

IMF SCHOOL

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*Family Handbook*

Interlake Mennonite Fellowship  
School

*Wisdom – Service – Love – Honour*

2020

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### **Contact Information**

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## INTRODUCTION

### Note from Church Leadership

We believe that the Bible is the inspired and authoritative Word of God. We believe that God is the Creator of all things, and who has created the human race in His own image (Gen. 1:27). As such, each person is to be treasured and valued. Above all, children, of whom Jesus said that they are to be allowed into His presence (Luke 18:16), that they are examples for all who wish to be part of His Kingdom (Luke 18:17), that they are not to be offended (Matt. 18:6), and that they are to be nurtured and taught the ways of God (Eph. 6:4).

Accordingly, we believe it to be our sacred duty and privilege to provide for our children a Biblically sound education in a Christian and spiritually sound environment, and to teach them, along with essential life skills and knowledge, to love God above all and their neighbour as themselves. We trust that this will result in a generation that will contribute in a meaningful way to their church and to their community for the glory of God.

- The Leadership of the IMF Church and AOH Church.

### Administration

It is our vision as churches that the school be a ministry branch of the church, rather than an independent organization. Therefore, the school board is elected by and responsible to the Brotherhoods of the Interlake Mennonite Fellowship and Anchor of Hope Churches; the chairman is then appointed by the brotherhoods while the board chooses the treasurer and secretary from amongst themselves. The Leadership teams of the Churches appoint a ministerial representative to serve on the school board. The principal is hired by the school board to manage day-to-day operations.

- Chairman – Peter Wiebe
- Treasurer – Johan Sawatzky
- Secretary – Rodney Reimer
- Ministerial Representative – Deacon Anton Penner
- Principal – Byron Dueck

### Our Core Values of Christian Education

- **Wisdom:** A Christian education is the pursuit of godly wisdom. The foundation of wisdom is the fear of the Lord and the application of His Word; therefore, the Bible is the standard by which all our efforts are measured. Knowledge is gained in studying the greatness of God in Creation and History. The wise individual also acquires skills in reading comprehension, communication, and problem-solving. We also emphasize the wisdom of mature behaviour which is taught through modeling and training.
- **Service:** The skills and knowledge gained in a Christian school education are tools that equip young people to be effective servants in God's Kingdom. We seek to instill in students the desire and ability to serve each other, their church, and their community. This includes the awareness of someone in need, the humility to reach out, the love to care, and the skill to assist. The Christian's purpose is to be the hands and feet of Jesus and to spread the Good News.
- **Love:** To love God and our neighbours- these are at the heart of our goal as a Christian school. We seek to develop a love for God through intentional practices such as singing and devotions as well as through daily life in a godly atmosphere. They shall also learn to love each other- accepting the other as unique and valuing everyone's contribution.
- **Honour:** A Christian young person shall be an honourable person. Respect for authority, dependability, excellence, honesty, and integrity are hallmarks of good character. We also strive to have an institution that is respected for its academic quality, orderly atmosphere, enthusiastic people, dedicated staff, and, most importantly, Biblical teaching and conduct. All this is for the glory of God.

## **Handbook Introduction**

The Interlake Mennonite Fellowship School is an educational institution provided for families desiring a quality Christian education for their children. Students should be willing to apply themselves diligently to their studies and to cooperate in maintaining the standards of the IMF School. Therefore, the administration expects that the parents will lend their support in maintaining the outlined standards. The administration is the ultimate authority in the interpretation of these standards and has the right to make changes as situations arise during the school year. Although this booklet is written for parents and students, it is expected that staff will also abide by the outlined principles and standards.

## **STUDENT ENROLMENT POLICIES**

### **School Year**

- The typical school term starts on the first Tuesday of September and runs through the end of May. A school term has approximately 180 days including administrative days.
- Christmas break is 1.5 to 2 weeks long and a 4-day Easter weekend is observed, in addition to all public holidays.
- Kindergarten runs two days a week from January to May.
- Exceptions are made as required to the above guidelines based on the particular school term. A school calendar will be distributed at the Orientation Meeting in August.

### **Daily Schedule**

- 8:45 am      Doors Open
- 8:57 am      Warning Bell- All students should go to their desks.
- 9:00 am      Devotions followed by Period 1.
- 10:30 am      Recess\*
- 10:45 am      Period 2
- 12:00 pm      Lunch\*
- 1:00 pm      Period 3
- 2:15 pm      Recess\*
- 2:30 pm      Period 4
- 3:30 pm      Dismissal
- 3:45 pm      Students should be picked up by this time.

\*A staggered breaktime schedule may be implemented.

### **Enrolment**

- Student Application forms and financial pledge forms are made available each April and are due in May. An application does not guarantee acceptance; the school board will review all applications and evaluate available space and resources to determine who is accepted. You will receive a written notice by end of June.
- New students transferring in from other schools or homeschooled will be required to show report cards from previous schools and/or do testing in the summer to determine placement.
- Parents new to the school and churches will be contacted for an interview with the administration before a decision of acceptance will be made.
- Kindergarten applications are processed in November.
- Students must be six years old by August 31<sup>st</sup> to enter the first grade in September of that year. Any exemptions to this rule must be approved by the administration.
- The principal will handle all student withdrawals. All books must be turned in to the principal and all financial obligations must be paid in full before leaving the IMF School.
- Manitoba law requires students to attend school or be enrolled in homeschooling until the age of 18 or until they have completed high school, whichever comes first.

## **Promotion-Retention**

- The principal is responsible for the grade-level placement of students.
- The principal, in consultation with the teacher and parents, will determine promotion and retention (passing or failing of grade). Some things taken into consideration will be:
  - Degree of improvement through the course of the school year.
  - The overall average shall be 80% or above to pass the student to the next grade.
  - Age of student.

## **Attendance**

- To help students be successful learners and achievers, consistent attendance is necessary.
- Parents shall notify the teacher in advance in writing if a student will be missing a day or if they are picking up their child during the school day. They shall not expect the student to simply pass along a verbal message to the teacher.
- For an extended absence, parents should make arrangements with the administration.
- We wish to remind parents that taking trips or vacations during the school year is very disruptive for both students and teachers and hinders maximum learning. Please avoid them as much as possible.
- Parents and students are responsible for a child's learning during an absence. They shall ensure that catch-up work is done in a timely and high-quality fashion.
- We want to help students develop a strong foundation of punctuality and responsibility. Please support this by having your student arrive at school before 8:57 AM. Students who arrive late disrupt the classroom environment of devotions or studying.

## **Financial Pledges**

- The IMF School receives a major part of its revenue from you, the parents, when you give the monthly donations pledged at the beginning of the school year. One school year consists of 12 monthly pledges, beginning in July and running through June.
- Pre-authorized payment set-up, post-dated cheques, or pre-payment shall be made by June 30 before a new school term.
- The school board asks that all monthly pledges be paid by the 22<sup>nd</sup> day of each month. If there are circumstances that delay your pledge payment, please contact the treasurer to find a solution.
- Parents shall maintain their pledges for a minimum of six months even if they withdraw their child before that.
- Additional fees may be collected throughout the school term for special projects, high school elective courses (\$100 per 1.0 credit), etc.

## **Communication**

- Parent-Teacher communication is very important. Both sides should establish contact frequently.
- There are four Parent & Teacher Fellowship evenings each term, including an Orientation at the end of August as well as meetings in November, January, and March. Schedules are distributed a week prior. Attendance should be a priority.
- Report Cards are sent home twice each quarter to show to parents how their child is progressing in school. Report Cards shall be signed by a parent and returned within two days. In the same envelope, you will find tests and reports that your child has written during that period. Please review these and send them back to school along with the report card. At the end of the school year, we provide a permanent card of the full year for the child to keep for their permanent record and transfers.
- A school-wide WhatsApp group is used to announce hot lunches and various other events. Some announcements are also made via notes sent home with students. A OneCall phone call is used for urgent announcements.
- Parents are responsible to keep their contact information updated at school.

## **Conflict Resolution**

If you or your child have a concern about a school policy or disciplinary action, please follow this procedure:

- Consult the teacher to hear their side of the story. Give them the benefit of the doubt.
- If the teacher does not solve your problem, contact the principal.
- If further steps are necessary, the principal is available to arrange a meeting with the school board.
- It is best to avoid needless discussions with other parents before the school has had a chance to explain.

We greatly appreciate hearing feedback from parents, both positive and negative, and strive for continual improvement in our methods.

## **Home Life**

- To help students learn well at school, a good night's rest is essential, and healthy, nutritious breakfast and lunch are strongly recommended.
- It is very helpful if students are taught at home to respect and honor their teachers, and to do their best at school, both at work and play. Teach your students the value of learning, hard work & play.
- In the interest of sound Biblical training, it is vitally important that parents guard carefully the influence that children are exposed to both in and out of the home.
  - A careful watch should be kept on books, magazines, movies, music, computer games, social media, and news sources, as well as phone and internet usage.
  - We recommend that children do not have their own mobile device before they are sufficiently mature and that even then usage (including the amount of time) be strictly monitored.
  - Vigilance against violent or immoral content should be exercised in the home, since such influences may not be expressed at school.
  - Subtle influences such as humanism, rejection of God and the Bible, shallow or false Christianity, and "harmless" entertainment should be guarded against.
  - It is strongly recommended that student internet access be filtered and monitored.

## **STUDENT CODE OF CONDUCT**

### **Respect for God & His Word**

- The school is an institution of Christian education. Thus, it is clearly understood that God and His Word are authoritative and supreme.
- As a daily reminder of the many blessings that God gives us, classes take time every morning for a devotional time.
- Students shall give prompt, reverent attention, and response in all periods of devotions, prayer meetings, singing, and Bible study.

### **Respect for Authority**

- All staff members are to be respected.
- Prompt obedience is expected from all students.
- Students shall address staff members as Mr., Mrs., Ms., and the surname or name preference approved by the principal.
- Students are never allowed to access a teacher's desk or personal property unless expressly authorized to do so by the teacher.

## **Attitudes & Behaviour**

- Students are expected to act in an orderly manner, maintaining Christian standards in courtesy, kindness, language, morality, and honesty.
- Students shall have a positive attitude. Griping is not tolerated.
- Fighting, bullying, and abuse of any kind are not tolerated.
- Profanity, swearing, and filthy communication will be punished.
- Cheating, lying, and rebellion are serious sins and will be dealt with accordingly.
- Plagiarism is dishonest. No one may take information from the Internet or other sources and attempt to present it as their own. Proper citations of information must be done on projects.

## **Social Life Expectations**

- Students shall be thoughtful and courteous and maintain Christian standards of conduct and respect toward their fellow students.
- Boyfriend/ girlfriend- type relationships shall be avoided at school, nor shall there be teasing of such kind.
- Students shall learn to be kind and appreciative of all fellow students and regard each other equally. and to avoid taking part in exclusive friendships (cliques).

## **Dress and General Appearance Standards**

We strive for appropriateness, modesty, and respectability in our appearance. To minimize distraction and peer pressure, individuals should present themselves in such a manner that they are noticed for their character rather than their clothing and appearance. Students and staff are expected to follow these dress standards:

- Students shall have a clean and neat appearance when arriving at school, having their face washed, hair combed and teeth brushed.
- Students shall wear indoor shoes that are not used outside; they shall not be barefoot inside the school building, including the hallways.
- Clothing (shirts, jackets, backpacks, lunch boxes, hats, etc.) with inappropriate logos or pictures is prohibited. Inappropriate logos or pictures include TV stars, rock bands, alcohol/cigarette advertising, professional sports teams, ungodly characters or cartoons, etc. The use of military-style camouflage patterns is not consistent with Jesus' teachings of non-resistance and is not permitted.
- Jewelry and makeup are prohibited; this includes rings, necklaces, and coloured nail polish.
- All Students:
  - Sleeves shall be of modest, sufficient length (approximately halfway between the shoulder and elbow).
  - Tight T-shirts are not permitted. Length and fit shall be sufficient so that the stomach and undergarments are not exposed.
- Boys:
  - Boys shall wear full-length pants; they shall stay up modestly even when bending over.
  - Boys shall have decent haircuts; hair must be trimmed off the ears and the collar. Worldly fad hairstyles or beards are not permitted.
- Girls:
  - Girls shall wear dresses and skirts that are modestly tailored and not form-fitting. They shall reach a minimum of two inches below the knees while standing and sitting. Skirts are optional when wearing snow pants. Leggings shall be worn under skirts when modesty requires (for example, high jumping).
  - Necklines shall be modest even when bending over.
  - Long hair is consistent with Biblical standards. Baptized sisters shall wear an appropriate head covering.

## OTHER POLICIES

### Classtime

- Students shall be prompt in arriving to class each period.
- Students shall be attentive in class and do their studies to the best of their ability. Lessons shall be completed neatly and thoroughly.
- Homework is occasionally assigned to help the student achieve success in their lessons. Assignments are to be completed and written neatly.

### Recess

- All students shall enthusiastically participate in games and recess activities unless authorized by the teacher to be exempt.
- If the student cannot play, parents shall notify the teacher in writing. A note from home helps to avoid needless misunderstandings.
- Elementary students shall bring snow pants and boots for playing in the snow.
- The snow hill shall not be used before 9:00 am or after 3:30 pm due to parking lot traffic.
- Students and staff shall ensure that recess play is safe. All recess play shall be supervised by a staff member.
- Students shall not climb fences or trees.
- There shall be no congregating or loitering in the washrooms.

### Lunch

- Students shall have a courteous and considerate behaviour during lunch break. Students shall remain seated for a full 20 minutes for lunch unless directed otherwise by their teacher.
- Students shall not leave school property at lunch or at any other time without teacher consent.

### School Property

- Students shall respect school property and avoid misusing or defacing it.
- They will assume responsibility for any expenses involved where school property is willfully or carelessly damaged. Students are responsible for the textbooks and workbooks that they use. If damaged or lost, they shall cover the replacement costs.
- There is to be no running, wrestling, or ball throwing inside the school building. No loud or unruly activity is allowed in the classroom or hallways.

### Student Possessions

- Each student is encouraged to keep their desk neat and clean. All personal items brought from home, such as reading material or pictures must be approved by the teacher before being put into the student's desk or locker.
- Students shall not give, trade, loan, or sell any items to other students on school property without explicit teacher permission. This includes gifts, CDs, books, snacks, pictures, notes, USB drives, or any other items. Teachers may confiscate items if prior permission was not secured.
- Weapons (including guns and knives of all kinds) are never permitted on school property.
- Staff members have the right to search student desks or lockers if they deem it necessary.

### Technology

- Students shall not bring mobile phones to school. If student drivers need a phone for their commute, they shall store it in their backpack and not access it on school property.
- Students shall not bring media (CDs, USB drives, music players, etc.) to school unless with previous permission from their teacher.
- The school has an internet network that is used for educational and administrative purposes on approved staff computers only. The wi-fi is hidden, password-protected, and MAC-address-filtered. New devices shall be allowed onto the network only by board consent.

## **Telephone Usage**

- Student telephone usage shall be approved by a staff member and should only be used in unexpected situations or emergencies. Socializing on the phone is prohibited.
- If parents need to call and speak to their child during school hours, please call at recess if at all possible. If possible, please leave a message with the secretary who will ensure that the student receives it.

## **Library**

- Students may borrow up to two books at a time. Books are due for return in two weeks. Overdue fines are \$0.20 per day until both books and fine are returned.
- Students are responsible for the books they borrow. Damaged books shall be replaced at the family's expense.

## **Emergencies**

- Any emergencies, including school closures, will be announced via the OneCall and WhatsApp systems.
- IMF School is closed for winter weather whenever Evergreen School Division is. Administration may approve some exceptions when conditions in Okno are significantly different than in Gimli.
- Fire drills are conducted regularly. Students shall drop everything, duck, and file out in an orderly line as explained by their teacher. Students shall stay in orderly lines with their teachers at designated muster points until released by the principal.

## **Medical**

- Parents shall notify the school of a student's medical needs via the application form. If medication is to be administered, parents shall provide documentation.
- If students have a fever, they should stay home.

## **Transportation**

- All vehicles shall enter via the East driveway and exit via the West driveway.
- Drivers shall drive slowly and cautiously. Students shall walk slowly and cautiously. Drivers must yield to pedestrians.
- After school, all students shall wait for their rides along the south side of the west school building until their vehicle is fully stopped.
- All student drivers and staff shall park between the school buildings. Extra caution shall be given when backing out of parking spots.
- Students shall not drive ATVs to school.
- Student drivers shall have a valid Intermediate or Full Driver's License.
- Students that ride their bikes or walk to school shall be cautious and responsible for their safety.
- On field trips, all children required to use booster seats by Manitoba law shall provide one.

## **School Supplies to Bring from Home**

<ul style="list-style-type: none"><li>• Hand Towel (w/ loop &amp; name)</li><li>• Scissors (blunt tip for younger grades)</li><li>• Ruler (inches &amp; centimetres)</li><li>• Bible KJV (Gr 4+)</li><li>• Geometry set (Gr 6+)</li><li>• Scientific Calculator (Gr 6+)</li><li>• Binder (Gr 9+)</li><li>• Water Bottle</li><li>• Crayons</li><li>• Box of facial tissue</li></ul>	<ul style="list-style-type: none"><li>• Non-marking inside shoes</li></ul>
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## **CORRECTION POLICIES**

### **Corrective Discipline**

- When a student's conduct and/or attitude is not following IMF School policies or principles, the teacher and/or principal will take appropriate, loving, corrective measures. If improvement is not made, a discussion will be had with the parents.
- If the administration feels that the situation has still not changed within a reasonable amount of time, parents will be asked to withdraw the student for a designated period (a suspension). The length and conditions of the suspension will be determined by the administration and communicated to the parents. If, after returning to school, the issues persist, the student may be expelled.
- An expelled student will not be permitted to attend the IMF School for the remainder of that school year unless otherwise approved by administration. True repentance by the student will have to be evident and proper restitution, if needed, shall be made before they are accepted back.
- The above process may be bypassed and students may be promptly suspended or expelled for knowingly violating any of the following evil practices on school property:
  - Profanity, Rebellion, Fighting, Possession of rock music, Accessing pornography, Immoral acts, Possession or use of mind-altering substances such as tobacco, drugs, or alcohol.

# HIGH SCHOOL GRADUATION REQUIREMENTS

## Graduation Requirements

Minimum 30 credits

### 24.5 Compulsory Credits:

	<b>Grade 9</b> (6.5 credits)	<b>Grade 10</b> (6.5 credits)	<b>Grade 11</b> (6.5 credits / V: 5.5)	<b>Grade 12</b> (5 credits / V: 4 / A: 7)
<b>English Language Arts</b> (4 credits)	English I	Literature I	English II	Literature II
<b>Mathematics</b> (4 credits)	Algebra 1	Practical Math	Algebra 2	Consumer Math or *Advanced Math (compulsory for Academic)
<b>Physical Education</b> (4 credits)	PhysEd 9	PhysEd 10	PhysEd 11	PhysEd 12 or Home-Based Log / Health
<b>Science</b> (3 credits / V: 2 / A: 4)	Physical Science	Biology	*Chemistry (optional for Vocational)	*Physics (compulsory for Academic)
<b>Social Studies</b> (3 credits / A: 4)	Geography	World History	History of Canada	*Civics & Economics (compulsory for Academic)
<b>Bible</b> (4 credits)	Bible 900	Bible & New Test. Studies	Theology & Apologetics	Christian Living Studies
<b>Other Compulsory</b> (2.5 credits / V: 1.5)	Choir 9 (0.5)	Choir 10 (0.5)	Choir 11 (0.5)	*Foreign Language (optional for Vocational)

### 5.5 Optional (Elective) Credits:

#### Elective credits from subject areas such as:

Additional Core Subject courses	
Credit for Employment & Student Initiated Projects	
Trades	Finance
Computer Skills	Home Economics
Sciences	Mechanics
Driver Z (0.5 cr)	Arts

\*(Academic: 3.5 Electives / Vocational: 7.5 Electives)

#### Notes:

- One credit is one grade-level course or 120 hours of lab-style activity.
- \*The General diploma is shown, with variations noted for Vocational (Workforce Prep) and Academic (University Prep). All diplomas require a minimum of 30 credits. The difference lies only in how these are earned.
- Extra elective credits are strongly encouraged.
- Students pursuing the Vocational diploma may obtain credit for Grade 7 & 8 courses if done in the 9<sup>th</sup> year of school.
- Students may obtain credit for a combined maximum of 4 CFEs & SIPs.
- Under exceptional circumstances, the principal & board may approve the substitution of an optional credit for a compulsory credit.

## **PARENT COVENANT**

We, the parents, are convinced that we need to provide for our children a Christian education that is based on God's Word and its teachings. Therefore, we pledge to give our complete support to the educational work being done by the administration and staff of the Interlake Mennonite Fellowship School.

We promise to pray for the administration and school staff and encourage them. We will try to speak favorably about the staff and the work being done at IMF School. If we are not satisfied with any of the policies that the school has, we will take this problem to someone in administration so that they may resolve the matter.

We further agree to do our best in providing an atmosphere in the family where learning is valued. Our home will encourage and support our children in their educational life and studies, including homework.

We understand that the IMF School will exercise biblical correction if disobedience becomes manifest and, thus, give our consent for the school administration to carry out discipline as it believes is wisest for the situation. We acknowledge that the administration and staff have our full confidence and we will respect their judgment when correction needs to be administered. We understand that the school has the right, after parental conference, to expel a student who fails to adhere to the established standards and policies of the IMF School.

We promise to support the school, to the best of our ability, with our monthly monetary pledges.

We, the parents, after having read the IMF School Handbook, are prepared to give full support to the IMF School's administration and staff. We permit and expect the school to maintain and enforce the standards, policies, and correction outlined therein.

## **STUDENT COMMITMENT**

(to be signed by each student entering Grade 7+)

As a student growing in maturity, I understand that I have the greatest influence on the quality of my overall school experience and education. I also understand that I have a significant impact on the school experience of my fellow students. Therefore, as a student of the Interlake Mennonite Fellowship School:

- I commit to applying diligence and effort to my studies, in order to gain a valuable, Bible-based education, understanding that it will help form my character and increase my future usefulness and understanding of life.
- I commit to willingly upholding all school policies as described in the IMF School Handbook and am willing to be corrected if found to conflict therewith.
- I commit to being a meaningful contributor to the class- in discussions, singing, playing, etc., as well as with my attitude.
- I commit to respecting my teacher in speech and actions- both at school and outside of school.