

# TIMOTHY LUTHERAN SCHOOL

Grades  
Kindergarten through 8<sup>th</sup>

Parent & Student Handbook  
Revised 2010

*"Securing Each Child's Future for  
Discipleship."*

*1 Corinthians 12:4-6*

*John 8:31-32*

**Timothy Lutheran School  
301 SW Wyatt Road  
Blue Springs, Mo. 64014  
(816) 228-5300  
(816) 874-4025 (fax)**

**[www.timothylutheralschool.com](http://www.timothylutheralschool.com)**

Greetings to you in the name of Christ, our Risen Savior! To you who may be new to Timothy Lutheran School, this handbook offers a welcome and provides essential information about our school.

Christ-centered teaching is rooted in God's Word. **Jesus** is at the heart of our teaching at Timothy Lutheran School. Students are taught that absolute truth exists and that it comes only from God. They are taught the difference between right and wrong as determined by the unchanging law of God. The students are taught through the Gospel that eternal life and forgiveness comes freely to them through the life, suffering, death, resurrection and victory of Jesus Christ, it is a gift.

The staff at Timothy Lutheran School is diligent about preparing and teaching lessons that are developmentally appropriate and challenging. The School is accredited by the National Lutheran School Accreditation, Lutheran Church-Missouri Synod, and the State of Missouri.

It is our prayer and wish that you will find this handbook helpful during the school year. We encourage all parents and students to spend time reading and discussing this handbook.

Touching lives for Christ,  
Serving the Master Teacher!

Edwin F. Kuerschner  
Principal



**Welcome!**

## MISSION/ PHILOSOPHY STATEMENT

“Touching Lives for 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 (Matt. 28:18-20). As disciples of Jesus, we are committed to:

**Gathering** for worship and fellowship in Christ. Hebrews 10:25

**Growing** in Christ-like living through God’s Word. Colossians 3:16

**Going** as a witness to all that Jesus is Lord and Savior. Matthew 10:8

**Giving** joyfully in service to God and His people. Acts 1:8

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### **Gathering:**

We believe that Timothy Lutheran School should be a place where students

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

### **Growing:**

We believe that administration, faculty, and students at Timothy Lutheran School, 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
  - 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. Acquisition of desirable physical and mental habits
  - b. Maintenance of those 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 his/her appreciation of the creative arts
  - b. Acquiring basic skills to allow each child to express himself/herself in the arts

**Going:**

We believe that Timothy Lutheran School is a place where

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

**Giving:**

We believe that Timothy Lutheran School is a place where students

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

## 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.

Core Values (kor val·uz) n. significant beliefs summarizing the essence of who we are and answering "*why we do what we do?*"

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.**

- 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. (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.**

- Reaching lost people is a priority effecting how we conduct each area of ministry. As we seek to reach the lost and erring, we will always demonstrate love and sensitivity while never sacrificing the truth of God. (Luke 15:7; Acts 2:45, Matthew 28:18-20)

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

- We will reach out with genuine, sincere care and compassion for believers and the unchurched. Following the example of Christ, we reach out to the total person in all of his/her needs. (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, wherever we can. (Romans 1:16; 1 Thessalonians 2:8; Philemon 1:6)

### **We value Christian families who model their lives in Christ.**

- Children, youth and families are supported and encouraged to grow in their faith journey with Christ. (Matthew 19:14; Mark 9:37; 1 Thessalonians 2:7)

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## PHONE NUMBERS:

Timothy Lutheran Church (8:00 AM-4:30 PM)	(816) 228-5300
Pastoral support:	
Francis Lieb	extension 8041
Ted Schubkegel	extension 8042
Rich Steensma	extension 8011
Executive Minister, Dave Frank	extension 8016
Principal, Edwin F. Kuerschner	extension 8015
Administrative Assistant, Lois Warren	extension 8017

*The above extensions all have Voice Mail. Any extension can be reached 24 hours a day by calling 228-5323 and entering the extension listed above.*

School Fax: (816) 874-4025

For your convenience we are providing home phone numbers. Please refrain from calling after 9:00 PM unless an emergency exists.

Kindergarten	Laura Vogt	816-229-8078
1 <sup>st</sup> /2 <sup>nd</sup> Grade	Amy Kutz	785-410-3945
3 <sup>rd</sup> /4 <sup>th</sup> Grade	Kim Myers	816-796-1418
5 <sup>th</sup> /6 <sup>th</sup> Grade	Sarah Barber	816-277-5460
7 <sup>th</sup> /8 <sup>th</sup> Grade	Angie Mundt	816-665-1520
Administrative Assistant	Lois Warren	816-230-5638
Before Care/Spanish	Triana Carrasco	816-510-8457
After Care	Angie Sinclair	816-224-0890
Music	Christy Burns	816-392-3322
Librarian	Heather Smith	816-645-1056
Principal	Edwin F. Kuerschner	816-229-2630

## SCHOOL CONTACTS

### Administrative Staff:

Principal, Edwin F. Kuerschner  
Assistant, Lois Warren

[edk@timothy Lutheran.com](mailto:edk@timothy Lutheran.com)  
[loisw@timothy Lutheran.com](mailto:loisw@timothy Lutheran.com)

## Parent Teacher League (PTL) Officers & Executive Committee

Shawn Conley—Elementary parent  
Carrie Hall—ECC teacher representative  
Patty Koogler—ECC director  
Ed Kuerschner—Administrator  
Betheny Pleacher—ECC parent  
Rachael Sanders—Secretary  
Heather Smith—President  
Laura Vogt—Elementary teacher representative

The purpose of this League shall be a support system to the school staff, parents, and children, to raise and oversee special funds of the school as a whole, and to promote greater meaning and purpose in Christian child training.

A projected calendar of events is listed at the end of this handbook with the attachments.

To contact PTL:

[contact\\_ptl@timothylutherschool.com](mailto:contact_ptl@timothylutherschool.com)

## **THE PURPOSE OF THIS PARENT HANDBOOK IS TO:**

- Promote understanding and partnership between the home, staff and school
- Answer questions parents may have concerning the operation of the school
- Familiarize parents with the ministries of Timothy Lutheran Church

Timothy Lutheran School will provide your child with a quality education in a Christian environment. Timothy Lutheran School, along with Timothy Lutheran Church, is eager to assist you during this important time in your child's development. If you have questions at any time, please feel free to contact the school office. (228-5300)

## **WHO ARE WE?**

Timothy Lutheran School is operated by Timothy Lutheran Church Ministries, a member of the Lutheran Church-Missouri Synod. It is governed by the GROW Commission, which is made up of members of Timothy Lutheran congregation. Grades K-8 are offered during the 2010/2011 school year. The school has completed and received accreditation through the National Lutheran School Accreditation and the State of Missouri.

The Administrative Staff is composed of a Principal, Pastor and an Administrative Assistant. The Principal is primarily responsible to oversee all of the programs, staff, curriculum, state requirements, and daily procedures, as well as, act as the liaison between the church, GROW Commission and staff. The Administrative Assistant manages the office and collection of tuition, bookkeeping, enrollment, and assists in the daily operation of the school. Please let us know how we can serve you.

## **MISSION 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, 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.

## **PROGRAM CLASSES**

Timothy Lutheran Church currently offers Kindergarten through Eighth Grade in addition to Preschool (both part-time and full-time) for children ages 2-5 and Childcare for children ages 5-14. Elementary classes and childcare for elementary students are located in the Timothy Lutheran School building at 301 SW Wyatt Road. Preschool classes are located in the church building at 425 NW R.D. Mize Road.

Elementary school hours are 8:30 AM – 3:30 PM. Students may begin arriving after 8:15. Students arriving before 8:15 will go to Before School Care and appropriate fees will be assessed.

Childcare is available on school days as early as 6:30 AM and after school until 6:00 PM. If there is sufficient need, Childcare is available year round even when school is not in session, except for the following days and when school is closed due to inclement weather:

New Year's Day	Independence Day	Friday after Thanksgiving
Good Friday	Labor Day	Christmas Day
Memorial Day	Thanksgiving Day	

Care is available by reservation only and arrangements are to be made through the school office. Childcare fees for the 2010-2011 School Year are:

Before school	\$8.50/day	\$42.50/week
After school	\$9.50/day	\$47.50/week
School holidays	\$20/day	

The second child in a family is given a 10% discount on tuition.

## **ATHLETIC PROGRAM**

Timothy provides a competitive sports program for our 4<sup>th</sup> through 8<sup>th</sup> grade boys and girls. In the fall, volleyball for girls and soccer for the boys is offered. Winter months have basketball for both groups. We have a 4-6 team and a 7-8 team. In the spring there is co-ed track and field for grades 4-8. There is a separate one-time athletic fee of \$25.00 per athlete. Physicals are required.

## ENROLLMENT GUIDELINES

The following is a list of procedures regarding admissions:

1. Each student must be of the following age before August 1<sup>st</sup> of the school year for grade placement:

Kindergarten—5 years old

Grades 1-8—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 deadline (March 1<sup>st</sup>), will be determined with priority being given to families with longest enrollment history. If a number of families have the same enrollment history, the priority will be determined by whoever paid first.

After March 1<sup>st</sup>, 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.

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 1<sup>st</sup>. However, there are exceptions to these guidelines. Please see paragraph #4 under Registration Procedures.

Enrollment—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 February of each year, materials for re-enrollment are distributed to each school family to determine the number of students who will attend the next school year. Registration fees are to be submitted with the enrollment form to reserve a place for the students. Again, registration fees are non-refundable except in extenuating circumstances. When re-enrollment is complete, new applications can be reviewed. This is a most important process for us in ordering books and supplies.

Length of Enrollment—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. Weekly tuition and Childcare fees are due on Monday and an additional \$15.00 is assessed if paid after Wednesday. Monthly tuition not paid through an automatic deduction from a checking or savings account is due on the 1<sup>st</sup> and an additional \$15.00 is assessed if paid after the 5<sup>th</sup>.

No student is allowed to re-enroll unless all tuition and/or fees are paid. Where outstanding tuition and fees exist, a family is required to make mutually acceptable arrangements with the administration to complete such payments prior to re-enrollment for the next school year.

## **REGISTRATION PROCEDURES**

Registering students at Timothy Lutheran School:

1. When you decide you want to register, or if you are just interested in obtaining additional information, call the school office. We will be happy to talk to you on the phone or schedule an appointment at your convenience.
2. Returning students are given first priority in enrolling at Timothy. Each spring when we start our enrollment process, we set aside two weeks for returning students and Timothy Lutheran Church members; during that time we won't enroll new students if doing so would take away a spot reserved for returning students and Timothy Lutheran Church members.
3. After the two weeks are up we will register others; by April of each year registrations are generally on a first come, first served basis. When the room capacity is almost reached and we have more applications than space left, we will distinguish between applications based on the following priorities: returning students; other family members from returning students' families; all others. The date of the application and receipt of the registration fee will be the deciding factor.
4. Kindergarten enrollment will be limited to those students who are five years old before August 1<sup>st</sup> of the year he or she starts school. Students whose birthday falls on or after August 1<sup>st</sup> may request testing and probationary entrance into Kindergarten. You will be asked to provide a birth certificate or similar document with your application to verify age.
5. Students entering first grade must be six years old before August 1<sup>st</sup> unless they have successfully completed Kindergarten. Students whose birthday falls on or after August 1<sup>st</sup> 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.

## **ARRIVAL & DEPARTURE PROCEDURES**

School begins at 8:30 AM. Classrooms are open 15 minutes before class starts. If students need to arrive earlier, childcare arrangements are to be made in advance through the office. Students needing to stay after school should also have arrangements made in advance through the office.

All morning drop off will be at the south door (main entrance). Dismissal will proceed from both the south and west doors. Kindergarten through 2<sup>nd</sup> grade will use the south door. Third through 8<sup>th</sup> grade will use the west door. If a student in Kindergarten through 2<sup>nd</sup> grade has a sibling in the upper grades, that student will dismiss to the west door also. 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. Parents picking up at the west door will enter via 7 Highway, park in the designated area and their children will come to them. They will also exit via 7 Highway or the west driveway.

If someone other than the parent is picking up a student, please notify the office. We will check identification if we do not know the person picking up your child.

Students not picked up within 10 minutes after school is dismissed will be taken to After School Care. Childcare fees will be assessed.

## **WHAT TO WEAR/WHAT TO BRING/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 Codes**

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

1. All clothing should be neatly and properly worn. Examples: shoes must be laced and tied, suspenders worn on the shoulders, etc. Frayed, dirty, or generally sloppy clothing is not allowed. Clothing with patches is not allowed unless the patches have been neatly applied. Ripped clothing is not appropriate.

2. Neat, clean clothing imprinted with the name of our school is considered acceptable dress for students. T-shirts bearing or implying an un-Christian witness, or which give offense such as those with rock group logos, beer advertisements, etc. should not be worn.

3. No student will be permitted to wear any clothing, emblems, or items which are not Christian, are unpatriotic, or cause distractions.
4. Outer coats and jackets may not be worn in the classroom.
5. Footwear must be worn at all times. Closed toe shoes must be worn for PE class and recess time. No roller shoes are allowed at school.
6. Students may wear shorts during the months of warm weather, subject to the following conditions: Shorts of mid-thigh length or longer will be permitted; dress, Bermuda, or Jam shorts which adhere to the guidelines will be allowed. Spandex, cutoff jeans, torn shorts, tight or short shorts, or similar items of apparel are prohibited. Halter tops, mini-skirts or mid-thigh or shorter dresses or skirts are prohibited. Scanty clothing (low cut shirts, bare midriff, spaghetti straps, etc.) is not allowed. Modesty is the word in clothing.
7. Extremes in hair styles, jewelry, and makeup are to be avoided. Excessive make-up is not to be worn.
8. Specific situations not covered in the previous points will be dealt with on a case-by-case basis by the principal.
9. Coats appropriate for the weather are to be worn.
10. Hats/earmuffs and mittens/gloves are to be worn during cold weather.
11. During the winter, students without boots may not play in the snow. These students will remain on the cleared sidewalks or inside.

If a student is deemed not cooperating with the above requests, the administrator will call the parent to bring more appropriate clothing.

**C. Enforcement of the dress code:**

A. The principal will set a procedure for instructing the teachers on enforcing the Dress Code and communicating the Dress Code to students and parents. This procedure should include a series of warnings and consequences for non-compliance.

B. Our faculty reserves the right to make judgments concerning what we consider to be proper or improper dress, based upon the guidelines set forth in this policy. If it becomes necessary to do so, we will inform individual students and their parents of “dress corrections” that must be made. Dress corrections will be done privately with the student, to help ease any embarrassment to the student.

C. Any student/parent who consistently refuses to cooperate in matters of dress and appearance will be asked to withdraw from school.

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

## **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 school newsletter covering activities, upcoming events, and other information
- \* Parent/Teacher Conferences in the fall and spring

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

## **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:

- \*First: 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.
- \*Second: 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 Dave Frank 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. Initiated discussions about grievances with other persons 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.

## **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. Chapel begins at 8:45 AM, and parents are always welcome. Candles are lit, songs are sung, and Timothy Lutheran Church's Ministry Staff as well as the School Staff provide the messages.

## **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 two mission/service projects to sponsor during the school year. Details of the project are sent home with the students who are invited to be a part of that project by contributing money or items to the cause. We hope to teach the students what it means to be a steward of the blessings we have received. If you have questions about a particular project, please speak with your child's teacher or someone in the office.

## **MEALS**

Timothy Lutheran School offers a nutritious lunch program based on Department of Health guidelines. Students have the option to purchase a school lunch for \$2.40 (includes milk) or bring a lunch from home. Milk may also be purchased for \$.45 to accompany lunch brought from home. Each lunch contains all the portions mandated by the State. At times 2<sup>nd</sup> helpings may be available.

Lunch menus are provided monthly. Each morning students will indicate whether they are eating school lunch or lunch from home. 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 they wish to eat a school lunch, they must notify the teacher or the office before 9:00 AM on the day of their visit. Parents eating a school lunch/milk will be charged the same prices as the students.

We prefer that money for lunch/milk only be sent with your child on Mondays and be by check or money order. The teacher's weekly note will indicate the remaining funds or lunch charges your child has. We encourage parents to pay in advance and to end the school year with a zero balance.

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

## **FIELD TRIPS**

Parents will need to 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. We will notify parents well in advance of any planned field trips. There may be, however, some impromptu trips, such as, a walk around the block or to the park.

Classes always need extra adult supervision during field trips and we encourage parents who are able, to help with the field trips. Those parents driving 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. Potential drivers are encouraged to complete this paperwork at the beginning of the school year since background checks take time to process.

*If for some reason we do not have enough volunteers to drive for a particular field trip, the trip may be cancelled. If the school is charged a fee for the field trip, this fee will be passed on to the parents.*

Missouri has a law requiring child restraints. Children less than 4 years old or less than 40 pounds must be in an appropriate child safety seat. Children ages 4 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 will be required to provide the necessary car seats/booster seats for their children on the days the class has a Field Trip.*

## **BIRTHDAY CELEBRATIONS**

Birthday treats may be brought for a student's classmates if prior arrangements have been made with the teacher. 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.

## **LIBRARY USE POLICIES**

Students will visit the school library on a weekly schedule. The following rules apply to books they check out:

- Students may check out one book per week.
- Picture books are due back one week after checkout.
- Chapter books are due back two weeks after checkout.
- After a book is one week overdue, a note will be sent home to the parent(s). Students will then be charged \$.10 per day up to \$1.00 for each overdue book until it/they are returned.
- Parents or guardians should send a note to the school if a book has been lost or destroyed.
- Books that are lost or destroyed should be replaced with a new book or a gently used book from home.

## **BREAKFAST CLUB**

Breakfast Club will be offered on the following dates:

November 10, 2010—donuts with dad/special person

January 26, 2011—morning with mom/special person

Breakfast Club begins at 7:45 AM when parents/special persons arrive with the students. The school will provide coffee and a light breakfast to get your brains working. Please report to your child's classroom where the students will share an activity with you. Breakfast Club ends at 8:20.

## **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. *Only when the signed agreement forms from the parent and student are received by the teacher will the student be allowed to use the school internet.*

## **SCHOOL CALENDAR**

School is in session late August through the end of May. Families are furnished a school calendar with the summer teacher visit. The calendar is updated in each school newsletter.

## **SCHOOL CLOSING—ATTENTION**

On days of inclement winter weather, the administration of Timothy Lutheran Elementary School will make the decision on closing school and childcare. **We will not automatically follow Blue Springs School District.** Fox 4 news will carry our closings as “Timothy Lutheran School”. When it is announced that Timothy Lutheran School is closed, there will be no Elementary, full-time or part-time Preschool or Childcare at either building. We will not do “delayed starts” or “early dismissals” unless parents are notified by phone. However, if you are uncomfortable driving in winter weather, you may pick your child up early. On days when school is in session but winter weather is questionable, students who are late arriving will not be counted tardy, students whose parents choose not to bring them will not be counted absent.

In the event of flooding, electrical failure, absence of heat, water, etc. within the building, all parents will be alerted of the emergency by telephone and will be asked to come immediately to pick up their child(ren).

*The schedule for the makeup of snow days will be determined by the Administrator.*

## **VISITORS 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 first check in at the school office where they will be given a visitor’s badge to wear. 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.

## **HOMEWORK**

As the students progress through the grades, they will have homework assignments that they will be responsible for completing. The teachers will be sensitive to family and church needs.

## **ABSENCES/TARDIES**

Please notify Timothy Lutheran School when your child will be absent. If your child is absent or tardy due to a medical appointment, they will not be counted absent/tardy if you have notified the teacher or administration ahead of time. When requested, the teacher will prepare classwork to be done 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.

It cannot be stressed too greatly the importance of your child(ren), no matter the grade level, being in school every day **ON TIME** to be successful with school work. All students arriving after 8:30 AM are to check in at the office before continuing to class.

## **ACCIDENTS**

We will notify you IMMEDIATELY of any serious injury. Prompt arrangements will be made for medical treatment. In the event the parent cannot be contacted, prior authorization for emergency treatment will allow the student to be treated. If injury is not of a serious nature, we will do what is necessary to alleviate the problem. Also any treatment that we dispense will be recorded and available to parents. (Example: band-aid, temperature taken, wound cleansing, etc.)

## **ILLNESS/HEALTH POLICY/IMMUNIZATIONS**

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 and asked 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 are:

- 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).

***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.***

Immunization records are monitored by the Jackson County Health Department and need to be kept current. 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.

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. It is recommended that they be indicated on the physical form.

## **MEDICATION**

**All** medication shall be given to the student only with dated written permission from physician **and** parent. Authorization forms are available in the office. This includes prescription, over-the-counter, topical medications, etc. Fever-reducing medication will **not** be given for the purpose of reducing a fever. Medication shall 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 needed medication dispensers such as spoons, droppers, cups, etc.

School personnel are not allowed to calculate any medication doses (except measuring a prescribed amount of liquid medication), administer the initial dose of medication, give any medication by injection or by way of tube inserted in a cavity of the body, administer medication used for intermittent positive pressure breathing or other methods involving inhalation treatments.

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

## FINANCIAL POLICIES

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

Weekly tuition and Childcare fees are due on Monday of each week and an additional \$15.00 is assessed if paid after Wednesday. Monthly tuition not paid through an automatic deduction from a checking or savings account is due on the 1<sup>st</sup> day of each month and an additional \$15.00 is assessed if paid after the 5<sup>th</sup> day of the month. Weekly tuition that is two weeks overdue or monthly tuition not paid through an automatic deduction and not paid by the 25<sup>th</sup> of the month may result in the termination of these services. 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's classes receive a 10% discount on the tuition of the second child and any child thereafter. The more expensive tuition is payable at full price, with the discount being applied to the less expensive tuition. For current tuition rates, please check with the office.

Parents who pay their child(ren)'s annual tuition in full by September 5, 2010, will receive a 5% discount off the total tuition amount. Parents with multiple children will receive this discount only for the first child.

Payments should be by check, cashier check or money order. Please write the name of the student for whom the payment is made **and** the month or week for the payment on the memo line.

If a check or automatic deduction is returned to Timothy unpaid, there will be a \$12.00 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 so that other arrangements can be made.*

## **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.

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 punishment may not be adequate in changing a child's behavioral pattern. Improving the child's sense of worth must accompany a plan to modify the child's behavior. 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 persists.

#### **Student Responsibility**

Students are expected to respect all people with whom they come in contact in the school, in the church, and on the playground. This includes other students, teachers, principal, pastors, secretaries, custodians, volunteers, bus drivers, 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.

#### **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.

### **Parent Responsibility**

The responsibility of education of a child is two fold: part belongs to the school and part belongs to 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.

### **Principal Responsibility**

The principal is responsible for establishing and maintaining a well-disciplined environment in 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.

## **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

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 bullying
- Incomplete work and cheating
- Unnecessary boisterousness in the room or on the playground
- Wastefulness of food and supplies

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

When students exhibit unacceptable or disruptive behavior, the following steps will be taken:

1. A report of the unacceptable or disruptive behavior will be completed by the teacher. This report form will be sent home with the student that day. Parents are expected to discuss behavior with their child, sign and return the report form to the classroom teacher the next day. See copy of form below.

2. At the time of a second offense, the report and procedure described above will be repeated plus the student will be sent to the principal.

3. At the time of a third offense, steps one and two will be repeated and the principal will call the parent(s) to come and pick up the student.

4. If this cycle is done 3 times in a month, the principal will meet with the parents and teacher. If after that meeting the situation doesn't improve, the principal will take it to the Ministry Staff for further action.

## **B. Suspension**

The principal shall suspend any student when, in his 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 called "in-house" suspension and required to report to a specific place on campus during that time. Students are required to complete or makeup all work missed during a 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

### **C. 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's governing commission. 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 TIMES**

If you and your family do not have a church home, you are always welcome at Timothy. New member classes begin approximately every 3 months. Our regular weekly worship schedule is:

**Worship Services** are at 6:00 PM on Saturdays and at 8:00, 9:15, and 11:00 AM on Sundays at the north campus (425 NW R.D. Mize Road) and at 9:30 at the south campus (301 SW Wyatt Road). The north campus services are more traditional while the south campus service is more contemporary and led by a Praise Team.

Children are always welcome in Worship. We have a nursery (with attendants) across the hall from the Sanctuary for children under age 3.

**Sunday School** for ages 3 to adult is at 9:15 AM at the north campus and 10:45 at the south campus.

Many other worship and Bible Study opportunities exist. For more information ask any member of the staff.