

Parent and Student



Handbook

St. Martin Lutheran School
100 S. Clinton Avenue
Clintonville, WI 54929
(715) 823-6538

2021-2022 Theme

The Lord is my **STRENGTH** and my **SONG**

Psalms 118:14 ~ The LORD is my strength and my song;
he has become my salvation.

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ST. MARTIN LUTHERAN SCHOOL PHILOSOPHY

We believe that Christian education is a lifelong process which is rooted in the true Word of God. We believe that we must teach about His love and His creation. We believe that the uniqueness of our Christian Education lies in our need to integrate our faith into all the fundamentals areas of learning.

WHAT WE BELIEVE ABOUT GOD – We believe that God is the Triune God: the Father, who creates; the Son, who redeems; and the Holy Spirit, who sanctifies. We believe that God is love and that He shows this love by giving us faith through grace.

WHAT WE BELIEVE ABOUT MAN – We believe that man is God's foremost creation but set apart from God by sin. Through Holy Baptism we become God's children so that man can live for God and have the assurance of eternal life.

WHAT WE BELIEVE ABOUT HOW WE TEACH – We believe in fostering Christ-centered attitudes in the developmental learning process: mentally, socially, physically, emotionally and spiritually. We believe that the unique Child of God is nurtured by the Christian example of parents, teachers, and the church community. We believe that quality education is a dynamic process of growth and that method of education and instruction should remain flexible to meet the demands of a changing society.

WHAT WE BELIEVE ABOUT WHAT WE TEACH – We believe that what we teach should have a lifelong positive effect on our relationship with God and fellow man. This effect should motivate us to use our God-given talents to our fullest potential so that we can share the caring Christ.

Worshipping our Lord together with fellow Christians is vital part of spiritual growth. Through God's Word and sacraments the Holy Spirit gives the gifts of faith in Christ, forgiveness of sins, and eternal life. As proponents of Christian Education, the School Board and the Board of Lay Ministry of St. Martin Lutheran Church expect our families to attend Church faithfully. We believe the following policy will further Christ's Mission.

Church Attendance Policy

Children of St. Martin Lutheran Church are required to attend a minimum of 26 regularly scheduled worship services per year (June 1- May 31).

Attendance:

- Parents/Guardians are responsible to sign the Pew Pads. The pew pads are used to record the attendance in our records.
- A bulletin from another Church attended will be accepted within a week following the worship service. It must be signed by a parent or guardian and turned into the church secretary.
- Limit of 5 bulletins from other Churches during the school year, unless discussed and approved by Principal.

Children failing to meet these requirements will have their circumstances reviewed by the School Board or the Board of Lay Ministry.

Implementation Procedures

This policy will be implemented in the following way:

- The church office will be responsible for keeping official attendance records.
- Quarterly during the school year (November, January, March, June), the church office will send an attendance report to the Chairman of the Board of Lay Ministry, Pastor, Chairman of the School Board and the school Principal.
- The church office will send church attendance information to the classroom teachers one week before the end of each school quarter. Report cards will only list attendance during the school year.
- The Board of Lay Ministry will contact confirmation students (grades 6-8 ~St. Martin & Public) who are not worshipping regularly. The goal is to encourage improved church attendance for the spiritual benefit of the individual. Gr. 6-8 confirmation students need to turn in 30 sermon notes.
- The Board of Lay Ministry will make the final decision regarding the confirmation of a student.
- The School Board and Principal will contact member students in grades K-5 and non-member students with a church home who are not worshipping regularly. The goal is to encourage improved church attendance for the spiritual benefit of the individual.
- The Board of Evangelism and Missions will contact non-member students without a church home in grades Preschool-K-8 who are not worshipping regularly. The goal is to outreach and provide support for family spiritual needs.
- The School Board will make the final decision regarding attendance falling below minimum requirements.

Psalms 22:1, "I was glad when they said to me, "Let us go to the house of the Lord!"

Church Policy ~ approved by School Board, May 2017

St. Martin Lutheran School

Mission, Vision, and Core Values

Mission Statement

Preaching, teaching, and reaching with God's Word

Vision Statement

Through God's Word St. Martin Lutheran School motivates students to live out their faith, equips them to enter any vocational calling, and reaches out to the greater Clintonville community with the Gospel.

Tag Words: **Educating Equipping Encouraging**

Tag Words: **Christ-centered, Cross-focused**

Tag Words: **Growing Together as We Build in Faith**

Core Values

- **God's Word**
- **Original Sin**
- **Jesus the Christ**
- **Our Response to God's Love**
- **Worship**
- **Prayer**
- **Excellence**
- **Outreach**
- **Share and Respect**
- **Trust and Hope**
- **Biblically Based**

+++++

God's Word

The Bible is God's Word and absolute truth. It is our one and only authority for teaching and practice. It will be the focal point of our worship, our ministries, curriculum, and our lives. We will teach it, preach it, study it, listen for God's direction and obey it.

"Sanctify them in the truth; your word is truth." (John 17:17) "We believe, teach, and confess that the prophetic and apostolic writings of the Old and New Testaments are the only rule and norm according to which all doctrines and teachers alike must be appraised and judged, as it is written in Ps. 119:105, 'Your word is a lamp to my feet and a light to my path'." (Part I: Epitome, Formula of Concord, paragraph 1.)

Original Sin

God created us special and in His image. However, sin separates us from God. We deserve punishment and death. God has shown mercy on us through the work of Christ. Through Baptism we become God's children so that we can live for God and have the assurance of eternal life. "For all have sinned and fall short of the glory of God". (Romans 3:23) "For the wages of sin is death, but the free gift of God is eternal life in Christ Jesus our Lord." (Romans 6:23) "But God shows his love for us in that while we were still sinners, Christ died for us." (Romans 5:8) "...Christ loved the church and gave himself up for her, that he might sanctify her, having cleansed her by the washing of water with the Word." (Ephesians 5:25b-26)

Jesus the Christ

The only way to a right relationship with God is through what God has done for us in Jesus Christ. This is what makes us different from other religions. “Jesus said to him, “I am the way, and the truth, and the life. No one comes to the Father except through me.” (John 14:6) “It is the unanimous confession of our churches according to the Word of God and the content of the Augsburg Confession that we poor sinners are justified before God and saved solely by faith in Christ, so that Christ alone is our righteousness. He is truly God and man since in him the divine and human natures are personally united to one another.” (Jeremiah 23:6, I Corinthians 1:30, II Corinthians 5:21; Epitome: Part III: The Righteousness of Faith before God, Formula of Concord, paragraph 1) “Him we proclaim, warning everyone and teaching everyone with all wisdom, that we may present everyone mature in Christ. For this I toil, struggling with all his energy that he powerfully works within me.” (Colossians 1:28-29)

Our Response to God’s Love

Since we have experienced God’s unconditional love and grace in Christ, we will share the same with all people. We will **respect**, value and care for all people. We strive to build a community reflective of God’s mercy and grace—demonstrating God’s empathy and forgiveness with positive, encouraging and welcoming attitudes in our worship services, our ministries, and daily lives. We value **integrity** based on Christian principles and examples in all facets of school management, curriculum, and community. “For God so loved the world, that he gave his only Son, that whoever believes in him should not perish but have eternal life.” (John 3:16) “Our churches also teach that men cannot be justified before God by their own strength, merits, or works, but are freely justified for Christ’s sake through faith when they believe that they are received into favor and that their sins are forgiven on account of Christ who by his death made satisfaction for our sins.” (Augsburg Confession Article IV) “Our churches also teach that this faith is bound to bring forth good fruits and that it is necessary to do the good works commanded by God. We must do so because it is God’s will and not because we rely on such works to merit justification before God.” (Augsburg Confession Article VI)

Worship

St. Martin is a great place to belong and a great place to grow. The congregation is committed to being a church that models authentic Biblical community through a ministry of small groups in which every individual is cared for and encouraged in his/her daily walk with God. “Not neglecting to meet together, as is the habit of some, but encouraging one another, and all the more as you see the Day drawing near.” (Hebrews 10:25) Teamwork and mentoring are encouraged as we carry out our tasks of serving the Lord together.

Prayer

“Rejoice always, pray without ceasing, and give thanks in all circumstances; for this is the will of God in Christ Jesus for you.” (I Thessalonians 5:16-18) In Christ we have access to God through prayer. We strive to keep this line of communication open to God at all times, closely connecting this to core value #1 and God’s communication with us. We believe in the power and blessing of prayer. “Let us then with confidence draw near to the throne of grace, that we may receive mercy and find grace to help in time of need.” (Hebrews 4:16)

Excellence

“Whatever you do, work heartily, as for the Lord and not for men, knowing that from the Lord you will receive the inheritance as your reward. You are serving the Lord Christ.” (Colossians 3:23-24) We strive for excellence in all that we do. Planning, preparation, and execution of our mission, curriculum, and ministry should reflect our desire to give our best because of what He has done for us. “Now there are varieties of gifts, but the same Spirit; and there are varieties of service, but the same Lord; and there are varieties of activities, but it is the same God who empowers them all in everyone.” (I Corinthians 12:4-6)

Outreach

The mission of our church and school is to invite people to walk with Christ, equip them to live like Christ and to send them to work for Christ. We strive to get the right people in the right ministries for the right reasons as we work together as the Body of Christ in this place and time. “And Jesus came and said to them, “All authority in heaven and on earth has been given to me. Go therefore and make disciples of all nations, baptizing them in the name of the Father and of the Son and of the Holy Spirit, teaching them to observe all that I have commanded you. And behold, I am with you always, to the end of the age.” (Matthew 28:18-20)

Love and Care

When we have a grievance with one another, we will follow the guidelines of Matthew chapter 18. We will model honesty and integrity in words and in action. We will strive to an environment that encourages improvement without harsh criticism. We will allow and encourage everyone to share their opinions. We will repair the damage we are responsible for and work continually to improve the attitude and environment of our church culture. Be nice, say thank you and please. Show respect and appreciation for each other. “Rather, speaking the truth in love, we are to grow up in every way into him who is the head, into Christ,” (Ephesians 4:15) “Above all, keep loving one another earnestly, since love covers a multitude of sins.” (I Peter 4:8)

Share and Respect

We strive to be good stewards of all God has given us. We will set an example of tithing with our church income, and encourage whole life stewardship of time, talent, and treasures. We will reach out to one another in times of need. We will look for ways to serve our community and the world by sharing the good things God has given us with those in need. Our goal is to be other-oriented rather than self-oriented. “Do not neglect to do good and to share what you have, for such sacrifices are pleasing to God.” (Hebrews 13:16) “As each has received a gift, use it to serve one another, as good stewards of God’s varied grace.” (I Peter 4:10)

Trust and Hope

We must daily submit to God’s timing for our lives and our ministries, remembering, this is not about us—it’s about Him.

“And call upon me in the day of trouble; I will deliver you, and you shall glorify me” (Psalm 50:15) “May the God of hope fill you with all joy and peace in believing, so that by the power of the Holy Spirit you may abound in hope.” (Romans 15:13)

Biblically Based

We value a holistic education where students are encouraged to meet their God-given potential academically, emotionally, artistically, physically, socially, and spiritually in a nurturing Christian environment. When possible and timely, we apply God's Word to all aspects of curriculum and educational resources. "And Jesus increased in wisdom and in stature and in favor with God and man." (Luke 2:52) "Whoever speaks, as one who speaks oracles of God; whoever serves, as one who serves by the strength that God supplies—in order that in everything God may be glorified through Jesus Christ. To him belong glory and dominion forever and ever. Amen" (I Peter 4:11) "Keep a close watch on yourself and on the teaching. Persist in this, for by so doing you will save both yourself and your hearers." (I Timothy 4:16) "Show yourself in all respects to be a model of good works, and in your teaching show integrity, dignity, and sound speech that cannot be condemned, so that an opponent may be put to shame, having nothing evil to say about us." (Titus 2:7-8) "And now, Israel, what does the LORD your God require of you, but to fear the LORD your God, to walk in all his ways, to love him, to serve the LORD your God with all your heart and with all your soul, and to keep the commandments and statutes of the LORD, which I am commanding you today for your good?" (Deuteronomy 10: 12-13)

Approved by School Board: January 5, 2009

Reviewed and Revised by School Board: May 9, 2018 (Bibles verses are from ESV)

Board of Education Members (Jan. 2021 – Dec. 2021):

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| | |
|------------------------|--------------|
| Scott Korth ~ chairman | 715-460-0203 |
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ADMISSIONS POLICY

St. Martin Lutheran School is maintained primarily for pupils whose parents are members of St. Martin Lutheran Church. Non-member families are expected to cooperate fully with the school and allow their children to participate in school and church activities and promote a proper attitude toward faith and Christian living. Applications for enrollment may be made with the school office.

St. Martin School is mindful of its mission to be a witness to the love of Christ for all, 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 of its educational policies, admissions policies, and athletic and other school-administered programs.

Children will be admitted to St. Martin Lutheran School in the following order:

- 1) Children of St. Martin Lutheran Church members.
- 2) Baptized children of St. Martin Lutheran Church whose parents are not members.
- 3) Children previously enrolled.
- 4) Children of LC-MS congregational members
- 5) Children from the community at large without a church home.
- 6) Children of the community with a church home

Normally, no new students will be admitted to a class when the number of pupils has reached:

- 8 in 3 year old preschool
- 10 in 4K
- 20 in Kindergarten-3rd Grade
- 24 in Grades 4-8

The School Board may admit students beyond these classroom limits. Students not admitted may be added to the waiting list. Parents of students on the waiting list will be contacted should there be an opening. They will be contacted in order of application approval.

Generally, any educable child will be accepted as a student at St. Martin. Enrollment of children having certain disabilities will be dealt with on an individual basis.

To enter Preschool and 4K, the child must be potty trained.

To enter the Kindergarten, a child must have attained the age of five years on or before September 1st in the year in which he wishes to enter. Applicant must exhibit a birth certificate as proof of birth date, a health examination, and a current immunization record. We do vision and hearing screening at St. Martin Lutheran School in the fall.

To enter 1st grade, a child must have reached the age of six on or before September 1st. Applicants must exhibit a birth certificate as proof of birth date, a health examination, and a current immunization record. We do vision screening at St. Martin Lutheran School in the fall. Transfers from other schools will be requested and processed through the student's former school following established procedures. Pupils will be admitted in grades recommended by transferring school unless other arrangements are mutually agreed upon by parents and principal.

Fees for More Than 3 Children

Community parents who enroll more than three children in a given school year will not be required to pay tuition for the fourth child or more. All parents will be required to pay the school fees for all children.

Registration procedure

St. Martin Lutheran School welcomes all students who desire to benefit from the Christian education being offered at our school. Note the following registration procedure.

1. In January, enrollment in preschool through eighth grade will be open to members of St. Martin Lutheran Church and currently enrolled non-member students. A pre-registration, non-refundable fee of \$50 per family will be required to hold a classroom spot for your child.

2. In February, enrollment opens to sister congregations and the community. A pre-registration, non-refundable fee of \$50 per family will be required to hold a classroom spot for your child.
3. School Choice Families need to pay the \$50 per family pre-registration fee to hold a spot for your child.
4. A waiting list will be generated based upon the date of application and receipt of pre-registration fee once maximum class size limit is reached.
5. Both students and parents must agree to the purpose and policies of the school, as described in the Student and Parent Handbook.
6. The educational program must meet the needs of the student. We want to ensure that all students are in places of learning which best provides for their needs. If our school is not equipped to meet the special needs of a child, we will encourage the parents to consider other options.
7. Registration is last week in July or first week of August. At the time of registration the full amount is due or the first month payment. The next payment is due October 1 and each following month through and including May 1.

Revised by School Board, October 8, 2018

Appeals Process for Wisconsin Parental Choice Program

Courtesy of School Choice Wisconsin

Under 118.60(6m)(a)(4) all schools in the Wisconsin Parental Choice Program (WPCP) must provide to every WPCP applicant "A copy of the appeals process used if the private school rejects the applicant." The following is **St. Martin Lutheran School** policy adopted by our school board on April 19, 2016, to satisfy the requirements of 118.60(6m)(a)(4):

Under [118.60\(2\)\(bm\)](#) a pupil must meet the income and residency requirements defined below to qualify for the WPCP:

No pupil who resides in a school district, other than an eligible school district or a 1st class city school district, may attend a participating private school under this section unless the pupil is a member of a family that has a total family income that does not exceed an amount equal to 1.85 times the poverty level, determined in accordance with criteria established by the director of the federal office of management and budget. In this paragraph and sub, [\(3m\)](#), family income includes income of the pupil's parents or legal guardians. The family income of the pupil shall be verified as provided in par. [\(a\) 1. b.](#) A pupil attending a private school under this section whose family income increases may continue to attend a private school under this section.

118.60(3)(a) states that a school must, "Within 60 days after receiving the application...notify each applicant, in writing, whether the application has been accepted. If the private school rejects an application, the notice shall include the reason." A school may only reject an applicant for not meeting income and residency requirements, or for losing a random selection lottery.

Under **St. Martin Lutheran School** appeals process, a rejected applicant has five working days from the date of receipt of their notice of rejection to provide written evidence to the school board that the applicant was improperly rejected. The school president, principal or executive director shall respond to the applicant's appeal within five working days of receipt of the appeal notifying him or her of the acceptance or rejection of the appeal.

Approved by School Board: July 13, 2016

STUDENT TRANSFER IN

St. Martin Lutheran School will request the following:

1. The educational program must meet the needs of the student. We want to ensure that all students are in places of learning which best provides for their needs. If our school is not equipped to meet the special needs of a child, we will encourage the parents to consider other options.
2. An entrance placement test (KTEA II, Star Reading or Star Math) will be given to all new students who enroll in Grades K through 8 to determine academic strengths, weaknesses, and/or grade placement. This test will normally be given prior to the student entering school.
3. The new student and their parents must arrange for a meeting face to face with the Principal whether coming in the beginning of the school year or mid-year. A subsequent meeting with the classroom teacher will be scheduled. The parents will be notified in writing of their child's acceptance into the academic program.
4. If you would like to Appeal a decision, please refer to Section F Level 5.

Approved by School Board: July 13, 2016

STUDENT TRANSFER OUT

St. Martin Lutheran School will request the following:

1. A forwarded address of the student's parents address.
2. Name and address of the student's new school to transfer records. Student records cannot be given to parents.
3. An exit interview is requested with Principal or School Board Member before leaving the school.

Approved by School Board: July 13, 2016

Conditional acceptance process

Should there be a question regarding placement, a faculty member may screen the child or the child will be given a standardized ability test (KTEA II) for proper placement.

In accordance with our philosophy, St. Martin Lutheran School strives to develop the whole child. Severe grade level discrepancies, learning disabilities, or social, emotional or behavioral problems may prevent us from teaching the whole child. In such cases, those desiring admission may be requested to pursue further evaluation with the help of professionals outside of the school to determine if St. Martin Lutheran School can provide an appropriate learning environment for the student.

When a student is enrolled with an existing IEP or Student Service Plan, an evaluation of the IEP or Student Service Plan must be completed to ensure all needs of the student can be met. If it is determined that we cannot accommodate the student with existing IEP or Student Service Plan, then a meeting between parents, teacher and principal will be set up to determine if the child can continue attending St. Martin Lutheran School.

All newly enrolled students are subject to an academic and conduct probationary period of not less than 20 school days. Students who are accepted for enrollment must apply themselves to the ability that God has given them, conform to all rules and regulations of the school, and respect the Lutheran teachings.

Revised by School Board: July 13, 2016

ACADEMIC STANDARDS

St. Martin Lutheran School strives for excellence. For our core classes in language arts, reading, mathematics, science, history and geography; we have adopted the Wisconsin State Standards for our core curriculum which can be found at : <http://dpi.wi.gov/standards>. St. Martin Lutheran School uses the Wisconsin State Academics Standards as basis for it curriculum development and assessment.

Additional standards for Biblical related subjects can accessed by stopping at the office to view the National School Accreditation files listing these standards. Our secondary offering in physical education, music, and the arts can also be found in the Wisconsin State Standards.

4TH GRADE AND 8TH GRADE ADVANCEMENT POLICY

St. Martin Lutheran School promotes students from 4th to 5th grade and 8th to 9th grade who have met certain academic requirements of the school. In accordance with state law, beginning September 1, 2016, students will have to satisfy the requirements spelled out in this policy in order to be promoted from 4th to 5th grade and 8th to 9th grade. Students must:

Demonstrate competency in each of the five core content areas (Language Arts, Reading, Math, Science, and Social Studies) by satisfying one of the following criteria. NOTE: Social Studies includes Geography and History

- A. Score at the advanced or proficient levels on the 4th grade Wisconsin State Test that is administered in the fall. Students who have been exempted from taking the test shall be required to meet all of the other criteria outlined in this policy in order to be eligible for promotion.

OR

- B. Achieve the following levels of academic performance:

Language Arts: Grade of C or higher in Language Arts during 4th and 8th grade.

Reading: Grade of C or higher in Reading during 4th and 8th grade.

Math: Grade of C or higher in Math during 4th and 8th grade.

Science: Grade of C or higher in Science during 4th and 8th grade.

Social Studies: Grade of C or higher in Social Studies during 4th and 8th grade.

OR

- C. A team of faculty and administration will make a recommendation based solely on the student's academic performance for either, promotion, conditional promotion, or retention.

School administrators and staff shall help prepare students to satisfy the criteria, consistent with established school policies and procedures. The administrators and staff shall provide for a regular review of a student's progress toward meeting the established promotion criteria and shall keep students and their parents/guardians informed of the student's progress.

The exit grade for St. Martin Lutheran School is Eighth Grade. St. Martin Lutheran School does not grant High School Diplomas.

APPEAL PROCESS

The parent or legal guardian who does not concur with the decision may appeal the decision to deny or approve the decision as follows:

1. Appeal should be filed in writing no later than 10 business days after receiving the official letter of retention.
2. Appeal Level 1 to the Principal, or designated School Board member; a respond with a decision in writing no later than 10 days after receipt of the appeal or personal conference, whichever is later.
3. Appeal Level 2 to the School Board. The decision rendered at this level will be final and no further appeals will be permitted. The Board shall respond to a decision in writing no later than 20 days after receipt of the appeal or the Board conference, whichever is later.

School Board Approved May 31, 2016

Tuition and Fees Process

The cost of Christian education at St. Martin is not inexpensive. (Currently, the cost is approx. \$8,000 per child per year.) However, the members of St. Martin Lutheran Church have been convinced of the value of a strong Christian Day School for many years and they have been willing to sacrifice to maintain their school. Therefore, a member fee is assessed, but is kept to a minimum. Tuition is required of non-members since they do not financially support St. Martin Lutheran Church. Rates of tuition are established and reviewed annually by the Board of Education. Payments may be made in full at the time of registration to receive a 5% discount or you can make nine equal monthly payments starting at the time of registration.

No records will be released to any party until all accounts have been settled and materials returned.

All accounts are to be current. Accounts that are not current, within a specified time limit, require student expulsion from the program.

Procedures:

1. All family accounts will be reported to parents monthly.
2. Accounts that are one month in arrears will receive a form letter requesting immediate payment. Unusual financial conditions need to be discussed with the Principal.
3. Accounts 6 weeks in arrears will receive a telephone call requesting a meeting with administrator and the family involved. A letter will be delivered that states that the unpaid amount not paid within two weeks, the child will not be allowed to continue in the program.
4. If payment is not made, the account will be handed over to a collection agency to collect the funds.

Adopted April 3, 2006; Reviewed Sept., 2020

Tuition Refunds

Parents or guardians who withdraw their child (or children) from St. Martin Lutheran School during the first semester will be refunded ½ of the total tuition. Withdrawals during the second semester will receive no refund. Special situations, i.e. death of family member, job relocation, will be evaluated by the School Board on an individual basis. The decision of the School Board is final.

Student Lunch/Milk Break Account

All student lunch accounts are expected to be current.

Procedures:

1. All student accounts will be reported monthly to parents.
2. Accounts that are \$10.00 in arrears will receive a phone call requesting immediate payment. Special financial situations need to be discussed with the Principal.
3. Failure to resolve debit within five days after contact could result in your child being served an alternate lunch.

SCHOOL VISITORS

The Board of Education welcomes and encourages visits to school by parent(s) or legal guardian(s), other adult residents of the community and interested educators. However, in order for the educational program to continue undisturbed when visitors are present and to prevent the intrusion of disruptive persons into the schools, it is necessary to invoke visitor controls.

A "visitor" is anyone other than a pupil enrolled in or a staff member employed in the particular school. Visitors may not consult with the teaching staff or pupils during class time without the Principal's permission.

The Principal has the authority to prohibit the entry of any person into school or to expel any person when there is reason to believe the presence of such person would be disruptive to the good order of the school. If such an individual refuses to leave the school grounds or creates a disturbance, the Principal is authorized to request from the local law enforcement agency whatever assistance is required to remove the individual.

When the parental rights of a parent have been terminated by a court of appropriate jurisdiction, the legal guardian must inform the school so that the administration may apply appropriate regulations. The Principal shall seek confirmation of legal custodianship in writing where necessary.

The Principal shall publish the regulations that will protect pupils and employees of the school from disruption to the education program or the efficient conduct of their assigned tasks.

1. Upon their arrival at the school, visitors and volunteers must register at the office. They must wear a visitor or mentor tag. Please return tag when you sign out.
2. No visitor may confer with a pupil in school without the approval of the Principal or designated administrator.
3. Should an emergency require that a pupil be called to the school office to meet a visitor, the Principal may be present during the meeting.
4. A pupil is not permitted to leave the school with anyone who has not been clearly identified as his/her parent in custody or guardian or a person authorized to act on the behalf of a parent(s) or legal guardian(s).
5. Any visitor to the school whose presence or conduct is disruptive, or whose behavior, past or present, suggests that he/she intends or is likely to become disruptive, may be requested to leave the school premises. If the visitor so addressed does not withdraw, the Principal may summon assistance from the local law enforcement agency.
6. Any person who is not a member of the school staff or student body and who loiters on or about any school building or grounds without written permission or who causes disturbances may be guilty of disorderly conduct and may be prosecuted according to the law.
7. Violence, vandalism, seizure of school buildings or any other disruption of the educational program will not be condoned or tolerated. Unauthorized persons who enter into school premises or grounds, because a distraction or commit illegal acts shall be prosecuted.

Approved by School Board: May, 2016

STUDENT POLICIES

A. Excusing Children

1. Absences

Every effort should be made to encourage attendance on the part of all students. Habitual absences and tardiness must be reported to the Principal. Any student absent from school is required to have a Parent/guardian calls the school by 8:00 a.m. on the day of the absence. With that call, if your child will return before lunch, please let the office know if your child will be eating hot lunch or not.

Policy Implementation Procedures

- Continuous and consecutive school attendance is required by law for all children ages 6-16.
- All absences must be excused to the school in person, by telephone, or in writing. The Principal, as the state recognized attendance officer, has the option of calling a city officer if an absence is unexcused.
- A pattern of tardiness or absences in excess of 10% of the school days shall warrant action up to and including notification of public authorities. Children who miss more than 20 days in one year must be approved for promotion by the School Board.
- The Principal will contact parents when tardiness and absences reach a critical point.
- During the course of the school year a student may need to be absent from school for a portion of the school day. In order to be fair to all students, the following policy for recording attendance will be followed:
 - If a student is present for at least 5 hours during the school day, then he or she will receive credit for a full day of attendance.
 - If a student is present for at least 3 hours during the school day, he or she will receive credit for ½ day of attendance.
 - If a student was present for less than 3 hours during the school day, he or she will be marked absent.
 - Students are not only expected to attend school regularly, but also arrive on time. A student will be considered tardy to school if he or she arrives in the classroom any time after the 8:00 bell but before 9:00.
 - Three tardies in one quarter shall be recorded as an absence.

Excusing Children – Absences ~ Approved July 9, 2007

Virtual Learning Attendance Policy ~ Sept. 2020

St Martin Flex Plan: Digital Attendance

"All St. Martin students who learn digitally are required to sign in to Google Meet and be visually present at specified times with the classroom teacher every day to be counted in attendance. Students who do not log on to Meet at the required daily times will be counted absent unless they meet the following criterion:

If a student is not able to be at the required daily Meet, they may alternatively check in with the teacher at a prearranged time during the school day to be counted in attendance."

2. Leaving School Grounds

- No student is to leave the school grounds during the school day, unless the student has a note from the parent/guardian. This request needs to be approved by the Principal and the teacher. (Note is to be dated, signed, and good only on that date.) **The student also needs to be signed out in the office before leaving and upon returning.**
- **Departure of School Policy-Effective 5-21-2018**
If a child is going to a different location than what has been established as normal routine, the parent is required to call the school office. The parent cannot text, email or use an app to notify us because these tools are not checked on a minute to minute basis. A parent may choose to do this additionally on their own. If the school is unsure of any situation, the school will contact a parent or guardian right away by phone. If the school cannot get a hold of a parent or guardian, the student will be kept in school office until 4:00 pm then taken to Daycare.

A clipboard will be kept in the office and teachers will be notified by the office as they come in, and checked again at 2:50 pm each day of parents who have made different arrangements for the day for their children. A second call will be made to the teachers reminding them of these changes after the check is made. An alarm has been established for this check.

3. Recess

All children are required to go outside for recess unless properly excused by the parent/guardian or the teacher.

B. Student Vacations

Both the faculty and the Board of Christian Education strongly discourage students from taking a vacation during the scheduled days; please try to utilize the non-school days. However, if the parent/guardians feel they must take their children out of school for a vacation, the parent/guardians must inform both the Principal and the teacher at least two weeks prior to the vacation. The student will be required to complete all the assigned work within one week of their return.

Student Vacations revised by School Board, Sept. 8, 2013

C. Personal Problem Procedures (Matthew 18:15-18)

St. Martin Lutheran School will be a safe and respectful learning environment for every student when we all work together to emphasize respect, responsibility, safety, and honesty. Disputes and conflicts occur in all families. Our church and school family is not an exception. Most differences, however, can be readily resolved if the parties involved engage in honest, face-to-face conversation. So before you complain to someone else, always speak first to the person with whom you have the dispute.

1. If a school problem arises, then it becomes the responsibility of the people involved to set aside time to discuss the dispute or problem in a private and confidential manner.
2. If the dispute or problem cannot be resolved by the individuals, then another person (s) may be asked to listen to the dispute or problem.
3. If no solution is forthcoming, then the matter should be brought to the attention of the principal.
4. If the problem continues to be unsuccessfully resolved, then the matter should be brought to the attention of the pastor or the Chairman of the Board of Education who may take up the matter with the Board of Education.

D. Student Choice to be Self-Disciplined

It is our belief that all students can act in a respectful and responsible manner. The goal is for each student to choose to act and behave in an appropriate manner. We feel that discipline should normally be self-imposed by the student who is living as a follower of Christ. However, all Christians are sinful beings, and we as a Christian school, must help the students when they fail to apply self-discipline.

E. Student Responsibilities and Expectations

Students at St. Martin Lutheran School are responsible to:

- Be at school on time unless properly excused by a parent/guardian or sent home by a school official.
- Show respect and courtesy for others at all times, both physically and verbally. Give adults full attention when they are talking to you, whether this is not walking away, sitting at a table, meeting in a hallway, or staying a room.
- Take care of all school and church property (desks, walls, lockers, bulletin boards, windows, hall, bathroom, playground, etc.)
- Help keep the building and grounds clean and attractive
- Be prepared for each class (books, paper, pencils, pens, etc.)
- Complete assignments and homework on time
- Be available to teachers when they need to work with you at recess or after school. Teachers will not chase after you
- Become an active participant in the classroom without disturbing or stopping the teaching/learning process
- Take ownership for your learning
- Stay seated unless you have permission to move around

F. Discipline Ladder (Consequences of Choices)

St. Martin Lutheran School teachers endorse the concept that “all teachers have the right to teach and students have the right to learn”. Students will not disrupt the teaching-learning process.

Level 1—Classroom Teacher

If the student disrupts the classroom learning process, then...

1. The student is provided an opportunity to tell his/her version of the incident
2. The teacher counsels with the student. (during the discussion keep in mind Matthew 18 and the student responsibility expectations)
3. A variety of corrective interventions are initiated, as appropriate. Examples of intervention strategies may include but not necessarily in this order:
 - a. Warning from the teacher
 - b. Note to parent/guardian
 - c. Phone call to parent/guardian
 - d. Move student seat
 - e. Loss of points or reduction in grade
 - f. Parent/guardian conference
 - g. Student letter to parent/guardian
 - h. After school detention
 - i. Behavior Contract
 - j. Move student temporarily to another predetermined classroom
 - k. Provide natural and logical consequences
4. The teacher should document interventions tried and when.

Level 2—Team Referral

If interventions at Level 1 have not been successful, including consultation with parent/guardian, then a **Response to Intervention Team** will be formed. It will meet to discuss further actions needed to improve the behavior choices or academic problems of the student.

1. If a Team perceives that a student might have behavior and academic problems that interfere with his or her learning or that of the other students, the Team may refer the student to appropriate staff member as an alternative to a behavioral referral to the principal.
2. Teams are encouraged to make frequent parental contact concerning students with behavioral or academic problems. Conferences with the student, teachers, parent/guardian and principal should be held as needed.
3. Teams are requested to keep a file on students with behavioral or academic problems. These records should contain a list of problems, actions taken, and parent contacts made.
4. Teams help to develop a behavior intervention plan

Level 3—Administrative or Principal Referral

When a teacher/Team deems that the interventions are not changing a student's unacceptable behavior and the student's behavior is considered out of instructional control and is interfering with the education process, they have the right and responsibility to send the student to the principal. The teacher or Team should document the behavior or incident that led the student to be sent to the principal.

1. Student is referred to the office of the principal
2. Documentation of the steps taken to intervene and change the student's behavior is provided.
3. The student is provided an opportunity to tell his or her version of the incident
4. The principal will determine appropriate intervention to be used to positively impact the student's behavior. Progressive steps may include but not limited to the following:
 - a. Conference with parent/guardian, teacher, Team
 - b. Parent phone call
 - c. Behavior Contract Development
 - d. 2-3 day lunch and recess containment
 - e. As an intervention to support positive school adjustment, such as, an in-school or out-of-school suspension may be utilized.

Level 4—Suspension or Expulsion

If behavior does not improve, then following process will begin.

1. The principal may consider another out-of-school suspension
2. Expulsion option is considered
 - a. St. Martin is a school of choice and may not be appropriate for all students.
3. Such action must be consistent with the specific grounds, procedures, and due process

Level 5 – Appeal Process

The parent or legal guardian who does not concur with the decision may appeal the decision to deny or approve the decision as follows:

4. Appeal Level 1 ~ A written letter needs to be submitted to the Principal, or designated School Board member; Upon receipt of this letter a meeting will be held with the principal, parents and a school board member to determine reinstatement.
5. Appeal Level 2 ~ A written letter to the School Board needs to be submitted. A meeting will be set up between the School board and parents for possible reinstatement. The decision rendered at this level will be final and no further appeals will be permitted.

G. Immediate Behavior Referral to the Principal

Immediate referrals to the principal will be utilized by teachers or support staff for severe inappropriate behaviors, such as, but not limited to:

- Disrespect to people or property
- Abusive, threatening, or obscene language or gestures
- Fighting
- Cheating
- Severe disruption of the class
- Washroom, hall, lunchroom, or playground misbehaviors
- Illegal or unsafe behaviors

The principal will consider **Level 3 Administrative or Principal Referral** consequences. Some actions may have law enforcement consequences.

Sections C through H ~ Revised & Approved August 6, 2012

H. Unauthorized Substances

1. During their enrollment at St. Martin, any student(s) who possesses and/or utilizes any non-prescription drug (not intended for medical purposes), tobacco products, and/or alcohol will be subject to the following administrative action:

A. First Offense

Out-of-school suspension for a maximum of 10 days. Parent/guardian conference is mandatory with the Principal before returning to the classroom. Student must enroll in a substance abuse program.

B. Second Offense

Immediate removal from school with no option of return.

2. In each individual case, actions taken will be recorded and filed in the student's temporary record and reported to the Board of Education.
3. If any parent/guardian feels the expulsion is unjust, they may appeal to the Board of Education for a final decision. The parent/guardian, the teacher(s) involved, and the Principal must be present at this meeting.

I. Bus Conduct

All students who ride a school bus to and from school are under the jurisdiction of the bus driver. The bus regulations must be followed as specified by Clintonville School District. Copies are available in the school office.

Riding the school bus with a friend or family member and not going home, a note needs to be signed and dated by a parent/guardian. The student is to bring it to the office to be signed and dated by the principal. It is only good for the date on the note.

Revised by School Board, October, 2018

J. Dress Code

1. Consistent with the principle that God set standards for Christians modesty and appearance, our school expects its students to avoid extremes in clothing and that the children dress in good taste with the emphasis being on neatness and properly fitting clothing.

2. All children are to wear shoes at all times. During September, May and June, sandals may be worn if they have a strap on the back and it is in use. No flip flops are allowed. No crocs may be worn to P.E.
 - Halter, sleeveless tops, crop tops or sleeveless dresses are not allowed. Shirts and blouses not covering the midriff or low cut at the neck to expose the chest, revealing tops and torn clothing is not allowed. We encourage boys to wear shirts with collars and either slacks or dress jeans. We encourage girls to wear dress jeans or slacks, skirts or dresses with appropriate tops. We encourage children to wear belts with pants that have belt loops. Shorts are allowed in September, May, and June. Shorts and skirts must be of sufficient length so that a student standing straight will be able to touch clothing when holding hands down their sides.
 - -Cold shoulder will be ok if the straps are thick enough and no undergarments are exposed/visible
 - -Spandex would be worn under skirts & dresses, but not visible
 - No excessive hairstyles or make-up will be allowed. Students are not to wear hats in the building.
3. On Chapel days, which is usually Wednesday, children are encouraged to wear either shirts with collars, knit pullovers, blouses, shirts or sweaters. They also are encouraged to wear slacks, dress jeans, corduroys. Skirts or dresses are also an appropriate options for girls. Shorts are acceptable in September, May and June.
4. During wintery or wet weather, appropriate apparel including separate footwear for outdoor use is required to participate in outdoor activities.
 - Consequences for Breaking Dress Code
 - 1st offense – Jacket or gym wear of theirs will be used to rectify the violation.
 - 2nd offense – the student will be required to wear the provided clothing from school.
 - 3rd offense – Detention which may result in eligibility concerns.

Policy Implementation Procedures

The following disciplinary procedure will be enforced when students do not comply with the above dress code:

- Warning First Offense – teacher talks with the student to explain problem area, and sends a note home with the student. The student will be given a sweatshirt or pair of sweatpants to finish the day. The clothes given to the student will be given back to the teacher at the end of the school day.
- Second Offense – Teacher talks with the student to explain the problem area and contacts the parent/guardian in writing and verbally. The student will not be allowed to remain in the classroom until alternative clothing is worn to finish out the school day.
- Third Offense – Student is sent to the principal, the principal and student will make verbal and written contact with parents. The student will not be allowed to remain in the classroom until alternative clothing is worn to finish out the school day.
- Final interpretation of the dress code is the responsibility of the Principal and School Board. We expect that parents/guardians will not send their children to school in clothing that is inappropriate or in bad taste.

Dress Code ~ Revised July, 2021

K. Gym Dress

Students must have a separate pair of non-marring tennis shoes for Physical Education classes. For the safety of all children, no jewelry shall be worn during gym class.

St. Martin requires all students in grades 5-8 to wear gym clothing for P.E. Good white athletic socks are to be worn rather than the socks the students wear to school. All gym clothing must be cleaned on a weekly basis.

GYM CLASS DRESS CODE FOR GR. 5-8: PLEASE LABEL ALL ITEMS

| | |
|--|---------------------------|
| white t-shirt & dark t-shirt with sleeves | socks |
| deodorant (non-aerosol) | softball glove for spring |
| old tennis shoes for gym (outside) | shorts |
| tennis shoes for gym (inside) – these stay at school | |

Small gym bag to fit in locker

L. Unauthorized Property

Students are not permitted to use anywhere unauthorized personal electronic devices, which are not conducive to education, during the school hours of 7:50 a.m. to 3:05 p.m. Exceptions are granted only by declaration of the principal. The school is not responsible for lost or stolen property.

Policy Implementation Procedures

- These electronic possessions include, but are not limited to, radios, mp3 players, ipods, CD players, cell phones, cameras, game boys, video games or the like.
- The items brought to school must remain in their backpacks and should be turned off.
- If a student chooses to use or turn on such item, then he or she will have the item taken away by a teacher or school employee.
- Parents may pick up the device in the office, because it will not be given back to the student.
- Students will be able to use the office telephone to call parents for emergency reasons only.
- Frequent calls by the same students are not acceptable and calls will be limited for a time.

Unauthorized Property ~ Approved July 9, 2007

M. Extracurricular Eligibility

St. Martin Lutheran School expects children participating in extra-curricular activities to maintain a certain standard in their scholastic achievement and classroom work. Extra-curricular activities will include, but not limited to, choir, band, athletics, musicals, safety patrol, student council, track and field day, science fairs, spelling bees, chimes, and the like. The Principal will determine a list each school year and have it approved by the School Board.

Each extracurricular activity will have special guidelines. Parent/guardian and student before participation in that activity must sign these guidelines.

Parents/guardians will be notified of their child's ineligibility. The standards are the very minimum. If you as parents/guardians set up certain standards for your children be assured that St. Martin will support your decision concerning your children's participation are these extra-curricular activities.

N. Health Policies

1. St. Martin will comply with County and State Health Regulations.
2. In School Sickness

Students who become ill while at the school are sent to the school office. When the child cannot remain in the school, a parent/guardian will be called either at home or at work to come for their child.

3. Physical Requirements

Physical examinations as prescribed by law are required of all pupils prior to entrance into Pre-school and Kindergarten. The records of these exams are filed in the school office. All children entering school in the State of Wisconsin shall present evidence of

immunity against diphtheria, pertussis, tetanus, poliomyelitis, measles, rubella and mumps. A child not showing evidence of immunity will not be allowed to attend class until such immunization is received, or until documentation is provided. Physical examinations are required bi-annually of all students participating in interscholastic sports.

4. Communicable Diseases

So that the school can control communicable diseases, we may require that a student returning to school after having a contagious disease secure a note from a doctor. At the Principal's discretion, parent/guardians will be notified of communicable diseases in the school.

5. Medication Policy

Since we have no nurse at St. Martin, any medication that absolutely needs to be given during the school day to your child must be brought to school in the original container or proper prescription bottle and the school medication form completed. **There will be no exceptions.** The medication must be taken under the supervision of a parent/guardian or school personnel.

Vaccinations -School Requirements

Immunizations

St. Martin's Lutheran School requires up to date immunization records for each child. State law requires compliance with immunization guidelines within 30 days of the beginning of the school year. After 30 days, students in noncompliance may not attend school. Immunization history must indicate that the child has received at least the first dose of each required immunizations.

Immunization waivers are available through the WI Department of Health Service for personal conviction, religious or medical/health reasons. Children for whom waivers are filed are compliant. However, they may be subject to exclusion from school in the event of an outbreak of diseases against which they are not completely immunized. A history of chickenpox is not a waiver. If a waiver is selected, all vaccines the child has already received should be listed on the Student Immunization Record by the parent or guardian.

O. Accident Prevention

1. It is the responsibility of the Principal to make sure an annual safety inspection is made of the building, grounds, gymnasium equipment and playground equipment.
2. It is the responsibility of the assigned teacher to insure the proper supervision of classrooms, playground and parking lot and extra-curricular activities.

P. Accidents

1. The Principal or his designated representative shall assume the responsibility for providing adequate care for a student whom has had an accident. He should utilize the services of any staff personnel who are qualified in administering first aid.
2. An accident report must be completed for all accidents that occur while the child is under the jurisdiction of the school. This report must include the name of the child, type of injury, date, first aid administered and who administered the first aid. This report should be filed in an accident log book that is kept in the school office.

Q. Room Parties

The Board of Christian Education allows each class to have three parties during the school year for all grades. These parties are planned by the room parents in cooperation with the classroom teacher. Children who wish to treat the class for their baptism birthday may do so after notifying the teacher in advance. (Nutritional treats are recommended.)

R. Solicitation

1. There shall be no solicitation of any items without the Principals approval.
2. Invitations to individual student parties may not be distributed at school.

S. Field Trips

Educational field trips should be planned to supplement the instructional program of the school. Each trip should be an outgrowth of the curriculum and should provide students with educational experiences that cannot be attained as well in the classroom.

When planning an educational trip, the classroom teacher has the full responsibility of securing all the information regarding the place to be visited. A teacher should avoid promising students a trip before the particular place has been approved by the Principal.

All field trips require permission slips signed by the parents/guardians. This includes bus, car, and even walking trips in which children leave the school grounds. The permission forms must indicate where the trip is, departure and arrival time, expense and means of transportation. The teacher must arrange adequate adult supervision. If traveling by car, the one child per seatbelt rule is in effect.

T. Safety Drills

1. Fire Drills

Fire drills are to be conducted on a regular basis throughout the school year. These drills are to be set up by the Principal. The fire drill guide for each individual room is posted by the door. This guide will indicate both the primary and secondary fire exit routes. Children are to be quiet and in a straight line as they exit. One teacher is assigned to check the washrooms for children on each level. Teachers are required to close their classroom doors and windows and turn off lights when they exit. Teachers are responsible to take attendance once all children have exited.

2. Severe Weather Drills

Severe weather drills are to be run during the early spring and fall of each year. Each class will be instructed on the proper procedures during a severe weather drill.

U. Promotion/Retention Policy

Our general policy is one of promotion rather than retention. The decision to retain a pupil should be the joint responsibility of the teacher, parent/guardian, and the Principal. As a general rule, retention should be restricted to the primary grades. The teacher should notify Parent/guardians as soon as possible (at the latest by the end of March.)

The decision for promotion or retention generally rests on the following question:
"Will repeating this grade help the child?"

V. Participation in Religion/Confirmation Classes

All students are required to participate in religious instruction, regardless of their religious affiliation.

All 7th & 8th Grade students enrolled at St. Martin Lutheran School are required to participate in Confirmation Class, but have the option not to get confirmed from St. Martin Lutheran Church.

W. HARASSMENT AND/OR BULLYING

St. Martin Lutheran School seeks to maintain a caring, Christ centered environment free of any type of harassment and/or bullying. Harassment and/or bullying of any adult or child is prohibited. A student or parent should report incident to the classroom teacher or principal.

Harassment and/or bullying could include acts motivated by, but not limited to, hostility toward the victim's real or perceived sex, race, color, religion, national origin, ancestry, creed, pregnancy, marital status, sexual orientation, gender identification, social, socioeconomic or family status, physical attributes, disability/handicap or any other basis protected by state or federal law.

Bullying ~ Definition: "Bullying' is the repeated intimidation of others by the real or threatened infliction of physical, verbal, written, electronically transmitted, or emotional abuse, or through attacks on the property of another. It may include, but not be limited to, actions such as verbal taunts, name-calling and put-downs, including ethically based or gender based verbal putdowns, extortion of money or possessions, and exclusion from peer groups within school."

A second, more concise, definition: "Bullying' happens when a person is exposed repeatedly and over time to negative action on the part of one or more persons."

Harassment ~ Definition: means any threatening, insulting or dehumanizing gesture, electronic, written, verbal, or physical act or conduct toward a **student** or school employee which is based on any actual or perceived trait or characteristic of the **student** and which creates an objectively hostile school environment. Harassment is illegal. Teasing seems a normal part of American life. Based on the law of love, we have always taught that children should love each other. Now it seems it is compulsory by civil law.

There are 4 main types of bullying/harassment:

1. **Physical** – Harmful actions against a person's body. Some examples are hitting, pinching, kicking, spitting, tripping, pushing, or touching inappropriately. It also involves interfering with another person's property and stealing. Any type of intentional touching of intimate body parts of a person.
2. **Verbal** – Speaking to a person or about a person in a way that is unkind and hurtful, teasing, tisking, name calling, insulting, threatening, spreading rumors, or making racist or familial remarks including jokes and slurs.
3. **Non-Verbal** – Behaviors that upset, exclude or embarrass another person such as leaving someone out of a game or activity on purpose, making rude gestures such as staring down a person, writing unkind things about someone, rolling eyes, using technology to spread rumors (cell phones, iPad, computer, etc.), touching or showing someone private parts, etc.
4. **Intimidation** – Behavior or repeated acts which cause fear or physical or psychological discomfort, including, but not limited to, physical acts, non-verbal threats, gestures or verbal threats. Any behavior that is seen as tormenting.

The following steps will be taken as appropriate when dealing with incidents that involve harassment/bullying to any degree:

Policy: Such conduct is contrary to the behavior, values, and principles taught by our Savior, and is disruptive of the educational process. Therefore, harassment/bullying is not acceptable behavior in St. Martin Lutheran School. Students may not engage in any act of harassment/bullying while at school, or at any school function. Bullies are subject to

disciplinary action up to and including suspension or expulsion. As may be required by law, law enforcement officials shall be notified of harassment/bullying incidents.

Prevention and Education:

Teachers and the principal will annually establish a process to educate themselves, parents, and students about conflict resolution, problem solving, and bullying. Students will be taught skills to help them recognize and successfully deal with conflict and harassment/bullying.

Parents will be given opportunity to better understand the bullying situations and what they may do in cooperation with the school to keep children safe, and at the same time helping their children to become more independent.

The following represent some of the prevention and education activities.

- Educate parents through PTL programs
- Educate teachers and the principal via workshops and in-services.
- Teachers will educate children in the classroom using Biblically based and other effective educational tools.
- Develop, train, and monitor a peer mediation program.
- Teach and expect students to use common courtesy

Procedures

- A. St. Martin Lutheran School will practice zero harassment/bullying tolerance as the standard of behavior. Teachers will actively and consistently teach positive behavior, dissuading aggressive or harassing behavior, using Jesus as the model of behavior.
- B. Students who are caught in the act of bullying will be subject to the discipline process as explained in the student handbook and briefly summarized below. The consequences listed below are not necessarily applied in the following sequence. The severity of the student's action will determine the consequence to be taken.
 - Warning – When a minor incident occurs, the teacher will take the opportunity to help students define harassment/bullying and to express the inappropriateness of bullying, referencing Jesus example of reaching out in love and kindness and practicing the blessings of the Holy Spirit: love, joy, peace, patience, kindness, goodness, gentleness, faithfulness, and self-control. (Galatians 5:22-23)
 - Time out in the classroom
 - Time out and remove from the classroom
 - Refer to peer mediator
 - Loss of recess or student free time
 - Inform principal
 - Inform parents
 - Confer with parents and principal – Gather invested staff persons and discuss the situation. Options for action:
 - Consult with Pastor
 - Refer student to counseling or therapy
 - Assign some community service to the student
 - Draw up a behavior contract
- C. If a child chooses to act in a severe manner, the numbers 3-6 of the School Discipline Procedures will be enforced.
 - Refer to law enforcement if necessary and required

Complaint Procedure

Students who believe they are the victims of harassment and/or bullying are strongly encouraged to report their concerns to the principal or a teacher in a timely manner. Students may report the concern to any teacher, however, if a report is made to a teacher, the teacher will report the complaint to the principal for review and action.

The following procedure will be used if informal discussions do not resolve the matter:

1. Any complaint may be presented verbally or in writing to the principal or teacher. The complaint should include the specific nature of the harassment and corresponding dates. The person making the complaint will need to provide his/her name, address and phone number. If the complaint is verbal, the principal or teacher may make a written record and request the complainant to sign such written account.
2. The principal or designee shall promptly, thoroughly and impartially investigate the complaint, notify the person who has been accused of harassment of the accusations, allow the accused to submit a response to the allegation and arrange a meeting to discuss the complaint with all concerned parties within ten (10) days after receipt of the complaint, if deemed necessary. The investigation shall determine, if possible: (1) whether the allegations are true; (2) whether the alleged conduct constitutes harassment or bullying, and (3) whether remedial action is needed, and if so, what action. To the extent possible, and except as otherwise required by law, confidentiality shall be maintained in the investigative process so as to protect innocent parties.

The principal or designee shall give a written response to the complainant within fifteen (15) days after receipt of the complaint. If the complaint involves allegations of child abuse or neglect, the person receiving the complaint should refer to contact the appropriate authorities and the requirements of Wisconsin law.

APPEALS PROCESS

1. If the complainant is not satisfied with the response of the principal or designee, she/he may submit a written appeal to the School Board indicating the nature of the disagreement. The appeal must be filed within twenty (20) working days after receipt of the principal or designee's answer. The School Board may schedule a meeting of all parties to the complaint if deemed necessary. The School Board shall schedule a meeting if requested by the complainant. The School Board shall give a written response to the complainant's appeal within ten (10) working days of the date the appeal is filed, or ten (10) working days after the meeting, whichever is later.
2. If the complainant is not satisfied with the response of the School Board, she/he may, at any point in the process, file a complaint with the proper legal authorities, including the State Superintendent of Public Instruction. Retaliation Individuals reporting incidents of sexual harassment will be protected from retaliation. Any individual who engages in retaliatory conduct against a complainant will be subject to discipline under this policy.

School Board Approved May 31, 2016

Student Behavior Expectations Combined Document

St. Martin Lutheran School

The goal of “Student Behavior Expectations” is for the student to become self-disciplined in making wise choices.

Section D: Student Choice to be Self-Disciplined (Student-Parent Handbook)

- It is our belief that all students can act in a respectful and responsible manner. The goal is for each student to choose to act and behave in an appropriate manner. We feel that discipline should normally be self-imposed by the student who is living as a follower of Christ. However, all Christians are sinful beings, and we as a Christian school, must help the student when he or she fails to apply self-discipline.

Voices of St. Martin Lutheran School

- 0 = No Voice
- 1 = Whisper Voice
- 2 = Conversational Voice
- 3 = Outside Voice

Choices

- Above the Line Choice
 - BE: Safe, Responsible, Respectful, Forgiving
 - SHOW: Love, Support, Politeness, Cooperation, Service
 - Be specific, say Mr., Mrs., Ms., Please, Thank You
- Below the Line Choices
 - Swear, Lie, Deceive, Hit, Budge, Name Call, Push, Tease, Waste Time, Defy or Disobey a Direction from an adult, racist or rude comments on body image, hurtful words
- Bottom Line Choices
 - Immoral, illegal, **or** dangerous **behaviors**, harassment, assault, vandalism, possessing weapons, leaving the building without permission

Consequence Thinking

- “fix it”—if student chooses to try to fix it, then he or she will be expected to develop a plan for fixing the problem he or she has caused (see “fix it” form)
- “consequence”—when a student requests a consequence then it should be related to the misbehavior, delivered respectfully, and must be reasonable.
- “Bottom Line”—will require the principal, parents/guardian and maybe legal authority

Hallway

- Above the Line
 - Walk; Personal Body Space; #0 Voice; Walk in Line
 - Body Control; Keep Neat and Clean
 - #0-2 Voice; Switching Classes; Personal Belongings in Correct Space
 - Keep Hands to Self, Off Walls, and ceilings; Smile
 - Use Only with Permission
 - Stairs—one step at a time, single file, right side, hands on rail
- Below the Line
 - Hitting and Touching People or Items; Sliding Down Handrail; Running; Yelling (#3 Voice); Jumping Steps
 - Sliding on the Floor
 - Climbing on Cubbies or Lockers

Bathrooms

- Above the Line
 - Do your business, wash hands, and get out
 - #0-2 Voice; Walking; Personal Body Space
 - 1 or 2 soap pumps into hands; Paper Towels in Trash Can
 - Keep Hands to Self and Off Walls ; Flush Toilets
 - Use Only with Permission; One Person Per Stall
 - Take Turns Use Mirror Properly
 - Use Urinal and Toilet Properly ; Keep Bathroom Clean
- Below the Line
 - Hitting and Pushing People; Hanging on Stalls and sinks
 - Emptying Soap Dispenser on floor
 - Running; Yelling (#3 Voice); Splashing Water
 - Crawling Under or Over Stalls; Locking Stall Doors
 - Standing Around Talking, Goofing Around, Loitering
 - Turning Off Lights; Writing on Wall or Stalls

Lunchroom

- Above the Line
 - Follow directions of staff, teachers, and volunteers
 - Keep personal space in line and at the table
 - Voice #0-2; Eat Your Own Food; Stay Seated
 - Say “Please” and “Thank You”; Be Patient
 - Clean Up After Yourself; Use Table Manners
 - Ask to Use Restroom; Use Kind Words
 - Push in Chairs; Scrape Trays Properly
 - Accept Consequences without Arguing

- Below the Line
 - Wandering Around Lunchroom; Voice #3
 - Running; Throwing Food or Other Items
 - Touching Others Food; Trading or Sharing Food
 - Showing Chewed Food; Touching Others; Spitting

Playground

- Above the Line
 - Follow Directions of Staff, Teachers, and Volunteers
 - Use equipment properly; Clean Up After Recess
 - After Recess Line Up Along Fence
 - Take Turns or Wait Patiently for Your Turn
 - Use Manners; Share Equipment
 - Invite and Include Others Use Encouraging Words
 - Play Games According to Rules
 - Stop Play When Bell Rings; Be Aware of Different Age Groups

- Below the Line
 - Kicking objects or balls on the roof
 - Swearing; Tackling; Fighting; Tattling
 - Teasing (name calling, hurting other’s feelings)
 - Lying; Retaliation
 - Throwing Objects Not Part of Game and with Intent of Hurting
 - Leaving Playground Without Permission
 - Climbing Fence

Bus

- Above the Line
 - Walk Onto the Bus; Stay Seated
 - Keep Body and Hands to Self; #0-2 Voice
 - Greet the Bus Driver; Use Good Manners
 - Treat Others as You Wish to be Treated
 - Have appropriate and positive conversations
 - Keep Bus Clean; Pick Up After Yourself
- Below the Line
 - Swearing; Name Calling or Teasing
 - Moving Around While the Bus is Moving
 - Throwing Objects Hitting, Punching, Kicking
 - Throwing Garbage on the Floor; #3 Voice
 - Using Electronic Devices to Hurt and Put Down Others

Entering Building

- Before School (7:40-7:50 am)
 - Students could go directly to the playground using west side gate
 - o If weather is good
 - Enter through one of the four doors (B) on east side
 - Go to playground
 - o If weather is bad
 - Enter through one of the four doors (B) on east side
 - Go to Fellowship Hall
- Before School (7:50-8:00 am)
 - Enter through one of the four doors (B) on east side and go to your class
 - or
 - With Teacher Aid through south east door

Exiting

- School Building
 - All students should be out of the building or in day care by 3:25 unless working directly with a teacher.
 - Leaving the Building Choices
 - o Through one of the four doors on east side (B)
 - o Through office doors (C)
 - o Through north door near Fellowship Hall (F)
 - o Through west door and through the playground gate (K)
 - o Through south east door (A)
- After Leaving the Building
 - o Walk on sidewalk or crosswalk only

Athletic Equipment Room

- Above the Line
 - Student with an adult
 - Keep Neat and Clean
 - Pick Up and Put Away Up Equipment
 - #1-2 Voice

- Below the Line
 - Student in rooms without an adult or without permission
 - #3 Voice

Recess Equipment Room

- Above the Line
 - Student with an adult
 - Keep Neat and Clean
 - Pick Up and Put Away Up Equipment
 - #1-2 Voice

- Below the Line
 - Student in rooms without an adult or without permission
 - #3 Voice

St. Martin Lutheran School

SPORTS PROGRAM POLICY



Reviewed & Revised August, 2017

ST. MARTIN LUTHERAN SCHOOL PHILOSOPHY

We believe that Christian education is a lifelong process which is rooted in the true Word of God. We believe that we must teach about His love and His creation. We believe that the uniqueness of our Christian Education lies in our need to integrate our faith into all the fundamentals areas of learning.

WHAT WE BELIEVE ABOUT GOD – We believe that God is the Triune God: the Father, who creates; the Son, who redeems; and the Holy Spirit, who sanctifies. We believe that God is love and that He shows this love by giving us faith through grace.

WHAT WE BELIEVE ABOUT MAN – We believe that man is God's foremost creation but set apart from God by sin. Through Holy Baptism we become God's children so that man can live for God and have the assurance of eternal life.

WHAT WE BELIEVE ABOUT HOW WE TEACH – We believe in fostering Christ-centered attitudes in the developmental learning process: mentally, socially, physically, emotionally and spiritually. We believe that the unique Child of God is nurtured by the Christian example of parents, teachers, and the church community. We believe that quality education is a dynamic process of growth and those methods of education and instruction should remain flexible to meet the demands of a changing society.

WHAT WE BELIEVE ABOUT WHAT WE TEACH – We believe that what we teach should have a lifelong positive effect on our relationship with God and fellow man. This effect should motivate us to use our God-given talents to our fullest potential so that we can share the caring Christ.

ATHLETIC ELIGIBILITY

Athletic activities are a valuable and enriching part of the St. Martin Lutheran School program. However, scholastic achievement retains priority over any athletic activity. Students participating in athletic activities before or after school must maintain minimum academic standards.

Eligibility for 5th-8th graders ~ the teachers of Grades 5-8, the Athletic Director, and Principal will meet after each midterm and quarter to discuss academics, attitude and conduct. (We will meet more often if academics, attitude or conduct warrants it.) If a child is having poor to failing grades which are due to lack of effort, continuous late work or misconduct on or off the court, the Athletic Director will send a note to the parents on the action to be taken after having a meeting with the teachers from Grade 5-8 and Principal. If it warrants, a meeting will be called with all involved participants to discuss the athlete and the situation. Any exceptions to the eligibility standard due to a student's level of academic capability will be made only at the discretion of the teacher and the administration.

SCHOOLS IN CONFERENCE

PILGRIM, GREEN BAY ~ 1731 St. Agnes Dr., Green Bay

TRINITY, GREEN BAY ~ 120 S. Henry Street, Green Bay

N.E.W. HIGH SCHOOL, GREEN BAY ~ 1311 S. Robinson Ave., Green Bay

ST. JAMES, SHAWANO ~ 324 S. Andrews, Shawano

SACRED HEART, SHAWANO ~ 124 E. Center Street, Shawano

ST. PAUL, BONDUÉL ~ 240 E. Green Bay Street, Bonduel

RULES

The St. Martin Lutheran School athletic program is available to all 5th through 8th grade students. We are in the Big 6 League which consists of Sacred Heart ~ Shawano, St. James ~ Shawano, St. Paul ~ Bonduel, Trinity ~ Green Bay, Pilgrim ~ Green Bay, and St. Martin ~ Clintonville.

St. Martin Lutheran School abides by the rules set by the Athletic Directors of the Big 6 League. Our school policy has some stricter guidelines in the following areas:

- St. Martin Lutheran School has A, B, and C teams for Girls and Boys. Eighth graders may only be on the “A” team; “A” team consists of 8th graders or lower; “B” team consists of 7th graders and lower and “C” team consists of 5th and 6th graders. Players will be determined by effort in the classroom and on the practice floor and will be rewarded by playing at the highest level of the player’s ability as determined by the coach. Placement of the players will be determined by the coaches.
- **SOFTBALL:** we have one Girls team and one Boys team.
- Some students may be asked to play on two teams for them to get more playing time. This will at the discretion of the coaches.
- Parents and spectators must conduct good sportsmanship. This includes supporting the whole team and not just one player, using appropriate language, and supporting the coach. Any parent causing a disturbance will be asked to leave. The parent will be asked to write a written apology to the visiting team and to St. Martin Athletic Director before they will be allowed to attend any future sporting events.
- As cheerleading involves skills of coordination, personality, and leadership, the selection of both A-team and B-team squads will be arranged by an election process of adults knowledgeable in cheerleading skills.

COACHES ELIGIBILITY

Qualified staff members will have the first chance at coaching any openings offered at St. Martin Lutheran School. If no staff member volunteers, then we will ask the congregation for volunteer names for the Athletic Director to contact. Athletic Director has the responsibility to appoint the most qualified coach with the approval of the School Board.

GRIEVANCES

Please reread the Ten Commandments for Parents with Children in Athletics. Parents must talk in specific terms of their son or daughter-not in generalizations i.e. team. When the parent has a concern or problem pertaining to their child, not team problems, do use the **CHAIN OF COMMAND:**

1. Talk to the player’s coach
2. Talk to the Athletic Director
3. Talk to the Principal

If after talking to the Chain of Command you are not satisfied, file a **signed written statement** of your concern to the School Board.

SCHOOL ATTENDANCE

On game day or for practices, the player should be in school for ½ a day. For St. Martin Lutheran School, this means player should be here at the beginning of lunch hour.

UNIFORMS

The home team should wear light-colored uniforms and the visiting team dark.

The torso of the team jersey shall be the same single solid color from the base of the neck to the bottom of the team jersey. Undershirts shall be similar in color to the torso of the shirt (which means the main color of the jersey~ example: white jersey with white undershirt; blue jersey with blue undershirt) and shall not have frayed or ragged edges. If the undershirt has sleeves, both shall be the same length. A visible manufacturer's logo/trademark/reference is not permitted on the team jersey or undershirt.

A team jersey designed to be worn inside the pants/skirt shall be tucked inside the pants/skirt and the pants/skirt shall be above the hips and worn properly. A player not conforming to this uniform policy shall be directed to leave the game. **A team member shall not remove the jersey and/or pants/skirt in the visual confines of the playing area. (See Rule 3-4-15 in the WIAA Basketball Rule Book).**

LAUNDERING

1. It is the policy of St. Martin Lutheran School that each parent will be in charge of washing their athlete's uniform.
2. Uniforms should be hand or machine washed in **COLD WATER**. Keep the tops inside out during washing. **DO NOT USE FABRIC SOFTNER.**
3. Uniforms should be hung to dry on plastic hangers. Hang them to dry right side out. **IMPORTANT – DO NOT PUT UNIFORMS IN THE DRYER.**

RETURNING UNIFORMS

It is the policy of the school that if a uniform is lost or returned in an unsatisfactory condition, the athlete/parent will be responsible for the replacement cost of the uniform. Currently the replacement cost is \$145.00 for a uniform.

Uniforms are to be returned to the athletic office any time during the week following the last schedule game or tournament. If the uniforms are not turned in by the due date, there is a late fee of \$10.00 a day.

ATHLETIC CARDS

A physical examination by a physician is required before a student may participate in a practice or game. A physical card is usually good for two years. The second year a parent must sign an alternate year card that simply gives permission for the student to participate.

Signing the athletic book card means that you as a parent and athlete have read and agreed to the items in this athletic booklet. Important items include:

- Laundering uniforms
- Giving permission to ride bus to away games
- Getting your son/daughter to tournament games
- Agreeing to the athletic code and athletic policy
- Helping in concession/hallways/gym at least 5 games plus 1 additional game per child in the family during the shared season (have 5 home games)
- Helping at our Parent/Taco Night (major fundraiser for the sports program)

FEES

They are determined each year by reviewing our expenses for the Rocket Booster Club for referees, game balls, buses, etc.

We will not take a bus for tournaments or C-Team games, so parents will be responsible for transportation. Please make your arrangements early.

CHECKLIST TO HAVE BY FIRST DAY OF PRACTICE

- Physical or alternate card
- Signed Medical Form
- * Payment of Athletic Fees
- * Signed athletic book card

ATHLETIC CODE

ST. MARTIN LUTHERAN SCHOOL

Clintonville, Wisconsin

Your child has expressed an interest in participating in the athletic program on the interscholastic level. This letter is intended to outline the philosophy of participation at St. Martin. The card from this booklet must be signed by you and your child and returned with a physical card and fees before your child will be able to participate in practices or games.

We will make every effort to encourage as many students as possible to participate. We will keep all students who honestly want to be members of a St. Martin team. Demonstration of serious effort must be seen in certain areas to show that "want" or "desire". These areas are physical fitness, classroom requirements, emotional control, sportsmanship, teamwork, team spirit and practice attendance. Attendance at practice is especially important. If practice must be missed, a parental excuse should be given to the coach as early as possible. Unexcused absences will not be tolerated and will result in suspension from the team.

Coaches will distribute their practice procedures and policies at the respective sports organizational meeting with prior approval from the Athletic Director.

The teachers of Grades 5-8, the Athletic Director, and Principal will meet after each midterm and quarter to discuss academics, attitude and conduct. (We will meet more often if academics, attitude or conduct warrants it.) If a child is having poor to failing grades which are due to lack of effort, continuous late work or misconduct on or off the court, the Athletic Director will be sending a note to the parents on the action to be taken after having a meeting with the teachers from Grade 5-8 and Principal. If it warrants, a meeting will be called with all involved participants to discuss the athlete and the situation.

Upon agreement that the above mentioned items are warranted concerns, the following action will be taken:

1st violation- The student will lose one game/match and improvement must be noted in one week. The student will be expected to complete all assignments on time with positive effort and attitude.

2nd violation- The student will lose one game/match and will be placed on probation. The student will **not** be allowed to participate until satisfactory improvement is made in all areas (academics, attitude, and conduct).

3rd violation- The student will not be allowed to participate in sports for the remainder of the school year.

EXCEPTION – USE OF TOBACCO, ALCOHOL OR DRUGS ~

1st violation- **games equivalent to ½ of the season**

2nd violation- **dismissal**

The teacher, athletic director, coach, and principal will consult before the penalty is applied. The parents will then be notified in writing. The penalty will be applied to the game/match so as not to interrupt the most current game or participation plan. The penalty may be appealed to the Chairman of the School Board, who will select a committee of three members to hear the appeal.

All players and managers are encouraged to travel to out of town games with the squad on the bus when provided. If you wish your child to travel home with you, your child must present the Athletic Director/Coach with a written note from **the parent**.

May God bless the desire, dedication and determination of your child.

MEDICAL TREATMENT CONSENT FORM ~ Gr. 5-8

I hereby give permission of any and all medical attention necessary to be administered to my child, _____, in the event of an accident, injury, sickness, etc., under the direction of the teacher or chaperone parent until such time as I may be contacted. This release is effective for the time during which my child is participating in any sport program at St. Martin Lutheran School and Track & Field Day at Bonduel during _____ school year.

In the event that my child is injured while traveling in a carpool to or from an away contest, I hereby give permission for the driver or another adult in the vehicle to administer any and all medical attention necessary for my child until I may be contacted. I hereby assume the responsibility for payment and any such treatment.

Parents' Names _____

Home Address: _____

Home Phone: _____ Work Phone: _____

Cell Phone: _____ Pager: _____

Health Insurance Company: _____

ID/Group/Policy Number _____

Family Physician _____

Physician Address _____

Physician Phone: _____

Dentist Name & Address: _____

Dentist Phone: _____

My child's known allergies and reactions:

Current Medication: _____

In case I cannot be reached, either of the following people is designated:

Name & Phone Number: _____

Name & Phone Number: _____

Signature of Parent or Guardian **Date**

This form will accompany your child to all St. Martin athletic events, both home and away.

THE PARENTAL ROLE IN THE DEVELOPMENT OF THE STUDENT ATHLETE

The parents of a student are usually the determining factor in their child becoming interested in athletics. Because we encourage all athletes to be Christ-like, the responsibilities of the parents are vital to help the student become a total athlete at St. Martin. We see the following as being necessary in the parenting of your athlete:

1. Teach by example a Christ-centered attitude towards all.
 - a. Set priorities for church and Sunday School attendance; homework; peer relationships; family time; and appreciating each person as a creation of God.
 - b. Don't be critical of other coaches or participants.
 - c. Support the whole team verbally and physically.
 - d. Encourage and participate in the development of the student athlete's physical skills as God-given.
 - e. Encourage self-accountability and delayed gratification traits in your athlete.
 - f. Instill in the athlete good health habits towards food, sleep, and exercise, by your example. Demonstrate prudence in the use of all drugs, including alcohol and tobacco.

2. Practical items of support
 - a. Help your child maintain his/her commitment to the team. This means that your child needs to be at all practices. Individual coaches will let the team members know of their expectations in practices and at games.
 - b. Help your child develop good time-management skills by picking him or her up within 15 minutes after a practice and promptly after a game. Bus pick up times are posted in the Happenings (school's weekly newsletter). Athletes not picked up by 15 minutes after an away game will be dropped off at the police station. You can pick them up from there. No phone calling for transportation needs is allowed after a practice.
 - c. Attend some athletic contests.
 - d. Drive to some away games.
 - e. Help at the concession stand at least 2 home games.
 - f. Serve as a driving coordinator for a sport season.
 - g. Be aware of being over-zealous in your support.
 - h. Be sure your child has a current (within the past year) physical card on file at the school office. These cards are to be turned in to the Athletic Director prior to the first practice. A student cannot practice without a current physical card or alternate card, athletic book card, and paid fees.
 - i. Practice and Game schedules ~ practice schedules will be handed out monthly. Game schedules will be handed out at the mandatory meeting held before each sport season.
 - j. An athlete may play on an outside team; however St. Martin must take priority.
 - k. Any athlete who does not participate in physical education due to sickness, injury, or no uniform may not participate in practices or games which occur on that day.

TEN COMMANDMENTS FOR PARENTS WITH CHILDREN IN ATHLETICS

1. Make sure your children know that win or lose, scared or heroic, you love them, appreciate their efforts, and are not disappointed in them. This will allow them to do their best without a fear of failure. Be the person in their life they can look to for constant positive reinforcement.
2. Try your best to be completely honest about your child's athletic capability, their competitive attitude, sportsmanship, and actual skill level.
3. Be helpful but don't coach them on the way to practice, games, or on the way back, and so on. It is tough not to, but it is a lot tougher for the child to be inundated with advice, pep talks, and often critical instruction.
4. Teach them to enjoy the thrill of competition, to be "out there trying", to be working to improve their skills and attitudes. Help them to develop the feel for competing, for trying hard, and for having fun.
5. Try not to relive your athletic life through your children in a way that creates pressure; you fumbled, too; you lost as well as won. You were frightened, you backed off at times, and you were not always heroic. Don't pressure them because of your lost pride.
6. Don't compete with the coach.
7. Don't compare the skill, courage, or attitudes of your children with other members of the team, at least within his/her hearing.
8. Get to know the coach so that you can be assured that the philosophy, attitudes, ethics, and knowledge are such that you are happy to have your child under his/her leadership.
9. Always remember that children tend to exaggerate both when praised and when criticized. Temper your reaction and investigate before overreacting.
10. Make a point of understanding courage, and the fact that it is relative. Some of us can climb mountains and are afraid to fight. Some of us will fight but turn to jelly if a bee approaches. Everyone is frightened in certain areas. Explain that courage is not the absence of fear, but a means of doing something in spite of fear or discomfort. The job of the parent of an athletic child is a tough one, and it takes a lot of effort to do it well. It is worth all the effort when you hear your youngster say, "My parents really helped. What a blessing that was!"

The Constitution and By-Laws of the St. Martin Parent-Teacher League (PTL)

Originally approved by the St. Martin School Board: June 4, 2007

Rough Draft Presented: March 14, 2011

Revised: June 14, 2011

Article 1: Name

The name of this organization shall be The Parent-Teacher League (PTL) of St. Martin Lutheran School which is a part of St. Martin Lutheran Church in Clintonville, WI.

Article 2: Purpose

- A. The purpose of this organization shall be to help parents and teachers achieve greater competence in Christian child training.
- B. The objectives of this organization shall be to:
 - 1. Aid in the growth, promotion, and purpose of St. Martin to be a mission and outreach into the community.
 - 2. Foster a partnership between the parents, teachers, principal, and the congregation's educational agencies.
 - 3. Foster a spirit of community, fun, fellowship, and support among the membership.
 - 4. Provide a forum for information sharing and communication among parents, teachers, and the principal.
 - 5. Offer information programs for parents that will aid them in the education, understanding the child development, and appreciation of their children.
 - 6. Provide opportunities for parents and teachers to learn effective skills in Christian child training, disciplining, motivating, and working with children who exhibit a wide variety of gifts, talents, which include physical, emotional, behavioral, and mental challenges.
 - 7. Provide auxiliary services, including financial aid, to the school that will assist it in carrying out its educational programs.

Article 3: Membership

- A. Membership includes:
 - 1. Parents/guardians having children enrolled at St. Martin Lutheran School
 - 2. The teachers of the day school
 - 3. The pastor(s) and principal are ex-officio members of the Executive Board
- B. Members are:
 - 1. Eligible to be an officer or participate on any committee
 - 2. Entitled to participate in all activities of the PTL and shall have a right to vote.

Article 4: Officers and Executive Board

- A. Elected officers of the PTL shall be: President, Vice-President, Secretary, Treasurer, and Liaison to the Board, Publicity Coordinator, and Booster Coordinator.
- B. The Executive Board shall consist of all elected officers.
- C. These officers shall be elected/selected as stated in the By-Laws.
- D. Terms of Office:
 - 1. President's term shall be two years.
 - 2. Vice-President is president elect and shall succeed the President
 - 3. Secretary's and Treasurer's terms of office shall be for two years
 - 4. Liaison to the School Board, Publicity Coordinator, and Booster Coordinator's terms of office shall be for two years.
- E. Ballots will be sent home with all students through the Happenings.

Article 5: Amendments

This constitution and its by-laws may be amended by a two-thirds majority vote of the member present at a regular meeting of the PTL, providing that such amendments have been proposed and submitted in writing in the previous regular meeting.

By-Laws

Article 1: Meetings

- A. The regular meeting of the PTL shall be held monthly on the third Monday during the school year beginning with September.
- B. The Executive Board may meet prior to each regular meeting of the PTL on the second Monday of the month.
- C. All questions or order shall be decided upon in accordance with *Robert's Rules of Order* unless such rules are contrary to this constitution or its by-laws, or Word of God
- D. The PTL shall be accountable to the School Board of St. Martin Lutheran Church.

Article 2: Duties of Officers, Executive Board, and Committees

- A. Officers
 - a. **President:** The president shall preside at all meetings of the PTL and have general supervision of the PTL's business. He or she shall appoint all committees when necessary.
 - b. **Vice President:** It shall be the duty of the vice-president to perform the duties of the president in the latter's absence or when called upon by him or her to do so.
 - c. **Secretary:** The secretary shall record the proceedings of all PTL meetings and attend to all correspondence.
 - d. **Treasurer:** It shall be the duty of the treasurer to handle all monies which this organization may have charge of; pay bills presented and approved by the PTL and shall annually submit all records to the congregation's auditors.
 - i. All money taken in must be turned over to the Church Treasurer within 24 hours.
 - ii. To pay bills a request needs to be made through the church treasurer or Principal
 - e. **Liaison to the School Board:** It shall be the duty of the Liaison to the School Board is to interview the School Board Chairman and report back the Executive Committee any information or policy changes of interest to the PTL.
 - f. **Publicity Coordinator:** It shall be the duty of the Publicity Coordinator to work with the President of the PTL and the school Principal to promote or advertise school and PTL activities.
 - g. **Booster Coordinator:** It shall be the duty of the Booster Coordinator to develop fundraiser activities and coordinate concessions set up with the Athletic Director. The Booster Coordinator will coordinate raising funds for sporting equipment for organized and non-organized sports. Funds needed are for equipment, uniforms, and referees, bussing to and from away games, and coaching stipends. Funds are currently raised through athletic fees and concessions sold during home games.
- B. Executive Board: It shall be the duty of the Executive Board to assist in preparing the agenda for the PTL's meetings in order to achieve the purpose of this PTL.
- C. Standing Committees:
 - a. **Welcome/Hospitality Committee:** Assist the PTL Executive board with a welcome back potluck in September recognizing new students, families, and staff. Send cards or notes welcoming new families to the school. Also, follow up notes to families after given a tour of the school.
 - b. **Fun Fair:** The first Fun Fair planning meeting will be in January. The number of meetings required may be at least 3. Fun Fair is the Saturday of Lutheran Schools Week. You will need people in charge of the following areas: Prize Room, Concessions, Raffle Items (donations) Games Setup and Takedown, and Publicity. **See Attachment A for a description of each area of supervision.**
 - c. **Promotional Products and Services:** Work with the Principal to coordinate school promotional and outreach activities.
 - d. **Room Parent:** The room parent coordinator is in charge of organizing parents to be in charge of the following parties for each grade: Christmas, Valentine's Day, and Resurrection. See Attachment B for Room Parent Procedures and Protocol.
 - e. **Mentoring Program Coordinator:** The Mentoring Program's purpose is to assist students and teachers with necessary assignments, corrections, and study hall. The

Coordinator works with the Principal in order to implement this program and coordinate it through the school year.

- f. **Sunshine Committee:** This Committee sends cards for birthdays and anniversaries to staff members. Staff members are: pastors, principal, teachers, office secretaries, janitors, cooks, and Daycare staff. Flowers are also sent for funerals and operations that occur to a staff member and their family. The Welcome Committee also sends cards/notes welcoming new families to the school.

Article 3: Election of Officers

- A. The election of officers shall be held in the month of May. Elected officers shall take office at the first regular meeting of the school term.
- B. The elected officers shall serve for one term.
- C. Nominating Committee: The Executive Board shall serve as the nominating committee. They shall attempt to prepare a slate of at least two (2) candidates for each office.

Article 4: Order of Business

The following shall be the order of business for the regular PTL's meetings:

- A. Opening Worship
- B. Business Meeting
 - 1. Call to order
 - 2. Roll call
 - 3. Reading of minutes
 - 4. Treasurer's report
 - 5. Pastor's, teachers, school boards, and Principal's report
 - 6. Committee reports
 - 7. Acceptance of new members
 - 8. Old business
 - 9. New business
 - 10. Adjournment with the Lord's Prayer
- C. Education program
- D. Social and refreshments

Attachment A

Fun Fair Organizational document

The Fun Fair meetings should start in November. These may be limited to only three meetings before the day of Fun Fair. Fun Fair is the Saturday of Lutherans Schools week. This will be set on the calendar for the school year. The **Folder** is in the office. Check with the school secretary. There is also a disc for informational letters and documents which were saved.

You will need people in charge of:

- Prize Room
- Concessions
- Raffle items (donations)
- Games setup and take down
- Publicity

Prize Room

Prizes have been bought through Rhode Island Novelty. A copy of the 2007 catalog is in the folder. Inventory sheets from the past are also in the folder. If items did not sell well reduce the token price from last year. Pricing each item is done by doubling the purchase price for the number of tokens needed. (i.e. \$.70 purchase price=15 tokens).

This will give you a ballpark figure. If the item looks to be really popular you can raise the price.

Prices were placed in increments of 5. Try not to go over 50 tokens for a purchase price. Exceptions can be the bouncy playground balls and basketballs. These are a good item and kids will pay more for these.

The chapel is the prize room.

Concessions

Items can be bought at Sam's Club. Otherwise check with the Head Cook about ordering some items through Reinhardt foods. The church might have a Sam's Club membership. Check with the principal. Concessions are sold in the Fellowship Hall. A list of items purchased, used, and the cost is enclosed in the folder.

Raffle Items

A letter was written to the professional sports teams in Wisconsin. A copy is enclosed in the folder and on disc. These should be sent in January, if not done then, send as soon as possible. The teams were very cooperative and we received donations from all of the ones we sent requests to. You may want to add the PAC, the Weidner Center or other Art venues too. Be sure to fill out paper work requested by them and send thank you notes within a couple of days. The tax identification forms requested are also in the folder. Check out their websites for the information needed.

Ask congregation members to contribute items. These may be hand crafted or from their businesses. Also ask area businesses to contribute items. In 2007 we had the classrooms put together Theme Baskets. This went over real well. Each class picks a theme and they fill a basket/container with items pertaining to the theme.

Purchase two or three larger items from the PTL account for raffle prizes. Items from the past included MP3 players, TV, stereos, CD burners, and bikes. Be sure to send a thank you to the individuals for donations and put one thank you in the newsletter, Happenings, and the bulletin for those who helped.

Raffle tickets are sold by the students. One sheet goes home with each child in Happenings. A sheet will also go in the newsletter. Cost \$1/ticket, 6 for \$5.00.

Publicity

Update and copy the flyer on the disk. Flyers may be copied in the office. Send copies to the area schools and churches including Marion, Shawano, Sugar Bush and Shiocton.

Flyers will be put up in town by the Student Council. Give the posters to the Student Council advisor. You may put them up in businesses outside of town. Don't forget the library and other day care providers.

Advertising in the paper is done with The Shoppers Guide and The Clintonville T-G. Ask about costs before placing the ads. At this time Shoppers does not charge for this. The Cable TV company in town will run ads on the local Clintonville TV channel. Try to get all ads out at least one month prior to the event.

Put the information on the sign out in front of school. Ask the principal to do this. There is a volunteer that does update the sign for the church and school. Also be sure to put the information in the bulletin and the newsletter at least one month before.

Games

Games are set up not only in the gym but in the Fellowship Hall and the hallway by the Pre-K room. Face painting is done in the hallway. The water games, Pick-A-Duck and the Fish game were in the Fellowship Hall. The Cake walk is also held in the Fellowship Hall. The Bouncy House is set up in the gym. It takes up approximately $\frac{1}{4}$ of the gym space. This can be rented from C&B Rental in New London.

The games are placed in the middle of the floor facing back to back. Some men from the congregation talked about making plywood walls for the backs. This would eliminate using the rolls of paper and make the dividers sturdier.

The 7th and 8th graders will work at each game. This is how they earn their field trips. They will sign up for one hour shifts through their teachers. They are very enthusiastic and look forward to this activity. Keep a sheet handy where the students can check in for their shift. We do have tool belt aprons for the kids to wear. Remind kids no extra tokens are given to friends and we don't do a token/ticket exchange anymore.

One person will have to take care of the Cake Walk. Forms are sent home with each child for their parents to sign up if they are willing to bring a cake. When the parent brings the cake in be sure to have them sign for their child's class. The class with the greatest **percentage** of students participating wins a classroom popcorn party. This is based on student participation not the number of cakes brought in. Each child is credited for only one cake. Numbers are 1-20.

Attachment B **Room Parent Organizational Document**

A sign-up sheet for each grade must be set out at school registration by the coordinator requesting volunteers for room parents and snacks for each of the three party dates.

After class lists are complete (usually in October) the school secretary should be contacted for the class lists. Each class will receive \$7 per child. The coordinator must figure this using the class lists and request a check for the amount of all grades together. The amount must then be broken down for each class as follows: \$3/child for Christmas party; \$1.50/child for Valentine's party; \$1.50/child for Resurrection party; and \$1.50/child for track and field day and class trip. An envelope for each of the four amounts is made per grade. Each envelope includes: the grade, the party, contact information of volunteers for room parents and snacks written on the outside with the money sealed inside. The envelopes for Kindergarten and 1st grade will also include an introduction letter from the coordinator as well as instructions of the room parent duties. The envelopes are then given to the school secretary until the time of the parties.

The coordinator will put a note in the *Happenings* three weeks before the scheduled class parties. The room parents will be listed for each grade and a reminder for them to come to the office to pick up their envelopes.

Because tablecloths and napkins are provided for the parties, the coordinator also needs to make sure these are available.

PTL Officers 2021-2022:

Meet your PTL elected officers:

- Amy Kersten, President
 - alkersten8@gmail.com, 715-851-1701
- Emily Tessmer, Vice President
 - emilyjtessmer@gmail.com, 715-250-2397
- Kelly Kohel-Pluger, Treasurer
 - kelly_kohel@yahoo.com, 715-853-7889
- Alicia Korth, Publicity
 - alicia.thomack@snc.edu, , 715-460-0203
- Heather Bessette, Secretary
 - heatherbessette@icloud.com, 920-659-2108
- Mindy Norder, Co-Boosters
 - mindyhenning79@gmail.com, 920-427-6944
- Kandi Krueger, Co-Boosters
 - kandikrueger@gmail.com, 715-250-0843
- Jen Lang, Co-Boosters
 - jennifernlang@hotmail.com, 715-250-0327

St. Martin Lutheran Church/School Teaching Staff

Visit our website at www.stmlc.org for information about School and Church news

Pastor:

Rev. Jason Zobel, Senior Pastor Church~715-823-6538 x 2115
jzobel@stmlc.org cell~608-228-4134 Monday thru Thursday

Rev. Brian Weber, Associate Pastor Church-715-823-6538 x 2114
bweber@stmlc.org cell~517-614-4236 Tuesday thru Friday

Principal:

Mr. Doug Jacoby School~715-823-6538 ext. 2113
djacoby@stmlc.org cell~920-889-7737

Teachers: School Phone Number 715-823-6538 (teacher extension listed behind name)

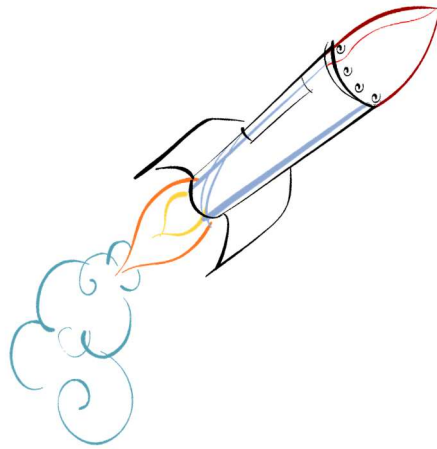
| | | | |
|------------------------------|-------------------------------|-----------|--|
| Grade 8 | Mrs. Karen Sorenson | ext. 2220 | ksorenson@stmlc.org |
| Grade 7 | Mr. Nathan Doell | ext. 2219 | ndoell@stmlc.org |
| Grade 6 | Mrs. Lisa Papendorf | ext. 2216 | lpapendorf@stmlc.org |
| Grade 5 | Miss Bethie Genszler | ext. 2221 | bgenszler@stmlc.org |
| Grade 4 | Mrs. Pauline Jerabek | ext. 2118 | pjerabek@stmlc.org |
| Grade 3 | Mrs. Laura Woelfel | ext. 2217 | lwoelfel@stmlc.org |
| Grade 2 | Mrs. Emily Ferg | ext. 2213 | eferg@stmlc.org |
| Grade 1 | Mrs. Carrie Krake | ext. 2212 | ckrake@stmlc.org |
| Kindergarten | Mrs. Ruth Wartick | ext. 2214 | rwartick@stmlc.org |
| Preschool | Mrs. Deb Kamp-Schroeder | ext. 2218 | dkampschroeder@stmlc.org |
| Band/Music | Mrs. Cynthia Fosheim | ext. 2211 | cfosheim@stmlc.org |
| School Secretary ~ ext. 2112 | Mrs. Teresa Wolf (10:00-4:00) | | twolf@stmlc.org |
| Church Secretary – ext. 2110 | Mrs. Kathy Sawall (7:30-1:30) | | ksawall@stmlc.org |

Early Childhood Learning Center: ~ direct phone number 715-823-2424

Director Jayme Jennings ~ jjennings@stmlc.org (715-823-6538 ext. 2121)

School Choice

Policies, Procedures & Information



St. Martin Lutheran School
100 S. Clinton Avenue
Clintonville, WI 54929
(715) 823-6538

PREACHING, TEACHING, AND REACHING WITH GOD'S WORD

School Vision Statement: *Through God's Word St. Martin Lutheran School motivates students to live out their faith, equips them to enter any vocational calling, and reaches out to the greater Clintonville Community with the Gospel.*

Reviewed January, 2020

SCHOOL INFORMATION

Name of School: St. Martin Lutheran Church & School
Mailing Address: 100 South Clinton Avenue
Clintonville, WI 54929
Phone Number: 715-823-6538
Contact Person(s): Doug Jacoby, Principal
Kathryn (Kathy) Sawall
Teresa Wolf
Deb Kamp-Schroeder
Website: www.stmlc.org

Board of Education Members (Jan. 2021 – Dec. 2021):

| | |
|------------------------|--------------|
| Scott Korth ~ chairman | 715-460-0196 |
| Samantha Mauel | 715-823-9139 |
| Kristy Yaeger | 715-460-3437 |
| Jenny Yaeger | 715-823-2802 |
| Sam Egdorf | 715-250-3029 |
| Cory Christopherson | 715-460-2370 |

Appeals Process for Wisconsin Parental Choice Program

Courtesy of School Choice Wisconsin

Under 118.60(6m)(a)(4) all schools in the Wisconsin Parental Choice Program (WPCP) must provide to every WPCP applicant “A copy of the appeals process used if the private school rejects the applicant.” The following is **St. Martin Lutheran School** policy adopted by our school board on April 19, 2016, to satisfy the requirements of 118.60(6m)(a)(4):

Under [118.60\(2\)\(bm\)](#) a pupil must meet the income and residency requirements defined below to qualify for the WPCP:

No pupil who resides in a school district, other than an eligible school district or a 1st class city school district, may attend a participating private school under this section unless the pupil is a member of a family that has a total family income that does not exceed an amount equal to 1.85 times the poverty level, determined in accordance with criteria established by the director of the federal office of management and budget. In this paragraph and sub, [\(3m\)](#), family income includes income of the pupil's parents or legal guardians. The family income of the pupil shall be verified as provided in par. [\(a\) 1. b.](#) A pupil attending a private school under this section whose family income increases may continue to attend a private school under this section.

118.60(3)(a) states that a school must, “Within 60 days after receiving the application...notify each applicant, in writing, whether the application has been accepted. If the private school rejects an application, the notice shall include the reason.” A school may only reject an applicant for not meeting income and residency requirements, or for losing a random selection lottery.

Under **St. Martin Lutheran School** appeals process, a rejected applicant has five working days from the date of receipt of their notice of rejection to provide written evidence to the school board that the applicant was improperly rejected. The school president, principal or executive director shall respond to the applicant's appeal within five working days of receipt of the appeal notifying him or her of the acceptance or rejection of the appeal.

Approved by School Board: July 13, 2016

CRITERIA FOR GRANTING A HIGH SCHOOL DIPLOMA

The exit grade for St. Martin Lutheran School is Eighth Grade. St. Martin Lutheran School does not grant High School Diplomas.

NON-HARASSMENT POLICY

HARASSMENT AND/OR BULLYING

St. Martin Lutheran School seeks to maintain a caring, Christ centered environment free of any type of harassment and/or bullying. Harassment and/or bullying of any adult or child is prohibited. A student or parent should report incident to the classroom teacher or principal. Harassment and/or bullying could include acts motivated by, but not limited to, hostility toward the victim's real or perceived sex, race, color, religion, national origin, ancestry, creed, pregnancy, marital status, sexual orientation, gender identification, social, socioeconomic or family status, physical attributes, disability/handicap or any other basis protected by state or federal law.

Bullying ~ Definition: "Bullying' is the repeated intimidation of others by the real or threatened infliction of physical, verbal, written, electronically transmitted, or emotional abuse, or through attacks on the property of another. It may include, but not be limited to, actions such as verbal taunts, name-calling and put-downs, including ethically based or gender based verbal putdowns, extortion of money or possessions, and exclusion from peer groups within school."

A second, more concise, definition: "Bullying' happens when a person is exposed repeatedly and over time to negative action on the part of one or more persons."

Harassment ~ Definition: means any threatening, insulting or dehumanizing gesture, electronic, written, verbal, or physical act or conduct toward a **student** or school employee which is based on any actual or perceived trait or characteristic of the **student** and which creates an objectively hostile school environment. Harassment is illegal. Teasing seems a normal part of American life. Based on the law of love, we have always taught that children should love each other. Now it seems it is compulsory by civil law.

There are 4 main types of bullying/harassment:

1. **Physical** – Harmful actions against a person's body. Some examples are hitting, pinching, kicking, spitting, tripping, pushing, or touching inappropriately. It also involves interfering with another person's

property and stealing. Any type of intentional touching of intimate body parts of a person.

2. **Verbal** – Speaking to a person or about a person in a way that is unkind and hurtful, teasing, tisking, name calling, insulting, threatening, spreading rumors, or making racist or familial remarks including jokes and slurs.
3. **Non-Verbal** – Behaviors that upset, exclude or embarrass another person such as leaving someone out of a game or activity on purpose, making rude gestures such as staring down a person, writing unkind things about someone, rolling eyes, using technology to spread rumors (cell phones, iPad, computer, etc.), touching or showing someone private parts, etc.
4. **Intimidation** – Behavior or repeated acts which cause fear or physical or psychological discomfort, including, but not limited to, physical acts, non-verbal threats, gestures or verbal threats. Any behavior that is seen as tormenting.

The following steps will be taken as appropriate when dealing with incidents that involve harassment/bullying to any degree:

Policy: Such conduct is contrary to the behavior, values, and principles taught by our Savior, and is disruptive of the educational process. Therefore, harassment/bullying is not acceptable behavior in St. Martin Lutheran School. Students may not engage in any act of harassment/bullying while at school, or at any school function. Bullies are subject to disciplinary action up to and including suspension or expulsion. As may be required by law, law enforcement officials shall be notified of harassment/bullying incidents.

Prevention and Education:

Teachers and the principal will annually establish a process to educate themselves, parents, and students about conflict resolution, problem solving, and bullying. Students will be taught skills to help them recognize and successfully deal with conflict and harassment/bullying. Parents will be given opportunity to better understand the bullying situations and what they may do in cooperation with the school to keep children safe, and at the same time helping their children to become more independent.

The following represent some of the prevention and education activities.

- Educate parents through PTL programs
- Educate teachers and the principal via workshops and in-services.
- Teachers will educate children in the classroom using Biblically based and other effective educational tools.
- Develop, train, and monitor a peer mediation program.
- Teach and expect students to use common courtesy

Procedures

- A. St. Martin Lutheran School will practice zero harassment/bullying tolerance as the standard of behavior. Teachers will actively and consistently teach positive behavior, dissuading aggressive or harassing behavior, using Jesus as the model of behavior.

- B. Students who are caught in the act of bullying will be subject to the discipline process as explained in the student handbook and briefly summarized below. The consequences listed below are not necessarily applied in the following sequence. The severity of the student's action will determine the consequence to be taken.
- Warning – When a minor incident occurs, the teacher will take the opportunity to help students define harassment/bullying and to express the inappropriateness of bullying, referencing Jesus example of reaching out in love and kindness and practicing the blessings of the Holy Spirit: love, joy, peace, patience, kindness, goodness, gentleness, faithfulness, and self-control. (Galatians 5:22-23)
 - Time out in the classroom
 - Time out and remove from the classroom
 - Refer to peer mediator
 - Loss of recess or student free time
 - Inform principal
 - Inform parents
 - Confer with parents and principal – Gather invested staff persons and discuss the situation. Options for action:
 - Consult with Pastor
 - Refer student to counseling or therapy
 - Assign some community service to the student
 - Draw up a behavior contract
- C. If a child chooses to act in a severe manner, the numbers 3-6 of the School Discipline Procedures will be enforced.
- Refer to law enforcement if necessary and required

Complaint Procedure

Students who believe they are the victims of harassment and/or bullying are strongly encouraged to report their concerns to the principal or a teacher in a timely manner. Students may report the concern to any teacher, however, if a report is made to a teacher, the teacher will report the complaint to the principal for review and action.

The following procedure will be used if informal discussions do not resolve the matter:

3. Any complaint may be presented verbally or in writing to the principal or teacher. The complaint should include the specific nature of the harassment and corresponding dates. The person making the complaint will need to provide his/her name, address and phone number. If the complaint is verbal, the principal or teacher may make a written record and request the complainant to sign such written account.
2. The principal or designee shall promptly, thoroughly and impartially investigate the complaint, notify the person who has been accused of harassment of the accusations, allow the accused to submit a response to the allegation and arrange a meeting to discuss the complaint with all concerned parties within ten (10) days after receipt of the complaint, if deemed necessary. The investigation shall determine, if possible: (1) whether the allegations are true; (2) whether the alleged conduct constitutes harassment or bullying, and (3) whether remedial action is needed, and if so, what action. To the extent possible, and except as

otherwise required by law, confidentiality shall be maintained in the investigative process so as to protect innocent parties.

The principal or designee shall give a written response to the complainant within fifteen (15) days after receipt of the complaint. If the complaint involves allegations of child abuse or neglect, the person receiving the complaint should refer to contact the appropriate authorities and the requirements of Wisconsin law.

APPEALS PROCESS

3. If the complainant is not satisfied with the response of the principal or designee, she/he may submit a written appeal to the School Board indicating the nature of the disagreement. The appeal must be filed within twenty (20) working days after receipt of the principal or designee's answer. The School Board may schedule a meeting of all parties to the complaint if deemed necessary. The School Board shall schedule a meeting if requested by the complainant. The School Board shall give a written response to the complainant's appeal within ten (10) working days of the date the appeal is filed, or ten (10) working days after the meeting, whichever is later.
4. If the complainant is not satisfied with the response of the School Board, she/he may, at any point in the process, file a complaint with the proper legal authorities, including the State Superintendent of Public Instruction. Retaliation Individuals reporting incidents of sexual harassment will be protected from retaliation. Any individual who engages in retaliatory conduct against a complainant will be subject to discipline under this policy.

School Board Approved May 31, 2016

SUSPENSION AND EXPULSION POLICY

Discipline Ladder (Consequences of Choices)

St. Martin Lutheran School teachers endorse the concept that “all teachers have the right to teach and students have the right to learn”. Students will not disrupt the teaching-learning process.

Level 1—Classroom Teacher

If the student disrupts the classroom learning process, then...

5. The student is provided an opportunity to tell his/her version of the incident
6. The teacher counsels with the student. (during the discussion keep in mind Matthew 18 and the student responsibility expectations)
7. A variety of corrective interventions are initiated, as appropriate. Examples of intervention strategies may include but not necessarily in this order:
 - a. Warning from the teacher
 - b. Note to parent/guardian
 - c. Phone call to parent/guardian
 - d. Move student seat
 - e. Loss of points or reduction in grade
 - f. Parent/guardian conference
 - g. Student letter to parent/guardian
 - h. After school detention

- i. Behavior Contract
 - j. Move student temporarily to another predetermined classroom
 - k. Provide natural and logical consequences
8. The teacher should document interventions tried and when.

Level 2—Team Referral

If interventions at Level 1 have not been successful, including consultation with parent/guardian, then a **Response to Intervention Team** will be formed. It will meet to discuss further actions needed to improve the behavior choices or academic problems of the student.

5. If a Team perceives that a student might have behavior and academic problems that interfere with his or her learning or that of the other students, the Team may refer the student to appropriate staff member as an alternative to a behavioral referral to the principal.
6. Teams are encouraged to make frequent parental contact concerning students with behavioral or academic problems. Conferences with the student, teachers, parent/guardian and principal should be held as needed.
7. Teams are requested to keep a file on students with behavioral or academic problems. These records should contain a list of problems, actions taken, and parent contacts made.
8. Teams help to develop a behavior intervention plan

Level 3—Administrative or Principal Referral

When a teacher/Team deems that the interventions are not changing a student's unacceptable behavior and the student's behavior is considered out of instructional control and is interfering with the education process, they have the right and responsibility to send the student to the principal. The teacher or Team should document the behavior or incident that led the student to be sent to the principal.

5. Student is referred to the office of the principal
6. Documentation of the steps taken to intervene and change the student's behavior is provided.
7. The student is provided an opportunity to tell his or her version of the incident
8. The principal will determine appropriate intervention to be used to positively impact the student's behavior. Progressive steps may include but not limited to the following:
 - a. Conference with parent/guardian, teacher, Team
 - b. Parent phone call
 - c. Behavior Contract Development
 - d. 2-3 day lunch and recess containment
 - e. As an intervention to support positive school adjustment, such as, an in-school or out-of-school suspension may be utilized.

Level 4—Suspension or Expulsion

If behavior does not improve, then following process will begin.

4. The principal may consider another out-of-school suspension
5. Expulsion option is considered
 - a. St. Martin is a school of choice and may not be appropriate for all students.
6. Such action must be consistent with the specific grounds, procedures, and due process

Level 5 – Appeal Process

The parent or legal guardian who does not concur with the decision may appeal the decision to deny or approve the decision as follows:

6. Appeal Level 1 ~ A written letter needs to be submitted to the Principal, or designated School Board member; Upon receipt of this letter a meeting will be held with the principal, parents and a school board member to determine reinstatement.
7. Appeal Level 2 ~ A written letter to the School Board needs to be submitted. A meeting will be set up between the School board and parents for possible reinstatement. The decision rendered at this level will be final and no further appeals will be permitted.

TRANSFER POLICY ~ Approved by School Board: July 13, 2016

STUDENT TRANSFER IN

St. Martin Lutheran School will request the following:

5. The educational program must meet the needs of the student. We want to ensure that all students are in places of learning which best provides for their needs. If our school is not equipped to meet the special needs of a child, we will encourage the parents to consider other options.
6. An entrance placement test (KTEA II, Star Reading or Star Math) will be given to all new students who enroll in Grades K through 8 to determine academic strengths, weaknesses, and/or grade placement. This test will normally be given prior to the student entering school.
7. The new student and their parents must arrange for a meeting face to face with the Principal whether coming in the beginning of the school year or mid-year. A subsequent meeting with the classroom teacher will be scheduled. The parents will be notified in writing of their child's acceptance into the academic program.
8. If you would like to Appeal a decision, please refer to Suspension and Expulsion Policy Ladder Level 5.

Approved by School Board: July 13, 2016

STUDENT TRANSFER OUT

St. Martin Lutheran School will request the following:

4. A forwarded address of the student's parents address.
5. Name and address of the student's new school to transfer records.
Student records cannot be given to parents.
6. An exit interview is requested with Principal or School Board Member before leaving the school.

VISITOR POLICY

The Board of Education welcomes and encourages visits to school by parent(s) or legal guardian(s), other adult residents of the community and interested educators. However, in order for the educational program to continue undisturbed when visitors are present and to prevent the intrusion of disruptive persons into the schools, it is necessary to invoke visitor controls.

A “visitor” is anyone other than a pupil enrolled in or a staff member employed in the particular school. Visitors may not consult with the teaching staff or pupils during class time without the Principal s permission.

The Principal has the authority to prohibit the entry of any person into school or to expel any person when there is reason to believe the presence of such person would be disruptive to the good order of the school. If such an individual refuses to leave the school grounds or creates a disturbance, the Principal is authorized to request from the local law enforcement agency whatever assistance is required to remove the individual.

When the parental rights of a parent have been terminated by a court of appropriate jurisdiction, the legal guardian must inform the school so that the administration may apply appropriate regulations. The Principal shall seek confirmation of legal custodianship in writing where necessary.

The Principal shall publish the regulations that will protect pupils and employees of the school from disruption to the education program or the efficient conduct of their assigned tasks.

1. Upon their arrival at the school, visitors and volunteers must register at the office. They must wear a visitor or mentor tag. Please return tag when you sign out.
2. No visitor may confer with a pupil in school without the approval of the Principal or designated administrator.
3. Should an emergency require that a pupil be called to the school office to meet a visitor, the Principal may be present during the meeting.
4. A pupil is not permitted to leave the school with anyone who has not been clearly identified as his/her parent in custody or guardian or a person authorized to act on the behalf of a parent(s) or legal guardian(s).
5. Any visitor to the school whose presence or conduct is disruptive, or whose behavior, past or present, suggests that he/she intends or is likely to become disruptive, may be requested to leave the school premises. If the visitor so addressed does not withdraw, the Principal may summon assistance from the local law enforcement agency.

6. Any person who is not a member of the school staff or student body and who loiters on or about any school building or grounds without written permission or who causes disturbances may be guilty of disorderly conduct and may be prosecuted according to the law.
7. Violence, vandalism, seizure of school buildings or any other disruption of the educational program will not be condoned or tolerated. Unauthorized persons who enter into school premises or grounds, cause a distraction or commit illegal acts shall be prosecuted.

Approved by School Board: May, 2016

ACADEMIC STANDARDS

St. Martin Lutheran School strives for excellence. For our core classes in language arts, reading, mathematics, science, history and geography; we have adopted the Wisconsin State Standards for our core curriculum which can be found at: <http://dpi.wi.gov/standards>. St. Martin Lutheran School uses the Wisconsin State Academics Standards as basis for its curriculum development and assessment.

Additional standards for Biblical related subjects can be accessed by stopping at the office to view the National School Accreditation files listing these standards. Our secondary offering in physical education, music, and the arts can also be found in the Wisconsin State Standards.

4TH GRADE AND 8TH GRADE ADVANCEMENT POLICY

St. Martin Lutheran School promotes students from 4th to 5th grade and 8th to 9th grade who have met certain academic requirements of the school. In accordance with state law, beginning September 1, 2016, students will have to satisfy the requirements spelled out in this policy in order to be promoted from 4th to 5th grade and 8th to 9th grade. Students must:

Demonstrate competency in each of the five core content areas (Language Arts, Reading, Math, Science, and Social Studies) by satisfying one of the following criteria. NOTE: Social Studies includes Geography and History

D. Score at the advanced or proficient levels on the 4th grade Wisconsin State Test that is administered in the fall. Students who have been exempted from taking the test shall be required to meet all of the other criteria outlined in this policy in order to be eligible for promotion.

OR

E. Achieve the following levels of academic performance:

Language Arts: Grade of C or higher in Language Arts during 4th and 8th grade.

Reading: Grade of C or higher in Reading during 4th and 8th grade.

Math: Grade of C or higher in Math during 4th and 8th grade.

Science: Grade of C or higher in Science during 4th and 8th grade.

Social Studies: Grade of C or higher in Social Studies during 4th and 8th grade.

OR

F. A team of faculty and administration will make a recommendation based solely on the student's academic performance for either promotion, conditional promotion, or retention.

School administrators and staff shall help prepare students to satisfy the criteria, consistent with established school policies and procedures. The administrators and staff shall provide for a regular review of a student's progress toward meeting the established promotion criteria and shall keep students and their parents/guardians informed of the student's progress.

The exit grade for St. Martin Lutheran School is Eighth Grade. St. Martin Lutheran School does not grant High School Diplomas.

APPEAL PROCESS

The parent or legal guardian who does not concur with the decision may appeal the decision to deny or approve the decision as follows:

1. Appeal should be filed in writing no later than 10 business days after receiving the official letter of retention.
2. Appeal Level 1 to the Principal, or designated School Board member; a respond with a decision in writing no later than 10 days after receipt of the appeal or personal conference, whichever is later.
8. Appeal Level 2 to the School Board. The decision rendered at this level will be final and no further appeals will be permitted. The Board shall respond to a decision in writing no later than 20 days after receipt of the appeal or the Board conference, whichever is later.

School Board Approved May 31, 2016

ADMISSIONS POLICY

St. Martin Lutheran School is maintained primarily for pupils whose parents are members of St. Martin Lutheran Church. Non-member families are expected to cooperate fully with the school and allow their children to participate in school and church activities and promote a proper attitude toward faith and Christian living. Applications for enrollment may be made with the school office.

St. Martin School is mindful of its mission to be a witness to the love of Christ for all, 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 of its educational policies, admissions policies, and athletic and other school-administered programs.

Children will be admitted to St. Martin Lutheran School in the following order:

- 1) Children of St. Martin Lutheran Church members.
- 2) Baptized children of St. Martin Lutheran Church whose parents are not members.
- 3) Children previously enrolled.
- 4) Children of LC-MS congregational members
- 5) Children from the community at large without a church home.
- 6) Children of the community with a church home

Normally, no new students will be admitted to a class when the number of pupils has reached:

- 8 in 3 year old preschool
- 10 in 4K
- 20 in Kindergarten-3rd Grade
- 24 in Grades 4-8

The School Board may admit students beyond these classroom limits. Students not admitted may be added to the waiting list. Parents of students on the waiting list will be contacted should there be an opening. They will be contacted in order of application approval.

Generally, any educable child will be accepted as a student at St. Martin. Enrollment of children having certain disabilities will be dealt with on an individual basis.

To enter Preschool and 4K, the child must be potty trained.

To enter the Kindergarten, a child must have attained the age of five years on or before September 1st in the year in which he wishes to enter. Applicant must exhibit a birth certificate as proof of birth date, a health examination, and a

current immunization record. We do vision and hearing screening at St. Martin Lutheran School in the fall.

To enter 1st grade, a child must have reached the age of six on or before September 1st. Applicants must exhibit a birth certificate as proof of birth date, a health examination, and a current immunization record. We do vision screening at St. Martin Lutheran School in the fall. Transfers from other schools will be requested and processed through the student's former school following established procedures. Pupils will be admitted in grades recommended by transferring school unless other arrangements are mutually agreed upon by parents and principal.

Conditional acceptance process

Should there be a question regarding placement, a faculty member may screen the child or the child will be given a standardized ability test (KTEA II) for proper placement.

In accordance with our philosophy, St. Martin Lutheran School strives to develop the whole child. Severe grade level discrepancies, learning disabilities, or social, emotional or behavioral problems may prevent us from teaching the whole child. In such cases, those desiring admission may be requested to pursue further evaluation with the help of professionals outside of the school to determine if St. Martin Lutheran School can provide an appropriate learning environment for the student.

When a student is enrolled with an existing IEP or Student Service Plan, an evaluation of the IEP or Student Service Plan must be completed to ensure all needs of the student can be met. If it is determined that we cannot accommodate the student with existing IEP or Student Service Plan, then a meeting between parents, teacher and principal will be set up to determine if the child can continue attending St. Martin Lutheran School.

All newly enrolled students are subject to an academic and conduct probationary period of not less than 20 school days. Students who are accepted for enrollment must apply themselves to the ability that God has given them, conform to all rules and regulations of the school, and respect the Lutheran teachings.

Revised by School Board: July 13, 2016

St. Martin Lutheran School Eligible Education Expense Policy

Mission Statement

Preaching, teaching, and reaching with God's Word.

Vision of St. Martin Lutheran School

Through God's Word, St. Martin Lutheran School motivates students to live out their faith, equips them to enter any vocational calling, and reaches out to the greater Clintonville community with the Gospel.

The Goal of Lutheran Education

Lutheran education intends (as the Apostle Paul said of the Scriptures), to make us "wise for salvation through faith in Christ Jesus" (2 Tim. 3:15). The goal of Lutheran education is to prepare children for service in Christ's kingdom here on earth and thus to equip them to live eternally in the heavenly kingdom of our Lord. We want all people to live in love and service to Jesus Christ. Whatever vocation they enter, they should understand it as a service to God and to others, and as a calling in which they live out their Baptismal calling as salt and light in the world. In response to this command of Jesus, the members of St. Martin Lutheran Church from earliest days established a Lutheran school as one of the methods by which we make disciples. As part of God's mission and God's kingdom, St. Martin Lutheran School provides us with 1) a means of training our member children in truth and righteousness and 2) a means of touching the lives of unchurched families by providing a quality education, and especially by helping them to feed on Jesus Christ, God's living Word.

The Central Curriculum

The central focus of Lutheran education is God and His saving purposes. The subjects taught at St. Martin Lutheran School are in accordance with those required by the Wisconsin Department of Instruction and meet all requirements for elementary and middle schools through 8th grade. In addition to these requirements, our pupils receive daily instruction in God's Word following the teachings and doctrine of the Lutheran Church-Missouri Synod. There is no separation of subjects as to religious or secular. All subjects are taught in the light of God's revealed Word, the Holy Bible. We are concerned with the child's total development - spiritual, social, mental, emotional and physical, at all levels of the school program.

Formal curricular subjects taught are Religion, Reading, Mathematics, Spelling, Language, Handwriting, Writing, Geography, Current Events, History, Science, Art, Music, Physical Education and Computer.

All direct and indirect cost that are considered eligible education expenses are associated with St. Martin School's educational mission. These expenses are reasonable and necessary for the school to achieve its educational purpose set forth by St. Martin's governing body. Eligible education expenses are for grades kindergarten through 8th grades.

Eligible education expenses include but are not limited to:

Wages and Benefits

Administrative items: marketing; advertising; professional; public relations
Technology
Instructional: Textbooks; supplies; library
Transportation
Building and grounds
Food service
Extracurricular
Development
Fundraising

If a cost or revenue is partially related to educational programming and partially related to non-educational programming the following cost/revenue allocation method will be used:

Potential Allocation Methods

St. Martin Lutheran School will allocate funds for education based on the following:

1. Pupil full-time equivalency or headcount
2. Employee full-time equivalency or headcount
3. Time spent in education
4. Number of transactions for allocating items such as accounting costs
5. Square footage used over time of the facility

Effective Date: Nov 15th, 2016

Approved by St. Martin Lutheran Church Council, Nov 15th, 2016

St. Martin Lutheran School Capitalization Policy

1. Purpose

This document sets forth the capitalization / expensing policy of St. Martin Lutheran School for financial accounting purposes with respect to amounts paid to acquire or produce tangible personal and real property, including property used to repair, maintain, or improve other tangible personal or real property.

2. Tangible Property defined

All tangible personal and real property acquired or produced by the company for use in carrying on its trade or business, including machinery, equipment, furniture, fixtures, computers, vehicles, tools, materials, supplies, land, buildings, leasehold improvements, and other real property.

3. Capitalization threshold and procedure

St. Martin Lutheran School will treat as a current expense for financial accounting purposes, except as provided below, amounts paid for the acquisition or production of:

Tangible Personal Property (computers and office furniture):

1. Each item of tangible personal property costing \$1,000.00 or less; and
2. Tangible personal property with an economic useful life of 12 months or less regardless of cost.

Tangible Real Property (buildings, building improvements, parking lot and landscaping):

1. Each item of tangible real property costing \$5,000.00 or less: and
2. Tangible real property with an economic useful life of 12 months or less regardless of cost.

The cost of an asset shall be determined on a per item, per invoice basis. Costs of items shall be recorded at historical cost as of the acquisition or production date.

Amounts spent on repairs, additions, and improvements to land, buildings, other real property, and personal property may be expensed under this policy unless an alternative treatment is required under the company's applicable financial standard.

4. Capital Asset Defined and Amounts

A "Capital Asset" is defined as a unit of property that: (1) has an economic useful life that extends beyond 12 months; **and** (2) is acquired or produced for a cost of more than \$1,000.00 per item of personal property, or \$1,000.00 for a combination of the same item, or \$5,000.00 per item of real property, or \$5,000.00 for a combination of the same item. Capital Assets must be capitalized and depreciated for financial accounting purposes. To determine if a repair or improvement will need to be capitalized, the following additional factor needs to be considered: does the expenditure extend the useful life of the asset repaired or improved? For example \$5,000.00 of painting would not be capitalized, but replacing the boiler or repairing the roof could be capitalized if the dollar value were in excess of \$5,000.00.

All capital assets will be depreciated over their estimated useful lives. The straight-line basis will be used, with depreciation charged beginning in the month that the asset is placed in service using the following lives:

| <u>Assets Category</u> | <u>Life in Years</u> |
|------------------------------------|----------------------|
| Computers and related equipment | 3 |
| Office Furniture & Equipment | 10 |
| Building and building improvements | 40 |
| Parking lot and landscaping | 15 |

Fully depreciated fixed assets will remain on the organization's balance sheet until they are disposed of or otherwise deemed worthless.

5. Other

This policy does not apply to land, inventory items and items includible in inventory.

Effective & Amended Date: July 1st, 2016

Management of Liquid Resources Policy

Liquid resources are to be maintained in the school checkbook to pay expenditures. Additional excess funds are placed in a contingency fund and invested in a money market. A line of credit is utilized and approved by council when needed.

Effective August 7, 2019

Functional Expense Allocation Policy

The school has expenses/revenues that are partially related to St. Martin Lutheran Church and St. Martin Lutheran Daycare. The educational expenses/revenues are allocated by time spent and square footage, whichever is applicable.

Effective August 7, 2019

Board Designation on Net Assets Policy

Net assets that are acquired and not designated by the giver of under \$5000, the board has delegated the principal to manage in different established accounts. Those exceeding \$5000, the board must develop a plan and present it to the council for approval.

Effective August 7, 2019

Academic Standards

St. Martin Lutheran School strives for excellence. For our core classes in language arts, reading, mathematics, science, history and geography; we have adopted the Wisconsin State Standards for our core curriculum which can be found at :

<http://dpi.wi.gov/standards>.

Additional standards for Biblical related subjects can accessed by stopping at the office to view the National School Accreditation files listing these standards. Our secondary offering in physical education, music, and the arts can also be found in the Wisconsin State Standards.

St. Martin Lutheran Church & School ~ Accounting Function Narratives

Reviewed & Updated July, 2019

Cash Receipt Process

- Money is received in STMLC office through U.S. mail, intercompany mail and at the front desk. Front Office Staff gets and sorts mail.
- Money is sorted according to lunch, tuition and other payments. Lunch and tuition payments are posted daily in Fast Direct by Office Manager, and then kept in safe until a deposit is made. All other payments are kept in safe until they are processed. Safe is located in the church/school office.
- Deposit to bank are made weekly by designated counters.
- Financial Secretary produces an account sheet which is passed on to the Treasurer who inputs it into the program, QuickBooks, weekly.

Cash Disbursement Process

- Teachers, Administrators and/or staff personnel complete a yellow incurred expense sheet. The incurred expense sheet is forwarded to School Administrator, Office Manager and Board Chairman for approval. The Boards

will verify the purchase is within budget or funds are available for the purchase to be made prior to signing the incurred expense sheet.

- Invoice is received at the school and will be OK'd by Office Manager or teacher/staff that all items on the order were received. Invoice will then be forwarded to Treasurer to process.
- Invoices are entered in QuickBooks usually 3-4 times per week by the Treasurer. Invoices are then given to Treasurer. Treasurer will pay the invoices and checks are mailed.
- Invoices are filed with the duplicate check stub stapled to it.
- Office Manager looks over cash disbursements monthly, signs and dates when reviewed.

Payroll Process

- Payroll is completed by Treasurer every other Wednesday.
- Collect hourly timesheets and supervisors will sign sheet upon approval of accuracy and appropriate signatures.
- Enter into Sage 50 Accounting any changes for employees such as address changes, new tax information, pay rate, etc.
- Treasurer enters hourly timesheets and salaried employee hours into Sage 50 Accounting (calculates gross and net pay, taxes, and any other deductions employees are set up with).
- Print out liability reports from Sage 50 Accounting. Pay all garnishments, taxes, retirement, and other liabilities associated with payroll.
- Submit 403b file to EBSO, Inc.
- Treasurer reviews payroll records and reports and then makes a journal entry to QuickBooks.
- File timesheets and reports in safe.

Restricted Contributions

- STMLC office receives donations and offerings.
- The donation in QuickBooks software and designates the donation/offering restriction. Office Manager sends a Letter of Acknowledgement to the Donor for any donations. A tax receipt for any offerings/donations of church members will be sent out by Assistant to the Financial Secretary.
- Office Manager will process the check as per the Cash Receipt Process noted above. Treasurer will keep a copy of the information if the donation is restricted so expenses can be correctly coded to the restricted donation.

Petty Cash Replenishment

- The church/school has a petty cash of \$150.
- Office Manager maintains the petty cash register at school. When petty cash needs to be replenished, the office manager will itemize the receipts so they are expensed correctly and attaches the receipts to a check request. The check request is forwarded to Treasurer.
- Financial Secretary goes to the school at least twice per year to audit the petty cash register.

Employee Reimbursement Process

- Employee completes check requests for miscellaneous expenses, such as mileage, classroom supplies purchased on their credit card, etc. If employee is going to need reimbursement for classroom supplies, they need to complete a

mileage expense report or a incurred expense sheet to receive reimbursement which needs to be approved by the Principal or Board Chairman.

- Check requests need to be approved by Administrator and are then forwarded to Treasurer to enter into QuickBooks to issue a check.

SCRIP Handling Process

- Gift cards (Scrip cards) are purchased from local vendors and Great Lakes Scrip Center (GLSC) at a discounted price. The Gift Card Coordinator (GCC) completes this.
- Scrip is sold to St. Martin Lutheran Church & School (STMLC) parents, families, parishioners, staff, etc. at the Scrip card table, office and church daily.
- Scrip orders are entered in the GLSC system on a weekly basis. A STMLC family, school or church is designated on the order to receive credit for the purchase made.
- Scrip cash disbursements and receipts are processed in QuickBooks software by the Treasurer. The GCC reconciles the bank statement given from the Treasurer.
- The GCC coordinates volunteers for assistance at the STMLC Scrip table and church. Volunteers put checks/cash into a locked box once their shift is completed.
- Inventory is counted and reconciled weekly. GCC and one other person reconcile cash/checks with
- GLSC report weekly, then cash/checks are deposited into the bank.

Financial Reporting Process

- Monthly, the Treasurer generates financial statements and reviews them with Board of Education and Church Council. The Board approves them at monthly meetings.

Journal Entry Process

- When Office Manager needs a transfer or unusual entry recorded, she writes out the journal entry on paper and attaches the support, if there is any support. Treasurer enters the entry into accounting software. No official review or approval is done. Entries are filed in a folder by date.
- When Treasurer needs a transfer or unusual entry recorded, he records it without review or approval by another individual. If there is documentation for it, it is filed in a folder along with entries Office Manager has given him.
- Financial Secretary looks over the journal entry report monthly, signs and dates when reviewed.

Software:

- QuickBooks – bookkeeping software – only the Treasurer and Office Manager have full access to it.
- Shepherd Staff -- A church volunteer has access to be able to import contribution information the software, but that user only has access to the module he/she uses to import the data. It is a canned software, not customized for the users.
- Microsoft Excel – used for tracking various activity, such as vacation/sick time, bills, etc.

Electronic Funds Transfer

The school board shall authorize the principal to annually delegate authority to make electronic transfers.

The school board shall approve the opening and closing of accounts.

The school board shall annually invest in passbook savings, money-market savings, certificates of deposit, and other legal investments as needed for the operation of St. Martin School.

The school board shall require any disbursing bank to keep a certified copy of the delegation of authority.

The disbursing bank and the school board must identify the initiator of each electronic transfer.

Prior to any electronic transfer, the initiator shall document the request and obtain approval for each transaction from the principal.

Written confirmation of each electronic funds transfer shall be available within one business day of each transaction.

A list of all the electronic funds transfers shall be submitted to the school board at the next regular board meeting following the transfer.

The memo is effective: Nov 15th, 2016
Approved by St. Martin Lutheran Church Council, Nov 15th, 2016

Dispersal of School Choice Funds Policy

The Church Council of St. Martin Lutheran Congregation has given authority to the principal, school board chairman and treasurer to have funds dispersed for School Choice students and a School Choice fund be created under the School Board.

Effective: Nov 15th, 2016

Approved by St. Martin Lutheran Church Council, Nov 15th, 2016

School Choice breakdowns:

Square footage: 70% school 30% church

Smart Center – 19530
Chute area – 6353
Choir Room – 3080
Church – 7233
Balcony – 2440
Fellowship hall – 3080
Hallway – 324.5
Gym – 5200 (stage included 540)
Kitchen – 2016
ECLC - 5161
Total Sq. Ft. = 54,418

Preschool & 4K: getting set up on their own

Salaries:

Pastor Jason Zobel ~ 80% church & 20% school (confirmation, chapel)
Pastor Brian Weber ~ 80% church & 20% school (confirmation, chapel)
Keith Alft ~ 50% church & 50% school
School Janitors (JoAnn, Sandy, Kayla) ~ 100% school
Vacant ~ 100% church

Janitorial Supplies:

50% church ~ 16-733
50% school ~ 16-351

Maintenance: (based on sq. ft.) (CONTRACTS)

70% school ~ 16-352
30% church ~ 16-730

Property Insurance: (based on sq. ft.)

70% school ~ 16-362
30% church ~ 16-755

Worker's Comp: (based on sq. ft.)

70% school ~ 16-363

30% church ~ 16-760

Gas: (based on sq. ft.)

70% school ~ 16-367

30% church ~ 16-740

Snow Removal/Lawn Care:

50% school ~ 16-353

50% church ~ 16-734

Office/School Supplies:

50% school ~ 16-359

50% church ~ 16-906

Postage:

50% school ~ 16-365

50% church ~ 16-904

Misc. Budget Expenses (copier, office machines):

50% school ~ 16-365

50% church ~ 16-910

Telephone/Internet:

50% school ~ 16-365

50% church ~ 16-735

Protect My Ministry (background checks)

16-365 – School

16-180 – Church

16-810 -- ECLC

FOR PROFIT OR NOT FOR PROFIT STATUS

We are a non-profit religious affiliated organization. See our 501©3

Internal Revenue Service

Department of the Treasury

District
Director

230 South Dearborn Street
Chicago, IL 60604

The Lutheran Church-Missouri Synod
Attn: George Horensky
1333 South Kirkwood Road
St. Louis, Missouri 63122

Date: JUN 03 1992

Re: 43-0668188

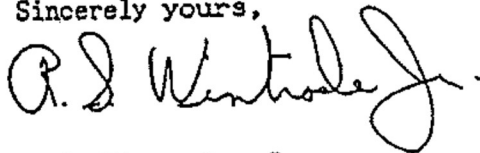
Gentlemen:

By means of a letter dated July 23, 1941, issued to you under your name at the time (Evangelical Lutheran Synod of Missouri, Ohio and Other States), you were determined to be organized and operated so as to be entitled to be exempt from federal income tax, and to be entitled to receive gifts for which the donors could claim deductions for federal income, gift and estate tax purposes. By means of a letter dated January 8, 1965, certain "subordinate" units were included in a group ruling, excluding, however, your commissions, committees, councils and your radio station, KFJO, all of which were observed to be merely activities of yours and not separate entities.

The purposes of this letter is to assure you that the Synod, including its boards, commissions, committees and councils, and any radio and television broadcast licenses owned by it and not structured as a corporation separate from the Synod, is exempt from federal income tax as an organization described in Section 501(c)(3) of the Internal Revenue Code of 1986, is not required to file federal income tax returns, and contributions to which are deductible by donors as provided in Section 170, 2055, 2106, and 2522 of the Code.

Finally, you may refer to this letter by its date in referring to our determination that you are an exempt organization.

Sincerely yours,



R. S. Wintrode, Jr.
District Director

District
Director

230 South Dearborn Street
Chicago, IL 60604

Lutheran Church-Missouri Synod
Attn: George Horensky
1333 South Kirkwood Road
St. Louis, Missouri 63122

Date: JUN 03 1992

Re: 43-0668188

Gentlemen:

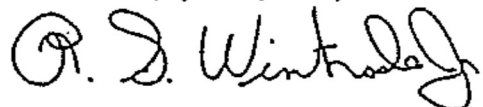
In a letter dated January 8, 1965 your organization was issued a group ruling under Code Section 501(c)(3) of the Internal Revenue Code to cover your subordinate units. Based on the information recently submitted it is held that the subordinate units referenced below by category are those to be covered by the group ruling:

1. Your fund-raising and fund-administering entities, presently consisting of The Lutheran Church-Missouri Synod Foundation.
2. Your archives, presently consisting of Concordia Historical Institute.
3. The districts of the Synod existing within the United States, including the circuits within those districts.
4. The incorporated church extension, funds of the Synod and its districts, presently consisting of (i) Lutheran Church Extension Fund-Missouri Synod, (ii) Ohio District Lutheran Church Extension Fund, Inc., (iii) The Church Extension Board of the Michigan District of the Lutheran Church-Missouri Synod, and (iv) The Southeastern District-Lutheran Church Missouri Synod Church Extension Fund, Inc.
5. The institutions of higher education of the Synod.
6. The member congregations of the Synod, including those in the formative stages of membership.
7. The elementary schools, middle schools and junior high schools, and high schools (a) that are operated by member congregations of the Synod and are not separately incorporated, (b) as well as those that are either separately incorporated or are otherwise identified as entities separate from congregations and which have consented in writing to be included in this group ruling.

Donors may deduct contributions to these organization as provided in Section 170 of the Code. Bequests, legacies, devises, transfers, or gifts to your or for your use are deductible for Federal estate and gift tax purposes if they meet the applicable provisions of Code Sections 2055, 2106, and 2522.

Because this letter could help resolve any questions about subordinates which are covered by this ruling, you should keep it in your permanent records.

Sincerely yours,



R. S. Wintrode, Jr.
District Director