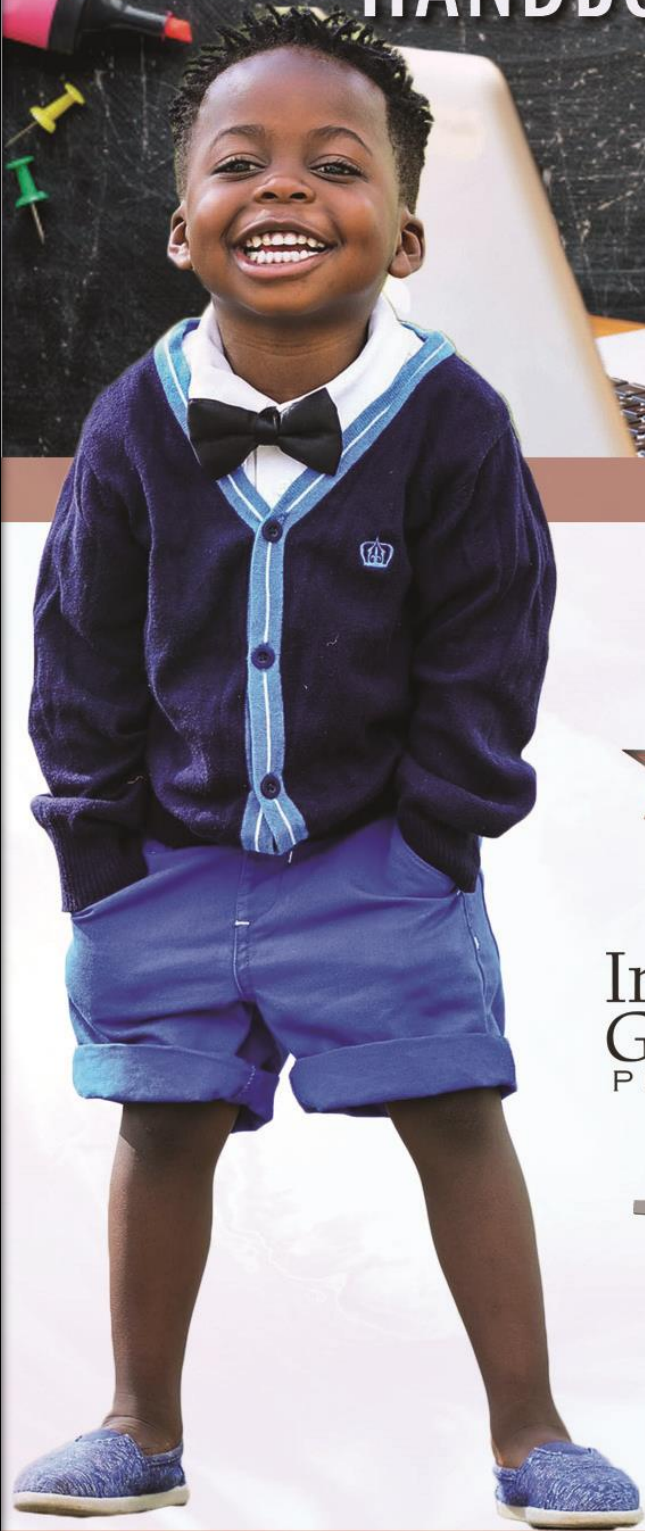


# STUDENT/PARENT HANDBOOK



**GRADES  
PRE-K3 - 12**



**Infinity Generation**  
**GENERALS**  
PREPARATORY SCHOOL



**5517 NW 23RD STREET  
OKLAHOMA CITY, OKLAHOMA 73127  
(405) 601-3055**

INFINITY GENERATION PREPARATORY SCHOOL IS AN EQUAL OPPORTUNITY PROVIDER



# Infinity Generation GENERALS PREPARATORY SCHOOL

a: 5517 NW 23rd Street  
Oklahoma City, OK 73127  
o: 405.601.3055  
p: 405.822.9900  
e: [info@iggokc.org](mailto:info@iggokc.org)  
w: [www.iggokc.org](http://www.iggokc.org)

Dear Parent(s) and Families:

We are grateful and excited to enter the fifth year of Infinity Generation Generals (IGG) Preparatory School! We are a fully accredited private, non-profit school. We are appreciative to each parent who has entrusted us with the education of their child/children to this point.

Our focus rests in the foundation of literacy and love for learning from multiple resources under the leadership of qualified professionals. With support from the family, every student can succeed academically and personally. We strive to get better every day!

From our front office, kitchen staff, teachers, and administrators to volunteers, we advocate for children and education. We constantly seek ways to introduce our students to high academic standards and the abundance of activities available to grow physically, emotionally and socially.

The handbook is provided to support our official contract with our parents/guardians. The details of policies and requirements of your contract are binding.

As always, if you have any questions or need any other information, please contact the office at 405-601-3055 (office) or 405-822-9900 (office cell).

Respectfully,

Headmaster of School, Gina Darby & IGG Advocators



**A PRICELESS EDUCATION BASED ON STRONG PRINCIPLES**

## **MISSION STATEMENT**

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

## **VISION STATEMENT**

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

## **PHILOSOPHY OF EDUCATION**

Our philosophy of education is that each of our student is unique and needs to be taught by dedicated caring teachers. Our desire is to provide a child centered environment where all students are nurtured and encouraged to grow spiritually, mentally, socially, and emotionally. Our goal is to equip students to be life-long learners, continually reaching toward their fullest potential. Schools need to be safe places. Students who have experienced failures or have been subjected to low expectations will be encouraged to try new things and will be supported to begin their journey toward success. Curriculum should provide opportunities for children with different learning styles to succeed. Proven systematic and sequential teaching methods should be used to help students avoid learning difficulties, and reteaching is preferable to labels and excuses. Most of all, we believe that academic content should be relevant to the students' lives and that positive moral and spiritual guidance will propel each child toward greatness.



## STATEMENT OF FAITH

### INFINITY GENERATION PREPARATORY SCHOOL CREED

Written by Advocate 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

## School Schedule

**8:00 a.m. School Opens**

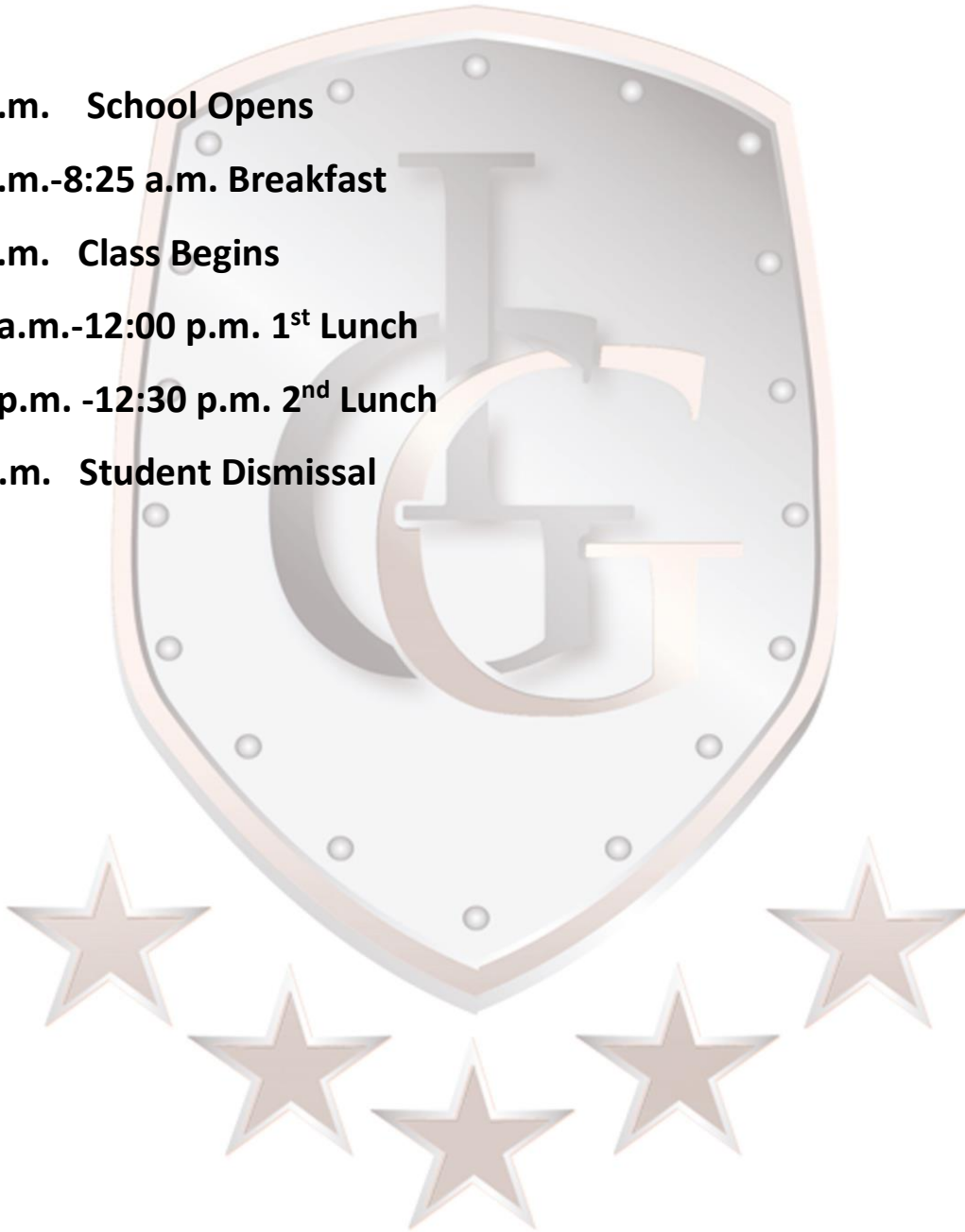
**8:00 a.m.-8:25 a.m. Breakfast**

**8:30 a.m. Class Begins**

**11:30 a.m.-12:00 p.m. 1<sup>st</sup> Lunch**

**12:00 p.m. -12:30 p.m. 2<sup>nd</sup> Lunch**

**3:30 p.m. Student Dismissal**



## 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.  
Be treated with respect and dignity.  
Learn from their own mistakes.  
Listen to others and respect expressions.  
Participate in decisions about their own education.  
Expect that they will be safe in a school.

### Students have a responsibility to:

Contribute to a positive learning environment.  
Treat others with dignity and respect.  
Help others learn from their mistakes.  
Respect other students' feelings and opinions.  
Help others participate in decisions about education.  
Help create a safe environment for everyone.

### **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, consequences, may result in one the following:

- Verbal Warning
- Written Warning
- Conference with Parents
- In-school 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 within 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 authorized 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.

## Dress Code

### Dress Code Policy

All students are required to wear uniforms effective Monday, September 6, 2022. Jeans are not a part of the uniform and should not be worn. Flip-flops, beach or pool shoes, crocs and house shoes are not acceptable for school.

### Outerwear

Sweatshirts, sweaters, or vests in school designated colors are welcomed.

## Classroom Instruction, Assessments and Grading Practices

At IGG, we want to take advantage of every instructional minute in the school day. It is imperative for students to be at school and on time every day. This will give students an opportunity to be successful in all subject areas.

### Traditional Grading Scale

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

### Standards 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 failing grades (Fs) 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-K and kindergarten use standards-based grading system for progress and semester grades. First grade and up classes use the traditional letter grading scales for progress and semester grades.

## Benchmarks

Infinity Generation Preparatory School uses two of the most recognized reading programs in the nation for assessments. The Dibels 8<sup>th</sup> edition benchmark testing is a series of short tests that assess fluency and accuracy for kindergarten through high school. The Fountas and Pinnell assessments focus on comprehension testing. In mathematics, the benchmark is easyCBM math which is a benchmark screening and progress monitoring.

## **Saturday School**

IGG will offer Saturday school as needed. Students will practice, learn and develop reading and writing skills at grade level or above the level of Oklahoma State Standards. Saturday school will be from 8:45 a.m.- noon and breakfast will be served from 8:45-9:00. The program will be six weeks at a time. The instructor will have lesson plans for the six weeks that include pretest and posttest to measure student progress.

## **Safety Protocols and Prohibition of Discrimination**

### **Student Code of Conduct**

See Enrollment Contract Details

### **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 monthly, 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, 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 restroom. 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**

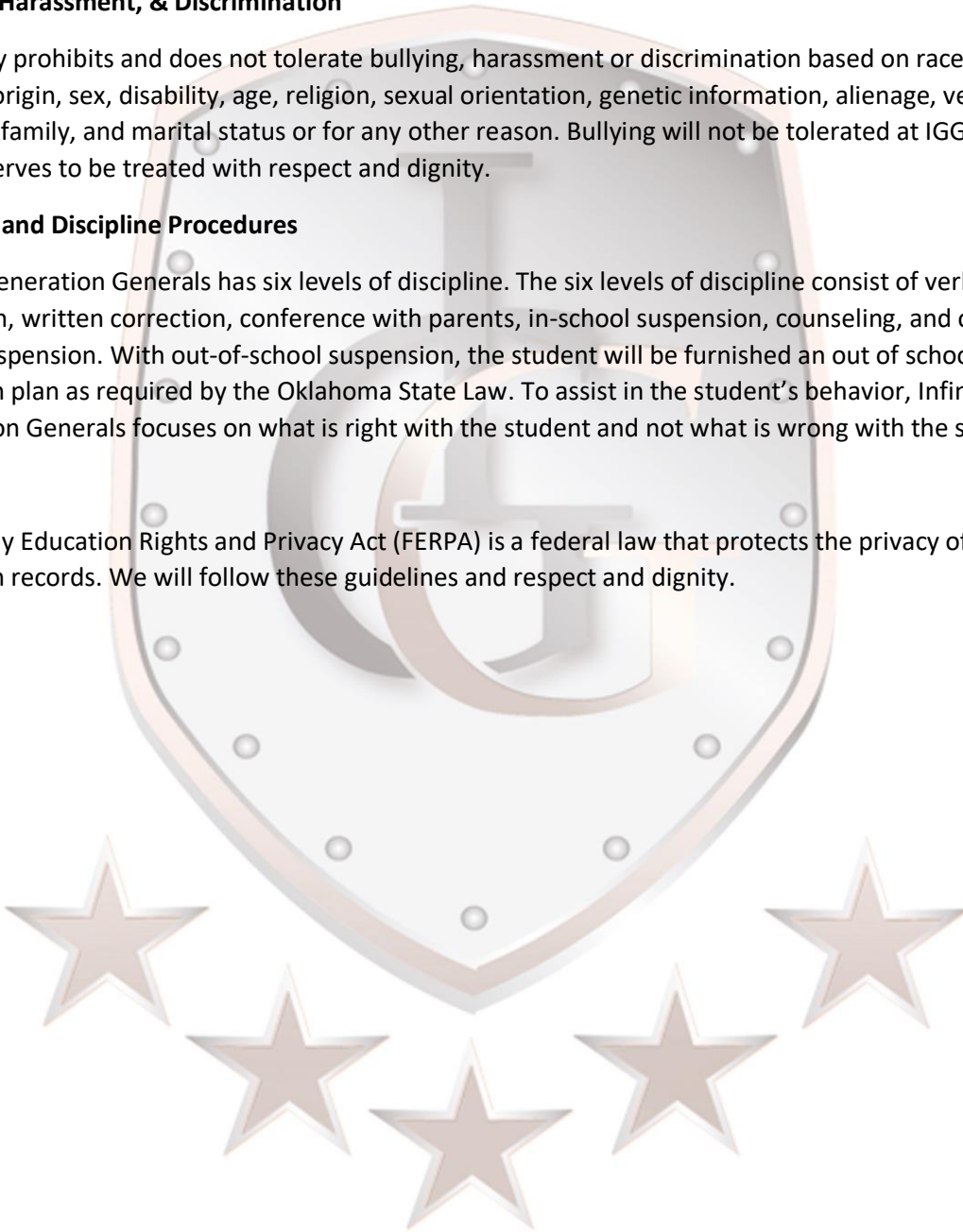
IGG policy prohibits and does not tolerate bullying, harassment or discrimination based on race, color, national origin, sex, disability, age, religion, sexual orientation, genetic information, alienage, veteran, parental, family, and marital status or for any other reason. Bullying will not be tolerated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

### **Behavior and Discipline Procedures**

Infinity Generation Generals has six levels of discipline. The six levels of discipline consist of verbal correction, written correction, conference with parents, in-school suspension, counseling, and out of school suspension. With 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.

### **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 or 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.