

# PARENT - STUDENT HANDBOOK 2016 - 2017

## ST. MARTIN'S LUTHERAN SCHOOL

253 LIBERTY STREET  
WINONA, MINNESOTA 55987  
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**"But grow in the grace and knowledge of our Lord and Savior  
Jesus Christ. To Him be glory both now and forever."**

**2 Peter 3:18**

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## ST. MARTIN'S MISSION STATEMENT

**"Preparing children for life in Christ now and forever."**

### ST. MARTIN'S LUTHERAN SCHOOL "CREDO"

- We believe that God has commanded the teaching of His Word and making disciples of all people. (Matt. 28:19-20)
- We believe that the Church is obligated to provide Christian education to assist parents in bringing up their children. (Eph. 6:14)
- We believe Lutheran Schools serve families in various ways, and help parents carry out their parental responsibilities in Christian education.
- We believe that the Church has instituted the school to give more time to the teaching of God's Word in which He is the center and the Holy Spirit is the power.
- We believe that the Christian Day School is for education of the body, soul, and spirit.
- We believe that the Christian Day School can serve effectively as a baptismal follow-up by teaching the full life of baptism to include education, worship, evangelism, fellowship, and service.
- We believe that the Christian Day School can give encouragement to students suited for full-time church work.
- We believe that the responsibility of operating a Christian Day School demands well-trained Christian personnel.
- We believe that the teachers' college training should include a strong emphasis on teaching the Bible and on methods, techniques, skills, and programs of Christian education.
- We believe that parochial school teachers offer dedication and individual concern for the pupils.
- We believe that professional, called, and dedicated teachers have committed themselves completely with their time and abilities.

## OBJECTIVES

St. Martin's Lutheran School seeks to help each child develop his/her relationships in four ways: The child in relation to God, to himself, to other people, and to nature.

Therefore, the objectives of St. Martin's Lutheran School are:

- To diligently teach God's Word in obedience to Divine command.
- To provide for both temporal and eternal welfare of the child by means of an integrated Christian education in which our God is brought into all areas of the curriculum.
- To inspire each child to live in response to God's love.
- To offer daily pupil fellowship as one of the most powerful factors in building character and training in Christian living.
- To support Christian parenthood and Christian home life.
- To strengthen the congregation and the church generally through the training of its members.
- To encourage Christian citizenship grounded in obedience to God and His Word.
- To interpret all school subjects in the light of God's Holy Word.

### 1. OUR SCHOOL SYSTEM

St. Martin's Lutheran School is part of St. Martin's Lutheran Church. It is one of over 100 schools of the Minnesota South District, Lutheran Church Missouri Synod. St. Martin's consists of grades Pre-Kindergarten through grade eight.

St. Martin's Lutheran School seeks to either meet or exceed the standards set by the Minnesota Department of Children, Families and Learning. The Lutheran Church - Missouri Synod as Ministers of Religion-Commissioned and/or by the Minnesota Department of Children, Families and Learning, certifies members of our teaching staff. All teachers are thoroughly instructed in Christian doctrine and philosophy of Christian education.

## **2. RESPONSIBILITY OF THE HOME**

The school acts as a supplement for the religious training the child receives at home. For the best interest of their children, the home will cooperate and work closely with the school. We expect parents to worship with their children and to follow God's admonition to "train your children in the nurture and admonition of the Lord."

## **3. ADMISSION**

**Notice of Nondiscrimination:** St. Martin's Lutheran School admits students of any race, color, national and ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national and ethnic origin in administration of its educational policies, admission policies and athletic or other school-administered programs.

By state law, a child may enter Kindergarten if he/she is five years old by September 1st. Children will be accepted as transfer students from another school after a conference with the principal.

New students will be enrolled in the following order as vacancies occur: 1) Brothers and sisters of those already enrolled. 2) After that it is first come, first served where there are still vacancies.

## **4. CLASS LIMIT POLICY**

Based on the square footage of each classroom, space will allow 24 students per room single grade or combined grades; Kindergarten enrollment is limited to 15. Single grade classes will be considered when grade levels reach 15 students. A waiting list will be established when classes reach their limit.

## **5. GUIDING PRINCIPLES FOR PARENTS**

1. Recognize that the teacher takes the place of the parent while your child is in school. The teacher is God's minister. Always speak with respect about all teachers and pastors, especially in the presence of children. If your child has a complaint about a pupil, the school, or a teacher, please speak to the teacher first. If you are not satisfied, then speak with the principal. If you are still not satisfied, the principal will take the matter to the Board of Education.

2. Set a good example by worshipping regularly with your family.

3. Teach and require of your child respect for God's Word, the law, for authority, for the rights of others, and for public and private property.

4. Talk with your child about school activities; share with him and with the teacher an active interest in your child's progress in school.
5. Encourage regular and punctual school attendance and comply with all attendance rules and procedures.
6. Safeguard the mental and physical health of your child and are responsible for the periodic health examinations required by law.
7. Attend parent conferences.
8. Attend special school programs.
9. Arrange for a time and place for your child to do his homework.
10. Work with your child in carrying out recommendations made in the best interest of your child by the school.
11. Encourage and guide your child in wholesome friendships, interests, and activities.

## **6. GUIDING PRINCIPLES FOR STUDENTS**

1. Develop standards of personal conduct that are genuinely Christian. This includes regular church and Sunday school attendance.
2. Obey your teachers and the principal.
3. Obey school rules and regulations.
4. Make a sincere effort to do your best work.
5. Accept responsibility for your own actions.
6. Be on time for all school activities.
7. Dress appropriately and maintain habits of personal cleanliness.
8. Help keep school property free from being damaged and marked.
9. Because of the 4th Commandment, students are to show respect to members of the school staff at all times.

## **7. CONTACTING THE SCHOOL**

The telephone number at St. Martin's School is 452-6928 Ext. 120. You should feel free to call the school office when you have a question or a problem that we can answer. If you wish to contact a teacher, we recommend you leave your number or a message on the teacher's voicemail. We will not call the teacher from the classroom unless it is an emergency. We also will take messages for your child, but will not call him/her out of the classroom. E-mail is an excellent means of keeping in touch with your child's teacher.

## **8. VISITING THE SCHOOL**

We encourage parents to take an interest in the happenings at school and invite you to visit at any time. We feel a close relationship between home and school will improve our educational program. To visit classes please contact your child's teacher for a mutually agreeable time.

## **9. SCHOOL HOURS**

The school day for the Preschool runs from 8:15 - 11:15; afternoon Preschool runs from 12:00 - 2:45 pm; school hours for grades K-8 run from 7:45 AM to 2:15 PM.

## **10. ARRIVAL / DISMISSAL / TARDINESS**

Students should not arrive before 7:15 AM. Students are to go directly to their classrooms.

There is no parking allowed in front of school 7:15 AM to 3:00 PM.

Preschool is dismissed at 11:15 AM and at 2:45 PM. Parents should pick up their children at the classroom door. Grades K-8 are dismissed at 2:15 PM. Students are to leave the building promptly unless participating in an after school activity. Students riding busses are to line up in front of the school at their designated locations.

A student is considered tardy if not in the classroom by 7:45 AM.

## **11. ABSENCES**

A. When your child is ill or will be absent for any reason, please notify the school so that we are aware that he/she will not be present. Books and assignments may be picked up from the office area after school.

B. If you are planning to remove your child from school for something other than illness (funeral, wedding, vacation, etc.) for several days or more, please consult with the teacher prior to the absence concerning make-up work.

## **12. PARKING AND PICKING UP CHILDREN**

If you pick up your child after school, the safest place is the school parking lot. Fifth Street is another option. The east side of Liberty Street is the most dangerous area; students are tempted to cross in the middle of the block. **THIS IS VERY DANGEROUS AND NOT ACCEPTABLE.** Students need to cross Liberty at the corner of Fifth Street with a safety patrol member. We ask that parents **NOT PARK IN THE ALLEY** and block the exit/entrance of neighbors. Thank you for your cooperation and mutual regard for the safety of our children.

## **13. CONFERENCES WITH THE TEACHER**

Conferences are scheduled at the end of the first quarter for all students. An optional conference is also available at the end of the third quarter. However, you or the teacher can schedule a conference anytime that there is a need for one.

## **14. CURRICULUM**

Our entire curriculum is integrated with the Word of God and our Christian beliefs serve as the basis for every subject. Religion is taught daily and devotions are held each morning. Our curriculum includes: religion, reading, social studies, science, health, handwriting, English, spelling, phonics, history, math, music, art, physical education and computer literacy. Students are required to participate in all curriculum areas.

## **15. GENERAL RULES**

1. Students are to walk quietly when in the school. No running, pushing, or yelling is allowed.
2. Students are to obey all playground rules as directed by the teachers in charge.
3. Gum chewing is not allowed in the school or on the school grounds. Candy, pop, snacks, etc. are not allowed in school unless brought as part of a treat for the class. Pop is not allowed for sack lunches.
4. Swearing, using the Lord's name improperly, abusive, derogatory, or disrespectful statements will not be tolerated.
5. Threatening or physically harming others will not be tolerated.



6. Students should respect and care for their own as well as other people's property.

## 16. DRESS CODE

Neatness and appropriateness are the key words in selecting school clothing. Clothing styles that reflect good taste and appropriate modesty help maintain the proper Christian atmosphere that should prevail at St. Martin's.

Hair and hairstyles should be clean, neat and natural. Extreme and unusual hairstyles and colors are not acceptable. Hair length must not interfere with the educational process, and must be worn above the eyes.

Other than earlobes, body piercing is not allowed.

Shirts with tails must be tucked in. No ragged sweatshirts, or T shirts are not allowed. Imprinted items that are contrary to the Christian principles of the school are not considered proper dress.

Pants must be worn at the waist. Pants or jeans with holes are not suitable for school. Tear-aways are not allowed for regular school wear. Hats and/or headscarves may not be worn during the school day.

Shoes should be practical, not hazardous to safety or damaging to floors and furniture. No clogs or open-back shoes without straps will be allowed. No FLIP-FLOPS are allowed.

Shorts may be worn during the months of May and September. Shorts must be tasteful, hemmed, loose fitting, and of modest length. No spandex, frayed cutoffs, drawstring, or sweat suit-type shorts are allowed. Shorts must reach to mid-thigh, or below.

From the beginning to the end of the school day, hats and coats may not be worn in the building.

Wednesday is chapel day and we ask parents and students to give special attention to dress on this day. In other words - "dress up", as we worship our Lord and Savior. Students will be allowed to change into other clothes for gym class after chapel if they wish.

Cold weather - Students should have a sweater, or sweatshirt for classroom use if needed. During winter students should have at school every day: coats, hat/earmuffs, gloves or mittens. We also recommend snow boots and snow pants.

For Grades 5 - 8, the following also applies: (Adopted, July 2015):

- No Tank tops, sleeveless shirts or common white undershirts are allowed
- No form fitting pants (pants so tight that the muscles in your calves, thighs, and/or backside are visible)
- No boxers, briefs or undergarments are allowed to show, front or back
- No "jeggings" or yoga pants
- No leggings except under other permissible clothing (like skirts, dresses, etc.)
- No spandex pants/shorts
- No undergarments must ever show
- No cleavage, backs or midriffs should show
- No form-fitting tops (tight enough that your curves or physique show)
- Tops with spaghetti straps are not allowed
- Tops must be of a length so that no skin is exposed at the waist
- Skirts and dresses: length must be mid-thigh or longer in length; skirt and dress length must be modest when sitting or standing
- Jewelry/make up should be conservative
- Hair must be well groomed, neat and clean at all times and reflect a positive image

**The Principal is the final authority regarding dress code questions.**

**It is the responsibility of parents to see that their children are neatly and appropriately dressed.**

## **17. CHRISTIAN DISCIPLINE**

Christian discipline is a combining of Law and Gospel, with the love of the Gospel being prevalent. Since all are sinful, a plan for discipline must be in place. Classroom discipline is always at its best when a spirit of love prevails. This spirit of love is brought about when the teacher holds the Gospel of Jesus in a predominant position. The teacher not only teaches the Gospel, but models it to his/her students. The children are taught that Jesus loves them and will forgive their mistakes. They also need to see that their teacher also loves them and will forgive. When a student misbehaves the teacher will hold up the mirror of the Law so that they recognize and repent of that sin. The student can then experience the forgiveness of the Gospel. Are there penalties for misbehavior? Yes, to show the seriousness of an act and to discourage reoccurrences, penalties are assigned, depending on the severity of the act.

## **18. CODE OF CONDUCT**

All pupils of St. Martin's Lutheran School are expected to conduct themselves in a Christian manner, to the *Glory of God*. Every pupil is expected to respect and obey all staff members and fellow students. Each pupil is expected to follow given procedures and safety rules. Our staff also, will respect each student.

### **Automatic suspension or expulsion will occur for possession of:**

1. Cigarettes
2. Alcohol/Drugs
3. Weapons
4. Other Hazardous Materials

## **19. DISCIPLINE POLICIES**

St. Martin's Lutheran School is an institution dedicated to the spiritual, physical, social, and emotional growth of its students. The *Good News of the Gospel* is the central theme of the message proclaimed at St. Martin's. However, there are times when situations arise which require action by the administration and/or Board of Christian Education. The following guidelines will serve as a basis for administering discipline at St. Martin's:

- A. Students at St. Martin's are responsible for their actions while at school and while they are representing St. Martin's to the community in extra curricular events. Failure to carry out the responsibilities of young Christians may create the need for disciplinary action.
- B. General guidelines outlined here are the overall responsibility of the Board of Education as administered by the Principal.
- C. The classroom teacher is encouraged to handle discipline problems to the best of his or her ability. The teacher is encouraged to consult with both parents and Principal concerning specific problems in the classroom.
- D. Teachers are also encouraged to refer problem students to the Principal due to repeated infractions of school and/or classroom rules, or due to the seriousness of the infraction.
- E. A referral to the Principal may result in punishment including suspension

From extra-curricular activities, detention after school, or other appropriate action. The circumstances of the referral will determine what action will be taken. Parents will be notified of any actions taken and the reason for the action.

F. Repeated referrals may result in further action, dependent on the circumstances. A parent conference may be necessary.

G. Suspension from school will be used only when no other disciplinary actions appear to have been successful.

H. Any further action deemed necessary will be referred to the Board of Education.

It is the desire of the Board of Education and the Principal to use this disciplinary policy with discretion, yet with forcefulness, care and concern.

## **20. RETENTION**

If a student is in danger of being retained at the end of the school year, the teacher will arrange for a conference with the parents no later than the end of the 3rd quarter to discuss the situation.

## **21. HONOR ROLL**

Academic honors recognition will be given to students in grades 5-8. Any student receiving a D or F on their report card for a given quarter will not be eligible for the honor roll that quarter. All subjects are included in determining academic honors. The names of students on the honor roll will be published in the local newspapers, school newsletter and church newsletter. Valedictorian and salutatorian for the graduating class are selected on the basis of grades earned in grades 5-8. No adjustment will be given to an advanced placement class in determining class ranking and the selection of a valedictorian and salutatorian. The honor roll is divided into three categories:

Principal's Honor Roll	4.0	Grade Average
"A" Honor Roll	3.67 - 3.99	Grade Average
"B" Honor Roll	3.0 - 3.66	Grade Average

## **22. SCHOOL CLOSINGS**

If it becomes necessary to close school due to snowstorms or inclement weather, announcements will be made on local radio stations in Winona. Our school is automatically closed when the public schools are closed since our students ride the public school buses, so a separate announcement for St. Martin's is not made.

### **23. SCHOOL NURSE / ILLNESS**

The school nurse (currently provided by the public school system) will take care of keeping health records up to date. Throat cultures are available. Information regarding payment can be received from the school office. The school secretary will take throat cultures before 9:30 a.m.; notify her either by note or telephone. The school will call you if your child becomes ill during the day. The student may lie down in the sick room until picked up by his parents or an authorized adult. Students will be released from the school office.

### **24. MEDICATIONS**

If it is possible, medications should be given at home before and after school. If your child's health requires medication to be given during school hours, the school will need to have the following:

1. For you and your child's protection, the medication must be brought to school by an adult.
2. A written authorization from the doctor, stating the name of the medication, the dosage, the time(s) it is to be given, the reason your child needs the medication, any special directions for administering the medication, the date the medication is to be stopped, and parent permission for your child to receive the medication in school.
3. The medication supplied in a prescription bottle or container properly labeled by a pharmacy or physician. Please request your pharmacy to provide two prescription bottles or containers at the time you obtain your medication. This will allow you to have a prescription container at home and school. If the medication is a nonprescription drug, it must also be accompanied by a physician's written order. Medications are to be kept in the school office at all times.

### **25. DOCTOR AND DENTIST APPOINTMENTS**

Parents are asked to please schedule doctor and dentist appointments outside of school hours if at all possible. If a student has an appointment during the school day a written note must be given to the teacher indicating when the student will be picked up. The student will be released from the school office area to the parent or authorized adult.

### **26. KINDERGARTEN MILK BREAK**

A milk break is offered every morning for Kindergarteners. A 1/2-pint carton of milk can be purchased for this break period. Contact the school office for the current price.

## **27. HOT LUNCH PROGRAM**

Each student is encouraged to participate in the hot lunch program. Through subsidy from the Federal Lunch Program, some families may qualify for free or reduced lunch for their children. Please see the school office for an application form.

Lunches are to be purchased in advance at the school office. See the school secretary for setting up an account.

Because we provide a federally sponsored lunch program at our school certain restrictions are in effect for all who eat in our cafeteria. No one, including those who bring sack lunch, may bring carbonated soft drinks for lunch. No one may bring food prepared and packaged by commercial food vendors (McDonalds, Burger King, Pizza Hut, etc.) No one is to bring food or beverages in glass containers.

## **28. FIELD TRIPS**

Field trips are an important part of our school curriculum. The purpose of field trips is to extend and enrich classroom activities. Transportation will generally be by bus or automobile and parents are asked to help defray the cost.

## **29. CHURCH ATTENDANCE**

Worshiping our great God is an honor and a privilege. Teachers will take weekly church and Sunday school attendance. We are most appreciative when non-member families bring their children to St. Martin's Church when their children's choir is singing.

## **30. PHYSICAL EDUCATION**

A. Physical education class (P.E.) is required except by doctor or parent's excuse in written form. Please notify the school office and your child's teacher of any condition (asthma, heart murmur, etc.) that might cause your child's P.E. schedule to be modified.

B. All students (PK-grade 8) must have a pair of non-marring rubber soled gym-type shoes for participation in physical education classes in the gym. Street shoes are not allowed in the gym.

C. Students are not allowed on the stage without permission.

D. Teaching our children Christian sportsmanship in P.E. and inter-school, and inter-league sporting events is one of St. Martin's objectives. Teachers, parents, and coaches should model this for the children.

### **31. ELIGIBILITY**

**General Rule:** If a student participating in an extra curricular activity fails to perform (attitude, grades, behavior) to his known potential, he/she is subject to probation and/or suspension. The teacher(s) will determine this in consultation with the principal and parent.

#### **A. Athletics**

1. Pupils presently enrolled in grades 4 - 8 are eligible for inter-school sports.
2. Parental permission prior to participation in athletics is a necessity in inter-school sports. Physical examinations are required every three years. Forms are available from the school office or from the athletic director.
3. After practices and games, students should be picked up promptly. Parents should ensure that this is done. Your cooperation is appreciated.
4. Rules apply to both varsity and junior varsity Participants.

#### **B. Awards - Athletic and Others**

##### **1. Athletic Awards**

- a. Sports - soccer, volleyball, cross-country, basketball, cheerleading, and softball will receive a letter followed by pins.
- b. Participation Requirements - All students must maintain a cumulative C average with no F's. This will be checked at mid-quarter and the end of each quarter. The Athletic Director and the Principal will consider special cases.

##### **2. Other Awards**

Appropriate pins/certificates may be awarded to/for: perfect church and school attendance, members of: spelling team, band, drama, outstanding actor and actress, primary and junior choir, Book-It, Science Olympiad, and Presidential Physical Fitness.

### **32. MUSIC ACADEMY**

#### **A. Primary Choir**

1. Students in grades 1-4 participate in Primary Choir.
2. Rehearsals are held during school.
3. Choir members are strongly encouraged to be at scheduled choir events since these provide opportunities to thank St. Martin's congregation for their support of your child's tuition..

4. Choir members will meet for warm-up 15 minutes before church services.

### **B. Junior Choir**

1. Students in grades 5-8 are participate in Junior Choir.
2. Rehearsals are held during school.
3. Choir members are strongly encouraged to be at scheduled choir events since these provide opportunities to thank St. Martin's congregation for their support of your child's tuition.
4. Choir members will meet for warm-up 20 minutes before church services.

### **C. Instrumental Program**

1. Students in grades 2-8 are eligible to participate in the instrumental program. (Piano lessons for grades 2-8 and other instruments for grades 4-8.)
2. The Instrumental Program is a graded course affecting GPA.
3. Lessons and rehearsals are held during school hours.
4. All fees for instrumental instruction are paid at the school office prior to each quarter's lessons.

## **33. LIBRARY**

1. Students may check out up to two books at a time unless special arrangements are made between teacher and librarian for those on special assignments.
2. Book check out period is for one week with one-week renewal. Lost books will be billed during the school year.
3. All books, (i.e. reference, encyclopedias, dictionaries, magazines, etc.) chairs, and pencils should be returned to their proper places before leaving the library.

## **34. ROOM PARTIES**

Room parties may include the following: Reformation Day, Christmas, Valentine's Day, and others, at the teacher's discretion.

## **35. LOST AND FOUND**

Lost and found articles are kept in the office area. Please check with the school secretary. Proper identification and marking of your child's articles will greatly reduce loss. Articles not claimed within a reasonable amount of time will be given to charity or disposed of properly.



### **36. HOMEWORK AND ASSIGNMENTS**

Homework is part of each teacher's plan to reinforce lessons presented and to have students practice skills taught at school. Frequency and amount of homework varies by grade, teacher, subject, and each individual student's ability. Questions and concerns regarding homework should be directed to the student's teacher.

### **37. TEXTBOOKS AND EQUIPMENT**

We ask your help, as a parent, to encourage your child to properly care for textbooks and equipment. All that we have is a gift from God and should be treated as such. Any willful or careless damage to textbooks and equipment will be the responsibility of the child.

### **38. TELEPHONE USE**

We ask that students use the school phone only for very important matters. Students must have a phone pass issued by their teacher and acknowledged by the school secretary to use the phone.

### **39. ELECTRONICS:**

**Students shall not be in possession of cell phones, iPods, MP3 players, hand-held video games, portable CD players, and other electronic devices during the school day. The school day is defined as 7:45 am to 2:10 pm.**

**Any electronic device that is brought to school must be turned in to the school office upon arrival in the morning, and can be picked up by the student upon dismissal at the end of the school day. If a need arises for an electronic item to be in the student's possession, a parent needs to contact the school administrator. Then, with the knowledge and approval of the school administrator an appropriate plan may be put in place on a case-by-case basis.**

**If a student is in possession of an electronic device, it will be confiscated and remain in the school office until picked up by a parent.**

### **40. NUISANCES**

Your cooperation in discouraging your child from bringing unnecessary items to school will be appreciated. Items distracting from the learning process will be taken from the student.

Gum is not allowed in the school building, grounds, or at sports practices. Candy may be brought to school ONLY for parties or if approved by the teacher. The use of cough drops requires a note from the parent. All toys, CD players, radios, headphones, handheld games, playing cards, magazines from home are not to be brought to school. Skateboards, roller skates, roller blades and scooters are not allowed at school.

#### **41. BICYCLES**

All bicycles brought to school are to be kept in the rack provided. We suggest that the bicycle be locked for security. Bicycles are not to be used during the school day. For safety reasons, bicycles are to be walked while on school property.

#### **42. SUPPLIES**

Your child's teacher in a summer mailing provides a list of supplies for each school year. Additional copies can be obtained from the school office.

#### **43. BIRTHDAY TREATS**

Students may bring treats for their class on their birthday. If the birthday falls during the summer month's students may bring their treats on their 6-month birthday or at a time most convenient.

#### **44. CHAPEL SERVICES**

Chapel services are held each Wednesday from approximately 8:40 - 9:15 AM. These are not intended to replace Sunday worship, but are an opportunity for our school family to worship together. Offerings are collected and donated to mission projects designated by the faculty and/or students. Parents and visitors are always welcome and encouraged to attend.

#### **45. YEARBOOK**

Each spring a school yearbook is published featuring pictures of all the students, their classes and many of the year's activities. Families are encouraged to purchase one as a remembrance of the school year.

#### **46. ASBESTOS**

In compliance with AHERA regulations, St. Martin's has been inspected for asbestos containing materials. Any asbestos containing materials that have been identified present no threat to the occupants in its present state. A management plan is on file in the school office and is available for review upon request.

#### 47. COMPUTER TECHNOLOGY

The use of computers and computer related technology is a prominent part of St. Martin's Lutheran School curriculum and communication with the home. In order to take full advantage of the technology resources available in our school, all K-8 families are required to support the technology program through a separate technology fee. Families need to have access to the internet from home in order to take advantage of St. Martin's Lutheran School website which is designed to connect the school and home in many important ways.

#### 48. BRINGING MONEY AND VALUABLES TO SCHOOL

Students are discouraged from bringing money or valuables to school. If it is necessary to bring money or valuables to school, students should give them to the classroom teacher for safekeeping during the school day. Leaving such items in desks, book bags, etc. is an open invitation to others to take them. The school will not be responsible for missing items that are not placed in the teacher's safekeeping.

#### 49. BUILDING SECURITY

The front doors to the building will be locked after school begins each morning. Access will then be restricted to the office entry only. Person's entering/leaving the building after the front doors are locked will be required to sign in and sign out at the school office.

#### 50. EXTRA CURRICULAR ELIGIBILITY: SCHOOL ABSENCE

Students absent due to illness for more than  $\frac{1}{2}$  day (After 10:00 a.m.) OR unexcused absences are not permitted to participate in any school activity on that school day. If a student is absent for more than a half-day, or an unexcused absence on a day before a weekend school activity, they are not permitted to participate in that school activity throughout the weekend. They may attend the activity, but not participate. Exceptions to the policy are made in connection with the school administrator, and athletic director or activity sponsor.



## 51. ST. MARTIN'S LUTHERAN SCHOOL BULLY-FREE ENVIRONMENT POLICY:

Every child attending St. Martin's Lutheran School is entitled to a safe, happy environment where bullying is not tolerated. All children and young people have the right to go about their daily lives without the fear of being threatened, assaulted or harassed. Bullying hurts. No one deserves to be bullied. Everybody has the right to be treated with respect. People who are bullying need to learn different ways of behaving. It is and shall be the policy and practice of St. Martin's Lutheran School to teach that bullying is a sin and to correct and redirect all types of bullying. St. Martin's Lutheran School will enforce that it is wrong to abuse, taunt, intimidate, hurt, harass, provoke, tease, insult, ridicule, jeer, mock, badger or mistreat any other student in a bullying manner at any time.

St. Martin's Lutheran School firmly adheres to the Biblical mandate of "responsibility for one's own actions" and calls each student to be accountable for choices made. Students engaging in bullying in any form listed below or in any form deemed to be bullying by teachers or administrators will be held accountable for choices made.

### **Identification and Definitions of Bullying:**

**INDIRECT**—Being unfriendly, spreading rumors, exclusion, tormenting (i.e. hiding bags or books)

**PHYSICAL** - Pushing, kicking, hitting, punching, slapping or any form of violence

**VERBAL** - Name-calling, teasing, threats, extreme sarcasm

**CYBER** - All areas of internet misuse, such as nasty and/or threatening e-mails, misuse of blogs, threatening or intimidating use of Facebook or social networking, gaming websites, internet chat rooms and instant messaging, mobile threats by text messaging of calls, misuse of technology - cameras, videotape, etc.

### **Disciplinary Actions by Teachers or Administrators:**

- We will use some, or all, of the following to help prevent bullying at St. Martin's Lutheran School. The following disciplinary actions may occur:
- Will give verbal indication to the child indicating that behavior exhibited is bullying.
- Child will receive defined verbal instructions as to what was inappropriate

and how his/her behavior is of a bullying manner. The child will understand what is required of him/her to correct such behavior.

- We will communicate with the parents. Parents are expected to be involved in directing and reinforcing proper behavior in the area(s) of concern.
- The principal may or may not be involved in the disciplinary procedures for first, second or third offenses.
- The Principal will communicate with the parents. A possible on-site conference may be requested.
- Repeated bullying behavior, or purposeful behavior with the intent to hurt may result in appropriate consequences including, but not limited to, time-out (remove student from the situation), removing privilege(s), behavior contract, detention, suspension (in or out of school), expulsion or mandatory withdrawal.

Teachers and administrators will use their discretion to enforce this policy based upon all available information with every effort to be fair and consistent. Each teacher will follow specific procedures necessary to insure students are not bullying and are not being bullied. Teachers are expected to follow through with legitimate consequences and stop bullying promptly and responsibly.

As always, parents are encouraged to meet with the appropriate teacher and/or administrator by appointment in an effort to remedy bullying problems or reconcile any differences.

#### **Signs and Symptoms:**

Many children and young people do not speak out when being bullied and many indicate by signs or behavior that he/she is being bullied. Adults should be aware of these possible signs and should investigate if a child:

- Is frightened of walking to or from school
- Doesn't want to go to school / ride the bus
- Begs to be driven to school
- Changes their usual routine
- Is unwilling to go to school (school phobic)
- Begins to truant
- Becomes withdrawn, anxious, or lacking in confidence
- Starts stammering

- **Runs away**
- **Cries themselves to sleep at night, or has nightmares**
- **Uses excuses to miss school**
- **Begins to suffer academically**
- **Comes home with clothes torn or books damaged**
- **Has possessions which are damaged or "gone missing"**
- **Asks for money or starts stealing (to pay the bully)**
- **Money continually is "lost"**
- **Has unexplained cuts or bruises or shows signs of being in a fight**
- **Comes home starving (money/lunch has been taken)**
- **Becomes aggressive, disruptive or unreasonable**
- **Is bullying other children or siblings**
- **Changes their eating habits**
- **Goes to bed earlier than usual**
- **Is unable to sleep**
- **Wets the bed**
- **Is frightened to say what is wrong**
- **Gives unlikely excuses**
- **Is afraid to use the internet, or phone**
- **Is nervous or jumpy when a text message or email is received.**

**These signs and behaviors could indicate other problems, or could be an isolated incident. If the behavior is ongoing and out of character for your child bullying should be considered a possibility and should always be investigated.**

## **52. BUSING**

Busing is available for qualified students through the Winona Are Public Schools. Please visit the transportation Office at 901 Gilmore Street, or call 494 - 0810 for information.

## **53. ST. MARTIN'S LUTHERAN SCHOOL WELLNESS POLICY AND GUIDELINES**

St. Martin's Lutheran School promotes a healthy school by supporting wellness, good nutrition and regular physical activity as a part of its total learning environment. Our School supports a healthy environment where our children learn and participate in positive dietary and lifestyle practices. By facilitating learning through the support and promotion of good nutrition and physical activity, our School contributes to the basic health status of our children. Improved health optimizes our student's performance potential and ensures that children can do their best.

- A. Provide a comprehensive learning environment for developing and practicing lifelong wellness behaviors.** The entire school environment, not just the classroom, shall be aligned with healthy school goals to positively influence a student's understanding, beliefs and habits as they relate to healthy nutrition and regular physical activity. A healthy school environment should not be dependent on revenue from high-fat, low nutrient foods to support school programs during the instructional day.
- B. Increase the amount of time students are engaged in physical activity.** A quality physical education program is an essential component for all students to learn about and participate in physical activity. Physical activity should be included in our school's daily education program from grades PS through 8. Physical activity should include regular instructional physical education or a structured recess and a recess.
- C. Support and promote proper dietary habits contributing to student's health status and academic performance.** All foods available on school grounds and at school-sponsored activities, during the instructional day, should meet or exceed the Nutritional Standards of the National School Lunch Program. Emphasis should be placed on foods that are nutrient dense per calorie. Foods should be served with consideration toward variety, appeal, taste, safety and packaging to ensure high quality meals and snacks.
- D. The school will support and encourage communications with parents and efforts to provide a healthy diet and daily physical activity for their children.** We will encourage parents to pack healthy lunches and snacks and to refrain from including beverages that do not meet the Nutritional Standards of the National School Lunch Program. The school will provide parents a list of foods that meet the school's snack standards along with ideas for healthy celebrations / parties, rewards, and fundraising activities. In addition, the school will provide opportunities for parents to share their healthy food choice ideas with others in the school community. We will also support parent's efforts to provide their children with opportunities to be physically active outside of school. Such supports will include sharing information through a newsletter, or other materials, and special events.

### **WHAT KIND OF SNACKS ARE ADVISED FOR MY CHILD TO HAVE AT SCHOOL?**

St. Martin's Lutheran School encourages the use of nutrient dense foods for all school functions and activities. Nutrient dense foods are those foods that provide

students with calories rich in the nutrient content needed to be healthy.. Here are some ideas:

- Raw vegetable sticks/slices with low-fat dressing or yogurt dip
- Fresh fruit and 100% fruit juices
- Frozen juice pops
- Dried fruits (raisins, banana chips, etc)
- Trail mix (dried fruit and nuts)
- Dry roasted peanuts, tree nuts and soy nuts
- Low fat meats and cheeses
- Party mix (variety of cereals, nuts, pretzels, etc)
- Low sodium crackers
- Baked corn chips/fat-free potato chips with salsa or low-fat dips
- Low fat muffins, granola bars, and cookies
- Angel food and sponge cakes
- Flavored yogurt and fruit parfaits
- Jell-o made with 100% fruit juice and low fat pudding cups
  
- Low fat ice creams, frozen yogurts, sherbets
- Low fat and skim milk products
- Pure ice cold water
- Bagels and low fat cream cheese
- Popcorn
- Graham crackers
- Pretzels
- Peanut butter crackers

### **Foods of Minimal Nutritional Value as Defined by the USDA:**

1. Soda water - any carbonated beverage (even water). No product shall be excluded from this definition because it contains discrete nutrients added to the food such as vitamins, minerals and protein.
2. Water ices - any frozen, sweetened water such as "...sicles" and flavored ice with the exceptions of products that contain fruit or fruit juice.
3. Chewing gum - any flavored products from natural or synthetic gums and other ingredients that form an insoluble mass for chewing.
4. Certain candies - any processed foods made predominantly from sweeteners or artificial sweeteners with a variety of minor ingredients.
5. Hard candies - any product made predominately from sugar (sucrose) and corn syrup that may be flavored and colored, is characterized by a hard, brittle texture and includes such items as: sour balls, lollipops, fruit balls, candy sticks, starlight mints, after dinner mints, jaw breakers, sugar wafers, rock candy, and cinnamon candies



### Snacks to throw in your backpack:

- Bagel
- Muffin
- Raw veggies
- Popcorn
- Juice box
- Nuts
- Dried fruits
- Trail mix
- Low fat cookies
- fresh fruit
- fig bars
- cereal
- granola bar
- pretzels
- string cheese
- cheese sticks
- graham crackers
- raisin bread

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### 54. PHOTO RELEASE

Parents are asked to give consent yearly that the photographs or videos taken of their students during the school year while they are enrolled at St. Martin's Lutheran School be used by the school on bulletin boards, in local newspapers, in the school newsletter, school yearbook, school websites, or scrapbooks made in class. Such consent or refusal is made at the beginning of each school year through a Photo Release Form.

**TO GOD ALL PRAISE  
AND GLORY!!**

