



ST. IGNATIUS

CHESTERTON ACADEMY

**Supplement to the St. Ignatius
Catholic School Family Handbook**

Academic Year 2022-23

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I. Our Philosophy of Education

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

The Chesterton Academy model focuses on three pillars of formation: *Intellectual Formation* through the curriculum and pedagogy which orients students to the discovery of the good; *Character Formation* through the House System and extracurriculars which form habits of virtue; and *Spiritual Formation* through sacraments and service. In the words of G.K. Chesterton, we seek to teach our students that “there is a whole truth of things and that in knowing and speaking it we are happy.”

A. Intellectual Formation: Curriculum and Pedagogy

Our humanities curriculum focuses on reading primary texts and discussing them using narration, mimesis, and especially Socratic seminars. The reading list draws upon the classics of the Western world. It includes literature such as the *Iliad* and *Odyssey*, the *Divine Comedy*, and Shakespeare; the philosophy of Plato, Aristotle, and Aquinas; great historical works such as Herodotus and Thucydides; and theological works including the Scriptures, Church Councils, and the Fathers. Speech and writing are incorporated into every class including the sciences, and all students are required to take a semester of debate. All students take two (2) years of Latin with the option of continuing in Latin or studying Spanish.

The science curriculum uses college preparatory texts that take students through astronomy, biology, chemistry, and physics. Mathematics instruction begins with Euclidean geometry and continues through pre-calculus or calculus.

The fine arts are integral components of our curriculum throughout all years of high school and are not electives. Chesterton Academy hopes to develop in students both a taste and appreciation for beauty in the arts and also the skills of articulation, presentation, attention to detail, and working as a team. Students are required to take choir and art all four (4) years, and drama for three (3) years, typically from grade 10 through grade 12.

The curriculum concludes with a senior year Capstone Project. The Senior Capstone Project is the culmination of the Chesterton Academy curriculum: an integrative, final project determined by the student’s particular interests, directed by a faculty member, and defended before the faculty and student body in a public disputation. These projects will begin with the graduating class of 2024.

B. Character Formation: The House System

The House system at Chesterton Academy is modeled after the centuries old tradition exemplified at the great universities of Oxford and Cambridge. Houses provide a defined, smaller community within the larger school and afford students a structure within which they can develop leadership qualities, compete, and cultivate virtue in a more intimate sized group.

Students are placed into one of the four Chesterton Houses at the beginning of their first year at Chesterton. Siblings always belong to the same house. Throughout the year, the houses will compete for points which they will earn through displays of virtue, intellect, and athleticism.



At the end of the year, the house with the most points is the winner of the prestigious White Horse Cup. The name of the house is inscribed on the cup for posterity.

Because all Chesterton Academies use the same four (4) house system, students will have the opportunity to meet with other students of the same house at various points throughout their Chesterton experience. These opportunities include virtual events, National March for Life, annual conferences, and more.

An upperclassman serves his/her housemates as their prefect. In the spring of the year prior to when they are to serve, one or more staff members will nominate a student who they deem to have shown the qualities sought after for a prefect. At this point, the Head of School will invite the student to apply. Students interested in the prefecture will fill out an application to assist the staff in selecting the prefect. The selection is made in the spring of the year.

Prefects serve their house by rallying the troops to earn house points, by encouraging and supporting their fellow classmates in the realization of their personal goals, and by leading house meetings. Prefects also undergo a small amount of specialized pastoral formation at certain points throughout the year.

C. Spiritual Formation: Sacraments and Service

At Chesterton Academy, students begin each day, Tuesday through Friday, by attending Mass at Holy Cross Parish on campus. This practice allows students to start the school day with the “source and summit of the Christian life,” (*Sacrosanctum Concilium* 47), fosters the lifelong habit of attending Mass regularly, and builds connections between the school and the local parish. On Mondays students adore our Lord in the Blessed Sacrament. Throughout the school year, students are offered opportunities for confession, retreats, and service.

II. Basic Expectations

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

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

A. Schedule

Students will not be admitted into school prior to the first morning bell at 7:40 AM unless otherwise arranged with a staff member. See the St. Ignatius Catholic School Family Handbook for weather-related reasons for students being allowed to enter school early.

Students proceed to their lockers first and then report for attendance. Students in the East Houses report to the St. Paul Miki room and students in the West Houses report to the St. Kateri Tekakwitha room for attendance. **Students who have not reported for attendance by 7:50 AM will be marked tardy.** Every unexcused tardy will result in a demerit. (See Discipline Section.)

After students report for attendance, they proceed to church to prepare themselves for Mass. After Mass or adoration students may gather materials for their first class and then report to the St. Paul Miki Room for Consortium. Classes begin at 8:40 AM and are 48 minutes each. Every day, the students will pray the Angelus before lunch, and lunch will be followed by a lyceum period which will be used as recreation time. In winter months, students may opt to come inside and that time will be supervised by staff and directed toward recreation and rejuvenation, not further study. The day concludes at 3:15 PM.

7:40 AM - First Bell	12:00-12:20 PM - Lunch
7:50 AM - Second Bell	12:20-12:38 PM - Lyceum
8:00–8:30 AM - Mass	12:40–1:28 PM - Period 6
8:30-8:40 AM - Prep for AM classes	1:30–2:18 PM - Period 7
8:40–9:28 AM - Period 1	2:20-3:08 PM - Period 8
9:30–10:18 AM - Period 2	3:08-3:15 PM - Clean-up
10:20–11:08 AM - Period 3	3:15 PM - Dismissal
11:10–11:58 AM - Period 4	

B. Mass

The Holy Sacrifice of the Mass is the source and summit of the Catholic faith and the pinnacle of the school day. Attendance at Mass is obligatory and begins the schedule of daily instruction Tuesday through Friday. On Mondays students will adore our Lord in the Blessed Sacrament.

Every student will be asked to help in some capacity at Mass. Serving as a greeter, lector, acolyte, sacristan, and extraordinary minister of the Eucharist are all options. Student volunteers are normally organized one month at a time. A schedule of the volunteers will be shared electronically and will be posted in school.

C. Attendance

See the St. Ignatius Catholic School Family Handbook for details on the attendance policy.

D. Student Parking

In addition to the information about transportation in the St. Ignatius Catholic School Family Handbook, certain factors pertain to students who are able to drive themselves. Students with a valid driver's license and who drive themselves to school must register their vehicle with the school office. The registration is a simple Google form and will be sent to the student upon request. Designated student parking is in the Kaukauna city lot shown on the map below.



E. Uniforms and Dress Code

Modesty, formality and cleanliness will be the primary guides in all matters of the required uniform. Students will be expected to present themselves in a way that reflects their great dignity, the dignity of their vocation as students, and the seriousness of our collective task. Therefore, they will wear the Chesterton Academy uniform in a modest, sober, and neat way, avoiding all manner of ostentation. The uniforms must be clean and in good condition with no rips, holes or stains. **For the details of the uniform policy, see Appendix A.** Violations of the uniform policy will result in a demerit. The final interpretation of the uniform policy resides solely with the Head of School.

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

F. Lunch

St. Ignatius Catholic School has a closed campus for lunch and does not offer a hot lunch program. Families may opt to purchase milk at the start of the school year for a one-time fee. See the St. Ignatius Catholic School Family Handbook for details.

Students should pack their lunch with an ice pack to keep it cold. The school will not provide a refrigerator for student use. Students may use the microwaves in the cafeteria to heat their food if needed. As proper nutrition is essential to learning, students may not skip eating food at lunch unless a written notification from their parents/guardians has been provided to the school office ahead of time.

Snacks are allowed during class periods per the discretion of the instructor. Clear non-sugary water may be drunk during the school day in a container with a lid (no open cans or cups). Students should bring their own water bottles to school. If a student does not have a water bottle, they may drink water from the drinking fountains located throughout the school.

Parents may request that their student be allowed to drink something else during the day if there is a medical or health concern. Requests should be put in writing to the Head of School at least one day in advance.

G. Lockers

Chesterton Academy students will be supplied with a locker and combination lock. Students may choose to leave their locker unlocked, however, the school is not responsible for lost, stolen, or damaged items left in lockers. Locks will be collected at the end of the school year. Anyone with a lost or damaged lock will be assessed a fee. Students may not leave any personal items on the floor in front of the lockers.

For student convenience, larger items that do not fit inside the lockers may be placed on the shelves in their house classroom.

H. Required Events

Students will occasionally be required to attend events off campus and/or outside of school hours. Please make sure that you know which events are mandatory and make note of them ahead of time. All school policies and expectations will be operative at such events.

Students are required to attend the annual band and choir concerts in the winter and spring. Students are also required to attend the annual gala and graduation. Other obligations may be required throughout the school year and will be made known to families in a timely manner.

III. Character Formation

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

“The system in use in our schools is the Preventive System, which consists essentially in disposing the pupils to obey not from fear or compulsion, but from persuasion.” These are the words of one of the greatest Catholic educators in history, St. John Bosco. His Preventive System consists of two (2) main methods. First, educators are to be witnesses to the students of the love of Christ and build relationships with them rooted in a common purpose. The goal is thus to “prevent” misbehavior through sincerity, love, and kindness. Second, when misdemeanors do occur, educators are encouraged to correct students frequently, swiftly, and when possible, privately. This approach ensures that students form those habits necessary for living a life of virtue. Further, by frequent correction of minor failings, educators hope to avoid more serious vices from arising in the students.

Students of St. Ignatius Chesterton Academy will abide by the Code of Conduct for St. Ignatius Catholic School, which is outlined in the Family Handbook. Through understanding and abiding by the established behavioral expectations, students develop greater respect for the pursuit of wisdom and virtuous living, for adults and fellow students in our school community, for school property, and for themselves as children of God. We hold students to these standards to inculcate positive Christian habits and preserve the learning environment for all students. The St. Ignatius School Code of Conduct and approach to character formation is designed to maintain a collegial environment. Teachers and staff are encouraged to use charitable verbal instructions as a first attempt to correct behavior. Our students are not yet fully formed and errors in judgment are to be expected. The following items are offered to assist the student’s practical understanding regarding character formation.

A. Merit

The primary tool for character formation is affirmation of good behavior as outlined in the St. Ignatius Catholic School Family Handbook, under the Value of Praise. All schoolwide mechanisms for affirmation and celebration of individual student goodness apply to faculty, staff and students in the Chesterton Academy.

As an additional method for encouraging virtuous behavior in students at the Chesterton Academy, staff members will reward students when they go above and beyond the basic expectations for student decorum. Students may earn a merit for a wide range of activities including acts of kindness, extra service, taking leadership, and showing concern for the community life of the school. Merits will be recorded as house points.

B. Demerit

In order to better encourage self-discipline and excellence at St. Ignatius Chesterton Academy, students will receive a “demerit” from teachers and/or staff for a minor offense. A demerit is a digital record of unacceptable conduct by a student and is recorded as a negative house point. A minor offense is any breach of the rules or policies of the school that is the result of forgetfulness, disorganization, or avoidable accident. Examples include but are not limited to tardiness to class, uniform violations, and disruptions in the classroom or common areas. Given the minor nature of demerits, they cannot be appealed to the Head of School. When a student receives one (1) demerit, he/she is encouraged to notify their parents. Once a student

has received three (3) demerits, the Associate Head of School will notify parents/guardians. Receiving five (5) demerits results in a conference with the Associate Head of School and receiving 10 demerits results in a detention.

Certain major offenses may result in an automatic detention. Such examples include violence towards another person, academic dishonesty, and theft or destruction of school or parish property or another person's personal property.

C. Detention

A detention in grades 9-12 is an after school period of 60 minutes that occurs if a student has committed a serious infraction. The detention will be served from 3:15 to 4:15 PM. While detentions at some schools are treated as "study halls," detentions at St. Ignatius Chesterton Academy are an opportunity for the student to reflect on his or her words and actions in the light of Christian ethics. The student will complete an honest written reflection to be reviewed by the Head of School. Once the reflection is complete, the student will be asked to make up for what he or she has taken from the school community by serving the school through cleaning or other simple tasks. Detentions are seldom served on the day which the infraction occurred, but very shortly thereafter, so as to coordinate meaningful service to the school and to facilitate transportation if needed. A student missing a sports practice as the result of a detention is subject to any forewarned consequence that may be incurred as a result.

D. Chain of Command

See the St. Ignatius Family Handbook for the Chain of Command Statement regarding management of student character formation.

E. Academic Violations

In the classroom, students are expected to behave in a manner conducive to serious learning. Respect, order, politeness, and obedience are necessary conditions for a classroom to function well.

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

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

Late Work: For every school day an assignment is late, a portion of the grade may be deducted. The policy is not uniform as there are inherent differences between different classes in terms of the quantity and weight of assignments. Each teacher will communicate the policy at the beginning of the course to students regarding the consequence for late work.

Tardiness: Students must be on time to school and to class. Students should be in the room and ready for class when the bell rings. Every unexcused tardy will result in a demerit.

Cheating and Plagiarism: These two offenses are such a significant threat to our intellectual, character and spiritual formation that they are treated separately and at length on both the St. Ignatius Catholic School Code of Conduct and in Appendix A at the end of this document.

E. Clean-up Duty

All students will be placed on clean-up duty regularly at the end of the day, and it is the students' responsibility to make sure that they fulfill the cleaning tasks assigned to their house. Everyone should be responsible for him or herself. Prefects may offer reminders and organize which member of the house will take responsibility for a particular duty. Failure to clean up after oneself and to help one's house with after-school cleaning can result in a demerit.

IV. Academic Expectations

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

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

A. Graduation Requirements

Students enrolled at St. Ignatius Chesterton Academy will earn the following credits to be considered a candidate for graduation. In the case of transfer students, students with Individual Educational Plans (IEPs) (whose IEPs necessitate deviations in curriculum or course sequence), or students with other extenuating circumstances, certain non-DPI requirements may be waived at the discretion of the Head of School in consultation with the family and other competent authorities.

	DPI Req Credits	C.A. Req Credits	Courses at St. Ignatius Chesterton Academy
Math (1 ea.)	3	4	<ul style="list-style-type: none"> • High School Remedial Math • Algebra I • Analytical Geometry, Euclid's Elements • Algebra II/Trig • Pre-Calculus • Calculus • Statistics
Science (1 ea.)	3	3	<ul style="list-style-type: none"> • Physical Science • Biology • Chemistry • Physics
English/Language Arts (1 ea.)	4	4	<ul style="list-style-type: none"> • Ancient Literature • Early Medieval Literature • High Middle Ages to Renaissance Literature • Modern Literature
History (Social Studies) (.5 ea.)	3	2	<ul style="list-style-type: none"> • Ancient History • Early Medieval History • High Middle Ages to Renaissance History • Modern History
Philosophy (Social Studies) (.5 ea.)	0	2	<ul style="list-style-type: none"> • Introduction to Philosophy • Foundations of Medieval Philosophy • Scholasticism and Early Modern Philosophy • Modern Philosophy

Phy. Ed./Health¹ (.5 ea.)	2	2.5	<ul style="list-style-type: none"> • Phy. Ed. taken every year • Health
Theology (.5 ea.)	0	2	<ul style="list-style-type: none"> • Catechism and Old Testament • New Testament • Advanced Catechesis I • Advanced Catechesis II
Language (.5 ea.)	0	2	<ul style="list-style-type: none"> • Latin I • Latin II • Latin III • Latin IV • Spanish I • Spanish II • Advanced Spanish
Music (.5 ea.)	0	2	<ul style="list-style-type: none"> • Choir • Band
Debate (.5 ea.)	0	.5	<ul style="list-style-type: none"> • Debate 10
Art (.5 ea.)	0	2	<ul style="list-style-type: none"> • Art is taken all four years incorporating art history topics into the instruction
Drama (.5 ea.)	0	1.5	<ul style="list-style-type: none"> • Drama 10 • Drama 11 • Drama 12
Senior Seminar²	0	0.5	Seniors choose a topic of interest which is a culmination of several courses at Chesterton. Seniors are guided by an advisor on this year-long project.
Civics Test	Yes	Yes	In accordance with Wis. Stats. 118.33(1m) we may not grant a high school diploma to any pupil unless the pupil takes a civics test comprised of 100 questions that are identical to the 100 questions that may be asked of an individual during the process of applying for U.S. citizenship and the pupil correctly answers at least 65 of the 100 questions.
Electives	8.5	0	
Totals:	23.5	28.0	

B. Academic Advancement and Retention

Students will receive full credit for all classes completed with a cumulative percentage of 69% (D- or above). Credit for year-long courses will be given one semester at a time. The grade given in any one semester of a two-semester grade will not affect the grade of the other semester. Thus, a student might pass one semester of a year-long course and fail another. In this case, the student will receive credit only for the semester that was passed. The failed semester will be considered a deficiency and may affect student eligibility. Please refer to the section on academic eligibility in the St. Ignatius Catholic Co-Curricular Code of Conduct.

¹The Head of School or his designee may allow two (2) seasons of WIAA, CYO, or club sports totalling not less than 40 total hours each to replace no more than .5 credits of Phy Ed. These sports seasons should be completed during the student's high school career. A written request by the parent/guardian with documentation should be made to the Head of School within two weeks from the start of the semester in which the missed Phy. Ed. will occur. Sports may not be used as a substitute for health. (See [DPI memo](#) "Considerations Regarding the Physical Education Requirement Change Option Resulting from 2011 Wisconsin Act 105" published 1-17-12.)

²Senior Seminar will not be required for students graduating in 2023.

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 course(s). In the event of promotion despite failing a course required for graduation, students will have to fulfill the goals of St. Ignatius Chesterton Academy's graduation requirements before being granted a diploma or participating in the graduation ceremony.

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 Head of School or the Board. A retained student will repeat the previous year's grade.

C. GPA Calculation

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

A student who receives a passing grade (69% or more) in a given class will earn the designated credits for that class. A student's semester grade point average (GPA) is calculated by totaling up all the grade points earned in all the student's courses that semester, and dividing by the total number of credits attempted. The number of grade points earned in each course is found by multiplying the numerical value of the GPA point equivalent earned in the course by the number of credits the course is worth (either 1, .5, or .25 credit). For example, this means that the student's grades in a 1 credit course will weigh more heavily than the student's grades in a .5 credit course. A student's cumulative GPA is determined by totaling all the grade points earned during every semester that the student has completed, and dividing by the total number of credits attempted during that time.

D. Transfer Students

The Chesterton Academy curriculum is specifically designed to be delivered in a sequential manner. Therefore, transfer students may not always benefit from the full impact that the Chesterton curriculum intends. Nonetheless, as joyful Catholics, we welcome the opportunity to share what we have and who we are with all interested students and their families.

St. Ignatius Chesterton Academy will consider accepting school credit from other institutions provided that the coursework is documented and in reasonable accord with Chesterton Academy's academic standards as adopted under 118.30(1g)(a)3. Credits from other institutions will not factor into a student's grade point average. Some graduation requirements may be waived if unfeasible or if presenting an undue burden on the student. All decisions regarding credit acceptance or the waiving of graduation requirements will be made at the discretion of the school's Head of School.

E. Students with a Documented IEP

Students with a documented IEP or other type of support plan will be accommodated to the fullest abilities of the Chesterton Academy faculty and to the full extent logistics allow. If such a plan necessitates that the student's curriculum be modified extensively, their diploma may read: *"This student has received a modified version of the Chesterton Academy curriculum."*

F. Attendance

Daily attendance is essential for student success at St. Ignatius Chesterton Academy due to the nature of the instruction, i.e., that students are led by teachers into a deeper experience and understanding of the curriculum materials. For example, the material – reading from a dialogue by Plato – is set for a specific day, but student curiosity and questions will direct the exploration of the topics within that dialogue. The teacher guides student discovery and ensures that essential concepts are rightly understood. In this way, absence from class creates a significant barrier to the educational process.

For those instances where students are ill or absence cannot be avoided, please refer to the Family Handbook for procedures in reporting those absences.

Teachers will allow make-up work only for excused absences. Students who are absent due to illness will be given an extension on assignments and tests. For each school day a student was absent due to illness they will be given an additional school day to turn in the missing work. Teachers maintain discretion regarding the distribution of work prior to a planned absence.

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. It should be done with an eye to some kind of accountability at the next class meeting. They should complete their own assignments, trying to develop independent study habits. It will be the practice of St. Ignatius 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. Students can, on average, expect (2) 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.

See section above labeled “Late Work” for details on turning in assignments after the due date.

H. Assessment

Formative assessments are meant to give ongoing feedback to the student regarding his/her learning and study patterns, and to the teacher regarding the pacing of the curriculum and on student progress. Formative assessments may be ungraded or may represent a smaller portion of the student’s grade in a class.

Summative assessments are meant to evaluate student learning at the end of an instructional unit. Summative assessments often represent a larger portion of the student’s overall grade in a particular class.

Summative assessments including essays, projects, and presentations are coordinated by the faculty so as not to inadvertently be a burden to a student. If this gets overlooked, it is the right and responsibility of the student to kindly point out the number of summative assessments falling in close proximity or request an adjustment of a due date. Students are to understand,

however, that this may not always be granted.

I. Grading System

<u>Letter</u>	<u>Percent</u>	<u>Grade Points</u>
A+	97-100	4.00
A	93-96	4.00
A-	90-92	3.67
B+	87-89	3.33
B	83-86	3.00
B-	80-82	2.67
C+	77-79	2.33
C	73-76	2.00
C-	70-72	1.67
D+	67-69	1.33
D	63-66	1.00
D-	60-62	0.67
F	below 59.5	0.00

J. Parent-Teacher Consultation

There will be parent-teacher conferences once each semester. Additional meetings with parents are most welcome. Appointments should be made by emailing the teacher or calling the school office. Students are welcome and encouraged to attend such conferences with their parents.

K. Textbooks and Supplies

Textbooks and certain supplies are purchased using a portion of the tuition. Most texts become the property of the student when issued at the beginning of the course. Students are asked to write their names in these texts when received. Students will be responsible for their safekeeping, and if needed, their replacement. Some books are used in multiple years and multiple classes. It is the responsibility of the teachers to advise students when their books are to be used again in future courses. It is the responsibility of the student to retain these books so they can be used in the future. Students should not discard, sell, or part ways with a book unless they know for sure it will not be used again.

Certain books, such as the math and science textbooks, are the property of St. Ignatius Chesterton Academy and are to be covered and treated with great care throughout the year. The state of wear of these books is assessed and tracked. If, at some point, a book's state deteriorates excessively due to improper care on the part of a student, the school administration may determine that the book needs to be replaced at the family's expense.

L. Movies as Enrichment

Websites, movies, or television programs may, at times, be used to enrich a lesson. These will be used sparingly and will be educational in nature. Any movies that are not G- or PG-rated will be approved by the head of school.

V. Miscellaneous

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

- GERARD MANLEY HOPKINS

A. Family & Student Service Requirements

Please see the St. Ignatius Catholic School Family Handbook for details.

B. Athletics, Clubs, and Extracurricular Activities

St. Ignatius Chesterton Academy partners with Stockbridge High School to expand the menu of sports offered to its students. In all arrangements and activities, Stockbridge High School will adhere to Diocesan Safe Environment Policy as required by the Dallas Charter of 2002. Currently girls' volleyball and golf, boys' and girls' basketball and cross country are offered. **Please see the section on academic eligibility in the St. Ignatius Catholic Co-Curricular Code of Conduct.**

St. Ignatius Chesterton Academy offers clubs and activities based upon current student interest and staff support. A student who wishes to start a club must recruit a faculty member willing to advise the club and work with that faculty member to submit a New Club Registration Form outlining the purpose of the club, plans for the location, frequency and content of meetings, etc. The final decision regarding the creation of a new club resides with the Head of School.

St. Ignatius Chesterton Academy does not provide transportation to sports' practices, competitions and events, or other activities outside the school day. St. Ignatius will not require that students carpool with another student or parent/guardian of another student, but it is the right of families to make such arrangements.

C. Life After Chesterton

As part of its commitment to lifelong learning and service, St. Ignatius Chesterton Academy commits to facilitating college visits as opportunities for its juniors and seniors. We will partner with the other Wisconsin Chesterton Academies to be able to provide these opportunities as regularly as is practical. More importantly, however, is our commitment to facilitate opportunities for students at all grade levels to learn the discernment skills they will employ in exploring their personal and professional vocations in life. This will take place in their classes as appropriate, through occasional guest speakers and in the context of Chesterton's House System.

D. Transcript Requests

Please see the school website for a form for requesting transcripts. All transcript requests need to be made electronically using this form. The office will mail out transcripts within two weeks of receiving the request unless extenuating circumstances arise.

VI. Appendices

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

Appendix A: Uniform Dress Code

All school uniform components must be purchased from Schoolbelles with the exception of shoes, socks, tights/leggings, and belts. Please keep in mind that uniforms should be clean and in good condition. Blazers are mandatory for daily Mass, presentations in class, special events, and for several other occasions designated by the school, but otherwise not required for general class use.

To order, go to www.schoolbelles.com and use school code S2966. Our school's sales rep is Stephanie Palmisano who can be reached at spalmisano@schoolbelles.com or 216-898-5500 EXT 152.

For Gentlemen

Required dress code items to be purchased from Schoolbelles include the shirt, pants, tie, and blazer. Numbers indicate the item number at Schoolbelles.

Shirt Monogrammed White Oxford Shirt (5761 Long or 5760 Short Sleeve)

Pants 5202 A+ Flat Front Pants - Gray

Tie Grades 9 & 10 - 2905 Chesterton Stripe
Grades 11 & 12 - 1525 Navy with Grey

Blazer 5825 Navy blue

Optional items from Schoolbelles include:

1993 V-Neck Pullover Sweater

1994 V-Neck Pullover Sweater Vest

Other required dress code items

Shoes Solid black dress shoes.

****Please note that Keds, Sperrys, Vans, Toms, Converse or similarly-styled shoes are not allowed nor any tags/labels/symbols on the outside of the shoe either.*

Belt Solid black leather belt.

Socks Solid black or gray socks. Crew or dress socks.

For Ladies

Required dress code items to be purchased from Schoolbelles include the blouse, skirt, and blazer. Numbers indicate the item number at Schoolbelles.

Blouse Monogrammed Women's White Oxford Blouse (1771 Long / 1772 Short Sleeve)

Blazer 5820: Ladies Blazer

Skirt Grades 9 & 10 - 4204: Grey Herringbone
Grades 11 & 12 - 4104: Grey/Blue Plaid

****Please note the skirt comes in varying lengths. Length required is mid-knee. If a full knee cap is exposed while standing straight, the skirt is too short.*

Optional items from Schoolbelles include:

1994: Fine Gauge V-Neck Sweater Vest

1993: Long Sleeve V-Neck Pullover Sweater

Other required dress code items:

Shoes Solid black dress shoes with a closed toe and full back; may be a lace-up dress shoe.

****Please note that Keds, Sperrys, Vans, Toms, Converse or similarly-styled shoes are not allowed nor any tags/labels/symbols on the outside of the shoe either.*

Socks/Tights/Leggings Navy blue opaque knee high socks OR Navy blue opaque tights. In cold weather months, full length navy blue leggings without any tears may be worn under the uniform skirt. Girls need to wear navy socks which fully cover the foot and ankle, not a “no-show” style, with leggings.

Optional:

Modesty Shorts Navy blue or black bike shorts may be worn beneath the skirt for modesty purposes.

Uniform Appearance

Students must keep their dress shirts tucked in the entire day, and gentlemen must wear their ties the entire day. The uniform white dress shirt is required even under a sweater. Undershirts may be worn beneath the dress shirt, but must be solid white with no writing, must be tucked in, and the sleeves must not extend below the end of the dress shirt sleeves. No undergarments may be visible.

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

Makeup: Ladies may wear light, natural-looking makeup and keep fingernails trimmed to a natural length.

Jewelry: Ladies and gentlemen may not have any visible tattoos or piercings, except ladies may wear one stud in each earlobe (matching). A simple chain necklace and/or a scapular may be worn under the shirt for ladies and gentlemen. Basic bracelets may be worn. Smart watches, Fitbits, and any other device on which a student can receive or send messages are not allowed.

Perfume or Cologne: No perfume or cologne is allowed.

Accessories: Any necessary accessories (headbands, hair-ties, etc.) must be black, white, gray, beige, brown, or navy blue, or another subdued color or simple pattern. Teachers reserve the right to determine that an accessory is inappropriate or distracting. Final interpretation of the dress code will be given by the Head of School.

Specialized Dress Codes for School Day Activities

For Phy Ed Class: As in the general classroom, the bar is set high for the dress code in phy ed class. Students will be allowed to wear shorts, or shorts with leggings with t-shirts for phy ed. Shorts must be fingertip length. Shirts must be modest enough so as not to reveal undergarments. No cut-off sleeves or midriffs may be worn. Tennis shoes should be worn for gym class. T-shirts may not have inappropriate slogans or messages. While it is not required, families are encouraged to purchase St. Ignatius Spirit wear or Chesterton Academy spirit wear for gym use as it encourages healthy competition and school pride.

For Spirit Wear Days: Students should wear St. Ignatius Catholic School or Chesterton Academy spirit wear tops. Students may wear non-uniform pants or girls may wear a

non-uniform skirt. Acceptable pants include jeans without holes or tears but not sweat pants or leggings, unless leggings are worn under a skirt. If the purpose of a dress down day is thematic in nature, students are expected to adhere to the theme as well as follow the general guideline that their attire is neat, clean and modest.

For sporting events: Student athletes are permitted to wear team jerseys, with nice, non-uniform bottoms for home game days. The non-uniform bottoms must be solid in color and in good condition, such as khaki pants. Jeans are not permitted. Girls may wear pants, but they must be modest in fit. No leggings are permitted unless worn with a skirt.

Casual Dress Code for School-Related Events Outside of the School Day

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

For Ladies: Non-uniform attire for school-related activities should be appropriate for the occasion, neat, clean, and in good condition with no rips, holes or stains. No overly-tight or overly-loose fitting clothes (rule applies to tops and bottoms). No cut-out shoulders or cut-outs in other areas of the body, even if covered by lace or sheer material. Sleeveless tops permitted, only if the material is at least 2 inches wide and as long as the back is covered. Front neckline may not be lower than 4 fingers below the collarbone. Tops of dresses, blouses, and shirts must have a covered back—no halters or plunging necklines (e.g., V-neck), and no strapless tops. No patches of see-through lace or lace over skin-colored material. No clothing should display inappropriate writing or symbols. Midriffs must be covered at all times. Pants (including jeans) must fit like trousers and not like leggings. No leggings are allowed unless they are under tops or skirts that touch the knee. Shorts must be a modest length (mid-thigh or longer).

Appendix B: Cheating and Plagiarism

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

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

- Copying another student's work (with or without his/her 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; and/or
- Copying the answers from the back of the book.

Plagiarism is the use of another person's distinctive ideas or words without acknowledgment. The incorporation of another person's work into one's own requires appropriate identification and acknowledgment, regardless of how you got it.

The following are considered to be forms of plagiarism when the source is not noted:

- Word-for-word copying of another person's ideas/words of any length;
- The mosaic (*interspersing of one's own words, while in essence copying another's work*);
- The paraphrase (*rewriting of another's work, still using the fundamental idea or theory*);
- Fabrication of references (*inventing or counterfeiting sources*);
- Submission of another's work as one's own; and/or
- Neglecting quotation marks on material that is otherwise acknowledged.

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

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

Appendix C: Guidelines for Participation in Mass

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

1. *Be on time.* Be in your pew, quiet and in uniform 2-3 minutes before Mass begins. Students who come late should quickly and quietly move into the pews.
2. *Be reverent.* Genuflect when entering and exiting the pews at the beginning and end of Mass. Sit up straight and do not slouch. Exit in a respectful fashion. Others will remain to pray and the life of the parish goes on as we are leaving.
3. *Participate.* Sing the hymns when invited. Say or sing the responses. Stand when the congregation is invited to stand. Kneel when invited to kneel.
4. *Fast.* According to the Catechism, people should fast for one hour prior to reception of the Eucharist. Gum, coffee, or snacks (but not water or medicine) break that fast (1387).
5. *Communion.* The faithful may attend Mass and yet not receive communion. However, the Catechism states that we are all called to prepare ourselves for Communion and then to worthily receive our Lord (1388). No one is required to receive communion.
6. *Non-Catholics.* According to the US Catholic Bishops, our Protestant brothers and sisters should not receive the Eucharist at a Catholic Mass. To do so would imply a full unity of belief that does not yet exist.
7. *Reception of the Eucharist.* When receiving our Lord, it is customary to bow reverently prior to reception and to respond to the priest or extraordinary minister with "Amen." Students may receive on the tongue or in the hand.

