



WE ARE:  
**GRACE!**



**CHESTERTON ACADEMY**  
OF ST. JOHN PAUL II CLASSICAL SCHOOL

# Family Handbook 2025-26

**Chesterton Academy of St. John Paul II Classical School**

**320 Victoria St. Green Bay, WI 54302**

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**[www.sjpclassicalschoolgreenbay.org](http://www.sjpclassicalschoolgreenbay.org)**

**[gracesystem.org](http://gracesystem.org)**

*The mission of Chesterton Academy is to help parents raise up a new generation of joyful leaders and saints, educated in the classical tradition and the truths of the Catholic faith. Our rigorous, integrated curriculum unlocks student's potential and prepares students to succeed in college and professional life, and to excel in service of family, country, and of Christ our Lord.*

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## HEADMASTER WELCOME

### Dear Chesterton Academy Families,

Laudetur Iesus Christus! It is with great joy and gratitude that I begin my service as Headmaster of the Chesterton Academy of Saint John Paul II Classical School. From my first encounter with this community, I have been inspired by its fidelity to our motto, *Cultura Vitae*—the culture of life—and its wholehearted embrace of Christ’s call to live fully in Him.

Here, faith and reason are inseparable. We begin each day with the Holy Mass, and our students encounter the sacraments regularly through confession, adoration, and retreats. Our seniors’ pilgrimage to Rome brings them to the heart of the Catholic Church, deepening their understanding of her truth, beauty, and history. In the classroom, our classical curriculum cultivates virtues and hones skills essential for life—clear thinking, articulate expression, and a love of wisdom.

One of the ways in which we live out the rich tradition of school and learning is through the House system, stretching back a thousand years, fostering friendships, leadership, and responsibility, helping students to grow in virtue within a supportive community.

As one of the themes in Chesterton’s book “What’s wrong with the world?” it is pointed out that a primary point of concern within our society is a lack of gratitude. As Eucharistic people, our patron, G.K. Chesterton, reminds us “that thanks are the highest form of thought, and that gratitude is happiness doubled by wonder.” Our Catholic education is radiant with joy, reason, and charity when grounded in gratitude - the Eucharist. Chesterton’s example challenges us to engage the world with both clarity and kindness.

I look forward to building on the strong foundation laid before me, while continuing to seek new ways to help our students encounter Christ and grow into the saints they are called to be. I warmly invite you to visit our school and see for yourself the *Truth, Goodness, and Beauty* that animate our mission each day.

In Christ,  
Mr. Eric Schreiber  
Headmaster

“Education is simply the soul of a society as it passes from one generation to another.”

— G.K. CHESTERTON

## REQUIRED RESOURCES

This Family Handbook includes expectations and practices in place at Chesterton Academy. All practices and expectations are based on Diocesan Board of Education and GRACE School System policies which are the governing authorities of Chesterton Academy. Interpretation of this Handbook is ultimately the responsibility of the school Headmaster and system President.

- **Diocese of Green Bay Board of Education Policies - [LINK HERE](#)**
- **GRACE Family Handbook 2025-2026 - [LINK HERE](#)**
  - Academic Calendar
  - Accreditation
  - Bullying/Discipline
  - Child Abuse Laws
  - Admissions and Enrollment
    - Admissions
    - Preschool Readiness
    - First Grade Eligibility
    - Grade or Program Changes
    - Transfers within GRACE
    - Exits
  - Food Service
  - Media Release
  - Medication Policy
  - Non Discrimination Statement
  - Parents at Primary Educators
  - Promotional Media Release
  - Tuition and Fees
    - Financial Aid

This Handbook is available on our website. The GRACE Family Handbook protocols are linked within this School Family Handbook electronically.

The School and GRACE School System retains the right to amend the Handbooks for just cause. Parents/Students will be given notification when changes are made.

As completed within the enrollment process, parent(s)/guardians(s) agree to be governed by Chesterton Academy and GRACE Family Handbooks and understand that it is my/our responsibility to read and comply with all policies contained in the Handbooks and any revisions made to them.

## ABOUT GRACE

The Green Bay Area Catholic Education (GRACE) school system is a 23-parish collaborative educational ministry that operates eight preschool through eighth grade schools and one preschool through eleventh grade classical school. Formed in 2008, GRACE's neighborhood schools are geographically distributed throughout the greater Green Bay area with strong connections to the area parishes and the broader community.

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## I. Our Philosophy of Education

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

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



Intellectual



Character



Spiritual

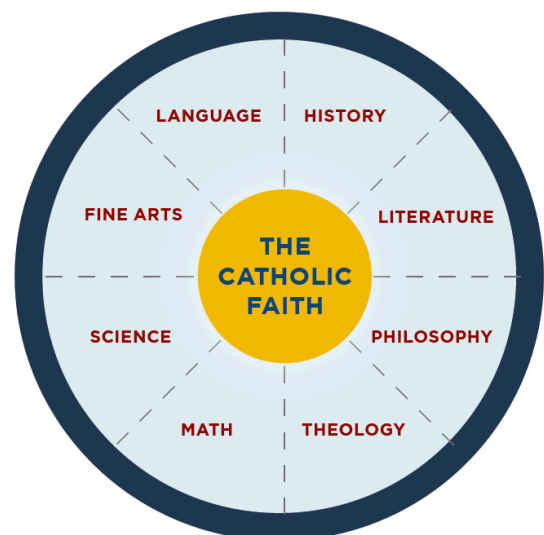
### A. Intellectual Formation: Curriculum and Pedagogy

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

The science curriculum uses college preparatory texts that take students through astronomy, biology, chemistry, and physics. Mathematics instruction begins with Euclidean geometry and continues through pre-calculus or calculus. All students are required to have four years each of math and science.

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

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



## B. Character Formation: The House System

The Chesterton Academy House system draws on the **1,000-year-old tradition of Christian education** exemplified in the colleges at Oxford and Cambridge. Houses provide real, tangible community within the larger school, giving our students the opportunity to take ownership, to exercise true leadership, and to grow in virtue. Each student is assigned to one of four houses for their tenure at Chesterton Academy and can lead as a House Prefect during their junior and senior years. The Houses are named for the four saints who stand beneath the Chair of St. Peter in St. Peter's Basilica: Saints Ambrose, Augustine, Athanasius, and Chrysostom. Each faculty member is also assigned to a house as a guide and mentor.



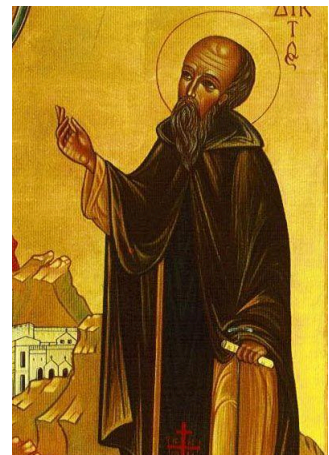
## C. Spiritual Formation: Sacraments and Service

At Chesterton Academy, students begin each day by attending Mass at [St. Philip the Apostle](#) Parish on campus. This practice allows students to start the school day with the “source and summit of the Christian life,” (*Sacrosanctum Concilium* 47), fosters the lifelong habit of attending Mass regularly, and builds connections between the school and local parish. Every year begins with a retreat for students and staff. Throughout the school year, students are offered regular opportunities for confession, adoration, retreats, and service. This is accomplished through the many different area diocesan priests, [Institute of Christ the King](#) canons and [Norbertine priests](#) as well as the sisters of [Missionaries of the Word](#).

## II. Basic Expectations

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

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





## A. Schedule

Doors will open at school by 7:30 a.m. at door #7. Every day begins with morning assembly at 7:50 a.m. Students are to be seated with their House and prepared for the day by 7:50 a.m. Classes are 41 minutes each with 3-minute passing periods. Every day, the students will pray the Angelus before lunch, and lunch will be followed by a lyceum period which will be used as recreation time as well as an opportunity for houses to meet. The day concludes at 3:15 p.m.

7:30 a.m.	Door #7 open for high school students and their siblings
7:50-8:10	Assembly
8:15-8:45 a.m.	Mass
8:50-9:31 a.m.	Period 1
9:34-10:15 a.m.	Period 2
10:18-10:58 a.m.	Period 3
11:01-11:42 a.m.	Period 4
11:45-12:26 p.m.	Period 5
12:26-1:03 p.m.	Lunch/Lyceum
1:06-1:47 p.m.	Period 6
1:50-2:31 p.m.	Period 7
2:34-3:15 p.m.	Period 8
3:15 p.m.	Dismissal

## B. Mass and Prayer

The Holy Sacrifice of the Mass is the source and summit of the Catholic faith and the pinnacle of the school day. Attendance at Mass is obligatory and begins the schedule of daily instruction. Prayer before each class, the Angelus/Regina Caeli at noon, and a blessing before eating lunch will also be the school practice. Prayers used throughout the day can be found in Appendix D.

## C. Attendance

Daily attendance and classroom engagement are critical to a student's joy and success. All students are expected to be present each day. Late students should report to the Chesterton Academy office. When absences occur, a student is expected to make up any work missed. Unfortunately, in-class engagement, which is an integral part of our education, cannot always be made up and absences may adversely affect grades.

**Mass:** Students are expected to attend daily Mass at St. Philip the Apostle church.

**Unexcused Tardy:** Students should be in uniform and on time for assembly and every class. Students have three minutes of passing time between periods and should use this time prudently. They may carry a backpack with them throughout the day. An unexcused tardy to class will result in the student receiving a demerit.

Students should be on time for school. An unexcused tardy will result in the student receiving a demerit. Examples of an unexcused tardy include being late for school (1) on account of traffic, (2) on account of a carpool, (3) for any reason other than illness or an appointment.

**Unexcused Absence:** Unexcused absences from school will result in a demerit or other disciplinary action. Absences are considered unexcused unless they are the result of serious illness, family emergencies, or are pre-approved by the administration.

**Excused Absence:** Serious illness, family emergencies, and pre-approved absences qualify as excused.

**Athletics Participation:** Attendance for the full school day is mandatory on the day of an athletics contest or event. Students returning to school after a medical or dental appointment must turn in a signed and date/time-stamped note from the provider for the student to participate in practice or competition. Judgment on special circumstances such as family emergencies, funerals, or college visits will be left to the discretion of the headmaster.

**Parents must call the office at 920-617-9542 before email [casjpiioffice@gracesystem.org](mailto:casjpiioffice@gracesystem.org) to report an excused absence.**

Only *seven* absences are allowed per semester. Per semester, *upon the seventh absence*, excused or unexcused, the headmaster or teacher will hold a conference with a parent; *upon the tenth absence*, the headmaster or a teacher will hold a second conference with a parent to discuss next steps or consequences.

Chesterton Academy will follow and comply with all legal requirements under Wisconsin State Statute 118.15 as they apply to school attendance. **If a student exceeds 10 excused absences within a school year, parents/guardians will be asked to provide documentation relating to the specific student situations.** In such instances a phone call will not suffice. If documentation is not provided, the absence will be reported as unexcused and a student will accumulate a demerit for each absence beyond 10 (except for extenuating family or medical reasons).

The headmaster may determine on some occasions that the student's circumstances constitute an exception to this rule.

## D. Transportation and Parking

Families are responsible for dropping off students and picking them up from school at the end of the day. School ends at 3:15 p.m.

Parking is available across the street from the south side of school on Crooks street where the basketball hoop is. If younger students accompany a Chesterton student, they may park in the attached lot of the school.

## E. Uniforms

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

## F. Messages and Telephone Use

Students are *not* permitted to leave class or receive messages without permission during the school day. It is understood that all business will be handled through the school office. An urgent matter should be reported immediately to the headmaster, dean, or school office. Action will be taken in accordance with the importance of the message. A telephone is provided in the office for student use.

## G. Electronic Devices

Students are *not* permitted to use cell phones or any other electronic devices at school or during field trips, etc. Cell phones must be **turned off and in their assigned locker** during school hours, which begin when students enter the school. Phones, earbuds, and headphones should be out of sight at all times. Students may only use their phones after 3:15 p.m., the end of the school day **after they have exited the building.**

Any student with a cell phone or other unapproved device out during the day will receive a detention and the device will be confiscated and placed in the school office to be retrieved at the end of the day.

## H. Technology and Internet Use Policy

- [GRACE Schools - Technology Acceptable Use Policy Student](#)

### Student Chromebook Use

Chromebooks are tools provided by Chesterton Academy for the purpose of academic work only. Their use is a privilege and must reflect the intellectual and moral seriousness expected of all students.

#### General Guidelines:

- Chromebooks are to be used only when explicitly authorized by a teacher for academic tasks such as writing papers, conducting research, reviewing class materials, or completing assigned online coursework.
- Use of Chromebooks for chatting, messaging, socializing, gaming, or entertainment—whether via Google Docs, Sheets, Slides, or other platforms—is strictly prohibited.
- Students may not share documents, collaborate on digital platforms, or communicate via their school account unless it is directly related to the completion of a school assignment and approved by a teacher.

#### Study Halls:

- Students may use Chromebooks during study halls only with the permission of the supervising teacher and only for specific academic work.
- Unauthorized Chromebook use during study halls will result in immediate revocation of Chromebook privileges for the remainder of the semester.
- Freshmen are not permitted to use Chromebooks during study halls without a direct academic need and express permission from a faculty member.

#### Disciplinary Consequences:

- Misuse of Chromebooks will result in detention, and repeated misuse may result in the loss of Chromebook access during school hours.
- The administration reserves the right to check Chromebook activity and history at any time.

Students and families must understand that Chesterton Academy provides this technology not as a right, but as a tool to assist in academic formation. It must be used accordingly.

## I. Lunch

Students can bring their own lunches to school, or a hot lunch food service is offered. During periods of pleasant weather, students may also eat their lunches outside upon the direction of a teacher. Faculty will supervise students during the lunch period. Students will be responsible for cleaning up after their lunch period. Students do have access to a microwave. Carbonated, canned beverages are not permitted at any time. Water is the only beverage allowed in classrooms. A violation of the food policy will result in a demerit.

## J. Lockers

Chesterton 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. Misuse of lockers may result in the privilege being revoked. Students are to keep all belongings in their locker or on their person and are not to use the space above the lockers or any other space throughout the school for storage of their belongings. No decorations of any kind are permitted on the exterior of the

lockers apart from a House emblem provided by the school. Students are responsible for keeping their lockers orderly.

## K. Textbook Use

The curriculum at Chesterton Academy includes many classic works of the Western Tradition. We encourage the students to annotate in them and to keep them in good shape for returned use later in their lives. Students will also be issued textbooks which will be returned at the end of the school year; they are responsible for maintaining the condition of those textbooks. If a textbook is lost, damaged, or destroyed, the student or family is responsible for purchasing a new book.

## L. School Closings

In the event of inclement weather or any other building emergency (power outage, etc), CA utilizes a program that will send an email, text, or phone call to all parents. Note that for inclement weather, GRACE schools follow the Green Bay Area Public School District.

When school is closed due to weather or a building emergency, all after school athletics and extracurricular events are canceled.

## M. Senior Photos

- ❖ The yearbook deadline for senior photos is Friday of the first full week of school in January after Christmas break. These photos may also be used by the school for the gala, graduation or other school events.
- ❖ Senior portraits can be submitted to the 2024-25 CA yearbook staff through the CA office email: [casjpiloffice@gracesystem.org](mailto:casjpiloffice@gracesystem.org)
- ❖ All digital copies of photos should be saved at 300dpi resolution as .jpg files
- ❖ Yearbook photos should be color, vertical, close-up head-and-shoulder shots, with no hats, props, or hands in the photo.
- ❖ Although uniforms are not required, students must wear school-appropriate attire and **all shoulders must be covered.**
- ❖ Photos will be cropped to about 3/4 inch measurements from chin to eyebrow.
- ❖ Please communicate with your photographer to determine who will submit the photo to the yearbook staff and communicate with that person through the website link above. Also, during your session, be sure to tell the photographer which photo you would like submitted to the yearbook.
- ❖ The file should be labeled LAST NAME, FIRST NAME.JPG
- ❖ Students who do not have a professional photo taken must follow these guidelines or the student ID photo will be used in the yearbook.

## N. Required Extracurricular Events

Students will occasionally be required to attend events off campus and/or outside of school hours. *All students are required to attend the beginning of year retreat (August), the Advent choir concert (December), Sophomore play (November), annual gala (February), Spring Concert (late April), Junior play (January) and the senior play (May). At least one parent is required to attend the Back-to-School night. Other obligations may be required throughout the school year and will be made known to families in a timely manner.*

## O. Medication and First Aid

Chesterton Academy has no school nurse available, and therefore, our 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. 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 an unused classroom or office. If after one class period the student is not able to return to class, we ask that a family member or one of your emergency contacts come and take him or her home.

If a family has a student with particular medical needs, or the student requires prescription medications, the family must submit a completed Physicians *Authorization of Authorization*. With such a form on file, the student is allowed to carry an inhaler, Epi-pen, or similar life-saving device on their person for self-administration if needed. Other prescription medications must be given to office personnel for safe storage during the day. If a student requires a life saving device such as an inhaler or Epi-pen, a spare prescription should also be kept in the school office. Please see Appendix C for a full copy of the school's policy on life threatening allergies/asthma.

## P. Parent and Visitor Policy

If the student would like to bring a guest, the student must request and receive permission from the headmaster or dean at least one day before the guest's visit to the school and the guest is required to sign in at the front office upon arrival to the school. All prospective shadowing students must also request and receive permission in advance of a visit day from the headmaster and check in at the school office. All adult visitors must check in/out at the school office and wear a guest pass.

## III. Mentorship and Discipline

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

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



Students of Chesterton Academy are asked to have and to show respect for the truth they are learning, respect for those helping them to learn, respect for their fellow students, respect for the institution in which they are learning, and respect for themselves as children of God. This is Chesterton Academy's Code of Conduct. It exists to inculcate positive Christian habits and preserve the learning environment for all students. The discipline policy is designed to maintain a collegial environment, and teachers and staff are encouraged to use charitable verbal instructions as a first attempt to correct behavior. Our students are not yet fully formed and errors in judgment are to be expected. The following items are offered to assist the student's understanding of this code.

## A. Demerit

In order to better encourage discipline and excellence at Chesterton Academy, students will receive a “demerit” from teachers and/or staff for a minor offense. A minor offense is any breach of the rules or policies of the school that is the result of forgetfulness, disorganization, or avoidable accident. Examples include, but are not limited to, tardiness to class, uniform violations, and minor disruptions in the classroom or common areas. Receiving five demerits results in a detention. Given the minor nature of demerits, they cannot be appealed to the headmaster.

## B. Detention

A more serious breach of the rules will result in a detention. A serious offense is a 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 repeated use of electronic devices. A detention may be given out at the discretion of individual faculty or administration or may result from the accumulation of five demerits. Detention takes priority over other athletics and extracurricular activities.

For detention, the student must spend at least one lunch/lyceum, in the office, helping the staff, cleaning, or doing other duties as directed by the teacher or headmaster; this may be substituted with an alternative consequence at the headmaster’s discretion. Detentions will be held once per week. At the discretion of the headmaster and GRACE, *any particularly egregious offense that causes scandal or harm may result in immediate suspension or expulsion.*

## C. Disciplinary Eligibility

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

## D. Suspension

Serious disciplinary infractions or repeated minor violations of Chesterton Academy student policies merit suspension. During suspension, a student will be given assigned work by his/her teachers. This suspension homework must be completed and presented at the parents/guardians conference before readmission is granted. Parents/guardians must meet and confer with the principal before a suspended student is reinstated. The following types of suspension are used at Chesterton Academy.

- In-school Suspension - A student will be confined to a supervised room in the school. Morning and afternoon supervised bathroom breaks will be allowed. Lunch will be eaten in the supervised area. The student may not attend or participate in any school function.
- Out-of-school suspension - A student may not enter the school grounds without written permission from administration and may not attend or participate in any school function.

## E. Expulsion

Expulsion is the permanent exclusion of a student from a school. Full credit will be given for all work accomplished by the student up to the date of expulsion. Expulsion from GRACE schools begins with suspension by the Headmaster. This removes the student from school until the proposed expulsion can be reviewed. The Headmaster notifies in writing the student and parent/guardian of the suspension with the possibility for expulsion and the specific charges. The Headmaster informs the GRACE president and the chairman of the GRACE Board of Trustees. The Headmaster shall properly document all expulsion cases including grounds, evidence, record of conferences and final notice. Such documentation shall be maintained in a separate file and apart from the student’s permanent record. The student’s permanent



record shall indicate that the reason for transfer was expulsion. Expulsion must be reported to the GRACE president and the school to which the student transfers. Expulsion from GRACE schools may be permanent, or the Headmaster or the executive committee of the GRACE Board of Trustees may set conditions for re-admittance on a case-by-case basis.

## F. 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, up to and including expulsion. At a minimum, whenever a test, paper or assignment is found to be someone else's work, it will be given a zero grade and the student will receive a detention, even if there is some original material in it. For a more thorough discussion of cheating and plagiarism, please refer to Appendix B.

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

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

*Late Work:* For every school day an assignment is late, up to 10% of the grade for that assignment may be deducted; for those courses that review the homework during class (e.g., math, Latin), the teacher may deduct a greater percentage of the grade or refuse to accept a late hand-in, resulting in a zero for that assignment.

*Late Assessments:* When a student is absent on the day of an assessment, they are expected to make up the assessment within one week of their return. If the assessment is not completed within this one-week period, the student will be required to use up to two lunch periods on the following school day to prepare for and complete the assessment.

*Tardiness:* Students must be on time to school and to class. Every tardy will result in a demerit.

*Absences:* Make-up work is permitted only for excused absences. Please note that while assignments and assessments can be made up, the value of classroom engagement and live instruction cannot be fully recovered. The teacher may determine, in exceptional circumstances, that a student's situation warrants flexibility beyond this policy.

## G. Respect and Decorum

Chesterton Academy seeks to cultivate a culture of reverence, respect, and responsibility. Therefore, the following expectations apply to all students:

- **Language:** Only English is to be spoken during the school day and on school property, unless otherwise directed by a teacher during a language class. Blasphemy, sacrilege, foul language, coarse joking, or any derogatory or demeaning remarks toward others are strictly prohibited.
- **Public Behavior:** Displays of romantic affection ("coupling") are not appropriate at school or school-sponsored events. Students are expected to maintain chastity in speech, behavior, and appearance, in keeping with the mission and culture of Chesterton Academy.
- **Community Responsibility:** All students will be assigned regular cleanup duties. It is each student's responsibility to ensure that lunch tables are wiped before and after meals, classrooms are tidied at the end of each day, trash and recycling are properly disposed of, and chairs are returned to their places. Failure to clean up after oneself may result in a demerit.

In all things, students are expected to take ownership of their actions and contribute to the good order and joy of our school community.

## H. Non-Harassment Policy

Chesterton Academy is committed to making our school a safe and caring place for all students. We will treat others with respect and will refuse to tolerate bullying in any form. Bullying is anti-social behavior and affects everyone; it is unacceptable and will not be tolerated. Chesterton Academy defines bullying as the following: Bullying is unfair and one-sided. It happens when someone keeps hurting, frightening, threatening, or leaving someone out on purpose. There are 4 main types of bullying/harassment:

- *Physical* – Harmful actions against a person's body. Some examples are hitting, pinching, kicking, spitting, tripping, pushing, or touching inappropriately. It also involves interfering with another person's property and stealing. Any type of intentional touching of intimate body parts of a person.
- *Verbal* – Speaking to a person or about a person in a way that is unkind and hurtful, teasing, name calling, insulting, threatening, spreading rumors, or making racist or familial remarks, including jokes and slurs.
- *Non-Verbal* – Behaviors that upset, exclude or embarrass another person such as leaving someone out of a game or activity on purpose, making rude gestures such as staring down a person, writing unkind things about someone, rolling eyes, or using technology to spread rumors.
- *Intimidation* – Behavior or repeated acts which cause fear or physical or psychological discomfort, including, but not limited to, physical acts, non-verbal threats, gestures or verbal threats. Any behavior that is seen as tormenting.

The following steps will be taken as appropriate when dealing with incidents that involve harassment or bullying to any degree. Harassment or bullying claims should be reported to administrators, teachers, office personnel, and other staff. A clear account of the incident will be recorded and given to the headmaster. The headmaster will interview all concerned and record the incident. Parents will be informed through a phone call and letter. Punitive measures will be used as appropriate and in consultation with teachers and parents but not limited to an official warning, demerit, detention, probation, suspension, or expulsion. All adults in the school, including administrators, teachers, office personnel, and other staff, need to help in the prevention of harassment and bullying.

## I. The Authority of the Faculty

Consonant with the principle of subsidiarity, each teacher has the liberty to set his/her own classroom expectations and the authority to mete out his/her own reasonable discipline in accord with the Handbook. For infractions of a serious nature, the headmaster / dean shall be informed and will take appropriate action. Appropriate action should be understood to include probation, suspension or expulsion.

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

## J. Corrective Accountability

Chesterton Academy seeks the integral formation of each student through a culture of discipline rooted in love and truth. In order to promote accountability, the following corrective action framework provides clarity on the progressive nature of disciplinary intervention. At each stage, the school prioritizes student formation and collaboration with parents.

### Level 1: Gentle Correction and Demerits

- Minor infractions are typically addressed through a verbal correction.
- Repeated minor infractions result in **demerits** (5 demerits = 1 detention).

### Level 2: Formal Detention

- A more serious or repeated offense results in a **detention**, served during a lunch or lyceum period.
- The headmaster may assign additional consequences, such as service tasks or a written reflection.



**Level 3: Family Conference**

- A student receiving multiple detentions (typically 3 or more per quarter) may be required to attend a **parent conference**.
- A **Behavior Plan** may be implemented with specific expectations, timeframes, and supports.

**Level 4: Disciplinary Probation**

- Ongoing disciplinary issues may result in **disciplinary probation**, communicated in writing by the headmaster.  
Probation typically includes restrictions on extracurricular involvement and regular progress check-ins.

**Level 5: Suspension**

- Major infractions (e.g., gross disrespect, defiance, harassment, property damage, etc.) may result in **suspension** from school.
- Suspension may be in-school or out-of-school depending on the circumstances.
- A re-entry meeting with the student and parents is required.

**Level 6: Expulsion**

- If behavior fails to improve despite the above interventions, or in the case of a grave offense, the student may be **expelled**.
- See “Expulsion” for full procedure and appeal protocol.

The headmaster retains the authority to determine the appropriate tier of response based on the severity and context of the infraction. In all disciplinary matters, the dignity of the student and the spiritual mission of the school remain the guiding principles.

## IV. Academic Expectations

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

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





0.50 credit courses will weigh more heavily than the student's grades in other courses. A student's cumulative GPA is determined by totaling all the grade points earned during every semester that the student has completed and dividing by the total number of credits attempted during that time.

Consider the following example for Student A (semester GPA is  $5.29/1.625 = 3.26$ )

<i>Course</i>	<i>Credits</i>	<i>Grade</i>	<i>Calculation</i>	<i>Grade Points</i>
<i>Theology</i>	<i>0.50</i>	<i>A</i>	<i><math>0.50 \times 4.0 =</math></i>	<i>2.00</i>
<i>Geometry</i>	<i>0.50</i>	<i>B+</i>	<i><math>0.50 \times 3.33 =</math></i>	<i>1.665</i>
<i>History</i>	<i>0.375</i>	<i>B</i>	<i><math>0.375 \times 3 =</math></i>	<i>1.125</i>
<i>Art</i>	<i>0.25</i>	<i>C</i>	<i><math>0.25 \times 2.0 =</math></i>	<i>0.50</i>
<b>Total</b>	<b>1.625</b>			<b>5.29</b>

## D. Students with a Documented IEP

[See GRACE Student Services webpage.](#)

## E. Assignments

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

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

It will be the policy of the Academy to penalize late work for each school day it is late. Some assignments by nature will not be accepted when handed in late. Individual teachers may alter the late policy for individual assignments at their discretion.

We recognize that our student absence rate will most likely be higher as we enter the cold and flu season. Sometimes students may even be home when perfectly healthy, or possibly quarantining from a positive contact. Of course, we do not want students to fall behind, but also need to give teachers a proper amount of time to put materials together to send home. Therefore, we plan to follow the policy below:

- If a student is absent for 1-2 days, we will not send any homework home. The child should be focused on getting better and returning to school. Upon returning to school, the child will have the amount of time they were absent to make up the work.
- If a student anticipates being absent for a longer time (more than 2 days), teachers will send materials to the office to be picked up on **the afternoon of the second day of the absence**. A longer absence could be for a quarantine situation or a prolonged illness. We ask that you communicate to the best of your ability with your child's teacher and the school office regarding how long your child might be absent

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 to make up for missed work. Tests must be made up in the same way. It is the responsibility of the student to ensure that work and tests missed due to absence are made up.

## F. Assessment

Teachers will evaluate student work by letter, percentage, or comment. Chesterton 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 any examinations and participation.

## G. Honor Roll and Awards

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

*Honor Roll* is calculated only once a year at the end of the school year and is determined based on the weighted average GPA of both semesters. To be eligible for the honor roll, a student must not have failed any class nor have more than one incomplete class at the end of either semester that year. *First Honors* recognizes students who complete an academic year with a cumulative GPA of 3.67 and above. *Second Honors* recognizes students who complete an academic year with a cumulative GPA of 3.33 up to 3.67.

*Department Awards* are given to one student each year for great aptitude and passion for each of these disciplines: Humanities, Science and Mathematics, and Fine Arts. Two *Virtue Awards* are given each year: The Socrates Award is given to the student who best manifests the spirit of frank discourse by engaging consistently, respectfully, and intellectually in classroom discussion across the curriculum. The Chesterton Award is given to the student who has demonstrated strong leadership abilities and the great virtues of charity and joy so evident in our illustrious intellectual patron, G.K. Chesterton.

### *Academic Graduation Honors*

#### *Valedictorian / Salutatorian*

The class rank selection process will be used for determining valedictorian and salutatorian. A student must attend Chesterton Academy for at least three semesters to be eligible to be the valedictorian or salutatorian. Class rank is determined by the highest cumulative GPA. The only circumstance under which a student may be eliminated as the valedictorian or salutatorian is for a serious decline in grades in the eighth semester (below 3.0) or a serious breach of conduct. Under such circumstances, the CA Administration will consider each case individually.

*The Wisconsin Academic Excellence Scholarship* is awarded to one valedictorian/salutatorian. It is determined using the following criteria in descending order:

- Highest cumulative GPA (If an exact GPA tie, go to criteria below)
- Highest composite ACT score taken by the December national test date of his/her senior year. (If an exact GPA and ACT tie, go to criteria below)
- Selection by a committee of administration and faculty, who will make the final decision.

*Laude Honors* are awarded to Chesterton Academy graduating seniors with diploma and honor cord recognition. Students graduating with the following cumulative GPA for the first seven semesters of their high school career (including transfer credits) receive this honor.

- Summa Cum Laude 3.9 – 4.0
- Magna Cum Laude 3.65 - 3.89
- Cum Laude 3.5 – 3.64

## H. Grading System

<i>Letter Grade</i>	<i>Percentage Correlation</i>	<i>GPA Point Equivalent</i>
A+	97 and above	4.0
A	93	4.0
A-	90	3.67
B+	87	3.33
B	83	3.0
B-	80	2.67
C+	77	2.33
C	73	2.0
C-	70	1.67
D+	67	1.33
D	63	1.0
D-	60	.67
F	0	0

## I. Parent-Teacher Consultation

There will be parent-teacher conferences once each semester. Additional meetings with parents are most welcome. Appointments should be made if possible, and students are always welcome and encouraged to attend such conferences with their parents.

## J. Textbooks and Supplies

Many of the textbooks are part of tuition and are the property of the student. All Science, math, and music textbooks will remain the property of the school as well as Henle Latin books.

## V. Miscellaneous

*"All things counter, original, spare, strange... He fathers-forth  
whose beauty is past change. Praise Him." - GERARD MANLEY HOPKINS*

### A. School Service

Students are required to work towards the beautification of their own learning environment by taking turns with regular cleanup activities, such as lunch table cleanup, and by practicing the virtue of picking up after themselves. Other custodial duties may be asked of students.

### B. Athletics, Clubs, and 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. Athletics and clubs are intended to serve as an extension of the classroom that encourages personal growth in a team atmosphere while remaining consistent with the school's model of intellectual, character, and spiritual formation. Participation in athletics provides an excellent opportunity to develop virtuous habits, overcome adversity alongside classmates, glorify God through using our talents and abilities, and further embrace our motto *Cultura Vitae* - the culture of life.

Student-athletes are expected to abide by the Chesterton Academy Athletic Code of Conduct and all Wisconsin Interscholastic Athletic Association policies. Students can register for an athletic team by emailing the Athletic Director Matt Riebe at [mriebe@gracesystem.org](mailto:mriebe@gracesystem.org) for the fall 2025 season. Online registration will be available through the GRACE RevTrak WebStore as of the winter 2025-2026 season.

The following is a list of athletics and extracurricular activities available for students to participate in:

**Athletics Teams:**

Cross Country (Fall club)

Basketball (Winter, WIAA)

Track &amp; Field (Spring, WIAA)

Tennis (Spring club)

**Clubs & Activities:**

Chess

**Athletics Eligibility:** In order to participate in a WIAA interscholastic sport at Chesterton Academy, a student-athlete must:

1. Be enrolled as a full-time student as defined by school policy and the WIAA
2. Be under the age of 19 before August 1st of any given school year
3. Maintain an overall cumulative semester GPA of 2.00 or higher with no failing grades in any class.
4. Not have received more than four detentions within the same semester.
5. Have a valid WIAA physical examination card on file sent with the Athletic Director prior to any participation (conditioning, tryouts, practice, games). An alternate year card is used every other year, as physicals are required every second year. \*
6. Complete the following paperwork:
  - a. Sign the [WIAA Eligibility Form](#) along with a parent\*
  - b. Completed Athletics Registration through RevTrak - including [Emergency Information, Concussion & Sudden Cardiac Arrest Information & Agreements](#)
  - c. Sign the [Chesterton Academy Athletic Code of Conduct](#) along with a parent
7. Be present for the full school day of the school on any day of a contest or event. For weekend events, the student must be present for the previous full school day.

\* Denotes requirements for WIAA sports only, club sports do not require these items.

**Athletics Discipline:** Any issue with a student will be addressed first by the head coach. If the situation is not resolved, then a meeting with the headmaster will be scheduled to discuss the issue and deliver discipline, if necessary. A student's return to team activity and any adjustment to received discipline is at the discretion of the headmaster.

In the event a student is in violation of the Athletics Code of Conduct, the minimum discipline will be as follows:

- a. 1st offense: Detention, 1 game/event suspension
- b. 2nd offense: Detention, 2 game/event suspension, meeting with administration
- c. 3rd offense: Indefinite suspension or removal from the team, meeting with administration

**Transportation:** Chesterton Academy does not provide transportation to extracurricular practices, competitions, or other activities outside of the school day, except for special pre-planned occasions. Students are not required to carpool with another student or parent/guardian of another student; however, it is the right of the families to make such arrangements.



## C. Diocesan Safe Environment Program

### [Safe Environment](#) ([LINK to Diocesan Promis to Protect](#))

**Safe Communications:** In alignment with the Office of Safe Environment Digital Communication Policy for the Diocese of Green Bay, St. John Paul II Classical School and Chesterton Academy will follow these procedures:

- All communication must happen through school-approved communication means that can be monitored by the school.
  - At this time only GRACE student email should be used for teacher-to-student / student-to-teacher communications about academics and/or extracurriculars.
  - If a student reaches out to an adult through a non-Diocese of Green Bay compliant method, the adult will message back “Due to Diocese of Green Bay policy, please message me through my school email account,” and they will report this communication to another SJPII/CA safe environment trained colleague.

## D. 2025-2026 School Calendar

2025-26 GRACE Academic Calendar: [English](#) | [Spanish](#)

## E. Fundraising and the Site Advisory Council

The cost of education at the Academy is not fully covered by tuition. Therefore, the financial health of the Academy will depend on the success of fundraising activities. Parents will understand that fundraising is the shared responsibility of all registered families for the common good. The Site Advisory Council (SAC) will serve as an important parent and parish member body for feedback and consultation for the Chesterton Academy headmaster, the GRACE system president and the GRACE Council of Trustees. The Site Advisory Council is composed of parents, teachers, and parish member volunteers for the whole school grades Montessori through 11th. The council's primary responsibility is to meet site-based fundraising requirements. All matters, activities and decisions will be aligned with CASJPII's mission statement and vision. The Site Advisory Council is not responsible for direct day-to-day school operations or the final decisions on school or GRACE policy. The structure of the SAC is as follows:

- **The Chairperson** implements and leads all initiatives of the SAC, presides over all meetings, and serves as a liaison for the headmaster. The term for this position is for two years.
- **The Vice Chair** also serves a one-year term and assumes the duties of the chairperson when the chairperson is unavailable. The VC serves as the liaison to the school's parish council and to tuition assistance and stewardship/fundraising committees.
- **The Secretary** records the meeting minutes, emails minutes for approval to the committee and then sends approved minutes to the GRACE president, SAC and school website.
- **The Treasurer** oversees all deposits into and withdrawals from the school's GRACE fundraising accounts, ensures all payments to GRACE are made on a timely basis, presents at each SAC meeting in writing all monthly and year-to-date summaries of the school's GRACE restricted and unrestricted funds. The fiscal year will run from July 1- June 30.

All SAC members will serve a two-year term unless noted. Vacancies will be announced in March to the community. Any SAC member can be nominated for a position within the Executive Council unless their term has been completed. Previous SAC experience is recommended for the chairperson and treasurer positions. New placements will be decided in April at the SAC meeting. New members will attend the May and June SAC meetings before taking office in July. If you are interested in serving on the SAC, or have any questions, please contact the SAC chairperson at [sipiisac@gracesystem.org](mailto:sipiisac@gracesystem.org).

## F. Tuition and Enrollment

As a non-profit entity, Catholic schools are dependent upon tuition to meet their contractual obligations for salaries and benefits of staff as well as balance our budgets. Our GRACE schools do not charge the actual cost to educate a student, therefore every tuition dollar and fundraising dollar matters to help us maintain the operational vitality of our schools. Families needing tuition assistance are encouraged to apply to the GRACE Financial Aid Program through TADS as we work hard to make Catholic education affordable to all. GRACE offers various installment plans for families to fulfill their financial obligation for the education of their child/ren. In addition, all tuition balances must be paid by the end of the respective academic year. Additional information may be found on the Tuition and Fees webpage- [LINK HERE](#) and the Tuition Assistance webpage- [LINK HERE](#).

GRACE ADMISSION PROCEDURE: GRACE employs the online admission software known as TADS. All student admissions are processed through this system. More information can be found on the GRACE website, or by calling the GRACE admission office at 920-499-7330. All new admissions at CASJPII require an interview with the Headmaster. For 2025-2026 admission procedures please see the GRACE handbook [LINK](#).



## VI. Appendices

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

### Appendix A: School Uniform Policy

School uniforms can be purchased from [Schoolbelles](#), the preferred vendor for Chesterton Academy of SJPII. All school uniform components (except for the choir attire) must be purchased from Schoolbelles with the exception of shoes, socks, tights, leggings, and belts. Girls' dress shirts can vary in style, so must be purchased from Schoolbelles unless an Oxford shirt can be found that is comparable to the Schoolbelles style. Please keep in mind that uniforms should be clean and in good condition. Blazers are mandatory for morning assembly, daily Mass, and special events. The choir uniform is worn for concerts, the annual gala, and other events throughout the year.

LADIES	
Item	Color and Description
<b>Oxford Shirt</b>	White, short or long sleeve fitted or regular. Also available with a dress collar (no buttons) with monogram (monogram optional).
<b>Box Pleat Skirt</b>	4204: Grey Herringbone Polyester Rayon. Measure from natural waist to mid-knee and see size charts when ordering skirts. Skirts must be no shorter than top-of-knee.
<b>Tights or Leggings</b>	Navy, knee-highs, tights, or snug-fitting navy leggings (with navy socks underneath).
<b>Shoes</b>	Solid black, brown, or navy flat dress shoes.
<b>Blazer</b>	Navy with school monogram, available in regular or tall sizes. Allow extra ordering time.
<b>Sweater</b>	Optional. Navy, V-neck sweater in vest or pullover. All with a school monogram.
<b>Choir Uniform</b>	Available from <a href="http://www.stageaccents.com">www.stageaccents.com</a> . #5269 Dahlia Girls or #8864 Dahlia Ladies black floor-length formal dress. Dress should not fit too tightly, and the neck should not be more than four fingers from the collar bone to the dress neckline. Solid black dress flats (preferred) or solid black dress kitten heels. Dresses are sold un-hemmed and should be hemmed to touch the front toe of the shoe.
<b>Perfume</b>	No perfume is allowed.

<b>Jewelry</b>	Ladies and gentlemen may not have any visible tattoos or piercings, except ladies may wear one stud/hoop no bigger than the size of a nickel in each earlobe (matching). If wearing a necklace, all pendants containing images, symbols or words must be Christian in nature (i.e. cross, marian/saint medal, etc.)
<b>Accessories</b>	Any necessary accessories (headbands, hair-ties, etc.) must be black, white, gray, beige, brown, or navy blue, or another subdued color or simple pattern. Teachers reserve the right to determine that an accessory is inappropriate or distracting.

## GROOMING CODE FOR LADIES AND GENTLEMEN

<b>Uniform Appearance</b>	Students must keep their dress shirts tucked in the entire day, and gentlemen must wear their ties the entire day. The uniform white dress shirt is required even under a sweater. Undershirts may be worn beneath the dress shirt, but must be solid white with no writing, must be tucked in, and the sleeves must not extend below the end of the dress shirt sleeves. No undergarments may be visible. Bras must not be of dark color, such that they show through the white shirt. White or light beige work best.
<b>Hair</b>	Hair should be clean, neatly groomed, and a natural color. Gentlemen's hair must be appropriate in style and natural in color, above the eyebrows, ears, and collar. Gentlemen should be clean shaven with sideburns no longer than the middle of the ear.
<b>Choir Uniform</b>	Black dress pants and suit coat, white dress shirt (not oxford) and solid black bowtie (no pattern). Solid black dress socks (must be to the mid-calf) and black dress shoes (polished and in good condition). Some gentlemen choose to purchase a tuxedo available from <a href="http://www.stageaccents.com">www.stageaccents.com</a> . The Premier Tuxedo Ensemble, #ENSB.
<b>Makeup</b>	Ladies may wear light, natural-looking makeup and fingernail polish of clear, light pink, or similar subdued colors. Nail LENGTH must not be excessive.

# GENTLEMEN

Item	Color and Description
<b>Oxford Shirt</b>	White, short or long sleeved with monogram (monogram optional).
<b>Pants</b>	Gray flat or pleated front. Gentlemen should use a dress-pant waist measurement.
<b>Tie</b>	Gold/Navy striped neck or bowtie. 2905: Chesterton Stripe
<b>Jewelry</b>	Ladies and gentlemen may not have any visible tattoos or piercings, except ladies may wear one small stud/hoop not larger than a nickel in size in each earlobe (matching). Necklaces with pendants containing images, symbols or words must be Christian in nature (i.e. cross, marian/saint medal, etc.)
<b>Shoes, Belt and Socks</b>	Solid black or brown shoes. Solid black or brown belt. Black or Navy crew or dress socks.
<b>Choir Uniform</b>	Black dress pants and suit coat, white dress shirt (not oxford) and solid black bowtie (no pattern). Solid black dress socks (must be to the mid-calf) and black dress shoes (polished and in good condition). Some gentlemen choose to purchase a tuxedo available from <a href="http://www.stageaccents.com">www.stageaccents.com</a> . The Premier Tuxedo Ensemble, #ENSB.
<b>Blazer</b>	Navy with school monogram, available in regular or tall sizes. Allow extra ordering time.
<b>Sweater</b>	Optional. Navy V-neck sweater in vest, pullover or cardigan styles. All with school monogram
<b>Boots</b>	Boots are acceptable only coming into school during winter weather. However, students must change into their dress shoes and leave the boots in their lockers before morning assembly.

## Appendix B: Cheating, Plagiarism, and the Use of Artificial Intelligence

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

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

- Copying another student's work (with or without his knowledge) on a test, on a homework assignment, on an in-class project or lab.
- Copying down the answer that another student comes to in a group session unless you do the work yourself again **and** understand how you came to the answer.
- Using any kind of notes (unless specifically allowed) or a cell phone / electronic connection.
- Copying from a friend any material that you do not understand and for which you have attempted no work, then handing it in to make it appear that it is your own.
- Having a friend help you with work to make the work go faster—asking 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.

### Use of Artificial Intelligence (AI) Tools

AI generated work must comply with the expectations provided by the teacher for each particular assignment/project/class activity. Anything submitted that does not comply with these expectations and guidelines will be treated as plagiarism.

The use of AI-based writing or tutoring tools (such as ChatGPT, Grammarly, Brisk or similar platforms) in a manner not allowed by the teacher on specific assignments/projects/class activities, falls under the same principles of academic honesty. In general:

- **Licit Use:** Students may use AI tools **for brainstorming, idea generation, or grammar correction**, provided that their final submission reflects their own original thought and expression and is in line with teacher / course expectations.
- **Illicit Use:** Submitting work that is generated in whole or in part by AI without acknowledgment is considered a form of plagiarism. This includes:
  - Copying AI-generated paragraphs or essays and submitting them as your own.
  - Using AI to rewrite or paraphrase another's ideas to evade detection.
  - Using AI to complete assignments, particularly essays or open-ended questions, **in place of doing the intellectual work yourself.**

Just as there are times in math class that calculators are allowed and at other times they are not, teachers must be able to identify original student work and guide them in strong writing voice, grammar, etc.

As with other forms of cheating or plagiarism, misuse of AI tools may result in a **zero** on the assignment, a **detention**, and may include further disciplinary action.

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

- Word-for-word copying of another person's ideas or words. (Even a three-word phrase can be plagiarized)
- The mosaic (interspersing one's own words with copied text)
- The paraphrase (rewriting another's work while retaining their core ideas or structure)
- Fabrication of references (inventing or falsifying sources)
- Submission of another's work as one's own
- Neglecting quotation marks on material that is otherwise acknowledged

Chesterton Academy takes cheating and plagiarism very seriously, and the penalties will be considerable. Whenever a test, paper, or assignment is found to be someone else's work, it **may** be given a **zero**, even if there is some original material in it, and the student will receive a **detention**.

Given the challenging nature of the curriculum, parents and family members often find themselves offering assistance. This is natural. However, we ask that parents be conscientious about the extent of their help. It is essential to our educational mission that the work submitted for evaluation be entirely the student's own.

## Appendix C: Policy on Life Threatening Allergies/Asthma

### Parent/Student Responsibilities

1. *Communication and Documentation.* At the beginning of each school year, parents must complete all health forms, including the Allergy Action Plan, if applicable. All forms must be signed by the student's physician and returned to the school. It is each parent's obligation to provide Chesterton Academy with all relevant information regarding each student's food allergy/asthma, particularly those in which anaphylaxis is a potential.
2. *Emergency Medication.* Parents of students with life-threatening allergies/asthma must provide school personnel with all prescribed emergency medications. The medication must be provided to school personnel prior to the beginning of each school year accompanied by written permission from the parent and the student's physician allowing administration of the medication by designated school personnel as necessary.
3. *Medication Management.* It is the responsibility of each parent to ensure that every student's emergency medication(s) have not expired and that all prescriptions are filled in a timely manner.
4. *Education of Students.* Parents know their children best and understand their needs best. Parents are responsible for educating their students about managing their allergy while at school. Parents are also responsible for reinforcing that their student should proactively ask about and/or avoid foods/allergens offered at the school about which they are unsure.
5. *Alternative Food Options for Students.* It is normal at a school for there to be shared treats from time to time, e.g., for birthdays or special events. Often such occasions are planned; sometimes they are not. If parents are concerned about possible exposure to allergy-causing foods, they should provide snacks, treats and lunches for their student.
6. *Criterion for Alternative Food Options.* In the event that there are shared treats, when students choose not to eat an item offered, they may select an alternate item for enjoyment as designated by parents/students. It is up to these parents/students to provide these alternative items, to be stored at the school for daily consumption or for special events, as they occur. If parents prefer to have the stored treats reserved at school just for their own student, they should clearly and properly label these items with their family name. Parents are responsible to maintain the supply at school for their student and ensure that food items are not spoiled or otherwise passed their expiration date.
7. *Self-administration of Medications.* Students with life-threatening allergies/asthma are authorized to self-carry and self-administer an epinephrine auto-injector (EpiPen), inhaler or other necessary medication with written permission from their parent and physician.
8. *Student Responsibility.* Chesterton Academy does not employ medical personnel (physician, physician assistant, nurse, etc.) on site. Neither does Chesterton Academy staff claim proficiency in responding to individually complex medical situations. The first line of defense against harmful allergens lies with the student. Students with life-threatening allergies/asthma must be able to recognize the signs and symptoms of an allergic asthmatic reaction and, wherever possible, seek the necessary assistance in the school setting. Chesterton Academy follows the recommendation of the CDC by mandating those students take responsibility for managing their own allergies/asthma, including carrying and using epinephrine or asthma medication when needed. When life-saving medication is required by students who have chronic health conditions, students are required to be knowledgeable and competent in their own care.
9. *Proactive Identification and Communication of Known Medical Risks and Dangers.* It is recommended by the CDC that students with life-threatening allergies/asthma make these risks known to school personnel (as well as their classmates who can assist in recognizing and communicating issues that may arise during a given school day or school event). Students with known life-threatening allergies/asthma are advised to wear a medical bracelet. If a student with life threatening allergies/asthma does not wear a medical bracelet nor inform classmates of their allergy, it is even more crucial that the student proactively inform designated school personnel at the first sign of a reaction. The student should avoid going to a restroom or other location or secluded area alone or out of the vision of another person.

10. *Identification of Food Items.* Each student must clearly identify their own lunch bag, especially if stored in a common location accessed by multiple people, such as a shared refrigerator.
11. *Emergency Medical Response, Transport, and Treatment.* In the event of an emergency, parent/guardian gives permission to Chesterton Academy to call 911 and to consent to any necessary transport to an emergency medical facility, as well as consent to treatment by that emergency medical facility. In the event that an emergency response is necessitated, Chesterton Academy will attempt to communicate with parents and other individuals listed by parents as emergency contacts.

## Appendix D: Prayers

The following prayers are used throughout the school day at Chesterton Academy.

### Morning Offering – Memorare

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

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

### Noon Angelus – Prayed before Lunch

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

### Salve Regina – Sung During ordinary time after Mass

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.

### Alma Redemptoris Mater – Sung During Advent & Christmas Seasons after Mass

Alma Redemptoris Mater, quae pervia caeli

Porta manes, et stella maris, succurre cadenti,

Surgere qui curat, populo: tu quae genuisti,

Natura mirante, tuum sanctum Genitorem

Virgo prius ac posterius, Gabrielis ab ore

Sumens illud Ave, peccatorum miserere.

**Ave Regina Caelorum – Sung During Lent after Mass**

Ave, Regina caelorum; Ave, Domina Angelorum:  
Salve, radix, salve, porta; Ex qua mundo lux est orta:  
Gaude, Virgo gloriosa, Super omnes speciosa,  
Vale, o valde decora, Et pro nobis Christum exora.

**Regina Coeli – Sung During the Easter Season after Mass**

Regina coeli, laetare, alleluia.  
Quia quem meruisti portare, alleluia.  
Resurrexit, sicut dixit, alleluia.  
Ora pro nobis Deum, alleluia.

**Meal Prayer – Prayed before Lunch**

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

**Guidelines for Participation in Mass**

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

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



## Appendix E: Athletics Code of Conduct

Chesterton Academy of St. John Paul II Classical School Athletics is a reflection of our school mission taught inside the classroom, brought outside to the track, field, or court. We strive to provide positive athletic opportunities for our students to build their character, strive for virtue, and pursue excellence in the classroom – and outside of the classroom – to prepare them for college and life.

### Student-Athlete Responsibilities:

- I acknowledge that it is my responsibility to honor Chesterton Academy's values as a Catholic academic community which is set forth in its mission, vision, and values statement.
- I will prioritize my responsibilities to academic progress and success so that I may be eligible to participate in athletics.
- I will model myself upon the example of Christ by showing respect and kindness to teammates, coaches, opponents, and officials at all times.
- I will exercise humility in victory and grace in defeat. I will not brag or boast.
- I will not gamble, wager, or bet in any form on any athletic activity.
- I will refrain from the use of profanity, insults, or threats to my opponents.
- I will honor the commitment I made to my team by attending all team activities, following the direction of coaches, and working hard at practices and games.
- I will not engage in behavior considered by my school to be harmful to the honor and reputation of the college, its athletic programs, and my teammates.
- I will not engage in any form of hazing or harassment.
- I will not use or encourage my teammates to use drugs, alcohol, or smoking devices.
- I will respect the school property and athletic facilities.

Students are required to follow the code of conduct on a year-round basis. Violations of the Athletics Code of Conduct will result in immediate suspension of the student-athlete from interscholastic competition, for no less than one day of competition, for the following actions: academic probation, conduct violations (as listed above), possession/use of drugs, alcohol, smoking devices, or performance enhancing substances. A student's return to team activity and any adjustment to received discipline is at the discretion of the headmaster.

### Parent Responsibilities:

I hereby pledge to provide positive support, care, and encouragement for all athletes participating in Chesterton Academy sports by following this Parents' Code of Ethics

- I will remember my behavior, and that of my child, represents my school and reflect its philosophy.
- I will strive to lead by example and show appropriate respect for game officials, opponents, and coaching staff.
- I will respect my child's coach and support his/her efforts.
- I will ensure that my child will attend all games and practices possible, and when not possible, I agree to inform the coach in advance.
- I will respect all facilities made available so my child can play games and practice his/her sport.
- I will respect any equipment or uniform that may be issued to my child so that he/she can participate.
- I will respect the officials and their authority during games.
- I will never demonstrate threatening or abusive behavior or use foul language.
- I will be responsible to report any perceived misconduct by coach, player, parent or official so it can be dealt with in the appropriate manner.

I understand that noncompliance with this Code of Ethics Pledge may require that: I will be warned to adhere to the agreed upon Code of Ethics, I may be asked to leave the field/premises by the coach, athletic



director, or other official, and that I may be barred for the remainder of the season from attending athletic events.

**Coaches Responsibilities:**

- I recognize the tremendous influence, both good and bad, that my actions have on the education and development of students.
- I will act as a witness to the Gospel values by modeling the teachings of the Catholic Church at all times
- I will strive to develop student-athletes—physically, spiritually, and intellectually.
- I will model professional conduct and sensible sportsmanship while instilling these characteristics within the team members.
- I will respect each players' abilities and strengths.
- I will communicate to parents and players regularly to ensure that families are kept updated and understand that they are part of the team.
- I will lead our athletes in a prayer before practices and games.
- I will have practice and game plan ready before practices and games to respect our players and their time.
- I will always show respect for game officials and opponents including publicly shaking hands with the officials and the opposing coach before and after a game gives clear witness to this respect.
- I will communicate with the Athletic Director regarding any problem, personnel, or facility issues to ensure the safety and wellbeing of our athletes, their families, and our community.



# CHESTERTON ACADEMY

## OF ST. JOHN PAUL II CLASSICAL SCHOOL



### Family Handbook 2025-2026 Acknowledgement Agreement

Chesterton Academy of Saint John Paul II Classical School believes the best way to initiate a good school year conducive to learning and joy is to have expectations clearly defined. Please read through the handbook, acknowledge the policies and procedures addressed in the handbook, and return this signed form to the office the first week of school. This handbook (Version updated 8/14/2025) may be modified from time to time as necessary. Any changes during the school year will be communicated through the Nuntia.

I acknowledge receipt of the Family Handbook and will adhere to the policies.

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Parent Signature

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Date

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Parent Signature

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Date

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Student Print Name

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Student Signature

---

Date



# CHESTERTON ACADEMY

A JOYFULLY CATHOLIC, CLASSICAL HIGH SCHOOL

*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.*

