



**DUBUQUE
LUTHERAN
SCHOOL**

Dubuque Lutheran School

2145 John F. Kennedy Road Dubuque, Iowa 52002
563-588-0614
www.dubuquelutherschool.com

2018-2019 Family Handbook

The mission of Dubuque Lutheran school
is to enrich the whole child
-soul, mind and body-
in a Christ-centered, learning environment.

**2018 - 2019
Dubuque Lutheran School
Staff Directory**

Name	Phone Number	E-mail Address
Kevin Kuske Principal, 3rd-5th	Cell: 920-737-7692	kkuske@dubuquelutherschool.com
Becky O'Connor VP, 1st-2nd	Cell: 563-581-1821	roconnor@dubuquelutherschool.com
Laura Kester Kindergarten	Cell: 320 -372-0703	lkester@dubuquelutherschool.com
Jon Walker Administrative Assistant	School Office: 563-588-0614	secretary@dubuquelutherschool.com

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What Will They Teach My Child?

(from Concordia Tracts, Concordia Publishing House)

Lutheran schools are known for their academic quality and for their ability to aid moral development. They are religious schools, which include daily teaching about religion and integrate a biblical worldview into everything they teach. Many parents who are considering enrolling their child wonder, "What will they teach my child about religion in a Lutheran School?"

Lutheran Schools Teach What Lutherans Believe

- That the Bible is the source and basis for their beliefs. (2 Timothy 3:15 - 17)
- That all people are to be shown respect. (Matthew 22:39)
- That only through faith in Jesus Christ can people be saved. (John 3:16)

Lutheran Schools Teach About God

- The Almighty, loving Creator of everything and everyone. (Genesis 1:1)
- One God, but three equal persons (Trinity). (Matthew 28:19)
- A Judge who requires us to fulfill His law perfectly. (James 2:10)
- A Savior who died for our sins and rose from the dead. (2 Timothy 1:10)
- A Sanctifier who gives us faith through His Word and sacraments. (1 Corinthians 6:11)
- The Author of the Bible who inspired men to write every word as He directed. (2 Timothy 3:16)
- Love. He loves all people perfectly, in spite of how they may act. (1 John 4:8)

Lutheran Schools Teach About People

- Created individually and specially by God. (Psalms 139:13)
- Loved always and completely by God. (John 3:16)
- Required by God to obey His law perfectly. (Matthew 5:48)
- Unable to obey God perfectly (everyone sins). (Ecclesiastes 7:20)
- Saved from hell by Christ's sacrifice. (Galatians 3:13)
- Unable to earn God's favor or forgiveness. (Ephesians 2:8 - 9)
- Brought to saving faith in Christ by the Holy Spirit and given eternal life in heaven. (1 Corinthians 6:11)
- Condemned to eternal suffering if they do not have faith in Christ. (Romans 6:23)
- Given forgiveness of sins and eternal life through Baptism and the Lord's Supper (Holy Communion). (Acts 22:16; Luke 22:19-20)
- Motivated by God's love to love all other people and serve God. (John 14:23)
- Eager to share the good news (Gospel of God's great love for all). (Acts 4:20)

Many children are led, by the Holy Spirit, to believe what is taught in a Lutheran school. It is helpful for parents to know what they learn and reinforce that learning by discussing and taking them to church services. Many parents also want to learn more about the church that values children and their Christian education so much that they sponsor a Lutheran school.

The best way to learn about what Lutherans believe and what Lutheran schools teach in addition to attending church and Bible class or Sunday School is to attend an information class

at the congregation that sponsors the school. Contact the congregation's pastor to learn more about such a class.

ACCIDENTS AND EMERGENCIES

Minor first aid needs will be handled by the teacher, administrative assistant, and/or principal. Families are asked to provide the school with home and work phone numbers, as well as any other contacts that could be used in case of an accident or emergency. Families will be notified of any injury in apparent need of immediate doctor's care. If school staff are unable to contact the parents or the emergency contact persons and it is felt immediate medical care is needed, the family doctor will be notified and/or 911 will be called.

ANIMALS IN THE CLASSROOM

Live animals will not be allowed in the building without prior permission of the principal and classroom teacher. The adult owner must provide appropriate supervision of the animal. The animal must be healthy and have a record of vaccinations available upon request.

ARRIVAL AND DEPARTURE PROCEDURES

The school day begins at 8:30 a.m. The school day ends at 3:30 p.m. A school day consists of a minimum of hours of instructional time not including the lunch period.

Students are allowed in the building at 8:15 a.m. Students should arrive at the rear door of the Our Redeemer building. Family members may bring the student to the classroom.

Teachers will dismiss the students to their family cars from the front church door at 3:30 p.m. Students must be picked up by 3:40 p.m.

Unless otherwise noted, the school will assume that a designated family member or friend will deliver and pick up the students.

Students may not leave the building during the school day unless accompanied by a designated family member or friend. If a person other than a designated family member or friend is to pick up a student, a written request from the parent must be given in advance. If an emergency occurs and a designated family member or friend is not able to pick up the student, a telephone call to the school staff is necessary to whom the student will be released.

School doors are locked shortly after the preschool students have arrived. A doorbell is located to the left of the entrance to notify a staff member to come to the attention of the door.

No supervision is available before or after designated, school hours.

See "Tardies and Absences" for definitions as they relate to "Arrival and Departure Procedures."

ATTENDANCE

Regular attendance is a significant factor in school success and mandated by state laws.

Students are expected to attend school each day school is open except in cases of illness or emergencies. Absences of three or more consecutive days require a doctor's written notification.

The principal will request a parent meeting if student absences exceed 6 days.

If a student is going to be late or absent, it is the family's responsibility to call the school staff before 8:30 a.m. on the day of the absence. If a student must leave school during the day, a note or phone call to the office is necessary by the morning of the event.

See "Homework Expectations" for information on homework for absences.

BEFORE AND AFTER SCHOOL CHILDCARE

Childcare is made available before and after school hours by the Dubuque Community Y at Kennedy Elementary School. Students are escorted to and from childcare by DLS staff. For information about registration, times and fees, contact the Dubuque Community Y at 563.556.3371.

BEHAVIOR: STUDENT DISCIPLINE

Dubuque Lutheran School aims to produce Christ-centered, lifelong learners equipped to change the world. Students are expected to act in a manner that honors Christ, our Savior. The goals of discipline are to seek consistency, change behavior in a positive direction, and preserve the dignity of the student. Teachers are responsible for providing a positive, learning environment for all students. This requires rules regarding behavior in classrooms. Each teacher will use their professional judgment to differentiate classroom management techniques that encourage growth toward desired characteristics and habits.

Fundamental principles regarding discipline:

- The Law and Gospel are used to guide and counsel students.
- The rules will be explained to all students the first day of school and reviewed periodically.
- Classroom discipline will be handled within the classroom when possible.
- The consequences will fit the behavior and the student's needs.
- Parent/Teacher communication is essential in addressing student behavior.
- Volunteers are to be treated with respect. They have authority to enforce rules.

Students exemplify Christian characteristics when they show:

- respect for others' person, feelings and property and use good manners
- respect for authority in obedience, following school and classroom rules
- responsibility for their own actions, exhibiting self-control

Expected student work and study habits include:

- listening and following instructions
- using time wisely
- working independently
- leading and following in group assignments
- handing assignments in on time
- putting best effort into work, displaying determination and confidence
- organizing and caring for materials

The following procedures are typically used when students fail to follow school rules:

1st Incident of Inappropriate Behavior:

- Give warning to student
- State teacher expectations
- Review potential consequences
- Model appropriate behavior

2nd Incident:

- Repeat previous step
- Lose portions of break/recess
- Moved to be last in line
- Run laps at recess
- Put head down on desk/timeout
- Apologize
- Restricted from activities

3rd Incident:

- Repeat previous steps
- Inform the principal
- Communicate with parents
- Complete afterschool detention

4th Incident:

- Repeat previous steps
- Face-to-face conference with a parent/guardian at school

5th Incident:

- Long-term removal from the classroom or other activities
- Parent conference with principal and teacher
- Suspension

Parents may be contacted by the teacher or principal at any step along the way.

Severe behavior violations, including but not limited to events that threaten the well-being of the student, students, and/or staff, may result in immediate suspension.

BEHAVIOR: STUDENT ACTIONS AGAINST PUBLIC LAW

Dubuque Lutheran School Association Board of Directors strives to maintain an environment that is orderly and safe for students and staff. Students who are found in possession of serious threats to that environment, including but not limited to alcohol, drugs, weapons, tobacco, or explosives will be subject to severe disciplinary measures. Those measures may include expulsion and legal action. Parents of a student found to possess a weapon or dangerous object shall be notified of the incident. The Dubuque Lutheran School Association Board will issue the final determination of discipline.

Although toy weapons may not be harmful, they too, are not to be brought to school. Playing with "imaginary" weapons will not be tolerated.

In accordance with Iowa Law, the Dubuque Lutheran School is a Weapons Free Zone.

BEHAVIOR: HARASSMENT OR BULLYING

Dubuque Lutheran School is committed to providing a safe and civil, educational environment in which all are treated with dignity and respect so that all students can learn and achieve at high levels. Harassing and bullying behavior can seriously disrupt a safe and civil environment and the ability of students to learn and succeed. No one, including school employees, volunteers, and students will be permitted to engage in harassing or bullying behavior. Since prevention is the best tool for the elimination of harassment, DLS teachers have received training on preventing harassment and bullying. Students will be taught skills to help reduce such incidents. Violating this policy will be cause for disciplinary action.

What Constitutes "Harassment" and "Bullying"?

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

- 1) It places the student in reasonable fear of harm to the student's person or property
- 2) It has a substantially detrimental effect on the student's physical or mental health
- 3) It substantially interferes with the student's academic performance
- 4) It substantially interferes with the student's ability to participate in or benefit from the services, activities, or privileges provided by the educational program.

Harassment and bullying include, but are not limited to:

- 1) epithets, slurs, negative stereotyping, threatening, intimidating, or hostile acts
- 2) written or graphic material that denigrates or shows hostility or aversion toward an individual or group that is circulated within or placed on walls, bulletin boards, or elsewhere on premises where the educational program operates
- 3) excessive teasing, name-calling, or sarcasm, spreading rumors, and hazing

Trait or characteristic of the student" includes but is not limited to age, color, creed, national origin, race, religion, marital status, sex, sexual orientation, gender identity, physical attributes, physical or mental ability or disability, ancestry, political party preference, political belief, socioeconomic status, or familial status.

The standard for determining whether verbal or physical conduct is sufficiently severe or pervasive to create a hostile or abusive environment is whether a reasonable student in the same or similar circumstances would find the conduct intimidating, hostile, or abusive. It is not necessary to show that the victim was psychologically harmed.

What Happens When Harassment or Bullying Occurs?

Any school employee, volunteer, parent, guardian, or student who witnesses or becomes aware of conduct in violation of this policy will file a complaint in writing directly to the victim or perpetrator's teacher or to the principal. The complaint will describe the perceived violation, name the perpetrator and the victim, and identify any potential witnesses to the incident.

The principal will investigate a complaint to determine if the conduct in question constitutes

harassment or bullying under this policy. A written summary of the investigation and its findings will be developed. If charges are substantiated, the investigator will contact the intervention team, which consists of pastors of Our Redeemer and St. Paul Lutheran churches, the DLSA board president, the school nurse, a counselor, and the principal.

The right to confidentiality, both of the complainant and of the accused, will be respected to the extent possible. Confidentiality may be sacrificed, if necessary, to investigate allegations of misconduct and to take corrective action when such conduct is found to have occurred.

What Are the Consequences for Violations of This Policy?

If a bullying charge against a student is substantiated, that student will be subject to disciplinary action, up to and including suspension or expulsion.

After an act of harassment or bullying has been confirmed, the student will be subject to the following procedure, implemented and enforced on the basis of the specific incident:

1. The teacher or another supervising adult who is reporting the act will define the bullying or harassing behavior to the offending student
2. The student may be removed from the immediate situation, either within the classroom or in another room.
3. The principal or a pastor will consult with the student.
4. The principal will oversee any or all of the following (depending on the severity of the incident or whether there have been repeated occurrences):
 - Loss of privileges or special activities.
 - Detention-after school duties will be assigned.
 - Suspension-exclusion from school for a period of time (day or days)
 - Expulsion-The Dubuque Lutheran School Board of Directors will issue the final determination of an expulsion. (DLSA Policy #2.33)

Do I or My Student Need to Fear Any Legal Consequences or Retaliation if We Report an Incident?

A school employee, volunteer, student, or student's parent or guardian who promptly, reasonably, and in good faith reports an incident of harassment or bullying, in compliance with the procedures in this policy, to the appropriate school employee will be immune from civil or criminal liability relating to such report and to participation in any administrative or judicial proceeding resulting from or relating to the report. School employees, volunteers, and students will not engage in reprisal, retaliation, or false accusation against a victim, witness, or individual who has reliable information about an act of harassment or bullying. Filing a complaint or otherwise reporting harassment or bullying will not reflect upon the complainant's status nor will it affect future employment or work assignments.

CANCELLATION OF SCHOOL

Dubuque Lutheran School will follow the decision of the Dubuque Community School District in the event of weather and other emergency related closings, delayed starts, or early dismissals. The only notification will be given through the local media per the phrase "Dubuque Public and Parochial."

2-HOUR DELAY: school begins at 10:30 with arrival time at 10:15 - There will be no recess on

this day.

EARLY DISMISSAL- dismissal begins at 1:30 PM unless noted otherwise

If other emergencies occur, multimedia will be used to notify parents. (For example, there may be times that the public district is unable to have school due to unusual circumstances. In those cases, families will be contacted through the school contacts distribution list and school will be held.)

CELEBRATIONS

Classes celebrate certain holidays and/or events during the school year. Families will be asked to donate refreshments and coordinate activities.

CHURCH AND SUNDAY SCHOOL ATTENDANCE

As a Christ-centered school, we encourage regular church worship. In order to reinforce the values and attitudes Christ wants us to teach, it is vital that these are taught by families as well. Worshipping together will give the student another opportunity to learn and understand the Bible stories and lessons presented in school. Families are always welcome to discuss their desire to become members of St. Paul or Our Redeemer by contacting the pastors.

Church and/or Sunday School attendance will be reported on your child's report card. We ask students to record their attendance each Monday morning.

COMMUNICABLE DISEASES

Report all communicable diseases to the school nurse, school secretary or teacher as soon as they are diagnosed. Be sure your child is fully recovered before returning to school.

- AIDS - Specific information regarding this should be shared with the school principal and the school nurse.
- Chicken Pox - Children must be excluded from school until all pox are dry scabs; usually this is about seven to ten days.
- Colds, Coughs, etc. - Students that have severe colds, constant runny noses and persistent coughs should remain at home. Students that have a temperature above 100 degrees Fahrenheit will be sent home from school. Your child's temperature should be normal for 24 hours before returning to school.
- Conjunctivitis (Pink Eye) - Children having tearing, redness, puffy lids and eye discharge shall be excluded from school during the acute state or until medical treatment begins.
- Impetigo - The lesions must be covered while at school unless proof of treatment by a physician is provided.
- Pediculosis (Lice) - Your child will not be excluded from school or a particular setting on the day head lice are first detected but must be treated before returning the next school day. The parent-guardian must complete and return the Head Lice Control Check List when the child returns to the school or other child activity setting. We have a "No Nit" policy, meaning your child's hair must be nit free before they can return to school.
- The Iowa Department of Public Health and County Board of Health share with you the following "new viewpoints" concerning pediculosis (head lice):
 - lice are inevitable,
 - lice are primarily transmitted through household and community contact,

- parents/guardians should conduct head-lice screening in their own household on a weekly basis as a preventative measure,
- most lice infestations are due to failure to treat adequately using prescribed methods; the environment is not usually a factor in transmitting lice,
- daily shampoos followed by conditioner creme rinse and then a fine tooth combing through wet hair enhances success with or without lice shampoo treatment,
- lice in the community can be kept to a minimum by having prevention, screening and treatments start at home with families.
- Ringworm - No exclusion from school but excluded from gymnasium, swimming pool, and contact sports. An affected child needs to be treated and cleared to return to all activities by the physician.
- Scabies - Children will need to be treated by a physician before returning to school.
- Strep Throat - Children may return to school after receiving 24 hours of antibiotic treatment, if their temperature has been normal for 24 hours and they feel good enough to participate in all school activities.
- Mononucleosis - Children should be seen by a physician, and a release from P.E. is necessary unless otherwise stated by their physician.

COMMUNICATIONS BETWEEN HOME AND SCHOOL

E-MAIL: All teachers and the principal have email addresses. Families are encouraged to contact staff when there are any questions, concerns, or compliments. Families must understand that e-mail messages may not be read each day and an immediate response should not be expected.

FAMILY FOLDER: Family Folders are sent home with a student in each school family on Thursdays. This folder includes the school newsletter, monthly meal menu, scrip order forms, field trip information, and any other school-related information. Family Folders should be returned to the school office on Fridays.

NEWSLETTER: This publication is sent in Family Folders to families each Thursday during the school year, is available on the school's website, and will be sent to families via email upon request.

HOMEWORK FOLDER: All students use a Homework Folder. Families are encouraged to review the content of the Homework Folder each evening and sign as needed.

STUDENT PLANNER: Students in Grades 3 through 5 use a planner in addition to Homework Folders. These students will bring their planner home each evening for families to review. To ensure that the planner has been reviewed, parents/guardians are asked to sign the planner each evening. This has to be the parent's/guardian's signature.

INFORMAL CONFERENCES: There may be times that family members want to talk to the teacher at the beginning and end of the school day. Since these are very busy times of the day for the student and teacher, we ask that the family member make arrangements for a time to talk that is more convenient to the teacher and the family member.

PHONE: All teachers and the principal may be contacted via phone call or text. Staff phone numbers are listed at the beginning of the Family Handbook. Emergencies may arise and families are encouraged to contact staff members through the contact number given. Families must understand that phone messages and texts may not be responded to immediately and an immediate response should not be expected. Students will not be called to the phone during the school day to receive any messages.

CURRICULUM, INSTRUCTION, AND ASSESSMENT

CURRICULUM

Dubuque Lutheran School complies with the curriculum requirements of the State of Iowa, the Iowa Core Curriculum, and the National Lutheran School Accreditation. A list of the content taught at Dubuque Lutheran School follows. General content of the curriculum and standards taught at each grade level are available through the school office. All subjects incorporate and meet or exceed the standards of the Essential Concepts and Skills of the Iowa Core Curriculum and the National Common Core Curriculum which is reflected in our report cards.

INSTRUCTION

- Christ-centered, religious instruction
- Language learning
- Creative, logical and critical thinking
- Problem solving, reasoning and application
- Cross-content relationships
- Hands-on process skills
- Use of calculators, iPads and computers
- Application of knowledge and skills
- Research based instructional strategies (Marzano, 1999) including:
 - identifying similarities and differences
 - summarizing and note taking
 - reinforcing effort and providing recognition
 - homework and practice
 - nonlinguistic representations
 - cooperative learning
 - setting objectives and providing feedback
 - generating and testing hypotheses
 - using cues, questions, and advanced organizers
- Incorporation of school-to-career education, multicultural and gender-fair goals, and global education
- Age and developmentally appropriate placement
- Instructional materials will be selected to reflect the standards and benchmarks stated in the Dubuque Lutheran School Curriculum Guide.

ASSESSMENT

Student assessment is an ongoing, instructional process. As teachers listen and observe students, they are able to use that observational data to make instructional decisions. Effective teachers constantly observe and use that data to determine what the next steps should be for the student.

Students are formally assessed at least two times per year using formative and diagnostic assessments in literacy and mathematics. These assessments are used to determine appropriate placement and to benchmark progress. Results of those assessments are shared with families at parent/teacher/student conferences.

Students in Grades 3-5 are formally assessed annually using the Iowa Assessments. Results of this assessment are shared with families, the principal and, indirectly, through the Annual Progress Report.

DENTAL CARE

Good dental care is important to a child's health. Appointments should be made every six months with your dentist so necessary dental work can be done. The student may be excused for dental appointments; however, we encourage you to schedule their appointments on non-school days when possible. Dental exams and the printed form are required for Kindergarten and students enrolling for the first time at DLS.

DRESS AND PERSONAL APPEARANCE

Dubuque Lutheran School encourages families to dress their children to reflect the educational expectations of our school.

School guidelines include:

- Clothing should be neat, clean, in good repair and modest.
- Printed logos on clothing must be in accord with positive, Christian values.
- Footwear must be safe and not damage property or injure others.
 - Sandals must have a back strap.
 - Snow boots are necessary for some weather but may not be worn in the classroom.
- Shorts may be worn for hot weather. Shorts and skirts must have a hem with a length that meets or exceeds fingertips of the student.
- Shorts or tights should be worn with skirts or dresses.
- Sleeveless shirts may be worn for hot weather.
- Shirt straps should be a minimum of 2 inches wide. (no spaghetti straps or tank tops) Shirts must be modest.
- Midriffs must be covered.
- At no time should anything resembling undergarments be visible.
- No skin-tight clothing may be worn without another layer worn over them.
- Hats and outdoor jackets are not to be worn in the classroom.
- Jewelry may be worn but should be removed for gym and recess.
- Chapel is on Wednesday mornings and students should come dressed to reflect respect for God and His house.

Personal hygiene is important to maintain good health and prevent illness. Encourage your child to use a tissue, wash his or her hands before eating and after eating, wash hands after using the restroom, clean and trim fingernails and brush teeth after breakfast and at bedtime. Exceptions to dress code guidelines may be made at the discretion of the teacher, ex. pajama days.

ENROLLMENT DOCUMENTS (REQUIRED BY SCHOOL AND/OR STATE)

- Pre-kindergarten development report (kindergarten only)
- History report
- Student record fields
- Iowa Department of Health certificate of immunization
- Baptismal certificate (if available)
- Transportation form
- Family Agreement
- Pre-kindergarten health assessment record (kindergarten only)
- Birth certificate
- Student vision record

ENROLLMENT PROCESS

- Application for enrollment in Dubuque Lutheran School is made through the school office.
- Students entering kindergarten must be five years old by September 15 of that school year.
- Parents of a student transferring from other schools are required to sign a release of records and present a report card from their last school.
- In the event that class enrollments exceed recommended limits, priority for class placement will be based on payment of registration fees and the order in which the registration was received.

EQUITY AND NONDISCRIMINATION

Dubuque Lutheran School welcomes all children.

The Dubuque Lutheran School Association does not discriminate on the basis of color, creed, gender identity, mental or physical ability or disability, national origin, race, religion, retaliation, sex, or sexual orientation in the administration of its educational policies, admission policies, scholarship and loan programs, athletic, and other school administered programs.

Enrolled children in the school will have an equal opportunity for a quality Christian education without discrimination regardless of their race, color, national origin, gender, and disability. The contributions and perspectives of Asian Americans, African Americans, Hispanic American, American Indians, European Americans, and persons with disabilities shall be included in the program.

The education program shall be free of such discrimination and provide equal opportunity for the participants. The education program shall foster knowledge of, and respect and appreciation for, the historical and contemporary contributions of women and men to society. The program shall reflect the wide variety of roles open to both women and men and shall provide equal opportunity to both sexes.

All aspects of our education program will be in accordance with God's Word and the Lutheran Confessions.

FAITH IN THE CLASSROOM

Dubuque Lutheran School, as a school committed to following Christ, will seek to develop a nurturing atmosphere of Christian faith. Some of these elements will be planned opportunities such as weekly chapel services and a Bible-based religion curriculum. In addition, faith will be evident in daily prayers, prayers before and after meals, spontaneous sharing of faith, and other ways as the Holy Spirit inspires.

Throughout the year we will also be teaching our young people through the celebration of special events in the life of the church and of our Lord. Events such as The Reformation, Thanksgiving, Christmas, Epiphany, Ash Wednesday, Palm Sunday, Holy Week, Easter, Ascension, and Pentecost will give additional opportunities to teach and learn about our Lord. Faith in Christ affects every aspect of our lives and it is our desire to share with our young people the great gifts of our God throughout the school year.

FIELD TRIPS

Field trips are an extension of classroom learning. As such, all children are expected to participate in scheduled, curriculum-related field trips. Notice of field trips will be sent home in the Family Folders. When private vehicles are used, the following items need to be on file in the office prior to transporting students: 1) copy of driver's license, 2) copy of registration, 3) proof of insurance, and 4) completed Driver Agreement Form.

Key Points:

FIELD TRIP - RIDING IN CARS - IOWA'S CHILD RESTRAINT LAW

Iowa Code 321.446, Data Code 198a - as of July 2006

- A child under 1 year old and weighing less than 20 pounds must be secured in a rear-facing child restraint system.
- A child age 1 up to 6 years old must be secured in a child restraint system (a safety seat or booster seat - NOT a seat belt).
- A child from the age of 6 up to the age of 11 must be secured in a child restraint system or by a safety belt. (A "child restraint system" is a specifically designed seating system, including a belt positioning seat or a booster seat that meets federal motor vehicle safety standards.)
- The driver is responsible for the fine and any related fees and costs.
- The law applies to both residents and non-residents of Iowa.
- The child restraint system must be used in accordance with the manufacturer's instructions.
- The child must be secured in the child restraint and the child restraint must be properly secured to the vehicle.
- Non-use of a child restraint is probable cause to stop a vehicle.
- An officer may investigate a suspected violation.
- First offense citations will not result in convictions if the driver "produces in court" proof of acquisition of a child restraint.

Exceptions:

- Children certified by a physician as having a medical, physical, or mental disability making restraint use inadvisable.
- Children on bus, including a school bus.
- Children riding motorcycles.
- Children riding in vehicles manufactured before 1966.
- Children being transported in authorized emergency vehicles.
- Children transported by peace officers on official duty.
- Children riding in motor homes except if riding in the front passenger seat (where they may be restrained).

FIELD TRIP - RIDING IN CARS - NATIONAL SAFETY RECOMMENDATIONS

To graduate to an adult belt, a child must be able to sit with their back/buttocks against the seat and with their knees bent at the edge of the seat. The belt system must be snug across the center of the child's chest and across their lap at the hips.

Nationally Recommended Standards for Safe Use of Child Restraint Systems:

	TODDLER/PRESCHOOL	YOUNG CHILDREN
WEIGHT	Over 1 year; 20 - 40 lbs.	Over 40 lbs. up to 80 lbs. and 4'9" tall
TYPE OF SEAT	Convertible or forward-facing	Belt positioning
SEAT POSITION	Forward-facing	Forward-facing
ALWAYS MAKE SURE	Harness straps should be at or above shoulders. Most seats require top slot for forward facing.	Belt positioning booster seats must be used with both lap AND shoulder belt.
WARNING	All children under age 13 should ride in the back seat	Make sure the lap belt fits low and tight to avoid abdominal injuries

FIRE and WEATHER DRILLS

During the school year weather and fire drills will be conducted. During a drill, students are required to walk quietly to an assigned area and remain there until a clear signal is given.

FRIENDS OF DUBUQUE LUTHERAN SCHOOL

“Using our time and talents to support the mission of Dubuque Lutheran School.”

Friends is a network of parents and patrons who keep the school in the forefront of families, congregations, and community. Friends oversee many of the school celebrations listed earlier in the handbook. Friends help with special meal celebrations such as Pastor Recognition (October), Board Recognition (January), National Lutheran Schools Week (March), Volunteer Appreciation (April), and Teacher Recognition (May). Friends lead fundraising events such as Butter Braids, Art and Craft Fair, Silent Auction, Garage Sales, and Bake Sales. Friends provide opportunities for Christian fellowship through Skating Parties and refreshments at Open Houses. Friends pray for families and the work of the school. Friends provide the support to

make the school a welcoming place for families.

Friends of Dubuque Lutheran School meetings are posted in the weekly newsletter. All families and other school friends are welcome to attend and become involved. These volunteers are similar to a Parent Teacher Association or Parent Teacher Organization. Their purpose is to support the mission of the school.

FUND RAISING

Permission to conduct fund-raising sales or promotions on school grounds is granted only to church and/or school affiliated organizations and by special approval of the Dubuque Lutheran School Board in conjunction with the two governing congregations.

GRADING RUBRIC

ACADEMICS	GRADE	BEHAVIORS
Exceeds expectations in current placement	E	Always observed
Meets expectation in current placement	M	Generally observed
Nearing expectation in current placement	N	Occasionally observed
Below expectations in current placement	B	Seldom observed

GRIEVANCE POLICY FOR PARENTS

School staff members should be treated as professional persons of integrity and responsibility. If parent(s) have a grievance involving a member of the school staff, he or she should be guided by Matthew 18, which begins, "If your brother sins against you, go and show him his fault, just between the two of you." The parent(s) should first contact the individual staff member involved. If the grievance cannot be resolved, the parent(s) should meet with the principal and the staff member to discuss the matter. If, after meeting with the principal, the matter is not resolved or the parent(s) would like to appeal the decision of the principal, the matter may be taken to the DLSA board of director's appeals committee. The appeal must be in writing and must be addressed to the board president. It should include the following information:

1. Specific details pertaining to the appeal.
2. Specific action requested from the school board.
3. The signature of the individual filing the appeal.

The board president and vice president, and a pastor from each congregation will serve as the appeals committee for any parent who wishes to contest the decision or recommendation of the principal. The parent(s) and school staff member will meet with the appeals committee. The appeals committee will make a recommendation and the board president will take it to the next board meeting to be acted upon. The decision of the board of directors will be final.

We must remember to deal with each other in love as the forgiven sinners that we are. "Be kind and compassionate to one another, forgiving each other, just as in Christ God forgave you." Eph. 4:32. We should also be reminded of the Eighth Commandment, which obligates us to defend and speak well of everyone we work with remembering to take all the words and actions in the kindest possible way. It is important that we remember that we are working together as a team for the welfare of our children.

Matthew 18 guidelines should be used in every grievance.

HOME AND SCHOOL RELATIONSHIPS

Throughout the year, families will be asked to support the work of the school staff and the school community. Families will be asked to:

- complete surveys to determine school and student needs
- serve on committees such as the School Improvement Advisory Committee
- assist with fund raising activities
- attend Parent/Student/Teacher conferences twice each year
- drive and/or chaperone field trips
- read and respond to communications from the school staff
- sign your child's homework folder or planner each evening
- support the work of Friends either as a member and/or as a provider of needed services
- read all items sent home in the Family Folder, especially the weekly newsletter
- read the school's Comprehensive School Improvement Plan and the progress reports
- read the annual report provided by the Dubuque Lutheran School Association

HOMEWORK EXPECTATIONS

The purpose of homework is to develop a habit of home study and lifelong learning in students. Homework assignments are intended to reinforce concepts and skills taught in class and to foster independence in learning.

It is difficult to establish a fixed procedure for the amount of homework students should have each night. Some children complete an assignment in a short amount of time, while others take much longer. However, a general guideline is to have about ten minutes of homework each night multiplied by the grade level of the student. (e.g. A first grader would have about ten minutes of homework. A fourth grader would have about forty minutes of homework.) Provide a quiet place for the student to work at the same time every day.

If the student does not have any homework assignment, then spending time reading with the family for the designated amount of time will support the child's literacy skills.

If the student is consistently working a significantly longer amount of time than expected for the grade, it may be wise to check for distractions such as TV, radio/CD player, talking, etc. If the problem persists, parents should contact the teacher for suggestions and help.

We will not assign homework on Wednesday evenings. These nights are typically designated for students to participate in their church activities.

When students are absent for multiple days due to illness, family emergencies, or vacations, the school staff needs to be notified. Students will be given one day for every day missed to make up their homework, ex. if the student is gone for five school days, the student will have five school days to complete missed homework.

- a. Homework for illnesses will be available at the end of each school day for family to pick up.
- b. Homework for family emergencies will be collected while the student is gone.
- c. Homework for vacations will be prepared in advance and given to parents prior to the vacation.

Homework is important for reinforcing learning and developing responsibility. Student homework that is not completed and returned to school on time will be addressed through classroom disciplinary procedures.

HOT LUNCH PROGRAM

Hot Lunch is offered on Mondays, Wednesday, and Fridays when school is in session. Meals are catered and are based on a menu of nutritional options.

Milk is available daily for those who order it. Chocolate milk is an option on Fridays.

Menus along with milk orders are sent home to families in the Family Folders. Planning for a student's lunch is the family's responsibility. Parents will receive a call to provide a lunch if their student forgets to bring a lunch.

ILLNESSES

Please do not send a sick child to school. They do not fully benefit from their work and they are exposing other children to their illness. Advise the school of the illness your child is experiencing.

Students will be sent home with any of the following:

- fever of 100 degrees or more
- vomiting
- diarrhea
- untreated impetigo
- ringworm

Parents will be contacted to arrange for picking up the sick child as soon as possible. If parents are not available, the family's emergency numbers will be used.

IMMUNIZATIONS

Children are required by law to have the necessary immunizations before entering school. We ask that throughout the child's life, he or she continue to have the necessary boosters. When your child gets a booster, please notify the school of the month, day and year of the shot, and the source of immunization so we can keep their records updated.

LATE OR MISSING WORK

Learning to honor a deadline is an important life skill. Students are expected to complete their assignments in the time given at school. Students may be required to utilize portions of any free time at school to complete missing work. Incomplete work may be sent home as additional homework. This homework is to be completed and returned the next school day.

We understand that there will be occasions that justify incomplete homework (ex. family emergency); these occasions should be rare. Any such occurrences should be communicated to the teacher in writing by the parent, and the missing homework will be due the following day along with any newly assigned homework.

LEAD TESTING

All students are required to have at least one lead test. We encourage submitting proof of testing by a nurse, nurse practitioner or doctor.

LOCKDOWN PROCEDURES

While our schools still remain a relatively safe place for our children, we must always be aware of the various threats to their safety.

When the safety and welfare of the students, faculty, or staff are in danger, the administrator or another staff member will activate an Emergency Lockdown System. This would happen when any potential threat to security has been recognized or communicated by authorities. Due to the variable nature of lockdown threats, staff will use their lockdown training to assess the best course of action. The staff will review Emergency Lockdown System training each year.

MANDATORY CHILD AND DEPENDENT ADULT ABUSE REPORTING

All staff are mandatory reporters of abuse. By law, they must report any apparent or reported abuse to the appropriate authorities.

MEDICATIONS ADMINISTERED AT SCHOOL

The Iowa Department of Public Health sets forth guidelines for the administration of medications at school. The policy for prescribed and over-the-counter medications follows:

- Prescribed medication will only be administered by the school nurse or qualified staff member.
- The medication must be delivered to the school by the parent/guardian, unless other arrangements have been made with the school principal.
- The medication must be in the original container.
- The following information must be on the medication container: student name, name of medication dosage, time/indicators when medication is to be given, name of physician prescribing the medication, method of administration (ex. oral, injection)
- A completed Medication Administration form must be on file with the medication.
- All medications will be kept under lock at the school.
- Students may not be in the possession of any medications at school, including over-the-counter medications (including but not limited to pain relievers and cough drops). Students may not self-medicate.

PARENT SUPPORT OF DAILY LEARNING

Any student's education must be supported at home through family interest, encouragement, and communication with the school.

- Ask questions every day to help your child remember what happened at school. Asking specific questions will elicit better answers, ex. "Tell me about today's chapel lesson;" "Who was absent today?"
- Review the papers sent home and ask about the concepts you understand. Practice the ones you know.
- Practice memory work with your child.
- Read with your child.
- Talk about what you did at work; relate your work to the skills your child is learning at school.
- When the family makes school important, the child is more likely to accelerate at higher levels.
- Read and sign your child's homework folder or planner each evening and discuss the work listed.

RECESS

Students go outside for recess every day unless otherwise decided by the staff due to extreme weather or unusual circumstances (ex. wind chill below 10 degrees, lockdown).

Season appropriate attire is required.

*******DRESS GUIDELINES FOR WINTER RECESS*******

(Guidelines may be altered at staff discretion.)

- If the wind chill temperature is between 50 and 55 degrees, students are expected to wear a jacket or a sweatshirt.
- If the wind chill temperature is between 45 and 50 degrees, students are expected to wear a coat.
- If the wind chill temperature is under 45 degrees, students are expected to wear a coat, leg coverings, hat, and mitten/gloves. In this case, a sweatshirt does not count as a coat.
- Snow pants and boots are required to play in areas that have accumulated snow.

RECORDS OF STUDENT ENROLLMENT

The student's permanent office record will be kept in a fireproof file. In the event that the school should dissolve, the permanent office records will be given to the Dubuque Community School District. The permanent office record serves as a historical document of official information, includes evidence of attendance and educational progress and serves as an official transcript.

A cumulative record will be kept on each student. This cumulative record provides continuous and current record of progress and growth, progress reports, report cards/transcripts, test results, school attendance, physical and health records, and special education records and is sent to a receiving school or school district when a student transfers.

Parents have the right to inspect and review their child's educational records, request an amendment of the educational records, give consent to disclosure of personally identifiable information in the educational records, obtain a copy of the school's record policy by contacting the school principal, withdraw a student's directory information from general release. This request must be submitted in writing to the school principal, practices and procedures required of schools and school districts pursuant to Family Educational Rights and Privacy Act.

REPORTING STUDENT PROGRESS

Report cards are sent home at the end of each trimester. Report cards are based on content standards. Parent/Teacher/Student conferences are held twice a year to discuss student progress. Additional conferences may be arranged with the student's teacher at a mutually agreed upon time.

Regardless of the question or concern, always start with the student's teacher.

RETENTION OF STUDENTS

Parents will be informed when a student is not achieving at their developmental and/or grade level. Appropriate placement adjustments will be determined as early in the school year as possible. In some cases, students may be retained at the same grade level for no more than two years.

SNACKS

Please help your student remember to bring a nourishing morning snack. Snack time is every day at approximately 10:15 am. If school begins two hours late, the morning snack and break are omitted.

Snack time is an opportunity for good nutrition. Whole grains, vegetables, fruits, dairy foods and protein foods with little or no processing will provide energy for learning and nutrients for growing. Some suggestions: grapes, apples, pears, oranges, raisins or other dried fruit, Fig Newton bars, carrots, cherry tomatoes, celery, broccoli, radishes, popcorn, whole grain crackers, whole wheat mini-bagels, ready-to-eat whole grain cereal, string cheese, slices of natural cheese, cheese on whole wheat bread, low-sugar granola/cereal bars.

Teachers for each classroom will notify other families if there is a student with a life-threatening allergy that may influence foods permitted at school.

STUDENT LEARNING

Teachers differentiate instruction to meet individual student needs. Parents will be informed when students are consistently performing above or below grade level.

SUPPLIES

School supplies are provided by Dubuque Lutheran School and are covered in the materials fee collected at the beginning of the school year. The supply fee is \$60 per student not to exceed \$120 per family. Students are asked to supply a backpack, gym shoes, and water bottle.

Students are encouraged to have a water bottle at school. Students are encouraged to drink plain water throughout the school day; no other drinks beside plain water are allowed to be consumed outside of the Fellowship Hall.

TARDIES AND ABSENCES

Students who are not in the classroom by 8:30 a.m. will be considered tardy. Students must be in their room on time and ready to begin learning.

Students who arrive more than two hours after the start of the school day or leave more than two hours before the end of the school day will be considered absent for a half day unless the school staff was notified that the student would be late due to a medical appointment or another approved engagement.

If a student has 6 absences and/or tardies, the principal will request a parent meeting that could result in unwanted legal obligations for which the parents/guardians would be liable.

TECHNOLOGY

The only perfect filtering system for internet use is the guidance of the family. Commercially produced filters are not perfect.

Technology Guidelines for School Use

- Student behavior on the internet at school is to be maintained at the same high level as in the classroom or hallway.
- Access to the internet at school is an integral part of the curriculum. Parents should annually review and sign the Dubuque Lutheran School internet code of conduct contract with their child.

- Teachers will instruct students in appropriate internet usage at school. Outside of school, families bear the same responsibility for such guidance, as they do with television, telephones, movies, radio and other potentially offensive media.
- Students are directed to NOT give out any personal information such as name and address, telephone number, parent's' work address or telephone number, or the name and location of the school without permission.
- Students are not to enter into internet conversations unless specifically directed by the teacher.
- Online questionnaires are not to be completed.
- Nothing is to be ordered from any site, for purchase or for free.
- Students are to respect the school property, including computers and accessories.
- Passwords are not to be abused.
- Copyright laws are to be observed.
- The Internet is not to be accessed without proper adult supervision and permission.
- The use of obscene or offensive language or pictures is prohibited.

Violations will result in a loss of access as well as other possible disciplinary or legal action.

TUITION ASSISTANCE

REGISTRATION

Registration for the school year can be made at any time by filling out a registration form. A non-refundable registration fee must accompany the Registration Form.

The registration fee is \$75 per family on or before April 1 and \$125 per family after April 1.

TUITION RATES, DISCOUNTS, AND PAYMENT OPTIONS

Per student tuition rates for 2017-2018 school year:

- Our Redeemer/St. Paul member rate is \$3,000.
- Community member rate is \$3,950.
- New families receive a \$500 tuition coupon (non-transferable, one per family, not combined with any other offers)

Multiple student discounts are

- Second student is discounted 20%
- Third student is discounted 20%
- Fourth student is discounted 20% Tuition may be paid
- In full at enrollment (annual) or
- In nine equal monthly payments beginning August 1st and ending April 1st or
- In two equal payments due on August 1st and December 1st {semester} or
- Autopay Direct Debit

TUITION ASSISTANCE OVERVIEW

DLSA does give tuition assistance to families in need. Except in cases of exceptional hardship, tuition assistance will not exceed 80% of the actual tuition costs. Awards are based on an objective assessment of family need.

APPLICATION PROCESS FOR TUITION ASSISTANCE

Step 1: Dubuque Lutheran School Registration Required

The registration form and non-refundable registration fee must be submitted to the school office before any tuition assistance requests can be processed. Registration forms are sent home in February. They are also available upon request from the school office, or they can be downloaded from the DLS website.

Step 2: Application for Tuition Assistance from the Iowa Lutheran School Tuition Organization (ILSTO) (Iowa Residents Only) :

Applications to ILSTO must be submitted by April 1. Those who register after April 1 but before September 1 should also apply to the ILSTO. All families are encouraged to apply, but all applicants for tuition assistance must apply for ILSTO funds. Applying to the ILSTO is free.

Contact the school office for an application form or go to the ILSTO website at www.iowalutheransto.org/ to complete the application form and then mail it directly to the ILSTO.

Any funds awarded by the ILSTO will be counted toward the total tuition assistance awarded. After applicants are told the amount of assistance they will receive from ILSTO, they may apply for additional tuition assistance from the DLS Tuition Assistance Fund.

Step 3: Application for Additional Tuition Assistance from the Dubuque Lutheran School Tuition Assistance Fund - Apply ONLY AFTER you have received information from ILSTO.

Since all types of assistance require an evaluation of family need, an application must be filled out providing pertinent data on the parents' income, assets, liabilities, and expenses. Tuition Assistance Applications can be obtained at the school office or, to apply online, do the following: Go to <https://www.cfslogin.com/> Type in 86014 for school number, Your username/ password: you will create this on their site (Keep a record of your username and password as you will need it to make changes) Follow directions on the website to complete the application. This is available online in PDF format before you are required to pay.

In addition to the application and application fee, the following must be submitted: A copy of the previous year's IRS form 1040.

A letter of explanation if you believe you have unusual or extenuating circumstances that the DLS Tuition Assistance Fund Committee should consider.

Step 4: DLS Tuition Assistance Fund Committee Review

When the tuition assistance application is received, a letter will be sent acknowledging receipt of the application and telling you when you will hear how much assistance you will receive. The committee will review your processed application, taking into account the amount of aid for which you qualify and the amount of funds available for distribution. The personal information you provide on your application is kept confidential within this committee. Again, any funds awarded from the ILSTO will be counted toward the total tuition assistance awarded.

Step 5: Dubuque Lutheran School Tuition Assistance Fund Committee Decision

The board of directors will vote on the recommendation of the DLS Tuition Assistance Committee. The board's treasurer will inform you in writing of the committee's decision and discuss arrangements for payment of the remainder of the tuition bill.

If you have questions, feel free to email iowalutheransto@mchsi.com or to call the DLSA

Treasurer (contact information is provided with the Family Handbook and/or from the office) or e-mail the treasurer at treasurer@dubuquelutheranschool.com

REVIEW AND CANCELLATION OF TUITION AWARDS

The school reserves the right to review and cancel the financial aid awards at any time because of changes in a family's financial resources, residency, failure to pay any outstanding tuition amounts in a timely fashion, or because of the student's failure to remain in good standing at the school (academic or disciplinary).

DELINQUENT TUITION

It is expected that the portion of the family's tuition bill that is not covered by tuition assistance will be paid in a timely manner. A family not keeping the tuition payment schedule as agreed upon at the time they were notified of their assistance may jeopardize their tuition assistance award.

PARENT'S RESPONSIBILITY IN REGARD TO TUITION

It is the parent's responsibility to:

- Complete all application materials accurately. Inaccuracies or errors can result in delays in your consideration for financial assistance and may result in your inability to receive assistance due to the lack of funds. Intentional misreporting of information on applications may require that funds be paid back to the school.
- Complete all application material on time and send them to the appropriate place.
- Understand the conditions under which your tuition assistance package is offered and comply with the criteria for retaining your financial aid awards.
- Pay in a timely manner any portions of your tuition bill not covered by tuition assistance.
- Notify the school office of any changes in your financial or marital status.

TUITION TAX BENEFIT

You may be able to receive a tax benefit from tuition expenses. Consult your tax advisor about possible tax benefits for tuition costs.

VISION SCREENING

A Vision Screening is required for Kindergarten and Third Grade students. We encourage submitting proof of testing by an optometrist, doctor, nurse practitioner or nurse.

VOLUNTEERS

Support of Dubuque Lutheran School by the families and friends of our students is essential and appreciated. Family and friends are welcome and necessary as volunteers in the classroom and the school.

Any volunteers interacting with students are required to have a background check on file no older than three years. The principal may request that additional background checks be completed at any given time before the three-year period expires.

Volunteers are mandatory reporters and are legally responsible for reporting any suspected abuse to the proper authorities.

Confidentiality must be respected when working with students.

Volunteers, including those helping with the hot lunch program, should document their hours by signing in at each visit.

If volunteers notice questionable practices or behaviors by students or staff, the volunteer is obligated to share his/her concern with the school principal immediately face-to-face or via phone and let the matter be resolved by the school.

Some volunteer opportunities may include: tutoring an individual student, listening to children read, assembling materials for students and families, creating signs, banners, posters, etc., baking items for bake sales, sharing a special skill such as woodworking, assisting in the hot lunch program, joining Friends (our version of a Parent Teacher Association/PTA), assisting students with computers and computer software, driving students on field trips and chaperoning the field trip.



**DUBUQUE
LUTHERAN
SCHOOL**

Dubuque Lutheran School Appendix

PLEDGE TO THE BIBLE

I pledge allegiance to the Bible, God's Holy Word, I will make it a lamp unto my feet and a light unto my path and will hide its words in my heart that I might not sin against God.

PLEDGE TO THE CHRISTIAN FLAG

I pledge allegiance to the Christian Flag and to the Savior for whose Kingdom it stands. One Savior, crucified, risen, and coming again with life and liberty to all who believe.

PLEDGE TO THE CROSS OF OUR LORD JESUS CHRIST

I pledge allegiance to the cross of our Lord Jesus Christ and to the faith for which it stands, One Savior, King Eternal, with mercy and grace for all.

PLEDGE TO THE AMERICAN FLAG

I pledge allegiance to the flag of the United States of America, and to the Republic for which it stands. One nation under God, indivisible, with liberty and justice for all.

Prayers of Dubuque Lutheran School

Bless DLS

This is our school.
Bless it, that it may be
Full of life, Full of love, Full of learning.
May those who teach, and those who learn,
Find the source of all truth,
Through Jesus Christ our Lord.
Amen
(Diane Unsen, March 2009)

Martin Luther's Morning Prayer

I thank You, my heavenly Father, through Jesus Christ, Your dear Son, that You have kept me this night from all harm and danger; and I pray that You would keep me this day also from satan and every evil, that all my doings and life may please You. For into Your hands I commend myself, my body and soul, and all things. Let Your holy angel be with me, that the evil foe may have no power over me. Amen.

Common Table Prayer

Come, Lord Jesus, be our guest and let
these gifts to us be blessed.
Amen

Return Thanks

Oh, give thanks unto the Lord for He is
good and His mercy endures forever.

Dubuque Lutheran School Song

It's Cool In a Lutheran School

Refrain: It's cool, cool, cool, in a Lutheran School
With Christian friends and teachers, too.
It's great, great, great so celebrate, brate, brate.
We share the caring Christ, in a Lutheran School!

We have a friend named Jesus;
He's with us every day.
In classroom, lunch or playground;
We follow Jesus' way. (refrain)

For Jesus Christ our Savior
Came down to earth to live;
To die and rise on Easter,
The whole world to forgive. (refrain)

We thank our heavenly Father
For minds to read and write.
Our learning starts and ends with
Our Savior, Jesus Christ. (refrain)

2017-18 Dubuque Lutheran School Board of Directors
(OR) - Our Redeemer Lutheran Church
(StP) - St. Paul Lutheran Church

<p>Kim Peterman (OR) President (563) 542-5200 dklpeterman@yahoo.com 8169 Kalb Ridge St Peosta, IA 52068</p> <p>Leon Jensen (OR) Vice President 563-582-3347 dbqgolfer1@gmail.com 510 George Street Dubuque, IA 52003</p> <p>Laura Walker (StP) Treasurer 319-573-3436 lwalker@honkamp.com 10195 Cypress Dr Peosta, IA 52068</p> <p>Hannah Petersen (OR) Secretary 319-504-5410 hannahpetersen1@yahoo.com 4936 Camelot Drive Dubuque, IA 52002</p>	<p>Barb Waugh (StP) (563) 590-2649 barbarawaugh6@gmail.com 653 Graf Rd Durango, IA 52069</p> <p>Pastor Jonathan Crawford (StP) Ex Officio (631) 335-4019-cell (563) 556-7636-office crawfordj@csl.edu 480 Central Ave Dubuque, IA 52001</p> <p>Pastor Jesse Cearlock (OR) Ex Officio (563) 583-1593-home (563) 588-1247-office pastorcearlock@gmail.com 420 Maplewood Ct Dubuque, IA 52001</p> <p>Pastor Kristian Kincaid (OR) Ex Officio (563) 582-2157-home (563) 588-1247-office pastorkincaid@gmail.com 9161 Pheasant Lane Dubuque, IA 52003</p> <p>Kevin Kuske (StP) Ex Officio: Principal (920) 737-7692-cell (563) 588-0614-office dlsprincipal@gmail.com 3167 Kerry Ct Dubuque, IA 52001</p> <p>Michelle Fanter (StP) (563) 845-1195 michelle@dbqgirl.com 2124 North Main St Dubuque, IA 52001</p>
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