

# **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.

Students are not allowed in the building until 8:10 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 beginning at 8:10 a.m. 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. 1<sup>st</sup> and 2<sup>nd</sup> 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.* 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 9:30AM 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 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 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 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 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 3:30 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 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 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.)**

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

**Level 2 Offenses and Suspension**

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

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

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

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

### **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](mailto: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 hee-lies 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.
- \* 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 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**

Special Education services in Atwood-Heights District #125 are in integral part of the school program. Services include evaluating and providing appropriate services for students with disabilities. These services are provided through district programs as well as through services and programs provided cooperatively with the Eisenhower Special Education Cooperative. Special education may differ from the regular education program in content, rate, emphasis, class size, and/or location.

Disability categories include: Cognitive, Orthopedic, Specific Learning Disability, Visual, Hearing, Speech/Language, Emotional Disabilities as well as Other Health Impairment, Autism and Traumatic Brain Injury.

Special Education support services include speech/language, occupational and physical therapies, social work/counseling, hearing and vision itinerant services, and home and hospital services for children who must be absent from school for extended periods. Additional specialized supports are provided as needed.

Children are found eligible for special education services through a referral and evaluation process to determine whether a child has a disability that adversely affects his or her educational performance. Parent consent is required for student evaluation and initial placement in any special education program.

An Individual Education Plan (IEP) is developed for all children receiving special education services that is reviewed annually with parents.

District 125 is also responsible for providing early childhood special programs for eligible children ages 3 - 5. The district offers a pre-school screening program in which 3 and 4 year-olds are evaluated in the areas of vision, hearing, speech, language, and other developmental processes to identify those children who may be in need of further evaluation for early childhood services. If you have concerns with your preschooler's development, please contact Lawn Manor Primary Center at 708-423-3078 to discuss your concerns.

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 our Special Education Director.

### **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.

## **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.