

# *Parent-Student Handbook*

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*Mannheim School District 83*  
*2021 - 2022*

Dear Parents and Students,

We take pleasure in welcoming you as partners in education. This booklet has been prepared as a source of practical information for the parents and students of Mannheim School District 83.

Together we can assist your children in striving to reach their potential, while making the learning experience enjoyable. In addition to providing the direction for achieving academic goals, we can

establish a framework for the development of good work habits, respect for authority, punctuality, regard for the rights of others, and many other qualities and skills necessary for success in school and in the world outside the classroom.



Sincerely,

Kim S. Petrasek  
Superintendent

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### Board of Education

Mrs. Marianne Anderson – President.....(708) 562-5552  
Mr. Humberto Chaidez – Vice President..... (847) 288-0443  
Mrs. Maribel Ayala – Secretary..... (708) 223-8554  
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The Members of the Board of Education are elected by the voters of the school district for four-year terms. Regular meetings of the Board of Education are usually held on the second Thursday of every month at 6:30 P.M.

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### District Personnel

Ms. Jacqueline Gaffney, District Nurse .....	Enger School .....	(847) 455-5299
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## General Information

### Articles Prohibited in School

Problems can arise when children bring articles to school which are hazardous to their own safety, the safety of others, or interfere in some way with school procedures. These items, such as knives, guns, look-alike weapons, firecrackers, matches, portable radios, hard balls and bats, skateboards, water guns, etc. may be confiscated if brought to school and appropriate disciplinary action, as set forth in the following pages, may be taken. Parents are asked to help children understand the necessity for such action. Each school has specific rules regarding articles that are prohibited, so parents should check with the individual school office. If a student realizes that he/she has (unintentionally or accidentally) brought a prohibited item to school, he/she must immediately turn the item over to an adult. "Immediately" usually means within five minutes of the student's discovery of an item. This rule is referred to by school personnel as "the five minute rule." Students who abide by the "five minute rule" may, depending on the circumstances, receive reduced disciplinary consequences.

### Residency Requirements

Only students who are residents of the school district may attend a District school without tuition charge, except as otherwise provided by law. Generally, a student will be regarded as a resident and enrolled on a tuition-free basis if the student falls within one of the following categories:

1. The student and the person with legal custody of the student live in the school district on a full-time and indefinite length of time basis. If the residency in the District of the person with whom the student lives is on a temporary basis, it must not be as a visitor or for educational purposes. A person usually will be deemed to have custody of the student when the person is an adult and has immediate and predominant authority and control over most of the major aspects of the student's life. Major aspects of the student's life include medical treatment, discipline, financial support, education, social activities and day-to-day nourishment, care and sleeping arrangements. Legal custody exists in any one of the following circumstances:
  - a. Custody is exercised by a natural or an adoptive parent with whom the student resides.

- b. Custody has been granted by court order to a person with whom the student resides for reasons other than to have access to the educational programs of this District.
  - c. Custody is exercised under a short-term guardianship for reasons other than to have access to the educational programs of this District. Short-term guardianship is transferred by a document containing information specified by law and signed by the parent transferring guardianship to another person. Unless Court approval is obtained, the transfer cannot exceed 60 days.
  - d. Custody is exercised by a caretaker adult relative who is receiving aid under the Illinois Public Aid Code for the student who resides with that caretaker for purposes other than to have access to the educational programs of this District.
  - e. Custody is exercised by an adult who demonstrates that, in fact, he or she has assumed and exercises legal responsibility for the student and provides the student with a regular fixed nighttime dwelling for purposes other than to have access to the educational programs of this District.
2. The student is a foreign exchange student in a program approved by the State Board of Education and the Superintendent.
  3. The student has been placed with a foster parent or child care facility by the Department of Children and Family Services outside this District, but DCFS has determined it to be in the best interests of the student to maintain attendance in this District. In this instance, the School District will look to DCFS to provide or fund transportation for the student.
  4. An enrolled resident student becomes a non-resident during the school term. In such cases, the student may continue to attend tuition-free until the end of the regular school term in June so long as the student maintains enrollment.
  5. The student is homeless.

### **Residency of Special Education Students**

The residency of a special education student involves a separate set of criteria. A student with an active IEP or who has been identified as eligible for special education services will be regarded as a resident and enrolled on a tuition-free basis in any one of the following circumstances:

1. The student's parent with legal guardianship of the student, or an individual guardian who has been appointed for the student by the courts, resides in the School District.
2. The student's parents are legally separated or divorced, both parents retain legal guardianship or custody and the student's parent who provides the student's primary regular fixed nighttime abode resides in the School District. However, the election of the resident district by the parents may be made only once per school year.
3. An Illinois public agency has guardianship of the student and
  - a. the student and parent both reside in the School District; or
  - b. the agency has placed the student residentially in the School District; or
  - c. the student has been residentially placed outside the State and the School District was the last school district to provide at least 45 days of educational service to the student.
4. An Illinois court has ordered residential placement of the student, but the student's parent has legal guardianship and resides in the School District.
5. The student resides in the School District and
  - a. a parent or court appointed guardian has legal guardianship, but the location of the parent or guardian is unknown; or

- b. the student is age 18 or older and no legal guardian has been appointed; or
- c. the student is legally an emancipated minor.

When the parent, or other person, with legal guardianship lives outside the State, the parent, legal guardian, or other placing agent is responsible for making arrangements to pay the School District for the educational services rendered to a special education student.

## Homeless Students

A homeless student is one who:

1. lacks a fixed, regular and adequate nighttime place of residence; or
2. has a primary nighttime place of residence that is:
  - a. a supervised publicly or privately operated shelter designated to provide temporary living accommodations (including welfare hotels, congregate shelters, and transitional housing);
  - b. an institution that provides a temporary residence for individuals intended to be institutionalized; or
  - c. a public or private place not designated for or ordinarily used as a regular sleeping accommodation for human beings.

A parent or guardian of a homeless student may enroll that student in either the "school of origin" or in the school for the attendance area in which the student actually lives. "School of origin" is the school that the student attended when permanently housed or the school in which the student was last enrolled. Homeless students shall be enrolled immediately, even if they are unable to provide records normally required for enrollment, and will be referred promptly for necessary immunizations in order to facilitate their prompt admission.

## Investigation

The District may investigate and determine the residency of any student before or after enrollment in accordance with the applicable provisions of Illinois law and may require the involved persons to provide additional information to be considered by the District in determining residency. Such information may include, but is not limited to, real estate contracts, leases, financial documents, voter registration, tax documents, bills, and vehicle registrations and licenses. The investigation may include, but is not limited to, interviews, completion of questionnaires, observations and home visits. Whenever the District receives information believed to be reliable questioning the residency of the student, the District shall conduct an investigation to determine whether the student is a resident of the District.

If a student has not begun attendance in school when residency is questioned, the District shall generally deny attendance pending determination of the student's residency; however, students who are considered homeless under the Education for Homeless Children Act, 105 ILCS 45/1-1 et seq. shall be enrolled immediately. At the conclusion of the investigation and after providing the student and the student's parents or other appropriate person an opportunity to discuss the matter, the District shall make a decision as to the student's residency. If it is determined that the student is not a resident, the District will take appropriate action which may include refusing to enroll the student.

If it is determined that a student already enrolled is not a resident of the School District, notice of the decision and an opportunity for a hearing shall be given, a hearing held before the Board or its hearing officer if timely requested, and a decision made in accordance with the procedures specified in the School Code. The student may be disenrolled and tuition charged for the period of non-residency, if non-residency is found by the Superintendent or his/her designee, subject to appeal to, and/or affirmation by, the Board. However, pending any appeal to, and/or affirmation by, the Board of the Superintendent's determination of non-residency, a student enrolled and attending school in the district may continue to attend school. The person responsible for the student is responsible for tuition pending an appeal if non-residency is found by the Board, as well as tuition for the balance of the period of non-residency.

Illinois law has made it a crime, punishable by imprisonment and fine, to knowingly or willfully present any false information regarding the residency of a student for purposes of enabling that student to attend on a tuition-free basis or to knowingly enroll or attempt to enroll a student on a tuition-free basis when the student is known to be a non-resident of the District. The

Superintendent is authorized to seek prosecution to the full extent of the law of any person who the Superintendent believes has committed any residency-related crime. Civil proceedings may also be initiated with the approval of the Board.

### **Attendance and Punctuality**

Regular attendance is a necessary step toward satisfactory progress in school. Children who are frequently absent miss valuable classroom instruction. Irregular attendance promotes disinterest and endangers the academic progress of children. Parents should encourage regular attendance, but children should not be sent to school when their attendance might be detrimental to their own health or to the other children in school. Parents are required to call the Elementary Schools before 9:00 A.M. and the Middle School before 8:00 A.M. to notify the office of their child's absence. If a student is out of school for 2 weeks or more, they will have to re-enroll in school.

School hours are as follows:

- MECC A.M.....8:30 a.m. –11:00 a.m.
- MECC P.M. ....12:30 p.m. – 3:00 p.m.
- Middle School.....8:00 a.m. – 3:00 p.m.
- Elementary.....9:00 a.m. - 3:30 p.m.
- Kindergarten.....9:00 a.m. - 3:30 p.m.

We believe children should develop the habit of reporting to school and class on time. Children who report promptly soon develop an attitude of punctuality and an appreciation of learning time. A written note explaining a child's absence for over three days may be required, if specified by the Principal.

### **After School Student Choir Performances**

The School District does not control or promote the video or audio-recordings of these extra-curricular performances by the students. These performances are performed by and are for the benefit of the students and their families. It is the expectation of the School District that any person recording student images or music respect the interests and rights of all students and their families by not improperly using such images, or unnecessarily posting or further publishing such images or music publicly. The School District reserves the right to limit or terminate the privilege of recording student performances if the reasonable privacy rights and interests of the students involved are adversely affected.

### **Equal Educational Opportunities**

Equal educational opportunities shall be made available to all students without regard to race, color, national origin, ancestry, sex, ethnicity, language, religion, disability, economic, social condition, actual or potential marital or parental status, or any other characteristics that are not discriminated against. The School District prohibits discrimination, harassment or retaliation on the basis of any of the foregoing characteristics, of or by any student, employee, agent or third party participating in an activity reasonably related to school.

### **Information Regarding Teacher Quality**

Under the No Child Left Behind Act of 2001, parents may request information regarding the professional qualifications of their student's teachers. To request information regarding the professional qualifications of your student's teacher(s), please contact the Building Principal.

### **Student Records**

Pursuant to 105 ILCS 10/1 et. seq. of the Illinois School Code, and regulations adopted by the State Board of Education, all students in Mannheim District 83 have both a temporary record and a permanent record. The law provides that parents and students must be notified of their rights in regard to student records. Copies of this Policy are available upon request from the Administrative Center. The Mannheim District 83 School Board has developed an extensive policy and accompanying rules and regulations with respect to student records. Included in the record of permanent information will be basic identifying information, including the student's and parents' names and addresses, birth date and place, gender, academic transcripts, attendance records, accident reports, health records, and a record of the release of permanent record information. The permanent record shall be kept for sixty years after graduation or permanent withdrawal.

The temporary record consists of all information not required to be in the permanent record and may include: family background information, intelligence test scores, reports of psychological evaluations, disciplinary information, special education files, and a record of the release of temporary record information. The temporary record will be reviewed every four years for destruction of out-of-date information and will be destroyed entirely five years after graduation or permanent withdrawal. Parents have the right to inspect and/or copy, for a charge, any and all information contained in the permanent and temporary records. Parents have the right to challenge any entry, exclusive of grades and references to expulsion and out-of-school



suspensions, if such challenge is made at the time student records are transferred to the student's new school of enrollment, in the student records on the basis of accuracy, relevance, and/or propriety. The Principal shall be notified of an objection to information contained in the record, and an informal conference will then be scheduled to discuss the matter. If no satisfaction is obtained, a formal hearing will be scheduled to be conducted by an impartial hearing officer. Parents have the right to inspect and challenge information proposed to be transferred to another school district. Parents wishing to review student records before they are transferred have this opportunity at any time until the close of the school year. The parents should contact the Building Principal to review the child's records.

## Access to Student Records

The district shall grant access to student records as follows:

- 1) Neither the district nor any of its employees shall release, disclose, or grant access to information found in any student record except under the conditions set forth in the Illinois School Student Records Act.
- 2) The parent(s)/guardian(s) of a student under 18 years of age, or designee, shall be entitled to inspect and copy information in the child's school records; a student less than 18 years old may inspect or copy information in the student's permanent school record. Such requests shall be made in writing and directed to the records custodian. Access to the records shall be granted within 15 days of the district's receipt of such a request.

Where the parents/guardians are divorced or separated, both shall be permitted to inspect and copy the student's school records unless a court order indicates otherwise. The district shall send copies of the following to both parents/guardians at either one's request, unless a court order indicates otherwise:

- a. Academic progress reports or records,
- b. Health reports,
- c. Notices of parent-teacher conferences,
- d. School calendars distributed to parents/guardians, and
- e. Notices about open houses, graduations, and other major school events including pupil-parent(s)/guardian(s) interaction.

When the student reaches 18 years of age, graduates from high school, marries, or enters military service all rights and privileges accorded to a parent(s)/guardian(s) become exclusively those of the student.

- 3) The district may grant access to or release information from student records to employees or officials of the district or the Illinois State Board of Education with a current, demonstrable, educational or administrative interest in the student, in furtherance of such interest without parental/guardian consent or notification. Access in such cases shall be limited to the satisfaction of that need.
- 4) The district may grant access to or release information from student records without parental/guardian consent or notification to any person for the purpose of research, statistical reporting, or planning, provided that no student or parent(s)/guardian(s) can be identified from the information released, and the person to whom the information is released signs an affidavit agreeing to comply with all applicable statutes and rules pertaining to school student records.
- 5) The district shall grant access to or release information from a student's records pursuant to a court order, provided that the parent(s)/guardian(s) shall be given prompt written notice upon receipt of such order's terms, the nature and substance of the information proposed to be released, and an opportunity to inspect and copy such records and to challenge their contents. However, the District will comply with an ex parte court order requiring it to permit the U.S. Attorney General or designee to have access to a student's school records without notice to or the consent of the student's parent(s)/guardian(s).
- 6) The district shall grant access to or release information from any student record as specifically required by federal or State law, as long as the district notifies the parent/guardian or eligible student, in writing, prior to the release, of the nature and substance of the information proposed to be released and of the right to inspect, copy, and challenge the contents. Such notice is sufficient if published in a local newspaper of general circulation or other publication directed generally to parents involved where the release of information relates to more than 25 students.
- 7) Pursuant to court order, provided that the parent/guardian or eligible student is given prompt written notice upon the district's receipt of such order, the terms of such order, the nature and substance of the information proposed to be released in compliance with such order, and an opportunity to challenge their contents.

- 8) The district shall grant access to or release information from student records to any person possessing a written dated consent, signed by the parent(s)/guardian(s) or eligible student with particularity as to whom the records may be released, the information or record to be released, and the reason for the release. One copy of the consent form will be kept in the records and one copy shall be mailed to the parent(s)/guardian(s) or eligible student by the Superintendent. Whenever the district requests the consent to release certain records, the records custodian shall inform the parent(s)/guardian(s) or eligible student of the right to limit such consent to specific portions of information in the records.
- 9) The district may release student records to the records custodian of another Illinois school, or an official with similar responsibilities in a non-Illinois school, in which the student has enrolled or intends to enroll, upon written request from such official, provided, however, the district notifies the parent/guardian or eligible student prior to the release of the nature and substance of the information proposed to be released and the right to inspect, copy and challenge the contents.
- 10) The district may release student records or information in connection with an emergency without parental consent if the knowledge of such information is necessary to protect the health or safety of the student or other persons. The records custodian shall make this decision taking into consideration the nature of the emergency, the seriousness of the threat to the health or safety of the student or other persons, the need for such records to meet the emergency, and whether the persons to whom such records are released are in a position to deal with the emergency. The district shall notify the parent(s)/guardian(s) or eligible student as soon as possible of the information released, the date of the release, the person, agency or organization to whom the release was made, and the purpose of the release.
- 11) The district shall grant access to or release information from student records to juvenile authorities when necessary for the discharge of their official duties upon their request before the student's adjudication, provided they certify in writing that the information will not be disclosed to any other party except as provided under law or order of court. "Juvenile authorities" means: (a) circuit court judge and court staff members designated by the judge; (b) parties to the proceedings under the Juvenile Court Act of 1987 and their attorneys; (c) probation officers and court appointed advocates for the juvenile authorized by the judge hearing the case; (d) any individual, public or private agency having court-ordered custody of the child; (e) any individual, public or private agency providing education, medical or mental health service to the child when the requested information is needed to determine the appropriate service or treatment for the minor; (f) any potential placement provider when such release is authorized by the court to determine the appropriateness of the potential placement; (g) law enforcement officers and prosecutors; (h) adult and juvenile prisoner review boards; (i) authorized military personnel; and (j) individuals authorized by court.
- 12) The district shall release student record information to a governmental agency or social service agency contracted by a governmental agency, in furtherance of an investigation of a student's school attendance pursuant to the Illinois compulsory student attendance laws provided that the records are released to the employee or agent designated by the agency.
- 13) The district shall grant access to or release information from student records to SHOCAP (Serious Habitual Offender Comprehensive Action Program) committee member, provided that:
  - a. the committee member is a state or local official or authority,
  - b. the disclosure's purpose is limited to identifying serious habitual juvenile offenders and matching those offenders with community resources pursuant to Section 5-145 of the Juvenile Court Act of 1987, and
  - c. the release, transfer, disclosure or dissemination is consistent with the Family Educational Rights and Privacy Act.
- 14) The district charges \$.35 per page for copying information in the student's records. No parent(s)/guardian(s) or student shall be precluded from copying information because of financial hardship.
- 15) Except as provided below, a record of all releases of information from student records (including all instances of access granted whether or not records were copied) shall be kept and maintained as part of such records. This record shall be maintained for the life of the student record and shall be accessible only to the parent(s)/guardian(s) or eligible student, records custodian, or other person.

The record of release shall include:

- a. information released or made accessible,
- b. the name and signature of the records custodian,

- c. the name and position of the person obtaining the release or access,
- d. the date of the release or grant of access, and
- e. a copy of any consent to such release.

No record of a disclosure is maintained when records are disclosed according to the terms of an ex parte order.

### Orders of Protection

Upon receipt of a court order of protection, the building Principal shall file it in the records of a child who is the “protected person” under the order of protection. No information or records shall be released to the Respondent named in the order of protection. When a child who is a “protected person” under an order of protection transfers to public or private school, or as soon as possible, the Building Principal shall, at the written request of the Petitioner, provide within 24 hours of the transfer or as soon as possible, written notice of the order of protection, along with a certified copy of the order to the school to which the child is transferring.

### Directory Information

According to the *Family Educational Rights and Privacy Act and School Code*, the district may release directory information to the public, as permitted by law, but a parent/guardian has the right to object to such disclosure of their child’s information. Information that may be designated as directory information shall be limited to:

- Identifying information: student’s name, address, gender, grade level, and birth date and place, and parents’ names, mailing 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, social media sites, school websites, newspapers, or sporting or fine arts programs, except that:
  - No photograph highlighting individual faces shall be used for commercial purposes, including solicitation, advertising, promotion or fundraising without the prior, specific, dated and written consent of the parent or student, as applicable (see 765 ILCS 1075/30); and
  - No image on a school security video recording shall be designated as directory information;
- Academic awards, degrees, and honors;
- Information in relation to school-sponsored activities, organizations, and athletics;
- Major field of study,
- Period of attendance in the school.

**If you would prefer not to have your child’s Directory Information disclosed, please sign and return the Student Directory Information Opt Out Form, located on our District Website, [www.d83.org](http://www.d83.org), within your child’s first 5 days of school attendance.**

The district will issue further notification to parent(s)/guardian(s) and students concerning school records, which will contain information regarding the right to object to the release of directory information.

The Illinois law requires the inclusion of a statement that “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 the act or these regulations.”

### Family Educational Rights and Privacy Act

The Family Educational Rights and Privacy Act (FERPA) is a federal law which affords students certain rights with respect to their education records. They are:

1. The right to inspect and review the student’s education records within 45 days of the day the District receives a request for access.
2. The right to request the amendment of the student’s education records that the parent/guardian or eligible student believes are inaccurate or misleading.
3. The right to consent to disclosures of personally identifiable information contained in the parent/guardian or eligible student’s education records, except to the extent that FERPA authorizes disclosure without consent.
4. 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, S.W.  
Washington, D.C. 20202-4605

## **Protection of Student Privacy**

### **1. Third-Party Student Surveys and Questionnaires**

Third party student surveys and questionnaires are those that are created by a person or entity other than a District official, staff member, or student. Third party student surveys and questionnaires shall be administered at the discretion of the Superintendent and only when they serve to advance the District's educational objectives. Notice will be provided to parents prior to the administration of third party surveys or questionnaires and parents will, upon their request, be permitted to inspect the survey or questionnaire within a reasonable time of their request.

### **2. Surveys Requesting Personal Information**

No student shall be required, as part of any applicable program, to submit to a District or third-party survey, analysis or evaluation that reveals the following information without prior written consent of his/her parent guardian:

- Political affiliations or beliefs of the student or his/her parent/guardian;
- Mental or psychological problems of a student or his/her family;
- Behavior or attitudes about sex;
- Illegal, anti-social, self-incriminating, or demeaning behavior;
- Critical appraisals of other individuals with whom students have close family relationships;
- Legally recognized privileged or analogous relationships, such as those with lawyers, physicians, and ministers;
- Religious practices, affiliations or beliefs of the student or his/her parents/guardians; or
- Income (other than required to determine eligibility for participation in a program or for receiving financial assistance under such program)

School staff shall not disclose the identity of any student who, upon written consent of the parent/guardian, completes any survey or evaluation regarding the above items. Notice will be provided to parents prior to the administration of surveys or questionnaires concerning the above information and parents, upon their request, will be permitted to inspect the survey or questionnaire within a reasonable time of their request.

## **Conduct and Citizenship**

As educators, we attempt to uphold the acceptable standards and moral lessons taught to develop responsible citizenship. To reach this goal, we endeavor to develop self-discipline which is essential in preparing children for successful participation in society. Our teachers maintain a classroom atmosphere conducive to learning. All students are made aware of the expectations for learning, responsible decision-making, and appropriate classroom behavior. Discipline policies are enforced with fairness and consistency for the purpose of contributing to the students' academic success.

## **Prohibited Student Conduct - 5131.2**

Disciplinary action may be taken against any student guilty of gross disobedience or misconduct, including, but not limited to, the following:

1. Using, possessing, distributing, purchasing, or selling tobacco materials, including electronic cigarettes.
2. Using, possessing, distributing, purchasing, or selling alcoholic beverages. Students who are under the influence are not permitted to attend school or school functions and are treated as though they had alcohol in their possession.
3. Using, possessing, distributing, purchasing, or selling illegal drugs or controlled substances, look-alike drugs, and drug paraphernalia. Students who are under the influence are not permitted to attend school or school functions and are treated as though they had drugs in their possession.
4. Using, possessing, distributing, purchasing, or selling explosives, firearms, knives, or any other object that can reasonably be considered a weapon.
5. Using or possessing electronic signaling and cellular radio-telecommunication devices unless authorized and approved by the Building Principal. Electronic signaling devices include pocket- and all similar electronic paging devices. Cellular phones must be turned off and cannot be visible on school property during the school day. School property includes, but not

limited to, before school, class time, passing periods, lunch periods, after school detention or tutorials during emergency drills, practices for extracurricular events and field trips. Placing a cell phone on vibrate or texting is not considered off and is prohibited. Using a cell phone to record or videotape is prohibited.

6. Disobeying directives from staff members or school officials and/or rules and regulations governing student conduct or failing to cooperate with staff members or school officials in investigating student disciplinary matters or other school matters.
7. Using violence, force, noise, coercion, threats, intimidation, fear, hazing, bullying or other comparable conduct toward anyone or urging other students to engage in such conduct. For the purposes of this policy, bullying includes, but is not limited to, any aggressive or negative gesture, or written, verbal, or physical act that places another student in reasonable fear of harm to his or her person or property, or that has the effect of insulting or demeaning any student in such a way as to disrupt or interfere with the school's educational mission or the education of any student. Bullying most often will occur when a student asserts physical or psychological power over, or is cruel to, another student perceived to be weaker. Such behavior may include, but is not limited to: pushing, hitting, threatening, name-calling, other physical or verbal conduct of a belittling or browbeating nature. In most cases, bullying consists of an ongoing pattern of behavior. Bullying should be reported to the Principal/Assistant Principal who will subsequently notify the parent(s) of the child involved. The administrator may choose to implement consequences, suggest counseling, initiate a parent conference, or recommend an educational program designed to limit those behaviors in order to reduce the occurrence of bullying.
8. Causing or attempting to cause damage to, or stealing or attempting to steal, school property or another person's personal property.
9. Unexcused absenteeism; however, the truancy statutes and Board policy will be utilized for chronic and habitual truants.
10. Being a member of or joining or promising to join, or becoming pledged to become a member of, soliciting any other person to join, promise to join, or be pledged to become a member of any public school fraternity, sorority, or secret society.
11. Involvement in gangs or gang-related activities, including the display of gang symbols or paraphernalia.
12. Violation of the District's Internet Use Policy.
13. Gambling, i.e., to play a game for money or property, to bet on an uncertain outcome.
14. Arson or unauthorized use of a fire extinguisher, or false activation of a fire alarm.
15. Academic dishonesty such as cheating, plagiarism.
16. The unauthorized disclosure of confidential information of another student or staff member or any invasion of privacy of another, including but not limited to using a cellular telephone, personal digital assistant (PDA) or any other electronic or photographic device to take and/or transmit pictures of another without that person's consent. This prohibition does not include images taken in circumstances where a person has no reasonable expectation of privacy such as a spectator at, or participant in, an athletic contest.
17. Use of profane, lewd, vulgar or indecent language, gestures or behavior and/or slander, libel or obscenity in any form.
18. Engaging in any activity that constitutes an interference with school purposes or an educational function or is disruptive.

These grounds for disciplinary action apply whenever the student's conduct is reasonably related to school or school activities, including, but not limited to:

1. On school grounds before, during, or after school hours and at any other time when the school is being used by a school group.
2. Off school grounds at a school activity, function, or event.
3. Traveling to or from school or a school activity, function, or event; or
4. Anywhere, if the conduct may reasonably be considered to be a threat or an attempted intimidation of a staff member, or an interference with school purposes or an education function.

#### **Disciplinary measures include:**

1. Personal counseling
2. Withholding of privileges
3. Seizure of contraband
4. Suspension from school and all school-sponsored events for up to 10 days, provided that appropriate procedures are followed
5. Suspension of bus riding privileges, provided that appropriate procedures are followed
6. Expulsion from school and all school-sponsored events, provided that the appropriate procedures are followed
7. Notification of juvenile authorities whenever the conduct involves illegal drugs (controlled substances), look-alikes, alcohol, or weapons
8. Notification of parent(s)/guardian(s)
9. Removal from classroom

10 In-school suspension for a period not to exceed 10 school days. The Building Principal or a designee shall ensure that the student is properly supervised

Corporal punishment shall 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, and certificated personnel are permitted to use, reasonable force as needed to maintain safety for other students, school personnel, or persons, or for the purpose of self-defense or the defense of property.

A student who uses or threatens to use, possesses, distributes, purchases, or sells an explosive, firearm, knife, or any other object that can reasonably be considered a weapon may be expelled for a period not to exceed two calendar years. Possession, use, control or transfer of a firearm which includes: a gun, rifle, or shotgun shall warrant expulsion. Use or attempted use of non-firearm weapons including but not limited to: knife, billy club, brass knuckles, switchblade, sling-shot, stun gun, or a "look-a-like" weapon or other such items that could be used as weapons including but not limited to: baseball bats, pipes, bottles, locks, sticks, pencils, or pens may warrant disciplinary action of up to and including expulsion. The School Board may direct the Superintendent to modify the length of expulsion on a case-by-case basis. Before receiving disciplinary action, the student shall be given the opportunity to deny or explain his or her conduct. Physical restraints may be used when necessary to protect the student or other individuals and/or property from harm.

### Delegation of Authority:

1. Each teacher, and any other school personnel when students are under his or her charge, is authorized to impose any disciplinary measure, other than suspension, expulsion, corporal punishment or in-school suspension, which is appropriate and in accordance with the policies and rules on student discipline.
2. Teachers may use reasonable force as needed to maintain safety for other students and remove students from a classroom for disruptive behavior.

The Superintendent and Building Principal are authorized to impose the same disciplinary measures as teachers and may suspend students guilty of gross disobedience or misconduct from school (including all school functions) and from riding the school bus, up to 10 consecutive school days, provided the appropriate procedures are followed.

The School Board may suspend a student from riding the bus in excess of 10 days for safety reasons and may expel students guilty of gross disobedience or misconduct for the remainder of the school term or for a shorter period as determined by the Board.

### Parent-Student Handbook

1. The Superintendent, with input from the parent-teacher advisory committee, shall prepare disciplinary rules implementing the District's disciplinary policies. These disciplinary rules shall be presented annually to the Board for its review and approval.
2. A parent-student handbook, including the District's disciplinary policies and rules, shall be distributed to the students' parent(s)/guardian(s) within 15 days of the beginning of the school year or a student's enrollment.

#### Legal References:

Gun-Free Schools Act, 20 U.S.C. § 3351 et seq.  
20 U.S.c. § 6081.  
105 ILCS 5/10-20.14, 5/10-21.10, 5/10-22.6, and 5/24-24  
720 ILCS 5/24-1  
730 ILCS 5/5-5-3/2  
23 Ill. Admin. Code §§ 1.210 and 1.280

#### Policy

Adopted: November 13, 1986  
Revised: February 11, 1988

Revised: March 9, 1996 Revised: March 11, 1999  
Revised: May 14, 1998 Revised: February 14, 2002

### Search of Student Lockers, Desks and Other Areas, Property and Equipment

Student lockers, desks and other areas, property or equipment owned or controlled by the District, are subject to inspection and search by school authorities. The searches may be without notice to or the consent of the student or parent and without a search warrant. It is the intent of the Board of Education that students shall have no expectation of privacy in such places and items. Students and parents are to expect that such places and items will be periodically searched by school officials. This policy shall be disseminated to parents and students in the student handbook at the beginning of each school term.

1. School authorities may conduct general administrative searches of the foregoing places and items as a means of protecting the health, safety or welfare of the District, its employees, students and property.
2. In other cases, school authorities may search such places and items when there are reasonable grounds for suspecting that the search will produce evidence that the student has violated or is violating either a local, state or federal law, or District rule or regulation. The search must be conducted in a manner which is reasonably related to the objectives of the search.
3. When feasible, the search will be conducted by a certified employee or administrator outside the view of others, but in the presence of another school administrator or adult witness.
4. School authorities may request the assistance of law enforcement officials for the purpose of conducting reasonable searches for such items as weapons, illegal drugs, or other illegal or dangerous substances or materials, including searches conducted through the use of specially trained dogs.

### **Search of Students and their Personal Effects**

In the event an administrator has reasonable suspicion that a student is in violation of school rules or the law, a search of that person and/or his/her personal effects may be conducted.

If a search produces evidence that a student has violated or is violating either a local, state or federal law, or District rule or regulation, the evidence may be seized and impounded by school authorities. When appropriate, the evidence may be transferred to law enforcement authorities.

### **Early Dismissals**

Attendance for the entire school day is expected and encouraged for the complete educational experience to be achieved. Because of the difficulty in securing medical and dental appointments, a written request should be made in advance to the Principal's office when such appointments are made.

### **Emergency Closings**

At times during the school year, weather conditions may necessitate the closing of school due to hazardous conditions for children and staff. A decision may be made to have a Full Remote e-Learning day. When such conditions occur, announcements are made over radio stations affiliated with the Computerized Storm Information System. These stations include: WGN 720 AM, WCLR 102 FM, WFYR 103.5 FM, WMAQ 670 AM, WUSN 99.5 FM, WBBM 96.3 FM & 780 AM, WLS 890 AM, WSBC 1240 AM, WFLD-TV Channel 32, and the district website, [www.d83.org](http://www.d83.org). The district will also use a notification system to broadcast important announcements by phone, text, and email. Students are expected to bring their 1:1 device home at the end of each school day, so that they will always be prepared if a Full Remote e-Learning day is announced.

### **Field Trips**

Field trips are planned as educational experiences which are closely correlated with the classroom experiences of the child. Written permission from parents must be obtained prior to the trip. Attendance on field trips is a privilege and not a right. The privilege of attending field trips may be taken away for inappropriate school or classroom behavior.

### **Lost and Found Articles**

All books, purses, clothing items, and equipment should be clearly marked with name tapes or permanent ink for children in all grades. Each year a considerable quantity of unclaimed clothing and miscellaneous articles accumulate in each building's lost and found location. Have your children check with the lost and found location in the event personal articles are lost.

### **Lunch**

Since our schools are not within walking distance of home for all children, lunchroom facilities have been provided. A nutritional hot lunch and/or milk may be purchased on a weekly basis or lunch can be brought from home. Cafeteria menus are distributed monthly for each child to take home. Children from qualifying families may receive lunches at a free or reduced price. Proper applications and qualification guidelines may be obtained from each school office.

### **Birthday Celebrations**

Food and drink items for birthday celebrations are no longer acceptable; only non-food items are allowed. Non-food classroom birthday celebration alternatives are:

- Stickers, pencil, sidewalk chalk, erasers, bookmarks
- Donate a book for the classroom library
- Book Store coupons
- Educational games such as crosswords

## Dress Code

The dress code is as follows:

- Students shall wear a school approved plain white polo shirt with white-collar, white button down shirt with white-collar or white turtleneck shirt. Undergarments must also be white and not visible through the collared shirt. The shirt may be long or short sleeve. **All shirts must be tucked in at all times.** No tee-shirts are allowed. No logos on the shirts.
- Students shall wear plain navy blue slacks. Girls may wear navy blue skirts, navy blue capri pants or navy blue skorts and must be an appropriate length as deemed by the administration. Shorts may be worn but must be of an appropriate length. Pants may not be cargo, painter, or denim style and may not have oversized pockets. Only navy blue, brown or black belts may be worn. Belts must be solid or plain in pattern.
- Shirts must be tucked in at all times.
- Plain solid white or navy sweaters and solid white or navy sweatshirts with hoods are allowed as long as the hoods are not worn in school. When worn, there must be a white collared polo shirt underneath, **tucked in.**
- Hats, caps, sunglasses, bandannas and hairnets are prohibited inside the building and on school busses.
- Flip-flop sandals are not allowed.
- "Heelys" (gym shoes with built-in roller skates) are not allowed.
- Belts and shoelaces should be worn appropriately. Two different colored shoelaces are not allowed. Any tie shoes must have solid, matching laces that match the color of the majority of the shoes and be laced in the traditional manner.
- Pants that are too long are dangerous; they need to be fitted properly for safety and worn at the waist. Rubber bands worn on the pants are not allowed.
- Students are not allowed to wear items of clothing, including jewelry that advertises illegal substances, alcoholic beverages, antisocial activities, violent or vulgar messages, or gang identification and promotion.
- No visible body piercing other than the ear and nose are allowed in school. Tongue piercing is prohibited.
- No visible tattoos or shaved eyebrows are permitted. Head "etching" is prohibited.
- Inappropriate, potentially dangerous jewelry or jewelry that is excessive in size and length is prohibited.
- Safety pins worn as decoration, head and wristbands, and chain wallets are prohibited.
- Students need to refrain from writing on their hands and arms.

It is our belief that by adopting this new dress code, our schools will be safer with an atmosphere more conducive to learning.

## Consequences

1<sup>st</sup> violation: .....Change into District provided shirt/pants  
Call parent

2<sup>nd</sup> violation: .....Change into District provided shirt/pants  
Detention  
Call parent

3<sup>rd</sup> violation.....Change into District provided shirt/pants  
Detention  
Parent Conference

For any subsequent violation: .....District 83 Discipline Code Consequence for disrupting educational environment will be enforced.

## Retention

Students must meet local goals and objectives and achieve the expected grade level performance prior to promotion to the next grade.

## Registration

All students who register in Mannheim District 83 must present an official birth certificate to the school office. Students will not



be permitted to attend classes unless such a certificate is presented within thirty days of enrollment. For a child to be admitted to kindergarten, he or she must have attained the age of five (5) years on or before the first day of September. Illinois school law requires residency within the school district; thus, proof of residency will be required upon initial registration. Additionally, evidence of physical and dental examinations, and documentation of required immunizations must be presented at registration.

### **Telephoning**

Our schools are larger than most elementary schools. Because of this, we ask that telephone calls made to the schools be kept to a minimum. In addition, teachers will not be called out of the classroom to answer the telephone. Teachers will be given the message and asked to return the call during their planning period, lunch period, or after school.

### **Transferring From District 83**

Parents are asked to obtain a transfer and sign a Release of Records Form from the child's respective school upon leaving the district. It is requested that several days' advance notice be given. The report card, health records, and transfer card will be given to the parent when leaving. The child's student records will be forwarded to the official records' custodian of the new school upon request from the new school. Prior to the release, written notice shall be sent to the parent's last known address.

### **Transferring To District 83**

Students transferring from another school district must present a Student Transfer Form (or the equivalent out-of-state form) from their previous school indicating whether or not they are in good standing, i.e., not suspended or expelled, and whether their medical records are up to date.

All transfer students serving terms of suspension or expulsion for any public or private out-of-state Illinois school must serve the entire duration of the suspension or expulsion and meet all applicable residency requirements before being enrolled in School District 83.

Where the duration of the transferring student's suspension or expulsion is not indicated, the Superintendent will recommend, and the Board of Education will determine, the duration of the suspension or expulsion. Expulsions of indefinite duration shall not exceed two years from the date of the expulsion.

Parents may request a review of their child's expulsion from a transferring school only where:

- (a) the prior expulsion was issued by a private school, and
- (b) the prior expulsion was for reasons other than the student's misconduct or disciplinary record.

The request for such a review must be made to the Superintendent who may recommend to the Board of Education that the student be enrolled before the expiration of the expulsion.

Where an appropriate program is available, the Board of Education, in its discretion after considering the recommendation of the Superintendent, may place the transfer student in an alternative program for the duration of the student's suspension or expulsion.

### **Budget Information**

The Mannheim School District 83 budget is available on the District's website, [www.d83.org](http://www.d83.org). In addition, you may call the Administrative Center at 847-455-4413 and request a copy be sent to you.

### **Safety**

Many measures have been taken to ensure the safety of the children. Regular fire, disaster and school safety drills are conducted in each school building. Crossing guards protect the children at the busiest crossings. Bus safety is also stressed, with rules and regulations being taught as a part of the safety curriculum and reinforced by the district's bus drivers.

The need for safety extends beyond the school grounds. The home and the community must share with the school the responsibility of teaching and maintaining safety standards and practices. Traffic conditions at the hours of arrival and dismissal necessitate careful observation of rules for the pedestrian and the bicycle rider. Children who walk to and from school must stay on the sidewalks and cross at corner crosswalks under the direction of the safety patrol and/or crossing guards. Parents are requested to observe prevailing traffic regulations and school bus zones relative to driving and parking near school buildings.

In order to ensure the safety of the students, all school buildings are locked at all times. Visitors must be granted access to the building at the offices and are required to wear visitor passes while in the buildings.

### **Student Insurance**

Student accident insurance by a group student insurance carrier is provided to all students. This insurance covers accidents while children are in school and during school-sponsored events.. Twenty-four hour insurance coverage and dental coverage are also available. The cost for this insurance varies from year to year. Brochures which explain the different policies are available from the school office upon registration.

### **Waiving of School Fees**

The Board of Education has adopted Board Policy #5146 which permits the waiving of school fees for students whose parents or guardians are unable to afford them.

A student shall be eligible for a waiver of a fee when at least one of the following prerequisites are met:

1. The student is currently receiving aid under Article IV of the Illinois Public Aid code (Temporary Assistance to Needy Families).
2. The student is eligible for free or reduced price lunch under the National School Lunch Program.
3. The student's family has suffered very significant losses of income due to severe illness; unusual expenses such as fire, flood, storm damage, etc.; seasonal unemployment; or other emergency situations.

The parent/guardian shall submit written evidence of eligibility for waiver of the student's fee. A separate application form, available from the Building Principal, shall be submitted for each student. The Building Principal will notify the parent/guardian promptly as to whether the fee waiver request has been granted or denied. A Building Principal's denial of a fee waiver request may be appealed to the School Board by submitting the appeal in writing to the Superintendent or his designee within fourteen (14) days of the denial. If appealed, the Board will consider the decision to deny the fee waiver request and notify the parent/guardian in writing of its decision. The decision of the Board is final and binding.

## **School-Parent Compact**

### **Homework Guidelines/Responsibilities**

Homework is defined as tasks assigned to students by teachers that are intended to be carried out during non-school hours. Homework is not synonymous with seatwork. The purposes of homework are to practice newly taught skills, review previously mastered skills, develop independent study habits, or to extend and enrich the curriculum.

#### **Students' Responsibilities:**

- Get the assignment and ask for help if the assignment is not clear.
- Include district paper-heading on all assignments.
- Copy all assignments into the assignment notebook (grades 3-8), carefully recording due dates and important information.
- Set a time each day to do homework.
- Check work and show the finished product to an adult.
- Maintain the highest quality of work on homework assignments.

- Take home all necessary resources, such as packets, textbooks, notes, and study guides.
- Bring the completed homework to school when it is due and turn it in.
- Be responsible for completing assignments when absent from school.
- Be responsible for taking care of and returning any borrowed materials.

#### **Parents' Responsibilities:**

- Promote a positive attitude toward homework as part of the learning process.
- Understand and reinforce expectations for the quality of student work.
- Provide the time, structure, place, and tools needed to help the child organize and complete homework.
- Provide support, but do not do the assignment. Please provide a parent signature if requested on selected assignments/tests.
- Communicate often with the student and his/her teacher, giving feedback to the teacher when there is a homework concern. Every effort will be made to accommodate communication in languages other than English.
- Check that the child's assignments have been completed neatly and of an acceptable quality.
- Notify the teacher/school at least 1 week in advance of a planned absence if homework is requested.
- Support the need for balance among the many learning activities besides homework in students' lives.

#### **Teachers' Responsibilities:**

- Assign meaningful and purposeful homework, differentiated whenever applicable.
- Establish objectives and guidelines for special projects, including any expectations for parent participation.
- Follow the following guidelines for the amount of time designated for homework, including special projects and independent reading assignments. Homework may be assigned Monday-Thursday and only occasionally on weekends and vacations. Independent reading is encouraged daily. Elementary and middle school teachers must communicate the coordination of assignments.
  - Gr. K-1.....Up to 20 minutes per night
  - Gr. 2-3.....Up to 40 minutes per night
  - Gr. 4-5.....Up to 60 minutes per night
  - Gr. 6-8.....Up to 80 minutes per night
- Communicate expectations to students.
- Post all assignments and provide time for students to record them.
- Teach study skills and provide models as appropriate throughout the school year.
- Review homework and return in a timely manner with corresponding feedback.
- Establish a system for recording and reporting homework. Formative assignments (nightly homework) are for practice and diagnosing re-teaching requirements and should not be letter graded but be evaluated in terms of completion and general understanding of material. Summative assignments (e.g. quizzes, tests, projects, final copies) should be letter graded.
- Ensure that resources and materials required for homework projects are easily obtainable by students.
- Provide ways for parents to communicate with teachers about homework, e.g. e-mail, assignment notebook, or phone call.
- Notify parents early regarding homework problems and missing assignments.
- Assign long-term projects so that the completion time includes more than one weekend and not during a school vacation period.
- Homework should not be used as a behavioral/classroom management tool or as punishment.
- Late work provisions must be made to accommodate those legitimate occasions when an assignment is not completed.
- Support the need for balance among the many learning activities besides homework in students' lives.

#### **Principals' Responsibilities:**

- Monitor and support the teachers in the implementation of homework guidelines.
- Facilitate communication between classroom and special area teachers concerning homework.
- Encourage teachers to use and support the purpose of homework as a tool to reinforce learning.
- Be aware of the assignment of major projects and their impact on students' overall educational program.
- Support the need for balance among the many learning activities besides homework in students' lives.
- Facilitate the communication process between the school and home and help maintain the parent/school partnership.

## Parent Teacher Association (PTA)

The Parent Teacher Association is inspired by worthwhile objectives focusing on children and makes an important contribution to the individual schools and the community. Each school has an active local organization, and there is a District Council which coordinates PTA programming for all of the Mannheim District 83 schools. Parents are urged to join their school's PTA, attend the general meetings, and volunteer their services when needed. The meetings provide a forum for presenting programs of interest to parents and to teachers. PTA-sponsored activities offer a variety of opportunities for involvement.

## Reporting to Parents

Report cards are issued at regular intervals to elementary and middle school students. Elementary parents are asked to sign and return the report card envelope promptly. Signing the envelope informs the school that the parents have seen the report card.

Parents are expected to create and maintain an active PowerSchool Parent Portal account. This PowerSchool Parent Portal account enables parents to view their child's academic progress throughout the school year and in preparation for parent-teacher conferences. Directions are available on the [www.d83.org](http://www.d83.org) website.

Parents are expected to use the plugin PowerPTC within the PowerSchool Parent Portal to schedule their conferences with teachers. Directions are available on the [www.d83.org](http://www.d83.org) website. Parent-teacher conferences are scheduled during the school year. These conferences are planned for the exchange of information. Teachers are interested in hearing what parents have to say about their children. Parents are encouraged to ask questions of the teacher; questions planned at home by parents in advance are helpful for the conference.

To schedule a conference at a time other than on Parent-Teacher Conference Day, please call the school office to arrange an appointment with the teacher with whom you wish to confer. Teachers will not be called out of a classroom for a phone call or a conference.

## Parent Involvement Compact

District 83 parents should be partners in their child's education by participating in the following activities:

1. Communicate on a regular basis with the school on academic, social, and emotional issues, by phone, e-mail, writing, virtually, or in person.
2. Develop an awareness of the Mannheim District 83 curriculum and the skills taught at each grade.
3. Attend school meetings, provide input on district and school issues, and volunteer for school sponsored activities and events.
4. Read and return all required communications and forms from the school.
5. Monitor and assure completion of homework and assignments.
6. Attend conferences designed to report student progress.
7. Provide encouragement and support to promote your child's achievement.
8. Report problems and or concerns as soon as they happen.
9. Become personally involved in activities designed to strengthen your child's learning such as trips to libraries, zoos, museums, etc.
10. Arrange family activities and vacations around the school calendar so they don't interrupt the education of your child.

## School Visitation

Parents are always welcome to visit classrooms in the Mannheim District 83 schools. A pass from the school office is required before classrooms can be visited. Parents must schedule their visitation with the teacher prior to coming to the school.

# Curriculum Components

## Art Education

Mannheim District 83's program in art education provides experiences which focus on individual self-expression. Integral to the program is the development of motor skills, visual discipline, aesthetic appreciation, creativity, and cultural awareness. The program is designed to provide younger students with a sense of shape, line, texture, and color. Students in the upper grade levels experience opportunities to promote the understanding and application of design principles, including balance, harmony, repetition, contrast, direction, and domination. The art program draws upon the range of the children's own experiences and

enables them to interpret these experiences in visible form.

## **Family and Consumer Education**

Family and Consumer Education is a nine week course of study for 7th graders and 8th graders. During one year, the curriculum focuses on acquiring knowledge and skills relevant to cooking. Safety, nutrition, and health related issues are taught and then applied as the students take over in the kitchen. The products that the students work in assembly-line fashion to create orient them to careers in the food industry, assembly line production, and the proper way to handle food in a cooking situation. During the second year, the curriculum focuses on the major points of keyboarding and its application for personal use at home and school.

## **Language Arts**

Mannheim District 83's language arts curriculum begins in kindergarten, as the children experience the printed word through books being read to them. Predictable pattern books, language experience activities, and beginning journal writing are a few of the ways that children work towards becoming comfortable with words and print. The children also work with the letters of the alphabet and their sound-symbol relationships.

From first through fifth grade, the language arts curriculum continues to emphasize writing in all forms, and integrates reading, grammar, listening, speaking, and study skills into the children's school experiences. The reading component includes a three strand instructional program: developmental, literary, and read-aloud.

Sixth, seventh, and eighth grade students are exposed to a wide range of integrated skills and topics in their language arts classes. Emphasis is placed on the teaching of reading, including vocabulary and comprehension skills, as well as developing the students' ability to analyze and appreciate literature. Students are also encouraged to read widely for both learning and enjoyment.

Emphasis is placed on developing grammar, spelling, and writing skills such as paragraph structure and theme construction. Various types of writing are explored, including journals, narration, description, persuasion, and exposition. Various special units are also taught in poetry, novels, speech, drama, biography, and mystery.

Throughout the year, the library plays an integral role in the language arts classes through library science lessons and teacher-directed research. Additionally, all students are exposed to computer keyboarding skills and software appropriate for their language arts classes in conjunction with the district's computer literacy program.

## **Life Skills**

Life Skills, a nine week course of study, is also taken as a 7th grader and as an 8th grader. Learning mechanical drawing and computer assisted drawing (CAD) allows the students to design a CD box and then construct it during one year. The next year, the students learn simple plumbing, wiring, and the basic concepts of construction and architecture using hands-on activities and working in cooperative groups.

## **Mathematics**

The mathematics curriculum in Mannheim District 83 is designed to instill in all students an appreciation and value for the importance of mathematics in today's highly technological society. The students are instructed through a sequential curriculum which develops mathematical strategies, skills, and concepts emphasizing a problem-solving approach that helps them gather, organize, interpret, and apply information.

Understanding the basic concepts of mathematics is stressed at the elementary level. The goal of the elementary program is to develop number ideas and proficiency in the operations of addition, subtraction, multiplication, and division, using whole numbers, fractions, and decimals. Measurement, geometry, probability, data analysis, and algebraic concepts are also taught. A concrete approach is used in the math program, utilizing materials which students can manipulate to see and feel math ideas.

The middle school mathematics curriculum strives to reinforce these basic skills and introduce pre-algebra and algebra concepts to those students who are able to learn them. Students work in groups designed to meet their particular learning needs and to prepare them for the most appropriate placement in the high school mathematics curriculum.

## Music Education

Every child is able to become more appreciative of the art of music. The Mannheim District 83 music education program provides a well-balanced, cumulative program of varied experiences and understandings. Through these activities and experiences, a context is provided in which students can develop positive musical appreciations, attitudes, listening, and performance skills.

**Instrumental Music** - The Mannheim District 83 instrumental music program has continued to grow since its inception and includes the following groups:

Jazz Band	Concert Orchestra
Concert Band	Advanced Orchestra
Symphonic Band	Intermediate Orchestra
Intermediate Band	Beginner Orchestra
Beginner Band	

The earliest level at which students may begin studying an instrument is 3rd grade for orchestra and 4th grade for band. Students enrolled in the instrumental music program are required to pay a fee to cover the cost of music, equipment maintenance, and the District Solo/Ensemble Contest entry fee.

Rehearsals for all district bands and orchestras are held before regular school hours in the band and orchestra rooms, generally at Mannheim Middle School and Westdale School. The different instrumental groups appear publicly several times each year. Opportunity for individual performance is offered through a Solo and Ensemble Contest each spring.

**Choral Music** - The Mannheim District 83 choruses offer a wide variety of musical experiences to students. Choral groups include:

Mannheim Middle School Chorus	Scott School Chorus
Roy School Chorus	Westdale School Chorus

Performances include choral revues, musical plays, and choral concerts. Rehearsals for all choruses and various ensemble groups are held before regular school hours in each of the respective schools. Each group performs approximately three times a year.

## Physical Education

The physical education program strives to provide many healthful, stimulating, and enjoyable activities in which individuals and groups may participate under the skilled direction of physical education instructors. All students at the elementary and middle school levels experience physical education activities daily. Students have the opportunity to learn and to develop the skills and knowledge required for the various types of activities that are basic to the growth and maintenance of sound physical and mental health. Students in grades three through eight are provided swimming instruction based on their level of competency at various times each year. At the middle school level, a health education component is included in the physical education program.

## Science

The science curriculum in Mannheim District 83 is designed to increase the understanding of the role science, technology, and engineering plays in our daily life. The curriculum helps students discover many interesting things through exploratory science activities, while helping them to understand the scientific concepts involved.

Our students will learn science from textbooks, from the evidence that they acquire by a hands-on approach with natural objects and events, and from communication with each other. Through hands-on methods, we help the children understand the wonders of the world. Children will learn how to observe, describe, measure, organize, analyze, and graph information, in addition to improving their problem solving abilities.

At the elementary level, students experience a carefully sequenced general science and health program. At the middle school level, students focus on earth science, life science, physical science, and environmental issues.

## Social Studies

The Social Studies program in Mannheim District 83 is designed to help students understand the world around them and the ways it affects their own lives. The goals focus upon helping children prepare for the future.

To meet these goals, the social studies curriculum follows a sequence of content known as expanding horizons. The program moves from a study of the student's immediate environment (neighborhoods and communities) in the primary grades to an

examination of more distant places and events (geography, history, economics) at the upper grade levels.

Our program builds the necessary skills to process information. Data is presented in a variety of forms, including maps, graphs, tables, and pictures. Students interpret and apply what they learn while developing skills and values essential to responsible citizenship.

Social Studies at the middle school level emphasizes world regional geography and American history. Students examine the development of the United States, our country's heritage from the exploration period to contemporary issues, geographic features, societal concepts, and vocabulary. Special units are devoted to the federal and state governments, the Illinois Constitution, and the United States Constitution.

## Standardized Testing

The objectives of our standardized testing program are to assess student achievement and to evaluate the overall instructional program. Nationally normed group achievement tests and ability tests are administered every fall to students in various grades. State tests in various subject areas are also administered in the spring to students in various grades. These standardized test results enable the teacher to direct the program of instruction to the estimated ability levels of the students and to better meet individual needs. Test results provide the district with objective data to help assess curricular needs.

Tests are only a part of the student and curriculum assessment program. Parents are urged to confer with the teacher regarding any concern about their child's progress.

## Accelerated Placement Program

Mannheim District 83 provides an Accelerated Placement Program (APP). The APP advances the District's goal of providing educational programs with opportunities for each student to develop to his or her maximum potential. The APP provides an educational setting with curriculum options usually reserved for students who are older or in higher grades than the student participating in the APP. APP options include, but may not be limited to: (a) accelerating a student in a single subject; (b) other grade-level acceleration; and (c) early entrance to kindergarten or first grade. Participation in the APP is open to all students who demonstrate high ability and who may benefit from accelerated placement. It is not limited to students who have been identified as gifted and talented. Eligibility to participate in the District's APP shall not be conditioned upon the protected classifications identified in School Board policy 7:10, *Equal Educational Opportunities*, or any factor other than the student's identification as an accelerated learner.

## C.A.R.E./Second Step Programs

The **C.A.R.E.** (Creating A Respectful Environment) **Bullying Prevention Program** is a research-based program designed to prevent or reduce bullying. The C.A.R.E. definition of bullying is, "A person is bullied when he or she is exposed, repeatedly and over time, to negative actions on the part of one or more other persons, and he or she has difficulty defending himself or herself." The program attempts to restructure the existing school environment to reduce opportunities for bullying. Each school will abide by the same four rules:

1. We will not bully others.
2. We will try to help students that are bullied.
3. We will try to include students who are left out.
4. If we know that someone is being bullied, we will tell an adult at school and an adult at home.

**The Second Step** program provides instruction in social and emotional learning with units on skills for learning, empathy, emotion management, friendship skills, and problem solving. The program contains separate sets of lessons for use in prekindergarten through eighth grade implemented in 22 to 28 weeks each year.

Both programs work with interventions at three levels: School-Wide, Classroom, and Individual. Classroom teachers incorporate classroom meetings into the weekly schedule for up to 40 minutes. Classroom meetings provide a community building environment within the classroom, while students become educated about bullying, peer relationships, and social and emotional learning.

# Health Related Information

A health record is kept for each student enrolled at Mannheim District 83 Schools. When registering, parents will be asked to fill out paperwork that provides medical information on their child. Please keep the school notified of any health problems. All information is held confidential. Please feel free to contact the school to discuss any health problems or attendance concerns.

District 83 staff work with parents and students to keep students healthy and in school. However, sometimes students do get sick. When this occurs, we appreciate our parents being diligent about keeping their children home when they are sick and notifying the school office. The following are guidelines on when a student needs to stay home.

**Fever/Temperature:** Please keep your child home if they have a temperature of 100 degrees or higher. They may return to school after being fever-free for at least 24 hours without the use of medication.

**Vomiting and/or Diarrhea:** Please keep your child home until symptom-free for at least 24 hours. The child must be able to consume his/her regular diet without any problem.

**Pink eye:** Your child may return to school after a full 24 hours of antibiotic treatment.

**Strep throat:** Your child may return to school when they are fever-free and have been on antibiotics for at least 24 hours.

**Rash:** Any student with an unidentified rash will be sent home. The student may return when the rash has disappeared or a note from the doctor diagnosing the rash as non-contagious is received in the health office.

If a student is ill for more than 3 days, a doctor's note will be required to return to school.

If a student becomes ill at school and needs to go home, the school nurse will attempt to notify the parents/guardians or their designated emergency contacts. Parents should have a plan in place so that the child can be picked up as soon as possible.

**Accidents at School:** Children should report all accidents occurring on the playground or on the way to or from school to a teacher or the school office.

Minor first aid treatment is provided at school. In the event of a serious injury, the parents are contacted immediately. If the situation warrants, paramedics will be called and the student will be taken to an area hospital. Emergency information must be up-to-date. When returning to school, parents will need to provide written instructions from the student's physician stating the restrictions for injuries.

**Head Lice:** Head lice is not a disease but is considered a nuisance problem. Lice infestation may occur at any age but is most frequent among grade school children. When lice are found on a child at school, the child's parent will be informed immediately and treatment options will be provided. The student can remain in school until the end of the school day. As a preventative measure, letters may be sent home, advising parents to check their child for lice. The parent/guardian of the student with lice must accompany the student to the health office the following morning to be re-checked. Students will be permitted to attend school when it has been determined that treatment has been initiated and there are no live lice. If the child is not treated, then he/she will not be allowed to return to school until such treatment is initiated.



## State of Illinois School Health Requirements

- The State of Illinois Certificate of Child's Health Examination form is due October 15 of the current school year.
- Your child will be excluded from school on October 15 of the current school year until the forms have been completed and turned in OR you provide a signed notice from your child's physician of the scheduled appointment.
- Students may NOT try out for a sport without a physical exam or sports physical. The physical must have been performed within one year of the start of the specific sport.
- Numerous urgent cares and walk-in clinics are available for school or sport physicals.
- The State of Illinois Dental Examination Report is due on or before May 15 of the current school year.

### NEW PRESCHOOLERS

- Physical Examination must be completed within one calendar year prior to the date of entry. The exam must include up-to-date immunizations and medical history signed by the parent. Pre-school physicals and immunization records are due 30 days after your preschool starts classes. **Pre-Schoolers must have at least one dose of the pneumococcal vaccine (PCV14)**

### KINDERGARTEN

- Physical Examination must be completed within one calendar year prior to the date of entry. The exam must include up-to-date immunizations and medical history signed by the parent.
- Eye Examination must be performed by a licensed optometrist within one year prior to the first day of school and submitted before October 15 of the school year.
- Dental Examination must be performed by a licensed dentist and submitted prior to May 15 of the school year. Dental exams must be completed within 18 months prior to the May15 deadline.

### 2nd GRADE

- Dental Examination must be performed by a licensed dentist and submitted prior to May 15 of the school year. Dental exams must be completed within 18 months prior to the May 15 deadline.

### 6th GRADE

- Physical Examination must be completed within one calendar year prior to the date of entry. The exam must include up-to-date immunizations and medical history signed by the parent.
- Proof of one dose of the Tdap vaccine for students entering sixth grade.
- Dental Examination must be performed by a licensed dentist and submitted prior to May 15 of the school year. Dental exams must be completed within 18 months prior to the May 15 deadline.
- **NEW- Proof of one dose of MCV4 vaccine on or after the 11<sup>th</sup> birthday.**

### NEW STUDENTS FROM OUT OF STATE

- Physical Examination must be completed within one calendar year prior to the date of entry. The exam must include up-to-date immunizations and medical history
- Eye Examination must be performed by a licensed optometrist within one year prior to the first day of school or a new vision exam from an Illinois optometrist/ophthalmologist is expected by October 15th of that school year.

- Transfer students will have an additional 30 days if no physical examinations is provided at registration. Referrals will be given upon request.

**Waivers for Immunizations:** All immunizations must be current according to the requirements of the Illinois School Code. Students who fail to comply will be excluded from school unless they have one of the following waivers:

- **Medical Exemption:** A statement from the MD, DO, APN or PA indicating that an immunization is "medically contraindicated" is acceptable and will be attached to the student's physical exam form in lieu of the vaccination. In case of disease outbreak, the student must be excluded from school for 14 to 21 days of school as mandated by IDPH. Should the condition of the child later permit immunization, the requirement will then have to be met.
- **Religious Exemption:** This requires the State of Illinois Form with a physician signed statement explaining the objections to physical exam, health screenings, and/or immunizations on religious grounds. General philosophical or moral reluctance will not provide a sufficient basis for exemption. In case of disease outbreak, students not up to date on immunizations must be excluded from school for 14 to 21 days of school as mandated by IDPH.

## Vision and Hearing Screenings

This is an explanation of which grades are screened for vision and hearing concerns each school year and what to do if a child fails a screening. **Vision-** Early Childhood, Kindergarten, 2nd grade, 8th grade and all student who have IEPs. **Hearing-**Early Childhood, Kindergarten, 1st, 2nd, 3rd grades and all students who have IEPs. **VISION-**If a student fails the first vision screening they are re-screened 2 weeks later. If they fail that screening they are referred to an optometrist or ophthalmologist for a comprehensive vision exam. **HEARING-**If a student fails the first hearing screening they are re-screened 2 weeks later. If they fail that screening then a Threshold test will be completed and the results sent to the parents. The Threshold testing results and your child then go to an Ear, Nose, and Throat Doctor or Audiologist. Children who have difficulty seeing and hearing in the classrooms have difficulty learning and performing on evaluations as well as participating socially while at school. Please follow up with a physician if your child has these concerns.

## Medications

District 83 recognizes that some students may require the administration of medication during school hours. In order for your student to receive medication in school, including non- prescription drugs, the **Authorization for Administration of Medication** form located in the handbook must be completed every school year by both the licensed prescriber and the parent. Medication, including over-the-counter medicines, must be brought to school in the original container. Parents are asked to bring medication to the school nurse or health clerk. Children should not transport medicine to or from school. At the end of the school year, any medication not picked up by a parent or guardian will be disposed of.

## Asthma and EpiPen PUBLIC ACT 096-1460

A school, whether public or nonpublic, must permit the self-administration of medication by a pupil with asthma or the use of an epinephrine auto-injector by the student, provided that

1. The parents or guardians of the student provide to the school written authorization from the parents or guardians for the self-administration of medication or for the use of an epinephrine auto-injector, written authorization from the student's physician, physician assistant, or advanced practice registered nurse.
2. The parents or guardians of the student provide to the school the prescription label, which must contain the name of the medication, the prescribed dosage, and the time at which or circumstances under which the medication is to be administered, or for use of an epinephrine auto-injector, a written statement from the student's physician, physician assistant, or advanced practice registered nurse...The information provided shall be kept on file in the office of the school nurse or health clerk.

## Immunization Requirements

Students are required to show proof of immunizations including the month/date/year. Failure to provide the information will result in the child's exclusion from school.

## Preschool/Early Childhood

- DPT – 4 doses
- Polio – 3 doses
- Hib – 1 dose after 15 months (or a completed series by 12 months)
- MMR – 1 dose after 12 months
- Varicella – 1 dose after 12 months
- Hepatitis B – 3 doses (third dose after 6 months of age)
- Pneumococcal – Primary series, or proof of 1 dose after 24 months

### Kindergarten

- DPT – 4 doses (last dose after 4 years of age)
- Polio – 4 doses (last dose after 4 years of age)
- MMR – 2 doses after 12 months of age
- Varicella – 2 doses after 12 months of age

### 1<sup>st</sup> – 5<sup>th</sup> Grade

- DPT – 4 doses (last dose after 4 years of age)
- Polio – 3 doses (last dose after 4 years of age) – IPV/OPV mixed will need 4 doses
- MMR – 2 doses after 12 months of age
- Varicella – 2 doses after 12 months of age

### 6<sup>th</sup> – 8<sup>th</sup> Grade

- Tdap – 1 dose
- DPT – 4 doses (last dose after 4 years of age)
- Polio – 3 doses (last dose after 4 years of age) – IPV/OPV mixed will need 4 doses
- MMR – 2 doses after 12 months of age
- Varicella – 2 doses after 12 months of age
- Meningococcal – **1 dose on or after 11<sup>th</sup> birthday**
- Hepatitis B – 3 doses

Communicable Disease Information						
Disease	Early signs and symptoms	Period of Incubation	Period Communicability	Method of Transmission	Isolation	Minimum Days Out of School
<b>Chicken Pox</b>	Rash associated with slight fever. Rash occurs early. Successive crops of raised and red dots (vesicles), turn into fluid filled blisters, and then dry up to form scabs. Usually takes 3-4 days to fully break out.	10-21 days, usually 13-17 days after exposure.	Up to 5 days before eruption to 5 days after first crop of vesicles.	From person to person by direct contact by respiratory tract and vesicle fluid. Spread directly or indirectly through soiled articles contaminated with discharge from vesicles and mucous membranes.	For not less than 5 days after appearance of the first crop of vesicles or when vesicles become dry.	5 days after pox appears.
<b>Rubeola (Measles)</b>	Starts like a cold with fever, watery eyes and nose, sometimes sneezing and slight cough. Blotchy rash occurs third to fifth day after onset of fever, composed of groups of dull red blotches on face which spread downward on body. Koplik's spot on the inside of the cheek may be present 3-7 days before blotchy rash appears.	About 10 days until appearance of fever; rash appears about 14 days after exposure.	4 days prior to onset of rash until 4 days after the rash has appeared.	From person to person by droplet spread or direct contact with nasal or throat secretions of infected persons. Through articles freshly soiled by discharges from nose and throat. Airborne transmission may occur.	4 days prior to the onset of the rash until 4 days after the rash disappears.	Time of diagnosis until 7 days after the appearance of the rash.
<b>Rubella (German Measles)</b>	Rash, beginning behind the ears and on the face, is generally the first thing noticed. Unlike measles, there is no cold in the head or cough.	From 16-18 days, usually 18 days after exposure.	For about 1 week before and at least 4 days after onset of rash. Highly	From person to person direct or indirect transmission by articles freshly soiled by discharges from nose and throat, blood,	Not required unless hospitalized. Exposure of pregnant women must be	7 days after rash appears.

	Eyes may be inflamed, slight fever, sore throat and/or swollen glands may be present. In some cases, the child may have no symptoms.		communicable	urine, and feces of the patient. Airborne transmission may occur.	avoided. Isolate from pregnant women for 7 days after the onset of the rash. Pregnant women should be tested for immunization against Rubella.	
<b>Mumps</b>	Fever, pain, swelling, and tenderness about the jaws involving one or more salivary glands, headache, earache, loss of appetite.	14-21 days, commonly 18 days after exposure.	Variable – from 6 days before salivary gland involvement till swelling subsides. Height of infectiousness occurs about 48 hours before swelling commences.	From person to person by articles freshly soiled by discharges from nose and throat of patient.  Direct contact with respiratory secretion and saliva, spread by droplets.	Until all swelling has disappeared, usually 7-15 days after onset. 9 days after the onset of salivary gland involvement.	9 days after onset of salivary gland involvement.
<b>Streptococcal Infection</b>  <b>a. Strep Throat</b>  <b>b. Scarlet Fever</b>	<b>a.</b> Sudden onset, fever, sore throat, tender and enlarged glands in the neck. Diagnosis is by throat culture.  <b>b.</b> Development of rash, "strawberry" tongue, sore throat, and fever.	1-3 days	With medical supervision and appropriate antibiotic therapy, transmission is usually eliminated in 24-48 hours. Left untreated and without complication – may be communicable for 10-21 days.	Direct or intimate contact with patient and ingestion of contaminated foods.	Isolation may be ended after 24-48 hours. Antibiotic treatment is continued for 10 days and nose, throat, glands, and ears are normal on inspection.	24 to 48 hours after antibiotic therapy has been started.

## Self-Administration and Self-Carry of Medications for Asthma and Epinephrine Auto-Injector for Allergies (PA 98-0795)

In accordance with PA 98-0795 – Self Administration and Self- Carry of Medications for Asthma and Allergy, students are allowed to self-carry and self-administer **asthma and/or allergy medication**. The parent must provide to the school written authorization for the self-administration and self-carry of asthma and/or allergy medication. The parent must also provide the school the prescription label containing the name of the asthma and/or allergy medication and prescribed dosage, and the time at which/circumstance of administering the asthma and/or allergy medication. The school will provide the parent written notice of limited liability, except for willful or wanton conduct, regarding the self-administration of medication. The parent must sign the statement acknowledging the school's limited liability. A student may self-carry and self-administer while in school, while at a school-sponsored activity, while under the supervision

of school personnel, or at certain times before or after normal school activities in accordance with the directions for the medication.

In addition, students are permitted to self-carry and/or self-administer an **epinephrine auto-injector**. The parent must provide to the school written authorization from the student's physician, physician's assistant or advanced practice nurse for the self administration and self-carry of an epinephrine auto-injector. For the self –carry and/or self-administration of an epinephrine auto-injector, the parent must provide to the school a written statement from the student's physician, physician's assistant or advanced practice nurse containing the (1) name/purpose of the epinephrine, (2) prescribed dosage, and (3) times and/or special circumstances under which to administer the epinephrine auto-injector. The school will provide the parent written notice of limited liability, except for willful or wanton conduct, regarding the self-administration of medication. The parent must sign a statement acknowledging the school's limited liability. A student may self –carry and self-administer while in school, while at a school-sponsored activity, while under the supervision of school personnel, or at certain times before or after normal school activities in accordance with the directions for the medication.

9/15

HS#75

**Agreement Authorizing  
Self-Administration of Asthma Medication  
and / or  
Allergy Medication (Epinephrine/Auto Injector)**

I, \_\_\_\_\_, the parent or legal guardian of  
*(Please Print)*  
\_\_\_\_\_, a student in Mannheim District 83

Schools, hereby authorize my child to self-administer asthma and/or allergy medication while at school, and have provided a physician's statement in compliance with the State Statute. The medication my child will be taking in school is \_\_\_\_\_. Additionally, I understand that, according to State Statute, the School District and its employees and agents are to incur no liability, except for willful and wanton conduct, as a result of any injury arising from the self-administration of the asthma medication and/or allergy medication by my child. I further understand that this permission for self-administration is effective for the school year only and must be renewed each subsequent school year if desired. I have instructed my child in the proper use of the asthma inhaler and/or allergy medication. I have instructed my child that this medication should not be used by any other student/person and that my child will notify the principal if he/she loses the medication on school property. I understand that a copy of this permission will be kept in my child's medical file.

Name: \_\_\_\_\_ Date: \_\_\_\_\_  
*(Signature of Parent/Guardian)*

9/15

HS#75-1

**SELF ADMINISTRATION OF ASTHMA MEDICATION AUTHORIZATION,  
HOLD-HARMLESS AND INDEMNITY**

Student's Name: \_\_\_\_\_

Date of birth: \_\_\_\_\_

Home Telephone Number: \_\_\_\_\_

Emergency Telephone Number: \_\_\_\_\_

***This Section must be completed and signed by either: (i) the student's physician; (ii) physician assistant; or (iii) advanced practice registered nurse:***

Licensed Prescriber's Name: \_\_\_\_\_

Address: \_\_\_\_\_

Regular Telephone Number: \_\_\_\_\_

Emergency Telephone Number: \_\_\_\_\_

Name of medication: \_\_\_\_\_

Dosage: \_\_\_\_\_

Time and Circumstances of administration at school:

\_\_\_\_\_  
\_\_\_\_\_

Side effects from medication for which student must be observed:

\_\_\_\_\_  
\_\_\_\_\_

Signature of physician, physician's assistant or advanced practice registered nurse

\_\_\_\_\_  
Date

***This Section must be completed by the student's parent or guardian:***

Pursuant to the authority granted under Section 105 ILCS 5/22-30 of the Illinois School Code, I hereby authorize my son/daughter, \_\_\_\_\_, to self administer the above referenced asthma medication at school, school-sponsored activities, while under the supervision of school personnel, and before/after normal school activities such as before/after school care on school operated property.

I agree to indemnify and hold harmless the School District, its Board of Education and the Board's members, officers, employees and volunteers from any claim, liability, loss or expense, including reasonable attorneys' fees, suffered by any of the foregoing indemnities and arising out of a claim related directly or indirectly to my son/daughter's self-administration of the above referenced asthma medication of and brought by me, any other parent or guardian of my student or another student, or by or on behalf of my student or another student. We understand that the School District and the foregoing individuals are to incur no liability as a

result of any injury arising from the self-administration of medication, provided, however, this indemnity and hold harmless commitment does not apply to the willful and wanton conduct of the foregoing indemnities.

\_\_\_\_\_  
Signature of Parent/Guardian

\_\_\_\_\_  
Date

*This form shall be effective for the 20\_\_ - 20\_\_ school year only, and must be renewed each subsequent school year.*





# Mannheim School District 83

10401 West Grand Avenue

Franklin Park, IL 60131



## Authorization to Administer Medication

*A doctor must complete this form. Doctor and parents or guardian must sign this form.*

1. Name of Student: \_\_\_\_\_
2. Date of Birth: \_\_\_\_\_
3. Name of Physician: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 Phone Number: \_\_\_\_\_  
 Emergency Phone Number: \_\_\_\_\_
4. Name of Medication/Generic Name: \_\_\_\_\_
5. Diagnosis or condition for which medication is being administered: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_
6. Reason to why medication needs to be given during school hours: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_
7. Date of Prescription: \_\_\_\_\_
8. Dosage: \_\_\_\_\_
9. Method and Route in which to be administered: \_\_\_\_\_
10. Frequency and Time to administer: \_\_\_\_\_
11. Date to discontinue: \_\_\_\_\_
12. Intended effect of medication: \_\_\_\_\_
13. Possible side effects of medication, that needs to be observed of student:  
 \_\_\_\_\_  
 \_\_\_\_\_
14. Under health office school staff supervision, student may self-administer medication. The student must provide medication name and dose information. Health office staff must verify this information with the information on the medication container and the medication order. The student should then verify medication container as their own. The District 83 health office staff must observe student measure and drink/swallow required dose, the health office staff can then return medication to its proper storage location and log that medication was given.
15. Emergency conditions in which the medication can be administered, including instructions on how

to administer, by a certified member of district staff if health office staff is not available to administer, medical personnel, or by the student:

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16. Other medication that student is currently taking: \_\_\_\_\_

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17. Next re-evaluation date: \_\_\_\_\_

**Certified Prescriber**

Signature and Title of Prescriber	Date
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Parent or Guardian:

I give permission to Mannheim School District 83 and its employees to administer/supervise the described medications in accordance to the regulations of the School District 83 who governs the Administration of Medicine in the School District.

Signature of Parent/Guardian	Date
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Phone Number: \_\_\_\_\_

Emergency Phone Number: \_\_\_\_\_

Approved by the District 83 Nurse to begin administration on \_\_\_\_\_, \_\_\_\_\_.

Signature of District 83 Nurse	Date
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# 1:1 Technology Program

## 21<sup>st</sup> Century Learning Skills at District 83

The 21<sup>st</sup> Century skills are the abilities that today's students need to be successful in their future careers. These skills include Critical thinking, Creativity, Collaboration, and Communication. These skills are often referred to as the 4 C's of learning. Mannheim School District 83 implements a 1:1 program where each student is issued a device to enhance their learning. Students in grades K-2 and Enger School are issued an iPad. Elementary students in grades 3-5 and Mannheim Middle School students are issued a Chromebook. By the use of these devices, students are able to extend their learning at home by building background knowledge, having access to literature/text, self-directed learning, writing, adaptive technology skill building, and home-school connection. Devices are refreshed every few years. When possible, students are re-issued the same device at the start of each school year. Upon the distribution of devices, students and parents learn and review device use and expectations, and parents sign an agreement which affirms their understanding and that they will follow expectations.

## Daily Procedures

Students will bring their device to and from school Monday through Friday. If a device has a protective case, the case must remain on the device at all times. When transporting the device to school and from school, it must be kept in the protective messenger bag. Students are expected to fully charge their device daily at home in a central location, such as a kitchen, family room, or living room. When the device, charger, and messenger bag is brought back to school, it is expected that the device is fully charged so student is able to learn without the disruption of having an unusable device. Students will keep their device with them each weekend, extended weekends, holidays, winter break, and spring break.

## Care for Devices

It is important for passwords and accounts to be kept private. Students should not share their accounts or passwords with other students. Devices should be protected from extreme heat, extreme cold, liquids, pets, & small children. Devices should not be left alone in an unattended vehicle or area. Devices should not be left on the floor, as it may become damaged that way. If a device becomes damaged, the technology department needs to be notified immediately. Technology support contact information for damaged devices may be found on the [www.d83.org](http://www.d83.org) website.

## Safety

The district has content filters in place for all devices issued to students whether they are at home or at school. This filter enables safeguarding against harmful websites, while providing access to a powerful educational experience. Parents are expected to supervise their child when they are using a district device. It is recommended that students use the device when they are in a central location, rather than an unsupervised area, such as their bedroom. All users of district accounts and devices should adhere to the Mannheim School District 83 Acceptable Use Policy. Users must adhere to SOPPA (The Student Online Personal Protection Act), a law that protects the sharing of privacy of personally identifiable information (PII) for students. Users must not share student PII with any service provider including websites and educational platforms unless those resources have been approved for use at District 83. The complete list of approved websites and educational platforms are available on the [www.d83.org](http://www.d83.org) website. Parents are expected to create a free account with Bark, the district's approved monitoring program, to monitor their child's school-issued accounts and receive notifications. Parents should accept the email invitation from Bark to activate their free account. <https://www.bark.us/schools/parent-portal-alerts>. Parents are expected to respond to alerts from Bark by directly addressing any issues that arise while using school-issued accounts.

## Device Insurance/Loss or Damage/Accident Fee

**Insurance:** Parents will be provided information annually regarding insurance options for their child's device. Insurance plans are not required, but they are an option for families to protect their child's device if accidental damage occurs. The insurance plans are through a district approved 3<sup>rd</sup> party vendor, and the district may receive special pricing to offer their service. The cost for insurance changes annually, so parents should refer to the district website at [www.d83.org](http://www.d83.org) to access current pricing.

**Loss/Damage:** If damage occurs due to negligence, misuse, or abuse, as determined by administration. Mannheim School District 83 reserves the right to charge the full cost for repair or replacement when loss or damage occurs, due to negligence, misuse, or abuse, as determined by administration. Examples of negligence, misuse, or abuse include, but are not limited to:

Leaving equipment unattended and unlocked, including damage or loss resulting from unattended and unlocked device while at school, lending equipment to others, using equipment in an unsafe environment or manner, loss/damage beyond reasonable wear & tear, and not keeping records or documentation of borrowed equipment to determine person responsible for loss or damage.

**Accident Fee without Insurance:** If a family has decided to not purchase insurance and a device becomes damaged, and administration has determined that the damage was accidental and NOT the result of negligence, misuse, or abuse, the family will pay the following fee. The first accidental incident is a fee of up to \$50. The first accidental incident is a fee of up to \$100. The third and subsequent accidental incident is a fee of up to \$150. Parents will not be issued a fee for the following types of incidents: Stolen device (As long as a police report is submitted to the District 83 Technology Department within 24 hours), Mechanical failure, Electrical surge, Natural disaster, or Fire (As long as a fire report is submitted to the District 83 Technology Department).

### Internet

In order to use district-issued devices, families are expected to obtain Internet service with the ability to connect Wi-Fi enabled devices at home. Various programs are available to assist families in need of support. You may find various programs on the [www.d83.org](http://www.d83.org) website to support your needs at home.

### Support/Troubleshooting

The Mannheim School District 83 Technology Department understands that technical difficulties occur from time to time. The [www.d83.org](http://www.d83.org) website has a troubleshooting tips page where families may go to find support for common problems. Families who need additional support, or who need to report damage or loss to equipment may complete a support ticket using the Incident IQ ticketing system. The Technology Department will use these requests to arrange for loaners or plan for a speedy solution to the problem.

## D83 K-8 Student Expectations for 1:1 Device Use



*D83 students have an amazing opportunity to use 1:1 laptops, iPads, and Chromebooks in the classroom. This is a great responsibility and privilege. Below you will find guidelines for using these great technology tools. Students unable to follow these guidelines will face disciplinary action, which may include losing access to the technology.*

**Do**



- Read and follow the District 83 Acceptable Use Policy
- Only use your assigned laptop/iPad/Chromebooks
- Close laptop/iPad/Chromebook before carrying it. Hold device with two hands and walk slowly and carefully
- Place laptop/iPad/Chromebook directly on desk without hanging over the edges
- Make sure hands are clean and dry at all times when using laptop/iPad/Chromebook
- Ask for permission before printing
- Return the laptop/iPad/Chromebook to the correct slot on the cart
- Notify your teacher immediately if you discover a problem (accidental or intentional.)
- Don't write on the case
- Keep laptop/iPad/Chromebook & case clean and free of markings or stickers that are not approved by district
- Read and understand the D83 K-8 1:1 Student Consequence sheet
- Put device on the floor (even when in its case)
- Leave devices unattended
- Place objects (pencils, pens, calculators) on the keyboard or screen
- Put objects (pencils, pens, objects) inside any of the ports
- Put materials (pencils, pens, paper, other items) inside the cases
- Use device near liquids or food
- Change settings on the device

**Don't**



- Download anything without permission
- Take devices into unauthorized areas (pool, bathroom, etc.)

### Daily Procedures



- Students will bring charged device to/from school each day
- Students will store devices on assigned carts when the device is not needed
- Students will return borrowed devices to correct cart

## D83 K-8 1:1 Student Consequence Sequence



Off-task laptop/iPad/Chromebook behavior examples:

- Not following instructions or lessons
- Off-task reading
- Working on other homework/assignments
- Checking grades during directed class time
- Playing games at inappropriate times or places
- Failing to meet the posted expectations



Prohibited action examples:

- Playing non-approved video games
- Shopping
- Viewing YouTube or other videos (unless assigned by your teacher)
- Improper use of email/chatting (no personal email)
- Downloading (games, apps, programs, extensions)
- Use of laptop's/iPad's/Chromebook's camera during class
- Using earbuds without permission or during instruction
- Inappropriate searches against district policy
- Deleting search/download history
- Using incognito mode



1. **First Offense:** Warning
2. **Second Offense:** Detention with parent signature
3. **Third Offense:** Call home, detention, and lose computer for rest of day
4. **Fourth Offense:** Call home, lose computer 2 days, must stay after school or come before school to finish work
5. **Fifth Offense:** Referral to office, call home from Admin, and lose device privileges for a week
6. **Sixth Offense:** Parent conference with admin & teacher/s, and discussion of consequence
  - A severe first offense may result in an immediate parent conference and consequence.



## Transportation

The District 83 Transportation Department works in conjunction with school personnel and families to provide safe and efficient service. District 83 provides free bus transportation for all students in kindergarten through eighth grade who attend their home school. This also includes homeless students, foster care students, special education students with transportation related services designated in their current IEP and students who live 1.5 miles (Illinois vehicle code)(105 ILCS 5/29-5) (from Ch. 122, par.29-5) or more from the school they attend or live within an area that the Illinois Department of Transportation has determined to be a safety hazard (such as if students would have to cross a busy road and a crossing guard is not present).

### Routes and Stops

School bus routes and stops are determined by the District 83 Transportation Department on the basis of safety, efficiency and student ridership. Bus routes, stops or times may be altered by District 83's Transportation Department if ridership changes during the school year. Scheduled bus route stop times are set as a general guide. A student's bus stop will be designated by the school district based on the proof of the Residency Requirements provided in the General Information section of this handbook.

### General bus expectations

The bus is an extension of the school and classroom in which all school rules, regulations and discipline policies and procedures apply.

- All students will be assigned seats on the bus by the driver
  - NO eating or drinking while on the bus
  - Do not throw anything in the bus or out the window
  - All noise will be kept to a minimum for the safety and well being of the students and driver.
  - At railroad crossings, there is to be no talking to ensure safety (625 ILCS 5/11-1202) (from Ch. 95 1/2, par. 11-1202)
1. Transportation is a privilege that can be revoked
  2. Every student has a right to a safe and enjoyable ride to and from school, which is free from intimidation, threat or harassment.
  3. Each student is responsible, as well as his/her parent/guardian, for their behavior while on the bus and in the school bus loading, unloading areas.
  4. If a student loses his/her bus riding privileges, their parents are responsible for transporting their student to and from school.
  5. Unacceptable conduct on the school bus or at a school stop may result in a warning, detention, suspension or expulsion from school. Bus drivers will submit a Student Action Report for disciplinary actions to be reviewed by the building administrator.
  6. Students are permitted to ride only the bus to which they have been assigned. Students may only get on and off the bus at their assigned stops.
  7. Kindergarten students must be accompanied by a responsible individual at pick-up and drop-off at their designated bus stop. If there is no responsible individual present at the designated bus stop, the Kindergarten student will return to their home school and the parent/guardian will be notified.
  8. Parents/guardians must notify the school in writing if permission is given for a student to walk, rather than ride, to and from school.

Electronic visual and audio recordings may be used on school buses as necessary to monitor conduct and to promote and maintain a safe environment for students and employees when transportation is provided for any school-related activity. Transportation office personnel will retrieve video footage (when available) and forward it to the building administrator for their viewing and possible disciplinary action.

### Medical

The health clerk will notify the transportation office of students on the bus that may have allergies or medical conditions. Drivers are First Aid and CPR trained however they are not trained to administer medication.

If your child has a temporary condition restricting their mobility, please contact your child's health clerk. Once the health clerk receives a physician's notification and if the physician indicates a student can climb stairs, the driver and health clerk will observe the child's ability to safely navigate the stairs of the bus. The health clerk will notify parents of the outcome of the observation.

Questions or concerns call the Transportation Office directly at 847.451.2715.

## Mission Statement Mannheim District 83

Our Mission is to develop a passion for learning in a  
creative, safe, and nurturing environment



# Notes