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SCHOOL DIRECTORY

Immanuel Grace Lutheran School 320-587-4858
20849 Walden Ave
Hutchinson, MN 55350
E-mail: ilschool@hutchtel.net

PASTORAL STAFF & Principals for 2024-2025

Pastor Eugene DeVries – Immanuel/Zion 320-587-6138
e-mail: pastor@eugenedevries.com
Pastor Greg Tobison – Grace/St. Peter 320-583-4520
e-mail: revgtobison@gmail.com

SCHOOL FACULTY

Mr. Joel Holz - Grades 5-8 931-561-7557
e-mail: holzj@immanuelhutch.com
Mrs. Rebecca Ungemach - Grades 2-4 262-419-6530
e-mail: ungemachr@immanuelhutch.com
Mrs. Mallory Eckstrand – Grades K-1 507-276-9320
e-mail: eckstrandm@immanuelhutch.com
Miss Amanda Lokensgard – Preschool 320-583-5030
e-mail: lokensgarda@immanuelhutch.com

ADDITIONAL STAFF

Brittany Clark – School Secretary 320-587-4858
e-mail: ilschool@hutchtel.net
Latchkey/Summer Care Coordinator 320-582-3133
Nicole Dragt – Classroom Aide 320-905-4937
April VonBerge – Classroom Aide 320-583-4459
Teresa Ross – Classroom Aide 320-305-9262
Cindy Wendorff – Classroom Aide 320-234-7234
Eileen Prieve - Bookkeeper 952-994-0369
e-mail: ilstreas@gmail.com

SCHOOL BOARD

Ryan Bushman, President/Chairman 320-583-2801
Jon Hoff, Treasurer 320-583-4569
Jay Mackedanz, Secretary 320-583-4591
Andy Weber, Outreach 320-296-9508
Jason Kiecker, Vice President 320-290-4501

ASSOCIATION CONGREGATIONS

Immanuel Ev. Lutheran Church
20882 Walden Ave
Hutchinson, MN 55350

320-587-4857

Grace Ev. Lutheran Church
430 5th Ave SW
Hutchinson, MN 55350

320-587-3051

PREFACE

In the name of our Lord Jesus Christ, your school staff welcomes your children to Immanuel Grace Lutheran School. May your children grow in grace and in knowledge and in favor with God and man.

This booklet acquaints families with the school and its policies for the coming year. We hope that the following information will be helpful and valuable to you. Please keep it and use it as a reference during the year.

The School Board reviews this handbook regularly. An updated copy of the School Handbook will be given to each family. The Board is open to comments and suggestions from the parents of the student body. Contact the School Board chairman throughout the school year to address possible changes to our handbook

In order for any school to function to the best of its ability, there must be cooperation between the home and school. May the Holy Spirit fill each of us with this spirit of cooperation that we might all work together as a family of Christians and have a blessed school year.

HISTORY/ORGANIZATION

Immanuel Lutheran Church established a Lutheran Day School in 1918, when the first full time teacher was called for the school. In 2007, an Association was established between Immanuel and Grace Lutheran Churches for the operation of Immanuel Lutheran School and Children of Grace Preschool, now known as Immanuel Grace Lutheran School (IGLS). The day-to-day operations of the school are managed by the principal under the supervision of the School Board. Members of the School Board are elected by the Voters' assemblies of the participating congregations.

For the 2024-2025 school year, Pastor Tobison & Pastor DeVries will be our principals. Miss Lokensgard is the teacher for Preschool, Mrs. Eckstrand will be teaching Kindergarten and 1st grade, Mrs. Ungemach is teaching 2nd – 4th grade, and Mr. Holz will be teaching 5th – 8th grade.

MISSION STATEMENT

Immanuel Grace Lutheran School a member of the Wisconsin Evangelical Lutheran Synod (WELS) exists to provide a quality Christian education, impart wisdom and knowledge to equip children for their life on earth, and to prepare souls for eternal life in heaven through faith in Jesus.

WELS Mission Statement: The Wisconsin Evangelical Lutheran Synod exists to give all glory to God by upholding, defending, and proclaiming the truth of the Holy Scriptures as articulated in the Lutheran Confessions, and by providing a means for congregations and their members to extend the reach of their God-given mission of proclaiming the gospel in Word and sacrament through joint mission efforts at home and abroad, the training of called workers, and coordination of gospel applications to encourage spiritually healthy called workers in spiritually healthy congregations and schools.

MISSION IN DETAIL

Quality Christian Education

Deuteronomy 6:6-7 *“These commandments that I give you today are to be upon your hearts. Impress them on your children. Talk about them when you sit at home and when you walk along the road, when you lie down and when you get up.”*

God tells us that instruction in His Word is to take a prominent place in the upbringing of children. IGLS works with parents to faithfully carry out this command.

Wisdom and Knowledge

Proverbs 9:10 *“The fear of the Lord is the beginning of wisdom, and knowledge of the Holy One is understanding.”*

A solid foundation is laid in the study of God’s truths found in the Bible, as well as the study of academic and practical skills necessary to equip God’s children for life on earth as they serve God and their neighbor.

Prepare for Heaven

Titus 3:5-7 *“he saved us, not because of righteous things we had done, but because of his mercy. He saved us through the washing of rebirth and renewal by the Holy Spirit, whom he poured out on us generously through Jesus Christ our Savior, so that, having been justified by his grace, we might become heirs having the hope of eternal life.”*

When our time of grace on earth is over, God promises eternal life in heaven through faith in our Savior Jesus Christ.

OBJECTIVES OF IMMANUEL GRACE LUTHERAN SCHOOL

1. To teach the word of God as the only reliable source for doctrines (teachings) concerning God, creation, Jesus, salvation, and the last things. Psalm 111:10, *"The fear of the Lord is the beginning of wisdom..."*

2. To train the child in Godly living (develop character) in the light of God's Word, which supplies the answer to the questions: Who am I? Where did I come from? Why am I here? Where am I going? Psalm 119:9, *"How can a young man keep his way pure? By living according to your word."*

3. To equip the child to express his faith in his Savior to fellow Christians and to those who don't believe in Jesus as their Savior. Matthew 28:19-20 *"Therefore, go and make disciples of all nations, baptizing them in the name of the Father and of the Son and of the Holy Spirit, and teaching them to obey everything I have commanded you. And surely I will be with you always, to the very end of the age."*

4. To teach all subjects in the light of God's Word, using the Bible as sole authority. Psalm 139:14 *"I praise you because I am fearfully and wonderfully made; your works are wonderful; I know that full well."*

5. To help the child to develop and to use his knowledge, talents, and skills to the glory of God and the welfare of his neighbor. I Cor.10:31 *"So whether you eat or drink or whatever you do, do it all for the glory of God."*

To attain these objectives, it is of utmost importance that we as parents and teachers always keep before us our high calling and responsibilities as God's representatives. In this way only will we be able to instill into the hearts of our children the proper respect for God's established law and order, and grateful appreciation for what God has done, and still does, for us in Christ Jesus, our Lord.

ENROLLMENT POLICY

All school-age children of Grace Evangelical Lutheran Church and Immanuel Evangelical Lutheran Church are encouraged to attend our school, as well as those of sister congregations and our local community. It is strongly urged that all students attend kindergarten previous to coming into first grade. Children must be five years old by September 1st to be eligible for kindergarten. Children will be admitted to the other grades upon presentation of records showing satisfactory completion of earlier grades.

All preschool students must be at least 3 years of age by September 1st and potty-trained to be eligible for preschool. The children will be expected to be able to function independently of their parents for the length of the school day before they begin classes.

Families who are not members of the Wisconsin Evangelical Lutheran Synod (WELS) are welcome to enroll their children in our school. The parents may also attend an adult instruction course so they know what doctrine their children will be taught. At the end of the instruction class, the parents will be given the opportunity to become members if they so desire.

NOTICE OF NONDISCRIMINATORY POLICY AS TO STUDENTS

Immanuel Grace Lutheran School complies with federal and state laws that prohibit discrimination because of race, color, creed, religion, national origin, sex, age, marital status, status with regard to public assistance, sexual orientation, or disability, in the administration of its educational programs.

Immanuel Grace Lutheran School also has the right and duty to conduct its school, programs, and activities in a manner consistent with the WELS faith and doctrine. Accordingly, nothing in this handbook precludes the school's ability to act in conformance with its WELS beliefs and identity, including taking appropriate actions with respect to students, parents/guardians, or volunteers, whose actions are inconsistent with the religious teachings of the WELS faith. This applies to actions on school grounds, at school functions, or off school grounds if such actions interfere with or obstruct the mission or operations of the school.

SCHOOL HOURS

KINDERGARTEN-GRADE 8

The school day begins at 9:00 AM and ends at 3:00 PM. The teachers are responsible for the children's safety from 8:45 AM until 3:15 PM. If the children remain after 3:15 PM they will be sent to Latchkey. Children coming to school early are expected to attend Latchkey. Teachers may send children to Latchkey if they arrive before 8:45 AM. Teachers need the time before and after school for preparation time.

PRESCHOOL

Preschool is offered full or half days Monday through Friday. Parents have the choice of sending their children half days, full days, or a combination of both. The school is flexible in offering whatever schedule works best for your family. The school day begins at 9:00 AM every weekday. For children attending half days, the pick-up time is 12:00 PM. Full day students stay until 3:00 PM. The teachers are responsible for the children's safety from the time they are signed in until they are signed out by a parent or guardian.

LATCHKEY

Care for students through the Latchkey program will be available from 6:30 AM to 8:45 AM before school and 3:00 PM to 6:00 PM after school. Latchkey is available for scheduled late starts from 6:30 AM to 15 minutes before school starts.

LOCK DOOR

The school is a public building with many people coming and going each day. Therefore, to ensure the safety of the children in our school, we lock all doors between 9 AM and 3:00 PM. The doors do not lock from the inside so emergency evacuation is quick and safe. If you need to enter school after the doors are locked, please use the call button by the front office door or call school at 320-587-4858.

TUITION & FEE PAYMENT POLICY

Parents are reminded that the majority of the school's support comes from the association congregations. We should, indeed, be grateful that our congregations consider the Christian education of their youth as a privilege and obligation of the entire congregation. All families are asked to pay a nominal tuition to help the congregations finance the school's ministry.

Tuition payment plans are established annually at registration day in May or June and for new students when their children are enrolled.

K-8 Tuition:

- Billed on 1st of month for current month Sept–May (9 months)
- Payment can be made by automatic payment from checking account, cash, or check.
- If a payment has not been received by the 20th of the month, a \$20.00 late fee will be assessed monthly until the account is current.
- An additional \$20.00 fee will be assessed for any returned checks or returned automatic payments.

Pre-School Tuition:

- Preschool families will receive calendars three times a year to schedule the days their child will be in school for the upcoming months. (Ex. in August classes will be scheduled for Aug-Nov; in November classes will be scheduled for Dec-Feb, in February classes will be scheduled for Mar-May)
- Billings will be issued on the 1st of each month
- If payment has not been received by the 20th of the month, a \$20.00 late fee will be assessed.
- An additional \$20.00 fee will be assessed for any returned checks or returned automatic payments.
- If Preschool is called off because of a snow day or teacher absence, the next month's billing will be credited for the day.

Registration Fees:

- Fee payments per child are due by August 15, 2024.

Latchkey Fees

- Latchkey Services will be billed monthly on the 1st of the month (or as near as possible) for the previous month. (Ex. September hours will be billed October 1st).
- Payment is due by the 15th of the following month.

Payments

- Payments by check can be dropped off at the school office or sent to: **IGLS, 20849 Walden Ave, Hutchinson, MN 55350.**
- An automatic debit can be set up on the 15th of the month. If the 15th falls on a weekend or holiday the payment will be scheduled for the following business day.
- Payments made quarterly, semi-annually, or annually will be billed ahead, and must be paid for ***IN ADVANCE OF PAYMENT PERIOD*** to allow enrollment at IGLS.

Invoices or Statements

- Will be sent as close to the 1st of the month as possible via email

Delinquent Payments

Children will not be allowed to start school until all previous year(s) tuition and current year fees are paid. If an account should become past due by 3 months, in addition to the late fees assessed, a meeting with the School Board will be set up to discuss your child's continuing enrollment with Immanuel Grace Lutheran School. If no meeting is held, enrollment may be terminated.

TUITION ASSISTANCE

If for any reason the tuition becomes a financial hardship, you are encouraged to contact the Principal or the School Board. An application for Tuition Assistance must be completed. This application, along with the family's financial records, is evaluated by Confidential Financial Service (CFS), a third-party vendor. CFS then sends a report to the School Board with their recommendation for the amount of tuition that each family can afford. The School Board will then make a decision on the amount of assistance that will be awarded. A new application must be completed each year.

CFS Web site: www.benefaq.com/sign-in/parent IGLS Code: 74858
Scholarships cannot be awarded until the CFS report is received.

2024-2025 Tuition/Fee Schedule

Grades K-8 Tuition:

*School Association Member

First Child 200.00 per month

Each Additional Child 150.00 per month

(*Holding church membership at Grace Lutheran Church or Immanuel Lutheran Church)

Non-Association Member

Each Child 240.00 per month

Preschool Tuition: (Variable based on number of days)

Half Day 12.00 per day

Full Day 24.00 per day

Material/Registration Fee:

Kindergarten-8th Grade 200.00 per child

Preschool 150.00 per child

Latchkey Fees:

Contract Rate 2.50 per child per hour

Non-Contract Rate 3.75 per child per hour

Late Payment Fees: 20.00 per month

- If payment for current month tuition is not received by the 20th of the month
- If payment of latchkey fees is not received by the
- 20th of the following month

Return Item Fee:

- If a check is returned to the school for any reason (Insufficient Fund, Closed Account, etc.) a \$20.00 fee will be assessed.

GENERAL INFORMATION

TELEPHONE

Phone calls can be answered by the secretary from 8:45 am – 3:00 pm. To get in touch with your student's classroom teacher, please call before 8:45 am or after 3:00 pm.

DRESS CODE

The dress code is intended to be a set of expectations held by the entire school community to promote a positive, Christian learning environment. As Christians, we believe that our bodies are a gift from God, and that we should clothe our bodies appropriately. Because of this, all students are expected to dress in a neat, clean, respectful, and modest manner, and follow the school dress code. Complying with the dress code is a requirement for attending school. The list below is not exhaustive, and school administration reserves the right to amend the dress code as needed.

Dress Expectations

- Hoods and/or hats may not be worn during the school day.
- Hair styles, highlights, and other hair decorations must not cause distraction to other students.
- Spiked jewelry/accessories are not permitted.
- Facial jewelry (excluding earrings) or visible body piercings and/or tattoos are not allowed. Where necessary, a clear or skin-toned piercing retainer is acceptable.
- Clothing and other items or grooming in a manner that represents and/or promotes politics, political candidates, inappropriate messages, drugs, alcohol, tobacco or other illegal substances, violence, threats, gangs, or hate groups are prohibited.
- Tops of shoulders, back, midriff, and cleavage must be covered.
- Shorts, skirts or dresses must be mid-thigh or longer.
- Leggings may only be worn with a top or dress that is mid-thigh or longer.
- No excessively ripped, holey, or torn clothes.
- Undergarments must not be visible.
- No sheer coverings of private areas and/or undergarments.
- Bare or stocking/sock feet are not permitted.
- Students should wear clothing that does not require regular adjustment to abide by the dress code expectations. Repetitive behavior in this manner will result in students being approached to address the issue.

DRESS CODE VIOLATION CONSEQUENCES

If a student violates an item of the dress code expectations, they will be given a copy of the dress code with the specific violation noted, and parents/guardians may be notified. Students will be sent to the school office for violations that are substantial, relate to modesty, or create a distraction to the academic environment. Options to address the violation may include turning clothing articles inside out, being provided replacement clothing (when possible), or parents/guardians bringing other clothes. Ongoing dress code violations, or individual instances of severe violations, may result in further disciplinary actions.

CLOSINGS DUE TO WEATHER

The Hutchinson Public School District will announce weather-related school closings. IGLS may decide on additional closings. Announcements as to school closings due to snow storms or other adverse conditions will be emailed, posted on Facebook, and broadcast by most local radio and TV stations (WCCO or KDUZ). When there is an early release due to the weather, please note that our students are dismissed about fifteen minutes prior to the announced closing time so the shuttle bus may take them into Hutchinson. Parents also have the option to keep their children home at their discretion. Please notify the teachers as soon as possible if your child will be absent from class due to weather conditions.

COMMUNICATIONS

A newsletter will be sent home each Wednesday that school is in session to keep parents informed about what their child is learning and upcoming events. The newsletter will be sent via email, unless the family requests a paper copy. Please notify the school secretary if you would like a paper copy. The school also has a Facebook page and website. "Like" Immanuel Grace Lutheran School to see the latest news. www.hutchinsonlutherschool.com

GRIEVANCES

If a grievance relating to a school incident or application of school policy should arise, God's Word in Matthew 18 tells us the procedure to be followed. Courtesy and Christian love dictate that the matter first be privately discussed between parent and teacher. Private matters should not be haphazardly discussed with other parents, the principal or pastors, or members of the congregation or community. Please do not use social media to address grievances with school faculty, contact them directly by phone or in person. If, after a period of time, the problem still exists, the principal should be contacted. If the matter involves the Principal, the School Board chairman should be contacted. If further counsel is

deemed necessary, the pastors and School Board may be contacted. We should remember that errors will be made because we are all sinful human beings. All problems should be approached with prayer and Christian love, allowing God's Word to lead to peaceful and proper solutions.

HEALTH SERVICES

If your child is sick and unable to attend school, keep the child at home a minimum of 24 hours, until he/she is fever free, without a vomiting illness or diarrhea, and well enough to come to school again. Sickness includes contagious illnesses, a fever, severe cough, nausea, vomiting, diarrhea, or infections. Children will be expected to participate in our usual activities. If your child is not well enough to complete their day, allow them time to recuperate.

According to Minnesota Statute 121A.15, students enrolled at Immanuel Grace must submit to the school one of the following documents concerning vaccinations:

- A schedule of all immunizations required by the state of Minnesota for the student's age, including the month, day, and year each vaccine was given;
- A medical, religious, or philosophical exemption as described in MN statute 121A.15, subdivision 3;
- A substitute immunization statement as described in MN statute 121A.15, subdivision 4.

Any child who complains of illness will be treated with appropriate care by our staff. Parents or emergency contact persons will be notified if a child is too sick to remain at school. A responsible adult will be expected to pick up the child as soon as possible.

Persons with contagious illnesses will not be permitted to stay during the school day, including students and staff. If anyone who has come in contact with your child is diagnosed with a contagious illness, you will be notified as soon as possible. A statement from a doctor or school nurse stating that the condition is no longer contagious will be required before a person may return to school. The School Board has given the principal authority to call off school because of illnesses within the school. If school is dismissed, all parents will be notified and arrangements will be made to see that all the children are safely transported home.

IGLS is visited regularly by a school nurse. The nurse can be contacted as needed for health issues at the school between the visitations. Any questions about health or screenings can be directed to the nurse

through the school. All information will be kept confidential. Any allergies or medications must be reported to the nurse and appropriate forms must be completed.

Our staff must be aware of all medications on site, both prescription and non-prescription. If a student needs any over-the-counter medications throughout the school year, such as acetaminophen, ibuprofen, antacids, triple antibiotic ointment, cough medicine, etc., it must be provided by the parent in a properly-labeled container with the student's name on it. All medications - whether OTC or prescription, including auto-injector epinephrine pens - must include written instructions for administration of the drug and a parent-signed permission form for the staff to administer the drug. Students with asthma may possess and self-administer a metered dose or dry powder inhaler with the written approval of the student's physician and parent or guardian.

Parents will be informed of any injuries that happen during school hours. First Aid will be administered for any minor injuries, but anything that requires further care will be reported to parents. All teachers are trained in CPR and First Aid. In the event of an emergency, 911 will be contacted and their directions followed. If a child must be transported by an ambulance, we will make every effort to contact the parents and/or accompany the child. Any costs must be assumed by the parents.

LUNCH

Monday through Friday, all PreK-8 may register for hot lunch provided by the public-school program or bring a cold lunch.

Students have their choice of white or chocolate milk to drink with their meals, or they may bring their own beverage from home. There is no charge for the milk.

MISSION OFFERINGS

Mission work is a special way to show our love for our Savior and share our Christian faith with others. At Friday Chapel Services the students will be given the opportunity to contribute to the designated mission project for the year.

PICTURES

Each year, all students and teachers will have their school pictures taken. Forms will be sent home for parents to choose to order and purchase prints. All students will be photographed for their student record and for the class composite photo, whether or not the parents order prints.

CLASSROOM INFORMATION/POLICIES

ATTENDANCE

Faithful attendance is required of all students enrolled at IGLS. Students are excused from school when the absence is with the knowledge and approval of the child's parent or guardian for the following reasons:

- Child's personal illness: You may return to school after being fever-free and without a vomiting or diarrhea illness for 24 hours. (If it is very contagious, such as pink eye or ringworm, please contact the school. A note from a doctor, school nurse, or treatment director may be required for consecutive absences or accumulated absences per semester verifying the absences as health related.)
- Severe illness or death in the family
- Health appointments (we ask that health appointments be scheduled outside of regular school hours if at all possible)
- Severe inclement weather when the school district is not officially closed for the day
- Special emergencies

A student may be excused at the parent's request for a family activity, such as a vacation. Prior approval must be received from the principal at least two weeks in advance in order for the absence to be excused.

Families are strongly encouraged to take these days during school breaks.

Teachers and parents will assist in helping students make up their work; however, the student is required to complete the work in a reasonable amount of time as determined by the teacher.

If your child is absent on any given school day, please note the following points:

Absences are to be excused by parent or guardian either verbally or in writing. A written excuse should include the date or dates of the absence or tardiness, the reason for it, and the parent or guardian's signature or doctor's note. Please call the school office by 9:00 AM to report the absence and the reason for the absence. If the school has not heard from the home by 9:15 AM, the school will call to determine the whereabouts and safety of the child.

EXCESSIVE ABSENCES

When a student is excessively absent, it makes it difficult for the student to stay on track academically and causes a disruption to the class. Excessive absence is defined as:

- three or more consecutive days of absence; or
- five or more days per semester. When a student is excessively absent, the school will determine appropriate interventions, which may include grade reductions, parent meetings, and/or disciplinary action.

Additionally, Minnesota truancy law states that any elementary school student absent from school for three full days without a valid excuse within a single school year is considered truant, and any middle school, junior high, or high school student absent from three or more class periods on three different days without a valid excuse within a single school year is considered truant. When a student is considered truant under the law, the school must notify the county.

TARDY POLICY

School starts promptly at 9:00 AM. Students will be considered tardy if they arrive after 9:05 AM. Late students disturb morning devotions and the study of God's Word. Out of respect for the teacher, classmates, and the daily routine, please arrive at school promptly. Chronic tardiness will be disciplined like any other negative behavior.

Students riding a school bus that is late will not be counted tardy on their school records.

REPORT CARDS

A report of the child's progress is given four times during the year. It is hoped that a close relationship will exist between parents and teachers at all times so that they will mutually assist each other in understanding and helping children meet their educational, social, and spiritual needs.

The following report card grading system will be used for grades 3-8 at Immanuel Grace Lutheran School:

A	95-100	C+	83-84	D-	70-71
A-	93-94	C	79-82	F	0-69
B+	91-92	C-	77-78	I	Incomplete
B	87-90	D+	75-76		
B-	85-86	D	72-74		

Behavior, Art, Phys. Ed., Music, and Penmanship will be graded with:

E	<u>Excellent</u>
S	<u>Satisfactory</u>
N	<u>Needs Improvement</u>
U	<u>Unsatisfactory</u>

Each child must have all work completed by the end of each quarter. If the work is not done, an Incomplete grade will be given. The Incomplete will be changed to a letter grade upon completion of the child's work.

It is important that the parents evaluate this report card very carefully and discuss it with the child with the purpose of encouraging the child to ever greater faithfulness in his or her school work.

FEDERAL EDUCATION RIGHTS TO PRIVACY ACT (FERPA)

FERPA policy allows a parent and/or designated guardian the right to view their child's academic records at any time. If you wish to do so, please contact the principal.

LATE WORK POLICY

In an effort to help students grow in their level of responsibility, the following late work policy has been developed:

For students in grades K-4

Typically, students in grades K-4 complete assignments at school. Homework usually takes the form of practice reading with parents, studying spelling lists, memory work, and reviewing the day's Christ-light lesson. These students are just beginning to develop a sense of responsibility for their own work. *Grades 3-4:* Each child must have all work completed by the end of each quarter. If the work is not done, an Incomplete grade may be given. The Incomplete will be changed to a letter grade upon completion of the child's work.

For students in grades 5-8

Student work needs to be completed and available for the teacher when the teacher asks for it. If it is not available, the homework will be marked as a late assignment. The teacher may take 10% off the assignment each day that the assignment is late. Also, a late assignment note will be sent home. If a student has five late assignments during a quarter, he/she may remain after school from 3:00-3:45 PM the following day to work in a supervised study period. The same procedure may be followed for any additional late assignment during the quarter. Students will start fresh with each new quarter.

ABSENCE AND ILLNESS (Grading Protocol)

If a student is absent an entire school day, he will be given an additional amount of time in which to complete his/her work. Assignments will be marked "Incomplete" until they are handed in. If there are unusual circumstances which prevent the student from completing his work for

the day, the parent is asked to contact the teacher by note or by phone. Assignments will not be marked as late under such circumstances.

PROPERTY DAMAGE

Any student who willfully or through negligence damages school property or books will be expected to reimburse the school for these damages. Students should use book covers to decrease wear on their textbooks. Adhesive book covers will not be permitted. Desks and lockers should be clean and non-offensive. Decorations which are considered offensive by the faculty will be removed.

ELECTRONIC DEVICES

The IGLS staff share the concern of our school families regarding the safety of their children when they are coming to and from school and that your child should be able to keep in close contact with you via cell phone in the event of an emergency.

At the same time, please recognize the potential distraction such devices could have during the school day. The office phones are always available if the need arises. To address your concerns and those of the school, the following policy will be in force:

- The use of electronic devices will not be permitted during school hours unless approved by a teacher.
- Students may keep devices in their book bag in their locker. Cell phones are not allowed in the classroom, except in the case of an emergency.
- The school will not be responsible for any electronic devices that are lost or stolen.
- Any teacher or staff member may confiscate an electronic device of any student on school property if they feel the device is being used inappropriately or is causing a disruption. The first time a device is confiscated, it will be returned when the child is leaving for the day. The second time, a parent will have to pick it up from school.
- Students are not allowed to record photographs of other students while on campus.

Repeated disregard for this policy will result in the forfeiture of the device by the student until the end of the year.

PHYSICAL EDUCATION

Physical education classes are conducted in grades kindergarten through 8th grade. Each grade receives approximately one hour of

physical education per week. All students are expected to participate in physical education classes unless they are ill or are excused by a doctor's written request.

Equipment brought from home is not the responsibility of the school. Since we have balls, bats, etc., we discourage bringing such equipment to school. If your child brings the equipment, he/she should participate in the game in which it is used.

RECESS

All children are expected to be on the playground during recess periods unless asked to remain in the building by the teacher or if a parent has for a special reason sent a note to the teacher requesting that the child remain indoors. Proper clothing for cold and wet weather should be worn to school. Students will remain indoors if outside temperatures fall below 0° F or below a feels-like temperature of -15° F

MAP TESTING

In addition to regular subject matter tests, standardized tests are administered three times each year. The tests used are the Northwest Evaluation Association Measures of Academic Progress tests. These tests enable the teachers to monitor student progress and adjust their instruction as needed.

WEAPON POLICY

We have developed a weapons policy to help ensure the safety of all students and faculty at Immanuel Grace Lutheran School. All weapons including, but not limited to, knives and guns will be confiscated. This also includes toys that look like real weapons.

Students carrying these devices will/may be disciplined with a 2 day, out-of-school or in-school suspension. Parents will also pay \$150, which is the cost of a substitute teacher that must watch the child during the two days.

This policy includes anyone on the school's grounds. A child from another school found to be carrying a weapon will have this item confiscated. Parents may claim the item at a later date. That child's school will also be notified. Visitors found to be carrying weapons will have their items confiscated. They may claim the items at a later date. If a visitor refuses to remove the weapon, the police will be notified.

HARASSMENT & BULLYING

IGLS, in partnership with families, strives to create and maintain a positive learning environment where students are treated with dignity and respect so that they can celebrate and grow in their faith, discover their academic potential, and become concerned, respectful, and responsible Christians. This philosophy is the foundation of our harassment and bullying policies. Our school will not tolerate harassment or bullying on school grounds, at school functions or activities, or on school transportation.

This policy also applies to any student whose conduct at any time or in any place constitutes harassment, bullying, or other prohibited conduct that interferes with or obstructs the mission or operations of the school or the safety or welfare of the student or other students, or materially and substantially interferes with a student's educational opportunities or performance or ability to participate in school functions or activities or receive school benefits, services, or privileges. This policy also applies to an act of cyberbullying, regardless of whether such act is committed on or off school property, with or without the use of school resources.

Harassment Definition

Harassment is defined as any verbal, written, or physical conduct that is intended to or has the effect of being threatening, intimidating, or coercive. Harassment may include, but is not limited to, verbal abuse, implied or overt threats, and physical acts of aggression or violence. Harassment is determined by the school administration, not by the intentions of the actor.

Harassment includes sexual harassment, which consists of unwelcome sexual advances, requests for sexual favors, sexually motivated physical conduct, sexual gestures, comments, jokes, or symbols, inappropriate questioning or remarks, displaying sexual images, or other conduct or communication.

Bullying Definition

Bullying is a type of harassment, and is defined as unwelcome verbal, written, or physical conduct by an individual or group that is intimidating, threatening, abusive, or harming. The following is a non-exhaustive list of actions that may be considered bullying:

- Physically harming a student (e.g., hitting, kicking, spitting, pushing, or invading one's personal space in an aggressive manner).
- Damaging, extorting, or taking a student's personal property.
- Placing a student in reasonable fear of physical harm.

- Placing a student in emotional unrest by spreading rumors, manipulating social relationships or environment, engaging in social exclusion, extortion, intimidation, or ridicule.
- Cyber-bullying: forms of verbal and psychological bullying that occur on the Internet through e-mail, instant messaging, or personal profile websites such as facebook or other social media. This may include the unauthorized use of photographs or images in the likeness of a person.
- Creating an intimidating or hostile environment that substantially interferes with a student's educational opportunities.
- Creating verbal statements or written remarks that are taunting, malicious, threatening or sexual.

Reporting Harassment & Bullying

Any person who believes they have been the victim of harassment or bullying, or any person with knowledge of conduct that may constitute such, should report the alleged acts to a staff member or school leadership.

Any school employee or volunteer who receives such a report or has such information must forward the information to the principal as soon as possible.

Investigation of Reports

Upon receipt of a report, the principal shall promptly begin an investigation or designate a third party to do so. The investigation will include an interview of the complainant, the respondent, and where appropriate witnesses, to determine whether the alleged conduct occurred.

If necessary for the safety of other students or to avoid disruption to the school social or academic environment, the accused student may be separated from the reporter, or may be placed on a temporary out of school suspension pending the investigation. Depending on the nature of the offense, law enforcement officials may be notified.

After completion of the investigation, the principal will make the determination whether harassment or bullying has occurred and, if so, what disciplinary action and/or remedial response is appropriate.

Discipline may include but is not limited to detention, removal from class, suspension (in school or out of school), referral for counseling, remediation and restitution, or expulsion. Remedial responses are measures to stop and correct prohibited conduct and to protect, support,

and intervene on behalf of the student who is the target of the prohibited conduct.

In the course of the investigation and upon conclusion, the principal will record the pertinent information regarding the investigation and any remedial or disciplinary responses.

The complainant and the alleged victim will be informed of the general outcome of the investigation.

Confidentiality

While the school will make efforts to keep student information confidential, it cannot guarantee the anonymity of any individual reporting or participating in an investigation of harassment or bullying.

Retaliation Prohibited

The school does not tolerate any retaliation against any person reporting or participating in an investigation of harassment or bullying.

DISCIPLINE, SUSPENSION & EXPULSION

Each student is responsible for his/her own behavior and in maintaining a Christian atmosphere within the school. As a Christ-centered school, we value learning, respect, and responsibility.

Our general school rules are:

- Be prepared and ready to learn
- Keep hands, feet, and other objects to yourself
- Use appropriate language with no put-downs, insults, or swearing
- Be peacemakers
- Be respectful to others
- Listen and follow directions
- Take good care of our resources, property and materials
- Do what is right according to the teachings of Christ

Generally, minor misconduct or policy violations will result in lighter discipline. However, continued infractions, aggravating factors, or more severe behavior may result in more substantial discipline. Because each child and situation are unique, in determining the appropriate response to a disciplinary situation the school may consider the age of the student, the type of misconduct, the frequency of the student's misconduct, and the severity of the problem. Various methods may be used to assist each student in becoming responsible for their own behavior and finding a solution to the problem. These may include the following.

- Time-out
- Warning note or call to parent/guardian
- After school detention
- Development of a student behavior plan
- Loss of school privileges
- Mediation
- In-School suspension
- Out of School suspension
- Expulsion

Severe Misconduct

There are certain behaviors where, due to the severity of the action, more substantial and immediate consequences are necessary. This may include any of the general discipline actions, as well as immediate removal of the student from the classroom, immediate meeting with parents/guardians, in school or out of school suspension, and expulsion. The duration and conditions of a suspension will be determined by the principal. If necessary for the safety of other students or to avoid significant disruption to the school social or academic environment the student may be placed on a temporary out of school suspension pending appropriate resolution.

Examples of severe misconduct include (but are not limited to):

- Continued misconduct
- Violence
- Fighting/Bullying/Harassment
- Blatant disrespect for authority
- Use or possession of alcohol, drugs, or weapons on school property or at school events
- Abusive behavior (verbal or physical)
- Inappropriate language or actions
- Sexual misconduct
- Academic dishonesty
- Theft or vandalism

Students, employees, or volunteers who are aware of severe misconduct should report it to the principal as soon as possible.

Behavior On & Off Campus

The school may impose discipline for student misconduct on school grounds, at school functions or activities, or on school transportation. Discipline may also be imposed on any student whose misconduct at any time or in any place interferes with or obstructs the mission or operations

of the school or the safety or welfare of the student or other students, or materially and substantially interferes with a student's educational opportunities or performance or ability to participate in school functions or activities or receive school benefits, services, or privileges.

Grades K-5 Discipline Approach for Minor Misconduct

Children in kindergarten-fifth grade may still be learning how to be respectful, and what behavior is appropriate or inappropriate. For this reason, our school has guidelines for handling minor misconduct at these grades. Each teacher will evaluate the needs of the children in each class to determine the most effective approach to discipline for those particular students.

The following steps are general guidelines for minor misconduct:

1. A verbal warning from the teacher for the first infraction.
2. A second verbal warning, with a conversation about appropriate behavior with the child.
3. A third verbal warning, with a behavior notice sent home for a parent/guardian to read, sign, and return the following school day. If the notice is not returned, the teacher will have direct verbal communication with the parent/guardian. The principal will be informed.
4. A fourth behavior notice will result in direct verbal communication with the parent. Students in grades 3-5 will receive detention. The principal will be informed.

At any time during this process, the teacher may deem it necessary for the child to conference with the principal to further assist the child in his/her decision-making process.

Ongoing or more severe misconduct may result in more substantial discipline, in accordance with the school's general discipline policies. Under such circumstances, the classroom teacher will inform the principal of the misconduct.

The following page shows an example of a Student Behavior Form.

Immanuel Grace Lutheran School

20849 Walden Ave • Hutchinson, MN 55350 • (320) 587-4858

Student Conduct / Discipline Form

Student's Name _____ Date/Time _____

Location _____ Written warning # _____

The following behavior took place:

- Acts of physical aggression
- Bullying (unwanted, aggressive behavior intended to hurt or intimidate another person)
- Explosive acting out behaviors
- Efforts to harm, intimidate, or threaten others (written or verbal)
- Fighting
- Repeated serious vulgarity / foul / obscene language or gestures
- Throwing things which should not be thrown
- Bringing a weapon to school, such as a gun, knives, or anything that is used to bring harm to a fellow student or teacher.
- Other _____

Description of event: _____

In-School suspension: ½ Day ___ Full Day _____ Detention _____

Student's Signature _____

Parent's Signature _____

Teacher's Signature _____

Admin. Signature _____

*Matthew 22:37 "Love the Lord your God with all your heart with all your soul and with all your mind."

*Romans 3:23 "For all have sinned and fallen short of the glory of God."

*Psalm 51:2 "Wash me from my iniquity, cleanse me from my sin."

*Ephesians 2:8 "For it is by grace you have been saved through faith, and this is not from yourselves it is a gift of God."

EXTRA-CURRICULAR ACTIVITIES

ATHLETIC POLICIES

Immanuel Grace Lutheran School encourages students to make use of their God-given talents outside of the regular classroom setting. Due to the fact that enrollment numbers change from year-to-year, it will be the right of the coaches to determine which grades are involved in certain activities (generally 3rd-8th grades). Decisions will be made to include entire grade levels, not individual students.

The following Co-ed sports are available to our students in competition with other schools in the area: Soccer, Basketball, Track, Softball, & girls Volleyball.

Students who maintain an acceptable level of academic achievement, exhibit satisfactory behavior, and are prompt in doing their work are given the privilege to participate in the school's athletic programs.

Students who wish to represent our school in athletic activities must exhibit adequate classroom progress and proper school behaviors. If your child is absent from school on a given day, he or she may not be able to participate in an athletic event that day.

If a student has detention after school, they may participate in afterschool activities after the detention has been served. If a student has been given an In School Suspension, or Out of School Suspension, they may/may not be allowed to participate in after school activities those days depending on the severity of the suspension.

Players should work together in the spirit of Christian sportsmanship. Sportsmanship includes being good winners (*God gave me my mind and all my abilities*), as well as good losers (*for in all things God works for the good of those who love Him.*)

GOALS OF OUR ATHLETIC PROGRAMS

- To help children recognize and appreciate in themselves and others their God-given gifts and abilities.
- To develop character traits such as: self-discipline, self-esteem, responsibility, leadership, teamwork, self-control under pressure, defeat, failure, as well as proper acceptance of success and victory.

- To develop to a greater degree the fundamental skills attached to each athletic program and a knowledge of the rules appropriate to each grade level.
- To prepare our students for participation in advanced levels of athletics both mentally and physically.
- To provide a Christian witness to all our members and to our community while demonstrating by example the fruits of Christian faith in athletic competition.

ATHLETIC FEE

The fee will be determined at the start of each season for each sport that the student participates in. This fee is used to pay for refs, tournaments, field rentals, uniforms, and balls/equipment.

Checks can be made out to Immanuel Grace Lutheran School.

ATHLETIC CODE OF CONDUCT

Each student athlete is responsible for his/her own behavior. Violation of any of the following, but not limited to them, could result in suspension or expulsion from that team.

- Profane language will not be tolerated.
- Athletes may not participate in any unlawful activities.
- There will be no use of alcoholic beverages, tobacco, or unlawful drugs. Possession constitutes use.
- Suspension in or from school for any part of the school day and/or getting removed from the classroom for disruptive or disrespectful behavior.

ATHLETE'S RESPONSIBILITIES

- All athletes must meet academic responsibilities and code of conduct guidelines.
- All students are expected to complete their season on their respective team. If a student wants to quit a team, the student and his/her parents are expected to meet with the coach and athletic director prior to making that decision. Any student who quits a team prior to the end of the season forfeits any athletic award for that season.
- Each player is responsible for his/her uniform. The uniform should be returned to the coach or Athletic Director within one week of the end of the season in the condition it was received at the beginning of the season (with allowance for normal wear and usage). If loss or damages occur, for any reason, the student/parents shall incur the cost of either replacement value or amount of damages.

- All items worn along with the game uniforms must align with league rules and receive coaches' approval.
- All athletes must display good sportsmanship toward their fellow teammates, coaches, referees, fans, and opposing team.
- All athletes must attend all practices unless an acceptable reason is given by the parent.
- If absent from school due to illness, the athletes will not be allowed to compete in afterschool sports activities unless they are back in school by 12:00.
- All athletes must abide by the regular physical education dress code during practice.

PARENTS' RESPONSIBILITIES

This includes but is not limited to:

- Parents must set the example of upholding good manners and sportsmanship during and after all sporting events. This includes communication with referees. Parents must express positive cheering for your child and IGLS, not negative cheering against an opposing player or opposing team.
- Parents must assume the responsibility of picking up their child promptly at the end of the scheduled activity. Parents are to notify the coach when reasonable exceptions are to be made.
- Volleyball and Soccer parents are expected to volunteer their time at a home game in the following areas: line judge or score clock.

Basketball parents are expected to volunteer for concessions, score clock, scorebook, monitors, clean up at home games, and any tournament.

Parents of athletes are expected to volunteer for any tournament his/her child participates in. Prior to events there will be a Sign-Up Genius link sent to the email. Follow the link to the sign-up page and fill in your name in the slot(s) that work for you. As mentioned above, parents are expected to volunteer some time so that these events can run effectively.

COACH'S RESPONSIBILITIES

Coaching is considered a teaching position and must meet the following qualifications:

- Be expected to set a Christian example and demonstrate Christian sportsmanship before, during, and after all practices, games and related activities (this includes positive language and communication).
- Be expected to communicate positively with referees, parents, opposing players, and his/her players.

- Be knowledgeable and well-versed in the skills, current rules, and regulations of the particular sport he/she is coaching.
- Possess the qualities necessary to work with and instruct children.
- Be willing to accept all responsibility for his/her actions and decisions.
- Be expected to respond to and respect decisions made by the Athletic Director and IGLS School Board.
- Accept responsibility to teach all players with equal emphasis, including the Christian values of sportsmanship, mutual respect and the skills of the sport.
- Be willing to help with the distribution, collection, inventorying, cleaning, and storage of the respective uniforms.
- All head coaches must select at least one assistant.

ATHLETIC DIRECTOR'S RESPONSIBILITIES

- Schedules facility usage for all sports. Including all events, games, matches, tournaments, and referees.
- Prepares and distributes the sports calendars.
- Seeks approval of the PTF before purchasing uniforms or equipment to ensure that funds are available.
- Distributes information concerning tournaments and camps to appropriate coaches in a timely manner.
- Meets with coaches regarding expectations, handbook guidelines, conflict resolution, etc.
- Seeks approval from the IGLS School Board for all coaching positions.

CONFLICT RESOLUTION

During the course of an athletic experience, conflicts may arise. It is important that open communications are established and that proper channels are used to resolve conflicts.

Please refer to Matthew 18:15-20 prior to taking the following steps:

Athlete and coach should make every effort to resolve the conflict. If unresolved, the following steps should be followed in the order provided:

1. The student and/or parent(s) and coach should meet to try to resolve the conflict. It is highly encouraged to give at least 24 hours of time between the incident and a contact or meeting with the coach.

2. The student, parent(s) and/or coach should approach the Athletic Director & principal.

3. The student, parent(s), and coach may present the case to the IGLS School Board. In every case, Christian love, care, and concern should be displayed by all parties in the best interest of the student's well-being.

PLAYING TIME GUIDELINES

Please note that every year may be different based on numbers for boys and girls. The decisions regarding which grades will be on what team will be decided by the athletic director after he/she receives the registration forms for each sport.

B team: Generally consisting of 4th-6th grade, although 3rd graders are included in these sports, they may not play in games depending on the size of the team. We consider this level to be developmental. The goal is to make everyone a better player. Coach will strive to have each player play in every game. At this level, some players may get a little more playing time, especially in tournaments.

A team: Generally consisting of 6th-8th grade depending on the number of players on the team. We consider this to be our competitive level. The goal is to make each player and the team better during the season and hopefully encourage playing at the next level. The playing time may not be equal, because we will be more aggressive to win games. The intent for this program is that every athlete will play every game including tournaments. Priority in creating rosters will go to the A teams. There may be years where numbers do not allow for B teams.

We believe practice is vital to our program. Playing time for a student at any level will be affected and playing time expectations may not be met if he/she consistently misses practice and/or if their behavior disrupts others or themselves in a negative way during practice or games.

OTHER CASES

There may be other cases that come up during any sports season. This handbook will not cover every issue that could arise. Other cases will be handled one case at a time by the athletic director, the principal and the IGLS School Board.

“And whatever you do, whether in word or deed, do it all in the name of the Lord Jesus, giving thanks to God the Father through him.” – Colossians 3:17

INSURANCE FOR ACCIDENTS

Our school's insurance will serve as the secondary insurer for any school activity related accident.

CHRISTIAN EDUCATION WEEK

One week in March each year is Christian Education Week. Activities for this week change from year-to-year, but typically include special speakers, activities, singing at various nursing homes in Hutchinson, special meals and off-campus events. Activities are primarily funded through the PTF Group.

FIELD TRIPS

Field trips are planned by the teachers. Permission from the parents is required for all trips. The children are supervised by the teachers. Chaperones may be asked along to assist. Field trips are considered to be an extension of the curriculum, and participation by the students is required. All children must be in appropriate seat belts or booster seats before leaving school, as required by state law.

Field trips are funded through the Raise Right program. Raise Right allows families to purchase gift cards from retailers, who in turn contribute a percentage to the school. Parents are encouraged to contribute to the field trip fund by purchasing gift cards from our Raise Right coordinators.

LATCHKEY

Latchkey is provided as a convenience for our school families who need their children to arrive at school before 8:45 AM or depart from school after 3:00 PM. Care for students will be available from 6:30 AM to 8:45 AM before school, and 3:00 PM to 6:00 PM after school. Latchkey is available for late starts to 15 minutes before school starts.

The Latchkey hours will be spent primarily in the Latchkey classroom. Weather-permitting, the students may spend some time after school at the playground if the caregiver allows it. All Latchkey students must be gathered in the same location with the caregiver.

Caregivers will be informed of any allergies or other health concerns of the students in their care. Caregivers will also be advised of the emergency contacts and the people who have permission to pick up children as listed on the forms provided to Immanuel Grace Lutheran School by the parents.

Students who attend Latchkey are expected to bring their own snacks and drinks from home. They are also expected to wear clothing that is appropriate for school and not to show up wearing their pajamas.

Parents will be given forms concerning contract or non-contract child care in Latchkey and for scheduling Latchkey times.

Billing will be sent out as soon as possible after the end of the month. Payment is due by the 15th of the following month. Example: September Latchkey hours will be billed October 1st and due October 15th. A late fee may be assessed if payment has not been received by the 20th of October.

PHOTOGRAPHY CLUB

Children in grades 6-8 are eligible to participate in the Photography Club. No camera is needed to participate. The group is led by parent volunteers. The children learn about taking photographs and are also responsible for putting together the annual school yearbook.

SCHOOL PLAY

All of the children in the school will participate in some type of play, skit, or performance during the year. More information will be available when schedules are set.

SINGING

Our children sing and play hand chimes in various church services throughout the year. This singing and playing is to beautify our church services and enable the children to express their Christian faith. Parents are notified of these occasions through the weekly Wednesday Newsletter. IGLS asks for parental cooperation in getting children to these services at the appointed times. Attendance is strongly recommended. Please refer to the School Performing Schedule. An excuse form is printed at the bottom of the page. If your student is unable to attend, return the excuse form to the classroom teacher or the school secretary. r.

PARENT INVOLVEMENT

FUNDRAISING

IGLS is always looking for supplemental sources of funds for special projects and for the day-to-day operation of the school.

There are numerous fundraising opportunities:

- Raise Right is a fundraising program for the school that offers gift cards from retailers and restaurants which give a percentage of each gift card to the school. The gift cards are purchased at face value and are worth their full value to the purchaser. This program funds field trips for our students.
- Thrivent Choice Dollars & Thrivent Action Teams
- Schoolstore.com: Use on-line merchant purchases to earn a percentage for the school.
- Kwik Trip Credit Card: If you have or would like to get a Kwik Trip Card, you can designate IGLS as the recipient of a donation of a percentage of your charges, as well as an additional contribution from Kwik Trip.
- Coborn's More Rewards: When you sign up for Coborn's (Cash Wise) More Rewards program, you can designate Immanuel Grace Lutheran School as the recipient to receive funds through this program. Every time you shop at Cash Wise, points are automatically added to the school's account.

The following items can be saved and sent to school with your child or dropped off in the school office. Immanuel and Grace Churches also have drop off locations in their entryways.

- Loaves for Learning – Save the Proof of Purchase from loaves of Country Hearth or Village Hearth breads.
- Ink Cartridges – Turn in printer ink cartridges and copier toner cartridges to school for recycling.

PARENT-TEACHER CONSULTATIONS

It is very important that the parents and teachers feel free to openly discuss any concerns or questions concerning the child's education. Two conference periods are scheduled each year: one in the Fall after the first quarter, and one in the Spring after the third quarter. At least one parent is expected to come to these meetings to discuss the progress of their child. At times during the year, the teacher may request a special conference with the parents, just as the parents may request a conference with the teacher. Parents may request to visit classes at any

time during the school year. Approval must be received from the school board at least two weeks in advance.

PARENTS, TEACHERS, AND FRIENDS (PTF)

PTF is a group for Parents, Teachers, and Friends of IGLS. PTF coordinates fundraising opportunities, social events, and support for the school and teachers. PTF meets monthly on the second Monday of the month at 6:30 PM at the school. Everyone is encouraged to attend and support the school.

SCHOOL SUPPLIES

A list of school supplies for the school year is distributed to families. Please make sure your child has the appropriate supplies when the school year begins and throughout the year.

VOLUNTEER OPPORTUNITIES

There are many opportunities for parents and friends to be involved in the operation of Immanuel Grace Lutheran School. Please contact the school if you would be interested in helping in any of these areas.

- PTF Group – Parents, Teachers & Friends
- Chaperone Field Trips
- Drive for Sporting Events and Field trips
- Coaching/Assistant Coaching
- Assist School Play Director with Sets, Costumes, Props
- Lead After School Programs: Latchkey or Summer Care-Giver
- Help with Fundraising Events
- Help with the McLeod County Fair Booth
- Help with the School Library

SUMMER CARE HANDBOOK

PURPOSE

Our Summer Care program has been established by Immanuel Grace Lutheran School Association (Immanuel Lutheran Church and Grace Lutheran Church) as part of the total ministry offered to families with young children. Our mission is to provide a Christ-centered summer school program for IGLS families.

ELIGIBILITY

Children in Pre-K (age 4 and potty trained) through sixth grade (age 12) in the upcoming school year are eligible to attend the Summer Care Program. Children are welcome to attend this program as often as they need or want.

Before care can begin, the following needs to be completed:

- Summer Care Registration Form (Google Form)
 - All child(ren) information filled out completely
- Registration Fee

All children will have opportunities to participate in Christian devotional activities, Bible stories, prayers and songs as practiced and taught by Immanuel Grace Lutheran School (WELS).

PAYMENT/SCHEDULING

Monthly calendars will be given out at registration to plan your summer care.

- The billing week is Friday to Thursday. Bills will be available at pick up on Friday. Payment is due by the following Monday. Automatic payments are preferred and can be set up to draw directly from your checking account. Authorization forms are available at registration. If you are already set up for direct withdrawal for the school year this does not need to be set up again unless there are changes in the account from which you want to pull the funds.
- 48-hour advance notice is needed if your child plans to attend otherwise you will be billed at the drop-in rate.
- Drop-ins are based on availability.

SUMMER CARE TENTATIVE SCHEDULE (MONDAY – FRIDAY)

Monday: Pool Day - Hutchinson Aquatic Center (12:30 - 3:00 PM).

- Transportation by Trailblazer Transit
- Parent volunteers and chaperones welcome

Free time, rest time, silent reading time, Chromebook (age 9-12).

Tuesday: Free time, structured learning (art, music, science experiment, reading, math, problem-solving), outside activities, rest time, silent reading time, Chromebook (age 9-12).

Wednesday: Free time, structured learning (art, music, science experiment, reading, math, problem-solving), outside activities, rest time, silent reading time, Chromebook (age 9-12).

Thursday: Library Day – Stories in the Park (9 - 11 AM)

- Transportation by Trailblazer Transit
- Parent volunteers and chaperones welcome

Free time, rest time, silent reading time, Chromebook (age 9-12).

Friday: Techie Fridays – if parents allow, children can bring electronics (tablet/phone), movies, free time, outside activities, rest time, silent reading time, Chromebook (age 9-12).

- Lunches will be provided by the families. Bring a sack lunch. Microwaves are available at school.
- Morning and afternoon snacks will be provided by summer care.

Summer Care will attend Vacation Bible School at Grace Lutheran Church.

Summer Care starts the first full week after Memorial Day and ends one week before the new school year begins.

SUMMER CARE ATTENDANCE

Summer Care hours are 7:00 AM – 6:00 PM, Monday - Friday. A monthly calendar will be handed out in advance. Families must choose drop off and pick up times so adequate staffing is available. A parent/guardian, summer care staff member, or an authorized person by the family will sign the child in and out each day.

Drop-ins will need to pay the day of (at pick-up). Checks can be made payable to Immanuel Grace Lutheran School.

48 hours advance notice is needed if your child plans to attend to not be considered a drop-in and pay the drop-in rate. Because of space and staffing numbers, drop-ins are not automatically guaranteed attendance.

You will be charged for care for the days that you sign up for even if your child does not attend. No charge will be made if notification of schedule changes is made at least one week prior. Schedule changes must be sent via email to ilschool@hutchtel.net.

Pick-Up

Summer care ends at 6:00 PM. Your child needs to be picked up at or before this time. Please contact the Summer Care Staff or the school if you will be late. A late fee of \$20 will be charged for every 15 minutes after the pickup time.

Transportation

All transportation will be done with Trailblazer Transit. Summer Care will cover the monthly fee for all children and supervisors.

Cost

- Registration Fee:
 - \$50 – First Child
 - \$25 – Each Additional Child
- Contract Rate:
 - Half Day – Morning 15.00
 - Half Day – Afternoon 15.00
 - Full Day 25.00
- Drop-In Rate:
 - Half Day – Morning 20.00
 - Half day – Afternoon 20.00
 - Full Day 30.00
- Hutchinson Aquatic Center Pass - Needs to be purchased in advance through PRCE
 - Season Pass \$100 (\$40 for each additional family member)
 - Discount Tickets 12 visits for \$72
- Families need to purchase the pool admission in advance - \$8 a day
- Registration fee needs to be paid in advance
- Billings will be available every Friday at pick-up. Payment is due by Monday of the following week.

PARENT PARTNERSHIP

As parents/guardians of a student at Immanuel Grace Lutheran School, we agree to actively support the school's vision, mission, and goals of academic excellence and Christian teaching. We agree to encourage and reinforce these same values in our homes as well. We understand that the school is a Christian, Wisconsin Evangelical Lutheran Synod (WELS) school, and this means that the school has prayer, biblical teachings, belief in Christian principles, doctrines, and ethics that are found in the Bible, and that the school follows and teaches the faith and doctrine of the WELS.

We understand that education is a joint responsibility between parents/guardians and the school, and that the school expects that we will model acceptable behavior to our children.

As parents/guardians, we understand and agree to:

- Support, in words and actions, the mission and philosophy of the WELS education.
- Respect the decisions made by the school administration, even if we disagree with them.
- Work in trust with the school for the common goal of achieving what is best for all.
- Communicate with the school in a supportive manner, which does not interfere with the administrative functioning of the school.
- Interact with the classroom teacher and all employees of the school in a positive and supportive manner, working collaboratively to support our child's education and address any behavior issues.
- Support our child in all educational endeavors with praise, encouragement, and interest.
- Understand and model the importance of a parent/child/school relationship and communicate any concerns to the school in a constructive, appropriate manner.
- Observe, support, and adhere to the school policies as outlined in the Student/Parent Handbook.
- Support the school in its efforts to maintain a positive teaching and learning environment.
- Refrain from engaging in gossip and hearsay by communicating directly with the school and always modeling good manners for our child(ren).

- Refrain from publicly challenging or “campaigning” against school decisions or policies.
- Encourage and model community building, positive relationships, and interactions.
- Value the school community and its reputation, and refrain from any offensive or derogatory comments regarding the school community, especially when engaging with social media.

Potential Corrective Actions

As part of the partnership of educating our children, parents are expected to uphold and follow the policies and procedures in this partnership agreement and Student/Parent Handbook. The school administration will review behavior contrary to this agreement and the Student/Parent Handbook and will choose the most appropriate corrective action on a case-by-case basis. Listed below are potential corrective actions:

- Verbal and written warning
- Removal of individual(s) from the premises by authorities
- Banning of individual(s) from entering/being on school grounds
- Termination of enrollment of parent’s child(ren)

Acknowledgement

Our family understands that our partnership with IGLS is contingent upon our cooperation with the philosophy, policies, and procedures of the school as they may be amended from time to time. We have received and reviewed the Student/Parent Handbook that contains the school’s policies, and this Agreement, and understand that adherence to the policies and this Agreement is a condition for admission and continued enrollment of our child. We understand that IGLS reserves the right to make changes to the Student/Parent Handbook, program content, materials, or schedules as it deems necessary. We understand that this Agreement is in place for the duration of our child’s enrollment at IGLS.

Parent/Guardian Signature

Date

Parent/Guardian Signature

Date