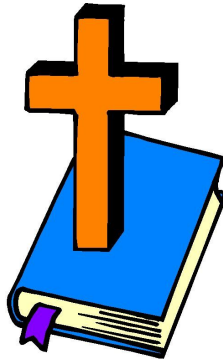




PARENT HANDBOOK 2017-2018

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 18TH ST
SPENCER, IA 51301
712-262-8237
Web Site: www.iglls.org
Email: office@igllstech.com
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
Justin Spieker	V. Chairman
Lori Gamble	Secretary
Jerry Clausen	Treasurer

BOARD MEMBERS

Leonard Langner
Lori Gamble
Jerry Crew
Justin Spieker
Mike Iedema
Dennis Dallman
Dennis Avery
Marty Eby

ADMINISTRATION

Iowa Great Lakes Lutheran School 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 and administrator are responsible to the board of directors for the supervision of the teachers and the school curriculum. It is the task of the principal and administrator 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

Krystal Dahlman	Secretary	Email	office@igllstech.com
Noreen Bohl	K-Teacher	Email	noreenbohl@igllstech.com
Rachel Pfothauer	1-Teacher	Email	missp@igllstech.com
Heather Nitzel	2-Teacher	Email	heathernitzel@igllstech.com
Angela Schauer	3 & 4- Teacher	Email	angieschauer@igllstech.com
Lori Dallman	5 & 6- Teacher	Email	loridallman@igllstech.com
Dewey Torkelson	Principal	Email	principal@igllstech.com

PASTORAL ADVISOR

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

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, mid-week 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 expecting all children enrolled in IGLLS to attend church services regularly. Sunday school is a supplement to, but does not take the place of church services.

Each Monday and on days following special church services, every pupil is asked whether or not the student attended services. If the pupil has not attended services, the student is encouraged to attend in the future.

When the importance of worship and church attendance is stressed at school and no effort is made in the home to get him there, it will lead to confusion. The parents are expected to supplement both schoolwork and worship in their home with Christian examples and precept so that the child is not drawn in one direction at school and in another direction in the home. Both should work hand in hand to further the best interest of the child.

The Christian home is best served when parents and children attend church together.

ENROLLMENT PROCEDURE

STEP 1: APPLICATION

Applying for enrollment at Iowa Great Lakes Lutheran School 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 our Administrator 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:

- :: copy of most recent report card/academic record
- :: copy of most recent standardized test scores
- :: completed Release of Records form
- :: copy of birth certificate
- :: copy of immunization record
- :: \$100 registration fee per student

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 Iowa Great Lakes Lutheran School family.

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

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.

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.

ATTENDANCE

Iowa Great Lakes Lutheran School 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 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. Examples of approved appointments include orthodontist, eye appointment, funeral, etc.

Iowa Great Lakes Lutheran 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.

Tardies

Iowa Great Lakes Lutheran School students arriving to class after 8:15 a.m. each day are considered tardy and must be signed into the office before entering the classroom. A tardy student will not be allowed into the classroom until after they have signed into the office and received a tardy slip. 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.

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.

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 should be fever free for 24 hours before returning to school. A good policy for the health of your child is to keep them home at least one day when coming down with a cold.
- A "bad" cold especially if accompanied by other symptoms--hacking cough, chills, headaches, etc. A child who feels miserable cannot concentrate or learn. Rest may be of great benefit. Colds that linger may require a doctor's care.
- A stomachache, vomiting, or diarrhea. If severe or persistent contact your doctor. A child with diarrhea should be kept home and not return to school until diarrhea 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, and impetigo. If your child has a communicable disease, please contact the school. They 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.

Illness and Accidents at School

In case of an accident or injury during the school time the student should report the accident to the teacher. The school secretary or teacher associate will assist the child. If the child is seriously injured, teacher, secretary or teacher associate will contact the home.

Parental Visits and Volunteers

Parents are always welcome and encouraged to visit school. All visitors are requested 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.)

Excessive Absences/Tardies

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

# of Absences Per Semester	Resulting Action by School
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 of student
Additional Note:	5 Tardies = 1 Absence

EXCUSE FROM PARTICIPATION

Children will participate in outdoor recess activities unless a written request from parents states the child needs to remain indoors. A child who is too sick to go outdoors for a few minutes at recess is probably too sick to be in school. If it's necessary to remain indoors, quiet time will be observed in the classroom.

Students will be required to take part in Physical Education activities unless a written excuse from a doctor is presented.

IDENTIFYING AND REPORTING CHILD ABUSE

If any certified or licensed employee of Iowa Great Lakes Lutheran School 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.

Iowa Great Lakes Lutheran School 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.

PROCEDURES FOR INVESTIGATING ABUSE OF STUDENTS BY EMPLOYEES

It is the policy of Iowa Great Lakes Lutheran School 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.

Iowa Great Lakes Lutheran School 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.

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

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 manner that is accepted as being 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, it is not advisable to play in stocking feet or borrow tennis shoes from other students.
2. Students should have warm clothes to wear when it is cold outside. (Students need some fresh-air and 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.
4. Students without boots will go outside but must stay on the sidewalk or cleared areas at the discretion of the teacher. Students who do not abide by these rules will be sent to the classroom for the rest of the play period.
5. 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.
6. Any article of clothing that exposes a bare midriff is not suitable classroom attire.
7. A student's hairstyle must be in keeping with the ideals of cleanliness, neatness and good grooming.
8. If your child has a cold or there is some other medical reason you do not want your child to go outside, please send a doctor's note to the teacher.
9. Shorts may be worn during the months of Aug., Sept., Oct., Apr., May, and June. Please dress in layers at that point as temperatures may be in the 30s in the morning and in the 70s by afternoon.

HOMEWORK POLICY

Assigned homework or work not finished during the school day and needs to be finished at home varies from grade to grade level and from teacher to teacher. However, 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 graded. Please encourage your child to complete and return all homework.

GRADING POLICY

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.

SCHOOL CHOIRS

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

PARTIES

The following parties: Reformation, Fall, Christmas, Valentine and others are held during the year. Parents will be asked to help with these parties. Costumes for the Reformation party will NOT include witches, devils, ghosts, etc.

PARTNERS IN EDUCATION (PIE)

Iowa Great Lakes Lutheran School has an active parent/teacher group called Partners in Education. Meetings will be held regularly. All parents will be urged to attend. The objective of PIE will be to promote Christian Education in the home and school. Ample opportunity will be given at each meeting for the parents to meet with a teacher, the administrator or the principal.

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 should 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 PHONE USAGE & ELECTRONIC DEVICES

Cell phones may not be used at school during the school day. Phones may be kept in their lockers, in the school office or with the teacher until the end of the day. Cell phones being used during school hours will be given to the teacher to be returned to the student at the end of the day. This applies to all electronic devices such as IPAD, IPOD, Kindles, etc.

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.

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.

GUIDELINES FOR TRANSPORTATION OF STUDENTS

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 teachers or principal.
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.

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 or real weapons are not to be brought to school. Any item that deters from the educational program will be confiscated and can 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.

SCHOOL HOURS AND CLOSINGS

The hours school is in session are from 8:15 a.m. until 3:30 p.m. The doors are not open until 7:45 a.m. Students should not arrive before that time. Students are expected to observe study period conditions until classes begin at 8:15. 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.

GUIDELINES FOR CHILDREN'S USE OF BUILDINGS AND GROUNDS

Children are expected to:

1. Walk quietly in the hallways.
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 study period 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. Refrain from chewing gum or eating candy during the school day, unless given permission from the teacher.
5. Refrain from throwing snowballs, shoving, tackling wrestling, etc. at any time during the school day.
6. Refrain from bringing matches, knives, squirt guns, real/toy weapons to school.
7. Refrain from bringing toys to school unless authorized by a teacher.
8. Pay for the cost of repairing or replacing school property if it is carelessly or maliciously damaged or destroyed.
9. Refrain from teasing or harassing other students or harassing teachers or other adults who may be in charge.

SCHOOL DISCIPLINE

The Word "discipline" comes from disciple, meaning "follower". Think of discipline not in terms of punishment but rather as the teaching of self-control. Anyone in authority, specifically parents and teachers, are to deal with their children in accordance with the teachings and philosophy of Christ. Teachers are to allow actions characteristic of a certain developmental level, channel actions where necessary, and finally stop any behavior or conduct that interferes with the learning activities of the classroom. Children need to learn that for harmonious living it is necessary to show love to one another and to respect one another's rights and privileges.

If the teacher is unable to obtain the desired behavior from a child, the parents will be consulted. If this action fails to solve the problem, the teacher will take the problem to the principal. The Board of Education will be contacted if problems are not resolved by the teacher, principal and the parents. It needs to be emphasized that the Board is considered the very last step in disciplinary actions.

The principal may suspend a student temporarily for a period of time not to exceed five (5) days. Only the Board of Education has the right of expulsion from school. In the classroom, the teacher

is solely responsible for discipline.

SUSPENSION FROM SCHOOL

Should it be necessary, the principal will suspend a student from school for certain types of behavior for a period of time not to exceed five (5) days. The student will be expected to make up all class work missed during the suspension.

Examples of types of behavior that will result in suspension are as follows:

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. Totally disregarding IGLLS rules.

(This is not necessarily a complete list)

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, the student will 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.

In the event of a 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 teacher 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.

If the problem cannot be resolved to the satisfaction of the Board, the student may be expelled.

DUE PROCESS FOR STUDENTS

Students who are severely punished for infractions of school rules are entitled 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.

The degree to which due process is allowed for the student depends on severity of the punishment. Students who are suspended or expelled will have the right to due process. For lesser forms of punishment, due process is not required.

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.

HEALTH SERVICES

Iowa Great Lakes Lutheran School 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. Flu shots will not be given in the school.

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.

Teachers will administer first aid when necessary. By state law, teachers are not permitted to administer medication or drugs of any kind unless they are certified. When a child receives a serious injury or is feeling ill, the parents will be notified immediately to pick up their child as soon as possible. Students should be without fever for 24 hours before returning to school.

MEDICATION

If your child is on medication, please send the correct dosage in a container, not the whole bottle. Teachers are not allowed to administer any medication or drugs, but will remind the child to take the dosage. All medication brought to school is to be given to the office staff.

COMMUNICABLE DISEASE CHART

<u>DISEASE</u>	<u>MINIMUM EXCLUSION FROM SCHOOL</u>
Chicken Pox	7 days from onset of pocks
Diphtheria	After 2 negative cultures from nose & throat 24 hrs apart
German Measles	5 days from onset of rash
Impetigo	Until physician permits return
Infectious Hepatitis	13 days from onset of clinical disease and at least 7 days from onset of rash
Measles	7 days from onset of rash
Mumps	9 days or until swelling disappears
Head Lice	May return after adequate treatment to kill lice and nits
Pink Eye	Until physician permits return
Ringworm of Scalp	Until physician permits return
Scabies	Until adequately treated by physician
Whooping Cough	21 days from beginning of whoop

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.

FIRST OFFENSE AND ALL SUBSEQUENT OFFENSES:

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

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 disciplinary action as follows. Also, students who use alcohol or drugs prior to school or at a school activity, will be subject to the same disciplinary action.

1st Offense-

The student will:

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

2nd Offense-

The student will:

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

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 disciplinary action as follows:

1st Offense-

The student may:

1. Be suspended one (1) to three (3) days.
2. Have parents, Board of Education and police notified.

2nd Offense-

The student may be:

1. Referred to the Board of Education for disciplinary action.
2. (If the aggressor) Placed on school probation for the school year, as defined by the principal

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

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:

1st 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.

2nd Offense and All Subsequent Offenses-

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 disciplinary action as follows:

1st Offense-

The student may:

1. Be suspended up to three (3) days.
2. Have parents notified.
3. Be referred to the police department.
4. Pay for damages.

2nd Offense-

The student may:

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

For any offense, the student and/or parent 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:

1st Offense-

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

2nd 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

Federal law mandates that any student who brings a weapon to school will be suspended and referred to the Board for possible expulsion. The student will also be reported to the local police. (Note Weapons Policy #501.6 in the Board Policy Handbook.)

ASSAULTING OR THREATENING STUDENTS (PHYSICAL OR VERBAL)

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

1st Offense-

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

2nd 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 removed from the building and referred to the Board of Education.

Students who harass other students on the basis of sex, national origin or disability will be subject to disciplinary action as follows:

1st Offense-

1. A conference may be held.
2. A letter may be sent home.

2nd Offense-

1. The student may be suspended for one (1) to three (3) days.
2. Notification may be sent to parents and the Board of Education.
3. Law enforcement officials also may be notified.

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 disciplinary action as follows:

1st Offense-

1. A conference may be held.
2. A letter may be sent home.

2nd Offense-

1. The student may be suspended for one (1) to three (3) days.
2. Notification may be sent to parents and Board of Education.
3. Law enforcement officials may also 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, counselor or 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, counselor or principal; and
2. write down exactly what happened, keep a copy and give another copy to the teacher, counselor 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.

COMPLAINT PROCEDURE

A student who believes that the student has been harassed will notify the building principal, the designated investigator. The alternate investigator is the administrator. The investigator may request that the student complete the Harassment Complaint form and turn over evidence of the harassment, including, but not limited to, letters, tapes, or pictures. Information received during the investigation is kept confidential to the extent possible. The investigator, with the approval of the principal, or the principal has the authority to initiate a harassment investigation in the absence of a written complaint.

INVESTIGATION PROCEDURE

The investigator will reasonably and promptly commence the investigation 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 the findings and conclusions to the principal. The investigator will provide a copy of the findings of the investigation to the principal.

STUDENT-TO-STUDENT HARASSMENT INVESTIGATION PROCEDURES

RESOLUTION OF THE COMPLAINT

Following receipt of the investigator's report, the principal may investigate further, if deemed necessary, and make a determination of any appropriate additional steps which may include discipline, up to and including, suspension and expulsion.

Prior to the determination of the appropriate remedial action, the principal may, at the principal's discretion, interview the complainant and the alleged harasser. The principal will file a written report closing the case and documenting any disciplinary action taken or any other action taken in response to the complaint. The complainant, the alleged harasser and the investigator will receive notice as to the conclusion of the investigation.

POINTS TO REMEMBER IN THE INVESTIGATION

- Evidence uncovered in the investigation is confidential.
- Complaints must be taken seriously and investigated.
- No retaliation will be taken against individuals involved in the investigation process.
- Retaliators will be disciplined up to and including suspension and expulsion.

CONFLICTS

If the investigator is a witness to the incident, the alternate investigator shall investigate

HARASSMENT COMPLAINT FORM

Name of complainant: _____

Position of complainant: _____

Date of complaint: _____

Name of alleged harasser: _____

Date and place of incident or incidents: _____

Description of misconduct: _____

Name of witnesses (if any): _____

Evidence of harassment, i.e., letters, photos, etc. (attach evidence if possible): _____

Any other information: _____

I agree that all of the information on this form is accurate and true to the best of my knowledge.

Signature
: _____

Date: / / _____

WITNESS DISCLOSURE FORM

Name of witness: _____

Position of witness: _____

Date of testimony, interview: _____

Description of incident witnessed: _____

Any other information: _____

I agree that all of the information on this form is accurate and true to the best of my knowledge.

Signature: _____

Date: / /

SCHOLASTIC ELIGIBILITY REQUIREMENTS

The following “Nine-weeks and Semester Scholastic Eligibility Requirements” will be used to determine eligibility for extracurricular activities sponsored for students in grades 3-6. These requirements apply to all extracurricular activities. With the consent of the sponsor of an activity, students may participate in the practice sessions.

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.

MULTI-GRADE CLASSROOM THOUGHTS

In many schools, “multi-grade” classrooms have eliminated the need for grade retention, as teachers have learned to support student’s growth and abilities developed over the longer term. “Multi-grade” classrooms in which students stay with the same teacher and peers for more than one year enhance learning by ensuring that students are better known and better supported. Studies show that children in “multi-grade” classrooms show academic progress over time that equals or exceeds that of their peers in same-age classrooms. They also exhibit better self-concepts, improved attitudes toward school and a general improvement in social abilities, more cooperation and less aggression and competitiveness than students in age-segregated classes.

Educational research says that young children learn best from both the teacher and from each other, as they did in the days of “multi-graded” classrooms. Teachers encourage learning and cooperation amongst the children. Research says that young children up to age eight learn best when they learn from BOTH teachers and peers, and when they have as many hands on, concrete learning experiences as possible, particularly in the subjects of language arts, math and science. Older children become tutors of their younger peers. This reinforces their knowledge and skills and bolsters their self-confidence.

Teachers have found that clearly defined rules and routines are necessary and that subject-integrated, open-ended activities work best in “multi-grade” situations. It is often effective for teachers to introduce a concept to the entire class with a discussion and a special learning center related to the concept and including appropriate activities for the different grade levels.

The teachers and the students appreciate the “family type” atmosphere of a “multi-graded” classroom. In this day and age when there is a lack of family structure in the children’s lives this type of classroom can be a real asset. It gives the teacher the opportunity to watch the children grow over an extended time. The children become independent, responsible learners, which allow the teacher time to circulate and work with all the students.

The lower grade level will look forward to learning and internalizing the subject matter both at their own level and the grade level above theirs. The upper level will gain review from the lower level’s subject matter as it is introduced to them. The teacher will expect the students to be good listeners as each grade level’s subject is presented to them.

APPROPRIATE USE ON 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.

Student use of Internet

The Internet shall be available to all students within the school district through teacher access. The number of available terminals and the demands for each terminal may limit the amount of time available for each student.

Permission to Use Internet –Students, under the supervision of a teacher or teacher associate will have access to the Internet. If parents do not want their children using the Internet, they must request such on an annual basis.

On-line Etiquette

1. The use of the network is a privilege and may be taken away for violation of board 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 shall not be tolerated at school and will follow the Harassment Policy consequences.

Restricted Material – Students shall 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

First Offense: Loss of Internet access for a period of one calendar month.

Second Offense: Loss of all Internet privileges

Students committing criminal offenses while using the system may be subject to criminal prosecution and possible suspension or expulsion.

NOTICES

ABUSE OF STUDENTS BY SCHOOL EMPLOYEES

It is the policy of IGLLS that school employees not commit acts of physical or sexual abuse, including inappropriate and intentional sexual behavior, toward students. Any school employee who commits such acts is subject to disciplinary sanctions up to and including discharge. It is the policy of IGLLS to respond promptly to allegations of abuse of students by school employees by investigating or arranging for full investigations of any allegations and to do so in a reasonably prudent manner. The processing of a complaint or allegation will be handled confidentially to the maximum extent possible. All employees are required to assist in the investigation when requested to provide information, and to maintain the confidentiality of the reporting and investigating process. The principal is trained to be the level I investigator and law enforcement will be the level II investigator. The principal shall prescribe rules in accordance with the rules adopted by the State board of Education to carry out this policy.

COMMUNICABLE DISEASE

Please report all communicable diseases to the principal. Following directives issued by the State Department of Health, she will advise you when your child may return to school.

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.

FREE AND REDUCED LUNCH APPLICATION

Free and reduced price lunches, as supported by the federal government, will be available to those who qualify. Applications may be picked up and completed at the time of registration or any time during the school year. Income eligibility guidelines will also be available at registration. We encourage you to take advantage of this program. Many of the grant programs for the school are based on the numbers we have enrolled in this program. Spencer Sacred Heart School will administer the program.

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 Mr. Gonzales Administrator 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.

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. Any person who engages in sexual harassment while acting as a member of the school community will be in violation of Board Policy 500.3. 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.

HUMAN GROWTH AND DEVELOPMENT

The State of Iowa has legislatively mandated instruction in human growth and development. The areas to be taught have been amended to include "human sexuality, self-esteem, stress management and interpersonal relations; the characteristics of communicable diseases, including AIDS". Parents are welcome to make arrangements to review the material by calling the school. The law specified, "A pupil shall not be required to take instruction in human growth and development if the pupil's parent/guardian files with the principal a written request that the pupil be excused from instruction." It is the school's intent to provide appropriate instruction following state guidelines and with the assistance of our local advisory committee.

ILLNESS

Students will be sent home with any of the following: fever over 100 degrees, vomiting, diarrhea, body rash, inflammation of the eyes, untreated impetigo, ringworm, or head lice. Parent or specified adult will be called to take their child home. A written excuse is needed when returning to school after an illness.

INJURY

When it is apparent to school personnel that an injury needs immediate medical care, our family doctor will be contacted and as soon as is possible, the parents will be notified. In cases of less urgency, the parents will be notified and will be involved in the decision of whether a student needs a doctor care. When in doubt concerning urgency – we will consider it urgent and contact the doctor or the ambulance.

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 Dewey Torkelson, Principal, 1311 East 18th St, Spencer, IA 51301.

STUDENT RECORDS

Iowa Great Lakes Lutheran School 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.

WEAPONS

IGLLS has a policy in effect concerning weapons in the school, on the school grounds or in parked cars on school property. The policy allows for search and seizure of student property and expulsion from school for up to one year if a student is found to have possession of a weapon.

WELLNESS

IGLLS promotes healthy students by supporting wellness, good nutrition and regular physical activity as a part of the total learning environment. The school district 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.