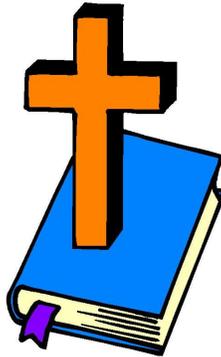




# PARENT/GUARDIAN HANDBOOK 2018-2019

## Our Mission Statement

Our goal is to develop the whole child -- spirit, mind, and body -- in a quality, Christ-centered, learning environment.



*"THEY WILL SOAR ON WINGS LIKE EAGLES."  
ISAIAH 40:31*

1311 EAST 18<sup>TH</sup> ST  
SPENCER, IA 51301  
712-262-8237  
Web Site: [www.iglls.org](http://www.iglls.org)  
Email: [office@igllstech.com](mailto:office@igllstech.com)  
[principal@igllstech.com](mailto:principal@igllstech.com)

## **NOTICE OF NONDISCRIMINATORY POLICY**

Iowa Great Lakes Lutheran School admits students of any race, color, nationality and ethnic origin to all the rights, privileges, programs and activities 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 policies, admissions policies, athletic and other school administered programs

Iowa Great Lakes Lutheran School's curriculum and other educational materials reflect the racial and cultural differences within the state of Iowa as well as the United States, and also recognize the variety of career roles and lifestyles open to women as well as men in our society. An objective of the total curriculum and teaching strategies is to reduce stereotyping and to eliminate bias on the basis of sex, race, and ethnic origins. The curriculum fosters contributions of all cultural, backgrounds and promotes an awareness of responsibilities, rights, and duties of each individual in a nonsexist multicultural society.

### **BOARD OF DIRECTORS**

#### **EXECUTIVE BOARD**

Leonard Langner	Chairman
Marty Eby	V. Chairman
Lori Gamble	Secretary
Jody Schendel	Treasurer

#### **BOARD MEMBERS**

Leonard Langner  
Lori Gamble  
Jerry Crew  
Dennis Dallman  
Dennis Avery  
Marty Eby  
Carolyn Rubsam

### **BOARD AFFIRMATION**

The Iowa Great Lakes Lutheran School Board of Directors  
Affirms Its Intent To:

- ▶ Support the school discipline policies
- ▶ Support the enforcement by school staff of said discipline policies
- ▶ Hold school staff accountable for implementing the discipline policies

## **ADMINISTRATION**

Iowa Great Lakes Lutheran School (IGLLS) operates under the direction of the Board of Directors by authority of the constitution.

The professional staff administers the day-to-day school affairs and is made up of the principal and teachers.

Local LCMS pastors help in leading weekly chapel services, and serve as advisors to the principal and the board.

The principal is responsible to the board of directors for the supervision of the teachers and the school curriculum. It is the task of the principal to implement the policies of the board so the school will function in an orderly manner.

The personnel of IGLLS will provide students with knowledge about Jesus their Savior and emphasize the importance of being good Christian citizens here on earth. The teachers in our school system are certified by the state of Iowa. The Board desires to have all teachers trained by the Lutheran Church Missouri-Synod.

## **IGLLS PERSONNEL**

<b>Holly Pearson</b>	<b>Secretary</b>	<b>office@igllstech.com</b>
<b>Noreen Bohl</b>	<b>Kindergarten</b>	<b>noreenbohl@igllstech.com</b>
<b>Logan Eglund</b>	<b>1st Grade</b>	<b>loganegland@igllstech.com</b>
<b>Heather Nitzel</b>	<b>2nd Grade</b>	<b>heathernitzel@igllstech.com</b>
<b>Hannah Milbrath</b>	<b>3rd Grade</b>	<b>hannahmilbrath@igllstech.com</b>
<b>Angela Schauer</b>	<b>4th Grade</b>	<b>angieschauer@igllstech.com</b>
<b>Lori Dallman</b>	<b>5th/6th Grade</b>	<b>loridallman@igllstech.com</b>
<b>Sarah Popp</b>	<b>Principal</b>	<b>principal@igllstech.com</b>

## **PASTORAL ADVISOR**

<b>Pastor Paul Kaldahl</b>	<b>First English Lutheran Church</b>	<b>712-262-5598</b>
<b>Pastor Chris Nitzel</b>	<b>St. Paul Lutheran Church-Hartley</b>	<b>712-728-2711</b>

## **WORSHIP ACTIVITIES OF THE SCHOOL**

Although the IGLLS staff strives to integrate the Christian faith and beliefs into ALL daily school activities (including all areas of the curriculum) we do provide many “special” worship activities. Each day begins with devotions. On Wednesday morning, midweek chapel services are held for all grades conducted by local LCMS pastors, church workers or the teachers. Each quarter the chapel offerings are given to a designated project: Bethesda, Lutheran Family Services, District Mission projects, Heifer International, Camp Okoboji, etc

The main purpose for establishing and maintaining our school is to teach God’s Word to your child in order that the student may grow in knowledge and faith in his Savior, Jesus Christ. This is done through daily instruction and devotions here at school and by encouraging all families of children enrolled in IGLLS to attend church services and Sunday school regularly. Each Monday and on days following special church services, every pupil is asked whether or not the student attended services.

## **GOALS OF IOWA GREAT LAKES LUTHERAN SCHOOL**

Short-term and long-term goals for the educational program shall be established annually by the Board. These goals are as follows:

1. To provide instruction in God’s Word, as we understand it from the Lutheran Confessions, enabling pupils:
  - a. To find in Jesus Christ an all-sufficient Savior
  - b. To grow in love for their Savior and express this love in everyday experiences with others.
  - c. To know and respond to God’s will for His people on Earth.
2. To aid the Christian home by
  - a. Training children in the virtues of Christian obedience, church life and citizenship.
  - b. Assisting parents in meeting the varied challenges of guiding children.
3. To help in developing for the community and nation citizens who:
  - a. Recognize that all governmental authority comes from God.
  - b. Will use their talents in His service.
  - c. Find obedience of law and participation in civic affairs beneficial to society.
4. To provide the best academic training possible so that pupils:
  - a. Are provided with the necessary academic foundation to succeed in higher education

## ENROLLMENT PROCEDURE

### **STEP 1: APPLICATION**

Applying for enrollment at IGLLS is easy! Simply fill out the application form and return back to the school office. Please highlight or mark the best way to contact you to set up a meeting with the principal.

### **STEP 2: ENROLLMENT**

You will receive notification from the Principal by email or phone once the application has been filled out to schedule a tour of the school and begin the enrollment process. The enrollment process will not be complete until the school receives submission of the following items:

- :: completed Release of Records form
- :: copy of most recent report card/academic record and standardized test scores, if available
- :: copy of birth certificate
- :: copy of immunization record
- :: \$100 registration fee per student (\$50 registration/\$50 technology fee)

After completing the enrollment process, the application will be placed under review by the school's Leadership Team. You will be notified as soon as a decision has been reached regarding your acceptance into the IGLLS family.

## TUITION AND FEES

The tuition fee charged and tuition discounts to parents of children in our school shall be set annually by the Board. Tuition fees are to be paid in one of three ways:

- 1 payment annually due on September 1st
- 2 payments due on September 1st and January 1st
- 9 monthly payments--starting September 15th from September to May

All tuition and fees must be paid in full by the end of each school year. **A late fee of \$25 will be assessed for each month that payment is late unless prior approval.** If tuition fee remains delinquent, the student will not be allowed to register for the following school year.

If you have applied for tuition aid, you will be notified the amount you will receive before school begins. All who are interested in applying for financial aid must first apply to School Tuition Organization (STO) if eligible abiding by their deadlines. If more assistance is needed, then the family must meet with the principal before the beginning of the school year and fill out the Scholarship Request Form. Further tuition assistance can then be assessed by the principal.

Parents may earn a rebate on tuition through the IGLLS Scrip program. See the Principal or Scrip coordinator for more information.

## **SCHOOL HOURS AND CLOSINGS**

The hours school is in session are from 8:15 a.m. until 3:30 p.m. The doors will be opened at 7:45 a.m., however parents are encouraged to bring students after 8 a.m., if possible. On late start days the doors will be opened at 9:45 a.m., and classes begin at 10:15. Students should not arrive before that time. Students are expected to observe quiet conditions until classes begin. Students are expected to leave the school premises immediately following dismissal, unless other arrangements have been made.

### **EMERGENCY CLOSINGS**

If school is cancelled in the morning before it starts or is dismissed during the day due to inclement weather, it will be announced on Spencer's KICD AM-1240, FM-107.7 and KLLT-104.9 and Spirit Lake's KUOO. Parents may sign up for email and/or text notification.

## **ATTENDANCE**

IGLLS seeks to partner with families to provide a quality education for students. Attendance plays a critical role in the school's ability to identify and meet each individual's understanding of essential academic material. Although students who are absent can make up missing assignments, our curriculum is not designed to fit all learning into the context of these assignments alone. There is a great deal of learning that is irretrievably lost each day a student is not in attendance.

Please notify us of your child's absence or tardiness by calling our office at 712-262-8237, or e-mailing us at [office@igllstech.com](mailto:office@igllstech.com) by 8:00 a.m.

### **Absence**

A student is "absent" if the student is not physically present in a class or present at the school-sponsored activity established by the school for that time period. A student's parent/guardian should report each absence to the school office no later than 8:15 a.m. on the day of the absence.

Students must attend at least one half of the school day to participate in the practice, game, or performance for any school-sponsored activity on the day of the absence. Exceptions will be made for approved absences including orthodontist, eye appointment, funeral, etc. Approval will be determined by the principal. Request must be made prior to the absence.

IGLLS requires students to be in attendance a minimum of 37 days per quarter and a minimum of 154 days per year in order to be considered in regular attendance. Students are not to have more than 15 absences per semester. Students who are not in attendance for the minimum number of days will result in a meeting among the family, teacher, and principal within one week of the date of infraction to discuss whether the child will need to be held back for retention of a grade.

## **When to Keep Your Child Home**

When a child complains of not feeling well on a school day, a decision must be made as to whether the child stays home or goes to school. Guidelines that may be helpful are listed below:

If your child has:

- A fever of 100 degrees or more. A fever is a warning sign that all is not well with the body. A child must be fever free for 24 hours before returning to school.
- A child vomiting or having diarrhea should be kept home and not return to school until symptom free for 24 hours.
- A rash may be the first sign of one of the childhood's many illnesses. Do not send a child with a rash to school until your doctor has said that it is safe to do so.
- A communicable disease: pink eye, chicken pox, impetigo, etc. If your child has a communicable disease, please contact the school. The student can return to school after cleared by a physician.
- If your child receives medication from the physician for a communicable disease, the school requires that the child have been on the medication for 24 hours before returning to class.

## **Tardies**

IGLLS students arriving to class after 8:15 a.m. are considered tardy and must be signed into the office and receive a tardy pass before being allowed to enter the classroom. Students missing 2-4 hours of a school day will receive a half day's absence. Students missing more than 4 hours of a school day will receive a full day's absence. Note: Every five tardies in a semester equals one absence.

Doctor and Dentist appointments lasting less than 2 hours will not count as an absence or tardy. A doctor's or dentist's note is required upon arrival or return to school to excuse the absence or tardy.

## **Excessive Absences/Tardies**

Attendance is taken at the beginning of class each day. Attendance is tracked by the secretary in the office. Please contact the office if there is an inaccuracy in any attendance notification.

<b># of Absences Per Semester</b>	<b>Resulting Action by School</b>
4	Teacher will contact parent/guardian to ensure student has current coursework
6	Email and phone call from the office ensuring student is caught up on work
9	Phone call from the office and meeting scheduled with appropriate teacher within two days of last absence
12	Principal phone call and parent/guardian will need to set up times to meet with the appropriate teacher and make plans to get caught up with coursework.

15	Principal phone call to parent/guardian to schedule up a final meeting among principal, teacher, and IGLLS Board to discuss possible retention or expulsion.
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**Illness and Accidents at School**

When a student becomes ill or is injured at school, the student’s parents shall be notified by the teacher or principal as soon as possible. In case of an accident or injury during the school time the student should immediately report the accident to the teacher.

The school, while not responsible for medical treatment of an ill or injured student, will have authorized school personnel present administer emergency or minor first aid if possible. An ill or injured child will be turned over to the care of the parents, parents’ designee or qualified medical personnel as quickly as possible.

Parents shall be required to complete a medical emergency authorization form indicating the procedures to be followed, if possible, in an emergency involving their child. It shall be the responsibility of the parents to provide the school with updated information on the medical authorization form. When in doubt concerning urgency – we will consider it urgent and contact the doctor or the ambulance.

**Head Lice**

If staff suspects a student with head lice parents will be notified immediately and urged to take corrective action as soon as possible.

**EXCUSE FROM PARTICIPATION**

Children will participate in outdoor recess activities and Physical Education activities unless a written excuse from a doctor is presented.

**HEALTH SERVICES**

IGLLS does not employ a school nurse, so our student health services are handled through the County Health Services. When health services become available, the school will make them available to the students. Students enrolling for the first time must have a physical and a completed immunization card at the time for enrollment.

AEA 8 personnel provide a hearing screening annually in our school. All students in kindergarten through fourth grade, all new students, and students identified previously with hearing losses participate in the screening.

**MEDICATION**

If it is necessary for a student to receive medication during the school day, the correct dosage of the medication in a labelled prescription bottle must be given to the office staff. Written instructions

must be given by the parent and doctor. Only certified personnel will administer medication.

## **PARENTAL VISITS AND VOLUNTEERS**

Parents are always welcome and encouraged to visit school. All visitors are required to sign in office when visiting school. This assists us in identifying all people on the school grounds. Parent volunteers are an internal part of the educational process. Advisory groups, classroom help, and the sharing of a special talent are some of the ways parents can assist the school. If you would like to be involved in any of these activities, please contact your child's teacher or principal for more information. (Volunteers may be asked to fill out appropriate paperwork for verification.)

## **HOT LUNCH PROGRAM**

IGLLS will participate in the National School Lunch Program. Students are not allowed to leave school at noon to eat elsewhere, except on special occasions and special arrangements are made ahead of time. Any dietary concerns or food allergies should be documented with a note from a physician and given to the office. When packing lunches, keep in mind that no refrigerator is available to store lunches, and no microwave is available to heat food.

Lunch money may be added to your account at any time. You will be notified when your child's balance is at or below \$5.00. Additional money should be deposited in your child's lunch account at that time.

Free and reduced lunch forms are available at registration or at the principal's office. If you qualify for free or reduced lunches according to the guidelines listed, please fill out the application form and turn it in. Sacred Heart is in charge of the administration of the free and reduced lunches. This does not cover extra milk.

## **STUDENT DRESS AND PERSONAL APPEARANCE CODE**

Proper personal appearance is conducive to a business-like attitude toward learning. Students need to be dressed in a modest manner that is in good taste. All students are required to wear shoes. Students are not to wear clothing with off-colored slogans or advertising alcoholic beverages or tobacco products during the day or while attending school-sponsored activities.

### **Clothing guidelines and rules for indoor and outdoor activities:**

1. For health reasons, students may not play in stocking feet or borrow tennis shoes from other students.
2. Students must have warm clothes including coats, snow pants, boots, hats, mittens, etc., to wear when it is cold outside. Students will play outside during the recess break unless the

wind chill factor is below 0. Students who are properly dressed will be allowed to play in the snow.

3. Students who wear boots will be allowed to play anywhere on the playground at the discretion of the teacher. Students without boots will go outside but must stay on the sidewalk or cleared areas at the discretion of the teacher.
4. Hats or caps are not allowed in the classroom unless they are necessary or required for a specific class or activity. They are to be worn only during the time the activity takes place.
5. Any article of clothing that exposes a bare midriff may not be worn.
6. A student's hairstyle must be clean, neat, and demonstrate good grooming.
7. Shorts of appropriate length, as determined by the Principal, may be worn during the months of Aug., Sept., Oct., Apr., May, and June when weather permits. Dressing in layers is recommended since temperatures can vary greatly during the day. The Principal reserves the right to supercede this rule when weather conditions warrant.

### **HOMEWORK POLICY AND GRADING POLICY**

Assigned homework or work not finished during the school day and needs to be finished at home varies from grade to grade and from teacher to teacher. Any work that is sent home is expected to be finished and returned to school when it is due. This work is an assignment and is graded. Please encourage your child to complete and return all homework.

Grading policies vary from teacher to teacher. Each classroom teacher will explain the grading policy and classroom rules at the beginning of the school year.

### **REPORT CARDS AND CONFERENCES**

Report cards will be distributed after each nine-week period. Parent-teacher conferences will also be arranged after 1st and 3rd Quarters. Parents are urged to request conferences with the teacher when they believe one would be beneficial. Parents may request the right to examine their child's cumulative folder and records. The request must go through the principal. Parents will need to sign the folder to verify their examination of the child's records.

### **SCHOLASTIC ELIGIBILITY REQUIREMENTS**

Nine-week grades are used to determine eligibility for all extracurricular activities sponsored for students in grades 3-6. A student who fails a subject during a nine-week grading period will be ineligible for a minimum of the first two weeks of the following nine-week period. If the student is doing passing work in all subjects at the end of the two-week period, the student will be eligible to

participate in extracurricular activities. With the consent of the sponsor of an activity, students may participate in the practice sessions during the period of ineligibility.

### **BUS CONDUCT**

Students from IGLLS riding the bus should be examples of Christian behavior at all times. Conduct policy for riding the bus has been established by the Spencer Community School Board. Students are expected to follow the rules for safe bus riding. Students not following the rules will receive one warning which will be reported to the principal and parents. The student will be suspended from bus riding privileges for up to three days should a second violation occur. Further violations can result in further suspension or expulsion from bus riding.

### **FIELD TRIPS**

The Board of Directors believes that our students are the greatest resources that God has entrusted to us. Faithful stewardship of this gift demands that student safety be of utmost importance in all activities sponsored by the school, whether the activity is on campus or off campus. The Board recognizes that field trips are valuable in broadening our student's education and that transportation to various locations of interest is an unavoidable part of these trips. The safety of our students cannot be compromised. Therefore, the Board requires that on field trips:

1. Every student must be secured by seat belts and/or in a booster according to state laws.
2. No student under the age of 12 shall be seated in the front seat of an automobile equipped with a passenger side airbag.
3. Adults driving their own vehicles need to provide proof of a record of insurance and driver's license to the office prior to the field trip.
4. Adults volunteering to drive their vehicles need to be made aware of the Board of Directors instructions prior to departure time.

A permission form must be completed and on file at the school office for parent/guardian permission for field trip activities.

### **SCHOOL CHOIRS**

Children from the school will be called upon to sing or play the handbells for worship services at various churches. All students will be expected to participate with their classmates at these times.

### **PARTIES**

Classroom parties are held at various times during the year. Parents will be asked to help with these parties.

## **PARENTS IN EDUCATION (PIE)**

IGLLS has an active parent/teacher group called Parents in Education. Meetings will be held regularly. All parents will be urged to attend.

## **TELEPHONE**

The school telephone line is reserved for normal business and is to be used by students in urgent situations only. Permission to use the phone must be obtained from a member of the school staff. The school number is 712-262-8237 and is to be used for school related business only. Daytime changes in transportation need to go through the office.

## **CELL PHONES & ELECTRONIC DEVICES**

Cell phones may not be used at school during the school day. Phones may be kept in their lockers until the end of the day. Cell phones being used during school hours will be given to the office to be returned to the student at the end of the day. This applies to all electronic devices such as iPads, iPods, Kindles, Gizmos, smart watches etc. IGLLS is not responsible for damage to or theft of electronic devices brought to school.

## **TOYS & PERSONAL POSSESSIONS**

When personal possessions are brought to school they tend to get damaged, lost, or stolen. Children may not bring toys or electronic devices to school unless they have prior permission from their teacher or principal. Various cards may be shown but not traded by students. Toy weapons may not to be brought to school.

Any item that deters from the educational program will be confiscated and may be picked up by the parent from the teacher or school office at an appropriate time.

## **BICYCLES**

Children who ride bicycles to school must obey all traffic rules. After arriving at school, bicycles are not to be ridden until the school day ends, unless permission is given. Any student, who endangers the lives of others or his own through carelessness, may be asked to leave the bicycle at home. Children are encouraged to wear helmets.

## **GUIDELINES FOR CHILDREN'S USE OF BUILDINGS AND GROUNDS**

Children are expected to:

1. Walk quietly in the hallways with your hands at your sides.
2. Enter the school building promptly on arrival, drop off belongings in locker, then go immediately to the assigned table in the gym, and observe quiet conditions until circle begins.
3. Help keep the building and grounds clean by picking up trash and litter.
4. Watch events scheduled in the building instead of running around in the hallways or other parts of the building, including the sanctuary.
5. Refrain from chewing gum or eating candy during the school day, unless given permission from the teacher.
6. Refrain from throwing snowballs, shoving, tackling wrestling, etc. at any time during the school day.
7. Refrain from bringing matches, knives, squirt guns, real weapons to school.
8. Pay for the cost of repairing or replacing school property if it is carelessly or maliciously damaged or destroyed.

## **STUDENT CONDUCT**

The Board believes inappropriate student conduct causes material and substantial disruption to the school environment or presents a threat to the health and safety of students, personnel and visitors on school premises.

Students shall conduct themselves in a manner fitting to their age level and maturity and with respect and consideration for the rights of others while on school property and while attending or engaged in school activities.

Students who fail to abide by this policy and the administrative regulations supporting it may be disciplined for conduct which disrupts or interferes with the educational program, conduct which disrupts the orderly and efficient operation of the school or school activity, conduct which disrupts the rights of other students to obtain their education or participation, or conduct which interrupts the maintenance of a disciplined atmosphere. Disciplinary measures include, but are not limited to, removal from the classroom, detention, suspension, probation and expulsion.

Removal from the classroom means the student is sent to the principal's office. It shall be within the discretion of the classroom teacher to remove the student.

Detention means the student's presence is required during non-school hours for disciplinary purposes. The student can be required to appear prior to the beginning of the school day or after school has been dismissed for the day. Whether a student will serve detention and the length of the detention shall be within the discretion of the teacher disciplining the student or the principal.

## **CONSEQUENCES FOR MISBEHAVIOR**

- If a student exhibits inappropriate behavior, a teacher will counsel with the student.
- Repeated offenses or more serious infractions will result in a disciplinary notice sent home to the parents for them to sign and return.
- If the behavior persists, the teacher will schedule a meeting with the parents/guardians to create a plan to prevent and/or stop the misbehavior.
- If the behavior persists after a plan is made and implemented, the principal will become involved and a final plan to correct and prevent the behavior will be made.
- In extreme cases, a suspension may be given, in school or out of school, with academic credit given for completed work.
- Expulsion is the final step. Only the IGLLS School Board holds the right of expulsion from IGLLSI.
- Serious or chronic misbehavior will result in skipping some preliminary steps, at the discretion of the principal.

## **SUSPENSION FROM SCHOOL**

The principal may suspend a student from school for certain types of behavior for a period of time not to exceed five(5) days. The student is expected to make up all class work missed.

Examples of types of behavior that will result in suspension are as follows: (This is not necessarily a complete list)

1. Habitually violating school regulations.
2. Fighting on school property.
3. Violating rules using and/or possessing tobacco products, alcohol or other dangerous drugs on school property.
4. Insubordination.
5. Using profanity, bad or inappropriate language when addressing students or teachers or other adults.
6. Completely disregarding IGLLS rules.

The principal will notify the parents if a student is given a suspension. The student will remain in school until the parents have been contacted. If the parents are not able to directly supervise the student during a suspension, the student may be given an in-school suspension. During a suspension, the student will not be allowed to participate or attend any type of extra-curricular activity.

On the third suspension in the same year, the student and the parents will be scheduled to meet with the School Board. The Board may expel the student if the problem cannot be resolved.

## **IN-SCHOOL SUSPENSION GUIDELINES**

If this type of suspension is given to a student, the following stipulations will apply:

1. The student will report directly to the office upon arrival at school.
2. The student will not leave the assigned location during the day without permission from the principal or unless there is an emergency.
3. The student will remain busy – studying or reading during the entire time.
4. The student will not be allowed to be with other students during the suspension time.
5. The student will continue the in-school suspension if an absence has occurred during this time.

## **OUT-OF-SCHOOL SUSPENSION**

It is expected that the parents will provide suitable supervision for the student during the school day. The parents will be asked to avoid the “holiday treatment” in all respects.

## **EXPULSION FROM SCHOOL**

Only the School Board may expel a student from school. Before expelling a student, the Board will meet with the student and the parents.

## **DUE PROCESS FOR STUDENTS**

Students who are suspended or expelled will have the right to due process. In general, due process consists of the student:

1. Being informed of the infraction.
2. Being allowed a hearing and is informed of the evidence and allowed to defend him/herself.
3. Is given the right to some type of appeal.

## **CORPORAL PUNISHMENT**

Corporal punishment will not be used to discipline students. However, physical force may be used if it is deemed essential for the purposes of self-defense, the preservation of order, to end a disturbance threatening to others, to protect school property or to protect others on school property.

When conventional methods of disciplining do not work, the parents will be asked to pick up and take the student home.

## **ALCOHOL AND DRUGS**

As used in this policy, the term “alcohol” means wine, spirits or beer. As used in this policy the term “drugs” means “controlled substances”, “simulated controlled substances” and “counterfeit substances” as those terms defined by the Iowa Code. The term “drugs” also means substances that are, or can be, used to alter an individual’s mood or which can impair an individual’s faculties and medically prescribed drugs that are not used as prescribed. The term “drugs” does not include medically prescribed drugs that are used as prescribed and medically necessary and does not include non-prescription drugs provided the in-take is proportionate to medical need.

Students who use, or have possession of alcohol, drugs or drug paraphernalia, or who show evidence of having consumed alcohol or drugs on school property, including the school building, grounds or at a school activity (home or away) will be subjected to guardian notification and disciplinary action as follows. Students who use alcohol or drugs prior to arriving at school will be subject to the same disciplinary action.

### **1<sup>st</sup> Offense-**

The student will:

1. Be suspended for three (3) days.
2. Be referred to the local police department.

### **2<sup>nd</sup> Offense-**

The student will:

1. Be suspended.
2. Be referred to the local police department.
3. Be referred to the Board of Education for review and disciplinary action.

## **USE OF TOBACCO PRODUCTS**

The use of tobacco products on school property, or at school sponsored activities, is prohibited. Students may be suspended for up to five (5) days for violation of this rule.

## **FIGHTING**

Students involved in fighting on the school property, including the school building, grounds or at school activities, home or away, will be subject to guardian notification and disciplinary action as follows:

### **1<sup>st</sup> Offense-**

1. The student may be suspended one (1) to three (3) days.
2. Notification to parents, Board of Education and the police may be sent.

### **2<sup>nd</sup> Offense-**

1. The student may be referred to the Board of Education for disciplinary action.
2. The aggressor may be placed on school probation, as defined by the principal, for the school year.

## **STEALING**

Students who steal on school property, including the school building, school ground or at any school activity, home or away, will be subject to the following disciplinary actions:

### **1<sup>st</sup> Offense-**

1. The student may be suspended two (2) or three (3) days.
2. Notification to parents, Board of Education and the police may be sent.

### **2<sup>nd</sup> Offense and All Subsequent Offenses-**

The student may be referred to Board of Education for disciplinary action.

## **INSUBORDINATION**

Insubordination is defined as refusal to obey a school rule or regulation or the request of a teacher or school official. A suspension of up to three (3) days may be given to a student for any act of insubordination. The student may be placed on probation for the school year as defined by the principal. Repeated offenders may also be referred to the Board of Education for disciplinary action.

## **VANDALISM**

Students who vandalize school property including school buildings or school grounds will be subject to guardian notification and disciplinary action as follows:

### **1<sup>st</sup> Offense-**

The student may:

1. Be suspended up to three (3) days.
2. Be referred to the police department.

### **2<sup>nd</sup> Offense-**

The student may:

1. Be suspended for up to three (3) days.
2. Have a guardian conference.
3. Be referred to the police department.
4. Be brought to the Board of Education for disciplinary action.

For any offense, the student and/or guardian will be liable for all of the damages as determined by state law and the school administration.

## **FIRE ALARM POLICY**

Students who tamper with the fire alarm equipment, or turn in a false fire alarm, may be subject to disciplinary action as follows:

### **1<sup>st</sup> Offense-**

1. In-school suspension.
2. Parents will be notified.

### **2<sup>nd</sup> Offense-**

The student may:

1. Be suspended immediately.
2. Be referred to the Board of Education for review and disciplinary action.
3. Be reported to the local police and fire authorities.

## **POSSESSION OF DANGEROUS WEAPONS**

School facilities are not an appropriate place for weapons or look-alike weapons or dangerous objects. Weapons and other dangerous objects shall be taken from students and others who bring them onto school property.

Parents of students found to possess a weapon shall be notified of the incident. Confiscation of weapons or dangerous objects shall be reported to the law enforcement officials, and the student will be subject to disciplinary action including suspension or expulsion.

Students bringing a firearm, look-alike firearm or other dangerous objects to school shall be treated according to the requirements of Iowa Code 280.21b (Expulsion Weapons in Schools) which was passed as 1995 Iowa Acts H.F. 528, Section 23, and states in part as follows:

“The Board of Directors of a school district and the authorities in charge of a nonpublic school which receives services supported by federal funds shall expel from school for a period of not less than one year a student who is determined to have brought a weapon to a school or knowingly possessed a weapon at school under the jurisdiction of the Board or the authorities.”

For the purpose of this portion of the policy, the term “firearm” includes any weapon which is designed to expel a projectile by the action of an explosive, the frame or receiver of any such weapon, a muffler or silencer for such a weapon, or any explosive incendiary or poison gas. Other weapons that are included would be knives of any kind including pocket knives and other sharp objects.

The principal shall have the authority to recommend this expulsion requirement be modified for a student on a case by case basis.

Weapons under the control of law enforcement officials shall be exempt from this policy. The principal may allow authorized persons to display weapons or other dangerous objects for educational purposes. Such a display shall also be exempt from this policy.

## **IDENTIFYING AND REPORTING CHILD ABUSE**

If any certified or licensed employee of IGLLS has a reasonable belief that a child under the age of 18 has been abused by a person responsible for the care of the child, the suspected abuse will be reported to the Department of Human Services. The law states that Iowa Great Lakes Lutheran School will follow this policy. The reporting of suspected abuse by non-certified or non-licensed employees is encouraged.

IGLLS administration and staff will cooperate fully with the DHS personnel in conducting a child abuse investigation by providing confidential access to the child named in the report, and to other children alleged to have relevant information, for the purpose of interviews. Iowa Great Lakes Lutheran School recognizes no obligation to contact the parents or guardians of a child suspected to be a victim of abuse.

## **ASSAULTING OR THREATENING STUDENTS (PHYSICAL OR VERBAL)**

Students who physically assault or verbally threaten or abuse another student shall be subject to guardian notification and disciplinary action as follows:

### **1<sup>st</sup> Offense-**

1. May be suspended one (1) to three (3) days.
2. Board of Education and Police Department may be notified.

### **2<sup>nd</sup> Offense-**

1. May be referred to the Board of Education for disciplinary action.
2. Legal action may be taken in case of physical assault.

## **ASSAULTING OR THREATENING A SCHOOL EMPLOYEE**

Students who physically assault or verbally threaten a school employee will be sent home with parents and referred to the Board of Education. The student may be suspended for one (1) to three (3) days and Law enforcement officials also may be notified.

## **BULLYING**

Harassment and bullying of students and employees are against federal, state and local policy, and are not tolerated by the board. The board is committed to providing all students with a safe Christian environment in which all members of the school community are treated with dignity and respect. To that end, the board has in place policies, procedures and practices that are conducive to Christian behavior and conduct which are designed to reduce and eliminate bullying and harassment. Bullying and harassment of students by students, school employees and volunteers who have direct contact with students will not be tolerated at IGLLS.

This policy is in effect while students or employees are on property within the jurisdiction of the board; while on school-owned or school-operated vehicles; while attending or engaged in school-sponsored activities; and while away from school grounds if the misconduct directly affects the good order, efficient management and welfare of the school or school district.

If, after an investigation, a student is found to be in violation of this policy, the student shall be disciplined by appropriate measures up to, and including, suspension and expulsion. If after an investigation a school employee is found to be in violation of this policy, the employee shall be disciplined by appropriate measures up to, and including, termination. If after an investigation a school volunteer is found to be in violation of this policy, the volunteer shall be subject to appropriate measures up to, and including, exclusion from school grounds. "Volunteer" means an individual who has regular, significant contact with students.

Harassment and bullying mean any electronic, written, verbal, or physical act or conduct toward a student which is based on any actual or perceived trait or characteristic of the student and which creates an objectively hostile school environment that meets one or more of the following conditions:

- Places the student in reasonable fear of harm to the student's person or property;
- Has a substantially detrimental effect on the student's physical or mental health;
- Has the effect of substantially interfering with the student's academic performance; or
- Has the effect of substantially interfering with the student's ability to participate in or benefit from the services, activities, or privileges provided by a school.

"Electronic" means any communication involving the transmission of information by wire, radio, optical cable, electromagnetic, or other similar means. "Electronic" includes but is not limited to communication via electronic mail, internet-based communications, pager service, cell phones, electronic text messaging, or similar technologies.

Harassment and bullying may include, but are not limited to, the following behaviors and circumstances:

- Verbal, nonverbal, physical or written harassment, bullying, hazing, or other victimization that have the purpose or effect of causing injury, discomfort, fear, or suffering to the victim;
- Repeated remarks of a demeaning nature that have the purpose or effect of causing injury, discomfort, fear, or suffering to the victim;

- Implied or explicit threats concerning one's grades, achievements, property, etc. that have the purpose or effect of causing injury, discomfort, fear, or suffering to the victim;
- Demeaning jokes, stories, or activities directed at the student that have the purpose or effect of causing injury, discomfort, fear, or suffering to the victim; and/or
- Unreasonable interference with a student's performance or creation of an intimidating, offensive, or hostile learning environment.

Sexual harassment means unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature when:

- Submission to the conduct is made either implicitly or explicitly a term or condition of the student's education or benefits;
- Submission to or rejection of the conduct by a school employee is used as the basis for academic decisions affecting that student; or
- The conduct has the purpose or effect of substantially interfering with the student's academic performance by creating an intimidating, hostile, or offensive education environment.

In situations between students and school officials, faculty, staff, or volunteers who have direct contact with students, bullying and harassment may also include the following behaviors:

- Requiring that a student submit to bullying or harassment by another student, either explicitly or implicitly, as a term or condition of the targeted student's education or participation in school programs or activities; and/or
- Requiring submission to or rejection of such conduct as a basis for decisions affecting the student.

Any person who promptly, reasonably, and in good faith reports an incident of bullying or harassment under this policy to a school official, shall be immune from civil or criminal liability relating to such report and to the person's participation in any administrative, judicial, or other proceeding relating to the report. Individuals who knowingly file a false complaint may be subject to appropriate disciplinary action.

Retaliation against a person because the person has filed a bullying or harassment complaint or assisted or participated in a harassment investigation or proceeding is prohibited. An individual who knowingly files a false harassment complaint and a person who gives false statements in an investigation shall be subject to discipline by appropriate measures, as shall a person who is found to have retaliated against another in violation of this policy. A student found to have retaliated in violation of this policy shall be subject to measures up to, and including, suspension and expulsion. A school employee found to have retaliated in violation of this policy shall be subject to measures up to, and including, termination of employment. A school volunteer found to have retaliated in violation of this policy shall be subject to measures up to, and including, exclusion from school grounds.

The school or school district will promptly and reasonably investigate allegations of bullying or harassment. The Principal or designee will be responsible for handling all complaints by students alleging bullying or harassment. The Principal will be responsible for handling all complaints by employees alleging bullying or harassment. It also is the responsibility of the IGLLS School Board, in conjunction with the investigator and principal, to develop procedures regarding this policy.

## **HARASSMENT ON THE BASIS OF RACE, SEX, NATIONAL ORIGIN OR DISABILITY**

Definition: "Annoying, tormenting, or using derogatory words or statements pertaining to, or as a result of one's race, sex, national origin or disability."

Students who harass other students on the basis of sex, national origin or disability will be subject to guardian notification and disciplinary action as follows: The student may be suspended for one (1) to three (3) days, the Board of Education may be notified, and law enforcement officials may be notified.

## **STUDENT-TO-STUDENT HARASSMENT INVESTIGATION PROCEDURES**

If the student is comfortable doing so, the student should communicate to the harasser that the student expects the behavior to stop. If the student wants assistance communicating with the harasser, the student should ask a teacher or the principal to help.

If the harassment does not stop, or the student does not feel comfortable confronting the harasser, the student should:

1. tell a teacher or principal; and
2. write down exactly what happened, keep a copy and give another copy to the teacher or principal including:
  - what, when and where it happened
  - who was involved
  - exactly what was said or what the harasser did;
  - witnesses to the harassment;
  - what the student said or did, either at the time or later;
  - how the student felt; and
  - how the harasser responded.

Information received during the investigation is kept confidential to the extent possible.

## **INVESTIGATION PROCEDURE**

The investigation will reasonably and promptly commence upon receipt of the complaint. The investigator will interview the complainant and the alleged harasser. The alleged harasser may file a written statement refuting or explaining the behavior outlined in the complaint. The investigator may also interview witnesses as deemed appropriate.

Upon completion of the investigation, the investigator will make written findings and conclusions as to each allegation of harassment and report these to the Board.

## **PROCEDURES FOR INVESTIGATING ABUSE OF STUDENTS BY EMPLOYEES**

It is the policy of IGLLS that employees not commit acts of physical or sexual abuse, including inappropriate and intentional sexual behavior, toward students. Any employee who commits such acts is subject to disciplinary sanctions up to and including discharge. IGLLS shall respond promptly to allegations of abuse of students by school employees by arranging for full investigation of any allegations, and to do so in a reasonably prudent manner.

IGLLS has appointed the faculty as level-one investigators and has arranged for the Public Health Department to serve as the level-two investigator.

The principal will prescribe rules in accordance with the rules adopted by the State Board of Education in carrying out this policy.

### **APPROPRIATE USE OF THE INTERNET:**

Because technology is a vital part of the school district curriculum, and the Internet will be made available to employees and students, appropriate and equitable use of the Internet will allow employees and students to access resources unavailable through traditional means. Students will be able to access the Internet through their teachers. The Internet can provide a vast collection of educational resources for students and employees. It is a global network, which makes it impossible to control all available information. Because information appears, disappears, and changes constantly, it is not possible to predict or control what students may locate. The school makes no guarantees as to the accuracy of the information received on the Internet. Although students will be under teacher supervision while on the network, it is not possible to constantly monitor individual students and what they are accessing on the network. Some students might encounter information that may not be of educational value. Student Internet records and access records are confidential records treated like other student records. Employees and students will be instructed on the appropriate use of the Internet. Students sign a form acknowledging that they have read and understand the Internet Acceptance Use policy and regulations, that they will comply with the policy and regulations and understand the consequences for violation of the policy or regulations.

#### **Permission to Use Internet**

Students, under the supervision of a teacher or teacher associate will have access to the Internet.

## **Online Etiquette**

1. The use of the network is a privilege and may be taken away for violation of policy or regulations. As a user of the Internet, students may be allowed access to other networks. Each network may have its own set of policies and procedures. It is the user's responsibility to abide by the policies and procedures of these other networks.

2. Students should adhere to on-line protocol:

- Respect all copyright and license agreements.
- Site all quotes, references and sources.
- Remain on the system long enough to get needed information, then exit the system.
- Apply the same privacy, ethical and educational considerations utilized in other forms of communication.

3. Student access for electronic mail will be through the supervising teacher.

Students should adhere to the following guidelines:

- Others may be able to read or access the mail so private messages should not be sent.
- Delete unwanted messages immediately.
- Use of objectionable language is prohibited.
- Always sign messages.
- Always acknowledge receipt of a document or file.

4. Cyberbullying will not be tolerated at school and will follow the Harassment Policy consequences.

## **Restricted Material**

Students should not intentionally access or download any text file or picture or engage in any conference that includes material which is obscene, libelous, indecent, vulgar, profane or lewd; advertises any product or service not permitted to minors by law; constitutes insulting or fighting words, the very expression of which injures or harasses others; or presents a clear and present likelihood that, either because of its content or the manner of distribution, it will cause a material and substantial disruption of the proper and orderly operation and discipline of the school or school activities, will cause the commission of unlawful acts or the violation of lawful school regulations.

## **Unauthorized Costs**

If a student gains access to any service via the Internet which has a cost involved or if a student incurs other types of costs, the student accessing such a service will be responsible for these costs.

## **Student Violations – Consequences and Notifications**

1st Offense: Loss of Internet access for a period of time determined by the principal.

2nd Offense: Loss of all Internet privileges

Students in violation of the acceptable use policy may lose technology privileges. Students committing criminal offenses while using the system may be subject to criminal prosecution and possible suspension or expulsion.

## **NOTICES**

### **DIRECTORY INFORMATION**

IGLLS may release the following types of directory information to the public without parent or eligible consent: Name, Address, Telephone listing, Date of Birth, Participation in officially recognized activities and sports, Major field of study, Weight and Height of member of the athletic teams, Dates of attendance and Degrees, Honors and awards received. No directory information may be released without parent or eligible student consent if either the information or the manner of circumstances in which it is released would serve to identify a student as handicapped or receiving special education services.

Any parent or eligible student objecting to the public release of directory information must annually file a written objection with office of the Principal. That information objected to shall not be publicly released.

### **NON DISCRIMINATION**

No person in the United States shall be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any educational program or activity receiving federal financial assistance as required by Title VI of the 1964 Civil Rights Act, Title IX of the 1972 Educational Amendments, Section 504 of the Federal Rehabilitation Act of 1973 and section 601A of the Iowa code. Inquiries and grievances regarding compliance with Title IX, Title VI Section 504 or 601A may be directed to the principal of IGLLS, 1311 E 18th St, Spencer, IA 51301, phone number 712-262-8237 or to the director of Iowa Civil Rights commission, Des Moines, IA or to the Director of the Region VII Office of Civil Rights, Department of Education, Kansas City, MO.

### **SEXUAL HARASSMENT**

All members of IGLLS including, but not necessarily limited to, the Board, administration, faculty, staff and students are expected to conduct themselves at all times so as to provide an atmosphere free from sexual harassment. Violations of this policy by students will be cause for disciplinary action up to and including suspension and expulsion. School employees shall be responsible for promotion understanding and acceptance of, and assuring compliance with state and federal laws and Board policy and procedures governing sexual harassment within the school setting.

### **MULTICULTURAL, NONSEXIST POLICY REGARDING STUDENTS**

Enrolled children in IGLLS shall have an equal opportunity for quality public education without discrimination. The education program shall be free of such discrimination and provide equal opportunity for participants. The education program shall foster knowledge of, and respect and appreciation for the historical and contemporary contributions of diverse cultural groups, as well as men and women, to society. It shall also reflect the wide variety of roles open to both men and women and to provide equal opportunity to both sexes. Inquiries regarding compliance with equal education opportunity shall be directed to the compliance officer by writing to Sarah Popp, Principal, 1311 East 18th St, Spencer, IA 51301.

## **STUDENT RECORDS**

IGLLS maintains records on each student in order to facilitate the instruction, guidance and educational progress of the student. The records contain information about the student and his/her education and may include, but are not limited to, the following types of records: identification data, attendance data, records of achievement, family background, aptitude tests, education and vocation plans, honors and activities, discipline data, objective teacher ratings and observation and external agency reports. Parents of students may exercise the opportunity to review educational records of the student, to obtain copies of the record, to write a response to materials in the records, to challenge the content of the record on grounds of inappropriateness, inaccuracy or an invasion of privacy and to the records explained.

## **WELLNESS**

IGLLS promotes healthy students by supporting wellness, good nutrition and regular physical activity as a part of the total learning environment. IGLLS supports a healthy environment where students learn and participate in positive dietary and lifestyle practices. By facilitating learning through the support and promotion of good nutrition and physical activity, schools contribute to the basic health status of students. Improved health optimizes student performance potential.

Iowa Great Lakes Lutheran School will not enroll or continue enrollment of students whose actions are contrary to the teachings of the Lutheran Church Missouri Synod or disruptive to normal school operations.