



***Mustang
Strength***

**WE are the NEST!
Neighborhood...Engaged...Scholarly...Teamwork!**

**JENNER ACADEMY OF THE ARTS
1119 N. Cleveland.
Chicago, IL. 60610
773-534-8440**

Jenner's Procedures and Policies

Point of Entry and Exit

Grades Prek-2 enter through door # 2 located on ELM/Cleveland(Cafeteria door).
Grades Prek-2 exit our the front doors located on ELM Street.

Grades 3-8 enter through door #2 located on ELM/Cleveland(Cafeteria door).
Grades 3-8 exit through North door #1 Located on Elm.

Supervision for Point of Entry and Exit-

Dr. Shelton, Dean Swims, Security- Lawrence Joyner, Security Arlena Wade, Aide- Carlos Perez, Aide- Rose Orr. Volunteers (4) from Sinai Organization. 2 volunteers to supervise during Point of Entry. 2 volunteers to supervise grounds with at dismissal (EIM/Cleveland). Restorative Personnel- Curtis Smith on M, W, F at Dismissal...

Transition to Recess and Lunch-

Grades Kdg-2 exit from South Doors on ELM/Cleveland

11:30-12:30pm

Supervision- Lucy Lopez, Counselor Tripp, Security Wade, Security Joyner, Rachel Campbell(Art Teacher), 3 Sinai Volunteers.

Grades 3-8 exit from South Doors on Elm/Cleveland.

12:30-1:30pm

Supervision- Dr. Shelton, Dean Swims, Sonjia Grant(Aide), Carlos Perez(AIDE), 2 Volunteers from Sinai, Restorative Justice Personnel(1) M,W,F- Curtis Smith

Enrollment Procedures

New Kdg Students- Parents are required to bring in two proofs of id- one must be a photo, current address with a bill that reflects the same address, Current physical and up to date immunizations, and birth certificate. Documentation are photo copied. Office retains all copies, originals returned to parent and/or legal guardian. Parents complete enrollment forms, Emergency Forms, Media Consent Form, and Fee and Waiver form. All documentation for kdg students are placed in a file and held in the main office. For scheduling purposes to list students with the correct teacher and classroom is imported into IMPACT(SIM).

Students who are new to Jenner school from outside school district must request documentation from the school district. Parent or legal guardian will complete enrollment forms, media consent, emergency form, and fee and waiver form.

Students transferring into Jenner from a CPS/#299 school, Clerk notifies school, as well as the parent to release student from their enrollment. Parent or Legal guardian must complete enrollment forms, media consent, emergency form, and fee and waiver form.

IMPACT(SIM), DQI Updates, Changes.

Principal and Clerk requires parents to provide current contact information. Must bring in documentation to show new contact information. Clerk imports data in to SIM. DQI is monitored by Principal at the COB on Fridays. Principal requires Clerk to monitor, to update changes to be free of errors in Data Quality.

Attendance Entries and Monitoring.

Daily teachers must enter attendance in SIM before or by 9:30. The expectation is for teachers to update attendance when students arrive late and are marked tardy. Teachers must make the changes before or by 11:00am, to avoid student and school wide attendance targets.

Fee and Waiver Forms.

When forms arrive, the forms are provided to families. They must complete and returned by the deadline date the state sets. The clerk will enter the information in the ODA- ONLINE DATA ACQUISITION System. For working parents a separate. Data box is provided in ODA and the Clerk enters all required information. The system determines what the fee will be for the specific student. The forms are monitored daily by viewing all students names and status on the ODA system. Incentives are extended to students who return their lunch forms in a timely manner or before the deadline.

Medical Forms and Procedures

School Nurse will contact parents to ensure deadlines for physicals and immunizations (Kdg,6, and 8) are completed before or by deadline. Principal has authorized Clerk to accept appointment dates, as long as dates and time, number of doctor's office are provided. Closer to the deadline, if percentage has not reached 100% completion, Principal will intervene and with nurse will make calls and home visits.

Communication regarding Medical Forms will be placed on school website and teachers will reinforce the importance.

Medical Procedures

In the event if a child falls ill or experiences an injury, office personnel will attend to child. School nurse if on-site, will attend to child. Medications are not allowed to be administered to children. Epipens are kept in the school vault. IEP specific language and approval, will afford a child their medication from office personnel or nurse.

