



Psalm 1:1-3

A.D. 1980

HANDBOOK

OUR MISSION STATEMENT

The Imago School serves Christ's Church by seeking to be an exemplary educational institution that helps parents equip their children to be articulate, bold, compassionate and discerning in the work of reclaiming the world for the glory of God.

STATEMENT OF FAITH

We affirm that:

A personal, loving, triune God exists as the source of all truth about reality.

God created everything which exists to glorify Him. Each person is made in the image of God as a creative and unique individual.

The Fall, man's initial rebellion against God, has affected all creation and alienated the human race from the Creator.

God reveals truth about Himself and reality, both within the natural world and in His written word, the Bible.

The Bible is true in every area that it addresses.

Our hope and our reason for life are rooted in the redemptive work of Christ. Christ's sacrificial death provides forgiveness and the means of reversing the effects of the Fall.

An understanding of truth is not enough to save us; we must bow before God as creatures and sinners, and accept His gift of forgiveness in Christ.

SCHOOL HYMN

Sing, Eden's children, of your birth;
Sing of earth; Her stricken glory
Green and good yet stands.
Sing, Adam's daughters, sons of Eve,
Who believe your Maker's words and trust His wounded hands.
Seize the light the darkness
cannot comprehend.
Till God arise and Eden bloom again.

Sing, Eden's children, through the night;
See the light still glows through all the
worlds and all for you. The pow'r and
print of paradise meet your eyes
In all things good
and beautiful and true.
Raise the emblems of the
resurrected King!
And into dawn, O Eden's children, sing!

WELCOME TO THE IMAGO SCHOOL

“If you long to know the mind of God, you must learn to use your own.” This, in a phrase, is Imago’s *raison d’être* - our reason for being. Here, in this unique setting which is a school, all of us will have daily lessons both in and outside of the classroom. What does it mean to love God with all our heart, mind and strength in this place, in this community?

We begin with an understanding that Imago is an institution, and like every family has its own set of priorities. The Imago Handbook is a more specific outworking of our educational philosophy. We have sought to consider every area of life from a biblical worldview. Some policies are derived directly from scriptural principles. Others are for reasons of institutional efficiency. Still others may be the preference of the administration. Students and parents alike should be familiar with the content and the thinking behind it. A strong commitment to the School with a respect for its mission and personality is essential if we as a body are to be a pleasure to God, one another, and the watching world.

Your cooperation in keeping the spirit as well as the letter of the “law” is most necessary especially in matters subject to a variety of taste and expression. “I did it my way” may be the mantra of our culture, but it is not Imago’s.

There undoubtedly will be some misunderstanding, disagreement and disappointment. We are feeble and frail. However, the Lord will prosper our efforts if we persevere with a servant’s heart. The chief end of man is to glorify God and enjoy Him forever. Now, more than ever, our broken world desperately needs men and women who understand the times and seek courageously and lovingly to live out the reality of the Gospel. May Imago life be a small but important preparation to that end.

SOLI DEO GLORIA.

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I. MEETING TOGETHER - SCHEDULE

1. School Hours

Grades PreK-8

Students are to arrive no earlier than 7:50 a.m. and no later than 8:05 a.m. At 8:10 a.m., attendance will be taken. Students are marked tardy if they are not seated at their desk by 8:10 AM. Chapel will begin at 8:15 a.m.

Normal school days (Mon, Tue, Wed, Fri) begin at 8:10 a.m. and dismissal is at 3:05 p.m.

Thursdays are half days for PreK-8. Class begins at 8:10 a.m. and dismissal is at 12:30 p.m.

PreK and Kindergarten classes meet all day Tuesday, Wednesday, ½ day Thursday. Mondays and Fridays are optional.

High School Students

Students are to arrive no earlier than 7:50 a.m. and no later than 8:05 a.m. At 8:10 a.m., attendance will be taken. After this time they are marked as tardy. Chapel will begin at 8:15 a.m.

School days (Mon-Fri) begin at 8:10 a.m. and dismissal is at 3:15 p.m. Study Hall is available until 5 p.m. on Tuesday and until 4 p.m. on Thursday.

2. School Cancellation Policy

School will be canceled or delayed only in case of extreme weather conditions or in the case of an emergency. A cancellation notice will be emailed, posted on The Imago School's Facebook page and on the school closings page at www.wcvb.com

3. Student Attendance and Absences

Since the primary reason for our existence is academic, attendance is obviously of the first importance. On those occasions when a student finds it impossible to attend, teachers will try to send assignments home. Ultimately, though, the parents and student are responsible for ensuring that the student obtains the necessary information and makes up any required work.

Absences will be considered excused for reasons such as sickness, death in the family, or impassable weather. When a student unexpectedly cannot attend school, parents must phone or email the school office and give notice in the morning, preferably before 8:10 a.m. but no later than 9 a.m.

Families may also request, in advance, permission for students to be absent for other reasons. The School asks that all outside appointments, such as doctor, dentist, music lessons, etc. be arranged for out-of-school hours whenever possible so that early dismissal is not necessary. For any other planned absences, especially if the duration may be longer than a day, parents are to notify the homeroom teacher and the office ahead of time.

The School reserves the right to withhold credit if we consider a student's attendance record to be insufficient. The Heads of School will review any student who accrues seven absences, excused or unexcused, in one term.

4. Tardiness

Students are expected to be prompt, both for homeroom and Chapel at the beginning of the day and for each of the classes. If a student is late for reasons beyond his control, his parents should inform the school by note, phone, or email explaining the situation. Students who are tardy on 3 occasions will need to stay after school for a 30 minute community service.

5. School Programs

Throughout the year there are a few events that bring the whole community together. These may require student's attendance outside of normal school hours for rehearsal and performance.

Participating students are to attend the following school events:

Lessons and Carols: on the last Thursday before Christmas break.

Upper School/High School class drama productions: usually held during early May.

Commencement: usually held during the first week of June.

Absences (other than serious illnesses) from these events have to be discussed with and granted by the Heads of School in advance.

Parents (or at least one parent) are (is) to attend the following school events:

All-School Orientation Night: on the Wednesday after Labor Day.

IHS Parent Orientation: on the Saturday morning of the first week of school.

Back To School Night (PreK-8 parents): usually the last Thursday of September.

IHS Parent Night (IHS Parents): as marked in the school calendar.

Parent-Teacher Conferences: one in December, one in March.

Commencement: usually held during the first week of June.

Absences (other than serious illnesses) from these events have to be discussed with and granted by the Heads of School in advance.

II. WORKING TOGETHER - THE CURRICULUM

Although we are concerned with every area of a student's life, we as a school are primarily committed to training the mind rooted in truth to think critically, logically, and coherently, and then to articulately express itself both orally and in writing; in short, to think and communicate Christianly. It is this task that uniquely defines us as a school and that distinguishes us from other worthy callings which are mainly devoted to social or religious purposes. We do not demand or expect that all students will get "As". We do expect all students to do their best. We have different gifts, and we seek to encourage their development. A second grade given for effort and conduct can always be high.

1. Grading

We believe in the value of a grading system and in the importance of grades corresponding to what a student has actually attained in the context of what needs to be learned. Following is the grading scale for most grade levels:

A=92-100	excellent
B=85-91	above average, very good work
C=75-84	satisfactory work
D=65-74	not satisfactory work
F=64 and below	failing

Any work that is graded "D" or "F" will be sent home to be signed and returned to school.

2. Academic Probation

Any Upper School student receiving two or more grades below a C- or one or more grades below D- will be put on academic probation for the following term. Any student whose grade point average (GPA) is below a 2.0 (a C average) will also be put on academic probation. At the end of each school year, the status of any student still on probation will be reviewed to determine if admission should continue.

3. Report Cards and Parent Conferences

Report cards are issued three times a year. In the interest of effective communication, Parent Conferences are scheduled after the 1st and 2nd report cards. Both parents are expected to attend. At the midpoint of 1st Term, conferences will be held with new families. Other teacher/parent meetings can be arranged at any time. We see these conferences as an integral part of our goal to support parents in the rearing of their children. Conferences with the appropriate supervisor or Heads of School are always possible after the parent has conferred with the teacher.

Report cards for terms 1 and 2 should be signed and returned to school at conference times. Final report cards are sent home on the last day of school..

4. Progress Reports

At the approximate midpoint in each term, a notice or report will be sent home. Students in grades 1-3 will receive an overall mid-term evaluation; students in grades 4-6 will receive notes indicating any unsatisfactory work, with an attached sheet delineating the areas of weakness that may be contributing to the below average or failing grade; Upper School and High School students will receive mid-term evaluations from each of their academic teachers.

5. Homework

Homework is an important opportunity to reinforce lessons taught during the day, to develop self-discipline, and to strengthen study habits. Students should complete all homework assignments.

Time expected to be spent each night on homework will vary according to grade level:

1 st grade	15 minutes reading/math facts review
2 nd grade	30 minutes at least, practice reading, writing, and math review
3 rd grade	45 minutes
4 th grade	45 minutes to an hour
5 th 6 th grade	1-1.5 hours

7th-10th grade students should expect an average of 20-30 minutes of homework per academic subject per day, though some teachers may choose to give less work over the weekends.

If a student in grades 1-3 finishes all specific assignments, the remaining time should be spent in review of basic skills. Reading aloud to a family member is encouraged.

Students in the upper grades who finish assignments in a shorter length of time than expected should use the remaining time to review that day's work. Time may also be used to read a book for a report or to work on a long-term assignment or report.

The student is expected increasingly to accept more responsibility for doing his homework without prodding. Parents may certainly assist when needed. The student is expected to make the study process a daily habit. Homework for

grades 1-6 will usually be given Monday through Thursday. Long-term projects may require some weekend attention and occasionally some work might be assigned over a long weekend.

Homework is not only an essential part of mastering any course's content and learning how to learn, it also counts for an important part of the grade in each course. Upper School students are expected to take increasingly greater responsibility for getting their homework done on time. Teachers will notify the parents if students begin to fall behind.

In the Lower School, No-homework slips will be sent home when a student fails to bring to school the work which was required of him that day. These are to be signed by a parent and returned to school the next day with the finished assignment.

6. Make-Up Tests

Should a student miss one or more tests because of absence from school, he should expect to make up that work on the day of his return. Where more than one major test is involved, a schedule will be worked out to help him get caught up.

7. Field Trips

Students in all grades often take advantage of our off-campus opportunities to enrich their academic pursuits. Notices and permission slips will be sent home when field trips are planned.

8. Textbooks

Students are lent textbooks necessary for their course study. At the beginning of the school year, the condition of each book will be noted. If its condition deteriorates more than one grade in the year, the student will be fined. Students are expected to replace lost or badly damaged books.

9. Standard Achievement Testing

At times, different grades in different years will be given standardized tests in math and language arts and a separate test for academic ability. These tests are designed and graded by an outside agency and may be helpful in assessing relative competency and ability. Our most recently used test was the Iowa Tests of Basic Skills.

10. Electronic Educational Aids

Calculators may be required in certain classes particularly in the Upper School. Calculators should only be for that purpose. No other electronic devices are to be at school.

III. LIVING TOGETHER- SCHOOL STANDARDS

We desire to demonstrate visibly the reality of the true and living God, and to live and work together in a way that pleases Him, thereby freeing us to enjoy and love Him. Our school standards begin with a positive exhortation to all of us to seek His ways in all attitudes and actions. Students are to be praised and encouraged in their attempts to work responsibly, to respect and take care of the things that God has given us, and to show kindness, helpfulness, and comfort to all.

Many of our practices here at Imago are based on an attempt to spare students embarrassment or awkwardness. For example, students are not to open their report cards until they get home. Faculty open presents at home and away from

other students. This principle should be kept in mind by parents in regard to gift giving, card sharing (i.e. Christmas, Valentines) and partying among students. Non-school activities are obviously not our domain. However, in a small school such as ours, including many while excluding a few will probably lead to hurt feelings and problems. If every student of a natural grouping cannot be included (i.e. all of one grade, sex or class), then:

- a. Any exchanges should take place away from school or school activities.
- b. Invitations or cards should be mailed.
- c. Parties should be scheduled some other time than right after dismissal, thereby eliminating the bringing of gifts, changing of clothes at school, etc.

Working together, we can help to cultivate in our students a greater sensitivity to and respect for others.

1. Family Partnership

We aim to partner with like-minded families who support our mission and uphold our Statement of Faith. Our commitment is to come alongside parents in the upbringing, education, and character formation of their children according to the biblical worldview, using the teaching methods of classical education. Parents, though not perfect, are primarily responsible for creating a family environment that fosters their children's age-appropriate growth, discipline, maturity, and flourishing rooted in biblical values and principles, and in the person of Christ. To this end, each family is to carefully discern their family habits (ie. such as time spent together, ways of communicating, usage of screens/video games/social media, etc); provide their children with good food for thought, meaningful activities, valuable conversations; set age appropriate responsibilities and boundaries; and discipline and instruct their children in a godly way, so that our teachers can rely on and build on this foundation. It is essential for our educational mission as well as for preserving a healthy, godly, and academically minded school culture that parents be responsible for the personal growth, behaviour, and character formation of their children as their primary educators.

With that in mind, parents need to be conscientious in following school communications and protocols, responding to requests, cooperating with our teachers and our administration in a timely and respectful manner, promptly addressing academic, behavioral and other concerns at home, and expecting their children to take age-appropriate responsibilities for themselves. Failing to do so may result in a mandatory meeting with the Heads of School. If the parents do not show the willingness or the ability to make the required changes and restore a fruitful relationship with the school within the given time frame, the Heads of School may decide to place the family on a 30/60/90 day probation, or immediately terminate the partnership and dismiss the family and the student(s). Probation and dismissal need to take the form of a written letter by the Heads of School, while dismissal also requires Board approval.

2. Discipline

The Imago School recognizes that while each young person is a valuable and uniquely gifted creation of God, he or she is also prevented by the Fall of man from perfect obedience to God. Discipline, in a correctional sense, is necessary to both mold the character of each student and to maintain an orderly atmosphere in which each student has an equal opportunity to listen to the teacher and to do his or her own work. Disruption and disobedience are inconsistent with our task, and students engaging in the same will be disciplined.

A variety of disciplinary measures may be used depending on the age of the student and the nature of the offense. Certain behaviors (swearing, lying, cheating, fighting and outright defiance) are brought to the administration. With the first offense, the student will be spoken to by the Heads of School who will then contact the parents. A second offense will result in suspension-in or out of school.

In all grades, teachers will attempt to communicate with the home when behaviors or attitudes are unacceptable. Should a student continue to be unresponsive to correction, the administration, after communication with the teachers and parents, may decide upon temporary suspension, or in extreme cases, expulsion.

3. Dress Code

Behind The Imago School dress code is the conviction that a connection exists between the importance and value of an occasion and the clothes that one wears to that occasion. Attending school is both an important occasion and a valuable opportunity. Thus, school clothes are not play clothes. Through school clothes, students can dress in a way that is conducive to and not distracting from academic work; school clothes can help students resist the drift of cultural and aesthetic relativism.

Modesty is another important principle behind our requirements for dress. To help foster this mentality and implement our dress code expectations, the School has adopted a school dress code policy with tailored and modest styles and certain colors. Dress code particulars are listed in the Appendix.

4. Styles and Fads

It is not easy to know how to live in the world but not absorb its ways. Certainly, guidelines aimed at encouraging students to be neat, well groomed, and modest can be somewhat arbitrary.

Although there is much freedom in these things for individuals and families, we ask you to seek to meet not merely the *letter* of the law, but the *spirit* as well. Excel and be noticed not for outward adornment but for the inner self. Avoid “faddism” and being “first on the block”. The school has chosen these, however, for institutional sanity and to decrease tensions at home and between home and the school. The administrators and faculty are responsible for maintaining these standards and may judge that other adornments are not aligned with these principles.

Lower school students may not wear make-up, nylons or dye their hair. Nail polish that is tasteful, not bright in color, is allowed. These distinctions are, in part, to separate out older from younger, giving more room/privileges to the upper school as a mark of their maturity. We are, however, increasingly concerned about our culture’s view of girls, especially the pressure to “grow up” too fast. Although it is good and natural for our young people to resist being treated “as babies” (in their view), help us and one another to resist giving in to desires to be “sophisticated” at too early an age.

Upper School students should have natural hair color, with no unnatural coloring or tinting for either girls or boys. Neatly trimmed facial hair on boys is allowed. Girls’ make-up and other adornments should appear subtle, modest and tasteful.

All school boys’ hair should not exceed collar length and should be uniformly cut and out of the eyes. It should have a neat and combed appearance. Haircuts/ styles should not draw undue attention to themselves. Resist fads such as spikes, rattails, shaved heads, afros, etc. Hats are not to be worn in the building. Earrings or other body piercing is prohibited for boys. Boys also should not wear visible necklaces or wrist jewelry other than wrist watches or medical alerts. Chains with religious symbols are permitted but must be tucked into the shirt. Girls may have one set of earrings, and these should be attached to the lower ear lobe. No other body piercing jewelry is permitted. No temporary or permanent tattoos for boys or girls. Students who wear “cause bands” or other bracelets are to wear only one at a time.

5. Programs and Inter-School Activities

Throughout the school year our students are involved in a variety of events within the school and with other like-minded institutions. In addition to those programs listed on the Calendar, all or some of our students may join other schools in Spelling Bees, athletic events and Science Fairs. Participation in such occasions serves several important purposes for each student and the school. All-School programs are intended to nurture individual and group strengths and to give special opportunity for unique participation. Added to individual accomplishment, a proper sense of belonging, camaraderie and school spirit are cultivated. To this end, all students are expected to attend our all-school programs regardless of their involvement.

Our yearly programs include Christmas Lessons and Carols, a Spring Play, Fine Arts Revue, and Commencement. Other required activities include class trips to New York City and Washington D.C. Upper School attendance to Lower School activities is not required but encouraged and vice versa.

6. Influence and Trappings of Popular Culture

It is our desire to create a school environment away from the popular culture in order to give students opportunities to broaden their experiences and to view their own culture from a distance. Toward this end we discourage, and in some cases prohibit, the bringing to school of the trappings of popular culture in the form of pictures, magazines, music, etc. It is not our primary intention to transmit value judgments on these things but rather to broaden the students' exposure and equip them to make assessments based on their own growing understanding of the Good, the True, and the Beautiful.

Here are some prohibitions based on this principle:

- a. Electronic devices: phones, computerized games, laptops, Apple watches, etc. may not be brought to school. More "educational" type toys may be brought for demonstration in class with the teacher's prior permission.
- b. Cell phones may not be used at school. If a child requires a phone for after school communication, it must be turned into the office in the morning and collected after the bell rings. Cell phones discovered during school hours in student possession will be confiscated and may be collected by a parent.
- c. Notebooks, pencil boxes, book covers, and other school equipment should be plain and without pictures.

7. Interpersonal Relationships

All students are expected to speak and act respectfully toward one another and toward teachers and other adults with whom they come in contact throughout the school day. It is our intention to further the students' training in civil behavior and good manners as opportunities arise. Students are expected to greet faculty members by name at the beginning of the day or as they meet during the school day. In the interests of maintaining a family atmosphere we encourage students to learn the names of younger students and to speak to them by name when the occasion arises.

See Upper School Additions for further discussion of BOY/GIRL relationships and dating.

IV. HELPING TOGETHER - GENERAL INFORMATION

1. Contact with the School

Parents are always welcome to visit, particularly for special class programs. To facilitate more formal requests, i.e. classroom visits or teacher/parent conferences, we would appreciate a previous arrangement by phone or note. Parents should not attempt informal conferences before or after class without an appointment. All visitors should visit the Office first upon entering the building. In addition to secretarial staff, an answering service is used. We will get all messages frequently throughout the day, especially those left just before recess, class dismissal, and at the end of the day.

If students need to contact home during the day for serious reasons, they may use the office phone to call home.

2. Lunch

Students are to bring their own lunches to school each day. Students in grades Pre-K-6 should also bring a nutritious snack for the short morning break. Candy and carbonated beverages are not permitted in the Lower School. Microwave ovens and refrigeration are available to Upper School students.

3. Birthdays

Parents of students may provide basic cupcakes on the day of their child's birthday. Leave these in the office for snack time. Teachers will be in touch about birthdays which fall on weekends or holidays. To avoid competition, it is important to stick with a simple cupcake and icing.

4. Medication

No staff member will be allowed to administer any medication for any reason without written authorization from a parent. Any medication sent to school should be accompanied by a written parental permission slip to give the medication and a physician's instruction in the case of a prescription. Students who use inhalers should leave an extra one at the school office. Inhalers, cough syrup and all other medications should be left in the office, not in the lunchbox, backpack or desk!

5. Illness at School

If a child becomes sick while at school, a parent will be called immediately. The parent should be prepared to pick up the child or to have a friend pick them up, both for the student's sake and to keep illness from spreading. We kindly ask that you keep your child home until he/she is fever free for at least 24 hours (without medication).

Unimmunized and partially immunized students, including those with medical or religious exemptions to vaccination, are subject to exclusion from school when one or more cases of a vaccine-preventable disease are present in the school.

6. Transportation

Carpooling affords our school family a wonderful opportunity to stretch our patience and test our organizational system. Please call the school if you, the driver, are to be delayed. Any changes in carpooling should be communicated by note or at least a phone call. Avoid using the parking lot for impromptu rearrangements. Dismissal is the most dangerous time of the day. Help us to minimize disorder.

N.B. (*nota bene*) - NOTE WELL:

After-school plans with other students need to be made before school begins, not during school or as students are going home if at all possible.

Recess/gym: Please write a note if your student is physically unable to go outside or to participate in gym class.

When in doubt about anything that is out of the ordinary, (e.g. the dog ate the belt, the homework is covered with jam), please write a note.

V. UPPER SCHOOL ADDITIONS AND SPECIFIC DETAILS

1. Honesty and Honor

We expect all students to be honest and truthful. Academic honesty is the basis for sound scholarship; situations involving plagiarism or cheating will not be tolerated. Students found guilty of violating these rules will receive a grade of “zero” on the work involved and be subject to further disciplinary action, which might include probation, suspension, or expulsion.

We also expect students to treat their neighbors and their neighbor’s property respectfully and honorably, without needing a signed pledge or code.

2. Honors and Awards

The Imago Upper School maintains a system of formal honors and awards for the following reasons:

1. To increase academic motivation.
2. To recognize and show appreciation for those students who have worked hard to achieve academic excellence.
3. To draw attention to the academic quality and outstanding conduct of the Upper School’s students.

3. The Honor Roll

At the end of the year, students will be placed on the Honor Roll for having an average of 3.2 or higher in all academic subjects. Accumulative honors are awarded to students who are on the honor roll for more than one year.

4. Make-up Work

After excused absences, students must make up any missed in-class assignments, quizzes, or tests within 5 school days. After unexcused absences, too, students must make up all missed in-class assignments or tests; however, a grade no higher than 70% may be earned. Assignments that were due that day will be considered late and may be marked down 1/3 or a grade when completed.

5. Requirements for Graduation

Students who transfer to the Imago Upper School from another school or home school can receive credit for work completed previously, at the Heads of School’s discretion, when we receive a transcript or other sufficient documentation of the work.

Also, at the Heads of Schools' discretion, summer school courses may be used to make up Imago courses for which the student received a "D" or "F".

Upon the written request of parents, the Heads of School may waive or reduce the graduation requirements for students who have academic difficulty and meet the following conditions: the student is a long-time Imago student; the parents have demonstrated a clear commitment to the education of their child by working with teachers and administrators; the student has a confirmed learning disability and parents and the Heads of School agree that the required work is too difficult for the child in question.

6. Trappings of Popular Culture II

Consistent with our desire to create an atmosphere at school which is both conducive to serious study and which enables students to step out of modern culture and examine it objectively, we ask Upper School students not to bring the trappings of popular culture to school. Students should not decorate their lockers, desks, or notebooks with pictures or posters and should avoid bringing celebrity or political paraphernalia to school altogether. Lockers may have photos of friends or family on the inside of the door. Nothing should be on the outside of the locker.

7. Boy-Girl Relationships

We affirm that God created us male and female with distinctive attributes and characteristics. It is biblical and good for girls to be recognized as girls and boys as boys. We stand against the trend in modern culture which minimizes or negates inherent gender differences or sees them as only socially constructed.

It is our desire to foster a family atmosphere at Imago in which boys and girls can get to know each other and relate to one another as brothers and sisters. We discourage pairing off not only because we believe that students of this age are not emotionally and spiritually prepared for marriage (which we believe is the only appropriate context for exclusive boy-girl relationships) but also for the detrimental impact pairing off can have on student life. The possibilities for tension between students and occasions for gossip and distraction that exclusive boy-girl relationships would bring into the school day are magnified within a school of our size.

In line with this desire for wholesome boy-girl relationships within a family atmosphere, we prohibit any public display of affection at school or at school-sponsored events or activities.

8. Discipline

Every upperclassman at Imago should know the right behavior and demeanor expected of him or her by God, his or her parents and the School community.

The Upper School has no fixed system of demerits or warnings although probation, detention, suspension, or community service projects may be used to correct a wrong action or attitude. A student who is guilty of serious misconduct could be immediately expelled. Examples might include: acts endangering the lives of others, gross violence or vandalism to school facilities, violations of civil law or any act in contradiction to Scripture which has serious consequences.

An Imago student represents the School at all times and may be held accountable for his or her behavior even when not at school. Going to and from classes, being out in the community or on vacation, a student remains part of Imago.

9. Hazing

According to the law of the Commonwealth of Massachusetts (chapter 269, section 17- 19) the School has adopted the discipline of suspension for hazing. Hazing means any conduct or method of initiation into any school organization which willfully or recklessly endangers the physical or mental health of any student or any other person.

Because Imago has no student organizations, this law hardly pertains. Nevertheless, any treatment of another that is endangering, or demeaning is to be deplored and will be disciplined seriously.

10. Dismissal and Remittance

The School reserves the right to end a student's connection to it for no other reason than that the student's influence on others is found to be hurtful, or that the student seems to be unable or unwilling to benefit by his association with the School.

Should the student desire to be readmitted to Imago at a later date, a letter from the student indicating that desire and interviews with both the student and parents will be required. The Heads of School will make a decision based on the student's attitude and other circumstances at the time of the application.

Perhaps because of the times in which we live, other schools have long lists of "do's" and "don'ts." We do not desire to be such a community that defines its character or ambiance by these things. Living together, however, does require "rules of the road". All students, but especially older ones, set the tone for the School. It is vitally important that students subordinate their individual tastes where required and that pushing the limits or "verging" have no place here. Cooperation, especially in the many areas involving personal freedom, should be offered with a light and willing heart.

This is no small task in our day and age. As in so many other ways, the Imago student is set apart in the high, and at times, hard calling of seeking to be like Christ.

VI. HIGH SCHOOL CONDUCT: PRINCIPLES AND GUIDELINES

At Imago, we students, families, and teachers are engaged in education. We do so as Christians. Some guidelines are set down to help create harmony in our task: hearts united in honoring God as we grow in knowledge and wisdom.

Three convictions have shaped the expectations below.

1. Teaching and learning involve spiritual formation

Our conviction at Imago is that academic ends include and so depend upon spiritual disciplines and character. The kind of pursuits we have in the classroom therefore depend upon our behavior in and out of it.

Moreover, academic pursuits should shape how we live. The habits of attention, study, and love that help us perceive God's work in creation also prepare us to respond in worship. These habits train our hearts to praise Him rightly and serve Him faithfully as stewards. Teachers are teaching for this particular end of learning; students are training for this role.

2. Formation requires discipline

Any training means habits and disciplines. An athlete's regimen in training for the race are the 'rules' he follows to seek excellence. So too we aim, each in our own role—families, teachers, and students—to bend our hearts together toward the common pursuit of God in school.

Such a pursuit and so high a goal and so holy a God cannot but pull on us! It must affect how we dress, how we talk, how we gather.

3. Discipline requires communication

Discipline and growth depend on clear expectations and mutual encouragement. As we begin this time in high school together, please do review these guidelines as a family. Discuss them with one another; discuss them with us!

In the following guidelines, we aim for unity of heart. Like the score for a chorus, they are meant to put our distinctive characteristics into harmony, so that we sing our parts together beautifully. We offer a rule of conduct for students below—we are already humming the tune as we anticipate the singing ahead!

Principles

Those at the Imago High School pursue education. We are oriented by these touchstones, each of which has been planted into our scheduled activities.

1. Hospitality

Our teachers commit to serve and come alongside students as they instruct them. Therefore they invite each student into regular meetings with a particular teacher, who will be assigned partway through fall term. Our teachers hope to make the school a welcoming place for students to enter and within which they may grow.

They will also take part in our weekly lunch discussion to practice receiving, listening, and responding to one another.

2. Goodness

Classes will look to bring the best of what teachers know and have learned themselves. Students are expected to do the same! Do your best, and seek what is good in each discipline.

In our weekly Seminar on Important Things, students and faculty make time to consider and respond to good things.

3. Leisure

Tea break (10 am each day) is a mandatory break. Neither teachers nor students should expect to use tea break as extra time to work or play individually; it is a time for gathering and for a break from our labors. Our weekly silent lunch is another opportunity to make space for our thoughts.

4. Service

We serve each other in our cleaning tasks and respect for our spaces; we also expect, encourage, and support students in finding ways to serve at home and in community.

Our hope is that when people ask about what Imago High School is like, these things will come to mind. May it be our ambition to make it so.

Guidelines

In the 4th c. AD, Augustine of Hippo was bringing together a community of Christians—rich and poor, educated and uneducated, weak-willed and courageous, weak and strong. They needed to know what living together as Christians meant. There were many details to account for: rooms, clothes, food, when and how to speak and how to listen, the way to travel, how to handle differences, discipline, encouragement, the ends of Christian work and the means of getting there.

After taking in this breathtakingly complicated view, he began like this:

1. “First, brothers: love God; then your neighbor.”

It remains the first, best rule.

2. Serve one another

In imitation of our Lord, we must practice love and humility, service and sacrifice.

When you have a task assigned to you, strive to do it promptly and well. Do even small jobs in the Lord’s honor.

Take responsibility. If for some reason you cannot do a task, find a student who can substitute, or a teacher who can help you do it. Be ready to help those who have a similar need.

Consider what you are practicing for: loving your neighbor. Whom can you help in class? Is there someone you know who would benefit from something you learned or practiced at school? Can you help at home?

And remember Peter’s encouragement: “Show hospitality to one another without grumbling. As each has received a gift, use it to serve one another, as good stewards of God’s varied grace.” (1 Peter 4:9-10)

3. Say thank you

It is our practice to say thank you. We begin our day with thanks to God, who has brought us into the kingdom of His Son. He has given us teachers and students leisure to study.

But let us be ready to say thanks to one another. To your parents as they bring you to and from school; to one another as we do tasks for one another; to your teachers who converse and lecture and correct; to one another as we help each other with learning.

Give thanks even for what you learn is not true! Knowing an approach does not work, that an answer is wrong, that you do not understand is also good. All knowledge—including that we do not know something—comes from God, and leads us to Him.

Thankfulness for the efforts and sacrifice on our behalf makes us ready to put in our own efforts with joy, to do our best, to give God the glory.

4. Do good work

In our school work, the standard should not be ‘get an A’ or even to excel everywhere. Rather, it’s to do good work where and when we do it. There is an irony in this for a student: the student does not yet know how to do the work well; so error, mistakes, misunderstanding are part of the process.

But to that end we must all not resent that correction is part of our work. We work hard; but if that does not translate to a good grade at first, this is not failure. The question is: what is the next good step? We should be on the lookout for it, and be ready to take it.

5. Be honest and cherish the honorable

Goodness demands honesty. Doing well on something, learning it, being corrected, all require that we do not deceive one another. How else will we know what ? How will we know what to give thanks for?

Grades below what you wish on a test or assignment is an opportunity to improve and master knowledge. Knowing what you do and do not know is a gift; grades are a tool to that end.

6. Speak truthfully

Do not say what is not true. Rather, say what is true: answer boldly; encourage classmates, who are made in God’s image, and worthy of good care and attention.

Out of school, represent what your school is and ought to be.

Speak truthfully with your attitude too. Look others in the eye, and shake a person’s hand as if he or she matters. (He or she does.) Use manners and etiquette you know to show love for your neighbor.

7. Speak carefully

Words communicate beliefs as sneezes communicate germs. When, where, how, on whom you sneeze matters. The same holds for speech.

Be willing to change your tone, your words, and your mind. Be attentive to who is around you—what needs does this person have?

Do not give up on speaking well! Do not resent proper usage, correct words, good style. The right word at the right time is a joy to others.

Pause before you respond. Answer when called on; don’t when not.

Be truly kind, and truly funny. Do not be profane or blasphemous.

Set aside foolish or vain talk. You do not throw mud at each other; do not throw empty words either. Your words have meaning and weight, even when you do not mean them.

Do speak about what is lovely, true, pure, excellent, and praiseworthy--help your teachers and fellow students think on these things!

And also: apologize when necessary. There is no rule against trying again when we fail!

APPENDIX

1. The Imago School Dress Code Policy (PreK-8)

THE IMAGO SCHOOL DRESS CODE is not defined by a particular school uniform company. However, we partnered with Tommy Hilfiger to create a unique catalogue of clothing items that meet our dress code requirements and therefore, they provide the overall desired “look” of an Imago student. These can be found through our website.

The following FIVE colors are the official Imago School Dress Code colors. Please note, these are solid colors without pattern.

Official School Colors (all solid):

1. Navy Blue
2. Light Blue
3. Burgundy
4. White
5. Khaki

Logos: No logos or images other than the Imago School logo.

Shirts: Blouses, Polos & Oxford Button Ups (long or short sleeve). *Shirts are to be tucked in.*

Colors: All school colors.

Sweaters/Vests: No Hoodies or Sweatshirts are to be worn during class (*including the Imago Gym Sweatshirt*).

Colors: All solid school colors.

Pants: Chinos or Corduroy.

Colors: Khaki or Navy Blue.

Shorts, Skorts, Skirts (A-Line or Pleated) and **Jumpers/Dresses:** *They should be fitted to just above the knee or below.*

Colors: Khaki or Navy Blue.

**Please Note: Pencil skirts are not allowed. Skirts should not be form fitting.*

Socks/Tights: (*Solid with one color*).

Colors: All solid school colors.

**Please Note: Gray and black are not allowed.*

Shoes: Dress Leather or Canvas Shoes or Boots. No sneakers or crocs.

Indoor shoes should be kept in *neat* condition (bring outdoor boots/shoes for recess).

Colors: Subdued colors.

Each student needs to have at school every day: one pair of school shoes, one pair of gym/play shoes and when appropriate rubber or snow boots. NB This includes Upper School and High School.

A non-running shoe is to be worn for regular classes and all school activities. Sneakers are to be worn for gym and may be worn for recess. Work/hiking boots are only acceptable for outdoor footwear. “Dual-purpose” footwear must be designated for indoor or outdoor wear and worn accordingly to minimize tracking in dirt, mud and snow. For safety reasons shoes may have no more than one inch of a heel. Platform shoes are not permitted. We are looking for a sensible “dress shoe” look.

Gym Clothes: Imago Gym Shirt and/or Sweatshirt (individually purchased via the school's website from Tommy Hilfiger) with (loose fitting) **Navy Blue** or **Burgundy** Shorts or Sweatpants. Sneakers or Athletic Shoes. Small unobtrusive brand logos are permitted.

**Please Note: Gray or black shorts or sweatpants are not allowed.*

***Please Note: No Tights/Leggings, No Athletic Leggings and No Yoga Pants for gym class.*

NOTE THE FOLLOWING FOR EVERYONE OR AS SPECIFIED:

1. No "cargo" pockets anywhere. No capri pants.
2. The school logo is optional and not required on any clothing.
3. If belts are worn, they need to be a solid color- navy, cordovan, brown, tan, khaki or black.
4. Socks are required with sandals unless the sandals are "closed toe." Leggings for girls are allowed if they are solid school colors and are the same color as the school socks.
5. Fleece vests and jackets may be worn inside in the winter. Blue, white or burgundy only.
6. Ties are welcomed as long as they are in solid or striped school coordinated colors.
7. Bathing suits (grades 5 and up):
 - Boys- trunks, not speedo-type suits
 - Girls- modest, one-piece suits.

OTHER DRESS CODE MATTERS:

MODESTY: All students are to dress modestly, a term we realize has been understood differently in different times and places. Even within our various religious communities, there is little consensus. It is not wrong for us to want to dress stylishly. Again, the "spirit" of the law would ask that we serve one another by dressing modestly.

While boys need to be mindful in these matters, girls have the harder responsibility. Skirts, shorts and jumpers need to be closer to the knee than not. Midriffs may not be exposed. The standard of dress at Imago-related activities remains the same: no hip-hugging clothes or tops which are too tight or too short and thus look too small. Pants, shorts, etc. should be worn at the waist. Formal dresses for school events such as Christmas and Commencement are to have some measure of a sleeve.

These areas are very difficult to navigate in our day and age. The word "modesty" is all but gone from our vocabulary. As in so many things, personal preference or freedom needs to be secondary to respecting others and not giving offense. The question in the end is not "Do I look cool?" but "Do I outwardly reflect the love of Christ for others?"

2. The Imago School Uniform Policy (Imago High School students)

The IMAGO HIGH SCHOOL UNIFORM POLICY requires every student to have a specific daily uniform as well as gym clothes, exclusively provided by Tommy Hilfiger. These clothing items are selected exclusively for our high school students and they are available for purchase via our school's website. Students must have the required items that are marked with an "R" and they can choose their preferred style or color from the items that meet our requirements, marked with an "M". Optional clothing items are also available.

Girls are expected to wear skorts for school on a regular basis. As an exception they can also wear pants, ie. in especially cold weather or for health related reasons. There will be days and special events, however, when skorts will be mandated regardless.

Students will be provided with lab coats for science class and shop aprons for Artisan Trades class. These items belong to Imago, but students will have their own assigned lab coats and shop aprons for the duration of the year. Students' hair will need to be secured in a bun or a pony tail during these special classes, if applicable.

Shoes: Dress Leather or Canvas Shoes or Boots. No sneakers or crocs.

Indoor shoes should be kept in *neat* condition (bring outdoor boots/shoes for recess).

Colors: Subdued colors.

Each student needs to have one pair of school shoes and one pair of outdoor shoes at school every day.

A non-running shoe is to be worn for regular classes and all school activities. Sneakers are to be worn for gym and may be worn for recess. Work/hiking boots are only acceptable for outdoor footwear and Artisan Trades class. “Dual-purpose” footwear must be designated for indoor or outdoor wear and worn accordingly to minimize tracking in dirt, mud and snow. For safety reasons shoes may have no more than two inches of a heel. Platform shoes are not permitted. We are looking for a sensible “dress shoe” look.

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