

**Timothy Lutheran**  
School Board Policy Manual  
for  
**Timothy Lutheran School Ministries**



Approved 09/18/06  
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## **A1 ACADEMIC POLICIES**

### **A1-a Acceleration to Higher Grade**

1. Request should be originated by parents. School team consisting of current teacher, teacher in grade level above, and principal evaluate the request.
2. Parents are responsible for securing a complete battery of tests from a professional, accredited and mutually-agreed-on testing source.
3. If the team and test recommendations do not indicate that a grade acceleration will profit the child, the process ends with the child remaining at the present grade level. If recommendation is positive and the school team feels the change holds probabilities for an improved environment for the child, a test period will be initiated.
4. At the conclusion of the test period, the school team and parents will meet and make a final decision.

Parents may appeal to the School Board when parents and school team do not agree, and request acceleration of a grade level at the completion of step 4. However, if the school team is not in agreement, parents will be asked to sign a form indicating that the acceleration of a grade level is at their insistence and in opposition to the school's professional recommendation. Acceleration will then take place with the School Board approval.

Whenever possible, acceleration will take place at the beginning of a school year.

### **A1-b Accreditation/Licensing**

**A1-b-i *Elementary School Accreditation:*** Timothy Lutheran School will follow guidelines of the state as to the length of school year, annual reports, use of qualified teachers, and other standards of instruction. We also work with officials of our District and The Lutheran Church—Missouri Synod (LCMS). Timothy Lutheran School is accredited through the National Lutheran School Accreditation (NLSA) program.

**A1-b-ii *Elementary Teacher Accreditation:*** All teachers shall acquire a state Teacher's Certificate within 18 months of employment. Certificates must be maintained and renewed according to standards set by the state Department of Education. We make every attempt to secure full time classroom teachers trained in our synodical schools and certified by The Lutheran Church—Missouri Synod as Ministers of Religion-Commissioned. All teachers are to be thoroughly instructed in Christian doctrine and philosophy of Christian education.

**A1-b-iii *ECC Licensing:***

**A1-c Attendance Policies** Timothy Lutheran School is obligated to plan carefully and administer adequately an attendance system which functions in harmony with the philosophy of the school. The School Administrator will develop and maintain an attendance system that will stress the importance of punctual and regular attendance, but the school must also concern itself with the factors underlying non-attendance. It must, therefore, provide for individual counseling and guidance. This system must be positive in its approach, and must be set up and administered with the view of helping the student, aiding the home and improving the school.

**A1-d Evaluation/Grading Scales** Students will be given a progress report at each of two parent conferences.

Report cards will be issued quarterly during the school year using the traditional grading system.

The grading system should 1) establish high standards for the academically gifted student,

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2) encourage optimum achievement for the average student, and 3) permit the less academically gifted student to experience a sense of self-respect and Christian dignity.

**A1-e Graduation Requirements** Students must successfully complete each grade level, grade K through eight, and complete all the required courses of study prior to graduation as determined by the National Lutheran School Accreditation and the State of Missouri. It shall be the responsibility of the School Administrator to ensure that students complete grades K through eight with the minimum requirements for eighth grade graduation.

**A1-f Homework** A reasonable amount of homework is expected of all children. Assignments in all subjects will depend on the child's ability to finish the work in class, the length of the class study period and the degree of extra help required. It is difficult to adopt a standard rule for the amount of time to be spent on school work at home. There is a great degree of variance through the grades and in the amount children have in the same grade level.

**A1-g Missing Work and Makeup Assignments** Teachers will communicate their class guidelines and requirements regarding missing work and makeup assignments during the home visit, the Open House, or via letter.

**A1-h Parent-Teacher Conferences** The school issues formal grade reports at the end of each quarter. Two private conferences that afford parents and teacher an opportunity to discuss matters of importance are scheduled at the conclusion of the first and mid-term of the third quarters. The first quarter and third quarter mid-term report cards will be given to parents at these conferences.

**A1-i Probation**

**A1-i-i Academic Probation:** Students new to Timothy will be placed on academic probation for a 9-week period. Present students who have exhibited serious academic problems will be re-admitted for a 9-week probationary period. If the student fails to improve academically during this period, the parents will be asked to withdraw their child from Timothy. Students may be placed on academic probation at any time during the school year.

**A1-i-ii Behavioral Probation:** All new students are also placed on behavioral probation for 9 weeks. Students exhibiting severe behavioral problems during the school year will also be placed on behavioral probation. If the behavior does not improve, the child will be suspended.

**A1-j Retention/Promotion** Pupils advance to the next grade level at the end of the school year after satisfactorily completing the course of study required in their present grade.

Pupils who do not demonstrate competence in their grade level in the estimation of the teacher are to be retained in the grade. The action is taken only after consultation with the School Administrator and the parents. Students are expected to maintain a C- (75%) or better average for the school year in all subjects including physical education, art, and music. Any student not meeting these minimum requirements will be retained in the grade for another year.

Parents may appeal, in writing, to the School Board if they are not in agreement with the school's position on retaining their child. Parents may then sign a form indicating that their child should not be retained and that their action is in opposition to the school's professional recommendation. The child will then move on to the next grade level.

**A1-k Special Services** It is our policy at Timothy Lutheran School to provide additional

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learning opportunities when possible, to any student who exhibits a need for assistance or is below grade level in a specific subject area. Testing, classroom performance and teacher observation are used to identify the student with special needs.

The classroom teacher will be responsible for identifying the student with special needs and is also instrumental in providing guidance under the direction and approval of the school principal and parent.

#### **A1-I Testing**

**A1-I-i Standardized Testing:** Students in grades 3 and higher will take a standardized achievement test battery during the spring of the year.

**A1-I-ii Testing Guidelines:** Achievement tests will be administered each year in grades 3 and higher.

- Appropriate testing will be done as an integral part of the instruction program in each subject of each grade.
- Psychological testing where necessary will be referred to qualified specialists with the approval of the principal and parents.
- Speech, language and learning disabilities testing will be done as recommended by the faculty, contingent on parental approval and with the Blue Springs School District.

#### **A2 ACTIVITIES, STUDENT**

**A2-a Class Parties** Throughout the year class parties are held to celebrate national holidays, especially Thanksgiving, Christmas, Valentine's Day and Easter. Halloween is not observed in the traditional manner. Other celebrations may be observed that coincide with October 31<sup>st</sup>, such as celebrating the Reformation or fall themed parties. Clean up is done by students and teachers. Approval for special event parties should be discussed with the School Administrator before arrangements are made.

Birthdays may be celebrated with special treats for the class. Parents are asked to speak with their child's teacher as to convenient times and snacks for such events. Unless a blanket invitation is being extended to a class or gender group, private party invitations should be distributed away from school.

Class parties held outside of school time must be approved by the School Administrator.

**A2-b Field Trips** Children who attend field trips must have a signed permission slip on file, prior to the field trip. Parents will be responsible for providing **car seats** for their children, as required by law. Driving parents are responsible for proper installation and use of the seats. Parents driving children other than their own must have a current background check form on file and furnish proof of insurance and driver's license before the scheduled trip. Field trips may be assessed a nominal fee to cover the cost of the field trip, transportation, and insurance. The fee will be determined when the trip is planned. For no reason, other than an emergency, should the driver be talking on a hand-held cell phone. No additional stops should be made while driving to and from the scheduled activity.

*If for some reason we do not have enough volunteers to drive for a particular field trip, the trip may be cancelled.*

**A2-c Music Activities** The elementary school has a children's choir for all students. As often as possible, classes (either individually or in combination) sing in congregational worship services. These are arranged in cooperation with the congregation's music director and with the classroom teacher.

The elementary school also has a band for students in grades 5-8. The band performs throughout the year at school programs. Students are responsible for their musical

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instruments. The expense for the class is not covered by the school. Parents are financially responsible for participation in the band program.

## **C1 CALENDARS - ACADEMIC YEAR**

**C1-a Elementary School Calendar** The Timothy Lutheran School academic calendar shall accommodate the educational program of the school. The calendar shall be a minimum of 174 days and include, but not be limited to, the days for student instruction, staff development and in-service, and time for teacher conferences.

**C1-b Childcare Center Calendar** The Childcare Center is open 12 months a year, Monday through Friday, 6:30 AM until 6:00 PM. The center is closed for the following holidays:

<b>New Year's Day</b>	<b>Labor Day</b>
<b>Good Friday</b>	<b>Thanksgiving Day</b>
<b>Memorial Day</b>	<b>Independence Day</b>
<b>Christmas Day</b>	
<b>Five (5) days in August - ECC staff in-service work days</b>	

If the holiday falls on a Saturday, we observe the holiday on Friday. If the holiday falls on Sunday, we observe the holiday on Monday. These holidays are factored into the weekly tuition.

It shall be the responsibility of the School Administrator and ECC Director to develop the school calendars annually.

The calendar for each school year is set during the spring of the year preceding it, during March or April, if possible.

## **C2 CHILD ABUSE POLICIES**

It is the policy of Timothy Lutheran School to report all cases of suspected child abuse. Complete cooperation with the local welfare departments is expected of all school personnel. It is the responsibility of the School Administrator to see that a policy on child abuse is in place and published. Some components of a written policy include:

- a rationale for the school's interest.
- a statement of the mandates of the law and the immunities for reporting.
- a procedure for reporting suspected cases.
- guidelines for recognition of suspected cases.

Emotional and/or psychological abuse by school personnel is not permitted at Timothy Lutheran School. Some typical emotional or psychological abuses are:

- Sarcasm--using cutting remarks that belittle.
- Criticizing the person rather than the inappropriate behavior.
- Labeling students in a derogatory way; implying that they are stupid, lazy or impertinent.
- Permitting other students to ridicule their peers.
- Withholding praise, criticizing, dwelling on what is wrong rather than what is right.
- Withholding forgiveness.
- Blaming everyone in the group for the actions of one or a few.
- Holding double standards; tolerating actions of some students but being intolerant of the same actions when others do them.
- Comparing students to older brothers or sisters, particularly if the older brothers or sisters were especially outstanding in a positive or negative way.

The School Administrator and staff will be watchful in their observations to detect abuses and work with personnel in overcoming tendencies to be offensive to students.

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It is the responsibility of all school personnel to help students who are abused and to prevent abuse.

The School Administrator will:

- Provide in-service programs for school personnel on recognizing signs of abuse and procedures for reporting it.
- Establish verbal/written procedures to follow when abuse is suspected and offer support for school personnel who report abuse.
- Gather information on child protection agencies and resource persons.
- Provide in-service programs for school personnel on common abuses of students by teachers and school personnel.

### **C3 CONFLICT RESOLUTION**

In conflict situations, persons involved should take steps to resolve the problem by following our Lord's direction as found in Matthew 18:15-17:

- Speak to the person with whom you have a conflict.
- If there is no resolution, take another individual and go back to the individual concerned.
- If there is still no resolution, take the matter up with the administration.

The goal of these steps is always to restore relationships and, in so doing, promote sharing of the gospel of Jesus Christ.

### **C4 COPYRIGHT LAWS**

It is the policy of Timothy Lutheran School to follow all guidelines and federal regulations regarding copyright laws.

The School Administrator will provide all staff members with the copyright regulations and be sure they are aware of what constitutes an infringement.

### **C5 CURRICULUM POLICIES**

**C5-a Pledge Policy** As citizens of the United States, our students should have the opportunity to develop feelings of loyalty and patriotism to their country. A part of this is learning and saying the Pledge of Allegiance. Teachers will be sure that their students are given the daily opportunity to join in saying the Pledge.

As members of the body of Christ, our students will also have the daily opportunity to learn and say the Pledge of Allegiance to the Christian flag.

Time will also be spent in discussing the meaning of the Pledges.

**C5-b ECC Schedule/Classes** Children must be enrolled on a permanent basis for regular attendance. Drop-off care is not available. The following classes are offered, along with minimum developmental levels for admittance, and times they are generally offered:

***C5-b-i Childcare with Preschool. Open year-round 6:30 AM–6:00 PM.***

- Infant Care—minimum age 6 weeks.
- 2-year-old room—minimum age is 2. Children in diapers are welcomed.
- 3-year-old room—minimum age is 3. Child must be toilet trained.
- 4-year-old room—minimum age is 4. Child must be toilet trained.

*\*The maximum child/staff ratio is 4/1 for infant care, 8/1 for the 2 year-old room and 10/1 for the 3 and 4 year-old rooms.*

***C5-b-ii Part-time Preschool. Open September through May***

- Two-year-old Preschool—for children who are 2 years old before May 1st for the school year beginning that fall or 3 years old and not yet toilet trained. Classes meet two days per week.

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- **Preschool**—for children who are 3 years old before August 1st for the school year beginning that fall and who are toilet trained. Class time will be a minimum of 4 hours.
- **Pre-kindergarten**—for children who are 4 years old before August 1st for the school year beginning that fall and who are toilet trained. Class time will be a minimum of 4 hours.

\* *The maximum ratio for classes comprised of 4 or less 2-year-olds or 3-6 year-olds is 10/1.*  
 Current class offerings, space availability and tuition prices available from the ECC office.

**C5-c Elementary Curriculum** The teaching staff and the School Administrator will review curriculum yearly, rotating subjects. Resources will be purchased as needed for all subjects.

**C5-d ECC Curriculum** The ECC Director will choose new curriculum resources with guidance from the School Administrator, if needed.

**C5-e Elementary Class Size** A regular class has a recommended size of 20 students. This figure could go up or down based on room size. If a class is larger than 20 students, an aide will be considered based on the needs of the teacher and students. The type of aide and the hours needed would be determined by the teacher and the School Administrator.

A combo class (2 grades in one classroom) has a recommended size of 20 students. Actual class size would be based on size of room. If a class is larger than 20 students, an aide will be considered based on the needs of the teacher and students. The type of aide and the hours needed would be determined by the teacher and School Administrator.

## **D1 DISCIPLINE POLICY**

**D1-a Accountability** Christian discipline is the application of self-control and orderliness as motivated by Christian attitudes. Therefore, teachers and parents nurture and supervise children in accordance with the teachings and philosophy of Christ.

Learning and play in a group requires a disciplined environment. Christian discipline is established with a positive attitude, through *Love and Logic*, by teachers and parents so that the child may be guided toward the development of self-control and responsibility for his/her behavior.

Self-discipline is a term we use when a child has control over his/her behavior and is not dependent on the teachers to tell him/her when behavior is proper or improper. Self-discipline is developed over time. Some children acquire it quickly. Others need considerable help from parents, teachers, and counselors before they develop good control over their behavior. Self-discipline is associated with self-esteem. Therefore, it is usually essential to build up a child's self-concept before he/she takes responsibility for controlling behavior. Hence, rules and punishment may not be adequate in changing a child's behavioral pattern. Improving the child's sense of worth must accompany a plan to modify the child's behavior.

Establishing and maintaining a disciplined environment at Timothy Lutheran School is the shared responsibility of the students, teachers, parents, and School Administrator. In the following sections, these expectations are defined along with the process of communication when behavioral problems persist.

**D1-a-i Student Accountability:** Students are expected to respect all people with whom they come into contact in the school, church, and on the playground. This includes other students, teachers, School Administrator, pastors and other church workers, volunteers, parents, and visitors. Older students are encouraged to assume responsibility for younger students by helping them and setting a good example for them. Students are expected to respect property and materials. This

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includes both respect for school/church property and responsibility and care of their own possessions as well as possessions of others.

**D1-a-ii Teacher Accountability:** The teacher should establish good relations with the students by reinforcing positive behavior that encourages rather than discourages the child. The teacher should provide a variety of learning experiences to stimulate student interest and motivation. The teacher must understand the uniqueness of all students, accept them as persons of value, and help them to grow in their creativity, individuality and problem-solving ability. It is important that teachers are caring and understanding of the student's need. Teachers must also be aware of their own values and establish trust with students by avoiding double standards such as "Do as I say, not as I do!" The teacher must create a disciplined environment by setting reasonable limitations that are fair and consistent. The students are also expected to do their part in maintaining a cooperative learning environment. Teacher supervision in the classroom, hallways, playground, and church should maintain the desired learning environment.

**D1-a-iii Parent Accountability:** The responsibility for the education of a child is two-fold: a portion belongs to the school and a portion belongs to the parents. The parents provide the environment in the home to begin teaching responsibility and respect. When a child enters school, this process becomes a shared responsibility that reinforces Christian values in the home and school.

**D1-a-iv School Administrator Accountability:** The School Administrator is responsible for establishing and maintaining a well-disciplined environment in the school. The responsibility includes supervision of school-wide activities: movement of groups, emergencies, safety drills, school pictures, performance practices, etc. The School Administrator should establish a supportive relationship with the teachers in maintaining a disciplined environment and express confidence in the teachers when concerns are raised about discipline. In dealing with behavioral problems, the School Administrator makes recommendations for handling the problem and establishes procedures for using resource people to resolve behavioral problems.

Parents will be informed by the child's teacher or the School Administrator of any misconduct. (See *Student Information and Policies Guide* in the Parent and Student Handbook.) When violations are noted and those violations are not deemed commensurate with the prescribed consequences due to the student's age or based on the School Administrator's appraisal of the student's intent, the School Administrator, or his designee, may choose to waive or lessen the prescribed consequence. The regular progression of disciplinary consequences may be interrupted and more severe consequences applied in the event of repetitive behavior disruptions and/or repetitive referrals for administrative review.

**D1-b Violations of Student Conduct** No code of conduct can list each and every violation which may result in the use of disciplinary action. It is the purpose of this policy, however, to list certain violations of conduct, which, if committed by the student, will result in disciplinary action. A copy of each student's signed *Standard of Student Conduct* will be kept on file in their student file.

**D1-b-i Behavior Disruptions:** Behavior disruptions could involve a wide spectrum of misconduct including, but not limited to:

- Tardiness
- Disrespect (backtalk, lack of courtesy, interrupting, bad language, disregard of instructions, general bad manners)
- Lying
- Damage to school property or the property of fellow students
- Tripping, pushing, biting, and spitting

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- Incomplete work and cheating
- Unnecessary boisterousness in the room
- Public displays of affection

In the formation of classroom expectations and in the administration of general campus regulations, the age and maturity of the pupil shall be considered.

***D1-b-ii Specific Conduct Violations:***

- **Assault or Battery of a Fellow Student** Any act or words, spoken or written, which create or cause a responsible apprehension in the fellow student of an immediate harmful or offensive contact to the fellow student's body; or any act which actually brings about a harmful or offensive contact to the fellow student's body are forbidden.
- **Assault of a Faculty or Staff Member** Any words, whether spoken or written, which create or cause a reasonable apprehension in the faculty of staff member of a harmful or threatening nature are forbidden. Any act which brings about a harmful or offensive contact to the faculty or staff member's body, whether on or off school grounds, whether intentional or unintentional, is forbidden.
- **Possession/Use of Any Potentially Dangerous, Hazardous, or Inappropriate Item** Students are forbidden to possess or bring into school or onto school grounds or property, any item which is considered potentially dangerous. Examples of potentially dangerous, hazardous or inappropriate items include, but shall not be limited to fireworks, chains, or laser light devices.
- **Possession or Use of a Weapon** No student shall carry, have in his/her possession, store, keep, leave, place or put into the possession of another student, any weapon on any school premises, or any vehicle used by the school for school purposes, any school building or other building or premises used for school functions, whether or not any person is endangered by such actions. This policy also refers to any knife or device designed to inflict death or serious bodily harm, or by the manner in which it is used is likely to inflict death or serious bodily harm; or is used to threaten bodily harm on another individual. This policy does not apply to starting guns while in use at athletic events. Any violation will result in expulsion as specified in the Federal Gun Free Schools Act of 1994. ("Weapons" as defined in Section 921 of Title 18 of the U.S. Code.) It is required that all violators of this policy be reported to local law enforcement agencies.
- **Search and Seizure** Students may be requested to submit to voluntary personal searches when suspicion warrants such action. Students who refuse to submit to the voluntary search may be referred to appropriate law enforcement authorities when such action is deemed appropriate by the principal and may be suspended from school for the lack of cooperation and/or insubordination with school administrators. Desks are the property of Timothy Lutheran School and are provided for the convenience of students and are subject to periodic inspections without notice. The desks may be subject to search by the School Administrator for a variety of reasons. All searches will be conducted by an administrator and an additional staff member based on reasonable suspicion.
- **Terrorist Threats and False Reports** Students are forbidden from making any terrorist threat or knowingly false report of a catastrophe, including but not limited to false bomb threats, for the purpose of frightening or disturbing people and/or causing evacuation or closure of any building, place of assembly or facility of transportation. Any such action will be reported to law enforcement officials.

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- **Hazing and Bullying** Hazing is strictly prohibited. Hazing is defined as a willful act, occurring on or off school grounds, against a student or prospective member of a school organization that endangers the mental or physical health or safety of said person or produces mental or physical discomfort, embarrassment, harassment, or ridicule for the purpose of initiation or admission into or continued membership in any such organization. Such acts include but are not limited to physical brutality, whipping, exposure to elements, and forced consumption of a substance, sleep deprivation, humiliation, sexual intimidation, mental or emotional abuse, or other extreme stress-inducing activity. The School Administrator has authority to discipline hazing activities even if such activities take place off school grounds.— Bullying and intimidation are also strictly prohibited. Prohibited bullying acts include but are not limited to name calling, teasing, pranks, gestures, physical attacks, demeaning comments, rumors, and ridicule. A person violates this policy by willfully committing an act of hazing, bullying or intimidation, or by knowingly participating in, aiding, assisting or encouraging any act of hazing, bullying or intimidation. Students who believe they are victims of hazing, bullying or intimidation should immediately report the incident(s) to a teacher or administrator.

**D1-c Disciplinary Cycle** When dealing with children who regularly disrupt the effective management of the classroom, or the effective controls of the school campus, the following steps will be taken:

1. Teacher conducts a private conference with the child.
2. Teacher requests cooperation and assistance from parents.
3. Teachers refers child to the School Administrator.
4. School Administrator conducts a private conference with the child.
5. School Administrator requests a conference with the parents.

The following are possible consequences resulting from violations of conduct and the school personnel authorized to impose those consequences:

**D1-c-i In-Room Discipline:** In-room discipline is a broad category of consequences which include, but are not limited to, additional study assignments, in-room detention during recess or other break periods, revocation of otherwise common privileges, and other effective minor disciplinary measures which can be imposed by any school personnel, but shall be overseen by the classroom teacher, if any, responsible for the supervision of that student during the imposition of the in-room disciplinary consequence.

**D1-c-ii Corporal Punishment:** Corporal punishment is strictly prohibited.

**D1-c-iii Restraint:** A staff member may use reasonable force and/or restraint against a student without advance notice to an Administrator if it is essential for self-defense, the preservation of order, or for the protection of the student or other persons or the property of the school.

**D1-c-iv In-School Detention:** In-school detention is the removal of a violating student from his regular school environment. The student shall remain within a designated area and shall continue his/her studies and testing in supervised solitude. In-house detention shall be imposed by the School Administrator or his administrative designee. Students are required to complete or makeup all work missed during this time.

**D1-c-v Suspension:** The term “suspension” refers to an exclusion from school that will not exceed a specific period of time and shall be subject to the due process of procedures set forth for “suspensions”.

- **Ten (10) school days or less:** A suspension of ten (10) days or less is the removal of the violating student from school property for that length of time

determined and may be imposed by the School Administrator. Students shall not be allowed to attend any school function during the length of the suspension. Suspension may be extended if a student is found to be in attendance at a school function while on suspension. Any student who is suspended for violation of a Safe Schools Act offense shall not be allowed within 1000 feet of school property unless residing within that distance or given prior permission by school officials. In such case the parent/guardian must request permission in writing and accompany the student if permission is granted. Students violating this provision shall be subject to further disciplinary action.

- **Eleven (11) to one hundred eighty (180) school days**: A suspension of eleven (11) to one hundred eighty (180) school days is the removal of the violating student from school property for the length of time determined and may be imposed by the School Board, who may consider the recommendation of the School Administrator. This consequence shall conform to the procedure set forth above. The School Board shall conduct a conference upon the student's return to school after a suspension of 11-180 school days. The conference shall include the student, his/her parent(s), and appropriate school officials who are directly involved with the conduct that resulted in suspension.
- Students may be suspended for the following reasons:
  - Continued willful disobedience to school authorities (insubordination).
  - Open and persistent defiance, either in language or action, of school authorities.
  - The use of profanity or vulgarities.
  - Smoking or having tobacco on school premises or at school-sponsored events.
  - Willfully defacing in any way, school property, real or personal, belonging to the school.
  - Carrying or use, on the school premises or at school-sponsored events, of weapons, or instruments designed to cause bodily harm.
  - Possession, use, or being under the influence of narcotics or alcoholic beverages on the school grounds or at school-sponsored events.
  - Excessive amount of incomplete homework assignments.
  - Stealing.
  - Gambling.
  - Forging or using forged notes.
  - Truancy.
  - Fighting (assault or battery of other students and/or teachers).
  - Harassment.
  - Immorality.
  - Leaving campus without proper clearance.
  - Inappropriate public displays of affection.

When a student is involved in more than one specific conduct violation, the student is subject to the consequences specified for each separate violation. Such consequences to be served consecutively or concurrently as deemed appropriate by the administering authority.

***D1-c-vi Expulsion:*** The term "expulsion" refers to exclusion for an indefinite period. Expulsion is the removal of the violating student from school property in excess of ninety (90) school days and loss of academic credit. Pupils may be expelled for extreme instance(s) of misconduct and/or refusal to demonstrate a cooperative attitude. However, before such action, a case study and conference will involve the parent, School Administrator, pastor, and the School Board. Expulsion is to be used

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as a last resort after all discipline techniques and cooperative efforts between parent, child, teacher, and School Administrator have been exhausted. The pupil shall be expelled by mutual action of the School Administrator and the School Board. In all cases, a written record of the action shall be maintained by the School Administrator and included in the student's cumulative folder.

## **D2 DRESS CODES**

**D2-a Purpose of a Dress Code** Our body is a temple of the Holy Spirit. It therefore follows that as we present that body, it ought to be done in a decent and respectable fashion.

**D2-b Student Dress Codes** It is the policy of Timothy Lutheran School that each student be dressed in a way that will not hinder the educational process, and will promote a positive image among our students.

- All clothing should be neatly and properly worn. Frayed, dirty, or generally sloppy clothing is not allowed. Any patches on clothing should be neatly applied.
- No student will be permitted to wear any clothing, emblems, or items bearing or implying an un-Christian witness, are unpatriotic, cause distractions or give offense such as those with alcohol and tobacco advertisements, etc.
- Footwear must be worn at all times. Shoes must be laced and tied. Closed toe, non-marking shoes are required for PE classes and indoor/outdoor recess. Shorts of mid-thigh length or longer are permitted. Cutoff jeans, short shorts, and mini-skirts are prohibited.
- Scanty clothing is not allowed (e.g., spaghetti straps, halter tops, low cut shirts, bare midriff). No under garments should be showing. Shorts should be worn under dresses and skirts.
- Extremes in hair styles, jewelry, and makeup are to be avoided. No body piercings, except ears. No visible tattoos.
- Students should come to school with coats/jackets, hats and gloves appropriate for the predicted weather. Boots are required to play in snow.
- Caps and hats are not to be worn in the building.
- Specific situations not covered in the previous points will be dealt with on a case-by-case basis by the School Administrator.

### **D2-c Enforcement of the Dress Code**

- The School Administrator will set a procedure for instructing the teachers on enforcing the dress code and communicating the dress code to students and parents. This procedure should include a series of warnings and consequences for non-compliance.
- Students and their parents will be made aware of "dress corrections" that must be made. Appropriate attire will be provided for the remainder of the school day. These "loaner" clothes should be laundered and returned to the school office.
- Any student/parent who consistently refuses to cooperate in matters of dress and appearance will be asked to withdraw from school.

## **E1 ECC MISCELLANEOUS POLICIES**

**E1-a Naps (Childcare only)** Nap time for **all** children enrolled in infant care and 2's, 3's, and 4's childcare is scheduled. A cot/crib and sheet will be provided for each child at

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naptime. Families may send a small, crib-sized pillow and soft friend to sleep with. These items from home are left in the child's cubby except at naptime.

**E1-b Vacation (Childcare only)** Each child earns vacation for each full month they are enrolled in Timothy Childcare. Vacation will begin accruing the first full month of attendance after the child is enrolled. Vacation may be taken any time after the first month of enrollment. Vacation time begins on September 1<sup>st</sup>, therefore, if the child starts school during the "school year" the two weeks of vacation will be calculated according to the schedule received at the time of enrollment. Any vacation not taken will be forfeited. Children must be absent from school in order to use vacation time. For vacation time beyond these two weeks, normal tuition is charged. Advance notice must be given to the Administrative Assistant when the child is going to be absent.

**E1-c Withdrawal** A 2-week written notice of withdrawal is required. Fees are assessed to that date. Should a child who has withdrawn wish to re-enter the program, the enrollment fee is re-assessed. Should a child need to be withdrawn for a period of time and possibly be re-admitted, his/her spot cannot be held or guaranteed.

## **E2 ELEMENTARY EXTENDED CARE/SUMMER CARE POLICIES**

**E2-a Elementary Before and After Care** Hours: 6:30–8:15 a.m. & 3:30–6:00 p.m. Before and After School Care is available to students enrolled in the Elementary program. Fees for care are set by the School Administrator. Children picked up past 6:00 p.m. will be charged for every minute past 6 p.m.

- Students entering the building before 8:15 a.m. must enter through the west entrance and go directly to the childcare room.
- Students who are not picked up within 15 minutes after school is dismissed will go to the childcare room. Children will not be allowed to wait elsewhere unattended.
- The west doors should be used by parents to enter the school, go to the childcare room and sign out a child. Students will not be dismissed from After Care until a parent or another authorized person signs for them.
- Students are not supervised before 8:15 a.m. and should not arrive before that time unless they are in the Before Care Supervision program.

***E2-ai Supervision:*** "Line of sight" supervision is to be used at all times. This means that the attendant is in a position where all children can be seen and is physically in the same location as the children. Playground activities will be closely supervised to make sure children are safe and all playground rules (see separate section in this manual) are followed. Indoor time will consist of quiet, non-physical activities in the care room or activities in the gym, if it's available for use.

The extended care staff will maintain a system of record keeping and a system for check in/out that follows the policies outlined in the Student Safety and Security section.

**E2-b Summer Care** Child/staff maximum ratio for Elementary Summer Care program is 16/1.

## **E3 ENROLLMENT POLICY**

**E3-a Enrollment Guidelines** Timothy Lutheran School is open to all who desire Christian education for their children. The following is a list of procedures regarding admissions:

1. Each student, including those in the Early Childhood Center must reach the following age. This does not apply to our infants of 6 weeks or older.
  - 2 years (ECC) – 2 years old
  - 3 years (ECC) - 3 years old
  - 4 years (ECC) - 4 years old

Each student must be of appropriate age on or before August 1st of the school year for placement.

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- Kinder. - 5 years old
  - Grades 1-8 - First grade and above must provide a transcript of previous passing status and meet all testing requirements.
2. The child must be toilet trained for advancement to the 3 yrs. class when school begins.
  3. Timothy Lutheran School reserves the right to determine final grade placement for any applicant or present student based on educational need.
  4. Upon admission to the school and when updates are requested, parents must provide the following information (on forms provided by the school): physician's health statement, copy of birth and baptismal certificate, transcript (first grade and up), field trip authorization, emergency contact information and emergency medical authorization.
  5. Admission to the school shall be with the understanding that parents have familiarized themselves with the philosophy and policies of Timothy Lutheran School and Early Childhood Center.
  6. Priority is given first to students who have previously attended Timothy and Timothy members. Second priority is given to siblings of enrolled students who have not yet attended. The order of enrollment, and the waiting list for all students who have completed the enrollment process by the deadline (March 1), will be determined with priority to families with longest enrollment history. If a number of families have the same enrollment history, the priority will be determined by whoever paid first.

After March 1, enrollment is open to both new and returning students on a first come-first serve basis. A parent can hold a place by paying the registration fee. Waiting lists are formed for those who are interested in holding a place after a class is filled.

The enrollment procedure includes receiving an enrollment packet which contains a letter, a brochure, and an application form. Parents must complete the application, provide copies of all previous academic records (report cards and standardized tests), and assert the truthfulness and completeness of the application by signing it. When the school receives and processes an application, the family will be notified of a child's acceptance or denial of enrollment. If an application is accepted, the family is asked to submit the registration fee which will hold the child's place. Registration fees are non-refundable except in extenuating circumstances.

In the spring of each year, materials for re-enrollment are distributed to each school family to determine the number of students who will attend the next school year. Registration fees are to be submitted with the enrollment form to reserve a place for the child(ren). Again, registration fees are non-refundable except in extenuating circumstances. When re-enrollment is complete, new applications can be reviewed and classrooms filled.

Children are accepted for enrollment at Timothy Lutheran School for one school year. Re-enrollment procedures must be completed every year for placement to be maintained for the following year. In the event that the school cannot accept all applicants, children who are members of Timothy congregation will be given priority, followed by applications for siblings of students already in the school. All other applications will be handled in the order of the date the school receives the application. Updated information on tuition and fees is available from the school office.

The application for enrollment asks the family to commit to regular timely payments of all tuition and fees. The school cannot operate without this financial support. All tuition payments not set up on automatic-withdrawal are due the first of every month/week or as determined. Tuition not received in this fashion is considered late, and an automatic \$36 late charge will be assessed.

No student is allowed to re-enroll unless all tuition and/or fees are paid. Where outstanding tuition and fees exist, a family is required to make mutually acceptable arrangements with

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the school administrator to complete such payments prior to re-enrollment for the next school year.

### **E3-b Equality of Education Statement**

Timothy Lutheran School admits students of any race, color, sex, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, sex, national and ethnic origin in administration of its educational policies, admission policies, and athletic and other school-administered programs.

The education program shall be free of such discrimination and provide equal opportunity for a quality Christian education to all participants.

Inquiries regarding compliance with equal education opportunity shall be directed to the School Administrator.

### **E3-c Registration Procedures**

Parents should call the school office for information concerning registration. A phone consultation or personal appointment will be scheduled at your convenience.

By April of each year open registrations are generally accepted on a first come-first served basis. When the room capacity is almost reached and we have more applications than space left, we will distinguish between applications based on the following priorities: returning students; other family members from returning students' families; all others. The date of the application and receipt of the registration fee will be the deciding factor. When all necessary fees have been collected, the child's placement is guaranteed.

Kindergarten enrollment will be limited to those children who are five years old on or before August 1<sup>st</sup> of the year he or she starts school. Children whose birthday falls after August 1<sup>st</sup> may request testing and probationary entrance into Kindergarten, provided there's room. A birth certificate or similar document must be submitted with the application to verify age.

Children entering first grade must be six years old on or before August 1<sup>st</sup> unless they have successfully complete Kindergarten. Children whose birthday falls after August 1<sup>st</sup> may request testing and probationary entrance into first grade, provided there's room.

The state requires certain health information to be on file for all kindergartners and first graders. The forms and directions are mailed out to parents during the summer. Children cannot start school until this information is on file.

Children entering first grade must show they have completed kindergarten (submit a report card or letter from teacher) or are likely to graduate if the year isn't over. Students entering second grade or higher must submit a copy of their most recent standardized achievement test scores from their previous school. If the child is at or near grade level, particularly in the area of reading, we will accept him or her. If this is not the case, discussions between the School Administrator, teacher and parent will determine what is best for the child.

## **F1 FINANCIAL POLICIES**

**F1-a Scholarship Fund** The purpose of the scholarship fund is to offer financial assistance. The grant amounts may vary each year, according to the amount in the fund and the requests for assistance. Donations into this fund are encouraged.

A limited number of Grants-in-Aid, based entirely on families' financial need, are granted each year. An interview with the School Administrator is required before an application can be made. Applications are kept anonymous.

Grants-in-Aid are available to anyone without regard to race, color, national and ethnic

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origin, church membership, or whether the student is new or returning and may be granted, up to 50% of tuition.

To qualify for eligibility to the student grant program, the family needs to fill out an application and any supporting documentation when establishing the need.

**F1-ai Funding:** Funds will be derived from the Scholarship Fund. If these funds are exhausted, the amount required may be funded by tuition reduction upon the discretion of the School Administrator.

**F1-aii Procedure:** Once the applications and supporting documentation has been received, a needs analysis will be completed by the School Administrator. A recommendation will be made to the scholarship committee. Applicants will be informed of the awarded amount as soon as possible

**F1-aiii Award Guidelines:**

1. Students must meet the needs criteria.
2. Application and supporting documentation must be submitted to the School Administrator.
3. Extraordinary circumstances may occur during a student's term that would warrant a grant award consideration to allow continued attendance. This information and recommendation will be brought to the School Administrator.

**F1-b Fees**

There is an annual enrollment fee for all Timothy programs. Amount to be determined annually by the School Administrator.

All returned checks will be assessed the bank's fee. If two checks are received that have insufficient funds, all future payments must be made by money order or cash.

**F1-c Tuition** Parents with more than one child enrolled in **any** of Timothy ECC and/or Elementary programs receive a 10% discount on additional children. The highest tuition is payable at full price, with the discount being applied to the lower tuition.

Weekly childcare fees are due on Monday or the first day attended that week. If payments are not made in a timely manner an automatic \$15 late charge will be added.

*If fees are two (2) weeks overdue, children will not be allowed to return until payments are received.*

All school tuition not set up on automatic withdrawal, are due on the first day of each month. A \$15 late fee will be assessed to families paying tuition after the 5<sup>th</sup> of the month.

*Failure to pay tuition by the 25<sup>th</sup> of the month shall result in the termination of these services.*

**F1-d Staff Tuition Discount** (K-8, Preschool, and Church Child Care)

Full-time church employees, full-time 10/12 month school employees of Timothy Lutheran Ministries shall receive 50% off tuition for all children. This discount also would apply to all called/full-time staff of sister LCMS congregations and Lutheran High School of Kansas City. Part-time (20-29hours/week) employees of Timothy Lutheran Ministries or sister LCMS congregations and Lutheran High School of Kansas City, receive 25% off tuition for all children.

Employees working less than 20 hours/week will receive 10% off tuition for each child.

- Employees may use this discount for their own children, grandchildren, or children they have legal custody or are financially responsible.
- Discount is for tuition only. All fees, for each child, are due in full.
- Sibling discount does not apply when using this discount.
- A full-time employee is defined as working 30+ hours/week.
- Discount is available only while employee is employed at Timothy, Lutheran High

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School of Kansas City, or sister LCMS congregation.

**F1-e Credits for Childcare Closings** There are currently 3 days built into our school year for unforeseen closings such as inclement weather, water issues, electrical issues, etc. After 3 days in a calendar school year have been used, credits will be issued per day starting on the fourth day. Credits will be issued before the May tuition is due.

**F1-f Purchasing** The School Administrator shall put procedures in place for requisitioning supplies and materials.

**F1-g Teachers Handling Money** On occasions when money must be collected by the classroom teacher, it should not be kept in the classroom, but should be turned into the office for processing and handling. Monies turned into the office shall be clearly identified as to amount and purpose.

## **H1 HARASSMENT POLICIES**

Timothy Lutheran School will not tolerate any harassment of any employee or student relating to their race, color, sex, religion, national origin, age, or handicap. The term "harassment" includes, but is not limited to: Slurs, jokes, other verbal, graphic, or physical conduct relating to an individual's race, color, or sex, or physical conduct relating to an individual's race, color, sex, religion, national origin, age or handicap. Harassment of any nature is a serious offense and will not be tolerated. Retaliation against an employee or student who makes charges of harassment will also not be tolerated. Those guilty of harassment or retaliation will meet with appropriate sanctions which may include termination.

Those employees who believe they have been a victim of any type of harassment or discrimination shall discuss the offensive behavior with the offending party, in accordance with Matthew 18:15-21. If this is insufficient, the victim shall consult with his or her immediate supervisor. Immediate action shall be taken to correct the concern. If the offensive behavior continues, the chairman of the congregation shall be notified. Non-compliance may result in termination of employment or excommunication as outlined in this policy handbook or in the church's constitution.

Teachers are required to discuss this policy with their students at the beginning of the school year in age-appropriate ways and will assure them that they need not endure any form of sexual harassment. It is the practice of Timothy Lutheran School to provide annual in-service education and training about sexual harassment and intimidation for employees and students. This education and training will be at the direction of the School Administrator.

## **I1 ILLNESS, IMMUNIZATIONS, INJURY POLICY**

The School Administrator and ECC Director will maintain procedures to keep all immunization records current, as required by the Jackson County Health Department.

Elementary and ECC programs will follow procedures in order to maintain a healthy environment. Children who exhibit symptoms of contagious illness will not be allowed to attend programs until they meet the requirements for safe return. *The staff reserves the right not to accept an ill child for the day.*

The School Administrator and ECC Director will have procedures in place to notify school families of any communicable diseases that develop within the program.

**I1-a Medication** Any medication dispensed at school must be under the written permission of a physician and parent. Medication shall be in the original container labeled with the child's name, instructions, and the physician's name. The date and times of

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administration, the name of the person giving the medication and the quantity will be recorded on the medication form in your child's file.

**11-b Injury Forms** Parents will be notified of any injury that occurs at school, including any actions taken.

Parents will be notified IMMEDIATELY of any serious injury. If a parent cannot be reached, 911 will be called for assistance. School personnel will not transport a student to a health-care facility.

## **12 INTERNET USE POLICY**

Our goal in providing Internet service to students and staff is to encourage in-depth research, resource sharing between schools, and growth in communication. The Internet is an electronic highway connecting thousands of computers all over the world. Students and teachers will have access to electronic mail, information and news, and university library catalogs.

With access to computers and people all over the world also comes the availability of material that may not be considered to be of educational value in the context of the school setting. Timothy Lutheran School Ministries has taken reasonable precautions to restrict access to controversial materials through software and direct supervision.

In addition to these reasonable precautions, however, we have also initiated some strict guidelines for students and teachers to follow. These guidelines encourage ethical and legal use of the Internet. If anyone violates any of these provisions, his or her access to the Internet will be terminated and future access could possibly be denied. The signatures at the end of this agreement are legally binding and indicate that both students and parents have carefully read the terms and conditions of this agreement, understand their significance, and agree to support it.

### **12-a Internet Terms and Conditions:**

**12-a-i *Acceptable Use:*** The purpose of Timothy Lutheran School's Internet access is to support research and education. The use of Timothy's Internet access, by using the computers in the library or personal device, must be consistent with the educational objectives of the school. Transmission of any material in violation of any U.S. or state regulation is prohibited. This includes, but is not limited to, copyrighted material and threatening or obscene material.

**12-a-ii *Privileges:*** The use of the Internet and all electronics is a privilege. Inappropriate use will result in a cancellation of those privileges. The system administrators (computer coordinator and School Administrator, with the input of teachers) will determine what inappropriate use is and can deny, revoke, or suspend the use of the Internet to any student who demonstrates inappropriate use.

**12-a-iii *Network Etiquette:*** Students and staff are expected to abide by the generally accepted rules of network etiquette. These rules include, but are not limited to, the following:

- Be polite
- Use appropriate language
- Do not disclose your personal address or phone number, or those of other students and staff.
- All communications (e.g., e-mail) should be assumed to be private property (property of the writer and the person for whom they were intended).

**12-a-iv *Internet Data:*** Timothy makes no warranties of any kind, whether expressed or implied, for the service it is providing. All information obtained via the Internet should be carefully examined for accuracy and content by the student, teachers, and parents.

**12-a-v Security:** Security on any computer system is a high-priority, especially when the system involves many users. Any user identified as a security risk may be denied access to the Internet.

**12-a-vi Vandalism:** Vandalism is defined as any malicious attempt to harm or destroy data of another computer user. This includes, but is not limited to, the uploading or creation of computer viruses or the misuse of passwords.

**12-avii Cell Phone:** Cell phone use is not permitted during the school hours. All cell phones must be turned off and stored in the student's backpack until the student has left the school grounds.

## **I2-b Internet Use Agreement**

### **Parent or Guardian:**

As the parent or guardian of \_\_\_\_\_, I have read the Internet Use Policy, and I understand that this access is designated for educational purposes. Although Timothy Lutheran School has taken reasonable precautions to block access to controversial material, I understand that it is impossible for Timothy's administrators, faculty, and staff to monitor all material as it is accessed through the Internet. I hereby release Timothy Lutheran School's administrators, faculty, and staff from any and all claims and damages of any nature which may arise from my son or daughter's use or inability to use this access. The approval granted below will remain in effect while the student is registered at Timothy unless cancellation is submitted in writing by the parent or guardian. I have personally discussed this agreement with my son or daughter and have made them aware of the conditions and consequences of the internet's use or misuse.

Parent or Guardian's Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

I give Timothy Lutheran School permission to use my child's first name on Timothy's home page or in writings that are shared with other schools, knowing that the material will be previewed for content before it is sent over the Internet. Yes [ ] No [ ]

### **Student:**

As a student of Timothy Lutheran School, I have read the Internet Use Policy and agree to follow this agreement completely. I will not knowingly access forbidden information and will not change or modify any setups or programs belonging to Timothy Lutheran School. Should I commit any violation, my access privileges may be revoked or school disciplinary action may be taken. I also understand that general student guidelines of conduct and behavior always apply.

Student's Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

This form must be signed and returned to child's teacher before computer privileges will be extended.

## **L1 LIABILITY**

All persons employed in the schools are **liable** for damages that occur in the performance of the school duties, when their conduct reflected actions and/or decisions expected of a reasonable, prudent person.

All persons employed in the schools may be personally, legally responsible for their actions if said actions are found to be negligent. A person is deemed negligent if he/she commits or neglects an act which a reasonably prudent person would not do under the same or similar circumstance. If money judgments are rendered against a staff member, they must meet the obligation out of their own funds or by their own liability insurance.

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## **L2 LIBRARY/MEDIA CENTER POLICIES**

The word "library" in the following policies may be replaced by "media center" where appropriate.

**L2-a Gifts of New Materials** In accepting a gift, the library reserves the privilege of deciding whether it will be added to the circulating collection. Appraisal of gift for tax purposes is the responsibility of the donor. The staff will provide the donor with a receipt for the items donated.

**L2-b Material Selection** The elementary library coordinator is directly responsible to School Administrator. Materials selected for the library will be chosen with thoughtful attention as to their appropriateness for a Christian day school. However, it is not the function or intent of the library to unrealistically insulate students from all controversial subject matter. Rather, as opportunities arise, our goal is to teach students to deal with such subject matter as Christians.

***Concerns about materials:*** Any parent or student wishing to express concern about the appropriateness of a work in the library may express this concern in writing to the office. Concerns will be reviewed by professional staff and school administrator. Parents may also request that their child not be allowed access to certain books. Efforts will be made to come to a mutually agreeable resolution to any concerns.

**L2-c Rules for Library Use** The elementary library is open on the designated day, under the direction of the library coordinator or teacher. Students with overdue books will not be allowed to check out new materials. Reference books may not be checked out. They may be used in the library or classroom only. A teacher or other adult will supervise student using the library at all times.

**L2-d Class visits** Each class will be scheduled a weekly time to visit the library. This will be scheduled at the beginning of each school year. In addition to providing resource materials, the library is used for individual, small group and whole class instruction as arranged by teachers and the library director.

**L2-e Lost or damaged book policy** Replacement value of lost books will be billed to the borrower. Library books and materials issued to a child or teacher become the responsibility of that person.

## **M1 MEAL POLICIES**

### **M1-a Elementary General Policies**

- Hot lunches will be provided within the framework of government guidelines.
- Students will pay for lunches, amount designated by the School Administrator. Staff will be provided lunch free of charge.
- Timothy Lutheran School hot lunch program will be a self-financed program.
- Breakfast will be served in Before School Care childcare. A snack will be served in After School Cares childcare. Both are included in the childcare fee.

**M1-b Elementary Payment and Money Collection Policies** Students have the option to purchase a school lunch (includes milk) or bring lunch from home. Milk may also be purchased to accompany lunch brought from home. All lunch and milk money for students are paid to the school office.

### **M1-c ECC General Policies**

**M1-c-i Childcare:** Childcare children are provided breakfast, morning and afternoon snacks, and lunch. These meals/snacks are provided by the Center and the cost is

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included in the weekly tuition. ECC will only serve food provided by the Center. Menus are developed, based on the Missouri Department of Health regulations.

Should a child have special dietary needs, a written note must be provided by his/her doctor.

**M1-c-ii Preschool:** Preschool students are provided a snack at each session. Parents provide the snack on an alternating basis. The ECC will only serve snacks that meet the criteria for non-potentially hazardous foods under State and local health guidelines and dietary needs of the class.

## **M2 MISCELLANEOUS POLICIES**

**M2-a Gifts** Pupils will be notified by a room parent that they may follow one of these procedures concerning teachers' gifts: contribute toward a group gift, or purchase an individual gift, or give no gift.

**M2-b Telephone Use** Teachers will not be called to the phone during class time unless it is an emergency. Messages will be placed in teachers' mailboxes or sent to the classroom. Teachers are not to use the telephone or cell phones during class time and should make an effort to limit telephone use.

## **O1 OBJECTIONS TO INSTRUCTIONAL MATERIALS**

**O1-a Parental Inspection of Materials** The School Administrator will make instructional materials, used by students, available to parents for review. They must be viewed on the school premises. Copies of materials may be obtained according to School Board policy, "Records, Student" Part B.

**O1-b Procedures for Objection** Parents may object to the instructional materials used in the school and ask for their use to be reconsidered. It shall be the responsibility of the School Administrator to develop administrative regulations for reconsideration of instructional materials.

## **O2 ORIENTATIONS**

At the beginning of each school year, a number of opportunities will be given to each parent to become better orientated to what will happen at Timothy Lutheran and in each individual classroom. The Elementary home visit is an excellent time to acquaint each student and parent with the policies and procedures for each classroom. An open house will be held a few days before school begins. This night is designed to allow students to get familiar with their classroom, find their desk and bring in their school supplies.

ECC parents will have an open house and orientation a few days before classes begin.

## **P1 PLAYGROUND POLICIES**

The School Administrator and ECC Director will be responsible for developing and enforcing safe playground rules. These rules will be reviewed with personnel at the beginning of the school year. Teachers will review the rules with students at the beginning of the year and as necessary throughout the year to maintain safe playground play. The School Administrator and ECC Director will develop and maintain procedures to be followed in the event of injury. These procedures will be reviewed with personnel, as necessary.

## **S1 SAFETY/SECURITY POLICIES**

**S1-a Emergency Cancellations or Dismissals** In the event of inclement weather, tornado alerts, etc., the School Administrator will make the decision on any cancellation or dismissal and notify the school office of the decision.

**S1-b Inclement Weather-Outdoor Play** The School Administrator and ECC Director will set procedures for determining whether outdoor play is safe, due to weather temperatures and conditions. These procedures will include guidelines for appropriate dress for the

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children.

**S1-c Building Safety** The School Administrator and ECC Director will set procedures for evacuation, should the buildings become unsafe. These procedures will be reviewed with staff on an annual basis.

**S1-d Student Arrival/Departure Safety** Timothy Lutheran School and ECC will provide safe and orderly arrival and departure procedures. These will be communicated to parents, through the Parent Handbook.

**S1-e Student Security and Safety**

- The School Administrator and ECC Director will set procedures for reporting defective equipment, dangerous materials, spills, hazardous situations, etc.
- The School Administrator and ECC Director will have “lock down” procedures in place, should a threatening individual enter the building. (see S1-h)
- No teacher is to confirm the presence of any child in the school to any unidentified and/or undesignated person who might inquire as to that child's presence in the school. All such inquiries are to be referred to the school office.
- All faculty members will receive annual qualified instruction in first aid procedures. All staff members shall be made aware of the location and type of emergency equipment available on school grounds.
- Staff and students will be instructed in and perform practice drills in accordance with city ordinances pertaining to fire and tornado.

**S1-f Student Security** Timothy Lutheran School shall take whatever measures are necessary to ensure the safety and security of all students and staff. Timothy has broad authority and discretion to supervise, regulate, and restrict access by individuals to school property.

The following definitions apply to this section only:

- ***School property***: includes the school campuses or school grounds upon which the school building is located, any grounds or buildings used by Timothy for assemblies or other school-sponsored activities, and any buses or other forms of transportation used by the school.
- ***School official***: any member of the staff found on school property, including but not limited to teachers, administrators, counselors, coaches, security or law enforcement officers, cafeteria employees and maintenance or custodial staff.

All staff members of Timothy Lutheran School and all individuals who are providing services within shall wear the prescribed identification badges at all times while on school property.

**S1-g Visitor Policy**

- Only students, staff, parents with child custody rights, and other individuals furthering lawful school business or lawfully attending school events are allowed on school property.
- It is prohibited for any individual to enter or remain on school property in violation of:
  - Any directive by a school official to vacate the property;
  - Any directive by a school official that the individual's privilege to visit the school property is revoked; or
  - Any posted notice containing information regarding vacation of school property, posted in a place where it may reasonably be seen.
- All visitors during regular school hours, including parents with child custody rights, shall provide official identification upon request, and sign in at the building administration offices or as directed upon arrival at school property. Visitors are also

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- required to wear a badge that identifies their visitor status.
- All visitors shall leave the school property once their school business is completed.
- Timothy Lutheran School may remove any person from a school event and revoke any visitor's privilege to visit school property should the school determine that the individual's conduct threatens to disrupt the academic processes or poses a risk to the safety and security of the students or staff. Such unacceptable conduct of visitors includes, but is not limited to, the following:
  - Enticement or attempted enticement of students away from classes or other school activities on school property;
  - Emissions, by any means, of noise of an intensity which prevents or hinders the academic or activity processes;
  - Entrance into a classroom or other restricted area on school property without consent of the proper school official;
  - Use of loud, inappropriate, or profane language on school property or at a school activity;
  - Failing to obey the instructions of school employee or official;
- Unacceptable conduct which will lead to immediate removal of visitors includes, but is not limited to, the following:
  - Possession or presence of any weapon, including but not limited to a firearm or knife, on school property or in a private vehicle or school vehicle;
  - Possession of or being under the influence of any intoxicating beverage or controlled substance on school property;
  - Obstruction or restraint of the passage of persons in an exit, entrance, or hallway of any building or on the grounds of school property;
  - Damage, destruction or vandalism, attempted or otherwise, of property owned by the school students or staff;
  - Behavior that places a student or staff member in fear or apprehension of their personal safety or that otherwise rises to the level of stalking, harassment, or intimidation;
  - Fighting or otherwise striking, verbally assaulting or threatening another person;
  - Engaging in any illegal activity as defined by State statute and/or school policy;
- School staff may notify the appropriate law enforcement officials of any actions by visitors to school property that threaten to disrupt the school academic or activity processes or poses a risk to the safety and security of the students or staff and also upon learning of the presence of a banned individual on school grounds or property or at school events.
- Any school staff member who finds a visitor's conduct threatening to disrupt the academic or activity processes or posing a risk to the safety and security of the students or staff shall complete a *Suspicious or Threatening Individual Report* and provide a copy to the administrative office of that school building.

### **S1-h Lockdown and Procedures**

There are two types of lockdown situations and procedures we will initiate: a "lockdown with warning" means the threat is outside the school building, while a "lockdown with intruder" means the threat or intruder is inside the school building. Teachers and staff need to be aware of the following statements and terminology to handle both unique situations.

***S1-hi Lockdown with Warning:*** When the known threat is outside of the school building, follow these procedures:

- Announcement the building is under "lockdown with warning." This will be direct with no use of codes. It will be repeated several times. Special attention will be

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needed for any classes that are outside of the school building (i.e. playground, parking lot, or ball fields). If on the outside, you should carry your cell phone for communications.

- An alternate location far away from the school will be desired for these students and staff where children can be safely hidden (e.g., west side of the building where the trees begin on the small hill).
- All exterior doors will be locked.
- All hallways, restrooms, and other rooms that cannot be secured should be cleared.
- Move students away from windows. Do not lock your door.
- Have student attendance list available for each classroom including those not present that day and guests. Take with when you are advised to leave your classroom.
- Control all movement, but continue classes.
- The building administrator will announce an "all clear" once the threat has subsided.

***S1-hi Lockdown with Intruder:*** When the threat or intruder is inside the building, the following will be initiated:

- The administrator will announce the building is under "lockdown with intruder." This will be direct, with no codes, and repeated several times.
- You will be directed to go to your classroom or most secured space.
- Outside classes will remain outside and go to the designated secure spot. Do not enter the building for any reason. Have a cell phone with you.
- All classroom doors will be locked from the inside. Exterior doors, if unlocked, should remain unlocked.
- Move students away from the windows and doors. Keep all students sitting on the floor, turn off the lights, and keep out of sight.
- Take your classroom attendance and have that list ready once you are directed to leave your classroom.
- Do not respond to anyone at the door until the "all clear" is announced.
- Ignore any fire alarm activation, as the school will not be evacuated using this method.
- Assist students, when or if they are moved out of the classroom, moving as quietly and quickly as possible.
- When the threat is over or the intruder has left the building, the administrator will announce the "all clear".

## **S2 STUDENT RECORDS**

**S2-a Student Directory Information - Elementary** Student directory information is designed to be used internally within the school. Student directory information will not be provided to the public. Directory information shall include, but not be limited to, the student's name, address, telephone number, parent's names, and other similar information. Prior to publishing an annual student directory, parents will be given notice and have the opportunity to deny the inclusion of their child's information in the directory or in the general information distributed about the students.

**S2-b Access to Student Records** Persons wishing to review the school's public records must contact the School Administrator and make arrangements for viewing. The School Administrator will make arrangements for anyone to view the records as soon as practicable, depending on the nature of the request.

Records defined by law as confidential shall only be viewed or copied upon receipt of written

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permission from the person whose confidential records are being requested.

The School Administrator shall be the custodian of the Timothy School records. It is his or her responsibility to respond in a timely manner to requests for viewing public school records.

**S2-b-i Student Personal Records Access:** A student's parents may access the student's educational records. Other than the parents, only authorized certified personnel, the student, authorized government officials and other appropriate authorities in a health or safety emergency may access the student's educational records without the approval or the notification of the student's parents. The School Administrator shall provide parents with notice annually informing them of their rights under this policy and allowing them to deny the release of directory information. It is within the discretion of the School Administrator to determine the method of notice to parents.

The School Administrator must approve all requests for access to student records. School personnel shall be informed annually about their and parents' rights to access student records and the procedure for doing so under this policy.

## **W1 WHISTLEBLOWER POLICY**

The purpose of the Whistleblower Policy is to outline Timothy Lutheran Ministries' practice regarding complaints of violations of honesty or integrity in fulfilling the organization's responsibilities in compliance with all applicable laws and regulations and in keeping with the organization's policies and procedures.

**W1-a Responsibilities** All officers, directors, and employees will observe high standards of business and personal ethics in the conduct of their duties and responsibilities. All officers, directors, and employees will comply with this policy and report violations or suspected violations in accordance with this policy.

The School Board, and a member of the Executive Board, is responsible for oversight in investigating and resolving all reported complaints and allegations concerning violations of laws, regulations, policies or procedures and shall advise the executive board of all complaints.

Anyone filing a complaint concerning a violation or suspected violation of this policy is responsible for acting in good faith and having reasonable grounds for believing the information disclosed indicates the possibility of a violation. Any allegations that prove not to be substantiated and which prove to have been made maliciously or with knowledge of their falsehood will be viewed as a serious disciplinary offense.

### **W1-b Procedures**

**W1-b-i Reporting Violations:** In most cases, the School Administrator is in the best position to address an area of concern. Staff members who are not comfortable discussing suspected violations with the School Administrator or not satisfied with the School Board's response are encouraged to speak with the School Board chair directly. The School Administrator or School Board are required to report suspected violations to the President of the Executive Board, who has specific and exclusive responsibility to investigate all reported violations.

**W1-b-ii No Retaliation:** No officer, director, or employee who in good faith reports a violation shall suffer harassment, retaliation or adverse employment consequence. An employee who retaliates against someone who has reported a violation in good faith is subject to discipline up to and including termination of employment. This whistleblower policy is intended to encourage and enable employees and others to raise serious concerns within the organization prior to seeking resolution outside the organization.

**W1-b-iii Accounting and Financial Review Matters:** The School Administrator, or

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School Board member, shall address all reported concerns or complaints regarding corporate accounting practices, internal controls and financial review. The School Board chair shall immediately notify the Executive Board of any such complaint and work with that board until the matter is resolved. A copy of the disposition of the complaint shall be retained by the Executive Board for seven years after the date of resolution.

**W1-b-iv Handling of Reported Violations:** The School Administrator will notify the sender and acknowledge receipt of the reported violation or suspected violation within five business days. All reports will be promptly investigated and appropriate corrective action will be taken if warranted by the investigation. Violations or suspected violations may be submitted on a confidential basis by the complainant or may be submitted anonymously. Reports of violations or suspected violations will be kept confidential to the extent possible, consistent with the need to conduct an adequate investigation.