Jacksonville School District #117

Early Years Program

Preschool for All

516 Jordan Street
Jacksonville, IL 62650
217-243-2876

Parent Handbook
2023-2024



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Dear Parent/Guardian,

It is with great pleasure that we welcome you to the Early Years Program. We look forward to the upcoming school year and the opportunity to share in the educational development of your child.

We realize the importance of these early years in establishing a solid foundation for the future. Our focus is to provide a nurturing, quality learning experience for children emphasizing developmentally appropriate practice. We believe parents are their child's first teacher and we gladly partner with you! If you have any questions, feel free to call the school.

Early Years Staff

General School District Information

This handbook is a summary of the school's rules and expectations, and is not a comprehensive statement of school procedures. The Board's comprehensive policy manual is available for public inspection through the District's website www.jsd117.org or at the Board office, located at:

211 West State Street
Jacksonville, Il 62650
243-9411

The School Board governs the school district, and is elected by the community. Current School Board members are:

Mr. Noel Beard, President
Mr. Mike Lonergan, Vice-President
Ms. Teresa Wilson, Secretary
Ms. Heather Leonard, Member
Mr. Byron Pool, Member
Ms. Brenda Stewart, Member
Ms. Sherie Trace, Member

The School Board has hired the following administrative staff to operate the school:

Mr. Steve Ptacek, Superintendent
Mr. Matt Moore, Assistant Superintendent
Ms. Sarah English, Principal

The school is located and the Principal may be contacted at:

516 Jordan Street
Jacksonville, IL 62650
Phone: (217) 243-2876
Fax: (217) 243-0602

Office Staff

Sarah English – Principal of the Early Years Program
Heather Walker – Secretary
Kaci Keltner – School Nurse
Karla Evans – Head Custodian
Robert Francis – Night Custodian

Preschool Staff

Kelly Ballard – Instructional Leader
Amy Dufelmeier – Preschool Teacher
Jo Horabik – Preschool Teacher (Long-term Substitute)
Katie Hunter – Preschool Teacher
Samantha Lomelino – Murrayville Teacher (Long-term Substitute)
Maghen Matthews – Preschool Teacher (Long-term Substitute)
Tanell Meado – Preschool Teacher
Holly Saxer – Preschool Teacher
Megan Venz – Preschool Teacher

David Bergschneider – Paraprofessional
Melissa Bolino – Paraprofessional
Sarah Kokinias – Paraprofessional
Tori Lynch – Paraprofessional
Kim Speaker – Paraprofessional
Amanda Tomhave – Paraprofessional
Camri Wainman – Paraprofessional
Brittany Woods – Paraprofessional
Shelle Young – Paraprofessional

Shelly Hannant – Parent Educator
Rich Webb – Parent Educator
Kayla Wright – Parent Educator

Birth to 3 Prevention Initiative Staff

Jenna Crowder – Home Visitor
Abby Fanshier – Home Visitor
Rosemary Grace – Home Visitor
Danielle Jackson – Home Visitor
Alaina Rueter – Home Visitor
Mary Steelman – Home Visitor
Jennifer Williams – Home Visitor

I. PROGRAM DESCRIPTION AND ENROLLMENT

Mission

The Early Years Program, with the participation of parents, caretakers and community, will provide a nurturing, quality learning experience for children aged birth to 5, emphasizing developmentally appropriate practice.

Philosophy

The Jacksonville School District #117 Early Years Program strives to promote the individual child's development through appropriate learning activities in a warm, nurturing environment. The Early Years Program believes that parents are the child's first teacher and we emphasize the important role that parents play in their child's education. Our staff respects the cultural and linguistic backgrounds of all children and their families by providing rich multicultural experiences and works to increase the understanding of diversity within the community.

Program Description

The Early Years Program of Jacksonville School District #117 strives to promote the individual child's development through appropriate learning activities in a warm, nurturing environment. The curriculum will provide developmentally appropriate activities throughout each class session and during home visits. Our curriculum addresses the following areas: social/emotional development, language arts, mathematics, science, social science, fine arts, physical development and health.

Parents:
Our program emphasizes the important role parents play in their child's education.
Because we believe that parents are the child's first teacher, we welcome parents to attend parenting sessions, field trips and make classroom visits. We encourage parents to be relaxed, creative, helpful, fun-loving and rewarding teachers. If you are in need of services or just want to talk, feel free to stop in or call. If parents or caregivers have any concerns or problem with staff or program policies, they may call the office for assistance.

Enrollment

1. Children ages 3-5 are screened using the Speed DIAL. Children ages birth-3 are screened using the Brigance.
2. Parents complete a confidential family history that helps determine placement in the program. Program qualifiers include parents' educational background, premature birth, problems with vision, hearing, or speech, single parent family, a history of school problems in the family, English Learners, homelessness and/or other concerns.
3. Children served by Early Intervention and children in the birth-3 program who qualify for services may transition into the Preschool for All program.
4. Parents or guardians are encouraged to:
    - Attend parenting sessions and activities with the child
    - Be available for scheduled home visits
    - Be willing to continue learning activities in the home
    - Attend parent/child activities throughout the school year
5. Parent/Teacher conferences will be held in the fall with a report sent home in February and exit visits at the end of the school year.
6. A planned home visit will be held at the beginning of the school year or upon entry into the program and as needed throughout the year.
7. Newsletters, fliers and a monthly calendar will be sent home with your child, in your preferred language when needed. You can also preview the newsletter and calendar on the web site: http://earlyyears.jsd117.org/
8. Parents may call the Early Years Program regarding services for children under the age of 3.

Residency

A student's residence is the same as the person who has legal custody of the student. Anyone seeking to enroll a student must present a certified or registered birth certificate for the student and proof of residency.

Proof of residency can be established by providing school officials with the following:

Category I (one document required)

- most recent property tax bill and proof of payment
- mortgage papers
- signed and dated lease with proof of the lasts month's payment
- letter from manager and proof of lasts month's payment
- letter of residence from landlord

Category II (two documents required)

- driver's license
- vehicle registration
- voter registration
- recent cable, electric, gas, or water bill
- public aid card
- current homeowners/renters insurance policy
- current library card
- receipt for moving van rental
- mail received at new residence

Programming for Children Under 3 Years Old

The Prevention Initiative program serves children 0 to 3 years old and expectant mothers. The program is designed to help families learn more about parenting, support your child's development, and help with the challenges of family life.

Our services for your family include:

- Personal Encounters – conducted by a parent educator to support you in your parenting role and provide child development information.
- Group Encounters – opportunities for families to come together and share activities as well as listening to guest speakers on relevant topics.
- Child screening – developmental, vision and hearing screenings along with a health review that can identify potential developmental delays.
- Resource network – connection to resources in the community based on the interests and needs of your family.
- Services are voluntary and there is no cost for participation.

Expectations for Participation:

Home visiting services are most effective when parents, children and parent educators work together to achieve common goals. Therefore, we request you:

- Be present for visits – if you need to cancel a visit or reschedule for a different day, please contact your parent educator at least 1 hour in advance.
- Turn off the television and silence your cell phone during home visits
- Attend group connections
- Share your observations of your child at each visit and during screenings
- Actively participate in the program

Contact the office to set up an appointment with one of our parent educators to see if you qualify for this program.

II. ATTENDANCE, SCHEDULE AND TRANSPORTATION

Attendance Policy

Children ARE expected to attend class. In the event of any absence, the student's parent or guardian is required to notify the school to explain the reason for the absence. Please call the office or bus garage **30 minutes** before your child is to be picked up by the bus so the driver can be notified. Placement in the program can depend on attendance. Program staff will contact you about chronic absences to determine the cause.

Student Absences

There are two types of absences: excused and unexcused. Excused absences include: illness (including mental or behavioral health of the student), observance of a religious holiday or event, death in the immediate family, family emergency, situations beyond the control of the student, circumstances that cause reasonable concern to the parent/guardian for the student's mental, emotional, or physical health or safety, attending a military honors funeral to sound TAPS[1], or other reason as approved by the building principal.

Additionally, a student will be excused for up to 5 days in cases where the student's parent/guardian is an active duty member of the uniformed services and has been called to duty for, is on leave from, or has immediately returned from deployment to a combat zone or combat-support postings. The Board of Education, in its discretion, may excuse a student for additional days relative to such leave or deployment. A student and the student's parent/guardian are responsible for obtaining assignments from the student's teachers prior to any excused absences and for ensuring that such assignments are completed by the student prior to his or her return to school.

Students who are excused from school will be given a reasonable timeframe to make up missed homework and classwork assignments.

All other absences are considered unexcused. Pre-arranged excused absences must be approved by the building principal.

The school may require documentation explaining the reason for the student's absence.

In the event of any absence, the student's parent/guardian is required to call the school at [phone number] before 8:00 a.m. to explain the reason for the absence. If a call has not been made to the school by 10:00 a.m. on the day of a student's absence, a school official will call the home to inquire why the student is not at school. If the parent/guardian cannot be contacted, the student will be required to submit a signed note from the parent/guardian explaining the reason for the absence. Failure to do so shall result in an unexcused absence. Upon request of the parent/guardian, the reason for an absence will be kept confidential.

Pre-arranged Absences

Families are encouraged to use the pre-arranged absence process in the event an absence from school can be predicted.

Release Time for Religious Instruction/Observance

A student will be released from school, as an excused absence, to observe a religious holiday or for religious instruction. The student's parent/guardian must give written notice to the Principal at least 5 calendar days before the student's anticipated absence(s).

Program Schedule

All preschool classes meet five days a week unless otherwise noted on the calendar. Below lists the hours for each session/site.

Full day classes meet from 8:00 a.m. until 2:30 p.m.
Half day classes meet from 8:00 a.m. until 10:45 a.m. *or* 11:45 a.m. until 2:30 p.m.

Before school child care is available upon approval by the Principal. This begins at 7:30 a.m. in the Gym. If you have a special circumstance that requires before school care for a short period of time (1 day, 1 week, etc.) please call the office to make arrangements.

Murrayville class meets from 9:00 a.m. until 11:30 a.m.

Arrival and Dismissal

Parent/visitor parking is allowed in the west lot. There is no parking allowed in front of the school on Jordan Street from 7:15 a.m. – 8:30 a.m. *or* from 2:00 p.m. – 2:45 p.m. to ensure the safety of our students and to avoid blocking traffic. The east lot is for staff parking and loading and unloading of buses only.

The main door at the front of the building on Jordan Street is the only entrance and exit to be used by families and children or any other visitors to Early Years.

Before school care begins at 7:30 a.m. If you are bringing your child to Early Years by car, **walk** them to the Main Entrance before 7:55 for before school care and leave your child with a staff member. For regular drop off, our doors open at 8:00 and please walk your child to the Main Entrance and hand your child off to a staff member. The same procedures apply to our midday student drop offs. After 8:35 you must sign students in at the office. For afternoon classes, if after 12:00 p.m., you must sign them in at the office.

Be sure that your child is never left alone and walk them to the Main Entrance door. Do not pull up and have your child walk to the Main Entrance alone/unsupervised.

All buildings are locked for student safety. The Early Years building is locked. Visitors (including parents and caregivers) must check-in at the office.

Your child must arrive by 9:30 (a.m. students), 10:00 (full day students) or before 1:00 (p.m. students) to be admitted into school for the day. If your child is enrolled in a full day class, you MUST call the office before 9:00 a.m. to let the staff know your child will be late so that a lunch can be ordered. If you do not call by 9:00 a.m., you may be required to bring a nutritious lunch for your child. **It is very important to call the office and request a lunch if your child will be tardy.**

At dismissal, children will be released to the parent by the teacher or assistant. For safety reasons, you must walk up to receive your child; we will not send them to you. Weather permitting, children will be in their designated class area in front of the school for pickup. In the case of inclement weather, students may be picked up in the front of the building under the awning.

Dismissal times for half day are 10:45 a.m. *or* 2:30 p.m. Full day dismissal is 2:30 p.m. Murrayville dismissal is 11:30 a.m. You must pick up your child by this time.

Please check the *Release for Pickup* to update the names of people picking up your child. Identity verification, such as a driver's license, may be needed.

Arrival and dismissal times are good opportunities to share communication with your child's teacher and classroom parent educator. Also feel free to call the office for any concerns or information.

Transportation

The district provides bus transportation to and from school for all students living 1.5 miles or more from the school. Parents must, at the beginning of the school year, select one bus pick up address at which a student is to be picked up, and one drop off address at which a student is to be dropped off. Students are not permitted to ride a bus other than the bus to which they are assigned. Exceptions must be approved in advance by the building principal. While students are on the bus, they are under the supervision of the bus driver. In most cases, bus discipline problems can be handled by the bus driver. In the case of a written disciplinary referral, student bus problems will be investigated and handled by the building principal.

Students are expected to follow all school rules while on the bus. Students may be suspended from riding the school bus for up to 10 consecutive school days for violating school rules or for engaging in other gross disobedience or misconduct. The school board may suspend the student from riding the school bus for a period in excess of 10 days for safety reasons. The district's regular suspension procedures shall be used to suspend a student's privilege to ride a school bus.

In the interest of student safety, the following expectations are to be observed:

1. A responsible adult will be waiting with your child at the bus stop.
2. If your child will not need transportation, be sure to call the school at 243-2876, **early enough (30-45 minutes before pick-up time) to cancel the bus.**
3. Do not send food or drink on the bus.
4. Remind your child to remain seated with their seat belts buckled and use a quiet voice.
5. When your child returns to the bus stop, the driver will not allow your child to exit the bus unless the designated, responsible adult is present on the same side of the road as the exit from the bus.
6. If you have a different adult picking up your child than normal you will need to contact the school to notify them of the change and inform the adult to bring a photo id with them so the bus driver can verify the information. The school will inform the bus driver of the change.
7. If you miss pickup/take home 2 times and neglect to call the office with a reason, your child may be denied busing privileges. Continued failure to meet the bus will result in the child losing transportation services.
8. If you need a change in transportation, please notify the Secretary in the school office.
9. When School District #117 cancels school because of inclement weather or other emergencies, Early Years classes will also be cancelled. The following stations will announce school closings:

AM	WJIL	1550	FM	WEAI	107.1
AM	WLDS	1180	FM	WJVO	105.5

10. If it becomes necessary to run emergency bus snow routes in the rural areas, the emergency routing will be in effect for both pick-up and take home runs. The designated adult NEEDS to be at the emergency stop to pick up the child.

Video and audio cameras may be active on busses to record student conduct and may be used for the purposes of investigation into misconduct or accidents on the bus.

School Closings

Jacksonville Early Years Program follows the District #117 schedule for holidays and vacations as well as early dismissal and emergency day announcements. Occasional days of non-attendance will result from early dismissals or staff development. Check your child's classroom newsletters and monthly calendars for this information.

Late-In Schedule

The school board adopted a "late-in" option for cold weather days. This schedule will be announced by the superintendent if the criteria for this type if schedule is met. If this option is used, Before School Care will begin at 9:30 and school will begin at 10:00. Dismissal will continue to be at 2:30. Please be sure to have your phone numbers up to date in Skyward so you will receive these important announcements on changes in our school day due to weather.

School Messenger System

When it may be necessary to close schools or have a late start, the District will use the School Messenger System to place calls to home telephones, cell phones, and e-mail addresses as provided to the District. School Messenger is a school-to-parent notification service that allows the District to make one phone call, record a detailed voice message, and send the message immediately to all parents. It is very important that parents keep the school informed of any changes in their telephone number.

III. BEHAVIORAL EXPECTATIONS

Student Behavior

Copies of all School District policies on student behavior are available online through the School District's website or in the school office.

Teaching staff help children manage their behavior by guiding and supporting children to play cooperatively with other children, use language to communicate needs, gain control of physical impulses, use problem-solving techniques, persist when frustrated and learn turn- taking. When teaching staff respond to a child's challenging behavior, the following strategies are used:

- provide for the safety of the child and for the safety of others in the classroom
- stay calm
- are respectful to the child
- provide the child with information on acceptable behavior.

Student Expulsion

Schools cannot expel preschool students for exhibiting challenging behavior.

Instead, these schools must use other methods to better help the student:

- Use community resources to help the student;
- Document the steps taken to ensure that the student can safely participate in the preschool program;
- Create a transition plan, if necessary, for the student's well-being;
- Move the student to a different program

If the student is a serious safety threat to other students, the school may temporarily remove them from group settings. Under the Illinois preschool expulsion law, the school must help the student return back to group settings as quickly as possible.

Throughout these processes, the school must communicate with the student's parents or guardians.

Isolated Time Out, Time Out and Physical Restraint

Isolated time out, time out, and physical restraint shall only be used if the student's behavior presents an imminent danger of serious physical harm to the student or others and other less restrictive and intrusive measures were tried and proven ineffective in stopping it. The school may not use isolated time out, time out, and physical restraint as discipline or punishment, convenience for staff, retaliation, a substitute for appropriate educational or behavioral support, a routine safety matter, or to prevent property damage in the absence of imminent danger of serious physical harm to the student or others. The use of prone restraint in prohibited.

Corporal Punishment

Corporal punishment is illegal and will not be used. Corporal punishment is defined as slapping, paddling, or prolonged maintenance of students in physically painful positions, or intentional infliction of bodily harm. Corporal punishment does not include reasonable force as needed to maintain safety for students, staff, or other persons, or for the purpose of self-defense or defense of property.

School Dress Code/Student Appearance

We encourage you to dress your children in play clothes. We paint, glue, run, and jump both inside and outside. Children need soft soled shoes and comfortable clothes that are easy for the child to manage. Students are encouraged to be neat, clean, and to wear clothes which will not draw attention to themselves. Some types of clothing are inappropriate for school. Among those are shirts with inappropriate printing or pictures including weapons or something of a violent or scary nature. Parents are asked to exercise good judgment in the kinds of clothing they allow their child to wear to school. An extra set of clothes, including underwear and socks should always be available at school for your child.

Students are expected to wear clothing in a neat, clean, and well-fitting manner while on school property and/or in attendance at school sponsored activities. Students are to use discretion in their dress and are not permitted to wear apparel that causes a substantial disruption in the school environment. Student dress (including accessories) may not advertise, promote, or picture alcoholic beverages, illegal drugs, drug paraphernalia, violent behavior, or other inappropriate images.

- Student dress (including accessories) may not display lewd, vulgar, obscene, or offensive language or symbols, including gang symbols.

- Hats, coats, bandannas, sweat bands, and sunglasses may not be worn in the building during the school day.
- Hair styles, dress, and accessories that pose a safety hazard are not permitted in the shop, laboratories, or during physical education.
- Clothing with holes, rips, tears, and clothing that is otherwise poorly fitting, showing skin and/or undergarments may not be worn at school.
- The length of shorts or skirts must be appropriate for the school environment.
- Appropriate footwear must be worn at all times. **A closed toe shoe is best for all activities. Sandals, flip flops, and heels are not appropriate for physical education and recess.**
- If there is any doubt about dress and appearance, the building principal will make the final decision.
- Student whose dress causes a substantial disruption of the orderly process of school functions or endangers the health or safety of the student, other students, staff or others may be subject to discipline.

A student's appearance, including dress and hygiene, must not disrupt the educational process or compromise standards of health and safety. The school does not prohibit hairstyles historically associated with race, ethnicity, or hair texture, including, but not limited to, protective hairstyles such as braids, locks, and twists. Students who disrupt the educational process or compromise standards of health and safety must modify their appearance.

Dressing for the Cold

During the winter months, students should wear heavier clothing, including hats, gloves and coats. Our schools keep thermostats set a little lower to conserve fuel so please send your child in layered clothing. Classrooms go outside to play each day "weather permitting." The definition of "weather permitting" in Illinois means temperatures between 25 and 90 degrees, taking into consideration the wind chill and heat index. For example, if the temperature is 30 degrees, but 18 with the wind chill factored in, it is not expected that the children will have outdoor play time.

Search and Seizure

In order to maintain order, safety and security in the schools, school authorities are authorized to conduct reasonable searches of school property and equipment, as well as of students and their personal effects. "School authorities" includes school liaison police officers.

School Property and Equipment as well as Personal Effects Left There by Students
School authorities may inspect and search school property and equipment owned or controlled by the school (such as, lockers, desks, and parking lots), as well as personal effects left there by a student, without notice to or the consent of the student. Students have no reasonable expectation of privacy in these places or areas or in their personal effects left there.

The building principal may request the assistance of law enforcement officials to conduct inspections and searches of lockers, desks, parking lots, and other school property and equipment for illegal drugs,

weapons, or other illegal or dangerous substances or materials, including searches conducted through the use of specially trained dogs.

Students

School authorities may search a student and/or the student's personal effects in the student's possession (such as, purses, wallets, knapsacks, book bags, lunch boxes, etc.) when there is a reasonable ground for suspecting that the search will produce evidence the particular student has violated or is violating either the law or the school or district's student rules and policies. The search will be conducted in a manner that is reasonably related to its objective of the search and not excessively intrusive in light of the student's age and sex, and the nature of the infraction.

School officials may require a student to cooperate in an investigation if there is specific information about activity on the student's account on a social networking website that violates the school's disciplinary rules or school district policy. In the course of the investigation, the student may be required to share the content that is reported in order for the school to make a factual determination. School officials may not request or require a student or his or her parent/guardian to provide a password or other related account information to gain access to the student's account or profile on a social networking website.

Seizure of Property

If a search produces evidence that the student has violated or is violating either the law or the school or district's policies or rules, evidence may be seized and impounded by school authorities, and disciplinary action may be taken. When appropriate, evidence may be transferred to law enforcement authorities.

Questioning of Students Suspected of Committing Criminal Activity

Before a law enforcement officer, school resource officer, or other school security person detains and questions on school grounds a student under 18 years of age who is suspected of committing a criminal act, the building principal or designee will: (a) Notify or attempt to notify the student's parent/guardian and document the time and manner in writing; (b) Make reasonable efforts to ensure the student's parent/guardian is present during questioning or, if they are not present, ensure that a school employee (including, but not limited to, a social worker, psychologist, nurse, guidance counselor, or any other mental health professional) is present during the questioning; and (c) If practicable, make reasonable efforts to ensure that a law enforcement officer trained in promoting safe interactions and communications with youth is present during the questioning.

Prevention of and Response to Bullying, Intimidation, and Harassment

Prevention of and Response to Bullying, Intimidation, and Harassment[1]

Bullying, intimidation, and harassment diminish a student's ability to learn and a school's ability to educate. Preventing students from engaging in these disruptive behaviors and providing all students equal access to a safe, non-hostile learning environment are important district and school goals.

Bullying on the basis of actual or perceived race, color, national origin, military status, unfavorable discharge status from the military service, sex, sexual orientation, gender identity, gender-related identity or expression, ancestry, age, religion, physical or mental disability, order of protection status, status of being homeless, or actual or potential marital or parental status, including pregnancy, association with a person or

group with one or more of the aforementioned actual or perceived characteristics, or any other distinguishing characteristic is **prohibited** in each of the following situations:

1. During any school-sponsored education program or activity.
2. While in school, on school property, on school buses or other school vehicles, at designated school bus stops waiting for the school bus, or at school-sponsored or school-sanctioned events or activities.
3. Through the transmission of information from a school computer, a school computer network, or other similar electronic school equipment.
4. Through the transmission of information from a computer that is accessed at a non-school-related location, activity, function, or program or from the use of technology or an electronic device that is not owned, leased, or used by the school district or school if the bullying causes a substantial disruption to the educational process or orderly operation of a school.

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

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

Cyberbullying means bullying through the use of 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. Cyberbullying includes the creation of a webpage or weblog 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. Cyberbullying also includes the distribution by electronic means of a communication to more than one person 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.

Making a Report or Complaint

Students are encouraged to promptly report claims or incidences of bullying, intimidation, harassment, sexual harassment, or any other prohibited conduct to the Nondiscrimination Coordinator, Building Principal, Assistant Building Principal, Dean of Students, a Complaint Manager, or any employee with whom the student is comfortable speaking. A student may choose to report to an employee of the student's same gender.

Nondiscrimination Coordinator:
Mr. Matt Moore, Assistant Superintendent
211 West State Street
Jacksonville, IL 62650
(217) 243-9411
mmoore@jsd117.org

Complaint Managers:

Ms. Tami Stice, Director of Human Resources
211 West State Street
Jacksonville, IL 62650
(217) 243-9411
tstice@jsd117.org

Mr. Tim Chipman, Principal
1901 W Lafayette Ave
Jacksonville, IL 62650
(217) 245-5107
tchipman@jsd117.org

A reprisal or retaliation against any person who reports an act of bullying is prohibited. A student's act of reprisal or retaliation will be treated as bullying for purposes of determining any consequences or other appropriate remedial actions.

A student will not be punished for reporting bullying or supplying information, even if the school's investigation concludes that no bullying occurred. However, knowingly making a false accusation or providing knowingly false information will be treated as bullying for purposes of determining any consequences or other appropriate remedial actions.

Students and parents/guardians are also encouraged to read the following school district policies: *7:20, Harassment of Students Prohibited and 7:180, Prevention of and Response to Bullying, Intimidation and Harassment.*[3]

IV. MEALS and SNACK

Meals

Children attending the Early Years Program full day/morning session may eat breakfast consisting of items that follow the USDA guidelines.

Children attending the full day program will receive a school lunch. Children can bring a nutritious sack lunch if preferred and your child may purchase a milk for lunch for $.40. **Soda is not permitted.**

There is currently no charge for breakfast or lunch at the Early Years Program.

Soda at School

Schools in Illinois may not sell soda to students during the school day. We encourage families to have their children drink nutritious milk at school. If you are sending an alternate drink with your child for lunch, please choose juice, yogurt drinks, or water. Beverages should not be sent in glass containers for obvious reasons.

Snack

Snack includes a state regulated nutritious food and a drink. Teaching staff sit with the children during snack and engage them in conversations/topics of the day. You are welcome to send a snack for your child to share. Snacks must be purchased at the store. It is the policy of our school district that no food prepared in the home is served at school. Special treats on birthdays and holidays are welcome. Please let your child's teacher know in advance that you are bringing a treat.

Students with Food Allergies

State law requires our school district to annually inform parents of students with life-threatening allergies or life-threatening chronic illnesses of the applicable provisions of Section 504 of the Rehabilitation Act of 1973 and other applicable federal statutes, state statutes, federal regulations, and state rules.

If your student has a life-threatening allergy or life-threatening chronic illness, please notify the Principal at 217-243-2876.

Federal law protects students from discrimination due to a disability that substantially limits a major life activity. If your student has a qualifying disability, an individualized Section 504 Plan will be developed and implemented to provide the needed supports so that your student can access his or her education as effectively as students without disabilities.

Not all students with life-threatening allergies and life-threatening chronic illnesses may be eligible under Section 504. Our school district also may be able to appropriately meet a student's needs through other means. *If your child has a food allergy that requires a substitution or other special care, a Physician Statement for Food Substitution form must be completed and signed by their doctor and turned in to the program office. Copies of this form are available from the office upon request.*

V. INSTRUCTIONAL PROCEDURES

Staff/Child Ratio:

According to Illinois statute, the staff/child ratio may not exceed one (1) adult to ten (10) children and no more than twenty (20) children served in a classroom.

Curriculum

The Creative Curriculum for Preschool is the curriculum used at the Early Years Program.

Curriculum Goals

The Early Years Program has the following goals:

1. With teacher assistance, children ages 3, 4, 5 will write own first name using appropriate upper/lowercase letters (5.A.ECc)
2. Children ages 3, 4, 5 will recognize and name some upper/lowercase letters of the alphabet, especially those in own name. (4.B.ECb)
3. Children ages 3, 4, 5 will begin to understand and follow rules (30.A.ECd)
4. Children ages 3, 4, 5 will use socially appropriate behavior with peers and adults, such as helping, sharing, and taking turns (31.B.ECc)
5. Children ages 3, 4, 5 will verbally recite numbers from 1 to 10. (6.A.ECf)

Assessment

Assessment will not necessarily be performance based, but when possible informal by observation.

- Teaching Strategies GOLD documentation in the following areas: Language and Literacy, Math, Science, Social Science and Fine Arts, Physical Development and Health, ESL (when appropriate) and Social Emotional
- JSD 117 District/Pre-K Checklist
- Narrative Summary Report
- Progress Report and writing sample

Parent-Teacher Conferences

Parent-Teacher conferences are scheduled for all parents in October and February. A third conference day in May will also be held if requested by the teacher or parent. Parent-teacher conferences provide opportunities for parents and teachers to discuss each child's progress on a planned basis. Purposes for the parent-teacher conferences:

1. To develop a positive relationship between parent and teacher so each may work to the greatest advantage of the child.
2. To enable parents and teachers to discuss the child's progress at home and at school.
3. To consult with each other in order that both may be in a better position to secure the best reaction from the child at all times.

Conferences should be scheduled at any time the teacher or parent believes one is necessary.

Special Needs

Children with special learning needs will be referred for a comprehensive screening at Four Rivers. When determined, children may receive speech services, for those students needing extra help in language

development and/or articulation, or a special education inclusion support teacher present in the classroom. An Individualized Education Plan (IEP) will be developed for these children with parent and specialist input.

The district policy is as follows:

Education of Children with Disabilities

It is the intent of the district to ensure that students who are disabled within the definition of Section 504 of the Rehabilitation Act of 1973 or the Individuals with Disabilities Education Act are identified, evaluated and provided with appropriate educational services.

The School provides a free appropriate public education in the least restrictive environment and necessary related services to all children with disabilities enrolled in the school. The term "children with disabilities" means children between ages 3 and the day before their 22nd birthday for whom it is determined that special education services are needed, except those children with disabilities who turn 22 years of age during the school year are eligible for special education services through the end of the school year. It is the intent of the school to ensure that students with disabilities are identified, evaluated, and provided with appropriate educational services.

A copy of the publication "Explanation of Procedural Safeguards Available to Parents of Students with Disabilities" may be obtained from the school district office.

Students with disabilities who do not qualify for an individualized education program, as required by the federal Individuals with Disabilities Education Act and implementing provisions of this Illinois law, may qualify for services under Section 504 of the federal Rehabilitation Act of 1973 if the student (i) has a physical or mental impairment that substantially limits one or more major life activities, (ii) has a record of a physical or mental impairment, or (iii) is regarded as having a physical or mental impairment.

For further information, please contact:

Ms. Sarah English, Principal
The Early Years Program - 516 Jordan Street
(217) 243-2876

Related Service Logs

For a child with an individualized education program (IEP), the school district must create related service logs that record the type of related services administered under the child's IEP and the minutes of each type of related service that has been administered. The school will provide a child's parent/guardian a copy of the related service log at the annual review of the child's IEP and at any other time upon request.

Discipline of Students with Disabilities

Behavioral Interventions
Behavioral interventions shall be used with students with disabilities to promote and strengthen desirable behaviors and reduce identified inappropriate behaviors. The School Board will establish and maintain a committee to develop, implement, and monitor procedures on the use of behavioral interventions for

children with disabilities.

Discipline of Special Education Students
The District shall comply with the Individuals With Disabilities Education Improvement Act of 2004 and the Illinois State Board of Education's Special Education rules when disciplining special education students. No special education student shall be expelled if the student's particular act of gross disobedience or misconduct is a manifestation of his or her disability.

Access to Classroom for Special Education Observation or Evaluation

The parent/guardian of a student receiving special education services, or being evaluated for eligibility, is afforded reasonable access to educational facilities, personnel, classrooms, and buildings. This same right of access is afforded to an independent educational evaluator or a qualified professional retained by or on behalf of a parent or child. For further information, please contact the Principal.

Homeless Child's Right to Education

When a child loses permanent housing and becomes a homeless person as defined at law, or when a homeless child changes his or her temporary living arrangements, the parent or guardian of the homeless child has the option of either:

1. Continuing the child's education in the school of origin for as long as the child remains homeless or, if the child becomes permanently housed, until the end of the academic year during which the housing is acquired; or
2. Enrolling the child in any school that non-homeless students who live in the attendance area in which the child or youth is actually living are eligible to attend.

Other resources may be available to homeless children. To learn more about these resources, parents should contact the school at 243-2876 or contact Central Office at 243-9411.

English Learners

The school offers opportunities for English Learners to develop high levels of academic attainment in English and to meet the same academic content and student academic achievement standards that all children are expected to attain.

Parents/guardians of English Learners will be: (1) given an opportunity to provide input to the program, and (2) provided notification regarding their child's placement in, and information about, the District's English Learners programs.

For questions related to this program or to express input in the school's English Learners program, contact the Principal.

School Visitation Rights

The School Visitation Rights Act permits employed parents/guardians, who are unable to meet with educators because of a work conflict, the right to time off from work under certain conditions to attend necessary school functions such as parent-teacher conferences, academic meetings and behavioral meetings. Letters verifying participation in this program are available from the school office upon request.

Lost and Found

Please label your personal items, especially lunch boxes, book bags and coats. Lost items are placed in the lost and found box located in the foyer for several days. Remaining articles are given to Goodwill in the summer.

School Pictures

Individual pictures are taken in the fall for student records. Parents may purchase picture packages from a variety of options. Information is sent home in September.

Telephone Use and Messages

Generally, students are allowed to call home only for urgent matters or with teacher permission. When your child comes to school in the morning, please be sure he/she knows what to do at dismissal and that the teacher knows what your young child is to do at dismissal. This avoids many problems. Should plans change during the day, please call the school before 2:00 P.M., so we have time to relay the message before dismissal. **Students will be directed to their regular routine, (ie. ride bus, go to daycare) unless you inform us otherwise.**

Change of Telephone Number or Address

If your home telephone number, work number, or emergency numbers change during the year, it is important that you notify the office immediately.

Hearing Impaired: Request for an Interpreter

Families with hearing impaired members may request an interpreter. Early Years will provide interpreters for all Early Years functions you wish to attend including parent/teacher conferences, PTAC meetings, open houses, etc. PLEASE make the request three (3) weeks in advance, if possible.

ClassDojo and Teaching Strategies GOLD

All parents will be asked to subscribe to their child's class ClassDojo & Teaching Strategies GOLD (TSG). ClassDojo and TSG are apps that allow the teacher to send a brief message to parents, while parents can see how their child is doing on standards assessed in the classroom through notes and photographs. For additional information, contact your child's teacher.

Field Trips

Various field trips, that parents are encouraged to attend, may be planned throughout the year by the program staff. When needed, children enrolled in the program will be transported by a district bus. Families who attend with children under age 3, will need to be transported by car in a child safety seat. School aged children cannot attend daytime events.

Teaching staff will have a communication device and first aid kit on each trip.

Parent Expectations on Field Trips

Field Trips with parent participation are most effective when parents are engaged with their children through sharing their interests and having rich discussions related to the field trip.

Therefore, we request families:

- Do not bring younger siblings, so as to give attention to the preschool child.
- Silence cell phones during the field trip.
- Keep cell phones and electronic devices put away during the field trip.
- Be active and engaged in the field trip.

Toileting

For children who are unable to use the toilet consistently, the staff will check the student every 2 hours for signs of soiling. If a child is found to be wet or soiled, the student is changed using a commercially available pull-up. Clothing that is soiled is immediately placed inside a red plastic bag (without rinsing or handling) and sent home that day for laundering. If the child rides the bus, the parent or caregiver will be called to pick up the red bag within 24 hours. If it is not picked up within 24 hours, the red bag will be discarded. Changing areas are disinfected with bleach water and are not used for placement of objects, food, etc.

Student Teachers

Colleges and Universities may have student teachers and student tutors working in our buildings over the next school year. Student teachers are offered the opportunity to participate in and instruct in as many phases of the educational program as possible, but the supervising teacher makes certain that such participation and instruction is of value to the students being taught.

School Improvement Process (SIP)

In 1985 the Illinois Legislature passed the School Reform Act. That law along with related legislation passed in 1991 outlines a procedure to be followed for school improvement by all public schools in the state. This improvement process is to be repeated every year to ensure that 1) all students' needs are being met as much as possible and that 2) all students are learning. In essences, the plan focuses on 30 goals for learning in the areas of language arts, math, science, social science, fine arts, physical education, health and foreign language. These goals are referred to as the Illinois State Goals for Learning. There are Learning Standards for each of the State Goals and Learning Benchmarks which define progress at five grade or developmental levels for each Standard. Each school must align its curriculum to the State Goals and Learning Standards and then design and/or select a variety of assessments for determining how well the students at each grade level are measuring up to the targeted levels of expected performance.

Assessment results are analyzed and subgroups of students within each grade level are identified. Abuilding based plan for improvement is developed based on this information. This process is repeated every year to ensure that the needs of all students are being met. A copy of the School Improvement Plan is available for viewing in the school office. Parents and the community will receive information each year as to how well the students in each grade level are performing in relation to the mandated goals.

RTI Response to Intervention

RtI is a federal and state initiative intended to meet a wide range of individual student needs through general education services. The regular classroom teacher and other personnel (other classroom teachers and educational specialists) collaborate to meet the needs of individual students. **The goal of RtI is to provide students with the help they need to be successful as early as possible in their school career.**

How does RtI work?

When a child begins to have some area of concern affecting his/her school progress the classroom teacher will create an intervention plan designed to improve the student's performance. If the child continues to have difficulty, the teacher will meet with a team of other staff members to discuss the child's needs, consider other interventions, and outline a method to carefully monitor the child's progress**. The child's progress is measured over time. If he/she makes acceptable progress the interventions may be discontinued (if sufficient progress is made) or continued (if the team feels the interventions are needed to help the student succeed). If the child continues to struggle then more intensive interventions may be tried.

** This team - referred to as the "Student Assistance Program" or SAP - uses the insight and expertise of several different school staff members. SAP members contribute in different ways to the RtI process: offering suggestions, gathering data, and communicating with other staff and/or parents. The SAP meets regularly to discuss and monitor student concerns.

What is the role of the Parent in RTI?

Jacksonville School District #117 upholds the philosophy that parents are a child's first teachers as well as their lifetime coach. Therefore the Jacksonville school District greatly values the important role of the parent in the RtI process.

When a child is not responding to the core curriculum, classroom teachers will communicate concerns regarding the student's performance to the parent and invite parent to participate in telephone conversations

and/or team meetings regarding their child. Parents will most often be given an active role in the intervention plan for their student.

Parents provide insight into a child's learning and development to understand the problem and why it occurs, plan and implement an intervention plan, and measure and evaluate the plan's effectiveness. Parents should contact their child's teacher with any concerns regarding academics or behavior.

Student Records & Privacy

A school student record is any writing or other recorded information concerning a student and by which a student may be identified individually that is maintained by a school or at its direction or by a school employee, regardless of how or where the information is stored, except for certain records kept in a staff member's sole possession; records maintained by law enforcement officers working in the school; video and other electronic recordings (including electronic recordings made on school busses) that are created in part for law enforcement, security, or safety reasons or purposes, though such electronic recordings may become a student record if the content is used for disciplinary or special education purposes regarding a particular student.

The Family Educational Rights and Privacy Act (FERPA) and the Illinois Student Records Act afford parents/guardians and students over 18 years of age ("eligible students") certain rights with respect to the student's school records. They are:

1. **The right to inspect and copy the student's education records within 10 business days of the day the District receives a request for access.**
   The degree of access a student has to his or her records depends on the student's age. Students less than 18 years of age have the right to inspect and copy only their permanent record. Students 18 years of age or older have access and copy rights to both permanent and temporary records. A parent/guardian or student should submit to the building principal a written request that identifies the record(s) he or she wishes to inspect. Within 10 business days, the building principal will make arrangements for access and notify the parent/guardian or student of the time and place where the records may be inspected. In certain circumstances, the District may request an additional 5 business days in which to grant access. The District charges $.35 per page for copying but no one will be denied their right to copies of their records for inability to pay this cost. These rights are denied to any person against whom an order of protection has been entered concerning the student.
2. **The right to have one or more scores received on college entrance examinations included on the student's academic transcript.**[1]
   Parents/guardians or eligible students may have one or more scores on college entrance examinations included on the student's academic transcript. The District will include scores on college entrance examinations upon the written request of the parent/guardian or eligible student stating the name of each college entrance examination that is the subject of the request and the dates of the scores that are to be included.
3. **The right to request the amendment of the student's education records that the parent/ guardian or eligible student believes are inaccurate, irrelevant, or improper.**
   A parent/guardian or eligible student may ask the District to amend a record that is believed to be inaccurate, irrelevant, or improper. Requests should be sent to the building principal and should clearly identify the record the parent/guardian or eligible student wants changed and the specific reason a change is being sought. If the District decides not to amend the record, the District will notify the parent/guardian or eligible student of the decision and advise him or her of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent/guardian or eligible student when notified of the right to a hearing.
4. **The right to permit disclosure of personally identifiable information contained in the student's education records, except to the extent that the FERPA or Illinois School Student Records Act authorizes disclosure without consent.**
   Disclosure without consent is permitted to school officials with legitimate educational or administrative

interests. A school official is a person employed by the District as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board. A school official may also include a volunteer, contractor, or consultant who, while not employed by the school, performs an institutional service or function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of personally identifiable information from education records (such as an attorney, auditor, medical consultant, therapist, or educational technology vendor); or any parent/guardian or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility or contractual obligation with the district. Upon request, the District discloses education records without consent to officials of another school district in which a student has enrolled or intends to enroll, as well as to any person as specifically required by State or federal law. Before information is released to these individuals, the parents/guardians or eligible student will receive prior written notice of the nature and substance of the information, and an opportunity to inspect, copy, and challenge such records.

Academic grades and references to expulsions or out-of-school suspensions cannot be challenged at the time a student's records are being forwarded to another school to which the student is transferring.

Disclosure is also permitted without consent to: any person for research, statistical reporting or planning, provided that no student or parent/guardian can be identified; to another school district that overlaps attendance boundaries with the District, if the District has entered into an intergovernmental agreement that allows for sharing of student records and information with the other district, any person named in a court order; appropriate persons if the knowledge of such information is necessary to protect the health or safety of the student or other persons; and juvenile authorities when necessary for the discharge of their official duties who request information before adjudication of the student.

5. **The right to a copy of any school student record proposed to be destroyed or deleted.**
   The permanent record is maintained for at least 60 years after the student transfers, graduates, or permanently withdraws. The temporary record is maintained for at least 5 years after the student transfers, graduates, or permanently withdraws. Temporary records that may be of assistance to a student with a disability who graduates or permanently withdraws, may, after 5 years, be transferred to the parent/guardian or to the student, if the student has succeeded to the rights of the parent/guardian. Student temporary records are reviewed every 4 years or upon a student's change in attendance centers, whichever occurs first.
6. **The right to prohibit the release of directory information.**
   Throughout the school year, the District may release directory information regarding students, limited to:• Name
   • Address
   • Grade level
   • Birth date and place
   • Parent/guardian names, addresses, electronic mail addresses, and telephone numbers
   • Photographs, videos, or digital images used for informational or news-related purposes (whether by a media outlet or by the school) of a student participating in school or school-sponsored activities, organizations, and athletics that have appeared in school publications, such as yearbooks, newspapers, or sporting or fine arts programs
   • Academic awards, degrees, and honors
   • Information in relation to school-sponsored activities, organizations, and athletics
   • Major field of study
   • Period of attendance in school.

   Any parent/guardian or eligible student may prohibit the release of any or all of the above information by delivering a written objection to the building principal within 30 days of the date of this notice.

7. **The right to request that military recruiters or institutions of higher learning not be granted access to your student's information without your prior written consent.**[2]
   Federal law requires a secondary school to grant military recruiters and institutions of higher learning, upon their request, access to secondary school students' names, addresses, and telephone numbers, unless the student's parent/guardian, or student who is 18 years of age or older, submits a written request that the

information not be released without the prior written consent of the parent/guardian or eligible student. If you wish to exercise this option, notify the building principal.

8. **The right contained in this statement: No person may condition the granting or withholding of any right, privilege or benefits or make as a condition of employment, credit, or insurance the securing by any individual of any information from a student's temporary record which such individual may obtain through the exercise of any right secured under State law.**
9. **The right to file a complaint with the U.S. Department of Education concerning alleged failures by the District to comply with the requirements of FERPA.**

The name and address of the Office that administers FERPA is: U.S. Department of Education
Student Privacy Policy Office
400 Maryland Avenue, SW
Washington DC 20202-8520

Student Privacy Protections

Surveys by Third Parties

Before a school official or staff member administers or distributes a survey or evaluation created by a third party to a student, the student's parent/guardian may inspect the survey or evaluation, upon their request and within a reasonable time of their request. This applies to every survey: (1) that is created by a person or entity other than a district official, staff member, or student, (2) regardless of whether the student answering the questions can be identified, and (3) regardless of the subject matter of the questions.

Parents who object to disclosure of information concerning their child to a third party may do so in writing to the building principal.

Surveys Requesting Personal Information

School officials and staff members will not request, nor disclose, the identity of any student who completes any survey or evaluation (created by any person or entity, including the school or district) containing one or more of the following items:

1. Political affiliations or beliefs of the student or the student's parent/guardian.
2. Mental or psychological problems of the student or the student's family.
3. Sexual behaviors or attitudes.
4. Illegal, anti-social, self-incriminating, or demeaning behavior.
5. Critical appraisals of other individuals with whom students have close family relationships.
6. Legally recognized privileged or analogous relationships, such as those with lawyers, physicians, and ministers.
7. Religious practices, affiliations, or beliefs of the student or the student's parent/guardian.
8. Income other than that required by law to determine program eligibility.

The student's parent/guardian may inspect the survey or evaluation upon, and refuse to allow their child to participate in the survey. The school will not penalize any student whose parent/guardian exercised this option.

Instructional Material

A student's parent/guardian may inspect, upon their request, any instructional material used as part of their child's educational curriculum within a reasonable time of their request.

Student Biometric Information

Before collecting biometric information from students, the school must seek the permission of the student's parent/guardian or the student, if over the age of 18. Biometric information means information that is collected from students based on their unique characters, such as a fingerprint, voice recognition or retinal scan.

Parental Right Notifications

Parents/guardians may request information about the qualifications of their child's teachers and paraprofessionals, including:

- Whether the teacher has met State certification requirements;
- Whether the teacher is teaching under an emergency permit or other provisional status by which State licensing criteria have been waived;
- The teacher's college major;
- Whether the teacher has any advanced degrees and, if so, the subject of the degrees; and
- Whether any instructional aides or paraprofessionals provide services to your child and, if so, their qualifications.

If you would like to receive any of this information, please contact the school office

VI. HEALTH and SAFETY

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;
2. Entering the sixth and ninth grades; and
3. Enrolling in an Illinois school for the first time, regardless of the student's grade - **this includes students enrolling in a preschool program**

Proof of immunization against meningococcal disease is required for students in grades 6 and 12. 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's exclusion from 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. The schedule and statement of medical reasons must be signed by an appropriate medical professional.

All students must provide proof of immunization against measles before they may attend JSD #117 schools, per school board policy.

Exemptions

A student will be exempted from the above requirements for:

1. Medical grounds if the student's parent/guardian presents to the building principal a signed statement explaining the objection;
2. Religious grounds if the student's parent/guardian presents to the building principal a completed Certificate of Religious Exemption;
3. Health examination or immunization requirements on medical grounds if a physician provides written verification;
4. Eye examination requirement if the student's parent/guardian shows an undue burden or lack or access to a physician licensed to practice medicine in all of its branches who provides 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.

School Nurse

A registered nurse is assigned to every school. The time frame the nurse is in the building will vary from year to year. Typically, the nurse will be present 4 hours a day. The nurse's office is responsible for medication administration required at school, care of students with acute illness and care of students who have first aid needs. The nurse will provide comfort measures as available.

Birth Certificates

Illinois law requires that all parents, who are enrolling a student in school for the first time in any school at any grade level, furnish the school with a certified copy of the child's birth certificate (original birth certificate must be presented - a copy is not acceptable). **Parents have 30 days to comply with the law or the matter must be reported to the State police.** All Early Years students should have a copy of their birth certificate in their permanent files.

Vision/Hearing Screening

Each fall and spring the Morgan County Health Department conducts vision and hearing screenings. If your child fails either of these screenings, you will be notified by the Health Department. Please be sure to follow up on recommendations.

Dental Examination

Each fall your child will have the opportunity to receive a dental exam provided you have turned in the permission form. The results will be sent home with your child and please be sure to follow up on any recommendations.

Student Medication

Taking medication during school hours or during school-related activities is prohibited unless it is necessary for a student's health and well-being. When a student's licensed health care provider and parent/guardian believe that it is necessary for the student to take a medication during school hours or school-related activities, the parent/guardian must request that the school dispense the medication to the child by completing a "School Medication Authorization Form."

School Medication Authorization

No School District employee shall administer to any student, or supervise a student's self-administration of, any prescription or non-prescription medication until a completed and signed "School Medication/Treatment Authorization Form" is submitted by the student's parent/guardian. This form shall be completed annually, and shall be on file at the school building in which the child attends. This form shall be filed prior to dispensation of any medication to a student and the form shall specify the times at which the medication must be dispensed and the appropriate dosage. No student shall possess or consume any prescription or non-prescription medication on school grounds or at a school-related function other than as provided for in this policy and its implementing procedures.

Self-Administration of Medication

A student may possess an epinephrine auto-injector (EpiPen®) and/or an asthma inhaler prescribed for use at the student's discretion, provided the student's parent/guardian has completed and signed a School Medication Authorization Form. Students who are diabetic may possess and self-administer diabetic testing supplies and insulin if authorized by the student's diabetes care plan, which must be on file with the school.

Students with epilepsy may possess and self-administer supplies, equipment and medication, if authorized by the student's seizure action plan, which must be on file with the school.

Students may self-administer (but not possess on their person) other medications required under a qualified plan, provided the student's parent/guardian has completed and signed a School Medication Authorization Form.

The school and district 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 agree to indemnify and hold harmless the school district 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 epinephrine auto-injector and/or asthma inhaler, or the storage of any medication by school personnel.

Care of Students with Diabetes

If your child has diabetes and requires assistance with managing this condition while at school and school functions, a Diabetes Care Plan must be submitted to the building principal. Parents/guardians are responsible for and must:

a. Inform the school in a timely manner of any change which needs to be made to the Diabetes Care Plan on file with the school for their child.
b. Inform the school in a timely manner of any changes to their emergency contact numbers or contact numbers of health care providers.
c. Sign the Diabetes Care Plan.
d. Grant consent for and authorize designated School District representatives to communicate directly with the health care provider whose instructions are included in the Diabetes Care Plan.

For further information, please contact the Principal.

Undesignated Medications

The school may maintain the following undesignated prescription medications for emergency use: (1) Asthma medication; (2) Epinephrine injectors; (3) Opioid antagonists; and (4) Glucagon. No one, including without limitation, parents/guardians of students, should rely on the school or district for the availability of undesignated medication. This procedure does not guarantee the availability of undesignated medications. Students and their parents/guardians should consult their own physician regarding these medication(s).

Emergency Aid to Students

Nothing in this policy shall prohibit any school employee from providing emergency assistance to students, including administering medication.

Designated Caregiver Administration of Medical Cannabis

The Compassionate Use of Medical Cannabis Pilot Program Act allows a parent/guardian of a student who is a minor to register with the Ill. Dept. of Public Health (IDPH) as a designated caregiver to administer medical cannabis to their child. A designated caregiver may also be another individual other than the student's parent/guardian. Any designated caregiver must be at least 21 years old and is allowed to administer a medical cannabis infused product to a child who is a student on the premises of his or her school or on his or her school bus if: 1 A school district may, but is not required, to adopt a policy on the maintenance of undesignated epinephrine injectors, undesignated asthma medication and undesignated

opioid antagonists. Please consult district policy regarding these matters. Schools that maintain undesignated epinephrine auto-injectors, undesignated asthma medication or undesignated opioid antagonists must have parents complete the relevant portion of MSH 5.20-E1 (School Medication Authorization Form) or opt out of allowing school officials to administer an undesignated epinephrine auto-injector, undesignated asthma medication or undesignated opioid antagonist to their child.

1. Both the student and the designated caregiver possess valid registry identification cards issued by IDPH;

2. Copies of the registry identification cards are provided to the District; and

3. That student's parent/guardian completed, signed, and submitted a School Medication Authorization Form - Medical Cannabis. Medical cannabis infused product (product) includes oils, ointments, foods, and other products that contain usable cannabis but are not smoked or vaped. Smoking and/or vaping medical cannabis is prohibited.
After administering the product to the student, the designated caregiver shall immediately remove it from school premises or the school bus. The product may not be administered in a manner that, in the opinion of the District or school, would create a disruption to the educational environment or cause exposure of the product to other students. A school employee shall not be required to administer the product. Discipline of a student for being administered a product by a designated caregiver pursuant to this procedure is prohibited.

The District may not deny a student attendance at a school solely because he or she requires administration of the product during school hours.

Administration of Medical Cannabis

In accordance with the Compassionate Use of Medical Cannabis Program, qualifying students are allowed to utilize medical cannabis infused products while at school and school events. Please contact the building principal for additional information. Discipline of a student for being administered a product by a designated caregiver pursuant to this procedure is prohibited. The District may not deny a student attendance at a school solely because he or she requires administration of the product during school hours.

Personnel Authorized to Administer Medication

1. All student medication shall be left in the school office or with the nurse unless otherwise authorized by the Principal. If there is no school nurse in the building, the medication shall be given to the person designated by the Principal. Medicine should be kept in a secure place.
2. All medication shall be in the original container and be clearly marked with the student's name, doctor's name, contents and dosage.
3. All student medication will be administered by a school nurse, the Principal or his/her designee.
4. A record shall be kept of all medication dispensed by school personnel to students specifying the time of dispensation, dosage and supervising personnel.
5. When appropriate, the Principal may request parent(s)/guardian(s) to come to school to administer medication or aid.

Medication on Field Trips

1. Parents of students who require medication on field trips shall provide the certified school personnel responsible for the field trip with a copy of the school medical authorization described above.
2. If medication in addition to that described above is needed, an additional authorization form shall be provided prior to the field trip.
3. The following instructions shall appear on all parental permission forms required for field trips and outdoor education experiences:

All medication to be administered by school personnel or by student during this field trip or school-related activity shall be clearly marked with:
Student's name
Medication name/dosage
Administration route and/or other directions

Pandemic Preparedness: School Operations During a Pandemic or Other Health Emergency

A pandemic is a global outbreak of disease. Pandemics happen when a new virus emerges to infect individuals and, because there is little to no pre-existing immunity against the new virus, it spreads sustainably. Your child's school and district play an essential role, along with the local health department and emergency management agencies, in protecting the public's health and safety during a pandemic or other health emergency.

During a pandemic or other health emergency, you will be notified in a timely manner of all changes to the school environment and schedule that impact your child. Please be assured that even if school is not physically in session, it is the goal of the school and district to provide your child with the best educational opportunities possible.

Additionally, please note the following:

1. All decisions regarding changes to the school environment and schedule, including a possible interruption of in-person learning, will be made by the superintendent in consultation with and, if necessary, at the direction of the Governor, Illinois Department of Public Health, local health department, emergency management agencies, and/or Regional Office of Education.
2. Available learning opportunities may include remote and/or blended learning. Blended learning may require your child to attend school on a modified schedule.
3. Students will be expected to participate in blended and remote instruction as required by the school and district. Parents are responsible for assuring the participation of their child. Students who do not participate in blended or remote learning will be considered truant.
4. All school disciplinary rules remain in effect during the interruption of in-person learning. Students are subject to discipline for disrupting the remote learning environment to the same extent that discipline would be imposed for disruption of the traditional classroom.
5. Students and parents will be required to observe all public health and safety measures implemented by the school and district in conjunction with state and local requirements.
6. During a pandemic or other health emergency, the school and district will ensure that educational opportunities are available to all students.
7. School personnel will work closely with students with disabilities and other vulnerable student

populations to minimize the impact of any educational disruption.

8. Students who have a compromised immune system, live with an individual with a compromised immune system, or have a medical condition that may impact their ability to attend school during a pandemic or other public health emergency should contact school officials.
9. During a pandemic or other health emergency, teachers and school staff will receive additional training on health and safety measures.
10. In accordance with school district or state mandates, the school may need to conduct a daily health assessment of your child. Parents and students will be notified of the exact assessment procedures if this becomes necessary.
11. Parents should not send their child to school if their child exhibits any symptoms consistent with the pandemic or other health emergency.
12. Please do not hesitate to contact school or district officials if you have any concerns regarding your child's education, health or safety.

Communicable Diseases

The school will observe recommendations of the Illinois Department of Public Health regarding communicable diseases.

1. Parents are required to notify the school nurse if they suspect their child has a communicable disease.
2. 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.
3. The school will provide written instructions to the parent and guardian regarding appropriate treatment for the communicable disease.
4. A student excluded because of a communicable disease will be permitted to return to school only when the parent or guardian brings to the school a letter from the student's doctor stating that the student is no longer contagious or at risk of spreading the communicable disease.

Illness

Illness symptoms include a body temperature of 100 degrees or higher, repeated vomiting, open wound with drainage which cannot be contained in a dressing, incidence of diarrhea 2 or more times, unexplained rash or croup-like cough. Students with these illness symptoms should not attend school. If these symptoms occur while at school, the parent/guardian will be contacted and the student will be required to go home.

In addition, any student who has symptoms of impetigo, pinkeye, scabies, or ringworm will be sent home and should not attend school until they have been under treatment for 24 hours or have a written release from their physician stating they may return to school.

If the student has symptoms other than those already listed, the nurse, principal or designated school staff member will contact the parent/guardian to discuss the best course of action. No student may leave school

during the day due to illness unless he/she has permission from the school office. **The student should be free of symptoms for 24 hours before returning to school.**

Any reasonable suspicion of communicable disease should be reported to the school nurse or principal immediately. This includes chickenpox, mumps, measles, strep throat, diarrhea, flu-like symptoms, pink eye, ringworm, scabies, lice, or unexplained rashes.

Children who are ill will be excluded from the group in a separate space and will be kept until a caregiver arrives. In case of severe illness, the child will be kept in the office. **It is important for parents to provide current, working phone numbers for themselves and their emergency contacts and to keep those numbers updated throughout the school year. We MUST be able to contact someone if your child is ill or in case of emergency.**

Exemptions to Outdoor Play and Learning

Outdoor play and learning is a vital part of our educational program. This is where children build skills in the Physical Domain of development such as balancing, pedaling, hopping, and skipping. Because of the educational and developmental value of this outdoor time, all students will be expected to go outdoors, weather permitting. The definition of "weather permitting" in Illinois means temperatures between 25 and 90 degrees, taking into consideration the wind chill and heat index. **Therefore, if your child cannot go outside, a note detailing the reason for exemption from outdoor play and signed by your child's doctor will be required.**

Home and Hospital Instruction

A student who is absent from school, or whose physician, physician assistant or licensed advance practice registered nurse anticipates his or her absence from school, because of a medical condition may be eligible for instruction in the student's home or hospital.

Appropriate educational services from qualified staff will begin no later than five school days after receiving a written statement from a physician, physician assistant, or licensed advanced practice registered nurse. Instructional or related services for a student receiving special education services will be determined by the student's individualized education program.

For information on home or hospital instruction, contact: Barbie Davidsmeyer, Director of Special Services at 217-243-7402.

Head Lice

The school will observe recommendations of the Illinois Department of Public Health regarding head lice.

1. Parents are required to notify the school nurse if they suspect their child has head lice.
2. Infested students will be sent home following notification of the parent or guardian.
3. The school will provide written instructions to parent or guardian regarding appropriate treatment for the infestation.
4. A student excluded because of head lice will be permitted to return to school only when the

parent or guardian brings the student to school to be checked by the school nurse, Principal, or other designated individual and the child is determined to be free of the head lice and eggs (nits). Infested children are prohibited from riding the bus to school to be checked for head lice.

Suicide and Depression Awareness and Prevention

Youth suicide impacts the safety of the school environment. It also affects the school community, diminishing the ability of surviving students to learn and the school's ability to educate. Suicide and depression awareness and prevention are important goals of the school district.

The school district maintains student and parent resources on suicide and depression awareness and prevention. Much of this information, including a copy of school district's policy, is posted on the school district website. Information can also be obtained from the school office.

Awareness and Prevention of Child Sexual Abuse, Grooming Behaviors, and Boundary Violations

Child sexual abuse, grooming behaviors, and boundary violations harm students, their parent/guardian, the District's environment, its school communities, and the community at large, while diminishing a student's ability to learn.

Warning Signs of Child Sexual Abuse

Warning signs of child sexual abuse include the following.

Physical signs:

- Sexually transmitted infections (STIs) or other genital infections
- Signs of trauma to the genital area, such as unexplained bleeding, bruising, or blood on the sheets, underwear, or other clothing
- Unusual weight gain or loss

Behavioral signs:

- Excessive talk about or knowledge of sexual topics
- Keeping secrets
- Not talking as much as usual
- Not wanting to be left alone with certain people or being afraid to be away from primary caregivers
- Regressive behaviors or resuming behaviors that the child had grown out of, such as thumb sucking or bedwetting
- Overly compliant behavior
- Sexual behavior that is inappropriate for the child's age
- Spending an unusual amount of time alone
- Trying to avoid removing clothing to change or bathe

Emotional signs:

- Change in eating habits or unhealthy eating patterns, like loss of appetite or excessive eating
- Signs of depression, such as persistent sadness, lack of energy, changes in sleep or appetite, withdrawing from normal activities, or feeling "down"
- Change in mood or personality, such as increased aggression
- Decrease in confidence or self-image
- Anxiety, excessive worry, or fearfulness
- Increase in unexplained health problems such as stomach aches and headaches
- Loss or decrease in interest in school, activities, and friends
- Nightmares or fear of being alone at night
- Self-harming behaviors or expressing thoughts of suicide or suicidal behavior
- Failing grades
- Drug or alcohol use

Warning Signs of Grooming Behaviors

School and District employees are expected to maintain professional and appropriate relationships with students based upon students' ages, grade levels, and developmental levels.

Prohibited grooming is defined as (i) any act, including but not limited to, any verbal, nonverbal, written, or electronic communication or physical activity, (ii) by an employee with direct contact with a student, (iii) that is directed toward or with a student to establish a romantic or sexual relationship with the student. Examples of grooming behaviors include, but are not limited to, the following behaviors:

- Sexual or romantic invitations to a student
- Dating or soliciting a date from a student
- Engaging in sexualized or romantic dialog with a student
- Making sexually suggestive comments that are directed toward or with a student
- Self-disclosure or physical exposure of a sexual, romantic, or erotic nature
- Sexual, indecent, romantic, or erotic contact with a student
- Failing to respect boundaries or listening when a student says "no"
- Engaging in touching that a student or student's parents/guardians have indicated is unwanted
- Trying to be a student's friend rather than filling an adult role in the student's life
- Failing to maintain age-appropriate relationships with students
- Talking with students about personal problems or relationships
- Spending time alone with a student outside of their role in the student's life or making up excuses to be alone with a student
- Expressing unusual interest in a student's sexual development, such as commenting on sexual characteristics or sexualizing normal behaviors
- Giving a student gifts without occasion or reason
- Spending a lot of time with a student
- Restricting a student's access to other adults

Warning Signs of Boundary Violations

School and District employees breach employee-student boundaries when they misuse their position of power over a student in a way that compromises the student's health, safety, or general welfare. Examples of boundary violations include:

- Favoring a certain student by inviting the student to "hang out" or by granting special privileges
- Engaging in peer-like behavior with a student
- Discussing personal issues with a student
- Meeting with a student off-campus without parent/guardian knowledge and/or permission
- Dating, requesting, or participating in a private meeting with a student (in person or virtually) outside of a professional role
- Transporting a student in a school or private vehicle without administrative authorization
- Giving gifts, money, or treats to an individual student
- Sending a student on personal errands
- Intervening in a serious student problem instead of referring the student to an appropriately trained professional
- Sexual or romantic invitations toward or from a student
- Taking and using photos/videos of students for non-educational purposes
- Initiating or extending contact with a student beyond the school day in a one-on-one or non-group setting
- Inviting a student to an employee's home
- Adding a student on personal social networking sites as contacts when unrelated to a legitimate educational purpose
- Privately messaging a student
- Maintaining intense eye contact with a student
- Making comments about a student's physical attributes, including excessively flattering comments
- Engaging in sexualized or romantic dialog
- Making sexually suggestive comments directed toward or with a student
- Disclosing confidential information
- Self-disclosure of a sexual, romantic, or erotic nature
- Full frontal hugs
- Invading personal space

If you believe you are a victim of child sexual abuse, grooming behaviors, or boundary violations, or you believe that your child is a victim, you should immediately contact the Building Principal, a school counselor, or another trusted adult employee of the School.

Additional Resources include:

National Sexual Assault Hotline at 800.656.HOPE (4673)

National Sexual Abuse Chatline at online.rainn.org

Illinois Department of Children and Family Services Hotline at 1.800.25.ABUSE (2873)

Faith's Law Notifications: Employee Conduct Standards

School districts are required to include in their student handbook the District's Employee Code of Professional Conduct. These standards, in part, define appropriate conduct between school employees and students. A copy of these standards can be found on the District's website or requested from the Superintendent's office.

Prevention of Anaphylaxis

While it is not possible for the School or District to completely eliminate the risks of an anaphylactic emergency, the District maintains a comprehensive policy on anaphylaxis prevention, response, and management in order to reduce these risks and provide accommodations and proper treatment for anaphylactic reactions. Parent(s)/guardian(s) and students who desire more information or who want a copy of the District's policy may contact the Building Principal.

Safety Drill Procedures and Conduct

Safety drills will occur at times established by the school board. Students are required to be silent and shall 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 at the direction of the 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.

Drug, Alcohol and Tobacco Free Environment

According to Jacksonville School District 117 policy, all District 117 work places are a drug, alcohol, and tobacco free environment.

Release for Pick Up & Emergency Contacts

Emergency Contact and Release for Pick Up information for each student is to be completed online in Skyward during registration or before a child begins attending Early Years. Parents/guardians must notify the Early Years Program staff of changes needed to this information. It is recommended that these changes are made by requesting a Release for Pick-Up – Change/Update form from the Office. This form will be sent home within one school day of the request. The parent/guardian must complete the form and return it to school in order for the changes to be made and approved in our system. We understand that there are times involving special circumstances in which a change to release for pick up information needs to be done more immediately. These changes can be made through a phone call, email, or electronic

message to Early Years staff stating the effective date of the changes and the full name and relationship of the individual being added or removed from the release for pick up list. A form may still be sent home in this scenario for documentation purposes.

VII. INTERNET, TECHNOLOGY AND PUBLICATIONS

Internet Acceptable Use

All use of electronic network use must be consistent with the school's goal of promoting educational excellence by facilitating resource sharing, innovation, and communication. These rules do not attempt to state all required or proscribed behavior by users. However, some specific examples are provided. The failure of any user to follow these rules will result in the loss of privileges, disciplinary action, and/or appropriate legal action.

Acceptable Use - Access to the electronic network must be: (a) for the purpose of education or research, and be consistent with the District's educational objectives, or (b) for legitimate business use.

Privileges - The use of the electronic network is a privilege, not a right, and inappropriate use will result in a cancellation of those privileges. The system administrator or Building Principal will make all decisions regarding whether or not a user has violated these procedures and may deny, revoke, or suspend access at any time. His or her decision is final.

Unacceptable Use - The user is responsible for his or her actions and activities involving the network. Some examples of unacceptable uses are:

1. Using the network for any illegal activity, including violation of copyright or other contracts, or transmitting any material in violation of any State or federal law;
2. Unauthorized downloading of software, regardless of whether it is copyrighted or de-virused;
3. Downloading of copyrighted material for other than personal use;
4. Using the network for private financial or commercial gain;
5. Wastefully using resources, such as file space;
6. Hacking or gaining unauthorized access to files, resources, or entities;
7. Invading the privacy of individuals, that includes the unauthorized disclosure, dissemination, and use of information about anyone that is of a personal nature including a photograph;
8. Using another user's account or password;
9. Posting material authored or created by another without his/her consent;
10. Posting anonymous messages;
11. Using the network for commercial or private advertising;
12. Accessing, submitting, posting, publishing, or displaying any defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, harassing, or illegal material; and

13. Using the network while access privileges are suspended or revoked.

Network Etiquette - The user is expected to abide by the generally accepted rules of network etiquette. These include, but are not limited to, the following:

1. Be polite. Do not become abusive in messages to others.
2. Use appropriate language. Do not swear, or use vulgarities or any other inappropriate language.
3. Do not reveal personal information, including the addresses or telephone numbers, of students or colleagues.
4. Recognize that electronic mail (e-mail) is not private. People who operate the system have access to all mail. Messages relating to or in support of illegal activities may be reported to the authorities.
5. Do not use the network in any way that would disrupt its use by other users.
6. Consider all communications and information accessible via the network to be private property.

No Warranties - The school and district make no warranties of any kind, whether expressed or implied, for the service it is providing. The school and district are not responsible for any damages the user suffers. This includes loss of data resulting from delays, non-deliveries, missed-deliveries, or service interruptions caused by its negligence or the user's errors or omissions. Use of any information obtained via the Internet is at the user's own risk. The school and district specifically deny any responsibility for the accuracy or quality of information obtained through its services.

Indemnification - The user agrees to indemnify the school and district for any losses, costs, or damages, including reasonable attorney fees, incurred by the school or district relating to, or arising out of, any violation of these procedures.

Security - Network security is a high priority. If the user can identify a security problem on the Internet, the user must notify the system administrator or building principal. Keep your account and password confidential. Do not use another individual's account without written permission from that individual. Any user identified as a security risk may be denied access to the network.

Vandalism - Vandalism will result in cancellation of privileges and other disciplinary action. Vandalism is defined as any malicious attempt to harm or destroy data of another user, the Internet, or any other network. This includes, but is not limited to, the uploading or creation of computer viruses.

Telephone Charges - The District assumes no responsibility for any unauthorized charges or fees, including telephone charges, long-distance charges, per-minute surcharges, and/or equipment or line costs.

Copyright Web Publishing Rules - Copyright law prohibits the republishing of text or graphics found on the Web without explicit written permission.

1. For each re-publication (on a Web site or file server) of a graphic or a text file that was produced externally, there must be a notice at the bottom of the page crediting the original producer and noting how and when permission was granted. If possible, the notice should also include the Web address of the original source.
2. Students engaged in producing Web pages must provide library media specialists with e-mail or hard copy permissions before the Web pages are published. Printed evidence of the status of "public domain" documents must be provided.

3. The absence of a copyright notice may not be interpreted as permission to copy the materials. Only the copyright owner may provide the permission. The manager of the Web site displaying the material may not be considered a source of permission.

Use of Email – The District's email system, and its constituent software, hardware, and data files, are owned and controlled by the School District. The School District provides email to aid students as an education tool.

1. The District reserves the right to access and disclose the contents of any account on its system, without prior notice or permission from the account's user. Unauthorized access by any student to an email account is strictly prohibited.
2. Each person should use the same degree of care in drafting an electronic mail message as would be put into a written memorandum or document. Nothing should be transmitted in an e-mail message that would be inappropriate in a letter or memorandum.
3. Electronic messages transmitted via the school district's Internet gateway carry with them an identification of the user's Internet "domain." The domain name is a registered domain name and identifies the author as being with the school district. Great care should be taken, therefore, in the composition of such messages and how such messages might reflect on the name and reputation of the school and district. Users will be held personally responsible for the content of any and all electronic mail messages transmitted to external recipients.
4. Any message received from an unknown sender via the Internet should either be immediately deleted or forwarded to the system administrator. Downloading any file attached to any Internet-based message is prohibited unless the user is certain of that message's authenticity and the nature of the file so transmitted.
5. Use of the School District's email system constitutes consent to these regulations.

Annual Notice to Parents About Educational Technology

School districts throughout the State of Illinois contract with different educational technology vendors for beneficial K-12 purposes such as providing personalized learning and innovative educational technologies, and increasing efficiency in school operations.

Under Illinois' Student Online Personal Protection Act, or SOPPA (105 ILCS 85/), educational technology vendors and other entities that operate Internet websites, online services, online applications, or mobile applications that are designed, marketed, and primarily used for K-12 school purposes are referred to in SOPPA as *operators*. SOPPA is intended to ensure that student data collected by operators is protected, and it requires those vendors, as well as school districts and the Ill. State Board of Education, to take a number of actions to protect online student data.

Depending upon the particular educational technology being used, our District may need to collect different types of student data, which is then shared with educational technology vendors through their online sites, services, and/or applications. Under SOPPA, educational technology vendors are prohibited from selling or renting a student's information or from engaging in targeted advertising using a student's information. Such vendors may only disclose student data for K-12 school purposes and other limited purposes permitted under the law.

In general terms, the types of student data that may be collected and shared include personally identifiable information (PII) about students or information that can be linked to PII about students, such as:

- Basic identifying information, including student or parent/guardian name and student or parent/guardian contact information, username/password, student ID number
- Demographic information
- Enrollment information
- Assessment data, grades, and transcripts
- Attendance and class schedule
- Academic/extracurricular activities
- Special indicators (e.g., disability information, English language learner, free/reduced meals or homeless/foster care status)
- Conduct/behavioral data
- Health information
- Food purchases
- Transportation information
- In-application performance data
- Student-generated work
- Online communications
- Application metadata and application use statistics
- Permanent and temporary school student record information

Operators may collect and use student data only for K-12 purposes, which are purposes that aid in the administration of school activities, such as:

- Instruction in the classroom or at home (including remote learning)
- Administrative activities
- Collaboration between students, school personnel, and/or parents/guardians
- Other activities that are for the use and benefit of the school district

VIII. MISCELLANEOUS

Chain of Command

The Jacksonville School District takes pride in its communication efforts with all stakeholders of the District. To ensure that parent concerns or issues are heard by the appropriate individual who can resolve the issue at the point of origin and provide a direct response, the Board of Education asks that parents follow the District's Chain of Command outlined below. It is the intent of the Chain of Command to resolve concerns and issues during the earliest steps with the individual (s) directly involved with the concerns.

1. In the event of a concern, a parent or community member should contact the teacher, supervisor, coach, or staff member who is directly involved with the concern or situation.
2. If a parent or community member has completed Step 1 and feels that the issue/concern was not remedied, they should contact the building Principal, Director of the program, or the Athletic Director.
3. If a parent or community member has completed Step 1 and Step 2, and feels that the issue/concern warrants yet further discussion, the parent or community should then contact Central Office.
4. If the issue/concern of the parent or community member still remains after the completion of Steps 1, 2, and 3, the parent or community member should contact a Board of Education member. The Board of Education member in consultation with the Board of Education President

and Superintendent will re-direct the individual back to the appropriate level or request that the concern be placed on the Board of Education agenda for full Board discussion.

Accommodating Individuals with Disabilities

Individuals with disabilities will be provided an opportunity to participate in all school- sponsored services, programs, or activities. Individuals with disabilities should notify the superintendent or building principal if they have a disability that will require special assistance or services and, if so, what services are required. This notification should occur as far in advance as possible of the school-sponsored function, program, or meeting.

Pesticide Application Notice

Notification will be given before application of the pesticide on Skyward as well as the district calendar. Prior notice is not required if there is imminent threat to health or property.

Mandated Reporter

All school personnel, including teachers and administrators, are required by law to immediately report any and all suspected cases of child abuse or neglect to the Illinois Department of Children and Family Services.

Equal Opportunity and Sex Equity

Equal educational and extracurricular opportunities are available to all students without regard to race, color, nationality, sex, sexual orientation, gender identity, ancestry, age, religious beliefs, physical or mental disability, status as homeless, or actual or potential marital or parental status, including pregnancy.

No student shall, based on sex or sexual orientation, be denied equal access to programs, activities, services, or benefits or be limited in the exercise of any right, privilege, advantage, or denied equal access to educational and extracurricular programs and activities.

Any student or parent/guardian with a sex equity or equal opportunity concern should contact Tami Stice , Human Resources (217)243-9411.

Cleaning

The program follows a routine frequency of cleaning and sanitizing all surfaces in the facility. Sprays, air fresheners and deodorizers are not used in the classrooms nor stored in the custodial closets. Ventilation and sanitization are used to control odors. Children who suffer from allergies or other special health needs

are assessed by a school nurse and parent or caretaker concerning any special maintained areas or procedures needed for that child.

Invitations & Gifts

Party invitations or gifts for classmates should not be brought to school to be distributed. Items such as these are of a personal nature and should be mailed home or delivered outside of the school day. The office is unable to release addresses and phone numbers of students.

Animals on School Property

In order to assure student health and safety, animals are not allowed on school property, except in the case of a service animal accompanying a student or other individual with a documented disability. This rule may be temporarily waived by the building principals in the case of an educational opportunity for students, provided that (a) the animal is appropriately housed, humanely cared for, and properly handled, and (b) students will not be exposed to a dangerous animal or an unhealthy environment.

Visitors

All visitors, including parents and siblings, are required to enter through the designated door of the building and proceed immediately to the main office. Visitors should identify themselves and inform office personnel of their reason for being at school.

Visitors must sign in, identifying their name, the date and time of arrival, and the classroom or location they are visiting. Approved visitors must take a tag identifying themselves as a guest and place the tag on their outer clothing in a clearly visible location. Visitors are required to proceed immediately to their location in a quiet manner. All visitors must return to the main office and sign out before leaving the school.

Visitors are expected to abide by all school rules during their time on school property. A visitor who fails to conduct himself or 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.

Visitors to and Conduct on School Property

Visitors are welcome on school property, provided their presence will not be disruptive. All visitors must first report to the main office. Any person wishing to speak with a staff member should contact the staff member by phone or email to make an appointment. Conferences with teachers are held, when possible, outside school hours. The School District expects mutual respect, civility, and orderly conduct among all individuals on school property or at a school event. No person on school property or at a school event shall perform any of the following acts:

1. Strike, injure, threaten, harass, or intimidate a staff member, board member, sports official or coach, or any other person.
2. Behave in an unsportsmanlike manner or use vulgar or obscene language.
3. Unless specifically permitted by State law, possess a weapon, any object that can reasonably be considered a weapon or looks like a weapon, or any dangerous device.
4. Damage or threaten to damage another's property.
5. Damage or deface school property.
6. Violate any Illinois law or municipal, local or county ordinance.
7. Smoke or otherwise use tobacco products, including electronic cigarettes/devices.
8. Distribute, consume, use, possess, or be impaired by or under the influence of an alcoholic beverage, cannabis, other lawful product, or illegal drug.
9. Be present when the person's alcoholic beverage, cannabis, other lawful product, or illegal drug consumption is detectible, regardless of when and/or where the use occurred.
10. Use or possess medical cannabis, unless he or she has complied Illinois' Compassionate Use of Medical Cannabis Act and district policies.
11. Impede, delay, disrupt, or otherwise interfere with any school activity or function (including using cellular phones in a disruptive manner).
12. Enter upon any portion of school premises at any time for purposes other than those that are lawful and authorized by the board.
13. Operate a motor vehicle: (a) in a risky manner, (b) in excess of 20 miles per hour, or (c) in violation of an authorized district employee's directive.
14. Engage in any risky behavior, including roller-blading, roller-skating, or skateboarding.
15. Violate other district policies or regulations, or a directive from an authorized security officer or district employee.
16. Engage in any conduct that interferes with, disrupts, or adversely affects the district or a school function.

Any staff member may request identification from any person on school property; refusal to provide such information is a criminal act. The Building Principal or designee shall seek the immediate removal of any person who refuses to provide requested identification. Any person who engages in conduct prohibited by this policy may be ejected from school property. The person is also subject to being denied admission to school events or meetings for up to one calendar year.

School Visitation Rights

The School Visitation Rights Act permits employed parents/guardians, who are unable to meet with educators because of a work conflict, the right to time off from work under certain conditions to attend necessary school functions such as parent-teacher conferences. Letters verifying participation in this program are available from the school office upon request.

School Volunteers

All school volunteers must complete the application provided through the "Secure Volunteer" portal found at jsd117.org and be approved by the director prior to assisting at the school. Some teachers utilize parent volunteers in the classroom. The individual teachers make this decision. Teachers who desire parent volunteers will notify parents. For school-wide volunteer opportunities, please contact the Principal. Volunteers are required to check in and out at the main office and receive a visitor badge before going to their destination.

Confidentiality

School volunteers see and hear things that are private. A student acts out and has to be disciplined. A teacher asks a volunteer to help enter grades in the grade book.

Volunteers need to know certain information before they can help in the classroom. If a student gets extra time to take a test because of a learning disability, the volunteer needs to know that to be fair to all students. But, school volunteers should understand the importance of confidentiality.

What you SEE and HEAR in any school, classroom, hallway, bathroom, cafeteria, or at any site or activity the school participates in, should be considered confidential and only discussed or repeated to your supervisor, teacher, or principal. Even if you know a parent of one of the students you work with, do not discuss those activities with the parent.

If you overhear a conversation between students, staff, and/or administrators, do not repeat them. If you are concerned about what you have heard, talk to the supervisor, teacher, or principal.
Volunteers should not take the liberty to read documents or browse through folders left in the office, on any desk, or in any filing cabinet.

Parent Pledge

In order to protect my own child, I agree to the following guidelines:

1. I will not discuss any child other than my own outside of the school and/or the classroom. To do so is to violate the 1972 Federal Rights Privacy Act.
2. I will not criticize the teacher in front of the students.
3. I will not ask for confidential data about any student other than my own.
4. If I have a problem with something a teacher does, I will talk to the teacher privately. If I am unsatisfied, I can talk to the Principal about it.

I agree to these guidelines in order to protect my own child. If I do not follow these guidelines, I may not be asked to volunteer.

Facility Use

The use of school facilities is not automatically extended to any person or group. Approval of facility usage is at the discretion of the administration. The School District reserves the right to limit or refuse use of facilities and to require cash deposits or certificates of insurance from any individual or organization with respect to rental or use of any school facility.

Video & Audio Monitoring Systems

A video and/or audio monitoring system may be in use on school busses and a video monitoring system may be in use in public areas of the school building. These systems have been put in place to protect students, staff, visitors, and school property. If a discipline problem is captured on audiotape or videotape, these recordings may be used as the basis for imposing student discipline. If criminal actions are recorded, a copy of the tape may be provided to law enforcement personnel.

It is the practice of Jacksonville School District 117 to allow only school personnel overseeing the video monitoring system to view video/audio tapes. This practice is to secure the safety and privacy rights of all children.

Sex Offender Notification Law

State law prohibits a convicted child sex offender from being present on school property when children under the age of 18 are present, except for in the following circumstances as they relate to the individual's child(ren):

1. To attend a conference at the school with school personnel to discuss the progress of their child.
2. To participate in a conference in which evaluation and placement decisions may be made with respect to their child's special education services.
3. To attend conferences to discuss issues concerning their child, such as retention or promotion.

In all other cases, convicted child sex offenders are prohibited from being present on school property unless they obtain written permission from the superintendent or school board.

Anytime that a convicted child sex offender is present on school property for any reason – including the three reasons above – he/she is responsible for notifying the principal's office upon arrival on school property and upon departure from school property. It is the responsibility of the convicted child sex offender to remain under the direct supervision of a school official at all times he/she is in the presence or vicinity of children. A violation of this law is a Class 4 felony.

Offender Community Notification Laws

State law requires schools to notify parents/guardians during school registration or parent-teacher conferences that information about sex offenders and violent offenders against youth is available to the public on the Ill. Dept. of State Police (ISP) website.

The ISP website contains the following:

Illinois Sex Offender Registry, www.isp.state.il.us/sor/

Illinois Murderer and Violent Offender Against Youth Registry,
www.isp.state.il.us/cmvo/

Frequently Asked Questions Concerning Sex Offenders,
www.isp.state.il.us/sor/faq.cfm

Jacksonville School Dist. 117 – Early Years Program Transition Activities

Transitioning into the Preschool for All Program

1. Families receive a welcome brochure from the administrator.
2. At the screening, parents do a needs assessment and have a short introduction to Preschool for All
3. Families visit a Preschool for All classroom, meet the teacher, and see the surroundings.
4. Teachers will schedule a visit with each family, explaining the Parent Handbook and the school calendar.
5. Preschool for All Registration and Open House activities answer questions and concerns
6. Parent Educators assist parents in acquiring birth certificates, immunizations and physicals
7. Prepare for bus transportation if needed
8. Discussions with parents about separation anxiety.
9. Coordination with daycares for before and after school care.
10. Parents are encouraged to stay with an anxious child for an appropriate amount of time.

Transitioning out of the Preschool for All Program (other than Kindergarten)

1. Family will notify the school of the upcoming transition

2. Program staff will work with family to complete a transition plan if time allows, considering the following:

- Discuss referral options
- Discuss questions/concerns of the family
- Explore Early Childhood programs
- Discuss parental rights and responsibilities
- Actions to complete for a successful referral

3. Program staff will provide family with appropriate contact information and/or paperwork

4. Program staff will forward any records allowable by school law

Transitioning into Kindergarten

- Preschool teachers share students' strengths and needs with Kindergarten teachers through a student profile sheet given to the child's Kindergarten school at the end of the child's last year in Pre-Kindergarten. Ongoing communication continues with the Kindergarten school as needed.
- Parents are asked to confirm where their child will be going to Kindergarten in case this has changed.
- Preschool families are informed of Kindergarten Nights that are held within the district. The Early Years Program staff attend these nights as assigned.
- Early Years Program Parent Educators can assist with setting up tours to visit schools in the district. Parent Educators can be present for the tours per parent request.
- The purpose of the tours are as follows:
    - Family can become comfortable within the school they will be attending.
    - Family is able to view the layout of the building.
    - Family is able to meet staff members.
    - Family is able to see special education program options.
- For students receiving special education services, meetings will be conducted for the transition from Preschool to Kindergarten. Any Domain, Eligibility Determination Conference (EDC) or Individualized Education Program (IEP) meeting will be attended by the Early Years Administration/Coordinator, Four Rivers representative, Preschool and Kindergarten teachers (general and special education). Parent Educators may attend the meetings as assigned or requested.
- Assessment and progress information is shared at the end of the year to update parents on their child's progress and share Kindergarten expectations.
- The Early Years Program staff share ideas for summer activities to continue student learning.
- Parents are encouraged to walk or drive by their child's new school so that the preschooler can become comfortable with the new surroundings.

Jacksonville School Dist. 117 – Early Years Program

Recruitment Activities

1. Word of mouth / drop-ins with existing clients and from location of program
2. Siblings
3. Prevention Initiative and Early Intervention programs
4. Agency referrals
5. Community Bulletin Boards
6. Fliers and newsletters
7. Resource Fair
8. Screenings and Open House/Registrations
9. District web-site/Administrators/ Parents
10. Program website and Facebook page
11. District Television Channel
12. Local businesses and social service agencies