

Parent-Student Handbook

Enger
School
10401 W. Grand Avenue
Franklin Park, IL 60131
847-455-5299
847-455-2092 - Fax

Mannheim
Early Childhood Center
101 W. Diversey Avenue
Northlake, IL 60164
847-455-3611
847-455-0142 - Fax

Mannheim
Middle School
2600 Hyde Park Avenue
Melrose Park, IL 60164
847-455-5020
847-455-2038 - Fax



Administration Building
10401 W. Grand Avenue
Franklin Park, IL 60131
847-455-4413
847-451-2703 - Fax

Roy
School
533 N. Roy
Northlake, IL 60164
847-451-2700

Scott
School
2250 N. Scott
Melrose Park, IL 60164
847-455-4818
847-455-2039 - Fax

Westdale
School
99 W. Diversey Avenue
Northlake, IL 60164
847-455-4060
847-455-2050 - Fax

*Mannheim School District 83
2016 -2017*

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

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
Mrs. Nancy Tobin – Member.....	(708) 395-5148
Mr. Octavio Cordero – Member.....	(847) 451-1877
Mr. Joe Klinger – Member.....	(847) 219-8540
Mrs. Tammy Campeotto – Member.....	(847) 288-2439

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. The location changes monthly and can be found in the PTA Calendar.

Administrative Personnel

Mrs. Kim S. Petrasek, Superintendent.....	District Office.....	(847) 455-4413
Mr. Brian Knox, Director of Curriculum and Instruction.....	District Office.....	(847) 455-4413
Mrs. Alicia Cieszykowski, Business Manager, CSBO.....	District Office.....	(847) 455-4413
Dr. Wayne Spychala, Director of Human Resources.....	District Office.....	(847) 455-4413
Ms. Piedad Kaye, Bilingual Director.....	District Office.....	(847) 455-4413
Mr. Ronald Carleton, Director of B/G/T/S.....	District Office.....	(847) 455-4413
Dr. Catherine Carey, Principal.....	Enger School.....	(847) 455-5299
Ms. Shannon Cribaro.....	Mannheim Early Childhood Center.....	(847) 455-3611
Mr. Tim Daley, Principal.....	Mannheim Middle School.....	(847) 455-5020
Mrs. Laura Moore, Assistant Principal.....	Mannheim Middle School.....	(847) 455-5020
Mr. Kevin Szczesniak, Assistant Principal.....	Mannheim Middle School.....	(847) 455-5020
Mr. Joseph Stanislaw, Principal.....	Roy School.....	(847) 451-2700
Mr. Cameron Wiley, Assistant Principal.....	Roy School.....	(847) 451-2700
Mr. Michael Courington, Principal.....	Scott School.....	(847) 455-4818
Mrs. Jennifer Jacobs, Assistant Principal.....	Scott School.....	(847) 455-4818
Mrs. Tara Kjome, Principal.....	Westdale School.....	(847) 455-4060
Mr. Andy Petrolina, Assistant Principal.....	Westdale School.....	(847) 455-4060

District Personnel

Mr. Robert Junna, Director of Technology Integration.....	District Office.....	(847) 455-4413
Mrs. Barbara Nielsen, Nurse.....	Enger School.....	(847) 455-5299

Table of Contents

General Information

Articles Prohibited in School.....	1
Residency Requirements.....	1
Residency of Special Education Students.....	1
Homeless Students.....	2
Investigation.....	2
Attendance and Punctuality.....	3
After School Student Choir Performances.....	3
Equal Educational Opportunities.....	3
Information Regarding Teacher Quality.....	3
Student Records.....	3
Access to Student Records.....	4-5
Orders of Protection.....	5
Directory Information.....	5
Family Educational Rights and Privacy Act.....	6
Protection of Student Privacy.....	6
Conduct and Citizenship.....	6
Prohibited Student Conduct – 5131.2.....	6
Disciplinary Measures.....	7
Delegation of Authority.....	8
Parent-Student Handbook.....	8
Search of Student Lockers, Desks, and Other Areas, Property and Equipment.....	8
Search of Students and Their Personal Effects.....	8
Early Dismissals.....	8
Emergency Closings.....	9
Field Trips.....	9
Lost and Found Articles.....	9
Lunch.....	9
Birthday Celebrations.....	9
Dress Code.....	9
Retention.....	10
Registration.....	10
Telephoning.....	10
Transferring From District 83.....	10
Transferring To District 83.....	10
Budget Information.....	10

Health Related Information

Health Program.....	10
Health Requirements.....	11
Dental Information.....	11
Immunization Information.....	11-12
Administration of Medication to Students – 5141.5.....	12-14
Communicable Disease Information.....	15
Safety.....	16
Student Insurance.....	16
Waiving of School Fees.....	16

School-Parent Compact

Homework Guidelines / Responsibilities.....	16
Students' Responsibilities.....	16
Parents' Responsibilities.....	16
Teachers' Responsibilities.....	17
Principals' Responsibilities.....	17
Parent Teacher Association (PTA).....	17
Reporting to Parents.....	17
Mannheim School District 83 Parent Involvement Compact.....	17
School Visitation.....	18

Curriculum Components

Art Education.....	18
Family and Consumer Education.....	18
Language Arts.....	18
Life Skills.....	18
Mathematics.....	18
Music Education.....	19
Physical Education.....	19
Science.....	19
Social Studies.....	19
Standardized Testing.....	20

Appendix

C.A.R.E. (Creating A Respectful Environment).....	20
Order for Administration of Medication Sample Form.....	21
Self Administration of Asthma Medication Authorization.....	22
District Mission Statement.....	23

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.
- A.M. Kindergarten.....9:00 a.m. -11:30 a.m.
- P.M. Kindergarten1:00 p.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, under Parent Forms) 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 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 truant.
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:	March 9, 1996	Revised:	March 11, 1999
Revised:	February 11, 1988	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. 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.

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 shorts 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 is allowed in school. Tongue piercing is also 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

- 1st violation:.....Change into District provided shirt/ pants
Call parent
- 2nd violation:Change into District provided shirt/ pants
Detention
Call parent
- 3rd violationChange 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. In addition, you may call the Administrative Center at 847-455-4413 and request a copy be sent to you.

Health Related Information

Health Program

A cumulative health record is kept for every child enrolled in the Mannheim District 83 Schools. Parents will be asked for information regarding their children's medical history when they are registered. The school district offers the following services as part of our health program:

- Parents are notified when their children are exposed to a communicable disease, if requested by the Cook County Health Department or at the discretion of the Superintendent.
- Parents are called if a child appears ill or in case of an accident.
- The physical education program is adjusted to meet the needs of the child.
- Hearing tests are administered annually for kindergarten, first, second, third grade, all special education, new students, and upon parent or teacher referral. Deficiencies are reported to parents.
- Vision tests are administered annually for kindergarten, second, eighth grade, all special education, new students, and upon parent or teacher referral. Deficiencies are reported to parents.
- Health conferences are held with parents, when necessary. Parents may be of assistance in carrying out the health program by:
 - ✓ Complying with the requirements for physical and dental examinations.
 - ✓ Complying with lead screening requirements before Kindergarten.
 - ✓ Reporting cases of communicable disease (e.g. chicken pox, mumps, measles, etc.) to the child's respective school immediately.
 - ✓ Following the state guidelines for immunizations and presenting documented evidence to school.
 - ✓ Providing a nourishing breakfast, well-balanced meals, and insisting upon adequate rest and outdoor recreation for your children.
 - ✓ Complying with district policy concerning medication.
 - ✓ Observing the child carefully for symptoms of colds, coughs, skin eruptions, increased body temperature or any other signs of communicable disease. All children with temperatures above 100 degree Fahrenheit must stay home until the child is fever free for 24 hours. All unidentified rashes on the child's skin require a doctor's note.

Health Requirements

Parent(s)/guardian(s) of students shall present proof of an Illinois health examination by a licensed physician and of having received the immunizations against and screens for preventable communicable diseases, as required by the Department of Public Health Rules:

1. before entering preschool, early childhood program, kindergarten or first grade;
2. upon entering the sixth and ninth grades; and
3. whenever a student first enrolls in school, regardless of the student's grade; and
4. vision exam required by an optometrist or medical doctor who performs eye exams
5. dental exam required for second and sixth grades

Parent(s)/guardian(s) are also encouraged to have their child undergo a dental examination whenever health examinations are required.

Failure to comply with the above requirements by October 15 of the year in which such proof is required or, immediately upon enrollment in the case of mid-school year transfers, will result in the student's exclusion from school until the required health forms are presented to the school. A student may be exempted from this policy's requirements on religious or medical grounds if the student's parent(s)/guardian(s) present to the Superintendent a signed statement explaining the specific religious belief on which the objection is based. The Superintendent will review all written religious objections. A student may be exempted from the health examination or immunizations on medical grounds if a physician provides written verification.

Dental Information

Illinois state law requires that students in Kindergarten and grades 2 and 6 must have a dental exam by the start of the school year.

The law further states that if a child in grade 2 and 6 fails to present proof by May 15 then the school may hold the child's report card until one of the following occurs:

1. The child presents proof of a completed dental examination;
2. The child presents proof that a dental examination will take place within 60 days after May 15; or
3. The parents obtain a waiver from the Department of Public Health or provide objection to the dental examination on religious grounds.

Immunization Information

Under state law, children must be immunized against varicella, measles, HIB, tetanus, diphtheria, polio myelitis, pertussis, rubella, mumps and Hepatitis B. The immunization schedule for children, recommended by the Illinois Department of Public Health, can be found on page 12 of this Handbook.

Immunization Schedule

This is a schedule of immunizations and is used in Cook County Department of Public Health clinics. These practices are the recommendations of the Advisory Committee on Immunization, the American Academy of Pediatrics, and the American Academy of Family Physicians. Other providers may use a different schedule. All schedules are subject to change. Ask your health care provider for more information.

A Child's Age ➔	2 months	4 months	6 months	12-18 months	2 years	4-6 years	14-16 years
DTaP Diphtheria Tetanus Pertussis	●	●	●	●		●	
IPV Polio Vaccine	●	●	● 6-18 months			●	
MMR Measles Mumps Rubella				● 12-15 mos.		●	
Hib Haemophilus Influenza Type B	●	●	●	● 12-15 mos.			
PCV Pneumococcal Conjugate Vaccine	●	●	●	● 12-15 mos.			
Td Tetanus Diphtheria							● (and every 10 years)
Var Varicella (Chickenpox)				●			
Hep A Hepatitis A					● 2 nd dose, 6 mos. later		
Hep B Hepatitis B	●	●	● 6-18 mos.				

*These three shots must be received prior to school entrance in kindergarten. Booster Hib must be after 15 months of age and at Childhood Program – Preschool Program and Early Childhood Program. Hepatitis B is required before entrance into all preschool programs and before entering the fifth grade.

Administration of Medication to Students – 5141.5

The Superintendent shall establish regulations for the administration of medications to students. The regulations shall be substantially based on the Recommended Guidelines for Medication Administration in the Schools published by the Illinois Department of Public Health and the State Board of Education and shall provide for administration of medication to a student during school hours or during school activities only when necessary to maintain the student in school. A copy of this policy and the regulations shall be given to the parents or guardians of each student within 15 days after the start of each school term, or within 15 days of starting classes for students transferring to the school district during the school term. Also within such 15-day period, students shall be informed of the contents of this policy and the rules.

I. Authorization for Administration of Medications to Students.

- A. Only those *prescription and nonprescription* medications necessary to maintain a student in school and which must be given during school hours or school activities may be administered to a student. All medications given to students must be prescribed by a licensed prescriber. Standing orders may not be used as a basis for administration of medication.
- B. Approval for administration of medication must be obtained from the school nurse as follows:
 1. A written order for prescription and nonprescription medications must be obtained from the school health office, completed and signed by the student's licensed prescriber, signed by a parent or guardian, and filed with the school nurse. The order must include:
 - (a) the student's name;
 - (b) date of birth;
 - (c) licensed prescriber's name, signature, and date of signature;
 - (d) licensed prescriber's regular and emergency telephone numbers;
 - (e) name of medication;
 - (f) dosage;
 - (g) route of administration;
 - (h) frequency and time of administration;
 - (i) date of prescription;
 - (j) date of order;
 - (k) discontinuation date;
 - (l) diagnosis requiring medication;
 - (m) reasons medication must be given during school hours;
 - (n) intended effect of medication;
 - (o) side effects from medication for which student must be observed;
 - (p) whether the student may self administer and, if so, instructions for self-administration;
 - (q) emergency conditions under which medication should be administered including directions for administration by a certified staff member if administration by the school nurse, emergency medical personnel, or self-administration cannot reasonably be achieved;
 - (r) other medications the student is receiving;
 - (s) time interval for re-evaluation;
 - (t) the parent's or guardian's name, signature, date of signature, and regular and emergency telephone numbers.
 2. The school nurse shall review the written order, require any additional information from the parent or guardian or the student's licensed prescriber appropriate to complete the review, consult with the Principal of the school or school district medical advisors as appropriate and approve or deny the order. An appeal from the denial of any order prescribing the administration of medication may be made by the parent or guardian to the Principal of the school and then to the Superintendent.

II. Persons Authorized to Administer Medication.

- A. The school nurse or any registered nurse approved by the school district may administer medications under these guidelines.
- B. Any certified employee and any health aide may supervise self-administration of medication by a student under these guidelines.
- C. Any certified employee may administer medications in emergency situations if, under the circumstances, the school nurse or emergency medical personnel cannot be available in sufficient time and the student cannot self-administer the medication.
- D. Parents may administer medications with the approval of the school nurse or the Principal of the school.
- E. Self-Administration of Asthma Medication (MDI multidose inhaler):
 1. Illinois Statute (105ILCS 5/22-30) permits self-administration of asthma medication by students under the following conditions:
 - a. Parent signs the District 83 Agreement Authorizing Self-Administration of Asthma Medications
 - b. Parent provides a written statement from the physician or nurse practitioner containing the name and purpose of the medication, the prescribed dosage, and the times or special circumstances under which the medication is to be administered. This information will be kept on file in the Health Office.
 2. The school/district and its employees 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 by the student.
 3. The permission for self-administration of asthmas medication is effective for the school year for which it is granted and must be renewed each subsequent school year.
 4. Provided that the above requirements are fulfilled, a pupil with asthma may possess and use his/her medication while in school, while at a school-sponsored activity, while under the supervision of School personnel, or before/after

school activities.

5. Request an extra MDI or inhaler to be kept in the health office for student emergencies.

III. Procedures for Administration of Non-Asthma medications.

- A. Each dose of medication shall be documented in the student's individual health record. Documentation shall include date, time, dosage, route, and the signature of the person administering the medication or supervising the student in self-administration. In the event a dosage is not administered as ordered, the reasons shall be entered in the record.
- B. Effectiveness and side effects shall be assessed with each administration and documented as necessary in the student's individual health record. Documentation of effects for long-term medications should be summarized at least quarterly or more frequently as determined by the certified school nurse.
- C. A procedure shall be established for written feedback to the licensed prescriber and the parent(s)/guardian at scheduled appropriate intervals for long-term medication if requested by the licensed prescriber.
- D. All approved orders for long-term medications shall be renewed at least annually. Changes in medication shall be through a revised order or other written authorization from the licensed prescriber as approved by the school nurse.
- E. Medication must be brought to the school in the original package or an appropriately labeled container.
 - 1. Prescription medications shall display:
 - (a) student's name;
 - (b) prescription number;
 - (c) medication name/dosage;
 - (d) administration route and/or other directions;
 - (e) date and refill;
 - (f) licensed prescriber's name;
 - (g) pharmacy name, address, and phone number;
 - (h) name or initials of pharmacist.
 - 2. Over-the-counter medications (OTC):
 - (a) OTC (non-prescription) medications shall be brought to school with the manufacturer's original label with the ingredients listed and the student's name affixed to the container.
- F. Medications, and special items necessary to administer medications such as syringes and hypodermic needles, must be stored in a separate locked drawer or cabinet. Medications requiring refrigeration must be refrigerated in a secure area. Medications which must be available while a student is engaged in a school activity conducted away from the customary site of storage must be kept with the certified employee supervising the activity.
- G. The parent or guardian will be responsible at the end of the treatment regime for removing from the school any unused medication which was prescribed for the student. If the parent or guardian does not pick up the medication by the end of the school term, the certified school nurse will dispose of and document the disposal of medication in the student's health record
- H. Self-administration of medication shall be accomplished as follows:
 - 1. Self-administrations may occur only in places designated by the school nurse or Principal.
 - 2. An employee authorized to supervise self-administration must provide the medication to the student. The child must state his/her name, the name of the medication, and the dosage. The employee must verify this with the original container and the doctor's order. The child must again verify the container of medication as his/hers. The District 83 employee must observe the student measure and take the required dosage, return the medication to its storage place, and make a record of the administration in accordance with Section A above.
- I. Except in extreme circumstances, the written order must be consulted before administration of medications in an emergency. A record of the administration must be made in accordance with Section A above.

Approved: September 13, 1991

Communicable Disease Information

Disease	Early signs and symptoms	Period of Incubation	Period Communicability	Method of Transmission	Isolation	Minimum Days Out of School
Chicken Pox	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.
Rubeola (Measles)	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.
Rubella (German Measles)	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. Eyes may be inflamed, slight fever, sore throat and/or swollen glands may be present. In some cases, the child may have no symptoms.	From 16-18 days, usually 18 days after exposure.	For about 1 week before and at least 4 days after onset of rash. Highly communicable	From person to person direct or indirect transmission by articles freshly soiled by discharges from nose and throat, blood, urine, and feces of the patient. Airborne transmission may occur.	Not required unless hospitalized. Exposure of pregnant women must be avoided. Isolate from pregnant women for 7 days after the onset of the rash. Pregnant women should be tested for immunization against Rubella.	7 days after rash appears.
Mumps	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.
Streptococcal Infection		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.
a. Strep Throat	a. Sudden onset, fever, sore throat, tender and enlarged glands in the neck. Diagnosis is by throat culture.					
b. Scarlet Fever	b. Development of rash, "strawberry" tongue, sore throat, and fever.					

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-1Up to 20 minutes per night
 - Gr. 2-3Up to 40 minutes per night
 - Gr. 4-5Up to 60 minutes per night
 - Gr. 6-8Up 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.

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, 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.

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.

C.A.R.E. Program

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 and rewards for bullying.

Each school will follow the same four rules:

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

The program works 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 and peer relationships. Students are taught the four anti-bullying rules and the principles of the C.A.R.E. program.

Order for Administration of Medication

All items must be completed in detail by the physician. The physician must sign the order.

1. Student's Name: _____
2. Date of Birth: _____
3. Licensed Prescriber's Name: _____
 Address: _____
 Regular Telephone Number: _____
 Emergency Telephone Number: _____
4. Name of medication: _____
5. Diagnosis requiring medication: _____

6. Reason(s) medication must be given during school hours: _____

7. Date of prescription: _____
8. Dosage: _____
9. Route of administration: _____
10. Frequency and time of administration: _____

11. Discontinuation date: _____
12. Intended effect of medication: _____
13. Side effects from medication for which student must be observed: _____

14. The student, supervised by a school employee, may self-administer his/her medication. The child must state his/her name, the name of the medication, and the dosage. The employee must verify this with the original container and the doctor's order. The child must again verify the container of medication as theirs. The District 83 employee must observe the student measure and take the required dosage, and then the employee returns the medication to its storage place making a record of the administration.
15. Emergency conditions under which medication may be administered, including directions for administration, by a certified staff member if administration by the school nurse, emergency medical personnel, or self-administration cannot reasonably be achieved: _____
16. Other medications the students is receiving: _____
17. Time interval for re-evaluation: _____

LICENSED PRESCRIBER:	
_____	_____
Signature of Prescriber	Date of Signature

PARENT OR GUARDIAN:	
I grant permission to Mannheim School District 83 employees to administer/supervise the medication described above in accordance with the School District's regulations Governing the Administration of Medications in the Schools.	
_____	_____
Signature of Parent/Guardian	Date of Signature
Home telephone: _____	Work telephone number: _____

Approved by School Nurse to begin administration on _____, 200__.	
_____	_____
Signature of School Nurse	Date of Signature

**This form may be obtained from the Health Clerk at each school.
 Students MUST have a new Doctor's order every year.**

**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.



Mission Statement Mannheim District 83

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

Notes