

Wyneken Memorial Lutheran School

Parent/Teacher Handbook

Preamble

Mindful of God's will that children be taught His Word diligently in home and in church (Deuteronomy 6:4-8) and firmly believing that an interparish school will help parents and our congregations carry out their child-training responsibilities in a God-pleasing manner in both secular matters and matters of Christ's Church, we the Board of Christian Education, teachers, principal and the pastors prayerfully submit the following Parent/Teacher Handbook to give some specific direction for carrying out our desired goals. May our Lord Jesus be glorified.

Mission Statement

Through Jesus Christ, it is the mission of Wyneken Memorial Lutheran School to REACH children with the love Christ, TEACH of them of God's Word and world, and SEND them out as faithful stewards in God's Kingdom.

Philosophy and Purpose

The parents, teachers, principal, pastors and school board of Wyneken Memorial Lutheran School ...

... believe it is God's will that ...

- Children be taught His Word diligently in home and in church as commanded in Deuteronomy 6:4-8 and Colossians 3:16;
- Christ be the center of all things (Eph. 1:10, 22-23);
- Secular instruction always be rooted in God's Word (II Corinthians 10:5);
- We bear witness to the faith in our community by Word and deed (Matthew 5:13-16 and Matthew 28:19);

... therefore, our inter-parish Christian school exists ...

- To help our parents and congregations carry out their child-training responsibilities in a God-pleasing manner;
- To be Christ centered;
- To offer all children in attendance an outstanding Christian and secular education;
- To provide Christian influence and outreach to the surrounding community.

Early Childhood Philosophy Statement

- God's promise is that we are to "train up a child in the way he should go, and when he is old he will not depart from it." (Proverbs 22:6). Responding to the love of Jesus Christ, our Lord and Savior "the way, the truth, and the life" (John 14:6), we strive to recognize and meet each child's emotional, social, spiritual, physical, intellectual and aesthetic needs. We believe that children learn best by working with hands-on experiences using their five senses - touching, seeing, hearing, smelling and tasting - in a creative learning atmosphere. We acknowledge parents' primary influence and dedicate ourselves to cooperate with them in a shared responsibility of educating their child, "in the nurture and admonition of the Lord." (Ephesians 6:4)
- We recognize the uniqueness of each child and offer opportunities for growth by providing them with a positive, creative, and stimulating environment in which to develop and learn. Our hope is that by focusing on the whole child, with a strong emphasis on self-esteem rooted in Christ, our children are sent into God's Kingdom as faithful stewards with His love.
- We believe that play is to be respected as a vehicle for learning. Children use this mode to model, create, explore, solve problems, interact socially, pretend, and dream.

TABLE OF CONTENTS

I.	ADMINISTRATIVE POLICIES AND PROCEDURES	Page
	<u>Arrival / Dismissal / Attendance Procedures</u>	5-7
	<u>School Delays/Closing Procedures</u>	7
	<u>Emergency Closing/Wyneken</u>	7
	<u>School Calendar</u>	7
	<u>Class Size</u>	7
	<u>Visitors</u>	7
	<u>Registration and Fees</u>	7-8
	<u>Registration & Tuition Payment Policy</u>	8-9
	<u>Separated Families</u>	9-10
II.	BEHAVIOR EXPECTATIONS FOR WYNEKEN STUDENTS	
	<u>Wyneken Conduct Policy</u>	9-10
	<u>Behavior Guidelines</u>	10-11
	<u>Playground Guidelines</u>	11
	<u>Discipline Policy Statement</u>	11
	<u>Bullying Policy</u>	11-12
	<u>Dress Code</u>	12-13
	<u>Electronic Devices</u>	13
III.	CURRICULUM	
	<u>Course of Study</u>	13
	<u>Music (Band/Chimes/Choir)</u>	14
	<u>Resource Room</u>	14
	<u>Computer Room/Curriculum</u>	14
	<u>Technology Guidelines</u>	14-15
	<u>Technology Acceptable Use Policy</u>	15
IV.	EVALUATION OF STUDENTS	
	<u>Assessment</u>	15
	<u>Testing of New Admission Students</u>	15
	<u>Grading Guidelines</u>	15
	<u>Homework</u>	16
	<u>Parent / Teacher Communication</u>	16
	<u>Promotion and Retention</u>	16
V.	FAITH AND WORSHIP LIFE	
	<u>Chapel Services</u>	16
	<u>Church & Sunday School Attendance</u>	16
	<u>Devotions</u>	16
	<u>Memory Work</u>	16
	<u>Pastoral Role</u>	17
	<u>Religion Curriculum</u>	17
	<u>Respect for Others</u>	17
	<u>Stewardship</u>	17
VI.	HEALTH AND SAFETY	
	<u>Seclusion and Restraint Policy</u>	17
	<u>Limited Criminal Background Check</u>	17
	<u>Accident and Injury at School</u>	17
	<u>Emergency Treatment Permission Form</u>	17
	<u>Illness in Regard to Recess / Physical Education</u>	17
	<u>Insurance</u>	17
	<u>Vision & Hearing Screenings</u>	17

	<u>Dental/Eye/Medical Exam s(Kindergarten)</u>	17-18
	<u>Immunization Requirements</u>	18
	<u>Communicable Diseases (Guidelines)</u>	18-19
	<u>HIV / AIDS</u>	19
	<u>Medication Guidelines</u>	19
	<u>Fire and Disaster Drills</u>	19
	<u>Lock Down Drill & Procedure</u>	19
	<u>Safety Programs</u>	19
VII.	STUDENT SERVICES	
	<u>Fundraising Policy</u> (approved 01/11/18)	20
	<u>Lunch Program</u>	20
	<u>Collection & Forgiveness of Debt for Hot Lunch Accounts</u> (approved 04/20/17)	20-21
	<u>Procedure for Student Lunch/Meal Accounts</u> (approved 04/20/17)	21
	<u>Recess</u>	21
	<u>Field Trips</u>	21-22
	<u>Weekly Parent Note</u>	22
	<u>Monthly Newsletter</u>	22
	<u>Bus Services</u>	22
	<u>Phone Policy</u>	22
	<u>Library/Library Policies</u>	22-23
	<u>Volunteers</u>	23
	<u>Special Events</u>	24
	<u>Parties & Gifts</u>	24
	<u>School Pictures</u>	24
	<u>Yearbook</u>	24
	<u>Lost & Found</u>	24
	<u>RenWeb / Wyneken Website</u>	24
	<u>Wyneken Athletics</u>	24

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I. ADMINISTRATIVE POLICIES AND PROCEDURES

Arrival / Dismissal / Attendance Policies

Arrival Procedures

School hours are 8:00am to 2:43pm for students in Kindergarten through 8th grades. Students may arrive at school at 7:45am. They should enter through the main entrance (door #1) and proceed directly to their classroom. The students will remain in the classrooms under the supervision of the classroom teacher.

Parents may enroll their child/ren in the Wyneken Child Care Program if their child/ren will need to be dropped off before 7:45am. The Wyneken Child Care will begin at 6:30am and continue until 7:45am. Students who are enrolled in the Wyneken Child Care Program should use the south entrance to the school (door #10).

Hand chimes is a before school program, 7:25am-8:00am. The students are to enter through the childcare entrance and proceed directly to the music room.

Wyneken also has two (2) sessions of Pre-Kindergarten (4/5 years old) which meet 3 days per week. The morning class meets from 8:00-11:00am. The afternoon class meets from 11:45am-2:45pm. The drop-off time for the morning class can be as early as 7:45am and 11:40am for the afternoon class.

The Pre-School class (3/4 years old) meets two days per week from 8:00-11:00am. The drop-off time for Pre-School can be made as early as 7:45am. Pickup of children is promptly at the 11:00am dismissal.

Departures During School Hours

Departures during the school day are strongly discouraged. If a student must leave, the parent or other authorized person must come in the office for the student. The student is to be signed out in the office by a parent, guardian, or other authorized individual. Students will not be dismissed to wait outside or walk to a particular destination during the school day. Any absence of one (1) hour or longer during the school day will be considered a ½ day of absence.

Dismissal/After School Procedures

Student dismissal begins at 2:40pm, with the arrival of the North Adams bus. Students who ride the bus will be dismissed from their classrooms at 2:40pm (except for Wednesday early dismissals). All other students will remain with staff until a parent or other designated adult arrives to pick them up using either the car-line or inside the main lobby. Families using the car-line option will wait in their vehicle for a faculty member to call for the student(s). If using the lobby pick-up, the parent or designated adult will report to the school office upon their arrival and the student(s) will be notified by the school intercom when their parent or designated adult has arrived. At that time, students will be dismissed and proceed directly to the main lobby of the school. Any student not picked up twenty minutes after dismissal begins will be sent to the Wyneken After-School Child Care.

Those people participating in approved after-school activities (such as athletics, musical lessons, etc.) will remain with their supervisors, and then must be promptly picked-up at the conclusion of the activity. All student athletes must be promptly picked up at the end of their practice or game, for the benefit of the child and out of respect for our volunteer coaches. Students will be sent to the Wyneken Child Care if prior arrangements have been made and may also be sent to the childcare if not picked up in a timely manner.

Attendance Policy

The purpose of this attendance policy is to promote regular school attendance and to establish guidelines for excused and unexcused absences at Wyneken Memorial Lutheran School.

1. Definitions

- a. **Truancy** is defined as absence from school without school authorization or parental consent.
- b. **Habitually** truancy is defined as accumulating ten (10) or more unexcused absences within a school year.
- c. **Chronic absenteeism** is defined as being absent for ten percent (10%) or more of the school year for any reason.

d. Excused Absences:

- i. **Illness verified by a note from parent:** A justification via a call, email, or written note from a parent explaining the reason for the absence is required. This note should be submitted to the school office prior to or on each day of the student's absence.
- ii. **Illness verified by a note from Physician:** If a student is absent due to illness and a note from a physician is provided, the absence will be considered excused. The note from the physician should be submitted to the school office prior to or on each day of absence unless the doctor's note excuses a multiple day period of time.
- iii. **Family funeral:** Absences due to a family funeral will be considered excused. The parent should inform the school of the reason for the absence as soon as possible.
- iv. **Absences related to the deployment or return of military service members:** Absences related to the deployment or return of military service members will be considered excused. The student or the student's family should provide documentation or notification to the school office to verify the reason for the absence.
- v. **Absences exempt under Indiana Code 20-33-2-14 through -17:** Absences that are exempt under Indiana Code 20-33-2-14 through -17 will be considered excused. The student or the student's family should provide appropriate documentation or notification as required by the Indiana Code.
- vi. **Other absences** related to religious, familial, or educational activities with prior approval from the principal.

e. **Unexcused Absences:** Absences not meeting the criteria for excused absences outlined above will be considered unexcused.

f. **Tardy** is defined, at a minimum, as a student not being in the building before the 8:00 AM bell, but also not after 8:59 AM (9:00 AM and after is a half-day absence).

2. **Tardy Policy.** Students in grades K-8 must not be tardy to class.

a. Weather delays will be handled the same according to the amount of the delay (e.g., 1-hour delay would mean students not arriving by bus would need to be inside the building by 9:00 AM and so on for longer delays).

b. Exceptions could be made for inclement weather or if the principal deems an excuse as acceptable.

3. **Procedures:**

a. Parents are responsible for notifying the school office (via email, phone, or written note) of a student's tardiness or absence on the day of the tardiness or absence.

b. Tardy Procedures

i. Tardy students will immediately check into the office to obtain a tardy slip from Administration staff.

ii. 0 – 59 minutes tardy will count as a tardy. An hour or more of an tardy will count as a half-day absence.

iii. After the third unexcused tardy, parents will receive a warning email. On the tenth tardy, the principal will schedule a parent and student phone or in-person meeting.

iv. On the tenth tardy, the student will be counted as 1-day unexcused absence. Every 5th tardy after the tenth will also count as a 1-day unexcused absence.

c. Absence Procedure

i. Attendance will be taken at the start of the school and reported to the school office. ii. After checking other sources of notification for absence (email, secretary, teachers, siblings) the principal or appointed representative shall check the emergency contact numbers and make the proper notifications to inquire about absence for those without an excused absence.

iii. Parents shall provide one of the above listed justifications for their child's excused absence on the day of the absence. Otherwise, the absence will be an unexcused absence.

iv. After 3 unexcused absences in a semester, the principal will notify the parents via a letter.

v. After 5 unexcused absences in a semester, the principal will schedule a phone conference with the parents.

vi. After 8 unexcused absences in a year, the principal will schedule an in-person meeting with the parents.

4. **Enforcement:**

a. The school administration will monitor and enforce the attendance policy.

b. Indiana law requires parents to ensure their children attend school as required by their school's attendance policy. Ind. Code § 20-33-2-27.

c. Tardy Enforcement Policy

i. Following 3 tardies in a semester (1/2 school year), the principal will schedule an after-school detention for 1 hour (2:45 PM to 3:45 PM).

1. The principal has the latitude to create one day per week that would serve as detention day, to easy planning.

2. Detention will begin immediately after school.

3. Students in detention will forfeit their opportunity to participate in after school activities occurring during the detention hour.

4. A staff member may act as supervisor during the detention time.

d. Repeat or chronic unexcused absences may result in disciplinary action, including but not limited to detention, parent conferences, or referral to appropriate authorities. The principal is required to report children who are habitually truant or chronically absent to either the intake officer of the juvenile court or the department of child services. Ind. Code § 20-33-2-25. This attendance policy is effective at the beginning of the 2024-2025 school year and is subject to review and updates as needed. Parents and students are encouraged to familiarize themselves with this policy and adhere to its guidelines to ensure a successful academic experience at Wyneken Memorial Lutheran School and successful discipline for a lifetime.

Athletics Participation: If a student is absent from school for three (3) hours or longer, that student may not participate in any *athletic* activities.

Extended Absences/Withdrawals

If a parent withdraws their child during a school year, the student will not be allowed to reenroll until the beginning of the next school year, unless the Wyneken school board grants an exception. The school board reserves the right at the time to place the student in the grade appropriate to the child's skill and abilities. (Resolved, March 2000).

Vacation Absences

Vacations during the school year are strongly discouraged. While students may be able to make up "book work", they can never make up the intangibles that occur in the class discussions and the teacher's verbal explanations or instructions. If a family vacations during the school year, arrangements are to be communicated by the parent to the principal and the teacher prior to the vacation for approval. If a student does miss school because of vacation, it is unfair to expect teachers to provide in advance the lessons and assignments. Some teachers may be able to do this in particular subjects, but do not expect this to be done. Students are to make up missed work upon returning to school.

Truancies: When truancy becomes apparent at Wyneken, the appropriate authorities will be notified.

- **Wyneken School delay / Closing procedures**

Wyneken Memorial Lutheran School will be announced for all delays/closings. Weather delays/closings are reported via text alert and on most area radio and TV channels. With any delay, school lunch will be served. When we announce any delay, the pre-school and pre-k will follow a two-hour delay schedule with the remainder of the school. After 4 missed days of pre-school or pre-k, make-up days will be scheduled for any additional days missed. The scheduling of make-up days will be determined by the school principal in conjunction with the classroom teacher (likely to begin during the month of March or April, when weather starts improving and students have been well established in the class setting).

Activities: In the event of a closing **ALL** after school activities are cancelled.

School Calendar

WYNEKEN Memorial Lutheran School calendar will be adopted after careful consideration of North Adams Community Schools and East Allen Community Schools proposed school calendars are published. The spring break schedule will follow North Adams.

Class Size

Preschool has a maximum class size of 12 students per class. Prekindergarten has a maximum class size of 14 students per class. Acceptance into these programs will be based on when each class is full. Kindergarten to 8th grades will have a part-time aide or some other support personnel if the class size justifies the need and the Wyneken school board approves.

Visitors

All visitors must report to the office when they arrive and wear a visitor badge while in the building.

REGISTRATION AND FEES:

The cost of providing Christian Education in our school is no small item. This cost is borne by the three congregations. Each congregation is assessed annually with one-half of the operation expense computed according to the number of communicant members and the other half according to the number of pupils. This support is paid monthly to the treasurer of the school association.

All members should contribute to this support by giving regularly and generously out of response to God's love for us through weekly contributions.

1) **RESPONSIBILITY**

- a. It is the responsibility of the WYNEKEN School Board to implement school registration and tuition policies to be approved at the Annual Association Meeting.

2) **REGISTRATION**

- a. Children must be enrolled by a parent or legal guardian.
 - i. General Registration - A general registration period starting 2 weeks prior to the start of the school year is held for all students.
 - ii. Pre-Registration
 1. A pre-registration period is held in the spring, usually in March, after the Wyneken School Board has established the fees for the coming school year.
 2. Incoming kindergarten students are required to have completed and returned to the school office the Kindergarten round-up paperwork provided through North Adams Community Schools. The paperwork will be sent home or mailed to each family in April or as soon as it becomes available to Wyneken.
 3. Starting with Kindergarten, all new students will be screened per existing policy prior to admission.

3) **TUITION AND FEES**

- a. Non-Association Member Fees
 - i. Non-member tuition costs are fixed annually by the WYNEKEN School Board.
 - ii. A minimum of first 2 months tuition/registration plus any additional registration fees are due at time of registration. Families must also define the payment plan for the remainder of the year. Final payments are due by April 1st of the current school year. No approval is required from the BOE unless there have been prior payment issues.
 - iii. All tuition students are to be declared eligible for enrollment by the WYNEKEN School Board.
- b. Fulltime Wyneken Teachers Child(ren) Fees - Children of full time employed teachers not belonging to the association shall pay 55% of the established non-association member fees

- 4) **SPECIAL CIRCUMSTANCES** - Any special registration circumstances not addressed in this policy (such as a new member who joins after registration) will be referred to the Principal and the Wyneken School Board for consideration and resolution.

5) **REGISTRATION AND TUITION PAYMENT POLICY:**

Whereas the Wyneken Memorial Lutheran School Board of Education realizes that certain families sending their children to Wyneken face financial hardship, the following policy is adopted regarding payment of Registration Fees and Tuition.

Wyneken is committed to the education of its students; however, it is the responsibility of the parents or guardians of the child/ren who attend Wyneken to notify an Elder or the Pastor of the member's congregation of financial hardship. Since Wyneken is an association of 3 churches, the following guidelines will be followed for payment of fees:

Day of Registration:

A minimum of first 2 months tuition/registration plus any additional registration fees are due at time of registration. Families must also define the payment plan for the remainder of the year. Final payments are due by April 1st of the current school year. No approval is required from the BOE unless there have been prior payment issues.

Second Sunday of January:

- Any families with a delinquent account on the second Sunday in January will be notified in writing by the School Board with payment reminder and expectation to pay overdue balance by January 31.
- In a letter sent, it will be noted that if payment is not made by end of school year, the family will not be allowed to re-enroll at Wyneken for the following year. If hardship exists, please contact your pastor.

February 1:

- If there is no response to the January letter sent by the School Board, the Pastor and/or member of the church leadership shall contact the member to inquire about the reason for non-payment and to see if financial hardship exists (not collect the payment due).
- If parents are tuition paying, the Pastoral Advisor shall fulfill this duty stated above. The Pastor of the member's congregation will report his findings, and whether assistance is needed and/or what are the circumstances for the non-payment, to the senior member of the congregation's school board by the March meeting.

April 1:

- All registration and tuition fees shall be complete.

Close of School:

- If all above steps have been exhausted and payment is still outstanding, the following steps will be taken:
 - o If paying by tuition, the family will not be allowed to return to Wyneken without the balance being paid in full and will forfeit enrollment for the following year.
 - o If a member of the Wyneken Association, the church of membership will be billed for the outstanding balances.

Future Enrollment:

- For members, enrollment will not be guaranteed unless sponsored (and guaranteed) by the congregation of membership.
- For Association Members and tuition families, their entry back into Wyneken would be forfeited. An appeal could be made to the Wyneken School Board prior to June 30.
- Outstanding Fees – Any outstanding monies owed from the previous year such as hot lunch, library (overdue book fees), tuition, etc., must be paid in full before records are released.

Separated Families

Christian love and concern for our students and their families will be our priority when dealing with divorced and separated families. We encourage full participation and communication by both parents and are ready to assist whenever we can.

A. Separated Families - No Court Order

Until such time that a court order declares who the custodial parent or guardian of a child will be, and the school is notified in writing (in appropriate legal documents), the school will release a child and provide information concerning the child to either parent without responsibility for such action. That is to say, the school will assume for all practical purposes that the parents have joint custody. It will also be the responsibility of the separated parents to communicate their activities to one another.

8

This is not the responsibility of the teacher or principal. The school will not "choose sides" in any way. The school will continue to send communication and information to all addresses provided and will communicate with both parents until a court order declaring custody is made available to school office. It will be the responsibility of the custodial parent or guardian to provide necessary documents.

B. Joint Custody

For purposes of this handbook, joint custody is defined as the care and keeping of a child for a given length of time. Joint custody does not refer to a parent who is simply given visitation rights. The school will recognize joint custody only if the court order affirmatively specifies joint custody, and does not simply grant visitation rights.

If a court order grants custody to both parents, both parents may be involved in school affairs, have access to school records and seek conferences with teachers. The school will communicate with both parents if the addresses of both parents are provided to the school. It is the obligation of a parent to provide his or her new address. Children will be released from school to either parent unless a court order or legal document restricts such activity. It will be the responsibility of the custodial parent to provide necessary documents.

C. Non-Custodial Parents

The following guidelines have been adopted to assist the school in situations where a non-custodial parent wishes to become involved in school-related activities of a child, have contact with or take custody of the child while the child is at school:

1. A non-custodial parent may not take custody of a child, remove the child from school premises, or have contact with the child unless the custodial parent or guardian presents either a written court order, or a written authorization signed by the custodial parent or guardian, which permits such activity.
2. Report cards, conferences with teachers, information about school activities, etc., will not be shared with a non-custodial parent unless the school has written authorization signed by the custodial parent or guardian or a written court order.
3. Concerning student activities that require parental consent, the school will accept consent only from the custodial parent or guardian, unless authority to grant consent is given to the non-custodial parent by a court order or comparable legal document.
4. When the custodial parent or guardian or a written court order has given permission for non-custodial parent involvement in specified activities, it will be the responsibility of the custodial parent or guardian to provide necessary documents. It will also be the responsibility of the separated parents to communicate their activities to one another; this is not the responsibility of the teacher or principal.

D. Protective Court Order

It is the responsibility of the custodial parent or guardian to provide legal documents to notify the school of a protective court order. If additional surveillance or protection of the child is deemed necessary, it will be the responsibility of the custodial parent or guardian to make these arrangements with the local police department and notify the school office. Students will participate in regular activities of the school such as outdoor recess, field trips, etc. unless the custodial parent or guardian requests, in writing, that the student remain in the school office. Custodial parents or guardians may make arrangements to pick-up students from the school office at dismissal time. It is the responsibility of the custodial parents or guardians to make arrangements with the school office.

II. BEHAVIOR EXPECTATIONS

Wyneken Conduct Policy

Wyneken Memorial Lutheran School is a Christ-centered, family oriented school that desires to establish itself as a positive influence over its students, their families, and the communities that it serves. In order to preserve and ensure the school's position, reputation and role as a positive Christian influence, all individuals affiliated with the school and/or attending or participating events affiliated with the school shall put forth an image of respectable and responsible behavior; i.e. to be a positive Christian role model. Responsible Christian behavior from all members of the Wyneken Community is expected at all times.

Respect for Others

Jesus tells us, "And now I give you a new commandment: love one another, as I have loved you, so you must love one another." (John 13:34) To carry out this command, we strongly emphasize the importance of mutual respect. We seek to instill respect for the property and rights of others. We believe this is one of the most important aspects of Christian education and structure our learning experiences and activities to enhance such respect

Behavior Guidelines

1. Gum chewing is not allowed at Wyneken.
2. Students are to refer to all staff members and volunteers as "Miss", "Mrs.", or "Mr."
3. A substitute teacher is to be accorded the same respect as any Wyneken teacher.
4. Students attitude towards other students should be: "Do unto others as you would have them do unto you."
5. Students are to proceed promptly to class and, having entered the classroom, stay there except by direction or with permission of the teacher.
6. School behavior guidelines apply to any time or place involving all school-related activities (bus, field trips, athletic events, etc).
7. Any teacher, substitute teacher, or teacher's aide may discipline any student at Wyneken except for corporal discipline.

8. Students should walk and talk quietly in the hallways. It is essential that students walk on the right side of the hallways when moving from class to class.
9. If a student damages school property or personal property of others, he/she is responsible for repair or replacement.
10. The distribution of personal party invitations is prohibited on school property. (approved 03/08/18)

Playground Guidelines

1. The supervising teacher or teacher aide determines and regulates games and activities.
2. Students are to have teacher, teacher aide, or parent supervision for playground use.
3. Throwing sticks, stones, snowballs, or other dangerous objects is strictly forbidden.
4. Playground activities and games involving body contact should be carried out with special care in regard to physical safety and mutual respect.
5. Any ball game should be played away from playground equipment and the buildings.
6. Playground equipment is to be used only in the manner for which it was intended.

Discipline Policy Statement

In matters of discipline, the example of our Savior in showing love towards all people is practiced. Misdeeds cannot go unpunished as our Savior Himself shows us. All discipline procedures in school should reflect that of Christian love. Parents can cooperate in this matter by accepting the measure taken by the school and by encouraging their children to do what is right.

1. The classroom teacher will handle the daily discipline of students in the classroom.
2. When parents need to be notified concerning their child's behavior, a disciplinary report will be filled out by the teacher and sent home for the parents to sign. The teacher will keep a copy and a copy will be filed in the office.
3. The teacher may issue an after school detention for a student's misbehavior. The teacher would fill out a Detention Notice indicating that the detention would be served the next school day. The detention would be from 2:45-3:30PM. The notice would be sent home signed by the parents, and returned to school. The teacher will keep a copy and a copy will be filed in the office.
4. If a student is sent to the principal's office for discipline, the principal will meet with the student and teacher to discuss the incident. A Disciplinary Report will be filled out by the principal and sent home with the student to be signed by the parents. A copy will be given to the teacher and a copy will be filed in the office.
5. When additional discipline is needed, a conference between the student, teacher, parents, pastor, and principal will be scheduled. A disciplinary report will be filled out and signed by the parents. A copy will be given to the teacher and a copy will be filed in the office.
6. Further disciplinary action will be handled by the teacher and the principal and may result in a suspension from school. The Wyneken School Board will be notified if a student is suspended from school.
7. If discipline problems continue and become a serious violation, the Wyneken School Board has the power to expel a student from the school.

The above procedures will be followed under normal circumstances. However, certain infractions are serious enough in nature to require the implementation of certain steps without following order.

Bullying Policy

Wyneken Memorial Lutheran School firmly believes that all students have a right to feel safe, both physically and emotionally, within our school. For as Jesus Christ himself has said, "Love one another. As I have loved you, so you must love one another." John 13:34. In all that we do we strive to follow this simple command from our Savior.

Definition:

Bullying is any behavior that is repeated and intended to bring harm or gain over another person. Bullying includes any **real** or threatened action including physical, verbal, written, electronically transmitted, or emotional abuse. Examples of these actions may include, but are not limited to: physical (direct contact or invasion of space, inappropriate gestures), verbal (teasing, taunting, name calling), and emotional (social, isolation, spreading false rumors).

Statement of Intent:

Wyneken Memorial Lutheran School understands that it is our obligation to promote mutual Christian respect toward one another. Bullying behaviors in school will not be tolerated. Complaints or reports of bullying will be taken seriously and investigated. Any student demonstrating bullying behaviors will be subject to the school's disciplinary procedures. Teachers and other staff members will be trained in bullying identification and prevention. Teachers will discuss this policy with their students

in age appropriate ways and will assure them that they do not need to endure any form of bullying. Families and other Wyneken Community members may be provided opportunities for bullying awareness and intervention training.

Bullying incidents can occur outside of the awareness or presence of school staff members. Timely communication is essential. Standards for behavior outside of school must be consistent with school policies to achieve the desired outcome. Therefore, student, family and community involvement is critical to putting an end to bullying.

Response Process:

- A. Teachers will handle initial situations according to their classroom procedures. Parents who are aware of bullying in school should encourage their child to report such incidents to their teacher or the principal. If the child is unwilling or unable to communicate with either of them, the parent should talk with the teacher. The teacher will keep a record of any observed or reported bullying incidents and submit the disciplinary report to the principal.
- B. The principal will keep records of all events beginning at step B. The teacher will fill out a disciplinary report to formally notify the parents if their classroom procedures have failed to resolve the bullying behavior. In addition, the bullying student will meet with the principal to discuss the dangers of such actions and the consequences for continual mistreatment of other students. Parents will be notified of this meeting. An after school detention will be issued.
- C. If further bullying incidents occur, a mandatory student, parents, teacher, principal and pastor conference will take place. An in-school suspension will also be issued. The principal will determine the length of the suspension. The student may also be required to receive counseling.
- D. If the bullying continues, a conference involving the student, parents, teacher, principal, pastor and Board of Education will be scheduled. Appropriate disciplinary actions will be taken which may include expulsion from school.
- E. Proper authorities will be notified when criminal intent is obvious or when the situation warrants such actions. The principal will have authority to accelerate the discipline process when the circumstances warrant it, i.e.: acts or threats of physical harm, violence, etc., as necessary to protect the students, faculty and staff.
- F. If an investigation reveals a false allegation of bullying was intentionally made, then the accuser may be subject to appropriate disciplinary actions as determined by the principal and Board of Education.

Dress Code

Hats and hoods are not to be worn in the school building. Parents are asked to monitor T-shirt slogans that show disrespect to any groups or individuals. Wyneken requires all children, during their time outside, to wear coats, hats, etc., with which they arrived in the morning.

Only in case of sudden change in the weather will there be any exceptions. Parents who do not wish to comply with this regulation must notify the teachers personally or in writing.

It is recommended to place identifying marks on all items of clothing that the children may remove in school. The proper attire for school is left to the discretion of the school administration. It should be kept in mind, however, the school is a public place and neatness and decency must always be observed. Any dress or style, **including body piercing, tattoos, etc.**, that does not fit with a Christian atmosphere or openly disrupts or cause distraction will not be allowed. This will help create an environment that is both spiritually healthy and good for proper learning. There are certain items that are not allowed. These include, but are not limited to:

- 1) Unusual hairstyles or hair colors
- 2) Attitude shirts.
- 3) Any item that reflects anti-Christian, satanic, or death messages.
- 4) Tight fitting pants, shorts, leggings and capris may only be worn if covered by a skirt, shorts or longer top of fingertip length.
- 5) Any clothing that is sloppy in appearance or torn.
- 6) Any clothing that inappropriately exposes one's self.
- 7) Any clothing with writing across the buttocks.
- 8) Every student will need a separate pair of gym/athletic shoes to be worn in the new gym for PE classes/recesses. These shoes will be kept at school at ALL times.
- 9) Students participating in activities at recess time must wear appropriate shoes for physical activity. Students not wearing appropriate shoes, such as flip-flops or open backed shoes, will not be allowed to participate in physical activity.

Shorts and capris may be worn to school from the start of school in August to October 15th; and from April 1st to the end of the school year. The guidelines for the wearing of shorts are as follows:

- A. Shorts, dresses and skirts must be at least fingertip length when a student is standing with his/her arms down by his/her side. Shirts and blouses must be long enough to cover the abdomen at all times.
- B. Shorts and capris must be hemmed with no frayed edges.
- C. No tight fitting shorts or capris are permitted. **SEE #4 above**

If a student dresses inappropriately, he/she will be required to make a change of clothing. The student will be allowed to call home for a change of clothing or a change of clothing will be provided for the student. The student will not be allowed in the classroom until they are wearing acceptable clothing.

Electronic Devices: Electronic devices (including but not limited to cell phones) are not allowed to be used on school grounds unless approved by the teacher or childcare worker, for educational purposes. Once on the school property, these devices will be turned off and will remain in the student's locker or backpack. Students who violate this policy will have their device confiscated and a parent must come in to the school office to retrieve it. Repeated violations may result in the confiscation of the device for the remainder of the school year. Wyneken Memorial Lutheran School is not responsible for lost, damaged, or stolen items from student backpacks or school lockers.

III. CURRICULUM

Wyneken Memorial Lutheran School follows state standards and benchmarks and maintains accreditation from the state of Indiana as well as National Lutheran School Accreditation (NLSA).

Course of Study

Wyneken's curriculum includes religion, the language arts, mathematics, science, social studies, physical education art, music, computer instruction, and band.

Starting with grade 3, each child must have his/her own Bible, the English Standard Version (ESV). They will need Luther's Small Catechism for grades 7 and 8. These books may be purchased through the school. Member students may receive these books from their church.

Wyneken Memorial Lutheran School has a written curriculum in all academic areas. This was completed as part of the state and Lutheran accreditation process, as well as for good educational practice. Wyneken follows the curriculum guidelines for the state of Indiana. Most importantly, the curriculum is Bible-based and Christ-centered.

The aim of these subjects is to lead the child from knowledge of his sins to grace through faith in Christ Jesus to a sanctified life under the direction of the Holy Spirit. One period of the day is devoted specifically to this all-important matter and in an incidental manner throughout the rest of the day. This may include:

Bible History – accounts from the Old and New Testaments

Catechism - the fundamental doctrines of the Bible

Memory - Bible passages, catechism portions, prayers, Psalms, Hymns, etc.

Bible Study - selected portions of the Holy Bible.

Church History - particularly the Reformation story, Book of Acts, mission stories, liturgies, various denominations, etc.

Chapel - the divine church service especially uses liturgies with sermons geared more towards children. All parents are sincerely invited to attend and worship with their children.

Confirmation Instruction - detailed instruction application to life, the doctrines of the Bible are taught using the Small Catechism. This applies to grades 7 and 8.

Music (Band, Handchimes & Choir)

Hand Chime lessons for students in grades 5th-8th will continue to be offered in the mornings before school begins. Students may arrive at 7:25am and are to use the Childcare Entrance (door#10) on the south side of the school building. Lessons begin promptly at 7:30am. The exact days for Hand Chimes will be determined in the fall after school begins.

Band lessons are offered to students in 4th-8th grades and are held during the course of the school day. The purpose of the band program is to give children the opportunity to learn and develop the skill of playing a musical instrument. In order for a child to attain the proficiency necessary to play in the band, it is urged that children begin instruction in the fourth or fifth grade. However, if an older child wishes to play an instrument, he/she of course, will be given that opportunity

Playing in the band or chimes, the child experiences the pleasure and satisfaction of joining with other children as they create music for their own, as well as others, enjoyment. It also provides another avenue by which to serve and glorify our Lord and Savior.

The choir performs at various social, recreational, sporting, and religious functions of the churches, and community activities. Participation from all in the group is needed to represent our school well. Wyneken presents a music program for the school which runs from grades Kindergarten – 8th for classroom instruction.

Resource Room

Our Resource Room is directed by a teacher who functions as a consultant to the teachers in the implementation of our curriculum. Our emphasis in this program is on maximizing the potential for each student to learn. This is done with an emphasis on assisting the classroom teacher, as well utilizing a "pull-out" program for those students in need of special learning methods.

Computer Room / Curriculum

WYNEKEN COMPUTER TECHNOLOGY PLAN VISION STATEMENT:

Wyneken students will be able to progress on to the next level of their education with confidence, knowing that the skills they acquired have prepared them for the future. The technology proficiencies they possess will include the ability to create complex visual presentations, explore the world on the Internet for the gain of knowledge and research, understand the responsibilities connected to the use of the Internet, independently use technology to complement their learning and desire for knowledge, and most importantly, leave our school with a significant appreciation of God's gift of technology and its uses in the world.

The blessings of technology at Wyneken are not limited to our students. Technology will assist our educators in their vocation and will provide new and effective ways to teach the children God has placed in their care. It may be used to enhance lessons and provide materials that otherwise may not be at the disposal of the educator. Additionally, the use of technology may compliment and enliven the class curriculum and presentation through its effective implementation.

Finally, our school community grows together as technology skills increase. Parents learn with their children and thus are able to facilitate parental/child relationships through the joint use of technology. Our school maintains an accurate and up to date information exchange with our community through the use of our Internet sites as well as e-mail. Our parents actively support the purchase, use, and implementation of technology by Wyneken Lutheran School. They help our children to grow together in a God pleasing way.

Technology Guidelines

Wyneken Memorial Lutheran School provides students access to various forms of technology to enhance our curriculum (including an assigned school email address for students in grade 5-8). The use of technology and the Internet comes with responsibility. Wyneken has taken precautions to limit access to controversial material but expects all users will use good Christian judgement in using such resources. All students will agree to and sign an Acceptable Use Policy. Misuse of school technology, including inappropriate use of the Internet, may result in the loss of privilege to use these educational tools.

Wyneken Technology Acceptable Use Policy

At Wyneken Memorial Lutheran School, technology is a vital tool for learning and communicating. Because our technology choices affect ourselves and others, and because the use of technology is a privilege not a right, the expectation is that all students will abide by and support this agreement. While we understand that any of us can make a mistake, we believe that living according to these values is critically important. By signing this policy, I agree to:

1. Use Wyneken's technology resources responsibly.
 - I will use Wyneken technology only for assigned and intended school purposes. I will ask for teacher approval if I am not sure.
 - If I am issued a school email account, I will use it only for school assignments and communication with teachers.

- I will keep my passwords to myself and respect the password privacy of others.
 - I will access only my assigned computer, account, and/or files.
 - I will download only under teacher direction.
 - I will inform my teacher if I have a concern about the functionality or suitability of the hardware/software I am using.
 - I will not give out identifying information over the Internet.
 - I will not damage Wyneken hardware or software, delete school files or those belonging to other students, use unauthorized software, attempt to bypass school filters, send viruses, or make modifications to system files.
 - I will use personal technology devices only with teacher permission and understand that all aspects of Wyneken's Acceptable Use Policy would apply to their use within school.
2. Be respectful of others.
- I will not participate in cyber-bullying by spreading gossip, insults, or other unkindness, and/or accessing any social network, website, blog, etc. with the purpose of creating, viewing, or participating in the humiliation of others.
 - I will not make or forward sexually-suggestive photographs.
 - I will not retrieve material that is obscene, profane, violent, discriminatory, or depicts or describes illegal activities.
 - I will not steal someone's password and/or identity.
 - I will not use technology in any other inappropriate way.
 - I will uphold Wyneken's values of respect and integrity and recognize that any content, whether in words or pictures, posted on a social network, website, blog, etc. must support the mission of Wyneken Memorial Lutheran School.
3. Publish ethically.
- I will not plagiarize by representing the work of others as my own.
 - I will not manipulate technology to cheat.
 - I will obey copyright and software licensing laws.
 - I will not attempt to represent myself as anyone other than me.

IV. EVALUATION OF STUDENTS

Assessment

ILEARN testing will be administered each year according to the Indiana State guidelines. The ILEARN tests involve students in grades 3-8. Students in grade 3 will also take the IREAD-3 test. The students in grades K-8 will be involved in the NWEA (MAP) testing three (3) times a year. Records of these tests are kept in the school office.

Testing of New Admission Students Policy

Any new students in grades K – 8 transferring to Wyneken Memorial Lutheran School will need to be evaluated. The evaluator will be decided by the principal, as he/she feels proper to give a thorough and precise decision as to the new student's capabilities.

Grading Guidelines

Letter grades are given in grades 3-8. Grades 1-2 utilize a hybrid of letter and non-letter grading, while kindergarten maintains a non-letter grade report card. Grades are given on the basis of tests, homework, special projects, class work and/or class participation.

Report cards are sent home at the end of each quarter. Midterm notices are also sent home at the approximate midpoint of each quarter.

Letter grading scale:

A	95-100%	B-85%	D+	75%
A-	94%	C+84%	D	68-74%
B+	93%	C77-83%	D-	67%
B	86-92%	C-76%	F	66% and below

Homework

Assignments are given according to age-appropriate standards and should be completed as assigned. In the event of absence from school, it is the student's responsibility to find out what work was missed and what needs to be done in order to make it up.

Parent / Teacher Communication

In order to maintain good communication regarding student progress and behavior, it is essential teachers and parents work together. Parent/Teacher conferences are scheduled at the end of the first quarter and midway through the third quarter. Speak with your child's teacher to determine the best ways to communicate.

Parents requesting additional conferences are encouraged to pre-arrange them so the teacher may have adequate time to prepare materials and consult records before any conference.

Students' papers are sent home on a regular basis. It is helpful when parents expect and ask for these papers in order to keep current as to progress or problems in learning. Further school wide information can be obtained by contacting the office or viewing the school website (<http://www.wyneken.org/>), and by visiting your RenWeb account.

Parents are encouraged to check RenWeb on a regular basis to monitor your child's academic progress (grades 1-8).

Promotion and Retention

It is expected that most students will be promoted annually from grade to grade. In the few cases where retention may be an option, a teacher/principal/parent conference will be held to determine the appropriate grade level for the child concerned.

V. FAITH AND WORSHIP LIFE

Chapel Services

Weekly chapel services are held at St. John-Bingen on Wednesdays at 8:20am (1:00pm during Lent). Our pastors lead worship services. Chapel offerings are designated for special mission projects. Parents are always welcome to attend.

Church and Sunday School Attendance

God has commanded that His children should "keep the Sabbath day holy." With enrollment at Wyneken Memorial Lutheran School, a statement is being made about the centrality of God in our lives. Together with the school, parents are acknowledging the importance of worship.

Regular church attendance demonstrates regard for the spiritual development of our children. Classroom teachers regularly keep attendance records of worship. They do so out of a sense of responsibility to their students and are urged to speak to parents if an attendance problem exists. This information is also shared with their pastor.

Fifty (50%) church attendance is required for participation in all extracurricular activities. If a student has poor attendance, he or she cannot participate without his or her pastor's consent.

Although our children receive daily instruction in the faith, Sunday school can be a vital force in their Christian education, and attendance is expected when possible.

If you are a member of another church, we wish to affirm your commitment to your own church. We welcome all families to worship at one of our three congregations.

Devotions

Devotions are a way of maintaining the Word of Christ personally, in our families, in class, at school, or in any group outside regular church worship services. We encourage all families to set aside regular times for devotions. We are eager to provide or suggest devotional booklets and other resources. Our school classes and organizations make regular use of devotions to strengthen our faith and give sharper focus to the purpose of our school. God's Word and prayer are truly blessings to all of us.

Memory Work

As part of our religious instruction, we include the assignment of Bible verses, portions of the Catechism, hymns, and prayers for memorization. Aside from its value as a mental discipline, we strongly believe such memorization can be useful tools in the daily lives of our students.

Pastoral Role

Our congregations' pastors play a special part in our school's daily life. They lead morning prayer in the cafetorium, conduct chapel services, visit the classrooms, encourage church involvement among our students, and stand ready to help our families as need arises.

Religion Curriculum

Throughout our school, we utilize many materials created by Concordia Publishing House (One in Christ) which are developed through The Lutheran Church--Missouri Synod. These are designed to relate the Word of God directly to everyday life in today's world. In addition, teachers and pastors make use of supplementary materials to strengthen instruction in the faith. Students in grade 8 receive confirmation instruction by the Pastors.

Stewardship

Stewardship is fulfillment of the privilege to use all of God's gifts to us according to His will and for the good of His kingdom. Our time, talents, and treasure are special gifts of God, and we encourage our students and families to make beneficial use of them. Our school relies heavily on the generous stewardship of parents and other association members in providing a fulfilling Christian educational environment for our students. This includes but is not limited to financial giving to the SGO program, volunteering during school cleaning days, coaching, and even serving as a room parent during classroom parties.

VI. HEALTH AND SAFETY

Seclusion & Restraint Policy

In accordance with Indiana Code 20-20-40-13, Wyneken Memorial Lutheran School has implemented a seclusion and restraint policy. A copy of this entire policy can be found on RenWeb or may be requested in the school office.

Limited Criminal Background Check

Any volunteer, who may have direct, contact with children when performing services for the school, must provide Wyneken Memorial Lutheran School a limited criminal background check prior to beginning volunteer work for the school.

Accident and Injury at School

In case of an accident at school, appropriate concern will be given. The parent or designated contact person will be notified to come for the child if necessary. If medical attention appears urgent, the paramedics will be called. Wyneken faculty and staff are fully trained and certified in CPR and First Aid.

Emergency Treatment Permission Form

A minor may not be treated for injury even in an emergency situation without consent of parent or guardian except when necessary in the opinion of the physician. Therefore, for special circumstances, we provide an Emergency Treatment Permission Form.

Illness in Regard to Recess and Physical Education

If a student has a health condition that excludes participation in Physical Education class or recess for an extended period of time, a note from a doctor **is required** giving the length of non-participation and specific restrictions involved. In order for a student to be excused from recess or P.E. on a given day, a parental note of explanation needs to be presented to the teacher.

Insurance

If an accident occurs, the student's insurance will act as the primary insurance, and the school insurance will be secondary. Wyneken Memorial Lutheran School, follows the same policy for athletic injuries as the Indiana High School Athletic Association (IHSAA) as listed under the "Consent and Release Certificate" area on the IHSAA Physical Forms.

Vision / Hearing Screenings

Hearing screenings are for children in grades 1, 4, 7, and kindergarten. The vision screenings are for children in grades 1, 3, 5, and 8. All kindergarteners are required to have a modified vision examination completed by an optometrist upon entrance into Wyneken.

Dental / Eye / Medical Exams

Modified dental /eye / medical examinations are required by Indiana law to enter school. These forms are provided to Wyneken by the North Adams Community Schools and are distributed to the parents of incoming kindergarten students. These completed exam forms and immunization records are to be returned to the school on or before the first day of school. Medical examinations that are not more than one year old prior to the first day of school are acceptable.

Immunization Requirements Under Indiana Code 20-8.1-7-9.5, each student, upon being admitted to Wyneken Memorial Lutheran School, shall present evidence of immunity against the diseases listed and be current on the number of doses required:

	3-5 Year Olds	K	1	2	3	4	5	6	7	8	9	10	11	12
DTaP/DTP/DT/Td	4	5	5	5	5	5	5	5	5	5	5	5	5	5
Polio	3	4	4	4	4	4	4	4	4	4	4	4	4	4
Measles	1	2	2	2	2	2	2	2	2	2	2	2	2	2
Mumps	1	2	2	2	2	2	2	2	2	2	2	2	2	2
Rubella	1	2	2	2	2	2	2	2	2	2	2	2	2	2
Hepatitis B	3	3	3	3	3	3	3	3	3	3	3	3	3	3
Hepatitis A	-	2	2	2	2	2	2	2	2	-	-	-	-	2
Varicella	1	2	2	2	2	2	2	2	2	2	2	2	2	2
Tdap	-	-	-	-	-	-	-	1	1	1	1	1	1	1
MCV4 (Meningococcal)	-	-	-	-	-	-	-	1	1	1	1	1	1	2

Communicable Diseases

The school should be notified immediately of a communicable disease. All children are to be excluded from school for a communicable disease or a condition that is readily transmitted to others. A written permit from the doctor **is required** when a child returns to school after recovering from any communicable disease.

If a child has an acute upper respiratory infection, sore throat, earache, upset stomach, or an elevated temperature of 100 degrees or more, the student should be kept home or will be sent home.

Children should remain home for **A FULL 24 HOURS** following an episode of fever or vomiting to ensure full recovery.

Communicable Diseases Guideline: (Indiana Dept of Family Resources, Bureau of Child Care)

Cytomegalovirus: Fever, sore throat primarily in infants and children in daycare facilities; Exclusion none.

Chicken Pox (Varicella): Fever, blister like skin eruptions; Excluded until all blisters have dried. *See chart above

Diarrheal Diseases: Loose, frequent stools, vomiting and sometimes fever; Exclude until no diarrhea for a full 24 hours or seen by a physician.

Fifth Disease: Mild fever, lacy-looking rash on face spreading to body; Exclusion none – not communicable after rash appearance.

Hand, Foot, & Mouth Disease: Small blisters with red base on affected areas; Exclusion during acute symptoms – lesions should not be weeping.

Head Lice/Nits: Exclusion until effective treatment has been administered, as many times as is necessary, and when the child is nit free.

Hepatitis A: Upset stomach, abdominal pain, dark color urine, tiredness, fever, yellowish skin/eyes; Exclude for 2 weeks or 1 week after jaundice.

Impetigo: Blisters, scabs, crusts on skin and weeping of blisters; Exclusion until on prescribed antibiotic a full 24-hours and lesions are no longer weeping.

Measles: Fever, red eyes, cough, spots on tongue/mouth, blotchy rash 3rd-7th days; Exclude from time of initial fever until 4 days after rash appears.

Meningitis: Fever, headache, neck pain/stiffness, vomiting, muscle spasms; Exclusion until written release from physician.

Pinkeye: Tearing, swollen eyelids, redness around eyes, discharge; Exclusion until drainage/secretion of eye is gone or on antibiotic for full 24-hours.

Ringworm: Red scaling itchy circular lesions in hair and/or body; May return if on prescription medication and / or lesions are covered.

Rosella/Roseola: Sudden high fever, runny nose, irritability followed by rash on body; Exclude until fever free for a full 24-hours.

Rubella: Low grade fever, headache, mild redness of eyes, fine rash; Exclude 7 days from onset of illness. *See chart above

RSV: Fever, runny nose, cough and sometimes wheezing; Exclusion until child has no fever and can tolerate normal activities.

Scabies: Mites burrow under skin causing red itchy rash; Exclusion for a full 24-hours after treatment.

Strep Throat/Scarlet Fever: Red painful throat, fever, may develop rash on body; Exclusion until the child has been on prescribed antibiotic therapy for 24 hours and no fever.

HIV / AIDS

Wyneken follows the guidelines set forth by the State of Indiana. These guidelines are located in the school office.

Medication Guidelines (Prescription and non-prescription (OTC))

The responsibility for administering prescription medication rests solely with the parents. **Whenever possible, a schedule should be arranged so that all medication is given at home under parental supervision and not during school hours.**

In cases where prescription medications need to be administered at school, the following guidelines need to be followed:

1. The principal and the child's teacher are to be informed of students receiving medication during school hours.
2. Written orders are to be provided to the school from the physician as follows:
 - a. Name of student and date
 - b. Illness or condition involved
 - c. Name of medication
 - d. Dosage
 - e. Time interval to be taken
 - f. Desired benefits and any side effects
 - g. Physician's signature, required for all prescription medication.
3. Prescription medication is to be brought to the school in a container that has been appropriately labeled by the pharmacy or physician. Please include, in writing, the time of day in which the medicine is to be given, the dosage that should be given, and desired benefits and side effects of the medicine. Please include all necessary equipment that accompanies the medicine (dosage cups, spoon, etc).
4. The parent or guardian is to provide to the school a written request authorizing the administration of (OTC) over-the-counter medications, including cough drops. The written request must include a waiver of liability signed by the parent (Please use the medication form available in the school office to make this request).
5. Administration of any medications, including cough drops, will be in the office, under the supervision of the health aide, secretary, or principal.
6. Notification will be given to parents for any OTC medication given to a child.
7. The principal may, at his/her discretion, reject requests for administration of medication.

It is understood that the school provides this service in the interest of the well being of the students and as an accommodation to the parents.

Fire and Tornado drills

As required by law, we carry out monthly fire drills, utilizing accepted safety procedures under the supervision of and with the evaluation of the Preble Fire Department. Tornado drills are carried out in the Fall & Spring, utilizing safe spaces within our school. During fire and disaster drills, students must be quiet and follow teacher directions in an orderly manner.

Lock Down Drill and Procedures

If a situation occurs at school that may be potentially harmful to the students, our school will go into "lock-down" mode. This means that the students will remain in the classrooms under the direction of the teacher or a staff member. The students will remain quiet and out of sight of any doors or windows. The room doors will be locked and the school will remain in a "lock-down" status until an all clear is given. The "lock-down" procedure will be practiced a few times during the year so that the students will know what they are to do in these situations. Wyneken follows ALICE protocols for intruders.

Safety Programs

The following safety programs are provided: Bus Safety, grades Kindergarten-3rd (by the North Adams Transportation Departments; Fire Safety for Pre-K & Kindergarten (by the Decatur, Preble & Poe Fire Departments); Survive Alive House, 4th grade, at the Decatur Safety Village.

VII. STUDENT SERVICES

Fundraising Policy (approved 01/11/18)

Wyneken Memorial Lutheran School will conduct all fundraising activities in conjunction with their beliefs as found in the infallible Word of God, the confessional statements of the Evangelical Lutheran Church and in keeping with their vision for the school, to be faithful stewards in God's Kingdom.

Wyneken Memorial Lutheran School defines fundraising as the collection of money through donations, sales, and/or event programming for the explicit purposes of charitable donations to a non-profit agency or cause or for the enhancement of the organization's budget in accordance with its mission.

Final say as to whether a fundraising activity may be conducted lies with the school board after consultation with the principal and the pastors if spiritual counsel is required.

Lunch Program

The Hot Lunch Committee requests parents to pay for their child(ren)'s lunches by the week, month, quarter, or semester.

Free/Reduced lunch applications are provided to each family at the August registration and are available in the school office at any time during the school year if needed. All information is kept confidential.

In order to provide a cheerful and enjoyable atmosphere during lunchtime, all pupils are required to follow the common rules of courtesy and table manners. To assist the children in observing these rules, our staff supervises the children during lunch.

The kitchen staff at Wyneken prepares hot and nutritious lunches for the students. There are times when students desire to carry their lunch from home. When this occurs, parents are encouraged to pack a nutritious, well-balanced lunch. Please refrain from packing soda pop or providing your child with lunch from a local fast food establishment.

Students with severe food/dairy allergies are to provide a doctor's written note of explanation each school year to be kept on file with the student's records and with the food service director. Special lunches are not provided for these students; a packed lunch must be sent with the child each day.

Students are not allowed in the kitchen at any time (before, during or after school) unless under the direct supervision of appropriate adults. The school cooks may request assistance from students in cleaning the cafeteria.

Wyneken Collection and Forgiveness of Debt for Hot Lunch Accounts Policy

(Approved 04/20/2017)

The Wyneken Memorial Lutheran School Board understands it is required to collect all monies owed to it by patrons, employees, parents and students, including money owed through student lunch accounts. Effort should be made by the school to collect the monies owed. Such efforts must be documented by school administration before the debt is forgiven, waived, or written off of the school accounts and considered an uncollectable account.

Every decision to forgive, waive, or write-off a debt must be documented and include the specific facts for the decision relating to the reason(s). If the uncollectable debt is a student lunch account, it cannot be an expense to the school food service account and must be covered by non-Federal funds.

In the cases where a positive balance exists in the accounts, every effort must be made by the school administration to return the positive balance to the account holder when the person is no longer in the school. If attempts made to refund the balance have been unsuccessful, the balance should be transferred to the corresponding school fund or if such transfer is not appropriate, to the school general fund.

It is the responsibility of the member parents or guardians of the child/ren who attend Wyneken to notify an Elder or the Pastor of the member's congregation of financial hardship. The principal should be notified in the case of non-members. Since Wyneken is an association of 3 churches, the following guidelines will be followed:

1. Any families with a delinquent hot lunch account owing \$12 or more will be notified in writing by the School Board with payment reminder and expectation to pay overdue balance within 7 (seven) business days.
2. In a letter sent, it will be noted that if payment is not made within 7 (seven) business days, the family will have records and transcripts withheld until payment has been satisfied. If hardship exists, the family should please contact their pastor if it is a member family (the school principal if it is a non-member family).
3. The principal, pastor, and school board in communication with one another shall determine if the student or the parent or guardian of the student is unable to pay the debt.
4. If the party is unable to pay the debt, the member's church will make a determination on how to move forward (forgive debt, cover ongoing cost of meals...). If the party is a non-member family, information regarding the particular situation will be turned over to the school board for final decision on how to handle the account. It is at this time that the Board may elect to forgive the debt.

a. Procedure for Student Lunch/M Meal Accounts-as listed below:

Wyneken Memorial Lutheran School Procedure for Student Lunch/M Meal Accounts

(Approved 04/20/2017)

The National School Lunch Program (NSLP) requires school food authorities to establish written administrative guidelines and procedures for meal charges. Wyneken Memorial Lutheran School will adhere to the following meal charge procedure.

1. All cafeteria purchases are to be prepaid before meal service begins. Patrons may submit payment to the school in the form of check or cash. Any checks should be made out to "Wyneken Hot Lunch". Payment will be placed on the hot lunch account(s) and tracked through RenWeb. Balance and account information can be retrieved by logging in to your personal RenWeb account.
2. A student may charge up to **5** meals maximum (one charge per meal) as long as they establish and maintain a good credit history of making payments on their food service accounts.
3. A staff member may charge up to **\$12** as long as they establish and maintain a good credit history of making payments on their food service accounts.
4. If a student repeatedly comes to school with no lunch and no money, food service employees must report this to the building principal as this may be a sign of abuse or neglect and the proper authorities should be contacted.
5. Schools may deny a meal to a student who pays reduced or full price and who does not provide the required payment for that meal. However if the student who pays reduced or full price has enough money in hand for a meal that day, they will not be denied a meal. **OR:** Schools will provide an alternative meal to a student who pays reduced or full price and who does not provide the required payment for that meal.
6. The food service manager or other school personnel will coordinate communications with the parent(s)/guardian(s) to resolve the matter of unpaid charges.
7. If food services staff suspects that a student may be abusing this policy, written notice will be provided to the parent(s)/guardian(s) that if he/she continues to abuse this policy, the privilege of charging meals will be refused.
OR: If food services staff suspects that a student may be abusing this policy, written notice will be provided to the parent(s)/guardian(s) that if he/she continues to abuse this policy, the privileges of an alternative meal will be refused.
8. RenWeb will notify parents every **day** of any outstanding negative balance in the student's lunch/meal account. The hot lunch treasurer will also send home letters each week to parents of students who carry negative balances of **\$12** and above.
9. Please see the Wyneken Collection and Forgiveness of Debt for Hot Lunch Accounts Policy to see how delinquent accounts will be handled.

Recess

In cold weather, students will not be taken outdoors if the wind chill factor is lower than 0 degrees Fahrenheit. Above 0 degrees, the teacher may use discretion in deciding whether to go outside or stay inside. All students are to participate in regular activities unless excused by a written parent request. **Students are to dress for the weather** including adequate coats/jackets, gloves and footwear (boots in snowy weather).

Field Trips

Field trips offer a wealth of educational experiences. Our students and teachers take advantage of this opportunity on a regular basis. A field trip fee is assessed to each family at registration. Parents of those students not participating will need to make arrangements with the principal and teacher during the time of the field trip. A signed permission slip from a parent or guardian is required for the student to participate in the field trip. Students are not allowed to call home to get permission to go on a field trip. Field trips are for students who attend Wyneken Memorial Lutheran School. Siblings of Wyneken students are not allowed on field trips. Any exceptions will be noted on the field trip permission slip.

Weekly Parent Note

Our weekly school parent note, called the "Wyneken Weekly", is emailed to each family on Wednesday. Hard copies are also made available at the school office for families without email communication. This publication includes a calendar of events for

the coming week as well as notices, information, lunch menus, and school-home communication. We ask that parents look for it and read it thoroughly.

Monthly Newsletter

Wyneken publishes a monthly newsletter, September – June, which is included in the church newsletters of Zion (Friedheim), St. John (Bingen) and St. Paul (Preble) so that Wyneken news may be shared with all communicant members. This publication includes summary information from the classrooms and school office, as well as any other relevant and interesting information. Tuition and non-member families may request these newsletters be sent home with their eldest child's classroom teacher at Wyneken.

Bus Services

North Adams Community Schools provides bus service to our students in Kindergarten-8th grades. There is no bus service provided for Pre-School/Pre-Kindergarten children. Faculty members are in charge of supervision of bus loading each afternoon. Bus service is a privilege that can be lost by misconduct or inappropriate behavior.

School Phone Policy

Children are not permitted to use the school phone, unless the teacher and/or administration feel it is an emergency. The student needs his/her classroom teacher's permission to use the phone. In the event of a sports or other extra-curricular cancellation that affects that particular day, students will be permitted to call parents or guardians.

Library

We are pleased to offer our students a variety of library books and resources. The librarian or volunteers assist students with check-in, check-out, and finding needed materials. Library processing materials as well as additional books are added each year using book fair profits and funds.

Library Policies

1. All students are expected to show respect to their volunteer class librarian. The librarian has the authority to send any student that is misbehaving to the office or his/her classroom.
2. Report cards will be withheld and records will not be forwarded until all outstanding library bills are paid in full.
3. No library material is to be taken out of the library until it has been checked out through the library computer system by a librarian or teacher.
4. Reference material shall not be checked out and will not be taken out of the library. All reference material is clearly marked with a yellow REF sticker on the spine.
5. The number of books a student can check out per week is set at the discretion of the Head Librarian and/or teacher. Maximum 6 items out at one time.
6. Books are checked out for a period of two weeks. Books returned after the due date will accrue a .10 per day fine until materials are returned. Fines do not accrue on days school is not in session.
7. Students with 4 or more overdue library materials at one time will not be allowed to check out additional materials until all are returned.
8. Any material marked with a Young Adult (YA) sticker on the spine may only be checked out by students in grades 6-8. It is necessary to label some books due to some content that may be deemed inappropriate for a younger reader despite the reading level.
9. All borrowed materials are expected to be returned in the condition in which they were borrowed.
 - a. All audio book materials are expected to be returned with all packaging materials, including but not limited to: Book(s), CD(s), carrying bag. If any piece is missing, a bill for the total replacement cost will be issued.
 - b. Damage to books in the form of writing on the pages, dirty or torn pages, ear marked pages, broken binding, missing dust jacket, etc., may be cause for necessary payment of the book(s). Each case will be evaluated individually. In some cases, there will be books with prior damage and consideration will be given in those circumstances.
10. A bill for the replacement cost of materials will be issued for any library material that is more than two months overdue. Payment or return of the item is expected within one week of the bill being issued. Any unpaid and unreturned items will result in the withholding of report cards and records.

11. An additional \$2.00 may be applied to the replacement cost of an item due to loss or damage, to offset shipping and handling costs.
12. The replacement cost for library materials is based on actual replacement cost, not retail value. Some books may cost more than stated retail value due to being out of print, or hard to find.
13. Once payment has been received for replacement of library material, there will be no refunds. Even if the material is returned at a later date. Once the payment is received, the replacement is ordered promptly.
14. Library information such as circulation records, late fees, and due dates can be found on RenWeb. It is the responsibility of the family to check this frequently.
15. Library fines are to be made via cash or check (payable to Wyneken Library) and may be dropped off in the office. Please include the student's name with the payment.

Volunteers

Many volunteers are needed to carry out the mission and purpose of Wyneken Memorial Lutheran School. The curricular and extracurricular programs depend on assistance from parents in order to be implemented. Volunteer sign-up sheets may be picked up on registration day.

For the safety of our students all volunteers are required to have a limited criminal background check. Background check forms may be picked up in the office. Results are kept on file in the school office. If a volunteer doesn't "pass" the limited criminal background check, they are not able to volunteer. Volunteers in the school building will need to be familiarized with policy and procedures at Wyneken.

School volunteers must come to the main office. For safety and security reasons, each person is required to wear a designated badge that may be picked up in the office. Volunteers are to return the badge and sign out at the time of departure.

Some opportunities to volunteer are listed as follows:

Library

Our school librarian uses parent volunteers to assist in the school library. The volunteers check out books for the students. They check in books and reshelv them as needed. The volunteers may read a story to the lower grade students. They help to catalog new or donated library books and help to inventory books at the end of the school year. Our school librarian trains our parent volunteers to use the computer system for the library. The librarian goes over the procedures for checking in and checking out books for the students and reviews all the library procedures with the volunteers.

Sports

All of the coaches for our athletic program are volunteers. Our Athletic Director is responsible for finding coaches for our athletic teams. Most of our coaches are parents or congregational members. Our Athletic Director meets with the coaches before each sport season to go over the all the guidelines involved in coaching that sport. Coaches are expected to follow the guidelines in regard to eligibility of athletes, practice and game schedules, discipline of players, communication with players and parents, and proper care of the equipment.

Scrip Program

Volunteers are used to run this program for the school as a fundraiser. New volunteers are trained by the people who are currently in charge of the program. The financial books of this program are audited each year by an appointed auditing committee.

Special Projects

Several times during the school year, parent volunteers are asked to help out with special class projects, such as gingerbread houses, stone soup, Lutheran Schools Week activities, or classroom parties. These events are directly supervised by classroom teachers.

Special Events

Our school either sponsors or presents special events throughout the year. Programs, music department concerts, book fairs, science fairs, art exhibitions and other similar offerings provide the opportunity for fellowship and service.

Parties & Gifts

Class celebrations are held at the discretion of the teacher for special occasions and holidays. Room parents are asked to work closely with the teacher in planning such events. For Christmas, if special gifts are given at school, the teacher will convey to students and parents the expectations or limitations of such gifts.

School Pictures

The school provides the opportunity for all student pictures to be taken and made available for purchase. Professional photographers are contracted annually for this service. Notice will be given well in advance. Students absent on "picture day" will be offered another day for picture taking.

Yearbook

The school publishes a yearbook encompassing all the classes and activities of the particular school year. All preschool through 8th grade students will have their picture taken for the yearbook and the family may purchase a copy of the yearbook. The yearbook is compiled and edited by the 8th grade students.

Lost and Found

Lost and found items are turned in to the office. We ask parents to check occasionally to see if their children's belongings are there. All personal items should be marked with the student's name. Periodically, any remaining items will be donated to a local charity.

Wyneken Website

School information for parents, students, and the whole community is available on our website. It features school news, school and sports calendars, and other useful and/or interesting information. Our web address is <http://www.wyneken.org>.

RenWeb is a school management system that provides a web interface for many common tasks done by schools. Features of the system include student information management, access to grades online, student attendance, and student scheduling. RenWeb can store student records, including emergency contact information and medical records. Teachers can access student's contact information that is already stored in the system, allowing better communication with parents. Attendance can be taken through the classroom computer, allowing the information to be sent directly to administration and automatically added to the system. The online features of RenWeb allow students and parents to login through a web interface. Grades for each class are accessible, as well as listings of individual assignments and grades. Attendance records and student schedules, transcripts, and teacher contact information are available online through RenWeb. Families can also view events happening in the school.

Wyneken Athletics

Sports at Wyneken Memorial Lutheran School are considered to be an important part of the total educational program of the school. The program offers a variety of opportunities, in general to all 5th-8th grade students, and is set up to cultivate traits of Christian character including cooperation, loyalty, good sportsmanship, self-discipline and team play. A copy of the Wyneken Athletic Handbook can be found on RenWeb or may be requested in the school office. IHSA Physicals are required for all athletes. Refer to the handbook for more information.

Wyneken Memorial Lutheran School admits students of any race, color, national and 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 and ethnic origin in administration or its educational policies, scholarship and loan programs, and athletic and other school administered programs.

