

## Gethsemane Lutheran School's mission

*Declare* the Good News of salvation, through Jesus Christ, to students, families and our community.

*Prepare* students for a productive and servant filled life through instruction, mentoring and modeling.

*Share* the Gospel with everyone we contact.

### Admissions policy

Members of Gethsemane Lutheran Church and currently enrolled students and their siblings are given the opportunity to enroll their children for the next year prior to open enrollment for the general public. Acceptance into the Kindergarten program, requires that the child must be five years old by September 15th of that school year. If this is a first time enrollment, a birth certificate must be presented at registration along with a current physical form.

Students applying for enrollment in grades 1-8 must provide their latest report card with the application. The Board of Christian Education will accept those students on a provisional basis with reviews by the principal after 3 weeks and 6 weeks. Payment of registration fees and initial tuition payment do not constitute an implied or actual contract with Gethsemane Lutheran School.

Gethsemane Lutheran School is handicap accessible to accommodate students with special physical needs, however we may not be equipped to properly serve a child with special educational needs. A lack of independent ambulation or the need for assistance in feeding, toileting, or dressing will not be used as sole criteria for enrollment or for denial of enrollment or placement. Every effort will be made to accommodate a child's needs and to integrate the child with his/her peers who do not have disabilities. Gethsemane's Board of Christian Education, in consultation with the parents and teaching staff, will make the final decision.

Colorado State Law requires that each student present a current Health Certificate of Immunization to Gethsemane Lutheran School upon enrollment. Updates to the health record, as required by law, will be requested annually. Exceptions from the immunization requirements shall be accepted only if instructions given on the reverse side of the Colorado Department of Health Certificate of Immunization have been properly executed.

Gethsemane Lutheran School reserves the right to terminate the enrollment of any student based upon failure to comply with any Board of Christian Education policies.

*Gethsemane Lutheran School admits students of any race, color, or national or ethnic origin.*

### ATTENDANCE AND EXCUSING CHILDREN

Punctual and regular attendance is expected and is extremely important to the student. Please call the school office at (303) 451-6908 by 9:00 AM if your child will be absent. A written excuse or phone call from the parent is expected when children have been absent.

Students are counted as tardy after 8:00 AM. After being tardy on 12 occasions, administrative action may be taken. Consistent absenteeism or tardiness during the school year may result in a faculty review concerning the eligibility of the child for promotion. There is reason to question a student's eligibility for promotion if that student has been absent twenty-five (25) or more days during the school year.

No child is to be excused from the buildings or school grounds, nor is he/she to be sent on errands, or as a messenger, to any place beyond the actual premises during school hours without the approval of the Principal. Though not desirable, children may be excused from class for dental and doctor appointments or other emergencies.

Parents should make written excuses to the teachers and sign their child in/out of the school office. Vacations should not be taken while school is in session, if at all possible. If a prolonged absence is necessary, the student's teacher and school office must be notified in advance.

#### BIRTHDAY TREATS

If parents are interested in sending a special treat for their child's birthday, they may do so. Please notify the teacher in advance so no other treat is planned.

#### CHAPEL Service

Special worship services are held in the church on Wednesdays for the children. Parents are welcome to attend. During these brief worship services we do take an offering, which is donated to Christian projects decided upon by the school staff. Children are encouraged to become involved in these projects through study and guest speakers. Chapel dress is required.

#### CHRISTMAS SERVICES

Gethsemane Lutheran Church and School celebrate the Christmas season with a Christmas Service. All students are expected to participate in the service. The rehearsals take place during the school day. Dates for the Christmas Service will be listed on the school calendar.

#### CHURCH AFFILIATION

Gethsemane Lutheran Church is a member of the Lutheran Church-Missouri Synod. As a member of that body, it adheres strictly to the historic confessions of the Lutheran Church, and believes that as a Christian congregation, it has but one mission, namely, to preach the changeless Christ as Savior in, and to, a changing world. We pray that in all our activities Christ may be glorified. Opportunities to learn more about our church are offered in the Pastor's Adult Membership Class. Contact the Church or School offices for further information.

#### Church Attendance

Church and Sunday School attendance will be taken of all students weekly. All students are encouraged to regularly attend worship in their home congregation. We sincerely hope that as our children grow in their relationship with the Lord they will be developing good worship habits.

Because we believe that your family's worship habits have a major impact on your child's spiritual development, our Board of Christian Education adopted a plan encouraging your active involvement in worship at Gethsemane Lutheran Church. The policy includes an expectation that Gethsemane families will attend worship at least 50% of the time each quarter. Many of you share this same conviction and are providing a good model for your children. This modeling demonstrates to your children the high level of importance God has in your life.

The spiritual growth of our students and their families is a priority. We cannot fully minister to a family when they are not attending worship regularly. Our relationship with God is a 24 hour-a-day commitment. When a family attends less than two times every four weeks, the parents are sending a message to their children that their religious education is not important. That attitude carries over to the classroom and is an impediment to their child's walk with God.

#### Class Hours

Classes for grades 1 - 8 begin at 8:00 AM and end at 3:00 PM. **When students in grades 1-8 have a half-day, the hours are 8:00 AM - 11:15 AM and children should be picked up no later than 11:30 A.M.** On full days of school children should be picked up no later than 3:15 PM. Children who are 5 years old and above, left after 3:15 PM, will be signed into our Before and After Care Program and appropriate fees will be charged when the child is picked up.

The hours of half-day K classes are 8:00 to 11:00 AM or Noon to 3:00 PM. Students are asked NOT to arrive before 7:50 AM because they are unsupervised and the doors are locked. *Note: the playground is off limits before and after school.* During school hours, the playground is reserved for students currently in session.

Parents using afternoon Kindergarten should not have their children on the premises before 11:55 AM. This allows teachers time to have lunch and prepare for their next class. Children should be picked up from morning classes no later than 11:05 AM and others no later than 3:10 p.m. After that time, the child(ren) will be taken to the office to wait.

*Parents, children may be released only to the drivers who are listed on the **authorized pick-up form**. If different arrangements are made, parents should notify the school in writing, or in case of emergency, by phone.*

#### CLASSROOM Helpers

We appreciate help on special projects and activities in the classroom such as decorating, treats for the class, help on programs, etc. A confidentiality form is to be signed by all volunteers. Each teacher has his/her own method of utilizing parents in the classroom.

#### Classroom Visitors

Parents are welcome to observe their child's class. Arrangements need to be made in advance with the school office and classroom teacher to observe a class. Making prior arrangements prevents too many visitors at one time and minimizes the amount of disruption. Please understand that the teacher's first responsibility is to their class, and he/she should not be asked to take time from the class to spend with visitors.

Parents and visitors must sign in at the school office before entering a classroom. If parents wish to speak to their child, the child will be brought to the office. Parents are asked to wait in the office, not in hallways or outside classrooms.

If you are one of our volunteer parents in the library and need to bring your little ones with you, please be sure that they stay with you and are not unsupervised or wandering the halls and classrooms. It is preferable that volunteers do not bring their little ones.

#### Computer Classes

The use of computers during the school day at Gethsemane Lutheran School (GLS) is an integral part of student's education. Computer classes at GLS are taught for students in first through eighth grade by a licensed teacher in the computer lab. The computer curriculum is designed to be developmentally appropriate for students based on their age and/or ability within the constraints of available hardware, software and instructional time. Please note, however, that the use of computers is also a privilege, not a right, and inappropriate use may result in the temporary or permanent cancellation of those privileges and, potentially, other disciplinary action. Students and their parents are requested to read together and sign the GLS Technology Computer Acceptable Use Policy prior to the first day of school. A signed Technology Acceptable Use Policy must be returned to the school office before the student will be allowed access to the computer lab. Students will be held responsible for their actions and activity while using technology at GLS.

## Detention policy

GLS has the following procedures concerning detentions. Detentions may be given for incomplete assignments, misbehavior, chewing of gum or other objects, lack of school or art supplies, books or assignments not brought to class. Generally, teachers have a short grace system before giving a detention. Excessive detentions may result in a conference between the parents, teacher and principal. A conference may be called after a student receives 3 detentions for conduct or 5 detentions for academic reasons. Continued detentions may result in meeting with the parents, teacher, and principal. Further action may then be deemed necessary.

Students serving a detention will arrive at school at 7:00am on a designated detention day (typically Wednesdays). The detention will be served from 7:00am-7:50am. A note requiring a parent's signature will be sent home so the parent knows the child will have to serve a detention. This note must be returned to school signed by the parent. If a child is absent on a day he/she is to serve detention, he/she is expected to stay the following designated day. An unexcused absence at a detention and/or failure to appear on time for a detention will result in an additional detention being given (for a total of two detentions).

## Discipline

Many parents new to our school ask about our discipline policy. We have found that students tend to live up to what is expected of them. If expectations are positive, the students normally react positively. At Gethsemane we expect an attitude of Christian love, faith, honesty, obedience and respect for people and things. When a child deviates from this norm, discipline is needed. Discipline methods may include, but are not limited to: verbal correction, removal of privileges, time-out, detention, in-school suspension, and out-of-school suspension.

Therefore, we want everyone to understand the procedure that will be followed when children exhibit inappropriate behavior. The teacher will determine if the offense is serious enough for further action.

The Office of the Principal uses the following procedure as a guideline.

*First Offense* - The first time a child is sent to the Principal, he/she will spend time with the Principal. Parents will be advised of the incident.

*Second Offense* - The child will be suspended from classes for the remainder of the day. A note will be sent to the parents advising them of the incident and the fact that the child was suspended from classes. The parent *must* contact the Principal before the child is allowed to return to class.

*Third Offense* – The child may be suspended from school for one to three (1-3) school days. A meeting with the Principal and parents *must* occur before the child is permitted to return to class.

*Fourth Offense* – The child may be suspended from school for three (3) days. A meeting with the parents, the Principal and the Chairman of the Board of Christian Education will be required to determine further action to be taken.

The Holy Spirit works through the Word to move us to want to live under the Gospel. By His power, we make the right choices. We ask for the power of the Spirit to be active in the lives of our children and ourselves that we may be lights that "shine before men that they may see our good works and glorify our Father who is in heaven."



- Inappropriate chapel attire for all students: Non-dress shorts, blue jean pants, sweatpants, sweatshirts, T-shirts or sports jerseys/shorts.
- CHAPEL DRESS IS WORN FOR THE ENTIRE DAY. Shoes may be changed for recess.

#### EMERGENCY FORMS

The office keeps a record of all emergency contacts for every child. The record is accurate only if parents/guardians provide accurate information to the school office. Please be sure to update your child's emergency form every time you have a change of address or phone number. We like to have all available numbers for family members (home, cell, work, etc.). You will be asked to fill out a new Emergency Form each year.

#### Field Day

Denver Area Lutheran Schools Field Day is always held at Denver Lutheran High school, 3201 W. Arizona, for students in grades 1-8. **This is a regular class day and attendance is taken.** Parents are responsible for their child's transportation and supervision as our staff members are working the events. It is a fun day for the whole family! If Field Day is postponed, it will be held the following Friday. The originally scheduled date will be a regular school day.

Kindergarten children also have a Field Day. They have a morning of non-competitive games in the park adjoining our parking lot. All AM and PM K and KE children participate at the same time (approx. 9:00 – 11:00 AM). The date will be announced in April. Watch your classroom notes and the *Gethsemane Gladiator*.

Near the end of the school year the first through eight grade classes also have a field day in the park adjoining our parking lot.

#### Field trips

Field trips are planned periodically during the year. Transportation is generally by private car. We usually need volunteer parents to help on field trips. All children are expected to go on field trips as this is considered part of the learning experience. A signed permission slip is required for each child on each trip. No extra children or visitors are allowed on field trips without prior teacher approval. Driver's license and insurance information should be available upon request.

#### Gethsemane Gladiator

The school newspaper, *Gethsemane Gladiator*, is published weekly. It always includes a current school calendar as well as news important for parents to know. Please read this for your best source of up-to-date information.

#### GRADUATION Service – 8<sup>th</sup> grade

The eighth grade graduation service ends our school year. **All students (K-8) are expected to attend the graduation ceremony. Report cards will be issued following the ceremony to all students.** Students with outstanding fees, tuition, fines, books or sports uniforms will not receive their report card until their account is clear. No report cards will be issued prior to graduation. The 7<sup>th</sup> Grade Class is responsible for the Graduation Reception. A 7<sup>th</sup> Grade Room Parent will coordinate this event.

#### HOMEWORK

Children are encouraged to complete as many of their assignments as possible in school. However, if a child is

unable to complete his work at school, he should complete it at home rather than expect to finish it before school begins the following school day. Drill work such as memory work, math facts, and spelling may be sent home at the teacher's determination. We ask that parents observe the difference between assisting children and doing work for them. A detention may be given when a pupil comes unprepared or his work is incomplete. Students will be given student planners at the beginning of the year to help them organize schedules and assignments.

#### LIBRARY

Every child may use the school library. Each student is responsible for all books checked out on his/her card. A replacement cost will be charged for books damaged beyond repair or lost. Students will not be allowed to check out any more books until previously checked out books are returned. Parents have the responsibility along with their child(ren) for the return and care of all books. A 5¢ per day fine is charged for overdue books after a 5 day grace period.

#### Lockers

Students in the upper grades are assigned a locker for their use during the school year. Students in grades 4-8 may have locks. If a lock is put on the locker, a second key or the combination must be submitted to the school office/classroom teacher. The fine for cutting off a lock is \$10. All backpacks and book bags should be kept in the locker during the school day.

#### LOST AND FOUND

Personal belongings of children, which are left at school, are placed in a lost and found box located in the school office. Any items not picked up at the end of each quarter, will be donated to a local charity. *Please mark personal items with your child's name.*

#### LUNCHESES

When students forget their lunch, parents should bring the lunch to the school office rather than take it to the classroom. Children will be notified that the lunch is in the office and can pick it up there.

A hot lunch program may be offered to the students. It may include delivered food from local restaurants and/or a hot meal prepared in one of our kitchens. An order form is sent home with the students when lunch is available. A fee is required to participate. **Hot lunches may not be ordered after the specified due date. NO EXCEPTIONS!** *NOTE: No microwave, heating, or refrigeration facilities are available for students use.* Students generally eat in their classrooms or in the church basement. The teacher will supervise the lunch period. Students are not allowed to go off of the school grounds to purchase lunch.

Students (Kindergarten–8<sup>th</sup> grade) may purchase milk cards, which provide 20 half-pint cartons of milk, available on registration day and throughout the school year.

#### MEDICATION (state law requires the following procedures)

##### *PRESCRIPTION MEDICATIONS*

All prescription drugs must be in an original pharmacy bottle with written doctor's instructions clearly marked. This must be accompanied by a signed doctor's note including instructions and a parental permission slip. All prescriptions must be kept locked in the school office — not in a child's backpack, locker, or lunchbox (this includes inhalers).

## NON-PRESCRIPTION MEDICATIONS

Non-prescription (over-the-counter) medications will be given only if they are sent with a signed physician's note (including dosage and frequency) as well as a signed parental permission slip. This policy includes, but is not limited to, aspirin/non-aspirin, cough drops and any first aid ointment. If a child gets a headache while at school, the parent will be called and must come to the school to give any medicine. We are no longer allowed to administer any medication with phone approval. The parent or guardian must provide the medication.

## FIRST AID PROCEDURES

The school staff is permitted to wash cuts and scrapes with soap and water only. A bandage may be applied if necessary. Any additional first aid requires written parental and physician's permission. 911 will be called when additional help is necessary.

Kindergarten Enrichment class please refer to the Pre-School, Pre-Kindergarten Handbook.

## Mini courses

These are offered to the students in Grades 1 - 8 during National Lutheran Schools Week. Parents are encouraged to volunteer to teach a mini-course, which can be a fun activity - either scholastic or non-scholastic. Examples are: cooking, plays, crafts, rocketry, building, skin care, sewing, field trips, etc. Additional fees may be charged.

## MUSIC

The children's choirs, handbells and hand chime groups will participate at Gethsemane Lutheran Church services on selected Sundays. If your child is unable to attend one of the Sundays, please write the Music Director a note excusing your child. Schedules will appear in the weekly *Gethsemane Gladiator* and a note is also sent home. Children involved in musical groups are graded on their participation in performances outside of regular class hours.

Recorder lessons are a part of the curriculum for grades 3 and 4. Parents will be asked to purchase a recorder and book for those music classes. Band lessons are offered for Grades 4 - 8 by a qualified band instructor. There is an extra fee for this service.

A Christmas Service and a Spring Production are also a part of the music program.

## OUTDOOR EDUCATION

All 6th graders have an opportunity to attend Outdoor Education. If the class is a 6<sup>th</sup> grade combination, the full class will attend Outdoor Ed. on alternate years. During a two – four day period, the students learn about various outdoor sciences such as astronomy, soil study, water study, plant and animal life, pioneer life and survival skills. These classes take place in a mountain setting and are combined with hiking, hayrides, games, Bible study and Christian fellowship. An additional fee may be required.

## PARENT/TEACHER CONFERENCES

Two parent/teacher conferences are scheduled during the year for Kindergarten through 8th grade after the first and third grading periods. Additional conferences may be arranged by contacting the student's teacher. Dates for our conferences are shown on the school calendar.

## PARENT/TEACHER LEAGUE (PTL)

The Gethsemane Parent/Teacher League is comprised of school parents and teachers. They meet regularly during the school year for fellowship and to support the school. The PTL has an executive board and sub-committees to plan and carryout activities and fundraisers for the school during the year. Gethsemane T-shirts, sweatshirts, etc., are also made available through the PTL. These shirts are appropriate for sporting events, field trips, and on Friday's "spirit days."

Children are permitted at meetings and other functions, however, their parents – not the teachers, are responsible for the behavior of their children at all PTL functions. Children should not be allowed to run through the school or outside the building, but must remain in the area in which the activity is taking place and behave in a manner that is not disruptive.

#### PERSONAL PROPERTY

It is the responsibility of the student to maintain security for all personal property (including money) brought to, stored at, or used within the boundaries of the school facility or outside the facility where their presence may be required. The school, faculty, staff or church shall at no time be deemed responsible for damage or loss of any such equipment or materials. Each child's property should be marked with his/her name.

#### PHYSICAL EDUCATION

Gethsemane School requires that all students participate in physical education. The only acceptable excuse will be from a doctor. Students in grades 5-8 must dress in T-shirts/sweatshirt, shorts/sweats and tennis shoes. Failure to do so may affect the student's grade. In grades 1- 4, children should wear tennis shoes and clothes suitable for physical activities on P.E. days.

#### PICTURES

Individual pictures of the children are taken each fall and sold at a minimum price. A school yearbook is published in May of each year and is distributed to all students (covered by your activity fee). Class pictures are taken mid-year and are also available for purchase.

#### PROGRESS REPORTING and REPORT CARDS

Grades are available on line through FastDirect. Through this system, parents are able to check grades daily. Report cards are issued on FastDirect four times a year. A uniform system of grading is used (A, B, C, D, and F). Report cards for the final quarter of school will be released only after all school fees are paid. Kindergarten students receive report cards at the end of each semester.

The school honor roll is based upon high academic achievement (grades 4 - 8). High honor roll is academic achievement from 3.5 to 4.0. Honor roll is 3.0 to 3.49. A "D" appearing anywhere on the report card automatically eliminates the student from the honor roll.

#### SCHOOL PROPERTY

During the school year, each student may be using desks, books, lockers and other property belonging to Gethsemane Lutheran Church and School. It is expected that school property will be treated with respect. Defacing or damaging any property owned by the church or school will result in a financial penalty not to exceed the cost of having the item cleaned, repaired or replaced.

#### SCHOOL SAFETY

The staff of Gethsemane Lutheran School is responsible for the safety of nearly 200 school children. In case of an emergency, the staff and students need to react quickly and responsively. This could require the staff and students to utilize the hallways to leave the building or move to a safer location within the building. In order to ensure a safe environment for the students and minimize hallway congestion, the GLS staff will be enforcing the following policies:

- No pets are allowed to be unleashed or unrestrained in the area outside the school doors where the students are dismissed. No pets of any kind are allowed inside the school or church. The staff will make exceptions to this policy for classroom animals (that live in the classroom), service animals, animals that are part of an assembly or program, and for animals that are brought into the building with permission from the Principal or classroom teacher for a student's show-and-share time.
- Strollers are not allowed to be brought into the building and parked in any hallway during the 10 minutes before school begins and the 15 minutes after school is dismissed.

#### SCHOOL RULES AND GUIDELINES

The following rules and guidelines apply to the general conduct and procedures expected from the students.

A copy of these rules and guidelines will be sent home the first week of school and we require these to be returned to school that same week with a parent signature. This ensures that the parent and the student have discussed the rules and guidelines, understand all of them, and agree to abide by them.

1. Good manners are always expected - this means respect for people and things, including all school property.
2. Students must have the teacher's permission to be in the hall during class time. No wandering, loitering, running in the halls, or playing in the restrooms is allowed. Students should not be in any of the offices without permission.
3. No arguing or "talking back" to a teacher. Failure to accept discipline gracefully or to follow the direct order of a teacher may lead to a detention. If a child feels that he/she is being treated unfairly, he/she may ask to discuss the matter with the teacher in private.
4. Students are not allowed to use the copier without staff permission.
5. Soft voices and quiet feet are to be used inside the building at all times. Please, no SHOUTING!
6. Students are not to be outside the fenced-in parking lot or playground (exception - the park with teacher permission). The playground is off limits before and after school. Students must wait for rides in the patio area.
7. Playground equipment will be used as it was intended. Pupils will line up promptly and quietly when the whistle blows. During school hours the playground is reserved for students who are in session.
8. Nuisance items (including electronic games, collectibles, toys etc.) will NOT be allowed at school. WEAPONS (including pocketknives) are never allowed at school. Loss or theft of such items is not the responsibility of Gethsemane Lutheran Church or School.
9. Students will be taken outside at recess unless they have a note signed by a parent. Please dress accordingly. Exceptions are by teacher directive for unfinished work, inappropriate behavior, etc.
10. Students riding bicycles to school must walk their bicycles on the property and leave them in the bike racks. If students use a skateboard or roller blades to get to school, they must not use them on school grounds and must

store them in their locker.

11. Students are not to leave the school premises during the school day without written authorization from their parents and permission of the principal. A parent or designated adult must sign out the student at the school office prior to picking up the child.
12. No ball playing near the building. Baseballs are not allowed at school. Snowball throwing is strictly forbidden.
13. Any student involved in stealing may be issued a suspension by the principal.
14. All payments of fines and fees must be made before the end of the school year. Records will not be released until all fees are paid.
15. Pop and snacks from the school machines will be available at designated times. No change is available at the school office, only from the teacher operating the machine.
16. NO gum is allowed at school or at school activities.
17. Cell phones and pagers must be turned off and put away during school hours. **The school is not responsible for lost, stolen or broken cell phones.**

Cell phone use is not allowed on school grounds without the teacher's permission. Cell phones will be confiscated if used contrary to school rules.

#### School Rule on Harassment

The school shall provide and operate in an environment free of harassment. The school defines harassment as "deliberate or repeated unsolicited verbal comments, gestures, or physical contact of a non-sexual or sexual nature which are unwelcome."

#### SNOW/Emergency Contacts for Families

If there is a reason (emergencies, no heat, etc.) to contact school families quickly, we use the FastDirect system. This system also helps us contact everyone in case of a snow day. Closure information will be sent as a message in FastDirect. Also, in case of inclement weather, parents should listen to KOA radio (850 AM) or watch channels 4, 7 or 9 after 6:00 AM. Watch or listen for our school name specifically.

#### SPORTS PROGRAM

Students participating in extra-curricular sports activities at Gethsemane are given the opportunity to provide proof of a physical exam prior to participation in sports for each year (not required, but suggested) and a signed parental permission slip to participate. A child must maintain at least a "C" average to participate in the sports program. An "F" in any subject makes the student ineligible for the sports program. The Coach, Athletic Director, and Principal will enforce eligibility. The time frame for eligibility runs from Monday to Saturday and is determined by the grade on the previous Friday. A child must attend 85% of the practices and games in order to letter in a sport. An athletic fee of up to \$40 per sport will be charged. This is payable before the sport starts.

Parents are needed to drive to games.

The sports program consists of:

- |        |   |                                 |
|--------|---|---------------------------------|
| Fall   | - | Girls' Volleyball, Boys' Soccer |
| Winter | - | Boys' and Girls' Basketball     |
| Spring | - | Boys' and Girls' Track          |

Students should set a Christian example at all times. Failure to demonstrate Christian sportsmanship may result in dismissal from the sports event or sports program.

#### SUSPENSION - EXPULSION

- A. Only the Principal has the right to suspend a student for up to three days. The Principal will notify only the necessary persons of this action. The student suspension becomes effective immediately. No appeal is available.
- B. Only the Principal in consultation with the Board of Christian Education, may issue a suspension of more than three days. All parties involved will be contacted for a hearing. An appeal is available.
- C. The Principal has the right to recommend to the Board of Christian Education that a student be expelled. In this case, a hearing is required to be scheduled with the parties involved within five days. The Board may ratify an expulsion at this time.

#### SUPPLIES

##### SCHOOL SUPPLIES

A list of basic student supplies required for each of the various grade levels shall be given to all parents. Parents are required to provide the supplies on the list and to make periodic checks to be sure students are properly equipped. The supply list is included in the back of the handbook.

“Take your Child to Work Day”

Many parents like to have their children participate in “Take Your Child to Work Day.” The student will not be marked absent from school if A: You have notified the teacher in advance and B: A written or oral summary of what your child learned/did is submitted upon return to school.

##### Telephone usage

The school office staff does not relay messages to students except in an emergency. Also, students are only allowed to make phone calls in case of an emergency.

#### TEXTBOOKS

It is recommended that hardbound text books used in Grades 2 - 8 be covered at all times. This will help to keep the books in good condition. All books are reviewed to assess condition prior to the school year. Students are financially responsible for all damage, other than normal wear and tear, to the books they have been issued. Failure to care for textbooks may result in a fine not to exceed the replacement cost of the book plus shipping costs.

#### TOBACCO FREE and DRUG FREE ZONE

Gethsemane Lutheran School is a tobacco free and drug free environment. Use of any of these substances by adults or students on school grounds, while students are present, is prohibited.

#### TUITION, registration, REFERRALS AND FEES

##### NON-REFUNDABLE REGISTRATION FEE

A *non-refundable registration fee* is charged for each child at the time he/she is registered for school. The fee includes book fees and other supplies purchased by the school. Registration fees are not pro-rated based on enrollment date. An *activity fee* is charged to cover field trips, a yearbook and other events.

#### TUITION PAYMENTS AND OTHER CHARGES

Tuition is based on a yearly fee. Your family has 2 payment options. You will receive your contract for tuition and fees after registering your child. Tuition payments are due on the first of each month throughout the year (10 month plan begins in August). Tuition outstanding by the 10th of that month is past due and will result in a late fee of \$10. The Board of Christian Education reserves the right to terminate the enrollment of a student(s) if tuition payments are 30 days delinquent. Tuition is pro-rated based on the date of enrollment. A 5% discount is given for payment of the full year's tuition by July 1. A 2% discount is given for payment of the full year's tuition by August 10.

The final tuition payment must be received by May 10 of the school year. Children with unpaid tuition after May 10 will not be allowed to return to school or participate in any end-of-year functions until their account is settled.

A charge of \$18.00 is assessed for each check returned by the bank for insufficient funds. Only cash or a money order will be accepted after a second NSF check is received. Records cannot be released until all money owed Gethsemane Lutheran School is paid.

Current students and their siblings plus members of Gethsemane Lutheran Church have priority to registration for the next school year. If a current tuition-paying family is in arrears from the previous year, they will not be allowed to register their children for the following school year until paid in full.

#### WEB PAGE

Gethsemane Lutheran School has a web page at [glutheranschool.com](http://glutheranschool.com). As the site grows you will continue to find pertinent school information such as calendar details, fee schedules, forms etc.

#### WITHDRAWALS FROM SCHOOL

Parents planning to withdraw a child from school must notify the school secretary and the teacher at least five (5) days in advance of the withdrawal. An *Exit Interview* form should be completed and returned to the office.