



Student/Parent Handbook

INFANT JESUS OF PRAGUE SCHOOL

2022 – 2023

1101 Douglas Avenue
Flossmoor, IL 60422
708-799-5200
www.ijpschool.org

TEACHES THE MIND . . . TOUCHES THE SPIRIT

TABLE OF CONTENTS

Parish Mission Statement	p. 6
School Mission Statement	
Philosophy	
Belief Statement	
Faculty	p. 8
Voicemail Boxes	p. 9
Admissions	p. 10
Admissions	
Definitions	
Transfer Students	
Non-discrimination Policy	
Age of Admissions	
Toilet Trained	
Re-Registration of Current Students	
Student Grade Level and Placement Policy	
Financial and Other Responsibilities	p. 12
Payment Plans/FACTS Management Company	
Tuition and Fee Payment Obligations: Review of Accounts	
K-8 Tuition Schedule	
Preschool Tuition Schedule	
Attendance	p.14
Daily Attendance	
Daily Schedule	
Tardiness	
Absence, Sickness, or Injury	
Doctor Release	
Early Dismissal	
Medical Appointments	
Guardianship	
Extended Absences/Vacations	
Homework for Absent Students	
Emergency Closing	
Telephone Broadcasting System (SchoolMessenger)	

Curriculum	p. 18
Subject Areas	
E-learning	
Discipline	p. 20
School Culture Belief Statement	
Kingsmen Code	
IJP Behavior Expectations	
Voice Levels	
School Year Theme	
Parent Involvement	
Kingsmen Academy	
Probation Policy/Contract	
Suspension/Expulsion	
Playground Behavior	
Computer and Internet Usage	
Parental Responsibility	
Parent/Guardian Conduct	
Attacks on School Personnel	
Drug Policy	
Weapons	
Search of Property	
Student Progress	p. 28
Annual Notification of Guidelines for School Records	
Report Cards and Progress Reports	
PowerSchool	
Parent Notification Form	
Parent/Teacher Conferences	
Grading Scales	
Intermediate/Junior High Information	
Minimum Requirements for Promotion	
Honor Roll	
Mathematics Placements	
Conditional Promotion	
Retention	
Academic/Personal Integrity	
Homework	
Remediating Academic Issues	
Special Services	
Health, Safety, and Welfare	p. 32
Health/Emergency Information	
Physical/Dental/Eye Examinations and Immunization Requirements	
Medications	
Asthma Inhaler	

Illness or Accident at School
Communicable and Infectious Diseases
Counseling Services
Reporting Child Abuse
Bullying
Definition of Bullying
Bullying Prevention
Sexual Harassment
School Security
Unsupervised Students
Emergency Procedures
 Fire Drills
 Tornado Drills
 Intruder Drills- Code Orange and Code Red
Parking Lot Procedures
 General Information
 Morning Drop-Off
 Afternoon Pick-Up
Parking Lot Procedures- Preschool
Animals on School Property

Extra Curricular Programs and Activities

p. 40

Extended Day
Liturgical Celebrations
Field Trips
Athletics
Altar Servers
Band
Choir/Theater

General Information

p. 42

School Office Hours
Telephone Messages
Communication
Cell phones
Uniforms
 Dress Uniform
 PE Uniforms
 Shoes
 Special Notes
IJP Spirit Days
Fundraiser or Theme Days
Picture Days
Uniform Violations
Cafeteria
Milk

Food and Drink
Recess
Junior High Lockers
Library
Flossmoor Library
Parties/Birthdays
Bus Schedule
Volunteers
Classroom Visitation Policy
Advisory Board
Parent Teacher Organization (PTO)
Amending Handbooks

Asbestos Notification

p. 49

Infant Jesus of Prague Parish Mission Statement

The mission of Infant Jesus of Prague Parish, centered in the Eucharistic Celebration of Jesus Christ our Lord, is to nourish the spiritual growth and to enrich the sacramental life of our parishioners so that we can live and witness the Gospel message of faith, hope, reconciliation and love.

Infant Jesus of Prague School Mission Statement

Infant Jesus of Prague School promotes Catholic education and traditions with Christian values in a loving, secure and compassionate environment centered on Jesus' teachings. Through this vital ministry of Infant Jesus of Prague Parish, students and families from diverse backgrounds work together as a community of respect, spirituality and academic achievement. We focus on excellence in education with a commitment to the total formation of all students as they journey through life.

Infant Jesus of Prague School Philosophy

Infant Jesus of Prague Parish School is committed to the vision of Catholic education and to providing a Christian atmosphere. We believe that Catholic education provides doctrinal instruction, faith formation, liturgical experiences, development of moral values and involvement in the Church.

We believe our faith inspires us to design and deliver a curriculum that challenges all students to reach their full potential. We recognize that each student is unique and created with dignity and special gifts, learning in different ways. Our teaching styles address individual learning needs. Our educational program aims to make each child a lifelong learner and a contributing member of society and the Catholic Church.

We believe that parents are the primary educators of their children. Working with parents, we develop a partnership that encourages academic excellence, faith formation, character development, evangelization and Christian discipleship.

Belief Statement:

Infant Jesus of Prague School is a Christian family, founded in God's love. Mindful of the fact that God lives in each one of us, we believe that everyone deserves to be treated in a respectful manner. "Whatever you do to these, the least of MY brothers, you do unto Me" (Matthew 25:40).

In view of this philosophy; our focus and expectations are as follows:

1. What we believe of ourselves affects our relationships with others.
2. Honesty and integrity are at the very heart of God's people.
3. Cultural diversity is one of our most precious gifts. We will always work toward an appreciation of the richness that a diverse population brings to our lives.
4. We are all people of God. We trust that all members of our school community will work to resolve their conflicts in a just and peaceful manner.

5. God has given us intelligence in various forms, along with so many other gifts as well. We will use those gifts to the best of our ability.
6. Competition is a valued part of society. We will encourage a healthy balance between competition and cooperation in academics, sports and other activities.

FACULTY 2022-2023 SCHOOL YEAR

Mrs. Charlotte Kelly, Principal

Mrs. Diane Klupchak, Administrative Assistant/Registrar

Mrs. Barb Kahn, Office Staff

Mrs. Shannon Mayer, Office Staff

Preschool- 4

Mrs. Joanna Slawson

Preschool- 3

Ms. Joanna Ladner

Preschool Aide

Mrs. Michele Cellini

Kindergarten

Ms. Michelle Wilburn

Kindergarten Aide

Mrs. Erica Thomas

First Grade

Mrs. Jennifer Marynowski

Second Grade

Mrs. Kristen Linder

Third Grade

Mrs. Marcina Hopper

Fourth Grade

Mrs. Carol Johnson

Fifth Grade

Mrs. Melissa Clark

Junior High Science

Ms. Emily Yovich

Junior High Religion

Mrs. Cathy Hughes

Junior High Social Studies

Mrs. Trish Ladner

Junior High Math

Mrs. Ruth Southall

Art/Junior High Health

Ms. Maura O'Donnell

Physical Education/Junior High Health

Mr. Greg Brush

Music

Mr. Victor Glover

Interventionist

Mrs. Sherry Norris

Band

Mr. William Gula

Special Services Coordinator

Mrs. Carol Johnson

Extended Day

Mrs. Candace McLaughlin, Mrs. Nancy Shockley,
Mrs. Erica Thomas, Ms. Elaine Roome, Mrs. Linda Garth

School Counselors

Ms. Bonita Hill, Ms. Jala Watts

VOICE MAILBOX NUMBERS

FACULTY

310 Brush, Greg
353 Clark, Melissa
352 Glover, Victor
326 Hopper, Marcina
339 Hughes, Cathy
308 Johnson, Carol
307 Ladner, Joanna
333 Ladner, Trish
325 Linder, Kristen
351 Marynowski, Jennifer
313 O'Donnell, Maura
314 Slawson, Joanna
330 Southall, Ruth
318 School Counselors
331 Wilburn, Michelle
321 Yovich, Emily

OFFICE

244 Dull, Peg
243 Kahn, Barb
242 Kelly, Charlotte
204 Klupchak, Diane
250 PreK and K Extended Day (Thomas, Erica and Roome,
Elaine)
240 Front Desk
252 Cafeteria/Extended Day (McLaughlin, Candy and
Shockley, Nancy)

ADMISSIONS

It is the policy of Infant Jesus of Prague School to serve the educational and spiritual needs of its students and their siblings, children of parishioners and others that desire a Catholic education. Although it may not be possible to admit all prospective students due to space constraints and/or other considerations, it is the policy of the school to enroll students according to the following priorities:

1. Students currently enrolled in the school, siblings of currently-enrolled students, and children of Parishioners who have been registered members of Infant Jesus of Prague Parish for at least one year prior to school registration and thereafter;
2. Catholic children of: (a) families who reside within the Parish boundaries but are not Parishioners, and (b) Parishioners who have been registered members of the Parish for less than one year prior to school registration
3. Catholic children of families who are registered members of other Catholic parishes;
4. Non-Catholic children of Parishioners who have been registered members of the Parish for less than one year prior to school registration;
5. Non-Catholic children of families who have attended another Catholic school in the immediately preceding school year prior to registration;
6. Non-Catholic children of families who reside within the Parish boundaries; and
7. Children of all other families

In all cases, if the educational needs of a student cannot be met at the School, a recommendation to attend another school that can meet the needs may be made. In addition, if the School is unable to accommodate all students within a priority category due space constraints and/or other considerations, the Principal and/or Pastor may make admissions determinations based on the overall ability of the school to educate its students effectively.

Definitions

Recognizing that the consistent practice of the faith is essential for a child's spiritual welfare, a **"Parishioner"**, for the purpose of School admission and tuition fee, is a Catholic who is registered at the Parish, is actively involved in the life of the Parish, and contributes to the total financial needs of the Parish. Those who newly move into the Parish may be given consideration, depending on their affiliation with their former Parish. A **"Catholic Child"**, for the purpose of School admission, is a child who has been baptized in a Catholic parish or has converted to the Catholic faith through an Affirmation of Faith or other appropriate means as determined by the Parish Administrator or Pastor.

Transfer Students

Students who would like to transfer to IJP School must be in good standing with their previous school. Families apply using the materials supplied by our school office and pay the registration fee. Families will have the Educational School Report completed by their previous school, and the student will interview with the principal to determine if the student is a good fit.

Non-discrimination Policy

Infant Jesus of Prague School is operated under the auspices of the Catholic Bishop of Chicago, a corporation sole, in the Archdiocese of Chicago. It is the policy of Infant Jesus of Prague School to provide equal opportunity in employment to all employees and all applications for employment. No

person shall be discriminated against in employment by reason of such individual's race, color, sex, national origin, age, military discharge, marital status, mental or physical handicap unrelated to the ability to perform the duties of the position. It is the policy of Infant Jesus of Prague School to provide equal opportunity to all students seeking admission. Admission will not be denied or determined by a student's race, color, sex or national origin

Age of Admissions

- Students entering three year old preschool must be three by September 1.
- Students entering four year old preschool must be four by September 1.
- Students entering kindergarten must be five by September 1.

Toilet Trained

Children must be toilet trained prior to school entry. Accepting children wearing diapers or disposable pull-ups requires that the program have a designated diapering area with an accessible handwashing sink, which IJP School does not have. Accepting children who are not toilet trained compromises the license-exempt status of our early childhood program.

Re-Enrollment of Current Students

Re-enrollment for the next school year for students currently enrolled takes place in February. Registration forms are sent home with the students and are to be completed and returned with the required registration fee which is non-refundable. All students must re-register each school year. Registration is not considered complete until we have received the form and the fee.

NOTE: Registration for new families will take place after current families have been re-registered.

Student Grade Level and Placement Policy

It is the responsibility of the principal, in conjunction with the faculty, to place students in the proper grade level and to assign them to their respective homerooms in the best interest of all concerned. Among the criteria used for placement will be the previous academic record of the student in this or any other school, assessment results for new students from another school, and assessment results from the new student screening. Grade placement for new students will be assigned upon receipt of school records from the previous school. A parental request for a specific teacher is not one of the criteria to be used in any placement.

FINANCIAL AND OTHER RESPONSIBILITIES

Tuition rates are set by the principal and Director of Operations with approval from the pastor.

Payment Plans/ FACTS Management Company

All fees are due at registration on July 12, 2022. Students will not be allowed to begin attending classes in August if fees are not paid.

IJP School uses FACTS Management System for tuition collection. All tuition payments will be made through FACTS unless a family pays tuition in full in July. This includes families that choose the annual payment plan (once a year) or semi-annual payment plan (twice a year). All tuition payments are due to FACTS on the 5th of the month (10 month plan is only available on the 5th or 20th of the month). There will be four payment options for tuition in the new school year:

- Annual – One full tuition payment paid in July, at no administrative cost.
- Semi-Annual – Two tuition payments, paid in July and January, plus a \$20 enrollment fee.
- Quarterly – Four tuition payments, paid in July, October, January and March, plus a \$30 enrollment fee.
- 10 Month – Ten tuition payments made between July and April, plus a \$50 enrollment fee.

IJP reserves the right to withhold PowerSchool/Report Cards/Diplomas of Students who have outstanding tuition, extended day or lunch account balances.

Tuition and Fee Payment Obligations: Review of Accounts

- Timely payment of tuition and fees is essential to the operation of the school and the parish. IJP may review the status of any student tuition, extended day, and fee accounts at any time.
- All fees are due before the start of school. *Families who choose to delay the payment of fees choose to delay the start of their child's year at IJP.*
- FACTS reviews accounts 4 days after the due date and assesses late fees at that time. Notices of late fees are included in the next bill sent by FACTS.
- The school business office reviews accounts regularly. If an account is 15 days overdue, the family will be notified that payment must be made within 15 days. Payment must be made to FACTS. *Families who choose to delay payment beyond that time are also choosing to interrupt their child's attendance at school. They are also choosing to interrupt their child's participation in athletic and extracurricular activities.*
- Extended day bills are emailed monthly through Procure Connect. Payment is expected within the following week. If accounts remain unpaid for more than 15 days, families will be notified that payment must be made within 15 days or the family will no longer be allowed to use the service.
- Any checks should be written payable to IJP. There will be a \$25.00 service fee for any check returned due to insufficient funds. If payment is made in cash, change is not available. We accept VISA / MASTERCARD / DISCOVER for payment.

- If a student withdraws or transfers with an unpaid account balance, we reserve the right to withhold issuance of transcripts and other records until the account is paid in full.

K-8 Tuition Schedule 2022-2023

PARISHIONER	TUITION	BOOK FEE
1 child	\$5,950.00	\$265.00 (K-8)
2 children	\$10,740.00	
3 children	\$13,760.00	
4 children	\$16,850.00	
Registration/Activity fee per child:	\$125.00	
Fundraising fee per child:	\$200.00	
NON-PARISHIONER	TUITION	BOOK FEE
1 child	\$8,400.00	\$265.00 (K-8)
2 children	\$15,150.00	
3 children	\$21,160.00	
Registration/Activity fee per child:	\$125.00	
Fundraising fee per child:	\$200.00	

Preschool Tuition Schedule 2022-2023

	TUITION	SUPPLY FEE
<u>2 DAYS</u>		
Tues/Thurs 8:30-11:30	\$1,280.00	\$90.00
Tues/Thurs Full Day	\$2,560.00	\$100.00
<u>3 DAYS</u>		
Mon/Wed/Fri 8:30-11:30	\$1,910.00	\$110.00
Mon/Wed/Fri Full Day	\$3,820.00	\$130.00
<u>5 DAYS</u>		
Mon-Fri 8:30-11:30	\$3,170.00	\$130.00
Mon-Fri Full Day	\$6,340.00	\$150.00
Registration fee per child:	\$125.00	
Fundraising fee per child:	\$200.00	

ATTENDANCE

Daily Attendance

A child is expected to be in attendance on a daily basis. This expectation is important for academic performance. A daily attendance record will be maintained by teachers and office staff. In cases of excessive absences, a meeting may be held with administration to discuss the academic standing of the student.

Daily Schedule*

Students enter the building	8:00 am
Tardy bell/classes begin	8:05 am
Lunch/recess (PreK-K, 1)	11:00 am
Recess/lunch (grades 2-5)	11:45 am – 12:25 pm
Recess/lunch (grades 6-8)	12:35 pm – 1:15 pm
Dismissal	3:00 pm
(Tuesdays	2:00 pm)

During severe/winter weather, the cafeteria door will open at 7:45 am and the students will go directly to their classrooms. The school is not responsible for students dropped off before 7:45 am unless they are enrolled in the Extended Day Program. This also applies for students who are on the premises after 3:15 pm. Students who are not picked up within 15 minutes after dismissal may be sent to the Extended Day Program. Students are NOT to be picked up at the Main Entrance of the school.

If your child is scheduled to arrive early for an activity (Choir, Band, teacher assistance, etc.) they must be dropped off at the Extended Day door “E” at the south end of the school.

Tardiness

A child is considered tardy if he/she enters the classroom after the second bell (8:05 am). If a child is tardy, he/she is to report to the school office. Since tardiness interferes with a student’s progress and is a disturbance to the teacher and other students, it should be carefully checked by parents. Students who arrive tardy to school must report to the east entrance (Leavitt side) of the school. These doors will be attended by a staff member until 8:15 am. If your child is to arrive after 8:15 am, then you must bring them to Door “A” (Douglas Ave.) entrance and sign them in at the office. On the event of the third tardy to school, the child will serve a 15 minute detention during recess time.

Absence, Sickness, or Injury

When your child is ill, email attendance@ijpschool.org or call the school office 708-799-5200 between 8:00 and 9:00 am or each day the child is ill. This assures the school office that the student is safe. An email or dojo message to the teacher is a nice courtesy, but it does not replace

contacting the school office. If the office does not receive an email or phone call stating your child will not be at school, your child will be marked as an unexcused absence.

Please do not send your child to school if he/she has a temperature or appears ill. **The child must be 24 hours free of vomiting before returning to school. However, for a fever, the child must be 24 hours fever free without the aid of Motrin or Tylenol before returning to school.** It is the responsibility of the parent/guardian to inform the school office of any contagious illnesses such as strep throat, pink eye, chicken pox, etc. If your child requires crutches, you must submit a doctor's note outlining the use of the crutches and any physical limitations.

If the child becomes ill in school, a parent, or person authorized by the parent, will be notified. The family emergency form is kept on file in the school office listing names of persons to be contacted in the event that parents are not available. Parents or an authorized person must pick the student up in the school office and sign for the child's release.

Doctor Release

If your child has broken bones, sprains or other injuries that require crutches, the school office needs a release from the doctor that they are able to return to school and what, if any, activities, such as gym, outdoor recess, etc., are limited. If your child needs to have limited gym or outdoor recess another doctor release is needed for the school office to verify that activity may resume. Legal Reference: IL Rev. Stat., Ch. 122, par 10-20. 14b.

Early Dismissal

On occasion students may be dismissed from school early. Parents will be notified in advance and Extended Day services will be available.

Medical Appointments

When it is absolutely necessary for your child to be excused from school for medical or dental appointments or a family emergency, please send a note or email to the School Office (attendance@ijpschool.org) prior to the appointment. At the appointment time, the parent should personally call for the child at the school office.

Guardianship

In the event that the parent or parents must leave town on vacation or business and it becomes necessary to leave the child/children in the care of another, written notification must be sent to the school to inform the school who would assume responsibility and that they have your permission to act on your behalf.

Extended Absences/Vacations

IJP strongly discourages absence by students for vacationing. We urge parents to give serious consideration of the consequences of such absences. Parents and students should understand that excessive absences, whether excused or unexcused, will affect class grades. The office and teachers should be notified in writing two weeks in advance of family vacation plans. **No work will be given prior to vacations.** No extra credit will be given in place of missed assignments.

Individual teachers will determine what work and/or tests will be made up when the student returns. The teacher has the right to alter any assignment or test.

Reminder: when a student is out of school for an extended period of time, academic class work will be missed. Encourage your student to do the work independently.

Homework for Absent Students

Generally, homework should not be requested for an absent student unless the student is well enough to do the work at home. Students are encouraged to have a homework buddy who can keep them informed during an absence. Students will be allowed time to complete undelivered homework after returning to school.

To request homework for an absent student who will be out longer than 2 days:

1. Email the teacher directly.
2. Give the child's name and homeroom number.
3. Give your phone number so you can be contacted.
4. State the number of days the student will be absent.

You will be informed by the teacher when the work is available for pick-up at the school office. Please do not go to the classroom to look for the materials.

Students will be given one day to make up any missed work for every day that they are out of school. For example, if the student is out two (2) days he will be given two (2) days to turn in any work that is assigned to the class. Saturday and Sunday count as make-up days.

It is the responsibility of the student to remind the teacher that he/she has been out ill and ask the teacher to reschedule a test. Make-up tests are at the discretion of the teacher. The teacher has the right to alter an assignment or excuse the student from making up any work/test missed.

This procedure has been established for the benefit of the student and pertains to the entire student body without exception. Thank you in advance for helping us make this procedure a success.

Emergency Closing

Emergency school closing, necessitated by snow, icing conditions, or any other emergency will be communicated by the following:

- Telephone Broadcast System (SchoolMessenger, see below)
- Our School Website: www.ijpschool.org
- Emergency Closing Center: Phone 847-238-1234
- Online: www.EmergencyClosings.com
- Email: sign up for personalized notifications of closings at www.EmergencyClosings.com
- Radio Stations WGN (AM 720), WBBM (AM 780)
- TV Stations: CBS 2, NBC 5, ABC 7, WGN 9, FOX, CLTV

Telephone Broadcasting System (SchoolMessenger)

To enhance communications between parents and school, IJP uses a telephone broadcast system that enables school personnel to notify all households and parents by phone within minutes of an emergency or unplanned event that causes early dismissal, school cancellation or late start. The

service will also be used from time-to-time to communicate general announcements or reminders. This service is provided by SchoolMessenger. IJP will continue to report school closings due to snow or weather on local radio and television stations, and will use this system as an overlay to the public announcements.

When used, the service will simultaneously call all listed phone numbers in our parent contact list and will deliver a recorded message from Mrs. Kelly or Mrs. Klupchak. The service will deliver the message to both live answer and answering machines. No answers and busy signals will be automatically retried twice in 15 minute intervals after the initial call.

NOTE: This requires NO registration by the parent on the SchoolMessenger website. All information and contact numbers are strictly secure and confidential and are only used for the purposes described herein.

Here is some specific information you should know:

Caller ID: The Call ID will display 708-799-5200, which is the main number for IJP School.

Live Answers: There is a short pause at the beginning of the message, usually just a few seconds. Answer your phone as you normally would “hello” and hold for the message to begin. Multiple “Hello’s” will delay the message. Inform all family members of this process who may answer your phone.

Answering Machines: The system will detect that your machine has answered and will play the recording to your machine. The maximum number of rings before a hang up is 5. Make sure your machine answers after 4 rings or you may miss the message.

Message Repeat: At the end of the message you will be prompted to ‘press one’ to hear the message again. This is very effective when a child answers the phone and hands it to a parent, who can then repeat the message in its entirety.

CURRICULUM

IJP School provides curriculum in the following areas:

- Religion
- Problem Based Learning via our House System
- Language Arts (Reading/Phonics/Grammar/Spelling/Vocabulary/Writing)
- Mathematics
- Science-Health
- Social Studies
- Physical Education
- Art
- Music
- DARE/Family Life (5th grade)
- DARE (2nd grade)

E-Learning Days*

*The policies listed below are for occasional e-learning days throughout the year.

Alternative/E-Learning involves online or teacher-prepared lessons that students do when away from the physical school building. By using one-to-one Chromebooks, iPads or other digital devices and by making provisions for students without such devices, we recognize that education can continue even when students and teachers are not in the same location. Along with emphasizing the values intrinsic to faith based learning, the **Alternative/E-Learning Day** encourages student growth in the areas of self-sufficiency, adaptability and perseverance and encourages students to take responsibility for their own learning and enforces good habits geared toward high school and college digital learning expectations.

Alternative/E-Learning Day Goals:

- To minimize the disruption to academic progress caused with emergency school closures by making those out-of-school days as educationally productive and engaging as possible.
- To allow students an opportunity to practice the kind of online learning that is increasingly part of both college study and workplace training.
- To maximize the use of technology as a tool for independent study.

Teachers will post assignments by 9 am and will be available until 3 pm to give assistance to students.

FOR STUDENTS

- **Students in grades PreK-2:** will have some planned academic requirements on these days but may be limited in scope. Students can be expected to watch videos on educational websites, read leveled readers or complete tasks using materials that are developmentally appropriate to their grade level. Teachers will be available to answer questions via email or virtual calls throughout the day up until 3 pm.
- **Students in grades 3-8:** will complete assignments posted on Class Dojo or the school's online learning platform, Google Classroom. All assignments will be posted by 9 am with teachers available to answer questions via email or virtual calls throughout the day up until

3 pm. It is understood that students will have a wide variety of responsibilities at home during **Alternative/E-Learning Days** and that some may not have access to the internet. Teachers understand this and will be flexible with those situations. However, the expectation is that students will complete the work in a timely manner as developed between student and teacher.

- **Students and parents without home Internet access or with limited internet access** must inform teachers at the beginning of the school year of this fact so that needed modifications to assignments and due dates can be made.

House System

Our school house system is established to help students build relationships with other students and teachers who are not in their homeroom class. Students and teachers work together in their house to build community spirit, learn 21st Century skills, and complete academic and service projects. House members create, collaborate, communicate, think critically, and use technology to enhance their education. House members encourage teamwork and help instill our Kingsmen Code tenets which make our school run smoothly. Houses are awarded points for their positive behavior, excellent academic output on projects, and/or their house spirit. At the end of each school year, the House Cup is awarded to the house with the most points!

DISCIPLINE

Each student, parent/guardian, and each faculty and staff member share the responsibility of living and abiding by these directives in a supportive relationship. Use of the *Caring Schools Classroom* curriculum will help students be aware of their own feelings and behaviors as well as how to work successfully with each other in school. The school reserves the right to amend rules as needed.

School Culture Belief Statement

We, the staff of IJP, value the following statements about our school culture in order to create an atmosphere that promotes academic, social, and emotional success. We believe in order for students to thrive academically, we must collaborate to promote a growth mindset where students feel supported taking risks in learning that builds their confidence. We will be involved, engaged, and proud of our work. We will implement a rigorous curriculum which challenges students to work to their potential and meets the needs of all learners. We believe for students to be academically successful, school must be disciplined and structured where boundaries are set and enforced. We believe in order for students to thrive socially and emotionally, we must create an environment where students feel safe, included, accepted, and where their voices are valued. We will be open and willing to adapt to different situations. We will work to build trusting relationships among all staff, students, and parents in and around our school community where all differences are honored and respected. In our IJP School culture, we believe that everyone should be given the opportunity to mend broken or damaged relationships through the application of restorative practices.

Kingsmen Code

IJP embraces the mission of personal growth for each student. The mission calls each member to create an environment which emphasizes mutual respect and trust and one which celebrates diversity. Behavioral expectations challenge each student to become a person dedicated to Gospel values which foster self-respect, as well as respect and appreciation for others. To achieve this mission, the following guidelines and expectations for student behavior have been established.

The students will continuously and consistently be taught the Kingsmen Code of Be Respectful, Be Responsible, Be Safe, and Be Kind throughout their day. It is our hope that you and your child have a clear understanding of these expectations so that they can be successful at IJP. These tenets are reinforced through our house system.

IJP Behavior Expectations

Infant Jesus of Prague has developed a Behavior Expectations which includes The Kingsmen Code: Be Responsible, Be Respectful, Be Kind, and Be Safe. Each code is broken down into different categories based on location in the school. An explanation of the expected behavior is listed for each designated area. The following pages will include a copy of the IJP Behavior Expectations as well as a listing of the Voice Levels that are expected throughout school.

IJP Behavior Expectations

Page 1

	Hallway	Arrival/Dismissal	Classroom/Mass
Be Respectful	Voice level: 1 Keep hands, feet, belongings to yourself, Listen and follow all adult directions, Use line basics, Open and close lockers gently and quietly.	Voice level: 1 Listen and follow all adult directions, Keep hands, feet, and belongings to yourself, Use line basics.	Voice level: 0 when listening is expected, 3 when participation is expected. Keep hands, feet, and belongings to yourself, Take care of classroom furniture, equipment and materials.
Be Responsible	Keep your hook/locker/area clean, Go directly to your destination.(bathroom, office, locker).	Be on time, Bring/Take your belongings with you.	Bring all supplies including books and writing materials, Hand in assignments on time, Do your own work, Be organized.
Be Kind	Use positive words and tone, Keep the hallway clean, Hold the door for others, Use your manners, Smile and greet others.	Use positive words and tone, Use manners, Greet each other, Hold the door for others.	Use positive words and tone, Use manners, Take turns, Include everyone, Be patient with each other.
Be Safe	Stay to the right, Walk, Keep hands, feet and belongings to yourself.	Keep hands, feet and belongings to yourself, Walk, Be aware of your surroundings.	Keep hands, feet and belongings to yourself, Be aware of your surroundings and belongings and those of others, Sit on chairs/pews properly.

IJP Behavior Expectations

page 2

	Lunchroom	Bathrooms	Playground
Be Respectful	Voice Level: 2 Touch and eat only your own food, Speak politely, Listen and follow all adult directions, Use line basics, Keep hands, feet and belongings to yourself.	Voice Level: 1 Respect privacy, Listen and follow all adult directions.	Voice Level: 4 Listen and follow all adult directions, Take proper care of recess equipment, Use line basics.
Be Responsible	Keep your area clean, Remember lunch and recess items.	Flush toilets. Keep bathroom clean, Be quick, Use proper amount of toilet paper and paper towels, Wash hands, turn off water when finished.	Dress for the weather, Return equipment, Line up immediately when the bell rings or when prompted by an adult.
Be Kind	Include everyone, Use positive words and tone, Use manners.	Use positive words and tone, Use manners, Be patient.	Include everyone, Use positive words and tone, Show good sportsmanship, Take turns, Resolve conflict peacefully, Use manners.
Be Safe	Ask permission to leave lunchroom, Stay seated until dismissed, Walk, Keep hands, feet and belongings to yourself, Eat at your seat.	Wash hands with soap for at least 15 seconds, Keep hands, feet and belongings to yourself.	Use playground equipment properly, Stay in designated areas, Be aware of your surroundings.

Voice Levels

- 4 Recess/outdoor voices
- 3 Presentation voices
- 2 Conversation
- 1 Voices soft/whisper
- 0 Silent

School Year Theme

Our theme this year is “Strength for our Journey!” We expect students to display the Kingsmen Code positive behaviors regularly, and we will make every effort to recognize positive behaviors.

Kingsmen Code Stars/Hearts

Kingsmen Code stars and hearts are used to celebrate positive behavior. They are small slips of paper reinforcing Be Responsible, Be Respectful, Be Kind, and Be Safe. When a student is observed displaying a positive behavior, they may be given a Kingsmen heart or star by a staff member. Once a student earns a heart/star, they put their name on the card and it is posted on the hallway wall. At the end of the month, the hearts/stars will be entered in a drawing and students will be able to choose from a variety of prizes. Hearts/stars also help earn points for the house system!

We expect students to display these behaviors regularly and we will make an effort to recognize positive behaviors as much as possible, either through hearts/stars or verbal praise. The goal of the program is to teach students the internal rewards for doing the right thing. Hearts/stars will be handed out randomly and we will make every effort to make sure that the program is fair to all.

Parent Involvement

Parents play a big role in helping their students be successful at IJP. Below is a list of suggestions of how you can help.

- Remind your child of the Kingsmen Code on a daily basis (before leaving for school is a great time to review these):
*Be Responsible *Be Respectful *Be Kind *Be Safe
- Use the same language that is being used at school with your child. Review the Behavior Expectations and consider using a similar method at home.
- Reinforce the positive behaviors that they are showing at school.
- If you are contacted because your child has not followed the expected behavior at school, please review communication that was sent home and review the expectations of the Kingsmen Code with your child.

Noncompliance

Classroom expectations for academics and behavior will be clearly defined, outlined, and communicated at the beginning of each school year in each classroom as well as at the Parent Information Night. Staff will make every attempt to solve issues with students as they occur. In the case of a student's noncompliance, primary caregivers and divisional team leaders will become involved. (The Primary Division is PreK-1st grade, the Intermediate Division is grades two through five, and the Junior High Division is sixth through eighth grades.) In the event that the issue persists, a supportive, caring team of adults, such as the principal, counselor, teachers, etc., will be created to assess the situation, address the issue, and support the student.

Kingsmen Academy

Inappropriate behavior or language, and any other infraction, may result in attending Kingsmen Academy which any staff member may assign. Kingsmen Academy is a time period that is served after school on Thursday. The purpose of Kingsmen Academy is to give a student a time to reflect on his/her actions, to discuss how the situation could have been handled differently, and to restore any relationships that may have been damaged.

Kingsmen Academy may be assigned in conjunction with other behavioral consequences such as suspensions.

Probation Policy/Contract

The behavioral probation of a student is a result of a violation of policies and procedures and will be utilized whenever appropriate. During probation a student must demonstrate a willingness to be a positive participant in the IJP School community. An individual contract agreement is signed by the student, parent/guardian and administration. The main purpose of the contract is preventative rather than punitive.

Ordinarily, when a student is suspended, truant or otherwise in serious violation of school rules, he/she is put on probation. Probation may also result when a student has attended Kingsmen Academy repeatedly or fails to attend.

Suspension/Expulsion

A student may be suspended for serious violations of policies and procedures as determined by the administration.

Should expulsion be considered, these four steps will be followed:

1. The student will be suspended while the situation is investigated.
2. The parents of the suspended student will be requested to attend a conference with the school administration in the hope that a solution to the problem can be found which will forestall the necessity of expulsion.
3. The school administration will make the final decision as to whether the child will be expelled and they will communicate the decision to the parents. This decision will also be put in writing.
4. Should expulsion be the final outcome, the school will assist the parents in making contacts for further education of the student.

Playground Behavior

No student should be on the playground before 7:45 am. The playground will not be supervised before that time.

1. Playground Supervisors have full authority to enforce the IJP discipline code.
2. Food, gum and beverages are not permitted on the playground.
3. Skateboards are not permitted on school grounds.
4. Snowball throwing or playing with landscaping rock is not permitted.

Computer and Internet Usage

Recognizing that access to school computers and the network, as well as the usage of Internet is a privilege and not a right, and understanding the students are granted this privilege to take advantage of modern tools to help them learn, retrieve information, and produce work more efficiently, we stress the following points:

The computer network and Internet access policies are outlined in the IJP Acceptable Use Policy & Computer Network/Internet Contract (included in the registration packet). The Computer Network/Internet Contract must be signed and returned at registration. Students will not be permitted to use the computers, the Network or the Internet without a signed and dated Computer Network/Internet Contract on file in the school office. The Acceptable Use Policy for IJP's computers, network and Internet access should be kept with the IJP parent handbook for reference. Any infraction of the stated rules will result in disciplinary action, and loss of stated privileges. Parents must give permission for their student to have access to the Internet. If the Internet permission is not granted, your student will still have the opportunity to work with educational software and observe teacher-led Internet instruction. Student websites referencing the name of Infant Jesus of Prague School or any members of the Infant Jesus of Prague community are subject to the demands of good journalism and Christian values. Any derogatory comments, personal attacks, rude or inflammatory language or postings on the Internet will result in disciplinary consequences (i.e., including, but not limited to, Facebook, Twitter, Snapchat, etc.). Parents must take a part in monitoring their child's internet usage at home.

Parental Responsibility

In the spirit of Catholic attitude, parents are accountable for their child's behavior and academic performance. Parents are reminded that Illinois State law provides that parents can be held personally liable for destructive acts (e.g. vandalism of school property or personal injury to another) caused by their children. In such cases, the school will take all steps necessary to enforce the provisions of the Illinois Parental Responsibility Law and seek restitution from parents.

Parent/Guardian Conduct

As partners in the education of children, the parent/guardian in the Infant Jesus of Prague community is expected to demonstrate respectful behavior at all times with faculty, administration, support staff, students, and volunteers whether on or off school grounds or at school-related events. If, in the opinion of the principal, that partnership is no longer viable, IJP reserves the right to require the parent/guardian to either remove their child(ren) from the school or not accept registration for the next school year. Unacceptable behaviors include, but are not limited to the following: harassment, verbal abuse, assault of or threats to the faculty, administration, staff, students, and volunteers of IJP School.

Ordinarily, a student is not to be deprived of a Catholic school education on grounds relating to the actions/attitudes of a parent/guardian. However, one of the following actions may be required to permit the continuation of the student's attendance in the school:

- To schedule meetings between IJP School staff and the parent/guardian outside of regular school hours in a monitored setting.
- To conduct school business with the other parent/guardian of the student.

When, in the judgment of the principal, as confirmed by the pastor, the behavior of a parent/guardian seriously interferes with teaching, learning, or a positive school environment, the administration may take the following actions:

- To inform the parent/guardian of his/her right to be present on school grounds is temporarily or permanently suspended.
- To dismiss the child(ren) of the parent/guardian temporarily or permanently from IJP School.

Attacks on School Personnel

Upon receipt of a written complaint from any school personnel, the appropriate school administrator for a private school, shall report all incidents of battery committed against teachers, teacher personnel, administrative personnel, or educational support personnel to the local law enforcement authorities immediately after the occurrence of the attack. The school administrator also must notify the Illinois State Police (ISP) within 3 days of each incident through the School Incident Reporting System (SIRS).

Attacks are of two types and both are to be reported to the police, OCS, and to the ISP or SIRS:

1. **Aggravated Battery**—A person commits aggravated battery if he or she intentionally or knowingly without legal justification and by any means causes bodily harm to an individual or makes physical contact of an insulting or provoking nature with an individual that he or she knows the individual harmed to be a teacher or other person employed in any school and such teacher or other employee is upon the grounds of a school or grounds adjacent thereto, or is any part of a building used for school purposes. **Note: Aggravated Battery means there was physical harm to the victim.**
2. **Aggravated Assault**—A person commits an aggravated assault, when, without legal authority, he or she engages in conduct that places another in reasonable apprehension or fear of receiving an aggravated battery, and he or she knows the individual assaulted to be a teacher or other employee is upon the grounds of a school or grounds adjacent thereto, or is in any part of a building used for school purposes. **Note: Aggravated Assault means there was no physical harm to the victim, only the fear or threat of harm.**

Drug Policy

Students who sell/distribute or in any way serve as the source of alcohol or any illegal drugs to others on school property or at school sponsored events are automatically expelled. Any student who is found on school property or at a school sponsored function with alcohol or drugs in his/her possession is subject to immediate disciplinary action.

- a) Immediate suspension followed by an investigation.
- b) Conference with principal, parent/guardian, child, pastor, counselor or other appropriate persons as determined by the principal. Appropriate confidentiality shall be maintained.

- c) If the violation is founded, professional evaluation and if necessary, treatment shall be provided by the parent/guardian. When pastoral and rehabilitative measures have been exhausted with no success, the principal may choose continued suspension and/or expulsion. In extreme or special cases expulsion may be considered at an earlier time in the process.
- d) Police notification shall be made at the appropriate time, as directed by law.
- e) Mitigating circumstances warrant differences in procedures, i.e., first offense, age, seriousness of offense, prior conduct, cooperation of parent/guardian, attitude of student, initial success of rehabilitative measures.
- f) Infant Jesus of Prague School reserves the right to request school-approved testing of illegal substances, with or without cause.

Weapons

School authorities are allowed to inspect and search places such as lockers, desks, and other school property, as well as personal effects left in those areas by students without notice to or consent of students and without search warrants.

- The definition of weapons for which students can be expelled includes knives, guns, brass knuckles, billy clubs, look-a-likes, or any other item (such as bats, pipes, sticks, etc.) if used to cause bodily harm.
- Students shall not carry, possess, or use weapons in school or on school premises nor shall the discussion on the use of weapons be allowed.
- School officials shall report weapon violations to the local police.

Search of Property

School personnel are charged with protecting the health and safety of all students. Fulfillment of these duties may conflict with a student's right to and need for privacy. School personnel may conduct inspections of these areas at any time, with or without the student present, in order to fulfill their responsibility of maintaining proper safety, control, and management of the school.

STUDENT PROGRESS

Annual Notification of Guidelines for School Records

The Archdiocese of Chicago, Office of Catholic Schools has established guidelines for school records. These guidelines describe your rights with regard to the records of your child which are maintained by your Catholic school.

These rules include:

1. Right to inspect

You have the right to look at your child's permanent record which includes report cards, health records, attendance records, and biographical information (name, address, etc.)

2. Right to prevent disclosure

The school will not disclose anything to third parties from your child's record unless (1) you consent in writing prior to the disclosure, or (2) the information is directory information which you have not requested be kept confidential, or (3) the information is requested by a school to which your child is officially transferring, or (4) the request for the information meets one of the limited circumstances described in the Guidelines for School Records.

3. Right to request correction

You have the right to present evidence that the school should amend any part of your child's record which you believe to be inaccurate, misleading or otherwise in violation of student rights. If the school decided not to change the record, you may insert an explanation in the record.

Once your child turns eighteen, he or she obtains all of the above rights.

PLEASE NOTE:

This school abides by the provisions of the **Family Educational Rights and Privacy Act** with respect to the rights of non-custodial parents. In the absence of a court order to the contrary, the school will provide the non-custodial parent with access to the academic records and to other school-related information regarding the child. If there is a court order specifying that there is no information given, it is the responsibility of the custodial parent to provide the school with an official copy of the court order.

Mailings and student information are directed to the custodial parent. If the non-custodial parent wishes to receive the same information, a second mailing is provided upon request to the School Office.

Report Cards and Progress Reports

Parents are encouraged to monitor their student's progress by visiting the *PowerSchool* website regularly.

Three report cards are issued during the school year. Whenever a report card is received, parents are to sign the report card envelope and return it within three days.

Should the need arise, an Academic Progress Report may be sent home by the teacher to inform the parents of a significant change in a student's grade. These reports are meant to update parents regarding areas of concern. Upon receiving such a report, parents should sign and return the form the following school day.

PowerSchool

IJP School uses the online PowerSchool program to record attendance for all students in grades Preschool through Grade 8. Additionally, all grades for students in grades 1-8 will have their scores recorded online in the PowerSchool program. Parents and guardians will have access to their child's grade and attendance at all times. Teachers will update PowerSchool on a regular basis to ensure the accurate transmission of grading and attendance information to families.

Parent Notification Form

The Parent Notification Form is a communication tool to keep parents informed of student progress. It may be sent home to inform a parent of a need for attention.

A Parent Notification Form may be issued for the following reasons:

1. Attainment of a goal.
2. Noteworthy accomplishment.
3. Failure to return a signed paper to the teacher by the designated date.
4. Incomplete, missing or late assignments, poor progress
5. Not having a textbook and/or necessary supplies.
6. Behavior issues.

All Parent Notification Forms must be returned signed by a parent on the designated date and be accompanied by any missing work. Failure to return a signed Parent Notification Form on a designated date may result in a detention.

Band and other extracurricular activities do not excuse a student from submitting an assignment on time. All class work must be completed.

Parent/Teacher Conferences

Parent/Teacher Conferences will be held on Monday, November 21 and Tuesday, November 22, 2022, following the first report card. Conference request forms will be sent home in early November to help schedule convenient times. Requests may not be accommodated after the due date. Apart from these opportunities to meet with a teacher, parents should feel free to contact the teacher at any time should a special concern arise regarding the child's progress. To contact a teacher, please call the school and leave a message in the teacher's voice mail box or send the teacher an email. Please do not contact a teacher at home. The teacher will return your call/email as soon as possible.

Grading Scales

S – Satisfactory

I – Improving

N – Needs Improvement

U – Unsatisfactory

A+ = 99-100

B+ = 91-92

C+ = 83-84

D+ = 75-76

A = 95-98

B = 87-90

C = 79-82

D = 71-74

A- = 93-94

B- = 85-86

C- = 77-78

D- = 69-70

F = 68 and below

Intermediate/Junior High Information

Minimum requirements for promotion – grades 6-8

- A. Condition for promotions and/or graduation
 1. Must pass 2 of 3 trimesters in all academic areas.
 2. Full payment.
 3. No incompletes on Report Card.
 4. All books (text & library) returned in good condition.

LETTER grade point value:

A+ = 4.33 A = 4 A- = 3.67 B+ = 3.33 B = 3 B- = 2.67 C+ = 2.33 C = 2 C- = 1.67
D+ = 1.33 D = 1 D- = 0.67 F = 0 I = Incomplete work

If given permission to receive an Incomplete due to extenuating circumstances, the grade changes to an F if work is not completed by the mid-term of the following trimester.

Honor Roll

High Honors – grade point average of 3.7 and up (based on core subject trimester grades).

Honors – grade point average of 3.3 to 3.69 inclusive (based on core subject trimester grades).

Mathematics placements – Junior High Mathematics placements are based on iReady Scores, previous year's mathematics grades, and teacher recommendations. All mathematics placements are on a conditional basis of achieving a 77% (C-) or higher at all marking periods.

Conditional Promotion – promotion of a student with one or two failures is contingent upon proof that the student has attended summer school or Archdiocesan approved online course. Acceptable proof of the satisfactory completion of the material to be learned must be presented to the principal prior to the first day of school or the student will be retained in the same grade.

Retention – failure in three (3) subjects may constitute a retention or reconsideration of enrollment at Infant Jesus of Prague.

Academic/Personal Integrity

The Infant Jesus of Prague Code of Conduct states: "Honesty and integrity are at the very heart of God's people. Stealing, lying, destroying property or cheating in any form affects us all, and will not be tolerated."

Any student involved in incidents of academic/personal dishonesty will be dealt with according to the discipline policy.

Homework

Homework gives an opportunity to help fulfill an individual student's needs by supplementing and reinforcing classroom teaching. Parents are expected to take an interest in their children's homework by giving encouragement and by providing conditions that are conducive to study. Students of all ages, but particularly younger ones, need someone to review math facts, time tables, spelling words and reading vocabulary. We rely on parents to help in these aspects of homework. Parents should never take on the

responsibility for completing a child's assignments. Grades 6-8 assignments are posted on Google Classroom. Parents are advised to check Google Classroom/Class Dojo/students' folders daily. If a test, assignment, or long-term project was scheduled for the day a student is absent, and it had been previously announced, visually and/or in writing, the student should be prepared to take the test or turn in the assignment on the day they return.

We remind parents that satisfactory completion of homework assignments affects a student's daily grades and ultimately the report card marks. On the average, a student should do the following amount of homework per night: Junior High 60-80 minutes, Intermediate 30-50 minutes, Primary 10-30 minutes.

Remediating Academic Issues

Occasionally it is necessary for the teachers to do a screening for purposes of remediating an academic problem for students. A screening is a means of identifying the possibility that an academic problem exists. Screenings can be done in a short period of time and yield basic information and/or results. If the possibility of a problem exists, you will be encouraged to seek professional in-depth testing which will identify the problem. Appropriate consultation and recommendations for treatment can then be made. Such results are shared with the parents and meant to be a diagnostic tool and are not placed in permanent records.

Special Services

Students attending IJP School are entitled to special programs through the Flossmoor Public School District. These programs include speech and language development, learning disability remediation and guidance programs as well as psychological testing.

HEALTH, SAFETY, AND WELFARE

Health/Emergency Information

A Health/Emergency Information card must be completed and turned in to the health office for each child prior to the start of school. This is needed in order to share pertinent health information with school personnel on an as needed basis.

Physical/Dental/Eye Examinations and Immunization Requirements

Physical Examination

A physical examination including immunization is required by state law (Title 77, Chapter 1, Part 665). The law applies to students entering the preschool program, kindergarten or first grade, sixth grade, and all first-time students in the state of Illinois. The exam shall be conducted within one year prior to the date of entering school. The examiner records the results of the health examination and immunizations on the **Certificate of Child Health Examination form**. The Health History section of the form shall be completed and signed by the student's parent/legal guardian and verified by the physician. The completed form shall be presented to the school office prior to the first day of attendance or the student will be excluded from school.

Dental Examination

State law requires a dental examination to be conducted before May 15th of the school year for students entering kindergarten, second grade, sixth grade, and for all out-of-state or out-of-country transfer students. The examination must be documented on the Dental Examination form and must have taken place within 18 months prior to May 15th of the school year. If a child in second grade, or sixth grade fails to present proof of dental examination by May 15th of the school year, the school may hold the child's report card until one of the following occurs: (1) the child presents proof of a completed dental examination; (2) the child presents proof that a dental examination will take place within 60 days after May 15th.

Eye Examination

As of January 1, 2008, the State of Illinois has required that all students entering kindergarten or entering school for the first time from out of state shall have an eye examination by an optometrist or ophthalmologist before October 15th of the school year.

Medications

Parents/guardians have the primary responsibility for the administration of medication to the children. The administration of medication to students during regular school hours and during the school related activities is discouraged unless necessary for the critical health and well-being of the student. Teachers, administrators, and administrative staff shall not administer medication to students except as provided in the Archdiocesan School Medication Procedures.

1. No medication may be administered in school unless both the student's physician and parent/guardian have completed, signed, and returned the Medication Authorization Form in its entirety. This form is available from the school office. It must be approved and signed by the School Principal. It must be updated annually.

2. The Medication Authorization Form shall be placed in the student's health file. Changes in medication shall be made only upon the written order of a physician.
3. Medication must be brought to the school in a closed container appropriately labeled by the pharmacy or physician. The name of the student and the names and phone numbers of the physician and pharmacy shall be indicated on the container. The dosage and discontinuation date shall also be indicated on the container. No student may carry any medication unless specified by written note from the doctor which includes the directions for use. Medicines must be taken to the school office.
4. The school shall provide a locked space for safe storage of the medication which is accessible to authorized personnel only.
5. The office staff shall keep a written record of all administration of medication. This record shall include the following information: what medication was given, to whom it was given, when it was given (date and time), the dose given, who administered the medication, the date of initiation of drug therapy in school, any absenteeism, if any when a medication was not administered or terminated and the reason why, and the date of discontinuance. This information shall be placed in the student's health file along with the physician's order and parental request for administration of medication. No medication will be given by school personnel unless these guidelines are followed. The school retains discretion to reject requests for administration of medication subject to the requirement of the Individuals with Disabilities Education Act.

Asthma Inhaler

Under Illinois law, students who suffer from asthma, allergies or other conditions that require the immediate use of medications shall be permitted to carry such medication and to self-administer such medication without supervision by school personnel only if the School has on file for the student a current and completed Medication Authorization Form. Otherwise, such medication must be stored in a locked cabinet under the control of the School and the self-administration of medication shall be under supervision of the School.

The necessary forms are available in the school office. The information and written authorization will be kept in the student's file.

Parent(s)/Guardian(s) must understand that any abuse of this statutory right by a student possessing this medication will result in appropriate disciplinary action by the school.

Illness or Accident at School

At the beginning of each school year, parents MUST complete the emergency information sheet from the registration packet. If a student becomes ill or injured at school the emergency card will be used as follows:

- Parents will be called first. Please let the school know if you cannot receive personal calls at work.
- If a parent cannot be contacted, the emergency numbers will be used.
- In case of serious accident or illness, if a parent or guardian cannot be reached, the principal or principal designee shall call the proper authorities.

It is the responsibility of the parent to inform the school office of any change of address or telephone

number during the school year.

Communicable and Infectious Diseases

Children with a fever of 100⁰F or greater should be kept home and be fever free for 24 hours without medication before returning to school. The child can still be contagious if a fever is present.

Reporting Child Abuse

The “Illinois Child Abuse and Neglect Reporting Act” mandates that school personnel promptly report alleged or suspected child abuse and/or neglect to the Illinois Department of Children and Family Services (DCFS) when the alleged abuser is a parent, guardian, relative, or other caretaker who has some responsibility for the child’s welfare at the time of the abuse or neglect. This includes professionals such as teachers who are responsible for the care of the child. Illinois law requires school professionals to notify DCFS even if there is a suspicion of child abuse or neglect. Thus, the school professional need not have proof of convincing evidence of the abuse; merely suspicion of abuse makes a call to DCFS necessary. Furthermore, Illinois law protects school professionals from litigation if the DCFS call was made in good faith. School personnel shall follow Archdiocesan procedures, which have been developed in accord with Illinois law. The school administrator shall maintain confidentiality for the benefit of all those involved.

Counseling Services

Students who are struggling with issues such as loss, divorce, academics, or relationships can seek assistance from our school counselors, Ms. Bonita Hill or Ms. Jala Watts. Teachers may also refer students as needed. We also offer a grief group to help students who have experienced loss. Parental consent is needed. Contact Ms. Hill (bhill@ijpschool.org) or Ms. Watts (jwatts.united@gmail.com) for more information.

Bullying

As a Catholic institution, we believe in the dignity and respect of each individual created in the image of God. Bullying is contrary to Gospel values and has no place in the Infant Jesus of Prague School community.

Definition of Bullying

Infant Jesus of Prague School has adopted the Archdiocese of Chicago’s definition of bullying as follows:

“Bullying is any intentional, repeated, hurtful act or conduct (physical, verbal, emotional, or sexual) including communications made in writing or electronically that occurs on school grounds or off school grounds at any time that is directed toward another student or students that has, or can be reasonably predicted to:

- Place the student or students in an unreasonable fear of harm to the student or student’s person or property;
- Cause a substantially detrimental effect on the student or student’s physical or mental health;
- Interfere substantially with the student or student’s academic performance; or
- Interfere substantially with the student’s ability to participate in or benefit from the services, activities, or privileges provided by the school.”

Bullying Prevention

All members of the Infant Jesus of Prague School community, parents/guardians, teachers, staff, administrators and others are expected to work together in preventing bullying, intimidation, and harassment and promoting Gospel values in a Christ centered environment.

Sexual Harassment

Sexual harassment by one employee to another, by an employee of a student, by a student of an employee, or by one student of another is unacceptable conduct. Employees or students who engage in any type of sexual harassment will be subject to appropriate discipline, including suspension, termination, or expulsion.

School Security/Visitors

All school doors are locked at all times. Parents/visitors must activate the door buzzer at Door A on Douglas Avenue to be admitted. Once in the foyer you must check in with the reception desk. If you need to enter the building to volunteer or visit, you will be asked for your driver's license in exchange for a visitor/volunteer lanyard that must be worn at all times. As you leave the building you will be exchanging your lanyard for your driver's license. Please do not knock on the inner door or summon a student to open the door. Students who leave the building without authorization become a police matter.

No parent may go directly to the classroom during school hours. Forgotten lunches (labeled with student name) or other items that may have been left in a vehicle at dropoff are to be brought to the front office at door A. To minimize distractions, items will only be accepted until 8:15am. Due to liability issues, no chromebooks will be accepted. Visitors may not eat or visit with students at lunch in the cafeteria.

Any volunteer must be in compliance with Virtus, criminal background check, Mandated Reporter Training, Code of Conduct and CANTS form before helping in a volunteer capacity. (see Volunteers section following)

Unsupervised Students

It is important that children are under adult supervision at all times. In order to ensure student safety **any child not picked up by 3:15 pm will be sent to our Extended Day Program.** These students will be billed the usual Extended Day Fee of \$7.00/hour. The third time children are sent to Extended Day, the registration fee and form must be completed and children will be enrolled in the Extended Day Program which will assure that these children are always under adult care.

Emergency Procedures

Fire Drills- In compliance with the state, city and Archdiocese regulations, IJP School conducts and documents fire drills with the cooperation of the Flossmoor Fire Department. All persons must leave the premises during this time.

Tornado Drills- IJP School has a comprehensive plan for civil defense for use in the event of tornadoes or other disasters. Practice drills, where students are instructed as to how and where to proceed for safety, are held frequently during the school year. If a tornado warning is issued, the students will assume the appropriate emergency positions. Until confirmation has been received that the danger has passed, students will not be allowed to leave the school unless signed out by their parent/guardian.

Intruder Drills- Code Red Lockdown – An intruder is *in the building* or a threat to safety exists in the building. **Code Orange Lockdown** – The threat is still present, but is *outside the building*. Leaving the building is still a significant risk and confinement will continue (i.e. store robbery in neighborhood). During a **Code Orange** the school is still able to function normally in the building (i.e., switch classes, use the washroom). However, during a **Code Red** students should be locked in the classroom until the Principal or Police give an all clear via email. Parents will be notified if either type of lockdown takes place during the school day.

Parking Lot Procedures

There are many areas of concern for safety in the IJP parking lots at the time of drop-off and pick-up of the students. Please review the concerns and procedures listed below, please follow the directions of the parking lot committee – your safety and the students’ safety is their only concern! Please share this information with anyone picking up your child(ren).

Animals on School Property

In order to assure student health and safety, animals are not allowed on school property. This rule may be temporarily waived by the principal in the case of an educational opportunity for students, provided that the animal is properly housed, humanely cared for, and properly handled. Students will not be exposed to a dangerous animal or an unhealthy environment as determined by school administrators. Out of respect for those students with allergies to dogs or other animals, or for those students who may not be comfortable around animals, students and families may not bring animals on school grounds before school, during the school day, or at dismissal. Village ordinance prohibits pets on school property.

NO CELL PHONE USAGE WHEN DRIVING IN THE PARKING LOT!

General Information:



1. Both students and adults should never walk across Flossmoor Road except at the corners.
2. Never stop on Flossmoor Road to drop off or pick up a student. Students MAY NOT be picked up on Flossmoor Road.
3. The parking lot on Douglas Ave. is not for student pick up or drop off. *This is a staff lot only.* There is no supervision in this lot.
4. Always exit the parking lot to the south. This is a Flossmoor Village ordinance.
5. Do not walk or ride a bike along traffic flow lanes. Please use the sidewalks around the perimeter of the parish/school.
6. Bikers are to always get off their bikes and walk them on the sidewalks around IJP and on campus. Bikes may be parked between the gym and the Parish Life Center.
7. Children should not be left alone in a running car.
8. Observe No Parking and Handicap signs.
9. Please be considerate and aware of both other drivers and pedestrians trying to safely enter and exit the parish/school grounds.
10. *Children are not to play games, throw balls, or be running around in any outside area before school.*

Morning Drop-Off:

Enter the school parking lot from Leavitt Avenue and proceed west through the drop-off lanes parallel to the Parish Life Center, following the directions of the volunteers.

Pull forward as far as possible; once you stop the vehicle, your child should exit. Do **NOT** wait until you are at the head of the line before your child exits, **regardless of the weather.**

- Have your child exit the passenger side of your vehicle.
- Your child exits directly into the safe area.
- If your child must exit on the driver's side, he/she should cross **in front of your vehicle** to the passenger side.

This is the safest and most expedient way to get your child to school.

On days when you wish to walk your child to the safe area, you may park behind the church hall. Please use your turn signal to indicate your desire to park before making a U-turn around the volunteer. After parking, your child should walk as closely as possible behind other parked cars to **wait** for the volunteer to stop traffic and allow them to cross safely. Your child should **NOT** walk in the lanes of traffic. After your child is dropped off, the volunteer will not stop incoming traffic to accommodate your return to your vehicle. You'll have to wait for a break in traffic.

ONLY parents dropping off pre-school students (or Kindergarten/PreK Extended Day students) and who have the **required orange "PRESCHOOL" or "PreK/K EXTENDED DAY" sign displayed in**

their car window and/or are staying to attend 9am Mass, may make a right turn between the church and school and use the limited parking available there.

THE AREA BETWEEN CHURCH AND SCHOOL IS NOT A DROP-OFF AREA FOR STUDENTS IN KINDERGARTEN THROUGH 8TH GRADE.

In inclement weather, drivers should **ONLY** use the drop-off lanes so that students may enter the cafeteria door safely. No cars should **EVER** drive through the safe zones for any reason.

Please share this information with anyone that drives your child to school.

Afternoon Pick-Up:

1. Drivers are to enter the main parking lot only on Leavitt Ave. The flow of traffic around the lanes is one way.
2. If the parking lot happens to be full, please circle and return to the lot rather than blocking the flow of traffic and causing traffic difficulties for the whole village.
3. Please do not park beyond the cones or move the cones.
4. Students are not allowed to enter cars that are not parked. **You must park your car before allowing your child to get in.**
5. Both parents and children are to cross through the parking lot at either the corner of the Parish Hall or Parish Life Center/grass. **Please do not cross through the lot between cars.** Adults and children are difficult to see and traffic cannot be directed appropriately. Please follow the direction of the parking lot volunteers at these corners.
6. Utilize the sidewalks along both the school and the church. Please do not walk across the lot. **Cross only behind the cones at the north end of the lot and/or at the designated corners at the south ends of the sidewalks.**
7. Every child fourth grade and under must be escorted through the parking lots.
8. All students must wait behind the orange traffic cones in the main lot until their ride arrives and they have an escort through the lot. Students are not to wait for rides at the corner of the Parish Hall, the corner of the Parish Life Center, the grass areas, in front of the church, or either auxiliary lot. If a student cannot locate his/her ride, he/she must return to the coned off area.
9. Children are not to play games, throw balls, or be running around in any outside area after school. Please be considerate and watch for others.
10. Students riding bikes must exit the school grounds the same way pedestrians do (from the parking lot along Flossmoor Rd., not with the flow of traffic). Riders are not to get on bikes until they have crossed the street.
11. When called in by school personnel, all students must come into the building. Supervision of the lot ends 15 minutes after dismissal. Students without rides may be picked up from extended day care in the cafeteria.

Thank you for your cooperation and consideration. The parking lot can be a dangerous place for our students. It is only with your help and awareness that all can be kept safe and the lot efficient. If you have any questions, please feel free to ask anyone on the parking lot committee. They are always happy to help.

Parking Lot Procedures – Preschool

In order to minimize traffic congestion in the parking lot and provide for the safety of all children please abide by the following procedures when dropping off and picking up your child.

1. Preschool parents may park in the parking lot before school using the appropriate PRESCHOOL card displayed on the car's dashboard.
2. Please park in designated parking spaces.
3. Please walk your child to the door entrance. Children may not be left unattended.
4. The teacher will open the door at 8:10 am. School begins at 8:20 am.
5. Children will be dismissed to a parent or other authorized person at the end of the day.
6. Let us know if your child will be attending extended care if s/he does not attend on a regular basis.

EXTRACURRICULAR PROGRAMS AND ACTIVITIES

Extended Day Program

Child care is available before and after school on an hourly fee basis of \$7.00/hour, which is separate from tuition. All fees must be paid for report cards, graduation and school record release. Before Care starts at 6:45 am and After Care ends at 6:00 pm. A \$2 a minute late fee will be charged after 6 pm. All parents must use the ProCare Connect app for extended day care. If students go to After Care they must NOT leave the building and must go directly to their Aftercare room.

Prayers and Liturgies

The school day starts with an all school prayer and the day ends with an all school prayer led over our intercom system. There is an all School Mass every Wednesday at 9am. There are reconciliation services held twice a year for our students.

Field Trips

Students participating on field trips will be issued a form for the parent to sign by a specified date. A student who does not have a signed permission form will not be allowed to go on a trip and will stay at the school office. A phone call from a parent will not be accepted in place of the signed form. A signed fax note is permissible. All field trip chaperones must have attended the IJP Volunteer Training Session and the Virtus Training, and have completed the required DCFS, Criminal Background Check, Mandated Reporter Training and Adult Code of Conduct.

IJP Athletics

IJP offers a variety of athletic activities for boys and girls beginning in 4th grade. Uniforms are provided for all sports, and a participation trophy is given at the end of the season. The Sports Program is self-supporting based on fees but fundraisers may be held to meet the expenses of special equipment purchases. In cooperation with the school, junior high students (grades 6-7-8) are expected to be in good academic standing. Probations and suspensions will be enforced according to school guidelines.

BOYS BASKETBALL

Grades 4-5-6-7-8. Each grade level has its own team. Practices are held 1-2 times a week and games are played 1-2 times per week.

GIRLS VOLLEYBALL

Grades 4-5-6-7-8. Each grade level has its own team. Practices are held 1-2 times per week and games are played once a week. The season begins around November 15th and lasts until about April 15th.

The IJP Athletic Board meets monthly at 7:30 pm. Please check the Parish website for dates. Parents are always welcome to attend. We welcome parental participation in our sports program.

Altar Servers

Students in grades 4-8 are eligible to become altar servers. They are instructed by a priest moderator. Schedules for Masses and other parish celebrations are distributed every 2-3 months. Students should have respect and reverence for the privilege of serving.

Band

Participation in IJP's Band program is available and begins in fourth grade and continues through eighth grade. Lessons and rehearsals are scheduled before, during and after school on Mondays. The band performs in both concerts and competitions. Contact Mr. Gula (mr.gula@aol.com) for more information.

Choir

Participation in IJP's choir program is available and begins in fourth grade and continues through eighth grade. Rehearsals are scheduled after school, likely on Tuesdays and/or Fridays. The choir serves our parish by singing at Wednesday school Masses as well as at concerts. Contact Mr. Glover (vglover@ijpschool.org) for more information.

Other Activities

Various other activities will be offered through outside vendors throughout the year. Chess Wizards, Young Rembrandts, and others will be offered. Stay tuned for details.

GENERAL INFORMATION

School Office Hours

The regular School Office hours are 7:30am until 3:30pm. Phones will be answered during regular hours, 708-799-5200. To minimize distractions in the classrooms, items left in vehicles at arrival can be dropped off at the main school office until 8:15am. No chromebooks may be dropped off. Summer office hours are Tuesday, Wednesday and Thursday from 8:30am until 11:30am.

Telephone Messages

Students may not use the office telephone for forgotten school materials. The office will contact a parent for a student should the need arise. After-school arrangements should be made before the child leaves for school in the morning, however, you may call the school office and we will notify the student at 2:45pm with any changes. Do NOT call your child on their cell phone during school hours.

Communication

Stay in touch with your child's teachers via email, the ClassDojo app, or phone calls. Stay up to date with school events and news by checking School Story on ClassDojo and by checking the school website (ijpschool.org). Check your child's grades on PowerSchool frequently. Please attend events at school, particularly Parent Information Night and Parent/Teacher conferences, so that you can stay up to date about your child's class and progress.

Cell Phones

Cell phones and smartwatches or other electronic items brought to school are at the parent's risk. IJP School will not assume any responsibility for lost, stolen or damaged cell phones. Phones and all electronic devices including smartwatches or similar devices, must be turned off at all times during the school day and placed in the student's locker. Texting and taking photos during school hours is strictly prohibited. Phones may be turned on ONLY when the student leaves the school building at dismissal. Teachers who observe a student using a cell phone shall send it to the principal's office. A parent must pick up the cell phone from the principal.

Uniforms

IJP School adheres to a uniform policy to create an atmosphere of respect, self-discipline and to foster a sense of community. In addition, wearing the school uniform provides fewer distractions and reduces outside influences.

DRESS UNIFORMS K-8

Girls

Black uniform shorts or slacks (no leggings)

Red polo shirt with IJP monogram- long or short sleeved (knit or dri-fit)

Red plaid jumper (1st-3rd grade only)

Red plaid skirt

White oxford blouse

Red cardigan sweater

Red V-neck sweater

Red or black IJP monogrammed hoodie from NixNax

IJP fleece or 1/4 zip pullover

Boys

Black uniform shorts or slacks

White oxford shirt

Red polo shirt with IJP monogram- long or short sleeved (knit or dri-fit)

Red sweater vest

Red V-neck sweater

Red or black IJP monogrammed hoodie from NixNax

IJP fleece or 1/4 zip pullover

PE UNIFORMS- K-5

Red IJP T-shirt or performance tee, red mesh shorts, red IJP sweatpants, crewneck sweatshirts, 1/4 zip pullover, IJP fleece, or IJP monogrammed hoodie.

PE UNIFORMS- 6-8

Red IJP dri-fit polo shirt, black mesh shorts, and black IJP warm up pants, 1/4 zip pullover sweatshirt, IJP fleece, or IJP monogrammed hoodie.

All students wear **athletic shoes** (**ONLY** all white, all black, all red or a combination of black, red, and white) every day. **No other colors should be present, even in the laces or accents.**

Uniforms can be purchased at Schoolbelles (www.schoolbelles.com) or Old Navy Uniform (www.oldnavy.gap.com/shop/local/school_uniforms). Some items are only available at Schoolbelles. Polos and hoodies must be monogrammed by Nix Nax in Homewood. Schoolbelles is located at 7763 S. Harlem Avenue in Bridgeview, IL.

All jumpers and shorts should be no shorter than three inches above the top of the knee. Please label all items of clothing with a **permanent marker**. If an unlabeled piece of clothing ends up in Lost and Found and not claimed within a month, it will be donated.

HAIR

Boys- Hair must be neat, clean, and well groomed; it must not hang below the top of the shirt collar in the back, the bottom of the ear, or over the eyes or be higher than three inches. **Dyed hair is not permissible, even in natural hair colors.** Facial hair is not permitted.

Girls- Hair must be neat, clean, and well groomed; it must not hang in the student's face. **Dyed hair is not permissible, even in natural hair colors.**

Special Notes for Both Boys and Girls:

Caps/hats: Caps, hats, or hoods are NOT part of the uniform and are not to be worn while school is in session. No head covering of any kind may be worn by either boys or girls unless approved by the principal.

Socks: Socks must be worn by both boys and girls.

Hair Ornaments/Headbands: Plain hair clips/barrettes or solid color headbands, free of embellishments are allowed.

Makeup: Makeup of any kind is not permissible. No perfume is allowed to be cognizant of others' allergies.

Jewelry: For safety, hoops, loops, or dangling earrings may not be worn. Boys' earrings are not acceptable in a school setting. Religious medals, single stud earrings, ONE bracelet/wristband and watches (NOT smartwatches) are the only jewelry that may be worn.

Tattoos: No tattoos (temporary or permanent) or body piercings (pierced ears for girls is the only exception) are acceptable in the elementary school environment.

Jackets: Jackets or non-IJP sweatshirts may not be worn over the school uniform during school hours.

Purses: IJP School is not responsible for lost or stolen purses, or the contents. Purses must remain in the locker during the school day.

Administration decides what is permissible.

IJP Dress Down Days

Special IJP Spirit Days will take place throughout the school year which will be announced in advance. Students may wear jeans in good condition (i.e. no cuts, tears, rips, etc), cargo pants, nylon sweat pants, warm-ups/wind pants, skirts, dresses, or capris. Pajamas, lounge pants, leggings, tights, or yoga pants are not permitted. Uniform gym or dress shorts may be worn. The uniform shoe policy applies.

Fundraiser or Theme Days

Special days for dress will take place throughout the year which will be announced in advance. Students may dress in accordance with the theme keeping following the policies listed above for Dress Down Days. If students are participating in a fundraiser, they will be asked to contribute a nominal fee for the privilege of dressing out of uniform.

Friday Spirit Days

Friday, IJP Spirit Day, is a way to celebrate our school spirit. Any IJP tops may be worn with regular uniform bottoms and regular uniform gym shoes.

Picture Days

During the school year there are special days when students are not required to wear their uniform. Students may dress up for these days. Several items of clothing are never permissible: spaghetti straps or tank tops, strapless or halter dresses, spandex pants, athletic/sweatpants, tight /oversized clothing, offensive wording, patterns or pictures.

Uniform Violations

The uniform policy will be strictly enforced by the staff of IJP School. Students will be issued a Parent Notification Form to be signed by the parent. Repeated violations of the uniform policy may result in a detention.

Cafeteria

The IJP School Cafeteria serves lunch Monday through Friday. **Country House Restaurant and Kitchen Company** will provide lunch menus focused on whole, fresh ingredients at reasonable prices. The system for purchasing lunches will be via My School Account. A monthly menu will be posted on the IJP website and families will be able to choose which meals they want to purchase. Credit Card payment will be accepted via the website at check out. We will also accept checks made payable to Country House. It is quick and easy to create an account on myschoolaccount.com

In order to take advantage of this convenient service, you will need to create a parent account. This requires you to:

1. Go to **www.myschoolaccount.com**.
2. Click “Create Account” on the top menu bar.
3. Fill in the required information on the “Parent Account Sign-Up page.”
4. Choose Country House from the “School District” drop down menu.
5. Create a User ID and Password
6. Click the “Accept” box, and then click “Signup.” An email will be sent to your email address that will contain a “verification code.”

After you receive the “verification code” you may begin to add your children’s information. To do this, you will need to:

1. Go to www.myschoolaccount.com and login using your previously created user ID and password.
2. Enter the “verification code” to verify your account and email address.
3. Begin adding your children’s information according to the guidelines provided. You will need each of your children’s student ID** numbers as well as to add each student.
4. After the students are added you will be able to view the lunch account activity and make payments to the student lunch account.
5. If you have 2 or more students assigned to your account, you may make a payment to each account and only be charged for one transaction. Example; 3 students, \$10.00 payment to each student, total charge would be \$32.00.

Students will need to bring lunch from home if a lunch choice has not been purchased. Students who have forgotten a lunch will receive one from Country House and will be billed accordingly.

Food and Drink

Outside food and drink, including gum, are not allowed in classrooms. Teacher permission is required for any exceptions (i.e. water bottles).

Recess

Recess provides the opportunity for physical activity and social time with peers that better enables the children to participate in their afternoon studies. Even during the winter, some days offer the opportunity for outdoor recess. Children should dress for the weather as they will be going outside if it “feels like” 25 degrees or higher according to WeatherBug. Children who are well enough to attend school should be well enough to go outside. Please do not ask for an exception without a written doctor’s excuse.

Junior High Lockers

Each student in grades 6-8 will be assigned a locker in the hallway of the Junior High. The student's belongings must be placed in his/her locker and secured with a lock. Combination locks will be provided by the school. Only the school issued combination lock will be allowed on the locker: any lock other than the school issued lock will be removed from the locker. The school will have a copy of the combination as well as the pass key which will allow access to the lockers. The school maintains the right to inspect the locker and its contents. IJP School will not assume responsibility for any lost or damaged locks. The fee for a broken or damaged lock is \$10.00. All junior high students must adhere to the junior high locker use policy. IJP will not assume responsibility for unlocked lockers.

Library

No food is to be brought into the Library during the school day.

Preschool: one book may be checked out for one week.

Kindergarten: one book may be checked out for one week.

Grades 1-8: two books may be checked out for one week.

Reference Materials: their use is encouraged in the library.

Checking Out Materials: all materials are to be checked out electronically by the Library Assistants. A student may renew a book once.

Overdue Materials: before students may check out new materials they must return all overdue materials.

Long Overdue Materials: we practice the courtesy of not charging overdue late fines. We ask students and parents to be sure that library materials are returned. The school has the privilege to hold back any report cards and finally a graduation diploma if there are outstanding library items. A charge will be made for any lost or damaged materials.

Flossmoor Library

Children should not go to the Flossmoor Public Library unless they have research to do or have a reason to take out books. The Flossmoor Public Library is not a baby-sitting service. Extended Day is available at IJP School.

Parties/Birthdays

Party invitations may not be passed out at school or on the playground, before or after school unless ALL students are included from the class (all boys or all girls is acceptable, too). Otherwise, invitations must be mailed. Lunch room parties are **not** permitted. Balloon/flower bouquets are not allowed. No edible birthday treats are permitted either in class or in the cafeteria. Students may send in treat bags to go home with classmates or make a donation of a book or other supplies to their classroom in their honor.

Bus Schedule

Children living in Flossmoor School District 161 (1 ½ miles from school) ride the public bus for free. Those children riding the free bus may ride only the designated bus for them. Students must exit the bus at his/her assigned stop. District 161's policy states that bus transportation is to and from school only.

Arrangements for bringing a friend home must be made other than by bus as stipulated by

insurance regulations. Please watch the school calendar for dates with “NO BUS SERVICE” so that alternate transportation can be arranged.

Volunteers

Volunteers are greatly appreciated. We mandate that the following steps be observed with **NO exceptions:**

1. Complete the Archdiocese Criminal Background Check.
2. Complete DCFS CANTS form and return to the school office.
3. Attend a Virtus Training session.
4. Complete Archdiocesan Standards of Behavior and return to the school office.
5. Completed Mandated Reporter Training through the DCFS website.

Upon completion of these procedures and when reporting for volunteer service:

1. Report to the school office upon arrival and sign in.
2. Leave younger children at home.
3. Personal conferences with teachers are not allowed.
4. Do not stand outside of your child’s classroom to observe.

Classroom Visitation Policy

A 24-hour advance notice is required for all visitors. All parents/visitors should come to the school office prior to a prearranged visit. The visit should be scheduled through the teacher. The visit will be no more than 30 minutes in length. The teacher will be busy with class work and will not have time for a parent-teacher-student conference during these visitations. As younger siblings prove a distraction, please make the proper arrangements for a sitter.

Advisory Board

The general mission of the IJP School Advisory Board shall be to promote and support excellence in Catholic education in the Parish school. The purpose of the Board is to advise the pastor and the principal as needed with regards to the operations and fundraising of the school. Board members agree to use their expertise, gifts and insights for the common good of the community to promote and support Catholic education. The members model the faith community to its constituents by promoting respect between and among each other. Advisory Board Meeting dates are posted on the school website calendar

INFANT JESUS OF PRAGUE PARISH SCHOOL ADVISORY BOARD MEMBERS

Fr. Kris Paluch, Pastor

Mrs. Charlotte Kelly, Principal

Khyati Bailey, Gail Burks, Ken Draus, Jeff Janaszak, Mike Lamb, April Mack, and Tammy McMahon, Board Members.

Parent Teacher Organization

The PTO is an organization of parents, teachers, and school staff members who work together for the benefit of the children. The education process is always enhanced when parents and teachers work together.

The PTO encourages cooperation and communication between parents and teachers. It also offers programs and funds to supplement existing education programs, and sponsors educational and topical programs for parents and the community.

The IJP PTO will collect dues during July registration. The annual dues are \$15.00/family

Amending Handbooks

Statements in this handbook are subject to amendment with or without notice. The school principal will make every effort to advise school families within a reasonable amount of time in regards to changes.

Infant Jesus of Prague
1101 Douglas Avenue
Flossmoor, Illinois 60422
(708) 799-5200

To: Parents, Teachers and all other School Employees
From: C. Gregory Veith, Archdiocese of Chicago,
Department of Finance/Facilities and Construction
Re: Notification Letter Concerning Asbestos Content
and Management for Your School

In 1986, Congress passed the Asbestos Hazard Emergency Response Act (AHERA). That law requires all schools, kindergarten through twelfth grade, to be inspected and identify any asbestos-containing building materials. The law further requires the development of a Management Plan, based upon the findings of the inspection, which outlines our intent in controlling the potential for exposure to asbestos fibers in our schools.

In the past, asbestos was used extensively in building materials because of its insulating and fire retardant capabilities. Virtually any building built before the late 1970's contains at least some asbestos in pipe insulation and structural fireproofing. We too have buildings that contain asbestos material. The primary concerns arise when these materials begin to deteriorate or become damaged.

Your school has been inspected and some asbestos containing materials were identified in your building. The materials are distributed in various locations and include floor tile, pipe insulation and mechanical areas not readily accessible to building occupants or students.

Your school's Inspection Report and Management Plan outlines in detail the methods used to maintain the materials in a safe manner. In addition, as required by law, appropriate school staff members have been trained to administer this program.

A copy of the inspection report and the management plan is on file at your local school office for review if you so desire.