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# February Break



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Hello 150x Students and Families,

The halls close at 1:00 pm on *Saturday, February 17th*, and reopen on *Wednesday, February 21st* at 3:00 pm. ***(There will be \$25 fee for every 5 minutes a student is here after 1:00 pm on Saturday, February 17th.)***

The February Break presentation is a resource that helps break down the expectations leading to February break check-outs. Each required date/time for cleaning, room inspections, and packing is to ensure the student is entirely ready to go when they begin the departure process.

Please review the slides thoroughly, as we want to ensure everyone has time to ask follow-up questions, submit permissions, and meet the expectations before leaving for break.

All students should sign-up for a checkout time with their RC, unless riding a Downstate bus. RCs will provide clearance cards for students riding the Downstate bus or checking out of the halls before 3pm on Friday, February 16th.

Thank you,

150x RCs

# February 2024



Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1 C	2 D	3 Virtual Parent Day
4	5 A	6 B	7 I	8 C	9 D	10
11  Drama	12 A *** CLASH OF THE HALLS *** Extended Midday Schedule	13 B	14 I CLASH OF THE HALLS	15 C *** CLASH OF THE HALLS ***	16 D Pep Rally Early Dismissal	17 Halls Close 1 pm
18	19 Academy Closed PRESIDENT'S DAY	20 No Classes	21 No Classes Halls Re-open 3pm	22 A	23 D	24 Admissions Tours
25	26 A	27 B	28 C	29 D Review Committee		

\*Subject to change.



# Room Inspections

The room must pass a room inspection before being allowed to check out, regardless of checkout time. The roommates are both responsible for cleaning the room thoroughly. The RC's will check to ensure that the student has followed the room inspection checklist.





# Room Inspections

*Thursday, February 15th* – All Students

*Friday, February 16th* – Final Walk Through of  
Students Leaving that Day

*Saturday, February 17th* – Final Walk Through



# Room Inspections

## Main Room

1. The refrigerator needs to be unplugged and thaw out prior to leaving.
2. Electronics need to be unplugged before leaving.
3. P-Tac Units should be left on at **68 degrees and low heat** for this break.
4. Nothing on top of the P-Tac Unit.
5. There needs to be at least 3-foot of space surrounding the P-Tac Units.

## Main Room

6. No unopened food in the room. Food needs to be stored away in a container.
7. Garbage and recycling can need to be emptied and cleaned out.
9. Vacuum the room.
10. Wipe and dust all surfaces (including blinds).
11. Tidy and organize the room.
12. Blinds Open
13. Windows Locked

## Bathroom

1. All surfaces are clean.
2. Sink and counter space area is clean.
3. Mirror is clean.
4. Shower is clean.
5. Floor is swept.
6. Floor is mopped.
7. All surfaces of the toilet are clean (including the base - bottom area).
8. Items unplugged in the bathroom.

# Wing Cleans

*Thursday, February 15th & Friday, February 16th*



- All students will be assigned a housekeeping task to help clean their wing/hall.
- RCs will check to ensure that everyone has completed their tasks.
- Wing/Hall clean assignments may change daily depending on the number of students.
- Each of the RCs will send you the wing/hall clean list.
- Students will not be allowed to leave for break until their wing/hall clean assignment is completed and checked by an RC.

# Check-Out Sign Up Sheet

- The RCs will have a schedule posted in each wing by the wing door/bulletin board with days/times students can check out for break.
- All Students have to sign up for a check-out time, unless taking a Downstate Bus or leaving before 3pm on an ATC Shuttle on ***Friday, February 16th.***
- Students need to sign up for a time when the RC is available; students must let the RC know in advance if there is a time that needs to be changed in the schedule.
- Only one student per time slot, unless it is a roommate pair.
- If an RC is scheduled to be on-call, the schedule is subject to change with little to no notice, so while the student may sign up for a time, the RC may become unavailable and have to reschedule.
- If an RC is scheduled to be in the office, it may take longer as they are attending to the whole hall, so please be patient.



# Permissions

- We will ask students when (time), and how (transportation) they are departing for break.
- We will also ask who the person responsible for checking the student out for break is. This will help us know in advance for check-outs and to verify the check-out permission.
- Families, please provide the necessary permissions ***BEFORE Thursday, February 15th*** (Downstate Bus, Aurora Train Station Shuttle, Friend, Carpool, grandma, etc.).
  - Please email [oxstaff@imsa.edu](mailto:oxstaff@imsa.edu) for permissions.
  - If these permissions are not given to the RCs in advance, it may delay the checkout process for that student.

# Permissions Continued

Please reach out to [150x@imsa.edu](mailto:150x@imsa.edu) for the following student permissions.

- If the student is taking the ATC shuttle.
- If the student is carpooling with another IMSA family.
- If the student is signing out with grandparents, sibling, family friend, etc.
- Please reach out preferably before **Thursday, February 15th** so during the check-out process we are aware that the student has permission to sign out with the following person.
- We will be asking for IMSA ID/Visitor Pass and Driver License or state ID to confirm the permission in PowerSchool.

# Down State Bus

The Downstate Bus leaves on *Saturday, February 17th at 8:00 am.*

For any questions please reach out to [PACbus@IMSAPAC.org](mailto:PACbus@IMSAPAC.org)



# Down State Bus Procedures

## ***Friday, February 16th***

- All RCs will complete/confirm the following:
  - Complete a room inspection for all Downstate Students.
  - Confirm Downstate Students have completed all housekeeping assignments.
  - Confirm the Downstate Students are completely packed (as much as they can be) and ready to depart IMSA.
- All RCs will then sign a completed Clearance Card for each of their Downstate Students (once the above tasks are completed and checked).

## ***Saturday, February 17th***

- Downstate students must go to the Entelechy statue at 7:40 am (on the corner of the east lot, in front of the main building) to be checked by a staff member.
- On-Call RCs will assist Downstate Students by which bus they are riding.
- Bagged meals will be handed to the students who signed up for a meal.

# Check-Out Procedures

## *Signing Out Before the Academic Day (Before 3 pm)*

- If students are leaving before the academic day is over, they must have their parent/guardian contact Attendance (630-907-5029) to excuse the student from classes.
- That student must have their room inspection and wing clean done the night before departure. The RC will provide a clearance card after everything is checked.
- Students can turn in their key to the Attendance office if leaving before 3pm on Friday AND have a signed Clearance Card from their RC.
- Parent/guardian will sign out with the students in the attendance office. The student must provide a clearance card to the attendance office. The student must arrange with the RC before signing out for fall break.
- Students are NOT to sign out with the Day Hall Monitor or Security.

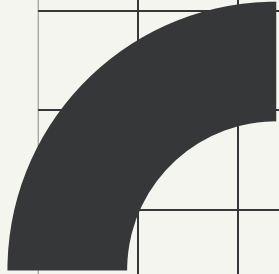
# Check-Out Procedures

1. Students taking the *Downstate Bus* on Saturday, February 17th need to check in with their RC (Room Inspection, Wing/Hall Clean, Clearance Card) on Friday, February 16th.
2. Students taking the *ATC Shuttle* on Friday, February 16th need to check in with their RC (Room Inspection, Wing/Hall Clean, Clearance Card) on Thursday, February 15th.
3. Students taking the *ATC Shuttle* on Saturday, February 17th should be checked 15–20 minutes before their departure from IMSA, and waiting in the hall commons.
4. Students should be packed and ready to go the night before their scheduled check-out. The halls have limited parking spaces, and the student not prepared to check out will delay the process for everyone else.
5. After students are done with classes, they should return to their halls and wait for the adult to pick them up. Students should not be roaming around campus because if their pickup arrives and they are not in the building, it will slow down the process for everyone.
6. Don't forget to collect any medicine from the Health Office.

# Check-Out Procedures

## *During the Student's Check-Out Time*

1. The student, parent/guardian, or person with permission to sign the student out per PowerSchool during the assigned time will come to the RC office to start the check-out process. Parent/guardian will be able to go into student's room for check-outs.
2. The RC will check the student's room inspection and wing/hall clean. After the room inspection and wing/hall clean has been checked, the student turn over their key/ID Proxy Card.
3. Student and guardian/adult depart.



# ATC Shuttle

- Students will be asked to inform their RC if they intend to take the ATC shuttle or if they need to be picked up **on Wednesday, February 21st** from the ATC.
- The ATC is a 15-minute ride (We anticipate afternoon traffic).
- ATC Shuttles will depart from the 1501 parking lot.
- Students must sign out in their hall then go to 1501. Students should wait outside 1501 on the sidewalk next to the fire lane if the weather permits.
- Students need to arrive 5–10 minutes before the ATC Shuttle leaves campus. The shuttle has to leave on time.
- Students taking the ATC Shuttle on **Friday, February 16th** must have their room inspection and wing/hall clean done on **Thursday, February 15th**.





# ATC Shuttle Continued

**Students signed up for the (insert times) departure ATC Shuttle will need to do the following:**

All RCs will sign a completed Clearance Card on Thursday night for each of their students leaving on the above listed ATC shuttles times.

- All Students should have a note in PowerSchool confirming their permission to ride the ATC Shuttle.
- Students will go to the Attendance Office to turn in their Clearance Card and key/Proxy ID before departing on the ATC Shuttle.



Departs IMSA for the ATC Friday, February 16th	Train Departure From ATC (Metra)
Departing IMSA at 4:40 pm Wait outside of 1501. The shuttle will leave at 4:40 pm on the dot.	5:04 pm Train
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<https://schedules.metrarail.com/pdf/alternative/BNSF.pdf>





Departs IMSA for the ATC Saturday, February 17th	Train Departure From ATC (Metra)
8:50 am Wait outside of 1501. The shuttle will leave at 8:50 pm on the dot.	9:20 am
9:50 am Wait outside of 1501. The shuttle will leave at 9:50 am on the dot.	10:20 am
10:50 am Wait outside of 1501. The shuttle will leave at 10:50 am on the dot.	11:20 am
11:50 am Wait outside of 1501. The shuttle will leave at 11:50 am on the dot.	12:20 am





# ATC Shuttle Pick Up

**Wednesday, February 21st**

- Sign up for a pick up time before departing for break.
  - 6:01 pm & 7:01 pm Pick Up
- The shuttle will wait 15 minutes before departing back to campus.



# Check-Outs Friday, February 16th

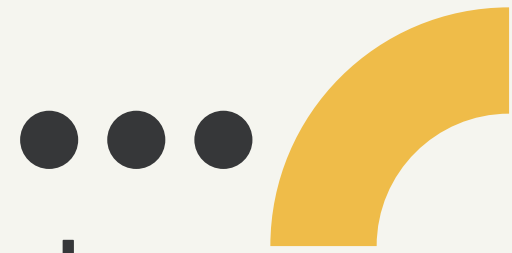
- If your student is checking out on Friday, February 16th, please be patient, as the RC on duty in the office is attending to all the hall's needs.
- If the student is leaving on Friday, the student must sign up for a check-out time with their RC and make arrangements to check out for the break.
- Students taking the ATC Shuttle get priority for checking out as they need to depart campus at a specified time.
- Students signing out on Friday must have signed up for a check-out time with their RC, met all their cleaning requirements, and be packed and ready to go during their assigned check-out time.



## **Check-Outs Saturday, February 17th**

### **Halls Open at 8:00 am**

- If your student is checking out on Saturday, February 17th, please be patient, as the RC is checking the student's room and cleaning assignment before checking the student out.
- If the student is leaving on Saturday, the student must sign up for a check-out time with their RC, as this will help families and students to coordinate a check-out time and help make the check-out process run smoothly.
- Students taking the Downstate Bus and ATC Shuttle get priority for checking out as they need to depart campus at a specified time.
- Students signing out on Saturday must have signed up for a check-out time with their RC, met all their cleaning requirements, and be packed and ready to go during their assigned check-out time.



## Halls Close at 1:00 pm on Saturday

- The halls close at 1:00 pm; therefore, if the parent/guardian has yet to arrive by 12:45 pm, students will head over to the main building front entrance (Security) at 1 pm.
- Students will start walking to the main building at 12:50 pm.
- Once students have left their halls, they must be signed out of the front entrance so the RC can verify in PowerSchool and check IDs to ensure that the student has permission to sign out with the adult.
- Students cannot sign out from the parking lot and all parents/guardians will need to come to the Main Entrance for sign-outs.



## Check-Outs after 12:45 pm on Saturday, February 17th

- After 12:45 pm, the parent/guardian will enter through the visitor side door to be let in by Security.
- The parent/guardian will check out with the RC On-Duty at the main entrance (Security), and they will ask for an IMSA ID/Visitor Pass and driver's license or state ID to confirm through PowerSchool if the student can sign out for fall break.
- The halls close at 1:00 pm; therefore, there is a **late fee of \$25** assessed for every 5 minutes a student is not picked up after the halls close.



# Academy Closure

As noted on the Academy's calendar, there are four extended weekends and several holidays scheduled throughout the year, as referenced in the academic calendar. **There is a late fee of \$25 assessed for every 5 minutes a student is not picked up after the halls close.** The late fee will be added to the student's obligation fees in PowerSchool. As these times are breaks for staff members as well as students, the Academy cannot make exceptions to cover special requests for student housing during extended weekends or holidays. With parent permission, students may stay with friends or family during mandatory closings. Clearance cards are issued by the RC and indicate that students have completed all of their residential responsibilities including passing room inspections, and completing their wing cleaning assignments. If students are checking out before 1:00 p.m., clearance cards must be obtained the night before in order to check out with the Attendance Office. Students will not be allowed to check out without a clearance card. Students will not be assigned academic due dates over extended weekends or on the first academic day back from extended.

# Medications

To be determined.



# Returning from Break

- The halls will reopen *on Wednesday, February 21st, at 3:00 pm* Parents/Guardians do not need to enter to check back in with their students.
- Once the student has arrived, they will call the RC Office at 630-907-5x01
- The RC will sign the student back in and hand them their key.
- The RC Office closes at midnight.
- Students signing back on Thursday morning will need to check in with the Attendance Office. Students will need to wait for the RC Office to open at 3:00 pm to get their key/Proxy ID.



# Have a Wonder Break!



Do Use the Time to Relax, Refresh, and Recharge