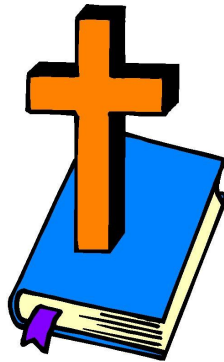




# **PARENT/GUARDIAN HANDBOOK 2023-2024**

## **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**

Chair - Lori Gamble

Vice-Chair - Leonard Langner

Secretary - Heidi Hartmann

Knut Brown  
Joel Eglund  
Kelli Eglund

Lori Gamble  
Heidi Hartmann  
Leonard Langner

Melissa Loehr  
Rev. Michael McGinley  
Josh Nelson

### **PASTORAL ADVISORS**

Rev. Paul Kaldahl  
Rev. Chris Nitzel

First English Lutheran Church  
St. Paul Lutheran Church-Hartley

712-262-5598  
712-728-2711

### **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.

## **Accreditation**

Iowa Great Lakes Lutheran School (IGLLS) is accredited through National Lutheran School Accreditation (NLSA). NLSA ensures compliance with national standards for Lutheran schools that reflect the essential qualities that are expected of Lutheran schools. The state of Iowa recognizes the accreditation given by NLSA, giving IGLLS the status of independently accredited nonpublic school.

## **Recognized Service Organization**

IGLLS operates independently from any church. IGLLS maintains the status of a Recognized Service Organization of the Lutheran Church Missouri Synod (LCMS). An RSO is an organization whose programs are in harmony with the doctrine and practice of the LCMS.

## **IGLLS PERSONNEL**

<b>Sarah Popp</b>	<b>Principal</b>	<b>principal@igllstech.com</b>
<b>Holly Pearson</b>	<b>Secretary</b>	<b>office@igllstech.com</b>
<b>Krista Hansen</b>	<b>Kindergarten</b>	<b>kristahansen@igllstech.com</b>
<b>Logan Treybal</b>	<b>1st Grade</b>	<b>logantreybal@igllstech.com</b>
<b>Heather Nitzel</b>	<b>2nd Grade</b>	<b>heathernitzel@igllstech.com</b>
<b>Emily Bernau</b>	<b>3rd Grade</b>	<b>emilybernaul@igllstech.com</b>
<b>Lydia Wallace</b>	<b>4th Grade</b>	<b>lydiawallace@igllstech.com</b>
<b>Angie Schauer</b>	<b>Middle School</b>	<b>angieschauer@igllstech.com</b>
<b>Lori Dallman</b>	<b>Middle School</b>	<b>loridallman@igllstech.com</b>
<b>Michael Estes</b>	<b>PE</b>	<b>michaelestes@igllstech.com</b>
<b>Lynn Wilms</b>	<b>Music</b>	<b>lynnwilms@igllstech.com</b>
<b>Gabbi Orris</b>	<b>Teacher Associate</b>	<b>gabbiorris@igllstech.com</b>

## IGLLS CORE VALUES

### **Gospel**

- Biblical
- Truth
- Sharing
- Grace
- Mercy

### **Security**

- Emotional
- Physical
- Spiritual

### **Connection**

- Students/Students
- Teachers/Students
- School/Families
- School/Congregations
- School/Community

### **Growth**

- Faith
- Knowledge
- Empathy
- Discipleship
- Service
- Respect
- Leadership

### **Excellence**

- Academics
- Rigor
- Relevant curriculum
- Teaching
- Student (differentiation)

### **Stewardship**

- Time
- Talents
- Treasures

## **Admissions Procedures**

Iowa Great Lakes Lutheran School (IGLLS) is a Recognized Service Organization (RSO) of the Lutheran Church Missouri Synod (LCMS). IGLLS administration will proceed through the following steps to determine admission of a student to the school. The admissions process opens IGLLS to families who are like-minded spiritually; who are supportive of our philosophy, objectives, and standards of education; and whose children meet our enrollment standards. Our purpose is to provide a distinctively Christian education for our students. IGLLS reserves the right to terminate the admissions process at any time.

### Admissions Process:

1. Parent contacts IGLLS to indicate desire to enroll his/her child(ren) at IGLLS.
2. Information packet provided so the parent can determine if he/she is in agreement with the mission and purpose of IGLLS before submitting an application.
  - a. Mission statement
  - b. Statements of Belief
  - c. Student Handbook
3. Parent completes application form and submits the following information:
  - a. Non-refundable registration fee
  - b. Copy of birth certificate
  - c. Copy of most recent report card(s)
4. Principal will interview parents and student
5. Student must shadow for a school day with his/her peers
6. Principal will notify parent(s) of admission or denial

All students enrolled fall under a probation period of 60 days which allows staff to determine student needs and ability of the program to meet those needs. If it is determined that individual student needs go beyond the resources, training, or staffing of the program, or jeopardizes the rights and needs of other students in the program, Iowa Great Lakes Lutheran School reserves the right to un-enroll those students from the program. IGLLS reserves the right to un-enroll any student for other extenuating circumstances.

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.

## **Statement of Belief Regarding Marriage, Gender, and Sexuality**

Iowa Great Lakes Lutheran School (IGLLS) believes and teaches that the Bible is the inerrant word of God. We believe that God wonderfully and immutably creates each person as male or female. These two distinct, complementary sexes together reflect the image and nature of God (Gen. 1:26-27). An individual's sex (male or female) means an individual's immutable biological sex as objectively determined by anatomy and genetics existing at the time of birth. Rejection of one's biological sex is a rejection of the image of God within that person.

We believe that the term marriage has only one meaning: the uniting of one male and one female in a single, exclusive union, as delineated in Scripture (Gen. 2:18-25). We believe that God intends sexual intimacy to occur only between a male and a female who are married to each other (1 Cor. 6:18; 7:2-5; Heb. 13:4). We believe that God has commanded that no intimate sexual activity be engaged in outside of a marriage between a male and a female. We believe that any form of sexual immorality is sinful and offensive to God (Matt. 15:18-20; 1 Cor. 6:9-10).

We believe that all human life is sacred and created by God in His image. Human life is of inestimable worth in all its dimensions, including pre-born babies, the aged, the physically or mentally challenged, and every other stage or condition from conception through natural death. We are therefore called to defend, protect, and value all human life (Ps. 139).

We believe that to preserve the function and integrity of IGLLS as the local Body of Christ, and to provide a Biblical role-model to the IGLLS members and the community, it is imperative that all person employed by IGLLS in any capacity agree to and abide by this Statement on Marriage, Gender, and Sexuality.

We believe that God offers redemption and restoration to all who confess and forsake their sin, seeking His mercy and forgiveness through Jesus Christ (Acts 3:19-21; Rom. 10:9-10; 1 Cor. 6:9-11). We believe that every person must be afforded compassion, love, kindness, respect, and dignity (Mark 12:28-31; Luke 6:31) following the example of Jesus Christ. Harassing behavior or attitudes directed toward any individual are to be repudiated and are not in accord with Scripture nor the doctrines of IGLLS.

We will love and care for all children entrusted to our care, addressing them by their legal names and appropriate pronouns. Our teaching will follow God's Word and the teaching of Jesus, that the gift of sexual intimacy is reserved for a husband and wife. Publicly demonstrating or advocating a lifestyle contrary to God's design is not allowed at IGLLS.

*Although IGLLS does not require parents or families to personally agree with IGLLS's foundational statements of belief regarding marriage, gender, and sexuality, IGLLS does require parents and families to agree that their children will be taught according to IGLLS's foundational statements and avoid being vocally or openly in opposition to these statements.*

## **Gender and Facility Use**

1. A person's sex is either male or female and is determined at conception. (see Statement of Belief Regarding Marriage, Gender, and Sexuality for more information)
2. Participation in any program or activity sponsored or hosted by IGLLS that is limited to individuals of one sex is exclusively limited to individuals who are persons of that sex.
3. Access to facilities (e.g., bathrooms) that are designated for use by only one sex is exclusively limited to individuals who are persons of that sex.
4. Programs, publications, and communication (oral or written) in any program or activity sponsored or hosted by IGLLS must use the pronouns which correspond to a person's sex (he/him; she/her).
5. Individuals should not intentionally present their physical features or dress to be that of the opposite sex.

## **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 mornings, 8:20-8:50 am, midweek chapel services are held for all grades conducted by local LCMS pastors, church workers or the teachers. Parents are invited to attend. We collect an offering each week, and each trimester the chapel offerings are given to a designated project.

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.

## **ENROLLMENT PROCEDURE**

After receiving the letter of acceptance, the parent will complete the enrollment process. The enrollment process will not be finalized 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
- :: technology fee (due prior to the first day of school)
  - :: \$50 per student in Kindergarten through 2nd Grade
  - :: \$100 technology fee per student 3rd grade through 7th grade
- :: \$100 science fee (due prior to the first day of school) per student for 5th through 7th grade (5th and 6th grade fee waived for 2023-2024)

## **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 for the 2023-2024 school year is \$4,200. Iowa Lutheran School Tuition Organization funds will automatically be applied to tuition. Education Savings Account funds will be applied to tuition and fees according to the rules set by the Iowa Department of Education and Iowa legislature.

For all others, we prefer tuition payment be made in full at the beginning of the school year. Alternately, it may be paid as follows:

- 2 payments due on September 1st and January 15th
- 3 payments at the beginning of each trimester
- 10 monthly payments--starting August 30th from August to May (automatic withdrawal available)

If you do not qualify for ESA or ILSTO and are unable to pay your tuition, contact the Principal for information on tuition assistance.

Parents who are paying tuition 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 8:10 a.m. until 3:25 p.m. Students will be supervised beginning at 7:45 a.m. 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 10:10. Students should not arrive before the drop off 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. Note: Parents who drop children off prior to 7:45 a.m. (9:45 a.m. on late start days) do so understanding their children are not the responsibility of IGLLS staff.



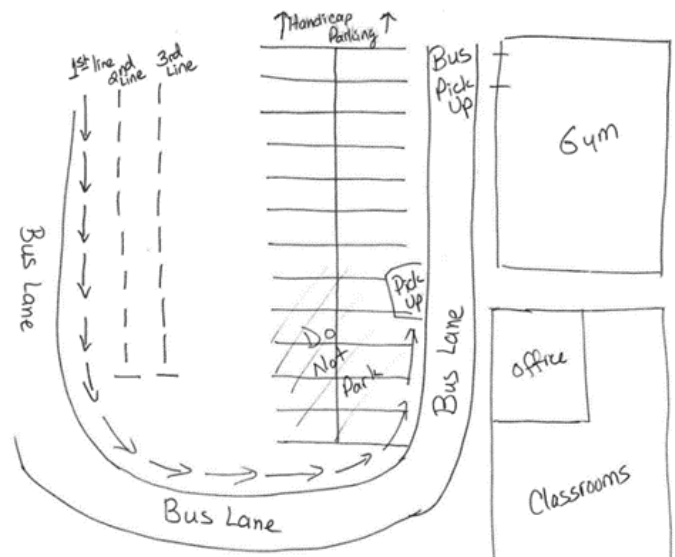
## MORNING DROP OFF

When dropping off students in the morning, please pull up to the sidewalk in front of the school door. Pull up as far as possible to allow for multiple vehicles to drop off. For safety reasons, please do not park and let your child walk across the parking lot. If there is a special need for your child to do that, please walk with your child to the sidewalk.

In order to promote student independence and keep hallway congestion to a minimum, we ask that parents refrain from entering the building when dropping off children. We understand there may be times when parents need to enter the building with their child, but these should be occasional. Parents are welcome to enter the office whenever necessary.

## AFTER SCHOOL PICKUP

Students riding the Spencer Schools bus will be supervised by a staff member at the gym door until they are released to the bus. All other students will be picked up using a car line procedure. Families will receive a name card to place in the passenger side windshield. Someone will be in the parking lot to direct the cars into lines. Cars must be **INSIDE** the white line, leaving the space outside the white line for the bus. The students will be called outside in order and loaded into cars by school personnel. Please contact the office if someone else will be picking up your child. If you need to enter the school to conduct business, please arrive at the end of the pickup time to park and go into the building. If a student has a special need to be picked up in an alternate manner, the parent must contact the principal to make the request.



## EMERGENCY CLOSINGS

IGLLS follows Spencer Schools for closures due to inclement weather. Announcements will be made on the IGLLS website ([iglls.org](http://iglls.org)), Facebook page, and via Remind.

## **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 make every effort to get your child to school on time and when possible, schedule appointments, trips, etc., at times when your child will not miss school. Consult the school calendar to determine instances when school is not in session to plan these appointments, trips, etc.

### **Absences and Tardies**

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. If a student will be absent, the student's parent/guardian should report each absence to the school office via phone (712-262-8237) or email ([office@igllstech.com](mailto:office@igllstech.com)) no later than 8:15 a.m. on the day of the absence.

Students must be physically in the classroom by 8:10 after going to their locker. After 8:10, a student is counted tardy. For Kindergarten through 4<sup>th</sup> grade, students missing 2-4 hours of a school day will receive a half-day absence, and an absence of more than 4 hours is counted as a full-day absence. Note: Every five tardies in a trimester equals one absence. For 5<sup>th</sup> through 7<sup>th</sup> grades, attendance - tardies and absences - will be taken by class period.

Students must be in school by noon on the day of a practice, game, or performance for any IGLLS-sponsored activity to participate. For IGLLS activities, exceptions may be made for approved absences including orthodontist, eye appointment, funeral, etc. Approval will be determined by the principal. The request must be made prior to the absence. For middle school students participating in activities with Spencer Schools, the Spencer Middle School Activities Eligibility Rules take precedence.

For medical appointments, please bring a note from the provider's office to excuse the absence.

## **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 must be kept home and not return to school ***until symptom free for 24 hours.***
- A rash may be the first sign of one of 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 being cleared by a physician.***
- If your child receives medication from the physician for a communicable disease, ***the school requires that the child has been on the medication for 24 hours before returning to class.***

## **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 to 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 are required to complete a medical emergency authorization form indicating the procedures to be followed, if possible, in an emergency involving their child. It is 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 has 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. A note from a doctor is required to resume participation in recess or PE.

## **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 or exemption form at the time for enrollment. Flu shots and 6th grade immunizations are offered annually for students with parent consent.

Prairie Lakes AEA personnel provide a hearing screening annually in our school. The AEA determines who is to be screened.

## **MEDICATION**

If it is necessary for a student to receive medication during the school day, the correct dosage of the medication in a labeled prescription bottle must be given to the office staff. Written instructions must be given by the parent and doctor. Tylenol is available in the office. Only certified personnel will administer medication. Inhalers may be kept in the classroom.

Parents/guardians should transport medications to the school. Parents/guardians must pick up the medication at the end of the school year. Remaining medications will be disposed of properly. Students who must carry inhalers, insulin, or other emergency medication (epi-pen) throughout the school day must (1) have written parent/guardian permission to carry the medication, and (2) have a signature from a physician that certifies the student is capable of administering the medication properly.

## **PARENTAL VISITS AND VOLUNTEERS**

IGLLS encourages parents to be active participants in their child(ren)'s education. Parent volunteers are an integral 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 the principal for more information. Volunteers may be asked to fill out appropriate paperwork for verification. Background checks will be required of volunteers working with the school on a regular basis. If a parent wishes to sit in a classroom, he or she needs to make arrangements with the classroom teacher ahead of time. All visitors are required to sign in at the office when visiting school. This assists us in identifying all people on the school grounds. All adults who will be present regularly when students are on campus must complete a training from

## **HOT LUNCH PROGRAM**

IGLLS will participate in the National School Lunch Program which is administered by Sacred Heart. 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 and the classroom teacher. 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. All lunch money will be paid to Sacred Heart. Payment in cash or a check made out to Sacred Heart School should be sent to the office, and we will make sure it gets to Sacred Heart. Lunch for the 2023-2024 school year will be \$3.20. Extra milk is \$.50.

Free and reduced lunch forms are available at registration or in the 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.

Parents are welcome to join their child(ren) for lunch on an occasional basis. Please contact the office and/or your child's teacher at least one day prior so that we can make sure to have space prepared.

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

Proper personal appearance is conducive to a business-like attitude toward learning. Students are to be dressed in a modest manner that is in good taste, not causing distraction to the learning environment. All students are required to wear shoes. Students are not to wear clothing with inappropriate wording at school or while attending school-sponsored activities. The principal reserves the right to determine appropriateness of clothing and to supersede any dress code rule when conditions warrant.

### **Clothing guidelines**

1. Dress must be modest:
  - a. Undergarments may not be visible
  - b. Tops must be long enough to completely cover the midsection, even when arms are raised and when the student is seated.
  - c. Sleeveless tops that fit appropriately are allowed; tank tops are not appropriate.
  - d. Jeans must fit appropriately so as not to expose the midsection. Distressed jeans must maintain modesty.
  - e. Shorts of an appropriate length may be worn during the months of August, September, October, April, May, and June, when weather permits. Shorts must be long enough so that they are visible under the shirt that is worn. Dressing in layers is recommended since temperatures can vary greatly during the day.
2. For health reasons, students may not play in stocking feet or borrow tennis shoes from other students. On PE days, students should wear tennis shoes with socks or bring a pair of tennis shoes and socks to wear for PE class.
3. 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 recess unless the wind chill factor is below 0. Students who are properly dressed will be allowed to play in the snow.
4. When snow is on the ground, students who wear snow boots will be allowed to play anywhere on the playground at the discretion of the teacher. Students without snow boots will go outside but must stay on the sidewalk or cleared areas at the discretion of the teacher.
5. Hats or caps are not allowed inside the building 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. A student's hairstyle must be clean, neat, and demonstrate good grooming.

## **TEXTBOOKS**

Some student books are meant to be consumed, and others will be reused year after year. Students are expected to take care of their textbooks. Students may be assessed fees for damage beyond normal wear and tear. If damage renders the book unusable, the student will be responsible for the cost of replacement (\$75-\$120).

## **HOMEWORK POLICY AND GRADING POLICY**

Assigned homework or work not finished during the school day that 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, generally the following day. This work is an assignment and is graded. Please encourage your child to complete and return all homework. Students in kindergarten through 3rd grade have a take-home folder. Parents are expected to check these folders each night. Homework, notes to parents, and other important information can be found in these folders. Students in 4th through 7th grades receive a planner at the beginning of the school year to keep track of their assignments. Parents are encouraged to check their child's take-home folder or planner.

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 trimester. Parent-teacher conferences will also be arranged during November and February. Parents may request a conference with the teacher at other times when they believe one would be beneficial. Parents have the right to examine their child's cumulative folder and records. The request to do so must go through the principal. Parents will need to sign the folder to verify their examination of the child's records.

## **SCHOLASTIC ELIGIBILITY REQUIREMENTS**

Trimester grades are used to determine eligibility for all extracurricular activities sponsored by IGLLS for students in grades 3-7. A student who fails a subject during a grading period will be ineligible for a minimum of the first two weeks of the following 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.

Seventh grade students participating in extracurricular activities with the Spencer Public Schools will follow the rules and guidelines set forth by Spencer Schools.

## **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 is 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. Chaperones 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. Chaperones volunteering to drive their vehicles need to be made aware of the Board of Directors instructions prior to departure time.
5. Chaperones will not bring other children to the field trip.
6. Chaperones focus on the field trip, refraining from side conversations with other adults or the teacher.
7. Chaperones turn off or silence cell phones.
8. Chaperones are not to interfere with their child's learning.

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 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.



## **PARTNERS 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. The purpose of this group is to support the teachers.

## **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/SMART WATCHES/ELECTRONIC DEVICES**

Electronics including, but not limited to, cell phones, smart watches, tablets, kindles, gizmos, etc., may not be used at school during the school day. These need to be kept in the student's locker until the end of the day. Devices used during school hours will be given to the office, and the student is responsible for picking it up at the end of the day. On the 2nd and subsequent instances, parents will need to come to school to pick up the item. IGLLS is not responsible for damage to or theft of electronic devices brought to school. Parents or guardians who need to contact their child in an urgent situation must call the school office.

## **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 be brought to school. Any items brought to school for before or after school use must be kept in the student's backpack or locker.

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 the locker, then go immediately to the classroom.
3. Help keep the building and grounds clean by picking up trash and litter.
4. When attending events scheduled in the building, watch the event 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, wrestling, etc., during the school day.
7. Refrain from bringing matches, knives, squirt guns, real weapons to school.
8. Pay for the cost of repairing/replacing school property if it is damaged or destroyed.

## **STUDENT CONDUCT**

The Board believes inappropriate student conduct causes material and substantial disruption to the school environment and may present 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 (1) disrupts or interferes with the educational program, (2) disrupts the orderly and efficient operation of the school or school activities, (3) disrupts the rights of other students to obtain their education or participation, or (4) interrupts the maintenance of a disciplined atmosphere. Disciplinary measures include, but are not limited to, removal from the classroom, lunch detention, after-school detention, in-school or out-of-school 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, during lunch, 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**

- IGLLS staff uses law and gospel when addressing misbehavior.
- If a student exhibits inappropriate behavior, a teacher will counsel 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 IGLLS.
- 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.
7. Making threats against a person or institution.

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 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, being informed of the evidence, and allowed to defend him/herself.
3. Being 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.

## **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.

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

- 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 2 faculty members as level-one investigators. 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.

## **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.

## **Consequences for Major Disciplinary Offenses**

Teachers at IGLLS handle minor disciplinary offenses within the context of their classrooms. Repeated minor offenses may result in referral to the principal and may be considered a major offense. Some offenses are of a nature that additional consequences are warranted. It is expected that the student will not commit these offenses while at school nor while attending a school-sponsored event or trip.

Major offenses include (but are not limited to):

- possessing or using alcohol and/or illicit drugs
- being under the influence of alcohol and/or illicit drugs
- using or possessing tobacco products, including smokeless tobacco or vapes
- fighting
- stealing
- vandalizing school property - family of offending student will be responsible for the cost of repairs
- insubordination
- tampering with a fire alarm or submitting a false alarm
- assaulting or threatening a student or school employee

Students who engage in major disciplinary offenses may be subject to any of the following consequences:

- conference with principal
- conference with parents and principal
- suspension
- expulsion - only the Board has the power to expel a student

## **NOTICES**

### **DIRECTORY INFORMATION**

IGLLS may release the following types of directory information to the public without parent consent: name, address, parent telephone numbers, date of birth, participation in officially recognized activities and sports, weight and height of members of the athletic teams, dates of attendance and degrees, honors and awards received. No directory information may be released without parent 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 objecting to the public release of directory information must annually file a written objection with the office of the Principal. The 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 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.