

Gethsemane Lutheran School 2020-21 Handbook



Christian education for over 70 years

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GETHSEMANE LUTHERAN SCHOOL MISSION STATEMENT

Gethsemane Lutheran School exists to assist families by providing a strong Christ-centered academic education in a caring atmosphere, assisting in spiritual awareness, discernment, and training.

As Matthew 28:19 states, our goal is to “make disciples of all nations,” reaching out to children both within our congregation and throughout the community.

PLEASE NOTE – Gethsemane Lutheran is implementing several new policies due to the Corona virus pandemic. Those polices (attached to the end of this document) will override certain previous policies due to the severity of this current health situation.

GETHSEMANE SCHOOL BOARD (GSB) MEMBERS 2019

(Board terms and elections follow calendar year)

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Purpose of Gethsemane Lutheran School

In view of Christ's life, death, and resurrection to give us eternal life with God, he expects us to give our children Christian training to prepare them for a Christian life on earth and for eternal life in heaven.

God tells us: *"Fathers, do not exasperate your children; instead, bring them up in the training and instruction of the Lord."* Ephesians 6:4

Jesus said: *"Let the little children come to me."* Mark 10:14

God also tells us: *"Impress them (i.e., teachings of God's Word) on your children. Talk about them when you sit down at home, and when you walk along the road, when you lie down and when you get up."* Deuteronomy 7:7

And God tells the church: *"Feed my lambs."* John 21:15

"Therefore go and make disciples of all nations...teaching them to obey everything that I have commanded you." Matthew 28:19-20

"See that you do not look down on one of these ... your Father in heaven is not willing that any of these little ones should be lost." Matthew 18:10,14

We, as a school, are to assist parents in the Christian training of their young, as God expects of all of us as his representatives, and as his love moves and enables us.

Aims of Gethsemane Lutheran School

In teaching the children entrusted to our care, our school has the following aims:

1. We teach that God is the Creator and Preserver of the universe and all people.
2. We give pupils a Christ-centered education. We want them all to know and believe in Jesus, their Savior, who came into this sinful world to suffer and die for their sins. Through the teaching of the Law, they will realize their own unworthiness for salvation, but they will also be led to rejoice in the hope of eternal life, which is proclaimed in the message of the Gospel.
3. We guide pupils in Christian living out of love for their Savior. We also encourage stewardship of time, talents, and treasures.
4. We teach all the other subjects in the light of God's Word. Subjects such as language arts, science, math, music, art, and social studies are taught in a way that always keeps in mind the all-directing influence of God in the ways of the world.
5. We teach children that all people are God's creation. Thus, they should be led to respect the rights and welfare of others – at home, in the classroom, on the playground, or wherever they may be.
6. We train citizens who recognize God as the source of all governments; who will use their talents in his service; and who find it a joy and necessity to obey the Laws of our land and participate in the affairs of the community.
7. We give aid to the Christian home by helping train the children in the virtues of Christian obedience and proper church life, and to assist the parents in meeting the challenge of properly guiding their children.



Philosophy of Gethsemane Lutheran School

Gethsemane Lutheran Church of the Wisconsin Evangelical Lutheran Synod (WELS) has established, maintains, and fosters a Christian Elementary School in its midst with the thought of carrying out a program of unified Christian education. This school is set up to aid the parents in every way possible to carry out their desire for Christian training of their children.

This Christian training aims to build up the individual child in the Christian faith and thereby proposes also to motivate him/her to live as a Christian in all of his/her present and future activities of life.

As members of Gethsemane Lutheran congregation, we carry out such Christian education with the conviction that in the Holy Scriptures, God's inspired and errorless Word, we have Christ's own standard, guide, and motivation for everything that pertains to Christian faith and life.

Enrollment Policy

The primary purpose of our Christian Elementary School is to assist Christian families in providing a Christ-centered education for the children of our congregation and community.

Gethsemane Lutheran School admits students of any race, color, national, and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. We do not discriminate on the basis of race, color, national, or ethnic origin in administration of its policies, admission policies, financial aid, athletic programs, and other school administered programs.

The Gethsemane School Board seeks to maintain a proper balance in the student-to-teacher ratios (25:1). For the 2020-2021 school year, the School Board has reduced our limit to 20 students/classroom due to space and health considerations.

If the school should need to limit enrollment due to space or staff constraint, children would be admitted to school by order of the Gethsemane School Board following this priority scale:

1. Children where one or both parents are members of Gethsemane Lutheran.
2. Children whose parents are members of a sister WELS congregation.
3. Children of the community whose parents are not members of Gethsemane Lutheran Church but desire a Christian education for their children. These families are required to meet with Pastor to familiarize them with the church's doctrine and teachings. This meeting should be prior to the student's first day of school.

"Staff and space constraint" refers to the number of students it takes to fully use teachers and facilities. These numbers are as follows:

Less than 20 students = 1 teacher

At least 20 students = 2 teachers

At least 40 students = 3 teachers

At least 60 students = 4 teachers

At least 80 students = 6 teachers

These numbers may be revised by the Gethsemane School Board as they feel necessary on a year-to-year basis.

All students attending Gethsemane Lutheran are asked to participate in all school activities including those times when the school children will sing for our church services.

Children who wish to enroll in our school must present a transfer from the previous school that they attended in order to establish their scholastic standing at Gethsemane Lutheran. Gethsemane Lutheran reserves the right to test any student who wishes to enter our school.



In order to enter Kindergarten, the Board requires that the student be five years old by July 31ST (effective 2016-17) of the year he/she wishes to enter school. Parents who wish to send their child (with a birthday after the deadline) must have their child tested for Kindergarten readiness through Gethsemane Lutheran or a GLS-approved organization.

Physical Examinations

Physical examinations are required for all students entering Kindergarten and the Seventh Grade. Physical examinations are also required for all students enrolling from out of state. These physicals can be completed up to six months prior to school starting. Parents may have the family doctor perform the exam, or if they prefer, the exam may be completed at a number of free clinics throughout the city. CHILDREN NOT EXAMINED ARE NOT TO BE ADMITTED TO SCHOOL UNTIL COMPLETION.

Immunizations

All students, by State Law, are required to have on their record at the school that they attend a list of their immunizations. Any child who does not have this list, or a signed waiver from the immunization (see state law), cannot be permitted to attend any school in the State of Nebraska. We require these records before the first day of school. CHILDREN NOT IMMUNIZED WILL NOT BE ADMITTED TO SCHOOL UNTIL COMPLETION.

Testing Program

Our school follows the WELS testing program. Currently MAP testing is used. Normally we will test grades 3-8. Accurate records of these tests are kept in the school office. The results of these tests are used for the guidance of the individual child and for general school and class curriculum planning. Parents may make an appointment to see their child's records at any time. At this time, our testing planned to be conducted three times per school year.

Curriculum

The curriculum and course of study for Gethsemane Lutheran School are based on the Wisconsin Evangelical Lutheran Synod Course for study for Lutheran Schools. Gethsemane Lutheran also meets all curriculum requirements for the State of Nebraska. The general learning areas are: Religion, Social Studies, Science, Language Arts, Mathematics, Fine Arts, and Physical Education. All of this is centered on God's Word. Upon request, you may obtain a copy of the curriculum study guide which outlines each curricular area's goals and objectives for the students. Computers are available to all classrooms and are introduced during certain classes.

Multi-cultural Education Policy

The United States of America is a nation of individuals who have roots throughout the world. It is also a society of many racial, ethnic, language, and cultural groups. An appropriate acknowledgement and appreciation of these facts along with a development of a sense of self-esteem and respect for the dignity and worth of all people are among the goals of education in a free society.

The school will prepare its students to appreciate, support, and function in a pluralistic society. Through a perspective of multi-cultural education, educators can recognize and provide for that diversity within the curriculum, instruction, guidance, and staff development components of the school program.

Policy

It is the policy of Gethsemane Lutheran School system to utilize the resources of curriculum, instruction, in-service, counseling, and guidance to reflect the racial, ethnic, language, and cultural heritage of both historical and modern-day United States of America by observing the following objectives:

1. To select materials and methods that will eliminate bias and stereotype in our school.

2. To conduct in-service programs for our staff that will help them to understand a multicultural approach and to reflect it in their teaching and administrative duties.
3. To encourage all students to grow in self-esteem and to understand and develop their academic and human potentials.
4. To guard against the grouping of students which reflect racial, ethnic, language, or cultural bias.

Extracurricular Activities

As well as offering public recreation applications, Gethsemane is involved annually in soccer, volleyball, basketball, and track and field tournaments. Extra games/matches can and may be scheduled if available. All 5th and 8th grade athletes will be limited to participation in eight events per school sport per year. This complies with State Laws for schools in Nebraska. However, several extra curriculums are run through Gethsemane Lutheran Church which does have different parameters. Band is offered to students in grades 5-8 through the *Music in Catholic Schools Organization*.

Record Transfer

Records will be transferred from Gethsemane Lutheran to a new school upon the child’s departure. These records will be sent to the new school upon receipt of a signed release OR an information form from the new school.

We also ask all parents of new students to sign a similar release of information form to have your child’s records sent to Gethsemane Lutheran.

Report Cards – Grading System – Assignments

Report cards use the following letter grading system: A, B, C, D, or F. Our grading system is based on the following:

100% - 93%.....A	84% - 77%.....C	69% - 00%.....F
92% - 85%.....B	76% - 70%.....D	

Progress reports are issued each mid-term. These reports indicate the students’ strengths, weaknesses, and areas of improvement. Since teachers and parents are to be concerned about the children’s progress in school, it is therefore essential that work is completed punctually. We encourage parents to do their part by requiring such diligence from their children.

A student who is absent or will be absent should request a list of assignments for the day or days to be missed. In order to receive full credit for finished work, assignments for the days on which the student was absent must be completed in the same number of days that constituted the days of absence. Other assignment policies will be determined by the individual teachers, with the approval of the Board of Education.

Assignment notebooks are a required book for grades 3-8. These books are covered in the student education cost and will be distributed on the first day of school. The idea of making this a required book is to promote a responsible technique for tracking and completion of all assignments.

Athletic Eligibility

Any Gethsemane Lutheran School student-athlete is first and foremost a Christian student. As Gethsemane Lutheran Church looks to provide school-age students with several opportunities in locally run athletic programs, GLS student-athletes are also expected to be Christian athletes. During these times of extracurricular activities, GLS students are expected to manage their schooling and homework to the best of their God-given abilities as they participate in Gethsemane athletics. Our classroom teachers, principal, and coaches are expected to work together with our student-athletes and parents to keep the school and sports balance in the proper perspective. GLS has set these guidelines for our students that participate in Gethsemane Lutheran Church teams:



1. Students must demonstrate a Christ-centered attitude showing respect to teammates, opponents, coaches, and officials. If students do not display the proper Christian attitudes, they will be held out of practices and/or games while the behavior is addressed and corrected.
2. Students must keep up with their classwork. If a classroom teacher identifies that a student is falling behind in their work OR has a failing course grade, he or she has the right to speak to the parents, principal, and coaches about the student's participation in upcoming practices and/or games until the needed improvements are made. The principal will approve any decisions made.

School Discipline

Teachers make every effort to treat all children fairly in accordance with God's Word. On the other hand, all must realize that students owe implicit obedience and respect to their teachers under the Fourth Commandment. The children are to act with Christian love and kindness toward all pupils in the school and toward everyone with whom they come into contact. This requires them to act in such a way that they will not interfere with the work and play of others.

The students of our school are expected to let the Bible be their sole guide in faith and life. With discipline problems, the child is admonished with pertinent examples from Scripture. School and classroom rules are established with those thoughts in mind. The general rules of the school are as follows:

1. At all times, children will talk quietly in the building.
2. At all times, children will walk in the building.
3. At all times, children will keep hands, feet, and other objects to themselves.
4. The children will stay within the prescribed boundaries at recess time.
5. The children will not throw anything that might be harmful to others (e.g., stones, sticks, snow/ice).
6. Food will be eaten only in areas designated by the teacher.

Each teacher also has his or her own classroom rules to ensure that effective and efficient learning take place in the classroom. If the teacher is unable to obtain satisfactory behavior from a student, the teacher will follow the disciplinary guidelines that follow:

Teachers in the Christian Day School are called to assist parents in the task of "training a child in the way he should go" (Proverbs 22:6). Scripture points out that this responsibility, which God gives us as parents, inevitably involves the use of both Law and Gospel. The Law is needed to bring the child to the knowledge of his sins. The Gospel is needed to bring the child to the knowledge of his Savior from sin and an awareness of the Savior's forgiveness. As a representative of the parent in the classroom, a teacher will use these precedents in all matters of disciplining children in the classroom. In cases where misconduct continues, the following guidelines will be used:

1. The teacher will notify the parent to inform them of the inappropriate behavior and plan a course of correction as they meet together.
2. If necessary, the parent, teacher, and principal will meet to discuss the matter and join in a united effort to lovingly discipline the child.
3. Action will finally be taken by the school but will always be done upon reflection of the circumstances at hand.

Students may be suspended from school for any of the following:

- a. Cursing and/or use of foul language.
- b. A rebellious student that is unresponsive to the efforts of:
 1. Teachers
 2. Principal
 3. Parents and Staff
 4. School Board Administration



- c. Repeated unfinished assignments with no apparent reason
- d. Willful bodily harm inflicted/intended to be inflicted upon another student/physical harm done to property.
- e. Truancy of any kind.
- f. Mental anguish/harassment caused by a student (including physical, verbal, sexual, etc.).

Expulsion of a student occurs when any of the above-mentioned suspension items are repeated persistently and without repentance. Expulsions and their lengths are solely up to the judgment of the Gethsemane School Board.

In accordance with the guidelines of Matthew 18:15-17, which have to do with bringing our grievances to one another, parents should realize that if they have a possible grievance, they should take it immediately to the person whom it pertains to the most. Parents are not to discuss problems with other parents, members of the church, the pastor, the Gethsemane School Board, or another teacher unless it becomes necessary.

Parent – Teacher Cooperation

1. Parent – Teacher conferences

- a. Parent – Teacher conferences are designed to build closer communications between parents and teachers. These conferences also inform parents of their child’s progress. Two formal conference opportunities are available during the school year. One occurs at the middle of the first quarter and another after the third quarter ends. Information concerning these conferences will be sent home so that appointments may be set.
- b. Additional conferences may be arranged by contacting the student’s teacher.

2. Classroom Visits

Parents are invited to visit classes at any time. We only ask that the teacher be informed ahead of time, so that books, etc., may be made ready for the parent.

3. Events and Activities

Parents will be kept informed of coming events and activities by means of a monthly calendar and pertinent notes or emails.

4. Parental Help – How Parents Can Aid the School and Students.

- a. By letting the Word of God be the sole guide in all phases of daily life and conduct.
- b. By attending Church and Bible study classes regularly and discussing the sermon with children.
- c. By having regular family devotions and table prayers.
- d. By seeing to it that children are regular and prompt in their attendance at school.
- e. By encouraging sufficient hours of rest and sleep.
- f. By encouraging them to eat well-balanced meals.
- g. By encouraging them to play games suitable for their age and skill.
- h. By encouraging the children to be kind and courteous when riding with others to/from school.
- i. By exposing the students to many wholesome experiences.
- j. By having the students wear appropriate clothing for the forecasted weather.
- k. By discouraging the student from bringing any distracting items to school.
- l. By taking an active interest in the completion of assignments.
- m. By refraining from being critical of teachers and school procedures in the presence of children.

Questions or criticism should be brought to the attention of the people involved, in a constructive manner.



School Closings – Inclement Weather

In the case of bad weather, please look for announcements from Omaha Public Schools (OPS). We will follow the Omaha Public School's decision for school closing in the case of inclement weather. If OPS closes because of cold temperature only (since OPS buses), the GLS School Board will make a decision independently and will notify school families of this decision by 6:30 a.m. In case of weather development during the day, parents have the right to pick up their children early. The school would appreciate a phone call first. If school is to be called off during the day, parents will be notified by phone, email, and/or school-wide alerts. For closings on days when OPS is already out of session and GLS is scheduled to be in session, a decision on school closure will be made by 6:30 a.m. that morning. The Principal, GLS School Board, and/or Teachers will contact school families of this decision. A school-wide email, Remind App alert, and GLS's Facebook page all will be used to communicate decisions. We will also be set up with the local news channels for their closing "ticker" line. Look for our name on KETV 7 and other local stations.

School Closings – Other Circumstances

In situations other than weather (such as inability to remain properly staffed, building concerns, etc.), the Principal and GLS School Board have the authority to close the school. All decisions for such school closures will be made by 6:30 a.m. The Principal, GLS School Board, and/or teachers will contact school families of this decision. A school-wide email, Remind App alert, and the GLS Facebook page will all be used to communicate decisions.

School Communications and Contact

To contact GLS during the day, please start by calling the office number (402-493-2550). If no one can be reached there, please contact your child's teacher or the principal. GLS makes primary communication to families through email. However, the Remind App is also used to communicate changes in schedules, snow days, and other cancellations. All GLS families are encouraged to sign up to Remind contacts. The GLS Facebook page (@GLSOmaha) is another medium used to share information and updates.

School Attendance - Tardies

All children are expected to attend school punctually. Any child arriving at school after 8:10am will be considered tardy. Since school starts PROMPTLY at 8:10 a.m., tardiness will be recorded at 8:05 a.m. so that the day does not start late and religion class time is not lost. Parents must contact the school by 8:20 a.m. to alert faculty/staff of any tardy or absence. If no contact is made, the tardy will be listed as UNEXCUSED. After 3 unexcused tardies, parents will be called in to meet with the principal, School Board, etc.

For tardiness of 10 minutes or more, a written or phoned excuse should be given. Any child accumulating 5 tardies in a quarter will serve a one-hour detention and a mandatory meeting will be scheduled for the parents with the principal and/or teacher. Ten tardies in a quarter will result in a 1-day suspension which will be recorded on the student's permanent records.

School Attendance - Absences

GLS defines absences in two ways –

Excused absences: These are given for personal illness or death in the immediate family; a written note from home is required; assignments missed must be made up if credit is to be earned.

Unexcused absences: All other absences are unexcused. Assignments are to be made up, and credit will be determined by the teacher.

All children are expected to attend school regularly. The child's teacher should be notified before school if a child will not be attending school on that day. If the teacher is not notified a school representative will have to call the child's home or the parents at work to check on the absence. This is very disrupting to the school day, so please make every effort to notify the teacher before the school day begins. If the school does not receive contact, the absence will be



listed as UNEXCUSED. After 3 unexcused absences, parents will be called in to meet with the principal, School Board, etc. In addition, parents are urged to make appointments with dentists and doctors for non-school hours or days. Please check the school calendar. Whenever a known absence will occur, the teacher should be informed prior to the absence. An absence does not excuse a child from making up schoolwork. Please send a note to the teacher explaining the absence upon returning to school. An absence, even half a day, will also result in the loss of privileges to participate in any school-related activities that day.

The policy below is being adjusted for 2020-21 – student absences for 2020-21 will be handled solely on a case-by-case basis.

The maximum number of days a student may be absent for the year is 20. For each day past the maximum number of 20 that a student is absent, he/she must attend five hours of additional schooling. This additional schooling may be in the form of time after school or on the weekend at the classroom teacher's convenience. These five hours may also be completed at summer school classes or workshops focusing on a similar portion of the school's curriculum. Until the additional schooling is complete, the student will receive an Incomplete on his/her report card.

Absences resulting in more than 20 days will be addressed by the School Board on a case-by-case basis. If needed, the Nebraska District Attorney's Office will be contacted, per Nebraska law.

An appeal may be made to the classroom teacher for unusual circumstances such as a severe sickness or death in the family. The appeal must be made first with the classroom teacher. If needed, the classroom teacher may consult the principal and the School Board for guidance.

Parents who wish to take children from school for a vacation or trip should contact the child's teacher and the principal to see if the child can afford to miss the school time.

School Hours

School begins at 8:10 a.m. and ends at 3:20 p.m. The school day for grade K-8 is six and two-thirds hours. Total school hours comply with Nebraska State Law, which requires a minimum 1032 hours for grades 1-8 and 400 hours for Kindergarten each year.

Since tardiness disrupts the class, please have your child at school early enough so that he/she will be seated by 8:05 a.m. Students are not allowed in the building unless a teacher or aftercare supervisor is present. All students must wait to be picked up from their classroom until 3:30 p.m. No students will be allowed in the fellowship hall until 3:30 p.m. (the beginning of afterschool care [if available]). During the course of the day, no student shall leave the school grounds, unless a written or phone request is received by the teacher from the parent.

Daily class schedules will be made available to students and parents on the day of registration. Copies of this schedule will always be available from the teacher.

No Recess Policy

Children will in no way be allowed to go outside for recess on days when the air temperature is forecasted to drop below 10 degrees Fahrenheit, or when the wind chill factor goes below 0 degrees Fahrenheit. High temperature days will be considered as well.

School Church Services - Chapel

During the school year, we will be conducting chapel to begin a school day. Parents are invited and encouraged to attend chapel. Chapel is held once a week and will begin 8:15 a.m.



Singing in Church

Our students will regularly take part in our worship services. An annual singing schedule is distributed at the beginning of each school year. Parents will be notified of such occasions by the school. Singing dates will also be noted on the monthly calendar.

We ask that any student who will be absent from a service in which he/she is to sing, present school faculty with a written or phone excuse for that absence.

Pupil Church Attendance

Since the Word of God speaks to regular time in the Word, including church attendance, GLS will also make the same statements as we represent Christ to your child. The writer to the Hebrews tells us, "LET US NOT GIVE UP MEETING TOGETHER AS SOME ARE IN THE HABIT OF DOING" (10:25). For the overall spiritual welfare of the children, church attendance is noted weekly. As concerns develop, the Pastors and Board of Elders would be notified.

Playground

Students are to use the playground equipment only as directed by the person in charge and are required to return all equipment used to its proper place. Since the children are to act with Christian love and kindness, we will not allow any malicious action (tackling, tripping, pushing, etc.) on the playground, refer back to School Discipline.

Field Trips

All students attending field trips must have a "parental permission slip/release of liability/health information/authorization for emergency care" form on file with their child's teacher before that student will be allowed to go along for the activity. These forms will be carried by the teachers on the field trips. Students without a form will not go along for the activity. Arrangements will be made for the child to remain at school under a different teacher's supervision.

Any parent wishing to volunteer for a field trip must also have the above-mentioned form signed as well as a signed sexual harassment disclaimer form. Contact information will also be required from them.

School Lunch

Students are to provide their own lunch. No soda pop will be allowed as a regular lunch beverage. At the teacher's discretion, soda pop may be brought along for lunches on field trips or other special days.

For 2020-21, we will be holding off on the start of our regular Hot Lunch programs. These will be evaluated as the year progresses.

Once a week the Hot Lunch volunteer program serves a hot lunch that the children can sign up and pay for. On Fridays children will have the opportunity to purchase lunch from a selected restaurant in our area. Both of these days give the children a chance to either bring their own lunch or enjoy a hot meal.

Locker Policy

School lockers will be assigned to students in specified grades. Locker sharing may be necessary. Lockers are to be kept neat at all times. Regular locker checks will be made by teachers throughout the school year. Gethsemane Lutheran School and its staff reserve the right to inspect lockers whenever it is deemed necessary. Materials may be used to decorate the inside of the locker. No permanent adhesive should be used. No objectionable material should be placed inside lockers for decoration. Judgment of acceptable vs. objectionable materials is to be made by the teachers.



Telephone

Parents may call the school before 8:10 a.m., at the noon hour, or after 3:30 p.m. Except for cases of emergency, parents are urged not to call the school during class time. Students are expected to plan ahead to avoid the necessity of calling home through the course of the day.

Student Telephone Use

Students will be allowed to use the school phone for such things as medical illness, needed changes of clothing, or other reasons deemed appropriate by the teacher or school office. Students may use the office phone and messages may be relayed through the secretary. Please contact the office or the principal if you have important or emergency information to pass along.

Personal Mobile Devices

A Personal Mobile Device is considered anything that can be used for electronic communication. Items include, but are not limited to, cell phones, smart watches, tablets, laptops, music players, etc. Mobile device use during the hours of 7:30-3:20 is prohibited at school. Smart watches may be worn, but if a teacher discovers that the watch is being used for more than determining time, the device may be confiscated. All other devices are to be turned off and turned into a teacher or the principal. These items will be secured for safety purposes. Your student is highly encouraged to leave such items at home. If use is observed during these school hours, the device will be confiscated and require a parent/guardian to pick it up in the office.

Book Covers

We REQUIRE a book cover for all hard-covered books. Please note that in covering books care must be taken so that the book cover is not taped to the book itself. If a pupil should lose or damage a book, he/she will be required to pay for the loss or damage.

Mission Offerings

During the year the students are encouraged to bring their offerings for different mission projects. Where possible, we will try to show films or slides to the students to acquaint them with the mission projects. The object is to teach the students regular and cheerful giving to Christ and to his Kingdom. The students will learn to know the missions, schools, agencies, and organizations that our Synod supports. The various mission projects will be noted in the weekly note.

School Nurse

Gethsemane Lutheran School has the services of a school nurse through the *Visiting Nurses Association*. The school nurse has the general supervision of all matters pertaining to the health care for students and the keeping of their records. We ask that all families cooperate with him/her in every way. If questions should arise, our school nurse would be happy to discuss them with parents. Contact the principal for the hours when he/she is available.

School health screening is not diagnostic nor is it intended to replace regular preventative health care. The goal is to assist parents in the identification of potential health problems so that they may seek appropriate medical evaluation.

Annual health screens include: height, weight, and vision for selected grades. Color vision screening is available upon request. Students may be screened upon the request of a parent or teacher at any time. Students with abnormal results at the initial screening will be re-screened by the school nurse. A parent will be notified of abnormal re-screening results. Annual hearing tests will be performed for students with abnormal hearing screening results during the previous year.

The "Annual Student Health Update" is sent home at the beginning of the school year (included with registration materials, etc.). It is important that this is completed and returned to school as soon as possible so that the school is



aware of the child's health status. It is the parent's responsibility to notify the school office or school nurse if changes occur.

Medications in School

It is *required* that a written physician's order and parental permission slip be provided by the parent/guardian when a student must receive medication at school. Schools will not purchase, prescribe, or provide any medication (including pain relievers, cough medicines, etc.) to any student. Parents who wish students to receive medications at school will consult with the principal to make arrangements and comply with the school's policy and procedure.

When a student must take medication during school hours the following will occur:

1. The parent/guardian must provide a written, signed, and dated permission statement requesting that medication is administered during school hours.
2. A current signed physician's order will be provided by the parent/guardian. In the case of a short-term prescription medication, for example, an antibiotic, a currently dated prescription bottle detailing instructions may serve as a physician's order.
3. Medications are given by a member of the school personnel selected by the principal and instructed in the appropriate methods of administering the medications.
4. It is the parent/guardian's responsibility to ensure the medication arrives at school safely.
5. Medication must be brought to school in the original container. Prescribed medication must be labeled with the student's name, date prescribed, name of medication, dosage, time medication is to be taken, and the physician's name.
6. A locked place is provided for storage of all medications. The school retains the right to limit the amount of medication to be kept at school.
7. The school nurse assists in teaching proper medication administration techniques, benefits, and side effects of medication. The school nurse should be notified when students are receiving medication at school.
8. The person administering the medication will keep a written record.

Emergency Response Policy

In regard to life threatening Asthma or systemic allergic reactions Gethsemane Lutheran School has adopted the Emergency Response to Life-Threatening Asthma or Systemic Allergic Reactions protocol mandated by the Nebraska Board of Education in Rule 59. Trained responders will be available to provide an EpiPen injection and Albuterol nebulizer treatments to ANY student or school staff member should an emergency arise in the school building while school is in session. A copy of the mandated protocol is available in the school office for review.

IMPORTANT: The emergency EpiPen and Albuterol are not intended to replace a child's own prescribed medication for asthma/allergy control and management. Parents are expected to ensure their children have inhalers, EpiPen, etc., available at school and have an Asthma/Allergy Action Plan or emergency medical plan on file with the school.

First Aid

No students, by themselves, are to make use of the contents of the first-aid locker or cabinet. If a child does not feel well or needs first-aid, he/she should first report the problem to a teacher. Should a child have an accident on the playground, he/she should first report to the one in charge of supervision. The supervisor will decide what care is to be taken and if a doctor needs to be called.



Blood Borne Pathogens Policy

Whenever a child has any bodily fluids (blood, vomit, urine, mucus, etc.) that are exposed to air, there is always the risk of blood borne pathogens being transferred to someone who may be in close contact with that child. Whenever a case such as this arises at school, the staff member who treats the child will always use rubber gloves, plastic disposal bags, and the utmost care. The staff members at Gethsemane Lutheran are also offered a free physical examination and vaccination against any blood borne pathogens that may possibly have been transmitted. The staff member has the option to decline these as well. Staff members receive training each year in order to be ready for any circumstance. These are simply precautionary measures, and all materials will be disposed of properly. Each case will be documented and kept on file in the school office as is required by the Law.

Clothing and Appearance

Neat and proper attire has a definite bearing in providing an atmosphere conducive to study and school. It also reflects our Christian values and attitudes. It is the parent's responsibility to see that their children are:

1. Dressed properly. Finger-tip to knee length shorts, skirts without leggings may be worn in the months of August through October and in the months of April and May. The teachers and Gethsemane School Board strongly recommend that appropriate dress be worn for each season. Teachers will take all outside for recess unless weather does not permit it. Remember that the staff is not able to supply supervision for children who must stay in for health reasons. Please see page 18 for guidelines on when to return children to school after an illness.
2. Well-groomed and neat in appearance. This means no cut-offs or tattered clothing or clothing which is unnecessarily disruptive or inappropriate for the school environment. There should be **NO HOLES IN CLOTHING**. Patches are acceptable and appreciated.
3. NOT wearing -- shorts or pants that are pulled down or sagging below the waist line; clothing bearing logos for alcohol, tobacco, or drugs or clothing bearing profane or sexual messages; hats, sunglasses, thong sandals, shower sandals, or other shoes not normally used for street wear (an extra pair of tennis shoes may be required for athletic/PE purposes); other loose fitting, bare shoulder tops; underwear worn as outerwear.
4. Dressed sensibly (and modestly). Visible straps for girls should be covered or be 1 inch in width. Shorts length should reach finger-tip length.

A faculty member may be assigned to monitor appearance. Alternate clothing may be provided if the school's guidelines are not being met. Parents will be contacted in these cases.

Allowances will be made for types of clothing due to medical reasons.

All outer clothing (coats) and footwear for outside activity is suggested to be marked with the student's name. All students are expected to own and wear outer boots whenever the grounds are wet, muddy, or snow-covered. A dry pair of shoes must be worn in the classroom at all times. Stocking-feet inside is not permissible and is against fire code. If a student has no dry shoes, he/she will be required to stay on the blacktop/concrete at recess time.

Should disciplinary action be required, School Board policies and state statutes will be followed.

Friends of Christian Education (F.O.C.E.)

The purpose of our F.O.C.E. is to assist the faculty and Gethsemane School Board in fostering Christian Education and in promoting and aiding the work of Gethsemane Lutheran School.

Through meetings, we hope to extend our knowledge of Christian training and education. We also hope to promote a closer relationship between parents, teachers, and friends of our school.

Each year we ask parents to provide aid in various school activities. All students are to remember that these parents are to be given full cooperation in whatever activity they are engaged.



Communicable Diseases

Often we are asked for advice about how long a student should be absent from school in the event he/she is infected by a certain communicable disease. The following chart may answer some of these questions pertaining to the most common communicable diseases. If you are in doubt about anything, by all means, call the family doctor or the school nurse.

In this chart the disease will be listed, followed by the time period from exposure to the first sign, and then directions concerning the isolation of the child.

Chicken Pox - - 14-21 days - - no more than 6 days after the onset of skin eruption.

German Measles (Rubella) - - 14-21 days - - for 4 days after onset of rash.

Flu/Cold Symptoms - - including but not limited to: fever, cough, etc. - - until able to return to school 100% and participate in all activities.

Measles - - usually 10 days - for 6 days after onset of rash.

Mumps - - 12-26 days - - until fever and swelling disappear (approximately 9 days).

***Whooping Cough** - - 7-21 days - - for three weeks after onset of spasmodic cough.

***Infectious Hepatitis** - - 10-50 days - - at least 1 week after onset of jaundice.

***Impetigo, Scabies, Ringworm** - - to be excluded on recognition of disease. To be readmitted when there is no evidence of contagion and the skin is smooth.

***Pinkeye** - - to be excluded until there is no discharge and the eye is normal in appearance.

COVID-19 - - see [GLS Pandemic Policies for 2020-21](#).

*These need a doctor's statement before the student will be readmitted to the school.

Tuition

Tuition is charged by Gethsemene Lutheran School. Tuition fees may be paid annually, per semester or monthly (via tuition management company).

Tuition Automation fee – as of 2020-21, for any option chosen for the method of tuition payments, the agreement with the 3rd party tuition processor will include a payment plan fee that will be automatically deducted from the family's account. This non-refundable fee will be automatically processed within 14 days of the agreement being posted to the system.

All payment plans must be approved by the Gethsemene School Board by the 1st of August. Parents may not be able to register for the school year until the previous year's tuition is paid in full.

Current Year's Tuition Rates		
	Early	Regular
Member 1	\$2,425	\$2,475
Member 2	\$1,625	\$1,675
Member 3+	\$1,275	\$1,325
Community 1	\$4,275	\$4,375
Community 2+	\$3,325	\$3,375

Families interested in membership and who attend our Bible Information Class (BIC) will have their tuition numbers adjusted after membership has been attained. The change will be reflected in the months after completion of BIC through the remainder of the payments. This is outlined in detail on page 6 under "Enrollment Policy".



Cost per student - - please be aware that it costs Gethsemane Lutheran about **\$4,375** per student to operate its school. An annual review by the Gethsemane School Board in its June meeting will be held in order to analyze costs per student. Tuition will be adjusted accordingly.

Payment Policy

Gethsemane Lutheran School has an obligation to pay its staff and operating expenses in a timely manner. It is essential therefore, that tuition be paid in a timely manner. Parents obligate themselves to pay tuition and fees as they are required when they sign the school tuition agreement. All parents must sign an agreement statement through TADS to signify their agreement and cooperation with this policy.

Gethsemane Lutheran School is under an agreement with a third-party tuition management company to collect and process tuition payments. The tuition management company provides an automated system which transfers funds to the school bank account from pre-designated parent accounts.

At the time of registration, each family is required to complete the on-line tuition agreement. An agreement is required before a child is permitted to attend for that school year.

Families have two payment options for the school year tuition:

- 1) Make a one-time payment at the beginning of the school year via TADS via one's checking or saving account.
- 2) Make installment payments (for 2, 10, or 12) via TADS on one's checking or savings account.

Families will be required to enroll in the tuition program under one of the above options. When enrolling in the tuition program, families will enter into an agreement with the third party. Terms of the account are disclosed at the time of enrollment. All terms of the agreement will be between the tuition management company and the family.

Families will be required to re-enroll starting in the month of June prior to the start of the next school year. A letter and e-mail notification will be sent to families allowing them to enroll their students for the coming year.

If a family is unable to make tuition payments through the two payment options, an application for assistance will be required. The assistance provided by the school may come through financial aid from tuition assistance programs or other means as deemed by the Gethsemane School Board.

An application for assistance will require the following information:

- completed tuition assistance application submitted to the GSB Treasurer through TADS
- copies of all necessary back up information, to include but not limited to federal tax return or proof of incomes, i.e. social security benefits letter.

If an application for assistance has been approved, the family may be required to submit updated financial information every 6 months. At the time of the 6-month review, the School Board will determine if assistance will be granted for the second semester of the school year. If the family fails to comply with the review request at the 6-month interval, it will be the board's discretion to continue enrollment.

Asbestos Information

Asbestos is an issue with which our government has been dealing for many years. The Asbestos Hazard Emergency Response Act of 1986 was enacted by Congress. AHERA was enacted to determine the extent of and develop solutions for any problems schools may have with asbestos.

Asbestos has been used as a building material for many years. It is a naturally occurring material found in many countries. Its properties made it an ideal building material for insulating, sound absorption, fireproofing, etc. In more



recent years, however, it has been determined to be hazardous to one's health. The EPA began action to limit its uses of asbestos products in 1973 and most uses of asbestos products as building materials were banned in 1978.

We have had our facilities inspected by a certified asbestos inspector, as required by AHERA. The inspector located, sampled and rated the condition and hazard potential of all building materials in our facility suspected to contain asbestos. The inspection and laboratory analysis records were used to develop any management plans necessary. We are happy to report that our facility was determined not to have any asbestos containing building materials, which exceeded the standard set by AHERA.

Nevertheless, the management planner in accordance to AHERA has developed an asbestos management plan for our facilities. This was completed by October 12, 1988. Part of that plan is notifying parents and students that such a plan exists. This notification seeks to do that.

We are intent on not only meeting, but we also will take all necessary steps to ensure our students and called workers have a healthy, safe environment in which to learn and work.



Annual Calendar

Gethsemane Lutheran School

2020-2021 School Year

AUGUST 2020							AUGUST 2021							JANUARY 2021						
S	M	T	W	Th	F	S	S	M	T	W	Th	F	S	S	M	T	W	Th	F	S
						1	AUG 15-16 = Backpack 2 School Events						1							1
2	3	4	5	6	7	8	AUG 16 = Open Services for school at GLC						2							2
9	10	11	12	13	14	15	AUG 19 = 1st Day of School @ GLS						3	4	5	6	7	8	9	
16	17	18	19	20	21	22	SEPT 7 = NO SCHOOL - Labor Day						4	10	11	12	13	14	15	16
23	24	25	26	27	28	29	SEPT 11 = Patriot Day						5	17	18	19	20	21	22	23
30	31						SEPT 11 = Mid-Q1 (17d)						6	24	25	26	27	28	29	30
SEPTEMBER 2020							SEPT 14-18 = Parent Teacher Conferences						7	31						
S	M	T	W	Th	F	S	OCT 9 = End Q1 (37d)						8							
		1	2	3	4	5	OCT 12-16 = NO SCHOOL - Fall Break						9							
6	7	8	9	10	11	12	OCT 20 = Picture Day						10							
13	14	15	16	17	18	19	OCT 31 = Reformation Day						11							
20	21	22	23	24	25	26	NOV 11 = Veterans' Day / Veterans' Day Chapel						12							
27	28	29	30				NOV 13 = Mid-Q2 (20d)						13							
							NOV 18 = Picture Retake Day						14							
OCTOBER 2020							NOV 25-27 = NO SCHOOL - Thanksgiving Break						15							
S	M	T	W	Th	F	S	DEC 20 = Children's Christmas Service						16							
				1	2	3	DEC 22 = Christmas @ GLS / End Q2 (44d)						17							
4	5	6	7	8	9	10	DEC 23-JAN 1 = NO SCHOOL - Christmas Break						18							
11	12	13	14	15	16	17	JAN 4 = NO SCHOOL - In-Service						19							
18	19	20	21	22	23	24	JAN 5 = 1st Day of SEM 2						20							
25	26	27	28	29	30	31	JAN 18 = NO SCHOOL - Martin Luther King, Jr. Day						21							
							FEB 5 = Mid-Q3 (23d)						22							
NOVEMBER 2020							FEB 26 = NO SCHOOL - LES Basketball Tournament						23							
S	M	T	W	Th	F	S	MAR 1 = NO SCHOOL - In-service						24							
							MAR 5 = End Q3 (41d)						25							
1	2	3	4	5	6	7	MAR 15-19 = NO SCHOOL - Spring Break						26							
8	9	10	11	12	13	14	MAR 26 = NO SCHOOL - Spring Teachers' Conf.						27							
15	16	17	18	19	20	21	APR 2 = NO SCHOOL - Good Friday						28							
22	23	24	25	26	27	28	APR 5 = NO SCHOOL - Easter MON						29							
29	30						APR 16 = Mid-Q4 (24d)						30							
DECEMBER 2020							MAY 2 = Confirmation Sunday						31							
S	M	T	W	Th	F	S	MAY 3 = NO SCHOOL - Confirmation Monday						1							
							MAY 17 = 7-8th Grade Banquet / Parent Letters						2							
1	2	3	4	5	6	7	MAY 19 = GLS Closing Service / Graduation						3							
8	9	10	11	12	13	14	MAY 20 = Last Day of School						4							
15	16	17	18	19	20	21	MAY 21 = NO SCHOOL - End Q4 (46d)						5							
22	23	24	25	26	27	28	MAY 31 = Memorial Day						6							
29	30											7								
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1 = In Session

1 = Activity / Event

81

1 = No School

86



Pandemic Protocols for Gethsemane Lutheran School 2020-2021 School Year

Families and friends of GLS,

AS OF 8/11/2020, Gethsemane Lutheran School will be subject to the City Council Ordinance #42309. This ordinance requires masks in buildings (including Gethsemane) for all situations where the 6 feet of social distancing cannot be maintained. This overrides the current CDC policy of a mask recommendation when social distancing cannot be maintained.

The original GLS Pandemic Policy followed the CDC recommendation, but now we will require masks for all persons in our building until at least SEPT 15. Masks must be worn indoors in every situation where social distancing cannot be maintained. Masks will be provided to anyone who does not have one.

Any/all other adjustments have been highlighted in red.

Gethsemane Lutheran School exists to assist families by providing a strong Christ-centered academic education in a caring atmosphere, assisting in spiritual awareness, discernment, and training. As Matthew 28:19 states, our goal is to “make disciples of all nations,” reaching out to children both within our congregation and throughout the community.

In conjunction with our mission statement above, and to facilitate in-person / in-building learning as much as possible, Gethsemane Lutheran will be implementing the following set of policies and procedures as we start the 2020-2021 school year. The overall goal of implementing these policies and procedures is to protect the health and well-being of our students, families, and staff while providing the Christian education that GLS families desire for their children. **It is our prayer that all our students, families, and teachers are spared from any/all future impacts of COVID.**

The items listed as our Pandemic Protocols will be implemented at the start of the school year. They will continue for as long as deemed necessary and will be adjusted according to any changes in the health situation (as we are directed by state and/or local officials). Protocols have been developed for specific parts of our school day. The main theme of protocols is the “Bubble concept” where classrooms will maintain separation from others as much as possible to help mitigate any spread of illnesses. This also would allow GLS to address issues to as small as group as possible.

A clear advantage at GLS is our small class sizes. By limiting our individual class sizes and total classroom enrollment, we are well-prepared for a safe classroom environment. Each year the School Board reviews admissions applications with these enrollment caps in mind. Due to the current health issues this school year, enrollment has been capped at 20 students per classroom.

We respectfully ask that everyone connected with Gethsemane Lutheran adhere to these policies for the benefit of self and so many others. We have included policies regarding positive COVID tests, school closures, and Distance Learning as well. All the GLS Pandemic Protocols are subject to change as conditions and situations can change suddenly.



Summer Activities

Home Visits -- Home visits have always been a great way for our teachers to touch base with our families, especially families new to Gethsemane. All families are still encouraged to set up a visit with their child's teacher. Under the current circumstances, families may consider a "school visit" instead of a visit at home. However, any families comfortable with a visit at home are still welcomed to arrange visits in that manner. At the visits, teachers will go over important items for the upcoming year, as well as ensuring that families have received and reviewed this Pandemic Protocol document.

Backpack-2-School -- Backpack-2-School is a more recent addition to our annual calendar. This optional event allows parents and students to bring in the heavy load of their school supplies to relieve a little stress from the first day of school. Families also have taken this opportunity to retrieve school textbooks to get a head start on book covers (gr. 3-8TH). We will hold our Backpack-2-School event this year but expand our time frame to keep the crowd levels down. This year, we will use two scheduled opportunities – Saturday, August 15, from 10a-noon, and Sunday, August 16, around the church services until noon. Families may also contact their student's teacher to set up a time (i.e., home visit/school visit). This continues to be an optional event for all GLS families.

Before School Begins

Drop Off -- To limit traffic in the building, families are encouraged to consider dropping off students rather than entering the building. However, families are always welcome to accompany their child into the building as needed. This is especially true for the first days of schools and for the parents of our youngest students. Please follow social distancing recommendations while inside the building.

School Doors upon Arrival -- Internal building doors may be propped open at arrival time to avoid excessive contact through door handles. Door handles throughout the school will be sanitized at least twice daily.

Daily Temperature Check -- Students will be screened upon arrival to their classroom. Each classroom will have a forehead-scan thermometer. Parents will be alerted immediately if students have a fever. A fever is defined as having a temperature of 100.4 degrees or higher. Parents are encouraged to check students at home. PLEASE NOTE, the fever concept has always been a determining factor for daily attendance at school. We continue to ask that students are fever free (unmedicated) for 24 hours prior to returning to school.

Hallway Movement -- In school hallways, social distancing should be maintained while trying to avoid overcrowding.

School Business -- Families are asked to handle school business with Mrs. Sloan (office hours MON-THU) via email, text, or phone whenever possible. We ask that in-person business matters wait until after 8:10a when students are in classrooms.

School Day / Classroom procedures

Social Distancing / Masks – As of AUG 11, City Council Emergency Ordinance #42309 overrides the original mask procedure GLS outlined (using CDC recommendations). This override, requiring masks indoors in every situation where social distancing cannot be maintained, will be in place until the Council revokes any ordinance to the same. Once there would be no ordinance requiring masks, GLS would return to the original policy (stated here) – At the



current time, the CDC and our own local health department encourage social distancing wherever possible. When contact is within six feet for longer than fifteen minutes, masks are recommended. We will make efforts to maintain as much social distancing as possible during the school day. We welcome the use of masks because we know social distancing will not be possible at all points of the day. In cases where prolonged close contact is possible, masks will be encouraged by all participants. Proper social distancing and/or mask use would allow Gethsemane to limit health issues with as small a group as possible.

Per Emergency Ordinance #42309, Section 12-42 (Definitions), paragraph 1, a face covering “must cover the nose and mouth completely” and can include a “paper or disposable face mask, a cloth face mask, a scarf, a bandanna, a neck gaiter.”

Classroom “Bubble concept” -- In order to limit unnecessary contact between larger groups, Gethsemane will implement the concept of a classroom “bubble.” Individual classrooms will remain as independent from other classrooms as much as possible. The idea is meant to keep any possible exposures confined to one specific group. This “Bubble concept” will be applied to many facets of our day, including, but not limited to, recess, lunch, departmentalization, etc. This concept would allow Gethsemane to limit health issues to as small a group as possible.

Accommodations -- Gethsemane will strive to provide special accommodations for both students and teachers as needed. Families are asked to contact us with any specific health needs or requests. We will continue to work as partners in your child’s safety and education.

Classroom Spacing -- Gethsemane will strive to maintain a minimum of three feet between student desks per the guidelines from the American Academy of Pediatrics. In many cases, we may be able to exceed three feet. With adequate spacing, Gethsemane would be able to limit health issues to as small a group as possible.

Classroom Culture -- In Christian love, students, families, and teachers will be expected to respect all family and teacher decisions regarding the matter of wearing masks. Any issues that develop in terms of school culture, classroom behavior, or personal attitudes will be handled according to our School Discipline Policy and Parent--Teacher Cooperation Policy (handbook p. 8-9; includes students, parents, and teachers). Teachers will address this matter at the start of the school year and frequently throughout the year. Masks will be available in classrooms for students to use during any extended close contact.

Departmentalization – In most cases where departmentalization is needed, our students will remain in their homeroom and our teachers will rotate to them. Teachers coming in will be asked to wear masks to preserve the “Bubble concept.” If departmentalization results in a group being taken outdoors, teachers may not be wearing masks. **Any movement related to Departmentalization can only be to areas that are reserved for a particular “Bubble.”**

Desk Guards -- Gethsemane will be ordering student guards (plexiglass shields) and will make them available to all students and teachers. Every student is welcomed to take advantage of this extra precaution. Please contact your child’s teacher for more information.

We have reached out to the Health Director of Omaha and found a disagreement in the philosophies of the Health Director and the City Council regarding the barrier concept of the



Mask Ordinance. Therefore at this time we will not permit Desk Guards to be used in place of mask wearing. In most cases, we cannot maintain social distancing space in our classrooms. However, the Desk Guards do provide another layer of protection. Frequent “nose breaks” and moving masks for clearer communications during class seem very reasonable, especially with Desk Guards in place.

Chromebooks -- Chromebooks will still be available and used for classroom learning this year. Similar to last year’s Distance Learning, students will be assigned a specific Chromebook and will continue to use only that machine for the duration of the school year. Chromebooks will be sanitized as regularly as possible.

Shared Items in the Classroom -- Teachers will no longer share school supplies (paints, pencils, manipulatives, etc.) outside of their own classroom. Any supplies distributed within a classroom will be sanitized prior to and following use.

Lunchroom/Hot Lunch -- To maintain classroom “Bubbles,” lunch will be eaten in individual classrooms. We ask that students start the year with cold lunches daily to avoid the need for any microwave/kitchen needs. The future of our Hot Lunch programs (Tuesday lunches and Friday restaurants) is yet to be determined. At this time, we don’t expect to begin the school year with either option available.

Handwashing -- Teachers and students will practice frequent handwashing and hand sanitizing throughout the school day. Most classrooms have their own sinks available. Teachers will remind students regularly of proper handwashing techniques. Hand sanitizer will be available throughout the school building.

Restrooms / Water Fountain -- We will stagger the use of the bathrooms throughout the school day, i.e. during snack breaks, at lunchtime, and before and after recesses. We encourage students to bring and use their own water bottles to avoid the use of the water spigot as much as possible.

Birthday Treats -- We request birthday treats not be brought into school this year. We will continue to celebrate our students’ birthdays as they occur.

After School

Dismissal -- After reviewing our end-of-day policies, we are adjusting our Dismissal Policy. All students will be ready for and able to be dismissed at 3:20p. The Pick-Up policy has been adjusted significantly to allow for the dismissal change. The Staggered Dismissal policy has been struck.

Pick Up -- After reviewing our end-of-day policies, we are adjusting our Pick-Up policy. We will use a “Car-recognition” system. With the help of teachers and/or volunteers, classroom teachers will be alerted to parents’ arrival to campus. An alert will go to the teachers starting around 3:20p to identify which parents/guardians have arrived. Students would then be dismissed to the main entrance area. Once all members of the family have gathered at the area, they will be dismissed by the teacher or volunteer at the door. The oldest student in the family will be asked to lead their siblings safely out to parent/guardian or to their car. Parents may meet their students near the doors, but please adhere to social distancing rules. We ask



that parents of K-4TH grade please meet their students near the building to safely navigate the trip to the car. Parents do not need to “check in” with anyone when entering the lot. We hope to be able to quickly match vehicles with families. If you feel you haven’t been seen/noticed, please text the teacher of your oldest student. In cases of inclement weather, we will adjust accordingly (possibly escorting students out).

To limit traffic in the building, families are encouraged to wait outside for students rather than entering the building. However, families are always welcomed to enter the building at pick up time -- especially for the first days of schools and for the parents of our youngest students. Older students will be allowed to walk out to their vehicle.

School Business -- Families are asked to handle school business via email, text, or phone whenever possible. Families are also asked to wait until after 3:30pm to handle in-person business matters.

School Doors at Dismissal – Internal building doors may be propped open at dismissal time to avoid excessive contact through door handles. Door handles throughout the school will be sanitized at least twice daily.

Aftercare -- Aftercare will again be offered at GLS starting at 3:30pm. Remaining students will be seated in the Fellowship Hall according to their classroom “Bubbles.” Tables will be appropriately distanced, and tables and chairs will be sanitized before and after use. Prepackaged snacks will be provided and distributed by the worker. Any games or manipulatives used will be properly sanitized and distributed at the worker’s discretion.

Hallway Movement -- In school hallways, social distancing should be maintained while trying to avoid overcrowding.

Large Assemblies/Events

Field Trips -- For the time being, field trips will not be scheduled or held per CDC and health department recommendations.

Recreation -- Classroom recesses may be staggered by time and/or staggered by areas in line with our “Bubble concept.” Recreation materials (playground balls, etc.) will be sanitized before and after use. Some materials may be designated for use only by specific classrooms.

Chapel -- We will look to maintain our “Bubble concept” regarding to how best to hold our weekly chapel services. At this time we are planning on splitting our school into K-4TH and 5-8TH groups for chapel on different days (K-4TH on WEDs, 5-8TH on THUs), where seating will follow our “Bubble concept.” However, this may fill our seating fairly easily with just our students, but parents are welcomed to attend as space is available. Singing and other factors will also be considered.

Singing / Singing in Church -- During the first few months of the school year, classroom choirs will not practice in a classroom setting and will not sing in church. This situation will be evaluated as the school year progresses. Guidelines have not yet come out regarding best practices for singing in school settings.

Book Fair -- Due to the handling of books and some recent struggles to reach our needed sales goals, we have canceled our formal Scholastic Book Fair for 2020-2021. Families will continue to have access to order books on-line. Points gained by family purchases will be available for teachers to use to provide some of the needed new books for our classrooms. Please feel free to participate in these book ordering opportunities.

Sanitization

Classrooms -- Student desks and chairs will be sanitized at least twice daily. Garbage cans will be emptied and taken out daily.

Restrooms -- School restrooms will be cleaned daily, in line with our previous practices. Special attention will be given to handles, faucets, and doors. The school water fountains will also be sanitized at least once a day. Again, the encouragement is to use the hands-free bottle filler rather than the spigots.

End-of-Day -- Teachers and/or cleaners will make sure classroom door handles and light switches (and any other common-use surfaces) are cleaned at the end of each day.

Attendance / COVID cases

Attendance Policy -- Our current attendance policy will be modified under the current health situation. Every student's attendance will be handled on a case-by-case basis. The standard number of allowable school absences will not be applied at the start of 2020-2021. For any cases of extended absences, we request that families contact their child's teacher, our principal, and our School Board chairman. Single-day or sporadic absences will be handled in the same manner as we have in the past. Our tardy policy will remain in place.

Positive Cases in the School (Students and/or Teachers) -- In all matters, HIPPA rules apply and will be adhered to by GLS faculty and staff. While we pray that everyone connected to GLS would be spared from any contact with COVID, procedures will be put in place to protect those who may get it as well as those in contact with those that do get COVID. To that end – students, families, and staff are asked to self-screen at home. The best deterrent to issues happening in GLS is to keep issues from coming into GLS. Everyone involved in the GLS community should be very familiar with the symptoms of COVID. The most commonly listed symptoms include fever, cough, chills, shortness of breath, sore throat, and loss of smell. These possible indicators should be taken seriously as we deal with COVID. A student's, parent's, or teacher's non-medicated temperature will be the number one factor for attendance at GLS on any given day. **PLEASE NOTE, the fever concept has always been a determining factor for daily attendance at school.** Students found to be ill during the day will be moved away from their classroom and other groups. They will be temperature tested, and parents will be notified to inform them of the situation and to develop a plan. This procedure has been very standard at GLS for any illnesses. If an illness does not allow the student to be moved, the rest of the classroom will be relocated (with proper supervision) to keep the ill student away from others.

GLS recognizes that there are many other illnesses and health issues (allergies, common cold, influenza, etc.) that are not COVID. We ask that everyone connected to GLS use their best judgement regarding any health issues. For 2020-2021, we respectfully ask for extra consideration and due diligence when analyzing health matters.



Persons may be excluded from GLS for the following reasons –

- Positive COVID test
- Experiencing COVID symptoms that are not explained by other reasons
- Direct contact with suspected OR confirmed COVID cases – especially if a member of household

Any excluded person may be readmitted under the following plans or situations –

If untested during exclusion,

a person must wait 14 days since symptoms first appeared, AND have any/all symptoms improve, AND be fever-free (under 100.4 while unmedicated) for at least the last 72 hours of the 14-day period

If tested positive and symptomatic during exclusion,

a person must wait 14 days since symptoms first appeared, AND have any/all symptoms improve, AND be fever-free (under 100.4 while unmedicated) for at least the last 24 hours of the 14-day period

If tested positive and asymptomatic during exclusion,

person must wait 14 days since symptoms first appeared

If tested negative during exclusion,

person must be fever-free (under 100.4 while unmedicated) for at least 24 hours

In all of this, we ask everyone in the GLS community to show love, patience, and understanding as we deal with situations that can change daily (as we saw last March). Direct contact to the GLS School Board or principal will provide the clearest path for any questions, comments, or concerns any in the GLS community would have.

School Closures

If a COVID case is reported in connection with GLS, we will implement the following steps –

- 1) Contact the Douglas County Health Department (DCHD) to explain the specifics
- 2) Reserve the right to call a “No Show Day” for at least the next school day after the case is reported (per DCHD recommendations)
 - a. A “No Show Day(s)” would allow for time to make the proper contacts to the DCHD
 - b. A “No Show Day(s)” would allow for time to make the proper contacts to any at GLS who would have the highest risk of exposure (per DCHD recommendations)
 - c. A “No Show Day(s)” would allow for time to perform proper and extra cleaning in areas that may have been affected
- 3) In cases of “No Show Days, school would be reopened as soon as possible - per the recommendations of the DCHD
 - a. Reopening could include the entire school or only classrooms deemed to be at low-risk according to the DCHD
 - b. If a short-term closure is recommended, GLS would transition into a Distance Learning model, be it short-term (two weeks or less) or long-term (more than two weeks)
- 4) Any/all persons connected to the COVID case would be subject to the exclusion policy listed above



If Omaha and/or Douglas County experience significant increases in COVID cases related to community spread, GLS will –

- 1) Continue to monitor what is happening in our community and what local officials, the DCHD, and the state of Nebraska are reporting
- 2) Increase communications with the GLS community as needed
- 3) Remind and encourage the GLS community regarding the importance and diligence of self-monitoring
- 4) Prepare for a possible Distance Learning situation, be it short-term or long-term
- 5) Move into a Distance Learning model as needed

GLS plans to remain open for in-person / in-building education unless –

- The Board and Faculty deem that the situation with number of student and/or teacher illnesses prevents us from doing so safely, properly, or effectively
 - These closures could be short-term or long-term
- Directives from DCHD prevent us from doing so
 - These closures would most likely be long-term closures
- Directives from Nebraska DHMs prevent us from doing so
 - These closures would most likely be long-term closures

In all of this, we ask everyone in the GLS community to show love, patience, and understanding as we deal with situations that can change daily (as we saw last March). Direct contact to the GLS School Board or principal will provide the clearest path for any questions, comments, or concerns any in the GLS community would have.

Distance Learning

Gethsemane recognizes that our education is best delivered through an in-person / in-building model. In cases where we would feel it was unsafe or impossible to maintain that model, Gethsemane would transition to Distance Learning. During times of Distance Learning, Gethsemane would strive to maintain the highest level of continued education under the circumstances.

GLS is prepared to engage in Distance Learning (short-term and/or long-term)

In the event of a short-term closure, GLS will provide the needed materials for learning, with or without using a specific textbook and materials pickup. If at all possible, we prefer to get students their books and supplies, but we would still operate if unable to do so. Lessons and activities would be geared to keep learning moving forward while we would await a school reopening. Lessons would be shared via email, Google Classroom, ZOOM meetings, and/or Facebook.

In the event of a long-term closure (longer than two weeks), GLS would develop plans for a pick-up event where families would gather the needed materials for Distance Learning. In addition, each teacher will provide an orientation for classroom parents regarding how the process will work. The orientation (possibly done in conjunction with a pick-up event) would be done via a document, email, ZOOM, or in-person meeting.

Depending on the timing of a school closure, GLS may use “No Show Days” to make the proper transitions for a Distance Learning model (especially if long-term). The days that could be called off could be made up with schedule adjustments to allow us to remain as close to our originally scheduled 167 school days.



**Families that would choose to opt out of GLS Distance Learning would be required to withdraw enrollment and then enroll with another institution or homeschool organization. Tuition payments would stop, and school resources would no longer be available to families under that situation.*

If/when school would be reopened, we would return with the proper protocols in place. These would be adjusted to meet the health situation at that time.