

# **HANDBOOK AGREEMENT**

I have received the Community Lutheran School's Handbook and I understand and will abide by all rules and regulations set forth in the above mentioned handbook.

Parent's Signature \_\_\_\_\_

Student's Signature \_\_\_\_\_

Date \_\_\_\_\_

**Community Lutheran School  
2681 Quail Ave.**

**Readlyn, IA 50668**

**319-279-3541 (Readlyn)**

**319-279-3968 (Klinger)**

**[www.communityluthेरanschool.com](http://www.communityluthेरanschool.com)**



**Parent Handbook  
Revised June 2021**



## TABLE OF CONTENTS

Credo	5
Heritage	5
Mission Statement	6
Christian Philosophy of Education	6
Accreditation and Standards	6
Administration	6
Admission Policy	6
Special Education /Title I Services	7
<b><u>Academics</u></b>	7
Report Cards	7
Parent – Teacher Conferences	8
Academic Eligibility	8
<b><u>Student Policies</u></b>	8
Attendance	8
Student Dress	11
Deliveries to School	11
Lunch/Milk/Juice Ticket	12
Snacks	12
Sports	12
Recess	12
Homework Requirements	13
Lost and Found	13
Student Social Events	14
Student Due Process Rights	14
Health Services	14
Medication	14
Illness/Injury	14
Visitors	15
Staff Jurisdiction	15
Discipline	15
Discipline Procedure and Policy	16
Detentions	16
Referrals	16
Student Suspension	16
Student Expulsion	17
Expulsion – Weapons	17
Tobacco, Alcohol, and Drugs	17
Search and Seizure	19
Anti-Bullying/Harassment	19
Conflict Resolution Procedure	21
Bus Regulations and Conduct	21
Library Procedures	22
Internet – Appropriate Use Regulations	22

Field Trips	23
Use of the Telephone	23
Change of Address	23
Games/Toys/Etc	23
Books and School Property	24
<b><u>Parental Information</u></b>	24
Responsibilities and Participation	24
Parent Teacher Organization	25
<b><u>Registration Information</u></b>	25
Immunizations	25
Physical Examinations	25
Pre-Registration	26
Preschool/Kindergarten	26
Payments	26
Hot Lunch/Milk/Juice	26
School Day	26
Before School Daycare	27
Preschool Daycare	27
<b><u>Safety Procedures</u></b>	27
Emergency School Closings	27
Fire Drill Instructions	27
Tornado Evacuation Instructions	27
Child Abuse Reporting	28
<b><u>Religious Instruction</u></b>	28
Chapel	28
Religious Instruction	28
<b><u>General Information</u></b>	29
Preschool	29
Notice of Student Records & Directory Information	29
Equal Educational Opportunity	29

## **CREDO**

- WE BELIEVE In Christian Education.
- WE BELIEVE Every human being has a right to a Christian Education. “Believe on the Lord Jesus Christ and thou shalt be saved.” (Acts 16: 31)
- WE BELIEVE The focal point of Christian Education is Jesus Christ, man’s only Redeemer.
- WE BELIEVE The purpose of Christian Education is to teach the children how to live purposefully with themselves, with their neighbors, and with God throughout their whole life.
- WE BELIEVE The purpose of Christian Education is to increase Biblical understanding and thereby achieve a strengthening of the Christian faith and Christian life that Christians might glorify God in all things.
- WE BELIEVE Children should be trained in the Christian way of looking at things, of seeing life in the perspective of God’s World and the redeeming cross of Jesus Christ.
- WE BELIEVE A Christian educator is committed to provide a complete education for God’s people by meeting their emotional, mental, physical, social, and spiritual needs.
- WE BELIEVE That of all the church educational agencies of Christian Education, the Lutheran school is best able to provide Christian Education in depth.
- WE BELIEVE That the Lutheran school represents an all-out effort for the Christian nurture of children in acknowledgment of God’s high expectations and in trust of His promises.
- WE BELIEVE That each child should have the maximum opportunity for Christian education and that this is best achieved when the home, church, and school work together in the Christian education of the child.
- WE BELIEVE All children shall be taught God’s Word so that the Holy Spirit can work faith in their hearts. Lutheran Christian doctrine is carefully taught so those who come to faith may choose to become members of a congregation of The Lutheran Church-Missouri Synod at an appropriate time.

## **HERITAGE**

Lutheran Elementary Schools have been an important agency of Christian Education and have left their impact on the membership of our church for many years. The origins of Community Lutheran School date back to 1878 for Immanuel Lutheran School-Klinger and 1915 for St. Paul Lutheran School-Readlyn. The need for consolidation was seen and acted upon, so the two schools combined and were established in 1977. Both churches are members of the Lutheran Church Synod – Missouri Synod and the Iowa East District.

## **MISSION STATEMENT**

Community Lutheran School exists to provide a Christian environment for a quality education while inspiring students to go forth living Christ-centered lives as witnesses of the one true faith in God's Kingdom.

## **CHRISTIAN PHILOSOPHY OF EDUCATION**

Community Lutheran School exists to provide the opportunity for children to develop, by the power of the Holy Spirit through the Word of God, a childlike faith in the Lord Jesus Christ as our Savior, and a greater love for Him and other human beings. This is the goal for each day. To that end, every class and every subject will be centered in Christ, so that Christ becomes the center of the child's thinking, and that the love of Christ is the motivating power for the child's present and future activity.

A true and complete education is one which meets the physical, emotional, intellectual, social, and spiritual needs of the child. Community Lutheran School, as an extension of the family, is concerned for the whole child, and its aim is to help each student develop into a committed member of Christ's church and a responsible citizen in the community.

## **ACCREDITATION AND STANDARDS**

Community Lutheran School is fully accredited by the National Lutheran School Accreditation. It is also accredited by the Iowa District East of the Lutheran Church-Missouri Synod.

## **ADMINISTRATION**

The administration of Community Lutheran School rests solely in the Community Lutheran School Board of Christian Education. This Board is composed of three lay members from each congregation, the pastor of the congregation as an advisory member, and the principal/lead teachers. The board meets every month; the public and parents are welcome.

The calling/contracting of teachers, the adoption of courses of study, and all major changes in the school are carried out by the Community Lutheran Board of Christian Education.

Immediate supervision of the school rests with the principal/lead teachers. The principal/lead teachers must act as the executive director who, with the help of faculty, suggests changes and policies for the improvement and welfare of the school, and sees to it that the policies and wishes of the Board are carried out.

## **ADMISSION POLICY**

Community Lutheran School admits students of any race, color, national and ethnic origin to all rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national and ethnic origin in

administration of its educational policies, admissions policies, or any other administered program.

Due to limited facilities and staffing, enrollment of students will follow this order of priority:

1. A child with a parent who is a member of Immanuel of Klinger or St. Paul's of Readlyn churches
2. A child with a parent who is a member of a sister LCMS congregation
3. A child with a parent who is a member of another Lutheran congregation
4. A child with a parent who is a member of another Christian church
5. A child whose parents do not belong to any Christian church

Pre-registration for the following school year will be held until May 15, at which time our admission policies will no longer be followed. Approximately one month of the next school year's tuition fee will be collected at this time.

Community Lutheran School reserves the right as a private school to accept or decline admission based on the needs of the student and upon availability of resources required to meet those needs. The parents, staff, teachers, and Board of Education will work in partnership to support the student's education.

### **SPECIAL EDUCATION / TITLE I SERVICES**

We are entitled to all Central Rivers AEA services which include testing programs for educational difficulties, psychologist, strategist, speech clinician, and hearing screening. The public school offers remedial reading to CLS students grades K-2. Hearing is tested for preschool through second grade and as needed for older students.

### **ACADEMICS**

Community Lutheran School is a place "where faith and knowledge grow as one." We expect our students to come to school prepared to grow academically and spiritually each and every day. Students who demonstrate ambivalence toward the learning process or insufficient academic progress may indicate that their educational needs would be better met in another educational institution.

### **REPORT CARDS**

Report cards are issued at the close of each nine-week period to inform both students and parents regarding pupil progress in each class. They will be sent home with the students, except for the

end of the year. After the completion of the school year and time for recording grades, report cards may be mailed or placed in church boxes.

### **PARENT – TEACHER CONFERENCES**

Parent teacher conferences will be held twice a year. The first, in the fall, will be teacher directed. The second, will be student directed. Parents are encouraged to contact their child's teacher any time they have a question or concern.

### **ACADEMIC ELIGIBILITY**

For Grades 3<sup>rd</sup> – 6<sup>th</sup>:

Students must maintain a grade of C- or higher in all subject areas.

Each quarter, grades will be figured and can be viewed using a secured online program. At the end of each mid-term if a student has not earned a grade of C- or higher in all subject areas, the student has until the end of the next week to raise all grades to C- or higher. If at the end of that week a student has one or more grades below C-, he/she is ineligible from participation in athletic events until they raise all grades to a C- or higher. At the end of a quarter, grades become final, so if a student has not raised all grades to a C- or higher, they will be ineligible from participation for 1 week.

During a period of ineligibility, students should report to practice as requested by the coach.

### **STUDENT POLICIES**

#### **ATTENDANCE**

Students will be expected to attend classes regularly and to be on time in order to receive maximum benefit from the instructional program, to develop habits of punctuality, self-discipline and responsibility, and to assist in keeping disruption of the educational environment to a minimum. While it is possible for an absent student to make up much of the schoolwork missed, it is impossible to completely compensate for absence from classes.

State law requires regular attendance at an approved school. Community Lutheran School is accredited by the National Lutheran School Association. Regular attendance is also important to the progress of the child's education and to the maintenance of the school standards.

Students who have good attendance records are most likely to achieve higher grades, enjoy school life to a greater degree, and have more employment opportunities after leaving school. Prospective employers expect promptness and regular attendance from employees and are reluctant to hire persons who have not established good habits of responsibility and self-discipline. Life-long patterns of responsibility and self-discipline of



regular attendance and promptness are fostered by attention given them during the years of school attendance.

There are times, however, when school officials may determine that the problems associated with absence from school are outweighed by the advantages of an activity in which the student participates, and they may endorse or sponsor an activity or trip. Attendance at such approved trips and activities will not be considered an absence from school.

We realize that some absences, such as for travel, can be good educational experiences for the child. The parents need to exercise their good judgment.

## **II. Unexcused Absences**

The number of days a student is absent (unexcused) will be accumulated until it reaches a total of 5 each quarter. At this time, and when the total reaches 8 per semester, a notice will be sent or a phone call made to the parent informing the parent that days missed beyond 10 per semester may result in a student being retained in the present grade.

Class absence as a result of approved school activities, will not count within the limit.

## **III. Late to Schools/Tardiness**

Students arriving late to class will receive a tardy. Three unexcused tardies will equal 1 day absent. **IV. Absences**

Absences from school will be considered excused (with a note from the parent(s) or guardian). All absences will be considered excused if a parent informs the school that the student will not be at school. If a student is absent without a telephone call or written note from the parent by 9:00 A.M., the school will try to contact the parents. If the school receives no notification of student absence, the student will be counted as unexcused. The parents have until 9:00 A.M. the following day of the absence to notify the school of their child(ren)'s absence.

Job shadowing should be approved by the principal at least one week before the date requesting a job shadow. This includes "take your son/daughter to work."

In terms of attendance, the school day is divided in two halves. **To be counted present for both halves of the day, a student must be in attendance for the majority of each half of the day.**

Short term suspension will be marked as an excused absence.

Reasons for absence from school which can be justified from an educational standpoint may be approved by the principal. Permission for such absences should be obtained in advance of the absence from school. Failure to obtain prior permission may result in the absence being considered unexcused. The principal will document the reasons for excusing or refusing to excuse such absences.

When students can anticipate absences, every effort should be made to see that school work is made up in advance of the absence. The principal may determine that the completion of schoolwork in advance be a prerequisite to allowing the absence to be excused.

If a student will be leaving early from school for any reason, a note signed by the parent or a phone call from the parent will be necessary for the student to be released.

When an absence was not anticipated, all schoolwork must be made up within the number of school days that are double those of the absences. (e.g., three days absence must be made up in six school days) Absences of more than five days must be made up as arranged with each teacher.

At the end of this time period to make up work, all uncompleted work will result in zeros for that work. When in doubt about whether an absence will be excused, check in the office in advance!

When possible, schedule appointments to miss a minimal amount of school.

#### **V. Grading work from absences**

All students will be allowed to make-up work from excused absence for full credit. When an absence was not anticipated, all schoolwork must be made up within the number of school days that are double those of the absences. (e.g., three days absence must be made up in six school days) Absences of more than five days must be made up as arranged with each teacher. **At the end of this time period to make up work, all uncompleted work will result in zeros for that work.**

Work from unexcused absences will be made up for a grade of D-.

#### **VI. Extra-curricular participation**

When a student has been absent from school on the day of an activity, he or she shall not participate in or attend an event without prior permission from the principal. **Saturday is considered an extension of Friday.**

A student who participates in extracurricular activities must be in school **by the end of their school lunch period through the end of the school day** on the day on which the activity occurs unless prior approval has been obtained from the building principal. Prior approval shall be granted for attendance at funerals, appointments, and other extenuating circumstances.)

#### **VII. Church and Sunday School**

Putting Christ in education is Christian Education. Therefore, it is important that the HOME, CHURCH, and SCHOOL work together to achieve this goal. It is important that all families with children enrolled in school accept the idea that the regular use of God's Word and good worship habits contribute an important part to the program of Christian Education. It is urged that parents attend with their children regularly.

## **STUDENT DRESS**

**Introduction** We at Community Lutheran School encourage and desire a clean, neat appearance on the part of all faculty and students. Educational research confirms the common sense notion that how a student dresses affects the way he or she behaves and performs at school.

Community Lutheran School reserves the right to set guidelines which will assist parents and students in the selection of appropriate attire. The following standards are based on the twin ideas that modesty and educational atmosphere contribute to a good Christian education, while many fads tend to be detrimental.

**In General** The following standards are meant to be helpful, but no list can cover every possible case. As a general rule, the faculty is in charge of the learning environment at school and will determine if a student's dress is suitable.

**The following are guidelines established by the faculty:**

- ✓ Clothing should be clean
- ✓ No clothing that advertises alcohol, tobacco, drugs; or includes profanity; or glorifies an unscriptural lifestyle
- ✓ No abbreviated tops (halter, tube, or shortened shirt)
- ✓ No tank tops with spaghetti straps
- ✓ No flip flops
- ✓ No caps or headgear of any kind in classrooms
- ✓ Shorts, skirts, and dresses should be at least as long as the student's hands extended down at their sides
- ✓ Undergarments should not be visible
- ✓ Guidelines for appropriate dress also apply to field trips and school activities

Students should also dress for the occasion (field trips, PE class, etc.) The weather should also be a consideration when selecting clothing. All students should have a pair of boots or an extra set of shoes to wear to outside recess when required by snow or mud.

**Consequences**

- ✓ Students without proper clothing for PE class or recess may not participate in that day's activities and will receive a zero for the day's activities.
- ✓ Students choosing to wear clothing that is inappropriate receive a warning the first time.
- ✓ For a second incident, the student will be asked to change into something appropriate. If nothing is available at school, the student will call a parent to bring something.

## **DELIVERIES TO SCHOOL**

Please do not send flowers and/or balloons to your children at school.

## **LUNCH/MILK-JUICE TICKET**

Hot lunch is provided and is government subsidized. All students are expected to purchase a meal or bring lunch from home. Menus are printed monthly and distributed with the school newsletter. Each lunch purchased includes milk as part of the meal. Applications for free/reduced price meals are available from the school office, for families who are interested and meet the federal income guidelines.

Milk and orange juice is available once a day for preschool-2<sup>nd</sup> grade. Milk and orange juice tickets may be purchased through the school office.

Reminders are sent home when tickets are running low. Please check with your child for this information. Ticket Prices are available through the school office, 319-279-3541.

## **SNACKS**

Preschool through second grade students can bring a healthy snack to enjoy. They may also purchase milk or juice during this time if they have a punch card for these. Please limit snacks to healthy, non messy, 5 minute snacks. Best choices: banana, apple slices, granola bar, orange slices, trail mix. Snacks to avoid: pudding, cookie, cake, ice cream, candy, anything that requires silverware.

## **SPORTS**

When available Community Lutheran School may offer the following sports activities as enrollment and the league allow:

- Flag Football
- Volleyball
- Basketball
- Track and Field

Community Lutheran School participates with other Lutheran schools in the Iowa District East of the LCMS. Games are scheduled after school and on Saturdays.

All sports are for participants in grades 3-6 unless enrollment requires the need to go lower. There may be a special cheerleading group of K-6 students as coaching allows.

## **RECESS**

Students will go outside for recess every day. If a child needs to stay inside, a doctor's note should be sent each day, or the note should state the number of days. The teacher will follow this unless instructed otherwise. Teachers may require students to stay inside for recess for other reasons.

- Students are to remain on school property during recess

- Students should dress appropriately for the weather with proper clothing:

<b>Temperature/Weather Conditions</b>	<b>Clothing required</b>
Below 55° F	Jacket
Soggy, wet conditions (i.e. Spring thaw)	Boots
Below 40°F but no snow	Coat, Hat, Gloves
Below 40°F with snow	Above plus Boots & Snow Pants
Below 0°F	Stay Inside

- Temperatures above include wind chill
- Since outdoor rules vary between Readlyn & Klinger buildings, those rules are not included in this handbook.

Teachers will discuss rules at the beginning of the year.

### **HOMEWORK REQUIREMENTS**

Grades 3<sup>rd</sup> – 6<sup>th</sup> (only)

To help encourage responsibility for completion of assignments the following procedures will be followed.

- 1<sup>st</sup> Quarter – Students are allowed 3 instances with late assignments. If a 4<sup>th</sup> late assignment is issued, the student will stay after school for a mandatory study hall.
- 2<sup>nd</sup> Quarter – Students are allowed 2 late assignments. If a 3<sup>rd</sup> late assignment is issued, the student will stay after school for a mandatory study hall.
- 3<sup>rd</sup> Quarter & 4<sup>th</sup> Quarter – Students are allowed 1 late assignment. If a 2<sup>nd</sup> late assignment is issued, the student will stay after school for a mandatory study hall.

A late slip will be sent home with students to be signed and returned to the teacher the following school day. If the form is not returned, the student will not participate in recesses or practices/games until the form is returned and work is completed and turned in. Teachers may also individualize this program to best meet the needs of each student.

### **LOST AND FOUND**

The lost and found department is located in the office of both buildings. Articles found should be turned in at the office. Losses of property should be reported. An effort will be made to return the items to their owners. Any items left in the Lost and Found at the end of the school year will be taken to Goodwill.

### **STUDENT SOCIAL EVENTS**

All school-sponsored events shall be under the control and supervision of school personnel. Approval for an event shall be secured from the principal/lead teachers. Hours, behavior, and activities related to school-sponsored events shall be reasonable and proper.

### **STUDENT DUE PROCESS RIGHTS**

It shall be the policy of Community Lutheran School to provide for student due process rights.

### **HEALTH SERVICES**

For any Christian, the body is the temple of the Holy Spirit. Therefore, Christianity and health measures naturally go hand in hand, and are taught throughout the grades.

Community Lutheran School does not have a nurse on staff, but has the availability of local registered nurses. These nurses offer their services when needed. Students who feel ill or are hurt during the day should talk to their teacher who will decide on an appropriate action. The staff will notify parents if a student must be sent home due to sickness or injury. A student should be free of a fever without the use of fever reducing medication, vomiting, and diarrhea for twenty-four hours before returning to school.

The school staff takes care of minor first aid needs and all student medication. The State of Iowa requires a note from the doctor before any medication (prescription or nonprescription) may be administered. This includes aspirin, acetaminophen products, or any over-the-counter medication.

### **MEDICATION**

If a student needs to take medication during school hours, parents must bring the medication to the teacher with written instructions from a physician as to how it is to be administered. Aspirin related medication can be provided by the parent and kept at the school for their own child(ren)'s use. A student should have a written note from a parent to take cough drops.

### **ILLNESS/INJURY**

At School:

When a student becomes ill or is injured at school, the student's parents will be notified by the teacher or another school employee as soon as possible.

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

Parents shall be required to complete a medical emergency authorization card, indicating the procedures to be followed, if possible, in an emergency involving their child. It shall be the responsibility of the parent to provide the school with updated information on the medical authorization card.

#### At Home:

Please notify teachers of any illness, allergies, or problems which may arise during the school year. Students with communicable diseases are to be excluded from school for the period of time that their condition may endanger the health of others. A signed permit from a doctor may be required for reentry. Head lice as well as any contagious skin disease should be treated and reported to the teacher.

Requirements to follow when considering keeping student(s) at home or sending them to school due to sickness.

- Children can return to school after they are fever-free for 24 hours without the help of fever reducing medication.
- After a doctor's visit, children can return to school after 24 hours of taking the first dose of antibiotics.
- If children have flu-like symptoms(nausea, vomiting, and diarrhea), children can return to school after they are symptom-free for 24 hours.

### **VISITORS**

Parents and other visitors are encouraged to visit our school during school sponsored events. Upon arrival to the building, visitors are to sign in on the visitor log. The conduct of all visitors is the same as that expected of CLS students.

Student visitors will not generally be permitted to spend the entire day at school.

### **STAFF JURISDICTION**

Every teacher and school employee has jurisdiction over each student in the entire school.

### **DISCIPLINE**

#### **Philosophy:**

God intends humans to live in a community. Humans are sinners. The purpose of discipline is to restore offending sinners to the community from which they have estranged themselves. Good discipline creates a climate in which education may take place and should prepare the student for Christian living.

Parents are given the primary responsibility to train their children in the nurture and admonition of the Lord. This means:

- Teach them right from wrong
- Teach them the basic tenets of Christianity
- Lovingly discipline a child when he or she is wrong
- Take them to church on Sunday

### **DISCIPLINE PROCEDURE AND POLICY**

The purpose of any disciplinary action is to maintain a scholarly, disciplined atmosphere within the school. Students are issued “detentions” for continued, inappropriate school or classroom behavior. Improper behavior will be dealt with by detention, by referral, and by other acceptable methods that individual teachers may employ.

#### **DETENTIONS**

A detention will result in a student remaining after school until 4:00PM. When a detention is given it must be signed by a parent/guardian and returned on the following day. If it is not returned with a parent/guardian signature on the following day, the student will be kept in from recess for that day and until it is returned. Detentions are served after school on the day designated on the detention form by the teacher.

#### **REFERRALS**

After 3 detentions are served, or an extreme misbehavior, a conference will be scheduled with the student, parents, teacher, and principal.

#### **STUDENT SUSPENSION**

The Iowa Code gives the Board of Christian Education the power to suspend students and the authority to confer this power on members of the professional staff.

The principal/lead teacher may temporarily suspend a student for a period not exceeding ten days for disciplinary reasons by following the due process procedures. The minimal due process procedures include the right of students to:

- Be given oral and/or written notice of the charges
- Be given the opportunity to admit or deny such charges
- Be given an explanation of the evidence against the student if he/she denies the charge
- Be given an opportunity to explain the situation

The president of the Board of Education shall be advised immediately and in writing of all short-term and extended suspensions. Readmission of the student after a suspension will be done by the principal.



Parents and students should be aware that under certain circumstances school officials are obligated to inform law enforcement authorities of certain types of student misbehavior. In addition, legal action may be instituted against the student.

### **STUDENT EXPULSION**

Students shall conduct themselves in accordance with school behavior expectations. Students who fail to abide by that policy may be expelled from school.

It shall be within the discretion of the principal/lead teacher to recommend to the board the expulsion of a student for disciplinary purposes. Only the board may take action to expel a student and to readmit the student. It shall be within the discretion of the board to discipline a student depending on the nature of the offense and the circumstances surrounding the offense. The principal shall keep records of expulsions in addition to the board's records.

### **EXPULSION – WEAPONS**

In compliance with state law, Community Lutheran School shall expel from school for a period of not less than one year any student who is determined to have brought a weapon to school or knowingly possess a weapon while in attendance at Community Lutheran School.

This policy may allow the Principal of Community Lutheran School, through the Board of Education, to modify such expulsion requirements for a student on a case by case basis. This may include a recommendation for seeking counseling services.

### **TOBACCO, ALCOHOL, AND DRUGS**

The Board of Education prohibits the distribution, dispensing, manufacture, possession, use, or being under the influence of beer, wine, alcohol, tobacco, other controlled substances, or "look alike" substances while on school property; while on school owned and/or operated school or chartered busses, and while attending or engaged in school activities.

Violation of this policy by students will result in disciplinary action which may include suspension or expulsion. Possession, use or being under the influence of beer, wine, alcohol, and/or of a controlled substance may also be reported to the local law enforcement authorities.



**Model School Tobacco-Free/ Nicotine Free Policy**  
**Public & Accredited Non-Public Schools**

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**TOBACCO-FREE/NICOTINE-FREE ENVIRONMENT**

Community Lutheran School district, facilities, and grounds, including school vehicles, are off limits for tobacco use, including tobacco-like products and the use of nicotine products that are not FDA (Food and Drug Administration) approved for tobacco cessation. (Examples include but are not limited to cigarettes, electronic smoking devices, cigars, chewing tobacco, snuff, pipes, snus, etc.) This requirement extends to students, employees and visitors. This policy applies at all times, including school sponsored and non-school sponsored events. Persons failing to abide by this policy are required to extinguish their smoking material, dispose of the tobacco/nicotine product or leave the school district premises immediately. It is the responsibility of the administration to enforce this policy.

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**CHECKLIST TO ENSURE A STRONG TOBACCO-FREE /NICOTINE-FREE POLICY**

To ensure the school has a strong tobacco-free / nicotine free policy, and to qualify for the free indoor and outdoor signage, the policy must explicitly include all of the following:

- ✓ Policy must extend to all types of tobacco, nicotine, and electronic smoking device products (i.e. not only cigarettes; consider including, but not limited to products such as dissolvable, spit less, snus, chewing, and e-cigarettes)
- ✓ Policy must extend to employees, students & visitors
- ✓ Policy must apply at all times
- ✓ Policy must extend to school vehicles
- ✓ Policy must include steps to address violators
- ✓ Policy must determine an enforcing entity (e.g., “the administration”)

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Revised August 2018

## **SEARCH AND SEIZURE**

School authorities may, without a search warrant, search a student, student belongings, student lockers, desks, or work areas based on a reasonable suspicion that a school policy, rule, regulation, or law has been violated.

## **ANTI-BULLYING/HARASSMENT**

**Let the words of my mouth and the meditation of my heart Be acceptable in your sight, O Lord, my strength and my redeemer. (Ps 19:14)**

Know this, my beloved brothers: let every person be quick to hear, slow to speak, slow to anger; for the anger of man does not produce the righteousness of God. – James 1:19-20

Community Lutheran School is committed to providing a Christian learning environment to include a safe and civil atmosphere for all students and employees, which will allow all members of the CLS community to be treated with dignity and respect. We as the Board of Christian Education (BOCE) at CLS will take the necessary disciplinary action based on any perceived or actual harassing/bullying behaviors that are exhibited by our students, staff or volunteers.

CLS BOCE policy prohibits harassment, bullying, hazing, and any other targeting of students, based on any of the following actual or perceived traits, which may include but are not limited to: age, color, creed, national origin, religion, race, gender, family marital status, sexual orientation, gender identity, physical attributes, disability, ancestry, political affiliations or biases, socio-economic status, or parental relationships.

The policy is in effect while students or employees are on the property within the jurisdiction of the BOCE. This includes buses, gymnasiums, locker rooms, play grounds, any school activity or school sponsored event, and while away from school grounds if misconduct directly affects the school district. This policy also includes cyber bullying, which is the use of any electronic device (computer, text messaging, paging and prank phone calls) to commit any conduct covered by this policy.

Harassment and Bullying means any electronic, verbal and 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 of the following conditions.

- Places a 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;
- Has any other effect of substantially interfering with the student's ability to participate in or benefit from services, activities, or privileges offered by CLS.

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

- Verbal, nonverbal, physical or written harassment, bullying, hazing, or other victimization that has 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;
- A student's submission to or rejection of the conduct is used by a school employee 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.

Community Lutheran School is a Christian-based, parochial state-accredited school. This policy covers bullying and harassment conduct and is not intended to affect CLS Christian-based curriculum. CLS will continue to teach according to Lutheran doctrine.

Let all bitterness and wrath and anger and clamor and slander be put away from you, along with all malice. Be kind to one another, tenderhearted, forgiving one another, as God in Christ forgave you. – Ephesians 4: 26-27, 31-32

### **CONFLICT RESOLUTION PROCEDURE**

There may be a time during the school year that you have a strong concern regarding the school, a teacher, or a child. The Christian procedure for dealing with such concerns is outlined in Matthew 18:15. Speak first with the person involved; most often the concern will have been resolved at this time. Should it not be, the second step is to speak with the principal/lead teacher, who may in turn present your concern to the Board of Christian Education for consideration. The approach of first telling other people, who are not involved with the problem, violates the Eighth Commandment and does not help resolve the conflict.

### **BUS REGULATIONS AND CONDUCT**

Students living in the Wapsie Valley school district are eligible to ride the public school buses. All other students will need to provide their own transportation to and from school.

### **BUS RIDERS-BEHAVIOR EXPECTATIONS**

The privilege of riding Wapsie Valley Community School buses carries with it an obligation for proper conduct. The rules established by the school officials must be followed in order for students and drivers to be safe. All students are held responsible for their personal actions. Support from students and parents/guardians is a key to making the bus experiences safe and positive. Students riding the Wapsie Valley buses are required to follow the prescribed rules.

The discipline steps listed below are the ones normally followed to correct inappropriate behavior. However, steps may be altered if the behavior requires a more severe disciplinary action. For minor disruptive behavior, the driver/district staff will do the following:

- a. First Offense: Provide verbal warning by the driver.
- b. Second Offense: The driver may reassign the student to an assigned seat. Students will be informed how long they will be in the assigned seat.
- c. Third Offense: The student will receive a formal Write-Up from the bus driver outlining the inappropriate behavior (included at the end of the handbook)
- d. If a second Write-Up is to occur, administration will contact parents to set up a meeting to create a plan.
- e. If a third Write-Up is to occur, the student will be placed on a one week suspension from the bus.
- f. After two bus suspensions, a recommendation for the termination of bus-riding privileges may be made to the parent/guardian and school.

### **LIBRARY PROCEDURES**

The Klinger campus maintains a centralized library which will be available to the students. Volunteers and staff are used to maintain the library. Proper conduct and procedures shall be followed for students to retain the privilege of using the library. Students will be assessed replacement costs for lost books.

The Readlyn campus visits the Readlyn Public Library as determined by the classroom teachers with the recommendation of what is appropriate per each grade level. Each classroom also maintains a library for student use.

### **INTERNET – APPROPRIATE USE REGULATIONS**

Technology is a critical component of education in the twenty-first century. We believe the Internet is an important aspect in a student's education. The Internet is important both as a research tool and as a vehicle for expression. Like most educational tools, there is always the opportunity for misuse of the Internet and its inappropriate use in schools. Education in appropriate Internet use is as important as learning how to access it. Please be aware that the following are important parts of Internet usage in our school:

- Teacher instruction in Internet use
- Adult monitoring of students using the Internet
- Student sign-in to computer lab required
- No leisure "surfing" allowed or checking email

In addition, computers will be used for educational purposes and not for entertainment. Students are not permitted to bring "games" from home to install on school computers. Nor are they

allowed to change computer settings. Any violation of this will result in loss of computer privileges.

Computer/internet usage permission must be signed by all parents for students to have access.

### **FIELD TRIPS**

It is the policy of Community Lutheran School to allow each class to participate in educational experiences outside the classroom. Field trips for learning experiences may be arranged by teachers. Parents will be notified in advance of such trips. All trips must have the approval of the principal/lead teacher.

A general permission slip is signed by parents at the beginning of the school year. In most cases, students will be transported in parent volunteer vehicles when a field trip is not a walking field trip.

### **USE OF THE TELEPHONE**

Since the school telephone is a business phone, it should be used with discretion and only upon urgent need by the children. Each child should make arrangements with parents the night before or before school concerning means of getting home, visiting a friend's house for the afternoon or evening, or other matters involving after school hours.

No cell phones are allowed during school hours. If a student needs to bring their phone for use after school, it should remain in the school bag and turned off during school time. If students are caught using a cell phone during school hours, the cell phone will be taken and held until the end of the day. Detentions will be given if students use cell phones during school hours.

### **CHANGE OF ADDRESS**

Family's change of address or new telephone number should be reported at once to the school. In case of an accident or an emergency, CLS staff should be able to contact families immediately

### **GAMES/TOYS/ETC.**

Children should not bring toys and other items to school unless requested by the teacher for sharing in class. Items not requested by the teacher may be retained by the teacher until the end of the school year.

## **BOOKS AND SCHOOL PROPERTY**

Children will be held responsible for school property and the property of other children. A damage fee will be assessed on any book that did not receive “normal” usage during the course of the year. Students will also be held responsible for school furniture and equipment which is deliberately or carelessly defaced, damaged, or marred. Fees will also be assessed for lost or damaged library books and materials.

Children will be expected to help maintain the school premises.

## **PARENTAL INFORMATION**

### **RESPONSIBILITIES AND PARTICIPATION**

We ask the cooperation of parents and suggest the following:

1. Establish a Christian atmosphere of love, obedience and respect at home.
2. Discuss all phases of school life with your child often.
3. Parents are welcome to visit the school at any time. Your interest makes a lasting impact on your child’s attitude about his/her school. Please feel free to visit the classroom at any time.
4. Support your teachers. Do not criticize or disagree with them in front of your children. If you disagree with something, or do not understand something, please see the teacher privately.
5. Make it a point to discuss your child’s progress often with the teacher.
6. Monitor your child(ren)’s TV, music, and movie experiences for language, attitudes, and actions which are not beneficial (sometimes definitely destructive) to their growth as God’s people. Discuss questionable media with your children.
7. Pray often and freely with your child, asking God’s help in leading Christian, God pleasing lives at home, at school and in public.

All parents are urged to attend worship services regularly with their children, so that they may grow with their children in the understanding and application of God’s Word. The family devotion period is certainly one indication that God dwells in the home, and it indicates further that real concern for spiritual things is present in the family. It is our prayer that our homes will have family worship throughout the year.



## **PARENT TEACHER ORGANIZATION (PTO)**

PTO membership consists of all parents of children enrolled in CLS. Meetings will be held approximately quarterly starting in September (to be determined annually). These meetings will alternate from the Readlyn building to the Klinger building. Extra meetings will be called if needed.

Parents are asked to consider being part of committees which help with the various projects and sports activities of the school. All parents are expected to participate on these committees.

All parents are expected to inform themselves thoroughly on the principles of which Community Lutheran School is conducted and to cooperate in the attainment of the aims of the school. Attendance at Parent Teacher Organization meetings is strongly urged. Attendance at PTO is an opportunity for all parents to learn more of what the school is doing and to enjoy wonderful fellowship while at the same participating in worthwhile projects that support our school program. To miss these important meetings is to lose a wonderful opportunity to exchange and discuss ideas concerning our children in school and home.

## **REGISTRATION INFORMATION**

### **IMMUNIZATIONS**

The immunization requirements apply to all students PK-12, enrolled in public and non-public schools. Required immunizations are polio, DPT, measles, rubella, Hepatitis A & B, and Varicella. Schools will keep a child's certificate on file. When your child transfers to another school (except for 9<sup>th</sup> grade), a release of records form should be obtained from the school office giving the school permission to send records. For the 2018-2019 school year, and all future years, all students enrolling in 7th grade need to have a Tdap vaccine and a meningococcal vaccine. This will require a one-time booster dose of tetanus, diphtheria, and acellular pertussis-containing vaccine prior to starting the 7th grade. This is a requirement if born on or after September 15, 2000; regardless of the interval since the last tetanus/diphtheria containing vaccine.

### **PHYSICAL EXAMINATIONS**

Physical examinations are required for students entering kindergarten and are valid if obtained up to fifteen months prior to entering kindergarten.

Sports physicals for students participating in sports activities are required annually. These physicals must be on file before a student may participate in practices.

## **PRE-REGISTRATION**

Registration for the following year can be done in the spring, with the first month's tuition being collected.

## **PRESCHOOL/KINDERGARTEN**

Children entering three year old preschool must be three years of age on or before September 15th of the year of his/her enrollment. Children entering four year old preschool must be four years of age on or before September 15th of the year of his/her enrollment in the four year old preschool program. Children entering Kindergarten must be five years of age or older on or before September 15th of the year of his/her enrollment.

## **PAYMENTS**

All payments must be paid using cash or check. When paying by check, please make it payable to Community Lutheran School. Parents should give money to the teacher or school office. Receipts will be given upon request for payments for tuition, fees, or donations to the school. We encourage families to give to the school as much as they are able.

## **HOT LUNCH/ MILK/ JUICE**

CLS participates in the Federal Hot Lunch Program. Milk is provided with the hot lunch. If additional milk is wanted, a ticket must be purchased. If paying by check, please make it payable to CLS. Please keep lunch payments separate from milk and juice.

## **SCHOOL DAY**

Children are able to attend before school care starting at 7:00am. Kindergarten –6th grade will begin their day at 8:00am and end at 3:15pm. Preschool will begin at 8:00am and end at 11:30am. First through sixth graders may wait for the school bus to transport them to Klinger with classes beginning there at 8:00am and ending at 3:15pm. Weekly on Wednesdays, students in grades Kindergarten through second grade will be transported to the Klinger campus for "Wildcat Wednesdays." These Wednesdays will offer specials: art, PE, music, chapel, and other learning mentoring activities.

Children will be counted tardy if they are not present when school begins.

Parents should contact the teacher in advance if the child is to be picked up early from school for appointments, etc. Children must be picked up outside the entrance of the school. We discourage parents from picking up students early due to the disruption of the class; and they will be counted absent for that part of the day.

### **BEFORE SCHOOL DAYCARE**

Any child enrolled in Community Lutheran School may make use of the Before School Daycare program. The hours of operation include: any day school is in session, including scheduled half days and select days school is on break.

Before School:	7:00 A.M. – 8:00 A.M.
After School:	3:15 P.M. – 5:30 P.M.
Early Dismissal Days:	1:15 P.M. – 5:30 P.M.

### **PRESCHOOL DAYCARE**

Any child enrolled in CLS' preschool classes may use the Preschool Daycare services. The daycare hours of operation are:

Monday-Friday	11:30 A.M. – 5:30 P.M.
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### **SAFETY PROCEDURES**

#### **EMERGENCY SCHOOL CLOSINGS**

In the event of inclement weather or any other emergency conditions causing a school late start, early dismissal or school cancellation, watch the following stations for emergency information:

KWWL, channel 7, [www.kwwl.com](http://www.kwwl.com)

We also encourage you to sign up for text notifications through the Remind app, check your email, and the school website [www.community.lutheran.school.com](http://www.community.lutheran.school.com).

#### **FIRE DRILL INSTRUCTIONS**

Everyone at CLS is required to know the following directions and precautions.

*The fire alarm is a **continuous ringing** of the fire alarm system.*

1. Leave your work as it is.
2. Those leaving the building first are to proceed out far enough from the building to prevent congestion of the exits.
3. Proceed rapidly but orderly.
4. When outside of the building, pass at least 100 feet from the building. Wait for a return signal before reentering.

#### **TORNADO EVACUATION INSTRUCTIONS**

Every student, teacher, and staff member is required to study and know the following directions and precautions.

*The tornado alarm is an **intermittent buzzing** of the tornado alarm system.*

1. Leave your books and material where they are when the alarm sounds. At all times students should remain calm, quiet, and orderly.

2. Proceed quickly to assigned shelter areas.
3. Take all drills seriously. Drills help to ensure safety if a real emergency occurs.

Students should remain in their assigned areas until given notice to leave. Crouch down facing the southwest walls with hands over your head to protect you from flying and falling debris.

### **CHILD ABUSE REPORTING**

Certified school employees, including teachers, are required to orally report within 24 hours to the Department of Human Services when a person “reasonably believes a child has suffered from abuse.” The requirement to report is **mandatory**. Within 48 hours of making the oral report, a written completed form must be sent to the Centralized Services Intake Unit via email to [csiu@dhs.state.ia.us](mailto:csiu@dhs.state.ia.us), or fax to (515) 564-4011, or mail to P.O. Box 4826, Des Moines, Iowa 50305.

### **RELIGIOUS INSTRUCTION**

#### **CHAPEL**

Once a week, all children will assemble for the regular weekly children’s chapel. This is not intended to replace the regular Sunday worship, but it is to give the students a deeper appreciation of God’s House and to strengthen their own personal faith. Parents are welcome to attend these devotions. This is another opportunity for you to grow in faith with your child. Time of chapel will be determined at the beginning of each year. Chapel offerings are collected and used for the designated quarterly project. The parents will be made aware of these designations.

#### **RELIGIOUS INSTRUCTION**

CLS’ academic standards include religious instruction. Students in preschool will use the One In Christ curriculum that is integrated into the daily routine. All grades will be taught religious lessons under the direction of the pastor. Confirmation class, which prepares young Christians for communicant membership is taught by our pastor to grades 5-6 .Religious instruction is integrated throughout all subjects and activities, in addition to having a daily religion lesson.

## **GENERAL INFORMATION**

### **PRESCHOOL**

Community Lutheran School operates a preschool for 3 year and 4 year olds. Our 3 year old preschool is licensed by the Iowa Department of Human Services. Our 4 year old preschool partners with the Wapsie Valley School District to provide a state funded preschool curriculum. A separate handbook is available regarding this program.

### **NOTICE OF STUDENT RECORDS & DIRECTORY INFORMATION**

The school district maintains records on each student in order to facilitate the instruction, guidance and educational progress of the student. The records may include the following information: identification data, attendance data, record of achievement, aptitude tests, educational and vocational plans, honors and activities, discipline data, objective counselor or teacher ratings and observations, and external agency reports.

Records of each student are located in the office, and a permanent record of the student's grades will also be maintained.

### **EQUAL EDUCATIONAL OPPORTUNITY**

The Board will not discriminate in its educational activities, and is committed to the policy that no otherwise qualified person will be excluded from educational activities on the basis of: race, color, national and ethnic origin. Further, the Board affirms the right of all students and staff to be treated with respect and to be protected from discrimination, physical and emotional harm, and harassment.

Harassment or discriminatory behavior directed toward one of the protected classes mentioned above, that denies civil rights or access to equal educational opportunities includes: Verbal and physical conduct, or other expressive behavior directed at an individual or group that intentionally demeans the individual/group, causes social, emotional, or physical harm, or creates an intimidating or hostile educational environment.