

TIMOTHY LUTHERAN SCHOOL

Parent & Student Handbook Pre-School through 8th Grade



2023-2024 Theme

Connected

**John 15:1-5: “I am the vine; you are the branches.
Whoever abides in me and I in him, he will bear much
fruit, for apart from me you can do nothing.”**

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

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 to learn and then move out into our community to show that Christ's love is "In All Things" .

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."

Galatians 3:26

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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

Pastoral Support

Associate Pastor-Preaching and Teaching – John Otte

Associate Pastor-Children and Youth Minister – Ryan Hochgrebe

School Staff

Principal (Ext. 8015)

Mr. Ken Holland

7th/8th Grade

Mr. Tyler Hutton

6th Grade

Mrs. Jennifer Stevenson

5th Grade

Mrs. Jill Otte

4th Grade

Mrs. Kim Brunkhorst

4th Grade

Mrs. Caitlin Bucy

3rd Grade

Mrs. Kathy Romo

2nd Grade/Vocal Music

Mrs. Becky Hatcher

1st Grade

Mrs. Susan Fansher

Kindergarten

Mrs. Marge Steinhauser

Pre-school mornings

Mrs. Staci Harris

Preschool 3s/4s combo

Mrs. Kristina Tierney

Mrs. Kelly Butz

Preschool – Pre-K

Ms. Dana Purvis

Ms. Phyllis Westermann

Preschool

Mrs. Melissa Hochgrebe

Mrs. Stephanie Hamilton

Instrumental Music

Mrs. Janie Wilson

8th Math

Mrs. Becky Barnett

Librarian

Mrs. Lindsay Haussmann

School Services Coordinator (Ext. 8017)

Ms. Kristen Anderson

WHO ARE WE?

Timothy Lutheran School Ministry 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 and community members. Timothy Lutheran School offers preschool through eighth grade. The school has completed and received accreditation through the National Lutheran School Accreditation (NLSA) and the State of Missouri.



MISSION STATEMENT

“Transforming Lives through Christ” is the mission of Timothy Lutheran Church and School. 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 are committed to transform the lives of our students and their families through Christ as we **Gather** as God’s children, **Grow** spiritually and academically, **Go** into God’s world sharing Christ’s love, and **Give** our time, talents, and treasures to serve God and His people.

VISION STATEMENT

“Transforming Lives through Christ-Centered Education”

To prepare and transform children through Christ for His service to further the Kingdom of God.

Internal Vision

Timothy Lutheran School, a ministry of Timothy Lutheran Church, provides academic excellence as a foundation for making disciples of all people. Discernment and stewardship of our people, activities, and resources is practiced for God’s glory. Timothy Lutheran School engages in visionary education and professional development to prepare students for furthering of God’s kingdom.

STATEMENT OF BELIEFS

On Marriage, Gender, and Sexuality

We believe that God wonderfully and immutably creates each person as male or female. These two distinct, complementary genders together reflect the image and nature of God (Gen. 1:26- 27). Rejection of one’s biological sex is a rejection of the image of God within that person.

We believe the term marriage has only one meaning: the uniting of one man and one woman in a single, exclusive union, as delineated in Scripture (Gen. 2:18-25). God loves

all, died for all, and through the power of the Holy Spirit amends and transforms our lives to His glory.

We believe that in order to preserve the function and integrity of Timothy Lutheran School as a local Body of Christ, and to provide a biblical role model to the school's members and the community, it is imperative that all persons employed by Timothy Lutheran School in any capacity, or who serve as volunteer, agree to and abide by this Statement on Marriage, Gender, and Sexuality (Matt. 5:16; Phil. 2:14-16; 1 Thess. 5:22) God loves all, died for all, and through the power of the Holy Spirit amends and transforms our lives to His glory.

On Gender Identity

This school unashamedly believes, teaches, and practices the inerrancy of Jesus Christ and acknowledges the authority of God's Word, the Holy Scriptures, without reservation. For example, if a question regarding biblical lifestyles arises in chapel or your child's classroom, the teacher will answer from a biblical viewpoint consistent with our mission and belief statement. If your beliefs and lifestyle choices are not in agreement with our beliefs, the teacher's answer may create conflict in your child's heart and mind. Biblical principles are integrated into every subject taught at our school. Our staff is committed not only to academic excellence, but also to teaching students how to apply the truths of God's Word to every aspect of life.

PTL (PARENT/TEACHER LEAGUE)

This parent organization allows parents to become an integral part of the school program. If you as a parent are the kind of person who would do anything for your child, then PTL is for you!!

Parent involvement can range from making a few phone calls a month to serving as a chairperson of a committee. PTL realizes that time is most valuable to families, but even an hour a month can be helpful to the success of an event. Please consider volunteering and becoming active in this worthwhile parent organization.

If you would like to know more about PTL, contact the school office and they can put you in touch with the current PTL leaders.

PROGRAM – CLASSES – CHILDCARE

Timothy Lutheran Ministries currently offers Pre-School through eighth grade, and before/after school childcare for children ages 3-14.

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.

CURRICULUM

Timothy Lutheran School believes that parents are the child's first teachers. We believe that children learn best by working with hands-on experiences using their five senses: touching, seeing, hearing, smelling, and tasting in a creative learning atmosphere. We recognize the uniqueness of each child and offer opportunities for growth by providing them with a positive, creative, and stimulating environment in which to develop and learn. It is our hope that in focusing on the whole child, with a strong emphasis on self-esteem, our children will enjoy continued success in the world

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, four 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. The date of the application and receipt of the registration fee will be the deciding factor.
4. Preschool students must be 3 years of age and toilet trained to begin school. 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 preschool, they must be three and toilet trained. 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 and a brochure. 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. All Preschool records are kept for three years. All K-8 records are kept indefinitely.

E. Enrollment--Graduation

All eighth-grade students (Homeschool and full time) will participate in the graduation ceremonies at the end of the school year. Full time students will receive an eighth-grade certificate. Homeschooled students will receive a certificate of completion. Pre-K students will also participate in graduation day.

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. (For more information on our Extended Care Program, see page 31).

Morning drop offs will be at the south door (main entrance) and west (side) doors. Pre-School through 2nd grade will use the south door. 3rd through 8th grade will use the west door. Doors will be opened at 8:15 a.m. 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. Pre-School through 2nd grade will use the south door. 3rd through 8th grade will use the west door. If a student in pre-school 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 Street. 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 school.

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 or preschool.

We will not schedule “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).

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 for K-8 students 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 schoolwork, 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 semester):

If a student has 5 tardies – conference with the principal

If a student has 10 tardies – they must spend 15 minutes after school

If a student has 15 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, text, 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
- School Website

We need to hear from our families. Please call the school office (816) 228-5300 x8017 or send a written note or email concerning any of the following:

- Change of address or phone number
- Change in babysitter
- Change in who will pick up your child (we will not release your child to anyone other than the parent/guardian without permission)

We encourage families to contact their child's teacher or the administrative staff with any needs or concerns. Teachers, however, are unable to receive telephone calls during class hours. We encourage you to leave a message so the teacher can return your calls at a later time or send an email.

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 miniskirts are prohibited. All distressed areas on jeans should be mid-thigh length or below.
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. We will go outside every day except during severe weather conditions.
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. 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 \$3.50 (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.timothylutheralschool.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 are asked to call the office beforehand so adequate seating can be arranged ahead of time.

Parents eating a school lunch/milk will be charged the same prices as the students.

*K-8 students need to sign up for the hot lunch they wish to eat on the school's website:

www.timothylutheralschool.com/lunches

*Preschool students do not need to sign up. A hot lunch is included in your tuition.

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 5th 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 5th-6th graders and 7th-8th graders. In the spring co-ed track and field is available for students in grades 5-8. Depending on the need for player to make a whole team, 4th grade students may be invited to join the team on case-by-case basis.

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

K-8 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 to 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 the office personnel retrieve 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.

CRISIS MANAGEMENT PLAN

The safety of both the children we serve and our Timothy Lutheran School staff is our paramount goal. Our administrator and the teachers are dedicated to ensuring a safe environment for staff and children.

Crisis management plans and procedures are in place at the school office and each teacher has a copy as well so that we are prepared as a staff to implement any necessary actions. Timothy Lutheran School has revisited our crisis manuals and we will continue to provide training and drills to ensure that all employees are aware of our

procedures. Current crisis manual plans include and are not limited to a potential kidnapping, intruder, bomb threat, fire, tornado, hazardous spill.

Timothy Lutheran School will continue to do all we can to provide a safe and secure environment for all employees and the children we serve.

CHILD ABUSE REPORTING

In accordance with Missouri state law, our school staff is obligated, under penalty of fine or jail term, to report the reasonable suspicion of physical abuse, emotional abuse, emotional deprivation, physical neglect, inadequate supervision, sexual abuse, or exploitation. In this very serious and legally narrow area, the school will not contact the parents in advance of making a report to legal authorities. The clear intent of the law, based on the seriousness of the crimes listed above, is to mandate that a report be made when there is a reasonable suspicion of abuse.

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 school board president. If no resolution has been obtained, the senior pastor 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

We believe in a positive approach to discipline. Our goal is self-discipline, and our rules are basic. When enforcing rules, we follow a pattern that can be called the “Four Rs of discipline”. They are Remind, Redirect, Remove & Repentance. If a child exhibits a behavior that is unacceptable they will first be reminded of the rule they are breaking. If the behavior continues, the staff member will redirect them to a different activity. Should there still be a problem; the child will be removed from activities (time-out or time-in) for a few minutes to give them time to process their actions and the consequence of those actions. At Timothy, we add a fourth “R”, that being Repentance. When a child is sorry for what he or she has done, or failed to do, the teacher will assure them of the love and forgiveness Jesus has for them, in the actions from the teacher. Our school also follows the Love and Logic philosophy of a common-sense approach that provides the children the skills they need to make good, responsible decisions. No policy can list each and every violation which may result in disciplinary action. We consider the age of the child and will discipline the children age appropriately.

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.

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.

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:

- 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
- 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
- Other willful or unchristian-like behavior as determined by the Principal

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. Students may not carry or use weapons or instruments designed to cause bodily harm on the school premises or at school sponsored events. 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.
Sunday— 9:00 a.m.
- **South** campus: 301 E Wyatt Rd
Sunday—10:00 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 nursery is available for children with parent supervision.

Sunday Education Hour

- **North** campus: Sunday School, Ages 3–5th grade—excused during morning services. Youth Sunday evenings. Adults—10:15 a.m.
- **South** campus: Sunday School, Ages 3–5th grade—excused during service

Midweek Education Opportunities

- Monday Evening Women's Bible Study 6:30-8pm, Room 111, RD Mize; led by various ladies;
- Monday Evening Adult Bible Study (1st & 3rd Mondays) 6:30-8pm, Fellowship Hall, RD Mize; led by Roxanne Kerwood.
- Tuesday Morning Men's Bible Study 6:30-7:30am, Fireplace Room, RD Mize; led by Bob Downs.
- Tuesday Morning Adult Bible Study 10-11am, Fellowship Hall, RD Mize; led by Pastor John.
- Wednesday Evening Senior High Revolution Bible Study 6:30-8pm; Youth Room (506), RD Mize; led by Ryan Kuecker
- Wednesday Evening Pre-K – 5th 6:30 – 8pm; RD Mize (Starting after Labor Day)
- Wednesday Evening Confirmation 6th-8th grade 6:30 – 8pm; RD Mize (Starting after Labor Day for students who wish to confirm their faith)

- Thursday Evening Women's Bible Study 6:30-8pm, led by Miriam Lindemann & Becky Blatt; contact Becky Blatt (Ebblatt99@yahoo.com) for details.
- Moms of Children Any Age & Soon-to-be-Moms Bible Study (1st & 3rd Saturdays) 9-10am, 4 G's, Wyatt; led by Kaye Gray.

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. There are snow days built into the calendar. In the rare case of an extreme event, adjustments may be made accordingly.

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, will receive an automatic scholarship of \$250 off the total tuition amount. Contact the school office for more information.

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 4th

- *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@timothythlutheran.com

Academic Scholarships offered through Timothy Lutheran Church

Rosemary Thompson Scholarship: The Thompson family established this scholarship to serve as a living memorial to Rosemary Thompson, a longtime member of Timothy who was very active in LWML, altar guild, and wedding coordinator. This scholarship is intended to support students who are Timothy members and attending Timothy Lutheran School.

Theodore V. Schubkegel Scholarship: The Schubkegel family 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: The Wilson family 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: The Gerike family 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



ACTIVITIES LIST



August 14 – New Student Social 6:30 pm
August 15 – Band Instrument Rental Night 6:00 pm
August 21 – Back to School Night Preschool 5:00 pm & Elementary 6:00 pm

September 15-17 Fall Fun Fest (Parade Sept 16)
September 18 - School Pictures 8:45 am

Fall Book Fair – Oct. 8 - 15 (tent)
October 11 – Donuts with Dad 7:45 am
October 20 – Harvest Party 6:00 pm

November 2 – ReTake Day for school pictures
November 10 – Veteran's Day Celebration 9:00 am
November 17 – Trivia Night 7:00 pm

December 13 – Christmas Program 6:30 pm
December 18 – All School Bowling/Caroling

January 21 – 28 - National Lutheran Schools Week
January 21 – 28 – Book Fair
January 26 – Grandparent's Day

February 24 – TLS Auction @ Adam's Pointe Conference Center, Blue Springs, MO
Feb 29 – Deadline for Early Enrollment

March 6 – Morning with Mom 7:45 am

TBD – School Ministries Host Lenten Dinner

April 26 – PS – K Spring Program 6:30 pm

April 22 - April 26 - Achievement Tests 3rd – 8th grades

May 3 – 1st – 8th Spring Program 6:30 pm

May 10 – Fun Day 9:00 am-3:00 pm

May 15 – End of Year Picnic 5 – 7pm

May 17 – Graduation Pre-K 5:30 pm & 8th Grade 7:00 pm

Updated July 17, 2023

Timothy Lutheran Extended School Care Program

Registration Fee - \$25.00 per child payable once per year, non-refundable.

Before School Care (BSC)

BSC used more than 10 times per month \$50.00 (September through May
payment due on the 15th of each month. No
charge for August)

BSC used less than 10 times per month \$5.00 per student per day

Emergency Drop-in rate \$5.00 per student per day

- Applies to all families who use BSC any day during the year between 6:30 & 8:00 a.m.
- Children on school premises prior to 8:15 a.m. must report to BSC or be under the continued and direct supervision of an adult.
- If a child comes to BSC more than 10 days a month, the parent will not be charged more than \$50.00.

After School Care (ASC)

ASC used more than 10 times per month \$95.00 (September through May –
payment due on the 15th of each month. No
charge for August)

ASC used less than 10 times per month \$10.00 per student per day

Emergency Drop-in rate \$10.00 per student per day

- ASC program to start promptly at 3:45 p.m. daily and conclude at 6:00 p.m.
- Any student remaining at school after 3:45 p.m. will have to go to ASC and the parents assessed the applicable fees.
- If a child comes to ASC more than 10 days a month, the parent will not be charged more than \$95.00.

- ❖ Parents of children remaining after 6:00 p.m. will be charged \$1.00 per minute until picked up.
- ❖ Parents who have registered but do not use the ESC service during a calendar month will not be assessed the monthly fee.
- ❖ Participation in ESC is a privilege and not a right. Failure to pay assessed charges or any discipline issue may, at the discretion of the School Administrator, result in a student being suspended from ESC for a day up to the remainder of the school year.

Blank for Notes 😊:

_____ Yes I/we have read the parent Handbook, reviewed its contents,
are in agreement with and are willing to abide by the school's standards.

Parent Signature

Date

Parent Signature

Date

Please return this signed sheet to the school office on the first day of school.