



## CHESTERTON ACADEMY OF THE FLORIDA MARTYRS

# Family Handbook

## Academic Year 2025-2026

**Location Address:** Family Life Center of St. Anne Catholic Church  
5200 Saufley Field Road, Pensacola, FL 32526

**Mailing Address:** P.O. Box 588  
Pensacola, FL 32591

**Main Phone:** 850-378-1303

**Website:** [chestertonpensacola.org](http://chestertonpensacola.org)

**Main Email:** [info@chestertonpensacola.org](mailto:info@chestertonpensacola.org)

**School Hours:** 8:00 AM – 3:00 PM

### OUR VALUES

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

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

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# I. Our Mission and Philosophy of Education

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

Chesterton Academy 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 theology, 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 give our students:

**Intellectual Formation**, 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 merely what to think but how to think;

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

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

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

## II. Our Catholic Identity

According to the Sacred Congregation for Catholic Education, “In a Catholic school, everyone should be aware of the living presence of Jesus the ‘Master,’ who, today as always, is with us in our journey through life as the one genuine ‘Teacher’, the perfect man in whom all human values find their fullest perfection”. Therefore, each school day (except Monday) at Chesterton Academy of The Florida Martyrs begins with the celebration of the Mass so that every student and faculty member begins the day with the Teacher in order to learn from Him and, with the grace given through the Eucharist, model their lives after Him. On Mondays, we begin our day with prayer, assembly, and reflection on the Word of God.

The education at Chesterton Academy of The Florida Martyrs serves a two-fold purpose:

- to educate students so that they can live ennobled lives of service and witness to the truth of Jesus Christ in this world
- to prepare them to be citizens of the next world

Our education is aimed towards development of the whole person: intellectual, spiritual, and moral. Each subject is taught with the Catholic worldview of the dignity of all human life and the truth that happiness comes only through Jesus Christ. This worldview permeates our discussions across the disciplines. It reveals that faith and reason are not opposites but, in fact, are complements that lead us to a depth of understanding about ourselves and the world.

The community life at Chesterton Academy of The Florida Martyrs is another expression of our Catholic identity. Please refer to Appendix A for an introduction to the Roman Catholic liturgy and overview of common prayers.

## III. Basic Expectations

**A. PraxiSchool.** PraxiSchool is our student information and learning management system. Before the beginning of the academic year, new families will be given access to their account. Parents and students are expected to review grades, communications, and disciplinary actions on a regular basis through PraxiSchool. This system is also the primary way for parents and students to communicate with faculty.

**B. SCHOOL HOURS AND BELL SCHEDULE.** Students arrive at Mass or morning assembly by 7:50 each morning. Classes are dismissed at 3:00PM.

The bell schedule is as follows:

7:30	-	7:50	Drop Off
8:00	-	8:40	Mass/ Assembly (Mondays only)
8:45	-	9:30	Period 1
9:35	-	10:20	Period 2
10:25	-	11:10	Period 3
11:15	-	12:00	Period 4
12:00	-	12:30	Lunch
12:35	-	1:20	Period 5
1:25	-	2:10	Period 6
2:15	-	3:00	Period 7
3:00			Dismissal

**C. TARDIES AND ABSENCES.** All absences or tardies must be reported before 7:45 AM by calling **813-861-4677** or by emailing [headmaster@chestertonpensacola.org](mailto:headmaster@chestertonpensacola.org).

When students arrive late during Mass, they must report to their house prefect. When students arrive late any other time, they must report to the main school entrance and sign in.

When absences occur, a student is expected to make up any work missed. **It is the responsibility of the student to contact teachers to obtain missed classwork.**

In-class participation, an integral part of our education, cannot be made up, and absences may adversely affect grades. If a student is absent for more than 12 periods in any one course in a semester (even for medical reasons), the school reserves the right not to grant credit for that course. Unexcused absences may result in disciplinary action.

**D. MASS PARTICIPATION.** Our school day includes the Holy Sacrifice of the Mass, which is the source and summit of the Catholic faith. Chesterton Academy of The Florida Martyrs sees the daily participation at Mass as much a part of our curriculum as mathematics, history, science, or drama. Attendance is taken at Mass and all students are required to attend. Please refer to Appendix A for Mass guidelines and expectations.

**E. AFTER SCHOOL POLICY.** After school is dismissed, students are permitted to turn on their cell phones for essential communication purposes only.

Students may wait outside or in the pickup hallway after school until 3:15PM. At 3:15 PM any students remaining on campus will be asked to call a parent or emergency contact to be picked up immediately. Parents may pick up students at the turnabout on the north side of the building beginning at 3pm.

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

August	-	Parent Orientation (All Families)
October	-	Open House (Choral Performance)
December	-	Drama Performances and Dress Rehearsals
May	-	Annual Chesterton Gala
Monthly	-	Last Tuesday of each month, singing at Mass

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

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

- H. UNIFORMS AND OUT OF UNIFORM ATTIRE.** Students are required to be completely in uniform dress while at church or on the Chesterton Academy of The Florida Martyrs campus. Modesty and professionalism are the primary guides in all matters of the required uniform. Students will be expected to present themselves in a way that reflects their great dignity, the dignity of their vocation as students, and the seriousness of our collective task. Therefore, they will wear the Academy uniform in a modest and neat way, avoiding all manner of ostentation. The uniforms must be clean and in good condition with no rips, holes, or stains.

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

- I. 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 of devices that undermine that goal. For this reason, students are not permitted to use personal communication or listening devices, nor have them on their persons while in church or on the Chesterton Academy of The Florida Martyrs campus. If a parent allows their

child to bring a personal communication device to school, it must be turned off and stored in the student's backpack or the school's phone depository. After 3:00 PM, students may use their cell phones for essential communication but are expected to refrain from using personal electronic devices for social media, music, video streaming, and other non-essential purposes.

**J. LUNCH AND SNACKS.** Given the limited resources of Chesterton Academy of The Florida Martyrs, we request that students bring their own lunches to school where a designated area will be provided for a common meal. Faculty will supervise students during the lunch period. Students will be responsible for cleaning up after their lunch period. There is no access to refrigerators at the school.

- Eating in the classrooms and hallways is not permitted.
- No gum chewing is permitted.
- Students may bring water into class in resealable containers only.

**K. 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 canceled by the headmaster. Official notice will be sent via email and text.

**L. FIELD TRIPS.** The school will make use of carpools for transportation to and from events and activities which take place during school hours. Where drivers are needed, the school will request volunteer drivers. Whenever carpools are utilized, the school will provide details to parents about timing, pickup, and drop off points and drivers. All drivers must be at least 21 years of age and Safe Environment compliant for Academy events.

**M. MEDICATIONS.** Prescription medications may not be stored on a student's person. If a prescription medication needs to be taken during school hours, a parent must submit the appropriate forms along with the prescription medication in the original bottle. The medication will be securely stored and administered by Chesterton staff, unless special arrangements have been made. Students may keep over-the-counter medicine such as aspirin or ibuprofen.

**N. INJURIES AND ILLNESS.** Chesterton Academy of The Florida Martyrs has no school nurse available, and therefore our ability to accommodate illness and injury are limited. Injuries will be treated with basic first aid. More serious injuries will require parents to take students home or to the doctor. Emergencies will be addressed via 911. We will make every effort to contact families using the emergency contact information on file. Students who become unwell may rest in the front office. If after one class period the student is not able to return to class, we ask that a family member come and take him or her home. If a family has students with particular medical needs, we ask to be notified.

- O. SOCIAL MEDIA.** The advent of various forms of social media has created potential difficulties for high school students. All students should be aware that the things they say on blogs, forums, Facebook, Instagram, Twitter, group chats, etc. reflect upon their charity and virtue. No one should assume that remarks made via social media or group chats will remain private. 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.
- P. VISITOR POLICY.** Chesterton Academy of The Florida Martyrs is a closed campus and requires all visitors, including family members, friends, and alumni, to sign in at the Chesterton entrance. Visitors permitted to be on campus for any length of time will be given a visitor's badge.

## IV. Mentorship and Discipline

### Definition of Acting Headmaster

In the absence of the headmaster, any administrator—including the academic dean, dean of students, or executive director—shall serve as the acting headmaster and assume the responsibilities and authority thereof.

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### CODE OF CONDUCT

Students of Chesterton Academy of The Florida Martyrs are expected to show respect for the truth they are learning, for those assisting them in their education, for their fellow students, for the institution itself, and for themselves as children of God. This Code of Conduct, modeled upon the example of Christ, should guide all members of the Academy community both on campus and off campus.

Students are expected to:

1. Cheerfully obey the authority under which they are placed.
2. Respect and honor one another.
3. Tell the truth and honor academic integrity.
4. Refrain from disrespecting the classroom and teacher by interrupting or arguing.
5. Avoid spreading rumors or gossip.
6. Admit to wrong actions without making excuses.
7. Avoid cliques or activities that exclude others.
8. Forgive others when they are hurt.
9. Take responsibility for their actions, including cleaning up any mess they make.
10. Show reverence and respect for the Catholic faith and refrain from engaging in

activities that conflict with the school's mission.

## Campus Rules

All students will be held to high behavioral and academic standards. Students will be taught the rules and procedures and will be held accountable with logical consequences, aiming to inculcate virtue in their lives.

To ensure that students gain the most from their educational experience at Chesterton Academy of The Florida Martyrs, the following shall occur:

1. School rules and policies must be followed and enforced.
2. General school rules and campus rules must be followed to ensure safety and consistency.
3. Classroom rules will define clear expectations, logical consequences, and positive reinforcement.

The following three rules will be enforced, supported, and modeled by all students and adults on the school campus:

1. **Be Safe:** Cooperate with your teachers and classmates.
2. **Be Respectful:** Respect the rights and property of others.
3. **Be Responsible:** Carry out your student responsibilities.
  - Keep track of books and assignments.
  - Start your work on time and allocate enough time to finish.
  - Ask for help when needed.
  - Do your own work.
  - Turn your work in on time.
  - Accept responsibility for grades and consequences.

## Displays of Affection and Focus on Academics

Romantic hugging, kissing, holding hands, or inappropriate touching is never permitted at school or during school hours. Students should not display any indication of romantic interest or involvement in their conduct while at school or school-sponsored events.

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## Self-Control in the Classroom

Students are expected to exercise self-control at all times. Behaviors such as talking repeatedly out of turn, refusing to follow directions, speaking across the room, or consistently getting off topic disrupt the learning environment and are unacceptable. Even if the content of the speech is not malicious or scandalous, such actions will be grounds for disciplinary action. Students must contribute to a classroom atmosphere that is conducive to learning for all.

## Consequences for Misbehavior

Consequences for misbehavior include, but are not limited to, the following (these steps do not need to proceed in order and may be combined):

1. **Stage 1 Verbal Warning**
2. **Stage 2 Timeout:** The student is removed from class and sent to another classroom, office or hallway to calm down, refocus, and/or discuss the problem with another teacher or administrator.
3. **Silent Lunch and/or Loss of Recess:** The student sits at a table away from others to reflect on their behavior and make up for lost academic time due to misbehavior.
4. **Detention:** The student stays after school or during a lunch period in a designated area for a specified amount of time determined by the administration to reflect on choices, think about ways to increase virtue, and/or discuss misbehavior with a teacher or administrator. Detention takes precedence over appointments, practices, lessons, games, etc.
5. **Suspension:** A disciplinary measure that may be used for a specific one-time offense or after other actions have not succeeded in correcting a problem, or when deemed necessary by the headmaster or acting headmaster. Parents or guardians are notified by telephone or email of the suspension. All concerned parties are encouraged to discuss the problem and seek a solution. Suspension may be either in-school or out-of-school at the discretion of school administration. Suspension length is determined by school administration. Students are responsible for make-up work missed during a suspension. **Suspensions are considered unexcused absences and as such may receive no participation credit for missed classes.**
6. **Behavior Contract (Probation):** For recurring or serious disciplinary matters, a student may be placed under a behavior contract for a specified amount of time at the discretion of the headmaster. The behavior contract states escalated consequences for behavior and may state conditions for continued enrollment at the Academy; parent cooperation and acceptance of such contracts are required for continued enrollment. If a parent refuses to agree to the contract terms, the student may be withdrawn or expelled.
7. **Expulsion:** This is a serious disciplinary measure used for incorrigible behavior, conduct that threatens the physical or moral welfare of others, or serious conduct that affects the learning process or reputation of the school. The headmaster and Board have the authority to expel a student.

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## Levels of Infractions

### LEVEL ONE: Infractions Resulting in Verbal Warning

- Classroom disruptions.

- Disrespectful actions or language (verbal or body language).
- Dress code violations.
- Horseplay.
- Unauthorized food, gum, or beverages.
- Unruliness.
- Not cleaning up after oneself.

#### LEVEL TWO: Infractions Resulting in Suspension and/or Expulsion

- More than one Level One infraction within one academic quarter.
- Pushing or shoving.
- Inciting violence (encouraging or watching students fight).
- Throwing objects that may cause injury.
- Defiance.
- Foul and/or abusive language, profanity, including taking the Lord's name in vain.
- Destruction of school property up to \$250 replacement cost (reimbursement is required prior to returning to class for continued enrollment).
- Dishonesty or lying.
- Stealing.
- Cheating.
- Not turning in cell phones or personal devices at the beginning of the day. Devices used during school hours or school activities will be confiscated, and parents/guardians will be asked to pick them up.
- Conduct unbecoming of a Chesterton Academy student while in uniform or school apparel, inside or outside of school hours/grounds, including on social media.
- Making gang signs.
- Bringing in materials that conflict with the school's mission.
- Discussing inappropriate topics that conflict with the school's mission as a Catholic institution.

#### LEVEL THREE: Infractions Resulting in Expulsion

- Multiple Level Two infractions within one academic year, or more serious cases of Level Two infractions, at the discretion of the headmaster.
- Leaving school grounds or activities without permission.
- Fighting or violence.
- Verbal assault.
- Harassment of school faculty, staff, or students, including racist remarks.
- Bullying or making threats.
- Drugs.
- Possession/use of vapes, tobacco, e-cigarettes, lighters, or associated paraphernalia.
- Destruction of school property greater than \$250 replacement cost (reimbursement is required).
- Damaging or attempting to damage school property in excess of \$250 replacement cost.

- Committing an obscene act.
  - Defying school authority.
  - Possession of a gun, knife, explosive, or replica thereof, or any dangerous item.
  - Sexual harassment.
  - Harassing text messages or online messages/posts/content regarding teachers, administrators, or students of the Academy.
  - Extortion, coercion, or blackmail.
  - Misdemeanor robbery or theft.
  - Possessing/sharing/soliciting pornography.
  - Engaging in inappropriate sexual or physical contact, sexual harassment, or sexual abuse, whether by word or gesture.
  - Violation of school safety rules (such as pulling fire alarms, playing during fire drills, etc.).
  - Committing physical assault.
  - Committing public lewdness.
  - Retaliation against a school employee or engaging in conduct containing the elements of retaliation against any school employee.
  - Criminal mischief punishable as a felony, whether committed on or off campus.
  - Using, possessing, or exhibiting a firearm, club, or other prohibited weapon.
  - Arson.
  - Other offenses deemed by the headmaster or acting headmaster to be dangerous or detrimental to students, families, and/or the school.
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## Bullying and Harassment

We take accusations of bullying and harassment seriously. Under Florida law:

- **Bullying** is defined as systematically and chronically inflicting physical hurt or psychological distress on one or more students. This includes teasing, social exclusion, threats, intimidation, stalking, physical violence, theft, sexual or racial harassment, public humiliation, and destruction of property.
- **Harassment** is any threatening, insulting, or dehumanizing gesture, use of technology, or written, verbal, or physical conduct directed against a student or school employee that:
  - Places the individual in reasonable fear of harm to themselves or their property;
  - Substantially interferes with a student's educational performance, opportunities, or benefits; or
  - Disrupts the orderly operation of the school.

Bullying or harassment **outside of school premises** or through digital means (including social media, texting, or other electronic communication) can also result in suspension or expulsion if it affects the school environment or the well-being of students.

When an accusation of this nature is received:

- All parties involved may be temporarily removed from school pending an investigation by the school.
  - Parents will be contacted immediately.
  - We will invite all involved families to meet and address the issue in coordination with the school.
  - Any evidence of bullying or harassment may result in suspension with terms for reentry or expulsion.
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## Parental and Family Conduct

Chesterton Academy of The Florida Martyrs expects parents and family members to uphold the values and standards of the school community. Any threatening behavior made toward the school, its staff, or students by any family member—including, but not limited to, threats to harm, harass, or smear the reputation of the school, faculty, students, or other student families—may be grounds for the dismissal of the student from the Academy. The school reserves the right to take appropriate action to ensure the safety and well-being of its community members.

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## Additional Policies

### Food/Drinks/Gum Chewing

Gum chewing is prohibited at all times on the school campus. No food or drink, except water, may be consumed in the classrooms, hallways, or restrooms without permission from the administration. Vending machine purchases are not allowed during class times. Caffeinated and carbonated beverages are not permitted at school; these items will be discarded.

### Unauthorized Articles

Items that are a distraction to a teacher or class will be taken from the student and returned only to the parent/guardian upon request. Cell phones, cameras, toys, games, radios, electronic games, gadgets, etc., are not permitted. The school is not responsible for any unauthorized items brought onto the campus or to any school event.

### Cell Phones

Cell phones are strongly discouraged. If a student brings a cell phone to school, it must be turned in to the office at the beginning of the day. The cell phone will be returned to the student at dismissal. The Academy is not responsible or liable for lost or damaged cell phones/devices. Any cell phone not turned in and found at school will be confiscated and

returned only to the parent/guardian upon request. Student cell phone usage is not permitted at school events run by the Academy, and phones may be collected by teachers or administrators at such events.

### Off-Campus Conduct

Students of Chesterton Academy are expected to conduct themselves virtuously as representatives of the school community. The administration reserves the right to discipline students for off-campus behavior that is detrimental to the reputation of the school. Off-campus conduct also refers to cyberspace and social media activities.

### Physical Violence

Physical violence or threats thereof are not permitted at the Academy. Violence is a Level Three offense and may result in consequences up to and including expulsion.

### Other Disciplinary Matters

Gambling, gang activity, lying, pulling fire alarms without cause, possession or distribution of pornography, and unauthorized recording devices are not permitted. Such actions are against our mission statement and the dignity of the human person. Students involved in these activities may receive consequences up to and including expulsion.

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## THE AUTHORITY OF THE FACULTY

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

### Disciplinary Authority

The headmaster, dean of students, or acting headmaster reserves the right to determine the appropriate level of disciplinary action for any misconduct. This discretion allows the administration to consider the individual circumstances of each case, ensuring that the consequences are fair and proportionate. Punishments may range from verbal warnings and detentions to demerits, suspensions, or expulsion, depending on the severity and frequency of the offenses. The goal in every disciplinary action is to restore the student in their relationship with God and with any other person involved, including teachers and classmates. The Academy will oftentimes utilize prayerful and creative measures to assist a student in restoring these relationships and in growing in the pursuit of virtue.

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## In Conclusion

In addition to the aforementioned misconduct, any other behavior 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.

# V. Decorum

At Chesterton Academy of The Florida Martyrs, we are committed to fostering an environment of respect, discipline, and reverence for learning. Students are expected to conduct themselves in a manner that reflects the dignity and purpose of our educational mission. The following guidelines outline the expectations for student behavior both inside and outside the classroom.

## 1. Respectful Communication

- **Avoid Complaints and Boasting:** Students should refrain from announcing their tiredness or seeking sympathy due to lack of sleep or overwork. Boasting about staying up late to study is discouraged. All members of our community, including teachers—many of whom have additional responsibilities—are dedicated to the collective pursuit of knowledge. Expressing fatigue can be disruptive and may suggest a lack of readiness to participate fully in class activities.
- **Positive Attitude:** As guided by the teachings of Christ, students are encouraged to maintain a cheerful demeanor, even when facing personal challenges. "When you fast, anoint your head and wash your face, so that your fasting may not be seen by others..." (Matthew 6:17-18). This principle extends to all aspects of school life, promoting a supportive and uplifting atmosphere.

## 2. Physical Conduct and Posture

- **Attentive Posture:** Students should sit up straight during class, with feet on the floor, demonstrating readiness to learn. Leaning back excessively, resting heads on desks, or placing feet on chairs is inappropriate. The physical comportment of students reflects their inner attitude toward learning and respect for the educational environment.

## 3. Academic Responsibility

- **Preparation and Participation:** Students are expected to complete all assigned readings and homework thoroughly and thoughtfully. If a student has not completed an assignment, they must inform the teacher before class begins. Proactive communication demonstrates integrity and responsibility.
- **Quality of Work:** Assignments should meet or exceed the minimum requirements. Submitting incomplete or substandard work may result in a failing grade. Students

should strive for excellence, ensuring that their work is well-prepared, proofread, and adheres to the guidelines provided.

#### 4. Classroom Etiquette

- **Punctuality and Readiness:** Students should arrive to class on time and be prepared to engage fully in the lesson. Entering the classroom should be done quietly to maintain a conducive learning environment.
- **Silence Upon Entry:** Once inside the classroom, students should remain silent to prepare their minds for learning. Silence fosters concentration and respect for the educational process.
- **Active Listening and Engagement:** During class, students should focus on the discussion or lecture. Private conversations—whether spoken, whispered, or non-verbal—are distracting and disrespectful to both peers and teachers.
- **Avoiding Disruptions:** Behaviors such as yawning loudly, checking the clock frequently, or packing up before class has concluded are considered disrespectful. If a student needs to yawn, they should do so discreetly and cover their mouth. Students should wait to be dismissed before preparing to leave.

#### 5. Respect for Authority and Guests

- **Acknowledging Presence:** Students should stand when a priest, administrator, or guest enters the classroom, as a sign of respect and recognition of their authority and contribution to the school community.
- **Following Directions:** Students are expected to follow the directions of teachers and administrators promptly and respectfully, embodying the virtue of obedience—even if they do not agree with the instructions given.

#### 6. Professional Conduct

- **Refraining from Negative Speech:** Students should speak of the school, its staff, and their peers with respect. Grievances or concerns should be addressed privately with a teacher or the headmaster, not shared among peers or expressed publicly in a manner that undermines the community.
- **Appropriate Inquiries:** When seeking to improve academically, students should ask, "How can I do better in your class?" rather than focusing solely on grades. This approach emphasizes personal growth and learning.

#### 7. Responsibility for Academic Progress

- **Proactive Communication:** If a student is struggling with the material, they should approach the teacher promptly to seek assistance, rather than waiting until grades are issued.
- **Makeup Work:** It is the student's responsibility to arrange for makeup tests or quizzes if absent. Failure to do so may result in a zero for the missed assessment.

## 8. Commitment to Learning

- **Valuing Education:** Students should respect the task and work of education, conducting themselves with dignity and speaking of learning as a worthy goal. They should not glorify activities that are contrary to the virtues promoted by the Academy.

## 9. Community Respect

- **Upholding the School's Reputation:** Students are representatives of Chesterton Academy at all times. They should conduct themselves in a manner that reflects positively on the Academy, both on and off campus.

## 10. Focus on Personal Growth

- **Seeking Improvement:** Students are encouraged to prioritize their personal and academic development. Constructive feedback should be sought respectfully, and students should take ownership of their learning journey.

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By adhering to these principles of decorum, students at Chesterton Academy of The Florida Martyrs contribute to a respectful, productive, and spiritually enriching educational environment. The Academy believes that cultivating these habits not only enhances the learning experience but also prepares students for future academic and professional endeavors.

# VI. 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 offer a core curriculum across the disciplines of math/science, humanities, fine arts and languages, and each student is expected to complete the full course work.

The Academy provides parents with access to an online student information system, PraxiSchool. The system can be accessed at any time and displays the current grades in all of a student's classes as well as assignments. In addition, teachers may send emails periodically to parents whenever a student shows worrisome academic performance. Parents and students may also use PraxiSchool to communicate with teachers.

**A. ACADEMIC PROBATION / ELIGIBILITY.** We want to help students prioritize their many responsibilities as they grow academically in all fields. The goal is to help students and staff identify academic deficiencies before they become crippling and to aid in offering remedial measures. Approximately every four weeks, or at the

discretion of the headmaster, the school will run academic reports on all students. Any student with an overall cumulative semester GPA of less than 2.0, or who is failing any class, will be placed on academic probation. Probation will result in a meeting of the student and parents with the headmaster to discuss reasons for the deficiency, the best steps for remediation, and the consequences of continued academic deficiency. In addition, students on academic probation will be required to use any and all study periods during the week. At the time that the student is placed on academic probation, the student may become ineligible for extracurricular activities. The ineligibility will remain in effect until a subsequent progress report shows a GPA of at least 2.0 and no failing grades.

- B. ADVANCEMENT AND RETENTION.** Students will receive full credit for all classes completed with a cumulative percentage of 60% (D- or above). Credit for year-long courses will be given one semester at a time. It will be possible for students to pass one semester of a year-long course and fail another. Where a student fails one semester of a year-long course, the student will receive credit only for the semester that was passed. The failed semester will be considered a deficiency. The grade given in any one semester of a two-semester grade will not affect the grade of the other semester.

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

Students who fail a course during the school year may be subject to retention at the discretion of the headmaster. A retained student will repeat the previous year's course work.

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

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

- Copying another student's work (with or without his knowledge) on a test, on a homework assignment, or on an in-class project or lab
- Copying, cutting, and pasting information from an electronic source
- Using any kind of notes during a quiz, test, or exam, unless specifically allowed by teacher
- Having a friend, sibling, or parent produce or complete any part of the assignment
- Copying the answers from the back of the book
- Inventing or counterfeiting sources

Plagiarism is the use of another person's distinctive ideas or words without acknowledgment. The incorporation of another person's work into one's own requires appropriate identification and acknowledgment, regardless of how you got it. The following are considered to be forms of plagiarism when the source is not cited:

- Word-for-word copying of another person's ideas or words (even copying a three-word phrase can be considered plagiarism)
- Interspersing of one's own words here and there while, in essence, copying another's work
- Paraphrasing an author's original theory or idea without proper citation
- Re-submitting one's own previously-written paper (or portion of it) for a different assignment (self-plagiarism)

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

Students will receive a zero on any assignment where cheating or plagiarism is evident and will have a meeting with the academic dean or headmaster. Repeated incidents of cheating and plagiarism may lead to more serious disciplinary actions such as suspension. Serious academic violations may be communicated to colleges upon request.

**D. ASSIGNMENTS.** Homework is just as important as class work. Here is where students work independently without the coaching and guidance of the teacher. Students should have a regular routine of time and place for homework. They should complete their own assignments, trying to develop independent study habits.

It is the practice of Chesterton Academy of The Florida Martyrs to be reasonable in the amount of homework assigned. An average student can expect roughly one to two hours of homework each evening. To ease the burden of homework, the Academy provides regular study periods throughout the week.

It is the recommendation of the Academy to penalize late work up to 20% for each school day it is late. Some assignments by nature will not be accepted when handed in late.

Work made up after an absence is not considered late. As a general rule, students will have as many school days (not class days) as they missed to make up missed work. Tests must be made up in the same way and may be penalized up to 10% for each school day they are late. It is the responsibility of the student to ensure that work and tests missed due to absence are made up. Individual teachers may alter the late policy for individual assignments at their discretion.

**E. ASSESSMENT.** Teachers will evaluate student work by letter, percentage, or comment. The Academy is on a semester system. At the completion of each semester, report cards are issued. The grade given each semester is a composite of weekly quizzes, tests, written and oral assignments, achievements in various forms, the results of quarterly examinations, and participation.

**F. GRADING SYSTEM.**

<u>Letter Grade</u>	<u>Percentage Correlation</u>	<u>GPA Equivalent</u>
A	93 and above	4.0
A-	90-92	3.67
B+	87-89	3.33
B	83-86	3.0
B-	80-82	2.67
C+	77-79	2.33
C	73-76	2.0
C-	70-72	1.67
D+	67-69	1.33
D	63-66	1.0
D-	60-62	.67
F	0-59	0

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

**H. TEXTBOOKS AND NON-TEXTBOOKS.** Textbooks assigned are valuable school property and are loaned for the convenience of the students. Textbooks should be cared for and covered. Damaged or lost textbooks may result in the assessment of fines for their replacement. Non-textbooks that are not the Academy's property are the property of the student and are intended to be theirs for the building of his personal library. Students will be given a list of all the books at the beginning of each

year. This list states which textbooks are school property and which non-textbooks are theirs to keep. This list also notes those non-textbooks that will be needed in subsequent academic years. It will also include replacement costs for lost or damaged textbooks. See Appendix D for the complete book list for each grade.

## VII. Miscellaneous

- A. EXTRACURRICULAR ACTIVITIES.** 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. Given our limited resources, parental assistance and involvement in this effort is essential.
- B. FAMILY FUNDRAISING COMMITMENT.** The cost of education at the Academy is not fully covered by tuition. Therefore, the financial health of the Academy will depend on the success of fundraising activities. Fundraising is the shared responsibility of all registered families for the common good. We ask each family to meet a minimum fundraising goal of \$1,500.

This fundraising expectation is in addition to standard volunteer commitments we ask all families to make throughout the year. These services are as valuable as direct fundraising, as they reduce our operational costs. While not all may be able to assist in the same way, all families will be asked to participate in these efforts.

**C. 2025-26 ACADEMIC YEAR DATES.**

1st Semester: August 11th, 2025 to December 19th, 2025

2nd Semester: January 6th, 2026 to May 28th, 2026

**D. KEY CONTACTS.**

HEADMASTER:	David “Charlie” Johnson headmaster@chestertonpensacola.org
EXECUTIVE DIRECTOR:	Alicia Carff acarff@chestertonpensacola.org
ST. ANNE PASTOR:	Fr. Chuck Collins (850) 456-5966

For a complete list of Chesterton Academy of The Florida Martyrs faculty and staff, visit <https://chestertonpensacola.org/about-us/faculty-staff>

**WHO DO I CONTACT?**

A. Absences:	headmaster@chestertonpensacola.org
B. PraxiSchool:	acarff@chestertonpensacola.org
C. Tuition & billing:	acarff@chestertonpensacola.org
D. Grades:	the teacher (first initial last name @)
E. To reach the Board of Directors:	jp@chestertonpensacola.org
F. Volunteering and events:	acarff@chestertonpensacola.org
G. Admissions or re-enrollment:	<a href="mailto:acarff@chestertonpensacola.org">acarff@chestertonpensacola.org</a>

## E. SCHOOL PRAYER AND SONG.

**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.

Amen.

**SCHOOL SONG – SALVE REGINA**

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

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

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

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

*- Translation -*

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

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

Turn then, most gracious advocate, Thine eyes of mercy toward us. And after this, our exile, Show unto us the blessed fruit of thy womb, Jesus.

O clement! O loving!  
O sweet Virgin Mary!

## Appendix A: Introduction to the Roman Catholic Liturgy

Like any activity, the proper worship of God in the Roman Catholic liturgy requires that we know certain things in advance. Just as one cannot show up to algebra class without knowing how to count, one cannot fully participate in the liturgy without knowing some basic facts. Just as a person is imperfectly educated if he has not had instruction on the proper way to write, so too, is he imperfectly educated if he has no guidance on the proper worship of God.

What follows is a brief catechesis on Catholic liturgy, as well as a guideline for Mass participation and common prayers. All of the questions and answers below are taken from *The Catechism of the Catholic Church*, and all citations reference the paragraph numbers in that text.

### A BRIEF CATECHESIS

***Who celebrates the liturgy of the Church?*** The whole community of those who are united to Christ, both living and dead (1136, 1140). All those who are baptized therefore share in a “common priesthood” (1141). Not all members of the common priesthood have the same function in the liturgy, but some of its male members are called to act in the person of Christ for the service of the Church (1142).

***What other functions can people perform in the liturgy?*** Servers, readers, commentators and members of the choir also exercise a genuine liturgical function (1143).

***What is the liturgy comprised of?*** The liturgy is comprised of physical signs and symbols (1145). In particular, it is comprised of signs and symbols from creation (such as fire, smoke, water, candles), daily human life (eating, drinking and washing), and the history of salvation (the Passover meal) (1189).

***Why is the liturgy comprised of physical signs and symbols?*** Because God, though he is invisible and spiritual (1159), speaks to human beings through the visible, physical world (1147). (God Himself became incarnate.)

***What criteria should we use to determine if liturgical music is appropriate?*** There are three criteria (1157):

1. It must be beautiful and expressive of prayer.
2. Some of the music must be sung by the whole assembly.
3. It must preserve the solemnity of the liturgy.

***The Liturgy is also called “the sacrifice of the Mass.” Why is it a sacrifice?*** The Eucharist makes Christ’s sacrifice on the cross really, and not merely symbolically, present (1366, 1374).

***What is the Eucharist?*** The Eucharist is a sacrament of the Church in which Christ is truly, really, and substantially present, as both God and man, under the appearances of bread and wine. (1374)

***May anyone receive the Eucharist during communion?*** Ecclesial communities derived from the Reformation and separated from the Catholic Church, “have not preserved the proper reality of the Eucharistic mystery in its fullness, especially because of the absence of the sacrament of Holy Orders.” It is for this reason that, for the Catholic Church, Eucharistic intercommunion with these communities is not possible. (1400) Out of respect for this ecclesial difference, non-Catholics should not receive the Eucharist at Mass.

**What should a member of the Chesterton community do when not receiving the Eucharist at Mass?** With the whole assembly proceed to the sanctuary and as a sign of not receiving the Eucharist, reverently cross your arms over your chest and bow your head for a blessing. Proceed with the whole assembly back to your seat and kneel in prayer.

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

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

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

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

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

## MASS PARTICIPATION GUIDELINES

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

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

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

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

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

**5. Unity at Communion.** When not receiving, students are to go up for a blessing with their arms crossed, hands on shoulders. The priest or extraordinary minister will offer a blessing. Do not remain in the pew or aisle while others go up for Communion.

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

## COMMON CATHOLIC PRAYERS

### Our Father

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

### Hail Mary

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

### Glory Be

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

### Grace Before Meals

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

### Memorare

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

Inspired by this confidence, we fly unto  
thee, O Virgin of virgins our Mother; to thee  
do we come, before thee we stand, sinful  
and sorrowful;

O Mother of the Word Incarnate, despise  
not our petitions, but in thy mercy hear and  
answer them. Amen.

### The Angelus

V: The Angel of the Lord declared unto  
Mary.

R: And she conceived of the Holy Spirit.

All: Hail Mary...

V: Behold the handmaid of the Lord.

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

All: Hail Mary...

V: And the Word was made Flesh.

R: And dwelt among us.

All: Hail Mary...

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

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

V: Let us pray.

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

## Appendix B: About Our Uniform Policy

The school dress code for member schools in the Chesterton Schools Network contributes to a sense of school unity and connection to the broader CSN community. Our dress code is designed to enhance and elevate the learning atmosphere, while adding a sense of pride and professionalism.

School uniform elements for purchase through our vendor, SchoolBelles, are outlined in Sections IV and V of this document. Uniforms should always be neat, clean, and fit appropriately. All students are to present themselves in a manner consistent with their God-given dignity. Students are to follow the dress code or uniform that accords with their biological sex.

### Why Uniforms?

One of the most common questions we receive is why member schools in the Chesterton Schools Network, like most private Catholic schools, require uniforms.

The tradition of uniforms goes back to Medieval times when caps and gowns were required at universities. All students, regardless of background, would dress alike, and all would show an outward sign of their dedication to the task of learning together within the university community. From the very beginning, school uniforms have helped achieve three goals: **modesty**, **professionalism**, and **community**. Our uniform policy aims to achieve the same three goals.

#### **MODESTY**

We have all heard the expression, “He/she is just being modest,” usually when someone resists drawing attention to themselves. This phrase captures the heart of modesty because modesty is a form of humility. Modesty resists calling undue attention to oneself in speech or in dress. We ask our students to dress modestly on campus whether they are in uniform or out of uniform.

#### **PROFESSIONALISM**

We ask the students to wear the uniform so they look professional. The work that we do at school is part of a student’s life that is extraordinary, set apart from the ordinary routines of life. In our Western tradition, we dress up for extraordinary events to show their importance. We dress up for Mass and for the work day, and we dress up for school. We ask that the uniforms are neat and clean. Our young men wear ties that are neatly fastened, with shirt cuffs rolled down and buttoned. Our young ladies wear skirts and choose accessories that are fitting for a professional atmosphere.

#### **COMMUNITY**

Finally, the uniform is an affirmation of community. When a student carefully adheres to the uniform code he or she is saying “Yes, I buy in. I am part of this team and I am proud to show it.” For our upperclassmen, this is an aspect of leadership, a way of showing the younger students that the right thing at Chesterton Academy of The Florida Martyrs is to affirm the importance of citizenship in our community and to bring new students into full membership in that community.

At Chesterton Academy of The Florida Martyrs, we strive together to learn the things important for our life in this world as well as in the next. Professionalism, modesty, and community are important parts of that effort.

### Uniform Vendor

The Chesterton Schools Network has selected **SchoolBelles** as its approved uniform vendor, based on pricing, quality, and service. Uniform components for ladies and gentlemen are detailed in the following pages.

“Out of uniform” guidelines are also provided for all Chesterton events, including those that occur outside of our normal school day.

## Appendix C: Ladies' Uniform Policy

ITEM	COLOR	DESCRIPTION	SCHOOLBELLES STYLE #
Blazer	Navy w/logo	Required to be worn daily beginning in October. At the school's discretion, students may take them off during the day	#5820
V-Neck Sweater or Vest	Navy w/logo	The sweater or vest are optional finishing items that may be required at the school's discretion.	#1983 Long sleeve pullover  #1964 – Vest
Oxford Shirt	White w/logo	Collar buttons must always be buttoned. The shirt must not gap in front, and there should be no pulling on the buttons. The sleeves may not be rolled at any time.	#1770 Short sleeve  #1771 Long sleeve
Skirts 9-10  11-12	Grey  Grey-Blue Plaid (optional)	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.  Schools may elect to have ladies in grades 11-12 wear a different uniform skirt to distinguish them as upperclassmen.	#3521 [skirt style] Two kick pleated  Grades 9-10 #4204 - Grey Herringbone  Grades 11-12 #4104 - Grey/Blue Plaid (optional change)
Socks	Navy	Opaque, not cable. Knee highs must reach up to the knee. They should not be at mid-calf or lower.	#1640 Opaque Knee High  #1660 Opaque Tight
Shoes	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, Vans, Toms, Converse or similarly styled shoe.	N/A
White Undershirt <i>Optional</i>	White	If needed for warmth. Plain white with no patterns or lace showing. Undergarments should never be visible.	N/A
Choir Attire		Black floor-length formal dress. Purchase from <a href="http://www.stageaccents.com">www.stageaccents.com</a> . #8655 Sarina Ladies or #5213 Sarina Girls 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.	

**GENERAL GUIDELINES**

- Ladies should aim for a simple elegance that is appropriate for the high school years.
- Uniforms should always be clean and blouses always tucked in.
- Ladies should enter the building in complete uniform, and the uniform must be worn in full until leaving campus at the end of the school day.
- No sweatshirts, hoodies, or other non-uniform jackets should be worn over the uniform.

**HAIR GUIDELINES**

- Hair should always be neatly groomed and clean.
- Hair color should be of natural hues. No streaks of unnatural colors (ex. reds, pinks, greens, etc.) on any part of hair.
- Hair accessories should be tasteful and professional. Color of hair accessories should complement the uniform.
- No hats may be worn inside of school buildings.

**MAKEUP GUIDELINES**

- Makeup must be light, simple and natural-looking.
- Nail polish is allowed but should be muted, tasteful, and professional.

**JEWELRY AND OTHER ACCESSORY GUIDELINES**

- All jewelry should be tasteful, professional, and not excessive in size or number.
- Traditional watches may be worn, but smartwatches are not allowed.
- Necklaces should be metal chains (no leather or woven materials). No tightly fitting necklaces such as chokers.
- Earrings should be in the lobe only. No gauges.
- No body piercings or tattoos are allowed.

## Appendix D: Gentlemen's Uniform Policy

ITEM	COLOR	DESCRIPTION	SCHOOLBELLES STYLE #
Blazer	Navy w/logo	Required to be worn daily beginning in October. At the school's discretion, students may take them off during the day	#5825
V-Neck Sweater	Navy w/logo	The sweater is a finishing item, along with the blazer. On October 15 through May 15, a finishing item is required all day (could be blazer, vest/sweater with blazer). Sweater or vest may be worn year-round.	#1993 – Long sleeve pullover #1994 – Vest
Oxford Shirt	White w/logo	Collar buttons must always be buttoned.	#5760 – Short sleeve #5761 – Long sleeve
Pants	Gray	Plain Front with Laurel Monogram Color 821 w/ small monogram (7322)	#5202 – Plain
Socks	Gray	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.	#1653 - #1645 Crew Sock Oxford Gray 3 pack better quality, also covered under lifetime guarantee
Shoes	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.	N/A
Belt	Black	Non-woven, leather belt with a simple buckle. This can be purchased at Schoolbelles or from any vendor.	#6305
Tie 9-10 11-12	Optional color change for 11-12	Color for ties must be either "Chesterton Stripe" or "Navy/Silver." Schools may elect to have gentlemen in grades 11-12 wear a different color tie to distinguish them as upperclassmen.	#4827  Grades 9-10 <i>Chesterton Stripe</i>  Grades 11-12 <i>Navy / Silver (optional)</i>
Choir Attire		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 ( <a href="http://www.stageaccents.com">www.stageaccents.com</a> ), the Premier Tuxedo Ensemble #ENSB. No patterns on bow tie and no pocket squares, lapel pins, vests, etc. allowed.	

**GENERAL GUIDELINES**

- Gentlemen should aim for a simplicity that is appropriate for the high school years.
- Uniforms should always be clean, shirts ironed, and always tucked in.
- Only solid white tee shirts may be worn under the white oxford. No wording or pictures on the tee shirt should be visible.
- Gentlemen should enter the building in complete uniform, and the uniform must be worn in full until leaving campus at the end of the school day.
- No sweatshirts, hoodies or other non-uniform jackets should be worn over the uniform.

**HAIR GUIDELINES**

- Hair should always be neatly groomed and clean.
- Hair color should be of natural hues. No streaks of unnatural colors (ex. reds, pinks, greens, etc.) on any part of hair.
- 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.
- No hats may be worn inside of school buildings.

**JEWELRY AND OTHER ACCESSORY GUIDELINES**

- Traditional watches may be worn, but smartwatches are not allowed.
- Simple chains and medals should be tucked under the shirt.
- No earrings, body piercings, or tattoos are allowed.

## Appendix E: Out of Uniform Dress Code

We live a full life together within the Chesterton community, enjoying sporting events, dances, and fine art performances both on campus and off campus. We expect all students to present themselves in a way that reflects their great dignity, and to dress in a modest and neat way at all Chesterton events, including those that occur outside of our normal school day.

### 1. SCHOOL DANCES AND “MORE FORMAL THAN NORMAL” SCHOOL DAYS

#### LADIES

- Semi-formal dress required (dress, dress pants and tops, skirts)
- Dress and skirt length should match uniform skirt length, which is mid-knee
- If leggings are worn, they must be worn underneath a skirt or dress that reaches to the knee
- When sitting with feet flat on floor, skirt or dress should cover top part of knee
- Necklines of modest cut, and no exposed back, shoulder or midriff
- Dress shoes (no Keds, Vans, Sperry, Toms or Converse-type shoes)
- Sleeveless tops or dresses should have at least 2” of fabric on top of shoulder
- No visible undergarments

#### GENTLEMEN

- Semi-formal dress required (khaki’s or better slacks, dress shirt)
- No jeans, shorts, sleeveless shirts, t-shirts, athletic shoes or Sperry, Vans, Toms, Converse-type shoes
- Pants and shirts should be loose-fitting
- No visible undergarments

**NOTE:** At times our school dances may have themes that allow for students to dress in costume. Costume guidelines will be given prior to the dance.

### 2. CHOIR CONCERT PERFORMANCES, COMMENCEMENT, AND THE CHESTERTON GALA

Choir concert attire (see full choir uniform guidelines for complete description):

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

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

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

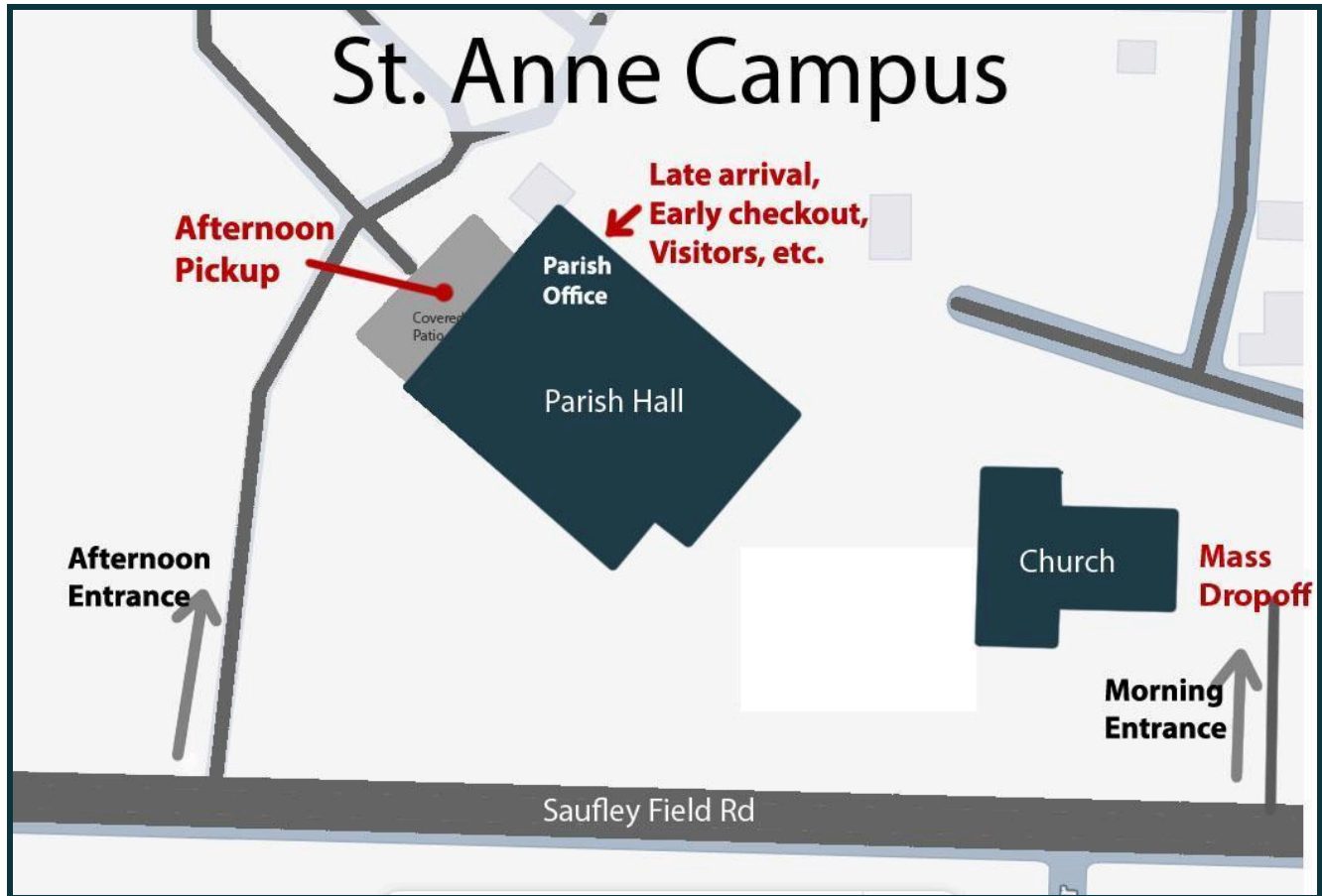
## Appendix F: School Supplies List 2025-26

Students may be asked to replenish supplies during the year as needed or to bring a few other supplies based on the specific needs of their classes. Students will also need access to a working printer for some assignments throughout the year.

### SUPPLIES REQUIRED FOR ALL STUDENTS

- Blue or black pens
- Mechanical or regular pencils
- 2 highlighters of different colors
- Pencil bag or box
- Two packages of college-ruled loose-leaf paper, 8 1/2" x 11"
- 1/2" black three-ring binder (NO "view front") w/ inside pockets – (for choir)
- Two packages, white, 3"x 5" note cards
- *Recommended: Cassell's Latin Dictionary*
- 3-5 book covers (brown paper bags or durable textbook covers)
- 1/2-inch three-ring binder (for drama)
- Graph ruled filler paper 8" x 10 1/2"
- Your math teacher will let you know if you need to purchase a graphing calculator (e.g., TI-84) during the first week of school.
- One notebook for each academic subject (appx 7)

## Appendix G: Campus Map



# Appendix H: School Calendar

## Chesterton Academy of the Florida Martyrs

### 2025-2026 School Event Calendar

\*Required for Parents    \*\*Early arrival    No School    Early Dismissal

August 2025						
Su	M	Tu	W	Th	F	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

August		
1	Friday	First Tuition Payment Due
4	Monday	Teachers Return
7	Thursday	Family Orientation & Meet the Teacher (1:30 p.m.)
11	Monday	First Day of School
12	Tuesday	Back to School Mass
14	Thursday	HOUSE SHIRT DAY - August Birthdays Observed
15	Friday	Feast of the Assumption of the Blessed Virgin Mary - HOLY DAY of OBL.
26	Tuesday	Student-led Mass (students arrive to school at 7:15 a.m.)
28	Thursday	Feast of St. Augustine

September 2025						
Su	M	Tu	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

September		
1	Monday	Labor Day - NO SCHOOL
3	Wednesday	Monthly School Uniform Check
4	Thursday	First Thursday - HOUSE SHIRT DAY - September Birthdays Observed
13	Saturday	St. Chrysostom Feast Day (Observed on Thursday the 11th)
16	Tuesday	Mass of the Holy Spirit (students arrive to school at 7:15 a.m.)
30	Tuesday	Student-led Mass (students arrive to school at 7:15 a.m.)

October 2025						
Su	M	Tu	W	Th	F	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

October		
1	Wednesday	Quarterly tuition pymts due Monthly School Uniform Check
2	Thursday	First Thursday - HOUSE SHIRT DAY - October Birthdays Observed
3,6	F,M	Fall Break - NO SCHOOL
10	Friday	1st Quarter Ends
13	Monday	Columbus Day - NO SCHOOL
18	Saturday	CAFM Open House (time TBD)
28	Tuesday	Student-Led Mass (students arrive to school at 7:15 a.m.)
31	Friday	Halloween & House Games - Noon Dismissal

November 2025						
Su	M	Tu	W	Th	F	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

November		
5	Wednesday	Monthly School Uniform Check
6	Thursday	First Thursday - HOUSE SHIRT DAY - November Birthdays Observed
11	Tuesday	Veterans Day - NO SCHOOL
18	Tuesday	Student-Led Mass (students arrive to school at 7:15 a.m.)
21		Noon Dismissal
24-28		Thanksgiving Break - NO SCHOOL

December 2025						
Su	M	Tu	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13

December		
3	Wednesday	Monthly School Uniform Check
4	Thursday	First Thursday - HOUSE SHIRT DAY - December Birthdays Observed
7	Sunday	Feast of St. Ambrose (Observed on Thursday the 4th)

14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

11	Thursday	School Play (Half Instructional Days 8-11, afternoon/evening rehearsals)
12	Friday	NO SCHOOL
16	Tuesday	Student-Led Mass (students arrive to school at 7:15 a.m.)
19	Friday	Noon Dismissal - Christmas Break Begins
31	Wednesday	Early application deadline

January 2026						
Su	M	Tu	W	Th	F	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

January		
1	Thursday	Quarterly tuition pymts due New Year's Day
6	Tuesday	STUDENTS RETURN
7	Wednesday	Monthly School Uniform Check
8	Thursday	HOUSE SHIRT DAY - January Birthdays Observed
19	Monday	MLKJ - NO SCHOOL
26-30		Catholic Schools Week (special activities TBA)
27	Tuesday	Student-Led Mass (students arrive to school at 7:15 a.m.)

February 2026						
Su	M	Tu	W	Th	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28

February		
4	Wednesday	Monthly School Uniform Check
5	Thursday	First Thursday - HOUSE SHIRT DAY - February Birthdays Observed
16	Monday	President's Day - NO SCHOOL
18	Wednesday	Ash Wednesday (Lent Begins)
20	Friday	Student Retreat
24	Tuesday	Student-Led Mass (students arrive to school at 7:15 a.m.)

March 2026						
Su	M	Tu	W	Th	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

March		
1	Sunday	Quarterly tuition pymts due
4	Wednesday	Monthly School Uniform Check
5	Thursday	First Thursday - HOUSE SHIRT DAY - March Birthdays Observed
16-20		SPRING BREAK - NO SCHOOL
24	Tuesday	Student-Led Mass (students arrive to school at 7:15 a.m.)
30, 31		Rome Pilgrimage

April 2026						
Su	M	Tu	W	Th	F	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

April		
1-10		Rome Pilgrimage
2	Thursday	Holy Thursday - NOON DISMISSAL
3	Friday	Good Friday - NO SCHOOL
6	Monday	Easter Monday - NO SCHOOL
15	Wednesday	Monthly School Uniform Check
16	Thursday	HOUSE SHIRT DAY - April Birthdays Observed
28	Tuesday	Student-Led Mass (students arrive to school at 7:15 a.m.)
30	Thursday	Re-enrollment forms due Feast of St. Athanasius Observed

May 2026						
Su	M	Tu	W	Th	F	Sa
					1	2
3	4	5	6	7	8	9

May*		
2	Saturday	Feast of St. Athanasius (Observed Thursday, April 30)
6	Wednesday	Monthly School Uniform Check
7	Thursday	First Thursday - HOUSE SHIRT DAY - May Birthdays Observed

10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

25	Monday	Memorial Day - NO SCHOOL
26-28	T-TR	Half Days/Finals
28	Thursday	LAST DAY OF SCHOOL
		HOUSE SHIRT DAY - June & July Birthdays Observed
		White Horse Cup Awards
29	Friday	Teacher Work Day