

Parent-Student Handbook

Academic Year 2023-2024



CHESTERTON ACADEMY

OF BL. PIER GIORGIO FRASSATI

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Portland, OR 97232

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Website: chestertonfrassati.org

School Hours: 7:15 AM – 3:00 PM

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 dignity of all persons created in the image and likeness of God.

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

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

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

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

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

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

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 includes the celebration of Mass. Every student and faculty member spends time 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.

III. Basic Expectations

A. SCHOOL HOURS AND BELL SCHEDULE

The school opens at 7:00 AM and morning attendance is taken at 7:15AM during the Morning Assembly. The entire student body and faculty participate in Mass daily at Holy Rosary Parish at 12:00 noon. Classes are dismissed at 3:00 PM.

BELL SCHEDULE:

7:15 AM – 7:25 AM	Morning Assembly
7:30 AM – 8:10 AM	1st Period
8:15 AM – 8:55 AM	2nd Period
9:00 AM – 9:30 AM	3rd Period
9:30 AM – 9:45 AM	Mid-Morning Break
9:45 AM – 10:25 AM	4th Period
10:30 AM – 11:10 AM	5th Period
11:15 AM – 11:55 AM	6th Period
12:00 PM – 1:15 PM	Mass + Lunch + Lyceum
1:15 PM – 1:55 PM	7th Period
2:00 PM – 2:40 PM	8th Period
2:45 PM – 3:00 PM	Examen & Chores

B. TARDIES AND ABSENCES

All absences or tardies must be reported before 8:00AM by calling 360-355-3362 or by emailing attendance@chestertonfrassati.org.

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 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.

Once a student misses nine classes of a course in any given semester, a mandatory meeting must take place with the student, parents, and Administration to create a plan to address attendance in the course for the rest of the semester.

If a student is late to class, they will automatically receive a demerit – unless the lateness was excused in advance.

C. 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 choir. Please refer to Appendix A for Mass guidelines and expectations.

D. AFTER SCHOOL POLICY

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

Students who participate in Chesterton Academy athletics (if applicable) or extracurricular clubs that require a change in clothes should use the bathrooms to change. All other students should stay in their uniform, properly worn, while on campus.

Students may wait outside (if faculty or staff supervision is available) or in the school until 3:15PM. By 3:15PM all students must be picked up. Parents may text, call or walk in to pick up their child. Please use only the Main Door (front entrance/exit) for pick up.

E. ADDITIONAL REQUIRED EVENTS

From time to time, students are required to attend events off campus and/or outside of school hours such as:

August	- Convocation Mass
September	- Art Night
November	- Fall Drama Performance
December	- Advent Choir Concert
January	- Overnight Retreat
February	- To the Heights Gala, March for Life at the Capitol, Roman Catholic Challenge
April	- Easter Choir Concert
May	- Art Night
June	- Year-end Celebration

More details can be found on the official school calendar. If you have a serious conflict with any of these required events, please notify us immediately.

F. STUDENT PARKING

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

G. 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.

H. UNIFORMS AND OUT OF UNIFORM ATTIRE

Students are required to be completely in uniform dress while at church or on the Chesterton Academy campus. 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.

Chesterton Academy requires all students to dress according to the school uniform code and out-of-uniform code (see Appendices B, C and D). Returning students may wear last-year's uniform colors until garments need to be replaced.

I. 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.

J. 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. (This includes laptops and personal tablets.) If a parent allows their child to bring a personal communication device to school, it must be turned off and stored in the office upon arrival to school in the morning. After the final dismissal bell, 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 while on campus.

K. 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 class, eating in hallways/locker area, and eating in classrooms is not permitted, except during scheduled break(s) and the lunch period.
- No gum chewing is permitted.
- If the teacher grants permission, students may bring water into class in modest-sized, resealable containers.

L. 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.

M. SCHOOL CLOSINGS

Parents will be notified on all occasions when the school may be closed. In the event of inclement weather or unforeseen circumstances, the school day at Chesterton Academy may be cancelled by the headmaster. Since our school is located in the Portland School District, Chesterton will take into account the district's announcement of school delays and/or closures but the final determination will be at the discretion of the Headmaster. However, parents are encouraged to use their own discretion to determine if it is safe to drive during inclement weather. Official notice will be sent via email and/or text as early as possible.

N. 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 and CASE compliant may drive a carpool for Academy events.

O. MEDICATIONS

No medications (over-the-counter and prescription) are allowed to be stored in a student's backpack or locker. They must be checked into the office upon arrival at school for distribution to the student in need. 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.

P. 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 faculty 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.

Q. 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, Snapchat, etc. reflect upon their charity and virtue. No one should assume that remarks made via social media will remain private. Uncharitable, scandalous, or libelous posts which harm the Chesterton Academy community will be subject to school discipline up to and including suspension, expulsion and/or even legal action.

R. 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 upon arrival. Visitors permitted to be on campus for any length of time will be given a visitor's badge.

IV. Mentorship and Discipline

A. THE HOUSE SYSTEM

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.

B. 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.

C. 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 also lose points (demerits) for their house through acts of irresponsibility. Students’ merits and demerits will be recorded in their student file (Jupiter Ed account if applicable). Repeated demerits will result in a meeting with the dean or headmaster.

D. 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 result in the issuance of demerits against the student’s house with severe breaches resulting in the potential loss of multiple points.

Detentions will be scheduled by the Dean that issues the detention.

E. SUSPENSION

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

F. DISCIPLINARY ELIGIBILITY

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

G. EXPULSION

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

H. APPEAL

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

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

I. THEFT OR DAMAGE TO PROPERTY

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

J. TOBACCO, DRUGS, ALCOHOL, OR WEAPONS

Any 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/federal law regarding the same may result in immediate expulsion.

K. MALICIOUS OR SCANDALOUS BEHAVIOR

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

L. THE AUTHORITY OF THE FACULTY

Consonant with the principle of subsidiarity, each teacher has the liberty to set his or her own classroom expectations and the authority to use appropriate discipline. For infractions of a serious nature, the headmaster shall be informed and will take appropriate action.

In addition to the aforementioned misconduct, any other misconduct that runs contrary to the mission of Chesterton Academy 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 & Science</u>	<u>Years</u>	<u>Credits</u>
Literature	4 yrs.	8.0	Mathematics	4 yrs.	8.0
History	4 yrs.	6.0	Science	4 yrs.	8.0
Philosophy	4 yrs.	6.0			
Theology	4 yrs.	6.0	<u>Fine Arts</u>	<u>Years</u>	<u>Credits</u>
Language	4 yrs.	6.0	Art	4 yrs.	4.0
Composition	1 yr.	0.5	Drama	3 yrs.	2.5
Debate	1 yr.	0.5	Music	4 yrs.	6.0
			<u>P.E. & Health</u>	<u>Years</u>	<u>Credits</u>
				2 yrs.	2.0

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

The number of grade points earned in each course is found by multiplying the numerical value of the grade earned in the course (e.g. A = 4.0, A- = 3.67, B+ = 3.33, etc. - 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	$0.75 \times 4 =$	3.00
Geometry	1.00	B+	$1 \times 3.33 =$	3.33
Choir	0.75	B	$0.75 \times 3 =$	2.25
Art	<u>0.50</u>	C	$0.50 \times 2 =$	<u>1.00</u>
Total	3.00			9.58

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

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

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

E. AWARDS AND DISTINCTIONS

One of the many ways that Chesterton Academy 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: (Each campus will receive separate 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 his personal library. Students will be given a list of all the books at the beginning of each year. This list states which textbooks are school property and which non-textbooks are theirs to keep. This list also notes those non-textbooks that will be needed in subsequent academic years. It will also include replacement costs for lost or damaged textbooks. See Appendix D for the complete book list for each grade.

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. We ask each family to meet a minimum fundraising goal of \$1,000 each academic year. To this end, we ask the following of each family:

- Purchase/sell a minimum of 6 tickets to the Annual Gala (tickets could be for own attendance or gifts to guests)
- Volunteer/assist at the annual Gala
- Support at least one other fundraising activity for each school year

The 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 to some degree. These efforts are vital to assisting in the building of a sense of community among the academy's staff, faculty and families.

C. COLLEGE ADMISSIONS

The Academy will seek to provide assistance with college preparation and college applications. From the months of September through March, the academy hosts regular college visits from around the country. All transcript requests must be submitted in writing. Official transcripts will not be released until all financial obligations are met.

D. 2023-2024 ACADEMIC YEAR DATES

1st Semester: August 28th, 2023 to January 19th, 2024

2nd Semester: January 22nd, 2024 to June 14th, 2024



**CHESTERTON ACADEMY
OF BL. PIER GIORGIO FRASSATI**

2023-2024 ACADEMIC YEAR

First Semester: Aug. 28-Jan. 19

Aug. 28	First day of school
Sept. 4	Labor Day, no school
Oct. 27	Parent teacher conferences, no school
Nov. 1	Feast of All Saints, no school
Nov. 22-24	Thanksgiving holiday, no school
Dec. 8	Feast of the Immaculate Conception, no school
Dec. 21-Jan. 5	Christmas holiday, no school

Second Semester: Jan. 22-Jun. 14

Feb. 5	Day after the gala, no school
Feb. 19	Presidents' Day, no school
Mar. 22	Parent teacher conferences, no school
Mar. 28-Apr. 5	Holy Week & Easter holiday, no school
May 27	Memorial Day, no school
Jun. 14	Last day of school

E. SCHOOL INFORMATION

Location: 340 NE Clackamas Street, Portland, OR 97292
Phone: (360)335.3362
Website: www.chestertonfrassati.org

F. KEY CONTACTS

WHOM DO I CONTACT?

- For general questions, email: info@chestertonfrassati.org.
- For questions about admissions, events, or school policies including uniforms, contact the Headmaster Eduardo Fernandez at: EduardoFernandez@chestertonfrassati.org
- For questions regarding Jupiter Ed and grades, start with your student's teacher and, if needed, contact the Headmaster.
- For a complete list of faculty, visit our faculty directory at: chestertonfrassati.org/faculty
- If your student is absent or tardy, email: attendance@chestertonacademy.org.
- For tuition billing questions, email: accounting@chestertonfrassati.org.
- To contact the Board, email the parent liaison Mary Jo Harrison at: MaryJoHarrison@chestertonfrassati.org.

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.

Amen.

SCHOOL SONG – SALVE REGINA

Salve Regina, Mater Misericordiae
Vita, dulcedo, et spes nostra salve.

Ad te clamamus, exsules, filii Hevae.
Ad te suspiramus, gementes et flentes
In hac lacrimarum valle.

Eia, ergo, advocata nostra,
Illos tuos misericordes oculos
ad nos converte.
Et Iesum, benedictum fructum ventris tui,
Nobis post hoc exsilium ostende.

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

- Translation -

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

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

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

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

O clement! O loving!
O sweet Virgin Mary!

Appendix

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 guideline 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? When not receiving, students are asked to remain in their pew praying and to complete a Spiritual Act of Communion.

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

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

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

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

If someone commits a mortal sin, what must he or she do before they receive the Eucharist? If a person commits a mortal sin, he or she must receive the sacrament of

confession before they can receive the Eucharist (1385).

MASS PARTICIPATION GUIDELINES

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

1. Be on time. Be in your pew and quiet 5 minutes before Mass begins. Students who come late should quickly and quietly move into their assigned seats. Remember, this is the time we are dedicating to our Lord.

2. Be reverent. Genuflect when entering and exiting the pews at the beginning and end of Mass. Sit up straight and do not slouch. Remove any non-uniform jackets or sweaters. Avoid hands in pockets. Do not put your jacket on or close your hymnal while the recessional is being sung. Out of respect for our Lord, wait until the song is finished.

3. Exit in a respectful fashion. Others will remain to pray and the life of the parish goes on as we are leaving.

4. Participate. Sing the hymns when invited. Say or sing the responses. If you are uncertain about the Mass responses, use the card in the pews. Stand and kneel when the congregation is invited to do so.

5. Unity at Communion. When not receiving, students are asked to remain in their pew praying and to complete a Spiritual Act of Communion.

6. Receiving the Eucharist. When receiving our Lord, it is customary to bow reverently prior to reception and to respond to the priest or extraordinary minister with "Amen." Students may receive on the tongue or in the hand.

COMMON PRAYERS

Our Father

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

Hail Mary

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

Glory Be

Glory be to the Father,
 and to the Son,
 and to the Holy Spirit,
 as it was in the beginning,
 is now, and ever shall be,
 world without end. Amen.

Grace Before Meals

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

Memorare

Remember, O most gracious Virgin Mary,
 that never was it known that anyone who fled
 to thy protection, implored thy help or sought
 thy intercession, was left unaided.

Inspired by this confidence, we fly unto thee,
 O Virgin of virgins our Mother; to thee do we
 come, before thee we stand, sinful and
 sorrowful;
 O Mother of the Word Incarnate, despise not
 our petitions, but in thy mercy hear and
 answer them. Amen.

The Angelus

V: The Angel of the Lord declared unto Mary.

R: And she conceived by the Holy Spirit.

All: Hail Mary...

V: Behold the handmaid of the Lord.

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

All: Hail Mary...

V: And the Word was made Flesh.

R: And dwelt among us.

All: Hail Mary...

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

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

V: Let us pray.

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

Appendix B: Ladies' Uniform Policy

ITEM	COLOR	DESCRIPTION	SCHOOLBELLES STYLE #
Skirts		Length required is <u>mid-knee to below-the-knee</u> . If full knee cap is exposed while standing straight, the skirt is too short. Skirts are to be no shorter than the crease of the back of the knee. This usually requires ordering a size Long. The skirt should be worn on the waist and not on the hip. Navy or black bike shorts should be worn under the skirt.	#3521 Two Kick Pleated Skirt
9-10	Grey		Grades 9-10: #4204 – Grey Herringbone
11-12	Grey-Blue Plaid (optional)	Schools may elect to have ladies in grades 11-12 wear a different uniform skirt to distinguish them as upperclassmen.	Grades 11-12: #4104 – Grey/Blue Plaid (optional change)
Blazer	Navy w/logo	Required to be worn daily all year. At the school's discretion, students may take them off during the day.	#5820
Oxford Shirt	White w/logo	Collar buttons must always be buttoned. The shirt must not gap in front and there should be no pulling on the buttons. The sleeves may not be rolled at any time. An optional plain white undershirt with no patterns or lace showing may be worn. Undergarments should never be visible.	#1770 Short Sleeve #1771 Long Sleeve N/A
Knee Socks	Navy	Opaque, not cable. Knee highs must reach up to the knee. They should not be at mid-calf or lower.	#1640 Opaque Knee High
Tights <i>Optional</i>	Navy	Tights must be opaque with feet (no leggings).	#1660 Opaque Tight
Shoes	Black	Must be a solid black leather dress shoe with closed toe and full back. Must be polished and clean. Simple ornamentation allowed (e.g. bow, tassel), no tags/labels/symbols on outside of shoe. No moccasins, canvas, or sued. No Keds, Sperry, Vans, Toms, Converse or similarly-styled shoe.	N/A
Sweater/Vest	Navy with Logo	Vest or Sweater Required - 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 w/Monogram - 15/2905
Ladies' Choir Attire		Black floor-length formal dress. Must be purchased from Stage Accents at www.stageaccents.com . Dress style is Dahlia Girls #5269 or Dahlia Ladies #8864. Solid black dress flats. Sold un-hemmed but dress will need to be hemmed to touch front toe of shoe. Some used dresses may be available "used" from graduating students. Please check with the school.	

Note: Chesterton Academy's uniform vendor is Schoolbelles and may be purchased online at www.schoolbelles.com (School Code: s3026).

Returning students may wear last-year's uniform colors until garments need to be replaced.

Hair, Make-Up and Accessories

- Makeup must be light, simple and natural looking. 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. No "smart" watches are allowed.
- Hair should be neatly groomed and clean.
- Hair color should be natural hues. No streaks of unnatural colors (reds, pinks, greens, etc.) on any part of hair.
- No hats may be worn inside of school buildings.

Appendix C: Gentlemen's Uniform Policy

ITEM	COLOR	DESCRIPTION	SCHOOLBELLES STYLE #
Pants	Grey	Plain front with Laurel Monogram Color 821 w/ small monogram (7322)	#5202 – Plain Front
Blazer	Navy w/logo	Required to be worn daily all year	#5825 – Navy w/monogram
Oxford Shirt	White w/logo	Collar buttons must always be buttoned. Solid white undershirt with no logos underneath is allowed.	#5760 – Short Sleeve #5761 – Long Sleeve Color: White - 17
Socks	Grey	May be purchased elsewhere as long as they are solid grey, match the pant color and calf-length. Gold Toe Charcoal can be purchased at Kohls.	#1653 – #1645 Crew Sock Oxford Grey 3-pack better quality, also covered under lifetime warranty.
Shoes	Black	Must be a solid black dress shoe, including soles, and able to take a shine. Non-scuff soles. No obvious brand logos. Shoes always required	N/A
Belt	Black	Non-woven, leather belt with simple buckle. This may also be purchased at any vendor.	#6305
Tie 9-10 11-12	Optional color for 11-12	Color for ties must be either "Chesterton Stripe" or "Navy/Silver". Grades 11-12 may wear a different color to distinguish them as upper-classmen.	#4827 9-10: Chesterton Stripe 11-12: Navy/Silver (optional)
V-Neck Sweater	Navy with Logo	The sweater is a finishing item, along with the blazer. From October 15 – May 15, a finishing item is required all day (could be blazer, vest/sweater with blazer). Sweater or vest may be worn year-round.	#1993 Long Sleeve Pullover #1994 Vest Color: Navy with Monogram - 15/2905
Men's Choir Attire	Black dress pants and suit coat, white dress shirt and black bow tie. Black socks (mid-calf length) and black dress shoes (polished, good condition).		

Note: Chesterton Academy's uniform vendor is Schoolbelles and Donald's Uniform. Uniforms may be purchased online at www.schoolbelles.com (School Code: s3026).

Returning students may wear last-year's uniform colors until garments need to be replaced.

Hair and Accessories

- Hair should be natural colored, clean, and neatly groomed. No unnatural colors are allowed. Hair must be trimmed above the eyebrows, ears and shirt collar.
- All young men should be clean-shaven. No sideburns extending beyond middle of the ear.
- No earrings. No gauges. Simple chains and medals should be tucked under the shirt. Smart

watches are not allowed.

- No earrings, body piercings or tattoos are allowed.

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

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

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

4. P.E. GYM UNIFORM

- Chesterton Academy spirit-wear T-shirt or spirit-wear sweatshirt (order [here](#))
- Navy blue athletic shorts or sweatpants (for shorts, 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 tops or bottoms. No yoga pants.
- 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

- 7 notebooks or binders and 7 coordinating folders (one for each class)
- Blue or black pens, mechanical pencils or regular pencils, 2 highlighters of different colors
- Loose leaf paper
- Graph paper
- TI-84 Graphing calculator (or similarly equipped graphing calculator)
- ½" black three-ring binder (NO "view front") w/inside pockets – (for choir)
- ½" or 1" three-ring binder (for drama)
- 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 (may purchase a Chesterton Academy planner for \$7)
- Two large boxes of tissues^(a)

^(a)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: Student & Faculty Emergency/Health Care Procedures

General Procedures: All school personnel should be acquainted with pertinent school, city, and state regulations, along with any policies regarding health and safety in educational environments. This includes knowledge about first aid, fire, tornado, crisis situations, personal safety, school patrol, the school's responsibility for supervision of students, and liability issues.

Control of Infectious Agents: A process is in place for control of infectious agents in the school. This includes the cleaning and disinfection of student environments, established practices for adult personnel in the handling of blood or bodily fluid, and proper hand washing procedures. The custodian, headmaster, or authorized faculty member should immediately be notified if cleanup of blood or a bodily fluid is necessary.

Earthquakes: In the event Oregon faces an earthquake, the procedures are as follows:

- Stay in the building.
- Assume Civil Defense position (hands over the base of the head and neck).
- If possible, take shelter under desks, tables or furniture. Hold onto a leg of furniture.
- Stay away from windows, electrical equipment and cabinets.
- If outdoors, stay clear of buildings, trees, and power lines. Stay outside.

Firearms & Weapons Emergencies: Students and non-students, including employees, visiting adults, and visiting youth are forbidden to possess, store, transmit or use any instrument that is considered a weapon or a look-alike weapon in school, on school grounds, at school activities, on school buses/vehicles, or school contracted vehicles.

The school takes the position of zero tolerance (immediate dismissal from the school) for real weapons, and serious consequences for look-alike weapons or other items which could cause harm, unless written permission is granted by the Headmaster. For both situations, the school will examine a student's intent in a parent/student conference. These include, but are not limited to:

- All firearms, whether loaded or not
- Other guns of all types, including pellet, BB, airsoft, etc.
- Knives, including switchblades or automatic opening knives
- Explosives, including firecrackers and live ammunition.

The initial steps upon discovery of a weapon are:

- The item is immediately taken away, the student is sent to the office, and the Headmaster is notified.
- The Headmaster contacts the parents.
- The student is not to attend any classes until the Headmaster and parent have communicated.
- The parent and Headmaster decide the next step regarding staying in school, the consequences, and a date and time for a conference.

Fire Drills: The school population participates in fire drills on a regular basis. If a fire breaks out, an adult is to pull the fire alarm to evacuate the building. The Headmaster or a faculty member should call 911. Fire drill routes will be provided for each room.

Lock Down: A lock down is a response to an individual being on school property that is considered a threat. Teachers are to immediately lock their classroom door, shut off the lights and instruct the students to assume the Lock Down position which removes everyone in the classroom from view outside the door. Under no condition should anyone move to answer the door until the "all clear" is announced. Should a child be outside the classroom when the Lock

Down occurs, the teacher is to look into the hallway before locking the door to see if they can locate the student visually. If the student cannot be seen, the teacher is to lock the classroom door and once all other students are in a safe position, alert the Headmaster or other authorized faculty member of who is missing and where they are or might be.

First Aid: Each year students with special health needs will be identified by the Dean of Students (or Headmaster), who will notify the respective teachers accordingly. In each classroom, there will be a first aid kit containing the necessary elements for teachers to take care of simple first aid needs such as paper cuts, etc. Faculty should alert the office if first aid kit supplies run low. It is expected that each teacher will wear disposable gloves provided when administering first aid care, particularly when coming in contact with blood or other bodily fluids.

Visitors to the School:

Authorized: Chesterton Academy staff can assume that a visitor is authorized to be in the school in the building. However, should a staff person witness any suspicious behavior, administration should be notified immediately.

Unauthorized: If an individual is in the building without proper authorization, school personnel are to ask who they are and if they need help. If school personnel are suspicious of the non-authorized individual and do not wish to confront the person, they should contact the school office immediately. If the secretary or Headmaster deems the visitor to be a threat, a "Lock Down" is called (see Lock Down procedures).

Appendix G: Tuition Policy

Accessible and Affordable for Families: We believe that to be truly Catholic, or universal, education should be as affordable as possible. Currently, the average tuition cost for a Catholic high school in the Portland/Vancouver area is between \$15,000-\$18,000 per year. While financial aid is available in some situations, this high cost makes attending a Catholic high school challenging for many families. The Chesterton model offers tuition at around 45% of the current prevailing Catholic high school cost in the area.

However, unforeseen circumstances may arise that would require a family to withdraw their student from Chesterton Academy. Should that happen, the Tuition Refund Policy below would be applicable:

Tuition Refund Policy

Date	% Refund of Yearly Tuition
Up to August 1st	Full (minus non-refundable registration & application fees, 10% tuition)
Prior to 1 st Day of Class	80%
Prior to Sept. 15th	60%
Prior to Oct. 1st	40%
Prior to Oct. 15th	20%
On or after Oct. 15th	No Refund

In order to qualify for any of the above-mentioned tuition refunds, an official withdrawal form (which may be obtained from the Headmaster), signed by a parent or legal guardian, and must be submitted to the Headmaster within the time specified above.

Appendix H: Book List

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

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

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

Special Notes:

BOOKS IN BOLD - textbooks that belong to the school and must be returned at end of school year (all other books are for students to keep for their own libraries)

BOOKS WITH ASTERISK (*) - books used for more than one academic year (students will need to bring them on the first day of your next academic year)

GRADE	DEPT	CLASS	ISBN	TITLE	AUTHOR	PUBLISHER	Replacement Cost
9th-10th	Fine Arts	Art		Drawing Kit*	Blick Art Supplies		\$20.00
9th-10th	Fine Arts	Music	9780312434199	<i>Listen (other editions are acceptable)</i>	Gary Tomlinson	Bedford/St. Martin's	\$93.99
9th-10th	Fine Arts	Music	9780739031520	<i>Sing at First Sight</i>	Beck, Farnum, Lewis	Alfred Music	\$8.99
9th-10th	Humanities	Lit	9781607041078	<i>Ballad of the White Horse</i>	G.K. Chesterton	Seton Press	\$13.20
9th-10th	Humanities	Lit	9780393320978	<i>Beowulf</i>	Anonymous	W.W. Norton	\$15.95
9th-10th	Humanities	Lit	9780451531490	<i>Le morte D'Arthur: Legends of the Round Table</i>	Malory, Thomas	Penguin	\$7.95
9th-10th	Humanities	Lit	9780140445329	<i>Song of Roland</i>	Anonymous	Penguin	\$13.00
9th-10th	Humanities	Lit	9780486469232	<i>St. Francis of Assisi</i>	G.K. Chesterton	Dover	\$9.95
9th-10th	Humanities	Lit	9780140424386	<i>The Canterbury Tales</i>	Chaucer	Penguin	\$11.00
9th-10th	Humanities	Lit	9781853268953	<i>The Complete Works of Shakespeare*</i>	Shakespeare	Wordsworth Classics	\$18.99
9th-10th	Humanities	Lit	9781565481541	<i>The Confessions - Boulding</i>	St. Augustine/Boulding	New City Press	\$14.95
9th-10th	Humanities	Lit	9780898707168	<i>The Harp and the Laurel Wreath*</i>	Laura Berquist	Ignatius	\$24.95
9th	Humanities	Philo	TBA	<i>Gorgias</i>	Plato - Ahlquist	ACS Books	\$9.95
9 th -10 th	Humanities	Philo	9780226026756	<i>Nicomachean Ethics</i>	Aristotle	Chicago University Press	\$17.00
9 th -10 th	Humanities	Philo	9781735996615	<i>Orthodoxy, An American Translation</i>	G.K. Chesterton	ACS Books	\$12.95
9 th -10 th	Humanities	Philo	9780872203495	<i>Plato Complete Works (Option 1)</i>	Plato	Hackett Publishing Co.	\$61.00
19 th -10 th	Humanities	Philo	9780465094080	<i>Plato's Republic (Option 2 with Five Dialogues)</i>	Plato	Basic Books	\$22.99
9 th -10 th	Humanities	Philo	9780872206335	<i>Plato's Five Dialogues</i>	Plato	Hackett Publishing	\$10.50

				<i>(Option 2 with Republic)</i>		Co.	
9th-10th	Humanities	Theo	9781950784622	<i>The Great Adventure Catholic Bible*</i>	Ascension Press	Ascension	\$39.95
9th-10th	Humanities	Theo	9781601376497	<i>Catechism of Catholic Church*</i>	The Church	Ignatius	\$29.95
9th-10th	Humanities	Theo	9781890177478	<i>Understanding the Scriptures*</i>	Scott Hahn	Midwest Theological Forum	\$50.00
9th-10th	Language	Latin	9780829401127	<i>Latin Grammar*</i>	Robert J. Henle, SJ	Loyola Press	\$16.99
Placement	Language	Latin	9780829410266	<i>Latin: First Year</i>	Robert J. Henle, SJ	Loyola Press	\$21.99
Placement	Language	Latin	9780829410273	<i>Latin: Second Year</i>	Robert J. Henle, SJ	Loyola Press	\$21.99
9th-10th	Math/Science	Science	9781732638433	<i>General Biology</i>	John D. Mays	Novare Classical Academic Press	\$121.95
9th-10th	Math/Science	Science	9781732638464	<i>Apprentice's Companion General Biology</i>	John D. Mays	Novare Classical Academic Press	\$41.95
9th-10th	Math/Science	Science	9780988322875	<i>Student Lab Report Handbook*</i>	John D. Mays	Novare Classical Academic Press	\$26.95
Placement	Math/Science	Math	9780131657083	<i>Algebra I Classics</i>	Prentice Hall	Prentice Hall	\$89.61
Placement	Math/Science	Math	9780131657106	<i>Algebra II and Trigonometry</i>	Prentice Hall	Prentice Hall	\$67.45
9 th -10 th	Summer Reading	Summer	9780141345253	<i>Myths of the Norsemen</i>	Roger Lancelyn Green	Puffin Books	\$8.99
9 th -10 th	Summer Reading	Summer	9780141331201	<i>Grimms Fairy Tales</i>	Grimm	Puffin Books	\$8.99