

Infant Jesus of Prague School

2010 - 2011



Parent Handbook



1101 Douglas Avenue
Flossmoor, Illinois 60422

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

DIRECTORY

Absence, Sickness or Injury	20
Academic Group Assignments	19
Academic Integrity	25
Admissions	10
Adult Pledge of Conduct	5
Amending Handbooks	9
Annual Notification of Guidelines for School Records	11
Asbestos Notification	44
Asthma Inhaler	23
Bullying	26
Bus Schedule	15
Cafeteria	30
Calendar 2010-2011	39-40
Cell Phones	27
Classroom Visitation Policy	12
Code of Conduct / Primary Code of Conduct	6
Communicable and Infectious Diseases	22
Computer and Internet Usage	26
Daily Schedule	15
Detention and Demerit System	25
Discipline / Kingsmen ROCK	24
Dispensing Medications	23
Doctor Release	20
Drug Policy	26
Emergency Closing	16
Extended Absence	20
Extended Day Program	15
Extra-Curricular Activities	29
Faculty 2010-2011 School Year	7
Family Vacations	20
Field Trips	19
Gang Activity	26
General Suggestions to Parents	38
Guardianship	12
Homework	19
Homework Policy Following Absence	21
ID Lanyard	33
IJP Apparel	33
IJP Athletics	37
Insurance	14
Intermediate/Junior High Information	18

Jeans Day Policy	33
Junior High Lockers	25
Library Rules	23
Milk	30
Non-Discriminatory Policy	11
Office Hours	9
Parent Notification Form	17
Parent/Teacher Conferences	17
Parish Mission Statement	4
Parking Lot Procedures -Main School Building	34-36
Parking Lot Procedures -Convent Building	36
Party / Birthdays	33
Payment Plans	13
Physical, Dental, Eye Examinations	22
Playground Behavior	25
PTO	9
Registration	14
Report Cards and Progress Reports	17
Reporting Child Abuse	29
School Board	9
School Mission Statement	4
School Philosophy	4
School Security	12
School Supply List	41-43
School and Gym Uniform	31-33
School Visitors and Telephone Messages	12
Screening	17
Search and Seizure	28
Sexual Harassment	29
Soda	30
Special Out of Uniform Days	33
Student Grade Level and Homeroom Placement Policy	19
Tardiness	15
Telephone Broadcast System (SchoolReach)	16
Tuition	14
Tuition/Fee Payment Obligations: Review of Accounts	13
TMS Tuition Management Systems.....	13
Unsupervised Students	21
Voicemail Box Numbers	8
Volunteers	12
Weapons	26

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 Parish School is an active faith community that operates in accordance with the policies of the Archdiocese of Chicago, Office of Catholic Schools. We are a school community serving the south suburbs united in our goal to provide Catholic education to our diverse student population.

Our mission is to provide avenues through which all students are able to hear the word of Christ, follow His message and live His gospels in an environment that promotes the doctrines and practices of the Roman Catholic church. Our mission is to encourage the continuous formation of the Christian person, to advocate a positive self-image and to demonstrate a respect for others. We strive to accommodate and enrich each child's unique stage of physical and emotional maturity within a safe and wholesome environment.

Our Christian values are interwoven in the teaching of academic, social and technological skills needed for an active participation in society with a dedication to peace and justice.

Infant Jesus of Prague School Philosophy

Our school mission is to provide a Christian atmosphere in which growth and learning can take place. It is the dedicated staff of Infant Jesus of Prague Parish School, committed to the vision of Catholic education and the following beliefs, which allow us to achieve this vision.

We believe our faith inspires us to design a curriculum that challenges each learner to reach full potential. We strive to instill Christian values through the teaching of virtues. This vision respects the rights of all people regardless of their ethnicity, gender, race or religion.

We believe that Catholic education provides doctrinal instruction, faith formation, liturgical experiences, development of moral values and involvement in the Church.

We believe that each student is unique, created with dignity and special gifts, learning styles and limitations. Our teaching styles endeavor to recognize and accommodate this uniqueness. Our educational programs aim toward making each child a lifelong learner and a contributing member of both society and the Catholic Church.

We believe that parents should be recognized as the primary educators of their children. We will work with parents to develop a partnership that encourages academic excellence, faith formation, character development, evangelization and Christian discipleship.

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 2010-2011 SCHOOL YEAR

Mr. Daniel G. Smith, Principal Mrs. Peggy Dull, Administrative Asst.
 Mrs. Angela Gehm, Asst. Principal Mrs. Pamela Barth, Secretary
 Mrs. Terri von Schaumburg, School Business Mgr. Mrs. Tammy Vosler, Nurse

Grade	Room	Teacher
P	Convent	Mrs. Suzanne Tardy
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. Larry Moore
 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 Mr. Greg Zuidema
 Counselor Mrs. Valerie McKee
 Computer Education.....Mr. Michael Hassett
 Special Services Coordinator Mrs. Julie Bartelt
 Curriculum Director Mrs. Nancy Mosher
 Technology Coordinator Mrs. Patricia Bernardi
 Extended Day.....Mrs. Candace McLaughlin
 Cafeteria..... Mrs. Candace McLaughlin, Mrs. Meg Bednarcik
 LibraryMrs. Christine Mancha
 EnrichmentMrs. Stacey Swanson

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	336 - Piattoni, Kathy
305 - Bernardi, Pat	345 - Rajkovich, Renee
306 - Burnette, Patricia	323 - Rosenberger, Donna
254 - Chapman, Mike	334 - Swanson, Stacey
318 - Cotton-Peters, Beth	340 - Szelag, Nancy
309 - Deitche, Martha	342 - Van Kempema, Cheryl
312 - Frederickson, Terese	322 - Wernicke, Mary
329 - Gallagher, Kevin	332 - Zuidema, Greg
349 - Grund, Fran	360 - Alumni Info Line
320 - Hassett, Michael	
325 - Hawrylewicz, Claudia	<u>OFFICE EXTENSIONS/Voice</u>
317 - Heneghan, Patricia	<u>Mail</u>
321 - Jelinek, Sharon	252 - Extended Day, Cafeteria
308 - Johnson, Carol	240 - Barth, Pamela
220 - Kelly, Charlotte	244 - Dull, Peggy
339 - Hughes, Cathy	245 - Gehm, Angela
347 - Moore, Larry	249 - Library
328 - Mosher, Nancy	241 - McKee, Valerie
331 - Murphy, Kathleen	300 - Smith, Dan
330 - Murphy, Madeline	253 - von Schaumburg, Terri
333 - Nicola, Janet	251 - Vosler, Tammy
311 - Petrik, Dorothy	

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

Mrs. Angela Gehm, Asst. Principal

Mrs. Heidi Echols, President

Mr. Jon Elfner, Vice-President

Mr. Randall Blakey

Mrs. Ann Mitchell

Mr. Patrick Keating

Mrs. Maria Pasquinelli

Mrs. Terri Long-Babinec

Mr. Dwight Williams

Mr. Michael Mandichak

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.

VOLUNTEERS

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

1. Attend the IJP Volunteer Training In Service offered in September.
2. Complete the Archdiocese Criminal Background Check.
3. Complete DCFS form and return to school office.
4. Attend a Virtus Training session.
5. Read and sign the Adult 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.

SCHOOL VISITORS AND TELEPHONE MESSAGES

For safety and security, no unauthorized visitors may be in the building. All visitors must first report to the school office for a visitor's pass. No parent may go directly to the classroom. Adults may not linger in the building or on the playground unless assisting with the supervision of students or activities. Forgotten books, lunches (labeled with student name), etc. are to be brought to the school office and placed on the lobby table. In emergencies, messages may be left at the school office, but after school plans should be arranged before the student arrives at school. Students are not allowed to use school phones to call for forgotten items.

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.

PAYMENT PLANS / TUITIONS MANAGEMENT SYSTEMS (TMS)

The Book fee, fundraising fee and activity fee for the 2010–2011 school year are due **by June 24, 2010**. All other fees will be due at registration on July 29, 2010.

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 5th of the month (10 month plan only is payable on the 5th or 20th of the month). There will be four payment options for tuition in the new school year:

- Annual – One full tuition payment, paid in July, at no administrative cost.
- Semi-Annual – Two tuition payments, paid in July and January, plus a \$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 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 for 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 2010-11

PARISHIONER	TUITION	BOOK FEE
1 child	\$3,790.00	\$265.00 - Gr. 1-8
2 children	\$6,335.00	\$170.00 - Full day K
3 children	\$8,110.00	
4 or more children	\$8,930.00	
Activity fee/Technology fee per child: \$95.00		
Fundraising fee per child: \$175.00		

NON-PARISHIONER	TUITION	BOOK FEE
1 child	\$ 6,210.00	\$265.00 - Gr. 1-8
2 children	\$11,890.00	\$170.00 - Full day K
3 children	\$17,575.00	
4 or more children	\$21,185.00	
Activity fee/Technology fee per child: \$95.00		
Fundraising fee per child: \$175.00		

DISCOVERY DAYS PRESCHOOL 2010-2011

	Tuition	Supply Fee	Activity Fee
<u>3 Year Old Program</u>			
2 Days			
Tues / Thurs	8:30-11:15 am	\$1,435.00	\$90.00
<u>4 Year Old Program</u>			
3 Days			
Mon / Wed / Fri	8:30-11:15 am	\$1,975.00	\$110.00
Mon / Wed / Fri	Full Day	\$2, 450.00	\$130.00
5 Days			
Mon through Fri	8:30-11:50 am	\$3,150.00	\$130.00
Mon through Fri	Full Day	\$4,155.00	\$150.00
Fundraising fee per child: \$175.00			

REGISTRATION

Pre-registration for the next school year is held the last week of January. Any family whose account is PAST DUE on the January review will NOT BE ALLOWED TO REGISTER FOR THE FOLLOWING YEAR. Those not paid-to-date by the April review will forfeit their pre-registration fees for the coming year and they will not receive their year-end report card and/or diploma. Should there be any questions concerning this change please call Mr. Smith at school or Mrs. Terri von Schaumburg, 799-5200 ext. 253 .

INSURANCE

Student insurance for the 2010 -2011 school year for Catholic Elementary Schools is Student Plans, Inc. Enrollment envelopes are provided for all students. Insurance envelopes will be available at registration.

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. When a child is tardy three times, even though a written excuse is presented, the student is required to serve a half hour detention (demerit).

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.

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 monthly 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
- Emergency Closing Center: Phone 847-238-1234 (IJP School Phone 708-799-5200)
- Online: www.EmergencyClosings.com
- Email: sign up for personalized notifications of closings at www.EmergencyClosings.com
- Radio Stations: WGN (AM 720), WBBM (AM 780)
- TV Stations: CBS 2, NBC 5, ABC 7, WGN 9, FOX, CLTV

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, Mrs. Gehm, 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

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 is sent home by the teacher mid-quarter 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

Designed as a communication device to notify parents of missing, incomplete or inferior work, a Parent Notification Form will be issued for the following reasons:

1. Failure to return a signed paper to the teacher by the designated date.
2. Incomplete, missing or late assignments -
 - a) Missing assignments could result in a lower grade.
 - b) Activities (such as band, choir, student council, etc.) do not excuse a student from submitting an assignment on time, nor do they excuse him/her from any assignment that was missed in that class. All missed class work must be made up.**
3. Not having a textbook and/or necessary supplies.
4. All Parent Notification Forms must be returned signed by a parent on the designated date and be ACCOMPANIED BY THE MISSING WORK.
5. Failure to return a signed Parent Notification Form on designated date may result in a demerit.

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.

PARENT/TEACHER CONFERENCES

Parent/Teacher Conference will be held on Monday, November 22 and Tuesday, November 23, 2010 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. Apart from this opportunity to meet with your child's teacher(s), parents are free to contact the teacher 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

PRIMARY:

S – Satisfactory	M – Mastered – consistently demonstrates
I – Improving	S – Successful – Frequently demonstrates
N – Needs Improvement	E – Emerging – Occasionally demonstrates
U – Unsatisfactory	N – Not Yet – Rarely/never demonstrates
	Not evaluated

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)
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B. GRADE POINTS

A = 4.0 B = 3.0 C = 2.0 D = 1.0

1st HONORS -grade point average of 3.6 and up (based on quarter grades)

2nd HONORS -grade point average of 3.0 to 3.59 inclusive (based on quarter grades)

GRADING SCALE

A=93-100 B=85-92 C = 77-84 D = 69-76 F = 69 & below

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 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; however they should 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.

FIELD TRIPS

Students participating on field trips will be issued a form for the parent to sign.

A student who does not have a signed permission form will not be allowed to go on a trip. A phone call from a parent will not be accepted in place of the signed form. Students will not be allowed to call for forgotten form. A signed fax note is permissible. All field trip chaperones must have attended the IJP Volunteer Training Session and a Virtus Training, and have completed the required DCFS Form, Criminal Background Check and Adult Code of Conduct.

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

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 POLICY FOLLOWING ABSENCE

1. Homework will not be issued for students who are absent from school for THREE (3) days or less. Homework may be requested on the 4th day of absence.
2. 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.
3. This policy also pertains to tests that are missed while the student is out of school. 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.
4. For students who suffer from chronic illnesses or have been out a minimum of THREE (3) days the following procedures must be followed to request books and assignments.
 - a. Call the school office.
 - b. Give the child's name and room number.
 - c. Give your phone number in case you must be contacted.
 - d. State the number of days the student has been absent.
 - e. All work will be available in the school office 24 hours after your call is received. The work may be picked up no later than 30 minutes after dismissal.
 - f. Please do not go to the student's homeroom looking for assignments and textbooks.
 - g. Please do not send siblings to the student's room to look for the assignments and textbooks.
5. Students, on their own initiative, may contact a classmate about homework.
6. The teacher has the right to alter an assignment or excuse the student from making up any work/test missed.
7. 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 policy 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 policy 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.

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.

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
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.

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.

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. 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. Inevitable thoughtlessness on the part of students will arise, and teachers will deal with these situations accordingly. However, 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

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. Any suspension may not exceed a period of one week. 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 is to be suspended for a period of a week or less.
2. The parents of the student suspended will be granted a conference with the pastor, and the principal, in the hope that a solution to the problem can be found which will forestall the necessity of expulsion.
3. The pastor and the principal 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.

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.

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.

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

Bullying of a student can negatively affect a child's self-esteem and their ability to perform well in school. In this Christian environment, bullying will not be tolerated at school or at any school function. If a student is bullying a classmate, they will be sent to the counselor to discuss the situation. If the student continues to bully others, they will be disciplined for his/her actions.

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.

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.

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.

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.

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.

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.

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.

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 and intermediate 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.

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 on inclement weather days from 12/1 to 3/1 only.

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 (K-3)
- Red Nylon Gym Shorts (4-5)
- 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, stud earrings for pierced ears are the only earrings allowed.

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 or jumpers). The only shorts allowed are uniform shorts. Jeans must be neat and clean. PANTS THAT ARE RIPPED, TORN 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, 8th 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.

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.

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.

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

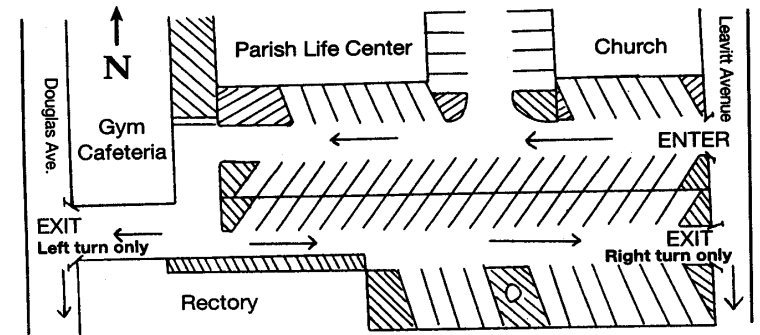
1. Students are not to arrive before 8:15 a.m. Extended day care is available for those families who need to drop their child(ren) earlier.
2. Students are to be dropped-off in the main lot, entering only from Leavitt Ave. and exiting to Douglas Ave. turning south.
3. Pull all the way forward in your 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.

2010-2011 SCHOOL SUPPLY LIST

Preschool

2-4 oz. Elmer's school glue – white only
2-8 count Crayola large crayons (3 year olds)
2-8 count Crayola standard crayons (4 year olds)
1-8 count markers – classic colors (4 year olds)
3-Jumbo (77oz.) Elmer's glue sticks-white only
1-2 pocket folder – horizontal pockets only
5 rolls paper towels
1 book bag (large enough for a folder to fit inside and easy to open)
4-40 count pop-up containers anti-bacterial Wet Ones (hand cleaners)
1 box Ziploc gallon size bags (4 year olds)
1 box Ziploc 11/2 gallon size bags (3 year olds)
2 old terry cloth washcloths
1 box tissues
1 box small paper cups

Kindergarten

6 boxes of Crayola crayons – 8 count
4 boxes of Crayola washable markers – classic colors
6 Elmer's glue sticks – large white (.77oz.)
15-#2 pencils
2- 2 pocket folders (no side pockets)
1 pink pet eraser
1 pencil grip (triangle shape)
1 8 count Crayola washable watercolors
1 backpack large enough to accommodate the folder
1 box of tissue
3 large containers of antibacterial wipes (used for hand cleaning)
1 box quart size Ziploc baggies
1 box gallon size Ziploc baggies
1 roll paper towels

First Grade

1 pink pet eraser
1 Spacemaker/clear plastic & nylon 5x8x1 ¾ pencil case (found at WalMart)
6 - # 2 pencils w/erasers prefer Ticonderoga
Scissors-left handed, if needed (Fiskars)
24 crayons, twistable permitted
4-2 bottom pocket folders
3-77 oz. glue sticks
1-4 oz. Elmer's school glue
2 yellow highlighters
2 Expo black fine tip dry erase markers
1-9 x 12 white art pad
1-8 ct. Crayola washable watercolors
1-8 ct. washable Crayola classic color markers cone tip
2 large boxes Kleenex
2 rolls paper towels
2 containers Clorox Wipes (non-bleach)
1 each snack, sandwich, gallon - Ziploc bags
1 pencil sharpener w/receptacle

Second Grade

1 pencil sharpener w/receptacle
1-70 ct wide rule spiral notebook
10 - # 2 pencils sharpened
Pink pet eraser
12" standard ruler
1-4 oz. Elmer's glue
4 large glue sticks
Scissors -pointed, 5" (Fiskars)
24 ct. crayons
2-yellow highlighters
2 - 9 x 12 white art pad
8 colored markers, wide tip (not scented)
Large pencil case -NO school boxes
1 - 6 pocket expandable file
Cloth/plastic measuring tape-inch, centimeter

1 roll paper tower
2 large boxes Kleenex
2 boxes ziploc gallon bags
1 box ziploc sandwich bags
3 containers anti-bacterial wipes (Clorox, Lysol)
Book bag, No Trappers

Third Grade

10 - #2 pencils sharpened
6 red pens
24 ct. crayons
8 ct. markers (not scented)
Pencil case -NO pencil boxes
Scissors -pointed, 5" (Fiskars)
1 small bottle hand sanitizer (fit in pencil case)
2 - 9x12 art pads
1 yellow highlighter
Pencil sharpener w/receptacle
1 glue stick
1- 4 oz. Elmer's school glue
2 Black Marble Composition Books 100 ct.
4- 70 ct. spiral notebook wide rule
1- 6 pocket expandable file
Book bag No Trappers
3 large boxes Kleenex
1 roll paper towels
4 containers anti-bacterial wipes (Clorox, Lysol)
1 box Ziploc sandwich bags
IJP assignment book*

Grades Four through Five

6 red medium pens
12 blue or black erasable pens
24 - #2 pencils
1 eraser
1- 24 ct. Crayola crayons
1-12 count colored pencils
1 Classic Crayola thick markers
2 yellow highlighters
6-black, low odor dry erase markers (wide tip)
1 standard 12 inch ruler (clear plastic)
1 6" plastic protractor (clear only)

1 safety compass
1 5" scissors
6 glue sticks
1 - 4 oz. Elmer's glue
200 Ct. wide rule paper
8- 70 ct. spiral notebooks
1 large soft-sided pencil case (no boxes)
1- six pocket expandable file
1 package multi-colored construction paper
1 pencil sharpener
1 package lined index cards
1 basic calculator
1 Thesaurus
1 two inch binder (5th grade only)
2 pocket folders (5th grade only)
1 package of post-it notes
2 large boxes of tissue
1 roll paper towels
2 containers of antibacterial wipes
1 old cotton sock
1 package gallon size Ziploc baggies (boys only)
1 package sandwich size Ziploc baggies (girls only)
1 soft-sided book bag (no rolling backpacks, must fit in lockers)
IJP assignment book*
No mechanical pencils

Grades Six through Eight

2 – 1.5" vinyl binders
3 – 5 tab index dividers
500 ct. notebook paper wide rule 8x10½
24 - #2 pencils
6-black Erasermate pens
6-red pens/pencils
Ruler 12" w/centimeters
1-glue stick
1-4oz. glue bottle
1-washable Crayola thick markers – classic
2-small 3 hole punches
Eraser – ink/pencil
2-5 subject notebooks

1-2 subject notebook
1-12 ct. colored pencils
Scissors
3-2 pocket folders
200 ct. 3x5 lined index cards
50 ct. graph paper – grades 7 & 8 only
1 pink, 1 green, 1 yellow highlighter
Pencil case – NO pencil boxes
1-13 pocket expandable file
1 package 200 count 3x3 Post-it notes
1-9x12 drawing pad
Scientific calculator
1-2GB USB thumb drive storage device

Book Bag
IJP assignment book*
2-large boxes of Kleenex
2-rolls paper towels
1-container anti-bacterial wipes
No White out is permitted

PLEASE LABEL ALL BELONGINGS

***IJP assignment books will be available for purchase at registration. This is required in grades 3-8.**

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.