

CHICAGO JESUIT ACADEMY

2020-2021 General Policies



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

(revised 1 September 2020)

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CHICAGO JESUIT ACADEMY **FOUNDATIONAL GOALS**

MISSION

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 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 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. Ms. Boyle can be contacted by phone at 773.638.6103 or via email at boyle@cjacademy.org.

GUIDING PRINCIPLES FOR REOPENING

- Do no harm to faculty, staff, students, alumni, families or other members of our community.
- Within the constraints of public health guidance and any related operating restrictions, accomplish CJA's mission in the service of our students, our alumni and our families.
- Consider all decisions through the framework of *cura personalis* while prioritizing the physical safety and basic needs of our community.
- Commit to a transparent decision-making process for all constituencies to see.
- When not constrained by directives from local, state or federal authorities, make intentional determinations based on what is best for our specific community.

SPECIAL COVID-19 POLICIES

In place until further notice

SOCIAL DISTANCING

It is imperative that adults and students maintain appropriate social distancing of six feet or more whenever possible. The exception to this is students sitting within their cohort while masked and separated by barriers. Even in this case, students should keep as much of a distance as possible.

MANDATORY PPE

Lower School students will be provided with CJA-issued masks as well as plastic face shields. These masks will be laundered daily. Middle School students will be provided with CJA-issued masks. These masks will be laundered daily. Students must keep these masks on unless explicitly told to do otherwise by their proctor.

ARRIVAL AND DISMISSAL

To support students' arrival at CJA each day, families dropping off by vehicle will be asked to enter the campus from Jackson Blvd. Cars will then line up from the stop sign outside the library in the parallel parking spots east and south of the stop sign. No students may leave a car until invited to do so by a CJA faculty or staff member. Students

traveling by bus or those walking to school will also enter campus via Jackson Blvd. at the pedestrian gate and then proceed to the stop sign immediately south of the library portico via the sidewalk where they will wait on the unoccupied blue tape mark east of the stop sign.

Outside the library, each student will be met by a team of faculty and staff.

- A faculty or staff member will ask each parent/guardian driving a car (or each student if the student is a walker unaccompanied by a parent/guardian) the COVID-19/wellness certification screening questions for their child(ren).
- After the parent/guardian driving a car certifies the wellness of their child(ren), the driver will be asked to pull forward to a parallel parking space immediately west of the library doors. The driver will be asked to wait in this "screening zone" until their child(ren)'s temperature has been taken and been given the all clear. (**Note:** A temperature of 100.4 degrees will disqualify a student and, if applicable, any of the student's siblings who attend CJA from entering school that day).
- Upon exiting a car or walking up to the stop sign, a student will proceed immediately to the unoccupied blue tape mark closest to the library doors that are south of the library doors. After the student arrives at that mark, he will deposit his face mask in a provided mesh bag, receive sprays of hand sanitizer on his hands and receive and properly position his new mask over his nose and mouth.
- Once properly masked, the student will be invited into the library by Nurse Kiefer or her designee who will check each student's temperature. If asymptomatic, Nurse Kiefer or her designee will give a thumbs up to the driver waiting in the "screening zone" that they may leave. If the student presents with a fever, he will return to the waiting car and be sent home. If the feverish student is a walker, the student will take a seat on the bench immediately north of the library doors and a faculty or staff member will call the student's parent/guardian.
- Each student who passes the temperature check will then proceed to a faculty or staff member who will ask them the daily triage question ("Is there anything that you need from me today?") and take attendance.

Three Hall Monitors from the arrival team will be posted to ensure a safe and expeditious movement to classrooms. These postings will be:

- The landing at the top of the first-floor
- The landing at the top of the second-floor
- The landing at the top of the first-floor

Students will wait at the door of their classroom at six-foot intervals until given permission to enter the classroom. The proctor should be at the entrance of the classroom, allowing safe distance for movement of the students into the room.

At 8:30 AM each day, the library doors will close. Students arriving after 8:30 will be considered late and will enter CJA only through the atrium. A faculty or staff member will greet and hold any late cars while the wellness certification and temperature check are completed in communication with Nurse Kiefer or her designee via radio. A faculty or staff member will sanitize and mask any late arriving students. A faculty or staff member and Nurse Kiefer will remain in the atrium until all proctored eLearning students have arrived or been accounted for.

Student Dismissal Procedures:

A faculty or staff member will dismiss each proctored eLearning classroom by radio at 1:30 PM each school day. The faculty or staff member will first dismiss the 8th graders through the atrium. They will proceed west on Quincy to

Leamington where they will stop at 6-foot intervals with each student standing on a red or yellow hash mark that has been painted on the sidewalk.

Once the 8th graders pass the CJA library doors on their way to Quincy, a faculty or staff member will dismiss the remaining four cohorts of students through the library doors in the following order:

- 7th graders, who will proceed west on Quincy where they will stop at 6-foot intervals at the farthest red or yellow hash marks without interfering with the 8th graders dismissal.
- 6th graders, who will proceed west on Quincy where they will stop at 6-foot intervals at the farthest red or yellow hash marks without interfering with the 7th graders dismissal.
- 5th graders, who will proceed west on Quincy where they will stop at 6-foot intervals at the blue concrete tape marks west of the CJA driveway on Quincy
- 3rd and 4th graders, who will proceed east on Quincy where they will stop at 6-foot intervals at the blue concrete tape marks east of the CJA driveway on Quincy

Each group, except the 8th graders, will have not less than two CJA employees accompany them to dismissal and remain with them until 1:45 PM each day.

Walkers and students who are taking the bus home will be immediately checked out by their grade-level proctor. They will not stop on a mark and will instead walk directly home (if a walker) or travel west on Quincy to Leamington and south on Leamington to Jackson in order to take the bus home. They will be proctored by a faculty or staff member until their bus arrives.

Students walking to the after-school program at Moore Park will be crossed to the north side of Quincy by a faculty or staff member individually. Each student will then walk to the Field House entrance.

Each set of grade-level proctors will be responsible for checking out each of their students with a W (walked home), B (took bus home), C (picked up by car) or M (after-school program at Moore Park).

3rd, 4th and 5th graders will move to the car that is picking them up only through the CJA driveway on Quincy and only at the direction of their grade-level proctor with the support of a faculty or staff member.

At 1:45 PM each day, any students who have not yet been dismissed will return with their grade-level proctors to the portico immediately west of the CJA library where they will stand on the blue concrete tape marks at 6-foot intervals. Any remaining 3rd and 4th graders will return to the portico first at 1:45 PM followed by any remaining 5th, 6th, 7th or 8th graders in that order.

MOVEMENT THROUGHOUT THE BUILDING

Only one cohort should move through a stairway or individual hallway at one time. One proctor should manage the front of the line and one proctor should post at the rear of the line. The first proctor should announce their intention at each new hallway, corner or stairway.

MOVEMENT AND PRACTICAL CONSIDERATIONS FOR THE CLASSROOM

Students must use hand-sanitizer when entering and exiting the classroom.

Students should keep their seats and not move about the class without permission. They should face forward to the front of the class whenever possible.

Desks will face the front of the classroom and have dividers between each student. Students should not cross this divider at any time.

Classroom expectations will be identified, communicated and trained up in the students in the first month of school.

School Materials will be provided to individual students and will never be shared. Students will keep these materials in a CJA-provided drawstring bag that will stay with them throughout the day. Teachers will not receive back any materials from students, but should underscore the importance of good stewardship of resources.

Doors, classroom and otherwise, should remain open whenever practical.

MEALS

Based on the guidance from the ISBE, CJA has made significant changes to the comprehensive food program normally offered.

- Breakfast: In consultation with Gourmet Gorilla, breakfast may be distributed to students in bulk several times per week.
- Lunch: Lunch will be delivered and eaten in classrooms. Students may be unmasked at this time so long as they maintain six feet of separation or make use of a physical barrier. Classrooms will maintain a supply of paper bags for students to store their own mask. Each time the bag is replaced, the student should write their full name on the bag. Lunch may be offered cold in closed boxed lunches or may be served hot in disposable vessels and prepared out of the CJA servery.
- Snack: There will be no snack while CJA maintains a shorter school day.

BATHROOM POLICY

In accordance with the Archdiocesan guidance, established bathroom break times, where socially-distanced groups may use the facilities in minimal groups (1-3) and be overseen by an adult are recommended. This is a rare instance when the secondary proctor may leave the primary alone with the remaining cohort. Every other bathroom stall will be taped off, as will every other sink. No urinals will be used. Proctors must ensure washing of hands and use of hand-sanitizer upon reentering the classroom.

OUTDOOR ACTIVITIES

CJA will maintain a sign-out for play and activity in Moore Park. Only three cohorts may use this space at a time, and their proctors must communicate with the front desk for permission and window to exit and enter the building.

FIELD TRIPS

In accordance with Archdiocesan policy, there will be no field trips during the first semester of Academic Year 2020-21.

VOLUNTEERS, VISITORS, AND PARENTS ON CAMPUS

The Archdiocese strongly recommends no volunteers or visitors on campus, and recommends to limit the amount of parents who may be on campus at a given time.

DRILLS AND EMERGENCIES

Fire: Due to the necessity to exit the building quickly and safely, students, faculty and staff will continue to run fire drills in the same way. However, once students are lined up in Moore Park, the lines will be socially distanced.

Tornado: Tornado drills will be practiced with individual cohorts or grade-wide, but never school-wide. In the event of a tornado, CJA's normal procedures will remain in place.

Lockdown: All classroom front and back doors will have blinds installed. During a lockdown, students will shelter away from the doors, but will remain socially distant as much as is possible.

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, gastro-intestinal complaints or illness, or symptoms of a communicable illness or rash, 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. **If a student has any signs or symptoms of COVID-19, Illinois Department of Public Health Protocol will be followed.**

A student may not return to CJA until the student has been fever-free for 24 hours without the use of fever-reducing medications, has not had any gastro-intestinal illness (vomiting, diarrhea) for 24 hours, and is fit and able to make it through the school day; or has a letter from a physician clearing the student to return to CJA. Return to school following COVID-19 illness or close contact will follow Illinois Department of Public Health Protocol.

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.

Teachers/Staff will contact the Nurse Office by radio for any medical need. The Nurse will give guidance for minor medical issues that can be dealt with in the classroom. Orange "Go Bags" in each classroom and throughout the school will contain basic first aid supplies. The Nurse may go to the classroom to assess and treat students.

Students who need to go to the Nurse Office will be assessed at the entrance, and will be directed to a "Well Student Area" or an "Ill Student Area". Students with **COVID-19 Symptoms** that cannot be explained by Asthma, Allergies, or other diagnosis will go to an Isolation Area/Isolation Room to be picked up by parents. ****Follow emergency procedures when necessary.**

**Illinois Department of Public Health Guidelines with proper quarantine will be followed for all COVID-19 situations. In the event of a student manifesting COVID-like symptoms, the student will be quarantined until collected by a parent or emergency contact for testing. The student will not be readmitted to school until test results/physician notes are provided. In the case of a positive test of any member of that cohort (or in the case of teachers crossing into multiple classrooms all of those cohorts) the students and staff members will be asked to quarantine for fourteen days.

[IDPH - COVID-19 Exclusion Guidance](#)

ACADEMIC ISSUES

ABSENCES/EARLY DISMISSAL

If a student will not be at school or unable to attend elearning sessions 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.

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.

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**, September 3 or 4, 2020 (**mandatory**)
- **Quarter 1 Report Card Pick-Up Conference**, November 5 or 6, 2020 (**mandatory**)
- **Quarter 2 Cura-Personalis Conference**, February 16 or 17, 2021 (**mandatory**)
- **There are no Quarter 3 Conferences.** Grades will be mailed home or sent home via Wednesday Weekly.
- **Quarter 4 Cura-Personalis Conference**, June 1 or 2, 2021 (**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. At the conclusion of any quarter, the Grade-Level Team will review student progress. CJA reserves the right to place a student on probation for the subsequent quarter or term for poor academic effort. If a student is placed 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.

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.](#)

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, Arrupe 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 majorem Dei gloriam* – for the greater glory of God.

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.

[Graduate at Graduation examples.](#)

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, and texts). 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** email is an ongoing communication system designed to provide parents/guardians with the weekly school newsletter, forms, and other materials throughout the school year. Parents/guardians are expected to read the contents of the email.

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**.

EMERGENCY CLOSING

If CJA needs to close for a weather or other emergency, CJA will announce the closing of the school building and cancelling of proctored elearning via the Emergency Closing Center (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.

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.

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.

In order for students to be set up for success, each Grade-Level Team creates a management plan that outlines the structure of the classes and other parts of a student's school day, whether it be remote or in-person. This plan considers the needs of the students at each grade level. It addresses the expectations for different parts of the student's day, which are then clearly communicated to students. This management plan also addresses ways to celebrate when students are showing growth and ways to support students that are struggling.

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.

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 steps above 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.

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. Smartwatches or

similar items (i.e. connected to the internet) may not be worn at CJA. 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:

3rd, 4th, 5th and 6th 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 3rd and 4th grade; dark blue for 5th and 6th grade
- Belt (plain brown or black)

7th and 8th 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 (excluding Smartwatches and the like). CJA allows watches 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.

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

The CJA Social Worker or Social Work Intern will follow the following steps.

1. Student is brought to the attention of a CJA Social Worker or Social Work Intern.
2. CJA Social Worker or Social Work Intern immediately determines if CJA Risk Assessment is appropriate.
3. CJA Social Worker or Social Work Intern conducts CJA Risk Assessment if deemed appropriate by said Social Worker or Social Work Intern.
4. Upon the completion of the CJA Risk Assessment, if a SASS assessment is not required, the Social Worker will immediately contact the student's parent/guardian.
5. If a CJA Social Worker deems it necessary upon the completion of the CJA Risk Assessment to seek additional support services from a QMHP through the Illinois Screening Assessment and Support Services Program (SASS), SASS will be contacted. **SASS can be contacted by CJA without parent permission.**
 - a. 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.
 - b. A SASS worker will contact the parent/guardian if SASS decides to move forward with the concern.
 - c. Parents/guardians reserve the right to complete the SASS assessment within their home.
 - i. While the student is in the care of CJA, if it is deemed in the best interest of the student by the Social Worker, he may be in the care of an adult instead of returning to class until the parent/guardian arrives or dismissal.
 - d. 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.
6. 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 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.
7. 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. (This documentation would not be required if a student is learning remotely since the student would stay in the care of the parent/guardian.) 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.

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.

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

Chicago Jesuit Academy Technology Policy 2020-2021

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.*

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.

 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 password.

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 languages 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 while in school or out of school.

I am responsible for my use of Chicago Jesuit Academy's network.

- 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 access technology or any website unless given permission on my CJA issued device.
- 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 understand that GoGuardian will be monitoring my online activity on my CJA issued device.

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 to be 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 the 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 and/or my teachers 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.

DEVICE DAMAGE POLICY

CJA devices - whether iPads, Chromebooks or Wifi hotspots - issued to a student during eLearning are the sole responsibility of that student and their families, and the same level of care is expected of students using CJA devices at home as was expected in school.

This means that if a device is damaged or lost while in a student's care, that student and his family are responsible for the costs to repair or replace that device.

CJA understands that accidents happen and that devices can sustain damage while in a student's care. If a student loses or damages a device and needs a repair or a replacement, that student and his family are responsible for first communicating with the student's Grade Level Dean the problem. The Grade Level Dean and possibly the Principal will discuss with the family the best way to manage repair or replacement before that student receives a new device. It is important to note that:

- CJA has limited resources.
- technology is in high demand during the pandemic and acquiring replacement technology may be difficult and time-consuming.
- CJA reserves the right to ask that the family return the damaged technology to CJA's campus and pay for the replacement technology. Below are the values the Information Technology Department places on each type of device for the 2020-2021 school year..
 - Replace Chromebook: \$250
 - Replace Charger: \$50
 - Replace Wifi Hotspot: \$100
 - Replace Touchscreen Chromebook Screen: \$100
 - Replace Non-Touchscreen Chromebook Screen: \$50
 - Replace Key: \$10/key
- CJA also reserves the right to ask the family to procure the technology without CJA's help in order for the student to continue e-learning.