

Caritas Academic Calendar, 2009-2010

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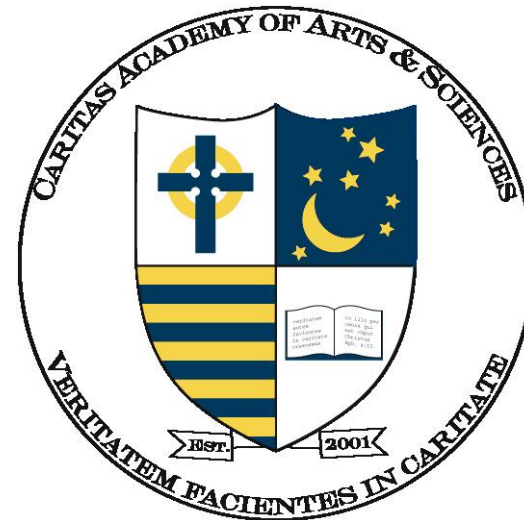
KEY	
Purple	dates: Special Events
Green	dates: No School
Yellow	dates:
Boxed	Semester/Mid-term Reports and Exams

Sept. 7: Labor Day	Feb. 15-19: Winter Break
Sept. 8: Orientation for parents	Mar. 19: Spring Midterm Reports
Sept. 9: 1/2day student orientation	April 2: Good Friday
Sept. 10: 1st Full Day of School	April 5: Easter Monday
Oct. 12: Columbus Day	April 8: Fundraising Reception
Oct. 30: Fall Midterm Reports	April 19-23: Spring Break
Nov. 7: Silent Auction	May 7-8: Spring play
Nov. 11: Veteran's Day	May 24 - 28: 2nd Immersion
Nov. 24: Thanksgiving Feast	May 28: End of 2nd Semester
Nov. 25-27: Thanksgiving Break	May 31: Memorial Day
Dec. 10: Christmas Gathering	June 1 - 3: Exams
Dec. 21-Jan. 1: Christmas Break	June 3: Last Day of School
Jan. 15: End of 1st Semester	June 5: Graduation
Jan. 19-22: 1st Immersion & Mid-year Exams	

5 Field Trips in Oct., Nov., Jan., March, and May, dates TBD

Caritas Academy Student/Parent Handbook

2009-2010



Dear Students and Parents,

Welcome to the 2009 – 2010 year at Caritas Academy. I think it's going to be a great year. Since there have been a some new changes to the handbook, the faculty and staff at Caritas requests that both parents and students read through the entire school handbook before this school year begins.

To obey rules for the sake of obeying them is easy to do; however, understanding them and taking them to heart is something entirely different. My hope is that as you read through this handbook – you will see it as a set of values that will keep Caritas on course through out the year. The psalmist writes,

Great peace to those who obey and love your decrees, for nothing can make them stumble - Psalm 119:165

May God's light shine upon you, and may His grace be with you this year at Caritas!

Sincerely, your new Headmaster.

Daniel E. Coronado / or Mr. C ☺

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Snow Policy

On days when it is necessary to cancel or delay school because of inclement weather, Caritas will follow Hudson High School. If Hudson cancels or delays, Caritas will do the same. However, we reserve the right to cancel or delay even if Hudson High School does not, when the weather makes traveling for some of our families dangerous. In such cases, we will communicate to all families.

Announcements will be posted on the school website and at the following Sources:

Radio

WBZ-AM 1030
WRKO-AM 680

Internet

www.thebostonchannel.com/closings
www.wbz1030.com/closings

Television

News 4 WVCB (Channel 5)
WHDH (Channel 7)

Student Driving

Students may drive to school if they have submitted a permission letter to the office from their parents.

When a student who has permission to drive wishes to drive somewhere during lunch, he or she must ask the permission of Mr. Coronado or Mr. Withee. Those who do leave during lunch are expected to return before the lunch period ends.

No student may ride with a student driver during school hours unless he or she has a parental permission letter on file in the office.

Administration, Faculty, and Staff

Daniel Coronado Headmaster, History, Bible
M. Div. Gordon Conwell
B. A. Biblical Studies, Central Bible College

John Withee Assist. Headmaster, Math, Science, Gym
B.A. Management DePaul University
Cert. in Programming and Systems Analysis, Northeastern

Elizabeth Beers English, French
B.A. English, Tufts University

Loyda Burk Spanish, Biology
Santa Fe Community College, LPN, Baton Rouge Regional Vocational
Tech

Yerim Kang Music
Bachelor of Music, Guildhall School of Music

Liz Kehoe Pottery
B.F.A., Massachusetts College of Art

Rebecca Kidwell History, Literature, and Drama
MA - MAT English Education, Boston University

Renee Wheeler Office, Development Assistant
B.A., Social Work, Regis College
MLS, Library Science, Southern Connecticut State University

Katie Whitsel Art
B.A., Psychology & Sociology, Anderson University

Board Members

James Currie, Jr. CPCU
Producer/Account Executive at Stanton Insurance
B.S. in Management, Bentley College, 1982

Mark Peters
Founder and president of Mark-One Inc.; Principal/Owner of Linmar Realty
L.L.C.

Lisa Sequeira
B.S., Biology/Secondary Education, Emmanuel College

Rob Steele
Software engineer at Fat Kat; homeschool father; deacon at Redeemer
Presbyterian Church in Concord
B.B.I.S. (bachelor of business information systems), Georgia State

Our Beliefs & Our Goals

Statement of Faith

- We believe in a triune God: the Father, the Son, and the Holy Ghost.
- We believe all individuals are sinful and fall short of the glory of God.
- We believe in a loving God who died on the cross for man's sins.
- We believe salvation is by grace alone through faith in Jesus Christ.
- We believe the Bible is God's word and is inerrant.
- We believe that believers will live in everlasting joy in God's presence.

Our Vision

Caritas Academy of Arts and Sciences, a classical high school, seeks to partner with parents to provide a strong academic education in a Christian atmosphere.

Our goal at Caritas is to inspire students to seek out godliness and wisdom, while beginning to comprehend the definitive aspects of truth and beauty within God's creation.

Our Mission

Our Classes

- We teach from a clear, consistent, Christ-centered worldview.
- We teach in the classical tradition, emphasizing the logic and rhetoric stages of the **Trivium** (the skills of learning: to discover, to reason, and to apply)...
- We strive to enable students to think critically and express cogently so that students are better prepared to excel in a college environment.

Our Community

- We promote a strong school community of support and partnership for families and teachers.
- We support home school families by making all courses available.
- We work to create a Christian environment of mutual respect, trust, and caring.

Our Students

- We promote maturity, wisdom, and godliness in our students.
- We enable students to think coherently and express their ideas cogently.
- We challenge students to integrate all that they learn with their faith.

Grading

Caritas is on a Semester system. Due to school size, Caritas does not calculate class rank. The grading system is as follows:

A+	97— 100
A	93— 96
A-	90— 92
B+	87— 89
B	83— 86
B-	80- 82
C+	77- 79
C	73- 76
C-	70- 72
D+	67- 69
D	63- 66
D-	60- 62
F	Below 60

Effort grades are given separately, as follows:

4	Excellent effort
3	Good effort
2	Adequate effort
1	Poor effort

Honors Level

At the teacher's and parents' discretion, an Honors level is offered. Honors students are required to do a significant amount of extra work without compromising their grades in the regular class work. The teacher will decide if the student is maintaining Honors-level work.

Late Policy

If graded assignments are handed in late, one letter grade is deducted for each day late.

Graduation Requirements

Full-time students are expected to take a full load of five academic courses and three fine arts courses every year.* Students must attend full time for their senior and junior years in order to receive a Caritas diploma. Part-time students receive transcripts but not diplomas.

Students entering Caritas at grade 8 or 9 must take at least 1 year of Latin.

*Note: Those students who do not attend Caritas for all four high school years are required to have taken, as a minimum, the following classes for graduation.

English	4 years
Mathematics	4 years
History/Soc. Science.	3 years
Science	3 years (2 lab-based)
Foreign Language	2 years (same language)
Art	2 years
Drama	2 years
Music	2 years

Honors and Awards

Caritas maintains a system of formal honors and awards for the following reasons:

- To increase academic motivation
- To recognize and show appreciation for those students who have worked hard to achieve academic excellence.
- To draw attention to the academic quality and outstanding conduct of our Students.

Graduating with Honor

Graduating students may receive one of three honors designations, depending on their GPA for that year:

Cum Laude signifies a GPA between 3.50 and 3.66

Magna Cum Laude signifies a GPA between 3.67 and 3.79

Summa Cum Laude signifies a GPA between 3.8 and 4.0

Awards

At graduation, awards may be given for outstanding work in a particular subject, at the teacher's discretion.

The Roland Award, named for the hero of the Song of Roland, is given each semester to any full-time students who have received a 4(excellent) for effort in all of their courses.

The Samwise Gamgee Award, named for Frodo's faithful companion, is presented to one girl and one boy at the middle and end of each year. Selection is made by a majority vote of the teachers and is based on three factors: exemplary conduct, helpfulness, and a positive impact on others in the school. In order to be eligible for this award, a student must be nominated by at least two different teachers.

The Valedictorian of the senior class is the senior with the highest cumulative GPA. Note that in calculating GPA:

A = 4.0 A- = 3.67

B+ = 3.33 B = 3.2

B- = 2.67

C+ = 2.33

C = 2.0

C- = 1.67

D+ = 1.33

D = 1.0

D- = 0.67

Student Rules

Disobeying these rules will incur demerits; see discipline page.

1. We expect you to live up to basic Christian standards of behavior and conversation.
2. There should be no talking back or arguing with teachers or staff. We expect obedience after the first request.
3. You must replace, or pay for replacement of, books or other school property that you damage or lose. You must cover hardcover textbooks to protect them.
4. You may not bring electronic games, iPods, or other MP3 players, DVD players, radios, CD players, or cassette players to school at any time.
5. Computers may only be used for school work, not for playing games, listening to music, or watching YouTube, movies, etc. No headphones.
6. Cell phones must be turned off in school except during lunch.
7. If you are a Junior or Senior and have brought in a general permission letter from your parents, you may leave school grounds during lunchtime and break. You must request permission from Mr. Coronado or Mr. Withee to leave, and you must return before lunch ends.
8. You are expected, at all times, to leave the dining hall and kitchen clean when you finish eating.
9. You may not chew gum or eat during classes. Beverages are allowed with the teacher's permission.
10. No public displays of affection at school or during school activities.

11. No drugs or alcohol in school or on school grounds, including in cars. Any offense will result in expulsion.

12. No fighting and no weapons.

13. You must abide by the dress code. Note: Flip flops and hats (if teacher permits) can be worn on Casual Fridays.

I. Consequences

1. Students on probation will be in danger of not being invited back the following school year.
2. Students on probation may be given a date by which they will need either to show improvement or be expelled.
3. The student will not be permitted to leave the school grounds during the school day.
4. The student will be required to stay in the study hall during study.

Demerit System and Detentions

For any violations stated in this handbook or the like a student will receive a demerit. Any demerits received will be reported to the office and parents will be informed on the student's progress report and semester grade report. The following demerit scale will be used:

- Two demerits: Student will receive office detention and parents will be Informed.
- Four demerits: Student will receive office detention and parents will be required to meet with the headmaster.
- Six demerits: Suspension and parents will be required to meet with the headmaster.
- More than six demerits: Possible expulsion from Caritas.

Plagiarism

Plagiarism is the act of claiming someone else's words or ideas as one's own. When a student copies another student's work and hands it in for credit, copies from a book when writing a paper, downloads materials from the internet and passes them off as original work, or even paraphrases a writer's ideas without attribution this student is committing plagiarism. *Caritas Academy does not tolerate plagiarism in any form.* To help our students avoid inadvertent plagiarism, we will discuss in depth how to take notes, cite quotations, and attribute information and ideas. This will be discussed both in the first-day-of-school orientation and in all English classes. Note: Websites must ALWAYS be cited.

We recognize that there are degrees of plagiarism:

- Minimal plagiarism is defined as not attributing work, inserting copied lines into a paper, or copying part of another's homework.
- Substantial or complete plagiarism is defined as copying a paper outright, copying a page or more from an on-line document, inserting several unattributed passages throughout a paper, or copying another's homework assignment completely.

Probation Policy

In our effort to create and maintain a Christian community where the truth is spoken in love, where academic achievement is valued and each individual is respected, and where each member contributes to the whole, we use probation as a means to warn students and encourage change.

Students can be put on probation either for academic reasons or for problems related to being a part of the school community. The procedures and consequences are the same in both cases. All decisions are at the discretion of the Headmaster and if necessary, the school board.

I. Probation for Academics

A student may be put on probation when one or more of the following occurs:

1. A grade point average for the term below 2.0 (below C average).
2. Two or more courses with a grade of D or lower.
3. Poor effort (e.g. regularly not completing homework).

II. Probation for Behavior

A student may also be put on probation by the head master or the school board, based on the following guidelines:

1. Disrespectful behavior.
2. A constant poor attitude towards school and others.
3. Valid complaints from other students.
4. Breaking of the Conduct Code or Dress Code.
5. A failure to participate in school activities.
6. Conversing about inappropriate topics.
7. Use of inappropriate language.

Please note: Students are not to bring music players in class, use cell phones in class, or wear hats in class (unless Casual Friday). If a student does, it will be taken away for the day. If it's a repeated offense, administration will confiscate it and contact the parents.

Etiquette

Students should not . . .

- talk while the teacher is talking or interrupt other students during class discussion.
- work on other homework assignments during class (unless students notify the teacher and assigned work is already completed).
- throw things in class.
- use the office equipment without permission.
- disturb a teacher's possessions.
- put feet on tables or chairs or stand on chairs.
- write on tables, walls, posters, etc. or damage school or church property.
- rearrange the furniture without asking.

Students should . . .

- pick up any trash around their seats before leaving.
- be seated and quiet when class begins.
- erase any writing on whiteboards before classes begin.
- make sure cell phones are turned off during class.

Dress Code

Goal: To dress modestly and conservatively, not drawing attention to oneself, but preparing for the serious job of learning.

Boys: Pants: "Regular fits" (i.e. not baggy) or suitable length shorts.

Examples include twill pants, khakis, chinos, and corduroys. No jeans.

Sweatpants and athletic clothing are permitted only during gym.

Shirts: Polo shirts, button-ups, or turtlenecks are suitable. Boy's shirts must have either a collar or a Henley-type neck. T-shirts and shirts with writing, pictures, or advertisements are not permitted.

Layers: Sweaters, vests, or fleece jackets, or vests are permitted.

Sweatshirts are permitted only during gym with the exception of Caritas sweatshirts.

***Shoes:** Wear suitable indoor shoes, sandals (**no Flip-Flops** except on Casual Fridays), and sneakers in good condition. No hiking boots or work boots.

Jewelry: No piercings, tattoos, or long chains.

Girls: Pants/Skirts: Long pants, long shorts or skirts, jumpers, or dresses to or below the knee in length. No tight, clingy clothing. No pajama pants or exercise pants (except for gym).

Shirts: Shirts with a collar, or turtlenecks, or tops with neatly finished necklines. No t-shirts, tight clothing, sheer clothing, low necklines, or visible undergarments. Shirts must meet the top of pants.

Layers: Sweaters, vests, fleece jackets, and vests may be worn. Sweatshirts are permitted only during gym with the exception of Caritas sweatshirts.

Shoes: Same as boys rule.

Jewelry: At most, 2 earrings per ear. No facial piercings or tattoos.

All students:

• Gym clothes: Modest (long) shorts or athletic pants; plain t-shirt; sneakers or other suitable athletic shoes; sweatshirts – **No Flip-Flops or Sandals to be worn on Gym days at all** – after warning, Parents will be called up and ask for proper shoes to be delivered to the school.

- Bizarrely styled or unnaturally colored hair is not permitted.
- No visible underwear of any kind may be revealed.
- No visible tattoos.
- Hats can only be worn on Casual Fridays) and sunglasses are not to be worn inside the school.
- No winter coats or jackets may be worn inside the school without permission.
- If clothes have belt loops, belts are required.

Absences & Tardiness

When parents know that a student is going to be absent or late, they should call the school office in the morning with an explanation. We understand that traffic and inclement weather can result in occasionally running late but we do ask that the office be notified.

Textbooks

We expect all students to cover and take good care of their textbooks. Because replacing a book takes significant time and expense, students will be billed for lost or severely damaged books at the price of the book plus a \$20 surcharge.

Monday & Friday Chores

In order to setup the school at the beginning of each week and to leave it clean and ready for Sunday School use at the end of each week. All the students perform chores such as moving chairs and whiteboards, cleaning the kitchen, vacuuming, or sweeping. Jobs are posted each month and last for the duration of the month.

Students must do their assigned chores. Failure to do a chore once will result in detention. Parents should find out what chore their student has, as it sometimes affects drop-off or pick-up time.

Prescription medications

Parents must notify the school of any prescription medications that a student is required to take on school grounds. This can be filled in on the emergency contact sheet.

Parent Covenant

Caritas Academy is a community composed of teachers, students, staff, and parents working together, speaking the truth in love, under the grace and mercy of our Lord Jesus Christ. We seek to provide an environment for students to learn about the world with freedom and academic rigor. Bringing this goal to fruition involves joy and excitement, as well as the pangs of labor at different times. All the members of this community need to be committed to work together through the easy times and the difficult.

As parents, we acknowledge our important role in the life of the school community of Caritas Academy.

We agree with the Statement of Faith and conduct of Caritas Academy, and we will reinforce the standards of the school with our children, even when it may be difficult.

We understand that the school needs our support in order to hold the students to high standards of conduct and scholarship. We can play a part in reminding our students of the requirements at Caritas when they may need encouragement and guidance.

We contribute at least 20 hours per year to supporting the school to accomplish its goals for our students. This could include:

- driving for field trips
- helping to organize fund-raising events
- publicizing concerts or drama programs put on by the school
- organizing or making refreshments for these events
- manning the refreshment stand
- telephoning to inform the school community of needs and events
- suggesting and organizing field trips
- substitute teaching
- donating needed items to the school

If we cannot (or choose not to) donate time in this way, we agree to donate \$100 to the Student Activity Fund.

We understand that many students receive tuition assistance in attending Caritas Academy, in that full tuition covers approximately 80% of the costs of providing the education offered. We will do our best to provide prompt payment of tuition bills so that the school can honor its financial commitments to teachers, the church, and the vendors from which Caritas purchases supplies.

In order for Caritas to maintain high standards, there will be times when we must administer discipline of varying types to make it clear that the standards are real and vital for the students. The support of the parents in standing behind the administration in difficult steps of discipline is crucial. This does not mean that we parents cannot make comments about the individual situations that arise to help the administration make an apt decision. But when we parents understand that indeed a student has breached the standards of the school we will stand behind the administration of discipline, and we will reinforce the standards to our students.

We commit to helping our student abide by the dress code, arrive at school on time, and complete his or her chores, especially on Mondays and Fridays.

X_____ Parent Signature

Student Covenant

As a student of Caritas Academy I commit myself to doing my best and entering wholeheartedly into all that I am asked to do, whether it involves school work or contributing to events of the school or helping to care for the school's building. (Matthew 5:37, Ephesians 6:7, II Chronicles 19:9, Exodus 22:14)

1. I commit to working hard and having a good attitude about my studies.
 - I will turn in all my assignments on time (unless I notify teacher of the reason).
 - If I fail to complete my assignment on time I will tell the truth about why it is not done.
2. I commit myself to taking care of the property of the school and the church where the school is residing.
 - I will use the property and equipment at school with respect and in the ways they are intended to be used, always remembering they do not belong to me. (Ex. 22:14)
 - I will not steal or treat other's property disrespectfully (Lev. 19:11)
 - If I do damage property, I will let the head master or another teacher know, and I will be responsible for its restoration. I realize the school cannot afford to pay for reckless damage.
3. I commit myself to loving and accepting my fellow students, as brothers and sisters in Christ, and endeavoring to include others so that everyone can feel a welcome member of a truly Christian community. (Eph. 4:2, I Peter 3:7-9, Rm. 12:10)

4. I commit myself to speaking respectfully to the faculty and administration of Caritas Academy, and cooperating fully, the first time I'm asked, with what I am asked to do. (Rm. 13:1-3)

5. I commit myself to honesty (Ex. 19:11)
 - I will not lie.
 - I will not plagiarize, cheat on tests, or be academically dishonest in any other way.
6. I commit myself to adhering to the dress code of the school.
7. I commit myself to participating wholeheartedly in the activities of the school: in class discussions, in chapel, in school programs, on field trips, in gym class, and at open houses. I will do my best to step out and try new personal challenges, so that I may grow as a person.
8. I commit myself to anticipating ways to be helpful, not just waiting to be asked. (Gal 5:13c)
9. I commit myself to encouraging my fellow students to work hard, to be kind to others, to respect the faculty, and to care for the school property. I will also accept this same encouragement and exhortation in return. (Gal 6:1-2, Heb 10:24, Eph 4:2, Rm. 12:10)

If I fail in my commitments, I will accept the consequences without complaint.

X _____ Student Signature

X _____ Parent Signature