



## **Elementary & Middle School Parent Handbook**

Revised July 2016

### **2016-17 School Theme**

**“For I know the plans I have for you,”  
declares the Lord, “plans to prosper you and not to harm you,  
plans to give you hope and a future.”**

**Jeremiah 29:11**

**Gethsemane Lutheran School is a ministry of  
Gethsemane Lutheran Church (LCMS)**

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**Updated July 2016**

# Gethsemane Lutheran School | 2016-2017 CALENDAR

AUGUST 2016						
S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

**8.** First day of School (½ day)

**2.** No School or Childcare

**2-3.** No School

**16.** M.L. K. Day (No School)

JANUARY 2017						
S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

SEPTEMBER 2016						
S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

**2.** No School (Faculty Development)

**5.** Labor Day (No Childcare)

**2-3.** Parent Teacher Conferences (½ day)

**20.** Presidents' Day (No School)

FEBRUARY 2017						
S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28				

OCTOBER 2016						
S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

**4.** End of 1<sup>st</sup> Quarter

**5-7.** Fall Break (No School)

**13-14.** Parent Teacher Conferences (½ Day)

**3.** End of 3<sup>rd</sup> Quarter (½ Day)

**13-17.** Spring Break

MARCH 2017						
S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

NOVEMBER 2016						
S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

**11.** Veterans Day (No School)

**21-25.** Thanksgiving Break

**24-25.** No School or Childcare

**5.** ½ Day (Faculty Development)

**14.** Good Friday (No School or Childcare)

**17.** Easter Monday (No School)

APRIL 2017						
S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

DECEMBER 2016						
S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

**20.** End of 2<sup>nd</sup> Quarter

**21-30.** Christmas Break

**25.** Last Day of School (1/2 Day)

**29.** Memorial Day (No Childcare)

**30.** First Day of Summer Camp

MAY 2017						
S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

“For I know the plans I have for you,”  
 declares the LORD, “plans to  
 prosper you and not to harm you, plans  
 to give you hope and a future.”  
 Jeremiah 29:11

First/Last Day of School
Half Day
Early Release 2:30
No School
No School/No Childcare

Updated 5/13/16

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# **GETHSEMANE LUTHERAN SCHOOL**

## **Christian Values — Quality Education**

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### **Mission Statement**

Gethsemane Lutheran School is dedicated to help our students become champions for Christ in service to Him by:

Growing in God's Grace  
Learning from His Word  
Sharing Jesus' Love.

### **Values**

Students have regular opportunities to learn about Jesus Christ and all he has done for them as their personal Lord and Savior. It is our prayer that our students hear and believe that salvation comes by grace through faith, knowing that Jesus died for their sins and promises them eternal life in heaven. Students are encouraged to apply God's standard to their own actions, behaviors, and attitudes and are taught and encouraged to live out their faith in meaningful ways.

Students are nurtured in an environment that extends forgiveness and, in turn, are taught the importance of extending God's grace to others. Students have teachers who lead by example (words, actions, behaviors, and attitudes) and encourage them to do the same. Students have teachers who give them the opportunity to succeed and excel because they are taught at their academic ability level in an appropriately rigorous and challenging academic program. Students build up, support, and care for each other.

### **Message From The School**

Welcome to Gethsemane Lutheran School! As we begin a new academic year, we want to be sure that you know how excited we are that we are all part of God's family and the GLS family! We are a unique and special group of people, coming from many different backgrounds and possessing many different talents and abilities. Together we learn, grow and serve one another. But even more, we are challenged and encouraged to serve those outside of our school community.

Our theme verse this year comes from Jeremiah 29:11. "For I know the plans I have for you," declares the Lord, "plans to prosper you and not to harm you, plans to give you hope and a future." We know that God only wants the best for us, He protects, and He provides. This verse was chosen because of how God's church is growing and expanding. God is alive and moving Gethsemane to expand so more people can come to know and accept Jesus Christ as their Lord and Savior!

We are about growing our students. Our students grow academically, socially, physically, and spiritually! As the students learn and grow, they become more equipped for the calling that God has set for them. He knows the plans and we help prepare the students so they can embrace God's plan and will in their life.

As a community of faculty and parents, we unite to raise these children and prepare them for life. Our prayer for this coming year is to thank God for bringing us all together and to guide us in helping the students grow. God has marvelous plans for the entire Gethsemane community and we are excited to be working together!

### **Message From The Pastors**

Welcome to Gethsemane! We are excited and thankful that you are part of our school family. While academics are the top priority of our school, we are blessed to also provide a Christian environment for your child to grow and learn in. We put a strong emphasis on the entire student, and look for ways to develop both knowledge and character through the curriculum and overall school experience at Gethsemane.

We realize that many of you may have a church home at another church or may even be open to finding out more about the church here at Gethsemane. Regardless of your church background, we are both available and willing to assist in any way possible. Please do not hesitate to reach out to Pastor Troy (full-time Senior Pastor), Pastor Jerry (part-time Assistant Pastor) or any part of the church staff with any questions or concerns that may come up. The church office can be reached at 480.839.0906. Even if you are not a member of the church, we want you to know that we very much see you as part of the Gethsemane family.

God's Blessings on the school year ahead!  
Pastors Troy Schmidt and Jerry Kosberg

### **WORSHIP**

As a thankful response for all that Christ has done for us, we teach our students the importance of Christian worship as an integral part of the Christian life, whether that be at Gethsemane Lutheran Church or at the student's home congregation. We always welcome families to join us for worship.

#### **Sunday Mornings**

8:00 a.m. Traditional worship in the gym

10:00 a.m. Contemporary worship in the gym

Holy Communion celebrated in all services on the 1<sup>st</sup> and 3<sup>rd</sup> Sundays of each month.

#### **Sunday Bible Classes**

Sunday School is at 10:00 on Sunday mornings.

## **GOVERNANCE AND HISTORY**

### **Lutheran Schools**

Gethsemane Lutheran School, founded in 1978, is just one of more than 2000 elementary schools and preschools operated by congregations of the Lutheran Church-Missouri Synod (LCMS) throughout the United States. Christian education has been valued by our denomination since its inception. Our school is part of a national network of Lutheran schools. Regionally Gethsemane is part of the Pacific Southwest District of the LCMS.

### **Gethsemane Lutheran School – History**

Gethsemane Lutheran School was established in the fall of 1978 as a way to reach the community with the love of Christ. Over the years the property has expanded and been remodeled so that children ages two through eighth grade can participate in many programs.

Gethsemane is strong in fine arts with classes in choral and instrumental music. Gethsemane is a member of the Black Canyon Athletic Association and competes with valley schools in a variety of sports.

Technology is integrated throughout the school. Promethean interactive boards are in the K-8 classrooms to enhance the teaching/learning process. iPads are found throughout campus and used in various ways in the classroom.

### **Gethsemane Lutheran School Ministry Team**

The administrative team at Gethsemane Lutheran School is comprised of the Principal and School Ministry Team. The administrative team meets monthly to discuss various aspects of the school including but not limited to policies, promotions, budget, and programs. Meetings are open to all church and school families. If sensitive information needs to be discussed the board may elect to go into executive session.

The school is the main outreach ministry of Gethsemane church. A common purpose and mission connect the school and church, which is to prepare children and families to serve as Christian leaders in our world. The School Ministry Team consists of laypeople elected by the Voters' Assembly of Gethsemane Church and they serve for two years. The Chairman also serves on the church's Mission Director Team.

## **ADMISSIONS, TUITION, FEES**

### **NOTICE OF NONDISCRIMINATION ENROLLMENT POLICY**

Gethsemane Lutheran School admits students of any race, color, religion, national, or ethnic origin to all

the rights, privileges, programs, and activities generally made available to students at the school. It does not discriminate on the basis of race, color, religion, national, or ethnic origin in the administration of its educational policies, admissions policies, and/or athletic and other school administered programs.

## **ENTRANCE REQUIREMENTS**

The enrollment process begins with a school tour and the interested parents/guardians meeting with the principal. The student will be administered academic tests to determine his/her academic placement. The results give the teacher a snapshot of his/her abilities. If the student is transferring from another school and has an IEP or any special needs, those papers must be given to Gethsemane for review prior to enrollment to determine if Gethsemane has the resources available to help the student.

New students may go through a time of adjustment. During this time we will work with the student to facilitate a smooth transition. Our goal is to ensure that the placement is appropriate for the student both academically and behaviorally. The staff will keep in close communication with the families regarding the student's progress.

New enrollment paperwork must be completed and submitted to the office. All new students must provide a copy of immunizations, birth certificate, signed emergency form, and copies of recent report cards and standardized test results. In addition, the immunization record **MUST** be kept current.

**Schools are held responsible to exclude students from school who have not started the shots or who are overdue for the next dose. Families opposing immunizations must complete the required form indicating their exemption.**

## **AGE REQUIREMENTS**

**Kindergarten:** The child must be five years old on or before September 1 of the current school year. Gethsemane preschool students turning five on or before December 1 of the current school year may be considered for admission based on developmental testing, teacher recommendation, and conference with the parents/guardians. Acceptance to kindergarten for students with birthdays after September 1 is provisional. After a few weeks of school the teacher will meet with the parents to determine if kindergarten is an appropriate placement based on the child's development and progress.

## **TUITION AND FEES**

An annual non-refundable fee is charged for each student at the time of enrollment or re-enrollment. The tuition schedule is based upon the actual cost per student in the school for each school year. The purchase of consumable textbooks, the rental of hardbound textbooks, student accident insurance, and some supplies are included in the tuition fee. Non-member tuition fees are set accordingly. Tuition for active members of Gethsemane Church is lower than that for non-members because all members of the congregation contribute to the operating costs of the school as part of their tithes and offerings. A current fee schedule is available from the school office.

All families are encouraged to apply to ALSO (Arizona Lutheran Scholarship Organization) and ACSTO (Arizona Christian School Tuition Organization). Funds from these STOs can be used to cover all tuition, including the initial tuition payment. Additionally, all families are encouraged to make a donation to an STO to assist in funding all of our students.

Families have the opportunity to select the payment schedule of their choice. Annual payments are

due by July 1st. Monthly payments are the annual tuition amount split into 10 equal payments due the first of each month, August through May. Families may also choose to have automatic withdrawal from their banking account on a monthly basis. Arrangements can be made with the school office. Credit cards may also be used, but families must be registered with the school office in advance to use one of the accepted credit cards. There is a 3% fee to use this feature. Monthly payments may also be paid using RenWeb pay now features as well.

Prompt payment of tuition is required for all families. A late fee of \$30 per account will be assessed for payment not made by the 20<sup>th</sup> of the month. Delinquent accounts that are more than 30 days past due risk having enrollment at GLS discontinued until such time that the account is cleared. Parents of students in grades K-8 should be aware that the Internal Revenue Service has ruled that persons having children enrolled in a parochial school which charges tuition may not use such tuition payments as a deduction for income tax purposes. Furthermore, parents may not ignore tuition and make contributions directly to the church in lieu of such tuition payments. That part of a person's contribution that is equal to the difference between the tuition paid and the tuition required will be classified as tuition by the IRS and will therefore not be allowed as a tax-deductible item.

### **STATEMENTS AND BILLING**

Statements will be electronically mailed out on a monthly basis. If your family has elected to use the automatic withdrawal option, please be aware that fees other than tuition will be sent to you in a statement on a monthly basis and will be withdrawn from your account in a separate transaction. These fees include such things as morning and afternoon extended care, special field trips, sports participation fees, music lessons, resource services, enrichment classes, and the like. Please note that even though one parent may have the primary responsibility to pay for the tuition of a student, if the other parent chooses to register the student for an extracurricular class or activity, it is the responsibility of the parent registering the student to pay for activity fees. GLS does this so that the person responsible can budget appropriately and is not surprised by items on their account that they were not expecting.

### **TUITION GRANT/SCHOLARSHIP PROGRAM**

The Arizona Department of Revenue has qualified Gethsemane Lutheran School as a school eligible to receive funding for students through a School Tuition Organization (STO). Parents must apply annually to receive these funds. Tuition assistance and scholarships can only be made available to those who have applied for enrollment.

Parents can apply for tuition assistance through many organizations. Each organization has their own rules regarding student recommendations, and scholarship distribution dates. Please check with the organization of your choice for the guidelines they have set.

Contact the school office for more information on STO programs and for a complete listing of STO's.

### **WHAT IS THE TUITION TAX CREDIT?**

In 1998, the State Legislature of Arizona passed House Bill 2074, the Tuition Tax Credit Law. Arizona state law allows Arizona taxpayers to receive a “**dollar for dollar tax credit**” for contributions made to any School Tuition Organization. The rules on the Tuition Tax Credit often change, so please see the Arizona Department of Revenue (AZDOR) website for the most current contribution and filing guidelines.

## **DONATION OPPORTUNITIES**

Parents who have compared the tuition rates of Gethsemane Lutheran School with those of private and parochial schools in this general area soon become aware that the GLS rates are among the lowest. Accordingly, we would urge parents and friends of the school to consider Gethsemane when desiring to make monetary gifts to the school. These gifts are tax deductible. Such gifts are certainly welcome, and they have become increasingly necessary for the effective operation of the school. Gifts may be given for a specific purpose (i.e. computers, bus, scholarships, etc.) or given to be used as the administration and teaching staff deems necessary.

# **ACADEMIC PROGRAM**

## **CURRICULUM**

The course of studies at Gethsemane Lutheran School is presented in the light of God's Word. All subjects become meaningful to the child of God as ways of developing talents for greater service to a loving God. Gethsemane Lutheran School presents a rigorous academic program that is designed to challenge all children in achievement commensurate with their potential.

Reading, language arts, math, science, social studies, music, art, health education, physical education, and technology represent the various components of the academic program, which, together with a study of God's word, makes the Christian school complete and unique. Curriculum objectives for all grade levels and subjects are updated annually by the faculty and are on file in the school office.

All textbooks and educational resources used in the classroom are examined on a regular review cycle to insure that the latest texts, software and other multi-media educational products and services are being used to accomplish our educational goals. Monies are budgeted annually to ensure faculty and staff are allowed opportunity for ongoing professional coursework and attendance at annual conferences and workshops.

## **HOMEWORK**

The challenging program at Gethsemane Lutheran School requires that some study be done at home to reinforce concepts and skills introduced at school. As a faculty, it is our goal to encourage student independence, responsibility, and organization in this area as students grow in their ability to be motivated and responsible life-long learners. Parents can help by providing encouragement, uninterrupted time, and a quiet place for study. The amount of homework depends upon the grade level, abilities, and study habits of the student.

## **MAKE-UP and LATE WORK**

It is the responsibility of the students and parents to initiate requests for make-up work. Make-up work shall reflect class assignments missed during the absence. A student shall receive a minimum of one day for each day absent in which to make up the work missed without losing credit, assuming that the absence is excused due to illness, travel, or other qualified reasons.

An important component to be a successful student is completing and turning in assignments based on the schedule provided by the teachers. Due to the various developmental levels of GLS students, teachers may vary the consequences of late work. Please see each teacher for his/her policy.

**GRADING/ACHIEVEMENT TESTS**

A complete evaluation of a student’s performance takes place throughout the school year. Grades are updated weekly on RenWeb (online grading system).

Each fall the students in grades 2-8 take the Iowa Test of Basic Skills. The test shows the student’s achievement in comparison with other students throughout the United States. The results are shared with the parents. The faculty uses the information to improve classroom instruction.

**GRADING SCALE**

Grades reflect student understanding and work ethic. The following scale is used in grades 1-8:

A+	97-100	B+	87-89	C+	77-79	D+	67-69	F =
A	93-96	B	83-86	C	73-77	D	63-66	below
A-	90-92	B-	80-82	C-	70-72	D-	60-62	60%
O = Outstanding		S = Satisfactory		N = Needs Improvement		U = Unsatisfactory		

In kindergarten, the teacher uses a criteria-referenced checklist to report pupils’ progress.

**REPORT CARDS**

Report cards are issued quarterly. Midterms are issued during the middle of the quarter for grades 1-8. Parents are encouraged to monitor the on-line grading system for updates on a regular basis. Teachers and parents are encouraged to be in contact at any time in the year when there are concerns about academic progress.

End-of-year report cards will be held for accounts with unpaid balances.

**ON-LINE GRADING SYSTEM (RENWEB)**

Parents of students in grades 1-8 will have access to an on-line grading system that provides information regarding their child’s grades, homework completion, and test results. This system is web-based and can be accessed 24 hours a day from any computer with Internet access. Parents will be provided a username and password that will be used to access their child’s information. The grading system is highly secured. If parents have any questions regarding the system or forget their password, please contact the school office.

**PARENT TEACHER CONFERENCES**

Conferences are held at the end of the 1<sup>st</sup> quarter and again during 3<sup>rd</sup> quarter. Attendance is required. Conferences may be held as needed when requested by the teachers or parents.

**CHEATING POLICY**

Cheating in any capacity will not be tolerated. Cheating includes using cheat sheets, answers on hand, copying from another student's work, giving away the answers, passing notes or answers during quizzes

or tests, copying homework or class assignments and plagiarism (to take ideas, writing, answers, etc. from another and pass them off as one's own.)

When the evidence of cheating is obtained by the teacher the student may receive a zero for the assignment or test, may have the opportunity to complete an additional or a different assignment, and parents will be notified. A second cheating infraction will result in further discipline.

## **PROMOTIONS**

It is the expectation that students in grades kindergarten through 8<sup>th</sup> complete the coursework and are promoted to the next level. To be promoted to the next grade level, students must clearly demonstrate satisfactory completion of the work and earn passing grades in their coursework.

When work for a grade level has not been completed satisfactorily, each case of promotion will be handled individually and all evidence will be weighed in an attempt to do what is best for the child. Students may be retained, referred to outside tutoring, or take additional coursework. Mastery of the content will be expected before promotion. Retention and seeking additional help is an opportunity to help the student to be successful at his/her grade level, possibly over a two-year period.

When it becomes apparent that a student is demonstrating difficulty mastering grade-level content the teacher will call a meeting with the parent as soon as possible. Concerns will be discussed both verbally and put in writing. Decisions regarding promotion are discussed with parents, teachers, and the administration.

Please note that attendance and tardiness may be factors that affect this decision.

## **HONOR ROLL**

Students in grades 3-8 receive honor roll recognition when grades meet or exceed certain guidelines.

- Academic Excellence - 4.0 and above
- High Honor Roll – 3.67-3.99
- Honor Roll – 3.33-3.66

## **8<sup>TH</sup> GRADE GRADUATION**

The student's time at Gethsemane concludes with the 8<sup>th</sup> Grade Graduation Ceremony at the end of each school year. Students who have demonstrated satisfactory completion of the work and earned passing grades for each subject participate in graduation and receive his/her Diploma of Completion and are ready for high school.

## **EIGHTH GRADE CLASS VALEDICTORIAN**

The eighth grade class valedictorian is announced at the graduation ceremony. The student with the highest grade point average during the eighth grade year will be designated class valedictorian. In the event of tie, the seventh grade GPA will be considered. If a tie still exists, the percentage grades in each class will be considered per the RenWeb system.

## **TRANSCRIPT/RECOMMENDATION REQUESTS FOR GRADUATES OR STUDENTS MOVING TO OTHER SCHOOLS**

Official transcripts will be mailed directly to the new school unless otherwise requested. Transcripts will

be held if an outstanding balance is due on the school account and sent once the balance is paid. Signed parental requests for documents are required.

Letters of recommendation will always be mailed directly to the schools requesting such documentation.

## **SPIRITUAL PROGRAMS**

### **CHAPEL**

Chapel is held once per week. Chapel is held in a variety of formats and is led by students, faculty, pastoral staff, and guest speakers. Offerings are taken at each Chapel. The administration and faculty determine the recipient of each month's Chapel offering. Generally the offerings go towards the various service projects sponsored by the classes. We encourage parents, family, and friends to worship with us.

A chapel buddy program has been established in which older and younger students are paired up in a mentoring relationship. Buddies usually attend Chapel together. In addition they may do a few activities together throughout the year.

### **MEMORY WORK**

Memory work is a required part of the curriculum in kindergarten through grade eight. Each week, the students are assigned Scripture passages, sections from Luther's Small Catechism, or a hymn verse to memorize. Scripture passages are from the ESV (English Standard Version) of the Bible. At the discretion of the teacher, memory tests may be written, oral, or a response to the verse(s) for the week. Memory work is graded and makes up part of the religion grade.

### **BIBLES**

All students in grades 3-8 must have an ESV (English Standard Version) for religion class. Each year students in grade 3 and new students entering grade 4 and above will be given an ESV Bible as a gift from the school. Bibles can also be purchased in the school office.

## **SCHOOL DAY PROGRAMS**

### **LIBRARY**

Gethsemane Lutheran School maintains a library on campus for student use. Student access is built into the classroom schedule. The catalog and circulation of books and other materials is fully automated and available to all students and staff. Classroom libraries exist to supplement the library resources. Parent resources are available upon request.

### **GENERAL MUSIC**

All classes have a general music class every week.

### **CHOIR**

Grades 1-3 and 4-8 have choir once per week. All choirs sing in Gethsemane worship services a few

times per year. These performances are required and attendance is factored in the grade.

### **INSTRUMENTAL BAND**

Instrumental band instruction is offered to students in grades 4-8. Classes are taught in a small group format as well as mass group practices. Beginning band is offered for students in 4<sup>th</sup> grade (older students are admitted into beginning band depending on scheduling). Advanced band is for students with a year or more of instrumental instruction. Band instruction is offered to students during the school day at a \$30.00 monthly charge. Instruments may be purchased by parents or rented from a local music store. The band performs several times throughout the school year. These performances are required and attendance is factored in the grade.

### **DRAMA**

Middle school students have the opportunity to take a drama class and be part of a drama production. Performances are required and attendance is factored in the grade.

### **PHYSICAL EDUCATION**

A well-rounded physical education program is offered in all grades, with emphasis on physical fitness. Unless such participation would be detrimental to the physical well-being of the child, all students are expected to participate. Exemptions are granted with a note from the family doctor that is to be shared with the school office and the teacher. Children in grades 4 through 8 are required to wear a uniform consisting of approved GLS PE shorts and shirts. (Grades are lowered when students do not dress out.) These may be obtained in the school. ALL students (K-8th) are required to wear athletic shoes for PE. **NO boots, ballet flats, Converse, or other flat-bottom shoes such as Keds, Sperry, Vans as they are slippery. Academic grades will be lowered when students are not dressed appropriately and they may not be allowed to participate in class.**

### **EXTRA-CURRICULAR PARTICIPATION POLICY**

Extra-curricular activities, defined as any after school activity offered by the school, are an important part of the overall educational program. Gethsemane Lutheran also believes that the participation in an extra-curricular activity is a privilege, so participation is dependent upon the child's attitude and effort in the classroom and during the activity itself. Unsatisfactory academic performance, inappropriate behavior, or excessive absences may result in ineligibility for participation. Parents will be notified if their child is asked to sit out of any extra-curricular activity.

### **ATHLETIC PROGRAM AND PHILOSOPHY**

The athletic program is an extension of the overall Christian education of the school, where the Word of God can be utilized to further strengthen the faith of the participants. The goal of the athletic program is to instill Christian sportsmanship principles such as teamwork, self-esteem, and a higher level of skill in the lives of each participant. The coaches and athletes are to demonstrate Christian attitudes in all events in order to become a greater witness for Christ. Students in grades four through eight are given an opportunity to participate in inter-scholastic sports activities. In order to provide a quality sports program GLS is affiliated with the Black Canyon Lutheran Athletic League.

Athletics are important to the overall maturity and development of each child that participates. Girls may participate in volleyball, basketball, soccer, track, and softball. Boys may participate in flag football, basketball, soccer, and track. **Students may wear school PE uniforms, or similar modest attire,**

**for all practices.** Coaches are encouraged to play each member of the team; however, based upon the attitude, skill, work ethic, and practice attendance of each athlete, the coach will determine the length of playing time.

## **ROLE OF THE STUDENT ATHLETE**

All students are encouraged to participate in the various sports. Students who choose to participate in GLS sports must make a commitment to their team and recognize that playing is both a privilege and a responsibility. Students participating in any sport are required to show a Christian attitude and behavior in the classroom. Failure to follow the behaviors listed below may result in suspension or removal from the team.

Athletes are expected to:

- Give fully of himself/herself during practice and games. Players not practicing the day before a game may see limited playing time for the following day's game.
- Be accepting of his/her honest mistakes.
- Strive to win without placing undue pressure on self or teammates.
- Recognize and respect the strengths and weaknesses of teammates.
- Exhibit sportsmanship at all times-being a good winner as well as a good loser.
- Accept the guidance of coaches.
- Respect the decisions of officials and umpires.
- Refrain from offensive language and actions.
- Demonstrate that he/she has health and/or student accident insurance.
- Maintain as a minimum standard a 2.5 overall GPA with no failing grades (F). If the GPA is not maintained and/or a student has a failing grade (F) a student may not participate until the grade improves.

## **EXTENDED CARE**

Gethsemane Lutheran School offers extended care for all GLS students in grades K-8. The program, which is sanctioned by the State Department of Health Services, offers supervised care for students from 6:30 a.m. until their class begins and after school until 6:30 p.m. Fees are assessed for using these programs.

Children must be signed in and out by a parent/guardian/teacher per state law. Children may be part of this program on a daily basis or intermittently. To attend students must have a fully completed Emergency Information and Immunization Form on file in the school office.

Students not picked up by **3:40p.m.** on regular release days or **11:40 a.m.** on early release days, will join the extended care program. Fees will be charged for each child according to the time used.

Late fees (\$10.00 first minute and \$5.00 for each 15 minute increment) will be assessed for students not picked up by the 6:30 p.m.

# **SCHOOL DAY PROCEDURES**

## **SCHOOL ATTENDANCE**

- Classroom doors open at 8:20
- Instruction starts promptly at 8:30.
- School dismisses at 3:30 Monday – Thursday and at 2:30 on Friday.

## **ATTENDANCE POLICY**

Regular attendance and punctual arrival at school are two habits that dramatically impact student achievement. Parents are strongly encouraged to schedule medical appointments, vacations, and other activities outside the school day. This will reinforce the importance of school and will prevent the student from getting behind in class work. Instructional time can never be recaptured.

If a student is truant more than 6 days per quarter, the school will contact parents. Excessive absences may play a role in continued enrollment for the current school year and advancement for the coming year. A doctor's note is required for students missing five or more continuous days, with appropriate explanation for the absence. If the child is sent home during the school day and misses a significant portion of the day, the child will be considered absent. It is our desire to work with the student and parents to encourage regular attendance as this serves the best interest of the child.

## **TARDINESS**

Tardiness is defined as reporting to class after 8:30 a.m. for all K-8th grade students. Students are to arrive at school and class on time. Parents must sign in their child in the school office when arriving after 8:30.

Excessive tardiness results in class disruption and loss of instructional time for the tardy student and the rest of the class. If excessive tardiness continues, parents will be contacted for a conference to help remedy the situation. The school reserves the right to make a determination regarding continued enrollment if excessive tardiness becomes habitual, negatively impacting the student.

Students with perfect attendance and more than 1 tardy per quarter will not be eligible to receive a perfect attendance award.

## **LEAVING SCHOOL**

Pupils who must leave school during the school day must be signed out in the school office by the parent or other responsible adult taking the student off campus. Once the parent or guardian has arrived, the student will be called to the office.

## **PARTICIPATION IN EXTRA CURRICULAR ACTIVITIES**

A child must be in attendance for a minimum of three hours per day to be eligible to participate in any extracurricular activity that afternoon or evening.

## **SCHOOL VISITORS**

All school visitors must report to the school office, sign in, and obtain a visitor's badge. Before leaving campus they must return to the office and sign out.

## **ANIMALS ON CAMPUS**

Due to issues of liability, allergies, and, for some children, fear of animals, we discourage animals on campus. An exemption to this is if a class is having a special event with pets.

## **CARE OF SCHOOL PROPERTY**

Where damage to school property is the result of willful negligence or disobedience, parents will be expected to pay for repairs or replacement and students will be subject to discipline.

## **TRANSPORTATION**

### **DROPPING OFF OR PICKING UP STUDENTS**

- Safety must be the first priority when dropping-off or picking-up children. **In order to make sure drivers are paying attention, we ask that parents refrain from using their cell phone during drop-off and pick-up times.**
- Students in kindergarten and up may be dropped off at the office door. Younger students must be walked to their classroom. Preschool students must be signed in and out in the office.
- Students not picked up by 3:40 will be taken to the after school care program and charges will be assessed accordingly.
- Do not park in reserved parking spots.
- Do not leave your car running unattended.
- Do not leave valuables in your car. Gethsemane is not responsible for lost or stolen items.

## **BICYCLES**

All bicycles are to be parked in the designated area. Bicycles are not to be used during the day. Students are urged to use a case-hardened steel lock and chain in order to discourage theft. Anything less than these can easily be cut by ordinary bolt cutters.

## **WALKERS**

If you desire your child to walk home, please provide the office with a signed note that gives permission that allows us to release him/her at the end of the day. Students must be in grades 5-8, or accompanied by a sibling in grades 5-8. We ask that no scooters, razors, or skateboards be brought to school.

## **FIELD TRIPS**

Field trips are an integral part of the education process at Gethsemane Lutheran School. Parents are notified as to date and time of each trip. Included in the enrollment papers is a consent to attend field trips that parents sign. Students who do not have a signed permission slip will remain at school during the duration of the trip. Transportation for field trips is generally on a GLS bus or by parent drivers. Parents are encouraged to participate as chaperones for some field trips and as requested by the teacher.

## **SCHOOL BUSES**

Gethsemane has two 15-passenger buses. Adults over the age of 25 who hold a valid driver's license and have been approved by the administration may drive the buses.

Students are expected to act in such a manner that will not detract from the driver's attention. It is important to understand that the driver has the authority and the responsibility to enforce all rules and regulations regarding the school bus. Parents are asked to read over the following guidelines with their child(ren) so that all riders understand the expectations for riding the school buses at GLS. *Your cooperation and support is greatly appreciated.*

## **GUIDELINES WHILE BUS IS IN MOTION**

Students will:

- obey the driver promptly and display a Christ-like attitude at all times
- refrain from using loud voices
- remain seated in assigned seats and facing forward, with backs against the seat backs, legs facing towards the front of the bus, and all body parts clear of the aisles
- keep heads, arms, and hands inside bus at all times
- help in keeping the bus free from trash
- Treat bus equipment with care and respect
- Refrain from shoving, pushing, or using profane or obscene language
- Be allowed to use CD players, iPods, etc, assuming appropriate selection of music

### **TRANSPORTATION PROVIDED BY PARENTS**

As a participant in extracurricular activities, it is understood that parents will, at times, allow their child to ride with a parent or GLS staff member to and from said activities. Parent drivers are required to have a valid license and insurance, follow all driving laws, require every child to wear a seat belt, and transport only as many children as they can safely restrain. Parents are not permitted to make additional stops when transporting students on field trips unless it is an emergency. Drivers are to refrain from using a cell phone. If a parent driver is known to have driven under the influence of drugs or alcohol, their permission to drive other children is revoked for the duration of their time at GLS.

### **SCHOOL SUPPLIES**

A list of basic supplies required for the various grade levels shall be given to all parents. This list of needed supplies shall be prepared by the school staff and are available on the website in July.

### **LUNCH PROGRAM**

Gethsemane provides a daily lunch program. Lunches must be ordered a month in advance. Payment is made when lunches are ordered or fees can be billed to the family account. Order forms for lunch programs will be available on-line or in the school office. Order forms must be printed and turned in to the office.

Students may also bring lunches prepared at home. **Microwaves are not available.** Milk may be purchased in the lunchroom. **Soda is NOT allowed during the school day.**

### **ISSUED TEXTBOOKS**

Textbooks and other instructional materials issued to the students become the responsibility of the student and a fine will be assessed for excessive wear or damage, not to exceed the replacement value of the item. Report cards will be held at the end of the year until all fines and fees have been paid. This applies to the use of books, documents and other materials from the library. All textbooks are the property of Gethsemane Lutheran School.

For students desiring an extra set of textbooks for home use, parents may obtain a set from the school office. Textbooks are offered on a rental basis of \$50.00 for full set.

### **GENERAL PLAYGROUND RULES**

- throwing rocks or dirt is not permitted
- be courteous, polite, and kind to other children and adults

- Hitting, pushing others down, or wrestling is not permitted
- Students should use only the bathrooms on the playground during recess times
- Children may hang, climb and swing only from underneath the playground equipment
- Take turns
- Toys from home are not allowed on the playground
- UP the ladder---DOWN the slides
- No slam-dunking at basketball hoops
- Contact an adult before attempting to retrieve balls or equipment from restricted areas

### **TELEPHONE**

The office is open from 6:30 A.M. to 6:30 P.M. Messages will be taken for students and teachers. Students will be called to the telephone in an emergency situation. Students are allowed to use the phone at the discretion of their teacher. The school phone is 480-839-0906.

### **CELL PHONES ON CAMPUS**

For safety reasons, students may have cell phones at school, but they are to remain off during school hours and school activities. The only time the cell phone may be on and used is with approval of the school staff. If a student is found to be using the phone during the day the phone will be taken and held in the school office and returned to the parent.

If parents and students need to communicate during school hours, the school phone must be used.

### **LOST AND FOUND**

A lost and found box is located outside the office door between buildings 1 and 2. Feel free to check it at any time. Please prevent loss by LABELING items of clothing. After a reasonable length of time, we will donate items to a local charitable organization. Gethsemane Lutheran School is not responsible for lost, damaged, or stolen items from backpacks. Please use reasonable care when bringing valuable items to school.

### **BIRTHDAYS AND PARTIES**

Birthday and party invitations may not be distributed at school unless the entire class is invited OR all the girls or the boys. Students should refrain from bringing party gifts to school. Students may not hold birthday parties at school, birthday snacks or treats are optional and permitted. Please coordinate snack plans with the teacher.

### **ZERO TOLERANCE**

Possession of, and/or use of, smoking materials, drugs, alcohol, fireworks, weapons and the like, as well as leaving school grounds without permission, will automatically be referred to the Principal for disciplinary action.

## **DRESS CODE**

### **GETHSEMANE LUTHERAN SCHOOL DRESS CODE (K-8)**

**All students are expected to follow dress code as outlined below. Students out of dress code will be sent to the school office and remain there until parents are notified to come and correct the infraction.** Students are expected to remain in dress code for the duration of each school day, unless otherwise designated. All final dress code decisions are left to the discretion of the faculty and/or administration. It is recommended that parents mark removable clothing items with your child's first initial and last name (jackets, PE clothes, etc.)

## **BOYS & GIRLS**

### **SHORTS OR SLACKS:**

- Navy blue or khaki (no cargo or carpenters-styles, no denim or corduroy)
- Pleated or flat front
- Short Length: Above the knee cap, by no more than 4"
- Solid black, or brown plain **belt** needs to be worn with shorts or slacks.
- Kindergarten or first grade students may wear elasticized waist bands w/o belts

### **SHIRTS:**

- Navy blue, red, or light blue polo knit shirts with GLS logo
- Long or short-sleeved
- Must be tucked in at all times
- Approved school "spirit shirts" on Spirit Days. These will be given to students on an annual basis.

### **OTHER:**

- Shoe: Closed toe, (no sandals or open heeled shoes)
- Socks: Navy, black, or white socks; must be visible above the shoe top; navy or white tights and knee-highs allowed for girls. Logos are allowed on socks, including the GLS logo.
- Hats/caps: Those with GLS logo may be worn outdoors, with visor pointing forward
- Sweaters: Navy or white cardigan sweaters with or without school logo
- Any shirt worn underneath the approved uniform shirt must be plain, solid color, and may not extend past the exterior sleeve length.
- Pullover Sweatshirts: Navy or gray, black or white pullover sweatshirts with or without school logo, but no other advertising or designs or allowed. Hoods must remain **DOWN** inside buildings. Only sweatshirts with the school logo may be worn inside the classroom.
- Windbreaker Jackets: Navy with or without school logo, lined or unlined
- Hair: Extreme hairstyles or colors will not be allowed
- Earrings: Not allowed for boys
- Boy/Girl Scout Uniforms: Only on days when meetings are held on campus—no jeans

### **P.E. UNIFORMS:**

- Required in grades 4-8
- Sneakers are required
- Available in the school office
- May be worn for sport team practices after school

## **GIRLS:**

### **JUMPERS**

- Navy blue or the approved plaid

- School polo shirt is worn underneath jumpers

**SKIRTS/SKORTS:**

- Navy blue, khaki, or the approved plaid
- No more than 4” above the knee cap
- Navy blue or black bike shorts may be worn under skirts

**OTHER:**

- Tights: White or navy tights allowed
- Excessive make up is not allowed
- Boots are not allowed.

**CASUAL DAYS**

- Shorts must be no shorter than 4” above the knee
- Jeans allowed
- Clothing may not be ripped
- All tops must have at least 3” of material on the shoulders and extend past the top of pants
- Low cut blouses or tops are not allowed
- T-shirts with suggestive messages, ads for alcoholic beverages or tobacco are not allowed
- No pajamas, yoga pants, jeggings, or spandex pants or shorts.
- Boots are not allowed.

**Final decision on approved attire is made by administration!**

**OBTAINING UNIFORMS**

Uniforms may be purchased online at <https://gethsemanelutheran2015.itemorder.com/sale>.

**GLS USED UNIFORM CLOSET** – Used school uniforms are available in limited sizes and quantities through the Used Uniform Closet. GLS accepts donations of clean and gently worn uniforms. Families donating can “exchange” item-for-item if sizes are available for their child. Families can also “shop” the used uniforms. Suggested donation is \$5 per item.

## **STUDENT CONDUCT AND DISCIPLINE**

**DISCIPLINE PHILOSOPHY**

At Gethsemane Lutheran School, we do not think of discipline as a form of punishment, rather, as the teaching of self-control, attitude, spirit, and responsibility. It is how we attempt to "train up a child in the way they should go," as mentioned in Proverbs 22:6. Therefore, our staff interacts with our students in accordance with the teachings and philosophies of Christ. Our teachers encourage actions that are necessary for growth, redirect negative actions where it is necessary, and ultimately, stop unacceptable behaviors that interfere with the safety of others and the learning process.

Students will be led to understand that for a happy, God-pleasing life, it is necessary to love our Lord first, love one another as brothers and sisters in Christ, serve and respect one another’s rights and privileges, and use and develop the talents that they have been given. The purpose of this Discipline

Policy is to build relationships with students and resolve problems in the early stages. The progressive stages are often only needed when there is no resolution or inadequate resolution.

### **DISCIPLINE PLAN**

Teachers have classroom discipline policies that are based upon a process of escalating consequences when classroom guidelines are not followed. Occasionally, it becomes necessary to involve the Principal in matters of discipline. When students are sent to the Principal's office the following steps will be taken to try to help the student become responsible. Depending on the severity of discipline warranted, the steps may be excelled.

Step 1: Counsel with the student.

Step 2: Phone call to the parent(s) alerting them of the problem and the next step.

Step 3: Meeting with the parent(s) to set up an action plan of corrective behavior.

Step 4: In school suspension and another meeting with the parents to discuss the next series of steps.

Step 5: One day out of school suspension and a meeting with the parent(s) will take place before the student may return to school.

Step 6: Three days of out of school suspension.

Step 7: Five days of out of school suspension.

Step 8: Ten days of out of school suspension.

Step 9: Possible expulsion.

### **SERIOUS BEHAVIOR PROBLEMS**

The Principal of the school has the authority to place a student on probation or to suspend a student from attendance at Gethsemane Lutheran School. The period of suspension shall not exceed ten school days.

Expulsion of a student from the school will take place as a last resort, at the discretion of the Principal, with assistance from the Senior Pastor and School Ministry Team.

School rule infractions, which may result in suspension and/or expulsion, include, but are not limited to, the following:

- Flagrant disrespect for a faculty or staff member
- Possession of and/or use of tobacco, alcohol, or narcotics
- Physical violence to self or others
- Possession of a weapon
- Continued use of inappropriate language
- Stealing
- Willful destruction of the church and school property and the property of others
- Verbal harassment
- Truancy
- Continued refusal to accomplish tasks
- Continued disruptive behavior in the classroom, in the church, on the playground
- Inappropriate physical contact
- Leaving school campus/classes without permission

## **BULLYING**

At Gethsemane Lutheran School we acknowledge that children have been entrusted to our care. With that care there is the responsibility of providing a safe environment so that physical, social, emotional, intellectual and spiritual growth can take place. The mandate to care for one another comes from our Lord Jesus. Jesus commands us to love God and to love one another.

*Jesus replied, "Love the Lord your God with all your heart and with all your soul and with all your mind." This is the first and greatest commandment. And the second is, "Love your neighbor as yourself." Matthew 22:37-39*

At the heart of following Jesus' command is a commitment by the staff of Gethsemane to model the love that Jesus has shown to us, to validate the pain caused by bullying behavior(s) and to take immediate action in stopping the bullying behavior(s).

We acknowledge that sin is a part of our human condition. One manifestation of sin is that of bullying behavior(s). Because of the grace shown to us in Christ Jesus, we embrace a conflict resolution model that emphasizes accepting responsibility for our actions and forgiving one another.

*If we confess our sins, he is faithful and just and will forgive us our sins and purify us from all unrighteousness. 1 John 1:9*

*Bear with each other and forgive whatever grievances you may have against one another. Forgive as the Lord forgave you. Colossians 3:13*

## **BULLYING - A DEFINITION**

Bullying is aggressive behavior that is intentional and that involves an imbalance of power or strength. Typically, it is repeated over time. A child who is being bullied has a hard time defending oneself.

Bullying can take many forms: [Reference: [www.stopbullyingnow.hrsa.gov](http://www.stopbullyingnow.hrsa.gov)]

- Physical bullying (such as hitting or punching)
- Verbal bullying (such as teasing or name calling)
- Nonverbal bullying or emotional bullying (such as intimidation using gestures or social exclusion)
- Cyber bullying or bullying through note writing, social network postings, blogs, IM's etc. (Such as sending insulting messages by e-mail or sending insulting notes to others in the classroom)

## **STATEMENT OF ACTION**

- Gethsemane practices a zero bullying tolerance as the standard of behavior. Teachers actively and consistently teach and model positive behavior(s), and have zero tolerance for aggressive or harassing behavior(s).
- Students demonstrating bullying behaviors will be subject to the discipline process as explained in the student handbook.

# **COMPUTERS AND TECHNOLOGY**

## **WEBSITE AND SOCIAL MEDIA**

Gethsemane Lutheran School recognizes the value of websites as a portal for communication and information. The GLS website exists to:

- Support the school's mission
- Provide the students, parents, staff, and community with information about the school and programs/activities
- Provide students with resources and support for learning.
- Serve as a vehicle for communication and feedback from the community

## **POSTING INFORMATION TO THE GLS WEBSITE OR SOCIAL MEDIA WEBSITE (FACEBOOK)**

When adding content to the school's website or Facebook page, GLS staff will adhere to the following guidelines:

- **Posting of Student Photos/Video:** Photos/video of students taken at GLS events or activities are subject to posting on our website, unless parental permission has been denied, via the consent form. The consent form is maintained in the GLS office and may be changed at any time. Posting of a student's name, with an associated photograph, will only be permitted where such identification is intrinsic to the posting, for example, a news article about a particular child's achievement. In the instance where a name will be used, consent will be confirmed by a phone call or email to the parent, prior to submission.
- **Parental Non-Consent:** If a parental consent has not been given, no images or information on that student will be posted to our website or Facebook page, except when part of a public event and individual students are unidentifiable.

## **STUDENT AND PARENTAL USE OF SOCIAL MEDIA POSTS RELATED TO GLS AND ITS STUDENT BODY**

In an effort to maintain the privacy and security of our students, GLS asks students and parents/guardians to refrain from posting photographs on a social media website (i.e. Facebook, My Space, Twitter, You Tube, etc.) of GLS students photographed while on the GLS campus or at a school-sponsored event that are not their own child(ren).

## **NETWORK ACCEPTABLE USE GUIDELINES**

- All use of the network must be in support of education and research and be consistent with the mission of the school. Gethsemane Lutheran School reserves the right to prioritize the use and access to the network.
- Any use of the network must be in conformity to state and federal law, licenses, and school policy. Copyright laws pertaining to print media, electronic media and resources obtained from the Internet must be adhered to.
- No use of the network shall serve to disrupt the operation of the network by others. Network components such as hardware or software shall not be destroyed, modified, or abused.
- Malicious use of the network to develop programs that harass other users or gain unauthorized access to any computer or computing system, and/or damage the components of a computer or

computer network is prohibited.

- Users are responsible for the appropriateness and content of material they store, transmit, or publish on the network. Hate mail, harassment, discriminatory remarks, or other antisocial behaviors are expressly prohibited.
- Use of the network to access, store, or distribute obscene or pornographic material is prohibited.
- Users shall not seek information on, obtain copies of, or modify files, other data, or passwords belonging to other users, or misrepresent other users on the network, or attempt to gain unauthorized access to the network.
- Communications may not be encrypted so as to avoid security review.
- The unauthorized installation, use, storage, or distribution of copyrighted software or materials on the Gethsemane Lutheran School network is prohibited.
- Diligent effort must be made to conserve network resources. All student data should be stored in the appropriate file location or on a disk as approved by the instructor. Students that file data in an unauthorized file run the risk of having the data deleted at any time by school personnel.
- Student data files are considered school property and may be reviewed by authorized staff members to maintain network integrity and to insure that the network is being used responsibly.
- Students may not bring food or drink (including water) into areas where they are using technology.
- Damaging, altering, or vandalizing any piece of hardware or software will not be tolerated. This includes marking on equipment, changing or erasing software, physically damaging equipment or making it difficult or unpleasant for others to use.

### **CONSEQUENCES:**

The use of technology resources at Gethsemane Lutheran School is a privilege and must be treated as such by all students. Technology resources include but are not limited to: computers, printers, video equipment, information storage devices, copy machines, software, and the Internet.

Any student that does not abide by the computer and technology guidelines will lose the privilege of using technology at Gethsemane Lutheran School and will be subject to disciplinary action. Any assignment that involves any breach of this policy may result in the assignment being given zero credit. The administration may close an account at any time as required. The administration, faculty, or staff of Gethsemane Lutheran may request the administration to deny, revoke, or suspend specific user accounts. In addition, users that destroy or damage hardware, software, or the network may be billed for the cost of the parts and labor to repair the damage.

### **ONLINE BEHAVIOR AGREEMENT**

Each year every student must sign and agree to abide by the following:

Let your online behavior be an example for others, and reflect the values and beliefs we share as followers of Jesus.

“Finally, brothers, whatever is true, whatever is noble, whatever is right, whatever is pure, whatever is lovely, whatever is admirable - if anything is excellent or praiseworthy - think about such things.

Whatever you have learned or received or heard from me, or seen in me – put it into practice. And the God of peace will be with you. Philippians 4:8-9

Respect the rights and property of others.

- If you use someone else's writing, video, images, or sounds, be sure to get permission and/or give them credit.
- Don't log on to someone else's account, even if they give you permission. Watch out for the safety of others.
- If you discover someone else's password, let them know and encourage them to change it.
- Never pretend to be someone else while online.
- When communicating online using instant message, email, discussion boards, chat, or text message, remember to always be respectful. Use your words to build others up. Do not be mean, or hurtful.
- Protect yourself. Not everyone online shares our values and beliefs. There are people out there looking to take advantage of you or maybe even harm you, so protect yourself while online.
- Protect your passwords. Do not share them with others.
- When you are posting something that could be viewed publicly, never give out any personal information that could let someone you don't know be able to find you. This includes your full name, school, address, phone number, current location, or where you plan to be.
- If inappropriate material should appear on your computer screen, tell an adult immediately.
- If someone sends you inappropriate material, tell an adult immediately.
- Do not communicate with a stranger. If an unfamiliar user contacts you, tell an adult immediately.

### **GOOGLE APPS (MIDDLE SCHOOL)**

Google Apps is a special account-based service that has several useful features for students and staff members. The free tools provided by Google are available to students at school and at home online, and some tools may be used offline. These tools help students keep organized, prevent lost homework, and allow students to work individually or collaboratively on school assignments. When using Google Apps and Tools, students work in a safe environment because people in the outside world cannot participate in the assignment. In order to participate in an assignment, a person must be added to the site or file as a "shared collaborator." With collaboration comes increased responsibility in the hands of those who are sharing a document, spreadsheet, presentation, or site. Therefore, all users of the Gethsemane Lutheran School Google Apps system must be aware of and agree to the following guidelines regarding use of this system:

- All rules, regulations, and guidelines already covered by Gethsemane Lutheran School's Acceptable Use Policy document, as well as all local, state, and federal laws still apply to use of this system. Nothing illegal, immoral, or otherwise deemed inappropriate by all other school policies and outside laws may be entered into or displayed via the Google Apps system.
- Google Apps is for school projects. Students or staff members using Google Apps for their own purposes are cautioned that the school offers no guarantees to the safety or permanence of ANY data in its Google Apps system. Google Apps files or sites should not be created unless assigned by a teacher or after specific permission by a school employee.
- When sharing a document, spreadsheet, presentation, or other file with other users, one agrees that:

- a. all users are agreeable to receiving an invitation to collaborate,
  - b. all users must report any violations of any school policies or government laws immediately,
  - c. all users must be treated with respect, and
  - d. all users are expected to contribute fairly, citing sources whenever necessary, and following all rules, laws, and guidelines
- In the case of a shared space (i.e. Google Sites), all of the above guidelines also apply. In the case of Google Sites that need to be marked as “public” in order to be visible throughout our school community, users must not give out the addresses of such Sites to people outside our school community.
  - Deliberate destruction or vandalism of other users’ data or shared data is prohibited. Nothing should be deleted without the permission of the person who created it.
  - Google Apps will not be used to post any information for commercial activities, product advertisement, or political advocacy, nor will it be used to post any obscene, discriminatory, or offensive material.
  - School employees have the right to monitor all postings and activities in Google Apps.

For each feature of the Google Apps for Education system, there are acceptable uses as well as forbidden ones. Violating this policy will result in disciplinary consequences. Features may be disabled temporarily or permanently if violations persist.

#### **GOOGLE DOCS (MIDDLE SCHOOL)**

- DO complete teacher-directed assignments using Google Docs.
- DO use Google Docs rather than emailing or storing documents on a portable flash drive.
- DO use it to store school-related files such as assignments for technology or other classes.
- DO NOT keep personal files or documents for your own entertainment, including images that are not for school.

#### **GOOGLE SITES (MIDDLE SCHOOL)**

- DO create sites for school use, including projects and portfolio.
- DO maintain sites through to completion.
- DO NOT create sites without direction from a teacher.
- DO include information and images that are appropriate for our school setting.
- DO NOT include personal information such as phone numbers, dates of birth, addresses, etc.
- DO NOT use java scripts to create pop-ups of any kind.
- DO NOT include, post, or use as a profile image any copyrighted media to which you do not have ownership rights.

All the Google Apps for Education features are there for the purpose of learning and fun. When someone abuses a feature, that feature may be removed or blocked, meaning that all students miss out on using it, all because of the poor choices of an individual or small group. When a student uses any part of the Google Apps for Education system, he or she should imagine that a parent or teacher is looking at the screen. If you don’t want the principal and your parents to find out about it, don’t do it.

## **HEALTH AND SAFETY**

## MEDICAL ISSUES

In the event of a life threatening medical emergency, 911 will be called immediately. Every effort will be made to contact the parents. In the case that a parent cannot be reached immediately, the people listed on the child's blue medical emergency card will be called and the staff will continue to try to reach the parents. If the emergency is not life threatening, the staff will administer first aid treatment and then determine if the child is able to stay at school or will need to go home. The staff has been trained in first aid and CPR procedures.

## NUT ALLERGIES

All classes are aware of children with allergies and foods containing those items are banned from the classroom.

## MEDICATIONS

When it is necessary for a student to take medicine during school hours, the school office has designated staff members who may administer the medication if the following requirements are met:

- **All medications must be brought to the school office. Teachers must also be notified of medical needs.** The medication must be transported to and from school by a parent, guardian, or an adult designated by the parent. In certain circumstances, metered-dose inhalers prescribed for the treatment of respiratory disorders may be kept with the student; permission to do so will be determined by school administrators, based on the responsibility of the student. A "Permission to Carry" form must be current and on-file in the school office.
- There must be a written permission note from the parent allowing the school or designated staff member to administer the medication to the student. Forms are available in the school office.
- **Over-the-counter and prescription medications must be brought to the school office in the original container.**
- Prescription medications must be labeled by the pharmacy with the student's name, medication, directions for use, date of the prescription, and the prescribing physician's name. The original prescription container shall serve as the physician order since the prescription is on file at the pharmacy. To facilitate the most effective administration of your child's medicine, please ask your pharmacist for a separate prescription bottle for school.
- For field trips, medications must be given to the school office in original packaging so that they can prepare personnel for proper administration of medications during the trip.
- The person working in the office will be the designated staff member responsible for the dispensing of all medication, including storing, supervising the taking of a medication, and record keeping.
- Prescription medications, such as Epi pens, or antibiotics may be given, but only upon receipt of written authorization signed by the enrolled child's parent or health care provider that includes the:
  1. First and last name of the enrolled child
  2. Name of the medication
  3. Prescription number
  4. Instructions for administration specifying the:
    - i. Dosage and route of administration
    - ii. If indicated, starting and ending dates of the dosage period
    - iii. Times and frequency of administration

5. Reason for the medication
  6. Date of authorization; and
  7. Prescription medication must be provided in the container dispensed by the pharmacy
- Injections (Epi-pens) may be given after obtaining an additional written authorization from a physician. The authorization will remain on the premises for 12 months from the date of authorization.
  - All unused medication will be returned to a parent when the prescription date has expired or the medication is no longer being administered. The office staff will dispose of medications that are not picked up by parents.
  - Medications will be stored in a locked, leak-proof cabinet and will be located out of reach of children. Medications requiring refrigeration will be kept in a locked, leak-proof container in the refrigerator.

## **SICKNESS**

All students who are sick **MUST** be sent home. When a student is well enough to participate in a normal school day, he/she may return to school. Students are expected to participate in all outdoor and all physical activities with their classes unless they have a note signed by the parent, guardian, or doctor. The school office will work with parents, students and physicians to accommodate any chronic conditions that may require treatment during school hours. Students who are ill during the day are not allowed to return to school for an after-school/evening school-sponsored event.

## **IT IS USUALLY UNNECESSARY TO KEEP A CHILD HOME FOR**

- Sniffles, a runny nose (thin, clear secretions), and a mild cough without a fever. It could be a cold or an allergic response to dust, pollen, chalk, or seasonal changes.
- Vague complaints of aches, pains or fatigue
- A single episode of diarrhea or vomiting without any other symptoms

## **SICK DAY CONSIDERATIONS**

### **KEEP A CHILD HOME WHEN HE/SHE HAS:**

- Any physical or emotional condition that would prevent him from participating comfortably in class
- A fever of 100 degrees or higher; coupled with a rash, earache, sore throat, lethargy or nausea, fever may signal a highly contagious infection
- A persistent, productive cough and wheezing along with a thick or constant nasal discharge (notice the color)
- Persistent, vomiting or diarrhea during the previous night
- An undiagnosed rash, especially when there is a fever and behavioral change
- Pinkeye in which there is a white or yellow discharge, often with matted eyelids after sleep, eye pain and redness
- Strep throat/scarlet fever
- Head lice; stay home until treated and all nits are removed
- Chicken pox; stay home five days after the onset of blisters, or until all pox is scabbed over and dry
- Generally, a child who was contagious may return to school (assuming he/she is feeling well and

fever has subsided), after an appropriate antibiotic has been given as prescribed for a full 24 hours. To be effective, the entire prescription must be taken on time and as ordered by the physician.

### **HEAD LICE POLICY**

Any student screened by the school office that is found to have lice or multiple nits will not be allowed to return to class until treatment has been done and both lice and nits are gone.

### **HEAT ADVISORY**

In the event that a heat advisory warning is issued by Maricopa County, our school office will alert teachers to limit or cancel outdoor activities, following the American Academy of Pediatrics guidelines. These guidelines include limiting exposure to the heat, especially during the hours of 10 a.m. - 4 p.m. and making sure that students are reminded to drink water. Students are encouraged and reminded to bring water bottles from home, filling them and drinking while on campus.

### **ACTIVITY LIABILITY WAIVER**

By allowing your child to participate in Gethsemane Lutheran School activities, including physical education classes and extracurricular activities such as the sports or music programs, it is understood that parents waive and release any and all rights and claims for damages against Gethsemane Lutheran School and all staff members. It is understood that parents are aware of the risks involved with these activities. In case of emergency, it is understood that parents authorize GLS staff to obtain medical or dental care as needed.

### **EVACUATIONS**

A step-by-step procedure and maps for evacuation are posted in each classroom.

### **FIRE DRILLS**

Fire drill evacuations are practiced on a monthly basis throughout the school year. All classrooms will be checked, and the teacher will take attendance when the class reaches the designated meeting place and again when they return to the classroom.

### **LOCK-DOWN PROCEDURES**

Gethsemane Lutheran School and Gethsemane Church-Lutheran have a plan in place for instances when it is necessary to get everyone inside the buildings for safety. We will take every precaution possible to keep your child from harm. Lock-down drills are held at various times during the school year.

### **WEAPONS AND DANGEROUS ITEMS**

There is a no tolerance policy for any weapons on campus whether real or pretend. Students risk suspension and possible expulsion for bringing such items on the school property.

# PARENT INVOLVEMENT AND COMMUNICATION

## **Parents and Teachers Organization (PTO) SMT needs to edit as we don't know status**

The purpose of this organization shall be to promote the education and welfare of children. Its goal is to bring the home into closer relationship with the school so that parents and teachers may cooperate in putting together the best program for educating the children in both the school as well as the home. The P.T.O. operates in cooperation with and under the guidance and direction of the School administration and the Gethsemane Lutheran School Ministry Team. Other purposes shall include the following:

- to promote Christian sociability
- to encourage an effective program of church-home-school cooperation
- to support all worthwhile efforts of the school, teachers and School Ministry Team
- give assistance in service projects
- to raise funds for projects at the school

All parents who have children in Gethsemane Lutheran School are encouraged to participate in regular meetings and other activities. Time of meetings and activities will be announced.

## **VOLUNTEERS SMT needs to edit based on changes being made**

Gethsemane Lutheran School welcomes volunteers. Parents or others wishing to volunteer their services should communicate with the classroom teachers, the principal, or the PTO Committee.

Volunteers are asked not to bring younger children when working in the classroom and/or using school equipment. All volunteers should register in the school office and wear a visitor's badge while on campus. Volunteers who are alone with students must have an up-to-date fingerprint clearance card on file in the school office. Adults who are serving as volunteers or visitors on campus or during school related activities must refer all student discipline issues to GLS staff members.

## **RELATIONSHIPS BETWEEN HOME AND SCHOOL**

All children of parents who desire a Christian education for their children are welcome in our school. For the good of the child we require that parents uphold the instructions of the school. Whenever the values of home and school are in conflict, the child suffers. Our aim is to preempt and resolve conditions that lead to conflict and emotional disturbance within the child. The home is and always will be the chief agency for the Christian training of the child. A Christian school does not relieve the parents of their God-given obligation. Rather, the purpose of our school is to serve as an important aid to and an extension of the home in the vital work of Christian training.

## **PARENT-TEACHER CONFERENCES**

Parent-teacher conferences are scheduled two times per year: after the first quarter and during the third quarter. Families should make every attempt to attend the conference. Parents and teachers are encouraged to have a conference whenever necessary. Parent-teacher conferences offer the best form of communication regarding the performance of a student.

### ***Thoughts about conferences:***

1. How and why do I schedule a parent teacher conference?

- Contact your child's teacher(s). Teachers will let parents know their preferred method of contact.
- Teachers are available on campus until 4:00 to meet with parents.

- Ask whether your child, or the principal should attend.
2. How do I prepare for the conference and what should I expect?
- Take a list of your questions and concerns.
  - Listen to the teacher(s) and take simple notes.
  - See if you can pinpoint problem areas (e.g. attendance, testing, homework, behavior, attention span/participation, etc.).
  - Offer the teacher feedback on problem areas you or your child can remedy.
  - Ask the teacher for additional suggestions for improvement.
  - Offer the teacher insight into your child's special problems or needs.
  - Ask when your child can come in for extra help.
  - Ask if your student can do extra credit work to bring up his/her grade per the teacher's discretion.
3. How do I proceed after the conference?
- Check with the teacher regularly or until you are sure that your child is succeeding in the class.

### **GUIDELINES FOR PARENT VISITS**

Parents have an open invitation and are encouraged to attend chapel services, assemblies, and athletic contests. As a courtesy, visits to the classroom for observation purposes must be arranged in advance via the administration or teacher. **Visitors are to obtain a pass from the school office and sign in when visiting the school.**

### **WEBSITE**

Gethsemane Lutheran School maintains an active website that contains valuable information for students and parents. This is a wonderful way for parents to stay connected and on top of current information.

### **SCHOOL DIRECTORY**

The school directory is available online through RenWeb. It is available through the parent page.

### **WEEKLY NEWSLETTER**

A newsletter called *Gator Bytes* will be sent home via email every Friday. The newsletter covers all events happening in the school so look forward to reading it every week!

### **WEEKLY SCHOOL UPDATES**

Periodically emails will go out for important, up-to-date information.

### **SCHOOL FUNDRAISERS SMT edit if needed**

Each year, the PTO organizes fundraisers to help support the programs of the school. As with any activity at Gethsemane Lutheran School, parents are not obligated or pressured into participating. The money raised each year is designated to provide additional resources and/or services that are not normally supported through the annual budget. Past fundraisers have included activities such as gift-wrap sales, annual auction, holiday greens sales, golf tournament, etc.

### **SCRIP**

Gethsemane participates in the SCRIP program. Families can purchase gift cards for gifts or for regular weekly family expenses. When you buy your SCRIP cards through GLS the school earns a percentage

of the cost. Proceeds go to PTO and support various programs in the school.

### **WISH LIST CATALOG**

Parents often ask for opportunities to purchase items for their student's classrooms or the campus at large. In order to provide this type of information to families, we have created the Wish List Catalog. It is available at all times in the school office and is updated throughout the year. Teachers and staff are invited to submit their "wishes" to be included in the catalog. Items include classroom and P.E. resources, technology items, landscaping needs, musical instruments, as well as donations to the library. Donations are tax deductible.

### **MATCHING DONATIONS FROM BUSINESS**

Many businesses promote employee gifts to non-profit organizations by providing a matching donation. If you are considering a gift to GLS, you may wish to check to see if your employer provides matching gifts to maximize your donation.

### **CAPITAL CAMPAIGNS**

As the need arises, Gethsemane Lutheran School, in conjunction with Gethsemane Lutheran Church, will plan capital campaigns to fund special large projects such as facility renovation or additions. Due to the magnitude of these projects, their costs cannot be met through the operating budget and therefore require independent fundraising campaigns. School families and alumni are encouraged to consider supporting these activities.

### **STAND-IN-THE-GAP FUNDING DRIVE**

Annual giving campaigns are conducted to seek financial support from parents and other members and friends of the school community. Contributions to the Annual Fund Drive help to provide many resources that enrich each child's educational experience at Gethsemane Lutheran School.