

NOTICE OF REGULAR BOARD MEETING

**Atwood Heights School District 125 Board of Education
Hamlin Upper Grade Center
12150 S. Hamlin Avenue, Alsip, Illinois
Tuesday, May 12, 2026 at 6:30 p.m.**

AGENDA

1. CALL TO ORDER
 - A. Pledge of Allegiance
 - B. Roll Call

2. 30 MINUTES FOR CITIZENS OF ATWOOD HEIGHTS SCHOOL DISTRICT 125 TO ADDRESS THE BOARD. Please limit your comments to five minutes. When public participation takes less time than these minimums, it shall end.

3. FREEDOM OF INFORMATION ACT REQUESTS

4. BOARD MEMBER COMMENTS PERTAINING TO THE AGENDA

5. CONSENT AGENDA: Motion to Approve the Consent Agenda that includes the following items:
 - A. APPROVAL OF MINUTES
 1. Regular Meeting of April 28, 2026
 2. Closed Meeting of April 28, 2026

 - B. FINANCE APPROVAL
Summary of Payroll
Student Activity Accounts

 - C. ACTION ITEMS
512.1 Approve the Student Handbooks for the 2026-2027 school year

 - D. PERSONNEL
 - 512.2 Approval to accept the letter of intent to retire from Linda Schroeder at the end of 2029-2030 school year in accordance with the Collective Bargaining Agreement
 - 512.3 Approval to accept the letter of the resignation from Raquel Armas the English Teacher at Hamlin Upper Grade Center
 - 512.4 Approval to accept the letter of resignation from Michelle Padilla a Special Education Teacher at Lawn Manor Primary Center
 - 512.5 Approval to hire Daniella Cheek as a Speech Language Pathologist on Masters Lane Step O

6. APPROVAL OF BILLS PAYABLE

7. BUSINESS FROM THE BOARD AND COMMITTEE REPORTS

8. ADMINISTRATIVE REPORTS

9. SUPERINTENDENT REPORT

10. MOTION TO GO INTO CLOSED SESSION (ONLY IF NECESSARY; ACTION MAY BE TAKEN ON MATTERS DISCUSSED IN CLOSED SESSION UPON RETURN TO OPEN SESSION

11. RETURN TO OPEN SESSION/ACTION ON MATTERS DISCUSSED IN CLOSED SESSION (IF NECESSARY)

12. ADJOURNMENT

NEXT REGULAR BOARD OF EDUCATION MEETING

June 23, 2026

Hamlin Upper Grade Center, 6:30 p.m.

12150 S. Hamlin Ave

Alsip, IL 60803

**REGULAR MEETING MINUTES OF THE BOARD OF EDUCATION
OF ATWOOD HEIGHTS SCHOOL DISTRICT 125,
COOK COUNTY ILLINOIS TUESDAY,
APRIL 28, 2026 6:30 p.m.**

1. CALL TO ORDER

The meeting was called to order at 6:30 p.m. by Mrs. Lantz President of the Board of Education. The Pledge of Allegiance was recited by the Members of the Board of Education and all in attendance at the meeting. Upon the roll being called, the following Board Members answered present:

PRESENT:7 TAMMY BALCIUNAS, MELISSA CASTILLO, ESTEBAN SANCHEZ GAYTAN, MICHELLE HIGGINS, CHRISTINE LANTZ, CHRISTOPHER RIOLA & VICKY SODERLUND
ABSENT: 0

ALSO PRESENT: Lisa Cole-Superintendent, Heather Wills-Principal of Lawn Manor Primary Center, Laura Gray -Principal of Meadow Lane Intermediate Center, Steve Gress and Erin Tierney.

2. 30 MINUTES FOR CITIZENS OF ATWOOD HEIGHTS SCHOOL DISTRICT 125 TO ADDRESS THE BOARD. (Please limit your comments to five minutes. If required, “Citizen’s Comments” will be continued at the end of the meeting.)

3. FREEDOM OF INFORMATION ACT REQUESTS

Justin Wenig – justin@starbridgefoiainight.com
Michael A. Ayele – waac13@gmail.com
Michael Henry – Michaelfhenry@live.com

4. BOARD MEMBER COMMENTS PERTAINING TO THE AGENDA – Mrs. Soderlund pulled 428.2 from the consent agenda to discuss in closed session.

5. CONSENT AGENDA: Motion to approve the Consent Agenda that includes the following items:

A. APPROVAL OF MINUTES

1. Regular Meeting of March 24, 2026
2. Closed Meeting of March 24, 2026

B. FINANCE APPROVAL

Summary of Payroll
Student Activity Accounts

C. ACTION ITEMS

428.1 Approval of the PRESS Updates from Issue 121

D. PERSONNEL

Pulled from the consent agenda moved to closed session 428.2 Approval to Accept the Letter of Resignation from Vincent Caprio the ELA Teacher at Hamlin Upper Grade Center
428.3 Approval to hire Christina Esparza as the ELA Teacher at Hamlin Upper Grade Center on Bachelor’s Lane Step A

Motion was made by Mrs. Soderlund and seconded by Mrs. Higgins to approve the consent agenda.

ROLL CALL:

AYES: 7 TAMMY BALCIUNAS, MELISSA CASTILLO, ESTEBAN SANCHEZ GAYTAN, MICHELLE HIGGINS, CHRISTINE LANTZ, CHRISTOPHER RIOLA & VICTORIA SODERLUND

NAYS: 0

ABSTAIN: 0

MOTION CARRIED: 7-0-0

6. APPROVAL OF BILLS PAYABLE

Bills Payable in the amount of:

Education Fund #10: \$580,050.66
Operations & Maintenance #20: \$31,151.76
Debt Service Fund #30: \$631.99
Transportation Fund #40: \$97,346.02
Municipal Retirement #50: \$0
Tort Immunity Fund #80: \$3,901.50
Life Safety Fund #90: \$0

Motion was made by Mrs. Soderlund and seconded by Mr. Gaytan to approve the bills payable.

ROLL CALL:

AYES: 7 TAMMY BALCIUNAS, MELISSA CASTILLO, ESTEBAN SANCHEZ GAYTAN, MICHELLE HIGGINS, CHRISTINE LANTZ, CHRISTOPHER RIOLA & VICTORIA SODERLUND

NAYS: 0

ABSTAIN: 0

MOTION CARRIED: 7-0-0

7. BUSINESS FROM THE BOARD AND COMMITTEE REPORTS – Superintendent Cole mentioned that there will be a Semi-Annual and PRESS Policy 121 meeting before the June 23 board meeting at 6:00pm.

8. ADMINISTRATIVE REPORTS – Principal reports provided in the board packet.

9. SUPERINTENDENT REPORT – Superintendent Cole reported to the Board that the ELL parents have gone above and beyond this year helping out and Mrs. Mendoza is so thankful for all of their help. Mrs. Cole said there is going to be no summer school this year there are just too many projects/improvements going on throughout the district.

10. MOTION TO GO INTO CLOSED SESSION (ONLY IF NECESSARY; ACTION MAY BE TAKEN ON MATTERS DISCUSSED IN CLOSED SESSION UPON RETURN TO OPEN SESSION)

Motion was made by Mrs. Soderlund and seconded by Mrs. Higgins to go into closed session at 8:05pm.

ROLL CALL:

AYES: 7 TAMMY BALCIUNAS, MELISSA CASTILLO, ESTEBAN SANCHEZ GAYTAN, MICHELLE HIGGINS, CHRISTINE LANTZ, CHRISTOPHER RIOLA & VICTORIA SODERLUND

NAYS: 0

ABSTAIN: 0

MOTION CARRIED: 7-0-0

11. RETURN TO OPEN SESSION/ACTION ON MATTERS DISCUSSED IN CLOSED SESSION (IF NECESSARY)

Motion was made by Mrs. Soderlund and seconded by Mr. Riola to return to open session.

Upon returning from closed session at 8:06pm the board took action on the following items:

Motion was made by Mrs. Soderlund and seconded by Mrs. Castillo to Approve 428.2 the Letter of Resignation from Vincent Caprio the ELA Teacher at Hamlin Upper Grade Center

ROLL CALL:

AYES: 7 TAMMY BALCIUNAS, MELISSA CASTILLO, ESTEBAN SANCHEZ GAYTAN, MICHELLE HIGGINS, CHRISTINE LANTZ, CHRISTOPHER RIOLA & VICTORIA SODERLUND
NAYS: 0
ABSTAIN: 0 MOTION CARRIED: 7-0-0

Motion was made by Mrs. Higgins and seconded by Mrs. Castillo to Approve the Succession Plan and begin the search for an Instructional Coordinator and Assistant Principal

ROLL CALL:

AYES: 7 TAMMY BALCIUNAS, MELISSA CASTILLO, ESTEBAN SANCHEZ GAYTAN, MICHELLE HIGGINS, CHRISTINE LANTZ, CHRISTOPHER RIOLA & VICTORIA SODERLUND
NAYS: 0
ABSTAIN: 0 MOTION CARRIED: 7-0-0

Motion was made by Mrs. Higgins and seconded by Mrs. Soderlund to Approve the Non-Certified (Custodians, Aides, Secretaries and Buildings and Grounds Supervisor) raises by 4.5% for FY27.

ROLL CALL:

AYES: 7 TAMMY BALCIUNAS, MELISSA CASTILLO, ESTEBAN SANCHEZ GAYTAN, MICHELLE HIGGINS, CHRISTINE LANTZ, CHRISTOPHER RIOLA & VICTORIA SODERLUND
NAYS: 0
ABSTAIN: 0 MOTION CARRIED: 7-0-0

12. ADJOURNMENT

With no further business to discuss, Mrs. Lantz adjourned the meeting at 8:08pm by unanimous consent.

Respectfully submitted,

Christine Lantz, President

Michelle Higgins, Secretary

NOTICE OF CLOSED SESSION MEETING

**Atwood Heights School District 125 Board of Education
Hamlin Upper Grade Center
12150 S. Hamlin Avenue, Alsip, Illinois
Tuesday, May 12, 2026**

Agenda

1. Call to Order
2. The appointment, employment, compensation, discipline, performance, or dismissal of specific employees, specific individuals who serve as independent contractors, or specific volunteers of the District or legal counsel for the District, including hearing testimony on a complaint lodged against an employee, a specific individual who serves as an independent contractor, or a volunteer of the District or against legal counsel for the District to determine its validity. However, a meeting to consider an increase in compensation to a specific employee of a public body that is subject to the Local Government Wage Increase Transparency Act may not be closed and shall be open to the public and posted and held in accordance with this Act. 5 ILCS 120/2(c)(1).
3. Collective negotiating matters between the District and its employees or their representatives, or deliberations concerning salary schedules for one or more classes of employees. 5 ILCS 120/2(c)(2).
4. The selection of a person to fill a public office, including a vacancy in a public office, when the District is given power to appoint under law or ordinance, or the discipline, performance or removal of the occupant of a public office, when the District is given power to remove the occupant under law or ordinance. 5 ILCS 120/2(c)(3).
5. Evidence or testimony presented in open hearing, or in closed hearing where authorized by law, to a quasi-adjudicative body, as defined in the Open Meetings Act, provided that the body prepares and makes available for public inspection a written decision with its determinative reasoning. 5 ILCS 120/2(c)(4).
6. Evidence or testimony presented to the Board regarding denial of admission to school events or property pursuant to 105 ILCS 5/24-24, provided that the Board prepares and makes available for public inspection a written decision setting forth its determinative reasoning. 5 ILCS 120/2(c)(4.5), added by P.A. 103-311.
7. The purchase or lease of real property for the use of the District, including meetings held for the purpose of discussing whether a particular parcel should be acquired. 5 ILCS 120/2(c)(5).
8. The setting of a price for sale or lease of property owned by the District. 5 ILCS 120/2(c)(6).
9. The sale or purchase of securities, investments, or investment contracts. 5 ILCS 120/2(c)(7).
10. Security procedures, school building safety and security, and the use of personnel and equipment to respond to an actual, a threatened, or a reasonably potential danger to the safety of employees, students, staff, the public, or public property. 5 ILCS 120/2(c)(8).
11. Student disciplinary cases. 5 ILCS 120/2(c)(9).
12. The placement of individual students in special education programs and other matters relating to individual students. 5 ILCS 120/2(c)(10).
13. Litigation, when an action against, affecting or on behalf of the particular District has been filed and is pending before a court or administrative tribunal, or when the District finds that an action is probable or imminent, in which case the basis for the finding shall be recorded and entered into the closed meeting minutes. 5 ILCS 120/2(c)(11).

14. The establishment of reserves or settlement of claims as provided in the Local Government and Governmental Employees Tort Immunity Act, if otherwise the disposition of a claim or potential claim might be prejudiced, or the review or discussion of claims, loss or risk management information, records, data, advice or communications from or with respect to any insurer of the District or any intergovernmental risk management association or self-insurance pool of which the District is a member. 5 ILCS 120/2(c)(12).
15. Self-evaluation, practices and procedures or professional ethics, when meeting with a representative of a statewide association of which the District is a member. 5 ILCS 120/2(c)(16).
16. Discussion of minutes of meetings lawfully closed, whether for purposes of approval by the body of the minutes or semi-annual review of the minutes as mandated by Section 2.06. 5 ILCS 120/2(c)(21).
17. Meetings between internal or external auditors and governmental audit committees, finance committees, and their equivalents, when the discussion involves internal control weaknesses, identification of potential fraud risk areas, known or suspected frauds, and fraud interviews conducted in accordance with generally accepted auditing standards of the United States of America. 5 ILCS 120/2(c)(29).
18. Adjournment

Atwood Heights School District 125

Labor Summary Report

Fiscal Year: 2025-2026 **Pay Period:** 23 **Pay Cycle:** Biweekly
Starting: 04/25/2026 **Ending:** 05/08/2026 **Pay Date:** 05/08/2026

#23

	<u>Certified</u>	<u>Classified</u>	<u>Total</u>
Gross Pay	\$199,650.14	\$14,867.42	\$214,517.56
<u>Employee Deductions:</u>			
Federal Income Tax	\$15,881.25	\$551.65	\$16,432.90
FICA - Social Security	\$3,105.95	\$555.87	\$3,661.82
FICA - Medicare	\$2,909.04	\$130.02	\$3,039.06
Deduction - Regular (Not Tax Exempt)	\$1,418.49	\$36.00	\$1,454.49
Deduction - TSA (Fed Tax Exempt)	\$4,157.00	\$0.00	\$4,157.00
Deduction - Section 125 (Fed and FICA Tax Exempt)	\$4,866.87	\$150.92	\$5,017.79
State Tax - Illinois	\$8,712.18	\$407.15	\$9,119.33
Retirement - Illinois TRS	\$11,855.74	\$0.00	\$11,855.74
Retirement - Illinois TRS THIS Fund	\$1,185.73	\$0.00	\$1,185.73
Retirement - Illinois TRS Member Benefit Inc. (TE)	\$0.00	\$0.00	\$0.00
Retirement - Illinois TRS Federal Fund	\$0.00	\$0.00	\$0.00
Retirement - Illinois IMRF Voluntary Additional	\$723.83	\$96.19	\$820.02
Retirement - Illinois IMRF (Taxable Benefit)	\$2,270.41	\$402.35	\$2,672.76
Retirement - Illinois TRS Supplemental Savings Plan	\$382.14	\$0.00	\$382.14
<u>Total Employee Deductions:</u>	\$57,468.63	\$2,330.15	\$59,798.78
<u>Total Net Pay:</u>	\$142,181.51	\$12,537.27	\$154,718.78
<u>Direct Deposit:</u>	\$141,986.19	\$5,396.80	\$147,382.99
<u>Net Pay Checks:</u>	\$195.32	\$7,140.47	\$7,335.79

Employer Paid Benefits:

FICA - Social Security	\$3,105.95	\$555.87	\$3,661.82
FICA - Medicare	\$2,909.04	\$130.02	\$3,039.06
Deduction - Regular (Not Tax Exempt)	\$201.53	\$0.00	\$201.53
Deduction - Section 125 (Fed and FICA Tax Exempt)	\$24,552.61	\$878.13	\$25,430.74
Retirement - Illinois TRS	\$2,145.05	\$0.00	\$2,145.05
Retirement - Illinois TRS THIS Fund	\$1,256.87	\$0.00	\$1,256.87
Retirement - Illinois TRS Member Benefit	\$902.38	\$0.00	\$902.38

Atwood Heights School District 125

Labor Summary Report

Fiscal Year: 2025-2026 **Pay Period:** 23 **Pay Cycle:** Biweekly
Starting: 04/25/2026 **Ending:** 05/08/2026 **Pay Date:** 05/08/2026

	<u>Certified</u>	<u>Classified</u>	<u>Total</u>
Inc. (TE)			
Retirement - Illinois TRS Federal Fund	\$800.93	\$0.00	\$800.93
Retirement - Illinois IMRF (Taxable Benefit)	\$2,946.42	\$522.18	\$3,468.60
<u>Total Employer Benefits:</u>	\$38,820.78	\$2,086.20	\$40,906.98
<u>Gross:</u>	\$199,650.14	\$14,867.42	\$214,517.56
<u>Total Payroll Expense:</u>	\$238,470.92	\$16,953.62	\$255,424.54
<hr/>			
Number of Employees Paid	93	12	105
Number of Males	11	2	13
Number of Females	82	10	92

Payroll Balancing Data

		Direct Deposit	\$147,382.99
		Employee Checks	\$7,335.79
Gross Pay	\$214,517.56	Total Net Pay	\$154,718.78
ER Contributions	\$40,906.98	EE Deductions	\$59,798.78
		ER Contributions	\$40,906.98
Total Payroll Expense	\$255,424.54	Total Payroll Expense	\$255,424.54

End of Report

Atwood Heights School District 125

Labor Summary Report

Fiscal Year: 2025-2026 **Pay Period:** 123 **Pay Cycle:** Biweekly
Starting: 05/08/2026 **Ending:** 05/08/2026 **Pay Date:** 05/08/2026

	<u>Certified</u>	<u>Classified</u>	<u>Total</u>
Gross Pay	\$45,258.03	\$0.00	\$45,258.03
<u>Employee Deductions:</u>			
Federal Income Tax	\$5,160.25	\$0.00	\$5,160.25
FICA - Social Security	\$109.09	\$0.00	\$109.09
FICA - Medicare	\$656.26	\$0.00	\$656.26
State Tax - Illinois	\$1,989.76	\$0.00	\$1,989.76
Retirement - Illinois TRS	\$3,914.90	\$0.00	\$3,914.90
Retirement - Illinois TRS THIS Fund	\$391.50	\$0.00	\$391.50
Retirement - Illinois TRS Member Benefit Inc. (TE)	\$0.00	\$0.00	\$0.00
Retirement - Illinois IMRF (Taxable Benefit)	\$79.18	\$0.00	\$79.18
<u>Total Employee Deductions:</u>	\$12,300.94	\$0.00	\$12,300.94
<u>Total Net Pay:</u>	\$32,957.09	\$0.00	\$32,957.09
<u>Direct Deposit:</u>	\$31,960.13	\$0.00	\$31,960.13
<u>Net Pay Checks:</u>	\$996.96	\$0.00	\$996.96
<u>Employer Paid Benefits:</u>			
FICA - Social Security	\$109.09	\$0.00	\$109.09
FICA - Medicare	\$656.26	\$0.00	\$656.26
Retirement - Illinois TRS THIS Fund	\$291.47	\$0.00	\$291.47
Retirement - Illinois TRS Member Benefit Inc. (TE)	\$252.28	\$0.00	\$252.28
Retirement - Illinois IMRF (Taxable Benefit)	\$102.75	\$0.00	\$102.75
<u>Total Employer Benefits:</u>	\$1,411.85	\$0.00	\$1,411.85
<u>Gross:</u>	\$45,258.03	\$0.00	\$45,258.03
<u>Total Payroll Expense:</u>	\$46,669.88	\$0.00	\$46,669.88

Number of Employees Paid	21	0	21
Number of Males	6	0	6
Number of Females	15	0	15

Payroll Balancing Data

Direct Deposit \$31,960.13

Atwood Heights School District 125

Labor Summary Report

Fiscal Year: 2025-2026

Pay Period: 123

Pay Cycle: Biweekly

Starting: 05/08/2026

Ending: 05/08/2026

Pay Date: 05/08/2026

	<u>Certified</u>	<u>Classified</u>	<u>Total</u>
		Employee Checks	\$996.96
Gross Pay	\$45,258.03	Total Net Pay	\$32,957.09
ER Contributions	\$1,411.85	EE Deductions	\$12,300.94
		ER Contributions	\$1,411.85
Total Payroll Expense	\$46,669.88	Total Payroll Expense	\$46,669.88

End of Report

Account transactions
Lawn Manor Student Activities 2025-2026

Num	Date	Payee	Category	Amount	Running Balance
		Opening Balance			2,999.12
1141	9/5/2025	Southwest Symphony Orchestra	2nd grade field trip	(312.00)	2,687.12
	9/18/2025	Deposit	Fundraiser	116.86	2,803.98
1142	10/6/2025	The Children's Farm	Kindergarten Field Trip	(505.25)	2,298.73
	10/8/2025	Deposit	Fundraiser	1,646.00	3,944.73
	10/8/2025	Deposit	Fundraiser	506.00	4,450.73
1143	10/8/2025	Schools Are Us	Spiritwear	(1,646.00)	2,804.73
1144	10/16/2025	S & T	Fundraiser	(258.00)	2,546.73
	10/16/2025	Deposit	Fundraiser	298.00	2,844.73
	12/12/2025	Deposit	Fundraiser	1,978.00	4,822.73
1145	12/12/2025	Santa's Secret Workshop	Santa's Secret Workshop	(1,978.00)	2,844.73
1146	12/12/2025	Calabria	Teacher Luncheon	(356.97)	2,487.76
1147	2/7/2026	Alpha Bet Soup	Field Trip Deposit	(940.50)	1,547.26
	2/13/2026	Deposit	Fundraiser	303.00	1,850.26
1148	3/13/2026	Hi Esteem	Assembly	(350.00)	1,500.26
	3/12/2026	Deposit	Fundraiser	1,000.00	2,500.26
1149	3/13/2026	Alpha Bet Soup	Field Trip	(945.50)	1,554.76
Grand Total				(1,444.36)	1,554.76

5/5/2026

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Account transactions
Meadow Lane 2025-2026

Num	Date	Payee	Category	Amount	Running Balance
		Opening Balance			19,567.07
Month Ending 8/31/2025					
1193	8/4/2025	Chase Card Service	Carpet Payment	(4,507.54)	15,059.53
		Total Month Ending 8/31/2025		(4,507.54)	
Month Ending 9/30/2025					
	9/2/2025	Deposit	Music Supplies and 4th Field Trip	1,860.00	16,919.53
1195	9/8/2025	Chase Card Services	Symphony Field Trip - 4th Grade	(693.00)	16,226.53
1196	9/10/2025	Chase Card Service	Music Supplies	(268.63)	15,957.90
1197	9/11/2025	ICTM Math Contest	Math Team	(100.00)	15,857.90
1198	9/16/2025	Linda Schroeder	Fundraiser Prizes	(75.76)	15,782.14
	9/24/2025	Deposit	Fundraiser - McDonalds	686.48	16,468.62
1199	9/25/2025	Will County Forest Preserve	5th Grade Field Trip	(130.00)	16,338.62
		Total Month Ending 9/30/2025		1,279.09	
Month Ending 10/31/2025					
	10/2/2025	Deposit	Music Supplies and 4th Field Trip	1,153.05	17,491.67
	10/8/2025	Deposit	Fundraiser - La Braid	3,397.00	20,888.67
	10/15/2025	Deposit	Fundraiser - La Braid	294.00	21,182.67
	10/15/2025	Deposit	Fundraiser- McDonalds	273.76	21,456.43
	10/15/2025	Deposit	Field Trip - 5th Grade	250.00	21,706.43
1201	10/15/2025	Chase Card Service	Music Supplies and PBIS Store	(2,016.69)	19,689.74
1203	10/23/2025	La Braid	Fundraiser	(1,806.80)	17,882.94
1204	10/24/2025	High Five Apparel	Student Council Shirts	(156.00)	17,726.94
1205	10/28/2025	Chase Card Service	All School Field Trip	(965.00)	16,761.94
1206	10/28/2025	Chase Card Service	NEHS	(84.00)	16,677.94
	10/29/2025	Deposit	Teacher Store	400.00	17,077.94
		Total Month Ending 10/31/2025		739.32	
Month Ending 11/30/2025					
1207	11/6/2025	Chase Card Service	Monster Mash	(437.74)	16,640.20
	11/7/2025	Deposit	Monster Mash	1,731.30	18,371.50
1208	11/10/2025	Chase Card Service	TI Lunch	(136.98)	18,234.52
	11/19/2025	Deposit	Music Supplies	195.00	18,429.52
		Total Month Ending 11/30/2025		1,351.58	
Month Ending 12/31/2025					
1209	12/2/2025	Chicago Kids Company Theater	All School Field Trip	(965.00)	17,464.52
	12/3/2025	Deposit	All School Field Trip/Lions Club	2,385.00	19,849.52

Account transactions
Meadow Lane 2025-2026

Num	Date	Payee	Category	Amount	Running Balance
1210	12/4/2025	Chase Card Service	Music Supplies and Attendance Celebration	(172.42)	19,677.10
	12/8/2025	Deposit	Spiritwear	1,548.00	21,225.10
1211	12/10/2025	Schools Are Us	Spiritwear	(1,313.00)	19,912.10
	Total Month Ending 12/31/2025			1,482.58	
Month Ending 1/31/2026					
	1/6/2026	Deposit	Box Tops	302.40	20,214.50
	Total Month Ending 1/31/2026			302.40	
Month Ending 2/28/2026					
1212	2/17/2026	Smarty Pants	Assembly	(599.00)	19,615.50
	2/24/2026	Deposit	Candy Bar Bingo	1,199.00	20,814.50
	2/25/2026	Deposit	NEHS	802.74	21,617.24
	Total Month Ending 2/28/2026			1,402.74	
Month Ending 3/31/2026					
1213	3/10/2026	Chase Card Service	Bingo	(577.16)	21,040.08
	3/11/2026	Deposit	Fundraiser	150.00	21,190.08
1214	3/11/2026	American Heart Association	Fundraiser	(150.00)	21,040.08
	3/13/2026	Deposit	Fundraiser	3,850.00	24,890.08
1215	3/13/2026	What's Poppin	Fundraiser	(2,310.00)	22,580.08
	3/16/2026	Deposit	Misericordia	275.00	22,855.08
1216	3/16/2026	High Five Apparel	Disability Week Shirts	(275.00)	22,580.08
	Total Month Ending 3/31/2026			962.84	
Month Ending 4/30/2026					
1217	4/2/2026	Chase Card Service	Disability Week Treats	(236.48)	22,343.60
1226	4/2/2026	Kids Science Labs	3rd Grade Field Trip	(1,000.00)	21,343.60
1218	4/8/2026	Chase Card Service	NEHS Certs and Pins	(214.99)	21,128.61
1219	4/10/2026	Palos Lanes	Attendance Incentive	(880.00)	20,248.61
1220	4/10/2026	District Office	Registration Fees	(30.00)	20,218.61
	4/15/2026	Deposit	Registration Fees	30.00	20,248.61
	4/15/2026	Deposit	Candor Health	704.00	20,952.61
	4/16/2026	Bowling	Attendance Incentive	940.00	21,892.61
	4/20/2026	Deposit	Fundraiser	2,195.00	24,087.61
1221	4/20/2026	Misericordia	Fundraiser	(2,195.00)	21,892.61
1223	4/20/2026	Misericordia	NEHS Donation	(150.00)	21,742.61
1224	4/20/2026	Will County Forest Preserve	5th Grade Field Trip	(104.00)	21,638.61
1225	4/21/2026	Candor Health	Health Program 5th Grade	(735.00)	20,903.61
	Total Month Ending 4/30/2026			(1,676.47)	

5/5/2026

Account transactions
Meadow Lane 2025-2026

Num	Date	Payee	Category	Amount	Running Balance
Month Ending 5/31/2026					
	5/4/2026	Deposit	Field Day Shirts	1,000.00	21,903.61
	5/4/2026	Deposit	Spring Field Trips	749.00	22,652.61
1227	5/5/2026	Chase Card Service	Student Activities	(1,421.27)	21,231.34
	Total Month Ending 5/31/2026			327.73	
Grand Total				1,664.27	21,231.34

Account Transactions
Hamlin Student Activity 2025-2026

Num	Date	Payee	Memo	Category	Amount	Running Balance
Opening Balance as of 6/1/2025						\$13,293.52
	6/10/2025	Deposit	Fees & Fines	Fees & Fines	1,625.20	\$14,918.72
1525	6/24/2025	Chase Visa	Resturant Depot:All School Picnic	Student Activities	(351.82)	\$14,566.90
1528	7/8/2025	MSD143	Split Track Bus 5/16/25	Sports	(130.08)	\$14,436.82
Month Ending 7/31/2025						\$14,436.82
Opening Balance as of 8/1/2025						\$14,436.82
1529	8/21/2025	Santo Sport Store	Gym Uniforms	Fees & Fines	(1,347.25)	\$13,089.57
	8/24/2025	Deposit	Fees and Fines	Fees & Fines	786.00	\$13,875.57
Month Ending 8/31/2025						\$ 13,875.57
Opening Balance as of 9/1/2025						\$ 13,875.57
1530	9/4/2025	Shutterfly	2024-2025 Yearbook Balance	Yearbook	(269.66)	\$ 13,605.91
1531	9/22/2025	Chase Visa	NASSP Membership 2025	Student Activities	\$ (480.00)	\$ 13,125.91
1532	9/22/2025	Santo Sports	Gym Uniforms	Fees & Fines	\$ (398.25)	\$ 12,727.66
Month Ending 9/30/2025						\$ 12,727.66
Opening Balance as of 10/1/2025						\$ 12,727.66
	10/3/2025	Deposit	Gym Rental/Vball Uniform	Sports	\$ 1,700.00	\$ 14,427.66
Month Ending 10/31/2025						\$14,427.66
Opening Balance as of 11/1/2025						\$ 14,427.66
	11/13/2025	Deposit	Double Good Popcorn	Fundraiser	\$ 8,803.50	\$ 23,231.16
	11/13/2025	Deposit	Gym Rental/Bball Uniform/Concessio	Sports	\$ 2,010.00	\$ 25,241.16
1533	11/14/2025	J.W. Pepper	Band Music	Band	\$ (723.64)	\$ 24,517.52
1534	11/17/2025	Lifetouch	Yearbook	Student Activities	\$ (1,908.67)	\$ 22,608.85
1535	11/19/2025	Chsae Visa	Sam's Club: Concession	Sports	\$ (515.24)	\$ 22,093.61

Account Transactions

Hamlin Student Activity 2025-2026

1536	11/19/2025	Creations By Bianca	Band Polos	Band	\$ (340.00)	\$ 21,753.61
1537	11/21/2025	Country House	Thanksgiving Feast	Student Activities	\$ (1,483.00)	\$ 20,270.61

Month Ending 11/30/2025 \$20,270.61

Opening Balance as of 12/1/2025						\$ 20,270.61
1538	12/11/2025	Barraco's Pizza	Band Concert Dinner	Band	\$ (1,821.00)	\$ 18,449.61
1539	12/15/2025	PM Music	Band - Instrument Repairs	Band	\$ (131.00)	\$ 18,318.61
	12/22/2025	Deposit	Band Concert Dinner	Band	\$ 2,430.00	\$ 20,748.61
	12/22/2025	Deposit	Shakespeare Field Trip	Student Activities	\$ 880.00	\$ 21,628.61

Month Ending 12/31/2025 \$ 21,628.61

Opening Balance as of 01/01/2026						\$ 21,628.61
1540	1/28/2026	Chase Visa	Shakespeare Field Trip	Student Activities	(683.00)	\$ 20,945.61

Month Ending 1/31/2026 \$ 20,945.61

Opening Balance as of 02/01/2026						
	2/6/2026	Deposit	Dance, Cheer & B-Ball	Sports	\$ 2,255.00	\$ 23,200.61
	2/11/2026	Return Deposited C	Account Closed	Sports	\$ (5.00)	\$ 23,195.61
	2/11/2026	Return Deposited C	Account Closed	Sports	\$ (45.00)	\$ 23,150.61
	2/24/2026	Chase Visa	7th Grade Trip Buses	Student Activities	\$ (1,182.50)	\$ 21,968.11

Month Ending 2/28/2026 \$21,968.11

Opening Balance as of 03/01/2026						\$21,968.11
	3/3/2026	Deposit	Graduation, Drama	Student Activities	3,628.28	\$25,596.39
	3/6/2026	Amazon	Career Fair Supplies	Student Activities	\$ (64.99)	\$25,531.40
	3/6/2026	Amazon	Career Fair Supplies	Student Activities	\$ (113.62)	\$25,417.78
	3/9/2026	Amazon	Career Fair Supplies	Student Activities	\$ (399.78)	\$25,018.00
1542	3/17/2026	Eisenhower Band	Chicago Land Classic	Band	\$ (200.00)	\$24,818.00
1543	3/23/2026	Santo Sports	Soccer Jerseys	Sports	\$ (880.00)	\$23,938.00
1544	3/25/2026	Chase Visa	Image Market - Drama T-Shirts	Drama	\$ (269.10)	\$23,668.90
1545	3/25/2026	Chase Visa	Six Flags Great America	Graduation	\$ (2,579.20)	\$21,089.70
	3/26/2026	Deposit	Graduation, White Pines, Soccer	Student Activities	\$ 3,535.00	\$24,624.70

Month Ending 3/31/2026 \$24,624.70

Account Transactions
Hamlin Student Activity 2025-2026

Opening Balance as of 04/04/2026					\$24,624.70
4/22/2026 Deposit	White Pines, Graduation	Student Activities	\$ 5,175.00		\$29,799.70
4/24/2026 Chase Visa	NJHS Supplies	Student Activities	\$ (387.59)		\$29,412.11
4/27/2026 Amazon	Dinner Dance Supplies	Graduation	(120.57)		\$29,291.54
<hr/> Month Ending 4/30/2026					\$29,297.54

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School Handbook

LAWN MANOR

Atwood Heights
School District 125

Lawn Manor School

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SCHEDULE

Kindergarten- 8:30 a.m.-2:10 p.m.

Grades 1, 2- 8:15 a.m.-2:25 p.m.

AM EC & AM PreKindergarten- 8:30 a.m.-11:00 a.m.

PM EC & PM PreKindergarten- 12:00 p.m.-2:30 p.m.

First and second graders are allowed in the building beginning at 8:10 a.m. and kindergarten at 8:25 a.m. All students arriving early to school need to be properly supervised by a parent or guardian. Supervision will not begin by the Lawn Manor staff until students are allowed into the building. Students are to remain on the sidewalk and to refrain from standing on the front stoop, along with running through the landscaping.

Picking-Up Students during the Day

If for some reason 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 a note or call the school ahead of time so that we can have everything ready for you. 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. Please make sure that all emergency numbers are kept current so that you can be contacted regarding your child.

We kindly request that you make every effort to have your child's transportation plan consistent. We understand that situations arise, and at times arrangements need to be changed. However, it makes it extremely difficult for the office staff to make daily changes to student's transportation. We have found that students whose plans change regularly have increased risks for being on the wrong bus, or left at school.

Dismissal of Students at the End of the Day

Kindergarten is dismissed first and will begin loading buses at 2:10 p.m. 1st and 2nd grade walkers begin dismissal at 2:15 p.m. and bus riders at 2:25 p.m. E.C. and PreK are dismissed at 2:30 p.m. All students being picked up by a parent or other approved adult need to sign their child out at the front door with the designated staff person. For the safety of the students and staff dogs are not allowed on the premises during drop-off and pick-up times. **Students need to be picked up on time or they will be considered unsupervised.** Supervision is not available after school hours. If late pick up becomes a chronic problem, then the proper authorities will be notified that a child has been left at school unsupervised.

Admission:

A state birth certificate must be presented 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.

In cases where agreement cannot be reached a final decision will be made by the Superintendent of Schools after conferring with all interested parties.

Early Entrance to Kindergarten and First Grade

District 125 follows Illinois School Code, which specifies that to enter kindergarten; children must be five years of age by September 1 of their kindergarten year and six years of age by September 1 of their first-grade year. Occasionally, exceptions to both of these policies may be made for children who's potential and skills are in the very superior range.

District 125 has specific criteria and procedures for considering parent requests for early entrance. The decision for a child to enter school early can have a profound effect on his or her academic and social performance for the remainder of the child's school career. It is a decision that needs to be taken very seriously.

Because District 125 takes the decision for a child to enter school early very seriously, the criteria for early entry are very rigorous. The goal is to ensure that children are not frustrated by the challenges of the instructional programs and the effect that early placement might have.

Criteria for Eligibility:

Kindergarten

1. The child's fifth birthday falls between September 2 and October 15, as documented by a certified copy of the birth certificate.
2. The child demonstrates attention, gross and fine motor skills, cooperative play, and expressive and receptive language skills in the very superior range.
3. The child will be screened by our early entry team and results must indicate a superior level of academic, social and emotional performance.

First Grade

1. The child's sixth birthday falls between September 2 and December 31, as documented by a certified copy of the birth certificate.
2. The child has attended preschool and has successfully completed education through kindergarten at that facility and was taught by an appropriately certified teacher.
3. The child will be screened by our early entry team and results must indicate a superior level of academic, social and emotional performance.

Requesting Early Entrance to Kindergarten & First Grade

1. Between March 1 and May 1, parents meet with the principal and early entrance team to discuss the child's early entrance potential.
2. Following the discussion, if parents wish to continue, they will be given the necessary informational forms to complete.
3. Parents return the completed forms along with a certified copy of the child's birth certificate to the principal by May 1.
4. Screening will occur during an individual session in June or early August. Results of the assessment may indicate additional screening is deemed necessary.
5. After screening is completed, parents will be invited to a feedback conference. Members of the early childhood team and the principal will provide information regarding the child's performance during the screening, review the test results, and give parents a written summary of the screening.
6. The decision about early entrance eligibility will be made by the early entrance team. **This decision is final.**
7. Children who are accepted to early entrance will be enrolled on a probationary basis. The school staff will assess each child's initial adjustment to school during the first thirty school days. If a child's adjustment is not satisfactory, the principal will request that the child enroll when the child meets the state's enrollment age requirement for the appropriate grade level. If it is determined that the child's adjustment is satisfactory, the child may continue enrollment in the early entrance program.

Attendance

Please call your child in as absent when they are not going to be attending school. Even if you have informed the teacher make sure the office is aware so they are marked excused. If leaving a message please indicate your child's name and teacher, also why they are absent. All student absences must be reported prior to 10:30 AM of the day missed, unless prior notification has taken place. The school office will contact the family of any absent student not called in. If a student is missing 5 or more days due to illness a doctor's note will be required before allowing them to return.

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.

Students are not allowed to carry any medication on their person here at school. If your child is required to take medication, please turn it into the office along with a medication authorization form.

According to State guidelines a student must be in school for 5 hours to be present for a full day; Students arriving after 9:00, or leaving before 10:30 will be 1/2 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. We request that the emergency contact be available to pick up your child within a reasonable amount of time. In the event of an evacuation of the school, your child can only be released to people listed on the emergency card.

Students, who miss more than 20 days of the day's school is in session, may be retained in the same grade for another year.

Tardiness

It is important that your child is in class at the starting time. Tardiness affects your child's learning as well as that of the other children in the classroom as it disrupts the class. 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 check in.

Excused Absence Requests:

No student will be excused from school except on written request of a parent or guardian. A 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 comes to get the student from the school office.

Truancy

According to the Illinois School Code, a student is "excused" from school for one of the following reasons: illness (including mental or behavioral health of a student), observance 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/guardian for the student's mental, emotional, or physical health. Students absent for a valid cause may make up missed homework and classwork assignments in a reasonable timeframe. 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 5% or more days in the school year (9 school days).

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.

Parent- School Communication

If there are any problems, concerns or questions, please call or email your child's teacher immediately. Close communication always heads off any issues.

You can reach any teacher from 8:00-8:10 or from 2:35-2:45 by phone. Otherwise, teachers do check their email daily and can be reached anytime via email, the teachers email addresses are located on our school's website.

If you need to leave a message or talk to anyone in the office, our office hours are from 7:30 AM to 3:00 PM. Our school number is 708-423-3078. Messages can be left anytime the office is closed. Lawn Manor's fax number is 708-423-9331.

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

Telephone Calls

We realize that sometimes arrangements change, however, parents are encouraged **not** to call the school on a regular basis to change walking or bus riding schedules. All changes need to be made with a note from a parent or a phone call to the office prior to 1:30 p.m. Messages at the end of the day are very difficult to get to the students, and make it hectic and confusing for students and staff.

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 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.

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, leave a state ID, and wear a visitor pass before proceeding anywhere else in the building. Visitors are not accepted through outside classroom doors.

Bus Transportation:

Please refer to the transportation tab on our website for bus routes and additional pertinent information.

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 or drinking 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. No toys on the 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 of lost on the bus can be claimed by calling Illinois School Bus' lost and found at 708-389-4545. If your child rides the Alpha Bus their number is 708-371-2986.

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.)

- 1st Offense: Warning
- 2nd Offense: Two Day Suspension from Bus
- 3rd Offense: Three Day Suspension from Bus
- 4th Offense: One Week Suspension from Bus
- 5th 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.)

- 1st Level 2 Offense: One Week Suspension from Bus
- 2nd Level 2 Offense: Two Week Suspension from Bus
- 3rd 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 708-389-4545.

We view Lawn Manor as a community that has respect for self and others. It is the goal of Lawn Manor School Community that all students learn to feel good about themselves as individuals, to treat others with kindness and respect, and to be accountable for their actions.

It is the goal of Lawn Manor School Community that all students learn to take pride in their school and to value school as a supportive, motivating, enriching and enjoyable experience.

Bus Conduct

School District 125's Board of Education requires the parent or guardian of any student who damages or destroys any part of the bus beyond normal usage to reimburse District 125 for the amount of the damage. See D125 Board Policy Administrative Procedures Section 7:220 for complete details of our bus conduct policy and procedures and 7:340 regarding our bus video recordings policy and procedures.

- Section 14-3(m) of the Illinois Criminal Code of 2012 (720 ILCS 5/14-3(m)) provides as follows:

Sec. 14-3. Exemptions. The following activities shall be exempt from the provisions of this Article:

(m) An electronic recording, including but not limited to, a motion picture, videotape, digital, or other visual or audio recording, made of the interior of a school bus while the school bus is being used in the transportation of students to and from school and school-sponsored activities, when the school board has adopted a policy authorizing such recording, notice of such recording policy is included in student handbooks and other documents including the policies of the school, notice of the policy regarding recording is provided to parents of students, and notice of such recording is clearly posted on the door of and inside the school bus.

Recordings made pursuant to this subsection (m) shall be confidential records and may only be used by school officials (or their designees) and law enforcement personnel for investigations, school disciplinary actions and hearings, proceedings under the Juvenile Court Act of 1987, and criminal prosecutions, related to incidents occurring in or around the school bus;

- The ISBE regulation defines several terms as they are used in the Illinois School Student Records Act. The definition of "School Student Record" is relevant to this FOIA request, to the extent that it seeks video or other electronic recordings.
- A September 3, 2014 determination letter from the Attorney General's Public Access Counselor finding that school student temporary records may not be disclosed except in accordance with Section 5 or Section 6 of the Illinois School Student Records Act.
- A September 7, 2017 determination letter from the Attorney General's Public Access Bureau finding that Section 14-3(m) of the Illinois Criminal Code of 2012 (which is Illinois' criminal eavesdropping statute) does not authorize parents of students to review school bus recordings.

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.

Suspension

Suspensions from school are rare at the Primary 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.

Lunch and Recess

Due to safety risks, it is the district's policy that parents not be allowed to bring up forgotten lunches during the school day. Lunch is eaten in the student's classroom. If your child forgets their lunch a box lunch will be provided for them. Children will have 15 minutes to eat and 15 minutes for outside recess (weather permitting, 30 degrees or higher) or gym time. Your child's lunch time will vary depending on his or her current grade level. **We go outside as much as possible. Please make sure your child is properly clothed. In winter we insist on hats or hoods and gloves.**

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.

A free lunch program is available for students who qualify:

Free Lunch Program:

The Illinois State Free Lunch Program, House Bill 2601, provides that all of the public have access to public records in accordance with the provisions of the Illinois Freedom of Information Act.

To request public records, documents and information through the FOIA, please contact our Freedom of Information Act Officer:

Mrs. Lisa Doig-Cole, Superintendent of schools

Ldoig@ahsd125.org

Atwood Heights School District 125

12150 South Hamlin Ave.

Alsip, IL 60803

(708) 371-0080

Atwood Heights School District 125 will respond to all FOIA requests within the required time allowed by law. There may be a fee charged for the copying that is allowed by law. Respect for others is the foundation of a successful lunch program. Inappropriate behavior will result in removal from the classroom for lunch.

Students are given opportunities to purchase hot lunches every month. We discourage parents from bringing in fast food (Burger King, McDonald's, etc.).

Treat Policy:

The number of students with allergies and food sensitivities at Lawn Manor is on the rise. Our young students are not always aware of their own allergies and consuming the wrong food can lead to a very dangerous situation. In order to protect our students, we will only **distribute treats that are individually wrapped packages in sealed boxes so that it is possible to read the ingredients.** We ask that you do not send any cupcakes, bakery

cakes, or homemade food. Children may celebrate their birthdays with their classmates by bringing in a special snack to school.

Some examples of popular pre-packaged items for birthday treats includes: Little Debbie snacks, mini blueberry muffins, rice krispy treats, animal crackers, crème sandwich cookies, and teddy grahams.

Clothing:

Please label, or mark, clothing such as boots, or gloves, caps, coats, etc. to avoid loss of confusion of ownership.

We suggest that all students have an extra set of clothing kept in their backpack for emergency purposes. If students do not have extra clothing at school and an accident occurs, parents will be required to come with a change of clothing.

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.

- * Shoes are required at all times. No heelies or other shoes with wheels.
- * Ripped jeans or other forms of ripped clothing will not be allowed if the rip is above the fingertip length without an undergarment.
- * Tops that allow the stomach/midriff to be exposed may not be worn, including tank tops, midriff tops, crop tops, and baby tees. Top straps need to be wider than your 3 middle fingers or 2 inches wide. Students' tops should overlap the top of their pants or jeans. Clothing must be made of an opaque, solid material- wide knits or meshes are not allowed.
- * No hats or hoods may be worn in the school building at any time.
- * Clothing or jewelry containing profanity, lewd or suggestive words or pictures, and references to drugs, tobacco, alcohol, or cults (including cult-related music) will not be allowed. Shirts with disregard for human life are not allowed.
- * Pajama pants are not allowed unless it is an approved spirit day.
- * Appropriate length shorts may be worn to school.
- * Jackets, coats, or other forms of outerwear may not be worn in the classroom at any time. Hoodies are the only exception. If students have wet boots they will be required to have an extra set of shoes to change into so that the classroom remains safe.

- * Students are not allowed to bring battery operated electronics such as iPods, disc 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 are announced by district wide robo call and posted on our district and school’s websites. Radio stations 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.

Evacuation of the School

In the event of an evacuation our students will be taken to St. Catherine School located at 10621 S. Kedvale, Oak Lawn. They will be released from there only to those people listed on the emergency card.

Physical Education

K-2 students will participate in two periods of gym per week. Your child's teacher will provide a schedule the first week. Non-marking gym shoes must be worn.

Children that do not have their gym shoes will not be allowed to participate in gym that day. If for any reason your child cannot take gym, please send a note.

If a doctor's note excludes a child, we require a doctor's note to resume. The best option is to have the physician include an ending date in the original note.

Field Trips

Educational field trips for the students are an integral part of our school program. Each child 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 year we will try to conduct two sessions of after-school classes, one in the fall and one in the spring. There will be a minimal fee for each class. Classes are held from 2:30 - 3:30. Classes are filled on a first come first served basis. **All students must be picked up by 3:30.**

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.

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 & Special Education rules when disciplining special education students. No special education student shall be expelled if the student & particular act of gross disobedience or misconduct is a manifestation of their disability.

Related Service Log notice language

The District maintains related service log records that document the type of related services administered under a student's individualized education program (IEP). The related service logs also record the minutes of related services that have been administered.

This notice is to inform parents and guardians of their ability to request copies of IEP related service log records maintained for their child. Please direct any requests for a copy of IEP related service records for your child to the social work or counselor at your child's school.

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. Lastly, upon enrollment, school officials should obtain a copy of a student's unofficial academic transcript and request from the student's last school district a full copy of the student's record. A student cannot be denied enrollment due to failure to present his or her student records.

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

A student or parent will not smoke in or on school property or at school-sponsored events. 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.

Parent Involvement

We encourage parents to be involved at Lawn Manor, and to partner together with us in striving to provide students the best education possible. There are many opportunities for parents to serve, activities are varied and can suit all interests. There will be a parent sign-up table at Meet Your Teacher night to volunteer to serve at some of the activities for the school year.

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 Mrs. Lisa Cole-Doig, 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 disadvantaged 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.

McKinney-Vento Eligible

- In a house or apartment with more than one family due to loss of housing or economic hardship.
- With friends, family, or others because they are a runaway or an unaccompanied youth.
- In substandard housing (without electricity, water, heat, etc.).
- In a shelter (family, domestic, violence, youth transitional living program, etc.).
- In a motel, hotel, weekly rate housing.
- In an abandoned building, in a car, at a campground, or on the streets.

For assistance or more information please contact the district homeless liaison:

Heather Wills

(708) 423-3078

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 her 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.

Who do you see if you have a problem? You should see the person most directly involved with the problem. Sit down and discuss it with them, and it will probably be solved right there.

2026 -2027 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

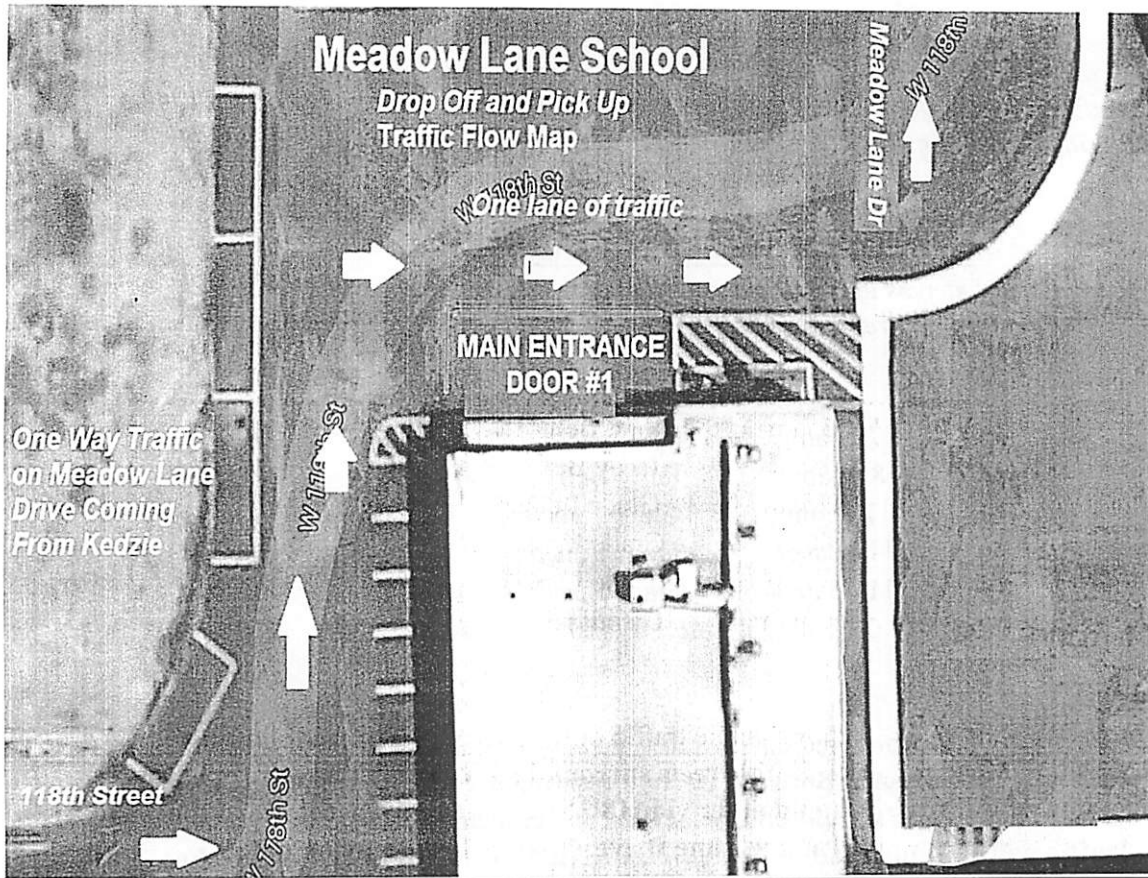
Meadow Lane School strives to provide a positive environment focused on a sense of belonging and mutual respect for all members of our school community.

BELL SCHEDULE

7:55am	First Bell
8:05am	Tardy Bell
11:15am	3 rd Grade Lunch
11:00am	4 th Grade Lunch
11:45am	5 th 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 118th 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/Smart Watches:

Disciplinary action may be taken against any student for using a cellular phone or smart watch in a manner that disrupts the educational environment. Cell phones/smart watches 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.)

- 1st Offense: Warning
- 2nd Offense: Two Day Suspension from Bus
- 3rd Offense: Three Day Suspension from Bus
- 4th Offense: One Week Suspension from Bus
- 5th 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.)

- 1st Level 2 Offense: One Week Suspension from Bus
- 2nd Level 2 Offense: Two Week Suspension from Bus
- 3rd 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.

Electronic Recordings on School Buses

According to Section 14-3 of the Illinois Criminal Code of 2012 (720 ILCS5/14-3(m)) and School Board Policy (7:340):

Electronic visual and audio recordings may be used on school buses to monitor conduct and to promote and maintain a safe environment for students and employees when transportation is provided for any school related activity. Notice of electronic recordings shall be displayed on the exterior of the vehicle's entrance door and front interior bulkhead in compliance with State law and the rules of the Illinois Department of Transportation, Division of Traffic Safety.

Recordings made shall be confidential records and may only be used by school officials (or their designees) and law enforcement personnel for investigations, school disciplinary actions and hearings, proceedings under the Juvenile Court Act of 1987, and criminal prosecutions, related to incidents occurring in or around the school bus.

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 required 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. 115th 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 5th 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: gmliller@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 disadvantaged 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

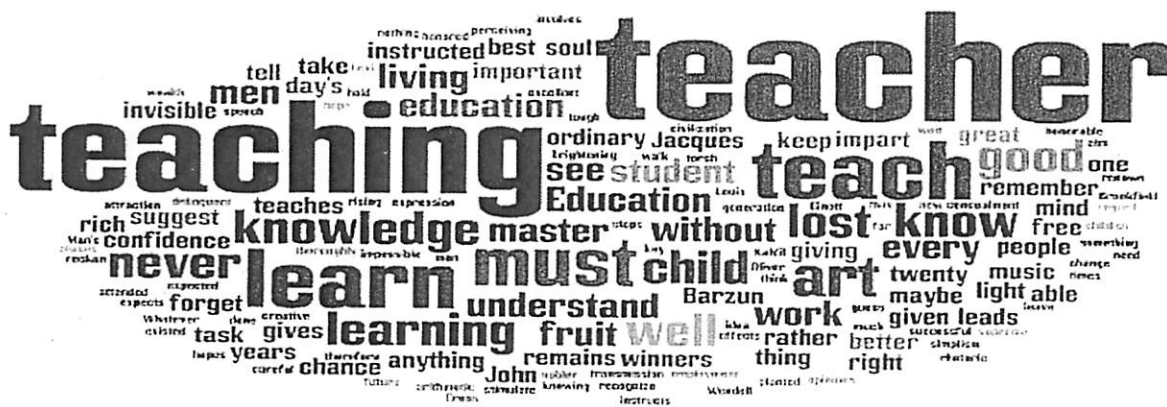
Who do I see when I have a question or complaint concerning the schools? Do I talk to the teacher, the principal, the superintendent, or the school board? What is the chain of command? These are questions that are asked by parents and other citizens in the community and sometimes there is confusion as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

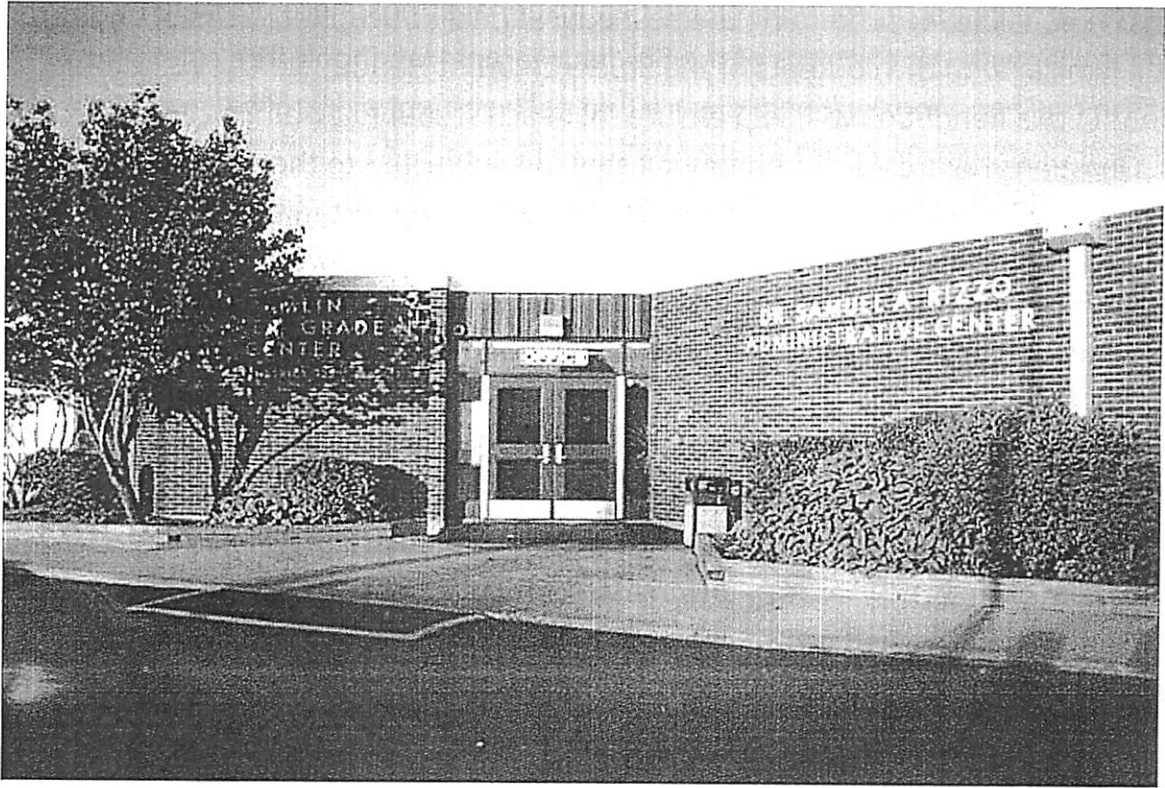
This is fine for the internal staff of the district, but where does the parent or other citizens in the community come into the picture when they have something that they want considered? Ideally, they should follow the chain just as the staff does and go to the person closest to the issue at hand. If 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-today 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.

Who do you see if you have a problem? You should see the person most directly involved with the problem. Sit down and discuss it with them, and it will probably be solved right there.



HAMLIN UPPER GRADE CENTER



PARENT AND STUDENT HANDBOOK

2026-2027

Dear Students & Parents/Guardian(s),

This handbook aims to provide Hamlin Upper Grade Center students and parents/guardians with specific information concerning significant policies, procedures, and regulations.

This Student Handbook is a comprehensive collection of information about school rules and expectations, services and facilities, and policies that directly affect students. Every student is responsible for promoting the best educational atmosphere possible by becoming familiar with the contents of the Student/Parent Handbook. The rules and regulations in this handbook will help ensure that each student at Hamlin can achieve success. Questions regarding this handbook should be directed to the school principal. We hope you are looking forward to the many educational opportunities and numerous extracurricular activities that make Hamlin Upper Grade Center a world-class learning environment. The faculty and staff are excited to have you here and look forward to helping you succeed in your academic studies and personal growth.

Your involvement in school is significant! Hamlin Upper Grade Center's reputation has been built on the conduct, participation, and achievement of individuals like you. Your success will depend on several important factors: daily attendance, paying attention in class, completing homework, participating in extracurricular activities, giving 100% effort, and exhibiting cooperative behavior. With your help, we can create a dynamic school community for everyone.

Let's work together to make this a fantastic school year!

Sincerely,

Dr. Catherine Gallagher
Principal

CONDUCT & DISCIPLINE POLICIES

In any society, general rules and policies are necessary for the orderly operation and the safety of all members. Good discipline and order are positive aspects of school rather than negative. The school must help students adjust - rather than punish - and turn unacceptable behavior into acceptable. Good discipline is the absence of distractions or disturbances that interfere with the functioning of individuals, classes, or schools. It is the presence of a friendly yet business-like atmosphere where all work together for the common good. The following information applies to the school day and includes all school-related functions and extracurricular activities involving the school, on the buses, or on school property.

It is the intent of this school that any problems arising from the regular operation of Hamlin during the school day or school-related functions be handled using interventions that do not require removal from the learning environment to the greatest extent practicable to bring about the proper behavioral changes. If a problem arises at the classroom level, students and parents should work first with the teacher to correct the difficulty.

A student who displays chronic disciplinary problems may be suspended because, despite prior intervention(s), such a student has persistently violated the school's rules, even though each previous violation may not have warranted a suspension. All provisions set forth per the requirements of Public Act 99-0456 went into effect on September 15, 2016, and will be adhered to by school officials.

WE EXPECT STUDENTS TO:

- ◆ Do as they are asked the first time they are asked.
- ◆ Follow school rules and the laws of the community, state, and nation.
- ◆ Respect the personal property of others and the school, as well as consider the needs and rights of the school and all members of the school community.

WE EXPECT PARENTS TO:

- ◆ Assume primary responsibility for the child and his/her behavior.
- ◆ Acknowledge the child's obligation to attend school.
- ◆ Recognize that school personnel must be primarily concerned with education.
- ◆ Cooperate in conferences regarding their child's health, behavior, or academic progress.

WE EXPECT STAFF MEMBERS TO:

- ◆ Set high standards for student behavior and academic progress.
- ◆ Exhibit respect for students that positively helps them to develop good character traits.
- ◆ Plan a flexible program to meet the individual needs of students.
- ◆ Communicate with parents regarding a student's behavior or academic progress.

GENERAL SCHOOL POLICIES

ABSENTEE PROCEDURE

If a student is absent, a parent must call the school by 9:00 A. M. to report the absence. If a student is absent for more than 9 days without an acceptable excuse, they will be reported to the Regional Office of Education for truancy.

Examples of Excused Absences:

- Medical/Dental appointments: We highly encourage you to schedule these outside of school hours. If not possible, students should come to school before their appointment and/or return to school after.
- Required court appointments
- Religious instruction
- **One** High School Shadow Day
- Serious family emergency

ACCIDENTS

Every accident in the school building, on school grounds, or in any athletic event sponsored by the school must be reported immediately to a school official.

ANNOUNCEMENTS/HOMEROOM

Announcements, the Pledge of Allegiance, and a Moment of Silence will be made on the intercom at the beginning of 1st period. Handouts will be distributed during rotation classes. Afternoon announcements will be made at the end of the school day.

ARRIVAL AT SCHOOL

Students and parents can enter the school building at 7:45 A.M. In the event of inclement weather, school personnel will direct students as to when to enter the building, but under no circumstances will students be permitted in the building before 7:45 A.M. or the arrival of the first bus. STUDENTS WHO WALK TO SCHOOL SHOULD NOT ARRIVE AT SCHOOL PRIOR TO 7:45 A.M.

BACKPACKS/PURSES

Teachers encourage the students to use trappers and pencil cases. Students will not be allowed to carry backpacks or purses to class. Gym bags are allowed for PE class only.

BUS RULES

Bus transportation is a privilege, not a right of the student. Students riding the buses are under the direct supervision of the bus driver, who will oversee their conduct and safety. The bus driver will report any student misbehavior to the school's bus supervisor. Appropriate disciplinary action may be taken upon the principal's investigation and substantiation of the

complaint. In cases of repeated failure to cooperate or serious misbehavior, the student may be excluded from riding any bus for such a period as the principal deems necessary, in accordance with administrative regulations.

Students riding a school bus will conduct themselves in a manner that does not endanger the lives of other students by distracting the driver or failing to comply with the driver's instructions. Failure of a student to conduct him/herself in a proper manner on a school bus includes, but is not limited to, fighting; scuffling, loud talking; making remarks to people on the street; failure to follow the driver's instructions; vandalism to the bus; smoking; throwing items into, inside, or out of the bus; being in possession of and/or using firearms or explosives; causing distractions of any sort.

BUS RULES CONTINUED

School District 125's Board of Education requires the parent or guardian of any student who damages or destroys any part of the bus beyond normal usage to reimburse District 125 for the amount of the damage. See Board Policy Administrative Procedures, Sections 7:220 and 7:340, for complete details of our bus conduct policy and procedure.

Electronic Recordings on School Buses

Electronic visual and audio recordings may be used on school buses to monitor conduct and to promote and maintain a safe environment for students and employees when transportation is provided for any school-related activity. Notice of electronic recordings shall be displayed on the exterior of the vehicle's entrance door and front interior bulkhead in compliance with State law and the rules of the Illinois Department of Transportation, Division of Traffic Safety.

Recordings shall be confidential and may be used only by school officials (or their designees) and law enforcement personnel for investigations, school disciplinary actions and hearings, proceedings under the Juvenile Court Act of 1987, and criminal prosecutions, all related to incidents occurring in or around the school bus.

CHROMEBOOKS

1. Adhere to these guidelines each time the device is used at home and school.
2. Charge their 1:1 device at home nightly and bring it to school daily with a full charge.
3. Use appropriate language in all communications, avoiding profanity, obscenity, and offensive or inflammatory speech. Cyberbullying, including personal attacks or threats toward anyone made while using either district-owned or personally owned technology, is to be reported to responsible school personnel. Communication should be conducted in a responsible, ethical, and polite manner.
4. Respect the Internet filtering and security measures included on all district devices and student accounts. All student 1:1 computing devices provided by the District are configured to filter Internet content when the student is at school and on any other public or private network.
5. Use technology only for school-related purposes during the instructional day and refrain from using it for personal, commercial, or political purposes.

6. Follow copyright laws and fair use guidelines. Students should download only music, videos, or other content related to classroom assignments that they are authorized or legally permitted to use.

7. Understand that district technology, student files, and student activity may be viewed, monitored, or archived by the district at any time. You must make your 1:1 device available for inspection if requested by an administrator or teacher.

COUNSELING SERVICES

Counseling services are available to all Hamlin Upper Grade Center students. The school counselor can assist students with school difficulties, social/peer problems, family concerns, or any other issues a student may have. The school counselor is also available to assist parents in various ways. Counseling services may be acquired for your child by calling the school counselor during regular school hours.

District 125's policy allows a teacher to refer a student or a student to refer him/herself for a conference with the school counselor without notifying the child's parent. Parents will be notified if the child appears to need regular counseling sessions, and permission will be obtained unless the child objects. If a parent does not want his/her child to see the school counselor without his/her permission, the parent should contact the school principal. As a general reminder, Illinois law permits school counselors to see students for up to 5 sessions per 405 ILCS 5/3-501.



YOU ARE NOT ALONE!

Suicide & Crisis Prevention Hotline

DIAL: 988

Crisis Text Line: Text *HOME* to 741741
24/7 Free & Confidential Support

SAFE 2 HELP

Text: 72332 or Call: 1-844-4-SAFEIL
Email: *HELP @ Safe2HelpIL.com*

DRESS GUIDELINES

A close relationship exists between dress and a student's attitude toward academic achievement and personal behavior. We recognize that many clothing fads come and go; however, some are appropriate for school, while others are not. The dress guidelines consist of the following:

- ◆ Shoes are required at all times.
- ◆ No hats may be worn in the school building at any time.
- ◆ Rubber bands are not to be worn. Pocket chains are not permitted.
- ◆ Clothing or jewelry containing profanity, lewd or suggestive words or pictures, and references to drugs, tobacco, alcohol, or cults (including cult-related music) will not be allowed. Shirts with disregard for human life are not allowed.
- ◆ Pajama pants are not allowed unless it is an approved spirit day.
- ◆ Appropriate-length shorts may be worn to school.
- ◆ Jackets, coats, or other forms of outerwear may not be worn in the classroom at any time. Hoodies are the only exception.
- ◆ Tops that expose the stomach/midriff may not be worn without undershirts, including tank tops, midriff tops, crop tops, and baby tees. Top straps must be wider than your 3 middle fingers or 2 inches wide. Clothing must be made of an opaque, solid material -- wide knits or meshes are not allowed.
- ◆ Ripped jeans or other forms of ripped clothing will not be allowed if the rip is above the fingertip length without an undergarment.
- ◆ Pants must be worn at the waist. Students are not permitted to wear saggy jeans exposing underwear.
- ◆ All athleisure wear (yoga pants, leggings, bike shorts) must be at least fingertip length and have a top that covers the gluteus maximus.

Requests for accommodation of dress under state or federal law should be made to the school principal or superintendent.

ELECTRONIC/BATTERY DEVICES/PHONES

Students are not allowed to bring electronic/battery-operated devices (excluding calculators) into any of their classes or lunch. If they bring them to school, they **MUST** be kept in their locker and turned off throughout the entire day. This includes items such as iPods, electronic games, and cell phones. **A detention may be issued if this rule is broken.** Any cell phones that are confiscated during the day must be picked up by a parent unless the administration determines

that continued possession by the school is necessary. Kindles and/or other similar devices may be brought in if the teacher approves it, but they are the sole responsibility of the student. **The district is not responsible for any lost, stolen, or accidentally broken device(s).**

FEES

The Board of Education has established a workbook and supply fee. Parents who have a problem meeting this fee should consult their building principal. Students who receive free lunch and milk may qualify for a fee waiver. Students will be responsible for textbook and/or material fees if the item is lost or damaged.

GRADING

Parents can keep on top of their child's grades through our Teacher Ease Parent Portal. This portal shows grades, upcoming tests/quizzes, discipline/behavioral notes, emails from individual teachers, and general updates. Please check this regularly to monitor your child's progress. **Call our office if you do not know how to log in to this system.**

Hamlin's grading categories include Formative (50%), Summative (40%), and Effort/Participation (10%). A maximum of one test and one quiz may be re-done per trimester. The highest score of the test and quiz prevails; thus, it is NOT averaged. The test or quiz "re-do" must be taken within a week of the original date given.

GYM UNIFORMS

Gym uniforms may not be worn during classes other than Physical Education except under special circumstances. Gym uniforms may be purchased at registration or in the office. Shirts and shorts may be purchased separately. Students are not permitted to borrow classmates' uniforms.

HOMEWORK

Homework will be assigned as needed by the individual teacher. Some teachers assign homework daily, while others assign it weekly or on a long-term basis. All homework must be submitted to the respective teacher **during that class on the due date**. Students who are absent due to illness or other approved absences will be granted time (see policy) to submit work. If a student is behind by 3 or more assignments on the date of a special event/activity/game, he/she will be required to make up the assignments at school before participating in any school-sponsored event. Students are required to make up all missing assignments.

IDENTIFICATION

Students are required to wear their school-authorized I.D. and lanyard every day. Students shall not mark or deface their I.D. in any way. A replacement fee will be charged if the I.D. and/or lanyard are lost or damaged. It is crucial that each student wear their I.D. to ensure a safe environment. Failure to comply may result in the issuance of a **demerit** for **every third** violation beginning with the 3rd offense (*i.e.*, 3rd, 6th, 9th, etc.). In addition, a 30-minute **detention** may be served on every **3rd offense (3rd, 6th, 9th, etc.)**. Violations reset each trimester.

INJURY OR ILLNESS AT SCHOOL

Students who become ill or are injured at school should obtain the classroom teacher's permission to go to the Health Clerk's office. If the Health Clerk is unavailable, the student should go to the office and inform the secretary or principal of his/her illness or injury. THE STUDENT SHOULD NOT WAIT IN THE OFFICE WITHOUT EITHER THE HEALTH CLERK OR OFFICE PERSONNEL BEING AWARE OF THE FACT THAT HE/SHE IS ILL OR INJURED.

LOCKERS AND LOCKS

All students will receive locker assignments during the first day of school. A school-owned combination lock will be provided to students for their entire time at Hamlin. A lock rental fee will not be charged; however, a fee will be charged for replacing a lost lock. Students may not use locks other than those supplied by the school. Since lockers are for the safety and convenience of students, it is important to keep a school-issued lock on the locker at all times, keep the lock combination private, and use only the assigned locker. Students are not permitted to make unauthorized moves into another locker.

Routine locker clean-outs and inspections will be conducted. ALL STUDENT LOCKERS ARE THE PROPERTY OF HAMLIN UPPER GRADE CENTER DISTRICT 125 AND ARE ACCESSIBLE TO SCHOOL AUTHORITIES AT ANY TIME. The locker and its contents are subject to search by school officials or civil authorities, especially if there is reason to suspect that unauthorized materials (such as drugs, alcohol, or stolen property) are being stored in the locker. We occasionally have random canine searches conducted by the Alsip Police Department to check for illegal drugs, weapons, contraband, or any unauthorized materials.

Students are allowed to go to their lockers at 8:00 A.M. for their morning classes, before and after lunch, at dismissal, or with a pass issued by a staff member.

LUNCHROOM

The lunchroom is a convenient place to eat lunch. Although conversations with friends are encouraged, students are expected to enter the lunchroom, eat in a quiet and orderly manner, and follow all school rules. Students are to remain at their assigned tables unless they are cleaning up after themselves or have permission to leave the lunchroom.

GUM CHEWING IS STRICTLY PROHIBITED DURING LUNCH OR ANY OTHER TIME OF THE SCHOOL DAY.

Students are required to obtain a hall pass when tardy to or from lunch or when requesting to visit a classroom teacher for any reason. Students without hall passes will not be allowed to leave the lunchroom. Students who do not follow lunchroom rules may face disciplinary action.

MCKINNEY-VENTO PROGRAM/HOMELESSNESS

A student experiencing homelessness may:

- Participate fully in all school activities and programs as eligible.
- Receive transportation to and from the school.
- Continue to attend the last-enrolled school even if the student has moved away from that school's attendance area.
- Qualify automatically for the school nutrition program.

For assistance or additional information, contact the district's McKinney-Vento liaison:

Heather Wills 708-423-3078 (See Board Policies 4:110; 6:140; 7:10 & 7:60 for more information)

MEDICAL APPOINTMENTS

If at all possible, medical appointments should be scheduled for non-school hours. When this is not possible, **students should come to school before their appointment and/or return to school after.** Students must sign out at the office when leaving school and sign in upon return to school. Doctor's notes should be submitted the following day upon return.

PERMISSION SLIPS

Periodically, activities or events require written parental permission. Permission slips are expected to be returned **ON OR BEFORE** the due date. Failure to return signed permission slips on time will result in the student being excluded from that activity or event. Consideration will be given to a student who is absent from school on the day a permission slip is due.

REPORT CARDS

Report cards are issued at the end of each trimester. In addition, parents will be notified of their child's progress at midterm. *As a reminder, you can check your child's grades any time through Teacher Ease, our student management program.*

RETENTION

Promotion from grade to grade is not automatic. Regular attendance and consistent effort by students will usually result in promotion to the next grade. In an effort to improve our students' skills and foster a serious attitude toward school, the following policy has been adopted.

Any student who receives an "F" in 2 or more subject areas may be retained in the grade he/she is in. This will be based on the final average grades for the school year. **NOTE:** Any 8th-grade student who has a GPA of less than 2.0 average in two subject areas as of the 6th week of the third trimester will not be considered to have 8th-grade status and will not be allowed to participate in graduation activities.

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.

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.

TARDINESS

Any student who has not reported to 1st period by the morning bell will be marked tardy for that day and must have a pass from the office. **Upon the 4th & each subsequent unexcused tardy in a trimester, the student may be given a 30-minute detention after school.**

Students arriving to 6th period after the tardy bell must have a pass from his/her lunchroom supervisor or the office. **Upon the 4th & each subsequent unexcused tardy in a trimester, the student may be given a 30-minute detention after school.**

No demerits are accrued for tardies.

TELEPHONE

Students may use the telephone **only** for emergencies (ex: missing the bus, going home sick, ...etc) or to inform a parent that he/she is staying after school. Students must present a telephone pass from a teacher. Students are not to use the telephone between classes or without the permission of a staff member.

TITLE IX/ NONDISCRIMINATION

Atwood Heights School District 125 in compliance with Title VI and Title VII of the Civil Rights Act of 1964, Title IX of the Educational Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, Americans with Disabilities Act of 1990, the Individuals with Disabilities Education Improvement Act and other federal laws and regulations, does not discriminate on the basis of race, color, national origin, sex, disability, age, or any other protected category, in any of its policies, practices, or procedures. The lack of English language skills will not be a barrier to admission and participation in educational programs. In order to comply with the mandates of the law in reference to Title IX of the Education Amendments of 1972 the Board of Education has adopted the following policy:

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

District 125 affirms non-discrimination on the basis of sex in order to comply with the provisions of Title IX of the Education Amendments of 1972 to ensure that discrimination on the basis of sex does not take place in any education program or activity except where necessary to accomplish a specific purpose that does not impinge upon essential equality or fundamental fairness in the treatment of students or employees of this school district.

TRUANCY

Truancy includes not only an unauthorized absence from school but also any unauthorized absence from a class. Truancy may result in disciplinary action. Excessive absences will be reported to the Truant Officer. Social work services will be available to students who have chronic truancy problems as well as their parents.

VISITORS

Hamlin Upper Grade Center does not allow visitors from other schools during regular school hours without the principal's permission. There is no exception to this policy.

WATER BOTTLES

Students are permitted to carry water bottles with them throughout the school day. Bottles must contain water only and have a leak-proof lid.

WHITE PINES MOTIVATION TRIP

Each year our staff offers a trip for the students at Hamlin that work hard and get good grades in their subjects. Hamlin Upper Grade Center offers a three-day overnight trip to White Pines Ranch in Oregon, Illinois, for any student who earns a **4.5** cumulative grade point average, averaged over the first and second trimesters. For those students who are within one-tenth of a point of making this average (4.40 – 4.49 GPA), we will look at the third-trimester progress grades, and consideration will be given to those students to participate. **Any student who has more than 3 behavioral demerits will not be considered eligible.** Eligible students must also have a good attendance record with no more than 9 absences. Students are accompanied by Hamlin staff. The cost of the trip is the student's responsibility. We hope all of you will work hard this year to attend this exciting trip!

UNACCEPTABLE BEHAVIORS

See Board Policy Administrative Procedures Section 7:190 for complete details of our policy and procedures regarding prohibited student conduct.

BULLYING

Harassment of students is not tolerated and prevention measures will be taken to ensure that students and staff feel safe and free from threats. See Board Policies Administrative Procedures Sections 7:20 and 7:180 for complete details of our bullying policy and procedures.

CHEATING

The copying of work done by someone other than yourself and handing it in as your own work is called plagiarism, a serious moral and legal offense. ALL students involved in a cheating incident (provider and recipient) may face disciplinary action.

CLASSROOM BEHAVIOR

Misbehavior is a matter of choice. Choosing to disrupt class infringes on the right of the teacher and the right of other students in the class to learn. Even those disruptions that appear minor in nature seriously interfere with the educational process.

DAMAGE TO PROPERTY

Hamlin Upper Grade Center will not tolerate damage to school property or intentional damage to property and/or possessions of another individual. Any littering on school property is prohibited. Damage to school property or property and/or possessions of any individual at Hamlin may result in disciplinary action and remuneration for damages. In addition, the student may face possible prosecution by civil authorities.

DATING VIOLENCE

An Illinois law aimed at preventing unhealthy dating relationships requires upper-elementary, middle schools and high schools to incorporate age appropriate education about teen dating violence into their curriculum. As a result, beginning this in 2022, our schools will be teaching students the signs and symptoms of an unhealthy relationship, how to respond, and who to notify. The Center for Disease Control and Prevention (CDC) reports that one in eleven adolescents say they have been the victim of physical dating violence. For more information visit the CDC page for Parents linked here. If you have any questions or concerns, please reach out to the building principal or school counselor. Policy 7:185 Teen Dating Violence Prohibited

DISRESPECT TO SCHOOL EMPLOYEES

All students are to show respect at all times. Rolling of the eyes, sighing, making comments under your breath are just a few examples of disrespectful conduct. Threats or offensive language directed toward a staff member or striking and/or causing injury to a school employee will not be tolerated and may result in severe disciplinary measures.

DISRUPTIVE ACTIVITIES

Students are prohibited from participating in any activities that could be considered disruptive to the educational process. The school will not tolerate any reference to gang or cult-related activities.

DRUGS AND ALCOHOL

School District 125 does not tolerate the use or possession of cigarettes, e-cigarettes, illegal drugs or look-alike drugs, marijuana, narcotics, controlled substances, alcoholic beverages, or intoxicants of any kind, as well as drug apparatus or paraphernalia. Using, possessing, or being under the influence of any of the items listed above, by any student while on school property or at any function connected with Hamlin Upper Grade Center, may result in severe disciplinary measures.

Students who must take prescription medication must give the prescribed drug in its proper container to the Health Service Coordinator or school secretary upon arrival at school in addition to filling out the District 125 Medication Release form.

FALSE FIRE ALARM

Misuse of fire alarms or fire equipment is a Class 4 Felony. The fire alarms and equipment are to be used only in case of fire. Misuse of fire alarms and/or equipment may result in severe disciplinary action and referral to the local police.

FIGHTING

Hamlin Upper Grade Center does not allow **ANY FIGHTING** among students. A student who takes any physical action toward another student is considered a participant in a fight. Students are to keep their hands to themselves at all times. Pushing, shoving, and other aggressive behavior will not be tolerated and may result in severe disciplinary measures.

FORGERY

Forging another person's name on a document is a serious legal and moral offense. Any student involved in the act of forging a signature, note, or pass may face disciplinary action.

GAMBLING/SELLING

Any form of gambling is strictly prohibited including card games, flipping coins, or selling chances for personal gain. Students are also prohibited from unauthorized selling of any item at Hamlin.

GANG ACTIVITY

Any gang or group association whose intent is to intimidate, harass, or disrupt the educational process, flashing or writing of gang symbols/signs, or wearing of gang-related colors is prohibited on school grounds or at school-related activities. Failure to comply with this rule may result in disciplinary action.

GUM

Hamlin Upper Grade Center is a gum-free environment. Any student chewing gum at any time in the school building or during lunch may face disciplinary action.

HALLWAY MISCONDUCT

Orderly hallway conduct is required of all students at Hamlin. Running, pushing, or shouting in the hallways is prohibited at all times. Students are to move to assigned classrooms without loitering. Use of lockers between classes is prohibited. Any student who is in the hallway during class time must have an appropriate hall pass from that teacher.

HARASSMENT/THREATS

Harassment of students at Hamlin is prohibited. Bullying or harassment on the basis of actual or perceived race, color, national origin, military status, unfavorable discharge status from the military service, sex, sexual orientation, gender identity, gender-related identity or expression, ancestry, age, religion, physical or mental disability, order of protection status, status of being homeless, or actual or potential marital or parental status, including pregnancy, association with a person or group with one or more of the aforementioned actual or perceived characteristics, or any other distinguishing characteristic is prohibited. Any student who is a victim of harassment or related activities is expected to report such actions to the principal and/or school counselor. See Board Policies Administrative Procedures Sections 7:20 and 7:180 for complete details of our harassment policy and procedures.

INSUBORDINATION

All students are to follow all instructions and directions, both written and verbal, given to them by teachers, administrators, and staff members (secretaries, custodians, teacher's aides, substitutes, bus drivers, etc.) at ALL times. Failure to follow the instructions or directions of any staff member causes the student to be considered as insubordinate and may result in a disciplinary outcome. Students are expected to follow the classroom rules of conduct of their teachers at ALL times.

PHYSICAL DISPLAY OF AFFECTION

Hamlin prohibits romantic gestures such as holding hands, kissing, or other physical displays of affection.

POSSESSION OF ILLEGAL OR DANGEROUS OBJECTS

Hamlin Upper Grade Center forbids the possession and/or use of any items that are considered illegal or dangerous. Possession and/or use of any item that could be considered a weapon or explosive (including fireworks) may result in a severe disciplinary referral.

PROFANITY

Profanity and/or obscene language (written or verbal) or gestures by any Hamlin student will not be tolerated.

SEXUAL HARASSMENT

Sexual harassment is any activity of a sexual nature that is unwanted or unwelcome. Sexual harassment includes but not limited to, unwanted touching and verbal or written comments of a sexual nature. The school's normal disciplinary procedures will be followed in determining appropriate consequences for the sexual harassment. Students who engage in sexual harassment on school premises or off school premises at a school-sponsored activity will be subject to appropriate discipline, which may include suspension or expulsion from school.

SMOKING/POSSESSION OF TOBACCO & RELATED PRODUCTS

Hamlin Upper Grade Center prohibits smoking and possession of tobacco-related products including e-cigarettes. This also means students may never bring matches or lighters on school property or a bus; to do so is a serious safety violation.

SNOWBALLS

Throwing snowballs on the school grounds is dangerous to others and to the building. Throwing snowballs is not permitted.

TECHNOLOGY

The District may discipline a student whose personal website or other off-site activity involving electronic technology causes, or can reasonably be expected to cause, a substantial disruption of the school environment, without regard to whether the activity or disruption involved the use of the District Technology System.

THEFT OF PROPERTY

Hamlin Upper Grade Center will not tolerate theft of school property or theft of property and/or possessions of another individual. Theft of school property or theft of property and/or possessions of another individual at Hamlin may result in disciplinary action and remuneration for losses. In addition, the student may face possible prosecution by civil authorities.

TRESPASSING

Trespassing is an unauthorized presence on school property without the direct supervision of authorized personnel. No student is to be on any School District 125 property during or after school hours unless under the supervision of authorized personnel.

Any student who is suspended or absent from school and who is on school property during the suspension or absence will be considered to be trespassing and may be referred to the local police for proper action.

TRUANCY

It is the responsibility of all students at Hamlin Upper Grade Center to attend school every day that he/she is physically able to do so. All students are expected to be in their assigned area or assigned activity from the time they arrive on school property until they leave school property. When weather permits during the lunch period, students will go outside in a designated area. A

student who is not in attendance when he/she is physically able or who is not in his/her assigned area or activity while in the school is considered truant. Credit will not be given for work missed due to truancy. Excessive days truant may result in retention in the current grade level. See policy for additional details.

WEAPONS

Students bringing or possessing a weapon or "look-alike" weapon may be subject to suspension, the possible recommendation for expulsion, and notification of police. This includes, but is not limited to, guns, starter pistols, defense sprays, or other dangerous instruments like knives.

DISCIPLINARY ACTION

See Board Policy Administrative Procedures Section 7:190 for complete details of our policy and procedures regarding disciplinary measures. Violation of Conduct and Discipline Policies may result in one or more of the following actions being taken by school authorities. All provisions set forth in Public Act 99-0456 went into effect on September 15, 2016, and will be adhered to by school officials.

PARENT CONFERENCE

Parents may be asked to come to school for a conference when student behavior is repeatedly unacceptable.

AFTER SCHOOL DISCIPLINE

On occasion, students may be asked to stay after school. This may occur for a variety of reasons such as lack of homework, failure to return signed notes or tests, etc. The date and length of time will be determined by the staff person assigning the after-school time. A copy of the after-school disciplinary meeting is sent to parents via the student. If the student is unable to stay after school on the designated day, the parent may make prior arrangements for an alternate time with the staff person who assigned the after-school discipline. Transportation is not provided for after-school discipline. After-school discipline will not accrue any demerits on the student's record.

CLASS REMOVAL

A student may be removed from a class and sent to the principal for repeated misbehavior and unwillingness to cooperate with the classroom teacher. During this time, the student is expected to complete his/her classwork. The student may receive a disciplinary detention to be served on a day determined by the administration.

STRIKES

Staff members may issue strikes to any student in lieu of issuing a detention/demerit. These behavioral infractions will be logged into our Teacher Ease system and upon the issuance of a 3rd strike, the student may lose privileges, such as attending a school-sponsored event. Strikes will not accrue any demerits on the student's record and they reset each trimester. If a student fails to show up on the assigned strike day, then a detention will be served on an assigned detention day.

DETENTIONS

Detentions may be given as a consequence for inappropriate behavior. Any staff member may be assigned detention for misbehavior in the classroom or halls, in the lunchroom, on school grounds, or during any school-related function.

- o A copy of the detention is sent to parents with the student **and via email**. It is the student's responsibility to make sure that written consent to serve the detention on his/her assigned date has been received from his/her parent prior to the date the detention is to be served. **Parental consent may also be sent via email.**
- o A student who receives a detention/suspension in the two-week period prior to a special event/activity at school may not be allowed to attend that event/activity.
- o Any student who misbehaves in the detention room may receive a suspension.
- o **Any student who does not report to the assigned detention room on his/her designated day may receive a one-day suspension.**

SUSPENSIONS

A student may be suspended from school for a designated period of time. The administration will determine if the suspension is to be served in or out of school. All provisions set forth in Public Act 99-0456 went into effect on September 15, 2016, and will be adhered to by school officials. Repeated or severe violation of any rules for student behavior may result in suspension.

- A one-day suspension may be issued to any student who does not report to the detention room on his/her assigned day.
- A student who receives a suspension in the two-week period prior to a special event/activity at school may not be allowed to attend that event/activity.

If a student is suspended (either internal or external) **more than 3 times in a school year**, we ask that a parent accompanies the student to school on the designated return day to meet with the principal. At this time, the principal, parent, and student will discuss Hamlin's discipline policy as well as the student's conduct.

See Board Policy Administrative Procedures Section 7:200 for complete details of our suspension policy and procedures.

EXPULSION

Expulsion is defined as the exclusion of a student from school or from riding the bus for a period of time in excess of ten (10) school days for serious discipline infractions.

See Board Policy Administrative Procedures Section 7:210 for complete details of our expulsion policy and procedures.

DEMERITS

In order for students to participate in certain activities (specified below), students must not accrue significant numbers of demerits. Students accrue demerits at the same time they receive other forms of discipline as follows:

Each detention = 1 demerit

Suspension = 2 demerits for the first day and 1 demerit for each subsequent day.

The number of demerits a student earns throughout the school year may affect the following:

Graduation activities for 8th graders

6th demerit = loss of class trip

7th demerit = loss of dinner dance

8th (or more) demerit(s) = loss of walking across the stage at graduation

Class trip for 7th graders

loss of trip upon receiving 6th demerit

Class trip for 6th graders

loss of trip upon receiving 6th demerit

SPORTS, CLUBS, AND EXTRACURRICULAR ACTIVITIES

The extra-curricular activities at Hamlin Upper Grade Center are designed to provide students with non-academic experiences to enrich their physical, social, and emotional well-being. Participation in extra-curricular activities is a privilege, not a right. When a student puts on his/her uniform, he/she is then identified as part of a highly respected group. In uniform or street clothes, his/her conduct in public reflects the team, the school, and the community.

Hamlin participates in the South Suburban Junior High School Conference (SSJHSC)

ATHLETICS

Hamlin Upper Grade Center offers many interscholastic athletic programs for students. These programs are designed to allow students to develop and demonstrate their athletic ability as well as to promote good sportsmanship and team effort. Our interscholastic programs include volleyball for sixth, seventh and eighth-grade girls & boys; basketball for sixth, seventh and eighth-grade boys and girls; cheerleading for sixth, seventh, & eighth-grade students; soccer for sixth, seventh, & eighth grade boys and girls; and track for sixth, seventh, & eighth-grade boys and girls.

No student shall be permitted to compete in a try-out, practice, or game unless such student has filed with the school a certificate of physical fitness issued by a licensed physician, physician's assistant, or nurse practitioner as set forth in the Illinois State Statutes not more than 365 days preceding such try-out, practice or contest in any athletic activity. Simply put, this means that Hamlin Upper Grade Center students cannot try out or participate in volleyball, basketball, track, or cheerleading without a current physical examination.

UNIFORM PROCEDURES

As a competing member of the Hamlin Upper Grade Center SSJHS conference, your child has been issued a team uniform. Athletes are allowed to modify their uniform for the purpose of modesty in clothing or attire that is in accordance with the requirements of their religion or their cultural values or their modesty preferences. Students are not required to receive the prior approval of the school board for such modifications.

DRAMA CLUB

The drama program at Hamlin Upper Grade Center is designed for both the student with a casual interest in theater and the student with an abiding commitment. Students may participate as cast members or members of the technical crew responsible for scene construction and costuming.

ENVIRONMENTAL CLUB

At Hamlin Upper Grade Center, we recognize the importance of taking care of our environment. This club empowers our scholars to take an active role in doing so throughout and around our

building. Students have the opportunity to work on gardening, recycling, and other related service projects.

DECLAMATION

Our award-winning Hamlin Declamation team is the perfect opportunity for any student to become masters of their own thinking and speaking. Students will interpret written literature ranging from prose to informative speeches through the SSJHSC. No experience is necessary.

MATHLETES

Mathletes is a competitive team that meets to showcase their mathematical prowess through competitions with SSJHSC. Strong math skills are highly encouraged.

NATIONAL JUNIOR HONOR SOCIETY

Hamlin Upper Grade Center is a chartered member of the NJHS and eligible to accept students into the National Junior Honor Society. A high level of character, scholarship, leadership, and service are the qualities that must be demonstrated to be eligible for admission into this society. Eligibility is also based on a 4.5 cumulative GPA, meets/exceeds rating on a Hamlin Standardized test, no behavioral demerits, and meeting service hour requirements as outlined in the guidelines. Specific guidelines are available in your registration packet.

SCHOLASTIC BOWL

Scholastic Bowl is for trivia enthusiasts! We will compete with other schools in the SSJHSC to showcase our knowledge in areas such as geography, sports, history, and literature.

STUDENT COUNCIL

The Student Council sponsors many activities throughout the school year. Students may run for elected office or classroom representative according to grade level. Elections are held in May.

<u>8th grade:</u>	<i>President</i>
	<i>Secretary</i>
	<i>Classroom representatives</i>
<u>7th grade:</u>	<i>Vice-President</i>
	<i>Treasurer</i>
	<i>Classroom representatives</i>
<u>6th grade:</u>	<i>Classroom representatives</i>

STUDENT/PARENT HANDBOOK ACKNOWLEDGEMENT

Name of Student: _____

STUDENT ACKNOWLEDGEMENT

I acknowledge receiving the Student/Parent Handbook. I have read these materials and understand all rules, responsibilities, and expectations. To keep my school safe, I pledge to adhere to all HUGC and Atwood Heights School District 125 rules, policies, and procedures.

I understand that the Student/Parent Handbook may be amended during the year and that such changes would be available on the school website and/or in the main office.

I understand that my failure to return this acknowledgment and pledge will not relieve me of responsibility for knowing and complying with school and district rules, policies, and procedures.

Student Signature

Date

PARENT/GUARDIAN ACKNOWLEDGMENT

I acknowledge receiving the Student/Parent Handbook. I have read these materials and understand all rules, responsibilities, and expectations.

I understand that the Student/Parent Handbook may be amended during the year and that such changes would be available on the school website and/or in the main office.

I understand that my failure to return this acknowledgment and pledge will not relieve my child or me of responsibility for knowing and complying with school and district rules, policies, and procedures.

Parent Signature

Date

May 1, 2026

Dear Mrs. Cole,

Please accept this letter as notice of my intent to retire from my position at Meadow Lane at the end of the 2029-2030 school year. Reflecting on the last twenty years, I feel incredibly fortunate. I have had the privilege of working alongside many talented colleagues who have shaped me as both an educator and an individual. I am deeply grateful for the friendships and professional growth I have experienced in this district.

As I look toward my final years at Meadow Lane, I remain fully committed to our students. Thank you for the continuous support, camaraderie, and the shared love for children that makes this community so special.

With sincerest gratitude,

Linda Schroeder

Monday, May 4, 2026

Dear Dr. Gallagher,

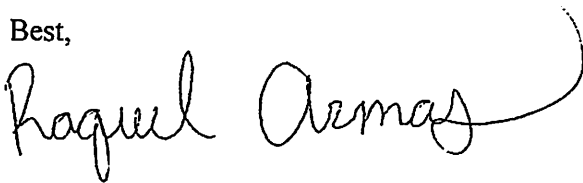
I am writing to let you know that I will be resigning from my position as an English Teacher at Hamlin Upper Grade Center, effective after Friday, May 29, 2026.

I want to sincerely thank you for the opportunity to be part of the Hamlin community. I have truly learned a lot from working at the middle school level. I appreciate all of the trust you have put in me over the years along with your dedication to helping me grow as a young educator. There have been so many moments that have brought me joy over the last 5 years, and I'm grateful for all of the experiences and growth this role has given me.

Please let me know how I can help make this transition as smooth as possible. I'm happy to assist in any way I can over the coming weeks.

Thank you again for everything. I wish you and District 125 continued success!

Best,

A handwritten signature in black ink that reads "Raquel Armas". The signature is written in a cursive style with a long, sweeping flourish at the end.

Raquel J. Armas

armasjraquel@gmail.com

(872) 444-0192

Dear Heather Wills,

I hope you are doing well. I am writing to formally resign from my position as a special education teacher at Lawn Manor School, with my last day being May 29, 2026.

This was not an easy decision, but I have decided to step away from my role to stay home with my baby and focus on my family during this new chapter.

I want to express my deepest gratitude to you and the entire staff for your kindness, understanding, and support—especially throughout my infertility journey. Your compassion meant more to me than I can fully put into words, and I will always carry that with me.

It has been a privilege to work with such dedicated colleagues and to support such incredible students. I am truly thankful for my time at Lawn Manor School and all that I have learned here.

I will do everything I can to ensure a smooth transition before my departure. Please let me know how I can help during this time.

Thank you again for everything.

Sincerely,
Michelle Padilla

A handwritten signature in cursive script that reads "Michelle Padilla Andrus". The signature is written in black ink and is positioned below the typed name "Michelle Padilla".

May 8, 2026

To Mrs. Cole:

It is my pleasure to write a letter of recommendation for Mrs. Daniella Cheek for our speech position. Daniella has worked as an outside speech vendor in the district for the past four years. She has agreed to join the district as a full-time employee. Daniella primarily works with our early childhood students and families. She cares deeply about students and is organized and collaborates well with teachers and other service providers. Daniella understands Lawn Manor's dedication to each and every child who walks into our doors. Her passion is working with students and their families. She is excited to be a part of the district, and we believe she will make an excellent addition to our staff. Mrs. Cheek will start on Master Lane Step O on the teachers' contract.

If you have any questions or concerns, please feel free to contact me at (708) 423-3078.

Sincerely,

Heather Wills

Lawn Manor Principal

ATWOOD HEIGHTS SCHOOL DISTRICT 125 VOUCHER

Voucher No: 1195

Voucher Date: 05/07/2026

Prepared By: _____

Printed: 05/07/2026 11:50:32 AM

ATWOOD HEIGHTS SCHOOL DISTRICT 125 is hereby authorized to draw warrants against ATWOOD HEIGHTS SCHOOL DISTRICT 125 funds for the sum of \$279,857.13 on account of obligations incurred for value received in services and for materials as shown below for period July 1, 2025 to June 30, 2026 (period cannot overlap fiscal year end.)

I certify that this claim is just and correct, and the services and/or materials herein represented have been received during the period listed above. All items are properly coded and not in excess of the budget.

Christine Lantz

President

Michelle Higgins

Secretary

ATWOOD HEIGHTS SCHOOL DISTRICT 125

Fund		Amount
10	EDUCATIONAL	\$222,933.96
20	OPERATIONS AND MAINTENANCE	\$7,178.17
40	TRANSPORTATION	\$49,745.00
		<hr/> <hr/>
		\$279,857.13

Atwood Heights School District 125

Voucher Supplement Account Summary

Voucher Batch Number: 1195

05/07/2026

Fiscal Year: 2025-2026

Vendor Remit Name	Vendor #	Account	Description	Amount
ACTIVE INTERNET TECHNOLOGIES		10.5.2660.470.0000.00.00.00 Check #: 0	ED MEDIA -COMPUTER SOFTWARE	\$5,531.00
			Vendor Total:	\$5,531.00
ANDERSON, MICHELLE		10.5.1100.230.0000.00.00.00 Check #: 0	FRINGE	\$247.28
			Vendor Total:	\$247.28
ATWOOD HTGS. DIST. 125 - IMPREST FUND 991		10.5.1100.410.0000.00.00.00 Check #: 0	SUPPLIES	\$400.00
		10.5.2660.340.0000.00.00.65 Check #: 0	TECHNOLOGY-TELEPHONE	\$39.39
		20.5.2540.310.0000.00.00.00 Check #: 0	PROFESSIONAL SERVICE	\$1,200.00
		20.5.2540.370.0000.02.00.00 Check #: 0	OPER/MAINT-WATER/SEWER SERVICE-LAWN MANOR	\$523.43
		20.5.2540.370.0000.04.00.00 Check #: 0	OPER/MAINT-WATER/SEWER SERVICE-HAMLIN	\$283.10
			Vendor Total:	\$2,445.92
BRIGHTSTAR CARE	205072876	10.5.1200.310.0000.00.00.00 Check #: 0	SPECIAL ED-PROF SERVICE	\$2,440.00
			Vendor Total:	\$2,440.00
ELIM CHRISTIAN SERVICES	4659	10.5.4220.670.0000.00.00.00 Check #: 0	SPECIAL ED - TUITION	\$23,408.76
		40.5.2550.330.0000.00.00.00 Check #: 0	TRANSPORTATION - SPECIAL ED	\$3,762.00
			Vendor Total:	\$27,170.76
EMPOWERED TRANSPORTATION INC	39-3542448			

Atwood Heights School District 125

Voucher Supplement Account Summary

Voucher Batch Number: 1195

05/07/2026

Fiscal Year: 2025-2026

Vendor Remit Name	Vendor #	Account	Description	Amount
		40.5.2550.330.0000.00.00.00 Check #: 0	TRANSPORTATION - SPECIAL ED	\$8,554.52
			Vendor Total:	\$8,554.52
ESQUIVEL, KATELYN		10.5.1100.230.0000.00.00.00 Check #: 0	FRINGE	\$600.00
			Vendor Total:	\$600.00
HORVATH, THERESA	11042	10.5.2310.222.0000.00.00.00 Check #: 0	BOARD OF ED-RETIREE INSURANCE	\$104.90
			Vendor Total:	\$104.90
IASB_2496	2496	10.5.2320.640.0000.00.00.00 Check #: 0	EXECUTIVE ADMIN -DUES AND FEES-DISTRICT	\$4,080.00
			Vendor Total:	\$4,080.00
IDEAL ENVIRONMENTAL ENGINEERING INC.	486	20.5.2540.310.0000.00.00.00 Check #: 0	PROFESSIONAL SERVICE	\$635.00
			Vendor Total:	\$635.00
ILLINOIS SCHOOL BUS_242	242	40.5.2550.331.0000.00.00.00 Check #: 0	TRANSPORTATION - REGULAR ED	\$37,428.48
			Vendor Total:	\$37,428.48
INZINGA, MELISSA		10.5.1100.230.0000.00.00.00 Check #: 0	FRINGE	\$696.59
			Vendor Total:	\$696.59
JULIE UNDERHILL		10.5.1100.230.0000.00.00.00 Check #: 0	FRINGE	\$246.96
			Vendor Total:	\$246.96

Atwood Heights School District 125

Voucher Supplement Account Summary

Voucher Batch Number: 1195

05/07/2026

Fiscal Year: 2025-2026

Vendor Remit Name	Vendor #	Account	Description	Amount
KACZYNSKI, LISA	8396	10.5.1100.230.0000.00.00.00 Check #: 0	FRINGE	\$4,200.00
			Vendor Total:	\$4,200.00
KELLY, MICHELLE		10.5.1100.230.0000.00.00.00 Check #: 0	FRINGE	\$1,889.74
			Vendor Total:	\$1,889.74
LARIOS, EVA		10.5.1100.230.0000.00.00.00 Check #: 0	FRINGE	\$175.78
			Vendor Total:	\$175.78
LOIS PAXTON		10.5.2140.310.0000.00.00.00 Check #: 0	PSYCHOLOGICAL SERVICES-PROFESS& TECH SERVICE	\$1,050.00
			Vendor Total:	\$1,050.00
MARY ANN SMITH		10.5.2140.310.0000.00.00.00 Check #: 0	PSYCHOLOGICAL SERVICES-PROFESS& TECH SERVICE	\$10,500.00
			Vendor Total:	\$10,500.00
MATTHEW WESTFALL		10.5.1100.230.0000.00.00.00 Check #: 0	FRINGE	\$852.75
			Vendor Total:	\$852.75
MAURA TIERNAN	25343	10.5.1100.410.0000.02.00.00 Check #: 0	SUPPLIES - LAWN MANOR	\$26.41
			Vendor Total:	\$26.41
MENARDS INC	11118	20.5.2540.410.0000.00.00.00 Check #: 0	OPER/MAINT-GENERAL SUPPLIES	\$192.46

Atwood Heights School District 125

Voucher Supplement Account Summary

Voucher Batch Number: 1195

05/07/2026

Fiscal Year: 2025-2026

Vendor Remit Name	Vendor #	Account	Description	Amount
				Vendor Total:
ML CONSULTING SOLUTIONS LLC				\$192.46
		10.5.2210.310.4998.00.00.00 Check #: 0	IMPRVMENT OF INST - COPS - PROFESSIONAL SERVICE	\$12,300.00
				Vendor Total:
NEXTERA ENERGY SERVICES				\$12,300.00
		20.5.2540.465.0000.02.00.00 Check #: 0	OPER/MAINT-NATURAL GAS-LAWN MANOR	\$1,884.98
		20.5.2540.465.0000.03.00.00 Check #: 0	OPER/MAINT-NATURAL GAS-MEADOW LANE	\$1,360.52
		20.5.2540.465.0000.04.00.00 Check #: 0	OPER/MAINT-NATURAL GAS-HAMLIN	\$459.83
				Vendor Total:
SECONDS MATTER SAFETY SOLUTIONS, LLC	822782844			\$3,705.33
		10.5.2210.310.4998.00.00.00 Check #: 0	IMPRVMENT OF INST - COPS - PROFESSIONAL SERVICE	\$143,860.00
				Vendor Total:
SECUREONE LIVESCAN				\$143,860.00
		10.5.2310.310.0000.00.00.00 Check #: 0	BOARD OF ED-PROFESSIONAL SERVICES	\$53.00
				Vendor Total:
SHANNON, ERIN	18294			\$53.00
		10.5.1100.230.0000.00.00.00 Check #: 0	FRINGE	\$4,200.00
				Vendor Total:
SPEECH BLOSSOMS LLC				\$4,200.00
		10.5.2140.310.0000.00.00.00 Check #: 0	PSYCHOLOGICAL SERVICES-PROFESS& TECH SERVICE	\$4,445.00
				Vendor Total:
TOSCH, MICHELLE	18275			\$4,445.00

Atwood Heights School District 125

Voucher Supplement Account Summary

Voucher Batch Number: 1195

05/07/2026

Fiscal Year: 2025-2026

Vendor Remit Name	Vendor #	Account	Description	Amount
		10.5.1100.230.0000.00.00.00 Check #: 0	FRINGE	\$1,411.03
			Vendor Total:	\$1,411.03
US OMNI & TSACG COMPLIANCE SERVICES	23161			
		10.5.2310.310.0000.00.00.00 Check #: 0	BOARD OF ED-PROFESSIONAL SERVICES	\$136.00
			Vendor Total:	\$136.00
VERIZON WIRELESSQ				
		10.5.2660.340.0000.00.00.65 Check #: 0	TECHNOLOGY-TELEPHONE	\$39.37
			Vendor Total:	\$39.37
VILLAGE OF MERRIONETTE	6176			
		20.5.2540.370.0000.03.00.00 Check #: 0	OPER/MAINT-WATER/SEWER SERVICE-MEADOW LANE	\$638.85
			Vendor Total:	\$638.85
			Grand Total:	\$279,857.13

End of Report

Principal's Report: May 2026

Lawn Manor School



Curriculum/Instruction/Assessments

- Kindergarten Screenings
- Preparing for Registration
- Safety Assessment
- MAP Spring Testing/Data Review & Recommendations for Next Year

Community/School Events/Parent Involvement

- Illinois Monarch Program- Mrs. Tiernan & Students
- Chicks Have Hatched!
- Dental Screening
- 2nd Grade Step Up to Meadow Lane
- Teacher Appreciation Week (May 4-8)
- PreK & Kindergarten Zoo Field Trips
- Fun Day- Thank you Mrs. Keane & Parent Volunteers
- Retirees Celebrated- Stockdale, Lambert, Greenfield & Shannon
- EC Celebration- (May 22)
- Kindergarten Celebration (May 26)

Please contact me at (708) 423-3078 if you have any questions or comments.

Respectfully Submitted,

Heather Wills

Principal's School Board Report, May, 2026

Meadow Lane School



School Improvement/Curriculum/Instruction

- Spanish Placement Tests
- MAP Testing
- Registration
- Class Lists
- Maro Universal Mental Health Screener
- White Sox Good Grade Program
- Butterflies
- Annual Reviews
- Benchmarking
- RTI Updates
- Report Cards and Goal Updates

Student Activities

- Cinco de Mayo Celebration
- Teacher Appreciation Week
- ABC Countdown
- Spring Fling
- 2nd Grade Step-Up Day
- Talent Show
- Attendance Incentive BBQ
- Field Day
- 5th Grade Kickball Game

Please contact me at 708-388-6958 if you have any further questions or concerns.

-Laura A. Gray, Principal

Hamlin Upper Grade Center

Board Report

May 2026

Curriculum/Assessment/Professional Development:

- ★ MAP testing is complete 😊
- ★ Registration
- ★ 2026-2027 Scheduling and Placement

Hamlin Activities:

- ★ Scholastic Bowl – 1st Place!
- ★ Annual Evening Cinco De Mayo Celebration
- ★ Star Wars Teacher Appreciation Week - O'Hara Salon Teacher and Paraprofessional of the Year – Micaela Bucci & Tracey Lorenz
- ★ Band Concert 5/6/2026
- ★ SSJHS Conference Track Meet 5/18/2026
- ★ Lion's Club Walk – A – Thon 5/19/2026

Upcoming 8th Grade Events in May:

8th Grade Dinner Dance and Awards Ceremony (May 14th) 5-9pm; Staff vs. 8th Grade Softball game and Whole school picnic (May 15th); Graduation (May 20th @6:00pm)

Respectfully Submitted,

Mrs. Katie Gallagher

**Superintendent Report
Informational
April 25-26**

ENROLLMENT

E.C.-Sp. Ed.-PRE-K	54	
Kindergarten	44	
Grade 1	57	
Grade 2	48	
Cross/Cat	8	211
Grade 3	43	
Grade 4	67	
Grade 5	57	
Cross Cat 3-5	9	
		176
Grade 6	67	
Grade 7	51	
Grade 8	60	178
Total in District	565	
Out of District Special Education	20	
TOTAL ENROLLMENT	585	

SPECIAL EDUCATION

Intellectual Disability	4
Hearing Impaired	0
Specific Learning Disability	0
Deafness	0
Emotional Disorder	1
Developmental Delay	2
Multiple Disabilites	0
Other Health Impairment	2
Autism	11
TOTAL	20

REIMBURSABLE AVERAGE DAILY ATTENDANCE FOR 2025-2026

<u>Month</u>	<u>A.D.A.</u>	<u>Percent</u>	<u>Enrollment</u>	<u>Days</u>
August	498	95	522	9
September	504	95	533	21
October	504	95	530	21
November	448	90	496	17
December	484	92	528	15
January	495	94	527	18
February	501	94	532	18
March	494	93	533	19
April	508	95	537	18
May				20
Emergency Days				5
Total				181

ACCIDENT/INJURY REPORT

SCHOOL: Lawn Manor

#1 OF 21 ACCIDENTS/INJURIES:

NATURE OF INCIDENT/INJURY: Student jumped off playground equipment and hit his head which caused him to bite inside his mouth. Mom was called and icepack provided.

HOSPITAL CARE REQUIRED: No

PARAMEDICS CALLED: No

SCHOOL: Lawn Manor

#2 OF 21 ACCIDENTS/INJURIES:

NATURE OF ACCIDENT/INJURY: Student at dismissal bit another student on his forearm on top of his jacket leaving a mark.

HOSPITAL CARE REQUIRED: No

PARAMEDICS CALLED: No

SCHOOL: Meadow Lane

#3 OF 21 ACCIDENTS/INJURIES:

NATURE OF ACCIDENT/INJURY: During recess the student fell from the equipment outside and landed on her wrist. Ice pack provided and dad was notified.

HOSPITAL CARE REQUIRED: No

PARAMEDICS CALLED: No

SCHOOL: Meadow Lane

#4 OF 21 ACCIDENTS/INJURIES:

NATURE OF ACCIDENT/INJURY: During P.E. class two students collided jamming one of the students' fingers. Ice pack was provided and mom was notified.

HOSPITAL CARE REQUIRED: No

PARAMEDICS CALLED: No

SCHOOL: Meadow Lane

#5 OF 21 ACCIDENTS/INJURIES:

NATURE OF ACCIDENT/INJURY: During recess students were playing tag and a student fell hitting his head on the playground. Ice pack was provided & grandpa picked him up.

HOSPITAL CARE REQUIRED: No

PARAMEDICS CALLED: No

SCHOOL: Meadow Lane

#6 OF 21 ACCIDENTS/INJURIES:

NATURE OF ACCIDENT/INJURY: During PE class student was running and went to stop herself on the wall by putting her hand out jamming her finger. Ice pack was given and mom was notified. Dad picked her up.

HOSPITAL CARE REQUIRED: No

PARAMEDICS CALLED: No

SCHOOL: Hamlin

#7 OF 21 ACCIDENTS/INJURIES:

NATURE OF ACCIDENT/INJURY: Student was playing football with other students and he dislocated his finger. Ice pack was provided and mom picked him up to take him to the urgent care center.

HOSPITAL CARE REQUIRED: No

PARAMEDICS CALLED: No

SCHOOL: Lawn Manor

#8 OF 21 ACCIDENTS/INJURIES:

NATURE OF ACCIDENT/INJURY: During recess students were racing, student tripped and fell on his head. Cleaned him up, Aquaphor, band aide and ice pack provided. Mom was notified.

HOSPITAL CARE REQUIRED: No

PARAMEDICS CALLED: No

SCHOOL: Lawn Manor

#9 OF 21 ACCIDENTS/INJURIES:

NATURE OF ACCIDENT/INJURY: During recess boys were arguing and one of the boys had scratch marks on his face and neck. Washed him up, ice pack was given and called mom.

HOSPITAL CARE REQUIRED: No

PARAMEDICS CALLED: No

SCHOOL: Lawn Manor

#10 OF 21 ACCIDENTS/INJURIES:

NATURE OF ACCIDENT/INJURY: Student was bitten on right arm by classmate mom was call

HOSPITAL CARE REQUIRED: No

PARAMEDICS CALLED: No

.....
SCHOOL: Lawn Manor #11 OF 21 ACCIDENTS/INJURIES:
NATURE OF ACCIDENT/INJURY: Student climbed on table bumping his eye on the chair. Ice pack was provided and mom was notified.
HOSPITAL CARE REQUIRED: No **PARAMEDICS CALLED: No**
.....
SCHOOL: Lawn Manor #12 OF 21 ACCIDENTS/INJURIES:
NATURE OF ACCIDENT/INJURY: Student was bitten on right arm by a classmate mom called.
HOSPITAL CARE REQUIRED: No **PARAMEDICS CALLED: No**
.....
SCHOOL: Meadow Lane #13 OF 21 ACCIDENTS/INJURIES:
NATURE OF ACCIDENT/INJURY: During recess student fell off a pole and landed on his back. Icepack was provided and mom was notified.
HOSPITAL CARE REQUIRED: No **PARAMEDICS CALLED: No**
.....
SCHOOL: Hamlin #14 OF 21 ACCIDENTS/INJURIES:
NATURE OF ACCIDENT/INJURY: During recess student was on triangle tower, equipment broke and she fell on another student. Icepack was provided and mom was notified.
HOSPITAL CARE REQUIRED: No **PARAMEDICS CALLED: No**
.....
SCHOOL: Hamlin #15 OF 21 ACCIDENTS/INJURIES:
NATURE OF ACCIDENT/INJURY: During recess student was playing on the triangle tower and & equipment broke and a student fell on her. Icepack was provided and Aunt was notified.
HOSPITAL CARE REQUIRED: No **PARAMEDICS CALLED: No**
.....
SCHOOL: Meadow Lane #16 OF 21 ACCIDENTS/INJURIES:
NATURE OF ACCIDENT/INJURY: During PE class the student was running and she rolled her ankle. Icepack was given and she elevated her leg until dad came and picked her up.
HOSPITAL CARE REQUIRED: No **PARAMEDICS CALLED: No**
.....
SCHOOL: Hamlin #17 OF 21 ACCIDENTS/INJURIES:
NATURE OF ACCIDENT/INJURY: During PE class the student got hit in the forehead with a wiffle bat. Ice pack was provided and mom came and picked him up from school.
HOSPITAL CARE REQUIRED: **PARAMEDICS CALLED:**
.....
SCHOOL: Lawn Manor #18 OF 21 ACCIDENTS/INJURIES:
NATURE OF ACCIDENT/INJURY: Student was jumping while waiting for the restroom and she bumped her head on the coat hooks. Ice pack was provided and family notified.
HOSPITAL CARE REQUIRED: No **PARAMEDICS CALLED: No**
.....
SCHOOL: Meadow Lane #19 OF 21 ACCIDENTS/INJURIES:
NATURE OF ACCIDENT/INJURY: Student was running down a grassy hill on field trip & rolled on her head 3 times. Ice pack was provided and mom was notified.
HOSPITAL CARE REQUIRED: No **PARAMEDICS CALLED: No**
.....
SCHOOL: Meadow Lane #20 OF 21 ACCIDENTS/INJURIES:
NATURE OF ACCIDENT/INJURY: Student was running down a grassy hill on field trip, slipped and fell to her knees. Icepack was provided and mom was notified.
HOSPITAL CARE REQUIRED: No **PARAMEDICS CALLED: No**
.....

SCHOOL: Meadow Lane

#21 OF 21 ACCIDENTS/INJURIES:

NATURE OF ACCIDENT/INJURY: Student was running down a grassy hill chasing a classmate and slipped on her bottom. While falling her arms flailed out behind her. Ice pack was provided and her shoulder was checked for any redness or swelling. Mom was notified.

HOSPITAL CARE REQUIRED: No

PARAMEDICS CALLED: No

SUSPENSION REPORT

SCHOOL: Hamlin

SUSPENSIONS: 0 of 0

GRADE LEVEL:

MALE: FEMALE:

REASON FOR SUSPENSION:

HEARINGS REQUESTED:

SCHOOL: Meadow Lane

SUSPENSIONS: 0 of 0

GRADE LEVEL:

MALE: FEMALE:

REASON FOR SUSPENSION:

HEARINGS REQUESTED:

SCHOOL: Lawn Manor

SUSPENSIONS: 0 of 0

GRADE LEVEL:

MALE: FEMALE:

REASON FOR SUSPENSION:

HEARINGS REQUESTED: