



RICH HISTORY, BRIGHT FUTURE

Jacksonville School District #117

Early Years Program
Birth-3 Prevention Initiative

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



Parent Handbook
2025-2026

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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 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 program's rules and expectations, and is not a comprehensive statement of procedures. The School 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
(217) 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. Lindsay Wayne, Principal

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

516 Jordan Street
Jacksonville, IL 62650
(217) 243-287

Office Staff

Lindsay Wayne – Principal of the Early Years Program
Kelly Ballard – Program Coordinator/Instructional Leader
Heather Walker – Secretary
Shawn Ford – School Nurse
Karla Evans – Head Custodian

Birth to 3 Prevention Initiative Staff

Jenna Crowder – Home Visitor
Tracy Day – Home Visitor
Abby Fanshier – Home Visitor
Rosemary Grace – Home Visitor
Alaina Rueter – Home Visitor
Mary Steelman – Home Visitor
Jennifer Williams – Home Visitor

Preschool Staff

Amy Dufelmeier – Preschool Teacher
Danielle Jackson – Preschool Teacher
Samantha Lomelino – Murrayville Preschool Teacher (Long-term Substitute)
Maghen Mathews – Preschool Teacher
Holly Saxer – Preschool Teacher
Addie Schmidt-Preschool Teacher
Megan Venz – Preschool Teacher
TBD – Preschool Teacher
TBD – Preschool Teacher

David Bergschneider – Paraprofessional
Melissa Bolino – Paraprofessional
Camri Brogdon – Paraprofessional
Sarah Kokinias – Paraprofessional
Sara Maxwell – Paraprofessional
Karli Saxer – Paraprofessional
Amanda Tomhave – Paraprofessional
Rashana Wells – Paraprofessional
Rashelle Young – Paraprofessional

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

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 group encounter and during home visits. Our curriculum addresses the following 8 areas: child growth and development, including prenatal development; childbirth and childcare; child safety and injury prevention; family structure, function, and management; prenatal and postnatal care for mothers and infants; prevention of child abuse; interpersonal and family relationships including physical, mental, emotional, social, economic, and psychological; and parenting skills and development.

Parents:

Our program emphasizes the important role parents play in their child's development and education. 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 problems with staff or program policies, they may call the office for assistance.

Programming for Children Under 3 Years Old

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

Our services for families include:

- Personal Encounters – conducted by a Home Visitor to support families in their parenting role and provide child development information.
- Group Encounters – opportunities for families to come together and share activities as well as listen to guest speakers on relevant topics.
- Child Screening – developmental, vision, hearing, and social emotional 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 families.

Services are voluntary and there is no cost for participation.

Expectations for Participation:

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

- Be present for visits – if you need to cancel a visit or reschedule for a different day, please contact your Home Visitor at least 1 hour in advance.
- It is very important to reschedule any visits that you are unable to attend. Please contact your Home Visitor to set up a new time as soon as possible when you are forced to cancel an appointment.
- Turn off the television and silence your cell phone during home visits.
- Attend group encounters.
- Share what you have seen and know about your child at each visit and during screenings.
- Be an active partner in the program.
- Typically, our program services consist of weekly or biweekly home visits. However, we understand that situations can arise that temporarily require increased services. Please work with your Home Visitor as increased services may become necessary.

Program Application Process

1. Families complete a confidential family history that helps determine placement in the program. Program qualifiers include income, 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 qualifiers.
2. Our program utilizes an individualized weighted criteria system to identify qualifiers for program placement. The program enrolls children identified as having the highest needs and ensures children with the highest needs are prioritized for enrollment through a selection process, which may include a waiting list. After a child is enrolled in the program, he or she must be allowed the opportunity to continue services for the duration of the program until he or she is preschool eligible. The family may voluntarily leave the program at any time.
3. Families are encouraged to:
 - Attend group encounters, parent workshops, and activities with the child throughout the school year
 - Be available for scheduled home visits
 - Be willing to continue learning activities in the home
 - Attend parent/child activities throughout the school year
4. Newsletters, fliers, and a monthly calendar will be provided, in your preferred language when needed. You can also preview the newsletter and calendar on the program website at <http://earlyyears.jsd117.org/>
5. Children served by Early Intervention and children in the Birth to 3 Program who qualify for services may transition into the Preschool For All program.

II. HEALTH and SAFETY

Required Documents

The following documents are required within 45 days (6 weeks) of enrollment in the program. Our program will provide assistance in obtaining these documents as needed.

1. Certified copy of the child's birth certificate
2. Copy of the child's most recent physical examination/well child check-up (will be updated every 6 months)
3. Copy of the child's immunizations
4. Proof of income

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**

Students between the age of 1 and 7 must provide a statement from a physician assuring that the student was "risk-assessed" or screened for lead poisoning.

Exemptions to Health Examination or Immunization Requirements:

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

Vision/Hearing Screening

Program staff conducts a hearing screening using the OAE functional hearing screening or obtains a doctor's report on the child's hearing. The results of the OAE are shared with the family and documented on the screening form.

Program staff conducts a functional vision screening. The results are shared with the family and documented on the screening form.

The Early Years Program will refer children to other agencies as needed according to screening results.

Illness

Illness symptoms include a body temperature of 100 degrees or higher, repeated vomiting, incidence of diarrhea 2 or more times, unexplained rash, or croup-like cough. Children and family members with these illness symptoms should not participate in home visits or group sessions.

In addition, any child or family member who has symptoms of impetigo, pinkeye, scabies, or ringworm should not participate in home visits or group sessions until they have been under treatment for 24 hours or have a written release from their physician. **The child should be free of symptoms for 24 hours before participation.**

***Because visits often occur in the home, illness in ANY member of the household is cause to conduct a visit virtually or reschedule. Please contact your home visitor to reschedule or set up a virtual visit.**

Communicable Diseases

The Birth to 3 Program will observe recommendations of the Illinois Department of Public Health regarding communicable diseases. This includes chickenpox, mumps, measles, strep throat, diarrhea, flu-like symptoms, pinkeye, ringworm, scabies, lice, or unexplained rashes.

1. Parents/Guardians should notify their Home Visitor if they suspect their child or a family member has a communicable disease.
2. In certain cases, children or family members with a communicable disease may be excluded from group sessions or home visits.

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

***Because visits often occur in the home, illness in ANY member of the household is cause to conduct a visit virtually or reschedule. Please contact your home visitor to reschedule or set up a virtual visit.**

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.

Please do not hesitate to contact school or district officials if you have any concerns regarding your child's education, health or safety.

Targeted School Violence Prevention Program

Threats and acts of targeted school violence harm the District's environment and school community, diminishing students' ability to learn and a school's ability to educate. Providing students and staff with access to a safe and secure environment is an important goal of the School and District. While it is not possible to completely eliminate threats, the School and District maintain a Targeted School Violence Prevention Program and a Threat Assessment Team to reduce these risks to its environment.

Parents/guardians and students are encouraged to report any expressed threats or behaviors that may represent a threat to the community, School, or self. Reports can be made to any school administrator, law enforcement authorities, or the Safe2Help Illinois helpline (www.safe2helpil.com/).

Students and parents are urged to participate in behavioral threat assessment and intervention programs if the Behavioral Threat Assessment Team believes that intervention is necessary to prevent a student from harming themselves or others. However, if for some reason there is a reluctance to participate in the process by the threat maker(s) or parent/guardian(s), the threat assessment process will continue in order to ensure a safe and caring learning environment for all.

For further information, please contact the Building Principal.

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. The Early Years Program and its facilities are part of JSD #117.

III. INSTRUCTIONAL PROCEDURES

Referral Procedures

Children with identified areas of need according to screening results 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 an Early Intervention therapist who may visit the home to support the area of need identified in the screening.

During the screening and developmental monitoring process all staff will make it a priority to identify children with possible delays and to refer those children to Early Intervention. Staff are trained to identify possible delays in children and to speak to parents about the development of their child. Staff will communicate with parents about the services Early Intervention can provide and will explain and facilitate the referral and enrollment process. Staff will “come alongside” families as children enroll in EI or are co-enrolled in EI and PI.

Homeless Families

The Early Years Program will prioritize services to those families who are homeless through the Individual Family Goal Plan and Eligibility Criteria Form. Community collaborations will be maintained with agencies who serve homeless families (New Directions, Salvation Army, etc.) so that the program can better recruit and serve homeless families. As staff “come alongside” families in completing their IFGP, goals will be set to support the acquisition of secure housing. Program staff will allow flexibility in the location of home visits and the provision of transportation as families acquire stable housing.

English Language Learners

The Early Years Program supports and respects families from diverse ethnicities and who speak various languages. Google Translate, interpreters, and translation of documents will be utilized to support home visiting and group encounters for families. The child education environment and family events will reflect the cultures of the families enrolled.

Student Records

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 that are created in part for law enforcement, security, or safety reasons or purposes; and electronic recordings made on school buses.

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 15 school 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. The principal will make arrangements for access and notify the parent/guardian or student of the time and place where the records may be inspected. The District charges \$.35 per page for copying but no one will be denied their right 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 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 person or company with whom the District has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); 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. 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; 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.

3. 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.

4. 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

Gender

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.

5. **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.**
6. **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:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington DC 20202-4605

IV. 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 facilitation 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 and 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 and 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 educational 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.

V. MISCELLANEOUS

School Closings

The Early Years Program follows the JSD #117 schedule for holidays and vacations as well as early dismissal, emergency days, and 2 hour late start announcements. Occasional cancellation of home visits and group sessions will result from early dismissals or professional development.

When JSD #117 cancels school because of inclement weather or other emergencies, Early Years Program home visits and group sessions will also be cancelled. When a 2 hour late start is utilized, group sessions during that time will be cancelled and home visits will be rescheduled.

Families will be notified of cancellations and late starts via text message. This information will also be posted on the program website at <http://earlyyears.jsd117.org/> and our Facebook page (Jacksonville School District #117 – Early Years Program).

The following radio stations will announce school closings and late starts:

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

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.

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.

Steps:

1. In the event of a concern, a parent or community member should contact the Home Visitor 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.

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 member 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.

Mandated Reporter

All school personnel, including Home Visitors 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.

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 Home Visitor or location they are visiting. Visitors are asked 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.

Any person wishing to confer with a staff member should contact that staff member to make an appointment. Conferences with teachers are held, to the extent possible, outside school hours or during the teacher's conference/preparation period.

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 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:

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.
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 with 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 rollerblading, 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 person who engages in prohibited conduct may be ejected from or denied admission to school property in accordance with State law. The person may also be subject to being denied admission to school athletic or extracurricular events for up to one calendar year.

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.

Confidentiality

All Early Years Program staff are committed to maintaining the confidentiality of any information we receive about our families.

Our clients may see and hear things that are private when participating in group encounters or volunteering on our Parent Advisory Committee or Interagency Committee. We ask that you 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 Home Visitor or the Principal.

If you overhear a conversation between parents, children, staff, and/or administrators, do not repeat them. If you are concerned about what you have heard, talk to the Home Visitor or Principal.

Clients should not take the liberty to read documents or browse through folders brought in by home visitors, 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 ask for confidential data about any family other than my own.
3. If I have a problem with something a Home Visitor does, I will talk to the Home Visitor privately. If I am unsatisfied, I can talk to the Principal about it.
4. I agree to these guidelines in order to protect my own child and family.

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.

Information about sex offenders or violent offenders against youth is available to the public on the Illinois State Police (ISP) website. The ISP website contains the following:

Illinois Sex Offender Registry, <https://isp.illinois.gov/Sor/Disclaimer>

Illinois Murderer and Violent Offender Against Youth Registry,
<https://isp.illinois.gov/MVOAY/Disclaimer>

Frequently Asked Questions Concerning Sex Offenders, <https://isp.illinois.gov/Sor/FAQs>

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. If a family is interested in another preschool program in the

community, the Home Visitor will support them in obtaining information and enrolling in that program.

3. Families visit a Preschool for All classroom, meet the teacher, and see the surroundings.
4. Teachers 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. Home Visitors 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.

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 website/Administrators/Parents
10. Program website and Facebook page
11. District Television Channel
12. Local businesses and social service agencies