

# CHICAGO JESUIT ACADEMY

## 2023-2024 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

(revised 27, June, 2023)

The Gies Campus of  
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## **CHICAGO JESUIT ACADEMY** **FOUNDATIONAL GOALS**

### **MISSION**

Chicago Jesuit Academy is a loving and academically rigorous tuition-free Catholic elementary school for students and families from resilient communities impacted by historical disinvestment. We accompany our students and alumni from enrollment through the start of their careers as they develop their gifts and grow as men and women for others.

### **MEANS**

Located in Austin on Chicago's West Side, CJA admits students to all grades in our lower and middle school without regard for their race, ethnicity or religion, and CJA enrolls 3rd-, 4th- and 5th-grade students without regard for their past levels of academic achievement.

We use small class sizes, extended school days and an 11-month school year to give personal care to our students and help them develop as whole persons.

We accompany our alumni on their unique paths to meaningful employment and support them throughout high school, their post-secondary education and the start of their careers, always welcoming them back as leaders at CJA and in the broader community.

CJA students, alumni, parents, faculty, staff, volunteers and benefactors listen to and learn from one another and make disciplined sacrifices to accomplish our shared mission.

We partner with other schools and the broader community to create access to better educational resources, confront systemic racism and remove obstacles to educational equity.

We call one another to find God in all things and be men and women for others who are open to growth, loving, religious, intellectually competent and committed to doing justice.

Each year, Chicago Jesuit Academy's teachers, students and parents agree to the commitments outlined below, by signing the Educational Partnership Commitment document.

### **PARENT COMMITMENT**

The CJA Educational Partnership Commitment document describes how we strive to live our core values together within our CJA community. Parents of Chicago Jesuit Academy students agree to 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.

[The CJA Parent Progress Report](#) document will be used during the 2023-2024 Academic Year to assess how well a family is meeting the CJA commitments for parents. In each of the categories our family partners may receive an "ME", a "DE" or an "AC" on the form.

- An "ME" stands for meeting expectations.
- A "DE" stands for developing expectations (no immediate action is required as long as the expectation is met by the end of the school year).
- An "AC" stands for an area of concern. If there are questions or areas of concern, please make arrangements with a member of the administrative team to correct/improve the situation.

Re-enrollment contracts for the 2024-2025 school year may be withheld from families with “AC” markings. Therefore, immediate attention is needed if there is an “AC” marking below.

### **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.

### **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 persons 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 Kelly Tyson, 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. Tyson can be contacted by phone at 773.638.6103 or via email at [tyson@cjacademy.org](mailto:tyson@cjacademy.org).

### **ARRIVAL/DISMISSAL**

We will continue to run all arrivals on Quincy St. until 7:55 a.m. each school day. The arrival team will be on station starting at 7:30a. **Please do not arrive prior to 7:30 a.m.** If a student is late for school (arriving after 7:55 a.m.) the person dropping off the student must park and enter the building with the student.

Dismissal for all students will run on Quincy St. at **4:30 p.m. Monday through Thursday** and at **1:30p on Fridays**. All students (3<sup>rd</sup>-8<sup>th</sup> grades) have **an early dismissal each Friday**.

In order for pickup at dismissal to run smoothly, **please do not block traffic or double park**. If your student is not yet out of the building, please find a parking spot along the curb or circle the block. Adams St. on the far side of Moore Park regularly has open parking available to you when you are waiting for your student.

### **MEALS**

In accordance with ISBE and the National School Lunch Program the following meals will be served to all students:

- Breakfast: Will be distributed between 7:30a and 8:00a for all students in the cafeteria. Students must be on time to receive breakfast.
- Lunch: Lunch will be provided daily in the cafeteria “family style” in tables of eight to ten students.

- Snack: Snacks will be provided to students in the final two hours of their day in the classroom.

### **BATHROOM POLICY**

For the safety of students, CJA allows **one student in the bathroom at a given time if there is no adult to monitor at the door of the bathroom.**

Students may use the unisex bathrooms or the bathroom of their biological sex.

If the bathroom is in use, students may return to class or wait in the seat provided outside of the bathroom to wait for the bathroom to be available.

If a student has a bathroom emergency, and cannot wait until the bathroom is free, the teacher may make an exception to the number of students allowed in the bathroom so that the student has access to the bathroom safely.

In every case, the student should sign in and out of the classroom in that classroom's bathroom-break log, making note of the name, date and time of the pass. The student should then use the classroom's bathroom-lanyard pass to move through the hallways. Students should never be alone in the hallway without a pass, regardless of the destination.

### **FIELD TRIPS**

Students will participate in several field trips per year. CJA reserves the right to exclude any student whose behavior or academic work makes their participation imprudent. CJA also reserves the right to require a parent/guardian to attend field trips for safety reasons.

### **DRILLS AND EMERGENCIES**

CJA runs mandated emergency drills according to the requirements of the City of Chicago and the State of Illinois, including fire, tornado, lockdown and bus evacuation drills. Students are required to participate in all drills, with the exception of the lockdown drills, according to the written request of the parent/guardian. Parents are provided with notifications of all drills in the Wednesday Weekly.

### **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 within 90 minutes of the call from the school nurse of the administrative office.

**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.

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".

## **ACADEMIC EXPECTATIONS**

### **CJA Attendance and Truancy Policy**

**Both students and parents have attendance responsibilities.** Students are required by state law to attend school each day that school is in session. Students are expected to attend each scheduled block. Parents/guardians must notify the school when their student is absent.

**Students should remain home for the full day if they are ill or have the symptoms listed below,** and parents/guardians must report their absence. The following symptoms require absence from school: active vomiting or diarrhea, fever/chills/generalized body aches, doctor's note requiring an individualized plan of care to stay home, diagnosis of COVID-19, with or without symptoms. Missing three or more consecutive days for illness must be cleared with a doctor's note in order to be considered excused.

- **After three absences in a trimester,** the student's advisor will call home to review the attendance policy.
- **After four absences in a trimester,** a social worker will meet with the family to investigate the cause of the absences and write a plan for correcting the attendance issue.
- **If the absences continue beyond four in one trimester,** the Head of School may ask the parent to plan for a transfer out of CJA at the end of the trimester.

**Students must not miss more than an accumulation of four unexcused absences per trimester.** Exceeding four attendance violations may affect your eligibility to continue as a student at CJA. Students will not be penalized for absences due to illness and are expected to make up missed work.

### **Excused Absences**

**With proper documentation and valid absence reporting by a parent/guardian,** a student's absence will not count toward the four attendance violation maximum for the following reasons:

- Personal illness or other physical disablement (should include what the doctor expects the school to do; example: medical excuse from physical education)
- Death in the immediate family
- Family emergencies
- Observance of religious holidays
- Court appearances
- Shadow days
- Certain planned absences for extenuating circumstances as approved by the Absence Reporting steps
- Unavoidable medical-related appointments (medical appointments should be scheduled outside the school day when possible)

### **Tardiness**

Attendance is a key component of academic success, and students are expected to arrive at school on time (7:50a) each day. By arriving on time, students have the opportunity to start their morning with breakfast, participate in their

morning meeting and feel positively prepared for and connected to their class and the classroom environment. CJA reserves the right to withdraw any student with chronic tardiness (more than four unexcused tardies per trimester).

- **After three tardies in a trimester**, the student's advisor will call home to review the attendance policy.
- **After four tardies in a trimester**, a social worker will meet with the family to investigate the cause of the tardiness and write a plan for correcting the tardies issue.
- **If the tardies continue beyond four in a trimester**, the Head of School may ask the parent to plan for a transfer out of CJA at the end of the trimester.

### **Make-Up Work**

For any classwork and any homework assigned during excused/unexcused absences, students will have twice the number of missed school days to turn in assignments for full credit. **This applies to assignments, assessments and projects with previously announced deadlines.**

### **Study Hall & Extended School Remediation**

CJA reserves the right to assign Homework Club and/or extended school hours on Fridays or Saturdays to students who have any unexcused absences or tardies. If assigned, students must attend these required remediations in order to continue as students at CJA.

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 main office 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 their early dismissal with all of the materials they will need to be successful in their classes upon their return. CJA understands emergencies come up and that 24-hours notice might not be possible in emergency situations.

**If a family does not provide a 24 hour notification for an early dismissal, the dismissal will be recorded as a half day of attendance.**

### **EXTENDED SCHOOL YEAR**

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.

### **PROBATION**

All incoming students start the summer and school year on probationary status. A student at Chicago Jesuit Academy is expected to work as hard as they can to learn the content and skills covered in their academic and co-curricular classrooms. At the conclusion of any trimester, the classroom teachers and Head of School will review student progress. CJA reserves the right to dismiss a student or place a student on probation for the subsequent trimester or term for poor academic effort or behavioral issues. If a student is placed on probation, the student's Grade-Level Team creates a plan that tries to identify the causes of the students lack of progress as well as the steps to remediate these problems during the subsequent trimester or term.

## **GRADUATION GUIDELINES**

In choosing Chicago Jesuit Academy, a young person commits to partnering with their family, their classmates, their teachers and CJA's administrators so that they might grow socially, spiritually and academically to become a person for others in the Jesuit tradition. A student is guided in their 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 people 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, they will have chosen to limit their access to college prep high schools as well as the scholarship and financial aid programs necessary to access these high schools. They will also have chosen to limit who they are becoming as a young person and how she or he is developing their 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 maiorem 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 people CJA serves as persons 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 or to one's self 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.

## **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 or advisor right away. In this way, student issues may be resolved quickly and collaboratively. Each student is assigned an advisor at the beginning of the academic year. It is imperative that parents/guardians inform the advisor of the best way to communicate on a regular basis (text, phone call, time of day etc.).

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 trimester 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.

Each advisor will communicate with families how to access students academic progress and assignments.

### **EMERGENCY CLOSING**

Parents will be notified by CJA via our communication system, Remind, in the case of an emergency closing. It is imperative that parents are sign up for the Remind App. For safety issues and critical communications, blocking communications from CJA is a violation of the Partnership Agreement and jeopardizes the enrollment of the respective student.

If CJA needs to close for a weather, CJA will also announce the closing of the school building and canceling of proctored elearning 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.**

### **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.

#### **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 positive members of the community 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, gaming forums, chat rooms, videos, and other formats; and avoiding inappropriate websites and participation on such websites).

In the unusual event that a student is struggling to the extent that their behavior is keeping themselves or their 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. Classroom teachers ordinarily develop 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 persons 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 submitted to their homeroom teacher at the start of the day. **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.

**For the safety and confidentiality of their peers, students are never allowed to take a video or auditory recording during school hours or events without explicit permission from the teacher or an administrator. Such recordings are grounds for immediate dismissal from CJA.**

### **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).

### **BULLYING AND CYBERBULLYING**

Bullying is never acceptable at Chicago Jesuit Academy. Whether at school or off campus, people deserve respect and an environment of safety at all times. If a student reports bullying of themselves or their classmates in any form, physical or verbal, to a CJA faculty member, the employee is required to facilitate the completion of [this bullying report form](#) and filing it with the Head of School. School leadership will investigate every reported instance or allegation of bullying. CJA reserves the right to suspend or expel a student involved with abuse or bullying of other members of the school community.

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 Catholic and Jesuit 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).

#### **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.

Per Illinois law, 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 must provide notification to the student and their parent or guardian that CJA may conduct an investigation or require a student to cooperate in an investigation if there is specific information about activity on the student's account on a social networking website that violates a school disciplinary rule or policy.

In the course of an investigation, the student may be required to share the content that is reported in order to make a factual determination.

#### **DRESS CODE**

Neatness, good hygiene and moderation govern all matters related to dress code. Neatness and good hygiene are defined by CJA as following healthy habits of caring for self, including regular washing, maintenance of hair, and care for clothing. CJA is able to partner with families and support students learning these habits, by assisting with new uniforms, by using the CJA washer and dryer or by providing students with hygiene and sanitary products when needed. Students and or families may ask for this support through their advisor, but to ensure student privacy, such requests may always be made through the School Nurse or the Director of Parent Partnership.

**Arriving in Uniform:** Though some students may have the option to keep some of their uniform materials at school, all students must arrive in clean, well-maintained uniforms according to their grade-level expectations. Parents/guardians who drop off students not meeting uniform requirements will be asked to return to campus in order to solve the problem. .

**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 and 4th Grade Students:**

- Simple navy blue pants (no cargo pants, frayed cuffs, rips or tears). **The pants may have a drawstring top.**
- Light Blue CJA issued polo shirt (undershirt should be navy blue, white or gray without visible markings)..
- 1 pair of simple athletic shoes for recess and outdoor activities (dress shoes optional for in-door spaces). These shoes should be easily replaceable and should be able to get dirty. Velcro shoes are acceptable.

**5<sup>th</sup> and 6<sup>th</sup> Grade Students:**

- Simple navy blue pants (no cargo pants, frayed cuffs, rips or tears). **The pants must have belt loops. No drawstring pants will be accepted.**
- Royal Blue CJA issued polo shirt (undershirt should be navy blue, white or gray without visible markings).
- 1 pair of brown or black dress shoes.
- 1 pair of simple athletic shoes for recess and outdoor activities. These shoes should be easily replaceable and should be able to get dirty. Velcro shoes are acceptable.
- Belt (plain brown or black)

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

- Simple navy blue pants (no cargo pants, frayed cuffs, rips or tears). **The pants must have belt loops. No drawstring pants will be accepted.**
- Light Blue, long-sleeved Oxford dress shirt (undershirt should be navy blue, white or gray without visible markings).
- 1 pair of brown or black dress shoes.
- 1 pair of simple athletic shoes for recess and outdoor activities. These shoes should be easily replaceable and should be able to get dirty. Velcro shoes are acceptable.
- Belt (plain brown or black)

**OTHER UNIFORM CONSIDERATIONS**

- 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 long-sleeve shirts under short-sleeve shirts.
- 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.

### **SHOE POLICY**

Our CJA shoe policy has three intentions 1) to ensure uniformity among students. Unfortunately shoes have become a socially charged belonging that unnecessarily (and sometimes unintentionally) may place students in positions of inequity. We encourage families to purchase modest shoes to provide a more inclusive school environment. 2) to ensure utility. In the academic setting (classroom spaces), we expect 5th-8th grade students to wear dress shoes to match their dress uniforms. In non-academic spaces (PE, recess, co-curriculars), we allow students the option to change into athletic footwear. Understanding that third and fourth grade students may not have the advanced motor skills to manage changing of shoes, students in these grades are allowed to wear athletic black or brown shoes throughout the day. 3) to ensure up-keep of our new facilities. With a growing number of students, we want to ensure that we continue to show respect and care to our facility's team by doing our part in keeping the floors of our building as clean as possible. We have found that keeping our facilities clean becomes increasingly difficult during the fall, winter and spring months as outside materials are tracked into the building. By requiring students to change from athletic shoes to dress shoes before entering the classroom, we are better able to manage and care for our classroom spaces.

Economically Feasible Examples of Recommended Shoes:

Dress shoes: [Oxfords](#); [Mary Janes](#); [Ballerina Flats](#)

Athletic shoes: [French Toast Unisex Athletic Shoe](#)

### **EARRING POLICY**

The years that students attend CJA sees them move from late childhood into their adolescence and teen years. During this time, students are learning to care for themselves and their belongings. CJA uses a uniform as a tool to help students learn these skills in a structured and accessible way. Managing the care and hygiene of removing and replacing earrings and keeping such jewelry safe and accounted for during recess and cocurricular activities is an unnecessary distraction from the work of the school day. As such, students may not wear earrings at CJA while on campus or on occasions when the CJA uniform is mandatory (field trips, etc.). For some families, however, allowing their students to have pierced ears may be an important personal choice. In such cases, CJA will allow a one-time, fourteen-day window during which the student may have small stud earrings in while the piercing heals and becomes permanent. This dispensation may only be used one time. For safety reasons, students whose families choose to use this option will not be allowed to participate in contact sports or athletic competitions while the earrings are worn. Parents considering this option should take this into consideration when choosing co-curriculars.

### **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, she or 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. In addition, it is not permitted to use the CJA logo or reference CJA in any way when conducting fundraisers that are not directly sponsored by our CJA Development team.

### **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/her to be a student at Chicago Jesuit Academy.

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

- **Seek Intellectual Excellence.** 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 them. This may include an additional study hall, work with volunteers, work with a social worker or outside service provider, access to internal learning supports.
  - 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 a learning specialist, 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 student's homework every night, sign their assignment notebook and read and sign my student's progress reports and report cards. I will help my student make the most of any additional resources or opportunities offered.
- **Be 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/she 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 children 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 school letters and emails, answer phone calls and respond promptly so that my child can participate in school programs. I will support the restorative justice and behavioral remediation practices in which my student 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/daughter 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 child need to be absent from school, I will proactively communicate that information.
- **Be 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 advisor 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.
- **Be 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.

**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 2023-2024 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 Head of School's judgment, these commitments are not met there will be negative consequences at the Head of School's discretion (in consultation with the President). This includes the possibility of dismissal from school.

\_\_\_\_\_

Parent/Guardian Signature

\_\_\_\_\_

Date

**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



### **Chicago Jesuit Academy Technology Policy**

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.

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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 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 Technology and Library Book Loss and Damage Policy, AY 2023-24:**

All CJA families are required to pay a \$150 tech fee per family upon acceptance to CJA and this fee must be paid in full before attending classes at CJA. Once depleted, the fee must be replenished to \$150 for the student to register for classes in the subsequent school year.

Each student will be responsible for the device that has been assigned to them. In the event that the device is lost (stolen, not returned, missing, etc.), liquid-damaged, physically cracked/broken or otherwise non-repairable due to extensive non-warranty damage, the student and parent/guardian will be responsible to pay the respective charge according to the fee schedule below:

- Missing/Nonfunctional Chromebook\$150
- Missing/Broken Charger\$50
- Missing/Broken Wifi Hotspot\$100
- Broken Touchscreen Chromebook Screen\$150

- Broken Non-Touchscreen Chromebook Screen\$150
- Missing/Broken Key\$10
- Missing/Broken Headphones\$10

A loaner Chromebook will be issued upon return of the damaged device so the student is still able to participate in class and complete homework assignments. Once the repair is complete the original Chromebook will be returned to the student.

If a student's Chromebook or other CJA device is again damaged above the cost of the original \$150 Tech Fee, the student will no longer be able to travel with a CJA device and will only have access to specific room-based devices reserved for this purpose.

All library books are property of CJA and must be returned when the student is finished with it. In order to restock books that are lost, damaged or not returned, CJA will charge \$10 per book and deduct that amount from the Tech/Book deposit.