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**Jackie Joyner-Kersee Academy**

. . . . Molding minds to transform lives.

**2024-2025**

**Parent/Guardian Handbook**

“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

Greetings Parents and Guardians,

Welcome to the 2024-2025 school year at the Jackie Joyner-Kersee Academy! This is an exciting time in education, and I am grateful for the opportunity to serve the youth in the East Saint Louis community.

My passion for youth and education has always been a cornerstone of my life’s work. As a student-athlete for much of my life, I have embraced the importance of education. Several years ago, I met a bright young child who excelled early in head start but struggled with reading upon entering elementary school. Despite his early successes, he soon found himself unable to read, and the tools he had gained seemed to vanish. It was heart-wrenching to see the bright light in his eyes dim. This experience intensified my desire to open a school, and we were fortunate enough to seize this opportunity.

It is my sincere hope that the Jackie Joyner-Kersee Academy will provide children with a level playing field to evolve, grow, and develop into the prolific minds they are destined to become. We strive to bridge the educational gap for these inquisitive scholars at a crucial time in their development. I hope your family will embrace all that the Jackie Joyner-Kersee Foundation has to offer.

Welcome to the family.

I trust this journey will be a blessing to you and yours as you continue to Win in Life!

Sincerely,

Jackie Joyner-Kersee Destiny Kelley

CEO JJK Academy Principal

Jackie Joyner-Kersee Foundation Jackie Joyner-Kersee Foundation

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# Academy Information

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| --- | --- | --- | --- |
| **Jackie Joyner-Kersee Academy**  101 Jackie Joyner-Kersee Circle  East St. Louis, IL 62204 | | | |
|  | |  |  |
| Academy Phone Number: | | (618) 274-5437 | |
| **Regular School Hours** | | | |
| Monday – Friday | | 7:45 – 8:15 am arrival & breakfast  8:30 – 3:30 pm school hours  3:30 pm dismissal  3:45 pm dismissed to JJK afterschool program | |
| **School Administration** | | | |
| Academy Principal | | Ms. Destiny Kelley | |
| **Office Staff** | | | |
| Academy Office Manager | | Ms. Felicia Clay | |
| Academy Receptionist | | Ms. Grace Fryer | |
| **JJKF Administrative Staff** | | | |
| Chief Operating Officer | | Lecia Rives | |
| **Academy Teaching Staff** | | | |
| Kindergarten | Ms. Lisa Cobb | | |
| 1st Grade | Mrs. Rachel Christiansen | | |
| 2nd Grade | Mrs. Rajanee’ Batchelor | | |
| 3rd Grade | Mrs. Teneshia Crider | | |
| 4th Grade | Mrs. Tia Scott | | |

# School Governance

The Jackie Joyner Kersee Academy is governed by the Jackie Joyner Kersee Foundation Board of Directors. The Board of Directors is responsible for financial oversight, policy approval, long term direction and sustainability of the school. Under this governance and with the oversight of the JJK Foundation COO, the JJK Academy Principal is responsible for school administration including day to day operations and supervision of school staff.

School Policy is written by the JJK Academy Principal and is subject to approval by the JJK Foundation Chief Operating Officer and the Board of Directors. If parents have questions or concerns about school policy, they should first contact the school principal by calling the main school office phone number 618-274-5437.

# Academy Calendar 24 – 25 school year

The Calendar is subject to change. Parents will be notified of changes through class dojo

# A calendar with different colored numbers Description automatically generatedAdmission

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.

Children enrolling in kindergarten are to be age 5 by September 1.

A physical, dental, and eye examination are required when a student enters school for the first time. A copy of the child’s birth certificate and immunization record must also be presented.

JJK Academy is a private school and tuition, and fees applicable fees will apply. This information is provided to families as part of the enrollment process.

# Arrival

All Jackie Joyner-Kersee Academy students may arrive between 7:45 – 8:30am for breakfast. Classes begin at 8:30 a.m. It is important for students to arrive on time. After you sign-in your student, they may proceed to breakfast. Students who arrive after 8:30am will receive fruit for breakfast that they will be required to eat in the Academy. Students arriving after 8:45am will be noted as tardy.

# Assessments

To demonstrate your child’s developmental growth and academic achievement, teaching staff complete assessments on all students three times per year in Math and Reading. These assessments help the teaching staff to plan your child’s future instruction and help in areas as it is needed. The academy utilizes iReady for these assessments, results are reviewed during parent teacher conferences.

# Attendance

There is a significant correlation between a child’s attendance and a child’s developmental growth and academic achievement. It is important for your child to establish a healthy pattern of attendance at an early age and to attend daily. As such, daily attendance is required of all students enrolled at Jackie Joyner Kersee Academy.

**In the event a student is ill or is unable to attend,** **parents/guardians are required to call the Jackie Joyner-Kersee Academy at least 30 minutes before the start of the day. A call is required each day that a student will not be in attendance.** When you call, be prepared to provide your name, your child’s name, the child’s grade/teacher, and reason for absence. If a call is not made by 9:00am the JJK Academy Principal will contact the family to discuss the student’s absence.

Students are expected to be in attendance from 8:30am.- 3:30 p.m. unless prior notice is provided to the teacher and approved by the JJK Academy Principal. Any student arriving at class after 9:00am or leaving before 3:30pm must present documentation and attendance will be counted as tardy for the day. Three (3) tardies = One (1) absence which will result in an infraction and the parent/guardian will be contacted to schedule a meeting with the Academy Principal.

Picking up your child before the end of the school day should be reserved for prescheduled appointments or emergencies only. Parents/guardians are encouraged to schedule appointments outside of school hours whenever possible. If it is necessary to pick up your child early upon arrival sign your student out and let the Receptionist/Office Manager know who you are here to pick up and they will notify the teacher to send the student out.

If your child has excessive absences or demonstrates a pattern of absences, you will be contacted to discuss the reasons for the absences, offer help when needed, and develop a plan to improve attendance. If attendance does not improve within five school days and there is no documented illness, a meeting with the JJK Academy Principal will be scheduled. Excessive absences could result in being removed from the academy or being retained to repeat the grade level to ensure they master the material.

# 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 the teacher until an authorized individual arrives for a pick-up.

# Behavior Policy

Students

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.

**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 any and all consequences including and up to suspension and expulsion.

**Tier I Acts of Misconduct**

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 Teir 1 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 Tier 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. Detention
6. Financial Restitution
7. In – School Suspension
8. Referral to outside agency for support service
9. Out of School Suspension
10. Temporary removal from class
11. Withdrawal of privileges
12. Expulsion
13. Appropriate legal action
14. 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, (including 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 off 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 isresponsible 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.

# Birthdays and 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.

You are not required to send treats or gifts for your child’s birthday. If you 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. You also have the option of sending non-edible party favors for your child to share with their classmates.

Refer to the calendar for classroom holiday celebrations. Parent/guardians are welcome to participate in the celebration by donating items or money to purchase items needed and/or attending to help with the celebration.

# Bullying, Intimidation and Harassment

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

# Cell Phone Policy

To promote the importance of the school experience, cell phones are not allowed to remain on a student or in their backpack or cubby. If your child must bring a cell phone to school, they will be required to put their phone on silent and leave it with the Academy Receptionist arrival. Students can pick up their phone from after dismissal. The use of cell phones during arrival and dismissal times is prohibited.

If a student is found to have a phone during the school day, the phone will be taken away and given to the Receptionist for the remainder of the day. Students will receive an infraction and the parent/guardian will be notified they are required to retrieve the phone from the Receptionist after dismissal.

# Change of Contact Information

For Academy staff to ensure your child’s safety, parents/guardians must always provide current emergency contact information. It is the parents/guardian’s responsibility to ensure all contact information is up to date. You can report a change to your information by sending a note to the teacher or providing the information to the Office Manager.

# Communication

For your child to fully benefit from their school experience and for your family to have the information needed, it is important to create a strong, effective communication system. The Jackie Joyner-Kersee Academy provides communication in the following methods: Dojo, email, written material, and phone calls.

If a parent/guardian needs to speak with a student or staff member during the school day, they are asked to call the Academy and give the Receptionist a message. It is not always possible to deliver messages immediately. Parents/guardians are asked to call the teacher before or after school hours when they are not in class.

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 Principal will contact the family to discuss the situation. If the situation still needs additional attention, the Academy Principal will get the Chief Operating Officer (COO) involved. The COO will reach out to the parent/guardian within three working days.

See Grievances 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*.*

# Desks, Cubbies and Extra Clothes

Students are provided desks and/or cubbies so they have a safe place to store books and personal belongings. Each student is responsible for the appearance and the condition of her/her locker and cubby. Every Friday students will organize their desks and cubbies.

Please send a seasonally appropriate change of clothing (pants, shirt, underpants, and socks) to keep in your child’s cubby at school. Please be sure to label these clothes with their name and grade. If a child soils their clothes and needs to change soiled clothing will be placed in a bag and sent home.

# Dress Code - Uniforms

The Jackie Joyner-Kersee Academy dress code, outlined below, is clear and unmistakable. Any student out of dress code will receive an infraction and after three infractions they are written up.

**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.

# 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 also 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) s, sharp… 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 weapon.**

# Emergency Contact Information

All Jackie Joyner-Kersee Academy parents/guardians must complete an Emergency Contact Information Form during the enrollment process. To ensure your child’s safety, two adults other than the parents/guardians must be listed on this form. It is the parent/guardian’s responsibility to maintain current emergency contact information with the JJK Academy Office Manager.

# Family Engagement

The Jackie Joyner-Kersee Academy believes that when a family understands and supports the skills and abilities of their child, their child is more likely to reach his or her full potential. We also believe that it is the family and the community’s responsibility to build upon their child’s skills and abilities. We encourage parents/ guardians and communities to:

* Acknowledge the parent/guardian is the child’s first teacher and is the primary influence in the child’s life.
* Spend more time each day with their child.
* Know their child better than anyone else.
* Reinforce what the child learns at school.
* Be a positive natural link between their teachers and their child.
* Know their community and how their community affects their child.

# Field Trips

You will be notified in advance anytime your 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 student’s 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 as these are a privilege to take part in. If a child has behavior issues, they may be permitted to attend with approval from the JJK Academy Principal. This will require the student’s parents to attend the field trip as well.

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

Every student will have grades according to the grading scale outlined below. Parents can contact the teacher if they need to discuss student grades at any time.

*Kindergarten - 3rd grading scale*

4 – Exemplary

3 – Proficient

2 – Developing towards expectations.

1 – Emerging

*4th grade grading scale*

A = 90% - 100% - Exemplary

B = 80% - 89% - Satisfactory

C = 70% - 79% - Needs Improvement

D = 69% and lower - Unsatisfactory

Report cards

All grades issue report cards four times per year. Report cards will be provided and reviewed at the parent/teacher conference except for the 4th quarter report card, which will be mailed to the student’s home.

# Grievances

It is the policy of Jackie Joyner-Kersee Academy that all employees, 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.

In addition, the Academy will not tolerate any form of retaliation against any person who makes a good faith report or complaint about perceived acts of harassment, discrimination, or a concern, or who cooperates in an investigation of harassment, discrimination, or a concern. Any person who is found to be engaging in any kind of retaliation will be subject to appropriate **disciplinary** action.

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 or the Jackie Joyner-Kersee Foundation. 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 Operating Officer 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 Operating Officer, or designee, will respond in writing to the appellant as to the action to be taken and reasons for the decision.

1. **Prohibition Against Retaliation**

Jackie Joyner-Kersee Academy pledges that it will not retaliate against any person who files a complaint in accordance with this policy, or any person who participates in proceedings related to this policy.

In addition, the Academy will not tolerate any form of retaliation against any person who makes a good faith report or complaint about perceived acts of harassment, discrimination, or a concern, or who cooperates in an investigation of harassment, discrimination, or a concern. Any person who is found to be engaging in any kind of retaliation will be subject to appropriate disciplinary action.

# Homework

Homework is used as a way for students to practice what has been learned in the classroom. The time requirements and the frequency of homework will vary depending on a student’s teacher, ability, and grade level. Homework is an important and necessary part of the educational process. Homework is 40% of the student’s academic grade. It is intended to reinforce a lesson taught. It allows students to take advantage of resources outside the classroom and school. Additionally, homework allows for parental assistance at home so that the child gets individual assistance and attention. Finally, homework teaches responsibility.

It is not appropriate to bring homework late unless there is illness or other extreme circumstances. All assignments must be handed in when the teacher specifies that they are due. Homework will be counted toward grades and could also affect promotion to the next grade level.

Parental support with homework is necessary. The teaching staff respectfully requests that all parents and guardians check with their child daily to guarantee that homework is complete. Communication with your child’s teacher is encouraged if there are any questions about homework.

If a student is absent the parent/guardian should plan to pick up the homework from the Receptionist 8am – 4: If a student’s absence is excused or if a student is suspended from school, he/she will be permitted to make up all missed work, including homework and tests, for equivalent academic credit. Students who are unexcused from school will be allowed to make up missed work but may only receive 50% credit. A student is allotted the same number of days to complete make-up work as days missed.

# Illness, Immunizations and Examinations

The health and welfare of every student is important. Regardless of the nature and extent of a student’s illness or injury, it should be reported to the student’s teacher. The teacher or other Academy staff members will assess the student to determine the severity of the illness and injury and next steps. If it is deemed necessary, a parent/guardian will be contacted to pick up their student or emergency services will be contacted as needed.

Illnesses To protect all students at the Jackie Joyner-Kersee Academy, parents/guardians should never send their child to school if they show any of the following:

Diarrhea: Runny, loose, or bloody stools

Fever: Oral temperature of 101 degrees or higher or under the arm temperature of 100 degrees or higher

Fever with any of the following symptoms:

Body rash

Difficulty breathing

Runny discharge from the eyes

Vomiting

Earache

Persistent crying

Vomiting two or more times within the previous twenty-four hours

Sore throat with a fever and swollen glands

Diarrhea

Unusual Irritability

The above symptoms may indicate the presence of a contagious disease. A child’s symptoms must be evaluated by a doctor before returning to the Jackie Joyner-Kersee Academy. Please note that some illnesses/treatments will require that a child be excluded from school for more than 24 hours. The Jackie Joyner-Kersee Academy follows health requirements in place by the Illinois State Board of Education and Illinois Department of Public Health.

Annual Screenings - The Illinois Dept. of Public Health requires annual screenings for students in the following grades:

Vision: Early Childhood, Pre-Kindergarten, Kindergarten, Second, Eighth, and Special Education

Color Vision: Second

Hearing: Early Childhood, Pre-Kindergarten, Kindergarten, First, Second, Third, and Special Education

Students may also be screened upon request of the teacher based on observable signs of vision or hearing difficulties in the classroom or upon parent/guardian’s request. The Academy will contract with health professionals to conduct these screenings professionally and results will be kept confidential. A student will not be exempt from the screening unless there is a current (within one year) doctor-written vision or hearing exam report in the child’s health record. If a student meets “fail” criteria for vision or hearing screenings, the parent will be notified by phone or mail. If you have any questions or concerns, speak with the JJK Academy Principal.

Communicable Diseases - The Jackie Joyner-Kersee Academy will observe recommendations of the Illinois Department of Public Health regarding communicable diseases.

Parents are required to notify the Principal and teacher if they suspect their child has a communicable disease.

In certain cases, students with a communicable disease may be excluded from school or sent home from school following notification of the parent or guardian.

The school will provide written instructions to the parent(s)/guardian regarding appropriate treatment for the communicable disease.

A student excluded because of a communicable disease will be permitted to return to school only when the parent/guardian brings a letter from the doctor stating that the student is no longer contagious or at risk of spreading the disease.

Dental Examination - All students entering kindergarten, second and sixth grades must present proof by May 15 of the current school year of having been examined by a licensed dentist within the last 18 months. Failure to present proof allows the Academy to hold the child’s report card until the student presents: (1) proof of a completed dental examination, or (2) proof that a dental examination will take place within 60 days after May 15.

Eye Examination - All students entering kindergarten or the Academy for the first time regardless of grade must present proof by October 15 of the current school year of an eye examination performed within one year. Failure to present proof by October 15, allows the school to hold the student’s report card until the student presents: (1) proof of a completed eye examination, or (2) proof that an eye examination will take place within 60 days after October 15.

Required Health Examinations and Immunizations - All students are required to present appropriate proof of a health examination and the immunizations against, and screenings for, preventable communicable diseases within one year prior to: (1) Entering kindergarten or the first grade, and (2) Enrolling in an Illinois school for the first time, regardless of the student’s grade.

A diabetes screening must be included as part of the health exam (though diabetes testing is not required). Students between the age of one and seven must provide a statement from a physician assuring that the student was “risk-assessed” or screened for lead poisoning.

Failure to comply with the above requirements by October 15 of the current school year will result in the student being prohibited from attending school until the required health forms are presented to the school, subject to certain exceptions.

New students who register mid-term have 30 days following registration to comply with the health examination and immunization requirements. If a medical reason prevents a student from receiving a required immunization by October 15, the student must present, by October 15, an immunization schedule and a statement of the medical reasons causing the delay. An appropriate medical professional must sign the schedule and statement of medical reasons.

Exemptions - A student will be exempted from physical/immunization/dental/eye exams for:

Medical grounds if the student’s parent/guardian presents to the JJK Academy Principal a signed statement explaining the objection.

Religious grounds if the student’s parent/guardian presents a completed Certificate of Religious Exemption.

Health examination or immunization requirements on medical grounds if a physician provides written verification.

Eye examination requirement if the student’s parent/guardian shows an undue burden or lack or access to a physician licensed to practice eye examinations or a licensed optometrist; or

Dental examination requirement if the student’s parent/guardian shows an undue burden or a lack of access to a dentist.

Lost and Found

Lost and found articles are kept at the Academy front desk. Students should check with their teacher and the Academy Receptionist 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 required by law to contact the Department of Children and Family Services (DCFS) if they 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.

# 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 schools. 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. Also, self-administration of medicine by the student is advocated. 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 with the exception of 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:**

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.

Signed parental request for the school to administer prescribed medication.

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**In the event of a medical emergency staff will follow the JJK Foundation Emergency Response Plan.

# Parent-Teacher Conferences

Parent/teacher conferences are held at designated times during the year, please refer to academic calendar for specific dates. Parents/guardians are required to attend 2 conferences minimum per 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.

Recess

Recess is a time when students take a break from learning in the classroom. Recess supports the development of social skills and the overall health and well-being of our students. It is the time of the school day when students engage in unstructured play and make choices, develop rules for play and practice important social skills. Recess may be indoors or outdoors and will be supervised by Academy staff.

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 your family needs help obtaining a coat, hat, mittens, or gloves for your child, please contact the JJK Academy Principal.

# Room Parents

To ensure the safety of our students, each grade that has room parent(s) must give the teacher 24-hour notice they will be on-site to get the Principal’s approval. Room parent(s) should not show up if the teacher did not confirm approval was received from the Principal. Upon arrival, you will need to provide the Academy receptionist with a valid photo id, and you should inform them of your reason for being at school. You will be provided with a badge and escorted to the classroom.

You are asked to wear the visitor's badge while on the Academy grounds for identification purposes. This should be removed when you leave for the day. Please be sure to check out at the front desk before leaving.

Room parents are expected to abide by all Academy rules during their time on JJKF property. Failure to conduct him/herself in a manner that is appropriate will be asked to leave and may be subject to criminal penalties for trespass and/or disruptive behavior.

# Safety Drill Procedures and Conduct

Safety drills will occur at times established by the Academy Principal. Students are required to be silent and comply with the directives of school officials during emergency drills.

There will be a minimum of three (3) evacuation drills, a minimum of one (1) severe weather (shelter-in-place) drill, a minimum of one (1) law enforcement lockdown drill to address a school shooting incident, and a minimum of one (1) bus evacuation drill each school year. There may be other drills under the direction of the Academy Administration. The law enforcement lockdown drill will be announced in advance and a student’s parent/guardian may elect to exclude their child from participating in this drill. All other drills will not be preceded by a warning to students.

The following emergency procedures will be followed:

Earthquake. Because earthquakes strike without warning, life-protecting actions must be taken immediately at the first indication of ground shaking. During a major or moderate earthquake, the greatest immediate hazard to people in or near a building is the danger of being hit by falling objects.

During the ground shaking, the school population is safest finding immediate shelter under desks, tables, or counters.

Stay inside; move away from windows, shelves, and heavy objects that may fall.

In halls or stairways, move to an interior wall. Turn away from windows.

In laboratories and kitchens, all burners should be extinguished before taking cover.

If outdoors, move to an open space away from the building and overhead power lines. Lie down on the ground.

Do not leave school grounds without permission.

Fire. Fire drill information and evacuation routes are posted in each room. In the event of an actual fire drill, the teacher in each classroom will give the students specific instructions to follow.

Intruder Lockdown. Lockdown procedures are set in place to respond to situations in which the students and staff are or may be in danger. Lockdowns are used for all hazards, such as medical emergencies, bomb threats, outside safety hazards, police related situations, etc. They are also used for worse case scenarios, such as an intruder: a person inside the school that poses a threat, either real or perceived, to others. Drills are announced, planned, and coordinated during the most controlled times of the school day. Once a year, they are conducted in conjunction with the local police department to ensure communication between school and law enforcement.

Tornados. In the event school authorities receive information from the Civil Defense or Weather Bureau that extremely severe weather is imminent, notification will be made from the office by announcement for the teachers to move their classes to a predetermined area. Students are to follow the specific instructions given by the teacher.

# Student Meals

The Jackie Joyner-Kersee Academy provides healthy, balanced, and nutritious meals and snacks. A monthly lunch menu will be sent home with each student at the end of the month for the upcoming month.

Students are offered breakfast and lunch at no cost. Students are allowed to bring their lunch from home if they do not want the lunch option for the day. **Parents must list all food allergies, sensitivities, and diet restrictions during the registration process.**

Breakfast is served from 7:45 am to 8:15 am; students arriving after 8:15 will receive fruit from the Academy.

Lunch is served from 11:00 am – 12:00 pm.

Kindergarten & 1st grade at 11 am

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

Staff will remain with students in the lunchroom during mealtime to monitor student behavior. Students are not permitted to bring outside food unless in a lunchbox and they are not allowed to bring snacks unless they are in the lunchbox and are eaten during snack time.

No candy can be brought in the lunchbox for meals or snacks. We encourage parents to send healthy nutritious foods for their students to eat.

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 cannot share food with each other.

Students are required to clear their space when they’re finished eating.

The noise level must remain at an acceptable level.

# 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. The teacher may also remove the item from the student and return it at the end of the day. Parents should schedule a meeting with the principal and counselor to discuss the need for their student to have a fidget in the classroom for this to be approved.

# Substitute Teachers

If the Lead Teacher is unable to lead the class for any reason the Teacher’s assistant will fill in as the substitute teacher. If the teacher and assistant are both out the classroom will be closed, and parents will be notified prior to the start of the school day.

# Volunteering

All volunteers for field trips, classrooms, etc., must be cleared by the JJK Academy Principal. If the volunteer works in the school regularly, (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 JJK 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 A

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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:

Placing the student or students in reasonable fear of harm to their person or property.

Causing a substantially detrimental effect on the student’s or students’ physical or mental health.

Substantially interfering with the student’s or students’ academic performance; or

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](mailto: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.

# 24-25 Parent/Guardian Handbook Acknowledgement

I acknowledge receiving and being provided access to the 24-25 Parent/Guardian Handbook for the Jackie Joyner-Kersee Academy. I have read the handbook in full and understand all the rules, responsibilities, and expectations.

I understand the Parent handbook may be amended during the year and that such changes are available from the Academy Office Manager and/or Principal.

I understand that my failure to return this acknowledgment will not relieve me or my student from being responsible for knowing or complying with Jackie Joyner-Kersee Academy policies, procedures, and rules.

Signature Date

Print Name