**Jackie Joyner-Kersee Academy**

****

**2024-2025**

**STAFF OPERATIONS MANUAL**

“It's important to me to try and expose young people to the things they believe are off-limits to them. I tell them, 'There are no walls, only the ones we put up.” - Jackie Joyner-Kersee

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# About the Jackie Joyner-Kersee Academy

The Jackie Joyner-Kersee Foundation has been serving the East St. Louis Community for over 20 years. It has grown to become a safe haven and learning-rich environment for area youth. With its doors opening in 2021 the Jackie Joyner-Kersee Academy strides to see its youth inspire the world.

The Academy exists to provide a high-quality education in a safe, supportive environment where teaching and learning are exciting. Students are provided academic achievement through quality leadership while learning positive school culture, and high expectations. Along with our curriculum students are taught STEM; agriculture, and the globally impactful Jackie Joyner-Kersee Winning in Life ® curriculum.

Jackie Joyner-Kersee Academy admits students of any race, color, sex, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. We do not discriminate based on race, color, sex, national, and ethnic origin in the administration or educational policies, admission policies, scholarship and local programs, athletic and other school administered programs.

# Academy Calendar

In case of school closing due to inclement weather (snow, ice, etc.), staff and students will be notified through an automated phone message through Class Dojo and the information will be available on Channel 4 and 5 television stations. In case of a tornado during school time, students will stay at school with staff until a parent/guardian comes to pick them up. If there is a tornado alert near the time of dismissal, the children will remain in the building with staff until the situation is safe enough to proceed with dismissal.

**See appendix for the 2024 – 2025 Calendar**

# Authorization to Pick-up

To keep children safe, no student is released to any non-parent/guardian without the custodial parent's/legal guardian's written consent. Individuals eligible to pick up a student are on the pick-up list located in the student’s file and kept with the Office Manager.

Individuals permitted to pick up must be:

* Listed on the pick-up list in the student’s file.
* 18 years of age or older.
* Have a picture ID to present upon request.

If someone attempts to pick up a student who is not on authorized the custodial parent/legal guardian will be contacted and other pick-up arrangements will need to be made. The students will stay in their classroom with their teacher until an authorized individual arrives for a pick-up.

# Behavior & Discipline

## Student

While most students consistently observe these standards and behave safely and appropriately, there are times when misbehavior warrants intervention and consequences. Teachers and other staff use a variety of classroom and behavior management strategies to address such behavior. When these strategies are not successful in changing that behavior and/or serious incidents occur, it is necessary for additional action to be taken.

Students will be able to participate in Dojo Store twice a month unless there is a field trip or Academy event scheduled that month. Dojo points are earned by positive behavior and responsibility displayed. Students can purchase items, snacks, or passes at the Dojo Store.

Dojo Store is used to reinforce and increase positive, desired behavior in a fair and caring way toward all students. It should be known that it's a privilege to be able to participate, and students who display negative behavior will not.

**Please Note:** Careful consideration is given to individual situations, so that the academy’s response to the student is appropriate. The consequences may be increased in cases of repeat offenses. All students are accountable for their behavior and subject to all consequences including and up to suspension and expulsion.

**Tier I Acts of Misconduc**

Cell Phone – Students are expected to follow the policy/procedures for cell phone use.

Cheating – Using or attempting to use materials that are not your own.

Disruptive Classroom Behavior – Any action by the student which interferes with the rights of others to peacefully pursue their studies.

Dress Code – Students are to dress in uniform every day except on designated non uniform days.

Excessive Tardiness, Absence – Students are expected to be on time for school. See Attendance policy.

Failure to carry out direction or to abide by corrective measures of misconduct. Students are expected to follow instructions of school authorities.

Forgery – Forging a parent name or other name on parent notes, passes, school documents etc.

General Misconduct – Students are expected to conduct themselves in a manner which is not disruptive in the classroom, halls, or other areas of the school.

Lying – Students are expected to be truthful in dealing with school issues and school personnel.

Physical Aggression – Students are expected to keep their hands, feet and all objects to themselves. This includes “play fighting”, wrestling, hitting, shoving, kicking, spitting, throwing objects etc.

The presence of students in areas restricted as to time and place – The abuse of normal freedom of movement or of hall passing privileges. Students are expected to be in their normally assigned area.

Various options may be taken in response to Tier I acts of Misconduct by authorized member of the building faculty and /or staff. In no way should these options be deemed in rank order or all inclusive.

1. Conference with student
2. Referral to Office Manager
3. Conference with parent
4. Referral to counseling
5. In school suspension
6. Temporary removal from class
7. Temporary removal from extracurricular activities
8. Verbal reprimands
9. Other appropriate action deemed necessary to match the infraction.

**Tier II Acts of Misconduct**

Verbal/non-verbal abuse – Name calling, profanity, or other derogatory statements or gestures. The use of inappropriate language will not be tolerated.

Smoking/Possession of Tobacco or Tobacco Products – Using tobacco products (including e-cigarettes “vapes”) in any form is hazardous to the health students and may present such a safety hazard in the school. Smoking tobacco, using tobacco products and/or possessing tobacco materials by students is not permitted on buses, in school buildings, on school grounds, or to and from school at any time. Possession of a lighter or matches also apply into this category.

Stealing of school/personal property – No person may take personal or public property. The Academy may work with police to recover any stolen items.

Damaging of school/personal property (vandalism) – No person may destroy personal or public property. The Academy may work with the police for restitution of any damages incurred.

Physical Aggression – Hands on, shoving, hitting etc.

Gross insubordination – Refusal to follow justifiable or reasonable orders or instructions of authorized school personnel is not permitted.

Disrespect of School Personnel – Courteous behavior is expected of students as well as of school personnel handling students. Profanity, vulgarity, defiance of duly constituted authority, or threatening school personnel is not permitted.

Leaving School Grounds without permission – Once a student arrives on school property, they are expected to stay there for the duration of the school day. They may not leave without permission.

Walking out of class without permission – No student may leave class without permission from the teacher.

Possession/Distribution of inappropriate material or obscenity – Students shall not bring inappropriate materials on school property.

Bullying – See bullying policy, Appendix A.

Repeated violations of Tier I acts of misconduct

Different options may be taken in response to Level II Acts of Misconduct by authorized members of the building faculty and/or staff. In no way should these options be deemed in rank order or all inclusive

1. Conference with student
2. Referral to Office Manager
3. Conference with parent
4. Referral to counseling
5. Financial Restitution
6. In – School Suspension
7. Referral to outside agency for support service
8. Out of School Suspension
9. Temporary removal from class
10. Withdrawal of privileges
11. Expulsion
12. Appropriate legal action
13. Other appropriate action deemed necessary to match the infraction.

**Tier III Acts of Misconduct**

Possession of a weapon – No weapons are permitted on school grounds. See “Drug Free and Weapon Free” policy.

Under the influence of or in possession of alcohol/drugs or substances portrayed as alcohol/drugs – Being under the influence of alcohol/drugs, drinking, possession of or bringing alcohol/drugs onto school grounds, or at an approved school activity will not be permitted, (marijuana, and hashish).

Bomb Threats – Students shall not make a bomb threat or initiate a pending bomb threat.

Fighting – Fighting or having physical altercations

Striking School Personnel – Students shall not strike school personnel.

Extortion or intimidation – Students shall not attempt to take any money or things of value from a person at school; nor shall any form of intimidation be tolerated.

Falsely pulling fire alarm boxes or falsely calling 911 – No student shall tamper with fire alarm boxes or set up the fire alarm without direct knowledge that there is a fire in progress at the school.

Repetition of Tier II Offense

Different Options may be taken in response to Tier III misconduct by the principal or designee. In no way should these be deemed in rank order or all inclusive.

1. In School Suspension
2. Out of School Suspension
3. Temporary or permanent removal from extracurricular activities
4. Expulsion
5. Appropriate legal action
6. Other appropriate action deemed necessary to match the infraction

Illinois law **requires** that school administration immediately notify local law enforcement officials of any **written** complaints (excluding routine incident reports) from school personnel concerning instances of battery committed against school personnel. Battery is considered actual physical contact with another individual with the intent to injure, provoke or insult that person. School personnel are required to report all incidents of battery to the State Board of Education. Parent will be informed of any instances of battery and will be notified if law enforcement has been notified.

The school principal is responsible for reporting all instances of written complaints of battery against school personnel through the IWAS portal. All data for the previous school year shall be uploaded by August 1st to the IWAS portal.

## Parent/Guardian Conduct

Notify the Academy Principal immediately to report any inappropriate behavior by a parent or guardian. It is their responsibility to address these matters not the teaching or administrative staff. The Principal will report issues to the COO, so they are aware.

## Staff

The academy strives to promote educational professionalism. In fulfillment of the obligation to the profession, staff are expected to:

* Be faithful and prompt with their attendance. Regular and punctual attendance is crucial, and the staff members’ presence is vital. You are asked to minimize absences as much as policy. After a staff member has three unexcused absences the progressive discipline process will be put in place. See the JJK Foundation employee handbook for specific details on attendance requirements.
* Act with honesty and integrity in all aspects of their work.
* Respect the privacy of others and the confidentiality of information gained during professional practice unless a legal imperative requires disclosure or there is a legitimate concern for the wellbeing of an individual.
* Avoid conflict between their professional work and private interests which could reasonably be deemed to impact negatively on students.
* Ensure that any communication with students, colleagues, and guardians is appropriate, including communication via e-mail, texting, and social media sites.
* Ensure that they do not knowingly access, download or otherwise have in their possession while engaged at work inappropriate materials/images in electronic or another format.

*Possible Consequences:* An employee can receive disciplinary action from their supervisor or JJK Foundation Administrators. Disciplinary action may include a conversation regarding the issue up to and including termination. Any discipline administered will be aligned with the performance management policy in the JJK Foundation employee handbook. Refer to this for specific policy language.

# Birthdays & Celebrations

At JJK Academy we enjoy honoring students’ birthdays. Once each month we celebrate students with birthdays within that month. Children with summer birthdays are celebrated in the month of May. Birthday celebrations are limited to 30 minutes at the end of the school day.

Families are not required to send treats or gifts for their child’s birthday. If they send a treat all food items are required to be commercially prepared/store bought and individually wrapped. Treats made at home cannot be distributed at school. They also have the option of sending non-edible party favors for their students to share with their classmates.

All parties celebrating the holidays must be on the day designated on the school calendar and the Jackie Joyner-Kersee Academy Principal needs to be informed. Room parents should be invited to participate in class parties, or they can donate a pre-approved requested item. Parents and staff cannot distribute any items, food, or non-food, to the students that are not pre-approved by the Academy Principal.

# Bullying, Intimidation & Harassment

**See appendix for Anti-bullying policy.**

# Cell phone and Academy phone use

The Academy phone at the front desk can be used by staff for work-related communication only. Staff are required to follow the personal cell phone policy the Foundation has in the Employee Handbook.

You should not be using your cell phone in any manner (talking, texting, social networking, etc.) during class time or any time when you have students (recess duty, lunchroom duty, etc.). Cell phones should be silenced so as not to interfere with the educational environment. Please refrain from making personal phone calls or texting unless it is your break time. Bluetooth devices connected to personal cell phones are prohibited from use during the workday with the exception of the staff members lunch break.

Students are not permitted to have cell phones on their person or in the classroom. All cell phones must be put on silent and turned into the JJK Academy Receptionist upon arrival and will be returned to the student at dismissal.

If a student is found to have a phone during the school day the cell phone will be confiscated and given to the Office manager for the remainder of the day. Students will receive an infraction and the parent/guardian will be notified they are required to come in and retrieve the student’s phone from the Office manager after dismissal.

Staff should refer to the Foundation employee handbook for the full cell phone policy.

# Classroom/Workspace Appearance

The classroom atmosphere should always be welcoming. It is expected that the atmosphere of the room is one of mutual respect in which learning takes place through active engagement between students and teachers. Teachers and assistants will work together to decorate the classroom.

*Guidelines all staff will follow:*

* All staff will keep their work areas, including desks, cubbies, classrooms, and offices, tidy and ready for tours that occur throughout the school year.
* Students should clean out their desks and cubby every Friday.
* There should never be clutter under a desk or papers hanging out of a desk or cubby.
* Students and staff do not sit or stand on top of desks or chairs.
* Follow facility guidelines for hanging materials on the walls (see signage SOP).
* Each staff member will have a designated workspace that they can decorate appropriately. See the Academy Principal for guidelines if you are unsure what is acceptable.

The Academy Principal, CEO and COO reserve the right to request personal items be removed from the workspace if deemed inappropriate.

Although the custodial crew is responsible for the general daily cleaning of the room, the teacher is responsible for keeping an orderly room. Teachers should perform a visual sweep of their rooms before leaving each day to ensure that things are in order. Teachers should avoid leaving items on the floor or on trays under students' desks. Due to time schedules placed on the custodial crew, cluttered and disorganized rooms may not receive the same service as organized, well-kept rooms. Teachers who have custodial issues should notify the principal. The matter will be handled as soon as possible. Custodial problems should not be taken directly to custodial personnel.

# Communication with Parents/Guardians

Teachers are asked to communicate with parents/guardians at every opportunity. Positive communication is just as important as communicating misbehaviors. Staff are required to enter awritten log documenting phone calls with parents/guardians in ThinkWave. They will provide a short synopsis of the conversation and are required to inform the Academy Principal of any serious concerns immediately but no later than the end of the same business day. The Academy Principal will notify the COO of serious concerns the same business day.

The Jackie Joyner-Kersee Academy provides communication in the following methods: class dojo, email, other written material, and phone calls.

Concerns or Complaints - It is important all questions, concerns, and complaints be addressed in a timely, positive manner. If a parent/guardian has an issue to discuss they should speak with the teacher first and if it is not resolved the teacher will notify the JJK Academy Principal. The JJK Academy Principal will contact the family to discuss the situation. If the situation still needs additional attention, the JJK Academy Principal will get the Chief Operating Officer (COO) involved. T

Please see the Parent Grievance policy.

# Compliance with Laws

Jackie Joyner-Kersee Academy shall maintain knowledge of and comply with all Federal, State, and local laws, rules, and regulations, and shall not knowingly participate or assist in any violation of such laws, rules or regulations.

# **Confidentiality**

All children and family records are confidential and are stored in a secure location. The Jackie Joyner-Kersee Academy does not share any information about your child or your family without your permission. All parents/ guardians are required to complete and sign a Consent to Release/Obtain Information Form. Parents/guardians are also required to complete the Jackie Joyner-Kersee AcademyPhoto Release Form to grant or deny permission to take and use pictures of their child. All Jackie Joyner-Kersee Academy staff members adhere to the Jackie Joyner-Kersee Academy Confidentiality Agreement*.*

# Dress Code – Staff

JJK Academy Staff will all follow the same dress code. If an employee is not dressed appropriately, they will not be paid to return home and change into more appropriate dress. The information here is a revised version of the employee handbook policy. Reference the JJK Foundation employee handbook for the full policy.

|  |  |
| --- | --- |
| Monday, Tuesday, Thursday | Business Casual attire |
| Wednesday – JJK Winning in Life | Red JJK Winning in Life shirts preferred or business casual clothing in shades of red. |
| Friday  | Business Casual or JJK Academy Shirt, Hoodies and jeans are permitted on Friday only |

Not permitted at any time

* Men cannot wear hats of any kind inside the building
* Crocs
* Beach style flip flops
* Sweatpants
* Shorts or skirts that are above the knee
* Crop tops
* Ripped or torn clothing

# Daily Routine

Academy school days are 7:45am – 3:45pm. Below is a schedule all classrooms follow:

7:30am Staff – Start of shift

7:45 – 8:15 arrival and breakfast.

8:30am – 3:30pm School Day.

11:00am – 12:00:pm – Assigned lunch period and recess.

 11:00am Kindergarten & 1st grade

 11:30am 2nd, 3rd and 4th grade

3:30pm School is dismissed

3:45pm Students attending JJK Afterschool program are dismissed

4:30pm Staff - End of shift

All Academy staff are expected to be in the Academy or on JJKF property for the entire school day (except lunch) unless the JJK Academy Principal is notified of the need to leave. Ordinarily the school day ends at 4:30 for Academy staff.

# **Drug and Weapon Free Zone**

Federal, state, and local laws and Jackie Joyner-Kersee Academy policies prohibit the use, possession or distribution of alcohol or drugs at the Jackie Joyner-Kersee Academy and all JJK Foundation events.

Jackie Joyner-Kersee Academy and its grounds are Tabacco Free which includes also includes e-cigarettes or vaping products.

Jackie Joyner-Kersee Academy prohibits the use and/or, possession of a weapon including but not limited to firearms, meaning any gun, rifle, shotgun , or weapon defined by Section 921 of Title 18 of the United States Code (18 U.S.C. 921), firearm as defined in Section 1.1 of the Firearm Owners Identification Card Act (430 ILCS 65/), or firearm as defined in Section 2401 of the Criminal Code of 1961 (720 ILCS 5/24-1) A weapon is considered a knife, brass knuckles, or other knuckle weapon regardless of its composition, a bill club, or any other object if used or attempted to be used to cause boldly harm including look-alikes of any firearm.

**This policy’s prohibitions concerning weapons apply regardless of whether a person is licensed to carry a concealed firearm.**

A school staff member shall immediately notify the office of the building Principal in the event that he or she: (1) observes any person in possession of a firearm on or around school grounds; however, such action may be delayed if immediate notice would endanger students under his or her supervision, (2) observes or has reason to suspect that any person on school grounds is or was involved in a drug-related incident, or (3) observes a battery committed against any staff member. Upon receiving such a report, the principal or designee shall immediately notify local law enforcement, and any involved student’s parent/guardian. “School Grounds” includes modes of transportation to school activities and any public way within 1000 feet of the school, as well as school property itself.

If there is a threat to employees and students, lock down procedures may be initiated.

The principal shall immediately notify the Illinois State Police of such incidents through the School Incident Reporting System (SIRS) in IWAS.

# Field Trips

Parents are notified in advance anytime their child is taking a field trip away from the Jackie Joyner-Kersee Academy. This includes local trips, such as to the library or local parks. One permission slip signed at registration will stay in the students’ file and serve as permission for all class trips during the school year. Parents/guardians must provide emergency contact/pick up information that can be used during the field trip.

Field trips are designed to be an educational experience and to be a special time between parent/guardian and child. Siblings not enrolled in the Jackie Joyner-Kersee Academy may attend as part of the field trip but will be required to remain with their parent/guardian.

Behavior can eliminate a student from attending field trips. Parents are required to attend the field trip if your child has behavior issues with pre-approval from the JJK Academy Principal.

If your child has a minor injury on a field trip, Academy staff will administer first aid and notify the parent/guardian if needed. In the event of a more serious injury, your child will be taken to the nearest emergency room, by ambulance if warranted, while staff contact you or your emergency contact.

Field Trip Guidelines - Field trips are a privilege and students must abide by all school policies during transportation and during field trip activities and should treat all field trip locations as though they are on school grounds. Failure to abide by school rules and/or location rules during a field trip may subject the student to discipline. To ensure the safety of all students, the following field trip procedures are in place and will be followed by all:

* If students are asked to bring money on a field trip, the money should be in a Ziploc bag labeled with the student’s name. Students should never have anything larger than a $20 bill. Parents/guardians may send money with their child to purchase souvenirs. Academy staff are not responsible for any student/chaperone personal property or funds lost or damaged on a field trip.
* No food or beverages, other than those provided or purchased by the Jackie Joyner-Kersee Academy, are consumed during the field trip.
* The Jackie Joyner-Kersee Academy provides transportation to and from the field trips. Chaperones and siblings are required to provide their own transportation. If there is room on the school bus after all staff and students have boarded additional seating will be offered for chaperones to use.
* Profanity, smoking, drug, and alcohol use are prohibited on the bus and at the location for the field trip.
* Students are required to wear the designated field trip shirt, shorts/pants that follow uniform guidelines and closed toe shoes.
* An adult/child ratio of at least 1:5 is always maintained. Adults are defined as Academy staff, JJKF staff members, parents/guardians, or family members 18+ years of age. Students will be placed in groups ahead of time and assigned to a staff member or chaperone. Everyone is required to stay with their assigned group. Students are prohibited from changing groups.
* Staff/chaperones will accompany students to the restroom and not allow the students to wander away from the group throughout the day.
* Chaperones are required to cover the costs associated with field trips for themselves and siblings.

# Grades and Report Cards

All teachers are to maintain student grades. Student grades must be input into ThinkWave weekly and no later than 3pm Friday.

*Kindergarten – 3rd  Grade grading scale 4th Grade Grading Scale*

4 = 90% - 100% - Exemplary A 90 – 100% Exemplary

3 = 80% - 89% - Proficient B 80 – 89% Proficient

2 = 70% - 79% - Developing C 70 – 79% Developing

1 = 69% and lower - Emerging D 69% and lower Emerging

Report cards are issued four times per year. Report cards are not sent home with students. Teachers and/ or Teacher’s assistants will schedule conferences with parents/guardians to review the report card at the end of the first and third quarters. Conferences can be scheduled at other times of the year at the request of the parent/guardian or teacher.

# JJK Foundation Equipment

All staff members in the Academy are issues equipment which could include a laptop, charger, iPad, classroom keys, key fob/touch cards, etc. Academy staff are expected to always carry their school keys/touch cards with them. Do not allow other staff members or students to use your keys or touch cards. Notify the CFO if your keys or touch cards are lost so they can be documented/turned off as needed and new keys/cards issued.

All JJK Foundation equipment must be left at the Academy at the end of the school year and will be available for pick up when/if you return the next school year.

# JJK Winning in Life

Jackie Joyner-Kersee’s Winning in Life curriculum is designed to empower youth to succeed by believing in themselves, through character and leadership development. The program is based on her autobiography “A Kind of Grace” and combines the guiding principles with evidence-based practices on youth development and teaching.

JJK Winning in Life is a curriculum made up of fourteen (14) principles, lessons, and activities and is a model for empowering YOU (th) to Win in Life. The JJK Foundation has staff devoted to JJK Winning in Life. One of the JJK staff members will provide Academy students instruction on this curriculum.

# Lost and Found

Lost and found articles are placed in a container at the front desk. Students should check with their teacher and the Academy Office Manager if they are missing any of their personal belongings. The Academy will donate unclaimed items to a local shelter or charity after a reasonable amount of time.

# Mandated Reporter

All Jackie Joyner-Kersee Academy staff are mandated reporters and must acquire their mandated reporter certification within the first week of employment. This will also be renewed periodically.

You are required by law to contact the Department of Children and Family Services (DCFS) if you suspect a child has been abused or neglected. Parents/guardians will not be informed if a staff member contacts DCFS. Making a report to DCFS will never affect your child’s connection to the Jackie Joyner-Kersee Academy. The same is true about any involvement with law enforcement. If a report is filed, you are required to notify the Academy Principal within 12 hrs. of filing the report, so they are aware.

# Meal Periods

## Student lunch

All students will be offered lunch and have the option to receive school lunch or bring lunch from home. Teachers are required to input student attendance into ThinkWave by 9:00am as the Academy Principal will use this information to provide the Kitchen Administrator with the lunch count.

Students who bring their lunch are allowed to bring food that needs to be warmed up in a microwave. The teacher or assistant should ask students before leaving the classroom who has food to heat up so it can be heated in the kitchen microwave at the beginning of the lunch period. Students are not permitted to have outside food such as McDonald’s, etc. or candy. Parents are encouraged when sending lunch to provide their students with nutritious food. Staff are required to stay with students and monitor their behavior.

Teachers and teacher assistants will receive assignments and are required to walk the students to the cafeteria and monitor them through the lunch period. Teachers can eat lunch from the kitchen after all students have been served if there are leftovers.

*Rules students must follow during lunch:*

* Students are not allowed to get up from the table without permission.
* Students are not allowed to pass food to others.
* Students are required to clear their space at the end of the lunch period.
* The noise level must remain at an acceptable level.
* Students cannot share food with each other.

# Staff Meal Breaks

Full-time Academy staff are provided with a 30 minute or 1 hour meal break, Please work with your supervisor on the length of break you will be taking. This is something that is set and cannot be changed day by day. Kindergarten and 1st grade teachers will take a break and receive coverage by the assistants. The assistants will take their lunch when the teacher returns, and they will provide coverage. 2nd, 3rd, and 4th grade teachers will take a break and receive coverage by the assistants or specials instructor. When the teachers return, they will cover for the assistants to take their lunch.

If a staff member knows in advance, they may not be able to take their scheduled break or meal period, let your supervisor know. You should also let your supervisor as soon as possible if you were unable to or prohibited from taking a meal or rest period.

All non-exempt employees must clock-in and clock-out accordingly via Gusto. Excessive missed punches for clocking in and/or for meal periods will result in disciplinary action up to and including termination.

# Medication Policy

The primary function of the school is to provide education. Consequently, the administration of medication to students is not normally the function of the school. Therefore, only in exceptional cases where failure to take prescribed medication could keep a child from attending school, medication will be administered during school hours. Whenever possible, the parent will be responsible for coming to school to administer the medication. The self-administration of medicine by the student is preferred when possible. When it is deemed necessary that a prescribed medication be administered by school personnel, strict guidelines will be enforced.

Jackie Joyner-Kersee Academy retains the right to reject requests for administration of medication except for students who have been determined handicapped under Article Fourteen of the Illinois School Code (504). The principal must be informed prior to medication being administered by school personnel.

A student may possess an epinephrine auto injector (Epi-Pen) and/or medication prescribed for asthma for immediate use at the student’s discretion, provided the student’s parent/guardian has completed and signed a *School Medication Authorization Form.*  Jackie Joyner-Kersee Academy shall incur no liability, except for willful and wanton conduct, as a result of any injury arising from a student’s self-administration of medication or epinephrine auto-injector or the storage of any medication by school personnel. A student’s parent/guardian must indemnify and hold harmless JJK Academy and its employees and agents, against any claims, except a claim based on willful and wanton conduct, arising out of a student’s self-administration of an auto-injector and/or medication, or the storage of any medication by school personnel.

The building Principal shall include this policy in the Student/Parent Handbook and shall provide a copy to the parent(s)/Guardian(s) of students.

**Self-Administration of Medication**

A student may possess an epinephrine injector and/or asthma medication prescribed for use at the student’s discretion, provided the student’s parent/guardian has completed a signed a *School Medication Authorization Form*. JJK Academy shall incur no liability, except for willful and wanton conduct, as a result, Jackie Joyner-Kersee Academy shall incur no liability except for willful and wanton conduct, as a result of any injury arising from a student’s self-administration of medication or epinephrine auto-injector or the storage of any medication by school personnel. A student’s parent/guardian must indemnify and hold harmless JJK Academy and its employees and agents, against any claims, except a claim based on willful and wanton conduct, arising out of a student’s self-administration of an auto-injector and/or medication, or the storage of any medication by school personnel.

**The following is required for long-term medication if school personnel are to administer:**

1. Signed orders from the physician on the approved Jackie Joyner-Kersee form detailing the name of the student, medication, frequency of administration, dosage, anticipated reaction, possible side effects, and illness or condition requiring the medication. This form is available in the school office. Changes in medication shall have written authorization from the licensed prescriber.
2. Signed parental request for the school to administer prescribed medication.
3. Medication must be brought to the school in an appropriately labeled container. A measuring device, if necessary, must be provided.

Students who require inhalers should be taught how to use the inhaler properly and keep the inhaler with them.

The parent/guardian will be responsible for bringing and removing the medication each day or after the expiration of the physician’s orders. Within one week after expiration of the physician’s order, parents should take home any unused portion of the medication. Medication not taken from school within one week of expiration of the physician’s order or by the last day of school will be destroyed. Medication will be discarded in the presence of a witness.

**THE SCHOOL IS NOT RESPONSIBLE FOR OMISSION OF MEDICNE AND/OR RESULTING SIDE EFFECTS.**

**Short-Term Medication: 10 days or less**

Short-term medication, both prescribed and non-prescribed, must be sent with the student daily with only that day’s dosage. The short-term permission form must be filled out. Self-administration is strongly encouraged.

**Designated Caregiver Administration of Medical Cannabis**

The Compassionate Use of Medical Cannabis Pilot Program Act allows a parent/guardian of a student who is a minor to register with the Illinois Department of Public Health (IDPH) as a *designated caregiver* to administer medical cannabis to their child. A designated caregiver must be at least 21 years old and is allowed to administer a *medical cannabis infused product* to a child who is a student on the premises of his or her school if:

1. Both the student and the designated caregiver possess valid registry identification cards issued by IDPH;
2. Copies of the registry identification cards are provided to the Academy; and
3. The student’s parent/guardian completed, signed, and submitted a *School Medication Authorization Form.*

*Medical cannabis infused product* includes oils, ointments, foods, and other products that contain usable cannabis but are not smoked or vaped. Smoking and/or vaping medical cannabis is prohibited.

After administering the product to the student, the designated caregiver shall immediately remove it from school premises. The product may not be administered in a manner that, in the opinion of the Academy, would create a disruption to the educational environment or cause exposure of the product to other students. A school employee shall not be required to administer the product.

Discipline of a student for being administered a product by a designated caregiver pursuant to this policy is prohibited. The Academy may not deny a student attendance at a school solely because he or she requires administration of the product during school hours.

# **Emergency Medical Events –**

The JJK Academy follows the JJK Foundation’s procedure for responding to medical emergencies.

The JJK Academy does not assume responsibility for the outcome of any such medical treatment and parent/guardians agree to release and hold harmless the Jackie Joyner-Kersee Foundation, its staff and representatives from any claims or liabilities arising from injuries or accidents.

# **Opioid Response**

In 2022, Governor Pritzker announced the launch of The Statewide Overdoes Action Plan. The opioid crisis can impact anyone, with victims spanning all ages, races, and walks of life. Recognizing that any person at Jackie Joyner-Kersee Academy can be affected by opioids, it is prudent that all staff are informed and trained on substance use and prevention, specifically opioids

ALL schools are now REQUIRED to maintain a supply of opioid antagonists. Common names for this are Narcan (generic name – naltrexone) and naloxone. Jackie Joyner-Kersee Academy maintains a supply of Narcan and can be located in each classroom’s first aid kit and in the front office.

At the beginning of the school year, all employees are trained on the following:

* General information on opioid drugs (types, uses etc.)
* Recognizing opioid overdose
* Location of opioid antagonists at JJK Academy
* Administration of opioid antagonists
* Emergency response for drug overdose
* Incident reporting of drug overdose

**Procedure for the use of Opioid Antagonists**

Signs and Symptoms of an Opioid Overdose

* Loss of consciousness, unresponsive to external stimuli
	+ Always attempt verbal and physical stimulation
* Awake, but unable to move or speak
* Pin-point pupils
* Face is pale and clammy
* Skin, lips and nails change color, fingernails and lips turn blue or purplish black
	+ Lighter skinned people, skin tone turns blueish purple
	+ Darker skinned people, skin tone turns greyish or ashen
* Vomiting
* Breath has slowed, becomes erratic, shallow or stopped
* Chocking sounds, or a snore-like gurgling noise
* Pulse has slowed, become erratic or not there at all.

When staff recognize the signs and symptoms of an opioid overdose, they should respond according to their training including:

1. Administer Naloxone \*Narcan
	1. Peel back the package to remove the device
	2. Place the tip of the nozzle in either nostril until your fingers touch the bottom of the patient’s nose.
	3. Press the plunger firmly to release the does into the patient’s nose.
2. According to their training, staff should begin rescue breathing.
3. If there is no reaction after 2 to 3 minutes, administer another dose.
4. Call 911 or designate someone to call 911.
5. Immediately inform the COO, Program Director, Principal, or designee of the emergency.

Document the incident and submit it to the Facilities Officer and HR Director end of the business day.

# Paid Time Off

All JJKF staff are eligible to receive PTO. Please refer to the Jackie Joyner-Kersee Foundation Employee Handbook for more information about PTO accrual and use of PTO.

The Academy Principal and Office Manager are required to work 12 months a year and do not get summer months off therefore will continue to accrue PTO. Teachers and Teacher Assistants have the option to work the JJKF Summer Camp Program during the summer months and if they elect to work this program and work 35+ hours per week they will be entitled to accrue PTO through the summer. Staff who do not work summer months will not accrue PTO until they return to work. Staff who work less than 35 hours per week will accrue PTO at the part-time rate.

# Parent-Teacher Conferences

Parent/teacher conferences are held at designated times during the year. Teachers have the discretion to schedule additional conferences as needed to discuss student concerns. Conferences can be held in person or over the phone. All scheduled conferences must be reported to the Academy Principal, so they are aware when conferences will be held. **See appendix for parent-teacher conference tips.**

# Pay Periods

Academy Teachers are contracted, with their pay being divided over 12 months. This will cover the costs associated with any employee deductions and allow Teachers to continue all benefit elections year-round.

Non-exempt employees, Teacher Assistants and Receptionist electing to enroll in JJK Foundation benefits should work with the HR Director to make arrangements to cover the cost of benefits for the summer months or benefits will be termed during time they are not working.

All JJKF employees are paid on the 15th and last day of the month and the pay periods are 2 weeks in arrears, i.e., 8/1 – 8/15 pay period is paid out 8/31 and 8/16 – 8/31 is paid out 9/15

See the JJKF Employee Handbook for more specifics regarding pay periods and paycheck deductions.

# Plan books

Lesson plans are provided to the teacher at the beginning of the school year. Teachers may alter the material in any way that benefits the students. Staff are required to use the curriculum provided by JJK Academy. Bi-Weekly lesson plans from the teacher are to be sent to the Academy Principal no later than Sunday evening. Lesson plans can be provided up to 2 weeks in advance.

# Professional Development

The Jackie Joyner-Kersee Foundation and Academy recognizes the need for ongoing professional growth of its staff and implements group and individual professional development requirements. Your supervisor will share more information about group professional development requirements.

HR oversees individual professional development and has prepared individual development plans for all roles within the Foundation. All employees of JJKF are required to complete two (2) courses, webinars, videos, workshops, etc. that are assigned by HR and your supervisor. Staff members will be asked to present a copy of his/her training certificate for the file upon completion. If a certificate is not available proof of completion in another form is required for your personnel file. Staff members may also be asked to make a presentation on expertise learned at training for professional development credit.

# Recess

Physical activity is important to the overall wellbeing of children. Students will utilize the gym and outdoor areas. A teacher/staff member will be responsible for recess duty at lunchtime. Staff members will be assigned duty for the supervision of recess times. Indoor recess is conducted in the classrooms or gymnasium in inclement weather situations.

Children need to be dressed in clothing appropriate for the weather while still adhering to the dress code. During fall and winter months students should have a jacket or coat, cold weather hats, and mittens or gloves. In Illinois, the term “weather permitting” means temperatures between 25 and 90 degrees, taking into consideration the wind chill. For example, if the temperature is 30 degrees, but 18 degrees with the wind chill factored in, it is not expected that children have outdoor playtime. If a family needs help obtaining appropriate outerwear for their child notify the Academy Principal.

Students must always be supervised while on the playground. Students must stay within designated areas when indoors. Any equipment used during recess such as playground balls are to be returned at the end of each recess and before students return to class. All school rules apply during recess and consequences for unsafe behavior will range from loss of playground privileges to a referral. Students are expected to respect the staff monitoring recess and follow directions from them at all times.

In the event of inclement weather conditions that could result in the playground being unsafe, recess will be canceled or moved to the gym. If canceled, students are to remain in their classroom under teacher supervision. All staff are expected to assist in supervision and rotation of breaks. Alternative activities should be planned for such instances. Teachers must use discretion in allowing students to leave the room during these times. The final decision regarding cancellation of recess rests with the administration

# Record Keeping

Teachers need to have a student folder for each student in the class. This file should contain copies of student work.

*Anecdotal Records* **–** Teachers are required to keep anecdotal records in the following areas:

* Behavior – keep a record of the disciplinary actions you take daily.
* Academic Concerns – keep record of academic concerns.
* Parent/Guardian Concerns – Note conferences with parents/guardians and keep a copy of notes that you send home with students.
* Student Work Sample Records –Teachers are required to keep student work sample records for students showing mastery of the material or areas needing growth or improvement.
* Other items to keep – Quarterly exit tickets, quarterly assessments, and quarterly tests. All other material will be sent home with students weekly.

# Repairs and Maintenance

Notify the Academy Principal, Receptionist or Office Manager when repairs or maintenance are needed in the classroom or if you notice anything that needs attention around the building. The JJK Academy Principal or Office Manager will submit the request to the maintenance department.

# Safety Drill Procedures and Conduct

JJK Academy Staff follows the JJK Foundation Emergency Response Plan.

# Staff Conduct

JJK Academy employees are expected to conduct themselves in a professional manner at all times, especially when engaged in the activities of educating or supporting the education of students.

* Staff members shall not leave students unsupervised and shall strive to provide a safe learning environment for students and staff.
* Only staff members or other qualified adults shall be permitted to supervise students. All staff members to serve as positive role models.
* Keep in mind the teacher’s lounge and front desk or other general areas are inappropriate locations to have discussions regarding individual students and their problems/issues in the classroom.
* Comply with administrative directives.
* Communicate with students in a professional and respectful manner.
* Communicate with co-workers and parents/guardians in a professional manner.
* Properly operate and maintain organization property.
* Refrain from the use of profane and obscene language.
* Refrain from inappropriate conversations in the workplace.
* Attend to all duties in a punctual manner.
* Maintain professional relationships with students, parents, and guardians, with the exception of those who are immediate family with the staff member, this requirement also includes avoiding situations that could lead to allegations of inappropriate relationships, including but not limited to:
	+ Being present in any setting where students/parents are provided or are consuming alcohol or illegal drugs.
	+ Inviting students/parents to be alone with a staff member at a staff member’s residence, or in a staff member’s motor vehicle without the prior consent of the building principal.
	+ Communicating with students outside of school without the parent/guardian and Principal’s consent and knowledge.
	+ Being present on JJK Foundation property alone with a student in a room where the door is closed, the door is locked, or the lights are off, unless required temporarily due to emergency circumstances. Counselors and administrators are exempted from this prohibition in performance of professional duties.
	+ Covering the interior window(s) of instructional space and offices with any material that blocks or obscures outside vision into the space, unless required temporarily due to emergency circumstances.
* Staff shall make every effort to understand the causes of negative behavior and find solutions that support the healthy social-emotional development of each child. Responses to behavior are individualized based on the needs, situation, and characteristics of each child. (Refer to Behavior Policy)

**Positive approaches to children's behavior include:**

* + Anticipation of and elimination of potential problems, including classroom environment triggers which may contribute to negative behaviors.
	+ Recognition of behavioral cues which indicate distress or need for adult support before a situation escalates.
	+ Redirecting a child away from a conflict or negative event to a more positive activity.
	+ Offering students, a choice among activities that are framed around what is acceptable.
	+ Assisting a child to safely learn about logical or natural consequences from their actions.
	+ Encouraging respect for the feelings and rights of others, materials, and personal properties.
	+ Intentional efforts should be made to create classroom environments where children learn about feelings, develop positive relationships, and build resiliency.
	+ The JJK Academy does not permit corporal punishment under any circumstances.
* **See appendix for appropriate vs inappropriate conduct with students.**

# Staff Expectations

Staff are expected to arrive at 7:30am, no later than 7:45am. If a staff member will be late or not make it in, they must contact their supervisor by phone call before 6am. Under no circumstances are staff allowed to leave messages with fellow staff members in lieu of contacting the Supervisor.

When staff have a planned absence, they should inform the JJK Academy Principal in writing and ensure there is appropriate coverage and lesson plans/instructions are available for the substitute.

If the employee has an unplanned absence that lasts for more than one consecutive day, the employee must notify the Jackie Joyner-Kersee Academy Principal daily unless alternative arrangements have been established. Any employee who is absent three or more consecutive workdays without receiving preapproval or notifying the Jackie Joyner-Kersee Academy Principal is considered to have abandoned his/her job.

The Jackie Joyner-Kersee Academy honors the importance of education and encourages the pursuit of educational excellence. Staff members at all levels are highly qualified at the time of hire and are offered the opportunity to participate in continual professional development and certification programs. Professional development days are built into the program calendar.

*Expectation* - It is important for teachers to realize that their responsibilities as educators do not end at 4:30pm. Extra hours are needed to effectively plan lessons for the curriculum. Please refer to your contract for specific details. The extra time invested with the children and in the school is greatly appreciated and certainly needed. An effort to do one’s part to assist in the extras of the school is expected and appreciated. We are proud of all the many things that we do accomplish at the Jackie Joyner-Kersee Academy.

It is important for Teacher Assistants to understand that their main role is to support the teacher and ensure the effective delivery of the required materials. Regular communication and feedback between Teachers and Teachers Assistants are of importance.

Teacher’s Assistants are not required to work extra hours to develop lesson plans.

*Some additional requests of Academy staff are:*

* Jackie Joyner-Kersee Foundation events (attendance may be required)
* Participation in at least one Academy fundraiser per year
* Attendance at student recognition rallies, musicals, special event programs is required unless absence is approved by the Academy Principal in advance of the event.

# Staff Evaluations

All new staff are subject to a 90 day evaluation at the end of their probationary period. The Academy Receptionist, Office Manager and Principal will be evaluated by their direct supervisor once a year and be required to submit a self-evaluation. The supervisor will discuss the evaluation after it is complete.

 All academy teaching staff shall be evaluated once a semester, or twice a year by the Jackie Joyner-Kersee Academy Principal. This evaluation process will include consultation, observation, and documentation. Evaluations will be informal except for one being formal with a written document being placed in the personnel file. Staff members will be provided with a copy of their evaluation for their record. After each evaluation, the JJK Academy Principal and staff members will meet to discuss what is going well, areas of improvement, etc.

# Student Attendance:

Students can arrive between 7:45am and 8:30am. Breakfast is served at 7:45am. Students arriving after 8:30am will receive some fruit from the receptionist. If outside food or drinks are brought, they must be eaten at the front desk area before going to class.

Parents/guardians are required to call the academy if the child is going to be absent or tardy at least 30 minutes prior to the start of the day's session (each day the child is absent) and to state the reason for their child's absence. If a child is absent from school and the parent/guardian has not called the Receptionist or Office Manager will contact the family to discuss the student’s absence.

If a child has 3 absences or tardies or demonstrates a pattern of absenteeism, the Jackie Joyner-Kersee Academy Principal may contact the parent/guardian to discuss the reasons for the excessive absences, to offer help when needed, and to develop a plan to improve the child's attendance. Continued absenteeism may result in the child being retained to repeat the grade or asked to leave the Jackie Joyner-Kersee Academy.

Teachers keep track of all absences and tardies in Think Wave and communicate in ClassDojo. Any child who arrives after 8:45am is marked tardy. Teachers are asked to be accurate in recording the daily attendance records of each student. This record should be marked daily as a matter of routine. A record of attendance is also kept in the students’ permanent records. Three (3) tardies = one (1) absence.

Leaving prior to dismissal will count as an absence if notice not given parent needs to give 24 hours’ notice unless emergency.

Daily attendance is required for all students at Jackie Joyner-Kersee Academy.

# Student Dress Code

The Jackie Joyner-Kersee Academy dress code, outlined below, is clear and unmistakable.

**Shirts/Sweaters**: Jackie Joyner-Kersee Academy polo style shirt. V-neck or pullover sweater – navy blue, light blue, grey, white, or red

**Pants/Shorts/Skirt**: navy blue, khaki, or black. No Sweatpants. Shorts and skirts must be knee length to two fingers above the knee. No sagging pants/shorts

**Shoes**: Closed toed shoes only. NO sling backs, slides, or crocs. Boot-style and dress shoes are also acceptable. Tennis shoes must also be brought to school if wearing boot style or dress shoes.

**Outerwear**: A jacket, sweater or sweatshirt may be worn on cooler days. Heavy coats, hoodies, beanies, or other garments designed for outerwear should not be worn in the classroom during school hours unless specific direction has been given. No hats or caps are permitted to be worn inside.

**Jewelry**: Students may wear stud-size earrings only.

**Hair:** Hair is to be neat and clean. The school does not prohibit hairstyles that are historically associated with race, ethnicity, or hair texture, including, but not limited to, protective hairstyles such as braids, locks, and twists.

If a family sends extra clothes to store at school, they must be labeled with the child’s name and grade. If a child needs a change of clothes, they should see the receptionist or office manager. Soiled clothing will be sent home with the student, Academy staff are not to launder student’s personal belongings.

# Student Grievances/Line of Authority

# It is the policy of Jackie Joyner-Kersee Academy that students and parents have the right to voice their complaints, grievances, or concerns about matters pertaining to the school.

Jackie Joyner-Kersee Academy recognizes the meaningful value and importance of full discussion in resolving misunderstandings and in preserving good relations between management and employees. Accordingly, the following grievance procedure should be employed to ensure that complaints receive full consideration.

1. **What May Be Grieved**

Jackie Joyner-Kersee Academy grievance process should be used as follows: (1) to deal with complaints and concerns pertaining to educational environment, or interpersonal conflicts; and (2) to resolve complaints of discrimination and harassment based upon race, color, religion, marital status, sex, national origin, age, disability, genetic information, veteran status, sexual orientation, or otherwise.

1. **Who May Grieve**

The procedures set forth below may be used by students, and parents, referred to as a aggrieved.

1. **Other Remedies**

The existence of this procedure does not bar the aggrieved from also filing claims in other forums to the extent permitted by state or federal law.

1. **Informal Grievance**

Because most difficulties can be resolved by communicating a concern to someone, the aggrieved is encouraged to discuss their concern or harassment complaint promptly and candidly with their immediate supervisor, or the school principal. The aggrieved is not required to discuss his or her complaint with the alleged harasser or perpetrator in any manor or for any reason prior to initiating a formal grievance.

1. **Formal Grievance**

Within ninety (90) days of encountering the harassment, discrimination, or complaint that is the subject of the grievance, a aggrieved shall file a written notice with the school principal. The written notice shall identify the nature of the complaint, and the dates(s) of the occurrence; in addition, the notice must be signed and dated by the person filing the grievance. In the event a grievance is being filed by the legal guardian or parent of a student, the student and the legal guardian and/or parent shall sign and date the grievance.

The Principal will immediately initiate an adequate, reliable, impartial investigation of the grievance. Each formal complaint will be investigated, and depending on the facts involved in each situation, will be decided after receiving information form the appropriate individuals. Each investigation will include interviewing witnesses, obtaining documentation, and allowing parties to present evidence.

Within thirty (30) business days of receiving the written notice, the Principal shall respond in writing to the aggrieved. The response shall summarize the course of the investigation, determine the validity of the grievance, and recommend the appropriate resolution.

If as a result of the investigation, a valid grievance or harassment is established, appropriate corrective and remedial action will be taken.

1. **Appeals**

If the aggrieved is not satisfied with the response, the aggrieved may appeal in writing to the JJK Foundation Chief Operation Office or designee within thirty (30) days of the date of the response summarizing the outcome of the investigation. The written appeal must contain all written documentation from the initial grievance and the aggrieved reasons for appeal.

Within fifteen (15) days from receiving the written appeal, the Chief Operation Officer, or designee, will respond in writing to the appellant as to the action to be taken and reasons for the decision.

Employee Grievance should follow the process outlined in the Jackie Joyner-Kersee Employee Handbook.

# Student Emergency Form

Each year an emergency contact information card will be sent home in each registration packet. Student emergency information is kept in the student file and can be obtained from the office JJK Academy Principal if needed.

# Student Personal Belongings

The Jackie Joyner-Kersee Academy asks students not to bring valuable items from home to school. The teachers and staff are not responsible for valuable items brought to school by students. Toys and other items brought to school may be a distraction to the student and they may be asked to put the items in their desk or cubby until dismissal.

# **Student Records**

## Transmission of Student Records

Transfer of student records between schools specifies that:

* Within 14 days of enrolling a transfer student, the enrolling school must request directly from the student’s previous school a certified copy of the student’s records.
* Within 10 days of receiving a request for records, the school must forward an unofficial record. Within 10 days after all fees and fines are paid, the official records shall be forwarded to the requesting school.
* Before records are sent, the student and parents must be notified of their right to review the records.
* If the student has unpaid fines, fees, or tuition charged and is transferring to another school, the School Principal may transfer the student’s unofficial record of student grades in lieu of the student’s official transcript of scholastic records. The unofficial record of student grades means written information relative to the grade levels and subjects in which a student was enrolled and the record of academic grades achieved by that student prior to transfer. These records shall also include the school’s name and address, the student’s name, the name, and title of the school official transmitting the records, and the transmittal date. Within 10 calendar days after the student has paid all of his or her unpaid fines or fees, forward the student’s official transcript of scholastic records to the student’s new school.

Refrain from transferring the records if a student’s record has been flagged as a “missing child” as provided in Section 5 of the Missing Children Records Act and Section 5 of the Missing Children Registration Law. A child reported missing can be identified by searching their name on the website of the National Center for Missing and Exploited Children, <https://www.missingkids.org/gethelpnow/search>. Upon receiving a records request for student transfer, the Principal or designee shall search for the student on the aforementioned website. If a child appears to be reported missing as a result of this search, The School Principal or designee shall notify the Illinois Department of State Police or the local law enforcement authority immediately.

# Substitute Teachers

If the Teacher is absent for any reason the Teacher’s assistant will fill in review previously taught material. At times other JJKF employees may fill in as substitutes as needed.

# Use of Academy Technology

Staff will be provided with technology to utilize in the day-to-day operations of their job. Staff may be provided with a device, i.e., a laptop or desktop with Microsoft Office installed for business use only.

# Visitors

For our students’ safety, all visitors are required to enter and exit through the main doors and check in at the Academy front desk. Visitors must wear the visitors badge while on the Academy grounds. Visitors should also check out with the front desk at the time of departure. Parents/guardians are not permitted to walk down the hall to the classrooms except in extenuating circumstances. The Academy principal will determine when/if a parent will be allowed, and they will accompany a parent down the hall.

# Volunteers

All volunteers for field trips, classrooms, etc., must be cleared by the Academy Principal. If the volunteer works in the school on a regular basis, (more than once per month), a volunteer application packet is required to be completed including a background check.

Teachers must verify with the Jackie Joyner-Kersee Academy Principal all individuals volunteering in any capacity with students, that they have been approved. Volunteers are expected to abide by all Academy rules and failure to conduct themselves appropriately could result in removal from the Academy and termination of volunteer services.

# Appendix

## Academic Calendar 24-25



## Appropriate vs inappropriate staff conduct with children.

APPROPRIATE

* High fives
* Handshakes
* Fist bumps
* Side hugs
* Pats on the back or shoulder
* Holding hands crossing the street (younger children)
* Verbal praise
* Positive reinforcement for good work or behavior
* Tending an injured child/youth

INAPPROPRIATE

* Tickling, wrestling
* Rough housing
* Piggyback rides
* Backrubs or massage
* Seating a child on one’s lap
* Patting on the buttocks (sports)
* Unwanted affection
* Photography without permission
* Giving/receiving gifts
* Contact via electronic or social media without permission

**HARMFUL**

* Grabbing, shaking
* Slapping, spanking
* Pinching, pushing
* Kicking
* Touching private body parts
* Intimate, romantic, or sexual contact
* Belittling, embarrassing
* Shaming
* Referencing physical development or appearance
* Showing pornography

## Staff Contact Information

Contact information for each staff member is here for business purposes only and cannot be given to other JJKF employees or Academy students/families.

|  |  |  |
| --- | --- | --- |
| Name | Position | Phone Number |
| Destiny Kelley | JJK Academy Principal | 314-502-7649 |
| Felicia Clay | JJK Academy Office Manager | 314-973-4462 |
| Lisa Cobb | JJK Academy Teacher - Kindergarten | 618-250-8036 |
|  |  |  |
| Rachel Christiansen | JJK Academy Teacher – 1st grade | 618-772-9160 |
|  | JJK Academy Teacher’s Assistant – 1st grade |  |
| Rajanee’ Batchelor | JJK Academy Teacher – 2nd grade | 618-593-8869 |
|  |  |  |
| Teneshia Crider | JJK Academy Teacher – 3rd grade | 618-593-6069 |
| Tia Scott | JJK Academy Teacher – 4th grade | Phone |

# Tips for Teachers for Parent-teacher conferences

Teachers, like most professionals, have developed their own special language. There are many expressions which we use that may leave a false or undesirable impression. Here is a list of expressions which may leave a negative impression; with a kinder, more positive phrase which might be used.





Jackie Joyner-Kersee Academy

# Anti-Bullying Policy

The Jackie Joyner-Kersee Academy (academy) believes that all students have a right to a safe and healthy school environment. The academy and community must promote mutual respect, tolerance, and acceptance. The academy acknowledges that bullying is contrary to State law and this policy is consistent with Illinois state law subsection (a-5) of 105 ILCS 5/27-23.7 regarding bullying.

Behavior that infringes on the safety of any student or staff will not be tolerated.

This policy applies to students on academy grounds while traveling to and from the academy or an academy-sponsored activity, during the lunch period, whether on or off-campus, and during an academy-sponsored activity.

**Definitions**

Bullying, including cyber-bullying, is defined as any severe or pervasive physical or verbal act or conduct, including communications made in writing or electronically, directed toward a student or students that has or can be reasonably predicted to have the effect of one or more of the following:

1. Placing the student or students in reasonable fear of harm to their person or property.
2. Causing a substantially detrimental effect on the student’s or students’ physical or mental health.
3. Substantially interfering with the student’s or students’ academic performance; or
4. Substantially interfering with the student’s or students’ ability to participate in or benefit from the services, activities, or privileges provided by a school.

Cyber-bullying means bullying using technology or any electronic communication, including without limitation any transfer of signs, signals, writing, images, sounds, data, or intelligence of any nature, transmitted in whole or in part by a wire, radio, electromagnetic system, photo-electronic system, or photo-optical system, including without limitation electronic mail, Internet communications, instant messages, or facsimile communications. Cyber-bullying includes the creation of any electronic presence (for example, a webpage, weblog, social media profile, etc.) in which the creator assumes the identity of another person or the knowing impersonation of another person as the author of posted content or messages if the creation or impersonation creates any of the effects enumerated in the definition of bullying. Cyber-bullying also includes the distribution by electronic means of communication or the posting of material on an electronic medium that may be accessed by one or more persons if the distribution or posting creates any of the effects enumerated in the definition of bullying.

Bullying may take various forms, including without limitation one or more of the following: harassment, threats, intimidation, stalking, physical violence, sexual harassment, sexual violence, theft, public humiliation, destruction of property, or retaliation for asserting or alleging an act of bullying. This list is meant to be illustrative and non-exhaustive.

A student shall not intimidate, harass, or bully another student through words or actions. Such behavior includes direct physical contact, such as hitting or shoving; verbal assaults, such as teasing or name-calling; and social isolation or manipulation.

**Reporting**

Students are encouraged to immediately report bullying. Reports should be reported to the academy Principal. However, a report may be made orally or in writing to the any staff member with whom the student is comfortable speaking. Staff members are required to document and pass on reports of bullying to the academy Principal within one business day.

Anyone, including staff members and parents/guardians, who has any information about actual or threats of bullying is encouraged to report it to the academy Principal who can be reached at dkelley@jjkfoundation.org or 618-274-5437.

Reports of bullying should include the following information:

* the reporter’s name and relationship to the academy,
* date and time of report,
* date, time and location of the bullying,
* a description of the bullying behavior,
* each person involved in the incident,
* and any observable impact of bullying behavior.

Anonymous reports are accepted by emailing or calling the contact listed above and specifically indicating that you would like to remain anonymous. However, formal disciplinary action cannot be taken solely based on an anonymous report**.**

**Response & Investigation**

The academy administration will promptly inform parents or guardians of all students involved in the alleged bullying within 24 hours after the school’s administration is made aware of the students’ involvement in the incident. The school will make diligent efforts to notify a parent or guardian utilizing all contact information the school has available or that can be reasonably obtained by the school within the 24-hour period.

Parents or guardians shall also be notified of all threats, suggestions, or instances of self-harm determined to be the result of bullying. The academy administration will discuss as appropriate the availability of services, interventions, and restorative measures available to those involved.

Reasonable efforts will be made for each complaint of bullying to be promptly investigated within 10 school days after the date the report of the incident of bullying was received and taking into consideration additional relevant information received during the investigation about the reported incident of bullying.

The investigation may involve appropriate school support personnel and other staff persons with knowledge, experience, and training on bullying prevention, as deemed appropriate, in the investigation process.

During the investigation, if there is sufficient evidence to suggest that a student’s social network account violates the school’s conduct policy, the school administration may request or require that the student share this content as part of the investigation. At no time shall the school request or require access to any student social network account via usernames or passwords.

Consistent with federal and State laws and rules governing student privacy rights, the academy will make reasonable efforts to provide parents and guardians of the students who are parties to the investigation information about the investigation and an opportunity to meet with the Principal or designee to discuss the investigation, the findings of the investigation, and the actions taken to address the reported incident of bullying. The school will make reasonable efforts to keep a report of bullying and the results of the investigation confidential.

The academy prohibits retaliatory behavior against any complainant or any participant in the complaint process. If the complainant student or the parent of the student feels that an appropriate resolution of the investigation or complaint has not been reached, the student or the parent of the student should contact the Principal or the JJK Foundation Chief Operating Officer (COO).

**Intervention Process**

The process for intervening in bullying behavior includes, but is not limited, to the following:

All staff, students, and their parents will receive a summary of this policy prohibiting intimidation and bullying: at the beginning of the school year, as part of the student handbook and/or information packet, as part of new staff or student orientation, and as part of the school system's notification to parents. This policy is also available on the academy website <https://jjkfoundation.org/jjkacademy/>.

Staff who witness acts of bullying shall take immediate steps to intervene when safe to do so.

People witnessing or experiencing bullying are strongly encouraged to report the incident; such reporting will not reflect on the target or witnesses in any way.

Academy administration shall contact parents, legal guardians, lead an investigation and notify parties of progress, outcomes, and interventions in a manner consistent with this policy.

Interventions to address substantiated reports of bullying may include but are not limited to restorative services such as social-emotional skill building, referrals to community-based services, disciplinary actions up to and including expulsion for pervasive and/or severe incidents.

The consequences and appropriate remedial actions for any student found to have falsely accused of another of bullying as a means for retaliation or as a means of bullying may include but are not limited to restorative services such as social-emotional skill building, referrals to community-based services, disciplinary actions up to and including expulsion for pervasive and/or severe incidents.

**Policy Review & Evaluation**

At the conclusion of each school year the academy Principal and key academy staff will conduct a policy evaluation process to assess the outcomes and effectiveness of the policy that includes, but is not limited to, factors such as the frequency of victimization; student, staff, and family observations of safety at a school; identification of areas of a school where bullying occurs; the types of bullying utilized; and bystander intervention or participation.

This policy will be reviewed and updated as needed and at a minimum of every two years by the academy Principal and approved by the JJK Foundation Board of Directors.

# Employee Code of Professional Conduct

The purpose of this policy is to ensure that all employees at the Jackie Joyner-Kersee Foundation (JJKF) understand and adhere to the professional standards outlined under Faith's Law. The policy establishes guidelines for maintaining a professional and ethical relationship with students, while outlining key expectations for employee conduct and necessary reporting requirements.

This policy applies to all employees, agents, and volunteers at JJKF and outlines the employee code of professional conduct required by Faith's Law and other relevant state and federal laws.

**Code of Ethics:**
The employee code of professional conduct will incorporate the Code of Ethics for Illinois Educators as found in 23 IL Adm Code 22.20. All employees must adhere to these ethical standards in their daily interactions with students. The code is founded on five core principles.

1. Responsibility to students
2. Responsibility to the school community
3. Responsibility to the profession
4. Responsibility for professional competence
5. Responsibility to the Illinois State Board of Education (ISBE)

Employees must be aware of and avoid behaviors that could be considered sexual misconduct. Sexual misconduct is defined as any behavior or action of a sexual nature that is inappropriate, unwelcome, or violates the trust and professional boundaries between school personnel and students. This includes, but is not limited to, acts intended to exploit or groom students, create an unsafe environment, or cause physical, emotional, or psychological harm.

**Expectations for Professional Relationships:**
Employees and agents of JJKF are expected to maintain professional relationships with students at all times. All conduct should reflect professionalism, with physical contact limited to educational, safety, or supportive purposes and without favoritism or special treatment. Communication and behavior must align with the students' cognitive and emotional development, avoiding language or activities unsuitable for their maturity level. Transparency is key, requiring open communication with parents, guardians, and supervisors about all interactions. Relationships with students should remain strictly professional, avoiding any personal or social contexts. The following guidelines outline key areas of employee conduct:

* **Transporting Students:** Employees are expected to follow all guidelines when transporting students to and from school or other related activities. They should avoid transporting students in their personal vehicles unless it is an emergency and prior approval has been obtained from the JJKF Administration and the student’s parent/guardian.
* **Photographs and Videos:** Photos and videos of students must only be taken for educational, JJKF related purposes or events, with prior consent from school administration and parents/guardians. Images must not be shared on personal social media or in any manner outside of authorized JJKF communications. Employees must follow proper protocols when taking or possessing photographs or videos of students, ensuring these actions are in the best interest of JJKF.
1. **Meeting with Students Outside Professional Role:** Employees are prohibited from meeting with or contacting students outside of their professional role. Personal communication platforms (e.g., personal email, text messaging, or social media) should not be used to interact with students. All communication should occur through JJKF approved systems.

**Required Training:**
All employees will be required to undergo training related to child abuse and educator ethics, as mandated by state and federal law, including training in compliance with 105 ILCS 5/22-85.5(d).

**Reporting Areas of Concern**

1. **Reporting Violations:**
Any JJKF employee, agent, or volunteer who witnesses or suspects a violation of the employee code of professional conduct is required to report the concern promptly. This includes witnessing misconduct or violations of professional boundaries by any other employee or agent of the Foundation. Concerns can be reported directly to the Designated Compliance Officer for JJKF, Supervisor, COO or HR.
2. **Immediate Action Required:**
Reports should be made as soon as possible, but no later than 24 hours after the incident. Reports can be made verbally, via email, or through formal written documentation.
3. **Confidentiality:**
All reports will be treated with confidentiality to the extent possible while ensuring the safety and well-being of students. The person making the report may choose to remain anonymous, but providing contact information will help with follow-up.
4. **Non-Retaliation:**
JJKF strictly prohibits retaliation against any employee who reports a concern in good faith. Employees will be protected from any adverse action, including harassment, discrimination, or any form of retaliation, for reporting misconduct or participating in an investigation.
5. **Investigation Process:**
Once a report is received, JJKF will initiate a formal investigation. Employees are expected to cooperate fully with the investigation process. Based on the findings, appropriate disciplinary action, including dismissal, may be taken.

**Consequences of Violations**

Violations of the employee code of professional conduct may lead to disciplinary action, up to and including dismissal from employment. Violations include any misconduct by an employee as well as failure to report violations by another employee. Any employee who does not report another employee’s misconduct may also face disciplinary action.

JJKF is committed to creating a safe and respectful environment for all students. Adherence to this employee code of professional conduct is essential for fostering an ethical, professional, and supportive atmosphere. All employees, agents, and volunteers must comply with these guidelines to ensure the well-being of students and maintain the high standards set by Faith’s Law.

**Acknowledgement:**

I,\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, acknowledge that I have received, read, and understood the Employee Code of Professional Conduct policy and agree to comply with its provisions.

**Employee Signature:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
**Date:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_