

TIMOTHY LUTHERAN SCHOOL

Parent & Student Handbook Kindergarten through 8th Grade



2019-2020 Theme

Joy: Fully Lutheran

Theme verse: 1 Thess. 5:16-18

301 E Wyatt Road
Blue Springs, MO 64014
(816) 228-5300
(816) 874-4025 (fax)
www.timothylutheralschool.com
www.facebook.com/timothylutheralschool

Dear Parents and Students:

I would like to welcome you to the Timothy Lutheran School Family. We feel privileged to instill in your child a sense of Christian Community with a purpose and intention to positively touch lives for Christ.

Our ministry is founded on the Great Commission which Jesus gave His church, "...to make disciples of all people" (Matthew 28:18-20). As disciples of Jesus, we at Timothy are committed to: Gather for worship and fellowship in Christ (Hebrews 10:25); Grow in Christ-like living through God's Word (Colossians 3:16); Give joyfully in service to God and His People (Acts 1:8); and Go as a witness to all that Jesus is Lord and Savior (Matthew 10:8).

Here at Timothy Lutheran School, we provide a high level of academic rigor and unique educational opportunities that align to the Timothy Lutheran ministry listed above. We are proud of what our students have achieved, who they have become and the outstanding education provided. By teaching them knowledge and skills within the context of ministry, we educate the whole child; body, mind and spirit. Our students grow in a community that values being a disciple of Christ. Through spreading the Good News and modeling Christ-like behavior, we live in a space of grace, mercy, peace and love. It is our hope to provide that space for our students at Timothy Lutheran School. It is here they are safe and it is here they will learn.

I invite you to share in my excitement as we start yet another year of growing, learning, praying and celebrating. As your principal, I will strive to best meet the needs of Timothy Lutheran School, its students and families. I believe in our community and I believe in our mission. We will begin in our school and move out into our community to show our Real. Present. God.

Yours in Christ,



Ken Holland
Administrator, Timothy Lutheran School Ministries
Principal, Elementary School



"... for in Christ Jesus you are all children of God, through faith."

CONTACTS

Timothy Lutheran Ministries (8:00 a.m.—4:30 p.m.) (816) 228-5300
School Fax (816) 874-4025
School Website www.timothylutheralschool.com
Facebook Page www.facebook.com/timothylutheralschool
Twitter @TLS_ECC
Pastoral Support
Associate Pastor — Rod Lindemann
Associate Pastor – John Otte

School Staff

Principal (Ext. 8015)	Mr. Ken Holland
7 th /8 th Grade	Mrs. Becky Barnett
5 th /6 th Grade	Mrs. Jill Otte
3 rd /4 th Grade	Mrs. Kim Brunkhorst
2 nd Grade	Mrs. Angie Mundt
1 st Grade	Mrs. Sarah Barber
Kindergarten	Mrs. Laura Vogt
K–8 th Grade Vocal/Classroom Music	Ms. Judy MacLean
Instrumental Music	Mrs. Janie Wilson
K–8 th Spanish	Mrs. Kathy Romo
Before School Care	TBD
After School Care (Ext. 8027)	Ms. Nicole Kreisler
Librarian	Mrs. Raylene Herkamp
Administrative Assistant (Ext. 8017)	Ms. Kristen Anderson

WHO ARE WE?

Timothy Lutheran School is operated by Timothy Lutheran Church Ministries, a member of The Lutheran Church—Missouri Synod (LCMS). It is governed by the school board, comprised of members of Timothy Lutheran congregation. Timothy Lutheran School offers kindergarten through eighth grade. The school has completed and received accreditation through the National Lutheran School Accreditation (NLSA) and the State of Missouri.



MISSION & VISION STATEMENT

The mission of Timothy Lutheran Ministries is to *Touch Lives for Christ*, empowered by the Holy Spirit to GATHER (people), GROW (leaf), GO (arrows) and GIVE (heart in hand).

Our ministry is founded on the Great Commission which Jesus gave His church— to make disciples of all people. (from Matthew 28:18-20)

As disciples of Jesus, we are committed to:

Gather for worship and fellowship in Christ (from Hebrews 10:25)

Grow in Christ-like living through God's Word (from Colossians 3:16)

Give joyfully in service to God and His people (from Acts 1:8)

Go as a witness to all that Jesus is Lord and Savior (from Matthew 10:8)



Gather

We believe that Timothy Lutheran School Ministry is a place where students and families:

1. Gather together for worship, learning, and play.
2. Learn to serve as useful and active citizens in the community.



Grow

We believe that administration, faculty, and students at Timothy Lutheran School Ministry, by the power of the Holy Spirit, will grow in the following areas:

1. Spiritual
 - a. Prayer lives.
 - b. Spiritual life and development as disciples in their faith journey.
 - c. Christ-like compassion, grace, and loving relationships with all people.
 - d. Seeing the love and forgiveness of God through the sacrifice of Jesus Christ.
2. Physical
 - a. Recognizing the body is a gift from God and a temple of the Holy Spirit.
 - b. Developing and maintaining desirable physical and mental habits.

3. Social
 - a. Personal responsibility toward self, neighbor, and God's world.
 - b. Loving relationships by recognizing the rights, privileges and individual differences of others.
 - c. Respect of the authority of home, school, and government.
4. Emotional
 - a. A positive self-concept as a child of God.
 - b. Recognition of emotions and dealing with these emotions in a Christ-like manner.
5. Intellectual
 - a. Evaluating all human knowledge in light of what God says in the Bible.
 - b. Cultivating desirable and useful work habits and study skills.
 - c. Developing an inquiring mind and independent thinking.
6. Aesthetic
 - a. Developing an appreciation of the creative arts.
 - b. Acquiring basic skills to allow each child self-expression in the arts.



Give

We believe that Timothy Lutheran School Ministry is a place where students:

1. Share God's love through mission opportunities.
2. Develop an understanding of the Christian's responsibility to make full and wise use of God-given talents, time, and treasures.
3. Develop Christian citizenship grounded in obedience to God and His Word.



Go

We believe that Timothy Lutheran School Ministry is a place where:

1. Evangelism is always present for and through the students.
2. Children develop the desire to lead others to their Savior, bearing witness to each other and their community.
3. Worship services and special events are publicized to students and their families as outreach opportunities.

CORE VALUES

Our Core Values are constant, passionate Biblical core operational principles which we use to determine our school's ministries. They describe not only the life of our school today, but they also give us a picture of our school in the future. They are at the heart of what we value in our life as a family together. Commonly held values unify our efforts and define our distinctness.

Our Core Values can be summarized in the following statements:

- **We value the teaching, study, and application of God's truth as it is revealed with power in the Holy Scriptures and interpreted in the Lutheran Confessions.**

The Word of God, purely taught, changes lives. The Scripture's inerrancy and power lead us to place the teaching of God's Word at the center of our ministry. *(Based on Acts 2:42-43; Hebrews 4:12;*

Matthew 11:25; Luke 10:21)

- **We value reaching the lost by remaining open, innovative, and flexible, using all means to bring Christ to all people.**

With the help of the Holy Spirit, we seek to reach the lost and erring. We strive to demonstrate love and sensitivity without sacrificing the truth of God.

(Based on Luke 15:7; Acts 2:45; Matthew 28:18-20)

- **We value Christian care to help carry each other's burdens.**

Following the example of Christ, we reach out to believers and the un-churched with sincere care and compassion. *(Based on Galatians 6:2)*

- **We value sharing our Christian faith within our families, community and world.**

Sharing is a normal, natural part of the Christian lifestyle. As members of God's family we are called to share the Gospel in the world wherever we are, whenever we can. *(Based on Romans 1:16;*

1 Thessalonians 2:8; Philemon 1:6)

- **We value the family and support them in modeling their lives in Christ.**

Families are supported and encouraged to grow in their faith journey with Christ. *(Based on Matthew 19:14; Mark 9:37; 1 Thessalonians 2:7)*

MISSION & VISION GOALS

By the grace of God and the power of the Holy Spirit, Timothy Lutheran School will provide a loving and developmentally appropriate environment so that each student will grow spiritually, physically, emotionally, academically, and mentally.

The Timothy staff will:

- Provide experiences in Christian living, integrated in formal settings such as the classroom or chapel time, and informal settings such as the playground and free time.
- Encourage students and their families to accept God's unconditional love as it is experienced through His Word, worship, and religion classes, as well as feeling the love and care from the staff of Timothy Lutheran School and Church.
- Provide experiences outside the school setting to further explore principles and concepts learned in class.
- Provide instruction in the academic areas of reading, phonics, writing, spelling, language, math, science, social studies, technology, music, art, physical education, and foreign language (Spanish).
- Present lessons in ways that each student can learn and experience success.
- Maintain ongoing communication between parents and teachers through newsletters, parent meetings/conferences, e-mail, school website, and other parent participation opportunities.
- Provide times of upcoming School Board meetings along with minutes of passed meetings.

PROGRAM – CLASSES – CHILDCARE

Timothy Lutheran Ministries currently offers kindergarten through eighth grade, and before/after school childcare for children ages 5-14, in addition to preschool (both part-time and year-round) and infant care for children ages 6 weeks to 5 years old.

Elementary school hours are 8:30 a.m.—3:30 p.m. Students may begin arriving at 8:15 a.m. Students arriving early will go to Before School Care. Students arriving after 8:30 a.m. will be considered tardy. Classes are dismissed at 3:30 p.m. (refer to school calendar for early dismissal days.) Students not picked up within 15 minutes of dismissal will go to After School Care.

REGISTRATION PROCEDURES

1. Information regarding Timothy Lutheran School can be obtained by calling the school office or scheduling an appointment to meet in person with the school administrator.
2. Returning students are given first priority for re-enrolling at Timothy. Each spring, two weeks are reserved for early enrollment of returning students and Timothy Lutheran Church members.
3. When the priority enrollment period has ended, additional registrations can be accepted. By April, registrations are generally on a first come-first served basis. When a classroom is nearing capacity and more applications have been received than space allows, we will distinguish between applications based on the following priorities: returning students; Timothy Lutheran members; siblings of returning students; all others. The date of the application and receipt of the registration fee will be the deciding factor.
4. Kindergarten enrollment will be limited to those students who are five years old before August 1st of the year he or she starts school. Students whose birthday falls on or after August 1st may request testing and probationary entrance into kindergarten. A birth certificate or similar document will be required with the application to verify age.
5. Students entering first grade must be six years old before August 1st unless they have successfully completed Kindergarten. Students whose birthday falls on or after August 1st may request testing and probationary entrance into first grade.
6. The state requires certain health information to be on file for all students. Students cannot start school until this information is on file.

ENROLLMENT PROCEDURES

A. Enrollment–Guidelines

1. Kindergarten students must be five years-old before August 1 of the school year. First grade and above must provide a transcript of previous passing status and meet all testing requirements.
2. Timothy Lutheran School reserves the right to determine final grade placement for any applicant or present student based on educational need.
3. Timothy Lutheran School admits students of any race, color, national, or ethnic origin to all 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, national, or ethnic origin in administration of its educational policies, admissions policies, athletic, and other school-administered programs.
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 or 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.
6. Priority is given first to students who have previously attended Timothy Lutheran School or who are members of Timothy Lutheran Church. 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 March 1st deadline, will be determined with priority being given to families with longest enrollment history. If a number of families have the same enrollment history, priority will be determined by date of payment.
7. After March 1, enrollment is open to both new and returning students on a first come-first served 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.

B. Enrollment–Admissions

Timothy Lutheran School is open to all who desire Christian education for their children. To enter kindergarten, a child must be five years old before August 1st. However, there are exceptions to these guidelines. Please see paragraph #4 under Registration Procedures.

C. Enrollment/Re-enrollment–Process

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 and the family has visited with the administrator, 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 student'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 re-enrollment form to reserve a place for the students. Again, registration fees are non-refundable except in extenuating circumstances. When re-enrollment is complete, new applications can be reviewed. This important process ensures sufficient books and supplies are ordered.

D. Enrollment–Length

Students are accepted for enrollment at Timothy for one school year. Re-enrollment procedures must be completed every year for placement to be maintained for the upcoming school year.

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. Registration fees are due with enrollment materials or, in the case of new applications, upon notification of acceptance. Childcare fees are due the following week. Tuition, not paid through an automatic deduction from a checking or savings account, is due on the 1st of each month.

If outstanding tuition and fees exist, a family is required to make mutually acceptable arrangements with the administration to complete such payments prior to re-enrollment for the next school year.

ARRIVAL AND DEPARTURE PROCEDURES

School begins at 8:30 a.m. Classrooms open 15 minutes before class starts. Dismissal time is 3:30 p.m. (refer to calendar for early dismissal days). Students arriving early or not picked up within 15 minutes of dismissal will go to Before/After School Care. Childcare fees will be assessed.

All morning drop offs will be at the south door (main entrance). Doors will be unlocked at 8:15 a.m. After dropping students off, proceed forward and exit through the parking lot. For the safety of pedestrians crossing from the parking lot, do not make a U-turn by the covered entrance.

Dismissal will proceed from both the south (main) and west (side) doors. Kindergarten through 2nd grade will use the south door. 3rd through 8th grade will use the west door. If a student in kindergarten through 2nd grade has a sibling in the upper grades, that student will also be dismissed from the west door.

Parents picking up at the **south** door will line up in the same manner as morning drop off and exit via the main entrance on Wyatt Road. **Cars should NOT cut through the west parking lot when arriving or exiting in the afternoon.**

Parents picking up at the **west** door should enter the playground-side parking lot via the west driveway on Lincoln. Students will come directly to the car. All cars should exit the west parking lot via the west driveway and proceed to 7 Highway (use 6th Street to access Wyatt Rd.) Cars should not exit through the south parking lot.

During all arrival and departure times, please drive SLOWLY and watch closely for pedestrians and other vehicles.

If someone other than the parent is picking up a student, please notify the school office in advance.

SCHOOL CLOSING

On days of inclement winter weather, the administration of Timothy Lutheran School Ministries will make the decision on closing the elementary school and early childhood center.

Fox 4 news will carry our closings as “Timothy Lutheran School” and we will also post on our Facebook Page. WE WILL NOT AUTOMATICALLY FOLLOW THE BLUE SPRINGS SCHOOL DISTRICT. When it is announced that Timothy Lutheran School is closed, there will be no elementary, preschool or childcare at either building.

We will not do “delayed starts” or “early dismissals” unless parents are notified by phone. On days when school is in session but winter weather is questionable, *students who are late arriving due to weather will not be counted tardy, students whose parents choose not to bring them will not be counted absent*. The makeup schedule for snow days will be determined by the administrator.

In the event of flooding, electrical failure, absence of heat, water, etc. within the building, all parents will be alerted of the emergency electronically and will be asked to come immediately to pick up their child(ren). Students will be in the main parking lot if the building is uninhabitable.

ABSENCES

The school office/teacher should be notified when your child will be absent. Students will not be counted tardy/absent due to a medical appointment if the school office/teacher has been notified in advance. When requested, the teacher will prepare classwork to be completed at home. If classwork is not requested when the student is absent, make-up work will be sent home upon return to class. The teacher will set his/her guidelines for completing the work.

If a student has 10 or more absences per semester, the principal will have a conference with the parents.

TARDIES

To be successful with school work, it is of great importance, no matter the grade level, for your child to be in school every day and **ON TIME**. Students arriving after 8:30 a.m. will be considered tardy. *Parents should walk their student in and check-in at the school office before continuing to class.*

The tardy policy will be as follows (**per quarter**):

If a student has 5 tardies – conference with the principal

If a student has 7 tardies – they must spend 15 minutes after school

If a student has 12 tardies – they must spend 30 minutes after school

FAMILY COMMUNICATIONS

Timothy Lutheran School fully believes that a student grows and flourishes when families are actively involved in the educational process. The family, student, teacher(s), and administration must partner together to maintain a positive line of communication.

To keep families fully involved, the Timothy staff will use a variety of communication tools. This will be accomplished through:

- Weekly notes and teacher letters
- Telephone calls, e-mail, school and teacher website
- A monthly calendar covering activities and upcoming events
- Parent/Teacher Conferences in the fall and spring
- School Facebook page

We encourage families to contact their child's teacher or the administrative staff with any needs or concerns.

DRESS CODE

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.

B. Student Dress Code

The administrator and our faculty insist that each student be dressed in a way that will not hinder the educational process, and will promote modesty and a positive image among our students and our core values.

The 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 will include a series of warnings and consequences for non-compliance.

1. 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.
2. 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 tobacco logos, alcohol advertisements, etc.**
3. 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. No roller shoes are allowed at school.
5. Shorts of mid-thigh length or longer are permitted. Cutoff jeans, short shorts and mini-skirts are prohibited.
6. Scanty clothing is not allowed (e.g., spaghetti straps, halter tops, low cut shirts, bare midriff). No undergarments should be showing. Shorts should be worn under dresses and skirts.
7. Extremes in hair styles, jewelry, and makeup are to be avoided. No piercings, except ears. No tattoos.
8. Students should come to school with coats/jackets, hats and gloves appropriate for the predicted weather. Boots are required to play in snow.
9. Caps and hats are not to be worn in the building. This applies to ALL students.
10. Specific situations not covered in the previous points will be dealt with on a case-by-case basis by the administrator.

Unless a special exception is designated by the teacher, the following items are to be left at home: toys, candy, gum, hand-held games.

HEALTH POLICY

A. Illness

Students will be observed daily for any health concerns. If symptoms of an illness are seen while the student is at school, a parent will be notified to pick up the student immediately. Parents are advised to have an alternate care plan for their ill child. Students sent home from school need to remain home until symptoms disappear. Students on antibiotics may return 24 hours after they begin taking the medication.

Symptoms that are cause for keeping the student home include:

- Temperature of 100 degrees or above. (Student will be allowed to return 24 hours after the temperature returns to normal).
- Vomiting (Student may return 24 hours after vomiting stops).
- Diarrhea (Student may return 24 hours after diarrhea stops).
- Ear infections, discharging ears, or earache.
- Red or inflamed eyes, red or swollen joints.
- Persistent cough (unless diagnosed as an allergy).

- Sore throat or swollen glands.
- Skin eruptions or rash (if contagious).

Timothy School needs to be made aware of any physical or health conditions that require on-going medication such as epilepsy or diabetes. Other conditions that may not require medication, such as allergies and asthma, should also be indicated on the medical information form.

In order to protect the health of all students in the School, the staff reserves the right not to accept an ill student for the day.

B. Immunizations

Immunization records are monitored by the Jackson County Health Department and the State of Missouri and need to be kept current. We are required to report to these agencies. Should your child contract a communicable disease, the school needs to be notified. We will notify families of any exposure or a contraction of communicable disease within the program.

C. Medication

All medication will be given to the student only with written, dated AND signed permission from the parent. *Authorization forms are available in the office.* This includes prescription, over-the-counter and topical medications. Fever-reducing medication will **not** be given for the purpose of reducing a fever. **Medication must be in the original container labeled with the student's name, instructions, and the physician's name.** Parents are to bring any medication to the office. Parents must provide any medication dispensers needed such as spoons, droppers, etc.

D. Injuries

Parents will be notified IMMEDIATELY of any serious injury. School personnel will not transport a student to a health-care facility. In the event a parent cannot be contacted, 911 will be called for assistance. The signed emergency treatment authorization on file will allow the student to begin receiving any necessary treatment. For minor injuries, we will do what is necessary to alleviate the problem. Any treatment dispensed will be recorded (e.g., bandage, temperature taken, wound cleansing).

CHAPEL SERVICES

Students receive religious instruction as part of the daily classroom curriculum. In addition, every Wednesday morning, all classes attend a chapel service (a mini church service) together as “chapel families.” Parents and other visitors are always welcome. Candles are lit, songs are sung, and staff members of Timothy Lutheran Ministry provide the message.

MISSION / SERVICE PROJECTS

Timothy Lutheran School believes that we reflect the love that God has shown to us by sharing of ourselves with others. The elementary school and early childhood center staff will determine mission/service projects to sponsor during the school year. These projects will help students learn what it means to be a steward of the blessings we have received.

Details of the project are sent home with the students who are then invited to be a part of that project by contributing money or tangible items. If you have questions about a particular project, please speak with your child's teacher or the office staff.

SPECIAL MORNINGS

Special Mornings begin at 7:45 a.m. The school will provide drinks and a light breakfast. One-on-one activities will be available for parents/students to complete together. Students will be dismissed to their classes at 8:15 am. Parents are welcome to stay for chapel.

Donuts with Dad/Special Person—Second Wednesday in October
Morning with Mom/Special Person—First Wednesday in March

BIRTHDAY CELEBRATIONS

Birthday treats may be brought for a student's classmates if prior arrangements have been made with the teacher. Keep in mind student allergies. We would also suggest that if your family would like to provide something extra in celebration of your child's birthday, that you consider buying a book for the classroom or library. Birthday party invitations may only be distributed at school if the entire class is invited, or all the boys or all the girls of the class are invited to attend.

FOOD SERVICE

A. Lunch

Timothy Lutheran School offers a nutritious lunch program based on the Department of Health guidelines. Each lunch contains all the portions mandated by the state. Students have the option to purchase a school lunch for \$3.25 (includes milk) or bring a lunch from home. Milk may also be purchased for \$.50 to accompany lunch brought from home.

Monthly lunch menus are available on the school's website on the parent page. (www.timothylutheranschool.com/parents). Lunch brought from home should be sent in an insulated lunch box and must be ready-to-eat. Refrigerators and microwaves are not available. Students may not bring carbonated beverages to drink with their lunch. Parents are always welcome to join their child at lunch. **If parents wish to eat a school lunch, they sign up on the parent page before noon of the previous Friday.** Parents eating a school lunch/milk will be charged the same prices as the students.

B. Breakfast and Snacks

Breakfast is served in Before School Care if the student arrives before 7:45 a.m. A snack is served in After School Care. Breakfast and snacks are included in the childcare fee.

ATHLETIC PROGRAM

Timothy provides a competitive sports program for 4th through 8th grade boys and girls. In the fall, volleyball is offered for girls and soccer for boys. Basketball is offered for both groups during the winter months. Basketball teams are comprised of 4th-6th graders and 7th-8th graders. In the spring co-ed track and field is available for students in grades 4-8.

All participants are required to pay an athletic fee of \$25 for the year. An annual physical exam is also required for all participants. A concussion baseline test is also recommended by the Lutheran Administrators of Kansas City (LAKC), but not required.

FIELD TRIP POLICY

Parents sign a permission slip at the time of enrollment for all field trips. This signed permission slip will be kept in the student's file. Parents will be notified in advance of any planned field trips. However, there may be some impromptu trips such as a walk around the school campus.

Additional adult supervision is generally needed during field trips. Parents are encouraged to assist with field trips. If there are not enough volunteers to drive for a particular field trip, the trip may be cancelled.

Parents transporting children, other than their own, will be required to complete a background check authorization form and furnish proof of insurance and driver's license before the scheduled trip. A driver is responsible for the proper installation and use of the child safety/booster seats for all children riding in their vehicle. **FOR NO REASON, OTHER THAN AN EMERGENCY, SHOULD THE DRIVER BE TALKING ON A HAND-HELD CELL PHONE.** No additional stops should be made when transporting students to and from a scheduled activity.

Missouri has a law requiring child restraints. Children less than 5 years old **or** less than 40 pounds must be in an appropriate child safety seat. Children ages 5 through 7 who weigh at least 40 pounds must be in an appropriate child safety seat or booster seat unless they are 80 pounds or 4'9" tall. Children 8 and over or weighing at least 80 pounds or at least 4'9" tall are required to be secured by a safety belt or buckled into an appropriate booster seat. **Parents are required to provide the necessary car seat/booster seat for their child on field trip days.**

LIBRARY USE POLICY

Students will visit the school library weekly. The following rules apply to items they check out:

- Students may check out one item per week, two if arrangements are approved by staff (e.g., book reports, research projects).
- Picture books, movies and CDs are due back one week after checkout.
- Chapter books are due back two weeks after checkout.

- Students should return items prior to library visits so that items can be returned to inventory.
- After a book is one week overdue, students will be unable to check out additional items. A note will be sent home to the parent(s).
- Parents or guardians should send a note to the school if a book has been lost or destroyed.
- Books that are lost or destroyed will be charged a replacement fee of \$10.00.
- All library items should be returned prior summer break for inventory purposes.

INTERNET USE POLICY

At the beginning of each school year, the parents and students will be provided a copy of the school's Internet use policy. Parents are asked to read the policy with their child. There will be separate agreement forms for the parent and the student to sign and return to their teacher. *Students will not be allowed to use the Internet at school until the signed agreement forms from both parent and student are received by their teacher.*

VISITOR POLICY

Parents and other family members are encouraged to visit at lunch time and for field trips. If someone wishes to observe the classroom activity, the visit must be arranged in advance with the teacher. ***Visitors should check in at the school office upon arrival.** If the visitor is picking up a student, the visitor should sign the student out in the office while Mrs. Anderson retrieves the student from their class. Visitors should not engage in the instructional activities of the class unless they have been asked to volunteer in that capacity. Visitors must observe the same rules as the students.

GRIEVANCE POLICY

The education process at Timothy School is a cooperative endeavor of students, parents, staff, and administration. On occasion, complaints or concerns about topics, styles, or happenings will arise between individuals. In the interest of continuous improvement and toward the goal of positive relations, grievances should be expressed according to the following guidelines:

1. We take our guidelines from the Bible (especially Matthew 18). Participants in a grievance have an obligation to communicate honestly and directly with each other. Rather than focusing on a singular viewpoint, every effort should be made to understand the other person's perspective. Communication between the involved parties will promote the most direct and effective solution.
2. If the concern is not resolved satisfactorily, then the matter should be brought to the school's administrator, who can help process and mediate the situation. The administrator will strive to bring resolution to the matter. If the initial grievance involves the administrator, then the matter should be directed to the senior pastor, who will help process the matter.

It is essential to maintain an atmosphere of mutual respect, trust, and open communication in this endeavor of education. A discussion with another person about

grievances—without a full understanding of the pertinent facts—promotes misunderstanding, misrepresentation, and gossip. All persons have a right to be respected and treated as human beings and forgiven as children of God.

DISCIPLINE POLICY

A. Responsibility

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 through “Love and Logic”.

Learning and play in a group requires a disciplined environment. Christian discipline is established with a positive attitude 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 consequences 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. In light of this, Timothy staff uses “Love and Logic” in educating a child in proper behavior.

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

1. Student Responsibility

Students are expected to respect all people whom they come in contact within the school, church, and on the playground. This includes other students, teachers, principal, pastors, secretaries, custodians, 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 includes both respect for school/church property and responsibility for the care of their own possessions as well as possessions of others.

2. Teacher Responsibility

The teachers should establish good relations with the students by reinforcing positive behavior that encourages rather than discourages the child. A variety of learning experiences must be provided 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.

There is a variety of teacher styles that can effectively fulfill these responsibilities. We respect the teacher's right to use procedures for maintaining discipline that are most effective for the teacher as long as the procedures are consistent with the expectations described above.

3. Parent Responsibility

The responsibility of education of a child is twofold, belonging to the school and the home. The home is the environment in which 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.

4. Principal Responsibility

The principal is responsible for establishing and maintaining a well-disciplined environment within the school. The responsibility includes supervision of school-wide activities: movement of groups, busing, emergencies, safety drills, school pictures, performance practices, etc. The principal 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 principal makes recommendations for handling the problem and establishes procedures for using resource people to resolve behavioral problems.

B. 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. Teacher refers child to the principal
4. Principal conducts a private conference with the child
5. Principal requests a conference with the parents

The first steps may be skipped based on the severity of the situation and at the discretion of the principal.

Disruptive behaviors include (but are not limited to):

- Tardiness

- Disrespect (backtalk, lack of courtesy, interrupting, bad language, and general bad manners)
- Lying
- Damage to school property or the property of fellow students
- Tripping, pushing, biting, spitting, and/or bullying
- Incomplete work and cheating
- Unnecessary boisterousness in the room or on the playground
- Wastefulness of food and supplies

C. Suspension

The principal shall suspend any student when, in his/her opinion, the best interests of the school and/or student would be served by such action. A suspension shall continue until a conference between parents, child, teacher, and principal has taken place. In all cases, a written record of the action shall be maintained by the principal and included in the student's cumulative folder. The student may also be suspended from a particular class (i.e., "in-house" suspension) and be required to report to a specific place on campus during that time. Students are required to complete or makeup all work missed during any suspension.

Students may be suspended for the following reasons:

- Continued, willful disobedience to school authorities
- 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, 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
- Harassment
- Immorality
- Leaving campus without proper clearance

D. Expulsion

Pupils may be expelled (dismissed permanently from the school) 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, principal, pastor, and a

representative of the school board. Expulsion is to be used as a last resort after all discipline techniques and cooperative efforts between parent, child, teacher, and administrator have been exhausted. The pupil shall be expelled by action of the administration upon the mutual recommendation of the principal and the administrative commission. In all cases, a written record of the action shall be maintained by the principal and included in the student's cumulative folder.

WORSHIP & SUNDAY SCHOOL

You and your family are always welcome to worship with us at Timothy Lutheran Church. Our regular weekly schedule is:

Worship Services

- **North** campus: 425 NW R.D. Mize Rd.
Saturday—6:00 p.m. and Sunday—8:00 a.m. & 9:30 a.m.
- **South** campus: 301 E Wyatt Rd
Sunday—10:30 a.m.

The services at the north campus are more traditional while the south campus service is more contemporary and led by our Praise Team.

Children are always welcome in worship. A staffed nursery is available for children under age 3, if needed.

Sunday Education Hour

- **North** campus: *Faith Roots, Ages 3–5th grade—excused during morning services*
Youth and adults—9:45 a.m.
- **South** campus: *Faith Roots, Ages 3–5th grade—excused during service*

New member classes begin approximately every 3 months. Many other worship and Bible study opportunities exist. For more information, ask any member of the staff or visit the website at www.timothylutheran.com.



FINANCIAL POLICY

The annual enrollment fee for all students covers the costs of processing enrollment paperwork, consumable education supplies, and curriculum. This fee is paid at the time of enrollment and is non-refundable.

Monthly tuition not paid through an automatic deduction from a checking or savings account is due on the 1st day of each month. Because tuition is an annual fee, no refunds are given for illness, vacations, or snow days.

~~Grant-in-aid monies are available for families in need. Contact the school office for procedures.~~

Parents with more than one child enrolled in any of Timothy School Ministries' programs receive a 10% automatic scholarship on the tuition of the second child and any child thereafter. The highest tuition is payable at full price, with the discount being applied to the lower tuition.

Parents who pay their child(ren)'s annual tuition in full by August 9, 2019, will receive an automatic scholarship of \$250 off the total tuition amount.

If a check or automatic deduction is returned to Timothy unpaid, there will be a \$36.00 charge to the writer of the check/automatic deduction. After 2 returned and unpaid checks/automatic deductions are received, all future payments must be paid in cash or money order.

If your family has an unexpected financial hardship and is unable to pay tuition, please notify the administrator

Timothy Lutheran School Scholarship Opportunities

- *Early Payment Scholarship – \$250.00*
Automatic if tuition paid in full on or before August 9th
- *Multiple Child Scholarship*
Automatic 10% for each child enrolled following the enrollment of the first child
- *Lutheran Church Worker*
Automatic 50% for full time employee of Lutheran Church Missouri Synod
Automatic 25% for part time employee
- *Needs Based Scholarship*
Up to half of tuition based on need. To apply contact Ken Holland at www.kenh@timothylutheran.com

Scholarship offered through Timothy Lutheran Church

Theodore V. Schubkegel Scholarship: Timothy Lutheran Church established this scholarship to serve as a living memorial to Theodore V. Schubkegel, whom the Lord called as Pastor to serve Timothy Lutheran Church from 1988 until his death in 2014.

This scholarship is intended to support students who are Timothy members and attending Timothy Lutheran School.

To Apply: <http://www.thcf.org/Grant-Scholarship-Seekers/Scholarships/Other-Scholarships#1056233-timothy-lutheran-church-theodore-v-schubkegel-scholarship>

Scholarships offered through Timothy Lutheran Church for further Lutheran Education

Betty Wilson Scholarship: Timothy Lutheran Church established this scholarship to serve as a living memorial to Betty Wilson, a member of the church from 1962 until her death in 1991. This scholarship is intended to support students who are Timothy members and attending Lutheran High School of Kansas City or St. Paul Lutheran High School in Concordia, MO.

To Apply: <http://www.thcf.org/Grant-Scholarship-Seekers/Scholarships/Other-Scholarships#1056234-timothy-lutheran-church-betty-wilson-scholarship>

William P. Gerike Scholarship: Timothy Lutheran Church established this scholarship to serve as a living memorial to William P. Gerike, whom the Lord called as Pastor to serve Timothy Lutheran Church from its beginning in 1962 until his death in 1981. This scholarship is intended to support students preparing for full-time Lutheran Church Missouri Synod (LCMS) church work.

To Apply: Contact Rachael Cassiday Watkins, Director of Programs and Donor Services, at watkins@thcf.org or 816-912-4185

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EMPTY FOR NOTES 😊