMEN’S UNIFORMS

Chesterton Academy’s uniform vendor is Donald’s Uniform. Uniforms may be purchased at the store (locations in Eden Prairie and St. Paul) or online at <http://www.donaldsuniform.com>.

Item	Donald’s Style # or Brand	Description
Pants (Required) flat front or pleated	A+ #7021, A+ #7750, A+ #7000, A+ #7062 Twill Khaki Dress pants	Please purchase from uniform store to ensure correct color and style.
Oxford dress shirt (Required) Long or short sleeves.	#5015 White with button-down collar, long sleeves #5115 White with button-down collar, short sleeves	Collar must have buttons, recommend wrinkle-free fabric.
Socks (Required)	n/a at Donald’s	Calf-length dress sock, black or khaki, no pattern or design.
Leather dress shoes (Required)	n/a at Donald’s	ALL black, free of ornamentation, must be able to take a shine (no canvas)
Leather belt (Required)	Available at Donald’s	Smooth, not woven. Simple metal buckle free of ornamentation.
Dark Navy Tie (Required)	Available at Donald’s	Plain navy without stripe or design
Sweater (Optional)	<u>Sweater Options:</u> V-neck cardigan- w/logo V-neck pullover - w/logo V-neck vest - w/logo	No crew neck – must be v-neck.
Boys Choir Attire (Required)	Black dress pants and suit coat, white dress shirt and black bow tie. Black socks (must be to mid-calf) and dress shoes (polished and in good condition).	

Last Updated: 7/25/16

Please also note our Out of Uniform policy on page 24.

Note: Chesterton Academy’s uniform vendor is Donald’s Uniform. Uniforms may be purchased at the store (locations in Eden Prairie and St. Paul) or online at <http://www.donaldsuniform.com>.

OUT OF UNIFORM DRESS POLICY

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, sober and neat way at all Chesterton events including those that occur outside of our normal school day.

We expect the following rules to apply to students' dress at all events:

Ladies:

- Backs well-covered (no halters or plunging "v"s)
- Necklines in front are no lower than 4 fingers below the collarbone
- No leggings unless they are worn under a *skirt or shirt that reaches to the knee*
- No lace shirts or other shirts that are see-through even if there is another layer underneath
- No shirts or dresses with cut-outs (shoulders, back, sides) even if another layer is underneath

Ladies and Gentlemen:

- No tight-fitting pants or tops (should be able to pull 1 inch of loose fabric from the thigh or waist)
- 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

For formal events:

- No jeans
- No pants for ladies
- No shorts
- No T-shirts
- No athletic wear