

ST. MARTIN LUTHERAN SCHOOL PHILOSOPHY

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

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

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

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

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

St. Martin Lutheran School

Mission, Vision, and Core Values

Mission Statement

Preaching, teaching, and reaching with God's Word

Vision Statement

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

Tag Words: **Educating Equipping Encouraging**

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

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

Core Values

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

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God's Word

The Bible is God's Word and absolute truth. It is our one and only authority for teaching and practice. It will be the focal point of our worship, our ministries, curriculum, and our lives. We will teach it, preach it, study it, listen for God's direction and obey it. "Make them pure and holy by teaching them your words of truth". (John 17:17) "We believe, teach, and confess that the prophetic and apostolic writings of the Old and New Testaments are the only rule and norm according to which all doctrines and teachers alike must be appraised and judged, as it is written in Ps. 119:105, 'Thy word is a lamp to my feet and light to my path'." (Part I: Epitome, Formula of Concord, paragraph 1.)

Original Sin

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

Jesus the Christ

The only way to a right relationship with God is through what God has done for us in Jesus Christ. This is what makes us different from other religions. "Jesus told him, 'I am the way, the truth, and the life. No one can come to the Father except through me'." (John 14:6) "It is the unanimous confession of our churches according to the Word of God and the content of the Augsburg Confession that we poor sinners are justified before God and saved solely by faith in Christ, so that Christ alone is our righteousness. He is truly God and man since in him the divine and human natures are personally united to one another." (Jeremiah 23:6, I Corinthians 1:30, II Corinthians 5:21; Epitome: Part III: The Righteousness of Faith before God, Formula of Concord, paragraph 1) "So everywhere we go, we tell everyone about Christ. We warn them and teach them with all the wisdom God has given us, for we want to present them to God, perfect in their relationship to Christ. I work very hard at this, as I depend on Christ's mighty power that works within me." (Colossians 1:28-29)

Our Response to God's Love

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

Worship

St. Martin is a great place to belong and a great place to grow. The congregation is committed to being a church that models authentic Biblical community through a ministry of small groups in which every individual is cared for and encouraged in his/her daily walk with God. “And let us not neglect our meeting together, as some people do, but encourage and warn each other, especially now that the day of his coming back again is drawing near.” (Hebrews 10:25) Teamwork and mentoring are encouraged as we carry out our tasks of serving the Lord together.

Prayer

Be joyful always; pray continually; give thanks in all circumstances, for this is God’s will for you in Christ Jesus. “(I Thessalonians 5:16-18) In Christ we have access to God through prayer. We strive to keep this line of communication open to God at all times, closely connecting this to core value #1 and God’s communication with us. We believe in the power and blessing of prayer. “So let us come boldly to the throne of our gracious God. There we will receive his mercy, and we will find grace to help us when we need it.” (Hebrews 4:16)

Excellence

“Work hard and cheerfully at whatever you do, as though you were working for the Lord rather than for people. Remember that the Lord will give you an inheritance as your reward, and the Master you are serving is Christ.” (Colossians 3:23-24) We strive for excellence in all that we do. Planning, preparation, and execution of our mission, curriculum, and ministry should reflect our desire to give our best because of what He has done for us. “There are different kinds of gifts, but the same Spirit. There are different kinds of service, but the same Lord. There are different kinds of working, but the same God works all of them in all men.” (I Corinthians 12:4-6)

Outreach

The mission of our church and school is to invite people to walk with Christ, equip them to live like Christ and to send them to work for Christ. We strive to get the right people in the right ministries for the right reasons as we work together as the Body of Christ in this place and time. “Jesus came and told his disciples, ‘I have been given authority in heaven and on earth. Therefore, go and make disciples of all nations, baptizing them in the name of the Father and the Son and the Holy Spirit. Teach these new disciples to obey all the commandments I have given you. And be sure of this: I am with you always, even to the end of the age.’” (Matthew 28:18-20)

Love and Care

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

Share and Respect

We strive to be good stewards of all God have given us. We will set an example of tithing with our church income, and encourage whole life stewardship of time, talent, and treasures. We will reach out to one another in times of need. We will look for ways to serve our community and the world by sharing the good things God has given us with those in need. Our goal is to be other-oriented rather than self-oriented. “And do not forget to do well and to share with others, for with such sacrifices God is pleased”. (Hebrews 13:16) “Each should use whatever gift he has received to serve others, faithfully administering God’s grace in its various forms.” (I Peter 4:10)

Trust and Hope

“We must daily submit to God’s timing for our lives and our ministries, remembering, this is not about us—it’s about Him. Trust me in your times of trouble, and I will rescue you, and you will give me glory.” (Psalm 50:51) “May the God of hope fill you with all joy and peace as you trust in him, so that you may overflow with hope by the power of the Holy Spirit.” (Romans 15:13)

Biblically Based

We value a holistic education where students are encouraged to meet their God-given potential academically, emotionally, artistically, physically, socially, and spiritually in a nurturing Christian environment . When possible and timely, we apply God’s Word to all aspects of curriculum and educational resources. “Jesus grew in wisdom and stature and in favor with God and men.” (Luke 2:52) “If anyone speaks, he should do it as one speaking the very words of God. If anyone serves, he should do it with the strength God provides, so that all things God may be praised through Jesus Christ. To Him be the glory and the power for ever and ever. Amen” (I Peter 4:11) “Watch your life and doctrine closely. Persevere in them, because if you do, you will save both yourself and your hearers.” (I Timothy 4:16) “In everything set them an example by doing what is good. In your teaching show integrity, seriousness, and soundness of speech that cannot be condemned, so that those who oppose you be ashamed because they have nothing bad to say about us.” (Titus 2:7-8) “And now, O Israel, what does the Lord your God ask of you but to fear the Lord your God, to walk in all his ways, to love him, to serve the Lord your God with all your heart and with all your soul, and to observe the Lord’s commands and decrees that I am giving you today for your own good.” (Deuteronomy 10: 12-13)

Approved by School Board: January 5, 2009

STUDENT POLICIES

A. Excusing Children

1. Absences

Every effort should be made to encourage attendance on the part of all students. Habitual absences and tardiness must be reported to the Principal. Any student absent from school is required to have a Parent/guardian calls the school by 8:00 a.m. on the day of the absence.

Policy Implementation Procedures

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

Excusing Children – Absences ~ Approved July 9, 2007

2. Leaving School Grounds

No student is to leave the school grounds during the school day, unless the student has a note from the parent/guardian. This request needs to be approved by the Principal and the teacher. (Note is to be dated, signed, and good only on that date.) **The student also needs to be signed out in the office before leaving and upon returning.**

3. Recess

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

B. Student Vacations

Both the faculty and the Board of Christian Education strongly discourage students from taking a vacation during the school year. However, if the parent/guardians feel they must take their children out of school for a vacation, the parent/guardians must meet personally with 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 during the vacation period.

C. School Discipline Procedures

We feel that discipline should normally be self-imposed by the student who is living as a follower of Christ. However, all Christians are sinful beings, and we as a Christian School, must help the students when they fail to apply self-discipline. Because of this, the following procedure in discipline will be followed:

1. When the problem first occurs, the teacher will ask the student to correct his/her behavior.
2. If talking to the student is not successful, the teacher will apply grade-appropriate disciplinary measures. Corporal punishment is deemed inappropriate.
3. If the problem persists, the parent/guardian of the student and Principal will be notified of the situation, so that appropriate action may be taken.
4. If the parent/guardians and the Principal are not able to get the child to correct his behavior, the Pastor and or the Board of Christian Education shall be called to help by working with the child and his parents/guardians.
5. If these measures are of no avail, the Principal will suspend the child from school until parents/guardians meet with the teacher and the Principal and agree to follow their suggestions for solving the problem.
6. If suspension and accompanying parent-teacher agreement are not successful, the Principal will expel the child from school. If the parent/guardians feel the expulsion is unjust, they may appeal the action to the Board of Education for a final decision. At this time, the parents/guardians, teacher(s) involved, the Principal, and a majority of the Board of Education must all be present.

D. School Discipline: After School Detention for Grades 1-8

1. When repeated misconduct or incomplete work occurs, the student will receive an after school detention. Detentions will be served from 3:15-3:45 under the supervision of the teacher. Failure to report for a detention will result in an additional detention. These will be served on the next two consecutive detention periods.
2. A detention notice will be sent home when a student is to serve a detention. If the student fails to return the signed detention notice to school prior to the detention day, the teacher will call the parents/guardians.
3. If a student receives three detentions within a grading period, a conference will be set up with the parents/guardians, student, and teacher.
4. If the problem continues, the student will be placed on probation. Probation can result in a suspension from school if the written guidelines are not met.

5. The following items are examples that may result in an after school detention, if they occur on a persistent basis:
 - a. Disrespect to people or property.
 - b. Abusive, threatening, or obscene language.
 - c. Fighting.
 - d. Cheating.
 - e. Continued incomplete work.
 - f. Leaving school grounds or classroom without permission.
 - g. Disruption of the class.
 - h. Washroom and/or hall disturbances.
 - i. Gum chewing during the school day.
 - j. Three tardies in one grading period.
 - k. Any incident that warrants action by the Principal.
6. The student must remain in his seat, be quiet, and do the necessary school work while he is serving his detention.

E. Probation, Suspension, and Expulsion Policies

1. Any student may be placed on probation if any of the following occur:
 - A. Disruption of the class; interfering with the learning process.
 - B. Disrespect of the school staff.
 - C. Lack of effort in work turned in.
 - D. Any incident that warrants action by the Principal.
2. Placement on probation, suspension, or expulsion will require immediate notification of the parent or legal guardian in person or by telephone. The Principal will also make written notification via certified mail of the allocations.
3. When a student is placed on probation, a meeting must be arranged with the parent/guardians, student, teacher(s), and Principal in which a behavior contract for the student is set up.
4. Failure to adhere to the contract will result in a home or in-school suspension for not less than two days.
5. The student will be re-admitted only after a meeting of the parent/guardians, the student, the teacher(s), and the Principal.
6. Continued failure to adhere to the contract set up in (3) will result in being expelled from school.
7. Any fees and tuition, already remitted, will not be refunded.
8. 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.

F. Unauthorized Substances

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

A maximum of 10 days out of school suspension. Parent/guardian conference mandatory with the Principal before returning to the classroom. Student must enroll in a substance abuse program.
 - B. Second Offense

Immediate removal from school with no option of return.
2. In each individual case, actions taken will be recorded and filed in the student's temporary record and reported to the Board of Education.
3. If any parent/guardian feels the expulsion is unjust, they may appeal to the Board of Education for a final decision. The parent/guardian, the teacher(s) involved, and the Principal must be present at this meeting.

G. Personal Problem Procedure (Matthew 18:15-18)

Disputes and conflicts occur in all families. Our church and school family is not an exception. Most differences; however, can be readily resolved if the parties involved engage in honest, direct conversation. During such conversations, it is important to focus on the love of Christ that unites us, and accept and forgive the human failings we so readily see and share with one another. In situations involving conflict, the practice of open communication and active listening is imperative. The avoidance and suppression of hostile feelings usually compounds difficulties and leads to destructive passive-aggressive behaviors. If you are having a problem, enduring an irritation, or feeling a hurt, confront the situation directly. Before you complain to someone about someone else, always speak first to the person causing your discomfort!

1. If a school problem arises, it becomes the parents'/guardians' responsibility to make an appointment to discuss the problem with the teacher/coach in private. If deemed appropriate by the parents/guardians and teacher, the child may be included.
2. If no solution is forthcoming, the parents/guardians and teacher/coach should discuss it with the Principal.
3. If the problem continues, the parents/guardians or teacher/coach should feel free to contact the Chairman of the Board of Education who will take up the matter with the Board of Christian Education.

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 Clintonville School District. Copies are available in the school office.

I. Dress Code

1. Consistent with the principle that God set standards for Christians modesty and appearance, our school expects its students to avoid extremes in clothing and that the children dress in good taste with the emphasis being on neatness and properly fitting clothing.
2. All children are to wear shoes at all times. During September and May, sandals may be worn if they have a strap on the back and it is in use. No flip flops are allowed. Halter and tank tops are not allowed. Shirts and blouses not covering the midriff or low cut at the neck to expose the chest, revealing tops and torn clothing is not allowed. We encourage boys to wear shirts with collars and either slacks or dress jeans. We encourage girls to wear dress jeans or slacks with appropriate tops. We encourage children to wear belts with pants that have belt loops. Shorts are allowed in September, May, and June. Shorts and shirts must be of sufficient length so that a student standing straight will be able to touch clothing when holding hands down their sides. No excessive hairstyles or make-up will be allowed. Students are not to wear hats in the building.
3. On Chapel days, which is usually Wednesday, children should wear either shirts with collars, knit pullovers, blouses, shirts and sweaters. They should also wear slacks, dress jeans, corduroys, skirts, or dresses. Tee shirts and jerseys are discouraged.
4. During wintery or wet weather, appropriate apparel including separate footwear for outdoor use is required to participate in outdoor activities.

Policy Implementation Procedures

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

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

J. Gym Dress

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

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

K. Unauthorized Property

Students are not permitted to use anywhere unauthorized personal electronic devices, which are not conducive to education, during the school hours of 7:50 a.m. to 3:15 p.m. Exceptions are granted only by declaration of the principal.

The school is not responsible for lost or stolen property.

Policy Implementation Procedures

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

Unauthorized Property ~ Approved July 9, 2007

L. Extracurricular Eligibility

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

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

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

Parents/guardians will receive a Sports Policy Handbook when your child enrolls in an athletic activity.

M. Health Policies

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

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

3. Physical Requirements

Physical examinations as prescribed by law are required of all pupils prior to entrance into Pre-school and Kindergarten. The records of these exams are filed in the school office. All children entering school in the State of Wisconsin shall present evidence of immunity against diphtheria, pertussis, tetanus, poliomyelitis, measles, rubella and mumps. A child not showing evidence of immunity will not be allowed to attend class until such immunization is received, or until documentation is provided. Physical examinations are required bi-annually of all students participating in interscholastic sports.

4. Communicable Diseases

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

5. Medication Policy

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

N. Accident Prevention

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

O. Accidents

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

P. Room Parties

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

Q. Solicitation

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

R. Field Trips

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

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

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

S. Safety Drills

1. Fire Drills

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

2. Severe Weather Drills

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

T. Promotion/Retention Policy

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

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

U. Participation In Religion Classes

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

V. Sexual Harassment

Harassment of girls by boys or harassment of boys by girls is illegal. Teasing seems a normal part of American life. If that teasing relates in any way to sex, it could be construed as sexual harassment. If a boy or girl complains about being made fun of or being called names by children of the opposite sex, the Principal will take action against those who use sexually related terms or teasing. Based on the law of love, we have always taught that children should love each other. Now it seems it is compulsory by civil law.

W. Bullying -- Definition and Policy

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

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

2. **Policy:** Such conduct is contrary to the behavior, values, and principles taught by our Savior, and is disruptive of the educational process. Therefore, bullying is not acceptable behavior in St. Martin Lutheran School.

Students may not engage in any act of 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 bullying incidents.

3. **Prevention and Education:**
Teachers and the principal will annually establish a process to educate themselves, parents, and students about conflict resolution, problem solving, and bullying. Students will be taught skills to help them recognize and successfully deal with conflict and bullying. Parents will be given opportunity to better understand the bullying situations and what

they may do in cooperation with the school to keep children safe, and at the same time helping their children to become more independent.

The following represent some of the prevention and education activities.

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

4. **Procedures**

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

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

Church Attendance Policy

Children of St. Martin Lutheran Church are required to attend a minimum of 26 regularly scheduled worship services per fiscal year (July 1- June 30). Attendance will be recorded on Care Cards. A bulletin from another Church attended will be accepted within a week following the worship service. It must be signed by a parent or guardian and turned into the church secretary.

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

Implementation Procedures

This policy will be implemented in the following way:

- The church office will be responsible for keeping official attendance records.
- Periodically, the church office will send an attendance report to the Chairman of the Board of Lay Ministry, Pastor, Chairman of the School Board and the school Principal.
- The church office will send church attendance information to the classroom teachers one week before the end of each school quarter. Report cards will only list attendance during the school year.
- The Board of Lay Ministry will contact confirmation students (grades 6-8) who are not worshipping regularly. The goal is to encourage improved church attendance for the spiritual benefit of the individual.
- The School Board and Principal will contact member students in grades k-5 and non-member students with a church home who are not worshipping regularly. The goal is to encourage improved church attendance for the spiritual benefit of the individual.
- The Board of Evangelism and Missions will contact non-member students without a church home in grades Preschool-K-8 who are not worshipping regularly. The goal is to outreach and provide support for family spiritual needs.
- The 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 Attendance ~ Approved by the Church Council July 17, 2007