

STUDENT/PARENT HANDBOOK



**GRADES
PRE-K3 - 12**

Infinity Generation
GENERALS
PREPARATORY SCHOOL



405.601.3055

INFINITY GENERATION PREPARATORY SCHOOL IS AN EQUAL OPPORTUNITY PROVIDER



Infinity Generation

PREPARATORY SCHOOL

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Dear Parent(s) and Families:

As we embark on the 8th year of Infinity Generation Generals (IGG) Preparatory School, we are filled with gratitude and enthusiasm. Infinity Generation Generals Preparatory School is a fully accredited private, non-profit organization, recognized nationally and internationally through Cognia. We extend our heartfelt appreciation to every parent who has placed their trust in us for the education of their child/children thus far.

Our central focus lies in nurturing strong literacy skills and a passion for learning through a wealth of resources, all guided by qualified professionals. With the support of families, we believe every student can achieve both academic and personal success. We are dedicated to ongoing improvement every day!

From our front office and kitchen staff to our teachers, administrators and volunteers, we all share a commitment to advocating for children and education. We are constantly seeking ways to expose our students to high academic standards and a wealth of activities that promote physical, emotional and social growth.

This handbook serves as the formal agreement between us and our parents/guardians, and the policies and requirements outlined within it are binding.

Should you have any questions or require further information, please feel free to contact the office at 405-601-3055 (office) or 405-822-9900 (office cell).

Respectfully,

Headmaster, Gina Darby & IGG Advocators

A PRICELESS EDUCATION BASED ON STRONG PRINCIPLES

MISSION STATEMENT

The organization's mission is a commitment to creating excellence in the lives of children and making a direct impact on their life skills through personal guidance, education, nutrition, literacy programs, charity, and team-building athletics.

VISION STATEMENT

The achievement of 100% literacy in our youth guides our actions, motives, and goals as an organization day in and day out.

PHILOSOPHY OF EDUCATION

Our educational philosophy revolves around the belief that every student is unique and deserves to be instructed by committed and compassionate teachers. We strive to foster a child-centered environment that nurtures and supports students' spiritual, mental, social, and emotional development. Our overarching objective is to equip students to become lifelong learners who can continually strive toward their fullest potential. We firmly advocate for schools to be secure and inclusive environments. Students who have experienced setbacks or been held to low expectations will be encouraged to explore new opportunities and receive the necessary support to embark on their journey toward success. The curriculum with Harcourt Family and additional resources offer avenues for students with diverse learning styles to thrive. We uphold the use of proven systematic and sequential teaching methods, alongside providing additional instruction when needed, to assist students in overcoming learning challenges rather than resorting to labeling and excuses. Above all, we are strong proponents of academic content that resonates with students' lives and believe that positive moral and spiritual guidance will propel each child toward excellence.

Infinity Generation requires all master teachers to hold a bachelor's degree in education or an equivalent qualification. We prefer candidates with more than five years of experience in this field, and we ask that they maintain their teaching certification on a current basis. Experience in teaching is also considered a valid option.

STATEMENT OF FAITH

INFINITY GENERATION PREPARATORY SCHOOL CREED

Written by Advocator Gina Darby, inspired by the Holy Spirit

I am a child of God.

I can do all things through Christ who strengthens me.

I will not be a failure because I am the head and not the tail.

I will survive because I am a part of the Infinity Generation and I am a general in this Army.

I know my worth and all that has been promised to me.

**I will work hard to be great even if I fail at times because I know it is only temporary.
Success comes soon.**

I am greater than who some people say I am because God already knew me before I existed here on earth.

I will make it! I will survive!

My work will not be in vain-I am a part of the Infinity Generation.



SCHOOL POEM

A GREAT SOMEBODY

Written by Adrienne Sealy Hardesty

I am a serious child.

I am a serious child with serious goals.

My life is destined to be filled with positivity.

I am a worker.

If it takes hard work I will do it.

I am a clean somebody.

I know that if I lie down with hogs I can come up with mud;

So, I will keep my mind, my body and my character clean.

I am intelligent.

My brain is a storage place.

I will fill it to the brim with knowledge, and look forward with hope of

what tomorrow will bring.

I am a child hero.

I don't spend time wasting time because I know there is room at the top for me.

I am the **GREATEST** somebody there is.

Start **LEADING** me now, teacher.

Start **GUIDING** me now, teacher.

Start **PRAISING** me now, teacher.

AND you will see me rise to the highest heights.

School Colors: Black, White, Grey and Rose

Gold **School Mascot:** General



Student Rights and Responsibilities

Expectations: Clear expectations help define our responsibilities as members of our school community.

Students have a right to:

A rich and appropriate education.
environment.

Be treated with respect and dignity.
respect.

Learn from their own mistakes.
mistakes.

Listen to others and respect expressions.
opinions.

Participate in decisions about their own education.

Expect that they will be safe in a school.
for everyone.

Students have a responsibility to:

Contribute to a positive learning

Treat others with dignity and

Help others learn from their

Respect other students' feelings and

Help others participate in
decisions about education.

Help create a safe environment

Consequences

We value human dignity and respect therefore, individual judgement in dealing with situations will consist of a variety of consequences. Group dialogue, group counseling and role playing are used to assist students to solve problems. When problems become severe, a variety of consequences may result in one the following:

- Verbal Warning
- Written Warning
- Conference with Parents
- In-house Suspension
- Counseling
- Out of School Suspension

Attendance

School Attendance and Absences

For students to realize their fullest potential please make an effort to attend all classes. Parents, please contact the school, preferably by 8:30 A.M., to verify the reason for a student's absence.

Should I Keep My Child(ren) Home from School Today?

YES, if she/he has:

- COVID-19 symptoms
- Cough
- Diarrhea
- Severe Cold
- Undetermined Rash
- Temperature of 100 degrees or higher within the last 24 hours
- Sore throat-difficulty swallowing
- Vomiting past 24 hours

Pre-Arranged Absences

When a student anticipates leaving town for a number of days, she/he should follow the pre-arranged absence procedure as followed:

- Obtain a pre-arranged absence form from the attendance clerk at least one week prior to the absence.
- Complete the form with teacher signature and assignments.
- Return the form to the attendance clerk prior to leaving. The attendance clerk will give a copy to the student, so she/he and parents are aware of assignments and any teacher concerns.

Tardiness and Absences Students are to be in class on time. Students who enter the classroom after the official start time of class are counted tardy in the attendance record. Students who are one or more hours late or picked up one or more hours early are counted absent for ½ day.

Truancy

Oklahoma school law holds the parent responsible for a student's attendance in school. A student is considered truant when absent from the classroom without the consent of the school or the parent. When a student enrolled has ten or more full-day unexcused absences within a semester or four days in a month, the attendance office will inform the parents that they are not in compliance with state attendance laws.

Dismissal

Students will be escorted to parent/guardian or parents will need to park parallel to the front of the building. Students are released only to authorize persons. The custodial

parent/guardian must notify the school of restrictions related to the release of a child and provide supporting documentation when appropriate. Photo identification is required for release. Student's may not be checked out during a school wide lockdown. In event, you need to schedule a doctor's appointment during school hours, please notify the school in advance.

Classroom Instruction

At IGG, we want to take advantage of every instructional minute in the school day. Students must be at school and on time every day, which will give them an opportunity to be successful in all subject areas.

Traditional Grading Scale

- A 90-100%
- B 80-89%
- C 70-79%
- D 60-69%

Standard Based Grading Scale

- 4 Advanced
- 3 Meets Expectations for Target
- 2 Partial Mastery of Target
- 1 Little or No Mastery

At Infinity Generation Preparatory School F's are not a part of our grading scale because we strive for greatness and provide our students with the tools and instruction they need to succeed.

Pre-K3 - Kindergarten and use the standard based grading scale and 1st grade and up use the traditional grading scale.

Benchmark

Infinity Generation Preparatory School uses two of the most recognized benchmark reading programs in the nation. The Dibels 8th edition benchmark testing, which is a series of short tests that assess Kindergarten through High School. We also use Fountas and Pinnell which focuses on comprehension testing. In mathematics the benchmark is easyCBM math which is a benchmark screening and progress monitoring.

Student Code of Conduct

See Enrollment Contract

IGG Emergency Drills

All drills (fire, severe weather and lockdown) will be conducted as required by the State of Oklahoma law and regulations. A minimum of one severe weather drill shall occur twice per month, a minimum of one fire drill shall occur monthly and a minimum of one lockdown drill shall occur per semester. Drills must be practiced quickly and quietly. All drills must be taken seriously at all times, as if they were real.

Playground Safety

Students must only enter the playground with adult supervision. Students must keep hands and objects to self. For their safety, NO student shall push, shove, play fight, "rough house" or participate in any contact sport on the playground. Once students are on the playground, they may not re-enter the building unless given permission.

Cafeteria Expectations

A voice level "one" should be maintained. Students may have a quiet conversation in a low volume if appropriate and directed by duty teachers. Voice level zero will be used when receiving instructions, dismissing or needing to calm the group. Students not complying with voice levels can result in silent lunches.

Restroom Policy

Each teacher will monitor the bathroom. The restroom is not a play zone-go in and get out! Restroom breaks will need to be quick and efficient to avoid the waste of valuable classroom time.

Cell Phone Policy

Student cell phone misuse has become an almost daily occurrence and a disruption to the front office. Due to this issue, phones are checked in at the front office upon student arrival.

Bullying, Harassment, & Discrimination

IGG policy prohibits and does not tolerate bullying, harassment or discrimination based on race, color, national origin, sex, disability, age, religion, sexual orientation, genetic information, alienage, veteran, parental, family and marital status or for any other reason. Bullying will not be tolerated at IGG. Every child deserves to be treated with respect and dignity.

Behavior and Discipline Procedures

Infinity Generation Generals has five levels of discipline. The five levels of discipline consist of verbal, written, and conference with parents, in house suspension, counseling and out of school suspension. The student will be furnished an out of school education

plan as required by the Oklahoma State Law. To assist in the student's behavior, Infinity Generation Generals focuses on what is right with the student and not what is wrong with the student.

Dress Code Policy

Infinity Generation Generals Preparatory School School Uniform Policy 2025-2026

Effective Date: Tuesday, September 2, 2025 (After Labor Day)

Shirts & Tops- Black Polo Shirt with School Patch - **Required Monday-Thursday.**

White T-Shirt & Black Gym Shorts - **For Physical Education only; must be available each school day.**

The General School T-Shirt - **Worn on Fridays and Field Trips only.**

Water Bottles & Backpacks- **Clear Water Bottles - Remain at school.- Clear Backpacks Only - No other types permitted.**

Footwear & Socks- Shoes: **White, Black, or Grey only.** (No slides, Crocs, sandals, boots, high heels, or shoes with heels of any kind).

Socks: **White or Black only.**

Winter Uniform Options-School Hoodies-School Joggers-School Windbreakers

Uniform Expectations- All uniforms must be clean and neatly pressed.- Belts required for young gentlemen (Black or Grey only).- Out-of-Uniform Fee: \$2 per occurrence, per child.

All students are required to wear appropriate attire until uniforms are mandatory.

Flip-flops, beach or pool shoes, crocs and house shoes are unacceptable for school.

Outerwear

Sweatshirts, sweaters, or jackets and coats are welcome.

Parent Participation: Your support is crucial. We kindly request 20 hours per semester from either you or the grandparents.

FERPA

The Family Education Rights and Privacy Act (FERPA) is a Federal law that protects the privacy of student education records. We will follow these guidelines and respect and dignity.

Glossary

Achievement: A thing done successfully, typically by effort, courage, or skill.

Accreditation: The action or process of officially being qualified to perform a particular activity.

Advocator: One that argues for a cause; a supporter or defender.

Character: One's moral nature. We encourage our students to choose right over wrong.

Commitment: The state or quality of being dedicated to a cause, activity, etc.

Confirmation: An act of ensuring the truth of strengthening.

Creed: A system, a set of beliefs or aims which guide someone's action.

General: The highest achievable commissioned officer rank that may be attained.

Generation: All the people born and living at about the same time, regarded collectively.

Infinity: A state or quality of being endless; a point in space or time.

Literacy: The ability to read and write.

Preparatory: The school serves to make students ready for the next grade level in a manner that is consistent with preparing students for college.

School Poem: "A Great Somebody" by Adrienne Sealy Hardesty has been memorized by students at IGG since 2018. The poem affirms values consistent with the mission of OKYLP.