

# **Student/Parent Handbook**

## **INFANT JESUS OF PRAGUE SCHOOL**

### **2023 – 2024**

1101 Douglas Avenue  
Flossmoor, IL 60422  
708-799-5200, Main Office  
708-794-3511, Cafeteria / Extended Day  
[www.ijpschool.org](http://www.ijpschool.org)

**TEACHES THE MIND . . . TOUCHES THE SPIRIT**

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# MISSION, PHILOSOPHY & BELIEF STATEMENT

## 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 in 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 & STAFF 2023-2024 SCHOOL YEAR

## **Mrs. Felicia Clotworthy, Principal**

Ms. Peggy Dull, Director of Operations/School Finance

Mrs. Diane Klupchak, Administrative Assistant/Admissions & Registrar

Mrs. Shannon Mayer, Office Staff

Mrs. Adrienne Scott, Office Staff

### **Early Childhood**

Preschool- 4

Mrs. Joanna Slawson\*

Preschool- 3

Ms. Joanna Ladner

Preschool Aides

Mrs. Michele Cellini, Mrs. Nancy Shockley

Ms. Elaine Roome

Kindergarten

Ms. Michelle Wilburn

Kindergarten Aides

Mrs. Julie Cruz, Mrs. Jennifer Szczender

First Grade

Mrs. Kimberly Wilkinson

### **Intermediate Division**

Second Grade

Mrs. Kristen Linder

Third Grade

Mrs. Marcina Hopper

Fourth Grade

Mrs. Melissa Clark

Fifth Grade

Mrs. Carol Johnson\*

3-5th Grade Writing

Mrs. Erica Thomas

### **Junior High**

Junior High Religion / Grade 6 Homeroom

Mrs. Cathy Hughes

Junior High Science / Grade 7 Homeroom

Ms. Emily Yovich

Junior High Social Studies / Grade 8 Homeroom

Mrs. Trish Ladner\*

Junior High Math / Grade 8 Homeroom

Mrs. Ruth Southall

### **Special Services**

Art/Junior High Health/Public Relations-Marketing

Mrs. Maura O'Donnell

Physical Education

Mr. Greg Brush\*

Music

Mr. Victor Glover

Interventionist

Mrs. Sherry Norris

Band

Mr. William Gula

Student Support Services Coordinator

Mrs. Carol Johnson

### **Extended Day**

Mrs. Candace McLaughlin, Ms. Mackenzie Southall

Ms. Elaine Roome, Mrs. Jennifer Szczender

### **Lunch/Recess Supervisors**

Mrs. Nancy Shockley, Mrs. Adrienne Scott

Ms. Elaine Roome, Ms. Mackenzie Southall

### **School Counselors**

### **Athletic Director**

\* Denotes Divisional Team Leader

# SCHOOL OFFICE HOURS & FACULTY/STAFF EXTENSIONS

## School Office Hours

- General Office Hours: Monday through Friday from 7:30am until 3:30pm.
- Summer Office Hours: Tuesday, Wednesday and Thursday from 9:00am until 11:30am

## Main Number and Voicemail Extensions

- Main Number: 708-799-5200 (Note: Phones will be answered during regular hours)

## MAIN OFFICE

242 Clotworthy, Felicia

144 Dull, Peg

254 Klupchak, Diane

240 Front Desk (Mayer, Shannon and Scott, Adrienne)

250 PreK / K Extended Day (Roome, Elaine)

252 Cafeteria / Extended Day (McLaughlin, Candace and Shockley, Nancy)

## 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

313 O'Donnell, Maura

314 Slawson, Joanna

330 Southall, Ruth

318 School Counselors

331 Wilburn, Michelle

321 Yovich, Emily

All personnel can be reached by **EMAIL** which is configured using the first letter of their first name, followed by their last name (no special characters), and ending with @ijpschool.org (i.e. Felicia Clotworthy can be reached at [fclotworthy@ijpschool.org](mailto:fclotworthy@ijpschool.org)).



# 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.

*General Admission Process:*

1. **Application for Admission:** Request and completion of *IJP Application for Admission*
2. **Educational School Report:** Included within the admissions application to be completed by official designee from the prospective student's current school.
3. **Site Visit:** For consideration of enrollment, a site visit will be requested, either at the prospective student's current school by a member of IJP's enrollment team or a visit by the prospective student to IJP. Such visits will be scheduled with the parent(s)/guardian of the prospective student.
4. **Interview Meeting:** An interview will be scheduled as part of the application process to meet with both the parent(s)/guardian and student prior to a final decision for enrollment.

Enrollment considerations are based on the following (with additional considerations):

- Student(s) meet IJP academic expectations
- Student(s) meets IJP behavioral expectations
- Contingent upon availability of student seats within the grade level they are applying for to maintain optimal learning environment based on teacher-student ratio.

In addition, 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-St. Veronica 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, recommendations may be made for student(s) to attend another school that can better meet student needs. In addition, if the School is unable to accommodate all students within a priority category listed above, 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 may apply by completing our admissions application provided through our school office, along with the required registration fee. All applicants must have the *Educational School Report* completed by an official from the school they are transferring from. An interview will be scheduled as part of the application process to meet with both the parent(s)/guardian and student prior to a final decision for enrollment.

## 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 an 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 (PK-3) must be age 3 by September 1.
- Students entering four year old preschool (PK-4) must be age 4 by September 1.
- Students entering kindergarten must be age 5 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.

## **TUITION & FEES 2023-2024**

### **FACTS Management Company & Payment Plans**

IJP School uses FACTS Management System for tuition collection. All fees are due at registration on July 13, 2023. Students will not be allowed to attend classes in August if fees are not paid. 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 5<sup>th</sup> of the month (10 month plan is only available on the 5<sup>th</sup> or 20<sup>th</sup> of the month).

*Note: Tuition rates are set by the Principal and Director of Operations with approval from the Pastor.*

There are four tuition payment options for each new school year:

- Annual: Tuition payment in full is paid on July 13, with no additional administrative cost
- Semi-Annual: Two (2) tuition payments, paid in July and January, plus a \$20 enrollment fee
- Quarterly: Four (4) tuition payments, paid in July, October, January and March, plus a \$30 enrollment fee
- Monthly: Ten (10) 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 Procare 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 student records until the account is paid in full.

## K-8 Tuition 2023-2024

PARISHIONER	TUITION	BOOK FEE
1 Child	\$6,250.00	\$300.00 (K-8)
2 Children	\$11,280.00	
3 Children	\$14,450.00	
4 children	\$17,770.00	
Registration/Activity fee per child:	\$150.00	
Fundraising fee per child:	\$200.00	
NON-PARISHIONER	TUITION	BOOK FEE
1 Child	\$8,650.00	\$300.00 (K-8)
2 Children	\$15,600.00	
3 Children	\$21,800.00	
Registration/Activity fee per child:	\$150.00	
Fundraising fee per child:	\$200.00	

## Preschool Tuition 2023-2024

	Tuition	Supply Fee	Registration Fee	Fundraising Raffle
Two Half Days/ Week	\$1,350.00	\$90.00	\$150.00	\$200.00
Two Full Days/ Week	\$2,700.00	\$100.00	\$150.00	\$200.00
Tree Half Days/ Week	\$2,010.00	\$110.00	\$150.00	\$200.00
Three Full Days/ Week	\$4,020.00	\$130.00	\$150.00	\$200.00
Five Half Days/ Week	\$3,330.00	\$130.00	\$150.00	\$200.00
Five Full Days/ Week	\$6,660.00	\$150.00	\$150.00	\$200.00

## ATTENDANCE POLICY & REPORTING PROCESS

### Daily Attendance

School attendance is fundamental to the academic success and spiritual growth of our students. For this reason, students are expected to attend school on a daily basis for the school term, unless an absence is excused. A student is absent from school when he/she is not physically present on a required student attendance day. A student is tardy when he/she is not physically present at the posted opening of a regular required student attendance day.

## Daily Schedule

Start of the School Day	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 (M-F)	3:00 pm
Dismissal (Tuesdays)	2:00 pm

## Absences

Any day that a student is absent from or tardy to school, the student's parent/guardian must call the school office at 708-799-5200 or email [attendance@ijpschool.org](mailto:attendance@ijpschool.org) within 30 minutes of the opening of a regular student attendance day to report the student's absence or tardy. If a parent/guardian fails to report a student's absence, it will be recorded as unexcused. The school will contact the parent/guardian if a student is absent and a notice of absence is not received within 60 minutes of the opening of the student attendance day.

A student absence will be excused if it is due to: (1) student illness (including mental/behavioral health); (2) observance of a religious holiday; (3) death in the immediate family; (4) a family emergency; (5) other situations beyond the control of the student as determined by the principal; (6) other circumstances that cause reasonable concern to the parent/guardian for the student's mental, emotional or physical health or safety; and (7) other reasons approved by the principal.

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 and/or diarrhea 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.

Absences due to medical reasons may be required to provide medical documentation. If students are absent for five or more consecutive days, medical documentation is required. If medical documentation is required and is not provided, the absences will be marked as unexcused. Students whose absences are excused will be allowed to make up missed assignments.

An unexcused absence is an absence from school for a reason other than those listed above as an excused absence. Students will lose credit for assignments on school days or for classes from which the absence was unexcused.

### **Tardies**

Students are expected to be in class on time so they maximize their learning opportunities. Students that arrive at school after 8:05am are considered tardy and must report to door J (door E on inclement days) upon their arrival until 8:15am. After 8:15am, students report to the school office at door A. After reporting to the staff member on duty, the student will be permitted to join his/her class. Tardies are recorded in the school office and are reported on the student's report card. Excused tardies are not counted. Students may accrue up to 5 tardies each trimester. Subsequent tardies will result in recess detention.

### **Early Dismissal**

If it is necessary for a student to leave school during the school day, the student's parent/guardian must call the school office at 708-799-5200. Students to be dismissed early from school will be picked up from the school office at door A.

### **Excessive Absenteeism**

Excessive absenteeism means absences that total 10% or more of school attendance days in the current school year including both excused and unexcused absences. We will periodically review our student absence data to determine if any students are excessively absent and, if so, we may call the parent/guardian to discuss the reasons for the excessive absences. Additionally, if appropriate, the school may provide the parent/guardian with a list of resources where they may obtain counseling or social services that will encourage daily attendance and promote success.

If there is no improvement in attendance or cooperation by the student or parent/guardian with its efforts for their child, the student may be withdrawn from the school.

### **Extracurricular Attendance**

Students who are not in attendance at school MUST NOT participate in any extracurricular activities that day or over the weekend (i.e. dances, clubs, and/or band, choir, and sporting practices or events, etc.).

### **Inclement Weather**

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 (door A).

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.

### **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.

## **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](mailto: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](http://www.ijpschool.org)
- Emergency Closing Center: Phone 847-238-1234
- Online: [www.EmergencyClosings.com](http://www.EmergencyClosings.com)
- Email: sign up for personalized notifications of closings at [www.EmergencyClosings.com](http://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.
- **Voicemail:** The system will detect that your voicemail (or answering machine) has answered and will play the recording to your voicemail. The maximum number of rings before a hang up is 5. Make sure your voice mailbox/answering 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.



## TIERS OF SUPPORT

Teachers, in collaboration with students, create a classroom set of expectations in order to create a learning environment that is Christ centered and academic. Students will need various levels of support in the classroom and therefore different interventions may need to be implemented. For academic support, please refer to the *Student Progress* section of this handbook on page 29. For student health and wellness support, please refer to the *Health and Safety* section on page 19 as well as the Discipline Section on page 34.

### **Tier 1: Teacher Expectations & Student Success**

Teachers in classrooms expect all students to follow classroom and school procedures for the success of the students as well as the classroom as a whole. Student success is dependent upon academic work as well as positive behaviors. Teachers utilize a variety of strategies, accommodations, and resources to ensure student success. When students struggle to be successful, the teacher will conference/redirect the student.

### **Tier 2: Student Intervention & Support**

Students who continue to struggle after redirection/conference, move to tier two. The teacher then establishes a team for student success which includes the parents, divisional team leader, and other teachers. This may include the school counselor. The teacher will bring a student up to the STARS (Support Team for At Risk Students) team to discuss possible interventions.

### **Tier 3: Plan For Success**

Repeated patterns of misbehavior and/or lack of academic progress moves a student to tier three. The team prepares a Plan for Success contract with the principal in collaboration with the student's support team. The student may be referred to Flossmoor Public School District 161 or for professional in-depth testing.

## HEALTH, WELLNESS & SAFETY

### **Medical & Emergency Information**

A *Health & Emergency* Information form must be completed and turned in to the school office for each child prior to the start of the school year. This is needed in order to share pertinent health information with school personnel on an as needed basis. Please be sure that allergy and medical information is current and Action Plans are submitted from the child's doctor if necessary. All physical, dental, eye examinations and immunization forms are due by the deadline dates stated in the subsequent paragraphs. If the school has not received proof of medical exams as required by IDPH, IJP will withhold student report cards until forms are submitted.

### **Physical Examination & Immunization Requirements**

A physical examination including immunization is required by state law (Title 77, Chapter 1, Part 665). [Please click here to refer to the Immunization Requirements required by the State of Illinois](#). 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 [State of Illinois 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 Requirement

State law requires a dental examination to be conducted before May 15<sup>th</sup> 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 [Proof of School Dental Examination Form](#) and must have taken place within 18 months prior to May 15<sup>th</sup> of the school year. If a child in second grade, or sixth grade fails to present proof of dental examination by May 15<sup>th</sup> 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 15<sup>th</sup>.

## Eye Examination Requirement

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 15<sup>th</sup> of the current school year. Proof of [State of Illinois Eye Examination Report](#) must be on file by October 15th.

## List of Required Health Documents and Information Links:

[State of Illinois Certificate of Child Health Examination](#)

[Proof of School Dental Examination Form](#)

[State of Illinois Eye Examination Report](#)

[Asthma Action Plan Form](#)

[State of Illinois Immunization Requirements](#)

[Illinois Certificate of Religious Exemption to Required Immunizations and/or Examinations Form](#)

## 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. **This includes both prescription and nonprescription medications including Tylenol, cough syrups, cough drops, eye drops, and cold medications.**

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.

### **Administration of Medical Cannabis**

Students are not permitted to use or possess cannabis in our schools except according to the law, school policy and permission of the superintendent. School policy should provide that if a parent/guardian of an elementary/secondary student who demonstrates his/her son or daughter is a "registered qualifying patient" and has an individual who is a "registered designated caregiver," both of whom hold medical cannabis registry identification cards, then the parent/guardian or registered designated caregiver must be permitted to administer a medical cannabis product to the student (non-smoking/non-vaping form) at school.

A parent or guardian or other individual may not administer a medical cannabis product in a manner that, in the opinion of the school, would create a disruption to the school's educational environment or would cause exposure of the product to other students.

### **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 100.4°F 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 counselor. Teachers may also refer students as needed. We also offer a grief group to help students who have experienced loss. Parental consent is needed. More information from our school counselor will be provided.

## **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.

## **Cyberbullying**

Using information and communication technologies to bully. This definition includes cyberbullying by means of technology that is not owned, leased, or used by the school district when an administrator or teacher receives a report that bullying through this means has occurred.

## **Harassment**

Any unwelcome verbal, nonverbal, visual, or physical conduct that is persistent, pervasive, or severe and objectively offensive and unreasonably interferes with, limits, or denies an individual's educational access, benefits, or opportunities. Unwelcome conduct may include, but is not limited to, bullying, intimidation, offensive jokes, slurs, epithets or name calling, assaults or threats, touching, ridicule or mockery, insults or put-downs, offensive objects or pictures, messages sent via email, text or social media, sexual advances, requests for sexual favors, conduct of a sexual nature, or any other sex-based conduct.

## **Microaggressions**

The everyday verbal, nonverbal, and environmental slights, snubs, or insults, whether intentional or unintentional, which communicate hostile, derogatory, or negative messages to target persons based solely upon their actual or perceived...membership such as race, sexual orientation, and gender identity.<sup>1</sup>

## **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.

## **Mental Health Protocol**

Infant Jesus of Prague School takes all indications of self-harm, suicidal thoughts, serious threats to others, and other significant mental health concerns seriously. When we have concerns about a student's emotional well-being, we will ask for the student to receive a mental health assessment from a licensed mental health professional (licensed clinical professional counselor, licensed clinical social worker, psychologist or psychiatrist) prior to the continuation of academics and co-curricular activities at IJP School. Below are the steps parents/guardians should follow to determine the most appropriate level of support for their child and to coordinate a smooth re-entry back to IJP:

1. Arrange for their child to be assessed by a licensed mental health professional as soon as possible. The school can help provide referrals to clinicians, agencies, hospitals and services who may be able to assess the student.
2. Follow the recommendations provided by the clinician, which may include but is not limited to: outpatient therapy, partial or inpatient hospitalization and/or medication management.
3. Sign a consent for release of information and arrange for the clinician to share the recommended treatment plan with the school to coordinate the student's re-entry back to school.
  - Student/family confidentiality is adhered to as dictated by the Ethical Code of the American School Counselor Association.

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<sup>1</sup> Adapted from Wing Sue, Derald. "Racial Microaggressions in Everyday Life," 2010.

- All documentation should be faxed or emailed to the attention of the principal or school designee.
4. If the assessment and recommended treatment plan results in an immediate return to school, please see #6.
  5. If the assessment results in a recommended extended absence defined as more than five days (or as designated by the school) from school, the parent/guardian should contact the school principal or designee to communicate the preliminary treatment plan as outlined by the treating clinician. The principal or designee will communicate with any treatment facility and our faculty to collaborate on the therapeutic and academic needs for the student. The principal or designee will coordinate the provision of necessary information for the student's return to learn in a sensitive and confidential manner. The principal or designee should utilize the assessment information to begin drafting the Student Support Plan that will be finalized at the re-entry meeting.
  6. Re-entry back to IJP School academics and co-curricular activities requires the following written statements from the evaluating clinician, which can be shared via fax or email to the principal and/or designee:
    - Evaluation date and outcome/diagnosis
    - Safety statement: the student is not at risk of self-harm or of harming others and it is appropriate for the student to return to IJP School
    - Therapeutic recommendations, treatment plan, discharge summary and a plan for the transition back to the school environment
  7. Upon receipt of documentation, the principal or designee will schedule a re-entry meeting.
    - This meeting will occur in the morning on the school day the student will return to classes and will include the student, parent or guardian, principal/designee and teacher. Please know other stakeholders may attend this meeting if needed.
    - The purpose of this meeting is to review the recommendations from the assessment and treatment plan to determine the most effective support system for the student's continued care both inside and outside of IJP School. Based on concern the school has about the student's continued personal well-being, an understanding of commitment to continued services and the school support process should be achieved. Collaborate with the student and parent in creating and implementing a safety plan.
    - Once all aspects of the re-entry meeting are accomplished and meet expectations, the student is authorized to return to classes and co-curricular activities.
  8. Following the re-entry meeting, the principal or designee will schedule a meeting to review the Student Support Plan which identifies the schoolwork that needs to be made up, accommodations and supports.
    - This meeting would occur in the morning or afterschool on a school day shortly following the re-entry meeting (3-7 days) and should include the student, parent or guardian, school counselor (if applicable), teachers and all other appropriate faculty or staff members as needed.
    - The purpose of this meeting is to allow the student and their parents/guardians an opportunity to share details and provide an update about the cognitive, physical, social, emotional and academic challenges associated with the extended absence. In addition, all stakeholders should review the school support plan. This meeting should be one that reassures the student and family that staff will be available to help the student with any academic issues, and that it will be important for the student to reach out if he or she is feeling worried about their schoolwork.

## 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.

## 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.

## 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. Once your child turns eighteen, he or she obtains all of the rights. These rights are listed below:

- **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.)
- **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.
- **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.

#### 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.

### **Kingsmen Academy Parent Notification Form**

The *Kingsmen Academy 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 20 and Tuesday, November 21, 2023, 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**

<b>S - Satisfactory</b>	A+ = 99-100	B+ = 91-92	C+ = 83-84	D+ = 75-76	F = 68 and below
<b>I - Improving</b>	A = 95-98	B = 87-90	C = 79-82	D = 71-74	
<b>N - Needs Improvement</b>	A- = 93-94	B- = 85-86	C- = 77-78	D- = 69-70	
<b>U - Unsatisfactory</b>					

### **Letter Grade Point Value**

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

## **Grade Promotion & Graduation Information**

Students in elementary schools are promoted to the next grade in accordance with the stated policies and curriculum of IJP. Promotion relates to students moving into their second or third year of preschool, or advancing to kindergarten through grade 8.

**Graduation** relates to students who are advancing beyond grade 8 upon successful completion of all graduation requirements. Students may not be promoted or cleared to graduate unless they have successfully completed the curricular and behavioral expectations of IJP.

### **Minimum Requirements for Promotion / Conditions for Promotions and/or Graduation**

1. Must earn at least 3 grade points in all academic courses for the year
2. Tuition payment IN FULL in addition to ALL school fees
3. No incompletes on Report Card
4. All books (text and library) returned in good condition

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 or other designated date.

### **Student Retention**

IJP makes every effort to provide excellent, individualized academic instruction to support diverse learning needs of all our students. However, students may need to be retained in their current grade for an additional year if every effort to support student's unique learning needs have been made with recommendation for students to continue in their current grade for additional support. Such a practice, however, takes into consideration the unique academic, behavioral and social needs of the student, as well as the presence of and Catholic Educational Support Plan. If such a decision is made, parent(s)/guardian(s) will be informed of the possibility of retention by the end of the second trimester to allow opportunity to develop a *Commitment to Success Plan*.

### **Conditional Promotion**

Promotion of a student who does not earn at least 3 grade points in any academic subject area is contingent upon the development of a *Commitment to Success Plan*, verification that the student has attended summer school or Archdiocesan approved online course. Acceptable verification of satisfactory completion of the material to be learned must be presented to the principal by August 1st. Enrollment at IJP School is contingent upon satisfactory completion of the summer school course and/or additional learning commitments as stipulated in the *Commitment to Success Plan*.

### **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. Students in grades 2-8 will use their school assigned assignment notebooks to record

assignments, tests, projects, announcements, etc. Parents are advised to check students' assignment books and 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 20-50 minutes, Primary 10-20 minutes.

### **Remediating Academic Issues - Tiers of Support 2 and 3**

Occasionally it is necessary for the teachers to do a screening for purposes of remediating academic challenges for students. A screening is a means of identifying the possibility that an academic challenge may exist. Screenings can be done in a short period of time and yield basic information and/or results. If academic or behavioral concerns are evident, parent(s)/guardians will be encouraged to seek professional in-depth evaluation and assessment testing. Appropriate consultation and recommendations for treatment can then be made. Such results are shared with the parents and meant to be a diagnostic tool collected in a student's academic files.

### **Inclusion Services**

IJP strives to provide an education that is inclusive and attends to the diverse learning styles and needs of each student, with consideration of the available resources at our school. For students with defined learning/behavioral needs, students that are advanced or who are English Language Learners (ELL), the Office of Catholic Schools (OCS) are able to provide services and support for inclusive learning. In addition, students attending IJP School are entitled to participate in special programs offered through the Flossmoor Public School District 161. High school math at Homewood-Flossmoor High School or Marion Catholic High School. District 161 programs also include speech and language development, learning disability accommodation, guidance programs, as well as psychological testing.

**Curriculum:** IJP School provides instruction in the following areas:

- Religion
- Inquiry-Based Learning via our House System
- Language Arts  
(Reading/Phonics/Grammar/Spelling/Vocabulary/Writing)
- Mathematics
- Science-Health
- Social Studies
- Physical Education
- Art
- Music

### **Archdiocesan Standards of Learning**

Archdiocesan standards of learning can be found on our school [website](#) under the Parents tab for grades kindergarten through eighth in math, language arts, and religion.

### **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 3pm.
- **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 9am with teachers available to answer questions via email or virtual calls throughout the day up until 3pm. 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!

# CODE OF CONDUCT

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** guide 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 lists the IJP Behavior Expectations as well as the appropriate Voice Levels that are expected throughout school.

## Voice Levels

0	1	2	3	4
Silent	Soft Whisper	Conversation	Presentation Voice	Recess/Outdoor Voice

## IJP Behavior Expectations | Hallway, Arrival, Dismissal, Classroom, Mass

Location/Activity	Hallway	Arrival/Dismissal	Classroom/Mass
<b>Voice Levels</b>	<b>Voice Level: 1</b>	<b>Voice level: 1</b>	<b>Voice levels: 0-Listening; 3-Participating</b>
<b>Be Respectful</b>	Keep hands, feet, belongings to yourself; Listen and follow all adult directions; Use line basics; Open and close lockers gently and quietly.	Listen and follow all adult directions; Keep hands, feet, and belongings to yourself; Use line basics.	Keep hands, feet, and belongings to yourself, Take care of classroom furniture, equipment and materials.
<b>Be Responsible</b>	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.
<b>Be Kind</b>	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.
<b>Be Safe</b>	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 | Lunchroom, Bathrooms, Playground

Location/Activity	Lunchroom	Bathrooms	Playground
<b>Voice Levels</b>	<b>Voice Level: 1</b>	<b>Voice level: 1</b>	<b>Voice levels: 0-Listening; 3-Participating</b>
<b>Be Respectful</b>	Touch and eat only your own food, Speak politely, Listen and follow directions, Use line basics, Keep hands, feet and belongings to yourself.	Respect privacy; respect property; Listen and follow directions.	Listen and follow directions, Take proper care of recess equipment, Use line basics.

<b>Be Responsible</b>	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.
<b>Be Kind</b>	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.
<b>Be Safe</b>	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.

### School Year Theme

Our theme this year is “All We Need is Love” 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 & 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: 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 and during 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 (Note: Primary Division is PreK through 1st grade, the Intermediate Division is 2nd through 5th grade, and the Junior High Division is 6th through 8th 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.

## **Hazing**

Hazing is defined as an instance in which a person knowingly requires the performance of any act by a student of other person in school for the purpose of induction or admission to any group, organization, or society associates with the school where the act is not sanctioned or authorized by the school, and the act can result in bodily harm. Hazing is not tolerated in Catholic schools.

## **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 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 academic and/or 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 has demonstrated a pattern of grades below passing (70%), 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.

## **Suspensions of Students**

A student may be suspended for serious or chronic behavior infractions and/or violations of policies and procedures as stated in the Handbook and determined by the administration.

The decision to enforce a suspension will be fair and consistent. Such procedures will include, but not limited to the following:

1. An investigation of the alleged misconduct



2. An in-person conference between the parent(s)/guardian(s) and the principal as well as other designated and appropriate personnel, to discuss the proposed or actual suspension.
3. Written notice to parent(s)/guardian(s) citing the misconduct and the length of the proposed or actual suspension.
4. Written notification to the Regional Director and Pastor (when applicable)

Suspensions may occur away from the school or within the school. Students who serve in-school suspensions must be monitored by a staff member at all times.

Students are not permitted to participate in school sponsored extracurricular activities for the duration of their suspension.

## **Expulsions of Students**

A student may be expelled from school for disciplinary reasons, academic reasons, serious or chronic violations of the Student Code of Conduct that include, but are not limited to: physical, verbal or sexual threats, substance abuse; possession of weapons or illegal drugs; chronic or serious bullying; serious and chronic lack of respect for school authority; serious damages to school or student property; theft; or physical harm to student/staff.

The decision to enforce an expulsion will be fair and consistent. Such procedures will include, but not limited to the following:

1. An investigation of the alleged misconduct by a school employee. The student will be suspended while the situation is being investigated.
2. An in-person conference between the parent(s)/guardian(s) and the principal as well as other designated and appropriate personnel, to discuss the proposed or actual suspension.
3. Written notice to parent(s)/guardian(s) citing the misconduct and the length of the proposed or actual expulsion.
4. Written notification to the Regional Director and Pastor

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. The school administration reserves the right to make the final decision as to whether the child will be expelled and shall communicate the decision to the parents in writing.

## **Playground Behavior**

**No student should be on the playground before 7:45 am. The playground will not be supervised before that time. All guidelines of the playground must be followed for the safety of all students.**

### **Additional Notes:**

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

## **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.**

## **Computer & Internet Usage**

Access to school computers and the network, as well as the usage of Internet accessibility is a privilege and not a right to all students, faculty, and staff of IJP. It is with this understanding that students are granted this privilege to take advantage of the technological tools to help them learn, retrieve information and produce work more efficiently and not be misused or abused in any way. To this awareness, we stress the following guidelines:

- 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 found, 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.

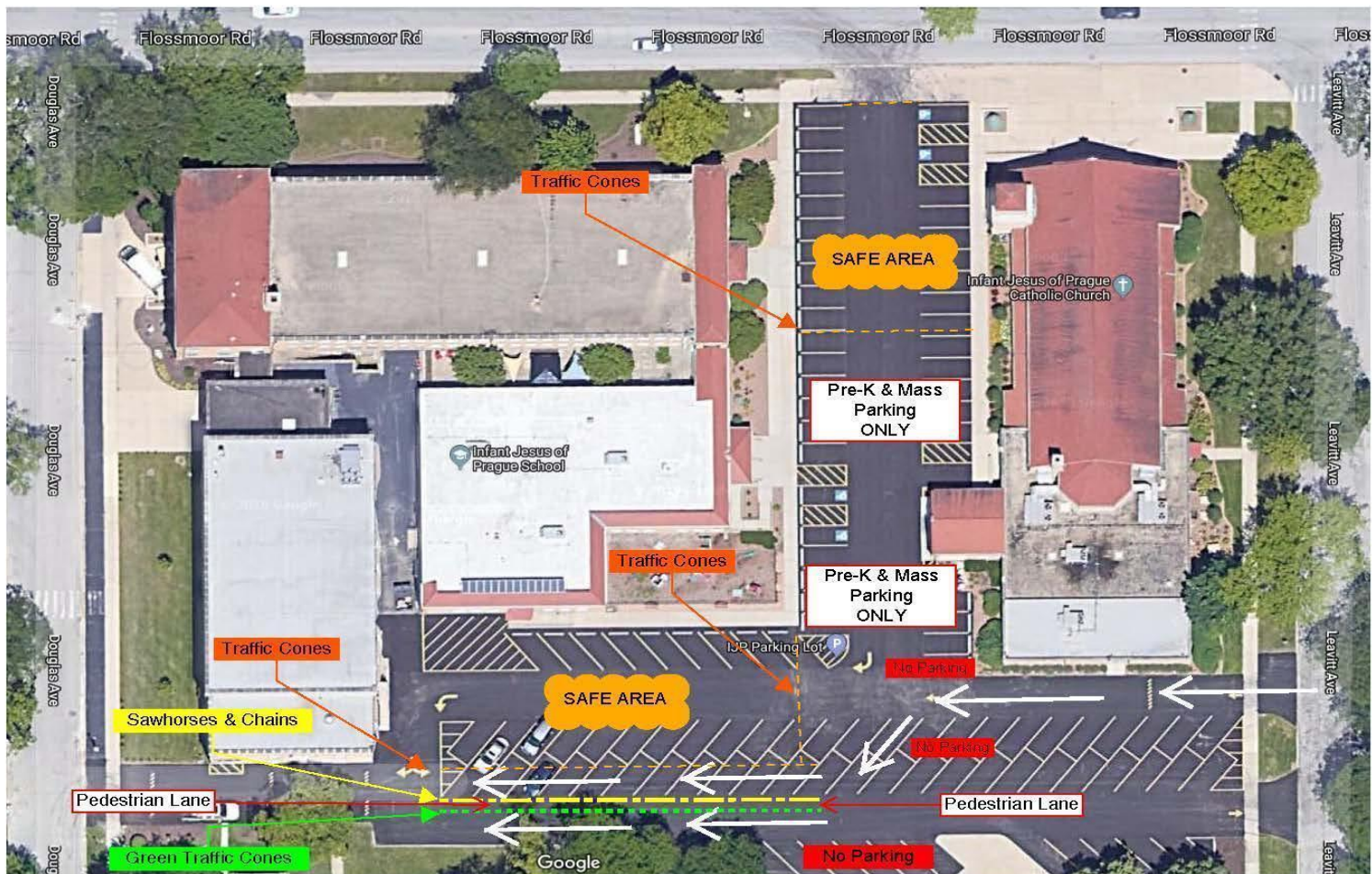
## **Search of Property**

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 at any time. Including, but not limited to, lockers, book bags, clothing and outerwear (with or without the student present) in order to fulfill their responsibility of maintaining proper safety, control, and management of the school.

# Student Drop-Off & Pick-Up 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).

**NO CELL PHONE USAGE WHEN DRIVING IN THE PARKING LOT!**



## General Information (K-8):

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 run around 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.

**NOTE: THE AREA BETWEEN CHURCH AND SCHOOL IS NOT A DROP-OFF AREA FOR STUDENTS IN KINDERGARTEN THROUGH 8<sup>TH</sup> GRADE.**

### **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. **You must park your car before allowing your child to get in. Students are not allowed to enter cars that are not parked.**
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 in fourth grade and younger 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 run 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.

### **Inclement Weather**

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.

## **EXTRACURRICULAR PROGRAMS & 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 & Liturgical Celebrations**

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.

### **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.

### **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 completed the Virtus Training through the Archdiocese of Chicago, as well as completed the required DCFS Criminal Background Check, State Police Criminal Background Check, Mandated Reporter Training and signed the Archdiocesan Standards of Behavior.

### **Attendance**

Students who are not in attendance at school MUST NOT participate in any extracurricular activities that day or over the weekend (i.e. dances, clubs, and/or band, choir, and sporting practices or events, etc.).

### **Athletics**

IJP offers a variety of athletic activities for boys and girls beginning in 4<sup>th</sup> 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 AND behavioral standing. Probations and suspensions will be enforced according to school guidelines. The Athletic Director can be reached at [athletics@ijpschool.org](mailto:athletics@ijpschool.org).



## **Sports Offered:**

- **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 15<sup>th</sup> and lasts until about April 15<sup>th</sup>.

**The IJP Athletic Board meets regularly. Please contact the Athletic Director for more information. We welcome parental participation in our sports program.**

## **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](mailto: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](mailto: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.

# **HOME - SCHOOL COMMUNICATION & CELL PHONE USE**

## **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](http://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.

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. 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.**

## **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.

## UNIFORM POLICY

We believe that wearing our IJP School uniform creates an atmosphere of respect, self-discipline, school spirit, and fosters a sense of community. Therefore, all students are required to adhere to our uniform policy. All uniforms must be neat and clean. Skirts, jumpers and shorts should be no shorter than three inches above the top of the knee. Non-IJP jackets, sweatshirts or other apparel **MAY NOT** be worn over the school uniform during school hours. Wearing the school uniform is not required for students in PK-3 or PK-4. Please label the **inside** of 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. Students dressed inappropriately will be sent home and are subject to disciplinary action.

### DAILY UNIFORM K-8

Girls	Boys
Black uniform shorts or slacks (no leggings) Red polo shirt with IJP monogram (long or short sleeved) Red plaid jumper (1 <sup>st</sup> -3 <sup>rd</sup> grade only) Red plaid skirt White oxford blouse Red cardigan sweater Red V-neck sweater Red IJP monogrammed hoodie IJP fleece or 1/4 zip pullover	Black uniform shorts or slacks White oxford shirt Red polo shirt with IJP monogram (long or short sleeved)  Red sweater vest Red V-neck sweater Red IJP monogrammed hoodie IJP fleece or 1/4 zip pullover

### PE UNIFORMS

PE UNIFORMS K-5	PE UNIFORMS 6-8
Red IJP T-shirt Red mesh shorts Red IJP monogrammed sweatpants Red IJP monogrammed crewneck sweatshirt Red IJP monogrammed fleece or IJP hoodie	Red IJP T-shirt Red mesh shorts Black IJP monogrammed sweatpants Red IJP monogrammed crewneck sweatshirt Red IJP monogrammed fleece or IJP hoodie

### FOOTWEAR

- All students must wear **athletic shoes** every day. Students are to **ONLY** wear all white, all black, all red or a combination of black, red, and white shoe colors. **No other colors are present, even in the laces or accents.**
- Socks must be worn by both boys and girls.

### HAIR

Our school does not prohibit hairstyles that are historically and culturally associated with race, ethnicity or hair texture, including, but not limited to, protective hairstyles such as braids, locks, and twists.

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

### **CAPS & HATS**

- Caps, hats, hoods, bonnets, scarves or any other are **NOT** part of the uniform and are not to be worn while school is in session.
- Non-religious head coverings of any kind may **NOT** be worn by either boys or girls unless approved by the principal.

### **MAKEUP, JEWELRY & OTHER ORNAMENTAL STYLES OR ACCESSORIES**

- **Makeup:** Makeup of any kind is not permissible. No perfume is allowed to be cognizant of others' allergies. Only chapstick (not lip gloss) is permissible.
- **Jewelry:** Religious medals, small stud earrings, ONE bracelet/wristband and watches (NOT smartwatches) may be worn by students. For safety of students, hoops, loops, or dangling earrings may not be worn. Earrings worn by boys are not permitted in school.
- **Tattoos & Body Piercings:** No tattoos (temporary or permanent) or body piercings are acceptable in the elementary school environment. Non-excessive pierced ears is the only exception.
- **Purses & Handbags:** IJP School is not responsible for lost or stolen purses, or the contents. Purses must remain in the locker during the school day.
- **Facial Masks:** Approved facial masks may be worn with medical permission only. **Note:** Administration decides what is permissible for all uniform decisions/policies, not just masks.
- **Sunglasses:** Students are not allowed to wear sunglasses in the building. Transitions© corrective eyeglasses are permitted.

### **IJP Spirit 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 & 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. Violations of the uniform policy will be subject to disciplinary actions. Repeated, excessive violations of the uniform policy by students will result in receiving a Parent Notification Form to be signed by the parent, detention/suspension or additional disciplinary actions.

## **CAFETERIA GUIDELINES**

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](http://myschoolaccount.com).

### **My School Account Lunch Ordering System**

#### **Step 1:**

In order to take advantage of this convenient service, you will need to create a parent account by following the steps listed below:

1. Go to [www.myschoolaccount.com](http://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."

#### **Step 2:**

After you receive the "verification code" you may begin to add your children's information. To do this, you will need to do the following:

1. Go to [www.myschoolaccount.com](http://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. Families with a balance of greater than \$50 will not be able to purchase lunches for their child(ren), and students will be offered a bagel and cream cheese. In which case we ask you to please make arrangements to bring lunch from home. Report cards may be held for outstanding lunch balances.

**NOTE: Lunches and other items may ONLY be dropped off at the school office at door A until 8:15am to minimize distractions in the classrooms (please review School Office hours). This lunch policy includes students with dietary limitations unless specified by a doctor.**

## **Food & Beverage**

Outside food and beverages, including gum and candy, are not allowed in classrooms. In addition, no food or beverage is to be brought into the Library during the school day. Water consumption by students during the school day, outside of the lunch period, must have a doctor's notification on file requiring dietary accommodations.

## **SCHOOL SUPPLIES**

To support your child(dren)'s academic success in school, you are asked to purchase school and art supplies for the school year. Click on this [link](#) for a complete school and art supply list by grade listed on our [IJP School website](#). A few reminders:

- Do not label any of the school classroom supplies**
- Label the inside of student clothing, Pre-K3 and Pre-K4 clothes, storage bags and blankets**
- Label grades 1-8 folders and earbuds where applicable**
- For supplies on the ART SUPPLY LIST, you are asked to please label "ART" on all items. Note: Art supplies are in addition to the classroom supply list.**

## **ADDITIONAL INFORMATION**

### **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 items or 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 lost or damaged items in unlocked lockers.

## Library

Use of the school library is available to IJP students, to encourage the joy of reading and practice the experience of borrowing and sharing books within our community. For the enjoyment of our library we provide the following guidelines:

- All materials are to be checked out electronically by the Library Assistants
- Use of reference materials are encouraged in the library
- A student may renew a book once
- Before students may check out new materials they must return all overdue materials

## Student Borrowing By Grade

- **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

We practice the courtesy of not charging overdue late fines. However, we ask students and parents to be sure that library materials are returned. The school has the privilege to hold back any report cards, final records and graduation diplomas if there are outstanding library items. A charge will be assessed for any lost or damaged items.

## 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.

## Birthdays & Celebrations

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. Balloons and 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.

### **Infant Jesus of Prague School 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 Members:**

- Fr. Kris Paluch, Pastor
- Mrs. Felicia Clotworthy, Principal
- Board Members: Khyati Bailey, Gail Burks, Jeff Janaszak, Mike Lamb, April Mack, Derrick Walters

### **Parent Teacher Organization**

The Parent Teacher Organization (PTO) is an organization of parents, teachers, and school staff members who work together for the benefit of the children and encourages cooperation and communication between parents and teachers. We believe the education process is always enhanced when parents and teachers work together. Therefore, all parents with students enrolled in IJP are members of the PTO and are invited to support our school community through the many volunteer opportunities available. The PTO also offers programs and funds to supplement existing education programs, and sponsors educational and special interest programs for parents and the community. Dues are collected annually during July registration. The annual dues are \$20.00/family

### **Amendments to the Parent/Student Handbook**

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.

## Asbestos Hazard Emergency Response Act (AHERA)

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.