



IOWA MENNONITE SCHOOL

Igniting Mind and Spirit

Student Handbook
2016-17

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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 principal. 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.

Graduation Requirements

Students are to plan their courses of study to meet the prescribed requirements for graduation of IMS and the *Iowa State Board of Public Instruction*. Minimum graduation requirements include 210 units.

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
- World History

grade 10

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

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

To receive a diploma, 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. If exceptional circumstances prevent a student from completing the graduation requirements, and the student wishes to participate in graduation ceremonies, he/she may appeal in writing to the Principal. The administration shall determine if the student may participate in graduation exercises.

Transfer Credit

The following criteria applies to homeschool credit toward an IMS diploma.

- Up to two semesters of homeschool credit may be granted provided the student demonstrates proficiency according to Iowa Academic Code IAC 12.5(15), the “local assessment” option. The principal and guidance counselor have sole discretion in credit determinations.
- No more than two semesters of credit shall be granted in any one subject area (e.g., Math, Science, Language Arts, Social Studies, Spanish etc.)
- The satisfactory completion of courses from other schools accredited by the state of Iowa or any other state or country will be accepted as viable transfer credit.
- Only IMS courses or those taught through an IMS proxy, e.g., Belin-Blank Center at the University of Iowa or Kirkwood, and those transferred in from an accredited school count toward GPA. Students must be enrolled as a full time student for their last four consecutive semesters to be considered for graduation and class rank honors.

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.

Individualized Education Program

Iowa Mennonite School has a Directed Studies program designed to help students who need extra guidance and/or various forms of assistance to engage fully in academic and social programs. For families that desire an Individual Education Plan, a dual enrollment option is available with Iowa Mennonite School and local public schools in consultation with Grant Wood Area Education Agency.

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

Grade reports are distributed every nine weeks. Parents and students may access grades at any time by logging onto Powerschool at <http://ps-iamenno.gwaea.org/public/>. A login and password is given out at registration or by contacting the office. Progress reports for students who are struggling are emailed to the parents at the midpoint of each quarter. Parent-teacher conferences are scheduled twice per year to evaluate 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.

Incomplete Assignments:

Students 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 unless otherwise specified by the teacher. Incompletes will be allowed only with the approval of the teacher and guidance counselor.

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 the same 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

- 3.5 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 full years *and* two of the following music activities for the year awarded:

Praise Band	Senior Recital	Special teacher-nominated ensemble
School Musical	Jazz Ensemble	State Music Event (all state audition, etc.)
Chamber Singers	Pep Band	

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 effective leadership in community or school activities
- *Service*-must have been active in projects at IMS and the larger community
- *Character*-measured in terms of integrity, behavior, ethics and cooperation with both students and faculty at IMS, as well as the larger community

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 February, with induction during 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, 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: recent sharing programs have included football (Clear Creek-Amana); wrestling (Mid-Prairie); girls soccer (Mid-Prairie); swimming (Iowa City West); and tennis (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

A student must maintain passing grades in all classes in order to participate in interscholastic athletics, pep band, and school dramas/musicals. A student who receives a failing grade at the end of a nine week grading period will be ineligible for 14 calendar days and until the grade in the subject failed is brought up to passing. A student who fails a course which does not continue into the next quarter must be passing all subjects at the end of 14 days of the next quarter or the student will remain ineligible for another 14 day period (and subsequent 14 day periods until the student is passing all classes).

A student who receives a failing grade at the end of the semester will be ineligible for 30 calendar days and until the grade in the subject failed is brought up to passing. If a student continues to fail a course at the end of thirty calendar days he/she will remain ineligible for a 14 day period (and subsequent 14 day periods until the student is passing all classes). The period of ineligibility for failing a class at the quarter begins the day after grades are released.

The ineligibility period for a student failing a class for the semester begins the day after grades are released. If a student is not involved in interscholastic athletics when semester grades are released the period of ineligibility begins the first day competition legally begins for the next sport in which the student participates. If a student is participating in drama and athletics they must serve the required period of ineligibility for both activities. An ineligible student may be allowed to practice with the team or cast for up to thirty calendar days.

If a student receives an incomplete due to illness they will be given whatever time seems appropriate by the instructor (upon consultation with the principal and guidance counselor) to complete the work and will not be penalized unless the arrangement is not honored, in which case the student will be ineligible. Any exceptions need to be made by the principal upon consultation with the guidance counselor and athletic director.

Participation in extra-curricular activities is considered a privilege. 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. A **second offense** will result in a minimum suspension for the remainder of the current season or activity if the student is involved in a sport or activity at the time the offense is discovered; plus the next athletic season and activity if the discovered offense is in the last part of the season. If the student is not in a sport or activity at the time the offense is discovered, the student will be ineligible for the next season and/or activity. The length of the suspension is not to exceed 365 days. A **third offense** and any subsequent offense will result in suspension from participation in all extra-curricular activities for one year (365 days) from the date of the infraction.

Students involved with alcohol, tobacco and other drugs who have not been found in violation of this policy but who willingly seek help and follow through with corrective actions may be exempt from the sanctions of this policy, at the discretion of IMS.

IMS reserves the right to take additional disciplinary action, and to apply more or less severe penalties than the ones described in these guidelines, at its discretion.

Student Conduct Code

As a faith-based school rooted in the Anabaptist tradition, students must be willing to conduct themselves in a way that is compatible with the teachings of Jesus Christ. Each student is encouraged to develop honest, respectful and caring relationships with other students, faculty, parents and community persons. Discourse on personal faith issues should be conducted in a spirit of humility that may lead to a deeper understanding of one another.

IMS is committed to using restorative 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.

Students who continue to engage in behavior that disrupts the educational mission of the school may face permanent expulsion.

Cheating and Plagiarism - Academic Integrity

The Bible teaches us that we are to be honest, trustworthy, and responsible for our actions. By cheating off of someone or plagiarising other people's works we are essentially stealing from them. While it may seem okay to take some shortcuts from time to time, the actions can have severe consequences both here at IMS as well as impacting your future. Consequences for cheating or plagiarizing on an assignment or test will be NO CREDIT. If there is a repeated offense faculty and administration may:

- Develop a restitution plan with the student offender
- Refer the offender to Administration to begin covenant offense process

All incidents will be reported to the office and records will be kept for each incident. Parents will be notified either by the faculty member or Administration, or both, regarding the incident.

Examples include, but are not limited to:

- Discussing a test or quiz that not all students have completed
- Having someone else complete schoolwork on your behalf

- Claiming someone else's work as your own
- Allowing someone to copy your finished work
- Working together on homework which has been assigned as individual work
- Allowing a lab partner to do all the work and claiming it as yours
- Purchasing an online paper and passing it off as yours
- Using cheat sheets for Bible memory in Bible class
- Using cell phone to send or receive answers or information

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. Bullying is defined as the intentional, repeated, hurtful acts, words or other behavior such as name-calling, threatening, and/or shunning by one or more individuals against another.

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 a student in reasonable fear of harm to the student's person/property
- has a substantially detrimental effect on the student's physical/mental health
- has the effect of substantially interfering with the student's academic performance
- 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, cell phones or similar technologies.

Any allegation of bullying/harassment by a student, school employee or volunteer should be reported to the principal. Contact information is located on the IMS web site.

Alcohol and Controlled Substance Use Policy

The possession, use, delivery, transfer, or sale of alcohol, tobacco (including smokeless and e-cigarettes) or any other illicit drugs while on school property or while attending any school function is expressly forbidden. We expect, furthermore, that students will not purchase, supply, or use harmful or illegal substances at any time during their years at Iowa Mennonite School. Any student in violation of this policy can expect to be suspended and/or expelled from school and reported to their parents and the appropriate law enforcement agency for possible legal action.

For any student arrested 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 while enrolled at IMS, the principal is authorized to take any or all of 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

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 student participation in a meeting with the principal and parents to discuss the student's future at IMS

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

- impose a suspension of five (5) days (in or out of school)
- require participation in a substance abuse program for the number of sessions recommended
- require student participation in a meeting with the principal and parents to discuss the student's future at IMS

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

School officials will report to the local sheriff's office any use or possession of alcoholic drink or any controlled substance on school premises as required by law. Iowa Mennonite School reserves the right to use law enforcement, including drug dogs, to check the school and vehicles on the school grounds for illegal substances.

Weapons-Free School

Any student who brings a weapon to IMS 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.

Student Cell Phone/Device Use

The ability to carry and use a cell phone or other type of electronic device is a privilege. IMS encourages student interaction outside of the electronic venue. Because of this we expect students to follow these guidelines in regards to using their devices:

- **Class Time** --- Teachers reserve the right to confiscate student devices at any time during the class period and turn them into the office for the remainder of the day. Learning is a valuable time and faculty may use a variety of methods to assure class time is not interrupted by devices, for example: Asking students to place devices face down on desks, asking students to place devices on a determined table upon entering the class, or other creative means to prevent distraction from taking place. Exception is if teachers grant permission that will help/expand the educational experience.
- **Study Hall** --- Specific guidelines will be created for study hall use but the monitoring teacher may confiscate devices if deemed appropriate.
- **Lunch** --- During lunch students are encouraged to engage with one another using non-electronic methods. Because of this, any student using their device will have it confiscated. Devices may be used in the lobby area once a student is finished eating.

- Passing Time/Hallway --- Students are encouraged to engage with one another. Students should not have earbuds/headphones on during passing time. Preferably students should not use their devices during this time.
- Before/After School --- Students should look to engage first in conversation and secondly in using technology.

Hall Conduct

The hallway is to be treated as an extension of the classroom. Students are expected to conduct themselves appropriately in these spaces. Running, excessive noise, and jumping out/shouting at others in an effort to try and startle them are to be avoided. Students may be verbally warned, and if the behavior continues, will be referred to Administration. Students should not slide down the bannister/railing of any stairs.

Passes

Students should carry a pass if late to class for an excused reason or if dismissed from class/study hall to go to another area of the building. It is the responsibility of the student to ask for a pass. Students not carrying a pass may be sent back to their original room or counted as tardy.

Lockers

All IMS students will be assigned a locker at the start of the school year, or when the student's first day. Students are responsible for the condition of their locker and therefore we ask that they be kept clean. Lockers may be decorated with school appropriate themes, we ask that stickers not be used directly on the locker. Lockers are the property of IMS and therefore IMS reserves the right to have periodic unannounced inspections to check for cleanliness, vandalism, and proper use. If any illegal item is discovered during inspection it will be immediately turned over to the proper authorities.

Practice Room Policy

The practice rooms are to be used appropriately. Students taking private lessons have the first priority for using these rooms. Students who wish to use a practice room must get permission from the study hall supervisor EACH TIME they use the room. Students are responsible to ask for a note from their private teacher to give to the study hall monitor to keep on file for the semester. Students will get a new permission slip for each semester. Students not taking private lesson who wish to use the practice rooms must get a special permission slip from the music instructor.

No other students should be in the practice room unless a signed permission slip is granted; ie. accompanist. Students are expected to clean up after themselves, and are asked to pick up and discard of any trash. NO FOOD OR DRINK is allowed in the practice room. Students should take all personal possessions and turn off lights when leaving. Students should inform their music instructor at the beginning of their session if there are any concerns regarding the condition of the practice room.

Attendance Policy

IMS maintains that attendance and punctuality are an essential part of any school and are important qualities for student success. 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. Notification should be made on the day of the absence or before if the absence is known ahead of time.

Excused Absences

Student absences will be excused for the following reasons:

- personal illness
- medical appointments (schedule outside of school when 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 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.

IMS may 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

To leave campus during the school day, students must have parental permission verified by the office. Students are expected to sign in and out at the front office.

Sick Room

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

Students are expected to arrive to class before the tardy bell. More than three unexcused tardies will result in disciplinary action from the teacher and/or the office. 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. Our intent as a Christian school is to project an atmosphere of clean, well-kept and appropriately dressed students. Standards of simplicity include avoiding clothing that draws undue attention to self or distracts others from academic endeavors. Culturally appropriate clothing and appearance considers the school context and shows respect for others. Unacceptable attire includes, but is not limited to:

- sleeveless dresses or shirts
- shorts or skirts/dresses shorter than three inches above the knee
- leggings/yoga pants must have a top that fulfills the same length as a skirt/dress
- undergarments not covered, or bare midriffs
- unduly tight or revealing apparel
- clothing that advertises/promotes alcohol, tobacco, drugs, violence, or has questionable messages, military (camo - all types including hunting)
- sunglasses, hats
- athletic wear, e.g., gym shorts, sweatpants, etc.
- frayed or torn apparel

Students and faculty are expected to dialogue regarding appropriate appearance standards. Each faculty member is responsible for maintaining appearance standards for his/her classroom or activity. Students unwilling to comply will be referred to the principal.

Student Driving /Parking Policy

Driving and parking on campus is a privilege. Students who abuse it by driving recklessly may lose the privilege. Students may be fined up to \$25 per incident 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 vehicles 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.

Guidance

Each year freshmen, sophomores and juniors take the *Iowa Assessments*. Tests for vocational preference are available to help students make vocational decisions. The *Preliminary Scholastic Aptitude Test* (PSAT), available for juniors and interested underclassmen, is administered each year.

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

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

The principal and guidance counselor are primarily responsible for the maintenance of students records. Other office personnel have access to records as needs dictate.

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/local government when auditing/evaluating federal education programs
- officials connected with a student's financial aid applications
- organizations which process and evaluate standardized tests
- accrediting organizations for accreditation purposes
- parents of dependent children, regardless of the child's age
- appropriate parties in a health or safety emergency

All other access to 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 student 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, either arranged directly with the host family or at an established fee determined by IMS.

Financial Information

The finance plan for IMS 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. Most students have a portion of the cost of education subsidized.

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.

In addition to tuition, some activities and programs have associated fees. A list of fees is available in the office.

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

Chapel is considered an integral component to the educational mission of the school. As such it is expected that students attend. The chapel period is approximately 20 minutes. A faculty supervised student chapel committee develops most of the chapel program. Students are selected for the chapel committee through an application process.

Chapel Conduct

It is expected that students engage with the presenters during chapel to show respect and interest in the message that is being shared. Students are expected to sit in their assigned rows, unless otherwise noted, and show appropriate body language (ie. sitting up straight, not slouching). Students should not be using their phones during chapel time. IMS Chapel Committee and Administration reserve the right to create appropriate rules regarding phones and chapel including asking students to place phones on the stage at the onset of chapel.

Library

The library is provided as a quiet place to study. Hours are 8:00 am - 3:15 pm. Monday-Friday depending on available faculty. Many resource materials are available for student use. Proper checkout procedures must be used when borrowing books.

Announcements

Announcements are made twice each day (morning and afternoon) by the teacher reading from Power School. Groups wishing to make announcements are to submit them in writing to the office by 8:30 am and 2:30 pm. Student groups must have the approval of a sponsor.

Fire/Tornado Drills

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

School Closings

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

- 1) Text message via Iowa Mennonite's Twitter feed.
- 2) IMS Web site: www.iowamennonite.org
- 3) Radio stations WMT (AM-600) and KCII (AM-1380, FM-106.1)
- 4) Television station KCRG (channel 9)

Please note that we will follow Mid-Prairie School District when it comes to weather related delays or closures.

Transportation

The Mid-Prairie school system provides busing for students living within the district. IMS also provides transportation services to Iowa City and Washington for a fee and fill up quickly. Families are expected to arrange their own transportation.

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@iowamennonite.org. The school's Web site is www.iowamennonite.org. You can follow us on Facebook by liking our page: www.fb.com/IowaMennoniteSchool and choosing to receive All Notifications for our page. 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.

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 Gloria Yoder as alternate investigator of student abuse cases. Any allegation of abuse of students by school employees should be reported to one of these persons at 319-656-2073 or 319-683-2586.

Anti-Discrimination Statement

It is the policy of IMS 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.

Appendix A

Technology Respectful Use Policy Iowa Mennonite School

The following policy is intended to cover all electronic accounts for students, those issued by Iowa Mennonite School (email) and non-IMS accounts such as email/Facebook/Twitter.

Respect Yourself. I will show respect for myself through my actions. I will consider with care the information and images that I post online. I will not visit or share information about sites that are degrading, pornographic, or otherwise inappropriate.

Protect Yourself. I will ensure that the information I post online will not put myself at risk. I will report any inappropriate behavior directed at me and will protect passwords, accounts and resources.

Respect Others. I will show respect to others. I will not flame, troll, bully, harass or stalk other people. I will not access, or attempt to access, or otherwise misuse other people's accounts.

Protect Others. I will protect others by reporting abuse and by not creating or forwarding inappropriate or unwanted materials or communications.

Respect our School. I will respect computers and other equipment entrusted to me and protect them from damage or loss. I will follow the rules that have been established at our school whether or not I agree with them.

Protect our school. I will protect school equipment, networks and property from damage. I promise to report vandalism if I witness or hear of it.

Act With Integrity. I will cite sources for media and information that I use. I will protect intellectual property by purchasing, licensing and registering software, music, movies and other media and will not distribute these in a manner that violates their licenses.

Consequences for violations. Violations of this policy will result in consequences ranging from the restriction or loss of network privileges to formal disciplinary procedures as outlined in the student handbook.

Student Date

Parent Date