

# BELIEVE IN *excellence*

## Gethsemane Lutheran School Handbook

### Purpose

The purpose of this handbook is to provide general information for current (and prospective) Gethsemane parents and students.

### Mission Statement

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

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

Share the Gospel with everyone we contact.

### Philosophy

At Gethsemane we believe children deserve the best education available, beginning with preschool. Gethsemane offers a Montessori based Preschool, Full and Half Day Kindergarten, and Grades 1-8. Our teachers average 20 years of experience offering a knowledge and understanding of student's academic needs that is unmatched in most elementary school environments.

We believe in equipping students with the tools they need to live a fulfilling and successful life.

We teach them to believe in excellence, to believe in a bright future, to believe in the love of Jesus Christ, and to believe in themselves.

We believe school is about more than just sports and academics. It's

about preparing children for life by teaching them to believe in a future full of possibilities and in their own potential.

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## **School Rules and Guidelines**

### General School Rules

The following rules apply to the general conduct and procedures expected from the students. A copy of these rules 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 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.

## 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.

## 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. Any volunteers may be requested to sign a confidentiality form. 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 are asked to check in with 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 children under the age of 3 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 non-school age children with them.

## Dress Code

This dress code is designed to reflect our distinctiveness as Christians and to encourage pride in one's grooming. The way we dress displays our feelings and attitudes and affects our actions and behavior. As in other areas of our Christian lives, we seek not to offend others in our dress and individual desires may have to be denied for common good. Gethsemane Lutheran School's dress code may not always reflect society's standards. Parents, students and teachers will be cooperatively responsible for enforcement of the dress code. The school administration reserves the right to send the student home, or to request the parent/guardian to bring an appropriate change of clothes, in the case of inappropriate dress. The following

dress code applies to all school-sponsored activities:

#### GUIDELINES FOR DRESS:

- School dress must be safe for school activities in and out of the classroom.
- Skirts, dresses, and shorts must be the longer length — a good way of measuring the length is to have the child stand with arms down to their sides –In grades 5 through 8, the hem should be at least as long as knuckles. Gym shorts are to be worn for gym class only. No biker shorts are to be worn.
- All students should have appropriate clothing (coats, gloves, head covering) for all recesses and outdoor activities. Snow boots should be worn when weather requires, but a change of shoes is necessary for the classroom.
- Appropriate dress is required for field trips. The teacher will inform the students prior to the trip regarding the dress code for each trip. Students may be asked to wear GLS shirts.
- All clothing must be neat, with no tears or frayed hems.
- Clothing should be free of holes, depict modesty and should fit properly. Frayed pants are not acceptable.
- Hairstyles should be conservative and reflect careful grooming. **NO EXTREME STYLES WILL BE ALLOWED.**
- Hats, hoods and sunglasses are allowed outside only.
- Pants must be at the waist and not be sagging. A belt may be required to keep the pants up.
- Shirts with undesirable slogans or designs are not acceptable.
- Shoes must be worn. Shoes that require laces must have laces and must be tied. Shoes and sandals must have a heel strap. No "roller-skate" shoes, cleated shoes, clogs or flip flops are to be worn. We strongly recommend shoes that protect the whole foot. Shoes should fit securely and be appropriate for outdoor activities.
- No writing on clothing or body parts with markers, pens, etc. is allowed.
- Students in extracurricular activities may be asked to observe additional standards regarding hair length and dress. This will be up to the teacher's discretion.
- Shirts and blouses, which expose the midriff at anytime (e.g., reaching up, bending down.), or having a very low or loose neckline or back line are unacceptable.
- Halter-tops or tops with spaghetti straps, muscle shirts and tank tops may not be worn. Tasteful sleeveless tops are allowed.
- Sweatpants or nylon running pants with elastic hems are not to be worn.
- Full military outfits (i.e. camouflage and fatigues) including footwear of any kind are not to be worn.
- Coats are not to be worn in the classroom.
- Chains – including wallet chains, spikes, or excessively large jewelry are unacceptable.

Also, see Services/Worship for required Chapel attire

## 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.

## Lunches

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 or fast food establishments. 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.

## 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.

## 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

## Technology Use Policy/Media Permission

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.

## Telephone Usage

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

## Textbook Care

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/Drug Free Zone/Weapons

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.

WEAPONS (including pocketknives) are never allowed at school.

## Withdrawals

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.

## **Tuition, Registration, Fees and School Supplies**

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 the each month throughout the year (10 month plan begins in August). Tuition outstanding by the 10<sup>th</sup> 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 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.

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.

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.

## **Emergency Procedures and Medical Guidelines**

### **Emergency Procedures**

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.

### **Medical Guidelines**

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

#### ***PRESCRIPTION MEDICATIONS***

All prescription drugs must be in an original pharmacy bottle with written doctor's instruction and 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 not 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.

## **Snow Days/Emergency Contacts**

If there is a reason (emergencies, no heat, etc.) to contact school families quickly, we use email to send the appropriate information. We will also use email to contact everyone in case of a snow day. 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.

## **Tornado Emergency Procedures**

The school administration monitors severe weather alerts and is responsible for moving the students to safety in case of a tornado warning. During the school year, the students and staff practice drills for safely responding to a tornado warning.

## **Academics**

### **Progress Reports 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 3.75 to 4.0. Honor roll is 3.5 to 3.74. A "D" or "F" appearing anywhere on the report card automatically eliminates the student from the honor roll.

### **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.

## **Services/Worship**

### **Chapel Service**

Chapel days (Wednesday) are dress-up days!

- Appropriate attire:                      Girls: A dress/skirt/skort or dress pants and blouse/sweater  
   Boys: Dress pants/dress shorts and collared shirt.  
   Shirt must be buttoned with tails tucked in.  
   Nice black jeans are acceptable for both boys and girls.
- 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.

### **Christmas Program**

Gethsemane Lutheran Church and School celebrates the Christmas season with a Christmas Program. All students are expected to participate in the program. The rehearsals take place during the school day. The date for the Christmas Program is 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 Discipleship 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 Lutheran Church member-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.

## Graduation Service – 8<sup>th</sup> Grade (when applicable)

The eighth grade graduation service ends our school year. All students (K-8) are invited to attend the graduation ceremony. 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.

## **Student Behavior Expectations**

### Attendance and Excused Student Absences

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. By law, excessive absenteeism will also be reported to the Adams County Department of Social Services. 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. 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.

### Bullying/Harassment/Fighting

Gethsemane endeavors to maintain an academic environment in which all individuals treat each other with dignity and respect. This is an environment that is free from all forms of intimidation, bullying and harassment. Gethsemane's staff and administration is prepared to take action to prevent and correct any and all violations of this policy. Anyone in violation of this policy will be subject to discipline, up to and including expulsion.

At times, students have difficulty getting along. If necessary, the teacher will work with the students to model appropriate responses to conflict. Generally, however, students are encouraged to resolve interpersonal conflicts themselves. At times, though, these situations can escalate and become more serious. Fighting is never an acceptable response to conflict and the students involved will be sent to the principal's office for disciplinary action. "Bullying" is physical, verbal, psychological, or cyber intimidation that occurs repeatedly over time. Students who believe that they have been subjected to conduct of a harassing nature are encouraged to promptly report the matter to their teacher or the principal. All complaints will be investigated promptly and thoroughly.

# **Student Behavior Consequences**

## **Detention Policy**

GLS has the following procedures concerning detentions. Detentions may be given for incomplete assignments, misbehavior, disrespect, physical aggression and bullying. 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 typically serve a detention from 7:00am-7:45am or 3:15-4:00pm on a designated detention day (typically Wednesdays). 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."

## **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.

## **Outings and Activities**

### **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.

### **Field Day**

Gethsemane Lutheran School students (1st-8th grade) participate in Field Day with students from area Lutheran Schools in May of each year. 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 is 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 "Fun Field Day" in the park adjoining our parking lot. The students are put into multi-age groups to participate in a variety of fun activities supervised by Gethsemane's staff.

### **Field Trips**

Field trips are planned periodically during the year (typically a maximum of one per quarter). 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.

## 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 receive extra credit or a small treat for 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 Program 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 5th/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.

## 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 registration fee). Class pictures are taken mid-year and are also available for purchase.

## Sports Programs

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 strongly recommended) 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 \$50 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. Please see the Athletic Handbook for more information.

## “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.

## **Parent Teacher Partnership (PTP)**

The Gethsemane Parent/Teacher Partnership is comprised of school parents and teachers. They meet regularly during the school year for fellowship and to support the school. The PTP has an executive board and sub-committees to plan and carry out activities and fundraisers for the school during the year. Gethsemane T-shirts, sweatshirts, etc., are also made available through the PTP. 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 PTP 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.

## **Information Sources**

### **FastDirect**

Student grades are updated regularly on FastDirect. In addition, FastDirect has a messaging system that allows teachers and parents to send messages to each other. Also, the complete school calendar is posted on FastDirect. Finally, the teachers post their weekly updates on their bulletin boards in FastDirect.

### **Gethsemane Gladiator**

The school newspaper, Gethsemane Gladiator, is emailed weekly. It always includes news important for parents to know. Please read this for your best source of up-to-date information.

### **Gethsemane Lutheran School 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.