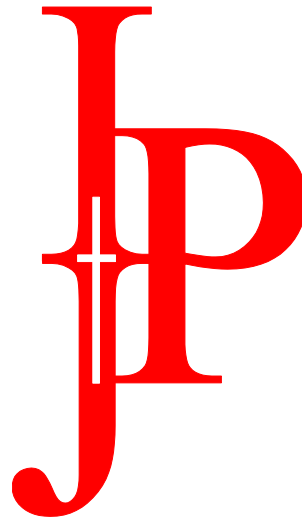


Infant Jesus of Prague School

2017-2018

# Student/Parent Handbook



1101 Douglas Avenue  
Flossmoor, Illinois 60422

School: (708) 799-5200

Fax: (708) 799-5293

[www.ijpschool.org](http://www.ijpschool.org)

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### **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.

## **Code of Conduct**

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

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

1. What we believe of ourselves affects our relationships with others. Therefore, it is important that our self-respect be established and fostered.
2. 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.
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. Problems with relationships will inevitably occur; we trust that all members of our school community will work to resolve their conflicts in a just and peaceful manner. In the event that these encounters are unsuccessful, intervention and assistance will be readily accessible.
5. We are all people of God. Hurtful behaviors such as name-calling, ridicule, bullying, mean spirited teasing and making others feel excluded have no part in our dealings with others and are never acceptable.
6. 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.
7. Competition is a valued part of society. We will encourage a healthy balance between competition and cooperation in academics, sports and other activities. We will always seek to be supportive of "win-win" situations.

**FACULTY 2017-2018 SCHOOL YEAR**

Ms. Natalie Formica, Principal

Ms. Peggy Dull, Admin. Assistant/Registrar

Mrs. Barb Kahn, Office Staff

Preschool.....Mrs. Joanna Slawson, Ms. Brittany Blamble  
Kindergarten.....Mrs. Stacey Swanson  
First Grade.....Mrs. Madeline Murphy  
First Grade.....Ms. Jessica Maes  
Second Grade.....Ms. Bridget Dingens  
Third Grade.....Mrs. Latanza Waters-Miller  
Fourth Grade/STEAM.....Mrs. Carol Johnson  
Fourth Grade.....Ms. Nicole Johnson  
Fifth Grade/STEAM.....Mrs. Charlotte Kelly  
Fifth Grade.....Ms. Colleen Dunne  
Junior High Science.....Ms. Emily Yovich  
Junior High Religion.....Mrs. Cathy Hughes  
Junior High Language Arts.....Mrs. Colleen Treacy-Odom  
Junior High Language Arts.....Mrs. Claudia Hawrylewicz  
Junior High Social Studies (7<sup>th</sup>/8<sup>th</sup>).....Mrs. Donna Rosenberger  
Junior High Math/Computers.....Mr. Kevin Gallagher  
Junior High Math..... Mrs. Brittney Collins  
Art/Computers.....Mr. Christopher Seidel  
Music.....Mrs. Claudia Barnick  
Physical Education.....Mr. Greg Brush  
Junior High Social Studies (6<sup>th</sup>) Health/  
Enrichment.....Mrs. Trish Ladner  
Teacher Aides..... Mrs. Fran Grund, Mrs. Sherry Norris, Ms. Barb Rook,  
Mrs. Mary Wernicke, Mrs. Kathy Breszkiewicz, Mrs. Diane Klupchak, Mrs. Michele Cellini  
  
Band.....Mr. William Gula  
Special Services Coordinator.....Mrs. Jane Kinkaid

Technology Coordinator.....Mrs. Debbie Bohne  
 Extended Day.....Mrs. Candace McLaughlin, Mrs. Lynne Calderwood,  
 Mrs. Sherry Norris, Ms. Marlene Abano, Mrs. Nancy Shockley  
 School Nurse/Reception.....Mrs. Sharon Crocilla, R.N.  
 Development/Marketing.....Mrs. Leslie Newhuis

**VOICE MAIL BOX NUMBERS**

312 – Barnick, Claudia  
 254 – Chapman, Mike  
 317 – Blamble, Brittany  
 329 – Gallagher, Kevin  
 325 – Hawrylewicz, Claudia  
 339 – Hughes, Cathy  
 308 – Johnson, Carol  
 345 – Johnson, Nicole  
 319 – Kelly, Charlotte  
 309 – Kinkaid, Jane  
 333 – Ladner, Trish  
 307 – Maes, Jessica  
 316 – Dingens, Bridget  
 328 – Yovich, Emily  
 330 – Murphy, Madeline  
 311 – Seidel, Christopher  
 323 – Rosenberger, Donna  
 310 – Brush, Greg

347 – Collins, Brittney  
 314 – Slawson, Joanna  
 334 – Swanson, Stacey  
 326 – Treacy-Odom, Colleen  
 315 – Dunne, Colleen  
 318 – Waters-Miller, Latanza

OFFICE EXTENSIONS/ Voice Mail

240 – Nurse (Crocilla, Sharon)  
 249 – Bohne, Debbie  
 244 – Dull, Peggy  
 252 – Extended Day  
 243 – Kahn, Barbara  
 250 – Newhuis, Leslie

## **ROLE OF THE 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 Meeting dates are posted on the school website calendar.

### **INFANT JESUS OF PRAGUE PARISH SCHOOL ADVISORY BOARD**

Fr. Jack Jura, Pastor

Ms. Natalie Formica, Principal

Mr. Chris Cogswell, Chair

Mrs. Mary Buschmann

Mr. Jim O'Keefe

Mrs. Karen Olson

Mrs. Jenifer Russell

### **PTO**

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

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

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

### **OFFICE HOURS**

The regular School Office hours are 8:00 A.M. until 3:30 P.M. Phones will be answered during regular hours, 708-799-5200.

### **AMENDING HANDBOOKS**

Statements in this handbook are subject to amendment with or without notice. The school principal will make every effort to advise school families within a reasonable amount of time in regards to changes. Some changes might be made immediately due to unforeseen circumstances.



## **ADMISSIONS**

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

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

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

### **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 by use of Sunday envelopes at Mass. 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.

### **NON-DISCRIMINATION POLICY**

Infant Jesus of Prague School is operated under the auspices of the Catholic Bishop of Chicago, a corporation sole, in the Archdiocese of Chicago. It is the policy of Infant Jesus of Prague School to provide equal opportunity in employment to all employees and all applications for employment. No person shall be discriminated against in employment by reason of such individual's race, color, sex, national origin, age, military discharge, marital status, mental or physical handicap unrelated to the ability to perform the duties of the position. It is the policy of Infant Jesus of Prague School to provide equal opportunity to all students seeking admission. Admission will not be denied or determined by a student's race, color, sex or national origin.

## **ANNUAL NOTIFICATION OF GUIDELINES FOR SCHOOL RECORDS**

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

These rules include:

### **1. Right to inspect**

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

### **2. Right to prevent disclosure**

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

### **3. Right to request correction**

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

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

## **PLEASE NOTE:**

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

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

## **SCHOOL SECURITY**

Electronic doors at the Douglas Avenue entrance are installed for the security of the school. All school doors are locked at all times. Parents/visitors must activate the door buzzer to be admitted and then report to the school office. Please do not knock on the door or summon a student to open the door. Students who leave the building without authorization become a police matter.

## **SCHOOL VISITORS AND TELEPHONE MESSAGES**

No parent may go directly to the classroom during school hours. Forgotten books, lunches (labeled with student name) etc. are to be brought to the school office. Visitors may not eat or visit with students at lunch in the cafeteria.

## **VOLUNTEERS**

Volunteers are greatly appreciated. We ask that the following steps be observed:

1. Complete the Archdiocese Criminal Background Check.
2. Complete DCFS CANTS form and return to school office.
3. Attend a Virtus Training session.
4. Complete Archdiocesan Code of Conduct and return to school office.

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

1. Report to school office upon arrival, sign in and pick up volunteer ID badge.
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.

## **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 in your behalf.

## **TELEPHONE MESSAGES**

**Students may not use the office telephone for forgotten school materials.** Mrs. Crocilla will contact a parent for a student should the need arise. Messages will be taken in the school office in case of emergency. After-school arrangements must be made before the child leaves for school in the morning.

## **PAYMENT PLANS / FACTS MANAGEMENT COMPANY**

All fees are due at registration on July 11, 2017. Students will not be allowed to begin attending classes in August if fees are not paid.

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

- Annual – One full tuition payment paid in July, at no administrative cost.
- Semi-Annual – Two tuition payments, paid in July and January, plus a \$15 enrollment fee.
- Quarterly – Four tuition payments, paid in July, October, January and March, plus a \$20 enrollment fee.
- 10 Month – Ten tuition payments made between July and April, plus a \$30 enrollment fee.

Please note that all enrollment fees are paid directly to FACTS.

**IJP reserves the right to withhold 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 sent home weekly. Payment is expected weekly. 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.
- The preferred form of payment for fieldtrips, lunch tickets, class parties, special lunches, etc. should be by check 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 also reserve the right to withhold issuance of transcripts and other records until the account is paid in full.

### K-8 TUITION SCHEDULE 2017-20178

PARISHIONER	TUITION	BOOK FEE
1 child	\$5,133.00	\$265.00 (K-8)
2 children	\$9,240.00	
3 children	\$11,866.00	
4 children	\$14,540.00	

**Registration/Activity fee per child:** \$250.00\*\*\*  
**Fundraising fee per child:** \$175.00

NON-PARISHIONER	TUITION	BOOK FEE
1 child	\$7,500.00	\$265.00 (K-8)
2 children	\$13,500.00	
3 children	\$18,900.00	

**Registration/Activity fee per child:** \$250.00\*\*\*  
**Fundraising fee per child:** \$200.00

### PRESCHOOL TUITION SCHEDULE 2017-2018

	TUITION	ACTIVITY FEE	SUPPLY FEE
<u>2 DAYS</u>			
Tues/Thurs 8:30-11:30	\$1,026.00	\$90.00	\$90.00
Tues/Thurs Full Day	\$2,053.00	\$100.00	\$100.00
<u>3 DAYS</u>			
Mon/Wed/Fri 8:30-11:30	\$1,540.00	\$110.00	\$110.00
Mon/Wed/Fri Full Day	\$3,080.00	\$130.00	\$130.00
<u>5 DAYS</u>			
Mon-Fri 8:30-11:30	\$2,567.00	\$130.00	\$130.00
Mon-Fri Full Day	\$5,133.00	\$150.00	\$150.00

**Fundraising fee per child:** \$200.00

#### REGISTRATION

Pre-registration for the next school year is held the last week of January. Any family whose account is PAST DUE on the January review will not be allowed to register for the following year. Those not paid-to-date by the April review will forfeit their pre-registration fees for the coming year and they will not receive their year-end report card and/or diploma. Should there be any questions, please call Ms. Dull, 708-799-5200.

**DAILY SCHEDULE**

Students enter the building.....	8:25 am
Tardy Bell/Classes begin.....	8:30 am
Lunch/recess (PreK-K).....	11:10 am
Lunch/recess (grades 1-5).....	11:50 am – 12:25 pm
Lunch/recess (grades 6-8).....	12:40 pm – 1:15 pm
Dismissal.....	3:00 pm

During severe/winter weather, the cafeteria door will open at 8:15 A.M. and the students will wait in the cafeteria for the 8:25 A.M. bell. The school is not responsible for students dropped off before 8:15 A.M. unless they are enrolled in the Extended Day Program. This also applies for students who are on the premises after 3:10 P.M. students who are not picked up within 10 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. Once a student leaves the building, he/she may not re-enter to retrieve forgotten school work.

**DAILY ATTENDANCE**

A child is expected to be in attendance on a daily basis. This expectation is important for academic performance. A daily attendance record will be maintained by teachers and office staff.

**TARDINESS**

A child is considered tardy if he/she enters the classroom after the second bell (8:30 A.M.). If a child is tardy, he/she is to report to the school office. Since tardiness interferes with a student’s progress and is a disturbance to the teacher and other students, it should be carefully checked by parents. Students who arrive tardy to school must report to the east entrance (Leavitt side) of the school. These doors will be attended by a staff member until 8:40 A.M. If your child is to arrive after 8:40 A.M., then you must bring them to door “A” (Douglas Av.) entrance and sign them in at the office.

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 “G” at the south end of the school.

On the event of the third tardy to school, the child will serve an after-school detention. It is the students’ responsibility to complete any work missed by being tardy.

**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.

**EXTENDED DAY PROGRAM**

Child care is available before and after school on an hourly fee basis of \$6.00/hour, which is separate from tuition. All fees must be paid for report cards, graduation and school record release. Before Care starts at 7:00 am and After Care ends at 6:00 pm

## **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 BROADCAST 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 Ms. Formica or Mrs. Bohne. The service will deliver the message to both live answer and answering machines. No answers and busies will be automatically retried twice in 15 minute intervals after the initial call.

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

Here is some specific information you should know:

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

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

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

Message Repeat: At the end of the message you will be prompted to ‘press one’ to hear the

message again. This is very effective when a child answers the phone and hands it to a parent, who can then repeat the message in its entirety.

### **REPORT CARDS AND PROGRESS REPORTS**

Parents are encouraged to monitor their student's progress by visiting the *PowerSchool* website regularly. Updated grades will be available for review on a weekly basis.

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.

### **EXTRA-CURRICULAR ACTIVITIES AND ACADEMICS**

Students who participate in extra-curricular activities (sports, cheerleading, band, choir, etc.) are expected to be in good academic standing.

A student who receives an 'F' on a report card will be placed on probation until the next evaluation. If grades are brought up sufficiently, there is no interruption in the student's extra-curricular activity schedule. If grades are NOT sufficiently raised, the student will be ineligible to participate in extra-curricular activities until the next marking period. Third trimester report card determines eligibility for the following year's August/September extra-curricular activity. Grades and academic standing will be reviewed by school administration.

### **PARENT NOTIFICATION FORM**

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

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

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

All Parent Notification Forms must be returned signed by a parent on the designated date and be accompanied by any missing work. Failure to return a signed Parent Notification Form on 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, 2017 following the first report card. Conference request forms will be sent home in October to help schedule convenient times. Requests will not be accommodated after the due date.

Apart from these opportunities to meet with a teacher, parents should feel free to contact the teacher at any time should a special concern arise regarding the child's progress. To contact a teacher, please call the school and leave a message in the teacher's voice mail box or send the teacher an email. Please do not contact a teacher at home. The teacher will return your call/email as soon as possible.

## **GRADING SCALES**

S – Satisfactory

I – Improving

N – Needs Improvement

U – Unsatisfactory

M – Mastered (consistently demonstrates)

S – Successful (frequently demonstrates)

E – Emerging (occasionally demonstrates)

N – Not Yet (rarely/never demonstrates)

A+ = 99-100      B+ = 91-92      C+ = 83-84      D+ = 75-76

A = 95-98      B = 87-90      C = 79-82      D = 71-74

A- = 93-94      B- = 85-86      C- = 77-78      D- = 69-70

F = 68 and below

## **INTERMEDIATE/JR HIGH INFORMATION**

### **Minimum requirements for promotion – grades 4-8**

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

LETTER grade point value:

A = 4      B = 3      C = 2      D = 1      F = 0      I = Incomplete work

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

**HIGH HONORS** – grade point average of 3.7 and up (based on trimester grades)

**HONORS** – grade point average of 3.3 to 3.69 inclusive (based on trimester grades)

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

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

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

**Perfect attendance is based on no absences, no tardies and no excused tardies.**

### **STUDENT GRADE LEVEL AND HOMEROOM 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 from the mandatory new student in this or any other school, assessment results from the mandatory 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.

### **HOMEWORK**

Homework gives an opportunity to help fulfill in 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 help drill 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. All students in grades 1 – 5 are provided a school assignment book. Grades 6-8 assignments are posted on Google Classroom. Parents are advised to check the assignment book and class website daily.

If a test, assignment, or long-term project was scheduled for the day a student is absent, and it had been previously announced, visually and/or in writing, the student should be prepared to take the test or turn in the assignment on the day they return.

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

### **SCREENING**

Occasionally, it is necessary for the teachers to do a screening for purposes of remediating an academic problem for students. A screening is a means of identifying the possibility that an academic problem exists. Screenings can be done in a short period of time and yield basic information and/or results. If the

possibility of a problem exists, you will be encouraged to seek professional in-depth testing which will identify the problem. Appropriate consultation and recommendations for treatment can then be made. Such results are shared with the parents and meant to be a diagnostic tool and are not placed in permanent record.

### **ABSENCE, SICKNESS OR INJURY**

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

Please do not send your child to school if he/she has a temperature or appears ill. **The child must be 24 hours vomiting/fever free 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 the child becomes ill in school, a parent, or person authorized by the parent, will be notified. The family emergency card 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.

**Unless certified tutoring is provided, a student who misses 10 or more days in a given school year may be retained as per Archdiocesan policy.**

### **DOCTOR RELEASE**

If your child had broken bones, sprains or is 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 to the School Office prior to appointment. No child is excused before the regular time unless a written note is presented to the school office. At the appointment time, the parent should personally call for the child at the school office.

### **FAMILY VACATIONS**

IJP strongly discourages absence by students for vacationing. We urge parents to give serious consideration the consequences of such absences. Parents and students should understand that excessive absences, whether excused or unexcused, will affect class grade.

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. Please do not schedule family vacations/doctor appointments during Spring Testing.

### **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. Call the school office.
2. Give the child's name and room 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 of 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 the 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.

### **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 3:10 P.M. will be sent to our Extended Day Program.**

These students will be billed the usual Extended Day Fee of \$6.00/hour. The third time children are sent to Extended Day, the registration fee and form must be completed and children will be enrolled in Extended Day Program which will assure that these children are always under adult care. As with all other fees, report cards will be held if these Extended Day Fees are not paid.

### **HEALTH/EMERGENCY INFORMATION**

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

## **PHYSICAL/DENTAL/EYE EXAMINATIONS AND IMMUNIZATION REQUIREMENTS**

### **Physical Examination**

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

### **Dental Examination**

State law requires a dental examination to be conducted before May 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 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**

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 school year.

## **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.

## **DISPENSING MEDICATIONS**

Parents/guardians have the primary responsibility for the administration of medication to the children. The administration of medication to students during regular school hours and during the school related activities is discouraged unless necessary for the critical health and well-being of the

student. Teachers, administrators, and administrative staff shall not administer medication to students except as provided in the Archdiocesan School Medication Procedures.

1. No medication may be administered in school unless both the student's physician and parent/guardian have completed, signed, and returned the Medication Authorization Form in its entirety. This form is available from the school office. It must be approved and signed by the School Principal. It must be updated annually.
2. The medication Authorization Form shall be placed in the student's health file. Changes in medication shall be made only upon the written order of a physician.
3. Medication must be brought to the school in a closed container appropriately labeled by the pharmacy or physician. The name of the student and the names and phone numbers of the physician and pharmacy shall be indicated on the container. The dosage and discontinuation date shall also be indicated on the container. No student may carry any medication. Medicines must be taken to the school office/nurse's office.
4. The school shall provide a locked space for safe storage of the medication which is accessible to authorized personnel only.
5. The school nurse 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.

### **COMMUNICABLE AND INFECTIOUS DISEASES**

Children with a fever of 100<sup>0</sup>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.

## **KINGSMEN CODE/DISCIPLINE POLICY 2017-2018**

Each student, parent/guardian, and each faculty and staff member share the responsibility of living and abiding by these directives in a supportive relationship. The school reserves the right to amend rules as needed.

### **Behavioral Expectations**

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 Kingsmen Code of “Be Responsible, Be Respectful, Be Kind, Be Safe” will be a positive behavior intervention system used in conjunction with our Disciplinary Directives.

### **PBIS Overview**

The IJP staff is excited to implement the Positive Behavior Intervention and Support (PBIS) program. In order for our students to succeed academically and personally, we need to create a safe, orderly environment. The students will continuously and consistently be taught the Kingsmen Code of Be Respectful, Be Responsible, Be Safe, and Be Kind throughout their day. In turn for Positive Behavior, the students will be rewarded/acknowledged. It is our hope that you and child have a clear understanding of these expectations so that they can be successful at IJP.

This Handbook describes the different components of the PBIS program. We hope that after reading this information you will have a better understanding of the program and will also be able to guide your student through the Kingsmen Code.

### **IJP Behavior Matrix**

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

During the first weeks of school, students are introduced to PBIS and The Kingsmen Code. There will be an assembly and classroom discussion of the codes and students will be taught the expected behaviors for each category of the Behavior Matrix. If students are having trouble in certain areas based on feedback by staff, these codes will be retaught as needed throughout the year.

IJP Behavior  
Matrix Page  
Page 1

	<b>Hallway</b>	<b>Arrival/Dismissal</b>	<b>Classroom/Mass</b>
<b>Be Respectful</b>	Voice Level: 1 Keep hands, feet and belongings to yourself Listen and follow all adult directions Use line basics Open and close lockers gently and quietly	Voice Level: 1 Listen and follow all adult directions Keep hands, feet and belongings to yourself Use line basics	Voice Level: 0 when listening is expected 3 when participation expected Listen and follow all adult directions 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 Have your ID and lanyard on.(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 Matrix





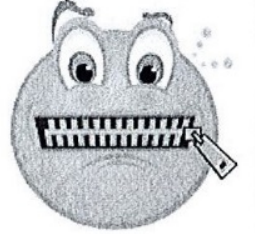
Page 2

	<b>Lunchroom</b>	<b>Bathrooms</b>	<b>Playground</b>
<b>Be Respectful</b>	Voice Level: 2 Touch and eat only your own food Speak politely Listen and follow all adult directions Use line basics Keep hands, feet and belongings to yourself	Voice Level: 1 Respect privacy Listen and follow all adult directions	Voice Level: 4 Listen and follow all adult directions Take proper care of recess equipment Use line basics
<b>Be Responsible</b>	Keep your area clean Keep track of and bring your lunch ID # Remember lunch and recess items	Flush toilets. Keep bathroom clean Be quick. Use proper amount of toilet paper and paper towels. 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 Walking Keep hands, feet and belongings to yourself Eat at your seat	Wash hands with soap for at least 15 seconds Keep hands, feet and belongings to yourself	Use playground equipment properly Stay in designated areas Be aware of your surroundings



# Voice levels



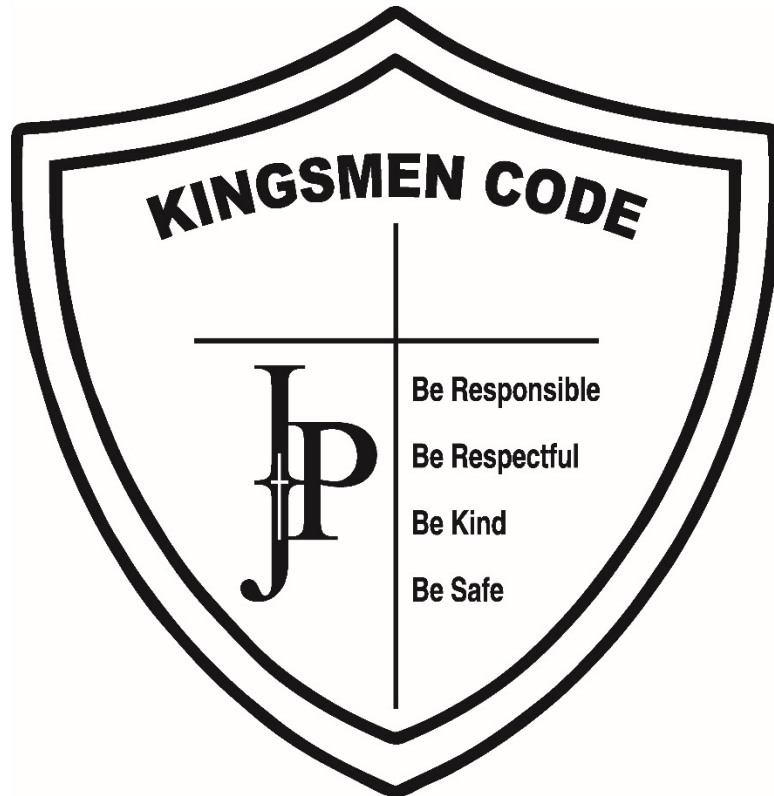
<b>4</b>	Recess/outdoor voices	
<b>3</b>	Presentation Voices	
<b>2</b>	Conversation Voices	
<b>1</b>	Soft voice/whisper	
<b>0</b>	Voices off	

## **Kingsmen Code Cards**

Kingsmen Code Cards are used to reinforce positive behavior. They are small slips of paper with the Kingsmen Shield, 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 Code Card by a staff member. Once a student earns a Card, they put their name on the card and it is posted on the office wall. At the end of the week/month, cards will be entered in a drawing and will be able to choose from a variety of prizes. Prizes may include being first in line for lunch, a homework pass, a prize of the month (gift card, fun markers, etc.)

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

The IJP Leadership Team will be continually evaluating the program to make sure it is working for all of our students and making adjustments as necessary.



## **School Incentive**

Students will earn a school wide incentive when they have met a predetermined school goal. Goals could include improving a focus behavior, filling a large cylinder with Code Cards, or not having to attend Kingsmen Academy. Incentives will take place once the goal has been achieved. School wide incentives could include an out of uniform day, a movie afternoon, or an assembly. We are looking forward to earning many incentives this school year!

## **Communication Form/Action Form**

Although our staff at IJP continually strive to reinforce the correct behaviors that we want our students to display, there may be times that students choose not to follow the Kingsmen Code. When students choose not to follow the Code, a staff member may fill out a Notification/Kingsmen Academy Form to document the incorrect behavior that occurred. This data is helpful to IJP Staff because it informs us of what behaviors need to be retaught and which students may need extra levels of positive behavioral support. It will also aid in keeping lines of communication between school and home open, because all Notification/Kingsmen Academy Forms will require a parent/guardian signature.

## **Parent Involvement**

Parents play a big role in making PBIS a big success at IJP. Below is a list of suggestions of how you can help support PBIS:

- Remind your child of the Kingsmen Code on a daily basis (before leaving for school is a great time to review these):  
\*Be Responsible \*Be Respectful \*Be Kind \*Be Safe
- Use the same language that is being used at school with your child. Review the Behavior Matrix and consider using a similar method at home. Also, implementing a similar reward system may be a great way to reward children for helping around the house, completing homework, or displaying positive behavior.
- Ask your student if they received a Kingsmen Code Card and how they earned it. 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.

## **KINGSMEN ACADEMY**

Inappropriate behavior or language, and any other infraction, may result in attending Kingsmen Academy. Any staff member may assign Kingsmen Academy.

Kingsmen Academy is a time period that is served after school on Thursday. If this conflicts with the school calendar, an alternate day will be announced.

A **45-minute** Kingsmen Academy may be assigned for the following behaviors or other behaviors as determined by the faculty or administration. Kingsmen Academy is held on Thursdays from 3:00 pm to 3:45 pm.

- Disrupting class, Mass, or assembly
- Failure to return Parent Notification Form
- Defacing school ID
- Out of school uniform (3 times)
- Gum chewing
- Inappropriate displays of affection
- Cellphone / electronic device use (1<sup>st</sup> offense)

A **60-minute** Kingsmen Academy is served after school on Thursdays from 3 pm to 4:00 pm. It is assigned for behaviors which seriously violate policies and procedures.

60-minute Kingsmen Academy may be assigned in conjunction with other behavioral consequences such as suspensions. Behaviors that may warrant a 60-minute Kingsmen Academy include those listed below or any other behavior as determined by administration:

- Cellphone / electronic device use (2<sup>nd</sup> offense)
- Cheating/plagiarism/forgery
- Defacing school property
- Disrespect
- Verbal or physical altercation
- Harassment/Bullying
- Tattoos/piercings
- Missing detention
- Profanity
- Threats
- Tardy to school (3 times)
- Truancy from school
- Inappropriate use or misuse of internet/computer
- Theft
- Using inappropriate language

## **PROBATION POLICY/CONTRACT**

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

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

## **SUSPENSION/EXPULSION**

The following actions are considered very serious violations and will be treated accordingly:

- Defiance to school personnel
- Smoking/possession of cigarettes, matches or lighters
- Drug/alcohol possession/use/selling/passing
- Fighting
- Gang affiliation/activity
- Bullying
- Theft
- Threats
- Truancy
- Destruction of school property
- Violation of probation
- Weapon possession, including chemical sprays

The student may not receive credit for any school work during a suspension. Should expulsion be considered, these four steps will be followed:

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

## **PLAYGROUND BEHAVIOR**

**No student should be on the playground before 8:15 A.M. The playground will not be supervised before that time.**

1. Playground Supervisors have full authority to enforce IJP discipline code.
2. Food, gum and beverages are not permitted on playground.

3. Skateboards are not permitted on school grounds.
4. Snowball throwing is not permitted.

### **ACADEMIC 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 incidences of academic dishonesty will be dealt with accordingly to the discipline policy.

### **LIBRARY RULES**

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

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

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

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

Reference Materials: their use is encouraged in the library.

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

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

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

### **COMPUTER AND INTERNET USAGE**

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

The computer network and Internet access policies are outlined in the IJP Acceptable Use Policy & Computer Network/Internet Contract (included in the registration packet). The Computer Network/Internet Contract must be signed and returned at registration. Students will not be permitted to use the computers, the Network or the Internet without a signed and dated Computer Network/Internet Contract on file in the school office. The Acceptable Use Policy for IJP’s computers, network and Internet access should be kept with the IJP parent handbook for reference. Any infraction of the stated rules will result in disciplinary action, and loss of stated privileges. Parents must give permission for their student to have access to the Internet. If the Internet permission is not granted, your student will still have the opportunity to work with educational software and observe teacher led Internet instruction. Student websites referencing the name of Infant Jesus of Prague School or any members of the Infant Jesus of Prague

community are subject to the demands of good journalism and Christian values. Any derogatory comments, personal attacks, rude or inflammatory language or postings on the Internet will result in disciplinary consequences (i.e., including, but not limited to, Facebook, Twitter, Snapchat, etc.).

## **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, INTIMIDATION, AND HARASSMENT**

Bullying, intimidation, and harassment diminish a student's ability to learn and a school's ability to educate. In order for Infant Jesus of Prague School to continue to emphasize the Christian attitudes contained within the mission statement and to foster students devoted toward seeking peace and justice in the world, bullying, intimidation and harassment of others will not be tolerated. 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."

## **PROCEDURES**

Children are unable to eliminate acts of bullying, intimidation, or harassment without adult support, guidance and intervention. Therefore, Infant Jesus of Prague School personnel have a responsibility to see that all allegations and incidents of bullying, intimidation, and/or harassment are taken seriously and that reports of bullying, intimidation, or harassment are addressed promptly. All members of the Infant Jesus of Prague school community, including students, parents, volunteers, and visitors are strongly encouraged to report alleged acts of bullying, intimidation, harassment, and other acts of actual or threatened violence.

Upon completion of an administrative investigation, students who have been determined as engaging in bullying, intimidation, or harassment of another student or students will be assigned an age-appropriate consequence, which could include exclusion from recess for multiple days, 1 to 3 hours of detention or suspension from school. Students who have been determined through



several investigations to have repeatedly bullied, intimidated, or harassed other students will be placed on probation with the possible recommendation of expulsion from the school. False charges of bullying, intimidation, and harassment made against someone will also subject the accuser to the same age-appropriate consequences as listed above.

Within this process, parents/guardians of students accused of bullying, intimidation, and/or harassment are expected to be involved in the remediation of the behavior(s) exhibited by their child. The administration will contact the parents/guardians of an accused child to initially alert them to the report made and the necessity to conduct an investigation into the claims found in the report. The administration will maintain the confidentiality of the source of any complaint. Parents/guardians of a student accused of bullying will be notified in writing after the completion of an administrative investigation if specific disciplinary action will be taken as a result of the findings in the investigation. Please see the Discipline Policy for further information.

## **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.

**Bullying** can take many forms, including violence, harassment, threats, intimidation, stalking, cyber stalking, theft, public humiliation and retaliation for asserting or alleging an act of bullying.

**Cyber bullying** can include all of the above as well as the use of electronic tools, devices, social media sites, blogs and websites to harm a student or students with electronic text, photos, or videos.

### **Bullying acts or conduct described above can include the following:**

- **Physical** which includes, but is not limited to, punching, poking, stalking, destruction of property, strangling, hair pulling, beating, biting, spitting, stealing, pinching, and excessive tickling.
- **Verbal** which includes, but is not limited to, name-calling, teasing, taunting, gossip, and threats whether in person or through any form of electronic communication and the Internet.
- **Emotional** which includes, but if not limited to, intimidation, rejecting, terrorizing, extorting, defaming, humiliating, blackmailing, rating/ranking of personal characteristics such as race, disability, ethnicity, perceived sexual orientation, manipulation of friendships, isolating, ostracizing and peer pressure.
- **Sexual** which includes, but is not limited to many of the emotional acts of conduct described above as well as exhibitionism, voyeurism, sexual propositioning, sexual harassment and abuse involving actual physical contact or sexual assault.

No student shall be subjected to bullying:

- during any school sponsored education program or activity, while in school, on school property, on school buses or school vehicles, at school bus stops waiting for the school bus, or at a school sponsored or school-sanctioned event or activity.

- through the transmission of information from a school or home computer network, or other similar electronic school or home equipment.

### **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.

**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).

### **GANG ACTIVITY**

Gang related activities have no place in the Catholic School which is fostering a gospel-based spirit. The following activities/behaviors shall constitute violations and are subject to disciplinary action:

- Any conduct on or off school premises that may be gang related; including gang symbols.
- Any conduct that may be gang-related during school sponsored events or activities.
- Any conduct that threatens gang relation.
- Students wearing clothing/symbols that may be, in the manner displayed, gang-related. This includes, but is not limited to jewelry, jackets, sweatshirts, caps or other forms of clothing.
- The display of signs/symbols on paper, notebooks, textbooks or other possessions, and/or concealing of a weapon.
- The use, possession, and/or concealing of a weapon.

The principal has the responsibility and authority to gather data on such violations and the totality of circumstances and may confiscate any such materials. Such violations may result in probation, suspension, and/or expulsion.

### **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, any illegal drugs or drug paraphernalia in his/her possession or property is subject to the following:

- a) Immediate suspension followed by an investigation.

- b) Conference with principal, parent/guardian, child, pastor, counselor or other appropriate persons as determined by the principal. Appropriate confidentiality shall be maintained.
- c) If the violation is founded, professional evaluation and if necessary, treatment shall be provided by parent/guardian. When pastoral and rehabilitative measures have been exhausted with no success, the principal may chose 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 difference 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, parking lots 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, shotguns, 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.

## **CELL PHONES**

Cell phones brought to school are at the parent's risk. IJP School will not assume any responsibility for lost, stolen or damaged cell phones. Phones must be turned off at all times during the school day and placed in the student's locker. 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. Texting and taking photos during school hours is strictly prohibited.

## **ELECTRONIC DEVICES**

Students are not allowed to use electronic devices such as: radio controlled toys, radios, iPods, MP3 players, electronic handheld games, or laser pointers. These items shall articles become property of the school.

## **JUNIOR HIGH LOCKERS**

Each student in grades 6-8 will be assigned a locker in the hallway of the Junior High. The student's belongings must be placed in his/her locker and secured with a lock. Combination locks will be provided by the school. Only the school issued combination lock will be allowed on the locker: any lock other than the school issued lock will be removed from the locker. The school will have a copy of the combination as well as the pass key which will allow access to the

lockers. The school maintains the right to inspect the locker and its contents. IJP School will not assume responsibility for any lost or damaged locks. The fee for a broken or damaged lock is \$10.00. All junior high students must adhere to the junior high locker use policy. IJP will not assume responsibility for unlocked lockers.

### **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. The interest of individual students in securing personal privacy must be balanced against the interest of society in protecting students against disruptive or illegal conduct. While lockers, desks, and other storage areas are provided to students by the school, the school retains control to access to all lockers, desks, and other storage areas. These areas are assigned to students for their use on the condition that they will be used in a manner consistent with the law and school rules. School personnel may conduct inspections of these areas at any time, with or without the student present, in order to fulfill their responsibility of maintaining proper safety, control, and management of the school.

All property of the school, including students' desks and lockers, as well as their contents may be searched or inspected at any time without notice. Authorized school personnel have an unrestricted right to search these structures as well as any containers, book bags, purses or articles of clothing that are left unattended on school property.

### **SEARCHES OF STUDENT'S PERSON AND PERSONAL PROPERTY**

The search of a student's person or personal property currently being carried is permissible when there is any suspicion that the student may be carrying contraband. Contraband, for purposes here, shall be defined as any weapon, illegal drug paraphernalia, or other item, the possession of which is prohibited by law or by school policy.

### **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.

Types of child abuse include physical abuse (such as corporal punishment), sexual abuse (such as inappropriate touching) or psychological abuse (such as name calling or intimidation) or other emotional inappropriateness. 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.

## **CAFETERIA**

The IJP School Cafeteria serves lunch Monday through Friday. **Country House Restaurant and Kitchen Company** will provide lunch menus focused on whole, fresh ingredients at reasonable prices.

A monthly menu will be issued and families will be able to select which meals they want to purchase. The menu will be posted to IJP's school website. Parents can simply print out a menu, circle which lunches their child wants for the month, and e-mail the form back to [hotlunch@ijpschool.org](mailto:hotlunch@ijpschool.org). Or forms can be dropped off at the School Office.

Payments must be submitted to **Country House Restaurant and Kitchen Company** by credit card or check.

Students will need to bring a lunch from home if a lunch choice has not been purchased.

All students will eat their lunch in the cafeteria. Good manners and respect for others are expected. Please review the following cafeteria rules with your child:

1. Seat no more than 22 people at one table.
2. Take trays to area provided.
3. All food is to be consumed in the cafeteria. No food is allowed in the classroom or on the playground.
4. Walk. Don't run.
5. Be polite and friendly to ALL (cooks, volunteers, custodians, peers, etc.).
6. Stay seated – except when disposing of your garbage.
7. All trash belongs in garbage bins – NOT on the tables, chairs, or floor.
8. When bell rings, push your chair in and stand quietly.
9. To exit the cafeteria, use the center aisle, proceeding to the east door.
10. Food is one of God's blessings. Encourage your child not to waste it.
11. Speak quietly. Do not shout. Report emergencies quickly.

## **MILK**

Infant Jesus of Prague participates in the Federal Milk Program. Milk money is due on a yearly basis. Milk fee for the year is \$40.00 for white milk or chocolate milk. No refunds. Milk must be ordered at registration. Milk is dispensed through the computerized lunch system.

## **SODA**

Soda may be purchased by students in grades 6-8. Primary/Intermediate students are not allowed to purchase soda. They may, however, purchase juice. The machine accepts \$1.00 bills and coins. The school office will not make change.

## **PARTY / BIRTHDAYS**

Party invitations may not be passed out at school or on the playground, before or after school. Invitations must be mailed. Lunch room parties for a “select few” are not permitted. Balloon/flower bouquets are not allowed. No edible birthday treats are permitted either in class or in the cafeteria.

## **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. A blank permission slip will be found on the school website.

All field trip chaperones must have attended the IJP Volunteer Training Session and the Virtus Training, and have completed the required DCFS, Criminal Background Check and Adult Code of Conduct.

## **ID LANYARD**

All students in grades 1-8 are required to wear an ID lanyard. Lanyards should be left in the student’s locker or in a teacher-designated area of the classroom. ID’s will be used for cafeteria purchases, Library book check-out and for overall student identification. ID’s and lanyards may not be decorated, embellished or defaced. A \$5.00 fee will be charged to replace lost ID’s.

## **SCHOOL UNIFORM**

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

The Infant Jesus of Prague School and PE uniform must be purchased from:

Schoolbelles (School Code: S0661) online or in store  
7763 S. Harlem Ave.  
Bridgeview, IL 60455  
(708) 598-8008

**Dress Uniform:** Students should be in full uniform on the first day of school.

### **Dress Uniform Grades K-3**

#### **Girls uniform includes:**

Dark blue uniform shorts or slacks with a dark belt  
Red plaid jumper (grades 1-3 only)  
White peter pan blouse  
White polo shirt with IJP logo  
Red cardigan sweater or red fleece  
Plain white, red or navy blue socks/tights/anklets

**Boys uniform includes:**

Dark blue uniform shorts or slacks with a dark belt  
White oxford cloth shirt tucked into pants  
White polo shirt with IJP logo  
Red uniform sweater vest or red fleece  
Black, navy, or plain white socks

**Dress Uniform Grades 4 & 5**

**Girls uniform includes:**

Dark blue uniform shorts or slacks with a dark belt  
White oxford blouse, tucked in  
White polo shirt with IJP logo  
Red uniform cardigan sweater or red fleece  
Plain white, navy or bed socks/tights/anklets

**Boys uniform includes:**

Dark blue uniform shorts or slacks with a dark belt  
White oxford shirt, tucked in  
White polo shirt with IJP logo (only plain white t-shirts allowed under polo.  
It may not be visible out the bottom of the polo)  
Red uniform sweater vest or red fleece  
Black, navy or plain white socks

**Junior High Dress Uniform Grades 6, 7, 8**

**Girls uniform includes:**

Dark blue uniform shorts or slacks secured at the waist with a belt  
Red polo shirt with IJP logo (only plain red or white t-shirts allowed under polo). T-shirt may not hang below the bottom of the polo  
Red fleece jacket with IJP logo  
Black, navy or plain white socks

**Boys uniform includes:**

Dark blue uniform shorts or slacks secured at the waist with a belt  
Red polo shirt with IJP logo (only plain red or plain white t-shirts allowed under)  
T-shirt may not hang below the bottom of the polo  
Red fleece jacket with IJP logo  
Black, navy or plain white socks

**Shoes for all grades:** All white or all black athletic shoes must be worn. This includes all logos, lines, swooshes, etc. Velcro shoes may be worn. Laced shoes must have matching black or white laces that are tied. No dress shoes, sandals, slippers, backless shoes, or athletic cleats are allowed. Boots may be worn to school on inclement weather days but they may not be worn to class.

**The IJP dress uniform includes only the items listed above**

All jumpers and shorts should be no shorter than three inches above the top of the knee. It is suggested that all items of clothing should be labeled with a permanent marker.

**PE Uniform (to be worn only on PE days)**

**The IJP gym uniform for grades K – 5 includes:**

Red IJP Gym T-shirt only  
Red Poly/Cotton Gym Shorts, or  
Red Nylon Gym Shorts, or  
Red sweatpants with IJP logo  
Red Sweatshirt with the IJP logo (optional, over PE t-shirt)  
Red fleece jacket with IJP logo (optional, over PE t-shirt)

**The IJP gym uniform for grades 6 – 8 includes;**

Red athletic mesh polo shirt with IJP logo  
Navy blue warm-up slacks or navy blue mesh PE shorts  
Red fleece jacket with IJP logo (optional, over gym polo shirt)

**SPECIAL NOTES FOR BOTH BOYS AND GIRLS**

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

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

**Hair:** Boys- Hair must be neat and clean; it must not hang below the top of the shirt collar in the back, the bottom of the ear, or over the eyes. Distracting hairstyles or colors, (Shaved sides, buzzes, mohawks, wedges, tails, etchings, or cut designs, etc.) are not permissible. Facial hair is not permitted. Girls- Hair must be neat and clean; it must not hang in the student's face. Distracting hairstyles, or colors, are not permissible. Administration decides what is permissible.

**Hair Ornaments/Headbands:** Plain hair clips/barrettes or solid color 1-2" wide headbands, free of embellishments are allowed.

**Makeup:** Makeup of any kinds is not permissible. No perfume is allowed.

**Jewelry:** For safety, hoops, loops, or dangling earrings may not be worn. Boys' earrings are not acceptable in a school setting. Religious medals, post earrings, and watches are the only jewelry that may be worn.

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

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

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



## JEANS DAY POLICY

Students will be allowed to wear jeans only (no skirts, jeggings or jumpers). The only shorts allowed are uniform shorts. Jeans must be navy blue, neat and clean. Pants that are ripped, tight, or oversized are not permitted. Jeans must be worn at the waist. Only IJP shirts (gym, sports, or team jerseys and sweat shirts) will be allowed on Jeans Day. Please discuss these guidelines with your children so that all may enjoy this day! The uniform shoe policy applies.

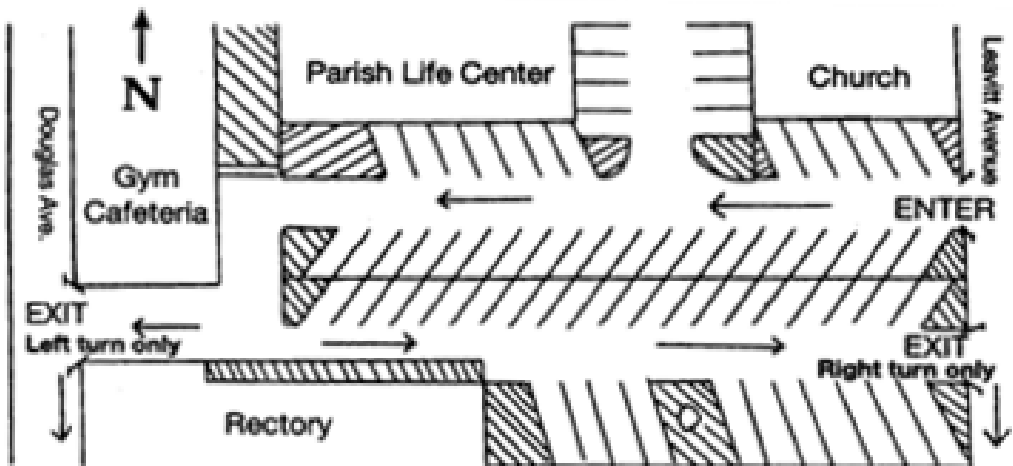
## SPECIAL OUT OF UNIFORM DAYS

During the school year there are special days when students are not required to wear their uniform (picture day, 8<sup>th</sup> grade graduation functions, etc.). Students may dress up for those days. Several items of clothing are never permissible: spaghetti straps or tank tops, strapless or halter dresses, low cut tops or dresses, spandex pants, athletic breakaway pants, tight clothing, oversized clothing, bare midriffs, offensive wording, patterns or pictures.

## PARKING LOT PROCEDURES – MAIN SCHOOL BUILDING

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). Please refrain from bringing pets in the parking lot or into the school. Village ordinance prohibits pets on school property.

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



### Both Mornings and Afternoons:

1. Both students and adults are never to walk across Flossmoor Road except at the corners with a crossing guard.
2. Never stop on Flossmoor Road to drop off or pick up a student.
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.

### **Mornings**

1. Students are not to arrive before 8:15 am. Extended day care is available for those families who need to drop off their child(ren) earlier.
2. Students are to be dropped-off in the main lot, entering only from Leavitt Ave. and exiting to Douglas Ave. turning south.
3. Pull all the way forward in your line. It is important for the efficiency of the parking lot and the flow of traffic in the village.
4. Students are to get out of their vehicles only in the coned lanes where there are parking lot volunteers helping them cross safely to the playground area.
5. Students should exit the car from the passenger side; if this is impossible, be sure your student knows to walk around the **FRONT** of your car to insure he/she is visible to you.
6. Watch for and follow the directions of those directing traffic and helping the children.
7. Primary students line up (by class) south of School Building. Fourth through eighth graders are to walk only along the sidewalk in front of the School and not cut across the parking lot itself.
8. Drivers, please do not get out of the car while in the drop off lane. If your child needs assistance, kindly ask a volunteer to help.
9. Do not drop off your student on Flossmoor Road, Leavitt Ave. or Douglas Ave., or either of those auxiliary lots. There is no supervision in these areas and it slows traffic for everyone.

### **Afternoons**

1. Drivers are to enter the main parking lot only on Leavitt Ave. The flow of traffic around the lanes is one way.
2. If the parking lot happens to be full, please circle and return to the lot rather than blocking the flow of traffic and causing traffic difficulties for the whole village.
3. Please do not park beyond the cones or move the cones.
4. Students are not allowed to enter cars that are not parked. **You must park your car before allowing your child to get in.**
5. Both parents and children are to cross through the parking lot at either the corner of the Parish Hall or Parish Life Center/grass. **Please do not cross through the lot between cars.** Adults and children are difficult to see and traffic cannot be directed appropriately. Please follow the direction of the parking lot volunteers at these corners.
6. Utilize the sidewalks along both the school and the church. Please do not walk across the lot. **Cross only behind the cones at the north end of the lot and/or at the designated corners at the south ends of the sidewalks.**

7. Every child fourth grade and under must be escorted through the parking lots.
8. The Leavitt Ave. lot is for pickup of Junior High students. Please enter on Flossmoor Rd. and exit turning south on to Leavitt Ave.
9. 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.
10. Children are not to play games, throw balls, or be running around in any outside area after school. Please be considerate and watch for others.
11. 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 with a crossing guard.
12. 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 and after school.
2. Please park in a designated parking space.
3. Please walk your child to the Door entrance. Children may not be left unattended.
4. The teacher will open the door at 8:35 am. School begins at 8:45 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.

## **IJP 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 standing. Probations and suspensions will be enforced according to school guidelines.

### **BOYS FOOTBALL**

Widget (grades 3-6) – weight limit 120 pounds at time of weigh-in (generally around the first or second week of September)

Varsity (grades 7-8; may include 4<sup>th</sup>, 5<sup>th</sup>, or 6<sup>th</sup> grade boys who are over the weight limit for widgets) – There is a maximum weight limit of 180 pounds.

The football season begins around the first week of August through October but could last as long as mid November if the team makes the play-offs.

### **FOOTBALL CHEERLEADING**

Grades 4-5-6-7-8 cheer for the football season. Practice is held once a week, with games on weekends.

### **GIRLS BASKETBALL**

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 1-2 times per week. The season begins about August 15 and lasts through October, with the possibility of play into mid November if the team makes the playoffs.

### **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.

### **BASKETBALL CHEERLEADING**

Grades 4-5-6-7-8. Each level may have its own squad to cheer on their basketball team. Practice is held once a week with games 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>.

### **BOYS/GIRLS SOCCER**

Grades 5-6-7-8. At this time, there is a JV and Varsity team each for boys and girls. Number of participants will determine if there is one or two teams. Practice begins in March.

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

## **GENERAL SUGGESTIONS TO PARENTS**

- Encourage your child to come home immediately after school is dismissed.
- Please do not phone your child during school hours. Call the school office in case of emergency.
- Place names on all articles, including clothing. The school has a lost and found table. Please feel free to investigate if your child has lost a belonging.
- Instruct your child to never converse with a stranger, never to accept a gift from a stranger, and never get into a car with a stranger.
- Your child needs plenty of sleep each night to do good school work.
- If there is something that you want to know about the school, if something has happened at school that worries you or your child, if there is a misunderstanding, or if you need more information for any reason, contact your child's teacher.
- Parents are welcomed at school. It is highly desirable that you attend the various school events/meetings to actively participate in your child's education.
- You will also want to know your child's teacher. If you wish to confer with a teacher, please contact the teacher (voicemail, email or written notes) to make an appointment before or after school.
- 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.

## IJP 2017-2018 Calendar Dates\*

Thursday	August 17	School Begins 8:25 am-3:00 pm
Tuesday	August 29	Parent "Back to School" Night- Grades K-5
Wednesday	August 30	Parent "Back to School Night- Grades 6-8
Monday	September 4	No School-Labor Day
Friday	October 6	Staff Development Day-No School
Monday	November 20	Noon Dismissal-Parent/Teacher Conference
Tuesday	November 21	No School-Parent/Teacher Conferences
Wed-Fri	November 22-24	Thanksgiving Break-No School
Friday	December 22	Noon Dismissal-NO EXTENDED DAY IN PM
Fri-Mon	Dec 23-Jan 8	Christmas Break-No School
Monday	January 8	Staff Development Day-No School
Tuesday	January 9	Classes Resume 8:25 am
Monday	January 15	Martin Luther King, Jr. Day-No School
Sun-Sat	January 28-February 3	Catholic Schools Week
Friday	February 16	Staff Development Day-No School
Monday	February 19	President's Day-No School
Friday	March 16	Staff Development Day-No School
Thursday	March 29	Holy Thursday-Noon Dismissal-NO EXTENDED DAY IN THE PM
Friday	March 30	Good Friday-No School
Mon-Fr	April 2-6	Easter Break
Monday	April 9	School Resumes 8:25 am
Wednesday	April 11	Sacrament of Confirmation 7:00 pm
Mon-Fri	April 16-20	All School Aspire Testing
Sunday	April 29	Sacrament of First Holy Communion
Monday	May 28	Memorial Day-No School
Tuesday	May 29	Graduation Mass
Tuesday	June 5	Last Day of Classes 8:25 am-3:00 pm
Wed-Tues	June 6-12	Emergency Days used for closing due to weather, if needed

\*dates are subject to change. Please see website calendar for most up to date information

Infant Jesus of Prague  
1101 Douglas Avenue  
Flossmoor, Illinois 60422  
(708) 799-5200  
Fax: (708) 799-5293

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.