



KIKIFER'S
ENTREPRENEUR ACADEMY

Parent Student Handbook

**Policies, Procedures, Rules &
Regulations**

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1. Philosophy and Objectives

KIKIFERS Entrepreneurial Academy, KEA, utilizes the Accelerated Christian Education (A.C.E.) curriculum. This program is based on two major tenets: individualized instruction and Biblically-based character-building principles. The A.C.E curriculum has been tried and proven to be effective for over 45 years, and it's being used all over the world. KEA strives for academic excellence through a rigorous curriculum. The goal of KIKIFERS Entrepreneurial Academy is to develop youth of every ability level academically, in the highest principles of moral character, self-discipline, individual responsibility, personal integrity and exemplary citizenship, to become self-sufficient, successful ENTREPRENEUERS!

Attendance at this school is a privilege, not a right. KIKIFERS Entrepreneurial Academy exists to provide a quality, Entrepreneur-centered education that will challenge them both academically and spiritually. KEA stands, without apology, for very high standards of morality, work ethic, and wisdom.

The students will be assisted in their academics by trained, and dedicated, staff members. KEA strives to produce young entrepreneurs with an academic ability to become servant-leaders that can, and will, positively impact their generation leaving a legacy on future generations to come.

The school staff wishes to work closely with parents in order to train the child, academically, emotionally, physically, mentally, and above all else— as an entrepreneur. KIKIFERS Entrepreneurial Academy views itself as an extension of the home in training young people.

Additionally KEA agrees to comply with any all applicable State or federal laws or regulatory requirements.

2. Statement of Divine Principle

The basis of which guides KIKIFERS Entrepreneurial Academy shall be these divine principles:

“Do for self or suffer the consequences.”

The foundation of any civilization is its ability to have self-determination of its future. We believe in the principle of self-sustainability regardless of external factors. Self-sustainability is seen in the least of God's creations, from the tiny ant to the great elephants of the jungle. If we, as human beings, are the best of God's creations, then it should come naturally to internalize a do for self, belief system.

“Do unto others as you would have done unto you.”

“This is the golden rule, which is universal across religions, status, class, creed, race, and time. This is what produces balance and equality and allows peace to thrive amongst major differences of belief.”

“My word is my bond, and bond is life; and I shall suffer before my word shall fail.”

It is a universal law that truth, regardless of the consequences allows us to function in a more perfect society. Lies destroy trust, good will, and character; and does not make for good business practices. Our word is one of the most valuable possessions we have to give. Businesses have business credit, citizens have personal credit, but keeping our word is what gives us credibility.

“Fear no man but God himself.”

All men are created from a source greater than themselves. Respect for the God within our fellow brother and sister helps keep the balance of respect, love, honesty, integrity, selflessness, and moral uprightness. Recognizing this fact allows us all to function in universal harmony in one accord.

3. Necessary Enrollment Forms

Any student who fails to submit any of these forms will be denied enrollment into KIKIFERS Entrepreneurial Academy.

- Each and every student of KEA must enroll or reenroll every academic year. Therefore, the first form necessary is the Registration Form.
- Each and every student must provide a copy of their Medical Records signed by a practicing physician.
- Illinois State Law requires that each child provide proof of all immunizations.
- Medical, Dental, & Eye exam school forms
- Emergency Contact information
- Copy of medical insurance card
- Signed financial commitment
- Records release form
- Signed Student Expectations Form
- Signed Parent Expectations Form

- Signed Parent/Student Handbook Agreement
- After School Pickup Form
- Student drivers must submit a copy of their license and proof of insurance.

4. The Hierarchy of KIKIFERS Entrepreneurial Academy

KIKIFERS Entrepreneurial Academy exists in a pyramid of authority KEA Board of Directors; Senior Administrator - The senior administrator, who reports to the KEA Board, of the school is the highest level of authority and manages all of the functions of KIKIFERS Entrepreneurial Academy. The following tasks are some of the responsibilities of the Senior Administrator:

- ☐ General supervision and overall safety of KIKIFERS Entrepreneurial Academy.
- ☐ Establishing school-home relations.
- ☐ Hiring staff and holding weekly meetings for direction, inspiration, and motivation.
- ☐ Conducting assemblies, student sessions, and special meetings.
- ☐ Establishing school policies and procedures.
- ☐ Conducting staff orientation.
- ☐ Counseling with students and parents.
- ☐ Screening and admitting students.
- ☐ Promoting the school.
- ☐ Higher level discipline.

Supervisor/Teacher - The Supervisor acts as manager of the Learning Center and all academic needs of students. The Supervisor's specific responsibilities include:

- ☐ Inspiring achievement in the students.
- ☐ Supervising student testing, prescribing curriculum, reporting, compiling, and filing student academic results.
- ☐ Expediting daily Learning Center routine by answering questions, quizzing students on Self Tests, and scoring PACE Tests.
- ☐ Answering academic questions, adding information, and enhancing understanding.
- ☐ Supervising extracurricular activities.
- ☐ Praising students and encouraging them to do their best.
- ☐ Communicating with parents regarding academics and activities.
- ☐ Conducting student orientation.
- ☐ Scheduling school activities.

5. Admissions Policies

KIKIFERS Entrepreneurial Academy does not discriminate on the bases of race, class, color, national and ethnic origin. Attending KEA is a privilege, not a right. This privilege may be revoked at any time by the authorities of KEA. Students who plan to attend KEA will be required to submit all forms found under “3. Necessary Enrollment Forms” found in this handbook. Students and Parents are required to agree to abide by the policies and practices of KIKIFERS Entrepreneurial Academy. Parents and Students are required to attend an interview.

It is entirely the decision of KIKIFERS Entrepreneurial Academy, concerning whether the student is a good “fit” for the school. Once the school staff reviews the student’s application and interview, the parents and student will be notified as to whether the student’s application has been accepted or denied.

6. Withdrawal Policies

If a parent wishes to withdraw a student from KIKIFERS Entrepreneurial Academy, the parent must notify the supervisor or administrator in writing as soon as possible. KEA will not refund any money that has already been paid and no curriculum will be released to the parent or student.

Expulsion: KIKIFERS Entrepreneurial Academy may dismiss a student at any time. It is the goal of the school to teach and train Godly young people. The school staff wishes to apply grace to each situation; however, if certain irresolvable problems arise, KEA will be forced to dismiss a student. The parent will be notified in writing as to the reasons for dismissal from the school. Academic records will be copied and sent to the next school the student plans to attend.

Several instances that would call for consideration of dismissal would include, but are not limited to, the use of drugs and alcohol, illegal behavior, immoral activities, threats and violence.

7. Financial Policies

KIKIFERS Entrepreneurial Academy highly commends any parent who is willing to make a financial sacrifice of tuition in order to invest in their child’s education. On that note, each parent has been informed of their financial obligations and is expected to pay their bills in a complete and timely manner. Every parent is required to sign a financial commitment. KIKIFERS Entrepreneurial Academy reserves the right to apply financial penalties to late or incomplete payments.

If any account is past due \$300.00 or more, we will ask that the student be kept home until the account is reconciled. All tuition payments are non-refundable.

8. Daily Arrival and Dismissal

KIKIFERS Entrepreneurial Academy school day begins promptly at 8:00 AM. Be aware that students must be ready to begin opening exercises at 8:00; therefore, it is wise for students to arrive at least five minutes early to settle in before school begins. Any student who is not ready for

opening exercises at 8:00, will earn a demerit. Be advised that exceptions will not be made for late parents.

Students will be dismissed at 3:00 PM. All students are expected to be out of the school building by 3:10 at the latest, unless otherwise noted as an after-care student. After care students should be out of the building by 6:10 at the latest. The school staff supervises students all day long and should not be expected to remain with the students after school hours.

Parents are responsible for making necessary transportation arrangements; however, the school must be notified of the student's transportation plans (parents, bus, sibling driver etc.). If students are riding a city bus to school each day, KIKIFERS Entrepreneurial Academy must be informed of what bus route the child should board each day.

Students who plan to be picked up from school by family members or friends must submit an exhaustive list of people who may pick them up. This form must be signed by parents. The goal of KIKIFERS Entrepreneurial Academy is to instill an entrepreneurial mindset, provide the student with exemplary education, and keep them safe. Please understand that your child WILL NOT be released to any person who cannot present identification showing that they are listed on the dismissal form.

9. Attendance

The Commonwealth of Illinois' Department of Education requires that our school, as well as every other school, provide a minimum of 176 days of instruction OR a minimum of 880 hours of instruction at the elementary and secondary levels. Currently our calendar provides for 178 days of school at 6 hours a day. This comes out to 1,068 hours of school for the year. We, of course, have more hours than required for several reasons, and one of those reasons is to account for absenteeism.

20 school days is the absolute maximum number of days absent that KIKIFERS Entrepreneurial Academy will allow in one academic year. These 20 days will include vacation, sickness, and any other absence that is not accompanied by a legitimate and signed doctor's excuse. In the public-school system, parents are taken to court if students miss more than the school attendance policy allows. Here at KIKIFERS Entrepreneurial Academy, however, we do not believe that it is fair or just to take our fellow brothers and sisters before a court over school attendance. However, we also cannot afford to be responsible to the state government for a child who is not attending school. As stated in the Parent/Student Handbook, KIKIFERS Entrepreneurial Academy reserves the right to expel a student at any time. Any student who misses 21 days of school without a legitimate and signed doctor's excuse, will be expelled.

After the first five absences (without a doctor's excuse): A letter will be sent home to remind and reiterate our school's attendance policy.

After the second five absences (without a doctor's excuse): A second letter will be sent home to remind and reiterate our school's attendance policy.

After the third five absences (without a doctor's excuse): A third letter will be sent home to remind and reiterate our school's attendance policy.

After the final five absences (without a doctor's excuse): A letter will be sent home to indicate that one more absence (without a doctor's excuse) will result in expulsion from KIKIFERS Entrepreneurial Academy.

Physical Education Policy:

Physical education is an absolute requirement by the state for students to take each year. Any student who misses more than three gym classes per quarter will receive an incomplete in gym until you, the parents, fill out an independent gym form. This form will indicate that you watched the student complete some form of physical activity for an hour. The student will have to complete an hour of physical activity for each gym class missed after the initial three. You will provide the date, type of activity that was done, and your signature. Your signature is indicating that you physically watched them doing the activity. I will send this form home with the student following the fourth gym class missed so that they can begin to make up the time before the end of the quarter.

10. Tardiness

School will begin each day promptly at 8:00 AM. If a student is not ready to begin at 8:00, they will receive one demerit and a recorded tardy. Five days of tardiness will equal one day of absence. The only exception will be delays due to bussing or inclement weather.

11. School Closings

In the event that school is closed or delayed, we follow the RPS205 School District schedule. If RPS205 is delayed or cancelled, we will be delayed or cancelled. Please refer to WIFR, WTVO, or WQRF news stations. KIKIFERS Entrepreneurial Academy should also be displayed with a delay, closing etc. Whether we delay/cancel school or not, parents should use their discretion if they drive students to school. Also, if the city public transportation that busses your child delays or cancels, please follow their schedule; if this occurs this would be considered an excused absence for the student. Please let KEA know before 8:10, if your student will not be attending school due to weather.

12. Contacting Students during School Hours

Students are permitted to bring cell phones to school, but they will be collected upon entry into school and redistributed every day before dismissal. No student is permitted to leave school before dismissal without permission. Any parent who must pull a student from school must call the

office at (815) 708-7082. Any parent who is unable to reach someone in the office may call one of the school employees listed on the registration form.

13. Availability of Health Services and First Aid

KIKIFERS Entrepreneurial Academy possesses a first aid kit in the Learning Center, as well as a full-time staff member certified in First Aid and CPR. The school also has emergency contact information for every student in case of emergencies that require trained medical attention. You will be contacted immediately should your child have an accident or need medical attention. An accident report will be filed in every case of injury.

14. Student Drivers

Students who wish to drive to school must follow several school rules. The student must park their vehicle in the school parking lot and may not move it until dismissal each day. The student may only transport another student if written permission is given from both the student driver's parents and the parents of the passenger. The student must also provide copies of a valid driver's license and proof of car insurance for the school office. KEA reserves the right to search a student's vehicle at any time.

15. Visitors

All visitors are asked to call ahead of time because the doors to the school will be locked during school hours. Visitors are asked to take great precaution not to disrupt the students in the Learning Center during school hours.

16. Personal Property

Students are not permitted to bring any electronic items (besides cell phones) to school; unless otherwise verbally expressed by the school administrator or supervisor. All students are encouraged not to bring expensive items to school. KIKIFERS Entrepreneurial Academy is not responsible for any lost, stolen, or damaged property. Students will not be permitted to bring personal property into the Learning Center. All personal items will be left in the coat room during school. Please note that KEA reserves the right to search students' book bags, coats, vehicles, etc.

17. Lunch

Lunch will occur each day from 11:30-12:00. Students must bring bagged lunches preferably in insulated lunch bags or boxes. Microwave privileges are offered to students when available. The students may bring a snack for morning and afternoon breaks. We also have a small snack shop available at a minimal cost.

18. Prohibited Articles

This is a list of items that students are prohibited to bring onto school property. Students caught with these items will face serious disciplinary consequences. Please note that this is not an exhaustive list. • Weapons of any kind; including guns and knives. • Inappropriate literature • Inappropriate music • Any undocumented medications • Fireworks • Anything that can be used to injure others or vandalize property. • Drugs or alcohol of any kind (including medication-all medication must be turned in to the office)

19. Involvement of Parents

Unlike traditional schools, KIKIFERS Entrepreneurial Academy encourages parents to be involved in the extracurricular activities of the school. Parents will be invited to participate in fieldtrips, parties, conventions, etc. KEA expects parents to participate in monthly fund raisers. If anyone has any questions, please call.

20. Policy on Search of Private Property

Students' cars, backpacks, coats, and any other private property may be searched at any time.

21. Dress Standards / Uniform

The purpose of KIKIFERS Entrepreneurial Academy dress code is to maintain a level of professionalism and eliminate distractions.

KEA uniform policy for boys consists of a white, gray, or burgundy polo or buttoned dress shirt, khaki dress pants, or gray dress pants, black or brown shoes, and a black or brown belt (if desired).

KEA uniform policy for girls consists of a gray, burgundy, khaki, or plaid combination thereof dress, a white, gray, or burgundy polo or buttoned dress shirt, khaki dress pants, or gray dress pants, black or brown shoes, and a black or brown belt (if desired).

22. Standards of Conduct: Anti-Bullying & Social Media Policies

Students of KIKIFERS Entrepreneurial Academy are expected to maintain a standard of conduct that are in line with our school's divine principles.

Anti-bullying Policy: KIKIFER'S Entrepreneurial Academy Board of Directors has adopted the following anti-bullying policy within the framework of the school's overall code of behavior. This policy fully complies with the requirements of the Illinois Anti-Bullying Statute 105 ILCS 5/27-23.7. **(See Appendix A)** for the full anti-bullying policy.

Social Media Policy: KIKFER'S Entrepreneurial Academy may not request or require a student to provide a password or other related account information in order to gain access to the student's account or profile on a **social networking website**. The school can still regulate its own equipment, monitor internet traffic, block social media sites with firewall, etc. Rather, this policy is specific to protecting students from unwarranted school demands for sharing their private social media (**Facebook, Twitter, Snapchat, Tik Tok, Instagram, etc.**) accounts and passwords.

23. Academic Policies

Students' academics will be supervised very carefully by Mrs. Williamson. Upon enrollment, all students took the diagnostic tests. Based on these results and their chronological grade, we have prescribed curriculum appropriate for each student. Parents and students have the right to ask questions and conferences over academics at any time. Please call and schedule a mutually convenient meeting time. Students may have several "gap" PACEs to complete, and some may be behind several grade levels. Unlike "lock-step" schools which push students through to the next level, KIKIFERS Entrepreneurial Academy strives for each student to master concepts before they move to the next PACE. Therefore, if a student scores below an 80% on a PACE test they will be required to take a "repeat" PACE. Students who remain diligent in their academics will be rewarded with great progress. Please offer encouragement from home.

A Progress report will be sent home at the end of every nine-week period. In order to make the Honor Roll and achieve academic balance, a student must complete at least three PACEs in each subject per nine-week period. Students who make the honor roll will be rewarded with a special honor roll field trip which will be held on a Saturday (family members will be invited to attend).

cannot congregate in the parking lot, they should meet at the parking lot of the bank next door. Once at the meeting place, roll will be taken to ensure that everyone has evacuated the building. No one will be permitted to re-enter the building until we are assured by professional safety personnel that there is no further danger. If necessary, parents will be notified to pick up students.

24. Emergency Plans of Action

It is difficult to anticipate a crisis situation. If a crises situation should arise, the following are our guidelines.

In Case of Fire or bomb threat:

All students should evacuate the building using the closest exit. If in the Learning Center, the closest exits would be the north exit door leading to the common area outside. Students will then go straight to the garbage cans near the back of the parking lot, which is our primary meeting place. Should there be a reason why students cannot congregate near the garbage cans, they should meet at the parking lot of the brown building next door. Once at the meeting place, roll will be taken to ensure that everyone has evacuated the building. No one will be permitted to re-enter

the building until we are assured by professional safety personnel that there is no further danger. If necessary, parents will be notified to pick up students.

In Case of Bad Weather:

In the case of a tornado or severe storm, students will calmly be escorted to the back of the salon. They will leave the learning center, head and calmly walk to the hallway and sit against the interior wall. Roll will be taken to ensure that everyone is accounted for. If necessary, parents will be notified to pick up students.

In Case of violence or threat:

All students who are in the classroom will remain in the learning centers. The lights will be turned off and doors will be locked. Students will hide quietly in the furthestmost corner away from windows and doors. Students who are in the restroom will shelter in place in the restroom with the lights off and in a locked bathroom stall. Parents will be notified as soon as it is safe for KEA staff to do so.

25. Non-Discrimination, Anti-Harassment, and Anti-Retaliation Policy

Pursuant to 105 ILCS 5/22-95(b)

KIKIFER'S Entrepreneurial Academy is committed to maintaining a learning environment that is safe, respectful, and free from discrimination, harassment, and retaliation. In accordance with **Section 22-95(b) of the Illinois School Code**, the Academy prohibits any form of:

- **Discrimination or harassment** against a student or employee on the basis of race, color, religion, sex, sexual orientation, gender identity, national origin, ancestry, age, marital status, disability, or any other protected status under state or federal law.
- **Retaliation** against any student, parent, or staff member who in good faith reports or opposes conduct believed to be discriminatory, harassing, or in violation of school policy or applicable law.

Policy Enforcement and Reporting

Students, staff, or parents who believe they have experienced or witnessed a violation of this policy should promptly report the concern to the School Principal or designated Title IX/Equity Coordinator. All reports will be reviewed promptly, with appropriate measures taken to ensure student and staff safety, protect confidentiality, and prevent further misconduct.

KIKIFER'S Entrepreneurial Academy will not tolerate retaliation against any individual for reporting concerns or participating in any investigation under this policy. Disciplinary

consequences may apply to individuals found to have violated this policy, up to and including expulsion or termination.

Commitment to Equity

As a private educational institution, KIKIFER'S Entrepreneurial Academy upholds the values of inclusion, diversity, and fairness. We aim to foster an environment where every student can thrive without fear of discrimination or harassment.

Complaint Procedures for Discrimination, Harassment, and Retaliation (In Compliance with 105 ILCS 5/22-95(c))

KIKIFER'S Entrepreneurial Academy is committed to upholding each student's right to a safe, supportive, and equitable learning environment. The following procedures are established for responding to complaints of **discrimination or harassment based on race, color, or national origin**, and any associated **retaliation**, in accordance with 105 ILCS 5/22-95(c).

1. Reporting Complaints

Any student, parent/guardian, or staff member may report a complaint of discrimination, harassment, or retaliation to the designated School Complaint Coordinator.

- Reports may be submitted:
 - Verbally or in writing
 - Anonymously, if preferred
 - By a student, parent, guardian, or staff member on behalf of a student
- Reports should be made as soon as possible following the alleged incident.

Designated Complaint Coordinator:

[Insert name, title, contact information]

2. Interim Measures

Upon receipt of a complaint, the Academy will promptly evaluate whether interim measures are necessary to ensure the complainant's safety and equal access to school programs. Examples of interim measures may include:

- Adjusted schedules
- Supportive counseling
- No-contact directives

These actions will not penalize the complainant and will be implemented promptly.

3. Investigation Procedures

The Academy will conduct a prompt, thorough, and impartial investigation of all complaints.

- The investigation will begin within **5 school days** of receiving the complaint.
- The complainant and alleged offender will be interviewed separately.
- Witnesses may be interviewed and relevant documentation reviewed.
- Both parties may present evidence and suggest witnesses.

Investigations will be completed within **30 school days** unless exceptional circumstances justify an extension, which will be communicated in writing.

4. Determination and Outcomes

Following the investigation, a written determination will be issued to both the complainant and the alleged offender. This will include:

- A summary of findings

- A decision regarding whether a violation occurred
- Any corrective or disciplinary action taken (subject to confidentiality laws)

If discrimination, harassment, or retaliation is substantiated, the Academy will implement appropriate remedies, which may include:

- Disciplinary action up to suspension or expulsion
 - Educational programming for staff or students
 - Policy revisions or additional staff training
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5. Prohibition on Retaliation

Retaliation against any person who reports, opposes, or participates in the investigation of discrimination or harassment is strictly prohibited.

- Any alleged retaliation will be investigated as a separate violation.
 - Retaliatory conduct may result in disciplinary action.
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6. Appeals

Either party may appeal the outcome by submitting a written request to the School Principal within **10 school days** of receiving the written determination. The Principal (or designee) will review the appeal and issue a final written response within **10 school days**.

7. Recordkeeping and Confidentiality

All complaints, investigations, and outcomes will be documented and securely maintained. Confidentiality will be preserved to the greatest extent possible, consistent with the need to investigate and respond appropriately.

8. Notice and Publication

This procedure will be:

- Included in the student and parent handbook
- Posted in a visible location at the school
- Made available in alternative languages upon request

26. Procedure for Checking Missing Person Reports Before Releasing Student Records

Purpose

To ensure compliance with the Illinois Missing Children Records Act and protect the safety and privacy of students, KIKIFER'S Entrepreneurial Academy will verify each student's status in the Missing Person Records Flag system prior to the release of any official student records.

Step-by-Step Procedure

1. Designated Records Official

The School Principal or a designated administrative staff member (hereafter, "Records Officer") shall be responsible for reviewing the missing persons report before any records are transferred.

2. Accessing the Nonpublic School Report

- Before releasing any student's records (including to parents, guardians, other schools, or agencies), the Records Officer shall log into the **ISBE IWAS system** to access the **Nonpublic Registration and Recognition Renewal Report**.

- Locate and review the section that includes **Missing Person Records Flags** as flagged by the **Illinois State Police**.
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3. Record Release Check

- **If the student is not flagged as missing:** Proceed with releasing the student records in accordance with applicable policies and FERPA requirements.
 - **If the student is flagged as missing:**
 - **Do not release any records.**
 - Immediately notify local law enforcement and follow any instructions provided by the Illinois State Police.
 - Notify the School Principal and document the attempted request and actions taken.
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4. Documentation

- Maintain a checklist or record for each student whose records are requested, documenting:
 - The date the Missing Person Report was checked
 - The result (flagged/not flagged)
 - The name of the staff member conducting the check
 - Any action taken (e.g., release, hold, law enforcement notification)
-

5. Annual Staff Training

- Administrative personnel involved in records management shall be trained annually on how to access the Missing Person Report and the appropriate response protocol if a student is flagged.
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6. Confidentiality All checks and responses must be handled confidentially, with information limited to those with a legitimate educational or safety-related need to know.

27. Battery Against School Personnel Reference [105 ILCS 5/10-21.7]

The chief school administrator shall immediately notify local law enforcement officials of written complaints from school personnel concerning instances of battery committed against school personnel; and, Upon receipt of a written complaint from any school personnel, KEA shall report all incidents of battery committed against teachers, teacher personnel, administrative personnel or educational support personnel to the local law enforcement authorities immediately after the occurrence of the attack. Schools shall also report all of these incidents to the State Board of Education through existing school incident reporting systems in IWAS as they occur during the year by no later than August 1 for the preceding school year.

28. Firearms & Drugs

For purposes of 1. and 2. only, school grounds are defined as the real property comprising any school, any conveyance owned, leased, or contracted by a school to transport students to or from school or a school related activity, or on a public way within 1,000 feet of a school.

The chief school administrator shall immediately notify a local law enforcement agency of firearm incidents on school grounds. If a student is in possession of a firearm, then the school administrator shall also immediately notify the student's parent or guardian. The chief school administrator shall immediately notify a local law enforcement agency of verified incidents involving drugs occurring on school grounds. The chief school administrator shall notify the Illinois State Police of such incidents (1-2) through the School Incident Reporting System (SIRS) in IWAS. Reference [105 ILCS 5/10-27.1A] [105 ILCS 5/10-27.1B]

29. Staff and Student Support

KEA monitors the performance of each employee who provides or assists with instruction or has other instructional responsibilities (e.g., teachers, teacher aides, administrators, department chairs).

30. Student Medical Rights

KEA personnel incur no liability for injuries occurring when administering asthma medication, an epinephrine auto-injector, or an opioid antagonist. By Signing the student handbook terms and conditions, parents and or guardians agree to the aforementioned term. KEA allows the self-administration and/or self-carry of asthma/diabetes/seizure medication and epinephrine injectors upon receipt of the necessary documents.

KEA has adopted a policy for the administration of a medical cannabis infused product to a student who is a registered qualifying patient. The policy/procedures allow a parent or guardian or other designated caregiver to administer the product subject to the restrictions outlined in 105 ILCS 5/22-33. The policy/procedures allow for a school administrator or school nurse to administer the product and may also allow a student who is a registered qualifying patient to self-administer the product under the supervision of a school administrator or school nurse, subject to the restrictions outlined in 105 ILCS 5/22- 33.

KEA does not allow the use of undesignated epinephrine injectors, undesignated asthma inhalers, or Undesignated Glucagon.

KEA maintains a supply of an opioid antagonist in a secure location where an individual may have an opioid overdose, unless there is a shortage of opioid antagonists, in which case KEA shall make a reasonable effort to maintain a supply of an opioid antagonist.

31. Faith's Law

Employee Code of Professional Conduct (Pursuant to 105 ILCS 5/22-85.5(d))

Purpose

This Code of Professional Conduct outlines the expectations for all employees of KIKIFER'S Entrepreneurial Academy in accordance with 105 ILCS 5/22-85.5(d). The purpose of this Code is to protect the safety, dignity, and well-being of students and to promote a positive educational environment rooted in professionalism, integrity, and mutual respect.

Scope

This policy applies to all employees, contractors, and volunteers of KIKIFER'S Entrepreneurial Academy who interact with students in any capacity.

Professional Conduct Expectations

All employees must:

1. Maintain Professional Boundaries

- Interact with students in a manner that is appropriate, respectful, and consistent with the role of an educator or support staff member.
- Avoid any appearance of favoritism, inappropriate familiarity, or boundary violations in person, via phone, social media, or other digital platforms.

2. Report Misconduct

- Immediately report any suspected child abuse or neglect in accordance with the **Abused and Neglected Child Reporting Act**.
- Promptly report any observed or suspected violations of this Code, including grooming behavior or boundary violations.

3. Avoid Grooming and Inappropriate Conduct

- Do not engage in grooming behaviors, which include building an emotional connection with a student to gain their trust for the purpose of abuse or exploitation.
- Prohibited conduct includes, but is not limited to:
 - Giving special gifts, rides, or attention to a student
 - Engaging in unnecessary physical contact
 - Private texting, messaging, or online communication outside of school-sanctioned platforms

4. Uphold Confidentiality

- Respect student privacy and maintain confidentiality of student records and personal information, unless disclosure is required by law or for safety reasons.

5. Demonstrate Integrity and Professionalism

- Serve as a role model for students by demonstrating honesty, responsibility, equity, and professionalism at all times.
- Comply with all school policies, state laws, and applicable regulations governing nonpublic schools.

Duty to Cooperate

Employees are required to cooperate in any school or law enforcement investigation related to student safety, misconduct, or violation of this Code. Failure to cooperate or provide truthful information may result in disciplinary action.

Consequences of Violations

Violations of this Code of Conduct may result in disciplinary measures, up to and including termination of employment, notification of appropriate authorities, and referral to state licensing or certification bodies if applicable.

Annual Acknowledgment

All employees must review and sign an acknowledgment of this Code of Professional Conduct annually. The Academy will provide training and resources to ensure staff understand and adhere to these expectations.

