

Parent and Student Handbook

St. Martin Lutheran School
100 S. Clinton Avenue
Clintonville, WI 54929
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2025-2026 Theme
The Lord is my Rock!

"Trust in the Lord forever, the Lord God is an everlasting Rock." Isaiah 26:4

Reviewed by the School Board June 2025

St. Martin's Mission: ***Preaching, Teaching, and Reaching*** with **God's Word**

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St. Martin's Mission: **Preaching, Teaching, and Reaching** with God's Word

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I. Mission and Vision

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.

II. 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 fundamental areas of learning.

St. Martin Lutheran School aspires to develop students who:

- Know God and His forgiving love which He extends through his Son, Jesus Christ,
- Responds to that love through living lives rich with Christian faith, worship, and service,
- Become disciples of Jesus,
- Grow in self-understanding and self-acceptance,
- Relate responsibly and show appreciation for all of God's creation by acquiring knowledge and understanding, and
- Develop skills and talents for living dutifully in Christian service.

St. Martin Lutheran School provides learning experiences for all students enabling them:

- to learn and master the basic skills of written and oral communication, problem solving and mathematics, decision-making, organization, critical and creative thinking, collaboration, and leadership.
- to Learn about the world around them through the study of science, art, music, and social sciences,
- to learn more about themselves and their abilities through health and physical education,
- to develop the mindset and skills necessary to become motivated, lifelong learners,
- to become proficient in interpreting God's message to the Holy Gospel.

St. Martin Lutheran School has been and will remain committed to the Lutheran doctrine.

St. Martin Lutheran School History

Early in its history, this congregation wrote into their constitution that they would support and maintain a Christian Day School. In 1875, a year after being founded, a two-story building was erected. The first floor served as the church, and the second floor served as a school. For the first few years, the pastors took on the added duties of a teacher. Within St. Martin's constitution, it was stated that to serve its youth, it would establish and maintain a Christian day school.

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St. Martin hired its first full-time teacher in 1886. In 1905, the staff was increased to two workers with the hiring of the first female teacher.

On Nov. 4, 1915, it was decided to build a new school. The Board of Trustees seized an opportunity to purchase property at the corner of Eighth and Hemlock for \$2,500. The congregation approved this on March 26, 1916, along with the \$20,000 contract for construction. The cornerstone was laid on May 7, and dedication took place on Sept. 3, 1916.

From 1922 to 1924, enrollment increased by 50 students. In 1923, a third teacher was added to the staff. In 1944, the assembly hall on the second floor was converted into two additional classrooms.

On Aug. 30, 1953, a dedication was held for the \$160,000 addition and remodeling. Construction consisted of remodeling the old building with a kitchen, showers and restrooms, a new gymnasium with a stage, and two new classrooms.

In the fall of 1978, kindergarten was first offered at St. Martin. In 1991, additional classrooms were added to the unfinished area above the church and pastors' offices. Three rooms were built, one with a removable divider. Boys' and girls' bathrooms were also included in the \$179,316 project. In 1993, preschool was added. A daycare was started later in 1993.

In 1995, St. Martin became an accredited school through the National Lutheran School Accreditation. St. Martin has remained an accredited institution since that time with renewals granted in 2002, 2009, 2014, 2019, and 2024. In January of 2002, a Building Feasibility Committee was formed to look into replacing the existing school. In Oct. 2007, the congregation voted with approval to proceed with the revised two-story plan. On Nov. 11, 2007, the voters, with over 90% approval, decided to proceed to build with costs not to exceed \$2.7 million. Groundbreaking took place on Mar. 2, 2008. Ten new classrooms, a science lab, computer lab, and meeting rooms were built into this project that extended south of the existing 1967 church. The cornerstone was laid during National Lutheran Schools Week on March 1, 2009. The children attended classes in the new facility starting on March 2nd, 2009. The congregation saved almost \$200,000 with the overwhelming support of volunteer labor. In 2016, the school introduced the School Choice Program. In November, 2018, the daycare added an infant program. Presently, the school has 12 full-time staff members and an enrollment of 211 students.

Accreditation

St. Martin Lutheran School was awarded National Lutheran School Accreditation for its excellence in education and organization in 1995, 2002, 2009, 2014, 2019, and 2024. We are proud of our school and the opportunities offered for a Christian education.

Church Attendance Policy

Policy for Families Receiving Church Member Tuition Rate

Worshiping our Lord together with fellow Christians is a 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:

Children who are members 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 which the child attended will be accepted within one week following the worship service. It must be signed by a parent or guardian and turned into the church secretary.
- **There will be a limit of 5 bulletins** from other churches during the school year, unless discussed and approved by the principal, Senior Pastor, and/or the School Board.

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Non-Compliance:

- Children who do not meet the minimum attendance requirements of 26 church services will not be eligible for the member discount the following school year.
- The non-compliance status will be communicated to the child's parents or guardians through an official notification.

Exceptions and Appeals:

- Exceptions to this policy may be granted in cases of prolonged illness, extenuating circumstances, or other valid reasons. Parents or guardians must submit a written request for an exception, which will be reviewed and approved or denied 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, Senior 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 St. Martin member 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.
- The Board of Lay Ministry will make the final decision regarding the confirmation of a student.
- The school board will make the final decision regarding attendance falling below minimum requirements.

Psalm 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, July 2023

III. Application and Enrollment Policies

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, 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.

A. Nondiscriminatory Policy

St. Martin School is mindful of its mission to be a witness of the love of Christ for all, by admitting 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.

B. Guide to Determine Enrollment

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 LCMS congregational members
5. Children from the community

Additionally, families who meet income requirements may also apply for the Wisconsin Parental School Choice program and be awarded free tuition if seats are available in that specific classroom.

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C. Class Sizes

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

The School Board may admit students beyond these classroom limits. Students not admitted may be added to a 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. All children are accepted at St. Martin. Students requiring special accommodations to help them reach their potential will be discussed on an individual basis, as to whether or not St. Martin can meet their individual needs.

D. Age Requirements and Stipulations

A child must be three (3) years old on or before September 1 and toilet-trained to be enrolled in 3K.

A child must be four (4) years old on or before September 1 and toilet-trained to be enrolled in 4K.

A child must be five (5) years old on or before September 1 to be enrolled in Kindergarten.

To enter 1st grade, a child must have reached the age of six on or before September 1st.

E. Immunizations, Medical Exam, Birth Certificate, Other

Applicants must provide a birth certificate as proof of birth date. It is recommended that all children entering school for the first time receive a complete physical and dental examination. St. Martin Lutheran School requires up-to-date immunization records for each child which the school office will check through the Wisconsin Immunization Registry for each student. 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 immunization.

Immunization waivers are available through the WI Department of Health Services or through the school office 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 filed, all vaccines the child has already received should be listed on the Student Immunization Record by the parent or guardian.

F. Registration Procedures

St. Martin Lutheran School welcomes all students who desire to benefit from the Christian education being offered at our school. The registration procedures are as follows:

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 other LCMS churches 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. 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.
4. Both students and parents must agree to the purpose and policies of the school, as described in the Student and Parent Handbook.
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 provide for their needs. If our school is not equipped to meet the special needs/accommodations of a child, we will encourage the parents to consider other options. **All new students (including all Kindergarteners) will be subject to a nine week probationary period starting at the date of entry.** This would be a time where academics and behavior are monitored by the homeroom teacher. If after this time it is deemed that the student has special needs or behavior that provides safety concerns to other students, which St. Martin cannot meet, parents, teacher, and the principal will meet to determine the next course of action. If after the nine-week probationary period the teacher is satisfied with the child's progress, enrollment is official. The principal is responsible for the monitoring of progress and the documentation process.
6. Registration takes place in August. At the time of registration, either the full amount or the first monthly payment is due. The next payment is due September and each subsequent month through May.

Revised by School Board, June 9, 2025

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G. Student Transfer In

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 the transferring school unless other arrangements are mutually agreed upon by parents/guardians and principal.

St. Martin Lutheran School will request the following:

1. The new student and their parents/guardians must arrange for an in-person meeting with the principal whether enrolling in the beginning or middle of the school year. A subsequent meeting with the classroom teacher will be scheduled. The parents/guardians will be notified in writing of their child's acceptance into the academic program.
2. The educational program must meet the needs of the student. We want to ensure that all students are in places of learning which best provide for their needs. If our school is not equipped to meet the special needs/accommodations of a child, we will encourage the parents to consider other options.
3. An entrance placement test (KTEA II, Star Reading or Star Math, or other comparable placement tests) 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.
4. If you would like to appeal a decision, please refer to Section VI, D.

H. Student Transfer Out

St. Martin Lutheran School will request the following:

1. A forwarding address of the student's parents'/guardians' address.
2. Name and address of the student's new school to transfer records. Parents/guardians cannot be given the student records. The new school must request the records before St. Martin releases them.
3. An exit interview is requested with the principal or school board member before leaving the school.

I. Conditional Acceptance Process and Probationary Period

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 (individual education plan), 504 Plan, 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 an existing IEP or Student Service Plan, then a meeting between parents/guardians, teacher, and principal will be set up to determine if the child can continue attending St. Martin Lutheran School.

All new students are subject to an academic and behavior probationary period of nine weeks starting at the entry date. (Please refer to Section III. F. 5.) Students who are accepted for enrollment must apply themselves to the abilities that God has given them, conform to all rules and regulations of the school, and respect the Lutheran teachings.

Revised by School Board: June 9, 2025

J. School Choice

Enrollment for School Choice families is open to students entering Kindergarten and 1st grade. Students may enroll and qualify for grades 2-8 if they currently attend public school, are homeschooled, or have moved from out of state. Families applying for School Choice need to meet specific criteria. Enrollment for School Choice opens in February and closes in April.

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):

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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 the [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.

IV. Fees

St. Martin Lutheran School is a parochial school, a non-profit Christian organization. The cost of operating the school is funded by the St. Martin Lutheran congregation and is also supported by tuition and the Wisconsin Parental Choice Program.

A. Registration Fee

A \$50 non-refundable registration fee is required of each family during the annual re-enrollment period. This will be credited to the following year's tuition as stated in the application and policies section.

B. Tuition and Fees Process

The cost of Christian education at St. Martin is not inexpensive; currently, the cost based on School Choice calculations is \$10,237 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 by September 1st to receive a 5% discount. Alternatively, you can make ten equal monthly payments starting in August, which includes additional administrative fees.

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.

Wisconsin School Choice Program participants do not pay tuition. Participants are still required to pay for some programs such as, but not limited to, after school athletics, band lessons, lunch, and non-academic field trips.

St. Martin contracts FACTS Financial to collect all tuition payments, as well as incidental bills. Each family will have to set up an account with FACTS before their child is accepted into the school. Families that have an outstanding tuition or registration balance from the previous school year are not allowed to register their children until that balance is zero.

7 Days Overdue: A reminder will be sent for overdue payments of tuition via FACTS.

14 Days Overdue: When an account is delinquent fourteen or more days, a FACTS message and an email will be sent as well as a letter stating the family account has become delinquent.

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21 Days Overdue: A mandatory meeting will be held between the family, the principal, and a member of the School Board to arrange a payment plan to bring your account current by the end of the first semester and discuss the future at St. Martin. **If a meeting is not held by this time or at least scheduled to take place, your child will not be able to attend classes until a new payment agreement has been agreed upon by both parties.**

If extenuating circumstances prevent payment when due, the parent should submit to the principal a letter indicating the circumstances and the relief being sought. The principal will refer the letter to the School Board. An extended payment schedule may be agreed upon or other actions as the School Board deems appropriate.

Revised by School Board: June 9, 2025

C. Fees for More than 3 Children

Community parents who enroll more than three (3) children in a given school year will not be required to pay tuition for any family exceeding three children. All parents/guardians will be required to pay any other additional school fees for all children.

D. Student Lunch/Milk Break Account

All student lunch accounts are expected to be current.

Accounts will be handled as follows:

1. All student accounts will be reported weekly to parents.
2. Families with accounts that are \$10.00 in arrears will receive notice requesting immediate payment. Special financial situations need to be discussed with the principal.
3. Failure to resolve debt within five days after contact could result in your child being served an alternate lunch.

E. Tuition Refunds

Parents/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 not receive any refund. Special situations, i.e. death of family members, job relocation, will be evaluated by the school board on an individual basis. The decision of the school board is final.

F. Grants and Financial Assistance

Families seeking financial assistance can apply for different grants that become available. The applications are due at the end of May and decisions are made in June. If a family needs assistance throughout the school year, they should speak with the principal about their needs to see if further assistance is available. By accepting financial assistance, families are required to complete 10 volunteer hours.

G. Other

Alternate fees may be charged if students participate in other elective or extracurricular activities such as music lessons and athletics. Field trips that take place during the school year will also be charged at that time. Some trips are included through fundraising activities. If financial assistance is needed, families should inquire about grant opportunities and financial assistance with the principal.

Technology and administrative fees may apply and are adjusted annually based on fluctuations in operational costs and programs.

V. Attendance

Habitual absences and tardiness must be reported to the principal. School attendance is required by state law (ch.118.15). Regular attendance is also extremely important for student achievement. Students must attend each scheduled school day unless excused by a parent or guardian. Acceptable reasons for excused absences are illness, injury, medical appointments, funeral, or family emergency.

A. Arrival Time and After School Hours

Student supervision is provided before school starting at 7:30 AM. On days when the weather permits, students are supervised on the playground. On inclement weather days, students will be supervised in the Fellowship Hall. A sign on the main entrance will tell students where to go upon arrival. Students are allowed to head to their classes

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starting at 7:45 AM. All students are expected to leave the premises by 3:15 PM unless they are involved in a school-sanctioned activity or have made arrangements to stay after with a staff member.

B. Reporting an Absence

Every effort should be made to encourage attendance on the part of all students. When a student is absent from school, a parent/ guardian must notify the St. Martin school office no later than 9:00 AM on the day of the absence. If not notified by 9:00 AM, the school office will attempt to contact the parent/guardian. If contact is unable to be made, or no acceptable excuse is given, the absence will be unexcused. 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 police officer if an absence is unexcused.

Written notification from a medical professional stating the date, time, and location of the appointment is also an acceptable means to excuse an absence.

When notifying of a late arrival, and if your child will return before lunch, please let the office know if a hot lunch is needed for your child.

C. Leaving Early

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 (this note is to be dated, signed, and is only good for that date). The person picking up the student must meet him/her in the school office. This is for the safety of the student. The student will need to be signed out. If leaving for an appointment during the school day, a doctor/dentist note is required upon returning.

D. Departure of School Policy

If a child is going to a different location other than what has been established as a normal routine, the parent/guardian is required to call the school office **no later than 2:30 p.m.** The parent cannot text, email, or use an app to notify the school because these tools are not checked on a regular basis. A parent/guardian may choose to do this additionally on his/her own. If the school is unsure of any situation, a parent/guardian will be contacted by phone immediately. If the school cannot reach a parent/guardian, the student will be kept in the school office until 4:00 PM, and then taken to Daycare.

E. Tardiness and Truancy

All students who are tardy must report to the school office before proceeding to the classroom. The only excused tardies are for medical, weather-related, or car/bus trouble.

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/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/she will receive credit for ½ day of attendance.

If a student was present for less than 3 hours during the school day, he/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/she arrives in the classroom anytime after the 7:55 AM school bell but before 8:45 AM.

Three tardies in one quarter shall be recorded as an absence.

If a teacher notices excessive absences (ten in a semester) or a pattern of absences, the parents/guardians will be contacted by the teacher. IF attendance does not improve, the principal will contact the parents. Once a student has accrued five unexcused absences in a semester, the principal will then refer the family to the truancy officer. The truancy process may include a citation and a substantial fine.

F. Vacations

Both the faculty and the School Board strongly discourage students from taking a vacation during the scheduled school days; please try to utilize the non-school days. However, if the parents/guardians feel they must take their children out of school for a vacation, the parents/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. Work missed while absent may only be given in advance by the individual teacher's discretion.

Revised by School Board October 25, 2024

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G. Emergency Cancellations or Dismissals

In the event of inclement weather or other emergencies which would require an early dismissal or a delayed start, St. Martin Lutheran will follow the Clintonville School District decision. Families will be notified through the school's information system.

H. Bus Transportation

All bus transportation is scheduled and controlled by Lamers Bus Lines. Teachers will supervise school bus loading at the end of the school day. Students need to obey the bus driver and the bus rules at all times. Inappropriate student behavior will be communicated by the bus company to the school administrator for possible disciplinary actions at St. Martin Lutheran School.

I. School Visitors

School security is a priority at St. Martin. All doors to the building will be locked throughout the school day. To enter the building, visitors must enter at the main entrance through a video/buzz-in system.

A "visitor" is anyone other than an enrolled pupil or staff member employed by the school.

The School Board 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 while visitors are present, and to prevent the intrusion of disruptive individuals into the school, it is necessary to establish and enforce clear visitor control procedures. These measures help ensure the safety of all students and staff while maintaining an environment conducive to learning.

Visitor Control Procedures

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 a visitor's arrival to the school, visitors and volunteers must register at the office. They must wear a visitor or mentor tag. The tag/fob must be returned when signing 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 decide to 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 custodial parent/guardian, or person authorized to act on the behalf of the parent(s)/ legal guardian(s).
5. When the parental rights of a parent have been terminated by a court of appropriate jurisdiction, the legal guardian must inform the school, with legal documentation, so that the administration may apply appropriate regulations. The principal shall seek confirmation of legal custodianship in writing when necessary.
6. Any visitor to the school whose presence or conduct is disruptive, or whose past/present behavior suggests that he/she intends, or is likely to become disruptive, may be requested to leave the school premises. If such an individual refuses to leave the school grounds or creates a disturbance, the principal shall be authorized to request whatever assistance is necessary from the local law enforcement agency to remove the individual.
7. Any person not being a school staff or student body member who is found loitering on or about any school building or grounds without written permission, or who causes disturbances, may be found guilty of disorderly conduct and prosecuted according to the law.
8. Violence, vandalism, seizure of school buildings, or any other disruption of the educational program will not be condoned or tolerated. Unauthorized persons who enter onto the school premises or grounds cause a distraction or commit illegal acts shall be prosecuted.

VI. Academic Standards

A. The Central Curriculum

St. Martin Lutheran School values 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. The subjects taught at St. Martin are in accordance with those required by the Wisconsin Department of Instruction and meet all requirements for elementary and middle school through 8th grade. Formal curricular subjects taught are religion, reading, mathematics, spelling, language arts, handwriting, writing, geography, current events, history, science, art, music, physical education and computer. St. Martin Lutheran School uses the Wisconsin State Academics Standards (<http://dpi.wi.gov/standards>) as the basis for its curriculum development and

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assessment. 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. All subjects are taught in the light of God's revealed Word, the Holy Bible.

B. Faith Development

All students are required to participate in religious instruction, regardless of their religious affiliation. Additional standards for Biblically-related subjects can be accessed and requested from the principal.

All 7th and 8th grade students enrolled at St. Martin Lutheran School are required to participate in confirmation class, but have the option not to get confirmed at St. Martin Lutheran Church.

C. Promotion Policies

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 parents/guardians as soon as possible (at the latest by the end of March).

ACT 20 - 3rd to 4th Grade Promotion Policy

St. Martin Lutheran School has adopted this 3rd to 4th grade promotion policy as of July 1, 2025 to take effect September 1, 2027.

All 3rd grade pupils scoring at or above grade-level in reading on the Wisconsin Forward Exam may be promoted to 4th grade. For any pupil(s) scoring below grade level in reading on the Wisconsin Forward Exam, our school will provide to that/those pupil(s) the following services, per 2023 Wisconsin Act 20:

- Intensive instructional services, progress monitoring, and supports to remediate the identified areas of deficiency
- Notification to the pupil's parent/guardian, in writing, including a description of the intensive instructional services and supports that will be provided to the pupil to remediate the identified areas of reading deficiency
- An intensive reading program each summer until the pupil scores at grade-level in reading on a summative assessment

According to 2023 Wisconsin Act 20, a good cause exception for providing these services applies to any pupil who meets the following or similar criteria:

- Is limited-English proficient. (According to state statute, "limited-English proficient pupil" means a pupil whose ability to use the English language is limited because of the use of non-English language in his or her ability to use the English language is limited because of the use of a non-English language in his or her family or in his or her daily, nonschool surroundings, and who has difficulty, as defined by rule by the state superintendent, in performing ordinary classwork in English as a result of such limited English language proficiency).
- Is a pupil who has an Individual Education Plan (IEP) that indicates that taking the statewide 3rd grade standardized reading assessment is not appropriate for the pupil.
- Is a pupil who scores as proficient or reading on an alternative standardized assessment approved by DPI. (According to the DPI, as of March 2025, the approved alternative standardized assessment is *Dynamic Learning Maps (DLM)*.)
- Is a pupil who has an Individual Education Plan (IEP) or a plan to provide accommodations or services under section 504 of the Federal Rehabilitation Act of 1973 that indicates that the pupil has received intensive intervention in reading for more than 2 years if the pupil continues to demonstrate a deficiency in reading and was previously retained in Kindergarten, 1st, 2nd, or 3rd grade for a total of 2 years.
- Is a pupil who has received intensive intervention in reading for 2 or more school years, continues to demonstrate a deficiency in reading, and was previously retained in Kindergarten, 1st, 2nd, or 3rd grade for a total of 2 years.

Adopted by the School Board May 5, 2025

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, Wis. Statute 118.33(6), students will need to

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meet 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 spring. 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 in eighth grade. St. Martin Lutheran School does not grant high school diplomas.

D. 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 response 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.

E. Assessments

Assessments are a vital component of education, offering educators essential insights into student learning, guiding instructional decisions, and highlighting areas for growth. They also provide students with meaningful feedback, encouraging personal accountability and continuous improvement. When implemented thoughtfully, assessments promote equity by ensuring that all learners are supported in achieving academic success.

The following standardized tests are administered to help provide effective guidance:

- 1. Wisconsin Forward Exam is administered to all students in grades 3-8 and assess grade level proficiency in areas of ELA and math as well as science and social studies in grades 4 and 8.
- 2. Literacy and math screeners are administered at a minimum of 3 times throughout the school year in Kindergarten - 8th grade.
- 3. Diagnostic tests are administered in various grades to help determine the specific needs of a child.

VII. Extracurriculars and Special Events

A. Extracurricular Activities and Service Groups

St. Martin Lutheran School expects children participating in extracurricular activities to maintain a certain standard in their scholastic achievement and classroom work.

Each extracurricular activity has special guidelines. Before participating in certain activities, parents/guardians and students will be required to fill out additional forms.

If a situation arises where a student may not participate, parents/guardians will be notified of their child's ineligibility. If parents/guardians set up certain standards for their own children, be assured that St. Martin will support your decision concerning your children's participation in these extracurricular activities.

1. Athletics

St. Martin offers athletic programs for students in grades 5–8, including girls' volleyball, boys' and girls' basketball, and girls' cheer. Students interested in track and field, cross country, football, soccer, or swim may participate through the local public school. All student-athletes must follow the athletic code of the respective school(s), complete a physical, and meet any additional requirements as outlined in school handbooks and communications.

2. Operation Help

Operation Help is an after-school volunteer program open to students in grades 3–8. Participants take part in a variety of community outreach events, including raking leaves, ringing bells for the Salvation Army, packing food and backpack kits for those in need, and supporting other local causes. This program encourages students to give back, build compassion, and make a positive impact wherever help is needed.

3. Run Club

Run Club is an after school program usually starting in April that meets a couple of times a week after school to promote healthy physical activity choices such as walking and running. When possible, certain runs are promoted at the end of Run Club to compete.

4. Other

Other clubs or afterschool programs are welcomed to be added based on qualified program leaders, volunteers, student interest, and costs. Ideas need to be presented to the principal for approval and any potential additional requirements.

B. Special Events

1. School Assemblies

Assembly programs are planned occasionally for all or part of the student body. The aim is to provide programs which will enrich the curriculum.

2. Outdoor Education

Seventh and eighth grade students experience outdoor education classes at Camp Luther near Three Lakes, WI every other year.

3. Field Trips

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

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 the destination and details of the trip, 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. Any chaperones attending the field trip must submit a background check at least a week prior to the field trip.

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4. School Fundraisers

St. Martin Lutheran School does not participate in a variety of school fundraisers. The Scrip program is our main school fundraiser held throughout the year and is managed by PTL (parent teacher league). Other fundraising events may take place during the school year. Some families are required to work events in order to benefit from the fundraising profits such as Fun Fair for the older students which assists in payment for their class trips.

5. Class Parties

The School Board allows each class to have three parties (Christmas, Valentine's, and Resurrection) during the school year for all grades. These parties are planned by the room parents or the classroom teacher. Children who wish to treat the class for their baptismal birthday may do so after notifying the teacher in advance. (Nutritional treats are recommended).

6. Advent Programs

Student Advent programs take place on Wednesday nights during the season of Advent. Most often the services are split in the following ways: grades 5-8, grades 1-4, 3 year old preschool-Kindergarten.

7. Singing in Church

Students sing throughout the school year at predetermined church services. They prepare for these songs in regular music classes during the school day.

8. Musicals

Musical programs take place each spring. The first one is presented by students in grades 5-8. The second is done by students in grades 1-4.

9. Track and Field Day

Although we do not have an organized track team, our students, in grades 5-8, try-out and compete as a school at the annual St. Paul Bonduel Track and Field Day in May. Our students in Kindergarten-4th grade compete on the same day in a track and field competition put on by the St. Martin staff. Lower grade track and field awards are handed out on the last day of school.

10. Graduation(s)

The following graduation ceremonies take place at the end of the school year: Pre3/4 - more of a musical presentation, Kindergarten, and 8th grade. The seventh grade families help prepare and host the eighth grade graduation reception.

11. School Closing Program

The last day of school is celebrated with a closing chapel, awards ceremony, and yearbook signing.

VIII. Conduct

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

At St. Martin Lutheran School, we strive to create a safe, respectful learning environment for every student.

Achieving this goal requires all of us—students, families, staff, and church members—to work together, emphasizing respect, responsibility, safety, and honesty.

Disputes and conflicts are a natural part of any family or community, and our church and school family is no exception. Most issues can be effectively resolved through open, honest, face-to-face conversation. Therefore, if a disagreement arises, one should always speak directly with the person involved before discussing the matter with others.

If a school-related concern arises, it is the responsibility of those involved to set aside time to discuss the issue privately and confidentially.

If the issue is not resolved through this discussion:

1. A mutually-agreed upon third party may be invited to listen and assist in the conversation.

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2. If a solution still cannot be reached, the matter should be brought to the attention of the principal.
3. If the concern remains unresolved, it may be referred to the pastor or the chairman of the Board of Education, who may then present it to the full board for further review.

Working together in this spirit of respect and communication ensures that St. Martin Lutheran School continues to be a supportive and nurturing environment for all.

B. Student Choice to be Self-Disciplined

St. Martin Lutheran School believes that all students are capable of acting in a respectful and responsible manner. Our goal is to encourage each student to make appropriate behavioral choices. Ideally, discipline should be self-imposed by students who strive to live as followers of Christ. However, as all Christians are imperfect and prone to sin, St. Martin Lutheran School recognizes the need to guide and support students when they struggle with self-discipline. As a Christian school, it is the responsibility of St. Martin to help the students grow in character and faith during these moments.

C. Student Responsibilities and Expectations

Students at St. Martin Lutheran School are responsible for:

1. Being at school on time unless properly excused by a parent/guardian or sent home by a school official
2. Showing respect and courtesy for others at all times, both physically and verbally, and giving adults full attention when they are speaking.
3. Taking care of all school and church property (this may include desks, walls, lockers, bulletin boards, windows, hallways, bathrooms, and the playground area, etc)
4. Helping keep the building and grounds clean and attractive
5. Being prepared for each class (books, paper, pencils, pens, etc)
6. Completing assignments and homework on time
7. Being available to teachers when needing to work at recess or after school. Teachers will not chase after students to get them to complete their work
8. Becoming an active participant in the classroom without disturbing or stopping the teaching/learning process
9. Taking ownership for his/her learning.
10. Staying seated unless permission to move around has been granted

D. 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 should 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 will counsel 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/email 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

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- i. Behavioral contract
 - j. Move student temporarily to another predetermined classroom
 - k. Provide natural and logical consequences
4. The teacher should document the date and details of the interventions

Level 2—Team Referral

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

1. If a team perceives that a student might have behavioral 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(s) as an alternative to a behavioral referral to the principal.
2. The team is encouraged to make frequent parental/guardian contact concerning students with behavioral or academic problems. Conferences with the student, teachers, parent/guardian, and principal should be held as needed.
3. The team is requested to keep a file on students with behavioral or academic problems. These records should contain a list of problems, actions taken, and parent/guardian contacts made.
4. The team may help to develop a behavioral intervention plan.

Level 3—Administrative or Principal Referral

When a teacher or team determines that interventions are not effectively addressing a student's unacceptable behavior—and the behavior is deemed out of instructional control and disruptive to the educational process—the teacher or team have both the right and responsibility to refer the student to the principal. The teacher or team should document the behavior or incident that prompted the referral.

1. The student is referred to the office of the principal.
2. The documentation of 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 are not limited, to the following:
 - a. Conference with parent/guardian, teacher, team
 - b. Parent phone call
 - c. Behavioral contract development
 - d. 2-3 day lunch and recess containment
 - e. 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 the behavior does not improve, then the following process will begin.

1. The principal may consider another in-school or out-of-school suspension.
2. An expulsion option may be considered.
 - a. St. Martin is a Choice School and may not be appropriate for all students.
3. Such action which is carried out 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:

1. 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/guardians, and a school board member to determine reinstatement.

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2. 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/guardians for possible reinstatement. The decision rendered at this level will be final, and no further appeals will be permitted.

E. Immediate Behavioral 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
- Bathroom, hallway, lunchroom, or playground misbehaviors
- Illegal or unsafe behaviors

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

F. Harassment/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/guardian should report an 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 an unwanted, aggressive behavior among individuals that involves a real or perceived power imbalance. This behavior is repeated or has the potential to be repeated over time. Individuals use the power, such as their physical strength, having access to embarrassing information, or their popularity, to control or harm others.

Harassment Definition: Harassment is 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.

There are 4 main types of bullying/harassment:

1. **Physical** – Harmful actions against a person's body. Some examples may include hitting, pinching, kicking, spitting, tripping, pushing, or touching inappropriately (this includes any type of intentional touching of intimate body parts of a person).
It also involves interfering with another person's property and stealing.
2. **Verbal** – Speaking to a person or about a person in a way that is unkind and hurtful, teasing, name calling, insulting, threatening, spreading rumors, or making racist or familial remarks including jokes and slurs.
3. **Non-Verbal** – These are some examples of actions that do not use words but still communicate exclusion, disrespect, or harm:
 - **Exclusionary Actions:**
 - Deliberately leaving someone out of a group activity or game
 - **Rude or Intimidating Gestures:**
 - Staring someone down to intimidate
 - Rolling eyes to mock or dismiss
 - Making offensive or threatening hand gestures
 - **Digital Non-Verbal Actions** (via devices like phones, tablets, or computers):

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- Spreading rumors or hurtful content through photos, videos, or messages
 - Sharing embarrassing images or private information
 - **Invasive or Inappropriate Physical Conduct:**
 - Unwanted touching or showing someone private body parts (this is also a serious form of sexual misconduct)
 - **Writing/Drawing Unkind Things:**
 - Leaving cruel notes or drawing mean images about someone
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. This included 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:

A. Bullying/Harassment Policy:

Such conduct is contrary to the behavior, values, and principles taught by our Savior, and is disruptive to the educational process. Therefore, harassment/bullying is not acceptable behavior at 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.

B. Prevention and Education:

Teachers and the principal will annually establish a process to educate themselves, parents/guardians, 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/guardians will be given the opportunity to better understand the bullying situations and what they may do in cooperation with the school to keep their child(ren) safe, and at the same time, to help their child(ren) become more independent.

C. Procedures

Students who are caught in the act of bullying will be subject to the discipline process as explained in the student handbook under conduct and the discipline ladder (VIII.D.)

D. 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 need to 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. Complaints of harassment may be made verbally or in writing to a principal or teacher. The complaint should detail the specific nature of the harassment and include relevant dates. The complainant must provide their name, address, and phone number. If the complaint is made verbally, the principal or teacher may document it in writing and ask the complainant to sign the written statement.
2. The school is committed to providing a safe and respectful learning environment. Any complaint of harassment or bullying will be handled promptly, thoroughly, and impartially.

Investigation Process: Upon receiving a complaint, the principal or designee will:

1. **Notify the accused individual** of the allegations.
2. **Allow the accused to respond** to the allegations.
3. **Conduct an investigation** to determine:
 - Whether the allegations are substantiated;
 - Whether the conduct constitutes harassment or bullying;
 - What remedial action, if any, is necessary.
4. **Arrange a meeting** with all concerned parties within ten (10) school days, if deemed necessary.

To the extent permitted by law, confidentiality will be maintained throughout the investigative process in order to protect all parties involved.

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Resolution and Notification: A written response will be provided to the complainant within fifteen (15) school days from the date the complaint was received. This response will include:

- A summary of the findings
- Any corrective or remedial action taken, if applicable

Mandatory Reporting: If the complaint involves allegations of **child abuse or neglect**, the staff member receiving the complaint is required to contact the appropriate authorities in accordance with **Wisconsin state law**.

E. Appeals Process

1. If the complainant is not satisfied with the response of the principal or designee, he/she 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 involving the complaint, if deemed necessary. The school board shall schedule a meeting if requested by the complainant. The school board shall provide 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, he/she may, at any point in the process, file a complaint with the proper legal authorities, including the State Superintendent of Public Instruction. Those 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.

G. Unauthorized Substances

1. While enrolled at St. Martin Lutheran School, any student 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. The 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 School Board.
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.

H. 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 the Clintonville School District and the Lamers Bus Company. Copies of the bus regulations are available in the school office and at registration.

I. Unauthorized Property

Students are not permitted to use unauthorized personal electronic devices anywhere, which are not conducive to education, during the school hours of 7:55 AM to 3:00 PM. Exceptions are granted only by declaration of the principal and classroom teacher. The school is not responsible for lost or stolen property.

The **Smartwatch Policy** includes:

Students in grades 4 and below are **not permitted** to wear smartwatches. They need to be placed in backpacks during the school day if brought to school.

Students in grades 5-8 are **permitted** to wear smartwatches at school; however, to maintain a focused and respectful learning environment, the use of certain features is strictly prohibited during school hours. These include, but are not limited to:

- Messaging (text, email, chat apps)
- Phone calls or voice messaging
- Internet browsing
- Camera and video recording

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- Games and entertainment apps
- Notifications and alerts (must be silenced)
- Health or fitness features during instructional time (unless medically required)

Smartwatches must not be used as a substitute for a mobile phone. Any smartwatch being used in violation of this policy may be confiscated and returned according to the school's electronic device procedures. Students who need to use a smartwatch feature for medical or accessibility reasons should seek prior approval from the administration.

Revised by the School Board, June 9, 2025

Policy Implementation Procedures

1. These electronic possessions include, but are not limited to, cell phones, smart watches (may be worn but not used as stated above), cameras, video games, or the like.
2. The items brought to school must remain within a students' backpacks or in a numbered cell phone pouch located behind the teachers' desks in grades 5-8 upon arrival. This helps prevent damage to them in the lockers. The phones should be turned off or silenced.
3. If a student chooses to use or turn on such an item, then he or she will have the item taken away by a teacher or school employee.
4. Parents may pick up the device in the office because it will not be given back to the student.
5. Students will be able to use the office telephone to call parents for only emergency reasons.
6. Frequent calls by the same students are not acceptable and calls will be limited for a time.

IX. Student Policies

A. Health Policies

St. Martin will comply with County and State Health Regulations.

1. Becoming Sick While at School

Students who become ill while at school will be sent to the school office. When the child cannot remain in school, a parent/guardian will be called to pick up his/her child.

2. Physical Requirements

Physical examinations are required bi-annually of all students participating in interscholastic sports.

3. Communicable Diseases

So that the school can control communicable diseases, St. Martin Lutheran School may require that a student returning to school after having a contagious disease, provide a note from a doctor. At the principal's discretion and/or due to the Waupaca County Health Department's requirements, parents/guardians shall be notified of communicable diseases in the school.

4. Medication Policy

Since St. Martin Lutheran School does not have a nurse, 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. A school medication form must also be completed. There will be no exceptions. The medication must be taken under the supervision of a parent/guardian or school personnel.

5. Fever

Those students, per DPI guidelines, with a fever greater than 100.4 degrees °F, may return when fever-free for **24 hours** (WITHOUT the use of fever-reducing medication).

6. Vomiting/Diarrhea

Those students per DPI guidelines, with any unexplained vomiting episode, may return to school 24 hours after his/her last episode. Diarrhea is defined as three or more unexplained episodes of watery or loose stools in **24 hours** OR sudden onset of loose stool. Any student experiencing this, may return to school after 24 hours from the last episode.

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B. Recess

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

C. Dress Code

Consistent with the principle that God set standards for Christians' modesty and appearance, St. Martin Lutheran School expects its students to avoid extremes in clothing, and that children dress tastefully with the emphasis on neatness and properly-fitting clothing.

Shoes 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. Gym shoes are required for all grade levels and need to be worn while participating in activities in the gym.	Tops Halter, sleeveless tops or sleeveless dresses are not allowed. Shirts and blouses not covering the midriff, or low cut at the neck to expose the chest, as well as revealing tops and torn clothing are not allowed. Cold shoulder tops will be allowed if the straps are thick enough and no undergarments are exposed/visible.	Pants/Dresses/Bottoms Pants should refrain from having holes that were made for fashion purposes. We understand that pants will develop normal wear and tear especially on the playground and, in these cases, leniency will be considered. Shorts are allowed in September, May, and June. However, at the principal's discretion, they may be worn in April and October. The principal will send out an email to parents letting them know if shorts are allowed. Shorts and skirts must be of sufficient length so that when a student stands straight, he/she will be able to touch clothing when holding hands down his/her sides. Spandex can be worn under skirts and dresses, but should not be visible.
Chapel Days St. Martin Lutheran School encourages boys to wear shirts with collars and either slacks or dress jeans. The school also encourages girls to wear dress jeans or slacks. Skirts or dresses may also be worn but must be of appropriate length, and worn with tops adhering to dress code. Children are encouraged to wear belts with pants that have belt loops.	Hair, Makeup, and Nails No excessive hairstyles or make-up will be allowed. Students are not to wear hats in the building unless given permission by the principal. Fake nails are discouraged, especially in fourth grade and below. They often interfere with the students' ability to write and complete work in the classroom. Revised by the School Board: June 9, 2025	Winter/Weather Appropriate winter clothing is needed to participate in winter recess activities. If assistance is needed in acquiring winter clothing, students may speak to the principal.

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 the 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 verbally and in writing. 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.

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- Final interpretation of the dress code is the responsibility of the principal and school board. St. Martin Lutheran School expects that parents/guardians will not send their children to school in clothing that is inappropriate or in poor taste.

Revised by School Board October, 2024

D. Gym Dress

Students must have a separate pair of non-marring tennis shoes for physical education (P.E.) classes. For the safety of all children, no jewelry shall be worn during P.E. class.

St. Martin requires all students in grades 5-8 to wear the required clothing for P.E. This will include a shirt (purchased from the school office), black shorts or sweatpants, appropriate indoor or outdoor tennis shoes, socks, and deodorant. All gym clothing should be cleaned on a weekly basis.

E. Solicitation

There shall be no solicitation of any items without the principal's approval.

Invitations to individual student parties may not be distributed at school.

F. Acceptable Use Policy (signed by students and parent/guardian annually)

What is an AUP (Acceptable Use Policy)?

An Acceptable Use Policy is a written agreement signed by St. Martin Lutheran School, Clintonville, WI, users, parents/guardians and students that describe the terms and conditions for the use of technology available to all students during St. Martin's sponsored activities. This agreement outlines expected behavior while using different technology resources available at St. Martin's. They include, but are not limited to: hardware, software, and online tools such as the Internet. In addition, permission for publication of student pictures and work on St. Martin's website is included.

St. Martin's provides computer training and Internet access to enhance the learning environment. The use of computers is an integral part of the ministry at St. Martin's. The following guidelines provide a general outline of acceptable and unacceptable use of computers and the Internet at St. Martin's Lutheran School.

Computer use is a privilege for the staff and students of St. Martin's. This privilege is maintained by complying with the computer use guidelines in this policy. Appropriate use of the tools of technology as stated in this article allows continued access to computers, St. Martin's information network, and the Internet.

St. Martin's Technology

With the use of electronic networks, including both Internet and Intranet, St. Martin's is expanding technology access for students and staff. With this access comes the responsibility for appropriate use. Students and staff are expected to maintain Christian ethics in making appropriate decisions regarding their technology use provided by St. Martin. In general that requires efficient, ethical, and legal utilization of the network/non-network resources. Thus, the following principles will be applied:

1. The signatures required in accordance with the AUP are legally binding and indicate the parties who signed have read the terms and conditions, understand their significance, and agree to abide by them.
2. Failure of users to abide by the AUP guidelines may cause the elimination of a user account at any time as required.
3. In accordance with the AUP guidelines, the St. Martin's Lutheran School technology coordinator, principal and school board may in its sole discretion deem what is inappropriate use, and all such decisions by the administration are final.
Additionally, if St. Martin's incurs a financial cost due to user misuse or intentional malicious action, the user will bear the sole responsibility for the financial cost incurred.

Student Expectations

1. Students may only use computers at St. Martin's with the direct supervision of a staff member. Students will be monitored at all times either by staff members and/or cameras. Most of the time staff members will be present and actively monitoring all work being done by the student, including, but not limited to Internet usage and data stored on the network.

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2. Treat the computers at St. Martin's with care so that they will continue to be available for use by other students. Students who purposefully act in an irresponsible manner will be held responsible for the cost of any repairs deemed necessary to return the hardware or software to its normal working capacity.
3. Students will have a specific password protected area of the network that will be available for their use. Any invasion of another student or teacher's network space, whether it be accessing, using, or altering the work of another person without his or her permission is in violation of this policy including, but not limited to: accessing files, passwords, and other network settings.
4. Students may not install commercial software, shareware, or freeware without the written permission of the technology coordinator and/or principal. Reasonable care is to be taken when accessing and downloading files to determine that they are free from computer viruses. Virus protection programs are not to be disabled or uninstalled under any circumstances. Standard copyright restrictions are to be followed at all times.
5. While using the Internet, students will not give out personal information about themselves or another person such as first and last name, address, phone number, and/or email address. Downloading, storing, printing or distributing files, images, or information that is profane, obscene, or that offends or degrades in any way is unacceptable. Should a student come across this information accidentally, the student should report it to his or her teacher immediately.
6. Use of technology at St. Martin Lutheran School for personal financial or commercial gain is prohibited.

Consequences

1. Interpretation, application, and possible modification of these policies shall be within the sole discretion of the St. Martin's technology coordinator, principal, and School Board. Violation of these policies will be reviewed on a case-by-case basis and appropriate action taken, if necessary.
2. The St. Martin's administration may at any time make determinations that particular uses are or are not consistent with the purposes of the network and computer resources. Furthermore, the technology coordinator reserves the right to discontinue access to the computing equipment and network at any time for any users.
3. Automatic notification will be made to the parent/guardian of the student involved in any violation of this Acceptable Use Policy. Depending on the severity of the infraction and the judgment of the technology coordinator and/or principal, then either staff member may invoke the following consequences for violations of the Acceptable Use Policy: withhold computer use privileges, in-school suspension, out-of-school suspension and/or expulsion.

St. Martin's Website and Printed Publicity

1. St. Martin Lutheran School maintains a website on the World Wide Web as a means for communicating information and advertising our school. All material published to and downloaded from this site must be approved by the administrator prior to its publication on the Internet.
2. From time to time, the teachers and principal may include examples of student work and photographs on our website and in printed publicity materials. All student work and pictures will be published anonymously with no student names being used, to maintain privacy for that child. Since this website and the print materials are a public means of communicating information about our school, all parents/guardians at St. Martin's must annually sign and have filed with the school office permission or exemption for publication of student pictures and work as per the guidelines described above.

Conclusion

St. Martin's Lutheran School acknowledges the blessings the Lord has bestowed on His church through technology, and we are committed to empowering our students and staff to use this gift in a way that is in keeping with our Christian faith. We pray that God will bless our efforts to use technology as a tool to enhance the learning environment and increase communication and productivity while maintaining the traditions of St. Martin Lutheran Church and School.

X. Additional Safety

A. Accident Prevention

It is the responsibility of the principal to make sure an annual safety inspection is conducted of the building, grounds, and the gymnasium and playground equipment.

It is the responsibility of the assigned teacher or aide, to ensure the proper supervision of the students while in the classrooms, while on the playground, the parking lot, and during extra-curricular activities.

B. Accidents

The principal, or his/her designated representative shall assume the responsibility for providing adequate care for a student who has had an accident. He/she should utilize the services of any staff personnel who are qualified in administering first aid.

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, any first aid administered, and who administered the first aid if it was needed. This report should be filed in an accident log book that is kept in the school office.

C. Head Injuries

Head injuries are taken seriously at St. Martin. Anytime an injury occurs involving a student's head being hit by anything, i.e. ball, ground, body part, etc., a head injury report form is filled out and sent home. This is to provide detailed documentation in case a concussion is sustained. 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.

D. Safety Drills

1. Fire Drills

Fire drills are to be conducted on a regular basis, per Department of Justice (DOJ) guidelines, 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 conducted during the fall and early spring of each year, per DOJ guidelines. Each class will be instructed on the proper procedures during a severe weather drill.

3. ALICE Drills

St. Martin Lutheran staff has been trained by the Clintonville Police Department on ALICE (Alert, Lockdown, Inform, Counter, Evacuate) procedures and review this training as a staff annually. ALICE drills will be conducted in the fall and spring of each year, per DOJ guidelines. Each class will be instructed on proper procedures for intruders and threats of school violence.

E. Mandated Reporting

A "mandated reporter" is an individual who receives information regarding suspected abuse to a student. Teachers, bus drivers, custodians, cooks, and anyone employed by St. Martin Lutheran School and has regular interactions with students are considered by the State of Wisconsin to be mandated reporters of any suspected abuse to a student. A mandated reporter is required to report when they receive information that maltreatment has occurred or have reason to believe maltreatment has occurred to a child within the last three years.

"Abuse" is categorized in the following ways: physical, sexual, neglect, and/or mental.

Staff, suspecting that abuse has occurred, must report to the local social services agency or local law enforcement within 24 hours of receiving the information. If the mandated reporter perceives the child to be in immediate danger, he/she shall immediately contact 911 for further action. A written report must follow within 72 hours of receiving the information. The staff member shall also inform the administrator, but it is the staff member's responsibility to fulfill the reporting procedures.

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Mandated reporters must keep this information confidential. This means that they are only to discuss this matter with the administrator and other appropriate local authorities. They may not discuss the matter with other staff, the parents of the student, or any other person. The result of an investigation may remain confidential by the investigating agency and may not necessarily be shared with the mandated reporter. This is stated in Wisconsin Law #48.981(2).

St. Martin Lutheran Church/School Teaching Staff

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

Pastors:

Rev. Jason Zobel

jzobel@stmlc.org

w-715-823-6538 ext. 2115 - Monday thru Thursday
cell- 608-228-4134

Rev. Hayden Lukas

hlukas@stmlc.org

w-715-823-6538 ext. 2114 - Tuesday thru Friday

Principal:

Mrs. Emily Ferg

eferg@stmlc.org

school - 715-823-6538 ext. 2113

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

Grade 8	Mr. Matthew Reimer	ext. 2220	mreimer@stmlc.org
Grade 7	Mr. Nathan Doell	ext. 2219	ndoell@stmlc.org
Grade 6	Mrs. Lisa Papendorf	ext. 2216	lpapendorf@stmlc.org
Grade 5	Mrs. Laurel Zobel	ext. 2221	lzobel@stmlc.org
Grade 4	Mrs. Pauline Jerabek	ext. 2118	pjerabek@stmlc.org
Grade 3	Mrs. Laura Woelfel	ext. 2215	lwoelfel@stmlc.org
Grade 2	Ms. Emily Tessmer	ext. 2213	etessmer@stmlc.org
Grade 1	Mrs. Miranda Roland	ext. 2212	mroland@stmlc.org
Kindergarten	Mrs. Ruth Wartick	ext. 2214	rwartick@stmlc.org
Preschool	Mrs. Calista Schley	ext. 2218	cschley@stmlc.org
Music	Ms. Grace Amundson	ext. 2211	gamundson@stmlc.org
Reading Support	Mrs. Carrie Krake	ext. 2133	ckrake@stmlc.org
School Secretary (8:00-4:00)	Mrs. Teresa Wolf	ext 2112	twolf@stmlc.org

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

Director Jen Lang 715-823-6538 ext. 2121 daycare@stmlc.org

PTL Officers 2025-2026:

Amy Kersten, President

715-851-1701

alkersten8@gmail.com

Emily Tessmer, Vice President

715-250-2397

emilyjtessmer@gmail.com

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Heidi Pettis, Secretary		
Tara Hagman, Publicity	763-226-0384	taraotto@yahoo.com
Jen Lang, Boosters	715-250-0327	jennifernlang@hotmail.com
Christina Hubbard, Boosters	715-460-0781	hubbard0216@yahoo.com
Amanda Van Straten, Boosters	715-853-1487	abvanstraten@gmail.com
Tammy Higgins, Scrip Coordinator	715-250-2290	tammyhiggs77@gmail.com
Tracy Hoffmann, Board of Directors	920-419-5737	tracyhoffmann001@gmail.com

St. Martin Lutheran School

SPORTS PROGRAM POLICY



Reviewed & Revised June, 2025 by the Big 6 Conference Athletic Directors,
followed by the Athletic Director, Principal, and the School Board for St. Martin Lutheran School

ST. MARTIN LUTHERAN MISSION

Preaching, Teaching, and Reaching with God's Word

How do we accomplish our mission through athletics? *Through our actions...*

As Christian athletes, we are called to honor God, not only through our talents and achievements, but also through our attitude and conduct on and off the court. Good sportsmanship is a reflection of Christ's love and humility—it means showing respect for opponents, officials, teammates, and the game itself. It means playing with integrity, handling both victory and defeat with grace, and leading by example in all circumstances. By embodying the values of honesty, discipline, and compassion, Christian athletes become powerful witnesses of faith, using their platform to inspire and uplift others. In every competition, the ultimate goal is to glorify God through one's effort, character, and sportsmanship.

ATHLETIC ELIGIBILITY

Athletic activities are a valuable and enriching part of the St. Martin Lutheran School program. However, scholastic achievement takes 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 upper grade teachers, the Athletic Director, and principal, will meet to discuss academics, attitude and conduct. If a child has poor to failing grades which are due to lack of effort, continuous late work, or misconduct on or off the court, the Athletic Director or teacher will notify the parents/guardians about the action that will be taken after a meeting involving the upper grade teachers and principal. 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.

Big 6 Conference

ST. MARTIN, CLINTONVILLE - 100 S. Clinton Ave., Clintonville

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

TRINITY, GREEN BAY - 120 S. Henry St., Green Bay

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

SACRED HEART, SHAWANO - 124 E. Center St., Shawano

ST. PAUL, BONDUEL - 240 E. Green Bay St., Bonduel

High Schools Used Occasionally for Tournaments:

Wolf River Lutheran HS, Shawano - W7467 River Bend Rd., Shawano

N.E.W. Lutheran HS, Green Bay - 1311 S. Robinson Ave., Green Bay

RULES

Conference

St. Martin Lutheran School abides by the rules set by the Athletic Directors of the Big 6 League, but St. Martin's school policy adheres to some stricter guidelines in the following areas:

Volleyball: 3 teams - A, B, C - games primarily on Tuesdays and Fridays (note dates may change for rescheduled games) A Team - 8th Graders and below B Team - 7th Graders and below C Team - 5th and 6th Graders	Basketball: Boys - 3 Teams - games primarily on Fridays (note dates may change for rescheduled games) A Team - 8th Graders and below B Team - 7th Graders and below C Team - 5th and 6th Graders Girls - 2 Teams - games primarily on Tuesdays (note dates may change for rescheduled games) A Team - 7th - 8th Graders and below B Team - 5th - 6th Graders
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- Players for each team will be determined by effort in the classroom, on the practice floor, and by ability. Placement of the players on the respective teams will be determined by the coaches.
- Some students may be asked to play on two teams to ensure them more playing time. This will be at the discretion of the coaches and Athletic Director. Players who start on a higher team may not play down unless numbers are low, and it is approved by the Athletic Director (Revised May 2022).
- Parents and spectators must conduct good sportsmanship. This includes supporting the whole team (not just one player,) and coach, and using appropriate language. 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 the St. Martin Athletic Director before they will be allowed to attend any future sporting events.
- **Sportsmanship will be announced at the beginning of each Big 6 game and enforced at all schools by the Athletic Directors.** Added by Big 6 Conference April, 2025
- 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 including adults knowledgeable in cheerleading skills.

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.

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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!"

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 the school will ask the congregation for volunteer names, so that the Athletic Director can contact those individuals. The 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 are encouraged to speak about their specific child and not in generalizations, i.e. team. When the parents/guardians have 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 proceeding through the Chain of Command, and you are not satisfied with the result, you may 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 the player should be here at the beginning of lunch hour. If this rule is broken, players will be

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penalized and will need to sit out for half of the next game. Other situations, such as funerals, need prior approval from the Athletic Director.

Revised May, 2022

UNIFORMS

For basketball, the home team should wear light-colored uniforms, and the visiting team should wear dark-colored uniforms.

Volleyball - all players have the same colored uniform. A teams may have a player, the libero, in a different color. This player has different substitution rules.

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 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 his/her 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 SOFTENER.
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/guardian will be responsible for the replacement cost of the uniform. Current replacement cost is \$145.00 for a uniform.

ATHLETIC CARDS

A physical examination by a physician is required before a student may participate in a practice or game. A physical card is good for two years. The second year a parent/guardian 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/guardian and athlete, have read and agreed to the items in this athletic booklet. Important items include:

- Laundering uniforms
- Giving permission to ride the bus to away games
- Getting your son/daughter to tournament games

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- Agreeing to the athletic code and athletic policy
- Helping in concession/hallways/gym the required amount of times as stated for that season from the Athletic Director. Numbers may vary depending on available spots. When multiple children from the same family are participating in the same sport, St. Martin asks that you volunteer the required number of times plus one additional game per child in the family during the shared season.
- Helping at our Parent/Taco Night (major fundraiser for the sports program)

FEES

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

A volunteer fee of **\$50 is required to participate**. After serving your required number of volunteer spots, your \$50 will be refunded to you when the uniform has been returned.

St. Martin will not provide transportation to tournaments. Arrangements should be made early. Buses are provided only when the bus garage can accommodate the school.

CHECKLIST TO HAVE BY FIRST DAY OF PRACTICE

- Physical or alternate card
- Payment of athletic fees
- Signed medical form
- 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. **Players who are in more than one sport a season, or are on more than one team a season, must prioritize St. Martin sports and practices over the other team.** The success of our teams depends on the consistent presence and support of all players during both practices and games. Failure to attend practices or games may result in reduced playing time, as determined jointly by the head coach and the Athletic Director.

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 following each midterm and quarter to review student-athletes' academic performance, attitude and conduct. Additional meetings may be held as needed if concerns arise in any of these areas. If a student is earning poor or failing grades—particularly due to lack of effort, consistent late work, or misconduct either on or off the court—the Athletic Director or a teacher will notify the parents regarding the actions to be taken. This will occur after a collaborative meeting with the Grade 5–8 teaching team and the principal. When necessary, a formal meeting involving all relevant parties will be convened to discuss the student-athlete's performance and determine appropriate next steps.

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 ~

1 st violation-	games equivalent to ½ of the season
2 nd violation-	dismissal

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Before any disciplinary penalty is applied to a student-athlete, the teacher, Athletic Director, coach, and principal will consult to review the situation. Once a decision has been made, the parents will be notified in writing. Disciplinary actions will be applied to future games or matches to avoid disrupting the student's current participation or team plans. Parents/guardians may appeal the decision by submitting a formal request to the chairman of the School Board. The chairman will appoint a committee of three members to review the appeal and make a final determination.

All players and managers are encouraged to travel to out-of-town games with the squad on the bus when provided. If you wish to have your child travel home with you, your child must present the Athletic Director/coach with a written note from a parent/guardian. Parents/guardians must sign their child out on the away game clipboard if the child rode the bus to the game.

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: _____ E-mail: _____

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/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

Parents often play a key role in sparking their child's interest in athletics. At St. Martin, we encourage all athletes to embody Christ-like values, and we recognize that parents are essential in supporting this mission. Your involvement is vital in helping your child grow into a well-rounded athlete—physically, emotionally, and spiritually.

To support your student-athlete, we ask parents to embrace the following responsibilities:

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 dropping them off and picking him or her up within 15 minutes before/after a practice and promptly after a game.
 - c. Attend some athletic games.
 - d. Drive to some away games.
 - e. Help at the concession stand.
 - 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.
 - 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.

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!"