

# 2025 -2026 School Handbook

## Meadow Lane Intermediate



## Atwood Heights School District 125

Meadow Lane Intermediate School

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### **Meadow Lane Mission Statement**

*Our mission at Meadow Lane is to prepare your intermediate-aged student to become a successful, confident and independent life-long learner, through the application of a varied and challenging curriculum, which pays equal attention to intellectual, emotional and physical development.*

**Meadow Lane Vision/Culture Statement**

*Meadow Lane School strives to provide a positive environment focused on a sense of belonging and mutual respect for all members of our school community.*

**BELL SCHEDULE**

7:55am	First Bell
8:05am	Tardy Bell
11:15am	3 <sup>rd</sup> Grade Lunch
11:00am	4 <sup>th</sup> Grade Lunch
11:45am	5 <sup>th</sup> Grade Lunch
2:25pm	Dismissal

**School Traffic**

In order to provide a safer and more predictable traffic flow, please observe the following pattern when visiting Meadow Lane. **Both streets surrounding Meadow Lane are one way during school hours. All traffic should enter via 118<sup>th</sup> Street heading east (toward the school). Exit traffic will lead to Meadow Lane Drive. Traffic is one way on both of these streets during school hours.**



### **Drop-Off and Line-Up**

When dropping off your student between 7:45am - 8:00am pull up to door #1 (North side of the building) and let your child out of your vehicle. Students should then go straight to the blacktop area. If the weather is inclement, students will enter the building via door #1. When the bell rings at 7:55am, all students will line up at doors #2 and #3. No students will be allowed in the north traffic area during school hours. **Students should not be on the blacktop before 7:45 AM. There is no supervision for students before this time.**

### **Picking-Up Students during the Day**

If you need to pick up your child during the school day you must come to the office and sign him/her out. If an early release is planned, please send an email or call the school office ahead of time. If you are requesting that your child be picked up by someone other than you, or are restricting those who can pick up your child to specific persons, you must send a note - either the day of the pick up or at the beginning of the year, if the directions are to be permanent. Your child will only be released to those listed on the emergency/enrollment card unless you call us with other arrangements.

### **Dismissal of Students at the End of the Day**

Bus dismissal will begin at 2:20. For the safety of our students, walkers and student pick-ups will be dismissed after ALL buses have left the school property. If your child is a bus rider, but will be picked up, please notify the office. Your child will then be dismissed with the walkers. Parents will not be admitted into the school after 2:15 or while buses are boarding. Please wait outside for your child to be dismissed. **There will be no exceptions.**

### **Bicycle Safety:**

*When arriving on the school grounds, bike riders will dismount and walk their bikes to the bike rack. When bikes are parked, they are not to be moved or changed. When leaving, the bike is to be walked clear of the playground. Bike riders are to observe good safety rules at all times. Ride on the right side of the street with traffic. NEVER RIDE DOUBLE ON A BIKE. Since the school is not responsible in case of theft, bikes should be secured with a lock and chain.*

### **Admission:**

A state birth certificate, and all residency requirements must be met at the time of the initial registration. Pupils entering from other school systems will be placed on a probationary basis in the grade in which the official transfer form indicated. If he/she is unable to do the work of this grade, he/she will be relocated to the place where he/she is able to achieve at his/her maximum rate, children are retained in a grade when it appears that such retention is the best educational interest of the child. Where it appears that a child would accomplish more by repeating the grade, the parent will be invited to discuss the situation with the teacher and the principal.

### **Attendance**

*Please call the attendance line at 708-388-6958 and leave a message.* All student absences must be reported prior to 9:00 a.m. of the day missed, unless prior notification has taken place. The school office will contact the family of any absent student who has not contacted the school. Other procedures that may be used in the event of an unexcused absence include, but are not limited to: *interviews with the student, parent or guardian, and/or any school officials who may have information about the reasons for the student's attendance problem.*

**While regular attendance is very important, in consideration of the staff and other children, please do not send your child to school when they are sick. Vomiting, fever, or a disruptive cough, are reasons to keep your child home. Students must be fever free, and vomit free without the use of medication, for 24 hours before returning to school.**

According to state guidelines a student must be in school for five hours to be present for a full day. Students arriving after 9:00 a.m., or leaving before 1:00 p.m., will be marked absent for a half day.

Please keep the numbers on your emergency/enrollment card up to date. If your child becomes ill during the school day, it is important that we be able to reach someone to pick your child up. In the event of an evacuation of the school, your child can only be released to people listed on the emergency card.

### **Chronic Absenteeism**

Students who are chronically absent (absent 10 percent of the days enrolled in school regardless of excused or unexcused absences) may be retained in the same grade for another year. Some of the school's practices for students who are chronically absent include, but are not limited to, family meetings, home visits, mentors, individualized plans, small group interventions, tutoring, and summer school. Missing two days of school a month will result in chronic absenteeism.

### **Tardiness**

If a student arrives for school after the tardy bell (with the exception of late buses) he/she is considered tardy, and must stop at the office to get a tardy slip, which is given to their homeroom teacher. Tardy students must enter the building via door #1 (Main Entrance). Excessive tardiness will result in morning detention 7:30-8:00.

### **Excused Absence Requests:**

No student will be excused from school except on written request of a parent or guardian. The principal may deny a request when he/she feels removing the child from school would not be in the child's best interest.

No student will be released from school for part of the day unless a parent or legal guardian signs out the student at the school office.

### **Truancy**

According to the Illinois School Code, a student is "excused" from school for one of the following reasons: illness, observation of a religious holiday, death in the immediate family, family emergency, other situations beyond the control of the student as determined by the local board of education, or other circumstances which cause reasonable concern to the parent for the safety or health of the student. In all other situations, the student is considered to be unexcused and truant. A truant is any student who is absent from school without a valid cause. A chronic truant student is defined as one who is absent without cause for five percent or more days in the school year (9 school days).

A student who is truant or chronically truant have the following services available to them: parent conferences, student counseling, family counseling, and information about existing community services that are available to truant and chronically truant students and relevant to their needs. When the school district identifies a student as truant, the South Cook ISC is notified. If there is no improvement made in the child's attendance, the district may request a truancy hearing. If attendance continues not to improve, the case may be referred to the court system for a Class C misdemeanor and the responsible party may be fined or sentenced up to 30 days in jail.

### **Parent- School Communication**

If there are any problems, concerns or questions, please contact your child's teacher immediately. Prompt communication is an important component to resolving any issue. Any teacher can be reached via phone from 7:45-8:00 or from 2:30-2:45. Teachers may also be reached through their email address located on the school's website. Email is checked on a daily basis.

If you need to leave a message or talk to anyone in the office, our office hours are from 7:30 a.m. to 3:00 p.m. Our school number is 708-388-6958. Messages can be left anytime the office is closed. Meadow Lane's fax number is 708-388-6983.

**Please notify the office immediately if your telephone number has changed.**

### **Telephone Calls**

Please try to let your child know their after-school arrangements before they come to school. We realize that sometimes arrangements change, however, parents are encouraged **not** to call the school on a regular basis to change their child's transportation home from school. If necessary, please notify the office as soon as possible. Messages at the end of the day are very

hard to get to the students, and make for a very hectic and confusing time for our students. It is much less confusing if your child has a regular routine for going home.

Students will not be permitted to call home for homework, band equipment, lunch, or to arrange play dates, etc. In case of emergency, parents will be notified by the office.

### **Use of Cell Phones:**

Disciplinary action may be taken against any student for using a cellular telephone in a manner that disrupts the educational environment. Cell phones must be kept off and out of sight during the regular school day and on the bus unless use of the device is provided in a student's IEP, or it is needed in an emergency that threatens the safety of the students, staff or other individuals. Violation of this policy may result in cell phone storage.

### **Vacations:**

Parents are urged to plan family vacations in keeping with the school calendar.

### **Visitors:**

All visitors must stop at the front office (door #1), sign the register, and wear a visitor pass before proceeding anywhere else in the building. Visitors are not accepted through outside classroom doors.

### **Bus Transportation:**

Children who ride the school bus are expected to observe the following regulations:

1. Stay off the road and on the corner while waiting for the bus.
2. Wait until the bus comes to a complete stop before attempting to board the bus.
3. Keep hands and head inside the bus at all times.
4. Assist in keeping the bus safe and sanitary at all times.
5. Remember that loud talking and laughing or unnecessary confusion diverts the driver's attention and may result in a serious accident.
6. Never tamper with the bus or any of its equipment.
7. Keep books, packages, coats and all other objects out of the aisles.
8. Do not throw anything out of the bus window.
9. Remain in your seat until you reach your destination.
10. In case of emergency, remain in the bus until instructions are given by the driver.
11. No eating is allowed on the bus at any time.
12. No glass containers shall be brought on the school bus.
13. No sharp objects such as knives, screwdrivers, or scissors are allowed on the school bus.
14. No animals shall be transported on the school bus.
15. Children are permitted to ride only the bus assigned to them.
16. Children must exit the bus at their assigned stop unless a note is sent to the principal's office requesting the change.
17. Items left or lost on the bus can be claimed by calling Illinois School Bus' lost and found at 708-389-4545.

## **Violations of bus regulations will be dealt with as follows:**

### **Level 1 Offenses and Suspension**

**(Includes the use of inappropriate language, not sitting in assigned seat, yelling, standing in seat, eating, bringing toys on bus, etc.)**

- 1<sup>st</sup> Offense: Warning
- 2<sup>nd</sup> Offense: Two Day Suspension from Bus
- 3<sup>rd</sup> Offense: Three Day Suspension from Bus
- 4<sup>th</sup> Offense: One Week Suspension from Bus
- 5<sup>th</sup> Offense: One Month Suspension from Bus

### **Level 2 Offenses and Suspension**

**(Includes any inappropriate gestures, physical contact, fighting, threatening other students, possession of weapons or other inappropriate items, gross insubordination, etc.)**

- 1<sup>st</sup> Level 2 Offense: One Week Suspension from Bus
- 2<sup>nd</sup> Level 2 Offense: Two Week Suspension from Bus
- 3<sup>rd</sup> Level 2 Offense (and each offense thereafter): One Month Suspension from Bus

All subsequent reports will result in a 30 school day bus suspension.

Parents should report any complaints about bus drivers directly to Illinois School Bus at 708389-4545.

### **Discipline:**

Children are expected to obey all school regulations and requests of teachers and staff. Failure to do so will result in disciplinary action. Corporal punishment is not used but teachers may use physical restraint to prevent the harming of another child or to defend themselves. Teachers and staff, under Illinois law, stand in the place of parents during such time as students are on school grounds, or on the way to and from school. They are expected to exercise such control and authority as would be done by a responsible parent.

We view Meadow Lane as a community. Like all communities there are certain rules the citizens follow so that everyone has a safe and enjoyable experience. Meadow Lane strives to be a community of respect, with responsible students who are ready to learn. Students are encouraged to stay focused on positive behaviors and to treat each person with kindness.

### **Detention**

Detentions will be served Monday thru Thursday from 2:25 to 3:00. Parents are responsible for making arrangements for their child to be picked up on their assigned day. Ample notice will be given in order for rides to be arranged. **Detentions will be served after school.**

**Detentions may be given for inappropriate behavior.**

### **Suspension**

Suspensions from school are rare at the intermediate level but are employed in extreme cases. If a student is suspended his/her parents are notified either by phone or letter. Parents may request a conference prior to suspension to discuss the matter.

### **Homework**

The students at Meadow Lane have homework every night. Homework is an integral part of the education process. It allows the student an opportunity to develop independence and to improve skills learned at school. In some cases, nightly homework is a specific written

assignment. If there is no specific nightly assignment, students are expected to read for 15 to 30 minutes each night. Parents are encouraged to help children acquire the self-discipline needed in doing homework. It is appropriate to check your child's work and discuss it. We ask that parents not allow children to submit incomplete work or work that has been done carelessly. Without doing the assignment for your child, the parent is encouraged to spend the necessary time to promote neatness, correct spelling and correct use of punctuation and grammar. Teachers will not accept carelessly done or inadequate homework. Every student is responsible for recording their homework assignments in their assignment notebook, and parents are expected to check it daily.

All homework will be posted on the teacher's website every night. Textbooks are available at the Alsip public library in the event your child forget something at school.

### **Homework Expectations**

If a child is missing homework an email notification will be sent via Teacherease. If a student has excessive missing work they may be require to stay for ***Homework Intervention***. This will take place afterschool from 2:25 – 3:15.

**Parents are responsible for making arrangements for their child to be picked up from Homework Intervention.**

### **Grading and NEHS**

Report cards will be issued at the end of each trimester. Please check the District 125 handbook and calendar for the specific dates for the end of each grade period. Report cards are issued the week following the end of each trimester. Report cards will be handed out the week after the trimester ends. Progress reports may be issued mid-way through each trimester. Parents can also monitor grades at: <http://www.teacherease.com> Login details will be given to new families at the beginning of the school year.

- A (90%-100%)
- B (80%-89%)
- C (70%-79%)
- D (60%-69%)
- F (59% and below)

Students receive grades for academic achievement and effort in nearly all subject areas. Individual grade criteria is determined by the grade, subject, and child's ability. Consult your teacher for specific grade policies. Additionally, Meadow Lane is a member of the National Elementary Honor Society. Membership is reserved for fifth grade students who have proven high levels of achievement and service while maintaining respect and appropriate conduct at school. Students are inducted as fourth graders and participate in the organization during their fifth-grade year.

### **Lunch and Recess**

Students will have a thirty-minute lunch/recess each day. Lunch will take place in the student's classroom. Recess will take place on the black top (weather permitting). Students will also be given an additional recess time throughout their school day.

Please check with your child about his/her lunch needs. You would be surprised how much food is thrown out. We discourage pop or other sugary drinks, which can cause students to feel tired after lunch. Please - no glass bottles.

**We go outside if the wind chill is 20 degrees or above. Please make sure your child is dressed appropriately for the weather.**

**Lunch Program:**

We are pleased to inform you that Meadow Lane School will continue to be a part of the the National School Lunch and School Breakfast Programs called the Community Eligibility Provision (CEP).

All enrolled students of Meadow Lane School are eligible to receive a healthy breakfast and lunch at school at **no charge** to your household each day of this school year. No further action is required of you. Your child(ren) will be able to participate in these meal programs without having to pay a fee or submit an application.

**McKinney-Vento Program/Homelessness A**

student experiencing homelessness may:

Participate fully in all school activities and program as eligible.

Receive transportation to and from the school of origin.

Continue to attend the last-enrolled school even if the student has moved away from that school's attendance area.

Qualify automatically for school nutrition program.

For additional assistance or more information contact the district's McKinney-Vento liaison:  
**Heather Wills 708-423-3078**

**Clothing:**

Please label, or mark, clothing such as boots, or gloves, caps, gym uniforms, etc. to avoid loss or confusion of ownership. There is a "lost and found" area located in the school office that can be checked in the event that student's belongings are lost or misplaced.

In order to avoid any problems regarding clothing and jewelry we have established a basic set of dress regulations. There is a close relationship between dress and a student's attitude toward academic achievement and personal behavior. It is the responsibility of parents to have their child appropriately dressed for school. We realize that the age of our students must be taken into consideration. If infractions occur, parents will be responsible for bringing a change of clothing to school.

- \* Tank tops with large arm holes, tops with narrow straps or spaghetti straps, halter tops, midriff tops, or tops that allow the stomach/midriff to be exposed may not be worn. Students' tops should overlap the top of their slacks or jeans.
- \* Shorts and skirts should be finger-tip length or longer, and should fit appropriately.
- \* Shoes are required at all times.
- \* Clothing may not be worn that contain lewd, suggestive for disreputable words or pictures, references to drugs, alcohol or tobacco. Shirts which display a disregard for human life are not appropriate. Students who choose to wear questionable shirts will be asked to wear them inside-out.
- \* Pants must be worn at the waist. No chain wallets are allowed.
- \* Students are discouraged from bringing cosmetics such as hair spray, body spray, etc. as it may present a health/safety hazard. (However, we **encourage** the use of deodorant.)

- \* No hats or hoods may be worn inside the school unless documented in a student's IEP or 504 plan.
- \* Students are not allowed to bring battery operated electronics such as iPods, CD players, and games. The school is not responsible for theft of these items, and if misused, will be confiscated and returned to the parent.
- \* Students who carry a cell phone must have them turned off and kept in their backpack.
- \* We retain the right to have students remove any jewelry, especially in gym class, that might prove to be a safety hazard.

### **Damage to Materials or Property**

It is our policy that in the event a student purposely destroys a book, materials or the property of others, he or she will be required to pay for the damaged item. Wear and tear from regular use or accidental damage will be considered. **Lost classroom or library books must be replaced. A final report card will not be issued if there are any outstanding replacement costs.** Regarding the loss or damage of personal property a simple rule of thumb we tell all students is not to bring anything to school that they would not want to lose. Accident and theft, unfortunately, does happen.

### **School Closing and Emergency Plan:**

The schools will be open as scheduled unless there is a mechanical failure or severe weather which prohibits the maintaining of the educational program. District 125 has developed an emergency plan in case of fire, severe weather, tornado, bus accident, and other emergencies. Each school has detailed plans for evacuation or "taking cover" and disaster drills are held periodically throughout the year. If schools close after students have arrived, every effort is made to notify parents. Students should know where to report if school closes in an emergency and parents are not home.

If emergency conditions exist at dismissal time, the principal or his/her designee may detain students at school until conditions improve or until parents are able to take custody of their children.

Emergency school cancellations normally are announced by radio and TV stations. Radio station WGN, WBBM, and WIND usually include news of school closings. TV stations broadcasting school closing news usually include WLS (channel 7) and WGN (channel 9). Parents can also go to <http://www.emergencyclosingcenter.com> for prompt updates.

### **Winter Closings Policy**

In the event that schools would be closed for winter storms/cold weather, the following criteria and procedures will be followed:

1. Temperature: actual and wind chill at bus pick-time.
2. Snow Fall: amount and timing. A late 3 AM to 6AM heavy snow may cause cancellation, whereas the same amount before midnight or after school has started will not.
3. Snow Removal: Even with no new snow, students must have a safe place to wait for their bus. We cannot have students standing on roadsides and/or hidden from view of motorists behind drifts or snow piles.
4. Equipment: Temperatures of -20 F congeals fuel and fuel filters, and buses may not run.

*If a call to close school must be made, it may be:*

1. Done by 9:30 PM the night before, if it is very apparent that conditions will not permit bus travel in the morning.
2. Done by 6 AM due to early morning conditions.
3. Once buses are on the road (7 AM), we will hold school that day, as we cannot return children to what may be an empty home.
4. A heavy 6 - 8 AM snowfall is a serious problem, and we advise parents to use their own discretion as to whether or not to send students.

To determine if our school will be closed please listen to: TV stations 2, 5, 7, 9, 32, or CLTV, or radio stations 720 AM or 780 AM. We report to a central location as early as possible, however the information is not always posted, so check multiple sources. Our District is listed as Atwood Heights 125. (There are other 125's.)

Our district website is: <http://www.ahsd125.org> and we also encourage parents to go <http://www.emergencyclosingcenter.com> and register for updates.

You can also call our regular phone number (388-6958) for our message regarding closing.

### **Evacuation of the School**

In the event of an evacuation, students will be taken to 115 Bourbon Street located at 3359 W. 115<sup>th</sup> St., Merrionette Park. Students will be released from 115 Bourbon Street only to those people listed on the emergency card.

### **Lost and Found**

Any lost items turned in during the school year are kept in a container in the hall near the office. If your child loses something, encourage them to look in the lost and found. Items of clothing are donated twice a year- after winter break and at the end of the year. If you have lost glasses or jewelry, call the office to check. If your child leaves something on the bus, it is best to call the bus company at 708-389-4545.

### **Physical Education/Health**

Each student will participate in five periods of PE/Health per week. Non-marking gym shoes must be worn. Students who do not have gym shoes will not be allowed to participate in gym that day. If for any reason your child cannot participate in physical education, please send the office a doctor's note. Students will also need a doctor's note to resume physical education class. The best option is to have the physician include an ending date on the original note.

### **Band**

Starting in 5<sup>th</sup> grade, students will have the option of joining Band. Our award-winning band program is directed by Mr. Miller and information about the band program will be sent home with students during the first few weeks of school. Mr. Miller can also be contacted at: [gmilller@ahsd125.org](mailto:gmilller@ahsd125.org)

### **Field Trips**

Educational field trips for students are an integral part of our school program. Every effort will be made to plan a fall and spring grade level field trip. All students are expected to participate in the field trip experience. If there is a medical reason your child cannot participate, please send in doctor's note, and the teacher will plan an alternative educational opportunity for your child. Every student will be given a permission slip which the parent must sign and return to the teacher before the child may participate. Transportation fees are collected on a pro-rata basis.

### **After School Programs**

During the school year, we will conduct two sessions of after-school clubs, one in the fall and one in the spring. Classes may be on an open enrollment or on a teacher recommendation basis. Specifics will be sent home in advance. There will be a minimal fee for each club. Clubs are held from 2:25 - 3:15. Clubs are filled on a first come first served basis. **All students must be picked up by 3:15.**

### **Articles Prohibited in School:**

Any article which is potentially dangerous or disruptive is prohibited in school. Any such article which is found in a child's possession will be confiscated and sent to the office and held for a parent to pick up.

### **Special Education**

Atwood Heights School District 125 shall provide a free appropriate public education in the least restrictive environment and necessary related services to all children with disabilities enrolled in the district, as required by the Individuals with Disabilities Education Act (IDEA) and implementing provisions of the School Code, Section 504 of the Rehabilitation Act of 1973, and the Americans with Disabilities Act.

The term "children with disabilities," as used in the policy, means children between ages 3 and 15 for whom it is determined, through definitions and procedures described in the Illinois State Board of Education (ISBE) *Special Education* rules, that special education services are needed.

It is the intent of the district to ensure that students who are disabled within the definition of Section 504 of the Rehabilitation Act of 1973 are identified, evaluated, and provided with appropriate educational services. Students may be disabled within the meaning of Section 504 of the Rehabilitation Act even though they do not require services pursuant to IDEA.

For students eligible for services under IDEA, the district shall follow procedures for identification, evaluation, placement, and delivery of services to children with disabilities provided in the ISB *Special Education* rules. For those students who are not eligible for services under IDEA, but because of disability as defined by Section 504 of the Rehabilitation Act of 1973, need or are believed to need special instruction or related services, the district shall establish and implement a system of procedural safeguards. The safeguards shall cover students' identification, evaluation, and educational placement. This system shall include notice, an opportunity for the student's parent(s)/guardian(s) to examine relevant records, an impartial hearing with opportunity for participation by the student's parent(s)/guardian(s), representation by counsel, and a review procedure.

The district may maintain membership in one or more cooperative associations of school districts that shall assist the district in fulfilling its obligations to the district's students with disabilities. If necessary, students may also be placed in nonpublic special education programs or education facilities.

More comprehensive information can be found on the district website under special education.

### **Counseling Services**

District 125's policy allows a teacher to refer a student or a student to refer him/herself for a conference with a social worker without notifying the child's parents. If the child appears to need regular counseling sessions, parents will be notified and permission obtained, unless the child objects. If you do not want your child to see a counselor without your permission, please contact your child's principal.

### **Discipline of Students with Disabilities**

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

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

### **Section 504**

It is the policy of the Board of Education of School District 125 to provide a free appropriate public education to all students who are identified as disabled within the meaning of the Section 504 of the Rehabilitation Act of 1973 (Section 504), regardless of the nature of severity of the student's disability. In providing educational services to students with identified disabilities, the School District will reasonably accommodate the student's individualized education needs. Such accommodation may include, but is not limited to, the provision of regular and special education and related supplemental aids and services.

### **Important:**

Questions regarding programs and services offered through the district as well as questions regarding the rules and regulations governing the administration of Special Education Programs should be directed to Special Education Director, at (708) 388-6958.

### **Police and Child Welfare Investigations**

It is the policy of the schools to cooperate with law enforcement and child welfare agencies. At the same time, schools have the responsibility to parents for the welfare of the students while they are in the care of the school. Students may not be interrogated by any authority without the knowledge of a school official. Whenever possible, the student's parent(s) or legal guardian will be notified of the request to interrogate the student before the questioning so that they may be present during the interview.

### **Student Records**

The Family Educational Rights and Privacy Act (FERPA) specifies rights related to educational records. This Act gives the parent or guardian the right to:

1. Inspect and review his/her child's educational records.
2. Make copies of these records
3. Receive a list of all individuals having access to those records
4. Ask for an explanation of any item in the records
5. Ask for an amendment to any report on the grounds that it is inaccurate, misleading, or violated the child's rights

6. A hearing on the issue if the school refuses to make the amendment.

A parent or any person specifically designated in writing as a representative by a parent shall have the right to inspect and copy all student “permanent” and “temporary” records of the parent’s child, provided that the child has not attained the age of eighteen (18) years, graduated from secondary school, became married or entered into military service, whichever occurs first. A student who has attained the age of eighteen (18) years shall have the rights to inspect and copy only his or her school student “permanent” record.

### **Lead/Asbestos Testing**

District 125 conducts regular lead and asbestos testing. All water is safe and within the legal limits as specified by the E.P.A. whereas we have very little asbestos in our schools, it is also well within E.P.A standards. A six-month evaluation is conducted by an outside corporation as per Federal and State guidelines.

### **Smoking and E-Cigarettes**

A student will not smoke in or on school property, at school-sponsored events, or on the way to and from school. A student that violates this policy will be suspended for not more than five days. In district 125, the use of tobacco is strictly prohibited when the property is being used for any school purpose. This applies to the students, staff, and members of the public entering on to school property.

### **Parents Right to Know**

In accordance with the Elementary and Secondary Education Act (ESEA) section 1111 (h)(6) *Parents Right to Know*, Atwood Heights School District 125 is notifying every parent of a student in a Title I school that you have the right to and may request information regarding the professional qualifications of your child’s classroom teacher. This information regarding the professional qualification of your child’s classroom teachers including, at minimum, the following:

1. Whether the teacher has met State qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction.
2. Whether the teacher is teaching under emergency or other provisional status through which State qualification or licensing criteria have been waived.
3. The baccalaureate degree major of the teacher and any other graduate certification or degree held by the teacher, and the field of discipline of the certification or degree.
4. Whether the child is provided services by paraprofessionals and, if so, their qualifications

If at any time your child has been taught for 4 or more consecutive weeks by a teacher not highly qualified, the school will notify you.

If you have any questions, please feel free to contact your district superintendent Ms. Lisa Cole, at the following phone number: (708) 371-0080.

### **ECIA Title I**

Title I of the U.S. Education Consolidation and Improvement Act (ECIA) provides federal funds to help school districts meet the educational need of economically disadvantages children. ECIA Title I rules and regulations are available for review at the District Office.

### **ESEA Title IX.C**

Title IX, Part C, of the U.S. Elementary and Secondary Education Act (ESEA) guarantees educational equity regardless of gender. Any District 125 employee, job applicant, student, or parent has the right to a hearing if he/she feels his/her rights to fair treatment has been abridged because of sex discrimination. Information is available from Title IX Hearing Officer Heather Wills 708-423-3078.

### **Public Use of School Buildings**

The school building facilities are made available to established and responsible community organizations such as scouts, homeowners' associations, and churches. School facilities are not available for private parties. Any group wishing to schedule use of the building should contact the building principal and pick up the necessary forms to be filled out and signed. The Board of Education and/or its designee reserves the right to approve and/or cancel building usage permits.

### **Who to See First**

Who do I see when I have a question or complaint concerning the schools? Do I talk to the teacher, the principal, the superintendent, or the school board? What is the chain of command? These are questions that are asked by parents and other citizens in the community and sometimes there is confusion as to the proper procedure to follow.

The "chain of command" is the direct line of authority followed in the school district. The Board of Education is at the top of the chain and represents the final authority. The chain follows directly to the Superintendent, from him to the elementary principals, and from them to the teachers under their supervision. There is a separation of responsibilities at the different levels and this is recognized through a certain amount of autonomy at each level. In other words, if we delegate a certain responsibility to a building principal, then we let them handle matters in this area and we support them in their decisions.

This is fine for the internal staff of the district, but where does the parent or other citizens in the community come into the picture when they have something that they want considered? Ideally, they should follow the chain just as the staff does and go to the person closest to the issue at hand. If the issue involves the teacher, then go to the teacher. If it involves the building and policies to the building then go to the principal. If it involves the district in general, then go to the Superintendent. If the satisfaction is not achieved at any level, always go to the next higher level.

People in the community always have the right to approach their elected representatives, the members of the Board of Education. However, we must keep in mind that the Board is a policy making body which sets and controls the general tempo of the district, but delegates the day-to-day management responsibilities to the Superintendent and his staff. When a board member is approached concerning a problem, two things need to be understood. First, he/she has to submit the matter to the superintendent so that all facts can be known. Even then he/she may have to refer the person to the level involved for the solution of the problem, so it might be easier to go there in the first place. Second, each Board member is only one of seven and has no official capacity to act outside of a duly authorized Board meeting. When they are approached concerning a problem or asked to answer a question, it could put them on the spot. On the one hand they are not authorized to act on their own effect; they are forced to ask the person approaching them to either contact the administration or to attend the next board meeting.

