



... 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-Kersey

Greetings Parents and Guardians,

Welcome to the 2024-2025 school year at the Jackie Joyner-Kersey 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-Kersey 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-Kersey 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-Kersey
CEO
Jackie Joyner-Kersey Foundation

Destiny Kelley
JJK Academy Principal
Jackie Joyner-Kersey Foundation

Table of Contents

Academy Information	7
Academic Calendar	9
JJK Academy Year at a Glance.....	10
School Governance And Policy Making.....	11
Admission.....	11
Arrival.....	11
Assessments.....	11
Attendance.....	11
Authorization To Pick-Up	12
Behavior Policy.....	12
Student Conduct.....	12
Staff Conduct	15
Battery Against School Personnel.....	15
Birthdays And Celebrations.....	15
Bullying, Intimidation And Harassment	15
Calendar	16
Cell Phone Policy.....	16
Change Of Contact Information	16
Communication.....	16
Compliance With Laws.....	16
Confidentiality.....	17
Desks, Cubbies And Extra Clothes.....	17
Dress Code - Uniforms	17
Drug And Weapon Free Zone.....	17
Emergency Contact Information.....	18
Emergency Medical Events	18
Employee Code Of Professional Conduct – Faith’s Law.....	18
Family Engagement.....	20
Field Trips.....	20
Grades And Report Cards.....	21
Grievances.....	21
Homework.....	23
Illness, Immunizations And Examinations.....	23
JJK Winning In Life.....	25

Lost And Found 25

Mandated Reporter 26

Medication Policy..... 26

Opioid Response 27

Parent-Teacher Conferences 28

Recess..... 28

Room Parents..... 28

Safety Drill Procedures And Conduct..... 29

Student Meals 29

Student Personal Belongings 30

Substitute Teachers 30

Volunteering 30

Appendix 31

 Anti-Bullying Policy..... 31

24-25 Parent/Guardian Handbook Acknowledgement 34

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 dismissal for 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 (COO)

Mrs. 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

ACADEMIC CALENDAR

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

Jackie Joyner-Kersee
Chairman of the Board
Michelle Sherod
President
Alex Fennoy
Vice-President



Lorri Rippelmeyer
Treasurer
Chuck Gullede

Jackie Joyner-Kersee Academy

2024-2025 School Calendar

August 2024						
Su	M	Tu	W	Th	F	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

September 2024						
Su	M	Tu	W	Th	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

October 2024						
Su	M	Tu	W	Th	F	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

November 2024						
Su	M	Tu	W	Th	F	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

December 2024						
Su	M	Tu	W	Th	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

January 2025						
Su	M	Tu	W	Th	F	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

February 2025						
Su	M	Tu	W	Th	F	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	

March 2025						
Su	M	Tu	W	Th	F	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

April 2025						
Su	M	Tu	W	Th	F	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

May 2025						
Su	M	Tu	W	Th	F	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

June 2025						
Su	M	Tu	W	Th	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

July 2025						
Su	M	Tu	W	Th	F	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

17 161

15 176

FIRST DAY OF SCHOOL/SCHOOL RESUMES
 NO SCHOOL
 PARENT TEACHER CONFERENCE (PTC)
 END OF GRADING PERIOD

Designated Wednesdays, Academy Professional Development (No School or 1/2 day)
 5 Emergency Days are in the calendar (6/6-12). If no days are used the last day is 6/05/25

1-16 Aug	Staff Institute/ No Student Attendance
19-Aug	1st Day Student Attendance
1-Sep	Labor Day Legal Holiday
22-Oct	End of 1st Quarter
23-Oct	1/2 Day After School Parent Teacher Conferences (PTC)
24-Oct	1/2 Day After School Parent Teacher Conferences (PTC)
6-Nov	Election Day Legal Holiday
11-Nov	Veteran's Day Legal Holiday
27-29 Nov	Thanksgiving Break Foundation Granted Holiday
28-Nov	Thanksgiving Day Legal Holiday
20-Dec	End of 2nd QTR/1st Semester
23-31 Dec	Student Winter Break
25-Dec	Christmas Day
1-Jan	New Years Day Legal Holiday

2-3 Jan	Student Winter Break
6-Jan	School Resumes from Winter Break
18-Jan	1/2 Day After School Parent Teacher Conferences (PTC)
20-Jan	MLK Day Legal Holiday
17-Feb	President's Day Legal Holiday
3-Mar	Casimir Pulaski Day Legal Holiday
17-Mar	End of 3rd Quarter
28-Mar	After School Parent Teacher Conferences (PTC)
14-17 Apr	Student Spring Break
18-Apr	Good Friday Foundation Granted Holiday
21-Apr	School Resumes from Spring Break
19-May	Malcolm X Day
28-May	Memorial Day Legal Holiday
22-May	Kindergarten Graduation
5-Jun	End 4th QTR/2nd SEM Last Day of School for Students

JJK ACADEMY YEAR AT A GLANCE

24-25yr



Jackie Joyner-Kersey Academy Year at Glance

Quarter	1	2	3	4	Total
Weeks	9	8	10	17	44
Days	44	35	46	51	176

Testing Dates iReady Testing

Quarter	1 Fall Testing	2 Winter Testing	3 Spring Testing
Testing Dates	Sept. 16 th - Sept. 27 th	Dec. 9 th - Dec. 20 th	March 24 th - April 4 th

School Governance And Policy Making

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.

Admission

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.

Nondiscrimination

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.

Admission Requirements

Children enrolling in kindergarten are to be 5 years old 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 provided.

Arrival

All Jackie Joyner-Kersee Academy students may arrive between 7:45 – 8:15am 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 8:15am 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-Kersey 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, the child's name, 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 8:30am 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 must be listed 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

Student Conduct

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

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 damage 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 | 7. In – School Suspension | 12. Expulsion |
| 2. Referral to Office Manager | 8. Referral to outside agency for support service | 13. Appropriate legal action |
| 3. Conference with parent | 9. Out of School Suspension | 14. Other appropriate action deemed necessary to match the infraction. |
| 4. Referral to counseling | 10. Temporary removal from class | |
| 5. Detention | 11. Withdrawal of privileges | |
| 6. Financial Restitution | | |

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

Staff Conduct

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.

Battery Against School Personnel

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.

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. 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 held on the day as designated on the school calendar and the Jackie Joyner-Kersey 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 or donate money to purchase the items. 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 And Harassment

See appendix for Anti-bullying policy.

Calendar

In case of school closing due to inclement weather (snow, ice, etc.), staff and students will be notified through an automated message through Class Dojo. 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 Academic Year Calendar

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-Kersey 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-Kersey 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-Kersey 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-Kersey Academy Photo Release Form to grant or deny permission to take and use pictures of their child. All Jackie Joyner-Kersey Academy staff members adhere to the Jackie Joyner-Kersey 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-Kersey 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-Kersey 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.

Drug And Weapon Free Zone

Federal, state, and local laws and Jackie Joyner-Kersey Academy policies prohibit the use, possession or distribution of alcohol or drugs at the Jackie Joyner-Kersey Academy and all JJK Foundation events. If a student is found to be in possession of a firearm, alcohol or drugs, the school administrator will notify the student's parent or guardian.

Jackie Joyner-Kersee Academy and its grounds are Tobacco Free which 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). 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.

The Academy Principal shall immediately notify local law enforcement of any firearm related incident occurring on school grounds.

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.

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.

Employee Code Of Professional Conduct – Faith's Law

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.

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.

Family Engagement

The Jackie Joyner-Kersey 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-Kersey 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-Kersey 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-Kersey Academy, are consumed during the field trip.
- The Jackie Joyner-Kersey 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-Kersey Academy that all students, and parents have the right to voice their complaints, grievances, or concerns about matters pertaining to the school.

Jackie Joyner-Kersey 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.

What May Be Grieved - Jackie Joyner-Kersey 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.

Who May Grieve - The procedures set forth below may be used by students, and parents, referred to as the aggrieved.

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.

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.

Formal Grievance - Within ninety (90) days of encountering the harassment, discrimination, or complaint that is the subject of the grievance, an aggrieved shall file a written notice with the school principal or the Jackie Joyner-Kersey 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 from 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.

2. Prohibition Against Retaliation

Jackie Joyner-Kersey 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-Kersey Academy, parents/guardians should never send their child to school if they show any of the following:

Diarrhea: Runny, loose, or bloody stools	Fever with any of the following symptoms:	
	Body rash	Earache
	Difficulty breathing	Persistent crying

Fever: Oral temperature of 101 degrees or higher or under the arm temperature of 100 degrees or higher	Runny discharge from the eyes	Vomiting two or more times within the previous twenty-four hours
	Vomiting	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-Kersey Academy. Please note that some illnesses/treatments will require that a child be excluded from school for more than 24 hours. The Jackie Joyner-Kersey 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-Kersey 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 of 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.

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 JJK staff members will provide Academy students instruction on JJK Winning in Life curriculum.

Lost And Found

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

JJK Academy is not responsible for personal belongings lost on school property or during off school property activities.

Mandated Reporter

All Jackie Joyner-Kersey 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-Kersey 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-Kersey 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-Kersey 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-Kersey 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-Kersey 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 MEDICINE AND/OR RESULTING SIDE EFFECTS

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

Opioid Response

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-Kersey 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
- Choking 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
 - a. Peel back the package to remove the device
 - b. Place the tip of the nozzle in either nostril until your fingers touch the bottom of the patient's nose.
 - c. Press the plunger firmly to release the dose 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.

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-Kersey 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-Kersey 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-Kersey JJK Academy Principal all individuals volunteering 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



Jackie Joyner-Kersey Academy

Anti-Bullying Policy

The Jackie Joyner-Kersey 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 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,
- Description of the bullying behavior,
- Each person involved in the incident,
- 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.

Technology, internet, and social media - 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://jkkfoundation.org/jkkacademy/>.

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-Kersey Academy. I have read the handbook in full and understand all the rules, responsibilities, and expectations my student and families are expected to abide by.

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-Kersey Academy policies, procedures, and rules.

Student Name (printed)

Parent Name (printed)

Parent Signature

Date signed