

Iowa Mennonite School

1421 540th St. SW
Kalona, IA 52247

319.683.2586 (phone)
319.656.2073 (phone/fax)
iamenno@yahoo.com (email)
www.iowamennonite.org



Student Handbook *2011-12*

Name

Mission Statement

*Iowa Mennonite School, in partnership with the family and the church,
offers high school students an academically excellent,
Christ-centered education rooted in an Anabaptist perspective.
Within a caring community, IMS prepares students for lives of
Christian discipleship, peacemaking and service.*

The policies and guidelines which govern Iowa Mennonite School are set by the *Operating Board* of the school. They are listed on the following pages, and are under the direction of the administrator of IMS, **Tony Miller**.

All questions concerning any material on these pages should be directed to the IMS administration.

Admissions Requirements

Application for admission must be filed with the administration. Any student desiring a high school education from a Christian perspective is welcome regardless of race, creed, color, national origin or ancestry. Successful completion of the eighth grade is the minimum requirement for admission to the freshman class. Applicants are expected to:

- abide by the general policies and regulations of the school
- make every effort to achieve the objectives set forth by the school
- be cooperative with all staff members and show proper respect at all time
- make record of previous academic work available

Graduation Requirements

Iowa Mennonite School requests students to plan their courses of study to meet the prescribed requirements for graduation of IMS and the *Iowa State Board of Public Instruction*. A minimum of 210 units of credit must be earned for graduation.

The minimum course requirements are as follows:

Bible	5 units for each year of attendance
English	40 units*
Mathematics	30 units
Science	30 units
PE	1.25 units for each semester of attendance
Health	5 units
9th Art/Music	5 units**
Social Studies	30 units
Electives	40 units

Minimum graduation requirements 210 units

* The Applied Writing course will not complete the English requirements.

** Students entering IMS after grade 9 may satisfy the Art/Music requirement by taking one semester of art or music.

The following courses are typically taken in this sequence:

grade 9

New/Old Testament Survey
English I
Physical Education
Math
General Science or Biology
Intro to Art/Music

grade 10

New/Old Testament Survey
English II
Physical Education
Math
Biology or Science Elective
Health

World History

grade 11

Church/Anabaptist History
English III
Physical Education
American History

grade 12

Christian Family Living or
Christianity in the World Arena
English IV
Physical Education
American Government

All course requirements must be met prior to graduation. Students who are five (5) units or less short of meeting graduation requirements may participate in graduation exercises with a brief comment included during diploma presentation noting the credit needed. Students who need more than five (5) units to complete graduation requirements will not participate in graduation exercises (except in exceptional circumstances determined by the principal and guidance counselor and approved by the *Operating Board*). Non-graduating seniors may participate in the senior class trip.

Early Graduation

Students desiring early graduation must: 1) apply for early graduation permission through the guidance counselor; 2) prepare a comprehensive plan for their future and indicate how early graduation plays a part of this plan; 3) discuss early graduation in a meeting with guidance counselor and parents; 4) complete 210 units of credit for graduation.

An IMS student may transfer a maximum of four high school-level courses toward an IMS diploma. No more than two of these courses may come from a community college high school-level program. Any course taken for transfer credit to IMS will need to be approved by the IMS guidance counselor. Any exceptions must be cleared by the guidance counselor and principal.

Individualized Education Program

An *Individualized Education Program* will be available for those students needing academic modifications.

Incompletes

Students who are unable to turn in assignments on time due to absences will be granted the same number of days to make up the assignment as days missed. Incompletes will be allowed only with the approval of the teacher and guidance counselor.

Course Withdrawal Policy

During the first two weeks of a new semester, a student may make schedule changes with no penalty. From the third week on, a student may withdraw from a course under the following conditions:

- if the student, teacher and guidance counselor agree to the withdrawal, a "W" or the current grade for that grading period will be recorded on the grade card
- a student who drops a course during the semester without teacher and guidance counselor approval will receive an automatic 'F' grade for the semester

Grading

Grades are symbols of achievement; they are teachers' professional judgment of students' work. The following scale is to be used for grades:

A+ 97-100	B+ 87-89	C+ 77-79	D+ 67-69
A 93-96	B 83-86	C 73-76	D 63-66
A- 90-92	B- 80-82	C- 70-72	D- 60-62
F 59 or below			

Grade cards are distributed every nine weeks. Progress reports are mailed to the parents at the mid-point of each quarter. Parent-teacher conferences are scheduled twice per year for parents to evaluate their students' progress.

When a subject is recorded as incomplete at the end of a semester, the student has the opportunity to make up the work not completed.

Honor rolls are posted each quarter. First honor roll includes all students with 3.5 - 4.0 grade-point-averages. Second honor roll includes students with 3.2 - 3.499 grade-point-averages. Honor rolls and class ranks are computed for students who are half-time or more and are earning a diploma.

Grade points are awarded as follows:*

A=4.00	A-=3.67	B+=3.33	B=3.00
B-=2.67	C+=2.33	C=2.00	C-=1.67
D+=1.33	D=1.00	D-=0.67	F=0.00

*For each *Advanced Placement* course, an additional 0.5 value will be added to the grade-point.

Academic Honors Policy

IMS recognizes students who distinguish themselves academically by performing at a high level while taking a rigorous academic course load. Students who complete the following academic program with grades of B or higher in each course will receive the honors distinction at graduation:

- 4 years of language arts
- 4 years of mathematics*
- 3 years or more of science
- 3 years or more of social studies
- 2 years or more of foreign language

*High school mathematics courses (Algebra I, Geometry, Algebra II, Pre-Statistics, Pre-Calculus) completed prior to 9th-grade may be counted toward the fulfillment of the mathematics requirement.

Academic/Music Letter Policy

An *Academic Letter* and/or a *Music Letter* will be awarded at the Academic and Fine Arts Awards Night, with a letter and pin given for the first year of eligibility. A pin will be given in each succeeding year. The requirements to earn such a letter are as follows:

Academic Letter

- 3.6 GPA for both first semester and third quarter grades
- a minimum of 28.75 credits per semester

Music Letter

- instructor approval
- must participate in choir or symphonic band for four years, or participate in choir or symphonic band for two years *and* two of

the following music activities for the year awarded:

Conference Select Choir	Praise Band	OPUS
Senior Recital	Women's Ensemble	Dorian
All-State tryout	Chamber Singers	School Music
Jazz Ensemble	Honors Choir	

Student Conduct Code

Iowa Mennonite School acknowledges Jesus Christ as Lord over all areas of life. In applying for admission to IMS, each student indicates a desire to learn more about Jesus and His teachings as well as to grow into a relationship with Jesus that includes all aspects of life. Each student is encouraged to develop honest, respectful and caring relationships with other students, faculty, parents and community persons.

IMS is committed to a redemptive discipline in which counsel, support and encouragement are given to those students who may develop a problem and who sincerely want to overcome the problem. Students are asked to abstain from behavior that is harmful to themselves and to others. The use of alcohol, tobacco, drugs, profanity, dishonesty and malicious and disrespectful conduct is unacceptable behavior.

Continued student involvement in any of these activities, as well as other activities that consistently distract from the total program at IMS, will show the faculty and administration that the student is not interested in living a life compatible with the example and teaching of Jesus Christ. Such a student will be asked to leave Iowa Mennonite School.

The Iowa Mennonite School *Operating Board* is in full support of the *Student Conduct Code*. The board holds the faculty and staff accountable for enforcing these policies and will support them in that enforcement.

Attendance Policy

IMS maintains that attendance is an essential part of any school. In order for learning to take place, students must be in class to participate in discussions and interact with teachers and students. Students are responsible to follow prescribed procedures regarding absences and tardiness. Exceptions to any of the following procedures must be cleared with the principal.

Parents are responsible to notify IMS concerning the reason for a student's absence. Preferably, these calls should be made the day of the absence, or before if the absence is known ahead of time. Students are required to get an admittance slip from the office to take to each teacher following an absence.

Excused Absences

Student absences will be excused for the following reasons:

- personal illness
- medical appointments (should be scheduled outside of school whenever possible)
- bereavement
- pre-arranged absences for family activities (as described below)
- college visits approved by the guidance office and cleared with the front office (arrangements must be made one week in advance; exceptions will be determined at the discretion of the guidance counselor)
- school-sponsored trips
- administrative-approved absences

Family Vacations

We strongly encourage families to plan their vacations outside of school time, but we are supportive of family vacations and try to work with family plans. Students going on vacation with their families must receive permission at least one (1) week in advance by written request.

The school will excuse student friends to accompany that family -- *provided all parents involved send written permission requests at least one (1) week in advance.*

Students are responsible to make sure all homework, tests and projects are up to date in each course by the beginning of the third day after returning from a vacation. Teachers/administrators reserve the right to make amendments by requiring some work to be completed in advance of the vacation. If the student does not take the initiative to get assignments and do the work, he/she will face the usual penalty for undone homework/projects/tests.

Leaving Campus

Students needing to leave campus during school hours are to check out at the front office before leaving, and must check back in upon their return. Students needing to use the sick room are to report to the office both before and after using the sick room. Students using the prayer room must clear that time with a teacher or the office if the time away from class is to be excused.

Tardiness

Being late for a class interrupts both the teacher and students in the class. When a student is unavoidably late, a written pass from a teacher or parent will allow admission to the class with no penalty. Any student receiving a third unexcused tardy during one quarter will serve detention.

Students more than 20 minutes late to a class will be recorded as absent.

Appearance Code

Guidelines for student dress and appearance at IMS are based upon principles of modesty, simplicity and cultural appropriateness. Students are asked to focus on an inner beauty rather than drawing undue attention to self by attire (1 Peter 3:3-4). Our intent as a Christian school is to project an atmosphere of clean, well-kept and appropriately dressed students.

In a culture that exploits our sexuality, we ask students to hold an alternative, Biblical standard. Standards of modesty exclude unduly short or tight clothing. Examples are:

- all shirts and dresses must have sleeves
- all shirts, blouses and dresses should not be inappropriately low-cut
- clothing should always cover undergarments and torso, regardless of position or activity
- skirts/dresses must be no more than three inches above the knee - shorts must be at least finger-tip in length

A Biblical value of simplicity means that status is not based on clothing, but on being God's child. Nothing makes us more lovable, valuable, desirable or acceptable. Standards of simplicity include avoiding clothing that draws undue attention to self or distracts others from academic endeavors.

Culturally appropriate clothing considers the school context and shows respect for others. It will not advertise or suggest obscenities, alcohol or drug consumption, music groups, the military (camouflage) or gang membership. Cleanliness is expected. Shoes will be worn at all times and clothing which drags on the floor will not be permitted. Sunglasses, caps, hats, frayed or torn clothing and athletic wear are not appropriate for the classroom setting.

Students and faculty are expected to dialogue regarding appropriate dress standards. Each faculty member is responsible for maintaining appearance standards for his/her classroom or activity. The above-listed rules apply to IMS students during school hours or when representing IMS during a school-sponsored function or activity.

Students unwilling to conform will be referred to the principal.

Alcohol and Controlled Substance Use Policy

For any students arrested as a minor in possession of alcohol, or a controlled substance, driving under the influence of alcohol, or a controlled substance, or found with or admitting use of alcohol, or a controlled substance, the principal is authorized to take the following action:

- impose an in-school suspension of one (1) day
- require the student to meet with a counselor from an approved treatment center and participate in a substance abuse evaluation at the expense of the student
- notify the parents and pastor, with the pastor encouraged to meet with the parents and student soon after the event

For any student involved in a second offense the principal is authorized to:

- impose an in-school suspension of three (3) days
- require participation in a substance abuse program for the number of sessions recommended
- require the student to participate in a meeting with the principal, the student's pastor and parents to discuss the future of the student at IMS and the process of accountability to church, school and family

Possession is considered to exist if a student: a) is aware of the presence of alcohol or controlled substance, and b) is in the proximity or has access to the alcohol or controlled substance, and c) fails to remove himself/herself from the premises immediately.

Gun-Free School

Any student who brings a weapon to Iowa Mennonite School or knowingly possesses a weapon at IMS will be suspended for a period of not less than one year. (The principal may modify the expulsion requirement for a student on a case-by-case basis.)

The sheriff's office will be notified if a student brings a weapon to school.

Guidance

Each fall freshmen and juniors take the *Iowa Test of Educational Development* (ITED). Tests for vocational preference are available to help students make vocational decisions. The *Preliminary Scholastic Aptitude Test* (PSAT) for juniors is administered each year. The PLAN test/career inventory for sophomores is administered each year.

Students are encouraged to use the guidance office for the following:

- to receive help in selecting courses
- to discuss reasons for not getting along satisfactorily in a subject
- to receive help in improving study habits
- to check progress toward graduation requirements
- to discuss future career plans
- to plan for college admission
- to discuss capabilities as directed by standardized test results
- to ask for remedial or tutorial help
- to receive help in applying for college financial aid
- to apply for taking college entrance tests
- to discuss problems
- to seek counsel on spiritual concerns

Student Records

Iowa Mennonite School maintains records on each student in order to facilitate the instruction, guidance and educational progress of the student. The records contain information about the student and his/her education and may include, but are not limited to, the following types of records: identification data, attendance data, record of achievement, family background data, aptitude tests, educational and vocational plans, honors and activities, discipline data, objective counselor or teacher ratings and observations and external agency reports.

Persons responsible for maintenance of student records are:

Tony Miller (administrator)

Dwight Gingerich (assistant administrator/guidance counselor)

... other office personnel as the need dictates and/or is appropriate

The following persons, agencies and organizations may have restricted access to student records without prior written consent of the parent or student over the age of 18 years:

- school officials, teachers and *Area Education Association* (AEA) personnel with a legitimate educational interest
- officials of other schools in which the student proposes to enroll
- representatives of state and local government when auditing and evaluating federal education programs
- officials connected with a student's financial aid applications
- organizations which process and evaluate standardized tests
- accrediting organizations for accrediting purposes
- parents of dependent children, regardless of the child's age
- appropriate parties in a health or safety emergency

Any other access to student records shall only be upon written consent, court order or legally issued subpoena.

Disabled students age 18 and over, and parents of disabled students under age 18, will be informed when personally identifiable information in the records is no longer needed to provide educational services, and before the information is destroyed.

Students age 18 and over, and parents of students under age 18, may exercise the right to review educational records of the student; obtain copies of the records; write a response to material in the record; challenge the content of the record on grounds of inappropriateness, inaccuracy or an

invasion of privacy; or have the records explained.

The procedure to be followed in exercising any of the rights under school policies or rules may be obtained from the persons responsible for maintaining student records.

The principal may release the following types of information to the public, where appropriate, keeping in mind the privacy of the student and the student's family and the totality of the surrounding circumstances: name, address, telephone listing, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, the most recent previous school or institution attended by the student and other similar information.

To prevent the public release of such information, a parent must file a written objection with one of the aforementioned persons responsible for maintaining students' records.

Students and parents may file complaints with the *Department of Education* concerning alleged failures of the school district to comply with federal legislation dealing with student records. Correspondence should be addressed to: *The Family Educational Rights and Privacy Act Office*

*Department of Education, Switzer Building
330 C St. SW
Washington, DC 21201*

Boarding Students

Students from outside the community unable to commute may contact the school for assistance in finding a boarding home. Such students reside with area families and are expected to become actively involved in the lives of the host family. Host parents assume the responsibility of serving as substitute parents while the boarding students are in the IMS community. There are boarding costs involved in such arrangements: \$150 per month (or \$110 per month for the student who boards five days per week).

National Honor Society

To be eligible for induction into this organization, a student must be classified as a junior or senior and must have a cumulative grade-point-average of 3.3 (possible 4.0). In addition, potential members must meet high standards of leadership, service and character.

Leadership-based on the student's effective leadership in community or school activities.

Service-the student must have been active in service projects at

Character-measured in terms of integrity, behavior, ethics and the larger community.

IMS and the larger community.

cooperation with both students and faculty at IMS, as well as

A student wishing to be considered will be asked to complete a *Student Activity Information Form*, which assists the faculty council in the evaluation process. The five-member council then votes on whether the leadership, service and character traits have been shown by the candidate. To be inducted, a student must have three (3) positive votes in each category. The student is expected to maintain the high standards in each of the categories on which each of his/her selection was originally based.

The selection process for inductees begins in January, with induction occurring at the *Academic and Fine Arts Awards Night* in the spring.

Extra-Curricular Activities

All students are encouraged to take part in activities sponsored by the school: FFA, cheerleading, dramas/musicals, athletics, music, journalism, Y-Co (student government), Compassion International, etc.

Students are offered a wide range of interscholastic sports: cross country, volleyball, basketball, golf, track and softball for girls; and cross country, soccer, basketball, golf, track and baseball for boys.

Sharing programs with area schools are also options: football (Williamsburg); wrestling, girls soccer (Mid-Prairie); and swimming (Iowa City West).

The music department offers courses in vocal and instrumental music. Students may become involved in small ensembles, Chorale, Concert Choir, Touring Choir and/or Symphonic Band.

Students may gain experience in writing and publishing their own compositions by working on the yearbook, *The Reverie*.

Y-Co works to promote harmony and communication throughout the school. Members plan school social activities and function as a liaison between the student body and the faculty and administration. Officers and class representatives are elected each year.

Extra-Curricular Eligibility

In order to participate in interscholastic athletics, pep band, cheerleading, musicals or dramas, a student must maintain passing grades in all courses.

If a student receives a failing quarter grade, he/she will be ineligible for a minimum of fourteen (14) calendar days. A student who receives a failing semester grade will be ineligible for a minimum of thirty (30) calendar days.

For students involved in activities that extend into the summer, because there are no school days, the period of ineligibility begins the day following the release of the second semester report card, and results in a fourteen (14)-day ineligibility period for a quarter failing grade, or a thirty (30)-day ineligibility period for a semester failing grade.

A student's ineligibility will be served during said student's current or nearest season of participation, which may extend to the following year.

The period of ineligibility starts with the first day on which competition is allowed, not practice. If the grading period is in the middle of an affected student's season, the period of ineligibility starts with the first school day after final grades are issued.

Use or possession of alcohol, or controlled substances by students involved in extra-curricular activities is prohibited. Possession is considered to exist if a student: a) is aware of the presence of alcohol, or controlled substance, and b) is in the proximity or has access to the alcohol, or controlled substance, and c) fails to remove himself/herself from the premises immediately. The use and possession of tobacco, alcohol, or controlled substances, as well as participation or involvement in other activities deemed inappropriate by the coach, sponsor or the administration will result in a minimum suspension of two events. In cases involving self-disclosure, the penalty may be reduced.

Financial Information

The finance plan for Iowa Mennonite School reflects a Mennonite tradition of Christian community. Income from student entry fees (see *Fees*) covers only a portion of the budgeted income. The remainder is received from individual contributions, the *Congregational Support Plan* (CSP) and fund-raising events. Each student has a portion of his/her cost of education subsidized in one form or another.

For many students, financial support (beyond student entry fees) is given through their local church.

Financial assistance applications are available from the school.

Fees

Each family is to make arrangements with the school office for the payment of school fees, including the entry fee. Fees may be paid in full by September 15 or on a semester or monthly payment plan. A discount of \$150 is given to the second child and \$300 to the third child from within the same family. A discount of \$50 is given for each student who makes a payment of \$250 by July 1. Accounts must be paid in full before a diploma is granted. Transcripts will be issued only after full payment of the previous year's bills.

Students are assessed for damage of school equipment or property.

Lunch

A hot lunch is available every day. Lunch tickets may be purchased in the office for 20 days, one semester or the entire school year.

Chapel

Because the spiritual life of each student is of primary concern, the chapel program is designed to lead each student into a meaningful relationship with Jesus Christ. Worship experiences are scheduled for 20 minutes each morning, with students sitting in assigned rows.

Library

The library is provided as a quiet place to study. Hours are 7:45 a.m. - 4:00 p.m. Monday-Friday. Many resource materials are available for student use. Proper checkout procedures must be used when borrowing books.

Computer Use

Computers and Internet access are provided for educational purposes. Computers are not provided for recreational use during classroom hours. Thus, computers are not to be used during classroom hours for e-mail, chat rooms, instant messenger, games, E-Bay and other recreational use purposes. With special permission from instructors, e-mail may be used for classroom assignments. No games or chat rooms are allowed at any time.

Announcements

Announcements are made twice each day: once in the morning and once in the afternoon. Groups wishing to make announcements are to submit them in writing to the office by 8:30 a.m. and 2:30 p.m. Student groups must have the approval of a sponsor.

Fire/Tornado Drills

Periodic unannounced fire and tornado drills are held during the school year. Instructions are posted in each classroom. In the event of a fire or fire drill, students must exit from the building quickly, quietly and in single file. In the event of a tornado or tornado drill, students are to move to designated basement areas of each building.

School Closings

Notices of emergency closings or delayed starts due to weather conditions are broadcast via the following media:

- 1) E-mail alerts via *Kalona Cooperative Telephone Co.*
- 2) IMS Web site: www.iowamennonite.org
- 3) The following radio stations:
 - WMT (AM-600)
 - KCII (AM-1380, FM-106.1)
- 4) The following television station:
 - KCRG (channel 9)

Transportation

The Mid-Prairie school system provides bussing for students living within the district. All other students are expected to find their own transportation.

Electronic Devices/Cell Phones

MP3 players, I-pods and computers brought to school may only be used for classroom purposes and with the approval of an instructor. Students should not be using headphones or earbuds in the hallways between classes.

Cell phone policy:

- may be used before and after school and at noon; otherwise only by permission of authorized personnel
- may be used during study hall only with written permission from the study hall monitor
- cell phones seen or heard at any other time will be confiscated for the remainder of the day
- repeated violations will result in longer periods of confiscation

Communication

The school is serviced by three telephone lines: Kalona (two lines, both 319-656-2073) and Sharon Center (319-683-2586); a facsimile machine (319-656-2073); and an e-mail address (iamenno@yahoo.com). The school's Web site is www.iowamennonite.org. Students will be called to the telephone during school hours only in the event of an emergency. Important messages will be delivered to the student. All personal calls made by students are to be made on the telephone in the foyer. Long distance calls by students should be made collect or with a calling card. Persons may call to the phone in the foyer (319-683-2287).

Asbestos Management Plan

Iowa Mennonite School is inspected regularly for asbestos according to the *Asbestos Hazard Emergency Response Act*. An asbestos management plan is available in the custodian's office for examination by parents or students at any time. Please contact the school office if interested in seeing the plan.

Student Abuse Investigators

The *Operating Board* has appointed **Dwight Gingerich**, counselor, as investigator; and **Pam Gerig Unruh** as alternate investigator of student abuse cases. Any allegation of abuse of students by school employees should be reported to one of these persons. Dwight's home phone number is 319-656-3075; Pam's home phone number is 319-256-7294.

Anti-Bullying Policy

IMS prohibits harassment, bullying, hazing, or any other victimization of students, based on any of the following actual or perceived traits or characteristics, including but not limited to, age, color, creed, national origin, race, religion, marital status, sex, sexual orientation, gender identity, physical attributes, physical or mental ability or disability, ancestry, political party preference, political belief, socioeconomic status, or familial status.

Harassment and bullying mean any electronic, written, verbal, or physical act or conduct toward a student which is based on any actual or perceived trait or characteristic of the student and which creates an objectively hostile school environment that meets one or more of the following conditions:

- places the student in reasonable fear of harm to the student's person or property;
- has a substantially detrimental effect on the student's physical or mental health;
- has the effect of substantially interfering with the student's academic performance; or
- has the effect of substantially interfering with the student's ability to participate in or benefit from the services, activities, or privileges provided by a school.

"Electronic" means any communication involving the transmission of information by wire, radio, optical cable, electromagnetic, or other similar means. "Electronic" includes but is not limited to communication via electronic mail, internet-based communications, pager service, cell phones, electronic text messaging or similar technologies.

Any allegation of bullying/harassment by a student, school employee, or volunteer should be reported to Tony Miller, principal. His home phone number is 319-646-5925.

Anti-Discrimination Statement

It is the policy of Iowa Mennonite School not to discriminate on the basis of race, creed, color, sexual orientation, gender identity, national origin, gender, disability, religion, age, socioeconomic status or actual or potential parental, family or marital status in its programs and activities as required by Iowa Code.

Student Driving/Parking Policy

Driving and parking on campus is a privilege. Students who abuse the privilege by driving recklessly may lose the privilege. Students may be fined up to \$25 per incidence for speeding or reckless driving. Teachers and administrators are given the authority to determine if driving is unsafe. Reckless driving on school grounds or driving reported by community persons for students going or coming from school will result in parent notification.

Students should park cars in designated areas in an appropriate manner. Students may be fined up to \$5 per incidence for parking inappropriately.

Building and Grounds

Care and respect should be shown towards school property. Any damage to school property is to be reported to the office at once by the person responsible. Any student who damages or destroys school property due to carelessness or recklessness will be expected to make payment in the amount of loss to the school for any repair or replacement. Any student who willfully vandalizes school property, or who illegally enters the school will face disciplinary action.

Student Work Days

Student Work Days promote a service to community members as well as provide funds for the *Student Aid* program. Work Days are scheduled for October 28 and March 16. If it is not possible to work on the designated days, students may make arrangements to work on a Saturday. The school office will assist with matching students with jobs called in; students may also arrange work on their own.