

TIMOTHY LUTHERAN SCHOOL

Parent & Student Handbook Kindergarten through 8th Grade



2016-2017 Theme
Living the Faith

Theme verse: Romans 3: 23-24

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

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. To those who are returning, please keep this handy to review policies and procedures.

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, The 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
Administrator, Timothy Lutheran School Ministries
Principal, Elementary School



“... for all have sinned and fall short of the glory of God,
and are justified by his grace as a gift,
through the redemption that is in Christ Jesus....”

Romans 3:23-24

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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
Senior Pastor — Rich Steensma
Associate Pastor — Rod Lindemann
Associate Pastor — John Otte

School Staff

Principal (Ext. 8015)	Mr. Ed Kuerschner
7 th /8 th Grade	Mr. Ed Kuerschner
5 th /6 th Grade	Mrs. Sarah Barber
3 rd /4 th Grade	Mrs. Kim Brunkhorst
2 nd Grade	Mrs. Ronda Krekel
1 st Grade	Mrs. Angie Mundt
Kindergarten	Mrs. Laura Vogt
7 th –8 th Grade Religion	Pastor Rich Steensma
K–8 th Grade Music	Mrs. D’Ann Pennington
K–8 th Spanish/Before School Care/Teacher Aide	Mrs. Triana Carrasco
After School Care (Ext. 8027)	TBD
Librarian	Mrs. Jennifer Stack
Administrative Assistant (Ext. 8017)	Mrs. Kristen Anderson
3 rd -4 th Grade Para-professional	Mrs. Becky Barnett

PURPOSE OF PARENT HANDBOOK

- 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 Ministries 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 at 816-228-5300.

WHO ARE WE?

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

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, school board and staff. The administrative assistant manages the office and collection of tuition, bookkeeping, enrollment, and assists in the daily operation of the school. The pastor oversees our spiritual outreach. Please let us know how we can serve you.

MISSION—CORE VALUES STATEMENT

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



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

As disciples of Jesus, we are committed to:

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

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

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

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



Gather

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

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



Grow

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

1. Spiritual
 - a. Prayer lives.
 - b. Spiritual life and development as disciples in their faith journey.
 - c. Christ-like compassion, grace, and loving relationships with all people.
 - d. Seeing the love and forgiveness of God through the sacrifice of Jesus Christ.
2. Physical
 - a. Recognizing the body is a gift from God and a temple of the Holy Spirit.
 - b. Developing and maintaining desirable physical and mental habits.
3. Social
 - a. Personal responsibility toward self, neighbor, and God's world.
 - b. Loving relationships by recognizing the rights, privileges and individual differences of others.
 - c. Respect of the authority of home, school, and government.
4. Emotional
 - a. A positive self-concept as a child of God.
 - b. Recognition of emotions and dealing with these emotions in a Christ-like manner.
5. Intellectual
 - a. Evaluating all human knowledge in light of what God says in the Bible.
 - b. Cultivating desirable and useful work habits and study skills.
 - c. Developing an inquiring mind and independent thinking.
6. Aesthetic
 - a. Developing an appreciation of the creative arts.
 - b. Acquiring basic skills to allow each child self-expression in the arts.



Give

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

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



Go

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

1. Evangelism is always present for and through the students.
2. Children develop the desire to lead others to their Savior, bearing witness to each other and their community.

3. Worship services and special events are publicized to students and their families as outreach opportunities.

CORE VALUES

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

Our Core Values can be summarized in the following statements:

- **We value the teaching, study, and application of God's truth as it is revealed with power in the Holy Scriptures and interpreted in the Lutheran Confessions.**
The Word of God, purely taught, changes lives. The Scripture's inerrancy and power lead us to place the teaching of God's Word at the center of our ministry. *(Based on Acts 2:42-43; Hebrews 4:12; Matthew 11:25; Luke 10:21)*
- **We value reaching the lost by remaining open, innovative, and flexible, using all means to bring Christ to all people.**
With the help of the Holy Spirit, we seek to reach the lost and erring. We strive to demonstrate love and sensitivity without sacrificing the truth of God. *(Based on Luke 15:7; Acts 2:45; Matthew 28:18-20)*
- **We value Christian care to help carry each other's burdens.**
Following the example of Christ, we reach out to believers and the un-churched with sincere care and compassion. *(Based on Galatians 6:2)*
- **We value sharing our Christian faith within our families, community and world.**
Sharing is a normal, natural part of the Christian lifestyle. As members of God's family we are called to share the Gospel in the world wherever we are, whenever we can. *(Based on Romans 1:16; 1 Thessalonians 2:8; Philemon 1:6)*
- **We value the family and support them in modeling their lives in Christ.**
Families are supported and encouraged to grow in their faith journey with Christ. *(Based on Matthew 19:14; Mark 9:37; 1 Thessalonians 2:7)*

MISSION GOALS

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

The Timothy staff will:

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

PROGRAM – CLASSES – CHILDCARE

Timothy Lutheran Ministries currently offers kindergarten through eighth grade, and before/after school childcare for children ages 5-14, in addition to preschool (both part-time and year-round) and infant care for children ages 6 weeks to 5 years old. Classes and childcare for elementary students are held at Timothy Lutheran School located at 301 SW Wyatt Road. Preschool classes and infant care take place at the Early Childhood Center (ECC) located at 425 NW R.D. Mize Road.

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

Childcare is available before school as early as 6:30 a.m. and after school until 6:00 p.m. Childcare is also available on early release days and select days when school is not in session. Arrangements for child care should be made through the school office. Childcare fees will be assessed. A 10% discount is given on childcare tuition for each additional child in a family.

REGISTRATION PROCEDURES

1. Information regarding Timothy Lutheran School can be obtained by calling the school office or scheduling an appointment to meet in person with the school administrator.
2. Returning students are given first priority for re-enrolling at Timothy. Each spring, two weeks are reserved for early enrollment of returning students and Timothy Lutheran Church members.

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

ENROLLMENT PROCEDURES

A. Enrollment–Guidelines

1. Kindergarten students must be five years-old before August 1 of the school year. First grade and above must provide a transcript of previous passing status and meet all testing requirements.
2. Timothy Lutheran School reserves the right to determine final grade placement for any applicant or present student based on educational need.
3. Timothy Lutheran School admits students of any race, color, national, or ethnic origin to all rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national, or ethnic origin in administration of its educational policies, admissions policies, athletic, and other school-administered programs.
4. Upon admission to the school and when updates are requested, parents must provide the following information (on forms provided by the school): physician's health statement, copy of birth or baptismal certificate, transcript (first grade and up), field trip authorization, emergency contact information and emergency medical authorization.
5. Admission to the school shall be with the understanding that parents have familiarized themselves with the philosophy and policies of Timothy Lutheran School.
6. Priority is given first to students who have previously attended Timothy Lutheran School or who are members of Timothy Lutheran Church. Second priority is given to siblings of enrolled students who have not yet attended. The order of enrollment, and the waiting list for all students who have completed the enrollment process by the March 1st deadline, will be determined with priority being given to families with longest

enrollment history. If a number of families have the same enrollment history, priority will be determined by date of payment.

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

B. Enrollment–Admissions

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

C. Enrollment/Re-enrollment–Process

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

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

D. Enrollment–Length

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

The application for enrollment asks the family to commit to regular timely payments of all tuition and fees. The school cannot operate without this financial support. Registration fees are due with enrollment materials or, in the case of new applications, upon notification of acceptance. Childcare fees are due the following week. Tuition, not paid through an automatic deduction from a checking or savings account, is due on the 1st of each month.

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

ARRIVAL AND DEPARTURE PROCEDURES

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

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

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

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

Parents picking up at the **west** door should enter the playground-side parking lot via the west driveway on Lincoln and then park-and-wait in a parking spot. For best visibility of all students – please **DO NOT PARK** by the sidewalk. 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 park in the crosswalk or 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. We will check identification if we do not know the person picking up your child.

SCHOOL CLOSING

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

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

We will not do “delayed starts” or “early dismissals” unless parents are notified by phone. 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 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 by electronically and will be asked to come immediately to pick up their child(ren). Students will be in the main parking lot if the building is uninhabitable.

ABSENCES – TARDIES

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

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

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
- School Facebook page

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

DRESS CODE

A. Purpose of a Dress Code

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

B. Student Dress Code

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

1. All clothing should be neatly and properly worn. Frayed, dirty, or generally sloppy clothing is not allowed. *Ripped clothing is not appropriate.* 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 rock group logos, alcohol advertisements, etc.
3. Footwear must be worn at all times. Shoes must be laced and tied. Closed toe, non-marking shoes are required for PE classes and indoor/outdoor recess. No roller shoes are allowed at school.
5. Shorts of mid-thigh length or longer are permitted. Cutoff jeans, short shorts and mini-skirts are prohibited. Spandex, tight and form-fitting shorts and pants, or similar items of apparel are not appropriate.
6. Scanty clothing is not allowed (e.g., spaghetti straps, halter tops, low cut shirts, bare midriff). No undergarments should be showing. Shorts should be worn under dresses and skirts.
7. Extremes in hair styles, jewelry, and makeup are to be avoided. No piercings, except ears. No tattoos.
8. Students should come to school with coats/jackets, hats and gloves appropriate for the predicted weather. Boots are required to play in snow.
9. Caps and hats are not to be worn in the building. **This applies to ALL students.**
10. Specific situations not covered in the previous points will be dealt with on a case-by-case basis by the administrator.

C. Enforcement of the Dress Code

1. 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.
2. 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. Appropriate attire will be

provided for the remainder of the school day. These “loaner” clothes should be laundered and returned to the school office within 3 school days.

3. 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 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.

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, 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 given will be recorded on the medication form in the school office.

D. Injuries

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

CHAPEL SERVICES

Students receive religious instruction as part of the daily classroom curriculum. In addition, every Wednesday morning, all classes attend a chapel service (a mini church service) together as “chapel families.” Chapel begins at 8:45 a.m. 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 at 8:45 a.m.

Donuts with Dad/Special Person—First Wednesday in November
Morning with Mom/Special Person—First Wednesday in February

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.

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.

FOOD SERVICE

A. Lunch

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

Monthly lunch menus are available on the school's website (www.timothy Lutheranschool.com). 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 a.m. on the day of their visit. Parents eating a school lunch/milk will be charged the same prices as the students.

B. Breakfast and Snacks

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

ATHLETIC PROGRAM

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

All participants are required to pay an athletic fee of \$25 for the year. An annual physical exam is also required for all participants.

FIELD TRIP POLICY

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

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

Parents transporting children, other than their own, will be required to complete a background check authorization form and furnish proof of insurance and driver's license before the scheduled trip. A driver is responsible for the proper installation and use of the child safety/booster seats for all children riding in their vehicle. For no reason, other than an emergency, should the driver be talking on a hand-held cell phone. No additional stops should be made when transporting students to and from a scheduled activity.

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

LIBRARY USE POLICY

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

- Students may check out one item per week, two if arrangements are approved by staff (e.g., book reports, research projects).
- Picture books, movies and CDs are due back one week after checkout.
- Chapter books are due back two weeks after checkout.
- Students should return items prior to library visits so that items can be returned to inventory.
- After a book is one week overdue, students will be unable to check out additional items. A note will be sent home to the parent(s).
- Parents or guardians should send a note to the school if a book has been lost or destroyed.
- Books that are lost or destroyed will be charged a replacement fee of \$10.00.
- All library items should be returned prior to Christmas and summer break for inventory purposes.

INTERNET USE POLICY

At the beginning of each school year, the parents and students will be provided a copy of the school's Internet use policy. Parents are asked to read the policy with their child. There will be separate agreement forms for the parent and the student to sign and return

to their teacher. *Students will not be allowed to use the Internet at school until the signed agreement forms from both parent and student are received by their teacher.*

VISITOR POLICY

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

GRIEVANCE POLICY

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

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

It is essential to maintain an atmosphere of mutual respect, trust, and open communication in this endeavor of education. A discussion with another person about grievances—without a full understanding of the pertinent facts—promotes misunderstanding, misrepresentation, and gossip. All persons have a right to be respected and treated as human beings and forgiven as children of God.

FINANCIAL POLICY

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

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

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

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

Parents who pay their child(ren)'s annual tuition in full by August 19, 2016, will receive a 10% discount off the total tuition amount. Only one discount will be allowed per student.

If a check or automatic deduction is returned to Timothy unpaid, there will be a \$15.00 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 through "Love and Logic".

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

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

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

1. Student Responsibility

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

students are encouraged to assume responsibility for younger students by helping them and setting a good example for them.

Students are expected to respect property and materials. This includes both respect for school/church property and responsibility for the care of their own possessions as well as possessions of others.

2. Teacher Responsibility

The teachers should establish good relations with the students by reinforcing positive behavior that encourages rather than discourages the child. A variety of learning experiences must be provided to stimulate student interest and motivation. The teacher must understand the uniqueness of all students, accept them as persons of value, and help them to grow in their creativity, individuality and problem solving ability. It is important that teachers are caring and understanding of the student's need. Teachers must also be aware of their own values and establish trust with students by avoiding double standards such as "Do as I say, not as I do!"

The teacher must create a disciplined environment by setting reasonable limitations that are fair and consistent. The students are also expected to do their part in maintaining a cooperative learning environment. Teacher supervision in the classroom, hallways, playground, and church should maintain the desired learning environment.

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

3. Parent Responsibility

The responsibility of education of a child is twofold, belonging to the school and the home. The home is the environment in which to begin teaching responsibility and respect. When a child enters school, this process becomes a shared responsibility that reinforces Christian values in the home and school.

4. Principal Responsibility

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

B. Disciplinary Cycle

When dealing with children who regularly disrupt the effective management of the classroom, or the effective controls of the school campus, the following steps will be taken:

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

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. Parents will be notified of the unacceptable or disruptive behavior by Email, phone call or an unacceptable behavior report. Parents are expected to discuss the behavior with their child.
2. At the time of a second offense, the 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 school board for further action.

Sample form:

Report of Unacceptable Behavior or Dress Code Violation
Date _____ Student's Name _____
Behavior observed in: (circle one)
Music Recess Lunch PE
Spanish Library Classroom Other
Observed by: _____
Explanation of incident/violation: _____
Action taken: _____
Classroom teacher: _____
Discussed with parent: Yes No (If yes, date _____)
PARENTS: Please sign and return form to classroom teacher.
Signature: _____ Date: _____

C. Suspension

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

Students may be suspended for the following reasons:

- Continued, willful disobedience to school authorities
- Open and persistent defiance, either in language or action, of school authorities
- The use of profanity or vulgarities
- Smoking or having tobacco on school premises or at school sponsored events
- Willfully defacing, in any way, property, real or personal, belonging to the school
- Carrying or use, on the school premises or at school sponsored events, of weapons, or instruments designed to cause bodily harm
- Possession, use, or being under the influence of narcotics or alcoholic beverages on the school grounds or at school sponsored events
- Excessive amount of incomplete homework assignments
- Stealing
- Gambling
- Forging or using forged notes
- Truancy
- Fighting
- Harassment
- Immorality
- Leaving campus without proper clearance

D. Expulsion

Pupils may be expelled (dismissed permanently from the school) for extreme instance(s) of misconduct and/or refusal to demonstrate a cooperative attitude. However before such action, a case study and conference will involve the parent, principal, pastor, and a representative of the school board. Expulsion is to be used as a last resort after all discipline techniques and cooperative efforts between parent, child, teacher, and administrator have been exhausted. The pupil shall be expelled by action of the administration upon the mutual recommendation of the principal and the administrative commission. In all cases, a written record of the action shall be maintained by the principal and included in the student's cumulative folder.

WORSHIP & SUNDAY SCHOOL

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

Worship Services

- **North** campus: 425 NW R.D. Mize Rd.
Saturday–6:00 p.m. and Sunday–8:30 a.m. & 9:45 a.m.
- **South** campus: 301 SW 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 staffed nursery is available for children under age 3, if needed.

Sunday Education Hour

- **North** campus: *The Rock*, Ages 3–5th grade—9:45 a.m.
Youth and adults—9:45 a.m.
- **South** campus: *Faith Roots*, Ages 3–5th grade—excused during service
Adults—11:25 a.m.

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.



SUPPLY LIST 2015-2016

Kindergarten: Full-time students

- Backpack (no wheels, please)**
- 8 pencils, sharpened (quality brands, e.g., Paper Mate®, Ticonderoga®)**
- 2 large erasers**
- 1 box crayons (24 count)**
- 8 or 10 pack washable markers (classic colors, broad tip, must include black)**
- 1 set Prang® or Crayola® watercolor paints (16 count)**
- 1 pair kids scissors**
- 2 bottles Elmer's® school glue (4 oz. bottle)**
- 4 large glue sticks**
- 2 large boxes of facial tissues
- 2 packages baby wipes
- 1 sturdy folder with pockets**
- 1 small school box (approximately 8 ½ x 5 ½ x 2 ½)**
- Paint shirt (buttoned down short sleeve shirt, not pull-over)**
- 1 box re-sealable storage bags (sandwich size)

Kindergarten: Homeschool students

- Backpack (no wheels, please)**
- 4 pencils, sharpened (quality brands, e.g., Paper Mate® or Ticonderoga®)
- 1 large eraser**
- 1 box crayons (24 count)**
- 8 or 10 pack washable markers (classic colors, broad tip, must include black)**
- 1 set Prang® or Crayola® watercolor paints (16 count)**
- 1 pair kids scissors**
- 1 bottles Elmer's® school glue (4 oz. bottle)**
- 2 large glue sticks**
- 1 large box facial tissues (unscented)
- 1 package baby wipes
- 1 sturdy folder with pockets**
- 1 small school box (approximately 8 ½ x 5 ½ x 2 ½)**
- Paint shirt (buttoned down short sleeve shirt, not pull-over)**

****Please label these items with the student's name or initials.**

1st Grade: Full-time students

- Backpack (no wheels, please)**
- 1 - 4-pk Expo[®] dry erase markers chisel point (black, red, blue green)**
- 2 boxes yellow No. 2 pencils, sharpened**
- 1 small personal pencil sharpener**
- 4 large pink erasers**
- 2 boxes Crayola[®] crayons (24 count only)**
- 2 - 8 or 10 pack Crayola[®] washable markers (classic colors)**
- 2 black Sharpie[®] markers (fine point)**
- 1 set Prang[®] or Crayola[®] watercolor paints (8 count)**
- 1 pair Fiskars[®] school scissors (pointed)**
- 2 bottles Elmer's[®] school glue (4 oz.)**
- 16 glue sticks**
- 2 boxes facial tissues (unscented)
- 2 boxes baby wipes
- 1 small plastic school box (approximately 8 ½ x 5 ½ x 2 ½)**
- 3 sturdy folders** - one with holes for 3-ring binder
- 4 composition style notebooks (no spiral edge)**
- 1 – 1-inch 3-ring binder**
- 1 – box of re-sealable storage bags (gallon size)
- Paint shirt (man's buttoned down short sleeve shirt)**

1st Grade: Homeschool students

- Backpack (no wheels, please)**
- 1 box yellow No. 2 pencils, sharpened**
- 1 large pink eraser**
- 1 box Crayola[®] crayons (24 count only)**
- 1 - 8 or 10 pack Crayola[®] washable markers (classic colors)**
- 1 set Prang[®] or Crayola[®] watercolor paints (8 count)**
- 1 pair Fiskars[®] school scissors (pointed)**
- 1 bottle Elmer's[®] school glue (4 oz.)**
- 4 glue sticks**
- 1 small plastic school box (approximately 8 ½ x 5 ½ x 2 ½)**
- 2 sturdy folders**
- Paint shirt (man's buttoned down short sleeve shirt)**

****Please label these items with the student's name or initials.**

2nd Grade: Full-time students

Backpack (no wheels, please)**
12– #2 pencils, plain (prefer Ticonderoga®)
2 pink erasers**
2 boxes crayons (24 count only)
1–8 or 10 pack markers (classic colors)
1 set watercolor paints (8 count)**
1 pair Fiskars® kids scissors (pointed)**
1 bottle Elmer's® school glue (4 oz.)
4 glue sticks**
3 boxes facial tissues
1 container antibacterial wipes
1 small school box (approximately 8 ½ x 5 ½ x 2 ½)**
2 folders (with prongs)**
1 box re-sealable storage bags (gallon size)
1 composition journal**
2 –12 count pack of colored pencils
1 spiral notebook**
2 black Sharpie® markers
Paint shirt (man's buttoned down short sleeve shirt)**

2nd Grade: Homeschool students

Backpack (no wheels, please)**
4 – #2 pencils, plain (prefer Ticonderoga®)
1 large pink eraser**
1 box crayons (24 count only)
1 –8 or 10 pack markers (classic colors)
1 – 12 pack colored pencils
1 set watercolor paints (8 count)**
1 pair Fiskars® kids scissors (pointed)
1 bottle Elmer's® school glue (4 oz.)**
2 glue sticks**
1 small school box (approximately 8 ½ x 5 ½ x 2 ½)**
2 folders**
Paint shirt (man's buttoned down, short-sleeve shirt)**

****Please label these items with the student's name or initials.**

3rd/4th Grade: Full-time students

- Backpack**
- 2 packages #2 plain pencils, sharpened (please, no mechanical pencils)**
- 2 large erasers**
- 1 box crayons (24 count)**
- 8 or 10 pack washable markers (classic colors)
- 1 set watercolor paints
- 1 pair Fiskars® school scissors (pointed)**
- 1 bottle Elmer's® school glue
- 4 glue sticks
- 2 boxes facial tissues (unscented)
- 1 package wide-ruled notebook paper
- 4 sturdy folders**
- 2 folders with prongs**
- 2 composition notebooks (wide-ruled, no spiral)**
- 1 package index cards
- 1 box colored pencils**
- 2 red pens**
- 2 black Sharpie® markers**
- 1 plastic pencil box or zipped canvas bag**
- 1 package Clorox® wipes (girls only)
- 1 box re-sealable storage bags (sandwich size—boys only)

3rd/4th Grade: Homeschool students

- Backpack**
- 1 package of #2 plain pencils, sharpened (please, no mechanical pencils)**
- 1 large eraser**
- 1 box crayons (24 count)**
- 8 or 10 pack of washable markers (classic colors)**
- 1 set watercolor paints**
- 1 pair Fiskars® school scissors (pointed)**
- 1 bottle Elmer's® school glue
- 4 glue sticks
- 1 sturdy folders (with bottom pockets)**
- 1 composition notebook (wide-ruled, no spiral)**
- 1 box colored pencils**
- 1 red pen**
- 1 black Sharpie® marker**
- 1 plastic pencil box (cigar box size) or zipped canvas bag**

****Please label these items with the student's name or initials.**

5th/6th Grade: Full-time students

Backpack**
2 packages mechanical pencils**
Replacement lead for pencils**
1 large eraser
1 box of crayons (24 count)**
1–10 pack washable markers (classic colors)**
1 box colored pencils**
1 set watercolor paints**
1 pair school scissors (pointed)**
1 bottle Elmer's® school glue (16 oz.)**
2 glue sticks**
2 boxes facial tissues (unscented)
2 sturdy folders (with bottom pockets and holes punched to fit in 3-ring binder)**
4 packages wide-ruled notebook paper
1 package index cards
1 package colored grading pens**
2 black Sharpie® markers (medium point)**
1 protractor**
1 compass**
12 inch ruler with inches and metrics**
1 set tabbed subject dividers for 3-ring binder
1 – 2-inch 3-ring binder (sturdy!)**
1 plastic pencil box (cigar box size)**
1 package hole reinforcements
1 set ear buds for use in computer lab**
3 composition notebooks**
1 tablet (Android based software) with carrying case & power cord**
1 Bible (English Standard Version)**

5th/6th Grade: Home school students

Backpack**
1 package mechanical pencils**
Replacement lead for pencils**
1 large eraser**
1 box crayons (24 count)**
1–10 pack washable markers (classic colors)**
1 set of watercolor paints**
1 box colored pencils**
1 pair school scissors (pointed)**
1 bottle Elmer's® school glue (8 oz.)**
2 glue sticks**
1 box facial tissues (unscented)
2 black Sharpie® markers (medium point)**
1 set of ear buds for use in computer lab**

****Please label these items with the student's name.**

7th/8th Grade: Full-time students

- Backpack**
- 2 packages mechanical pencils**
- Replacement lead for pencils**
- 1 box crayons (24 count)**
- 1 pack washable markers (classic colors)**
- 1 set of watercolor paints**
- 1 pair school scissors (pointed)**
- 1 bottle Elmer's® school glue (16 oz.)**
- 2 glue sticks**
- 2 boxes facial tissues (unscented)
- 2 sturdy folders (with bottom pockets and holes punched to fit in 3-ring binder)**
- 2 packages wide ruled notebook paper (to be left at school)
- 1 package colored pencils**
- 2 black Sharpie® markers (medium point)**
- 1 protractor for math**
- 1 compass for math**
- 12 inch ruler with inches and metrics**
- 1 dependable calculator**
- 2 highlighters
- 1 Flash drive/thumb drive and travel container for it**
- 1 set tabbed subject dividers for 3-ring binder
- 1 – 2-inch 3-ring binder (sturdy!)**
- 1 plastic pencil box (cigar box size)**
- 1 package of hole reinforcements
- 1 set ear buds for use in computer lab**
- 3 composition notebooks**
- 1 tablet (Android based software) with carrying case & power cord**
- 1 Bible (English Standard Version)

7th/8th Grade: Home school students

- Backpack**
- 1 package mechanical pencils**
- Replacement lead for pencils**
- 1 large eraser**
- 1 box crayons (24 count)**
- 10 pack washable markers (classic colors)**
- 1 set of watercolor paints**
- 1 box colored pencils**
- 1 pair school scissors (pointed)**
- 1 bottle Elmer's® school glue (8 oz.)**
- 2 glue sticks**
- 1 box facial tissues (unscented)
- 2 black Sharpie® markers (medium point)**
- 1 set of earbuds for use in computer lab**

****Please label these items with the student's name.**

Refer to the school's website for
updates and current calendar.
www.timothytheranschool.com