

# Infant Jesus of Prague School

2011 - 2012



## Parent Handbook



1101 Douglas Avenue  
Flossmoor, Illinois 60422

Main School: 799-5200 x 0  
Fax (708) 799-5293  
Preschool: 798-5580  
[www.ijpparish.org](http://www.ijpparish.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.

We believe, with God's grace, we can.

## ***Adult Pledge of Conduct***

According to the Catechism of the Catholic Church (no.2223), “Parents have the *first responsibility for the education of their children*. They bear witness to this responsibility first by creating a home where tenderness, forgiveness, respect, fidelity and disinterested service are the rule. The home is well suited for education in the virtues. . . “The school will assist parents in this vocation. We strive for a partnership based on good communication and mutual support. Therefore, when a student’s behavior is out of line or misguided, we expect parents to support us in our attempt at correcting the behavior as the student progresses toward good character development. We expect the adult IJP community to have an attitude of responsibility. These guidelines have been established to remind us all that we serve as role models for our children.

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

1. IJP is a Catholic/Christian community. All adults are expected to treat each other with respect, civility, politeness, and good manners. We should be mindful of this in **all** our communication and relationships with staff, parents, and children.
2. We are all people of God. Hurtful behaviors such as name-calling, ridicule, bullying, or being mean-spirited have no part in our community and are never acceptable.
3. Parents, guardians, or other care-givers should recognize teachers, administrators, and staff as professionals and treat them with respect. School personnel also pledge to treat parents and visitors respectfully.
4. Communication, honesty, fairness, and integrity are necessary to resolve conflicts in a just and peaceful manner. In the event these encounters are unsuccessful, intervention and assistance will be provided.

To conclude, we stress that parents are the primary educators of their children. As a school staff, we pledge to work as a team with parents. This partnership, based on mutual trust and respect, will encourage academic excellence, faith formation, character development, evangelization, and Christian discipleship in our children.

*I agree to abide by the **Adult Pledge of Conduct** as stated above and understand what is expected.*

\_\_\_\_\_  
Signature of Parents/Guardians

\_\_\_\_\_  
Date

## ***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. We will accept the challenge to be the best that we can be.*
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.*

### **PRIMARY CODE OF CONDUCT**

1. **Respect yourself and others.**
2. **Be honest.**
3. **We are all God’s children**
4. **Find peaceful solutions.**
5. **Be polite and kind to others.**
6. **Always do your best.**
7. **Play fair and cooperate.**

**FACULTY 2011-2012 SCHOOL YEAR**

Mr. Daniel G. Smith, Principal                      Mrs. Peggy Dull, Administrative Asst.  
 Mr. Steven Chorak, Asst. Principal                Mrs. Pamela Barth, Secretary  
 Mrs. Barb Kahn, Office Clerk                        Mrs. Tammy Vosler, Nurse

Grade	Room	Teacher
P	Convent	Mrs. Suzanne Tardy
K	101	Mrs. Stacey Swanson
K	104	Mrs. Kathy Piattoni
1	102	Mrs. Patricia Heneghan
1	103	Mrs. Madeline Murphy
2	105	Mrs. Martha Deitche
2	107	Mrs. Kathleen Murphy
3	106	Mrs. Sharon Jelinek
3	108	Mrs. Charlotte Kelly
4	207	Mrs. Carol Johnson
4	209	Mrs. Beth Cotton-Peters
5	208	Ms. Dorothy Petrik
5	210	Mrs. Renee Rajkovich
6	201	Mrs. Nancy Mosher
6	202	Mrs. Cathy Hughes
7	205	Mrs. Nancy Szelag
7	206	Mrs. Claudia Hawrylewicz
8	204	Mrs. Donna Rosenberger
8	203	Mr. Kevin Gallagher

Art.....Mrs. Cheryl Van Kempema  
 Music..... Miss Terese Frederickson  
 Physical Education ..... Mr. Erik Henschel  
 Health .....  
 Teacher-Aides ..... Mrs. Janet Nicola, Mrs. Fran Grund, Mrs. Mary Wernicke  
    Mrs. Sherry Norris  
 Band..... Mr. William Gula  
 Wilson Program..... Mrs. Patricia Burnette  
 Language Arts Jr. High..... Mrs. Julie Bartelt  
 Math Jr. High .....  
 Counselor ..... Ms. Katy Modrowski  
 Computer Education..... Mr. Michael Hassett  
 Special Services Coordinator ..... Mrs. Julie Bartelt  
 Curriculum Director ..... Mrs. Nancy Mosher  
 Technology Coordinator ..... Mrs. Debbie Bohne  
 Extended Day..... Mrs. Candace McLaughlin, Mrs. Lynne Calderwood  
    Mrs. Meg Bednarcik  
 Cafeteria..... Mrs. Candace McLaughlin, Mrs. Meg Bednarcik  
 Library ..... Mrs. Christine Mancha  
 Enrichment .....

**VOICE MAIL BOX NUMBERS**

You may leave a message for a teacher by dialing the school number 799-5200 and then the extension. These extensions are voice-mail only. They are not direct lines to teachers classrooms and teachers do not receive an automatic notification that a message has been left.

250 - Bartelt, Julie	311 - Petrik, Dorothy
306 - Burnette, Patricia	336 - Piattoni, Kathy
254 - Chapman, Mike	345 - Rajkovich, Renee
318 - Cotton-Peters, Beth	323 - Rosenberger, Donna
309 - Deitche, Martha	334 - Swanson, Stacey
312 - Frederickson, Terese	340 - Szelag, Nancy
329 - Gallagher, Kevin	342 - Van Kempema, Cheryl
349 - Grund, Fran	322 - Wernicke, Mary
320 - Hassett, Michael	360 - Alumni Info Line
325 - Hawrylewicz, Claudia	
317 - Heneghan, Patricia	
310 - Henschel, Erik	
339 - Hughes, Cathy	
321 - Jelinek, Sharon	
308 - Johnson, Carol	
220 - Kelly, Charlotte	
328 - Mosher, Nancy	
331 - Murphy, Kathleen	
330 - Murphy, Madeline	
333 - Nicola, Janet	

OFFICE EXTENSIONS/Voice Mail

240 - Barth, Pamela  
 249 - Bohne, Debbie  
 245 - Chorak, Steve  
 244 - Dull, Peggy  
 243 - Kahn, Barb  
 241 - Modrowski, Katy  
 300 - Smith, Dan  
 251 - Vosler, Tammy  
 252 – Extended Day

## ROLE OF THE SCHOOL BOARD

The general mission of the IJP School 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 on the operation of the school, and as such it is accountable to them. 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.

### INFANT JESUS OF PRAGUE PARISH SCHOOL BOARD

Fr. Michael Nacius, Pastor

Mr. Daniel G. Smith, Principal

Mr. Steven Chorak, Asst. Principal

Mrs. Heidi Echols, President

Mr. Jon Elfner, Vice-President

Mr. Randall Blakey

Mrs. Krista Venegas

Mr. Patrick Keating

Mr. Dwight Williams

Mr. Michael Mandichak

Mrs. Jennifer Yast

Mr. Terence Smith

The School Board is a policy-making board comprised of nine members. Meetings are usually held on the third Monday of every month at 7:30 p.m. in the school library. These meetings are open to the public.

### PTO

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

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

To Join: The IJP PTO will collect dues during July registration. A membership form will be enclosed in the school registration packet. The annual dues are \$15.00/family.

### OFFICE HOURS

The regular School Office hours are 8:00 A.M. until 3:30 P.M. (2:30 P.M. on Tuesday). Phones will be answered during regular hours, 708-799-5200 x0.

### AMENDING HANDBOOKS

Statements in this handbook are subject to amendment with or without notice. The school principal will attempt to keep the school families informed of all changes as soon as practical. 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 to space constraints and/or other considerations, the Principal, Parish Administrator and/or Pastor may make admissions determinations based on the overall ability of the School to educate its students effectively.

**Definitions** Recognizing that the consistent practice of the faith is essential for a child's spiritual welfare, a "**Parishioner**," for the purpose of School admission and tuition fee, is a Catholic who is registered at the Parish, is actively involved in the life of the Parish, and contributes to the total financial needs of the Parish 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 applicants 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 decides 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. It is the responsibility of the custodial parent to provide that information to the non-custodial parent.

## SCHOOL SECURITY

Electronic doors at the Douglas Ave. entrance were 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 EXPECT TO GAIN ENTRANCE BY KNOCKING OR SUMMONING 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 and placed on the lobby table. Please do not disturb the classroom teachers. **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. Attend the IJP Volunteer Training In Service offered each year.
2. Complete the Archdiocese Criminal Background Check.
3. Complete DCFS form and return to school office.
4. Attend a Virtus Training session.
5. 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.** Messages will be taken in the school office in case of real necessity. After-school arrangements must be made before the child leaves for school in the morning. **Teachers should never be telephoned at home.**

**PAYMENT PLANS / TUITIONS MANAGEMENT SYSTEMS (TMS)**

The Book fee, fundraising fee and activity fee for the 2011–2012 school year are due **by June 24, 2011**. All other fees will be due at registration on July 13, 2011.

IJP School uses Tuition Management Systems (TMS) for tuition collection. Effective July 1, 2009, all tuition payments will be made through TMS 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 TMS on the 5<sup>th</sup> of the month (10 month plan only is payable on the 5<sup>th</sup> or 20<sup>th</sup> of the month). There will be four payment options for tuition in the new school year:

- Annual – One full tuition payment paid in July, at no administrative cost.
- Semi-Annual – Two tuition payments, paid in July and January, plus a \$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 TMS.

**Report cards will not be released to students who have outstanding tuition, extended day or lunch account balances.**

The preferred form of payment for field trips, 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.

**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.

TMS 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 TMS.

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 TMS. 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.

For any payment to the school for which a check is returned for non-sufficient funds, we are required to charge a \$25 fee, and all further payments must be by cash or certified funds. IJP reserves the right to withhold report cards for any student for whom tuition and/or fees are past due. 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.

**TUITION SCHEDULE 2011-2012**

<b>PARISHIONER</b>	<b>TUITION</b>	<b>BOOK FEE</b>
1 child	\$4,040.00	\$265.00 - Gr. 1-8
2 children	\$6,745.00	\$170.00 - KDG.
3 children	\$8,640.00	
4 or more children	\$9,510.00	
<b>Activity fee/Technology fee per child: \$95.00</b>		
<b>Fundraising fee per child: \$175.00</b>		

<b>NON-PARISHIONER</b>	<b>TUITION</b>	<b>BOOK FEE</b>
1 child	\$ 6,610.00	\$265.00 - Gr. 1-8
2 children	\$12,660.00	\$170.00 - Kdg.
3 children	\$18,715.00	
4 or more children	\$25,000.00	
<b>Activity fee/Technology fee per child: \$95.00</b>		
<b>Fundraising fee per child: \$175.00</b>		

**DISCOVERY DAYS PRESCHOOL 2011-2012**

	Tuition	Supply Fee	Activity Fee
<u>3 Year Old Program</u>			
2 Days			
Tues / Thurs	8:30-11:30 am	\$1,510.00	\$90.00
<u>4 Year Old Program</u>			
3 Days			
Mon / Wed / Fri	8:30-11:30 am	\$2,075.00	\$110.00
Mon / Wed / Fri	Full Day	\$2,575.00	\$130.00
5 Days			
Mon through Fri	8:30-11:30 am	\$3,300.00	\$130.00
Mon through Fri	Full Day	\$4,360.00	\$150.00
<b>Fundraising fee per child: \$175.00</b>			

**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 concerning this change please call Mr. Smith at school or Mrs. Peggy Dull, 799-5200 ext. 244.

## DAILY SCHEDULE

Students enter the building.....	8:25 a.m.
Tardy Bell .....	8:30 a.m.
Classes begin.....	8:35 a.m.
Noon Recess (kindergarten).....	11:15 a.m.
Noon recess (grades 1-2-3).....	11:40 a.m. -12:15 p.m.
Noon recess (grades 4-5).....	12:10 p.m. -12:45 p.m.
Noon recess (grades 6-7-8).....	12:35 p.m. -1:10 p.m.
Dismissal .....	3:00 p.m.
Dismissal on Tuesday .....	2:15 p.m.

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 School. ONCE A STUDENT LEAVES THE BUILDING HE/SHE MAY NOT RE-ENTER TO RETRIEVE FORGOTTEN SCHOOL WORK.**

## TARDINESS

A child is considered tardy if he/she enters the building 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. If your child will arrive after 8:40 a.m., then you must bring them to the Douglas entrance. The Douglas entrance in the morning is normally for bus riders and handicap drop off only.

If your child is scheduled to arrive early for an activity (Choir, Band, Foreign Language, etc.) they must be dropped off at the Extended Day doors at the south end of the school.

If a child is tardy to school, the child will make up the missed time during lunch/recess. The student will complete any work missed during this time.

## BUS SCHEDULE

Children living in Flossmoor School District 161 (1½ miles from school) ride the public school bus for free. Those children riding the free bus may ride only the bus designated 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 handled other than the bus as stipulated by insurance regulations.** Please watch the school calendar for dates with "NO FREE BUS" so that alternate transportation can be arranged.

## EXTENDED DAY PROGRAM

Child care is available before and after school on a 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. An Extended Day Handbook is available from the school office.

## EMERGENCY CLOSING

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

- Telephone Broadcast System (SchoolReach, see below)
- Our Parish/School Website: [www.ijpparish.org](http://www.ijpparish.org)
- Emergency Closing Center: Phone 847-238-1234 (IJP School Phone 708-799-5200)
- 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

Our school district will be identified as "Flossmoor District 161" to differentiate between our district and School District 161 of Will County. If no information is forthcoming, school will be in session as usual.

## TELEPHONE BROADCAST SYSTEM (SchoolReach)

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 SchoolReach. 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 Mr. Smith, Mr. Chorak, or Mrs. Dull. 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 SchoolReach 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 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 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 a student's progress by visiting the PowerSchool website regularly. Orientation for using this site will be provided at the beginning of the school year.

Four 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 a 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 marks.

These reports are meant to update parents' information regarding areas of concern. Upon receiving such a report, parents should keep the white copy and return the signed yellow copy the following school day.

## PARENT NOTIFICATION FORM

The Parent Notification Form is a communication tool to keep parents informed of student progress. It might be sent home to inform a parent of positive progress. It might 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 -
5. Not having a textbook and/or necessary supplies.

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 demerit.

Activities such as band or Student Council do not excuse a student from submitting an assignment on time. All class work must be completed.

## PARENT/TEACHER CONFERENCES

Parent/Teacher Conferences will be held on Monday, November 21 and Tuesday, November 22, 2011 following the first report card. Conference requests forms will be sent home in October to help schedule convenient times. Requests will not be accommodated after the due date.

An opportunity for conferences will also be available February 17, after the second report card.

Apart from these opportunities to meet with a teacher, parents are 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 voicemail box. Never contact the teacher at home. The teacher will return your call 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

Not evaluated

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. At least 4 points 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 (Grade changes to an F if work is not completed at the end of the quarter)

**B. GRADE POINTS**

A+ = 4.33

B+ = 3.33

C+ = 2.33

D+ = 1.33

A = 4.0

B = 3.0

C = 2.0

D = 1.0

A- = 3.67

B- = 2.67

C- = 1.67

D- = 0.67

**1<sup>st</sup> HONORS** -grade point average of 3.6 and up (based on quarter grades)

**2<sup>nd</sup> HONORS** -grade point average of 3.0 to 3.59 inclusive (based on quarter grades)

**Mathematics Placements** - Junior High Mathematics placements are based on Terra Nova Scores, previous year's mathematics grades, and teacher recommendations. All mathematics placements are on a conditional basis of achieving a 70% (C-) or higher at all marking periods.

**C. Conditional promotion:** Promotion of a student with one or two failures contingent upon proof that the student has attended summer school and/or has been tutored by a certified tutor.

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.

**D. Retention:** Failure in three (3) subjects may constitute a retention or reconsideration of placement at Infant Jesus of Prague.

**E. 8th Grade Perfect Attendance** is based on no absences, no tardies or 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 screening, test results as required by the principal, and previous teacher recommendations. 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.

## **ACADEMIC GROUP ASSIGNMENTS**

The following procedures are to be followed in requesting group changes:

1. All requests must be made in writing. Valid reasons are to be stated in the written request.
2. Written requests are to be directed to the teacher who is presently teaching the student.
3. The teacher will reply to the request within a week.
4. In the case of an unresolved request, an appeal can be made in writing to the appropriate academic committee.
5. This committee together with Administrators will make a final decision regarding the requested change.

## **HOMEWORK**

Homework gives an opportunity to help fulfill an individual student's needs by supplementing and reinforcing classroom teaching. Parents are expected to take an interest in their children's homework by giving encouragement and by providing conditions that are conducive to study. Students of all ages, but particularly younger ones, at times need someone to help drill math facts, times tables, spelling words and reading vocabulary. We rely on parents to help in these aspects of homework. Never should parents actually take on the responsibility for completing a child's assignments. All students in grades 2 – 8 are provided a school assignment book. Parents are advised to check the assignment book daily.

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 60-90 min., Intermediate 30-60 min., Primary 30-45 min.

## **SCREENING**

Occasionally it is necessary for teachers to do a screening for purposes of remediating an academic problem for students. For such remediation Mrs. Bartelt is called upon. 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 the permanent record.

## **ABSENCE, SICKNESS OR INJURY**

When your child is ill, call the school office 708-799-5200 x 4 between 8:00 and 9:00 a.m. **each day the child is ill.** This assures the school office that the student is safe. A written note must be given to the homeroom teacher upon student's return to class. Please do not send your child to school if he/she has a temperature or appears ill. 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 30 or more days in a given school year may be retained.**

## **DOCTOR RELEASE**

If your child has 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 child's teacher 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 then personally call for the child at the school office.

## **FAMILY VACATIONS**

In addition to written tasks, students learn through classroom experiences and discussions. Since these cannot be recreated, student absence should be kept to a minimum. Family vacation plans should be made in light of the school calendar.

The principal 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 if 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, if possible. Jr. High is not a good time for your child to miss classes for an extended amount of time. **Please do not schedule family vacations / doctor appointments during Spring Testing (first week of March).**

## **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:

- a. Call the school office.
- b. Give the child's name and room number.
- c. Give your phone number so you can be contacted.
- d. 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 has been out ill and is not ready to take the test 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.

**ALL ILLNESS MUST BE REPORTED TO THE SCHOOL OFFICE BY 9:00 A.M. DAILY BY CALLING 799-5200 AFTER GREETING PRESS 4. A WRITTEN EXCUSE MUST BE GIVEN TO THE HOMEROOM TEACHER UPON THE STUDENT'S RETURN TO CLASS.**

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 3:10 p.m. (2:25 p.m.**

**Tuesday) will be sent to our Extended Day Program.**

These students will be billed the usual Extended Day Fee of \$6.00 per hour (and any portion of an hour). The third time children are sent to Extended Day, the registration fee and form must be completed and children will be enrolled in the Extended Day Program which will assure that these children are always under adult care. 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 form must be completed and turned in to the health office for each child prior to the start of school. This is needed in order to share pertinent health information with school personnel on an as needed basis.

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

### **Physical Examination**

A physical examination including immunizations 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. If you object to a health examination due to religious beliefs, you may file a written statement to that effect with the school principal.

### **Dental Examination**

State law requires a dental examination be conducted before May 15th of the school year for students entering kindergarten, grade 2, grade 6, and for all out-of-state or out-of-country transfer students. The examination must be documented on the Dental Examination form and must have taken place within 18 months prior to May 15th of the school year. If a child in grade 2, or grade 6 fails to present proof of dental examination by May 15 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; or 3) the parents obtain a Dental Examination Waiver from the Department of Public Health or provide objection to the dental examination on religious grounds.

### **Eye Examination**

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

### **ASTHMA INHALER**

Under Illinois law, students who suffer from asthma, allergies or other conditions that require the immediate use of medication 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 the 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 and/or any endangerment of another student(s) as a result of 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 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.\* (Authorized asthma inhalers are the only exception, see below). Medications 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 and 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°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.

## **DISCIPLINE / KINGSMEN ROCK**

Kingsmen Rock is our school wide positive behavior plan that is implemented throughout the school year to reinforce the school mission and code of conduct, in order to enhance our Catholic School identity, vitality and educational excellence. The students are taught 4 school rules:

Show **Respect** for your world.

Take **Ownership** for your actions and your success.

Let our **Catholic Spirit** guide your decisions.

Have **Knowledge** of the expectations and follow them.

In addition, they are taught a collection of cool tools (behaviors) that comply with those rules.

In guiding the child's growth in Christian attitudes, we believe it is better to emphasize the positive rather than the negative. The essence of Christian discipline is self-discipline. The child should be guided in choosing one form of behavior over another and in accepting the consequences of his behavior. Inevitably, thoughtlessness on the part of students will arise, and teachers will deal with these situations accordingly.

Teachers use age-appropriate consequences when correcting students for inappropriate behavior. These include, but are not limited to, loss of privileges, loss of recess or free time, demerits, detentions, and reflective assignments.

The Angel Point program and other incentive programs are used by the teachers to recognize appropriate behaviors and to encourage students who make good choices. Recognition and rewards are offered all year long. Students who use their cool tools will be invited to participate in school celebrations. Students who struggle to use the cool tools will have opportunities to be retaught those skills.

Certain offenses are of a more serious nature and for these the student may be suspended, or in extreme cases, where all other available means of help and correction have been exhausted, the student may be expelled.

Among these are:

1. Truancy from school
2. Fighting or physically harming another student
3. Chronic disobedience or disrespect toward faculty members
4. Smoking on school grounds (carrying cigarettes, matches or lighters on school property)
5. Possession of dangerous weapons, drugs or alcohol or use of such on school property
6. Stealing, lying, cheating
7. Use of profane language or possession of obscene material
8. Damage to school property
9. Bullying or harassment of any member of the school community.

Each case will be handled individually according to the nature and the seriousness of the violation. The following procedure will be used in the case of suspension. The length of the suspension will be determined by the principal/asst. principal according to the severity of the offense committed. The parent will be notified as to the nature of the suspension. The principal and assistant principal will determine the seriousness of the situation and if an in school or out of school suspension is appropriate. 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 cooperate with the parents in making arrangements for further education of the student. It is important that an environment suitable for the child and his/her particular problems be found. Corporal punishment is never acceptable.

### **DETENTION AND DEMERIT SYSTEM**

All detentions supersede any extracurricular activity.

When a demerit is issued, the student involved will serve a one-half hour detention the following school day. Detention duty is rotated and all teachers participate. Thus, the teacher determines how that half hour will be spent (studying, school service, sitting quietly, etc.)

Demerits are designed to teach responsibility and to curb infractions. As a result, existing demerits will be reviewed by the assistant principal.

**Saturday Detention:** Students in Grade 5-8 may incur a Saturday detention for repeated disciplinary infractions. The detention will be held on Saturday from 9:00 to 11:00 a.m. The students will be doing light cleanup duty under the supervision of Mr. Smith and Mr. Chapman.

### **PLAYGROUND BEHAVIOR**

No students 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.
5. **Gum chewing** is never allowed on school premises.
6. Inappropriate public displays of affection are 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 most seriously. If suspension occurs, credit may be withheld for school work given during the suspension.

### **LIBRARY RULES**

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

**PRE-SCHOOL:** 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.

These few simple rules will help the library save time and run more efficiently. Your cooperation is much appreciated.

### **COMPUTER AND INTERNET USAGE**

Recognizing that access to school computers and the network, as well as the use of the 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 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 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, MySpace, Xanga).

## **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 learners 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 PROGRAM**

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. With this understanding, an age-appropriate bullying prevention program will be implemented to enhance student understanding of bullying, intimidation, and harassment and to teach respect for all in conjunction with the Kingsmen ROCK school wide positive behavior program.

**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 is 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 or 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 of 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.

## 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 retaliation.
- 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 that may be gang-related.
- 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 the 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 or 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 choose continued suspension and/or expulsion. In extreme or special cases expulsion may be considered at an earlier time in the process.
- d) Police notification shall be made at the appropriate time, as directed by law.
- e) Mitigating circumstances warrant differences in procedures, i.e., first offense, age, seriousness of offense, prior conduct, cooperation of parent/guardian, attitude of student, initial success of rehabilitative measures.
- f) Infant Jesus of Prague School reserves the right to request school-approved testing of illegal substances, with or without cause.

## WEAPONS

- School authorities are allowed to inspect and search places such as lockers, desks, 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. School authorities will request the assistance of law enforcement in conducting the searches.
- 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.
- Depending on violation circumstances, students should be counseled, suspended, or expelled.

## 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 and kept in student lockers during the school day. Students may **NOT carry cell phones during the school day**. Phones **MUST** remain off during school hours. Phones may be turned on **ONLY** when the student leaves the school building at dismissal. Students who violate any part of this policy will have their cell phones confiscated and may lose the privilege of having a cell phone in the building during school hours. Confiscated phones must be picked up by a parent. A \$15.00 fine will be assessed after the second offense. Texting and taking photos during school hours is strictly prohibited.

## ELECTRONIC DEVICES

IJP does not allow the following articles: water guns, radio controlled toys, radios, IPODS, MP3 players, electronic handheld games, beepers, palm pilots or laser pointers. If any of these items are confiscated, these articles will 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 for a rental fee of \$3.00 which will be charged to the student's tuition account and payable on registration day. 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 a 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 per incident. All junior high students must adhere to the junior high locker use policy. IJP will not assume responsibility for unlocked lockers.

## SEARCH AND SEIZURE

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 and 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.

### Searches of School Property

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 or 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.

## EXTRA-CURRICULAR ACTIVITIES

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. Fourth quarter report card determines eligibility for the following year's August/September extra-curricular activity. Grades and academic standing will be reviewed by school administration and the Athletic Board.

## CAFETERIA

The IJP School Cafeteria operates Monday through Friday. A computerized cafeteria program is used for lunch money deposits and check out. Each student in grades 1 through 8 has his/her own lunch account identified by an ID number. Students are not allowed to use another student's lunch account (even their siblings). Grades 4 through 8 use a keypad for entering their ID number (please memorize your ID number), and grades 1 through 3 will use an ID card. Money for lunch accounts (up to \$100.00) may be sent in Monday through Friday through the morning pouch. Lunch money must be in an envelope, labeled with student name and room number. If sending money for more than one child, indicate how much should be deposited in each account.

Students' choices for lunch will be limited or denied if there are no funds in their account. Low balance letters will be issued once a week. Prompt response will help assure that lunch service is not interrupted. Students will need to bring a lunch from home if the lunch account can not be replenished.

The cafeteria serves good food at very reasonable prices. 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. Deposit paper products in the containers provided.
3. Take trays, dishes and silverware to area provided.
4. **ALL FOOD IS TO BE CONSUMED IN THE CAFETERIA. NO FOOD IS ALLOWED ON THE PLAYGROUND OR IN CLASSROOM.**
5. Walk. Don't run.
6. Be polite and friendly to ALL (cooks, volunteers, custodians, etc.)
7. Stay seated - except when disposing of your garbage.
8. All trash belongs in garbage bins - NOT on the tables, chairs or floor.
9. When bell rings, push your chair in and stand quietly.
10. Recycle as much as you can.
11. Report emergencies quickly.
12. To exit the cafeteria, use the center aisle, proceeding to the east door.
13. Food is one of God's blessings. Encourage your child not to waste it.
14. Speak softly. Do not shout.
15. Throwing food will result in a suspension.
16. Food brought from home will NOT be heated or warmed up for students.

## **MILK**

Infant Jesus of Prague is under the Federal Milk Program. Milk money is due on a yearly basis. Milk Fee for the year: \$35.00 for white milk; \$35.00 for 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 students are not allowed to purchase soda. They may however purchase juice. All machines accept \$1.00 bills and coins. The school office will not make change.

## **PARTY / BIRTHDAYS**

Party invitations may not be passed out at 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 allowed.

## **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. Students will not be allowed to call for a forgotten 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.

## **IJP APPAREL**

We do offer Infant Jesus of Prague Apparel such as school sweatshirts, t-shirts, jackets, etc. If you are interested please contact the school office and a representative will return your call.

## **ID LANYARD**

ALL intermediate and junior high students MUST wear their ID lanyard and tag at all times they are in the building during the school day. Defacing the ID requires the purchase of new ID. Failure to wear an ID will result in a uniform infraction notice and lunchtime service.

## **SCHOOL UNIFORM**

Infant Jesus of Prague School adheres to a uniform policy to create an atmosphere of respect, self-discipline and to foster a sense of community. In addition, wearing the school uniform provides fewer distractions and reduces outside influences. The Infant Jesus of Prague Uniform MUST be purchased from (no substitutions):

Schoolbelles, Div. of Kip Craft, Inc.  
4747 W. 160th St.  
Cleveland, Ohio 44135  
1-888-637-3037

Schoolbelles  
7763 S. Harlem Ave.  
Bridgeview, Illinois 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  
Red cardigan sweater (optional)  
Dark blue uniform sweatshirt (optional)  
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  
Dark blue uniform sweater vest (optional)  
Dark blue uniform sweatshirt (optional)  
Dark or plain white socks

## **Dress Uniform Grades 4 & 5**

### **Girls uniform includes:**

Dark blue uniform shorts or slacks with a dark belt  
Red plaid skirt or split skirt  
White oxford blouse, tucked in  
Dark blue uniform sweatshirt (optional)  
Red uniform sweater vest (optional)  
Plain white, navy blue or red socks/tights/anklets

### **Boys uniform includes:**

Dark blue uniform shorts or slacks with a dark belt  
White oxford shirt, tucked in  
Dark blue uniform sweatshirt (optional)  
Dark blue uniform sweater/vest (optional)  
Dark or plain white socks

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

### **Girls uniform includes:**

Dark blue uniform shorts secured at the waist with a belt  
White polo shirt with IJP logo (only plain red or plain white t-shirts allowed under polo. It may not be visible out the bottom of the polo)  
Khaki slacks with a plain solid color belt  
Dark blue uniform sweatshirt (optional)  
Dark or plain white socks

### **Boys Uniform includes:**

Dark blue uniform shorts secured at the waist with a belt  
White polo shirt with IJP logo (only plain red or plain white t-shirts allowed under polo. It may not be visible out the bottom of the polo)  
Khaki slacks secured at the waist with a belt  
Dark blue uniform sweatshirt (optional)  
Dark or plain white socks

**Shoes for all grades:** A solid color (predominately white or black) athletic shoe must be worn. Velcro shoes may be worn. Laced shoes must have matching black or white laces that are tied. No dress shoes, sandals, or backless shoes allowed. Boots may be worn to school on inclement weather days from 12/1 to 3/1 only, but they may not be worn to class.

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

All jumpers, skirts, split skirts, and shorts should be no shorter than three inches above the top of the knee. All items of clothing should be labeled with a permanent marker.

**Gym Uniform**

Students in grades K – 5 wear gym uniforms on gym days

**The IJP gym uniform includes:**

Red or White IJP Gym T-Shirt only

Red Poly/Cotton Gym Shorts

Red Nylon Gym Shorts

Red Sweatpants with IJP logo

Red Sweatshirt with the IJP logo

1. Gym uniforms are available at registration, or may be ordered through the school office.
2. Grades K-5 may wear sweatsuits to school on their gym days.
3. **ONLY IJP LOGO gym T-shirts or gym shorts are to be worn under the IJP logo sweats.** Sweats must be in good condition with **no holes**.

**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 cover the eyes.

**Outlandish 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. Outlandish hairstyles, or colors, are not permissible.

**Makeup: Makeup of any kind is not permissible.** No perfume is allowed; scents could trigger asthma, allergies or seizures.

**Jewelry:** For safety during activities, hoops, loops, or dangling earrings may not be worn.

Boy's earrings are NOT acceptable in an academic setting.

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

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

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

If a student is improperly dressed, he or she will receive a uniform infraction notice. After three uniform violations, a demerit will be issued. After three demerits for violations, further disciplinary actions will be taken.

**JEANS DAY POLICY**

Students will be allowed to wear jeans only (no Capri's, skirts, jeggings or jumpers). The only shorts allowed are uniform shorts. Jeans must be neat and clean. **PANTS THAT ARE RIPPED, TORN, TIGHT OR OVERSIZED ARE NOT ALLOWED. LOW RIDER PANTS ARE NOT ALLOWED.** Only IJP shirts (gym, school, sports, or team jerseys and sweat shirts) will be allowed on Jeans Days. Jeans Days are the only days these types of sports/team shirts may be worn. 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: overalls, 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 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 on 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 and pre-school 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 a.m. Extended day care is available for those families who need to drop 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.

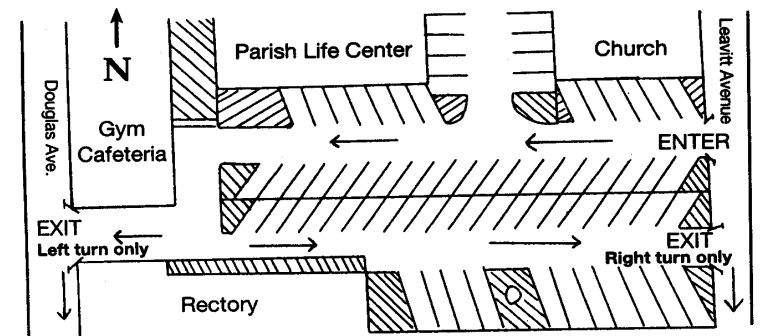
3. Pull all the way forward in your line. It is important for the efficiency of the parking lot and the flow of traffic in the village.
4. Students are to get out of their vehicles only in the coned lanes where there are parking lot volunteers helping them cross safely to the playground area.
5. Students 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 the Parish Life Center. Fourth through eighth graders gather in the coned off area on the far north end of the lot. Fourth through eighth graders are to walk only along the sidewalk in front of the Parish Life Center 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 Leavitt Ave. or Douglas Ave., or either of these auxiliary lots. There is no supervision in these areas and it slows traffic for everyone.
10. Even if your child is attending Mass he or she should be dropped off in the usual manner and then walk over to the church.
11. Students who are walking or riding a bike must cross Flossmoor Road at the corner of Douglas Avenue **ONLY**. Leavitt Ave. does not have a crossing guard.

#### 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 comers 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 pick up 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. The area is too crowded for such activities. 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 Road, not with the flow of traffic). Riders are not to get on the 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 500 plus 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 - CONVENT BUILDING - 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 patio area. Children may not be left unattended.
4. The teachers will open the door at 8:45. The door will be locked at 9:00. Late arrivals will be marked tardy.
5. Children will be dismissed to a parent or other authorized person from the patio 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 4th grade. Uniforms are provided for all sports, and a participation trophy is given at the end of the season.

The Sports Program is self-supporting based on fees but fundraisers may be held to meet the expenses of special equipment purchases. In cooperation with the school, junior high students (grades 6-7-8) are expected to be in good academic standing. Probations and suspensions will be enforced according to school guidelines.

### **BOYS FOOTBALL**

Widget -Grades 4-5-6; weight limit 120 pounds at time of weigh-in (generally around the first or second week of September).

Varsity- Grades 7 -8; (could include 4th, 5th or 6th 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 November 20 if the team makes the play-offs.

### **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 a team makes the playoffs.

### **FOOTBALL CHEERLEADING**

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

### **BOYS BASKETBALL**

Grades 4-5-6-7-8 each have their own teams. 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 grade 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.

### **VOLLEYBALL**

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 once a week. The season begins around November 15th and lasts until about April 15.

**The IJP Athletic Board meets on the second Monday of the month at 7:30 p.m. 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 unless there is an emergency. Your child is not to bring dangerous or distracting articles to school. **Place names on all articles, including clothing.** The school has a lost and found bin. Please feel free to investigate if your child has lost a belonging. Instruct your child never to 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 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 meetings arranged by the principal. 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. Class time is not to be interrupted to discuss an individual problem. Children should not go to the Flossmoor Public Library unless they have research to do or have reason to take out books. The Flossmoor Public Library is not a baby-sitting service. Extended Day is available.

**IJP SCHOOL CALENDAR 2011-2012**

Wednesday..... July 13 ..... Registration 2:00 – 7:00 pm, Church Hall  
 Wednesday..... August 24 ..... School Begins 8:25 am – Noon,  
**NO BUS SERVICE**  
 Thursday..... August 25 ..... Full Day Classes Begin 8:25 am-3:00 pm  
**NO BUS SERVICE**  
 Thursday..... September 1 ..... Parent Information Night (Preschool - 8)  
 Monday..... September 5 ..... Labor Day (**No School**)  
 Tuesday..... September 6 ..... Classes Resume 8:25 am - 2:15 pm  
 Thursday..... September 8 ..... School Pictures (Preschool – Grade 8)  
 Friday..... September 23 ..... Progress Reports  
 Friday..... September 30 ..... Staff Development Day (**No School**)  
 Monday..... October 10 ..... Columbus Day (**No School**)  
 Friday..... October 28 ..... Staff Development Day (**No School**)  
 Friday..... October 28 ..... First Quarter Ends  
 Wednesday..... November 4 ..... Report Cards  
 Monday..... November 21 ..... Noon dismissal, Parent-Teacher Conferences,  
 ..... 5 pm – 8 pm  
 Tuesday..... November 22 ..... Noon dismissal, Parent-Teacher Conferences,  
 ..... 1 pm – 4 pm  
 Wed.-Friday..... November 23-25 ..... Thanksgiving Vacation (**No School**)  
 Monday..... November 28 ..... Classes Resume, 8:25 am  
 Friday..... December 2 ..... Progress Reports  
 Thursday..... December 8 ..... Immaculate Conception *Holy Day of Obligation*  
 Tuesday..... December 13 ..... Christmas Program, 7:00 pm  
 Wednesday..... December 21 ..... Christmas Vacation Begins, Noon Dismissal  
 Wednesday..... December 21 ..... **NO EXTENDED DAY IN PM**  
 Thurs.-Tuesday..... Dec 22-Jan. 3 ..... Christmas Vacation (**No School**)  
 Wednesday..... January 4 ..... Classes Resume, 8:25 am  
 Friday..... January 13 ..... First Semester Ends  
 Saturday..... January 14 ..... Catholic High Schools Entrance Exam  
 Monday..... January 16 ..... Dr. Martin Luther King Day (**No School**)  
 Tuesday..... January 24 ..... Report Cards  
 Sunday-Saturday..... Jan. 29-Feb. 4 ..... Catholic Schools Week  
 Sunday-Friday..... January 29-Feb. 4 ..... PTO Book Sale  
 Thursday..... February 2 ..... Open House  
 Friday..... February 3 ..... Science Fair Judging  
 Wed.-Thurs..... February 9-10 ..... Registration - New Families  
 Friday..... February 17 ..... Progress Reports  
 Friday..... February 17 ..... Noon Dismissal, Parent-Teacher Conferences  
 ..... 1:00 pm – 4:00 pm  
 Monday..... February 20 ..... President’s Day (**No School**)  
 Wednesday..... February 22 ..... Ash Wednesday  
 Monday-Friday..... March 5-16 ..... Terra Nova Testing (Grades 1-7)

Friday..... March 23 ..... Third Quarter Ends  
 Friday..... March 23 ..... Staff Development Day (**No School**)  
 Thurs.-Friday..... March 22-April 2 ..... **NO BUS SERVICE**  
 Friday-Saturday..... March 30, 31 ..... IJP Spring Musical, 7:30 pm  
 Tuesday..... April 3 ..... Report Cards  
 Thursday..... April 5 ..... Holy Thursday No Classes  
 ..... Emergency Day if needed for classes  
 Friday..... April 6 ..... Good Friday (**No School**)  
 Sunday..... April 8 ..... **Easter**  
 Monday-Friday..... April 9-13 ..... Easter Vacation (**No School**)  
 Monday..... April 16 ..... Classes Resume, 8:25 am  
 Friday..... May 4 ..... Progress Reports  
 Friday..... May 4 ..... Walk-a-Thon, **Noon Dismissal**  
**NO BUS SERVICE**  
 Saturday..... May 5 ..... Sacrament of First Communion  
 Monday..... May 28 ..... Memorial Day (**No School**)  
 Tuesday..... June 6 ..... School Closes  
 Wed.-Thurs..... June 7, 8 ..... Emergency Days used for closings due to weather

Please Note: Every Tuesday the dismissal time is 2:15 PM

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.