



# GETHSEMANE LUTHERAN SCHOOL

WHERE ACADEMIC EXCELLENCE AND FAITH

FORMATION WALK HAND-IN-HAND



## 2021-2022 School Handbook

Welcome to the 2020-2021 school year.

We know that we will be in partnership together — students, teachers,  
and parents – working to grow in God's grace and wisdom this year.

This document contains information for students and parents regarding the 2021/2022  
school year. Please complete the documentation at the end and return to the school.

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[school.geth.org](http://school.geth.org)

From the office of Scott Revoir, Principal

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## MISSION

The mission of Gethsemane Lutheran School is to partner with families to provide a Christian education where academic excellence and faith formation walk hand in hand. We celebrate all students as children of God, nurturing their development in mind, body and spirit to equip them as servants of Christ in the world.

## VISION STATEMENT

Since 1943, Gethsemane Lutheran School has been developing children in mind, body, and spirit to equip them as servants of Christ in the world. Every child has God-given talents to discover, and Gethsemane encourages them to use their gifts in service to our community and the world.

At Gethsemane we are blessed with a strong faith community, including parents and teachers who appreciate the principles and benefits of Gethsemane Lutheran School:

- Accredited Christian pre-K through 8<sup>th</sup> Grade School, serving east metro Twin Cities and western Wisconsin families.
- Curriculum grounded in the basics of reading, writing, math, social studies, and science, while challenging students to explore and grow as life-long learners.
- Personal attention and advanced learning methods in small class settings.
- Preschool and extended care programs, as well as sports, fine arts, interactive learning technology, and a complete library.
- Open enrollment, regardless of church membership or affiliation.

## EDUCATIONAL PHILOSOPHY

Gethsemane Lutheran School is dedicated to equipping God's children through God's Word, for ministry to each other and to the community. We believe that Jesus Christ is our Savior and the Savior of the world. We are convinced that the most positive approach to teaching Christianity is through a school in which the academic and religious curriculum is taught by powerful Christian educators in an environment which expresses that faith. Gethsemane Lutheran School provides opportunities for students to live in a Christ-like manner by serving others.

We strive to provide a curriculum that is current and thorough, and allows the mastery of basic skills by each student. We encourage all children to take pride in glorifying God with their efforts and accomplishments, and to reach their highest potential. We teach our children to reach out beyond themselves and serve others in need. We partner with families throughout this entire process.

The primary responsibility for Christian education and development of values and virtues lies with the family. The school, as a ministry of the congregation, helps partner with families to fulfill this responsibility. Daily instruction in the Word, classroom devotions, and weekly chapel services strengthen the values and virtues of God's Word.

- We believe Christian education is a partnership between home, school and church
- We believe all students are children of God and are capable of learning about His world and that the avenues to that learning are diverse.
- We believe that we are called to provide a challenging academic program with high standards where academic excellence and faith formation walk hand-in-hand.
- We believe in the development of the whole child—mind, body and spirit.
- We believe that education for service is essential to developing well rounded world citizens.
- We believe students should be servants of Christ in the world.



- We believe learning is a life-long process.
- We believe that learning occurs best in a nurturing, safe environment that offers students the opportunity to try, fail and try again.
- ***We believe that the most important message is that Jesus loves each person and died to save each one.***



# STAFF DIRECTORY

## SCHOOL OFFICE

(651) 739-7540

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<i>Susan Boll</i>	Assistant Preschool	<a href="mailto:sboll@geth.org">sboll@geth.org</a>	321
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<i>Patti Hagerman</i>	Kitchen	<a href="mailto:phagerman@geth.org">phagerman@geth.org</a>	210
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<i>Randy Travers</i>	Custodial Supervisor	<a href="mailto:rtravers@geth.org">rtravers@geth.org</a>	123





## SCHOOL BOARD

Allison Melhorn - President

Bev Thompson – Vice President

Kathryn Schifferdecker - Secretary

Members:

Amy Ogren

Deb Monson

Joel Smeby

Deena Peterson

Doug Skrien

Johanna Anderson



## SCHOOL EXPECTATIONS

**HONOR GOD.**

**TREAT YOUR PEERS AND ELDERS WITH RESPECT.**

**TAKE RESPONSIBILITY FOR YOUR OWN ACTIONS.**

**CREATE A GOOD LEARNING SPACE FOR OTHERS.**

## ENROLLMENT

### ADMISSIONS

Students are enrolled following an application process that evaluates Gethsemane's ability to meet a student's educational needs. Applicants and parents/guardians will meet with school staff to share goals and expectations.

### NON-DISCRIMINATORY POLICY

Gethsemane Lutheran School does not discriminate against those who enroll on the basis of race, color, religion (creed), gender, gender expression, age, national origin (ancestry), disability, marital status, sexual orientation, or military status, when administering educational policies, admissions policies, scholarships, athletic eligibility and other school-administered programs.

### TUITION

The cost of a Gethsemane education is paid in part by student families and in part by the congregation of Gethsemane Lutheran Church. Fee Schedules and Scholarship Applications are available through the school office. Registration through TADS.com allows families to make payments in many different forms. Payments are made on the first of each month or on the designated date through electronic payment.

- Tuition Contracts must be signed by families; a detailed policy is provided annually by Gethsemane School.
- Trimester Report Cards are released only when fees are current.
- Past Due Accounts — At year end, unpaid accounts may be turned over to a collection agency. The Business Office will review outstanding accounts on a monthly basis and make a determination on the continuation of services.

When families enroll a student, they agree to actively participate in the fundraising opportunities that help Gethsemane be the school we desire for our children.

## ATTENDANCE

School Hours (Kindergarten – 8<sup>th</sup> grade): 8:45 a.m. — 3:15 p.m.



Regular attendance and punctuality are important; the State of Minnesota requires the school to keep accurate records and notify them of excessive absences. Absence and tardiness are detrimental to the student and disrupt the class.

## TARDINESS AND ABSENCE

Excessive tardiness or absence inhibits learning:

- When students are tardy they are unable to begin their day at full strength. Excessive tardiness will require a student/parent/principal conference to develop a plan. Detention and other disciplinary measures may be assigned.
- Students with unexcused absences of 3 or more days will begin the truancy prevention process, and those with 7 or more unexcused absences may be reported to the County Attorney's Office.
- Parents are asked to plan family vacations to coincide with school holidays.

## IN CASE OF ABSENCE

- Call the school office at (651) 739-7540 to leave a message if your child will be absent.
- Arrangements can be made with either the teacher or the office to pick up homework.
  - It is the student's responsibility to arrange for make-up work.
  - All make-up work must be completed according to the teacher's directions and time-frame.
  - Generally, two days of make-up time is granted for each day of excused absence.
  - Make-up of homework is required prior to an out-of-town trip or event. The two days for makeup work does **not** apply in this case.

## ARRIVAL

- Students may arrive as early as 7:00 a.m. if they are registered with Gethsemane's Extended Care. Program. K-8 students arriving after 8:00 a.m. do not need to be registered for Extended Care.
- At 8:35 a.m., the first morning bell rings; at this time students are permitted entrance into hallways and classrooms.
- All students should be in their desk and ready to begin class by the final bell at 8:45 a.m.
- Students arriving after 8:45 a.m. must be signed in by their adult, in the school office, before being admitted to class.
- Busing is provided within District 622 (with routing available at Back-to-School night).

## DISMISSAL

- The school day ends with 3:15 p.m. dismissal.
- Students met by cars and parents will exit through the school's main entrance. All vehicles will enter and exit the school parking lot from Bartelmy lane or McKnight road. Buses will exit onto McKnight Road.
- Bused students will exit through the Church's main entrance. Buses depart between 3:20 and 3:30 p.m.
- Students registered for Extended Care will be excused directly to Extended Care.
- No daycare is provided for students after 3:35 p.m. unless they are registered for extended care. Students picked-up after 3:35 p.m. will be asked to register for Extended Care to take advantage of this program or pay double the daily rate.

## PARENT DRIVERS

- As teachers work to keep students safe during school dismissal at 3:15, we would like to remind you of the proper procedures for picking up your students:
- Students are dismissed at 3:15; teachers are in place to help monitor and direct the pick-up car line.
- Parents should drive forward as far as possible to pick up students.
- Teachers will direct students to the cars as safety permits. Students are to remain on the sidewalk until so directed.
- If it is clear that your student is not ready to be picked up, please circle around to the end of the pick-up



line or park and come into the building so that we may keep the traffic in the pick-up line moving.

- **NEVER back up while in the pick-up line.** A child may be walking to a parent’s car behind you. Exit the pick-up line by driving forward.
  - If you wish to park, please walk up to the building so that your child may walk back to your car with you. We do not want children crossing the pick-up line unattended by an adult.

## AFTERSCHOOL

- Children are not permitted to leave the school grounds during a regular school day, or after school when participating in extra-curricular activities, unless supervised by their own parent or unless a note signed by the parent and principal details other arrangements.
- To request a change in after-school routine, activities, or transportation, send a dated/signed note to the classroom teacher. Please limit changes during the day to extraordinary events.
- Children enrolled in the Extended Care program report to their classroom immediately following the school day. Extended care closes at 5:30. If an emergency occurs, please call us at extension 216. There is a \$10.00 fee per child for each 15 minutes that you are late, **payable at time of pick up.**

## EARLY DISMISSAL CIRCUMSTANCES

- Only a parent and/or authorized adult may pick up a child who is ill. Students who are dismissed from school for illness are also dismissed from all extra-curricular activities on that same day.
- If a person is not allowed to pick up your child, please have a written record on file in the school office and also notify the teacher.
- Dental and medical appointments should be scheduled before or after school hours whenever possible.
- To pick up a child early, stop in the school office and sign your child out. The office will help you locate your child within the building.

## LATE OPENING / EMERGENCY CLOSING

- Late openings and school closings will be determined by the North St. Paul – Maplewood – Oakdale School District 622. **It is ultimately the parents’/guardians decision whether or not their child should attend school during inclement weather.**

	WCCO TV Channel 4	KSTP TV Channel 5		FOX 9	KARE TV Channel 11	
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- Several television stations will be notified by 6:00 a.m. (when at all possible) of the decision to close the school or to begin the school day late; this includes the following:
  - **You may set up your ALMA account to be notified via a voicemail or text to your first listed phone number on your settings.**
  - An email will also be sent to all families.

School may also close early if the principal determines that the safety of students and staff is threatened by hazardous weather conditions, bomb threat, hazardous spills, or other emergencies occurring during the school day.

During winter months, a late-breaking storm may necessitate an early school closing. Please tell your child what to do if there is no one home when school is dismissed early.

- If the principal determines the school building and grounds to be unsafe, the school staff will walk the children to **Beaver Lake Education Center (located at 1060 N. Sterling St. in Maplewood)** [(651)



**702-4800].** Sterling Street is east of Gethsemane School on Stillwater Road approximately 1/4 mile; from the school, proceed Northeast 1 block –the school is on the right. Buses will be dispatched to Beaver Lake Elementary and depart from there.

- In the event of an early closing, students who ride the bus will be bused unless documentation of your wishes have been left in writing in the office.
- If the school is closed, all school events are cancelled.
- Students not picked up will be sent to Gethsemane’s Extended Care (or retained at Beaver Lake Elementary).
- Extended Care will be open for 2 hours after the school closes.



## EMERGENCY PROCEDURES

Fire, emergency, storm, and lock-down drills will be held several times during the school year at Gethsemane.

- During a drill, students will move quickly and quietly to their designated location.
- Students will not run; in no instance should students reverse their direction unless instructed to do so by a staff member.
- Talking is not permitted during evacuation or shelter-seeking.
- **If we need to leave the grounds for an emergency we have an agreement with Beaver Lake Education Center at 1060 Sterling Street North Maplewood, MN 55119 [(651) 702-4800]**

## VISITOR / VOLUNTEER CHECK-IN

- Parents and volunteers are welcome and encouraged to visit the school.
- All volunteers, parents, and visitors must sign in at the school office during the school day and wear a visitor pass while in the building. Gethsemane staff wants to welcome you. Volunteers working with children are required to complete the Volunteer Certification Program.
- Unauthorized visitors will be asked to leave the school premises.

## COMMUNICATION

### PHONE / EMAIL

- Gethsemane's phone and internet systems make it possible for families and staff to stay in touch.
- Voicemail and Email are excellent ways to keep in touch with your child's teacher or other staff; leave a message and the teacher or staff person will respond.
- Students may use the phone in their room when necessary.
- Prior permission from a teacher to use the telephone during school hours is needed.
- Students may not use the hallway phone to make social arrangements.
- Please work to communicate daily plans before the school day. If an unexpected need to leave a message arises, call the school office.
- Cell phone use is not allowed during the school day.

### THE GAZETTE AND CLASS NEWSLETTERS

- An all-school newsletter, the Gazette, will be emailed to each family every Friday, informing families of events and happenings at the school. It is a vital tool in the school's communication with parents.
- Email is sent to update families between Gazette publications.
- A weekly classroom newsletter is sent home or emailed for each grade on Fridays. These communications contain important information about the work and activity in your student's classroom.

### CONFERENCES

- Conferences are held during the fall and the spring each year; parental attendance is essential.
- Middle school students are encouraged to attend their own conferences.
- Parents should call the teacher or principal to schedule an appointment or discuss a concern (should the need arise) between conferences. *Invested parents create successful schools.*

### CONFLICT RESOLUTION

*Mastering good communication skills has benefits that last a lifetime.* Students and adults alike are expected to practice a 3-fold procedure to resolve conflict.

1. Talk to and listen to the person; always respectfully and always positively.
2. Get help from a parent, teacher, principal or pastor.

3. Use a problem solving approach, looking for ways to repair and rebuild relationships.



## ACADEMICS

### CURRICULUM

Gethsemane Lutheran School offers a rigorous academic curriculum, meeting or exceeding Minnesota State Education guidelines. Gethsemane is accredited through the Minnesota Non-public School Accreditation Association.

### CORE SUBJECTS

#### READING AND LANGUAGE ARTS, MATHEMATICS, SCIENCE, HISTORY / SOCIAL STUDIES / GEOGRAPHY

- Taught by grade level teacher in K-4<sup>th</sup> classrooms
- Departmentalized in 5<sup>th</sup> – 8<sup>th</sup> grades
- Reading and Language Arts are enriched by use of the Accelerated Reader Program (K-5)

### CHRISTIAN FAITH

- Taught in each grade as a subject intertwined with every subject

#### *Specialists instruct students in the following areas*

#### ART

Kindergarten – 6<sup>th</sup> Grade

#### MUSIC

Kindergarten – 8<sup>th</sup> Grade

#### BAND

(offered) 4<sup>th</sup> – 8<sup>th</sup> Grade

#### PHYSICAL EDUCATION

Kindergarten – 8<sup>th</sup> Grade

#### COMPUTERS

Kindergarten – 8<sup>th</sup> Grade

Middle School students participate in interdisciplinary exploratory classes.

## PARTICIPATION

#### *Students are to consider learning their “full time job”.*

Planners help students and parents keep on track. Students in 3<sup>rd</sup> – 8<sup>th</sup> Grades expected to use planners daily and to commit to completing all school work.

- **Cheating Policy = Instant Zero.** Gethsemane Lutheran School places high value on integrity. Any student caught cheating, or helping someone else cheat in any form, will receive a “zero” for the assignment or project. This includes (but not limited to)
  - Copying
  - Submitting others’ work
  - Plagiarism



- Providing answers for someone else
- Et cetera
- The second offense of cheating in the same class may result in an “F” (loss of credit) for the trimester.
- **Unsatisfactory work:** Students who are doing unsatisfactory work will receive a progress report three times per trimester; this report is completed by the teacher, indicating the main reasons for difficulty.
- **Late work:**
  - Middle school homework turned in one day late will be given a score one grade lower than earned.
  - Homework more than two days late will be given a failing score or 0 points.
- **Incomplete work:** An incomplete may be issued if a student has not completed the course work because of an extended excused absence. The incomplete must be made up within two weeks after the end of the quarter in which the incomplete is given.

## TESTING

- All Students will be administered standardized tests.
- These tests evaluate the child’s progress with the national norm and help the teacher and parent see the child’s progress, strengths, and areas that need improvement. Parents will be presented with the results and encourage to speak with their child’s teacher in detail.
- Standardized testing differs from classroom testing in that it does not determine a trimester or final grade, but is used for diagnostic and prescriptive purposes.

## PROMOTION POLICY

Gethsemane does not subscribe to an automatic promotion philosophy. Decisions on promotion or retention are considered on an individual basis and are made by the principal in consultation with the teacher and parent.

## REPORT CARDS AND PROGRESS REPORTS

**Report Cards are issued on a trimester basis.**

- Report cards are used to indicate current development, growth and academic achievement.
  - Students in 1st-8th Grades receive an A-B-C-D or F.
  - Kindergarten uses a more informal reporting system.
- Parents are asked to review the report cards and discuss progress with the teacher.

Progress reports will be sent home 3 times per trimester to inform the parents of behavior or academic concerns. These are useful in helping parents, student and teacher work on ways to improve. Progress reports are not part of a student’s permanent record.

## HONOR ROLL (6<sup>TH</sup>, 7<sup>TH</sup>, AND 8<sup>TH</sup> GRADES)

Honor Roll members are chosen on the basis of their achievement in all subject areas.

The honor roll is based on a point system. Points have been assigned to the various letter grades as follows:

A+	12
A	11
B+	9
B	8
B-	7

- Trimester grades must average out to a ‘B’.
- A grade of ‘D’ or lower disqualifies an individual from the honor roll.
- Certificates of achievement are given at the end of each trimester to students who qualify for



academic excellence under this system.

- An Honor Roll list is developed after each grading period.
  - 'A' Honor Roll students must earn an average of 10 points.
  - 'B' Honor Roll students need an average of 7 points.



Each class will be weighted according to the following three levels:

Level 1 – Weight 3	Level 2 – Weight 2	Level 3 – Weight 1
History/Social Studies Language Arts Math Science	STEAM Physical Education	Band

## FIELD TRIPS

- Field trips are scheduled throughout the year to enhance our curriculum.
- A signed permission slip and full payment of fees are required to attend field trips. Additionally, some field trips have as a pre-requisite participation in prior preparatory activities.
- In the autumn, 6<sup>th</sup> – 8<sup>th</sup> Grades, students will participate in an outdoor educational experience that is designed to improve one's physical ability and confidence as well as interpersonal skills and a sense of working together as a community.
- The 8th grade class trip to Chicago is scheduled during the month of May or June. This trip requires some financial planning and various opportunities for fundraising are offered.

## BAND PROGRAM

- Grades 4<sup>th</sup> – 8<sup>th</sup> Grades may elect to attend instrumental lessons at school.
- A Band Information Night is offered to parents and students each spring in preparation for the coming year.
- Students are responsible for transporting their own instrument.
- Weekly practice is expected. Practice time will be averaged into grade point.
- Band Instruments may be purchased from Schmitt Music, Music-Go-Round, or other retail stores.
- A monthly Band Fee is applied to all band students, payable to 88 Notes.
- Students will receive group and private lessons during the school day and participate in the full-band program, including two concerts on evenings during the school year.

## MEALS AND NUTRITION

Good nutrition is especially important to those who are young and growing. Gethsemane participates in the federal and state supported hot lunch program.

- Students are required to eat lunch daily. "Skipping lunch" is not allowed.
- Nutritious, home-cooked hot lunches are served each day by our kitchen staff at a cost of \$3.40 per lunch. Students in grades 3-8 may choose salad bar as an option or have it as an add-on after they finish their meal. We encourage parents to involve their children in the hot lunch program and help promote good eating habits.
- Parents are invited to eat with students. If possible, please let the school office know ahead of time. Cost of an adult lunch is \$4.00.
- Students allergic to certain foods can be provided with an alternative upon written request from parents.
- Soda / pop is not allowed as a drink option.
- Free and reduced lunches are available to qualifying families. Applications are available in the School Office.
- The right of the student to eat in the cafeteria is coupled with the responsibility of keeping the area presentable for others. Mannered conduct is the standard at Gethsemane.
- Gethsemane Lutheran School does not discriminate against those who enroll on the basis of race, color, religion (creed), gender, gender expression, age, national origin (ancestry), disability, marital status, sexual orientation, or military status, when administering educational policies, admissions policies, scholarships, athletic eligibility and other school-administered programs.



### *Children have a daily snack time.*

- Parents are asked to provide healthy snack foods.
- Milk/orange juice tickets are available for snack at a cost of \$10.00 for 20. Kindergarten students receive snack milk for \$10.00 per year.
- The soda / pop machine is unavailable to all students during the school day.

## CAFETERIA AND HALLWAY BEHAVIOR

Students are expected of the following:

- Display good table manners and positive behavior.
- Remain at your table until excused.
- Clean up when finished eating.
- DO NOT order food delivered to the campus during the lunch hour.
- DO NOT consume food or drinks in the hallways. Water bottles are acceptable, but must be sealed tightly.

## EXTRA-CURRICULAR ACTIVITIES

### SPORTS

- Competitive Team Sports are offered throughout the school year. Organized team sports are offered during 5<sup>th</sup> – 8<sup>th</sup> Grades.
- Soccer, basketball, volleyball, baseball, and softball are traditionally offered
- Competition in the Catholic Athletic Association leagues is the norm.
- A student may be involved as a statistician or scoreboard person.
- All programs require registration and equipment fees not included in tuition payments.
- Fees must be paid prior to the beginning of any season or event for a student to participate.
- Parents and students must complete and sign The Player/Parent Contract prior to playing time.
- Transportation to and from all athletic events is the responsibility of the parent.
- Arrangements for carpooling to extra-curricular events are the responsibility of the parents.
- When there are no other alternatives, staff and volunteer coaches may need to transport students and abide by the two-adult rule: two adults will be present in each vehicle that escorts a seat-belted minor to their destination.
- In the event that a child is not retrieved in a timely manner and only one adult remains on the premises:
  - A phone call shall first be made to the parents to confirm their inability to transport.
  - A 2<sup>nd</sup> phone call shall be made to a staff person proclaiming intent to transport the child to their home; time of transport and location.
  - A 3<sup>rd</sup> phone call, immediately following the delivery of the minor child, shall be made to the same staff person confirming completion of duties.
  - A follow-up call shall be made to the child's home to discourage a repeat occurrence.
  - This policy aims to protect both the child and the adult.
- Gethsemane carries no medical insurance for participation in sports; all insurance is the responsibility of the parents of student athletes.
- In the case of a medical emergency, every attempt will be made to contact the parents/guardians. In the event that the parent/guardian cannot be reached, the athletic director and/or the coach will make necessary decisions, including the decision to transport to a hospital (in which case the student's own medical insurance will incur the cost).
- Students participating in sports must have current medical information on file at the school. A completed physical form not older than 2 years must also be on file with the school.

### OTHER ACTIVITIES

- Participation in other extra-curricular opportunities is also encouraged.
- Many activities require a fee that is not included in tuition payments.
- Student Council provides an occasion for students in 5<sup>h</sup>, 6<sup>th</sup>, 7<sup>th</sup>, and 8<sup>th</sup> Grades to learn leadership skills.
- Activities offered may vary in response to student interest and adults' availability.



## **EXTRA-CURRICULAR POLICIES**

- Coaches, supervisors, and players will show a Christian example at all times both during and surrounding the event. Parents, as spectators, are also expected to model a Christian example.
- Extra-curricular directors and coaches will conduct tryouts at their discretion to provide an optimal experience and manageable team/group size.
- Academic Eligibility applies.
- A student must be present in school for more than half a day to be allowed to participate in a practice, game or rehearsal on the same day; exceptions may be made for excused absences (medical appointments, funerals, etc.). If a student leaves school ill during the school day, they should not participate in evening activities while recuperating.
- A student must fully participate in any physical education classes the day of an athletic practice or game, in music classes the day of a concert, etc., in order to participate in practice or event.
- A student must be in good academic standing, without failing grades or incomplete work.
- Any student who fails to achieve a passing grade in any subject for the current or previous trimester may not participate in extra-curricular activities without permission from the principal. The student must demonstrate satisfactory progress toward graduation.

## **DISCIPLINE-RELATED ELIGIBILITY**

If a student has unserved detentions or pending parent-meetings, they must forgo any extra-curricular practices and events until reinstated by the principal. (See page 10 “Consequences”).

Following a suspension, students must be reinstated and fulfill one full day of school before participation in extra-curricular activities.

## **ATHLETIC PRACTICES AND SCHEDULES**

Wednesdays will be left open for church activities (except during tournament weeks).

Students who are not returning home (or to another off-site location arranged by the parents) in the intervening time after school and before a game or practice must be enrolled in Extended Care until practice or game time. Parents are responsible for all Extended Care fees. Every reasonable effort will be made to inform players and parents of any changes to the athletic schedule; check web site and weekly classroom newsletter.

## **SCHOOL DISTRICT RESPONSIBILITIES**

### **TRANSPORTATION**

The school district in which a student resides is required by Minnesota State law to provide bus transportation within the school district to students living more than 2 miles from school.

If you transport your children by car to a private school in a neighboring school district, reimbursement for mileage will be provided to your district boundary. Parents must apply for reimbursement directly to their local school district. Check with School Office for application and deadlines.

### **TEXTBOOKS**

Gethsemane receives reimbursement money for some Gethsemane-chosen-textbooks from the school district. Appropriate request forms need to be signed by each parent for this funding.

### **COUNSELING SERVICES**

Counselors are assigned to non-public schools to work with 7th & 8th grade students individually and in small groups to maximize and personalize the students' learning experiences. The counselors cooperate and



communicate with teachers, principal and parents to foster an environment which will encourage students to develop self-respect, concern for others and responsibility for their own actions.

## PARENT PARTNERSHIP EXPECTATIONS

- Parents who enroll their children at Gethsemane Lutheran School do so because of the unique commitment they have made to Christian education. Gethsemane Lutheran School is similarly committed and invested. The School's investment is exponentially multiplied by parent involvement at every turn.
- Church attendance: When children worship at their parents' side, everything they learn and practice at school take root in their hearts and lives. Regular church attendance is encouraged; if you do not have a home church, please contact the church or school office to inquire about the possibility of becoming part of our Gethsemane Church family.
- From the moment a child returns home from school and the parent looks through their backpack, reads through papers, and discusses homework, the child is being prepared to be a successful student.
- Parents who model respect for their child's teacher, respect for assignments, and respect for their child's efforts, encourage a child's sense of security and eagerness to learn.
- Parents who volunteer before, after, or during school teach their children that education is not something we expect others to do for us, but something for which we all take ownership. Parent volunteers model what it means to be a community in Christ, intentionally giving as God has made us able.
- It is essential that parents volunteer in school fund raising activities. Opportunities will be offered throughout the year. These funds provide school resources beyond what tuition would allow.
- All volunteers who work with children must pass a background check and go through volunteer training to become a certified volunteer. This process is started by turning in your background check to the school office.
- *The Family Educational Rights and Privacy Act (FERPA)* is a federal privacy law that gives parents certain protections with regard to their children's education records, such as report cards, transcripts, disciplinary records, contact and family information, and class schedules. As a parent, you have the right to review your child's education records and to request changes under limited circumstances. To protect your child's privacy, the law generally requires schools to ask for written consent before disclosing your child's personally identifiable information to individuals other than you.

## PARENT / TEACHER ORGANIZATION (PTO)

The PTO is one avenue for investing your passions, interests, talents and time on behalf of your child and your chosen school.

All parents of Gethsemane Lutheran School students are members of the PTO. All parents are encouraged to be influential in the life of their child and their child's school: PTO helps make that possible.

Watch for upcoming dates. PTO makes programs, equipment and resources available to our students and families that the regular budget cannot cover. Fundraisers make a significant difference in the education private schools provide, and often create a sense of community in the process.

Each family is encouraged to make a significant investment in service to the school community and to participate in fundraising opportunities that help Gethsemane be the school we desire for our children.

Date, place and topic for meetings will be announced through the Gethsemane Gazette.

Parent involvement not only sends positive messages to one's own child, but has the power to impact the entire

school; whether putting up a new coat of paint, hanging children's art work, coaching a team, helping students assemble a yearbook, serving as a playground monitor or a classroom tutor – it is the parents and grandparents of Gethsemane students that make Gethsemane a thriving school!



# SCHOOL EXPECTATIONS

## Honor God.

- Begin and end your day by talking to God.
- Encourage your family to worship and pray regularly.
- Freely share your faith with one another (in and out of school).
- Return even unkindness with kindness.
- Use words that reflect God’s love for you and for all people.

## Treat your peers and elders with respect.

Greet others by name: make a special effort to greet younger students.

Address adults by the appropriate titles.

Give right of way in passageways to older adults and young children.

Hold doors open for one another; allow others to pass in front of you.

Use words that are patient, kind, and encourage the best in one another.

## Take responsibility for your own actions.

- Bring needed supplies to class.
- Complete each day’s homework on time.
- Sign out in the office if there is a need to leave school during the school day.
- Make arrangements for leaving with another student before you come to school.
- Care for desks, lockers, books, materials
- Keep the spirit of the Dress Code in mind when clothing yourself.

## Create a good learning space for others.

Use quiet voices when speaking to peers in hallway.

Use bathrooms quietly, wash hands, throw paper in wastebasket, and return to class.

Clean up after yourself: at your desk, at music, at art, at lunch, at gym, outside.

Leave electronic devices at home.

Leave candy, gum, and soda at home – except on days designated as a special reward.

# CONSEQUENCES

## DISCIPLINE REPORTS

- Students who do not meet school expectations will receive a Discipline Report. Parents are required to sign each Discipline Report and return it on the following day.
- After multiple Discipline Reports are received in a trimester (4 for Kindergarten – Grade 4, and 3 for Grades 5 – 8), a student will serve an afternoon detention (3:15 - 4:00 p.m. on the day assigned by the Principal.)

## DETENTION

- Students in Detention may be required to complete homework, organize a locker, contribute to the well-being of the school by doing chores, or make other appropriate contributions.
- When 2 Detentions have been served, a parent meeting will be required, together with the student and Principal. We consider this family meeting a serious step that may involve changing family plans or missing athletic events.
- It is unusual for a second parent meeting to be required. In this instance, when a student has received 8 (K-4) or 6 (5-8) Discipline Reports in a trimester, the student will be placed on a Behavior Plan.

## BEHAVIOR PLAN

- A Behavior Plan is a serious strategy, usually indicating that discipline reports have not worked with this student and is aimed at helping students to master new behaviors.
- The immediate assignment of a detention or suspension is at times warranted, for a physical altercation, for instance.
- A 1-3 day suspension is at times warranted. Re-admission will follow a family meeting and agreement on a re-admission plan. Appeals may be made to the School Board.
- Likewise, there are instances that warrant a recommendation for expulsion, e.g.: violations of the weapons policy; similarly, appeals may be made.

## USE OF RESTRAINT

Gethsemane strictly prohibits corporal punishment: hitting, spanking or unreasonable force.

When necessary, physical restraint may be utilized by administrators, teachers and other staff in order to prevent a student from injuring himself or herself, others or property. This is in compliance with Minnesota Statutes 121.

## DRESS CODE

### PHILOSOPHY

Our school uniform helps to reduce distractions from the real purpose of school, which is to learn. The school's dress code also promotes a sense of modesty and decorum among the students. Our parents/guardians appreciate the convenience of the school uniform and will be serving the welfare of our students, and helping us as educators, by emphasizing standards of neatness, cleanliness, safety, and decency in dress and grooming.

- All K-8 Students must be in uniform. (This is required on every school day unless otherwise noted by the school.)
- Uniform should be in good repair without holes or excessive stains.
- Students who come to school out of uniform will be asked to call home or to borrow a uniform from the uniform depot.
- Spirit Wear (team shirts, fan shirts or sweatshirts) is not uniform dress but will be allowed on certain days throughout the school year and are encouraged to be worn at games and tournaments.

## SCHOOL UNIFORM

### DAILY UNIFORM SHIRTS

- Short or Long Sleeved Polo (All uniform polos are to be purchased directly from Land's End and must have the Gethsemane logo.)
- Polo shirts can be interlock or mesh: dark green/evergreen, black, or light blue/chambray colors are Permitted.
- A uniform shirt must be worn under jumpers or sweatshirts.
- Short sleeve shirts may not be worn over long sleeve shirts.



- Only plain white t-shirts may be worn under a uniform shirt.

## DAILY UNIFORM SWEATSHIRTS

All uniform sweatshirts are to be purchased directly from Land's End and must have the Gethsemane logo.

- Black crew-neck (hoodless) sweatshirt (Kindergarten – 8<sup>th</sup> Grades)
- Black ¼ zip long sleeve fleece (Kindergarten – 8<sup>th</sup> Grades)
- Black hooded sweatshirt with small hornet (5<sup>th</sup> – 8<sup>th</sup> Grades ONLY)

## DAILY UNIFORM BOTTOMS

- Black or Khaki
- All uniform bottoms (pants, skirts, shorts, jumpers) should be purchased in a uniform section/department at any one of the following: Target, French Toast (online), Donald's Uniforms, Land's End, Old Navy, Gap, or Kohl's.
- Chinos, pleated or plain front or flare; may have elastic waist or reinforced knee, without cargo pockets.
- Kindergarten students only may wear black sweat pants.
- Uniform shorts may be worn starting the 1<sup>st</sup> day of school – October 31<sup>st</sup> and April 1<sup>st</sup> – the last day of school. Cargo pockets on shorts are acceptable.
- Girls may also wear skorts, skirts (with shorts), or jumpers
- Girls in grades Kindergarten – 5<sup>th</sup> Grades must wear bike shorts under skirts/jumpers.

## ACCESSORIES

- No hats, sunglasses, coats or scarves in the classroom.
- Hair, makeup and jewelry should be conservatively styled, well-groomed, and neat.
- Body piercings or tattoos are not allowed, with the exception of pierced ears.

## SHOES

- Non-marking shoes only.
- Any flat black dress shoe or closed-toe tennis shoe is acceptable, provided they are clean and in good repair, with laces tied. Flip flops or sandals are not permitted.

## PHYSICAL EDUCATION UNIFORM

Required for students in 5<sup>th</sup> – 8<sup>th</sup> Grades only

1. Fingertip length black mesh shorts
2. Grey t-shirt with logo purchased from Land's End
3. Athletic shoes (Non-marking soles only)

## DRESS ATTIRE

Applies to special field trips, church services, concerts, and other days as indicated by the school.

Required for all students in Kindergarten – 8<sup>th</sup> Grades.

- Boys/Girls: Black long sleeve or short sleeve dry fit polos (purchased from Land's End and monogrammed with the school logo), and khaki pants.
- Girls: Khaki skirt with white socks (not black) or khaki pants.

## HEALTH SERVICES

The mutual efforts and cooperation of parents and school staff are vital for the school to provide children adequate and appropriate care.

## EMERGENCY INFORMATION

- No student may start class until their health and Emergency Card has been completed and filed with the school nurse.
- A new Health and Emergency card must be filled out and signed by a parent or guardian each school year with current information.
- If there is a change of address or phone number for a parent/guardian, school officials must be notified. Gethsemane School must have accurate information.

## PHYSICALS AND IMMUNIZATIONS

- All children must be immunized against diphtheria, tetanus, pertussis, polio, measles, mumps, rubella hepatitis B and chicken pox. All students entering grade seven must show proof of having received a second dose of MMR (Measles/Mumps/Rubella); a booster TD, (Tetanus/Diphtheria), Hepatitis B and chicken pox vaccine if not previously received. Parents may also choose to use the conscientious objection form in place of these immunizations.
- Physical examinations are recommended for all children entering Kindergarten and grade 7.
- Forms for this purpose will be given to parents prior to the child entering these grades.
- Students participating in school athletics must have a physical on file that is less than 2 years old.
- Students without immunization records or conscientious objection form may not attend classes.

## MEDICATION

If a student is required to take medication during the school day, medication must include the student's name, name of the medication, and time to be taken.

- Prescription medication must be in its original container.
- District 622 statute requires written authorization from both parent/guardian AND physician before any medication can be given. This applies to short-term over-the-counter medications such as Tylenol, Benadryl, etc. **There can be no exceptions:** please contact the health office with questions.

Whenever possible, we recommend that medication be given to students at home, or before and/or after school.

## PERSONAL HEALTH INFORMATION

- Notices regarding health matters are sent home from time to time; please read each one carefully.
- A Health Education Assistant will be in the building as scheduled by District 622.
- The District 622 School Nurse is present intermittently throughout the week.
- Arrangements can be made for a student or parent to speak to the nurse about a personal health problem, health information, or consultation. A family's primary physician should advise on all out-of-school injuries and any chronic problems.

## ILLNESS

- Please do not send your child to school when ill; you will quickly receive a phone call asking you to come pick them up.
- A child with any kind of rash, lesion, or suspected communicable disease should be kept out of school until a physician treats it.
- A child should be fever free for 24 hours before returning to school.
- If vomiting and diarrhea are present the child may not attend school for 24 hours.

## HEAD LICE

A child cannot be in school with untreated head lice.

- A child will be excluded for 24 hours after treatment and may return to school if no live lice and no nit are

seen.



- Exclusion will be made if nits are found.
- Check your child's head on a regular basis for two weeks following exposure and notify the school if you find head lice on any member of the family.

## SCREENING PROCEDURES

- Vision, hearing, and scoliosis screening is done by referral of the student, parent or teacher.
- Students with known concerns will be routinely monitored.

## SUPPLIES

Supply lists for each classroom are available in the school office and the school website. Most textbooks are the property of Gethsemane and/or District 622 and are assigned to students for their use.

- Each student is responsible for all books assigned to him/her. Books will be inventoried at the beginning and end of the year as to their relative condition. Any abnormal damage will require a fine to be assessed.
- Each year, students are required to buy some particular school supplies from the school, such as a student Bible, a student planner, practice book, and recorder (3<sup>rd</sup> and 4<sup>th</sup> Grades only).
- Reference books such as dictionaries and encyclopedias may not be removed from the building.

## LOCKERS

- Locker assignments are given to 5<sup>th</sup> – 8<sup>th</sup> Grade students.
- Lockers will be equipped with a combination lock issued by the school. Each student is responsible for books and personal possessions at all times. Valuable items should be left at home.
- Student items are to be placed in lockers, not in hallways, restrooms, etc.
- Lockers should be kept clean and neat at all times; *organization helps students take responsibility*.
- Disorganized lockers may have contents bagged; contents may be claimed from the school office.
- Students may not change lockers unless the homeroom teacher has been notified.
- Under no circumstance may students share their combination with other students.
- Any damage to lockers will be assessed to the student for repair.
- Only appropriate pictures, etc. may be posted inside lockers if mounted with masking tape. Decals or stickers are not permitted.
- Students with offensive lockers may lose their locker privileges.
- Lockers are school property and can be opened at the discretion of the principal at any time.

## PERSONAL DEVICES

- Students should not bring toys from home to school to be played with during the school day.
- Cell phones, iPods, laser pointers, game devices, etc. are not permitted during the school day.

If these items are needed, they must be stored in a student's backpack upon entering the building and remain stored for the entire school day. Evidence of prohibited items will be held until the end of the school day. Prohibited items held a second time will be returned directly to a parent or held until the last day of school.



## SCHOOL BOARD

The School Board is the policy making group for Gethsemane Lutheran School.

Using the tools of good teachers and staff, current teaching materials and supplies, and a healthy building space; the Board is charged to provide a caring, nurturing Christian environment for the education of children.

The Board consists of a chairperson, vice-chairperson, principal, and up to 12 other members, with at least one member who is not a member of Gethsemane Lutheran Church. Applications are available in the School Office.

Committees meet and make advisory recommendations to the Board. These committees may include parents who are not on the Board. Parents are encouraged to see a need and tend it. Working together with the School Board, parents are able to contribute to the spirit of excellence at Gethsemane Lutheran.

Gethsemane's Parent-Teacher Organization (PTO) functions under the auspices of the School Board.

## POLICIES AND PROCEDURES

**The School denies any person, including parents and regardless of custodial status, access to the school grounds if a person is the subject of a restraining order or other court order prohibiting the person from having unsupervised contact with minors.**

### I. SUBSTANCE POLICY

Student use of tobacco, alcohol or other prohibited substances at any school-related activity on or off school property is prohibited. If student use is suspected, the student is confronted and the Principal is notified.

**Lockers and desks are the property of the school and may be searched at any time.** The student and his/her possessions may be searched and any substance will be confiscated. Parent(s)/guardian will be notified immediately and must make arrangements to get the student home. The student will be detained until arrangements are made by the parent(s)/guardian. Local law enforcement officials will be notified. The student may be required to submit to drug/alcohol testing.

Any student who is found to have violated this policy will immediately progress to Step #6 under "consequences": be suspended for 3-days, re-admitted after a Family Meeting with the principal, be eligible for immediate expulsion for a repeat offense, be removed from all leadership positions, and be referred to an intervention class.

Students involved in the illegal use of drugs or alcohol outside of school activities will be put on probation; exclusion from extra-curricular activities will result. A second non-school offense where illegal substances are used will result in progression to Step #6 under "consequences".

Revision date: 1-9-18

### II. HARASSMENT POLICY

*In conjunction with MN Statute 121A.03*

Christians are called to treat others with the respect, dignity, and value that God sees in each person as a child of God.



Gethsemane Lutheran School does not discriminate against those who enroll on the basis of race, color, religion (creed), gender, gender expression, age, national origin (ancestry), disability, marital status, sexual orientation, or military status, when administering educational policies, admissions policies, scholarships, athletic eligibility, and other school-administered programs.

Any offense to our dignity is a form of personal harassment; including religious, racial, ethnic, age, disability, sexual harassment, or threat of harassment or harm.

It is the policy and commitment of Gethsemane School to maintain a workplace, school, and religious community free of any type of personal bullying, harassment, or exploitation.

- A. It is a violation of this policy for any student, teacher, administrator, and other school personnel, volunteer to harass, threaten, or attempt to inflict harm through conduct or communication of a sexual nature, regarding race, ethnicity, disability or age.
- B. Gethsemane Lutheran School will act to investigate all complaints, formal or informal, verbal or written, and will take appropriate action against any student, teacher, administrator, other school personnel, or volunteer who is found to have violated this policy.
- C. Gethsemane Lutheran School recognizes the Civil Rights Act, Minnesota Statutes that prohibits harassment.
  - a. Sexual Harassment consists of unwelcome sexual advances, request for sexual favors, sexually motivated physical conduct, other verbal, and/or physical conduct or communication of a sexual nature when submission is made a condition for employment or education, or when the conduct or communication has the purpose or effect of interfering with one's employment or education.
  - b. Sexual violence is a physical act of aggression or force, or the threat thereof of touching another's intimate parts: patting, grabbing, touching or pinching another's intimate parts fall under the category of "sexual violence" and possibly "assault".
  - c. Racial harassment consists of physical or verbal conduct relating to an individual's race when the conduct has the purpose or effect of creating an intimidating, hostile, or offensive work or academic environment.
  - d. Racial violence is a physical act of aggression or assault upon another because of, or in a manner related to, race or ethnicity.

Revision date: 3-19-18

### **III. BULLYING POLICY**

Gethsemane Lutheran School is committed to providing a safe educational environment for its students and teachers on school property or at school-related functions. Bullying, like other violent, harassing, or disruptive behavior, can interfere with a students' ability to learn and the teachers' ability to educate students in a safe environment. The purpose of this policy is to assist Gethsemane Lutheran School in its goal of preventing and responding to acts of bullying, intimidation, harassment, violence, and similar disruptive behavior.

Gethsemane Lutheran School cannot monitor all activities and eliminate all incidents of bullying between students, particularly when one or more of the students involved is not on school property, at school-related functions, or under the direct supervision of school personnel. However, to the extent that such conduct affects the educational environment at Gethsemane Lutheran School, Gethsemane reserves the right to take action to investigate and respond to such conduct.

## DEFINITIONS

For purposes of this policy,

- A. "Bullying:" Deliberate or intentional behavior using words or actions that is intended to cause or that does cause fear, distress, intimidation, or harm. Bullying may be repeated behavior or a pattern of behavior, and
- B. it may involve an imbalance of power. Bullying can take different forms, including but not limited to:
  - a. Verbal conduct (e.g. using threatening or intimidating language, teasing, or name-calling);
  - b. Social (e.g., spreading rumors, ostracizing or socially excluding others, breaking up friendships);
  - c. Physical (e.g., physical acts and gestures, including hitting, kicking, tripping, theft, damaging property, threatening or intimidating behavior); and
  - d. Cyberbullying.
- C. "Cyberbullying:" The use of any electronic means to harass, intimidate, or bully, whether on or off school grounds. "Cyberbullying" is a form of bullying, and provisions of this policy that refer to "bullying" are intended to refer to cyberbullying as well.
- D. "On school property or at school-related functions:" Gethsemane Lutheran School buildings, school grounds, and school property or property adjacent to school grounds; Gethsemane Lutheran School School buses, school vehicles, and school-contracted vehicles; the area of entrance or departure from school grounds and premises; and school-related trips, functions, activities, or events. While prohibiting bullying at these locations and events, the school does not represent that it will provide supervision or assume liability at these locations and events.



## PROVISIONS

- A. Prohibition: Gethsemane Lutheran School expressly prohibits bullying, by either an individual student or a group of students, on school property or at school-related functions. Gethsemane Lutheran School also expressly prohibits cyberbullying, regardless of whether such acts are committed on or off school property or with or without the use of school resources. These prohibitions apply to students who directly engage in an act of bullying and to students who, by their indirect behavior, condone or support another student's act of bullying. This policy also applies to any student whose conduct at any time or in any place constitutes bullying that interferes with or obstructs the mission or operations of the school or the safety or welfare of the student, other students, volunteers, or employees.
- B. Alleged Consent Irrelevant: Apparent permission or consent by a student being bullied does not lessen the prohibitions contained in this policy.
- C. Reporting: A person who observes an act of bullying or becomes aware of such an act must report it to a teacher. Anyone with any bullying-related concerns should also contact the Principal.
- D. No Retaliation: Retaliation against a victim, good-faith reporter, or a witness of bullying is prohibited.
- E. False Accusations: False accusations or reports of bullying others are prohibited.
- F. Violations: A student who violates this policy shall be subject to discipline for that act in accordance with Gethsemane Lutheran School's expectations found in the school handbook. Gethsemane Lutheran School may take into account all factors it determines to be relevant. Depending on the circumstances, such factors might include: the age, development, and maturity levels of the parties involved; the levels of harm, surrounding circumstances, and nature and severity of behavior; past incidences or past or continuing patterns of behavior; the relationship between the parties involved; and the context in which the alleged conduct occurred. Depending on the level and severity of the offense, discipline may range from positive behavioral interventions to more serious consequences as outlined in Gethsemane Lutheran School discipline policies, including but not limited to, suspension or dismissal. Consequences for other individuals engaging in particular acts of bullying may include, but not be limited to, exclusion from Gethsemane Lutheran School's school property and events or termination of services or contracts.



Gethsemane Lutheran School retains the sole discretion to determine the appropriate response, including the appropriate discipline or consequence, for violations of this bullying policy. Other Applicable Policies: Nothing in this policy prevents Gethsemane Lutheran School from responding to violations of its other policies or code of conduct policy.

Revision date: 10-12-17



## IV. REPORTING POLICY

The principal is responsible for receiving oral or written reports of bullying, harassment, or violence. Any school personnel who receive a report of bullying, harassment, or violence shall inform the principal immediately. If the complaint involves the principal, the complaint shall be made and filed directly with the Senior Pastor.

Gethsemane Lutheran School will respect the privacy of the complainant, the individual(s) against whom the complaint is filed, and the witnesses as much as possible, consistent with the School's obligations to investigate, to take appropriate action, and to conform to any discovery or disclosure obligations.

The School will discipline or take appropriate action with any pupil, teacher, administrator or other school personnel who retaliates against any person who reports alleged harassment or violence or any person who testifies, assists, or participates in an Investigation or hearing relating to such harassment or violence. Retaliation includes, but is not limited to, any form of intimidation, reprisal, or harassment.

Under certain circumstance, alleged harassment or violence may also be possible abuse under Minnesota law. If so, the duties of mandatory reporting under Minnesota Statute 626.556 may be applicable.

Nothing in this policy will prohibit Gethsemane Lutheran School from taking immediate action to protect victims of alleged harassment, violence, or abuse.

## V. WEAPONS POLICY

Gethsemane Lutheran School follows the Dangerous Weapons Policy of North St. Paul-Maplewood-Oakdale School District (622):

- A. No student or non-student, including adults and visitors, shall possess, use, or distribute a weapon when in a school location. Law enforcement personnel are exempt from this policy.
- B. Students who become aware of a weapon being brought to school or on school property must immediately notify an adult staff member. Students should not, however, pick up or transport the weapon.

## DEFINITIONS

- A. "Weapon"
  - i. A "weapon" means any object, device or instrument designed as a weapon or through its use is capable of threatening or producing bodily harm or which may be used to inflict self-injury including, but not limited to, any firearm, whether loaded or unloaded: air guns; pellet guns; BB guns; all knives; blades; clubs; metal knuckles; nun chucks; throwing stars; explosives; fireworks, mace and other propellants; stun guns; ammunition; poisons; chains; arrows; and objects that have been modified to serve as a weapon.
  - ii. No student shall possess, use or distribute any object, device or instrument having the appearance of a weapon and such objects, devices or instruments shall be treated as weapons including, but not limited to, weapons listed above which are broken or non-functional, look-alike guns; toy guns; and any object that is a facsimile of a real weapon
  - iii. No student shall use articles designed for other purposes (i.e., belts, combs, pencils, files, scissors, etc.), to inflict bodily harm and/or intimidate and such use will be treated as the possession and use of a weapon.

- B. "School Location" includes a school building, school grounds, school activities or trips, bus stops, school buses or school vehicles, school-contracted vehicles, the area of entrance or departure from school premises or events, and all school-related functions.
- C. "Possession" means having a weapon on one's person or in an area subject to one's control in a school location.



## PROCEDURES TO IMPLEMENT THIS POLICY

The following procedures shall apply to any possession, use, or distribution of a weapon by a student:

- A. The weapon will be immediately confiscated;
- B. An investigation shall be conducted by the building principal or principal's designee;
- C. Immediate or continuing effort will be made to notify parent or guardian;
- D. Police will be immediately notified;
- E. Parents will be notified, in a timely manner, at the principal's discretion with the consultation of the school board.

## CONSEQUENCES FOR WEAPON POSSESSION, USE OR DISTRIBUTION

- A. Pursuant to Minnesota law, a student who brings a firearm, as defined by federal law, to school will be expelled for at least one calendar year.

- B. Consequences for students possessing, using or distributing weapons shall include:
- C. Confiscation of the weapon;
- D. Immediate out-of-school suspension and notification of parent or guardian pursuant to the Minnesota Pupil Fair Dismissal Act;
- E. Notification of police;
- F. Notification of parent or guardian of school sanctions;
- G. Recommendation for further disciplinary action which may include expulsion for one calendar year.

Revision date: 2-9-17

## VI. INFORMATION NETWORK AND INTERNET SAFETY POLICY

The purpose of this policy is to set forth policies and guidelines and provide direction to Gethsemane Lutheran School network users regarding acceptable use of the school network/information system including but not limited to, the Internet, the school intranet, electronic mail (email), and file transfers.

Electronic research skills are now fundamental to preparation of citizens and future employees. Access to the school computer system and to the Internet enables students and employees to explore thousands of libraries, databases, bulletin boards and other resources while exchanging messages with people around the world. The school expects that faculty will blend thoughtful use of the school computer systems and Internet throughout the curriculum and will provide guidance and instruction to students in their use.

### A. MANAGEMENT OF SCHOOL NETWORK AND INFORMATION SYSTEMS

The use of the Gethsemane Lutheran School network is a privilege, not a right. Unacceptable use of the school network system or the Internet may result in one or more of the following consequences: suspension or cancellation of use of access privileges, payment for damages and repairs, discipline under the appropriate school policies, including suspension, expulsion, discipline, or civil or criminal liability under other applicable laws.

1. Gethsemane reserves the right to investigate any alleged violations of this policy. As part of any investigation, the Gethsemane may access (read or listen to) computer files or messages stored on the Gethsemane network system. When violations are found, the appropriate supervisor, principal or central office administrator will determine what sanctions or disciplinary actions are appropriate.
2. The technology coordinator is responsible for administration and monitoring of the Gethsemane network.
3. The communication coordinator is responsible for the oversight and management of the Gethsemane web site.
4. All school computers with Internet access will be configured to restrict, by use of available filtering technology or other effective methods, all access to materials that are reasonably believed to be obscene, child pornography, or harmful to minors under state or federal law.



5. An administrator, supervisor or other person authorized by the Director of Technology may disable the technology protection measure to enable access for bona fide research or other lawful purposes.

## B. LIMITED EXPECTATION OF PRIVACY

1. By authorizing use of the Gethsemane system, Gethsemane does not relinquish control over materials on the system or contained in files on the system. Users should expect only limited privacy in the contents of personal files on the Gethsemane system.
2. Routine maintenance and monitoring of the school Gethsemane system may lead to a discovery that a user has violated this policy.
3. An individual investigation or search will be conducted if school authorities have a reasonable suspicion that the search will uncover a violation of law or school policy.
4. Gethsemane will cooperate fully with local, state, and federal authorities in any investigation concerning or related to any illegal activities, or activities not in compliance with school policies conducted through the school system.

## C. STUDENTS' RIGHTS AND RESPONSIBILITIES

1. Students shall notify a Gethsemane staff member immediately if any individual is trying to contact them for illicit or suspicious activities.
- 2.
3. Student materials published via publicly accessible information networks will be identified only by school name, grade, or class. A student's name and/or student's picture will not be used except with parent/guardian permission.

The Gethsemane network is considered a limited forum, similar to a school newspaper, and therefore the Gethsemane may restrict users' speech for valid educational reasons. Gethsemane will not restrict users' speech on the basis of a disagreement with the opinions expressed.

## D. UNACCEPTABLE USES

Gethsemane School prohibits the following uses or activities. Specific exceptions may be made for Technology Department staff personnel who are required to monitor, review and/or report on network activities and communications pursuant to fulfilling their duties.

1. Users shall not use the Gethsemane system to search, access, review, upload, download, store, print, post, receive, or distribute:
  - a. pornographic, obscene, or sexually explicit material or other visual depictions that are harmful to minors;
  - b. obscene, abusive, profane, lewd, vulgar, rude, inflammatory, threatening, disrespectful, or sexually explicit language;

- c. materials that use language or images that are inappropriate in the education setting or disruptive to the educational process;
  - d. information or materials that could cause damage or danger of disruption to the educational process;
  - e. materials that use language or images that advocate violence or discrimination toward other people (for example, hate literature) or that may constitute harassment or discrimination.
2. Users shall not use the school system for conducting business, for unauthorized commercial purposes, or for financial gain unrelated to the mission of the school. Any use of the network for product advertisement or political lobbying is prohibited.
  3. Users shall not use the school system to engage in any illegal act or violate any local, state, or federal statute.
  4. Users shall not give their password to any other person.



5. Users shall not use the school system to gain unauthorized access to information resources to access another person's materials, information, or files without the implied or direct permission of that person. Users shall not capture, observe, or otherwise monitor any network communications not expressly intended for their use/receipt.
6. Users shall not use the school system to knowingly or recklessly post, transmit or distribute false or defamatory information about a person or organization, to harass another person, or to engage in personal attacks, including prejudicial or discriminatory attacks.
7. Users shall not repost or forward any message that was sent to the user and labeled as private or confidential without permission of the person who sent the message.
8. Users shall not use the Gethsemane system to vandalize, damage, or disable the property of another person or organization, shall not make deliberate attempts to degrade or disrupt equipment, software or system performance by spreading computer viruses or by any other means, shall not tamper with, modify, or change the school district's system software, hardware or wiring or take action to violate the school district's security system, and shall not use the school system in such a way as to disrupt the use of the system by other users.
9. Users shall not use the school's system to violate copyright agreements or otherwise to use another person's property without the person's prior approval or proper citation, including the downloading or exchanging of pirated software to or from any school computer and will not plagiarize works they find on the Internet.
10. Users will not intentionally seek information on, obtain copies of or modify file, and data or passwords belonging to other users, or misrepresent other users on the network. Law or usage licensing.
11. Users will not employ any method to discover network services running on equipment either within or outside the Gethsemane Lutheran School network.

## E. LIMITATION OF GETHSEMANE LUTHERAN SCHOOL LIABILITY

1. Use of the Gethsemane network is at the user's own risk. The network is provided on an "as is, as available" basis.
2. The school is not responsible for the accuracy or quality of any advice or information obtained or stored on the school system.
3. The school will not be responsible for financial obligations arising through unauthorized use of the school system or Internet.
4. The school will not be responsible for any damages users may suffer, including but not limited to, loss, damage, or unavailability of data residing on school storage devices and servers, or for delays or changes in or interruptions of service or mis-deliveries of information or materials, regardless of the cause.
5. Opinions, advice, services or other information expressed on the Internet are those of others and not those of Gethsemane Lutheran School.

## F. IMPLEMENTATION

The Gethsemane Lutheran School administration may develop appropriate notification forms, guidelines, and procedures necessary to implement this policy. The Gethsemane Internet policies and procedures are available for review by all parents, guardians, staff, and members of the community.



## VII. Tuition Delinquency Policy

### Tuition Policy

The cost of a Gethsemane education is paid in part by student families and in part by the congregation of Gethsemane Lutheran Church. Fee Schedules and Scholarship Applications are available through the school office. Registration through TADS.com allows families to make payments in many different forms. Payments are made on the first of each month or on the designated date through electronic payment. Volunteer opportunities are available to all Gethsemane families to help offset the cost of tuition (e.g. volunteering at Saints games).

- The **Tuition Contract and Delinquency Policy** must be reviewed and signed as part of the School Handbook by all families on an annual basis.
- Trimester Report Cards are released only when fees are current.
- Accounts that are 60 days past due will be sent to collections in the event the family does not work with Gethsemane's Business Administrator to make alternative arrangements in writing.

When families enroll a student, they agree to actively participate in the fundraising opportunities (e.g. annual School Marathon) that help Gethsemane be the school we desire for our children.

### Tuition Delinquency Policy

Gethsemane understands that a family may experience a time of financial hardship. Our goal is to actively work with any family during this time to ensure that the student(s) may stay enrolled in school while working with the family to bring their account up to date. Families are required to work with Gethsemane's Business Administrator during this time.

Frank Marchio  
**Director of Operations**  
Gethsemane Lutheran Church and School  
651.739.1264 ext. 102

An account that falls two months in arrears (past due) will be asked to work with the Business Administrator to make alternative payment arrangements. In the event the family **does not** work with the Business Administrator and has not made alternative arrangements in writing, the family will be informed that their student will not be allowed to return to school. Gethsemane will hold the student's Trimester Report Card and the student will be removed or restricted from all extracurricular activities (e.g. dances, class trips, sports or club activities). After 60 days of no response, the account will be sent to collections for handling.

An eighth grade student with outstanding tuition or fees whose family has not made alternative arrangements with the Business Administrator in writing will not be able to participate in eighth grade activities, including the eighth grade Chicago Trip, and/or graduation ceremonies until all financial obligations have been met. Records will not be released until alternative arrangements have been made.

In the event that there is any outstanding tuition due by a family after June 30<sup>th</sup> in any given school year, unless alternative arrangements have been made in writing and approved by the Business Administrator, the family will not be enrolled for the following school year. The family will be allowed to re-enroll after their financial obligations have been met. However, the student's ability to return will be contingent on space availability in the grade/class in which he or she would have otherwise been placed. In addition, the family will be required to use the Direct Debit or Credit Card option on TADS to avoid similar circumstances in the future.

All families must be current in their payment of tuition and fees:

- by June 30<sup>th</sup> in order to be admitted on the first day of school.
- by December 15<sup>th</sup> in order to be re-admitted on the first day of class in January and to receive Trimester Report Card.
- by May 25<sup>th</sup> in order to receive Trimester Report Card and permanent record.



Families will not be permitted to re-enroll their student for the coming year if all fees and tuition from the previous year have not been paid in full, unless alternative arrangements have been made with the Business Administrator.

Revision date: 4-5-17