



# CHESTERTON ACADEMY

A JOYFUL CLASSICAL HIGH SCHOOL IN THE CATHOLIC TRADITION

## Parent-Student Handbook Academic Year 2023-24

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**School Hours:** 7:30a - 3:00p

### OUR VALUES

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

The Chesterton Academy of St. Joseph school recruits and admits students of any race, color or ethnic origin to all its rights, privileges, programs and activities. In addition, the school will not discriminate on the basis of race, color, national and ethnic origin in administration of its educational policies, admissions policies, employment, scholarship and loan 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 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.** "To help parents raise a generation of joyful saints and leaders educated in the classical tradition and the truths of the Catholic faith in order to serve the common good." To this end we seek to form our students:

**intellectually**, by teaching them not only the great classics of Western thought from Plato to calculus, but the interrelationship of the great ideas, to learn not what to think but how to think;

**in character**, especially in the four cardinal virtues of Prudence, Temperance, Fortitude and Justice which we believe are the foundations of leadership in professional life, the family, the nation, and in the service of Christ;

**and spiritually**, so that they may use the skills they acquire at Chesterton Academy in Faith, Hope, and Charity, to build up the Kingdom of God in this life and be with Him in everlasting happiness in the next.

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

## II. Our Catholic Identity

According to the Sacred Congregation for Catholic Education, “In a Catholic school, everyone should be aware of the living presence of Jesus the ‘Master,’ who, today as always, is with us in our journey through life as the one genuine ‘Teacher,’ the perfect man in whom all human values find their fullest perfection”. Therefore, each school day at Chesterton Academy begins with the celebration of the 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 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 is another expression of our Catholic identity. To aid the building of meaningful relationships between the faculty and students at Chesterton, we draw on the House system, a 1,000 year-old tradition of Christian education exemplified in the colleges at Oxford and Cambridge.

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

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 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.jupitered.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 SCHEDULE.**

School will be in session from 7:30a - 3:00p each day.

#### **C. TARDIES AND ABSENCES.**

All absences or tardies must be reported before 7:30AM by calling 937-609-5318 or by emailing [nathaniel.beckman@casjdayton.org](mailto:nathaniel.beckman@casjdayton.org)

When students arrive late during Mass, they must report to the Mass attendance monitor. 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. Chesterton Academy sees the 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 may wait outside or in the hallways after school until 3:30PM. They are expected to be picked up by 3:30PM. At 3:30PM all students still on campus must report for study hall.

Parents may text, call or walk in to pick up their child.

## **F. ADDITIONAL REQUIRED EVENTS.**

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

August 23-25, 2023 - New Student Orientation (All New Students)  
November 17-18, 2023 - Sophomore Play  
December 9, 2023 - Christmas Choral Concert  
April 12 - 13, 2023 - Junior/Senior Play  
May 3, 2024 - Gala  
May 17, 2024 - Spring Choral Concert

If you have a serious conflict with any of these required events, please notify us immediately.

## **G. STUDENT DRIVERS & PARKING.**

Parking for students at Chesterton Academy is a privilege that requires a parking permit. Parking permits 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. All student drivers are also required to register their vehicles with the school office.

## **H. BUILDING COMMUNITY.**

The Catholic educational community by its very nature is a social community. We are created to delight in relationships with people of varying personalities, interests, and backgrounds. And while it is natural that we are drawn towards those who share our common interests, we at Chesterton Academy work toward growth in Christian friendship by actively building strong friendships with all members of the community. Therefore, relationships which exclude any members undermines this effort. Examples of exclusive relationships are couples and cliques. These types of relationships are discouraged by the Academy.

## **I. UNIFORMS AND OUT OF UNIFORM ATTIRE.**

Students are required to be completely in uniform dress while at church or on the Chesterton Academy campuses including after school unless given explicit permission. Modesty and professionalism are the primary guides in all matters of the required uniform. Students will be expected to present themselves in a way that reflects 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 and neat way, avoiding all manner of ostentation. The uniforms must be clean and in good condition with no rips, holes, or stains. Students should label their uniform to avoid mixups.

Chesterton Academy requires all students to dress according to the school uniform code and out-of-uniform code (see Appendices B, C and D).

## J. MESSAGES AND TELEPHONE USE.

Students are not permitted to leave class to send or receive messages without permission. 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. Action will be taken in accordance with the importance of the message. A telephone is provided in the office for student use.

## K. 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 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 campuses. 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 3:00PM, students may use their cell phones for essential communication, but students should refrain from using personal electronic devices for social media, music, video streaming, and more.

## L. 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. 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 class is not permitted.
- A snack at the locker is permitted, but eating while walking down the hallway is not.
- No gum chewing is permitted.
- If the teacher grants permission, students may bring beverages into class in modest-sized, resealable containers.

## M. 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.

## N. 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 canceled by the headmaster. Official notice will be sent via email, and posted on Jupiter Ed. If you would like a text message, you must opt in through your Jupiter Ed account.



## O. 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. 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 locker. 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 lockers.

## Q. INJURIES AND ILLNESS.

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 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 community may be subject to school discipline or even legal action.

## S. VISITOR POLICY.

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

## T. MISC. POLICIES.

**VACCINATION POLICY:** Chesterton Academy of St. Joseph complies with the minimum immunization requirements set forth by R.C. 3313.67 and 3313.671. Note that "A pupil who presents a written statement of the pupil's parent or guardian in which the parent or guardian declines to have the pupil immunized for reasons of conscience, including religious convictions, is not required to be immunized." (R.C. 3313.671) This is in keeping with the CCC, 1790, "a human being must always obey the certain judgment of his conscience."

## **IV. Mentorship and Discipline**

### **A. CODE OF CONDUCT.**

Students of Chesterton Academy 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 community whether on campus or off campus.

### **B. MERITS AND DEMERITS.**

The Houses of Chesterton Academy 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.

### **C. DETENTIONS.**

A student will receive a 30-minute 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, or a clear disregard for the ethos and rules of the academy. Detentions will also cost the student's house three house points.

### **D. 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.

### **E. DISCIPLINARY ELIGIBILITY.**

Students who receive more than five 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 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.

## **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. 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.

## **K. 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 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 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 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>Years</u>	<u>Credits</u>	<u>Math &amp; Science</u>	<u>Years</u>	<u>Credits</u>
Literature	4 yrs.	4.0	Mathematics	4 yrs.	4.0
History	4 yrs.	4.0	Science	4 yrs.	4.0
Philosophy	4 yrs.	4.0	<u>Fine Arts</u>	<u>Years</u>	<u>Credits</u>
Theology	4 yrs.	4.0	Art	4 yrs.	2.0
Language	4 yrs.	4.0	Drama	3 yrs.	1.5
Debate	0.5 yrs	0.5	Music	4 yrs.	4.0
			<u>P.E. &amp; Health</u>	<u>Years</u>	<u>Credits</u>
			P.E.	4 yrs.	1.0
			Health	1 yr.	0.5

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. - see handbook for further details) 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 x 4 =	3.00
Geometry	1.00	B+	1 x 3.33=	3.33
Choir	0.75	B	0.75 x 3 =	2.25
Art	<u>0.50</u>	C	0.50 x 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 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, specific grade levels are eligible for the following awards:

### Freshmen

- Freshman Award (recognizing excellence in all subjects)

### Sophomores

- Humanities Award
- Mathematics Award
- Biology Award

### Juniors

- Humanities Award
- Mathematics Award
- Chemistry Award
- Drama Award (for one female and one male student)

### Seniors

- 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.

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
- 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)

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. Repeated incidents of cheating and plagiarism may lead to more serious disciplinary actions such as suspension. Serious academic violations may be communicated to colleges upon request.

## **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 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 throughout the 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 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	3.67
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

## K. PARENT-TEACHER CONFERENCES.

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

## L. 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 a 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. See Appendix.



## VI. Miscellaneous

### 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. 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.

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.

The Academy 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. Official transcripts will not be released until all financial obligations are met.

### D. 2023-24 ACADEMIC YEAR DATES.

Fall Semester 8/23 - 12/19/2023

Spring Semester 1/3 - 5/24/2024

### E. SCHOOL INFORMATION.

see above

### F. KEY CONTACTS.

HEADMASTER

Nathaniel Beckman

nathaniel.beckman@casjdayton.org

For a complete list of Chesterton Academy faculty and staff, visit [www.chestertonacademyofstjoseph.org/faculty-staff-directory](http://www.chestertonacademyofstjoseph.org/faculty-staff-directory)

### G. SCHOOL PRAYER AND SONG.

**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.  
St Joseph, patron of families, 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 exilium ostende.

O clemens! O pia!  
O dulcis! Virgo Maria.

*- Translation -*

Hail, holy Queen, Mother of mercy:  
our life, our sweetness, and our hope.

To thee do we cry,  
poor banished children of Eve.  
To thee do we send up our sighs,  
Mourning and weeping in this valley of tears.

Turn then, most gracious advocate,  
Thine eyes of mercy toward us.

And after this, our exile,  
Show unto us the blessed fruit  
of thy womb, Jesus.

O clement! O loving!  
O sweet Virgin Mary!

## 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.** Students are encouraged to make a brief prayer of Thanksgiving at the end of Mass. As we typically need to return to school as a group, students should only pray for a brief period of less than 5 minutes before respectfully taking their leave out of respect for the group.

**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 and kneel when the congregation is invited to do so.

**5. Unity at Communion.** When not receiving, students are encouraged to go up for a blessing with their arms crossed, hands on shoulders. The priest or extraordinary minister will offer a blessing.

**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: Ladies' Uniform Policy

ITEM	COLOR	DESCRIPTION	SCHOOLBELLES STYLE #
<b>Skirt</b>	Grey/Blue Plaid - 4104	Length required is <u>mid-knee</u> . If full knee cap is exposed while standing straight, the skirt is too short.	#3521 Two Kick Pleated Skirt Colors: Grey/Blue Polyester Rayon Plaid - 4104
<b>Blouses</b>	White	Basic white Oxford	#1770 Short Sleeve #1771 Long Sleeve Color: White - 17
<b>Blazer</b>	Navy with monogram		#5820 Ladies Polyester Blazer Colors: Navy w/ Monogram - 15/7306
<b>Modesty Shorts</b>	Navy or Black	Modesty shorts are to be worn under skirt at all times. May be purchased from any vendor	#3271 Colors: Navy – 15, Black - 22
<b>Knee Socks</b>	Navy	Knee highs must reach the knee.	#8621 Knee High 3-pack Color: Navy - 15
<b>Tights</b> <i>Optional</i>	Black or Navy	Tights must be opaque with feet (no leggings).	#1625 Opaque Tights Colors: Navy – 15, Black - 22
<b>Dress Shoes</b>	Solid Black	Must be a dress shoe with closed toe and full back; may be a lace-up. No Keds, Sperrys, Vans, Toms or such shoes. No tags/labels/symbols on the outside of the shoe. Note: good for walking to Mass.	
<b>Sweater/Vest</b>	Navy with Logo	- V-Neck style only; logo required - Sweaters are optional but strongly recommended.	#1964 Fine Gauge V-Neck Sweater Vest #1983 Fine Gauge V-Neck Pullover Color: Navy w/Monogram - 15/7306
<b>Ladies' Choir Attire</b>	Black floor-length formal dress. Purchase from <a href="http://www.concertattire.com">www.concertattire.com</a> Style #119 Christina with Flutter Sleeve and Scoop Neckline. Solid black dress flats. Dress should be hemmed to touch the front toe of shoe. If questions, please ask before hemming. <b>Needed by Christmas Concert.</b>		

**Note:** Chesterton Academy's uniform vendors are Schoolbelles. Uniforms may be purchased online at [www.schoolbelles.com](http://www.schoolbelles.com).

### Hair, Make-Up and Accessories

- Makeup should look natural. Eyeliner should not extend beyond the natural lash line.
- Nail polish is allowed but should be muted, tasteful, and professional.
- Hair accessories should be tasteful and professional. No headbands with athletic logos. No bandana headbands.
- 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.
- All jewelry should be tasteful, professional, and not excessive in size or number.
- Hair color should be natural hues. No streaks of unnatural colors on any part of hair.

## Appendix C: Gentlemen's Uniform Policy

ITEM	COLOR	DESCRIPTION	SCHOOLBELLES STYLE #
<b>Pants</b> Pleated or flat front	Dark Grey	Pants must be purchased from the uniform store to ensure uniformity of fabric and color.	#5202 – Plain Front #8332 Narrow Leg Flat Front Color: Dark Grey w/ monogram - 821/7322
<b>Oxford Shirt</b> Long or short sleeves	White	Basic white Oxford	#5760 – Short Sleeve #5761 – Long Sleeve Color: White - 17
<b>Blazer</b>	Navy		#5825 Blazer Color: Navy w/ monogram - 15/7306
<b>Socks</b>	Grey or Black		#8653 –Crew 3-pack Color: Grey - 68 May be purchased from other vendors
<b>Leather Dress Shoes</b>	Solid Black	Must be a dress shoe and able to take a shine. Must be solid black, including soles.	
<b>Leather Belt</b>	Solid Black	Non-woven, leather belt with simple buckle	#6307 – 1.25" Smooth Leather #6309 - Narrow All Leather Color: Black - 22 May be purchased from other vendors
<b>Striped Tie</b>	Navy with Grey	4-in-Hand Stripe	#4827 Color: Navy with Grey - 1525
<b>Sweater/Vest</b>	Navy with Logo	-V-Neck style only; logo required - Sweaters are optional but strongly recommended	#1993 V-Neck Pullover #1994 V-Neck Pullover Vest #5912 V-Neck Cardigan Color: Navy with Monogram - 15/7306
<b>Mens' Choir Attire</b>		Black tuxedo package. Purchase from <a href="http://www.concertattire.com">www.concertattire.com</a> HUGH+ (Style #3002) - Polyester Tuxedo Package with Wing-tip Collar. White buttons on shirt. Required Accessories: Cummerbund with solid black bow tie. No suspenders with cummerbund, and no pocket squares allowed. Solid black dress socks (must be to mid-calf) and black dress shoes (polished and in good condition). <b>Needed by Christmas Concert</b>	

**Note:** Chesterton Academy's uniform vendors are Schoolbelles. Uniforms may be purchased online at [www.schoolbelles.com](http://www.schoolbelles.com).

### Hair and Accessories

- Hair should be above the shirt collar and above the eyebrows.
- All young men should be clean-shaven. No sideburns.
- No earrings. No gauges. Simple chains and medals should be tucked under the shirt.
- No visible piercings.

## Appendix D: 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 for complete description):

- Ladies -See guidelines Appendix B
- Gentlemen - See guidelines Appendix C

### 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 E: School Supply List

### FRESHMEN

- Notebooks & binders for each class (9)
- Blue or black pens, mechanical pencils or regular pencils, highlighter
- Pencil bag or box
- Loose leaf paper
- Graph paper
- ½" black three-ring binder (NO "view front") w/inside pockets – (for choir)
- Rigid 12" ruler & metal compass & protractor
- Non-graphing calculator e.g. TI 30-XIIS
- 2 packs of index cards
- 4-5 book covers (brown paper bags or other durable textbook cover)
- Student planner
- Two large boxes of tissues<sup>(a)</sup>

### SOPHOMORES

- Notebooks & binders for each class (9)
- ½" black three-ring binder (NO "view front") w/inside pockets – (for choir)
- ½" or 1" three-ring binder (for drama)
- Blue or black pens, mechanical pencils or regular pencils, 2 highlighters of different colors
- Loose leaf paper
- Graph paper
- Graphing calculator (TI-84 or similarly equipped graphing calculator)
- Rigid 6" ruler
- 1 composition notebook
- 12 pack of colored pencils (please NO markers or gel pens)
- Pencil bag or box
- 2 packs of index cards
- 4-5 book covers (brown paper bags or other durable textbook cover)
- Student planner
- Two large boxes of tissues<sup>(a)</sup>

### JUNIORS AND SENIORS

- Notebooks & binders for each class (9)
- ½" black three-ring binder (NO "view front") w/inside pockets – (for choir)
- ½" or 1" three-ring binder (for drama)
- Blue or black pens, mechanical pencils or regular pencils, 2 highlighters of different colors
- Loose leaf paper
- Graph paper
- Graphing calculator (TI-84 or similarly equipped graphing calculator)
- 2 packs of index cards
- 4-5 book covers (brown paper bags or other durable textbook cover)
- Student planner
- One container of disinfectant wipes OR one large roll of paper towels<sup>(a)</sup>

<sup>(a)</sup>We ask students to bring these supplies to help us reduce costs; please deliver to front office. House points will be awarded for each contribution, and contributions are welcome throughout the school year. We especially need tissues.

## **Appendix F: Book List | 9<sup>th</sup> Grade**

The list of books will be distributed and promulgated during Student Orientation. The books will be handed to students with the list that will indicate which are to be kept and which are to be returned to the school at the end of the year.

## **Appendix G: Book List | 10<sup>th</sup> Grade**

The list of books will be distributed and promulgated during Student Orientation. The books will be handed to students with the list that will indicate which are to be kept and which are to be returned to the school at the end of the year.

## **Appendix H: Book List | 11<sup>th</sup> Grade**

The list of books will be distributed and promulgated during Student Orientation. The books will be handed to students with the list that will indicate which are to be kept and which are to be returned to the school at the end of the year.

## **Appendix I: Book List | 12<sup>th</sup> Grade**

The list of books will be distributed and promulgated during Student Orientation. The books will be handed to students with the list that will indicate which are to be kept and which are to be returned to the school at the end of the year.

## Appendix J: Book List | Math Sequence

### Dear Chesterton Academy Student,

2019-20

Here is the list of books that will be handed out to you this year.

If you lose a book you will be charged for the replacement cost which is listed below.

If you return a textbook in a badly damaged state, you will be charged accordingly.

#### Special Note:

Books in bold are textbooks that belong to the school and must be returned at the end of the school year.

All other books are yours to keep for your own library.

### FOUNDATIONS SEQUENCE

REPLACEMENT

TRACK	CLASS	TITLE	AUTHOR	PUBLISHER	COST
10th	Math	<b>Algebra I Classics</b>	Prentice Hall	Prentice Hall	\$64.34
11th	Math	<b>Algebra II and Trigonometry</b>	Prentice Hall	Prentice Hall	\$56.03
12th	Math	<b>Precalculus -or-</b>	Redlin, Stewart, and Wats	Brooks Cole	\$339.95
12th	Math	<b>Statistics</b>	Mike Sullivan, III	Pearson	\$210.71

### TRADITIONAL SEQUENCE

REPLACEMENT

TRACK	CLASS	TITLE	AUTHOR	PUBLISHER	COST
10th	Math	<b>Algebra II and Trigonometry</b>	Prentice Hall	Prentice Hall	\$56.03
11th	Math	<b>Precalculus</b>	Redlin, Stewart, and Wats	Brooks Cole	\$339.95
12th	Math	<b>Calculus (AB) -or-</b>	James Stewart	Cengage Learning	\$212.63
12th	Math	<b>Statistics</b>	Mike Sullivan, III	Pearson	\$210.71

### C-STEM SEQUENCE

REPLACEMENT

TRACK	CLASS	TITLE	AUTHOR	PUBLISHER	COST
10th	Math	<b>Precalculus</b>	Redlin, Stewart, and Wats	Brooks Cole	\$339.95
11th	Math	<b>Calculus (AB)</b>	James Stewart	Cengage Learning	\$212.63
12th	Math	<b>Calculus (BC) -or-</b>	James Stewart	Cengage Learning	\$212.63
12th	Math	<b>Statistics</b>	Mike Sullivan, III	Pearson	\$210.71



**CHESTERTON ACADEMY**  
A CLASSICAL HIGH SCHOOL IN THE CATHOLIC TRADITION

## MINOR (CHILD) PHOTO RELEASE FORM

I, \_\_\_\_\_, the parent or legal guardian of \_\_\_\_\_ [Child] grant **Chesterton Academy of St. Joseph** my permission to use the photographs of my child for any legal use, including but not limited to: publicity, copyright purposes, illustration, advertising, and web content.

Furthermore, I understand that no royalty, fee, or other compensation shall become payable to me by reason of such use.

**Parent/Guardian's Signature:** \_\_\_\_\_ **Date** \_\_\_\_\_

Parent/Guardian's Name: \_\_\_\_\_

Child's Name: \_\_\_\_\_

Phone Number: \_\_\_\_\_

## HANDBOOK SIGN-OFF



### PLEASE SIGN AND RETURN

Signatures of parent(s) and/or guardians and all students within the family, as an indication that they have read the handbook and accepted these policies and procedures, are required as a condition for attendance at Chesterton Academy of St. Joseph.

**I have reviewed the Chesterton Academy of St. Joseph Handbook and will follow all policies therein.**

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**Student Signature** **Date**

---

**Student Signature** **Date**

---

**Student Signature** **Date**

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**Student Signature** **Date**

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**Parent/Guardian Signature** **Date**

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**Parent/Guardian Signature** **Date**

*This form must be returned to the school office no later than ten days after the first day of school.*