



CHESTERTON ACADEMY

OF THE FLORIDA MARTYRS

Chesterton Academy of The Florida Martyrs

2023-24 Family Handbook



CHESTERTON ACADEMY

OF THE FLORIDA MARTYRS

Mission Statement

Chesterton Academy of The Florida Martyrs
strives to form Saints for the Kingdom of
God through a classical education that seeks
Truth, goodness, and beauty, and by praying
daily the Holy Sacrifice of the Mass.



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01. Our Mission & Philosophy of Education

*"Catholic education is above all a question of communicating Christ,
of helping to form Christ in the lives of others."*

—Pope Saint John Paul II

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

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

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

MISSION. The mission of Chesterton Academy of The Florida Martyrs 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;

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."



02. Our Catholic Identity

Per the Sacred Congregation for Catholic Education, “In a Catholic school, everyone should be aware of the living presence of Jesus the ‘Master,’ who, today as always, is with us in our journey through life as the one genuine ‘Teacher,’ the perfect man in whom all human values find their fullest perfection”. Therefore, each school day at Chesterton Academy of The Florida Martyrs includes the celebration of the Mass so that every student and faculty member begin the day with the Teacher 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 the development of the whole person: intellectual, spiritual, and moral. Each subject is taught with the Catholic worldview of the dignity of all human life and the truth that happiness comes only through Jesus Christ. This worldview permeates our discussions across the disciplines. It reveals that faith and reason are not opposites but, in fact, are complements that lead us to a depth of understanding about ourselves and the world.

The community life at Chesterton Academy is another expression of our Catholic identity. To aid the building of meaningful relationships between the faculty and students at Chesterton, we draw on the House system, a 1,000- year-old tradition of Christian education exemplified in the colleges at Oxford and Cambridge.

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

Priests, religious brothers, and sisters add a depth to our curriculum and community and play an integral role in the spiritual and social life at Chesterton Academy of The Florida Martyrs through retreats, celebration of the Mass, adoration of the Blessed Sacrament, as well as through their interaction in our social hours and service projects.

We invite all religious to visit our school.



03. Character Development and Discipline

The word “discipline” comes from “disciple.” One who is disciplined is not merely under external control but is in control of himself. Liberated from the tyranny of misdirected impulses and emotions, he is free to be a disciple of what is good. As a disciple he chooses what is good for its own sake, not merely because of extrinsic rewards or punishments.

An integrated classical curriculum continually challenges a student to do what is right—even when it runs against his inclinations—in order to reach a goal: mastery of a subject. Rigorous study develops virtue. It allows the student to join the ongoing conversation of great minds down through the ages. To the classical mind, all knowledge is interrelated and draws the child to an experience of order that doesn’t impose beauty but proposes it. Work in the natural order, fine arts, humanities, social order, and divine revelation calms the emotions and focuses the mind, making disorderly behavior less attractive.

Disciplinary consequences are to teach acceptable behavior, never to hurt or humiliate. Coercion, lecturing, intimidation, and shaming may bring compliance, but compliance does not equal faith. Likewise, non-compliance does not equal disrespect. These old, failed practices breed disorder, compounding misbehavior. Worse, they stifle the creativity and self-expression essential to the “rhetoric” stage of classical education in which the high school student learns to write and speak with force and originality. According to G.K. Chesterton, “It is quite an old-fashioned fallacy to suppose that our objection to skepticism is that it removes the discipline from life. Our objection to skepticism is that it removes the motive power.” Instilling fear in the child disrupts the order, harmony, and self-development that lead to discipline.

Giving emotional attention to misbehavior engages conflict and removes the child’s ability to own his actions and learn from his mistakes. “Imputability and responsibility for an action can be diminished or even nullified by ignorance, inadvertence, duress, fear, habit, inordinate attachments and other psychological or social factors” (CCC, 1735). The teacher who responds to a bully by being a bully destroys freedom in the relationship. Freedom—our free will, our power to choose between different alternatives, our ability to say yes or no—characterizes man and forms the basis of our dignity, enabling him to bear personal responsibility.

The secret to discipline is not to eradicate vice, but to cultivate virtue. In order to develop virtue, the child must have freedom, especially the internal freedom to choose what is good without compulsion. G.K. Chesterton says “Is it possible that forgiveness, like every other virtue, stands and falls with free will? A man who forgives is noble, but only because he could reproach if he liked.” The amount of freedom given corresponds to the abilities of the child who by high school, is very near adulthood. Discipline comes through liberty.

According to G.K. Chesterton, “Catholic doctrine and discipline may be walls; but they are the walls of a playground.” On a playground, supervisors watch while children climb, jump, run, interact, and play freely. A child might call “watch this!” and demonstrate ingenuity or fall and scrape his knee. Educators observe all this, not to interfere, but in order to learn the needs of the child—his natural abilities, interests, talents, agility, strength, and personality—to serve him better. Authority consists in servitude, not self-assertion. The presence of authority on a playground is a comfort to the child, not a menace.

The mind seeks the truth, the soul seeks the beautiful, and the will seeks the good. The more it finds goodness, the more it thirsts for it. Chesterton Academy provides strong intellectual and spiritual formation; it is equally committed to the careful nurturing of free will. A strong will is an invaluable tool needed to “go against modern trends and fashions” when moral courage is tested.

Suffering builds character. Inflicting emotional and physical pain on the child to this end crushes the will and defies the Judeo-Christian ethic. Rather than resort to threats and bribes, Chesterton educators form moral character by accompanying the child through difficulty, encouraging him to find healthy ways to work through hardship, respecting and affirming his will and



building him up to find healthy ways to work through hardship, respecting and affirming his will and building him up. An approachable teacher educates the child in moral courage, giving him permission to challenge authority respectfully. Having confidence in the child gives him confidence in himself.

Chesterton educators remain kind, firm, impartial, and matter-of-fact when making a correction, which should be brief and private if possible. They neither rescue students from, nor punish them for, accepting one set of consequences over another. They have empathy but need not take responsibility for students' choices.

In the House system, students challenge each other to live out the four cardinal virtues of prudence, justice, temperance, and fortitude. Meanwhile, teachers attribute positive intent to all behavior—good and bad. Refraining from becoming the “moral police” maintains the dignity of the educator. It avoids a clash of wills and acknowledges the divine longing or need behind an inappropriate action. The good example of a mentor is a powerful catalyst for sanctity.

Upholding the highest image of oneself and others communicates joy and unconditional love in a way the child understands. He can learn that his worth as a beloved child of God does not depend on his actions or on the approval of others. This sets the stage for cooperation and allows the child to become a responsible adult guided by self-discipline, equipped to discern God's call for his life and to promptly respond.

The word “character” means “distinctive mark” or “brand.” Baptism leaves an indelible mark on the soul, “brands” it with Our Lord and Savior Jesus Christ and His character, Priest, Prophet, and King. We are wired for connection to God and others. Parents and teachers are stewards of the child with a responsibility to model virtue and through loving discipline, with the help of sanctifying grace, guide the child to our Heavenly Father to be with Him in heaven forever.



04. Basic Expectations

A. Student Information and Class Communications

DreamClass is our student information and communication system. You will be given access to your account to review grades, communications, and relevant information about your student.

B. Daily Mass

The Holy Sacrifice of the Mass is the source and summit of the Catholic faith. All students attend mass daily. Students shall arrive early enough to drop backpacks and other items off in the school (St. Thomas More parish hall) and be seated before Mass begins. Students must be seated in their designated pews at least five minutes before the beginning of Mass, at which time attendance will be taken. The designated seats for CAFM students are the front pews, with girls seated on the left, boys on the right. Students seated late will be marked tardy. At the end of Mass, students can pray in thanksgiving and then exit in a quiet and respectful fashion. This means no socializing or loitering.

If parents wish to attend Mass with their child, they may do so, but must inform a faculty member if their child will be sitting with them.

C. Attendance

Daily attendance and participation in class activities is critical to a student's success. All students are expected to be present each day. When absences occur, a student is expected to make up any work missed in proportion to the number of days missed (e.g., when one is absent for two days, the work missed should be completed within two days of returning to school).

In-class participation, an integral part of our education, cannot always be made up and absences may adversely affect grades. Unexcused absences will result in disciplinary action. We understand that illness and other family emergencies can happen, but if a student is absent more than 10 days in a semester (even for medical reasons), the school reserves the right to not grant credit for that course. Such extended absences jeopardize a student's academic success and may prevent a student from receiving credit for the course which could affect their graduation status.

As a courtesy, and to ensure the safety of our students, we ask that absences be reported by 8:00 a.m. either by calling or texting the headmaster at (904) 472-5358 or by emailing headmaster@chestertonpensacola.org.

D. Transportation and Building Access

Families are responsible for dropping off students in the morning at school before Holy Mass begins at 7:30 a.m. Students may only be dropped off in front of the front doors to the Academy (Parish Hall) adjacent to the front parking lot. Students will be required to drop off any bags and other supplies inside the school before going to Mass.

Parents are responsible for picking up their children by 3:30 p.m. When picking up a student, please do so only at the front parking lot on the North side of campus (closest to Barrancas Ave). Faculty are on duty and available in the school building until 4:00 p.m. on school days. Students who arrive late should knock on the front door to be admitted to class.

As a security precaution, the front door is the only door that may be used by students for entering or exiting the building at the start and end of the school day. Additionally, only students and faculty may have access to the building during the school day.

E. Student Drivers and Parking

Parking for students at Chesterton Academy of The Florida Martyrs 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. Neither Chesterton Academy of The Florida Martyrs nor Saint Thomas More parish are responsible for any accidents or lost, stolen, or damaged valuables or property.

Students may not return to their cars during school hours, so they should be sure to bring all the belongings they need for the day.

F. 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 undermine this effort and are not permissible. Examples of exclusive relationships are couples and cliques.

G. School Service

Students are required to work towards the beautification of their own learning environment by taking turns with regular cleanup activities and by practicing the virtue of picking up after themselves. Daily duties and weekly duties are assigned to houses. Examples of such activities include trash removal, sweeping, wiping tables, lunch cleanup, wiping bathrooms, vacuuming, etc. These hours may be recorded as service hours. Service hours are required for many college applications and we recommend every student earn 20 to 40 service hours per year.

H. Messages and Telephone Use

It is understood that all business will be handled through the school administration. 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. Students may not leave class to make or receive a phone call unless it is an emergency, such as illness. Please see the section on personal electronic devices for our cell phone policy.

I. Personal Electronic Devices

Personal electronic devices tend to isolate individuals from the people around them. Since Chesterton Academy of The Florida Martyrs works to build community among its members, we want to eliminate distractions or devices that undermine that goal. For this reason, students are not permitted to use cell phones or any other electronic device (iPads, tablets, laptops, Apple Watches, etc.) on campus, nor may they have them on their person while on the Chesterton Academy of The Florida Martyrs campus.

If a student brings a personal communication device to school, it must be turned off and kept in a receptacle at the front of the school building. It may not be used during school hours at any time or for any reason. Every student has access to the administration phone if an emergency arises, and messages from home for students can be called into the office.

For the first violation, the electronic device will be confiscated by the faculty or staff member for the day. Moreover, a demerit may be given for such a violation. For a second violation, additional demerits will be given. For a third violation a detention will be given; the student will also have to meet with the headmaster. Continued violations will incur further consequences.

J. Lunch

Given the limited resources of Chesterton Academy of The Florida Martyrs, we request that students bring their own lunches to school and that they bring lunches with an icepack or that do not require refrigeration. During periods of pleasant weather,



students may eat their lunches outside. Faculty members eat with students during the lunch period. There is no on-site refrigeration. Students will be responsible for cleaning up including tables, chairs, and floor after lunch.

Bringing food to or eating in class is not permitted. No gum chewing is permitted at school. Students may bring only water into class a spill-proof containers. No open drink containers are allowed at school; this includes coffee cups (e.g., purchased from Dunkin Donuts, Starbucks, or brought from home).

The dining area is the extension of the family dining area at home. A reasonable degree of quiet is insisted upon. Proper table manners are expected. Each student is expected to clean up his/her place at the cafeteria table and, periodically, students will be called upon to assist with the general cleanup of their table or the cafeteria.

The following rules apply to the lunch periods:

- Students will be expected to clean up their own lunch places.
- Students are expected to recycle cans and bottles in the receptacles provided.
- The students will bless their food together before eating.

K. Lockers

Due to the limited facilities available at our inaugural location, the Academy will be unable to provide students with an option for storing books and other supplies at school. Students will be required to bring necessary supplies and books to school each day in a backpack or book bag. Teachers will inform students which books will be required ahead of time.

L. School Closings

Parents will be notified on all occasions when the school may be closed. In the event of inclement weather, the school day at Chesterton Academy of The Florida Martyrs may be cancelled by the headmaster. Official notices will be sent across our communications channels, including a text message to parents.

M. Extra-Curricular Events

From time to time, students will be required to attend events off campus or outside of school hours. Examples of required events include field trips, off-site all-school seasonal retreats, service projects, and certain choir concerts. Any mandatory off-campus events will be communicated in advance. If you have a serious conflict with any of these events, please notify the headmaster immediately. In addition, students will have voluntary opportunities to attend activities such as sporting events and family gatherings. School policies, including out-of-uniform policies and expectations will be enforced at all school-sponsored events.

N. After-School Policy

After school is dismissed, students should leave school if they are not involved in a school-sponsored after-school activity, taking a make-up exam or quiz, or seeking help from a teacher.

Because we want to use our time and resources on campus to promote the strengthening of our community, students may not use phones to listen to music, watch videos, and browse social media or other entertainment apps or websites while on school property, even after class hours (e.g., during play performances or rehearsals or at sports practices or games). To be good neighbors, students should be respectful of the Saint Thomas More campus and the houses and property that surround the campus.



O. Carpools

Parents are welcome to organize their own carpools to and from school, special events, activities and sporting events. Due to insurance liability reasons, Chesterton Academy of The Florida Martyrs will not organize carpools for student rides.

P. Medication and First Aid

Chesterton Academy of The Florida Martyrs has no school nurse available and therefore the school's ability to accommodate illness and injury is limited. Injuries will be treated with basic first aid. More serious injuries will require parents to take students home as soon as possible. If a student is feeling ill and is unable to return to class after one hour, a parent or authorized adult must take the student home as soon as possible. Emergencies will be addressed via 911. We will make every effort to contact families using the emergency contact information on file. If the student becomes ill and is not able to return to class, we ask that a family member come and take him or her home. All medical information is kept confidential by the school.

Parents of students with chronic medical conditions should report this information to the administration.

Any temporary illness that might warrant periodic medication during school hours must be reported to the administration. No medication of any kind will be dispensed at school without written permission from the parent or guardian on a form provided by the school. If a student needs to receive prescription medication during the school day, he/she must bring the medication in the original safety bottle, clearly marked and identified. Any administration of medication prescribed or over-the-counter (OTC) must be given at the dosage listed on the container. Any dosage of medication that is to be different from the listed dosage must be documented with written notification from a physician. The note will be kept on file in the Office and medication will be dispensed only by a staff member who is properly trained. Unless authorized by a doctor (via prescription bottle) or parent (written note for OTC medications), no medication may be dispensed by school personnel.

Self-Harm

If a student threatens violence or serious bodily harm to himself, Chesterton Academy of The Florida Martyrs reserves the right to exclude the student from school or, outside school hours, to contact local authorities (i.e., police) to conduct a safety check.

Upon receipt of a psychological evaluation, the administration will determine if the student may or may not return to the school. If the student is allowed to return, the Academy may impose conditions, including continued private counseling, periodic psychological reports, as well as an authorization to release these periodic reports to the Academy.

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 websites, forums, Snapchat, TikTok, Facebook, Instagram, Twitter, or other online platforms reflect upon their charity and virtue. Such remarks can also open students to legal liability. No one should assume that remarks made via social media will remain private. Uncharitable, scandalous, or libelous remarks made by students using these forms of communication will be subject to school discipline and state laws. Uncharitable, scandalous, or libelous remarks which harm the Chesterton Academy of The Florida Martyrs community may be subject to school discipline or even legal action. Students are not allowed to use social media anywhere on campus, on school transportation, or at school sponsored extracurricular activities, such as sports and drama.

R. Visitor Policy

All visitors to the school, including parents, are required to contact the headmaster via phone call or text at (904) 472-5358 before they enter the building. Only students and faculty may have access to the building during the school day.



05. Mentorship and Discipline

A. Code of Conduct

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

B. House System

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

Students will be divided amongst four houses, corresponding to four doctors of the Church who hold up the Chair of St. Peter: Athanasius, Chrysostom, Augustine, and Ambrose. Because we will enjoy a small enrollment in our inaugural year, individual houses will usually be combined into East House (Athanasius and Chrysostom) and West House (Augustine and Ambrose) for competitions and responsibilities. A House system handbook will be disseminated.

The Chesterton discipline system, alongside the house system, is designed to maintain a collegial environment, where teachers and staff are encouraged to use charitable verbal instructions as a first attempt to correct behavior. Our students are not yet fully formed and errors in judgment are to be expected. The discipline system sets boundaries and expectations to promote a harmonious environment for the building of Christian sister and brother relationships, as well as to create a well-ordered environment for learning.

C. Merits and Honors

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

D. Demerits and Detentions

A minor repeated offense, upon the discretion of the staff, may result in a single demerit to the student and consequently to the student's house. A minor offense is any breach of the rules or policies of the school that is the result of forgetfulness, disorganization, or avoidable accident. It is the goal of the school to help the child in these areas and to foster conversation and resolution before automatically awarding a demerit. Examples include, but are not limited to, tardiness to class, forgetting class materials, uniform violations and minor disruptions in the classroom or common areas. Receiving 5 demerits will result in a detention. At the end of each semester, there will be a reset for students. On the sixth demerit, the headmaster will review the student's discipline record.



A student will receive an immediate detention for a more serious breach of the rules such as disrespect to faculty, staff, or peers, a major disruption in class or elsewhere on campus, a clear disregard for the ethos and rules of the Academy. Detentions will cost the student's house three points. All detentions will be served after school on the Tuesday following the incident and will be supervised by a faculty member.

In the classroom, students are expected to behave in a manner conducive to serious learning. By disrupting a class or the teacher, a student steals the opportunity from others to learn and be engaged in the learning process. This choice of stealing an opportunity from others to learn is unfair to their Christian brothers and sisters. Respect, order, politeness, and obedience are necessary conditions for a classroom to function well. To this end, a student who does not conduct himself accordingly will be dismissed from class and sent to the headmaster. All work for that class day may result in a zero for the student. The student will meet with the teacher and headmaster after school to be readmitted to the class for the next day.

E. Suspension

A more serious breach of the rules will necessitate a meeting with the headmaster and may result in suspension. A serious offense is a willful or repeated breach of the rules or policies of the school that significantly disrupts the learning environment. Daily homework missed during suspensions receives a zero and cannot be made up. Tests and quizzes must be made up on the day the student returns. All projects and papers that were due must be handed in on the day of the return of the student. Unlike school missed for sickness, the student will not have the same amount of days to make up the work. This is a consequence of their own choosing of the action that resulted in the suspension.

F. Expulsion

At the discretion of the headmaster, expulsion may also result instantly from any egregious offense that causes scandal or harm. The expulsion will be permanently recorded in the student's file.

G. Appeal

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

H. 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. Cheating, gross disrespect, and plagiarism are strictly forbidden and will be grounds for disciplinary action, including suspension or expulsion.

Academic cheating is defined as representing someone else's work as one's own. Cheating is a serious form of deceit in which a student appropriates answers he or she does not actually have, and then passes those answers off as his or her own knowledge. 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 oneself, 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, a sin, and a serious breach of the rules. Students will receive a zero on any assignment where cheating is evident, even if there is some original material in it, and will have a meeting with the teacher and the headmaster. Repeated incidents of cheating may lead to suspension or expulsion.



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

- Copying another student’s work (with or without his or her knowledge) on a test, on a homework assignment, or 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 understand how you came to the answer
- Using any kind of notes (unless specifically allowed) or a smartphone on a test
- Copying from a friend any material that you do not understand and for which you have attempted no work, then handing it in to make it appear that it is your work
- Having a friend help you with work to make the work go faster – asking him or her for information, formulas or rules. It is fair to do this for one or two questions but not for an entire assignment
- Copying the answers from the back of the book
- Sharing of material on a test already taken to a student who has not yet taken the test

Plagiarism is the use of another person’s distinctive ideas or words without acknowledgement. It is a form of deceit whereby a student presents another’s work as his or her own. The incorporation of another person’s work into one’s own requires appropriate identification and acknowledgement, regardless of how you got it. As with cheating, plagiarism will result in a zero on the plagiarized assignment and a meeting with the headmaster. Repeated incidents of plagiarism may lead to suspension or expulsion.

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

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

Given the challenging nature of the curriculum, parents and other family members will often find themselves aiding 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.

I. Theft or Damage to Property

Any damage to the Academy’s, Saint Thomas More Parish’s, or another’s property is strictly forbidden. Reimbursement may be required; this includes non-consumable books owned by the Academy. Theft from the school or others will be considered a serious breach of discipline.

J. Tobacco, Drugs, Alcohol and Weapons

Unauthorized possession and use of tobacco (including vaping, e-cigarettes, cigars, and smokeless tobacco), drugs, alcohol or weapons on school property or at any school event by students is strictly forbidden, even if legal while off-site. Florida State Law prohibits the use of tobacco while on campus. Violation of this or any state law regarding the same may result in immediate suspension or expulsion, and legal action may be necessary. The policy pertains while students are involved in any school-sponsored activity on or off campus and on any trips sponsored by the school (e.g., pilgrimage, field trip, junior-senior dance, etc.). Guns and knives that are considered weapons are strictly prohibited on campus.



K. Scandalous Behavior

Behavior that is meant to shock or upset is forbidden. Even if untrue or said in jest, remarks that scandalize are unchristian and disruptive. As serious offenses, they will be dealt with accordingly and may result in suspension or expulsion.

L. Malicious Behavior

Behavior such as bullying, gossiping, calumny, mocking, using foul or scandalous language, and lying are contrary to the Academy's mission to build a strong community and form young adults. As offenses against the common good, they will be dealt with accordingly. If the infractions are serious enough, they could result in suspension or expulsion.

M. The Authority of the Faculty

Each teacher must uphold the classroom standards set forth by Chesterton Academy of The Florida Martyrs. Teachers are responsible for enforcing all discipline policies and procedures. To form good habits and virtues in our students we must have an ordered classroom and the students must have the same expectations in each classroom. For infractions of a serious nature, the headmaster shall be informed and will take appropriate action. Appropriate action should be understood that it may include probation, suspension, or expulsion.

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



06. Academic Expectations

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

A. Academic Probation / Eligibility

Every quarter the school will send out report cards for all students. Prior to the report cards being sent, any student receiving a C- or below for a course will be sent a deficiency notice. At the end of each quarter, any student with a GPA of less than 1.33 in the current quarter, or who is earning a D+ or below in any class on the report card, will be placed on academic probation. Probation will result in a meeting of the student and parents with the headmaster and teacher to discuss reasons for the deficiency, the best steps for remediation, and the consequences of continued academic deficiency. At the time that the student is placed on academic probation, the student will immediately be required to attend study hour after school to get assistance from teachers. The student will remain in after-school tutoring until a subsequent review (four weeks into the following quarter) shows no grades of D+ or below. During the student's first academic probation, he or she will remain eligible for extracurricular activities including sports, clubs, and service projects. If, after the subsequent review, the student is still shows grades of D+ or below, they will not be eligible for extracurricular activities until their grades improve.

B. Advancement, Placement, Course Selection and Retention

At Chesterton Academy the curriculum is integrated and tells a story of man's salvation from the incarnation to present times. A student is required to take all courses and may not opt out of classes. In extreme circumstances it may be necessary for a child to forgo some of the classes. This will be determined by the administration and teachers.

All students entering Chesterton Academy of The Florida Martyrs will be required to take a math and language placement exam to determine which class is best suited for the success of the student. If a student wishes to be placed in a higher-level math or language, he needs to show mastery of the previous course, he will need to have prior experience coming from a rigorous program, and show a sufficient work ethic to be successful at the higher level math or language course. Just taking the previous course does not automatically mean they will be placed in the higher-level math or language. All placements should be done prior to the school year beginning. If a student wishes to move after the year has begun, it can only happen in the first two weeks of the school year. If a student, upon entering Chesterton Academy of The Florida Martyrs, shows deficiency in their math skills at the level of Algebra I they will be required to attend summer school prior to entering the school year.

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. If 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 course will not affect the grade of the other semester.

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



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

C. Grading Scale

| LETTER GRADE | PERCENTAGE CORRELATION | GPA POINT EQUIVALENT |
|--------------|------------------------|----------------------|
| A | 93 and above | 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 | 00-59 | 0.00 |

D. GPA Calculation

A student's term Grade Point Average (GPA) is calculated by totaling up all the grade points earned in all the student's courses that term 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 according to the grading scale above (e.g., A = 4.0, A- = 3.67, B+ = 3.33, etc.) by the number of credits the course is worth. For example, this means that the student's grades in 0.5-credit courses will weigh more heavily than the student's grades in a course with fewer credits. Consider the following example:

| COURSE | CREDITS | GRADE | CALCULATION | GRADE POINTS |
|----------|---------|-------|---------------------|--------------|
| Theology | 0.5 | A | $0.5 \times 4 =$ | 2.0 |
| Math | 0.75 | B+ | $0.5 \times 3.33 =$ | 2.5 |
| Music | 0.5 | B | $0.5 \times 3 =$ | 1.5 |



| | | | | |
|--------------|-------|---|--------------------|------|
| Art | 0.375 | C | $0.375 \times 2 =$ | 0.75 |
| Total | 2.125 | | | 6.75 |

So, this example student's semester GPA = $6.75/2.125 = 3.18$

A student's cumulative high school GPA is determined by totaling all the grade points earned during every semester the student has completed and dividing by the total number of credits attempted during that time. The Academy does not have weighted grades.

E. Honor Roll

An Honor Roll is calculated at the end of each quarter and is determined based on the GPA for that quarter. To be eligible for the Honor Roll, a student must not have a failing grade in any class and must not have more than one incomplete class at the end of the term. In addition to achieving good grades, the student must not have any suspensions to make the Honor Roll.

Below are the GPA requirements for the Honor Roll.

1st Honors: 3.67 - 4.00 GPA

2nd Honors: 3.33 - 3.66 GPA

F. Class Ranking

Chesterton Academy of The Florida Martyrs does not produce class rankings. Class rankings when class sizes are very small are not statistically relevant. Class rankings submitted will be noted as "not available."

G. Graduation Requirements

Due to the breadth of our curriculum, state requirements, and typical college entrance requirements, each academic course offered at Chesterton Academy of The Florida Martyrs is required for graduation. Our graduation requirements are listed below. The CAFM curriculum outlined below meets or exceeds the Florida High School graduation requirements.

| COURSE | SEMESTERS | CREDITS/SEMESTER | TOTAL CREDITS |
|-------------------|-----------|------------------|---------------|
| Humanities | | | |
| Literature | 8 | 0.5 | 4.0 |
| History | 8 | 0.5 | 4.0 |
| Philosophy | 8 | 0.5 | 4.0 |
| Theology | 8 | 0.5 | 4.0 |
| Language | 8 | 0.5 | 4.0 |



| | | | |
|-----------------------------------|---|--------|--------------|
| Physical Ed: Ballroom Dance | 2 | 0.5 | 1.0 |
| Total | | | 21 |
| Mathematics and Science | | | |
| Mathematics | 8 | 0.5 | 4.0 |
| Science | 8 | 0.5 | 4.0 |
| Total | | | 8.0 |
| Fine Arts | | | |
| Music | 8 | 0.5625 | 4.5 |
| Visual Arts and Art History | 8 | 0.5625 | 4.5 |
| Drama | 6 | 0.583 | 3.5 |
| Total | | | 12.5 |
| Other Classes | | | |
| Rhetoric, Debate, Or Composition | 2 | 0.5 | 1.0 |
| Personal Financial Literacy | 1 | 0.5 | 0.5 |
| Total | | | 1.5 |
| TOTAL CREDITS TO GRADUATE: | | | 42.75 |

Graduation requirements may be waived or altered for transfer students and for students with special accommodations. All issues relating to transfer students must be resolved with the headmaster. In addition, if the school is unable to offer a class that requirement will be waived.

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

Note: Diplomas, transcripts, and report cards will be withheld for students with missing textbooks, unreturned sports uniforms, unpaid fees or tuition, etc.



H. Assignments

Homework is just as important as class work. Students should have a regular routine of time and place for homework. It should be done with an eye to recitation or accountability at the next class meeting. They should complete their own assignments, trying to develop independent study habits. It will be the practice of Chesterton Academy of The Florida Martyrs to be reasonable in the amount of homework assigned.

Teachers will strive to complete the presentation of ideas and lessons within the specified school day schedule. Homework will, in most cases, be reserved for drilling, practice exercises, and reading assigned works to prepare for discussion in class the next day. Depending on the class schedules, students may have some study time during the school day. Students are provided with 20 minutes after lunch to study or have free time (Lyceum).

It will be the policy of the Academy to penalize late work 10% 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 rule, students will have as many school days (not class days) as they missed due to sickness to make up missed work. Tests must be made up in the same way and will be penalized 10% for each school day they are late. It is the responsibility of the student to ensure that work and tests missed due to illness are made up.

Vacation / Non-Attendance Days

Since there is no real substitute for daily class attendance, Chesterton Academy of The Florida Martyrs strongly discourages extended student absences other than those unavoidable because of sickness, deaths of relatives, or very special family events. In any event, for anticipated absences, notification is to be made to the school's registrar office and the student's teachers. Make-up work and tests will be expected to be completed upon the return within in one day. Teachers are not responsible for re-teaching material missed by students on vacation.

College Campus Visits

Student visits to college campuses should be scheduled at times when Chesterton Academy classes are not in session. In rare instances in which this is unavoidable, the student will be responsible for all missed work the day after returning. All college visits should be reported to the school office and headmaster in advance.

I. Assessment

Teachers will evaluate student work by letter, percentage, or comment. At the completion of each quarter, report cards are issued. Only the grades at semester's end, however, become part of the permanent transcript. The grade given each grading period is a composite of quizzes, tests, written and oral assignments, homework, and participation.

J. Online Gradebook

The Academy will provide parents with access to an online grade book system called DreamClass. The system can be accessed at any time and displays the current grades in all a student's classes. In addition, teachers may contact parents whenever a student shows worrisome academic performance or behavioral changes.

K. Conferences



There will be conferences once each semester, shortly after the first and third quarter's end. Students are required to attend the conference with their parent. Additional meetings with parents are most welcome. Appointments should be made directly with the teacher.

L. Textbooks

Some textbooks assigned are valuable school property and are loaned for the convenience of the students (non- consumable books). These books may not be written in, should be taken care of, and must be covered. The rest of the textbooks are consumable; they are the property of the student and are intended to become part of the student's personal library. Consumable books may be written in and annotated. Damaged or lost textbooks will result in the assessment of fines for their replacement. Diplomas, transcripts, and report cards will be held for students with unpaid book fees.

M. College Admissions

Chesterton Academy of The Florida Martyrs will assist students in locating college catalogs, information on national tests, and other materials ordinarily required for admission to colleges. Prominent dates and deadlines will be publicized. All questions about college applications can be referred to the headmaster. Student transcripts can be ordered for college applications through the school office. Students are asked to complete a form in the office and leave one week for processing. The transcript fee is \$5.00 per request. Transcripts may be held for unpaid tuition or fees.



07. Uniform Policy

A. Uniform Expectations

The Chesterton Academy of The Florida Martyrs dress code supports the school's purpose of forming morally serious persons. Our uniform provides the students and local communities with an appearance that encourages and represents school identity, school spirit, unity, discipline, as well as a gold standard for an academic and professional look, the origins of which are classic and traditional. It promotes the values inherent in our school's mission and allows our students to be recognized as members of the academy, in addition, it lets each student be recognized for who they are, not for what they are wearing. Students must wear their uniform in a respectful manner, mindful that they are representatives of the school and leaders in an academic environment.

Learning to maintain a neat, professional appearance is part of a student's education. Students should always be fully in uniform while on school grounds, unless participating in a school-sponsored after-school activity with permission to change fully out of uniform. Students must arrive and leave school in full uniform, including blazer (when required to be worn).

Modesty, cleanliness, and formality 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 of The Florida Martyrs 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.

It is the responsibility of both the parents and the student to know and abide by the school dress code standards and uniform expectations. Please make sure you are familiar with what is required and help your son or daughter to comply. When parents enroll their children in the school, it is with the understanding that the uniform code, along with other school expectations, regulations, and policies, will be followed. Uniforms are just that—uniforms. They are not intended to reflect the fashion trends of the moment. The uniform policy pertains not only to clothing but also to accessories, jewelry, hair, and like items. No article of clothing that is not part of the uniform (e.g., sweater, vest, sweatshirt, hooded sweatshirt, overcoat, raincoat, poncho, hat, etc.) may be worn in school.

For blazers, shirts, sweaters, trousers, skirts, ties, and belts, please label with the student's name (e.g., John Smith or Smith). The label should be placed on the inside collar of the blazer, shirt, and sweater, on the inside of the trousers and skirts and on the back of the tie and belt. This simple expedient will save much money and anguish.

We are aware that often you can buy similar items at other places. Often, however, these reduced priced items do not wear as well, last as long, or look as neat as our uniform items. Therefore, we request that you purchase all the required items through Schoolbelles only. This will streamline the process and help us maintain the highest standards of uniformity in the dress code during the entire school year. The Schoolbelles website is schoolbelles.com, and you can order uniforms using the school code s3156.

If at any time during the school year the policy needs to be changed, parents and students will be informed immediately. Please be aware that the final interpretation of the uniform policy resides with the headmaster.

B. Uniform Standards for Ladies

Ladies should aim for a simple elegance that is appropriate for these years. Uniforms should always be clean, and blouses always tucked in. Additionally:

- Makeup for ladies must be light, simple and natural-looking. Foundation, light mascara, and light blush may be worn, but no eyeliner or eye shadow. Chapstick or clear or light lip-gloss is allowed. No colored lipstick or colored lip-gloss are allowed.



- No sweatshirts, hoodies or other jackets should be worn over the uniform. If you are cold, you must wear the school sweater and/or the blazer to keep warm. Nail polish is allowed but should be muted, tasteful, and professional. Nails should be clean and of moderate length.
- Hair accessories should be tasteful and professional. No athletic headbands, no bandanna headbands, no bright distracting colors. Color of hair accessory should complement the uniform.
- Ladies' hair should always be neatly groomed and clean. Hair color should be natural hues. No streaks of unnatural colors (reds, pinks, greens, etc.) on any part of hair.
- 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. Aside from ear lobe piercing, no other body piercings or tattoos are allowed. Only one earring per lobe, studs only, can be worn in school at a time.
- One bracelet and one watch may be worn. (No smart watches allowed, Fitbits are permitted, but text notifications and other connectivity must be off). One lapel pin may be worn so long as it aligns with our mission.
- All jewelry should be tasteful, professional, and not excessive in size or number. No perfumes are allowed.
- No head gear may be worn inside (winter hats, baseball caps, etc.). The only exception is the option for ladies to wear a veil inside the sanctuary only.
- All ladies should enter the building in complete uniform and be ready for the day ahead. When leaving at the end of the day the uniform in full must be worn until you leave campus.

C. Ladies' Uniform

| Item | SchoolBelles Style | Color | Description |
|----------------------|---|-----------------------|---|
| Blazer | #5820 | Navy w/logo | The blazer is optional from the first day of school through September 30 th . From October 1 st through the last day of school, students are required to wear the blazer to and from school. They may remove the blazer during school if desired. |
| V-Neck Sweater | #1983 long sleeve pullover - or- #1964 vest | Navy w/logo | Both the long sleeve pullover and the vest may be worn year-round, and either may be paired with the blazer when the blazer is worn. |
| Oxford Shirt | #1770 short sleeve or #1771 long sleeve | 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. |
| Skirt (Grades 9-10) | #3521 two kick pleated | Grey Herringbone 4204 | Length required is mid-knee to below-the-knee. If full kneecap is exposed while standing straight, the skirt is too short. Skirts are to be no shorter than the crease of the back of the knee. This usually requires ordering a size Long. The skirt should be worn on the waist and not on the hip. Navy or black bike shorts should be worn under skirt. |
| Skirt (Grades 11-12) | #3521 two kick pleated | Grey/Navy 4104 | |



| | | | |
|---|--|-------|--|
| Socks | #1640 Opaque Knee High -or- #8625 Opaque Tight -or- #8621 Bamboo Knee High | Navy | Opaque, not cable. Knee highs must reach up to the knee. They should not be at mid-calf or lower. |
| Shoes | N/A | Black | Must be a dress shoe, solid black leather dress flats with closed toe and full back. Must be polished and clean. Simple ornamentation allowed (e.g., bow, tassel), no tags/labels/symbols on outside of shoe. No moccasins, canvas, or suede. No Keds, Sperry's, Vans, Toms, Converse, or similarly styled shoe. |
| White Undershirt— Optional but recommended | N/A | White | If needed for warmth. Plain white with no patterns or lace showing. Undergarments should never be visible. |
| Formal Attire for Gala, Lessons and Carols, Spring Fine Arts Festival, and Graduation | | | Black floor-length formal dress. Purchase from www.stageaccents.com . #5269 Dahlia Girls or #8864 Dahlia Ladies black floor-length formal dress. Solid black dress flats. Dress should be hemmed to touch front toe of shoe. If questions, please ask before hemming. |

D. Uniform Standards for Gentlemen

Gentlemen should likewise aim for a simplicity that is appropriate for these years. Uniforms should always be clean, and shirts ironed and always tucked in. Additionally:

- Only solid white tee shirts may be worn under the white oxford. No wording or pictures on the tee shirt should be visible.
- No sweatshirts, hoodies or other jackets should be worn over the uniform. If you are cold you must wear the school sweater and/or the blazer to keep warm. A coat over the blazer is acceptable when arriving or leaving the school.
- Simple chains and medals should be tucked under the shirt. No visible piercings or tattoos are allowed.
- One bracelet and one watch may be worn. (No smart watches allowed, Fitbits are okay, but text notifications and all other connectivity must be off). One lapel pin may be worn so long as it aligns with our mission.
- Gentlemen's hair should always be neatly groomed and clean, with no highlights or dyeing. Hair must be trimmed above the eyebrows, ears and collar.
- All young men should be clean-shaven with sideburns not extending beyond the middle of the ear. Facial hair is not permitted.
- Gentlemen may not wear cologne.
- No head gear may be worn inside the building (e.g., winter hats, baseball caps, etc.).
- All gentleman should enter the school building in full uniform and be ready for the day ahead. When leaving at the end of the day the uniform in full must be worn until you leave campus.



E. Gentlemen's Uniform

| Item | SchoolBelles Style | Color | Description |
|----------------|--|------------------------|---|
| Blazer | #5825 | Navy w/logo | The blazer is optional from the first day of school through September 30 th . From October 1 st through the last day of school, students are required to wear the blazer to and from school. They may remove the blazer during school if desired. |
| V-Neck Sweater | #1993 long sleeve pullover #1994 vest | Navy w/Logo | Both the long sleeve pullover and the vest may be worn year-round, and either may be paired with the blazer when the blazer is worn. |
| Oxford shirt | #5760 short sleeve -or- #5761 long sleeve | White w/logo | Collar buttons must always be buttoned. |
| Pants | #5202 plain | Dark Grey | Plain front |
| Socks | #1653 | Grey | May be purchased from another vendor as long as they are solid grey dress socks that match the pant color and are at least calf length. Ankle or calf may not be exposed at any time. Gold Toe Charcoal are the best and can be purchased at Kohl's or online. |
| Shoes | N/A | Black | Must be a solid black dress shoe, including soles, and able to take a shine and have non-scuff soles. No obvious brand logos. Shoes are always required. |
| Belt | #6305 | Black | Non-woven, leather belt with a simple buckle. This can be purchased at Schoolbelles or from any vendor. |
| Tie 9-10 11-12 | #4827 | Gold/Navy Navy/Gold | The underclassmen's Gold and Navy Striped tie (#4827) is to be purchased at Schoolbelles. |



| | | | |
|---|--|--|--|
| Formal Attire for Gala, Lessons and Carols, Spring Fine Arts Festival, and Graduation | | | Black dress pants and suit coat, white dress shirt (not oxford) and solid black bow tie. Solid black dress socks (must be to mid-calf) and black dress shoes (polished and in good condition). Some gentlemen choose to purchase a tuxedo from Stage Accents (www.stageaccents.com), the Premier Tuxedo Ensemble #ENSB. (no patterns on bow tie and no pocket squares, lapel pins, vests, etc. allowed). |
|---|--|--|--|

F. Out of Uniform Policy

On special occasions, we will invite students to attend school or school-sponsored events (e.g., dances, field trips, retreats, etc.) out of their uniforms. If students choose to attend an out-of-uniform event in their uniforms, they must meet all standards of being fully in uniform (e.g., shirt tucked in, modest accessories, proper shoes, correct sweater/blazer/apparel, etc.).

The out-of-uniform expectations are event-specific and will be announced before each event. However, they will always include:

- No ripped or dirty clothing.
- No overly revealing clothing: this refers to factors including but not limited to cut-outs in clothing (e.g., shoulder or midriff cutouts), overly tight clothing (e.g., leggings), and no short skirts (that hit above the knee). No text or imagery that does not align with our mission.

If at any time during the school year these policies need to be changed, parents and students will be informed. Please be aware that the final interpretation of dress policies resides with the headmaster.

G. Sports Uniforms

Each team will receive a sports uniform and practice uniform policy at the start of the season. Each athlete is responsible for taking care of his or her uniform and must return it in good condition at the end of the season.



08. Athletics, Extracurricular Activities, Clubs, and Code of Conduct

Chesterton Academy of The Florida Martyrs 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. The purpose of extracurricular sports, clubs, and other activities at CAFM is for student participants to develop virtues such as: sportsmanship, teamwork, self-discipline, perseverance, physical fitness, and personal responsibility.

Given our limited resources, parental assistance and involvement in these efforts is essential. Moreover, students have an opportunity to develop their leadership and organization skills by spearheading and founding a club. This will give our students valuable assets, talents, and experience both now and in the future. A new club can be proposed by students following the school's club approval procedure. The Director of Student Life will provide interested students with the proposal form. All clubs must have a faculty advisor.

As a CAFM member of an extracurricular activity, students are representing the school and are expected to be a positive reflection to the broader community. Each student participant is responsible for his/her behavior and work ethic and should be fully committed to the CAFM extracurricular and athletic programs in which they participate. At school and sporting events and practices, where non-uniform attire is worn, students must keep in mind that they are still representing CAFM, and that the basic rules of modesty, cleanliness, and propriety apply.

Our single-sex sports teams are made up of club and competitive teams working mainly on skill development and will include scrimmages, tournaments, and games. Boys and girls are not allowed to practice together. There may be a fee to participate which will be billed through our website. There are also other clubs for students: yearbook, improv, etc.

If you choose to participate in a sport, you are expected to commit to the sport. This means attending practice, working on your skills, communicating with coaches, participating in scheduled games, and following the uniform policy set forth for practices and games. Our school mascot is the Saints.

A. Student Athletes Will:

1. Tell the truth in all situations with the volunteer leaders/coaches and teammates, and not make excuses.
2. Keep cell phones in their backpacks until they are excused from practice; they may not be used during water breaks, but only at the end of practice for communication about rides.
3. Support the full effort and skills their teammates exhibit by resisting the urge to complain, think negatively, gossip, take part in cliques, act selfishly, or engage in any other behavior that will disrupt team/club chemistry. They will build up their friends by choosing to do what is right.
4. Be loyal to the team/club and to the volunteer leaders and coaches by effectively communicating for mutual understanding.
5. Conduct themselves in a virtuous manner as to bring credit to themselves and Chesterton Academy of The Florida Martyrs by taking responsibility for their actions and belongings. Show genuine appreciation to those who work on their behalf: coaches, drivers, administrators, support personnel, referees, etc.
6. Be accountable for meeting all team/club requirements by attending every possible practice, match, and team function on time and ready to participate fully. Perform with full effort and intensity to the best of their ability in all practices and competitions. If not able to attend an activity, they will communicate directly with the leader/coach in person or via email/Plus Portals message or a message left with the office.



7. Recognize the unique aspects of the sport and/or club, learn from their mistakes and never make excuses or lay blame. Glorify God in every situation.
8. Learn to live with gratitude and respect for all that has been provided for them in this program and school by keeping the facility areas clean, picking up after themselves and always bringing what they need to meetings, practices, and games.
9. Strive to be coachable and accept the decisions made by the leaders/coaches regarding the team/club by realizing that a team is made up of individuals and that not everyone can start or have equal playing/sharing time. They will accept their role on the team/club by doing what it takes to be the best at that role.
10. Pray for their teammates, coaches, leaders, parents, etc. while keeping a positive attitude, smiling, enjoying, having fun, and thanking God for the gifts, talents, and blessings he has bestowed on them every day. Act for the greater glory of God.

B. Parents and Spectators Will:

1. Remember that the game is first and foremost for the student participants, not adults and other spectators.
2. Inform the coach of any physical disability or ailment that may affect the safety of their child or the safety of others.
3. Be a positive role model for their child and encourage sportsmanship by showing respect and courtesy, and by demonstrating positive support for all players, coaches, officials and spectators at every game, practice, or other sporting event.
4. Not engage in any kind of unsportsmanlike conduct with any official, coach, player, or parent such as booing and taunting, refusing to shake hands, or using profane language or gestures.
5. Teach their child that doing one's best is more important than winning, so that their child will never feel defeated by the outcome of a game or his/her performance.
6. Praise their child for competing fairly and trying hard.
7. Teach their child to play by the rules and to resolve conflicts without resorting to hostility or violence.
8. Never ridicule or yell at their child or other participant for making a mistake or losing a competition.
9. Emphasize skill development and practices and how they benefit their child over winning.
10. Promote the emotional and physical well-being of the athletes ahead of any personal desire they may have for their child to win.
11. Respect the officials and their authority during games.
12. Never question, discuss, or confront coaches during practice, during a match, or during a tournament and take time to speak with coaches at an agreed upon time and place. Allow 24 hours to pass after a match before confronting a coach on any issues.
13. Not compare the skill, courage, or attitude of their child with that of other players within the hearing of their child, nor discuss other players with the coaches or with other parents.
14. Honor the game and encourage other parents to do the same.



09. Fundraising

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

Fundraising has a broad meaning. It is an activity a parent undertakes to spread the mission and joy of the school and the Truths taught. When one parent talks to another about the good things experienced, this is a beautiful work of “fundraising” by being an ambassador of the school and helping to market the mission. **We ask all parents and students to be ambassadors for Chesterton Academy of The Florida Martyrs.** An ambassador speaks the truth, goodness, and beauty of Chesterton Academy of The Florida Martyrs always when sharing with those outside CAFM.

A. Reminders Regarding the Gala

The gala is essential to making this school possible. Its first purpose is to raise money for school operations. Its second purpose is to promote the school with partners and prospective families. The gala programming, our ambassador training, and our attendance rules are all focused on helping us succeed in those two primary purposes.

The gala is a required event for all students, and each student must attend with *at least one parent* (for the purpose of chaperoning the student).

Only current students are allowed to attend the gala and all students must attend in full gala uniform which is detailed in our uniform code which can be found in this handbook as well as online at chestertonpensacola.org/admissions/uniforms. Please order it before October 1 since students will also need their formal uniform for Lessons and Carols in December.

We also need parents' help to make this work by volunteering before, during, and after the event. There are many volunteer needs, but the primary areas are auction (procuring items, website, intake, organizing staging, and photography), clerical and data entry, preparing and mailing invitations, tax letters after the gala, and on-site preparations and clean-up.

Individuals under the age of 21 are not permitted to attend unless accompanied by at least one of their parents. CAFM alumni under 21 are welcome but must attend with one of their parents. Although this is a joyful event, it is also not meant to be a dance or a social for students, even though it features beautiful dance exhibitions by the students. It is a fundraiser and essential for the future of the school.

Please know that you may be seated with another family or party of guests at the gala if you are not a full table sponsor. Families who buy table sponsorships will be given precedence in table location in the order in which they purchased their tickets. If a family does not buy a full table, the school will simply place them at a table which makes sense given the number of guests in their party. We have limited ability to accommodate seating requests for non-sponsor ticket purchases but will try our best.

Please let us know your table guests and dinner orders a month before the gala. They can be communicated by sending us your invitation RSVP card (feel free to make copies for multiple tables) or via the gala website.

In addition to a direct solicitation of gifts at the gala, there are a number of fundraising elements that comprise the gala every year, and they offer families many ways to jump in and help us make this a successful gala.



- Tickets prices and sponsorship levels are still to be determined; parents should buy or fill at least one table and are encouraged to purchase sponsorships if they have the means. They are also welcome to tell friends and family about the gala and can encourage them to buy tickets
- A raffle that introduces many new supporters to our school: students are in charge of selling a set number of raffle tickets per gala, and this makes up a significant portion of our fundraising goal
- Our silent auction is supplied by the efforts to procure rather than buy items from local stores (which helps to drive organic support for the school). Parents can help us in many different ways to make the auction a success. They can be on our procurement committee and help students find shops to visit and ask for gifts, they can help organize and stage baskets, do data entry, process intake forms and tax letters, and/or photograph baskets
- An ad book that helps us give sponsors a chance to promote their businesses/organizations with our community



10. Appendix A: Being Catholic

Chesterton Academy of The Florida Martyrs views the daily participation at Mass as much a part of our curriculum as the normal academic subjects. Just as a person is imperfectly educated if he has not had instruction on the proper way to write, so too is he imperfectly educated if he has no guidance on the proper worship of God.

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

1. Who celebrates the liturgy of the Church? The whole community of those who are united to Christ, both living and dead (1136, 1140). All those who are baptized therefore share in a “common priesthood.” (1141)
2. If all share in a common priesthood, why are some called “priests” and others not? Not all members of the common priesthood have the same function in the liturgy, but some of its male members are called to act in the person of Christ for the service of the Church. (1142)
3. What other functions can people perform in the liturgy? Servers, readers, commentators, and members of the choir also exercise a genuine liturgical function. (1143)
4. What is the liturgy comprised of? The liturgy is comprised of physical signs and symbols (1145). It is comprised of signs and symbols from creation (such as fire, smoke, water, candles), daily human life (eating, drinking, and washing), and the history of salvation (the Passover meal). (1189)
5. Why is the liturgy comprised of physical signs and symbols? Because God, though he is invisible and spiritual (1159), speaks to human beings through the visible, physical world (1147). (God Himself became incarnate.)
6. What criteria should we use to determine if liturgical music is appropriate? There are three criteria (1157):
It must be beautiful and expressive of prayer.
Some of the music must be sung by the whole assembly.
It must preserve the solemnity of the liturgy.
7. The Liturgy is also called “the sacrifice of the Mass”. Why is it a sacrifice? The Eucharist makes Christ’s sacrifice on the cross really, and not merely symbolically, present. (1366,1374)
8. What is the Eucharist? The Eucharist is a sacrament of the Church in which Christ is truly, really, and substantially present, as both God and man, under the appearances of bread and wine. (1374)
9. 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)
10. 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)



11. 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):

- It must have grave matter, that is, it must break one of the Ten Commandments.
- 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.
- We must give complete consent to the sinful action.

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

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

Guidelines for Participation in Mass

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

1. Students should arrive to mass a few minutes early. Students who come late should quickly and quietly find a seat. Remember, it is the Lord you are interrupting.
2. Students will sit in the first row of the sanctuary, girls on the left, boys on the right.
3. Be reverent. Genuflect toward our Lord in the Tabernacle when entering and exiting the pews at the beginning and end of Mass. Sit up straight and do not slouch. Avoid hands in pockets. Out of respect for our Lord, on days when a recessional hymn is being sung do not close your hymnal until the song is finished.
4. After a prayer of Thanksgiving, exit in a quiet and respectful fashion. Others will remain to pray and the life of the parish goes on as we are leaving. Upon entering the narthex immediately proceed to class.
5. Participate. Sing the hymns when invited. Say or sing the responses. If you are uncertain about the Mass responses, use the missal in the pews. Stand when the congregation is invited to stand. Kneel when invited to kneel.
6. Per the Catechism, people should fast for one hour prior to reception of the Eucharist. Gum, coffee, and snacks (but not water or medicine) break that fast. (1387)
7. 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)
8. Per the US Catholic Bishops, our Protestant brothers and sisters and other non-Catholics should not receive the Eucharist at a Catholic Mass. To do so would imply a full unity of belief that does not yet exist.
9. When receiving our Lord, it is customary to kneel at the altar rail or 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.



A. 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. Grace
After Meals
We give thee thanks, Almighty God, for these and all Thy benefits which we have received 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

B. Prayer for Chesterton Academy of The Florida Martyrs

Dear Heavenly Father,

We thank You for providing Chesterton Academy of The Florida Martyrs.

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

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

Joseph, guardian and protector pray for us.

Holy Family of Nazareth hear our prayer.

Amen.



11. Appendix B: To Our Students – On Effective Studying

Why do some students fail? It is not because the work is too difficult for them, but because they do not study effectively. They fail to do so because they do not know what studying means, they are lazy, they do not know how to study, or they are used to studying for the wrong reasons.

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

You will know that it is easy to study something if you are already interested in it. The best way to generate interest in something that does not at first interest you is—paradoxically—to study it. “It’s boring,” is a statement of ignorance, saying more about oneself than the material to be learned. Have faith in your teachers and in the curriculum that the matter at hand will be interesting.

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

“I don’t want to fail” (pride)

“I don’t want to be on probation” (fear)

“I need good grades to get into college” (ambition)

“I don’t want to appear stupid” (vanity)

“I don’t want to disappoint my parents” (fearful, emotional obedience)

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

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

Excerpted from St. Stephen’s Academy Parent-Student Orientation Handbook, Sacramento, California



12. Appendix C: Medical Conditions/Medication Policy

Parents of students with chronic medical conditions should report this information to the administration.

Any temporary illness that might warrant periodic medication during school hours must be reported to the administration. No medication of any kind will be dispensed at school without written permission from the parent or guardian on a form provided by the school. If a student needs to receive prescription medication during the school day, he/she must bring the medication in the original safety bottle, clearly marked and identified. Any administration of medication prescribed or over-the-counter (OTC) must be given at the dosage listed on the container. Any dosage of medication that is to be different from the listed dosage must be documented with written notification from a physician. The note will be kept on file in the Office and medication will be dispensed only by a staff member who is properly trained. Unless authorized by a doctor (via prescription bottle) or parent (written note for OTC medications), no medication may be dispensed by school personnel.



13. Appendix E. Statement of Understanding & Signature Page

This Chesterton Academy of The Florida Martyrs Saints handbook contains the basic policies and procedures by which Chesterton Academy of The Florida Martyrs functions. The disciplinary procedures/regulations and academic programs/policies contained herein are designed to provide a school atmosphere which promotes beliefs and behaviors characteristic of Catholic life and which facilitates the serious pursuit of academic achievement.

The registration and subsequent attendance of a student at Chesterton Academy of The Florida Martyrs constitutes an expressed agreement on his or her part as well as on the part of his or her parent(s) or guardian(s) to comply with the policies and procedures of the school and to demonstrate a commitment to the school's mission statement. The school reserves the right to review any failure by a student or his or her parent(s)/guardian(s) to fulfill their responsibilities and procedures. Failure to read the material contained in this handbook does not excuse the student or his or her parent(s)/guardian(s) from responsibility for the information and/or regulations herein stated.

It should be noted that upon written request, Chesterton Academy will release copies of official school documents on a student to a parent/guardian not residing with the student if no court documentation on file in the school office prohibits doing so. It remains the responsibility of the student's parent/guardian to make sure that any such documentation is up to date.

We have read the Chesterton Academy of The Florida Martyrs Saints Handbook, inclusive of the sections entitled: Our Mission & Philosophy of Education, Our Catholic Identity, Basic Expectations, Mentorship and Discipline, Uniform Policy, Academic Expectations, Athletics, Extracurricular Activities, Clubs and Code of Conduct and Fundraising. We understand the policies and procedures described within, agree to be governed by these, and will endeavor to fulfill our responsibilities regarding this information.

Father's Name (Printed)

Father's Signature

Mother's Name (Printed)

Mother's Signature

Student Name (Printed)

Student's Signature

Date: