

“iBELIEVE”

“For God so loved the world, that he gave his one and only Son, that whoever believes in him, shall not perish, but have eternal life”

John 3:16



Kindergarten-8th Grade Handbook

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

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Updated July 2017

WELCOME FROM ADMINISTRATOR

Welcome to Gethsemane! We are excited that you will be part of our family for this school year! Our school was established in the fall of 1978 as a way to reach the community with the love of Christ. Over the years we have expanded and remodeled to accommodate students from age two through eighth grade.

We consider it a privilege to work with our Gethsemane families in providing them a quality Christian education. Students can avail themselves of sports programs, music, and art, as well as a second language beginning in kindergarten through grade eight.

Our theme this year is from John 3:16- "For God so loved the world, that he gave his one and only Son, that whoever believes in him shall not perish but have eternal life!"

Our prayer is that all of our families will share in the everlasting, steadfast love that the Lord has for us.

Claire Fugit

Principal

WELCOME FROM 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 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 throughout their school experience at Gethsemane.

We realize that many of you may attend another church or may be open to finding out more about the offerings here at Gethsemane. Regardless of your church background, we are both available to assist in any way possible. Please call either of us or any part of the church staff (480.839.0906) with any questions you may have.

God's blessings on the school year ahead!

Pastor Troy Schmidt

Pastor Jerry Kosberg, Assistant Pastor (part time)

Vicar Nathan Huse

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Gethsemane Lutheran School reserves the right to revise policies, procedures and the contents of any of its handbooks at any time, as deemed necessary.

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.

FAMILY & SCHOOL PARTNERSHIP

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.

MATTHEW 18 PRINCIPLE

At Gethsemane we encourage families and teachers to use a policy based on Matthew 18. This requires parents talk to teachers about student problems before they talk to administrators. If unresolved at the two person level, the matter is prayerfully and in orderly fashion, moved upward in the school organizational structure. This is the Lord's way of solving people-to-people problems.

STATEMENT OF FAITH

- We believe the Bible to be the inspired, the only infallible, authoritative Word of God, inerrant in the original manuscripts: II Timothy 3:16; John 10:35; II Peter 1:21.
- We believe the inerrancy of Scripture embraces not only religious truth, but also the Bible's scientific, historical and literary features: II Corinthians 10:5; Colossians 2:8; II Peter 3:15-16; Romans 3:4.
- We believe that there is one God, eternally existent in three persons: Father, Son and Holy Spirit: Matthew 28:19; I Corinthians 8:4; Genesis 1:26.
- We believe that creation was an act of God as described in Genesis chapters 1-2, and not the result of evolution, theistic or otherwise: Genesis 1:1; Hebrews 11:3; Psalm 33:6
- We believe in the deity of our Lord Jesus Christ, in His virgin birth, in His sinless life, in His miracles, in His vicarious and atoning death through His shed blood, in His bodily resurrection, in His ascension to the right hand of the Father: John 5:23, 14:6; Acts 4:12.
- We believe Jesus will one day return to earth in all of His glory and power and that Judgment Day will come suddenly and unexpectedly: 2 Peter 3:10; Mark 13:32; Acts 1:11; I Thessalonians 4:16-18; Matthew 24.
- We believe all mankind is born in sin; by nature man is spiritually blind, dead and an enemy of God, condemned to eternal damnation outside of Christ: Psalm 51:5; Romans 3:23
- We believe the world has been reconciled to God through the death and resurrection of Jesus, and all sins have been forgiven through Him. God no longer holds our sins against us, but has declared us righteous: 2 Corinthians 5:19; Romans 4:25
- We believe that for the salvation of lost sinful man, regeneration by the Holy Spirit is absolutely essential. Coming to faith in Christ is entirely the work of the Holy Spirit, not by some "decision" or "experience" by man. Conversion is worked by the Gospel and Holy Baptism. Salvation comes through grace, for while we were yet sinners, Christ died for us: I Peter 1:23; John 3:5-6; John 3:16; Romans 5:8.
- We believe the Holy Spirit works through the power of the Word of God in Baptism where He creates faith, washes away sins, saves, all as His gracious work: John 3:5-6; Acts 22:16; I Peter 3:21
- We believe Holy Communion (Our Lord's Supper) is Christ's true Body and Blood, really present in the bread and wine, for the forgiveness of sins: Matthew 26:26-28; I Corinthians 11:23-29. Holy Communion is also an expression of Christian unity in God's Word: Romans 16:17; I Corinthians 1:10; I Corinthians 10:16-17
- We believe in the present ministry of the Holy Spirit, by whose indwelling the Christian is enabled to live a Godly life, conforming to the image of Christ: I Peter 1:2; John 14:26.
- We believe in the resurrection of both the saved and the lost; that heaven and hell are real, and they that are saved by grace through faith unto the resurrection of life (heaven) and they that are lost to unbelief unto eternal damnation (hell): Matthew 25:46; John 14:1-3; Revelation 20:15.

- We believe in the spiritual unity of believers in our Lord Jesus Christ: John 10:16; Ephesians 2:19-22; Ephesians 4:3-6; Romans 12:4-5.

ADMISSION POLICIES

The enrollment process begins with a school tour and the interested parents/guardians meeting with the administrator. The student will then be administered academic assessment tests to determine his/her academic placement. Registration will be accepted upon the results of the meeting and the assessment. The registration packet includes forms which must be completed and returned to the school office with the initial tuition fee. All new students must provide a copy of immunizations, birth certificate, emergency contact form, and copies of report cards and other school records from all previous schools.

As a private school, Gethsemane reserves the right to refuse admittance for any reason deemed necessary by the administrator.

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.

Parents must read and sign the commitment form stating they understand and agree to support the purpose, philosophy and policies of Gethsemane Lutheran School as outlined in the Handbook.

For entrance into kindergarten, students must be five years old on or before September 1 of the current school year. Students turning five on or before December 1 of the current year, and all existing preschool students, will be evaluated for readiness. The Kindergarten teacher, in consultation with the administration, will determine if the child is ready for Kindergarten.

All students are required to have completed immunization records when they enter Gethsemane Lutheran in compliance with the Arizona State Department of Health regulations. Arizona state law requires verifiable documentation of immunization before a student is registered and admitted. This documentation must show the date and type of each dose administered or laboratory evidence of immunity for Polio, DPT, HIB, Mumps, Measles and Rubella. Parental recall of dates and types of immunizations is not accepted. Families opposing immunizations must complete the required form indicating their exemption.

We seek to meet the needs of each student but understand we may not be able to meet the special needs of some children. If the student has an IEP or any special needs, those must be given to the school for review prior to enrollment to determine if Gethsemane can meet the special needs of the student.

An attitude of Christian humility and cooperation by students and parents in support of the policies and principles and their enforcement is required. Administration shall make the determination as to what constitutes adherence to and violation of school policies and principles. Gethsemane reserves the right to suspend or expel any student who violates the Discipline Policy.

SCHOOL MINISTRY TEAM

The administrative team at Gethsemane Lutheran School is comprised of the Administrator and School Ministry Team. The administrative team meets monthly. 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 Ministry Team consists of lay-people 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.

SCHOOL OFFICE HOURS

The school office is open for normal business from 7:30am until 4:30pm.

DEVOTIONS

Each day from 8:00-8:15am all teachers meet together for a time of devotions and prayer. Please make arrangements to meet with a teacher other than this time of day so they can keep their commitment to this important time of day.

SCHOOL HOURS

Students who arrive prior to 8:00 am will go straight to Extended Care and will be charged Extended Care fees. Once a student arrives on campus, he/she must not leave until school is over. If a student is not picked up by 3:40pm on regular release days (11:40am on early release days), the student will be checked into Extended Care and his/her account will be charged accordingly. Extended Care is available before and after school hours from 6:30am-6:00pm.

School for all students begins promptly at 8:30am and ends at 3:30pm on Monday through Thursday. On Friday, school releases at 2:30pm. Classroom doors open at 8:20am. K-8 students may be dropped off at the front office. Preschool students must be signed in and out in the school office and accompanied to their classroom.

K-8 students will be considered tardy if they are not in their homeroom at 8:30am. Any student who is tardy is required to be signed in by their parent in the school office and obtain a late slip in the school office to present to the homeroom teacher.

ATTENDANCE / TARDINESS

Regular attendance is essential to successful schoolwork. Parents are encouraged to schedule medical appointments, vacations and other activities outside of the school day. Absences should be avoided except for illness and emergencies. In the event of an unplanned absence, please call the school office to report the absence before 9:00am.

Students have one day for each day absent to make up missed schoolwork or lose credit for those assignments. Projected absences should be put in writing and turned into the school office for approval.

Tardiness results in class disruption and loss of instructional time for the class and the student. Students in grades K-8 will be allowed four unexcused tardies without consequence per quarter. On the fifth tardy in the quarter, a written notification will be sent home from the administrator.

If a student must leave school prior to the end of the school day, a note stating the reason should be brought from home and given to the teacher. The student must be signed out in the office by the person designated to pick the student up from school. School office staff will contact the student's classroom to have them meet you in the office.

MAKE-UP ASSIGNMENTS

Each teacher will set a policy for makeup work. If an absence is reported prior to 9:00 am, parents may request homework be compiled to be picked up at the end of the day. Missed work will be completed under the direction of the teacher.

EXTRACURRICULAR ACTIVITIES

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 extracurricular 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. Students must maintain at least a 2.5 overall GPA with no failing grades in order to participate. Parents will be notified if their child is asked to sit out of any extracurricular activity.

In order to be eligible for extracurricular activities, students must be in attendance for a minimum of three hours the day of the performance or contest.

ATHLETIC PROGRAM

Gethsemane offers students in grades 4-8 the opportunity to participate in interscholastic athletics in the following sports: Boys and Girls Basketball, Boys Flag Football, Girls Softball, Boys and Girls Soccer, Boys and Girls Track & Field, and Girls Volleyball.

PARENTS ON CAMPUS

Parents have an open invitation to be on campus and are encouraged to attend chapel services, assemblies and athletic contests. For the safety of our students, we ask that all non-staff check-in and out at the school office and obtain a visitor badge. As a courtesy to our teachers, please coordinate any visits to the classroom in advance with the teacher.

TRANSPORTATION

Gethsemane does not provide transportation services for our families to and from school. When dropping off or picking up your student, please refrain from using your cell phone in the parking lot. If you desire your student to ride their bicycle or walk to and from school, a signed note must be turned into the school office giving Gethsemane permission to release the student at the end of the day.

Gethsemane maintains one, 15-passenger activity buses for extracurricular and field trip use. Adults over the age of 25 who hold a valid driver's license and have been approved by school administration may drive the buses.

FIELD TRIPS

Field trips are a valuable part of the educational experience at Gethsemane. A permission slip will be signed at the start of each school year which covers all field trips students will go on during the year. Transportation for field trips is generally provided by staff on an activity bus or by parent drivers in their personal vehicle. Teachers will notify parents ahead of time if personal vehicles are needed. If parents are to drive for a field trip, an up-to-date "Volunteer Driver Form" must be filled out and on file in the school office.

PERSONAL PROPERTY / CELL PHONES

All personal property such as toys, skateboards, etc. is not allowed at school and will be confiscated. Students may not bring electronic music players or video games. Any confiscated device will only be returned to the parent or guardian at the end of the day.

Students may have cell phones on campus but they are to remain off during the school day and kept out of sight. Cell phone usage is not allowed from the time the student arrives on campus until the child is picked up by parents. Students should not be using their phones to take pictures.

The use of electronic devices such as iPads, music players, phones, etc. is prohibited on the playground. Electronic devices may only be used in the classroom with the teacher's authorization.

LOST AND FOUND

Gethsemane is not responsible for lost, damaged, or stolen property belonging to students. Any items of value will be taken to the lost and found box between buildings one and two. Throughout the year, any articles still in lost and found will be given to a charitable organization.

LUNCHES

School lunches are available daily. Lunches must be ordered a month in advance from the school office. Payments can be made when lunches are ordered or billed to the account. If a school lunch has not been pre-ordered, a lunch from home must be provided. Microwaves are not available for student use. Students may purchase milk in the lunchroom. Soda is not allowed during the school day.

BIRTHDAYS AND PARTIES

Birthday and party invitations may not be distributed at school unless the entire class is invited. The exception would be if invitations were distributed to only girls or boys. Students may not hold birthday parties at school. Treats are permissible but must be store bought and in an unopened package. Please coordinate with the teacher and check for food allergies in the class. When celebrating a birthday, we encourage families to pass out different items such as markers, erasers, pencils, pens, etc. to the class as an alternative to sweets.

ANIMALS ON CAMPUS

Please do not bring pets on campus when picking up or dropping off your child. Even the best behaved pet can become agitated by the presence of so many people and safety is our primary concern.

Teachers may allow pets to be brought into the classroom for special events when arrangements have been made in advance.

ACADEMICS

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, with a focus on innovative and collaborative teaching methods, designed to challenge all children in achievement commensurate with their God-given abilities.

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.

STANDARDIZED TESTS

Each fall standardized tests are given to students in grades 2-8 to evaluate the student's academic progress. Notification will be given concerning the time for the administration of the test.

GRADING / REPORT CARDS

Gethsemane uses RenWeb to communicate grades, homework status and test results online for students in grades 1-8. This information is updated weekly by our teachers. Parents are provided a username and password which can be used to access their student's information.

Report cards are issued four times during the school year. Progress reports are issued during the middle of each grading period. Teachers and parents are encouraged to be in contact throughout the school year, especially when there are concerns about academic progress.

A+	97-100	B+	87-89	C+	77-79	D+	67-69	F = 59 & below
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A	93-96	B	83-86	C	73-77	D	63-66
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A-	90-92	B-	80-82	C-	70-72	D-	60-62
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O = Outstanding	S = Satisfactory	N = Needs Improvement	U = Unsatisfactory
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In kindergarten, the teacher uses a criteria-referenced checklist to report pupils' progress.

PARENT-TEACHER CONFERENCES

Conferences are held twice during the school year. One of the keys to successfully educating our students is the partnership between school and family. One way we strengthen that partnership is through communication. With that in mind, at least one parent is required to schedule a conference with their child's teacher so the teacher may personally present the report card and discuss the student's progress.

HONOR ROLL

At the end of each quarter, students in grades 3-8 who have an overall GPA of 3.33 or higher are eligible to receive honor roll recognition.

Academic Excellence: 4.0+ High Honor Roll: 3.67-3.99 Honor Roll: 3.33-3.66

CHAPEL

Chapel is held once a week, usually on Wednesday mornings. Parents and guests are welcome to attend these services. Chapel is held in a variety of formats and is led by students, faculty, our pastors, and guest speakers. Offering is taken at each Chapel with the gifts going towards service projects sponsored by the classes.

BIBLE MEMORY WORK

Each student in grade 3-8 is required to have an English Standard Version (ESV) Bible for use at school. For students entering third grade and new students in grades 4-8, they are given a Bible from the school.

Bible memory work is a valued component of the education at Gethsemane in grades K-8. Each week, one of the ways students learn about God is through the memorization of Bible verses, sections of Luther's Small Catechism or hymns.

PARENT-TEACHER COMMUNITY

One of the ideals which Gethsemane prides itself on, and has throughout the history of the school, is the strong community between all constituents. One of the ways we seek to foster fellowship between faculty, staff, students and parents is in the classroom, in special activities and at events.

PARENT PARTICIPATION REQUIREMENT

Gethsemane families are required to participate in school activities. This requirement helps build relationships with faculty, staff and families, keeps tuition costs down, and strengthens our community. The yearly requirement is ten (10) hours per family. If the participation hours are not met, the family will be charged the participation fee of \$10 per hour not completed.

Some examples of ways to participate include:

Lunch/Recess Duty
Help in classroom
Auction committee
Building repair/technology

Music/Art Programs
Teacher appreciation
Field trip chaperone
Book fair

Coaching
SCRIP
Dining for Dollars
Gator Gallop

These hours must be recorded in the school office the month in which they are completed. For additional information or to volunteer to serve, please contact the school office.

DRESS CODE FOR KINDERGARTEN THROUGH 8TH GRADE

How a student dresses can reveal the level of importance they place on an activity, their attitude towards life, and their respect for themselves, their peers and God. We want our students to positively reflect our Christian values as well as promote a sharp, positive and appropriate image and not disrupt or distract the educational environment.

Students out of dress code will be sent to the school office to remedy the issue. Enforcing the Dress Code is not the sole responsibility of the school. Parents are expected to ensure their student is dressed appropriately, according to the Dress Code. We recommend parents mark removable clothing items with their child's name. Students must dress in conformity with their assigned gender at birth.

BOYS

SHORTS OR SLACKS: Navy blue or khaki shorts or slacks with either pleated or flat front (no cargo or carpenter-style, no denim or corduroy) are required. Shorts must be no more than 4" above the kneecap. A solid black or brown belt needs to be worn with shorts or slacks. Kindergarten or first grade students may wear elasticized waist bands without a belt.

SHIRTS: A long or short-sleeved navy blue, red, or light blue polo knit shirt with the GLS logo is required. Shirts must be tucked in at all times. Any shirt worn underneath the uniform shirt must be a plain, solid color and may not extend past the uniform shirt's sleeve length. Approved school "spirit shirts" may be worn on designated spirit days.

SHOES: Closed toed shoes are required, no sandals or open heeled shoes.

SOCKS: Navy, black, or white socks are required. Socks must be visible above the shoe top. Logos are allowed on socks.

HATS/CAPS: Those with GLS logo may be worn outdoors, with the visor pointing forward.

SWEATERS: Navy or white cardigan sweaters, either plain or with a school logo navy, are allowed.

PULLOVER SWEATSHIRTS: Navy or gray, black or white pullover sweatshirts, either plain or with a school logo are allowed. Sweatshirts may not include any other advertising or designs. Hoods must remain DOWN inside buildings. Only sweatshirts with the school logo may be worn inside the classroom.

WINDBREAKER JACKETS: Navy windbreaker jackets, either plain or with the school logo are allowed.

HAIR: Extreme hairstyles or colors are not be allowed.

PIERCINGS: There are no body piercings allowed for boys.

SCOUT UNIFORMS: Uniforms are allowed only on days when meetings are held on campus. Jeans are not allowed.

GIRLS

SKIRTS/SKORTS: Navy blue, khaki, or the approved plaid. Skirts/skorts must be no more than 4" above the knee cap. Navy blue or black spandex shorts may be worn under skirts.

JUMPERS: Navy blue or the approved plaid. School polo shirt must be worn underneath jumpers.

SHORTS OR SLACKS: Navy blue or khaki with pleated or flat front (no cargo or carpenters-styles, no denim or corduroy). Shorts must be no more than 4" above the kneecap. A solid black or brown belt needs to be worn with shorts or slacks. Kindergarten or first grade students may wear elasticized waist bands without a belt.

SHIRTS: Long or short-sleeved navy blue, red, or light blue polo knit shirts with GLS logo. Shirts must be tucked in at all times. Any shirt worn underneath the uniform shirt must be a plain, solid color and may not extend past the uniform shirt's sleeve length. Approved school "spirit shirts" may be worn on designated spirit days.

SHOES: Closed toed shoes are required, no sandals or open heeled shoes.

SOCKS: Navy, black, or white socks; must be visible above the shoe top. Logos are allowed on socks, including the GLS logo.

MAKEUP/JEWELRY: Makeup, jewelry and accessories may be worn only in moderation. The only body piercing allowed is in the ears.

TIGHTS: White or navy tights are allowed to be worn underneath the uniform.

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.

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 are not be allowed.

PIERCINGS: The only body piercings allowed for girls are in the ears.

SCOUT UNIFORMS: Only on days when meetings are held on campus—no jeans allowed.

P.E. UNIFORMS

P.E. uniforms are required for students in grades 4-8. These must be purchased through the school office and may also be worn for athletic practices after school. All students are required to wear sneakers for P.E. class.

CASUAL DAYS

- Shorts must be no shorter than 4" above the knee
- Jeans are allowed
- Clothing may not be ripped or frayed
- 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.
- Closed toed shoes are required, no sandals or open heeled shoes. Boots are not allowed.
- Girls are allowed to wear leggings, as long as they have an appropriate length top. The top must cover their bottom when bending over.

Decisions on what constitutes appropriate dress and appearance of any student attending Gethsemane will rest with the administration of the school.

CONDUCT AND DISCIPLINE

Students are led to understand that for a happy, God-pleasing life, it is necessary to be held accountable to the following characteristics:

- 1. Love our Lord**
- 2. Love one another as brothers and sisters in Christ**
- 3. Serve and respect one another's rights and privileges**
- 4. Use and develop the talents they have been given**

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" (Proverbs 22:6). It is our desire for staff to interact with our students in accordance with the teachings and philosophies of Christ. In partnership with parents, our teachers encourage actions that are necessary for growth, redirect negative actions where it is necessary, and stop unacceptable behaviors that interfere with the safety of others and the learning environment. If discipline is necessary, it is our desire that Christian love be at the heart of our actions and attitudes. Biblical teaching indicates that a disciplined individual is a loved individual (Proverbs 3:11-12).

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 REFERRAL

Teachers are expected to handle consequences as a part of classroom discipline procedures. A Discipline Referral may be issued to students who have not followed our standards of discipline. Examples include:

Unsafe use of playground equipment
Inappropriate behavior
Throwing objects
Dress Code violation
Disrespect
Fighting

Abusive or harassing language
Inappropriate physical contact
Weapons
Threatening or violent behavior

The Discipline Referral will be sent home the day of the offense in order to be signed by the parent. A Discipline Referral does not automatically result in a detention. The consequence of a Discipline Referral may vary with the infraction. Examples include: loss of privileges, detention, or suspension.

Serious offenses will require the administrator to assign appropriate consequences or restrictive actions. Continued behavior problems will result in the school asking parents to withdraw their student or possible expulsion.

Causes for immediate suspension include: verbal or physical abuse of teacher or other adult in authority, leaving campus without permission, any violent or threatening action or behavior, or any action deemed inappropriate by the administrator.

Discipline must be a cooperative effort between school and family. We expect full cooperation from the home in matters of discipline as this must be a team effort.

ZERO-TOLERANCE POLICY

We believe all children deserve a safe, Christian environment in which to develop physically, socially, emotionally, intellectually, and spiritually. At the heart of following Jesus' command to love one another (Matthew 22:37-39) is a commitment by the staff of Gethsemane to model the love Jesus has shown to us, to validate the pain caused by harassing behavior, and to take immediate action in stopping the harassing behavior.

To this end, a zero-tolerance policy exists for all forms of harassment; verbal, emotional or any form which creates a hostile environment. Such behavior will be dealt with severely by the administrator. Depending on the severity, the family may be asked to withdraw their student.

TECHNOLOGY USE

Gethsemane seeks to utilize technology to encourage a collaborative, innovative learning environment for students. In an effort to maintain the high standards and disciplined behavior, all use of technology at school must be in support of spiritual growth and fulfillment of classroom assignments. All students must agree to abide by Technology Use & Online Behavior Guidelines.

Any student that does not abide by the Technology Use & Online Behavior Guidelines will lose the privilege of using technology at Gethsemane and will be subject to disciplinary action.

MEDICAL AND EMERGENCY INFORMATION

If a child should become ill or injured at school, a member of the staff will notify the parents. For this reason, it is important we have accurate, up-to-date contact information on file in the school office for parents and emergency contacts. Our school staff are all certified in CPR and first aid; however, in the event of a medical problem or injury that is severe or life-threatening, 911 will be called. If the injury is not life threatening, the staff will administer first aid and determine if the child is able to stay at school or needs to go home.

Parents will be notified if a child should become ill or injured while at school. If a student develops a temperature of 100 degrees, the parent will be asked to remove the child from school.

For the health and well-being of all children and staff, the following rules must be adhered to in regard to sick children:

- Fever: A child with a fever is to remain at home until fever-free for 24 hours. A fever is defined as any temperature over 100 degrees.
- Vomiting: A child may return to school 24 hours after the last episode.
- Colds: The symptoms of a cold are described as an irritated throat, watery discharge from the nose, and sneezing. A cold may or may not produce a fever. Children are most often

contagious in the early, runny stage of the cold. A green discharge can signal infection. A child may return to school after 24 hours of medication.

- Pink Eye: Your child may return to school after antibiotic treatment has begun and eye ooze has stopped. If it is viral, the child may return with a doctor's note when they are no longer contagious.
- Chickenpox: Child must stay home five days after the onset of blisters, or until all pox is scabbed over and dry.
- Head lice: No child may be present while there are any nits present in their hair. If a case of lice is discovered at home, please report it to the school. We will keep details of reports and incidents confidential, but we do need to alert parents about them. Discovery of lice requires the child be sent home and treated. All nits must be removed before the child can return. Upon return, the child's scalp will be inspected by a staff member.

MEDICATION

Because of insurance, liability mandates and state law, students may not bring medication of any kind to school and administer it to themselves. ALL MEDICATION MUST BE BROUGHT TO THE SCHOOL OFFICE in the original container and a medication release form must be filled out and signed by the parent.

EXTENDED CARE

Gethsemane offers state-licensed extended care for all GLS students in grades K-8. Extended care is available before and after school hours from 6:30am-6:00pm. The Extended Care Program fee is \$8.00 per hour, per child. Extended Care fees will be billed on your monthly tuition statement.

Our school utilizes a digital check-in and check-out system for Extended Care. Children must be signed in and out by a designated adult using the system. Students not picked up by 3:40pm on regular release days or 11:40am on early release days will join the Extended Care program and be charged accordingly. Late fees will be assessed for students not picked up by 6:00pm. Please inquire in the office regarding late fees.

At the beginning of the day and at the close of the day, when we have a few children, we may have a multi-age group of children. Throughout the day, the children are separated according to class assignment.

The children who stay for Extended Care are expected to follow all school rules for behavior.



2017-2018 TUITION RATES

TWO'S AND PRESCHOOL			ANNUAL TUITION	MONTHLY TUITION
REGISTRATION FEE \$ 170 (includes T-shirt)				
2's - 5 Half Days	Monday - Friday	8:30 am-11:30 am		\$480
2's - 5 Full Days	Monday - Friday	6:30 am - 6:00 pm		\$925
2's - 3 Half Days		8:30 am-11:30 am		\$300
2's - 3 Full Days		6:30 am - 6:00 pm		\$575
2's - 2 Half Days		8:30 am-11:30 am		\$200
2's - 2 Full Days		6:30 am - 6:00 pm		\$385
3's & 4's - 5 Half Days	Monday - Friday	8:30 am-11:30 am	\$3,750	\$375
3's & 4's - 5 Full Days	Monday - Friday	6:30 am - 6:00 pm	\$8,150	\$815
3's & 4's - 3 Half Days		8:30 am-11:30 am	\$2,500	\$250
3's & 4's - 3 Full Days		6:30 am - 6:00 pm	\$5,000	\$500
3's & 4's - 2 Half Days		8:30 am-11:30 am	\$1,750	\$175
3's & 4's - 2 Full Days		6:30 am - 6:00 pm	\$3,350	\$335

LUNCH BUNCH is available for all *half day* preschool classes listed above, M-F 11:30-12:30 \$8.00 per day on as needed basis. Hot lunch is an additional fee. Preschool monthly tuition is payable for 10 months August-May. 11 month payment plans are available by request. Two's tuition is payable monthly. 3% convenience fee per payment when using a credit card. School breaks are only included for 5 Full Day students, additional fees apply for students with part time schedules.

KINDERGARTEN-ELEMENTARY (Grades 1-5) – MIDDLE SCHOOL (Grades 6-8)				
	ANNUAL	PREPAYMENT	BALANCE	MONTHLY
Kindergarten- Grade 5	\$7,000	\$250	\$6,750	\$675
Grades 6-8	\$7,500	\$250	\$7,250	\$725

\$250 Prepayment tuition is due at time of enrollment. Prepayment is eligible to be paid by an STO. Monthly tuition is payable for 10 months from August-May. 11 month payment plans are available by request. 3% convenience fee per payment when using a credit card.

FAMILY DISCOUNTS on TUITION (Preschool- 8th grade)	
Church Member	10% if enrolled by 3/1/17
1 st Child	Regular Price
2 nd Child +	10% if enrolled by 3/1/17
Early Payment Discount:	
5% Discount on net amount due tuition is paid by July 1, 2017	
Cash (ACH) or Check Only	
To be eligible for any tuition discounts a family must complete a financial aid application.	

MISCELLANEOUS FEES (Kindergarten-8th Grade)	
Before School Care (6:30-8:00 am)	\$ 8.00 hour
After School Care (3:30-6:00 pm)	\$ 8.00 hour
Lunch Fee	2's-2 nd Grade \$ 3.25 per lunch
	3 rd – 8 th Grade \$ 4.00 per lunch
Sports	varies by sport
Band Tuition	4 th -8 th Grade \$30/month for 9 months
Daycare over School Breaks	\$20 half/\$40 full per day

- Registration Fees/Tuition prepayment is due at time of enrollment if the student is accepted.
- All payments are due on the 20th of the month.
- A \$30 late fee is assessed on the Tuition balances outstanding on the 21st of the month.
- A \$30 fee is charged for any check or Auto pay returned by the bank.
- Childcare bills due on same dates as tuition, but one month in arrears.
- 3% convenience fee per payment when using a credit card.

TAX-CREDITS

Arizona state law allows Arizona taxpayers to receive a dollar-for-dollar tax credit for contributions made to a school tuition organization (STO). These donations can be designated to a particular private, Christian school or a particular student. Funds from STOs can be used to cover tuition, including the initial tuition payment. We encourage each family to apply to Arizona Christian School Tuition Organization (ACSTO.org) and/or Arizona Lutheran Scholarship Organization (ALSO) yearly. We seek to make Christian education an affordable option for families. If you have any questions about utilizing tuition tax credits or making Gethsemane an affordable option, please contact the school office.

TUITION/EXTENDED CARE PAYMENTS

Families have the option to pay tuition in full or in ten monthly payments, from August through May. All monthly tuition and extended care payments are due on the 20th of each month. A \$30 per month late charge will be added to all unpaid balances on the 21st of the month. Students may be dismissed from Gethsemane for lack of payment after the account is one month past due. According to current government regulations, tuition payments are not tax deductible.

Electronic statements will be emailed out each month. Families may choose to have automatic withdrawal from a banking account on a monthly basis. Credit cards may be used, but must be registered with the school office first and incur a 3% processing fee. Families can also pay online using RenWeb.

DONATIONS

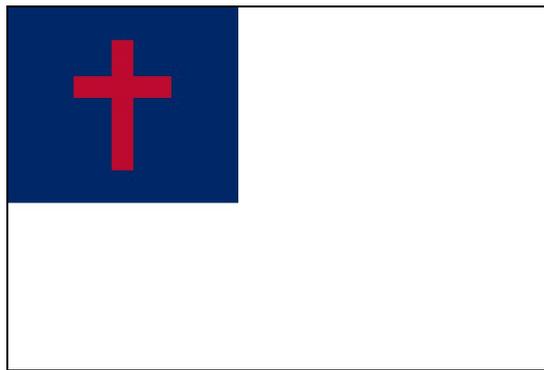
Gethsemane is very grateful for any financial gifts or other donations to help support the mission and operations of our school and enhance our students' experience. All checks should be made payable to Gethsemane Lutheran School. All gifts are tax deductible. Many businesses promote employee gifts to nonprofit organizations by providing a matching donation. If you are considering a gift to Gethsemane, you may wish to check to see if your employer provides matching gifts to maximize your donation.

PLEDGES



American Flag

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



Christian Flag

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

Gethsemane Lutheran School | 2017-2018 CALENDAR

<table border="1" style="width: 100%; border-collapse: collapse; text-align: center;"> <thead> <tr style="background-color: #4a4a8a; color: white;"> <th colspan="7">JULY 2017</th> </tr> <tr> <th>S</th><th>M</th><th>T</th><th>W</th><th>Th</th><th>F</th><th>S</th> </tr> </thead> <tbody> <tr><td></td><td></td><td></td><td></td><td></td><td></td><td>1</td></tr> <tr><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td><td>8</td></tr> <tr><td>9</td><td>10</td><td>11</td><td>12</td><td>13</td><td>14</td><td>15</td></tr> <tr><td>16</td><td>17</td><td>18</td><td>19</td><td>20</td><td>21</td><td>22</td></tr> <tr><td>23</td><td>24</td><td>25</td><td>26</td><td>27</td><td>28</td><td>29</td></tr> <tr><td>30</td><td>31</td><td></td><td></td><td></td><td></td><td></td></tr> </tbody> </table>	JULY 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						<p>3-4 No Summer Camp</p> <p>4 Independence Day</p> <p>24-28 Campus Closed</p> <p>31 First Day of School (½ Day)</p>	<p>1 New Year's Day (No School or Childcare)</p> <p>2 No School</p> <p>3 School Resumes</p> <p>11-12 Parent Teacher Conferences (½ Day)</p> <p>15 M.L. King Day (No School)</p> <p>9 Teacher Professional Development (½ Day)</p> <p>19 Presidents' Day (No School)</p>	<table border="1" style="width: 100%; border-collapse: collapse; text-align: center;"> <thead> <tr style="background-color: #4a4a8a; color: white;"> <th colspan="7">JANUARY 2018</th> </tr> <tr> <th>S</th><th>M</th><th>T</th><th>W</th><th>Th</th><th>F</th><th>S</th> </tr> </thead> <tbody> <tr><td></td><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td></tr> <tr><td>7</td><td>8</td><td>9</td><td>10</td><td>11</td><td>12</td><td>13</td></tr> <tr><td>14</td><td>15</td><td>16</td><td>17</td><td>18</td><td>19</td><td>20</td></tr> <tr><td>21</td><td>22</td><td>23</td><td>24</td><td>25</td><td>26</td><td>27</td></tr> <tr><td>28</td><td>29</td><td>30</td><td>31</td><td></td><td></td><td></td></tr> </tbody> </table>	JANUARY 2018							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			
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Updated 3/15/2017

COMMITMENT FORM

Parents must read and sign the commitment form stating they understand and agree to support the purpose, philosophy, and policies of Gethsemane Lutheran School as outlined in the handbook. Forms can be returned to the school office or your child's teacher.

We/I the parent(s) of _____ understand and agree to support the purpose, philosophy, and policies of Gethsemane Lutheran School as outlined in the handbook.

Parent Signature: _____

Date: _____

Parent Signature: _____

Date: _____