**WAYNESBORO MENNONITE SCHOOL**

 893 Hwy 25 North

 Waynesboro, GA. 30830

 (706) 554-9849

 ***Studying to show ourselves approved unto God***

 **NONDISCRIMINATORY POLICY AS TO STUDENTS**

The Waynesboro Mennonite School admits students of any race, color, national or ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school.

It does not discriminate on the basis of race, color, national or ethnic origin in administration of its educational policies, scholarships and loan programs, and athletic or other school administered programs.

 **PURPOSE**

The primary purpose of the Christian school is to train the child in the academic subjects in a Christian environment and to develop basic skills needed to a useful Christian life. To this end, it should strive for a high standard of academic achievement through use of quality educational materials and teachers of instructional competence. It should endeavor to make learning a challenging and rewarding experience for the student and instill in him an interest in further development of his mental faculties.

 In the context of Christian education, the Christian school will endeavor to lead the student in the development of a well-rounded Christian character in cooperation with the home and the church. To realize this goal, the Christian school must have a God-awareness in all of its instruction and activities, maintain a carefully supervised and well-disciplined Christian environment, and have a faculty that is in full harmony with the objectives of the school and the church thereby demonstrating the operation of the new life in Christ.

 **ORGANIZATION**

**Advisory Committee**

 1. Membership and tenure

 This committee shall be composed of three local ordained brethren elected and organized by the local ministry. They shall be elected for a three-year term, one elected each year. The term of office will begin at the end of the school year.

 2. Officers and duties

 A chairman shall be elected annually. The chairman of this committee shall function when this committee meets conjointly with the School Board.

 3. Duties of the Advisory Committee

 This committee shall be responsible to provide spiritual oversight for the school. They shall work with the School Board in the examination and appointment of teachers and in the selection of curriculum for the school.

 The chairman of this committee or a member appointed by him shall be present at all school board meetings and shall have full voting privileges. This committee shall provide a slate for the election of the School Board, in cooperation with the local ministry.

**School Board**

 1. Membership and Tenure

 The School Board shall be composed of four brethren (who meet the qualifications as given in part 1, Article 1 of our Conference Statement of Faith) chosen from the congregations of our conference located in the area served by the school. They shall be elected by the members of the Hephzibah and Burkeland Mennonite Churches excepting those enrolled in the school. The School Board shall be organized with the assistance of the Advisory Committee. They shall be elected for a four-year term, one elected each year. The term of office shall begin at the end of the school year. No School Board member shall serve two consecutive terms.

 2. Officers and Duties

 A) A chairman, secretary, and treasurer of the School Board shall be elected annually. The chairman shall preside at all meetings or designate another member to do so. He is responsible to notify the chairman of the Advisory Committee of all board meetings.

 B) The secretary of the School Board shall keep minutes of the School Board meetings and any conjoint meetings with the Advisory Committee. The minutes are to be typed up and a copy given to each Board member within 20 days following the meeting.

 C) The treasurer of the School Board shall keep an accurate record of receipts and expenditures and of property holdings. He is responsible for making an announcement on the 4th Sunday evening of each month stating the current month’s offerings and the needs for the following month. Treasurer duties are to be transferred to the new treasurer on July 1.

 3. Duties of the School Board

 A) The School Board shall set policy, supervise the operation of the school and be responsible for the maintenance of the school property and equipment.

 B) The School Board in conjunction with the Advisory Committee shall be responsible for the examination and appointment of teachers and for the selection of curriculum and textbooks.

 C) The School Board shall give direction concerning the transportation of pupils.

**Administrator**

 The School Board may at their discretion appoint an administrator to have general oversight of the school and to coordinate school policy.

**Principal**

 The School Board is responsible for appointing a school principal. He is responsible for the administration of school policy and supervision of the staff.

**Amendments**

 All amendments to this handbook shall be made by the School Board with the assistance of the Advisory Committee.

 **OPERATION**

The Parent and the School

 Parents have a vital part in the spiritual life of the school.

1. Everyone can help promote ideals of respect for the church and school.
2. Fostering good attitudes helps to secure a pleasant atmosphere essential to the learning process.
3. Family devotional periods help prepare the child to contribute constructively to the total school program.
4. A child who is assured of his parent’s prayers and hears them pray regularly for the total school program will be better prepared to profit personally from the spiritual emphasis of the school.
5. The child’s teacher needs the prayers of the patrons. Many problems can be avoided or solved through prayer.

 The parent’s relationship with the school and its teachers is an important factor in the educational development of the child. The ideal environment for the child is one in which he senses that his parents and his teachers are in harmony in their teaching and discipline. Serious problems can arise in the school, home, church, and development of the child if unity of purpose and practice are not sought for and maintained.

 There are several ways in which the parent can learn about the school and his child’s relationship to it and give proper help.

1. This patron’s handbook has been prepared to acquaint parents with the operation of the school.
2. Several parent-teacher meetings are scheduled each year. Other interested persons are welcome to these meetings.
3. Parents are encouraged to visit the school during school hours. An appointment may be made at any time of the year.
4. Parents should take an interest in the child’s studies and give assistance as needed. In cases of serious learning difficulty, the teacher may be able to make specific recommendations to the parents about their child.
5. Sometimes it is desirable to have interviews between the parents and the teachers to help each find a way to best serve the needs of the child and to promote a good parent-teacher relationship.
6. When misunderstanding and/or problems arise between patrons and school administration, the following procedure is to be followed by mutual agreement.
	1. The first contact would be between the parties involved, such as the patron to teacher and /or principal.
	2. If all reasonable efforts fail to bring about satisfactory understanding and cooperation of the party or parties involved, an appeal would be made to the School Board.
	3. If the School Board is unable to make a satisfactory reconciliation, they shall confer with the Advisory Committee.

Admission Procedure

 The school is primarily for the use of the brotherhood and their families. However, consideration would be given to other families where both the parents and pupils agree to support the purpose and standards of the school. Admission would be by approval of the School Board and Advisory Committee. Parents shall be counseled before a final decision is made in qualifying a prospective student.

 The standards of the school are set forth in its Patron’s Handbook, and in the Statement of Faith of the South Atlantic Mennonite Conference. Students and their parents or guardians are expected to accept and support the policies set forth in this handbook.

 An application for admission should be completed in full by the parents or guardians for each child who is to be enrolled. This completed application should be submitted to the Secretary of the School Board well in advance of the opening day of school. If possible, applications should be submitted before the end of the previous year when orders for textbooks and supplies are made.

 Students with Special Education Needs

 Special education needs will be addressed on an individual basis. Students with special education needs may not be admitted if the school is unable to meet that need.

Tuition

 The school is funded both by freewill offerings and a tuition fee charged for all students admitted to the school. Tuition fees are to be paid in full by end of each school year.  Patrons having difficulty paying their tuition on a timely basis should consult with the school board and/or their deacon.

Television

 We believe that much of television programming is dominated by the spirit of the world and exerts a damaging influence upon the spiritual life of the home. We ask that the homes represented in our school abstain from its use.

Pre-enrollment Instructions for First Graders

 Age

 The age for the child’s entrance into school shall be the same as that indicated for public school in the local area.

 Preschool Preparation Material

 Each preschooler must complete the requiredpreschool curriculum prior to arriving at school for the first grade. The above said material is available from the school.

 Reading Readiness and Mental Maturity

 The child should be mature enough that he can:

1. Tie his shoestrings, cap, etc.
2. Care for his own property and respect the property of others. This is so he can take care of his books, keep his desk neat, etc.
3. Practice good table manners.
4. Handle usual play materials – blocks, crayons, and scissors.
5. Share the teacher’s time and attention with others.
6. Recall and tell simple stories that have been read or told to him.

 Pupils meeting the above requirements will be required to take reading readiness and mental maturity tests at our school in the spring before entrance is anticipated. A retest in late summer will be administered to those who indicate a lack of readiness. Parents will be given suggestions of procedures beneficial for increasing readiness.

 Medical Examination

 Before the child’s entrance into school, he must have completed medical forms provided by the local Health Department. The completed forms should be returned on or before the day the child begins school.

Adverse Weather Plans

 The chairman of the School Board is to decide when the school will not be in session due to weather conditions. He will consult with the Board, State Road Dept., and county school authorities when making this decision.

 When a decision has been reached that there will be no school, patrons will be notified. This calling will be done only if there is to be no school. If patrons receive no notice, school will be in session as usual. Therefore, there should be no need to call any school personnel because of weather conditions.

 Sometimes the school will dismiss early in the day due to weather conditions that develop after school is in session. Advance notice will be given to those parents who must be notified about the unexpected early arrival of their children.

Transportation

 Transportation to and from school is the sole responsibility of the patrons.

Visitors

 Visitors are welcome to visit the school. Preschool children may be brought to school by a student only if the preschooler will be starting school the next term. When students bring preschool children to visit, the teacher should be informed prior to the visit.

Health and Safety Services

 The normal health and physical development of your child are important for his learning progress in school. Because of their vital importance in the learning process, parents may be asked to have their children’s vision and hearing checked.

 The school is equipped with first aid materials. In case of sudden illness or accident, first aid will be given. Parents will be notified if the illness or accident is determined to be serious. In the event your child is involved in a serious accident requiring immediate professional care, he will be taken directly to the emergency room of the hospital.

 The school administration shall take every precaution to provide for the safety of your child during school hours. However, the administration cannot be held responsible for financial compensation in the event of an accident or physical injury involving your child.

 **ATTENDANCE REGULATIONS**

 The administration of the school will endeavor to work in obedience to the laws of the State and in cooperation with the local county authorities regarding attendance regulations. Current law requires 180 days of school per year. All patrons will be expected to conscientiously respect and obey the laws of the state. Every parent will give a consistent Christian testimony to the authorities and in our communities.

Absences

 Only absences for illness or other providential reasons will be legal. Those excuses will allow students to make up missed work. No make up work will be allowed for any other excuse unless special permission has been granted by the School Board for an exception. No credit will be granted for schoolwork for any student whose absences from school or classes total more that 20 days per year. Students should be careful with late arrival or early leaving which might cause them to miss more than 20 days per year in a given class. (GA.State Law.)

Appointments

 Appointments with doctors and dentist should be made during out-of-school hours. If that is not possible, they should be made for a portion of the day when the least amount of school time will be missed. Any student who is excused from school for an appointment is expected to make up missed work the next day.

Unexcused Absence

 There will be a two-day grace leave allowed for each student. This will be two days for which their work could be made up (not penalized), but the two days will still be counted as an unexcused absence. They will be added into the twenty days, which if missed, cause a student to fail a class.

Exceptions

 Other absences may be excused on the basis of **valid** need and merit. (Weddings, family trips, etc)

 Exception to the absence policy can only be made by **special request to the School Board** **not less than four (4) weeks in advance** of the anticipated absence. A decision will be made after consultation with the student’s teacher, considering the students academic achievement and abilities.

 Teachers have the option of assigning work to be completed during the absence. Any pre-assigned work is to be completed by the day the student returns to class or the student **will not** receive credit for the assignment.

 Exceptions for weddings will be limited to 3-5 days considering the amount of travel time involved.

 When your child has been absent, please send an excuse slip signed by the parent or guardian explaining the absence upon his return to school. The excuse should contain the information called for on the model excuse below.

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| --- |
|  Student’s name was absent from school for number days from date to date because a clear and complete statement of the reason for absence . Parent’s Signature . |

Special Permissions

 Students are not permitted to leave school during the school day except by express request of the parent or guardian. Such requests should be submitted in writing preferably a few days in advance, if possible. Long-term irregular arrangements for leaving school should be requested in writing. All students while at school shall be expected to participate in all of their classes. In case of physical disability, a doctor’s written request shall be presented if the student is to be excused from class for an extended period of time. Parents who temporarily do not wish for their child to play outdoors or engage in strenuous exercises for health reasons are required to notify the teacher(s) stating for what period of time it is necessary for the child to stay in.

Arrival Time

 Pupils should arrive at school not more than 15 minutes before the ringing of the first bell.

Students Who Withdraw from School

 Parents are responsible to notify the principal and teachers in advance of their withdrawal. Students must turn in work or tests in time for proper evaluation, completion, and correction. A report card, including any added comments deemed desirable, is to be sent to the parents of every child who withdraws from school.

Teacher’s Responsibilities to Report Absences

 Teachers are to exercise care that pupils present excuses immediately on their arrival on the morning after their absence. Teachers should report all absences to the principal.

 **CONDUCT AND DISCIPLINE**

 We recognize that the nature of man is depraved and that left to his natural inclination, the child will express himself in conduct that is displeasing to God. We find in God’s Word guidance for conduct and discipline that is appropriate for the development of the child.

 Scriptural discipline begins with the recognition of God given authority in the home, church, and in all other areas of life. When the child does not respond properly, his teachers will be compelled to reprove him.

 CONDUCT WHICH IS NOT TOLERATED

1. Foul or profane language
2. Disrespect for the authority of the teacher
3. Deliberate disregard for school policies and standards
4. Abusive and dissipating habits such as alcohol, drugs, and tobacco
5. Jokes which may be injurious
6. Serious cases of fighting
7. Skipping classes
8. Destruction of school property

 a. Students who damage school property will be

 held accountable for repairs or expenses.

1. Theft
2. Indecent and impure behavior
3. Forwardness in boy-girl interest
4. Unwholesome discussion of church issues
5. Any antagonistic or tantalizing remarks about expressions of personal or parental convictions
6. Following popular fads
7. Disrespect for other pupils
8. Obscene literature

 These offenses are of such a serious nature that they can be cause for suspension or expulsion.

 Such action shall be taken when needed by the principal in cooperation with the School Board Chairman and or administrator. In case of suspension, the principal in cooperation with the School Board Chairman and or administrator shall arrange for a conference with the student and his parents at which time both parents and student must give assurance of full cooperation with school policies before re-admittance.

 In case of serious disrespect or misconduct or when wrong attitudes and conduct have been persistent, the principal or the teachers after consultation with the principal, have the authority to administer corporal punishment.

 Where older students are involved in such misdemeanors, other appropriate means of punishment may be determined.

 The principal or the teacher(s) in consultation with the principal have the authority to call the parents of an offending student and ask them to take him home for the rest of the day if they decide that this action is needed. This action will be taken only in cases where the offense is serious or in a persistent type of behavior which is not permissible in our school. The parents will need to have a conference with the principal before the child is re-admitted. Although this is not a regular suspension, it may become a suspension of several days after further faculty and board action.

 For less serious offenses, students may be detained after school, with parental notification.

Dress Standards

 All students shall be modestly dressed. Popular or novel fads and fashions in hair styling and clothing shall be avoided. Sleeveless clothing and jewelry shall not be worn. Girls’ dresses shall be at least long enough to reach mid-calf when sitting or standing. Slacks and culottes for the girls are not permitted. Fellows are to wear dress type pants or jeans and collared shirts. Shirts with large logos or advertisements, and short pants are not permitted. The school dress code will be in effect at all school functions including after hours activities and the school picnic. Specific problems may be corrected by the School Board and Advisory Committee.

**STATEMENT ON THE USE OF VIDEO IN SCHOOL**

 While videos can make a valuable and beneficial contribution to a church-school education program, indiscriminate use will lead to negative and detrimental effects in the quality of education and in the development of personal discipline and moral character. In interest of the video being a positive instructional tool in the school the following guidelines should be followed in their use.

1. A primary use of videos in the school should be for making course work available, which would otherwise not be feasible to offer. Courses offered by video should be approved by the School Board in conjunction with the Advisory Committee.
2. Featured videos of educational and general interest may be viewed periodically with benefit.
	1. Policies limiting the frequency of video use for such purposes should be set.
	2. All such videos must be previewed by a teacher and a member of the Advisory Committee.

**Miscellaneous Policy**

Books

1. All books that are brought to school are to be given to a teacher or the principal for approval.
2. Library books that are lost are to be replaced by the parents. Any library books that are damaged are to be repaired or replaced.

 Early Dismissal

1. School may be dismissed early on rainy days if patrons can be notified.

 Graduation

1. Students are required to complete 24 credits to be eligible to graduate.
2. The graduating class has the privilege of submitting to the School Board the names of two or more speakers for the graduation service. The board will then make the final decision.

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 School Keys

1. Keys to the interior classroom doors are not to be copied. Extras and a list of recipients are to be held by the School Board chairman.

 Student Devotions

1. For the sake of propriety, girls are not to be responsible for presenting a devotional.

 Use of the School

1. Permission for the use of the school is to be obtained from the School Board chairman.
2. When the school building is used for something other than church related activities, a fee is to be charged.

 Yearbook

1. One yearbook will be given to each supporting family, each church family, each graduate, each teacher, and each one on the yearbook staff. All other copies will be sold at cost.

***NOTES***

 Revised May 2015