

# CHICAGO JESUIT ACADEMY

## 2019-2020 Student Handbook



*Our ideal is the well-rounded person who is intellectually competent, open to growth, religious, loving, and committed to doing justice in generous service to the people of God.*

– V.R. Peter-Hans Kolvenbach, S.J.,  
Former Superior General of the Society of Jesus

Mr. Matthew Lynch, President  
Mrs. Jenna Boyle, Head of School  
Mr. Thomas Beckley, Principal  
Mr. David Diehl, Dean of Students

(revised 31 July 2019)

The Gies Campus of  
**Chicago Jesuit Academy**  
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## **CHICAGO JESUIT ACADEMY FOUNDATIONAL GOALS**

### **MISSION**

Chicago Jesuit Academy (CJA) is a full-scholarship lower and middle school for young men from modest economic backgrounds who could not otherwise access a well-resourced, faith-based college prep education in the Catholic tradition. We support and advocate for CJA students and alumni as well as other children of modest means as they progress to and through college prep high schools, post-secondary education and the transition to meaningful careers and citizenship. CJA invites students to become persons for others who aspire to be open to growth, loving, intellectually competent, religious and committed to doing justice.

### **MEANS**

Located in the Austin neighborhood on Chicago's West Side, CJA enrolls 3rd-, 4th-, and 5th-grade students without regard for their past levels of academic achievement. We use small class sizes, rigorous extended school days and an 11-month school year to develop each student as a whole person in accord with the Jesuit mission and tradition. CJA shares best practices with other schools, and we partner with the broader community to promote access to better educational resources and a deeper understanding of the obstacles to educational equity. The disciplined sacrifices of CJA's students, alumni, parents, faculty, staff, volunteers and benefactors make the success of our mission possible.

### **END GOAL**

At Chicago Jesuit Academy, each student's course of studies includes Reading, Language Arts, Religious Studies ("Formation"), Social Studies, Mathematics, Science, Physical Education and Fine Arts. Students work toward the Jesuit scholastic ideal of *eloquentia perfecta*. By graduation, they will think critically, write lucidly and speak articulately. They will be prepared to succeed academically at their best-fit college preparatory high schools. Most importantly, CJA graduates will understand they are called to serve others with the gifts God has entrusted to them.

### **TEACHER COMMITMENT**

Students who attend Chicago Jesuit Academy will be the next generation of leaders in the City of Chicago. CJA teachers must demonstrate a past and continued commitment to academic excellence, professional development and the best ideals of the Roman Catholic faith. CJA faculty members are disciplined workers, compassionate listeners and tireless advocates for the children they serve. Teachers recognize that CJA asks them to approach their work as a vocation and make substantial contributions of their time and talents in the service of the students of their students. The success of each CJA student hinges upon the determination and excellence of each teacher.

### **PARENT COMMITMENT**

Parents of Chicago Jesuit Academy students act as active partners with CJA in their student's academic, social and spiritual development. Parents commit to CJA's extended school day and extended school year and ensure their student's timely arrival each day. They check student homework nightly and respond to phone calls and other notices from CJA staff in a manner that encourages student growth and development. As essential partners of the CJA education community, parents contribute ideas and suggestions to help CJA meet the needs of all CJA students. In addition, parents volunteer their time and talents to further support their students as well as the growth and development of the larger school community.

### **STUDENT COMMITMENT**

Students of Chicago Jesuit Academy understand that they have been given outstanding gifts and opportunities and seek to use these gifts and opportunities for the benefit of others and to become true gentlemen for others. Students commit to partnering in their own social, spiritual and academic growth and work to create a school environment in which all students can learn. In short, students promise to do their best.

### **NON-DISCRIMINATION POLICY**

Chicago Jesuit Academy, in accordance with our Jesuit tradition, is committed to fostering a diverse community of outstanding faculty, staff and students, as well as ensuring equal educational opportunity, employment, and access to services, programs and activities, without regard to an individual's race, color, national origin, religion, age, disability, sex (except in matters of admission and enrollment), gender identity/expression, sexual orientation, marital status, pregnancy, predisposing genetic characteristic or military status. Employees, students, applicants or other members of the CJA community (including but not limited to vendors, visitors, and guests) may not be subjected to harassment that is prohibited by law, or treated adversely or retaliated against based upon a protected identity.

If you feel that you have been subjected to sexual harassment, discrimination or sexual misconduct, please contact Matthew Lynch, President, or Jenna Boyle, Head of School for Chicago Jesuit Academy at The Gies Campus of Chicago Jesuit Academy, 5058 W. Jackson Blvd., Chicago, IL 60644-4324. Mr. Lynch can be contacted by phone at 773.638.6126 or via email at [lynch@cjacademy.org](mailto:lynch@cjacademy.org). Ms. Boyle can be contacted by phone at 773.638.6103 or via email at [boyle@cjacademy.org](mailto:boyle@cjacademy.org).

## **ACADEMIC ISSUES**

### **TIMELINESS**

Students are expected to arrive on time each day. Students who arrive after 7:50 am are considered tardy. Families are required to report tardy arrivals to the front desk before 7:55 am. This may be done by calling the front desk at 773.638.6103 and pressing "1" to report an absence. **Please note:** 3rd and 4th graders are expected to arrive at 9:00 am on Fridays unless they will be accompanied to chapel by their parent/guardian or sibling.

### **EXCESSIVE TARDIES**

A student beginning his day on time is an essential element of a successful education at Chicago Jesuit Academy, in high school and beyond. The following policy is meant to invite cooperation and communication with families who are struggling to get students to school on time each day.

All students will receive a grace of five tardies within a single quarter. Any student accumulating tardies beyond the initial five "grace tardies" will be charged a fee of \$5 per tardy beyond the "grace tardies" for the remainder of the quarter. This fee will be reported to the Business Office at the end of each quarter, and this fee will be added to the balance due from that student's parent/guardian at that quarter's parent/student/teacher conference.

Failure to pay this fee may result in a student's exclusion from school.

Any families who are experiencing extraordinary circumstances or crises that make timely attendance at CJA difficult are encouraged to preemptively contact their child's Grade-Level Dean or Social Worker to problem solve and work collaboratively toward a plan that will allow the child to arrive on time to school each day. The Principal is also available to support this process and help families with their child's timely attendance at school each day.

### **ABSENCES/EARLY DISMISSAL**

If a student will not be at school for any reason, **please notify the school as soon as possible**. Please call the front desk at 773.638.6103 and press "1" to report an absence. If no one at CJA is able to answer a parent/guardian's call, CJA asks that the parent/guardian leave a voice message. The voice message should include the parent/guardian's name, the absent child's name and the reason for the child's absence.

Promptly reporting a child's absence to CJA is an essential part of CJA's and parent/guardian's shared responsibility to keep every child entrusted to CJA's care safe. If a child has not arrived to school safely and on time, CJA does not know that the child is safe unless CJA receives a call from the child's parent/guardian.

A parent/guardian may ask to pick up work missed by an absent student. CJA will do its best to accommodate this request; however if the request is made after the school day has begun, it will be more difficult to accommodate the request because faculty members have duties throughout the school day.

If a child will need an early dismissal as a result of a doctor's appointment or a similar obligation that cannot be scheduled for any other time, CJA asks parents/guardians to request the early dismissal from the child's Grade-Level Dean at least 24 hours before the requested early dismissal. CJA asks for this 24-hour advance notice so that the child and the child's teachers can work together to help the child be prepared to return to CJA after his early dismissal with all of the materials he will need to be successful in his classes upon his return. CJA understands emergencies come up and that 24-hours notice might not be possible in emergency situations.

### **FIVE GRADING PERIODS**

As part of each student's academic, social and religious development at CJA and in keeping with the mission of CJA as a school that operates an 11-month school year, all students are required to participate in a CJA-operated and/or CJA-approved summer program of not less than four weeks each summer during each year that a student is enrolled at Chicago Jesuit Academy. These summer programs are considered part of the school year. Failure to complete these programs well with strong attendance, behavior, or academic effort may result in a student being placed on probation or dismissed from CJA. Excellent performance in these programs will have positive consequences for students including access to broader opportunities in subsequent summers to attend private camps throughout the

United States and enroll in highly selective enrichment classes hosted at colleges and universities. CJA or CJA's partner programs will formally assess each student's performance in Quarters 1, 2, 3 and 4 as well as the Summer Term.

### **HOMEWORK**

Students in all grades fill out their CJA-provided **assignment notebook** at the beginning of each of their classes as part of CJA's "first-things-first" procedures. Parents/guardians are asked to monitor the progress their child makes on each listed assignment in an age-appropriate manner and sign their child's assignment book before each new school day. There is space for a parent/guardian signature at the bottom of each day's listed assignments.

The **assignment notebook** is located in the **homework binder**. The homework binder has a pocket in the front and back. The front pocket is for homework "**To Do**." Only work "To Do" may be placed there. No notes, classwork, or graded assignments should be placed there. The back pocket is for work "**To Turn In**." Only homework that is complete and ready to be turned in should be placed there. Once a student reports that all homework has been completed, parents/guardians are asked to review the completed work with their child in an age-appropriate manner.

An open **homework binder** looks like this:

To Do	To Turn In

### **STUDY HALL**

5th-, 6th-, 7th- and 8th-grade students at Chicago Jesuit Academy have the opportunity to complete homework most days during their study halls. During these study hall periods:

- Classroom rules apply.
- During the first 15 minutes, students are not able to ask questions or use chromebooks. This policy is in place to encourage independent study skills.
- Students should have **assignment notebooks** on their desks at the beginning of the study hall.
- Students may work with partners or small groups at the discretion of the study-hall proctor.
- Students are not permitted to leave study halls to retrieve books or other materials from their classrooms or lockers. If a student arrives at study hall without his necessary materials, the student is responsible for finding productive work to do and making up the missed homework at home.
- Students are expected to be able to work independently through their homework assignments. Students who need additional assistance after the first 15 minutes of study hall should ask for help.
- Students may request to have a tutor assigned to them. If a parent/guardian is interested in having a tutor assigned to their child, the parent/guardian or the student himself should contact the student's Grade-Level Dean. Tutors are a limited resource and are assigned based on need by the Student Services Team.
- As with all faculty and staff members at CJA, students should treat all tutors with respect.

### **ELECTIVES**

Electives are designed to give 7th- and 8th-grade students at Chicago Jesuit Academy more choices in how they want to grow as young men who are striving to be gentlemen for others. Electives occur in Quarters 1, 2, 3 and 4 each school year, but they do not occur during the mandatory summer term. Students select their semester- or year-long elective with guidance from their parents/guardians during August orientation conferences. Based on instructor preference, some electives are year-long and some are semester-long. If a student chooses a semester-long elective, they will choose their second elective during the second quarter.

### **GRADING SYSTEM**

A+	97-100	Outstanding performance and understanding of the material with the ability to teach the material to another student
A	94-96	
A-	90-93	
B+	87-89	Mastery performance and understanding of material

B	84-86	
B-	80-83	
C+	76-79	<b>Satisfactory</b> performance and understanding of material
C	75-79	<b>Satisfactory</b> performance and understanding of material, <b>but in danger of becoming unsatisfactory</b> . The student should seek out opportunities for additional help and support.
C-	70-74	
F	Below 70	<b>Unsatisfactory</b> performance and understanding of the material.

### **GRADING POLICIES**

In order to ensure a consistent grading system that is responsive to the needs of CJA's school community, all final grades for Quarters 1, 2, 3 and 4 as well as the summer term will be calculated according to the following model:

#### **Percentage of Final Grade**

70% executive function

30% content mastery

#### **Example Assessments**

- classroom preparation (having all necessary materials)
- classroom behavior and participation
- having assignment notebook & bookmark signed daily
- putting forth one's best effort on classwork and homework (i.e. showing all work on each Mathematics problem; answering each Social Studies question with a complete sentence that uses the original question in the answer; neat, legible handwriting)
- knowledge of content as demonstrated on quizzes, exams, projects, and classwork or homework content

### **ACADEMIC HONORS**

Each quarter, students have the opportunity to be recognized for outstanding academic achievement (see **Awards Ceremonies** next). Based on a student's level of academic achievement, he may earn honors in the following categories:

Students earning grades of A's or B's in all subjects for a quarter are honored with a **casual dress day and pizza party**.

Students earning grades of B or higher in all subjects for a quarter are recognized for earning **Second Honors**.

Students earning grades of B+ or higher in all subjects for a quarter are recognized for earning **First Honors**.

Students earning grades of A- or higher in all subjects for a quarter are recognized on the **President's List**, which is displayed in the school.

CJA recognizes all students who earn honors in any of the four categories with a casual dress day and pizza party. This day ordinarily occurs the week after the end-of-quarter **Awards Ceremonies**. CJA notifies parents/guardians that their child has earned honors with a note in the student's report card packet. This note will also include the date of the casual dress day and pizza party.

### **AWARDS CEREMONIES**

The **Academic Honors** (see above) are announced at the end of each quarter during Awards Ceremonies at Friday chapel services. The 2019-2020 Awards Ceremonies will be held on:

- Friday, November 15, 2019 at 8:15 am in the Christ the King Jesuit College Prep chapel
- Friday, January 17, 2020 at 8:15 am in the Christ the King Jesuit College Prep chapel
- Friday, April 3, 2020 at 8:15 am in the Christ the King Jesuit College Prep chapel
- There is no Quarter 4 Awards Ceremony. Awards are presented at the May *Cura Personalis* Conferences.

Parents/guardians and families are encouraged to attend each quarterly Awards Ceremony. Celebrating student achievement is very important, and each quarterly Awards Ceremony is an opportunity to recognize students' hard work in a public way and to encourage them to continue to work hard and learn more each day.

**STUDENT-PARENT/GUARDIAN-TEACHER CONFERENCES & DATES**

CJA asks parents/guardians to please save the following dates during the 2019-2020 school year for Cura Personalis Conferences and Report Card Pick-Up Conferences:

- **August Orientation**, August 20 or 21, 2019 (mandatory)
- **Quarter 1 Report Card Pick-Up Conference**, November 7 or 8, 2019 (mandatory)
- **Quarter 2 Cura-Personalis Conference**, February 18 or 19, 2020 (mandatory)
- **There are no Quarter 3 Conferences.** Grades will be mailed home or sent home via Wednesday Weekly.
- **Quarter 4 Cura-Personalis Conference**, May 26 or 27, 2020 (mandatory)
- **Summer-Term Conference (at the request of CJA or a child's parent/guardian)**

**PROBATION**

A student at Chicago Jesuit Academy is expected to work as hard as he can to learn the content and skills covered in his academic and co-curricular classrooms. Since 70% of a student's grade is derived from his executive function and effort, **a student cannot earn failing grades unless he is not doing all of his work.** At the conclusion of any quarter, CJA will place any 5th- or 6th-grade student who is failing two or more classes on probation for the subsequent quarter or term. CJA will place any 7th- or 8th-grade student who is failing one or more classes on probation for the subsequent quarter or term.

If a student is on probation, the student's Grade-Level Dean will work with the student's Grade-Level Team to create a plan that tries to identify the causes of the student's academic failure as well as the steps to remediate these problems during the subsequent quarter or term.

**PROCESS FOR STUDENTS ON PROBATION IN 5th, 6th, 7th or 8th GRADE**

1. A student's Grade-Level Dean will inform a student and his family that a student has been placed on probation at the end of a quarter or term if the student is (a) failing two or more classes as a 5th or 6th grader; or, (b) failing one or more classes as a 7th or 8th grader. A student's Grade-Level Dean may also place the student on probation at any point during a quarter or term if the student is failing classes or at the Grade-Level Dean's discretion in an effort to better support the student.
2. CJA will send the student and his family weekly progress reports about the student's grades via the student's Wednesday Weekly.
3. The student may be required to attend extra study halls as assigned by his Grade-Level Dean.
4. The Grade-Level Team may put other supports and requirements in place to help the student succeed.
5. If a student fails two or more classes while on probation as a 5th or 6th grader or a student fails one or more classes while on probation as a 7th or 8th grader, the Principal of Chicago Jesuit Academy may request a special conference with the student and his parent/guardian or join the student's end-of-quarter or end-of-term conference. When the Principal attends a student's conference, the conference becomes an Accountability Conference. At an Accountability Conference, a student and the student's parent/guardian may be asked to propose a plan that they believe will improve the student's ability to succeed, his motivation and/or the supports available to him in the upcoming term so that the student can continue to attend CJA on a full scholarship. Students may be asked not attend classes at CJA until (a) their Accountability Conference has occurred; and (b) the student and his family have communicated proposed changes to better support the student during the coming academic term.

**Please note:** CJA reserves the unqualified right to dismiss a student from CJA at any time for any reason.

**MID-QUARTER RESET**

During the midpoint of each quarter, students will have the opportunity to earn their way off academic probation. If a student who was placed on probation at the end of a quarter or term is (a) no longer failing two or more classes as a 5th or 6th grader or (b) no longer failing one or more classes as a 7th or 8th grader by the midpoint of a quarter or term, then the student will no longer be considered to be on probation. 7th and 8th graders in good standing will then be able to return to their assigned elective instead of their probation study hall. 7th and 8th graders who are still failing at the midpoint will continue to attend their probation study hall instead of their elective.

**PROBATION FOR BEHAVIORAL CONCERNS FOR STUDENTS IN 5th, 6th, 7th or 8th GRADE**

CJA may assign students who are in need of special remediation in order to fix a chronic or serious behavior issue to probation as well. If this is necessary, the student's Grade-Level Dean will calendar a meeting with the student and his parent/guardian. In addition to the student and his family, the student's Grade-Level Social Worker, the Dean of Students, the Principal and any other members of CJA's faculty and staff may be invited to attend this meeting. CJA reserves the unqualified right to dismiss a student for any and all behavioral infractions or violations of probation.

## **GRADUATION GUIDELINES**

In choosing Chicago Jesuit Academy, a young man commits to partnering with his family, his classmates, his teachers and CJA's administrators so that he might grow socially, spiritually and academically to become a gentleman for others in the Jesuit tradition. A student is guided in his commitment to this goal by a deepening understanding of the five virtues of a *graduate at graduation* common to Jesuit educational apostolates, which form young men to be open to growth, intellectually competent, religious, loving and committed to doing justice in the service of others.

### **THE FIVE VIRTUES OF A GRADUATE AT GRADUATION**

#### **1. OPEN TO GROWTH**

A gentleman of Chicago Jesuit Academy *demonstrates*:

- An eagerness to learn new lessons and material in class.
- A willingness to delay gratification and try new experiences when given the opportunity.
- Grit and tenacity to learn from his own mistakes and the constructive criticism of others.

A gentleman of Chicago Jesuit Academy *strives to*:

- Recognize how much he has to learn from careful listening to his peers.

A gentleman of Chicago Jesuit Academy *aspires to*:

- Be open to encounters with ideas, persons and cultures different from himself.
- Reflect, learn and grow from these encounters.
- Begin to understand the interaction and interdependence among all God's creation.

#### **2. INTELLECTUALLY COMPETENT**

A gentleman of Chicago Jesuit Academy:

- Comes to class prepared to learn with materials organized in the manner directed by CJA.
- Tries his best on all homework and class work assignments.
- Follows all teacher directions and positively participates in class in order to help create a safe and positive learning environment.

A gentleman of Chicago Jesuit Academy *strives to* become a partner in his own learning by:

- Seeking out the assistance or additional academic challenges that he needs.
- Beginning to plan for his academic future.

A gentleman of Chicago Jesuit Academy *aspires to* the ideal of *eloquentia perfecta*, or the ability to:

- Think critically.
- Write lucidly.
- Speak articulately.

#### **3. RELIGIOUS**

A gentleman of Chicago Jesuit Academy:

- Participates in daily class prayers, grace before meals and weekly chapel services.
- Participates as an individual and as part of his class and school community.

A gentleman of Chicago Jesuit Academy *strives to*:

- Form a Christian conscience and
- Evaluate his moral choices with the goal of becoming a "gentleman for others."

A gentleman of Chicago Jesuit Academy *aspires to*:

- Accept himself as a person formed in the image and likeness of God.
- Serve others with the unique gifts with which God has entrusted him.

#### **4. LOVING**

A gentleman of Chicago Jesuit Academy:

- Includes others in activities.
- Appreciates and respects the care given by teachers and other caring adults.
- Helps to make the classroom and the school a safe place for all students to learn and grow.

A gentleman of Chicago Jesuit Academy *strives to*:

- Learn the trust involved in friendship, including friendship with those different from himself.
- Recognize personal prejudices and stereotyping.
- Appreciate the importance of empathy (that is, of putting himself "in the shoes" of another).

A gentleman of Chicago Jesuit Academy *aspires to*:

- Accept himself as unconditionally loved by God.
- Recognize that true service to others is selfless and given in love.

## 5. COMMITTED TO DOING JUSTICE

A gentleman of Chicago Jesuit Academy:

- Recognizes when another member of his class or school community is being treated unfairly.
- Seeks out the help needed to fix an unjust situation.

A gentleman of Chicago Jesuit Academy *strives to*:

- Become more understanding, empathetic, accepting and generous with others.
- Become more aware of the selfish attitudes and tendencies which lead one to treat others unjustly.

A gentleman of Chicago Jesuit Academy *aspires to*:

- Grow in awareness of current social problems.
- Understand the structural roots of these injustices in social institutions.
- Develop a sense of compassion for the victims of injustice.
- Understand his obligation as a religious person to participate in building a just society.

### **A CAUTION AGAINST “DOING THE MINIMUM”**

If a student chooses to put forth the minimum amount of effort and growth needed to graduate Chicago Jesuit Academy, he will have chosen to limit his access to college prep high schools as well as the scholarship and financial aid programs necessary to access these high schools. He will also have chosen to limit who he is becoming as a young man and how he is developing his God-given gifts.

At Jesuit high schools – like St. Ignatius, Loyola Academy, Cristo Rey and Christ the King – and Jesuit colleges and universities throughout the country – like Boston College, Georgetown, Ardupe College, Santa Clara and Marquette – students are called to consider the *magis*, a term which comes from Latin for “the more” and describes a spirit of generous excellence that ought to inspire our lives and make our community better.

We are called not to do the minimum but to do the *magis* – to develop and to use the extraordinary gifts entrusted to us by God in the service of others *ad maiorem Dei gloriam* – for the greater glory of God.

Every 8th-grade candidate for graduation from Chicago Jesuit Academy should therefore be trying to determine who God is calling the student to be. For example, by the time of graduation from CJA, an 8th grader should:

Demonstrate that he is **open to growth** by:

- distinguishing himself through his passion for and dedication to at least one co-curricular activity – whether that is the CJA Jazz band, a CJA athletic team or the CJA Agriculture Club.

Demonstrate that he is **loving** by:

- actively seeking opportunities to model what it means to be a gentleman for others at Chicago Jesuit Academy – especially when no one else is looking.
- doing small things like being silent in the first floor hallway when classes are in session so the 5th and 6th graders can study quietly and focus on their lessons.
- striving to do larger things like tutoring a struggling classmate, volunteering to clean up a mess even if someone else made it or offering to tutor a 3rd, 4th, 5th or 6th grader so as to strengthen our school community.

Demonstrate that he is **religious** by:

- modeling what it means to be a faith-filled young man for younger students during chapel by actively participating in and leading prayer during Friday chapel services or daily classroom prayer or grace before meals.

Demonstrate that he is **intellectually competent** by:

- maintaining a minimum of a B average or higher (84.0% or higher) so that he can access the best-resourced college prep high schools.

Demonstrate that he is **committed to doing justice in the service of others** by:

- developing the courage to do the right thing even if that means saying or doing something that will be ridiculed, mocked or laughed at by others – especially by a friend who might be struggling with his own behavior.

When CJA calls students to strive for the “magis” in this way, CJA’s goal is to honor our Jesuit mission to form the young men CJA serves as gentlemen for others who have been made in the image and likeness of God. **Students**

**who act in a way that is harmful to the CJA school community may lose the opportunity to participate in their graduation ceremony and/or not graduate from the 8th grade and be required to repeat their 8th-grade year at another school.** CJA does not allow students to repeat their 8th-grade year at Chicago Jesuit Academy.

### **TEXTBOOKS, SCHOOL SUPPLIES AND LOCKERS**

At the start of the year, Chicago Jesuit Academy will provide all students with school supplies, their **assignment notebook**, and textbooks according to the requirements of each teacher. Students are expected to respect school supplies and textbooks as they do all other CJA property and equipment. CJA will ask a student's parent/guardian to pay replacement fees for any lost or damaged textbooks including the **assignment notebook**.

Students are to maintain their desks and lockers in a neat and orderly fashion. Every student's backpack must fit inside the student's assigned locker.

Students are responsible for ensuring that they have all necessary books, materials, homework and **assignment notebook** at the beginning of each class period.

All students are issued a locker to store their jackets, bags, books and supplies. Lockers are the property of Chicago Jesuit Academy. CJA reserves the unqualified right to search any locker at any time. CJA rarely searches lockers; however, CJA reserves this right especially when CJA is concerned that a locker might contain contraband that is a threat to a student's safety or the safety of the larger CJA community. Lockers should be kept neat and orderly.

**With the exception of backpacks and jackets, only CJA-issued supplies should be kept in student lockers or desks.**

Student access to lockers may be limited to three-minute passing periods at the beginning of the academic day, between classes and an additional four-minute period at the conclusion of the academic day. Students may not have access to their lockers after this last period of their school day.

### **PARENT/GUARDIAN COMMUNICATIONS**

The faculty and staff of Chicago Jesuit Academy believe that maintaining ongoing communication between a student's parent/guardian and school is essential for encouraging students to do their best academically and behaviorally. To this end, faculty welcome parent/guardian communications (phone calls, emails, notes, etc.). Parents/guardians should not receive "surprises" when report cards are issued.

If a parent/guardian has a question about student progress, homework, behavior, or any other matter related to their child's CJA education, the parent/guardian is *encouraged* to contact the student's teacher right away. In this way, student issues may be resolved quickly and collaboratively.

Likewise, faculty are expected to inform the parents/guardians of student progress (or lack of progress) promptly. In this way, student issues can be resolved quickly with the collaboration of home and school. CJA expects that faculty and parents/guardians work together in an ongoing manner to address student progress throughout an academic quarter or term.

The **Wednesday Weekly** envelope is an ongoing communication system designed to provide parents/guardians with teacher notes, progress reports, the weekly school newsletter, field-trip permission forms, student photo ordering forms and other materials throughout the school year. Parents/guardians are expected to read the contents of the envelope, sign the outside of the envelope, and have their student return the envelope to CJA the morning after the Wednesday Weekly is received each week.

A **weekly parent/guardian newsletter, *What's New?***, is also provided in the Wednesday Weekly to announce important developments, review recent school events, provide updated calendar dates, publish athletic schedules and provide other important information. CJA expects parents/guardians to read these newsletters to be fully informed partners in their child's education.

The **Canvas** grading system allows parents to access grades at any time electronically. CJA asks parents/guardians to contact their student's Grade-Level Dean if they cannot access their student's grades electronically via **Canvas** or if the parents/guardians need help learning how to use **Canvas**.

### **SCHOOL-SPONSORED EVENTS (including FIELD TRIPS)**

School-sponsored field trips:

1. Have an educational objective that has been approved by the school administration.

2. Are chaperoned by school personnel and volunteers who have been screened with a background check and who have attended a VIRTUS training program (see also **Volunteers** below).
3. Have carefully planned transportation strategies with bus companies who hire appropriately licensed and screened drivers and have appropriate insurance coverage.

All school-sponsored trips (with the exception of school athletic games) involve an individual, formal parent/guardian permission form. No student may attend a field trip without a signed permission form.

### **EMERGENCY CLOSING**

If CJA needs to close for a weather or other emergency, CJA will announce the closing via the Emergency Closing Center ([www.emergencyclosingcenter.com](http://www.emergencyclosingcenter.com)). At the ECC website, select the "Status Search" tab and enter "7736386103" for CJA's phone number to receive information about emergency closings for CJA. This is the best way to learn of an emergency closing for CJA.

Parents/guardians may also:

- Call the Emergency Closing Center at **847.238.1234** from a touch-tone phone and enter **7736386103**.
- Listen to WGN Radio 720-AM or WBBM Radio 780-AM or watch CBS Ch. 2, NBC Ch. 5, ABC Ch. 7, WGN-TV or CLTV cable for closing information.
- Sign up to receive an **email** from the Emergency Closing Center at [www.emergencyclosingcenter.com](http://www.emergencyclosingcenter.com).

**CJA asks all parents/guardians to maintain current contact information with CJA at all times to allow for prompt communication with all parents/guardians via phone, text or email in the event of an emergency.**

### **VISITORS**

All visitors to Chicago Jesuit Academy, including parents/guardians, must first report to the front desk in the atrium upon their arrival to campus.

Each faculty and staff member at Chicago Jesuit Academy has limited preparation time during the school day because of his/her extensive teaching, coaching, tutoring, and administrative responsibilities. Parents and guardians are asked to schedule conferences with teachers or other staff members by phone before visiting the school.

CJA encourages and welcomes parents/guardians to visit their students' classrooms; however, parents/guardians should first contact their student's Grade-Level Dean at least 24 hours before the requested visit to schedule the visit and coordinate with the teachers whose classrooms will be visited.

### **PARENT VOLUNTEERS**

In order to strengthen the connections between home and school, CJA invites parents/guardians to volunteer their time and talents each year.

Volunteer opportunities include, but are not limited to:

- Supporting CJA's athletic teams
- Helping in classrooms
- Recruiting new students and families to apply to CJA

**Volunteer Preparation:** The Archdiocese of Chicago requires **all** volunteers who work with students at any Catholic school within the Archdiocese to complete:

- Archdiocese of Chicago 7703 Form
- VIRTUS training
- A criminal background check
- An annual Department of Children and Family Services background check

These steps have been developed to better protect and provide for the safety of all students. All new employees at CJA are required to complete similar steps including a criminal background check with fingerprinting.

Please contact Ms. Mary Grawe at [grawe@cjademy.org](mailto:grawe@cjademy.org) for assistance with completing these requirements. Ms. Grawe oversees the management of all CJA volunteers.

## BEHAVIORAL EXPECTATIONS FOR ALL STUDENTS

**CJA expects all students to be respectful of themselves, their classmates and their teachers. CJA expects students to follow directions; participate productively; and, help achieve positive and productive personal, classroom, school, and community goals.**

Each student is a gift from God. No choice we make as children or adults changes that dignity we are all granted by God. As members of the CJA community, we believe discipline is aligned with problem solving, relationship building and growth. Therefore students may, at an appropriate time, approach a teacher and request assistance with problem solving, conflict resolution or any struggle to positively focus on the tasks at hand. This can be done before or after class; he may request a notecard during class using proper hand signals; or, he may request help from the administration or faculty member who checks him in or out of the building. Students may also have forums in Formation class to share concerns. If a student is unable or unwilling to request this help, the faculty and staff will offer that help in a way that always keeps at the core the belief that each human being is a gift from God and should be treated as such in all cases.

### **PROGRESSIVE CLASSROOM DISCIPLINE**

- Step 1. If a student struggles to be respectful of himself, his classmates or the faculty; if he struggles to follow directions; if he struggles to participate productively; or, if he acts in any way unbecoming of a Chicago Jesuit Academy gentleman, he will be asked by the teacher to correct the problem. To correct a problem, a teacher may ask a student to:
- Focus on students in the classroom who are being productive
  - Correct a behavior
  - Move his seat
  - Speak with teacher at another designated time
  - Write a reflection regarding the problem
  - Take some other action designed to help a student refocus on learning
- Step 2. If a student is unable to stay in the classroom because his behavior has become overly disruptive to himself, other students, and/or the educational process,
- The student may be asked to process — in writing — his current behavior and motivations. In addition, the student may have the opportunity to review his reflections with the teacher or Grade-Level Dean, if available at that time.
  - The student may serve a *JUG* scheduled by the teacher or Grade-Level Dean. During this time, the student formally reflects on the situation or choices that led to the mistake, the student's personal strengths, and how he can use those strengths to help solve the problem and grow.
  - In addition, the student may not be able to return to the class from which he was removed until he is able to speak with his teacher about the incident and share his plans for positive involvement in the educational process.
  - The student's teacher and/or Grade-Level Dean will ordinarily call the student's family to inform them that the student has missed class time and that he needs significant encouragement from home to make better choices in the future.
  - A student who has been asked to leave a class is also responsible for making up any work that he missed while out of class. ***Please note that work not completed on time, that is, late work, may incur a grade reduction.***
- Step 3. In the unusual event that a student is struggling to the extent that his behavior is keeping himself or his classmates from learning, the student may be asked to leave the school for the remainder of the day. CJA will then call the student's parent/guardian and ask that an authorized adult come to school to pick up the student immediately. The next day, the student will report to his Grade-Level Dean or Principal before being admitted to school. CJA ordinarily develops an individualized plan of remediation to help the student return to school.
- Step 4. If a student makes deliberate, aggressive physical contact (such as pushing, hitting, kicking or similar behavior) with another student, CJA may immediately suspend the student who engaged in the physical

contact from school. CJA will then call the student's parent/guardian and ask that an authorized adult come to school to pick up the student immediately.

The progressive discipline steps (steps designed to assist students to make better behavioral choices, both for themselves and the good of fellow students) are applied on a case-by-case basis as determined by the faculty and school administration. These discipline steps may be imposed progressively or simultaneously as the situation warrants.

When CJA students are in Public Spaces (defined as any place where the student is outside of the classroom, but still considered to be part of the school community such as hallways, the atrium, a bus stop, the recess park, any field-trip location, etc.), CJA holds them to the same expectations as those that apply in CJA classrooms.

CJA expects students to use the internet in a way that is appropriate for a Chicago Jesuit Academy student, whether on campus or off. Specifically, CJA expects students to treat others with respect in emails, chat rooms, text messages and other formats while also avoiding inappropriate websites and participation on such websites. Please see the Technology Contract included at the end of this document for more information.

CJA expects students to use language that is respectful of themselves and others in recognition of CJA's belief that every person is made in the image and likeness of God and worthy of love and respect as who they are inclusive of the person's race, color, national origin, religion, age, disability, sex, gender identity/expression or sexual orientation. CJA takes seriously the use of hate language, and such language is unacceptable from gentlemen for others. Consequences for students who make the choice to use such language may include any of those listed above, consequences specific to these infractions, or dismissal from the school community.

### **JUG**

The term JUG, a standard term used in many Jesuit schools, refers to a formal time when a student is called to reflect and write about behavior that was in some way not appropriate or not positively productive for himself or for those around him.

JUG includes a guided process for reflection during which the student writes about his behavior and his motivation at the time as well as his plans for making better behavior choices in the future. These plans are reviewed by a CJA faculty or staff member (usually the Grade-Level Dean or the teacher who assigned the JUG) after the student completes his reflection.

The student then writes an apology (or several, if appropriate) and may commit to doing some restorative work for the teacher in an effort to repair and strengthen the student-teacher relationship. For example, the student might agree to help the teacher with some classroom or school work to positively interact with the teacher and demonstrate a willingness to fix the relationship and make his class and/or school a better place. This time also allows the student an opportunity to share with his teacher his newly developed plan to make more positive behavior choices.

### **CELL PHONES AND ELECTRONIC ITEMS**

CJA faculty and staff may confiscate any cell phone or other electronic equipment in the possession of a student that is audible, visible or the cause of a distraction from classroom learning or other CJA activities. CJA faculty and staff may assign additional consequences as well.

If a parent/guardian of a CJA student wishes for their student to have a cell phone when traveling to and from CJA, the student may do so; however, the cell phone must be turned off and kept out of sight whenever the student is on CJA property. **CJA does not accept responsibility for the loss, theft or damage of any cell phone or any other electronic equipment. As a matter of student safety, CJA strongly encourages students to keep cell phones out of sight when traveling to and from school.** This reduces the likelihood that CJA students might be targeted by a thief. Keeping cell phones out of sight also helps students safely cross intersections and be more aware of their surroundings when traveling to and from school.

### **CHILD ABUSE AND NEGLECT**

Under the laws of the State of Illinois, every employee of Chicago Jesuit Academy is a mandated reporter for child abuse and neglect. If a staff member suspects child abuse, he or she is obligated under the law to call the Department of Child and Family Services (1-800-25-ABUSE).

### **CYBERBULLYING**

Neither the technology of Chicago Jesuit Academy nor technology outside of CJA's campus (whether accessed on campus or off campus, either during or after school hours) may be used for the purpose of harassment. All forms of harassment in cyberspace, often called cyberbullying, are unacceptable.

Cyberbullying includes, but is not limited to, the following misuses of technology: harassing, teasing, intimidating, threatening or terrorizing another person by sending or posting inappropriate and hurtful e-mail messages, instant messages, text messages, digital pictures or images, videos or web site postings (including blogs).

**Community members who feel they have been victims of such misuse of technology should not erase the offending materials. They should print a copy of the material and immediately report the incident to the school administration.**

Students who defame others in the school community (school personnel, families, students or alumni) are subject to school consequences even if the misconduct occurs outside the school. Threats are threats, for example, wherever they are made. Deliberate defamation, intimidation or harassment of others is not consistent with CJA's Christian values, and students will be held accountable for intentional harm they cause others. In addition, threatening another person online is a crime in the State of Illinois.

**Non-School-Sponsored Internet Postings and Videos:** Chicago Jesuit Academy is not responsible for non-school-sponsored postings or videos. Students are responsible for posts that are made on their accounts. If concerning postings are discovered by the school, the student may have school-issued consequences including dismissal from CJA.

CJA recommends that students refrain from non-school-sponsored postings or videos. Such postings may "live" on the internet forever, surfacing at unfortunate times (for example, when a high school, scholarship, or job applicant is undergoing a background check).

**Behavior Expectations for CJA Students:** CJA parents/guardians and students are reminded that CJA students are CJA students **at all times**, even when they are not physically in the CJA building. Thus, CJA students are expected to behave as gentlemen on and off the CJA campus including, but not limited to, field trips, athletic events, the bus stop, non-school-sponsored events, and *on the internet* (for example, treating others with respect in emails, chat rooms, videos, and other formats; and avoiding inappropriate websites and participation on such websites).

**Social Media:** CJA reserves the right to assign consequences up to and including dismissal of any student who:

- Uses social media of any kind in a manner unbecoming a student of Chicago Jesuit Academy.
- Has a social media account that is age-restricted when the student's age falls below the restricted age.

## **DRESS CODE**

Neatness, good hygiene and moderation govern all matters related to dress code.

**During the Academic Day:** Students are expected to be neatly and appropriately dressed at all times. The uniforms for Chicago Jesuit Academy is listed below:

### **3<sup>rd</sup>, 4<sup>th</sup>, 5<sup>th</sup> and 6<sup>th</sup> Grade Students:**

- Simple khaki pants (no cargo pants, frayed cuffs, rips or tears)
- CJA issued polo shirt (undershirt should be navy blue, white or grey without visible markings); light blue for 3<sup>rd</sup> and 4<sup>th</sup> grade; dark blue for 5<sup>th</sup> and 6<sup>th</sup> grade
- Belt (plain brown or black)

### **7<sup>th</sup> and 8<sup>th</sup> Grade Students:**

- Simple khaki pants (no cargo pants, frayed cuffs, rips, or tears)
- Blue oxford, button down shirt (no missing buttons; undershirt should not have visible markings)
- CJA issued tie
- Belt (plain brown or black)

- CJA strives to encourage all members of the CJA community to value one another for who each person is, not what a person wears.
- Students may not wear any clothing that has prominent logos, except that provided by CJA.
- Students may wear gym shoes or dress shoes during the Academic Day.
- Students may not wear wristbands of any kind except for watches or "fitbit" type devices. CJA allows watches or "fitbit" type devices as long as they do not become a distraction from learning.
- Students may not wear earrings.
- Students may not wear long-sleeve shirts under short-sleeve shirts.

- Students should not present with lines in their eyebrows.
- CJA does not permit tattoos or writing on oneself by students. Students may not be admitted to school until any writing is removed.
- Students' polo or dress shirts should be tucked into their pants so that students' belts are clearly visible.
- Students may wear their hair in whatever manner their parents/guardians deem appropriate for school.

**During Co-curricular Activities:** CJA requires students participating in co-curricular sports to change into a physical-training (PT) uniform. CJA requires students to wear a PT uniform consisting of gym shoes, a CJA T-shirt or sweatshirt, and CJA shorts or CJA sweatpants during any co-curricular athletic period.

### **ILLNESS AT SCHOOL**

When a student becomes ill during school hours, the student will be sent to the nurse's office for evaluation. If CJA determines that the student has an elevated temperature, symptoms such as vomiting or diarrhea, or any other concerning or contagious condition, a CJA representative will call the student's parent/guardian and request that the parent/guardian or another approved adult pick up the student as soon as possible.

**Any student sent home due to illness because of fever, vomiting, diarrhea or any other contagious symptom must not return to CJA the next day and must remain home until the student has been symptom-free without the aid of medications for 24 hours** or has a letter from a physician clearing the student's return to CJA.

Each parent/guardian must complete and have on file in the school office an Emergency Contact Form providing the telephone numbers of close relatives, friends or neighbors to be called in the event that the parent/guardian cannot be reached in an emergency or a student illness. This Emergency Contact Form must be updated each year to ensure accuracy. It is the responsibility of the parents/guardians to provide transportation in a timely manner from school at times of illness or injury.

No student may be dismissed from school for illness without first notifying the school office. Before leaving school, the parent/guardian (or the authorized adult whom the parent/guardian has asked to pick up their student) must check out the student at the front desk.

### **RISK ASSESSMENT PROTOCOL**

In accordance with the Illinois Children's Mental Health Public Act, section 15, CJA assumes the responsibility of responding to students with social, emotional or mental health challenges, through the allocation of supportive resources delivered by CJA's school-based mental health professionals or school personnel trained to administer mental health support. If a faculty member, staff member or volunteer of the CJA community believes that a CJA student might potentially be at risk of harming himself or others, CJA requires the faculty member, staff member or volunteer to report their concern and any related information to a CJA school social worker immediately.

A student may be considered to be at risk of harming himself or others if the student is:

- Making a comment or comments implying a threat to self or others
- Writing a statement or statements implying threat to self or others
- Drawing a picture or pictures implying a threat to self or others,
- Making a gesture or gestures implying a threat to self or others, and/or
- Presenting with cuts, marks or bruises perceived to be self inflicted

CJA's school social workers or social work interns will then immediately conduct an initial informal assessment of threat by using the CJA Risk Assessment. The CJA Risk Assessment will help CJA's school social worker determine the best next steps for CJA to take in caring for the student presenting as a possible threat to himself or others. If it is determined that further supports are needed for the student beyond those available at CJA, CJA will require the student to undergo a mental health assessment by a Qualified Mental Health Professional (QMHP) before the student may return to CJA. The QMHP will then determine if (a) the student poses a threat to himself or others; and, (b) whether the student can be well cared for within a school setting by the resources available to CJA.

CJA will immediately contact the student's parent/guardian upon the completion of the initial CJA Risk Assessment. CJA school social workers reserve the right to seek additional support services from a QMHP through the Illinois Screening Assessment and Support Services Program (SASS). If CJA determines that such support is necessary, CJA will immediately inform the student's parent/guardian and ask the parent/guardian to be present for the assessment if the assessment will occur at CJA. Parents/guardians reserve the right to complete the SASS assessment within their home. If the medical insurance available to a student prevents the student from receiving services through SASS, the parent/guardian of the student will still be required to obtain a mental health assessment

before CJA will allow the student to return to school. If SASS cannot conduct the assessment for insurance reasons, CJA's school social worker will share alternative mental health assessment locations with the parent/guardian.

Upon returning to school, the student's parent/guardian must present a certified letter written and signed by a QMHP indicating if the student is in danger of harming himself and others as well as any supporting recommendations. A student will not be allowed to return to CJA without this required documentation to ensure that CJA can provide them with the best level of care when addressing their social, emotional and mental health needs. If a parent/guardian is struggling to obtain the requested documentation, CJA encourages the parent/guardian to contact the student's grade-level social worker or the Director of Social Work for additional support.

### **MEALS**

Chicago Jesuit Academy provides a daily healthy lunch and afternoon snack for all students. In addition, students have the opportunity to receive a 7:30 am breakfast at CJA. Students may not bring bagged lunches or any other food or beverage into CJA for any reason.

All students who arrive to school on time by 7:50 am will receive breakfast. All students who arrive to school tardy (after 7:50 am) will report to class after checking in at the front desk in the atrium. Students who arrive tardy before the end of Morning Meeting may receive a pass from their Morning Meeting teacher to report to Mrs. Kiefer for tardy breakfast if the Morning Meeting proctor decides this is necessary. No students will receive breakfast after Morning Meeting unless the student's Grade-Level Dean has directly approved breakfast for the tardy student with a written pass to Mrs. Kiefer because of an extraordinary situation.

During breakfast, lunch, and snack, students are expected to

- Begin their meal with prayer
- Use gentlemanly manners with CJA faculty, staff and other students
- Keep voices at a moderate level if allowed to talk
- Clean up after themselves, including taking care of any spilled food or drink

Students should not bring candy, gum or any other food item including cough drops onto school property at any time or for any purpose.

Parents/guardians of students with special dietary needs should communicate those needs to CJA's school nurse before the start of the school year.

### **FUNDRAISING FOR NON-CJA EVENTS/ACTIVITIES**

CJA asks students, alumni and families to refrain from asking CJA teachers, staff or volunteers to participate in fundraisers to support non-CJA events or activities.

### **WELLNESS POLICY**

**Belief Statement:** Chicago Jesuit Academy is committed to providing a learning environment that supports and promotes wellness, good nutrition and an active lifestyle. CJA recognizes the positive relationship between good nutrition, physical activity and the capacity of students to develop and learn. CJA has aligned the entire school environment with healthy school goals to positively influence students' beliefs and habits and promote health and wellness, good nutrition and regular physical activity. In addition, school faculty and staff strive to model healthy eating and physical activity as a valuable part of daily life.

The purpose of this policy is to ensure a total school environment that promotes and supports student health and wellness, helps to reduce childhood obesity and meets the requirements of the Child Nutrition and WIC Reauthorization Act of 2004, including goals for nutrition education, physical activity and other school based activities designed to promote students wellness; nutrition guidelines for all foods available during the school day; a plan for measuring implementation including designating one or more persons charged with operational responsibility; and involving parents, students, school food service providers, the school board, school administrators, and the public in developing this policy.

**Rationale:** *The link between nutrition and learning is well documented. Healthy eating patterns are essential for students to achieve their full academic potential, full physical and mental growth and lifelong health and well-being. Healthy eating is demonstrably linked to reduced risk of the development of many chronic diseases.* Schools and school communities have a responsibility to help students acquire the knowledge and skills necessary to establish and maintain lifelong healthy eating patterns. Well-planned and well-implemented wellness programs have been shown to positively influence children's health.

Schools also have a responsibility to help students establish and maintain lifelong habits of being physically active. According to the U.S. Surgeon General, regular physical activity is one of the most important things people can do to maintain and improve their physical health, mental health and overall well-being. Regular physical activity reduces the risk of premature death in general and of heart disease, high blood pressure, colon cancer and diabetes.

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## Educational Partnership Commitments

### Commitments

Student: *I want to be a student at Chicago Jesuit Academy.*

Parent/Guardian: *I, the Parent or Guardian of \_\_\_\_\_ want him to be a student at Chicago Jesuit Academy.*

Grade-Level Dean, on behalf of Grade-Level Team: *I want to work with the students and families of Chicago Jesuit Academy.*

Therefore, we will always try to improve rather than blame others or make excuses. We will strive to be:

- **Intellectually Competent.** For example:
  - *As CJA faculty, we will plan lessons to the best of our abilities. If a student is struggling, we will think of how we can better help him. This may include an additional study hall, work with volunteers, work with a social worker or outside service provider, access to the Learning and Reading Specialist or work with our Director of Learning Support.*
  - *As a student at CJA, I will try my best on all of my work. I will ask for help if I need it. If I am offered the opportunity to use additional resources such as an extra study hall, support from a volunteer or other adult or the opportunity to work with the Learning and Reading Specialist or Director of Learning Support, I will make the most of those opportunities.*
  - *As a parent of a CJA student, I will share information about my student with Chicago Jesuit Academy. I will check my son's homework every night, sign his assignment notebook and read and sign my son's progress reports each week. I will help my student make the most of any additional resources or opportunities offered.*
- **Committed to Doing Justice in the Service of Others.** For example:
  - *As CJA faculty, if a student struggles to meet expectations, we will remember he is a child of God. We will respect students enough to ask them to take responsibility for mistakes so they can practice restorative justice and grow into strong men of God. We will commit to meeting the needs of our students as whole people. We will provide the nutrition, community building opportunities, lessons, learning materials and support services students need in order to grow and thrive.*
  - *As a student at CJA, if someone says something to me that I don't like, I will focus on my goals and pray for that person. I will take the opportunities to fix my mistakes in meaningful ways through restorative justice practices. I will make the most of the care offered to me by being on time to school, using the resources of the Student Services team - such as my Grade-Level Social Worker and School Nurse - well, and use the learning materials given to me with respect.*
  - *As a parent of a CJA student, I will read letters sent home, answer phone calls and respond promptly so that my child can participate in school programs. I will support the restorative justice practices in which my son needs to participate. I will help my student care for the learning materials he is given. I will respect the time and resources of the faculty, staff and Student Services team by making sure my son is on time to school each day, picked up on time each day, never sent to school when sick and picked up in a timely fashion should that be necessary. Should my contact information change or my son need to be absent from school, I will proactively communicate that information.*
- **Open to Growth.** For example:

- *As CJA faculty, if a parent or student brings a concern to our attention, we will respectfully respond to that concern. We will continue to learn and grow as practitioners through CJA's internal professional development and through external opportunities that will best serve our students.*
- *As a student at CJA, I will fix problems. If someone does something that causes me to react, I will think of some of the coping strategies I can use. I will be open to new learning strategies, working with new adults and thinking flexibly.*
- *As a parent of a CJA student, I will talk to my student's Teacher or Dean immediately if I have a concern. I will talk to all members of the CJA community in a constructive manner even if I disagree with the method. I understand that a response to a concern may not be immediate so that the best decision can be made.*
- **Religious and Loving.** *For example:*
  - *As CJA faculty, we seek to serve and to grow as stewards for others. We will forgive others as we hope to be forgiven, and will pray for all of the students and families that we serve. We will be honest and admit mistakes when necessary, knowing that God loves us and we can fix it.*
  - *As a student at CJA, I will forgive others and I will pray for others who have less than me. I will be honest and admit my mistakes when necessary, knowing that God loves me and I can fix it.*
  - *As a parent of a CJA student, I will trust that the leadership and faculty of CJA have the best interests of my student at heart. Therefore, I will support the faculty and staff of CJA when the school implements behavioral, academic or social/emotional support and interventions for my student. I will share my talents, experiences and knowledge with CJA faculty, staff and students in order to create a better and more successful school community.*

**Faculty Member Signature:** I want to work at Chicago Jesuit Academy. I understand and agree with the above commitments.

\_\_\_\_\_

On Behalf of the Faculty of Chicago Jesuit Academy

\_\_\_\_\_

Date

**Student Signature:** I want to be a student at Chicago Jesuit Academy. I understand and agree with the above goals. I understand there are positive consequences if I meet my goals and negative consequences if I do not meet my goals, but no matter what, God loves me.

\_\_\_\_\_

Student Signature

\_\_\_\_\_

Date

**Parent/Guardian Signature:** I want my child to be a student at Chicago Jesuit Academy. I understand and agree with the above commitments. I accept Chicago Jesuit Academy's offer of admission for the 2019-2020 academic year for my student. I understand that there are positive consequences for my student if these commitments are met. I also understand that if, in the Principal's and the Head of School's judgment, these commitments are not met there will be negative consequences at the Principal's discretion (in consultation with the President). This includes the possibility of dismissal from school.

\_\_\_\_\_

Parent/Guardian Signature

\_\_\_\_\_

Date

## Technology Contract AY 2019-2020

TO: All parents and students of Chicago Jesuit Academy

FROM: Mr. Diehl, Dean of Students

RE: Technology

All use of technology at Chicago Jesuit Academy shall be consistent with the school's goal of empowering students by providing access to and establishing personal accountability in using that technology.

The failure of any user to follow the below procedures may result in loss of privileges, disciplinary action and/or appropriate legal action. The administration will make all decisions regarding whether or not a user has violated these procedures.

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I am responsible for my computer account and email account.

- I understand that passwords are private and that I should not share my password with anyone.
- I understand that I am responsible for all activities done through my account. I will not allow others to use my account name and password, or try to use that of others.
- I understand that I will be in violation of the law if I attempt to electronically capture another person's password.
- I understand that it is important to log off the computer at the end of every session so another user cannot use my account.

I am responsible for my language.

- I will use appropriate language in my email messages, online postings and other digital communications with others.
- I will not use profanity, vulgarities or any other inappropriate language determined by school administrators.

I am responsible for how I treat other people.

- I will use email and other means of communications (e.g. blogs, wikis, chats, instant-messaging, discussion boards, etc.) responsibly.
- I will not send or post hateful or harassing mail, make discriminatory or derogatory remarks about others, engage in bullying, harassment or other anti-social behaviors as determined by school administrators while in school or out of school.

I am responsible for my use of Chicago Jesuit Academy's network as determined by school administrators..

- I will use school computer resources responsibly.
- I will not search, retrieve, save, circulate or display hate-based, offensive or sexually explicit material.
- I will not search, retrieve, save, circulate images or information about weapons using any school computer resources unless authorized by a school administrator or teacher.
- I understand the use of the school network for illegal or commercial activities is prohibited.

I am responsible for my conduct on all online sites.

- I understand that what I do on social networking websites should not negatively impact the school learning environment and/or my fellow students, teachers or administrators.

I am responsible for being honest while I am online.

- I understand the impersonating, spoofing or pretending to be someone else is forbidden. This includes, but is not limited to, sending out email, creating accounts or posting messages or other online content (e.g. text, images, audio or video) in someone else's name.

I am responsible for protecting the security of Chicago Jesuit Academy's network.

- I will not attempt to bypass security settings or Internet filters, or interfere with the operation of the network by installing illegal software including file sharing, shareware or freeware on school computers.

I am responsible for protecting school property.

- I understand that vandalism is prohibited. This includes but is not limited to accessing, modifying or destroying equipment, programs, files or settings on any computer or technology resources.
- I understand that I need authorization from a school administrator or teacher to use personal electronic devices that I bring to school, including, but not limited to, memory storage devices (i.e. USB drives).

I am responsible for respecting other people's property online.

- I will obey copyright laws.
- I will not plagiarize or use other's work without proper citation and permission.
- I will not illegally download materials protected by copyright including, but not limited to, music and movies.

I am responsible for following school rules whenever I publish anything online.

- I will follow all guidelines set forth by Chicago Jesuit Academy when publishing schoolwork online (e.g. to website, blog, wiki, discussion board, podcasting or video server).
- I understand that it is unsafe to post any personal information about myself, including but not limited to: my name, address, phone number or school.
- I will not post photos of students with their first and last names on any online site, including but not limited to: blogs, wikis, and discussion forums.

NOTE: The Illinois State Board of Education, requires all public and non-public schools to inform parents of the following state regulations regarding school access to students' online accounts.

- *CJA may not request or require a student to provide a password or other related account information in order to gain access to the student's account or profile on a social networking website;*
- *CJA may conduct an investigation or require a student to cooperate in an investigation if there is sufficient evidence to suggest the student's social network account violates the school's disciplinary policy; and,*
- *CJA may require the student to share content in the course of such an investigation.*

**By signing below, I (student's name) \_\_\_\_\_ agree to follow the above rules.**

Student name (print) \_\_\_\_\_

Student signature \_\_\_\_\_

Student Grade: \_\_\_\_\_ Date: \_\_\_\_\_

Parent signature: \_\_\_\_\_