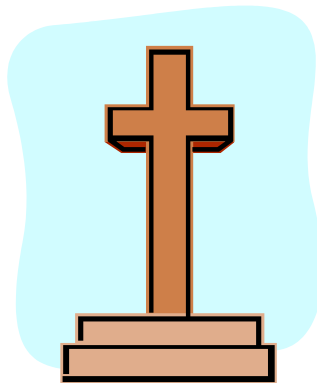


**IOWA  
GREAT LAKES  
LUTHERAN SCHOOL**



**PARENT HANDBOOK  
2010-2011**

**THEY WILL SOAR ON WINGS OF AN EAGLE.  
ISAIAH 40:31**

**500 FOURTH AVENUE SOUTHWEST  
SPENCER, IA 51301  
712-262-8237**

**Web Site: [www.iglls.org](http://www.iglls.org)  
Email: [iglls2@hotmail.com](mailto:iglls2@hotmail.com)  
[torkelson@iglls.org](mailto:torkelson@iglls.org)**

**IOWA GREAT LAKES LUTHERAN SCHOOL CALENDAR 2010 - 2011**

						Days in			
						Quarter	August	3	Registration
						August	August	5	Registration
						August	August	9-13	Home visits
						August	August	16-18	Teacher Inservice
						2	August	19	First Day of School
						7	September	6	Labor Day - NO SCHOOL
						9	September	17	NO SCHOOL - Fair Day
						12	September	29	Early Dismissal - 12:30 Inservice
						16	October	15	End of 1 <sup>st</sup> Quarter (40 days)
						20	October	22	NO SCHOOL –Teacher Inservice
						25	October	22	Lutheran Teacher Convention
						29	October	27	Early Dismissal - 12:30 Inservice
						30	November	2	Parent teacher conf. 3:30 - 7:00
						35	November	4	Parent teacher conf. 3:30 - 7:00
						40	November	5	NO SCHOOL
						4	November	17	Early Dismissal - 12:30 Inservice
						9	November	25	Thanksgiving Day – No School
						30	December	22	End of 2 <sup>nd</sup> QT/1 <sup>st</sup> Semester – 44
days 84 days									
November						December 23-January 5			
						14	January	3	Christmas Vacation
						19	January	4	NO SCHOOL - Teacher Inservice
						24	January	5	NO SCHOOL - Teacher Inservice
						27	January	5	First Day 2 <sup>nd</sup> Semester
						29	February	2	Early Dismissal - 12:30 Inservice
						29	February	16&17	Parent teacher conf. 3:30 - 7:00
						32	February	18	NO SCHOOL
						37	February	21	NO SCHOOL - --President’s Day
						42	March	2	Early Dismissal - 12:30 Inservice
						45	March	9	End of 3rd quarter - 44 days
						45	March	10-11	NO SCHOOL – Teacher In-Service
						31	April	6	Early Dismissal – 12:30 Inservice
						31	April	21-25	Spring Break
						3	May	4	Early Dismissal - 12:30 Inservice
						8	May	20	End of 4 <sup>th</sup> Quarter – 47 days
						13	May	20	End of 2 <sup>nd</sup> Semester – 92 days
						18	May	23	Teacher Work Day
						19	May	30	Memorial Day
February									
						23	Class days	177 days	
						28	Inservice/workdays	9 days	
						33	Holidays	<u>6 days</u>	
						37	Total days	192 days	
						38			
March									
						42	Early dismissals 12:30 Inservice Days		
						45	Sept 29, Oct. 27, Nov. 17,		
						5	Feb. 2, March 2, April 6, May 4		
						10			
						14			
April									
						15	School will dismiss at 2:30 on conference days.		
						20	Early dismissal means school dismisses at 12:30		
						25	School will dismiss at 2:30 on Nov 24, Dec.22,		
						28	and May 20 (or the last day of school).		
						32			
May									
						37	If school is to be postponed due to inclement weather		
						42	missed days will be made up at the end of the school year.		
						<u>47</u>			
						177			

## **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 life styles 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.

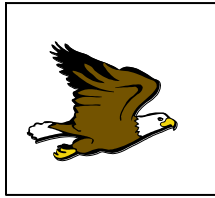
### **BOARD OF DIRECTORS**

#### **EXECUTIVE BOARD**

Steve Hallgren	Chairman	712-262-7740
Dan Knaak	V. Chairman	712-580-3084
Judy Henrichsen	Secretary	712-262-4063
Jerry Clausen	Treasurer	712-262-2729

#### **BOARD MEMBERS**

Brad Bernardy	262-7740	Dan Knaak	580-3084
Jerry Clausen	262-2729	Sharon McKeever	262-4841
Steve Hallgren	262-3980	Bev Skinner	262-6592
Judy Henrichsen	262-4063	Kay Wilson	580-7382
Salina Huebner	580-3806		



## **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, the administrator and teachers.

Local 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**

<b>Don Piph</b>	<b>Off Site Administrator</b>		<b>712-448-3915</b>
	<b>Home</b>		<b>712-448-2268</b>
<b>Dewayne Torkelson</b>	<b>Administrator</b>		<b>712-262-8237</b>
	<b>Home</b>		<b>712-853-6547</b>
	<b>Cell</b>		<b>712-260-2991</b>
<b>Noreen Bohl</b>	<b>Teacher</b>	<b>Home</b>	<b>712-859-3117</b>
<b>Cindy Steinkamp</b>	<b>Teacher</b>	<b>Home</b>	<b>712-262-8122</b>
<b>Angela Schauer</b>	<b>Teacher</b>	<b>Home</b>	<b>712-262-8482</b>
<b>Donna Call</b>	<b>Teacher</b>	<b>Home</b>	<b>712-262-4494</b>

### **PASTORAL ADVISOR**

<b>Pastor Kaldahl</b>	<b>First English Lutheran Church</b>	<b>712-262-5598</b>
	<b>Home</b>	<b>712-262-3596</b>



## **WORSHIP ACTIVITIES OF THE SCHOOL**

Although the IGLLS staff strives to integrate the Christian faith and beliefs into ALL daily school activities (including all areas of the curriculum) we do provide many “special” worship activities. Each day begins with devotions. On Wednesday morning, mid-week chapel services are held for all grades conducted by local 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, 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 POLICIES**

Iowa Great Lakes Lutheran School is an agency maintained primarily for parents of the Iowa Great Lakes area who desire a Christian Education for their children.

It is expected that all pupils will comply with and participate in the religious materials as they are taught. All newly enrolled children must make available a transcript from the school previously attended.

A copy of the child's birth certificate and up to date immunization record must be presented upon registering or on the first day of school in Kindergarten or when transferring.

## **TUITION AND FEES**

The tuition fee charged to parents of children in our school shall be set annually by the Board. Tuition fee is to be paid monthly and must be paid in full by the end of each school year. If tuition fee is delinquent, student will not be allowed to register for the following school year.

The registration fee for 2010-2011 is \$110.00. Tuition is \$1,710.00 (\$190.00/ month for 9 months) for the first child, \$1,283.00 (\$142.50/month) for the second child, \$855.00(\$95/month) for the third child, and \$855 for each additional child. Families must be current with fees to be able to register for a new year.

The first month's fees are due September 1. 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 apply to School Tuition Organization (STO) if eligible abiding by their deadlines.

## **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**

Regular attendance at school is necessary if a child is to do his best work. Frequent or prolonged absences may cause a child to lose interest in the class work and thus impair progress. However, if your child shows signs of illness staying home is best. A written excuse or phone call stating the reason for the absence is necessary upon the child's return. These should be given to the teacher. Please try to schedule doctor and dental appointments on the days when classes are not in session. If your child needs to be excused before the regular dismissal time or if it's necessary to be absent, please send a note to the teacher the day before. The note needs to state the reason for the 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.

## **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. 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 hand bells for worship services at various churches. All students will be expected to participate with their classmates at these times.



## **PARTIES**

The following parties: Reformation, 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 262-8237 and is to be used for school related business only.

## **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.

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 air bag.
3. Adults driving their own vehicles need to provide proof of a record of insurance 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 form similar to the one below must be completed and on file at the school office for parent/guardian permission for field trip activities.



### **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 8:30 a.m. until 3:20 p.m. The doors are not open until 8:00 a.m. Students should not arrive before that time. Students are expected to observe study period conditions until classes begin at 8:30. Students are expected to leave the school premises immediately follow dismissal, unless other arrangements have been made with the teacher or they are taking part in extra curricular activities.

### **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 classroom promptly on arrival and observe study period conditions until class begins.
3. Help keep the building and grounds clean by picking up trash and litter.
4. Watch events scheduled in the building instead of running around in the hallways or other parts of the building, including the sanctuary.
5. Refrain from chewing gum or eating candy during the school day, unless given permission from the teacher.
6. Refrain from throwing snowballs, shoving, tackling wrestling, etc. at any time during the school day.
7. Refrain from bringing comic books, matches, knives and squirt guns to school.
8. Refrain from bringing toys to school unless authorized by a teacher.
9. Pay for the cost of repairing or replacing school property if it is carelessly or maliciously damaged or destroyed.
10. 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 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/her self.
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.

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. The school will also try to provide annual vision and Scoliosis testing.

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.

## **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 teacher/s.



## **COMMUNICABLE DISEASE CHART**

<b><u>DISEASE</u></b>	<b><u>MINIMUM EXCLUSION FROM SCHOOL</u></b>
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	1 day 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.

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

The student will:

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

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

The student will:

1. Be suspended.
2. Be referred to the 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:

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

The student may:

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

### **2<sup>nd</sup> 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:

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

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

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

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:

### **1<sup>st</sup> 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.

### **2<sup>nd</sup> 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:

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

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

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

The student may:

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

## **POSSESSION OF DANGEROUS WEAPONS**

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:

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

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

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

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

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

Students who physically assault or verbally threaten a school employee will be 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:

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

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

### **2<sup>nd</sup> 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:

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

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

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

Students who feel that they have been harassed should:

- 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:
  - tell a teacher, counselor or principal; and
  - 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 extra-curricular activities sponsored for students in grades 3-6. These requirements apply to all extra-curricular 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 extra-curricular 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.

## **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.

### **ASBESTOS GUIDELINES**

Ahera (Asbestos Hazard Emergency Response Act) regulations require the school to communicate annually with parents and guardians of all students regarding the nature and existence of asbestos within the buildings their children attend. Christ the King Lutheran Church has no asbestos since it was built in 1985.

### **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**

It is the policy of IGLLS not to illegally discriminate on the basis of sex, race, national origin, creed, age, marital status, or disability in its educational programs, activities, or employment practices 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 601 A may be directed to Mr. Torkelson, Administrator of IGLLS, 500 4th Avenue SW, 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".

The curriculum to deliver these requirements has been developed and is available for parents review prior to instruction by our staff. 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. The school districts will honor parent/guardian wishes relative to the topic with as little disruption of the total program as possible.

## **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 regardless of race, creed, sex, marital status, national origin, ability or disability.

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, Administrator, IGLLS 500 4th Avenue SW, 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.