

SCHOOL BOARD POLICY MANUAL



Blue Springs, Missouri

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Preface

This policy manual reflects the role of the School Board as it relates to the Christian education of the students of Timothy Lutheran School Ministries. The Board is intended to be primarily a policy formulating body while the daily administrative decisions are left to the professionals hired by the congregation for this purpose. Many specific guidelines not delineated in this manual will be found elsewhere in the staff handbook, parent handbooks, personnel manual, and others. This manual is designed as a basic policy guideline for members of the School Board to fulfill their obligations as delineated in the Constitution of Timothy Lutheran Church.

I. GENERAL PHILOSOPHY

I/A – Principles of Christian Education

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

The leadership is composed of an administrator and an administrative assistant in partnership with the pastor. The administrator 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.

I/B – Mission & Core Values Statement

I/B/1 – TLC Mission Statement

“Transforming Lives through Christ” is the mission of Timothy Lutheran Church and School. Our ministry is founded on the Great Commission which Jesus gave His church – to make disciples of all people (Matthew 28:18-20).

As disciples of Jesus, we are committed to transform the lives of our students and their families through Christ as we **Gather** as God’s children, **Grow** spiritually and academically, **Go** into God’s world sharing Christ’s love, and **Give** our time, talents, and treasures to serve God and His people.

I/B/2 TLS Mission Statement

“Transforming Lives through Christ-Centered Education” To prepare and transform children through Christ for His service to further the Kingdom of God.

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

I/B/3 – 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)*

- **Statement of Belief on Marriage, Gender, and Sexuality**

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

We believe the term marriage has only one meaning: the uniting of one man and one woman in a single, exclusive union, as delineated in Scripture (Gen. 2:18-25). God loves all, died for all, and through the power of the Holy Spirit amends and transforms our lives to His glory.

- We believe that in order to preserve the function and integrity of Timothy Lutheran School as a local Body of Christ, and to provide a biblical role model to the school's members and the community, it is imperative that all persons employed by Timothy Lutheran School in any capacity, or who serve as volunteer, agree to and abide by this

Statement on Marriage, Gender, and Sexuality (Matt. 5:16; Phil. 2:14-16; 1 Thess. 5:22)
God loves all, died for all, and through the power of the Holy Spirit amends and transforms our lives to His glory.

I/C – 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 electives.
- 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.

I/D – Congregational Partnership

III/D/1 – The Role of the Pastor in Timothy Lutheran School Ministries

Relationship with school

As the spiritual leader of Timothy Lutheran Ministries, the pastor is also the spiritual overseer of the students, parents, teachers, and staff of Timothy Lutheran School Ministries.

Relationship between the pastor and school administrator

- The school administrator acknowledges the pastor as the spiritual leader and supports the pastor in this ministry.
- The pastor acknowledges the administrator as the school administrator and supports him/her in that ministry.
- The pastor and school administrator are role models, demonstrating a cooperative partnership in ministry. They publicly and privately uphold and affirm each other's position and responsibilities in the congregation and school.
- The school administrator and pastor will confer and consult each other before making major decisions or taking significant actions that affect the school ministry or those it serves.
- The pastor and school administrator will conduct meetings as needed to promote communication and provide support.

Expectations of the pastor in school

- Serve as advisor to the school board, administrator, and teaching staff regarding theological matters and in matters of church governance and policy.
- Help plan and lead school chapel services or endorse the plan prepared by the school administrator.
- Participate in faculty devotions as the schedule allows.
- Teach Religion classes according to needs and availability.
- Share the responsibility with the school administrator for the spiritual growth of the faculty.
- Be available to counsel students and parents as needed and appropriate.
- Plan with the school music teacher and parish music leaders to coordinate student participation in worship services.
- Communicate the school ministry purpose and promote school ministry within the congregation and community, encouraging support and enrollment whenever appropriate.
- Attend school functions and visit during school hours to maintain visibility, develop relationships, and demonstrate support.
- Affirm teachers as fellow ministers in the church and support the orientation of new staff members.

II. SCHOOL BOARD

II/A – Authority

The School Board is governed by The Constitution and Bylaws of Timothy Lutheran Church, Article B-13, as follows:

ARTICLE B-13 School Board

The School Board, as elected by the Assembly, shall ensure, and maintain a quality education program with Christian emphasis for all students attending Timothy Lutheran School (Preschool and Elementary).

A. Membership

The board shall consist of at least five (5) but no more than nine (9) members of the congregation; however, two of which may be a community member whose term of office shall be two (2) years. The board will select a chair. The community members shall not be selected to an office with the School Board. The School Board may appoint qualified members to fill board vacancies, subject to the approval of the Executive Board. The Administrator of School Ministry shall serve as a non-voting ex-officio member. The Chair may appoint another board member or the school administrator to be the advisory member of the Executive Board at his/her discretion.

B. Duties

The School Board shall:

- a. Be responsible for initiating the process to find and recommend candidates for the Chair and Vice Chair positions.
- b. Support the administration in providing a Christian educational program and curriculum.
- c. Organize, manage and operate Timothy Lutheran School in accordance with the Timothy governance documents and all others policies and procedures manuals.
- d. In consultation with the Elders, recommend candidates for all school staff called positions. In consultation with the Executive Board recommend candidates for other full time positions.
- e. In consideration of enrollment timelines, review and approve a proposed budget to the Executive Board for review in advance of the annual voters' assembly meeting.
- f. Develop a School Board Handbook and operate within its policy and procedures.

The responsibilities of the school board also include: approving school calendar, setting tuition, marketing the school, monitoring the budget and expenditures, addressing issues that could not be resolved between the Administrator of School Ministries and the parents, students, or teachers, and allocating the monies raised through the school fundraiser events.

C. Meetings

The School Board shall meet as required, but at least quarterly. The date of regularly scheduled meetings shall be set at a prior meeting of the Board. Notification of a change of date or time shall not change the status of the meeting as being regularly scheduled.

The Chair of the Board and/or the Administrator of School Ministries may call additional meetings as required. Notification of additional meetings shall be made at least 24 hours before the meeting. Documentation of the notification made shall be provided to the Chair, Vice Chair or the Administrator.

Meetings shall normally be held with all the attendees in the same location. However, meetings may be held via electronic means, provided that all participants are able to speak to the group and be heard by the group.

The School Board shall keep a set of minutes of each meeting, and such minutes shall be the property of the congregation.

II/B – Accountability

As part of a larger organization, Timothy Lutheran School Board is responsible to various groups and individuals. Following is a list of actions the Board takes into its accountability function:

1. School Board invites a faculty member to attend board meetings each month.
2. Secretary distributes a brief summary of board minutes to congregation leaders.
3. Secretary makes available a brief summary of the board meetings.
4. Chairperson summarizes board decisions at voters' assembly when appropriate.
5. School Board PTL representative reports on school programs and board policy decisions at PTL meetings as appropriate.
6. School Board opens its meetings to all members of Timothy Lutheran School Ministries, with the exception of Executive Sessions.

II/C – Board Members

Basic Description:

The purpose of the School Board is to establish and review policies and procedures for Timothy Lutheran School Ministries for the strengthening of children, staff, and families in their faith, and in the development of their God-given talents and abilities.

Each member of the Timothy Lutheran School Board will carry out his/her responsibilities in a Christian caring way. He/she will consider ways in which he/she can help members of the congregation view the school as a place where Christ is present, and the Holy Spirit is at work. If a member disagrees with items that are brought before the School Board for action, the member has a right to disagree and present any objections that he/she may have during

discussion at the meeting. After the Chairman has called the vote, he/she will support the

School Board action whether he/she voted for or against. He/she will support the School Board and will not speak publicly against School Board action.

Duties of the School Board:

1. To review administrative and educational policies
2. To provide advice, guidance and policy review
3. To establish and maintain the academic standards of excellence
4. To select and develop a professional teaching staff
5. To determine the best ministry assignments for the teachers
6. To provide prudent administration of the school's finances
7. To develop a marketing plan for enrollment and finances
8. To approve the scholarship determinations
9. To offer suggestions to the church nominating committee for school board nominees
10. To develop Christian character among our graduates
11. To assist parents in leading their children into successful, useful and purposeful living

Supervision:

Of: the Administrator, Teachers and Auxiliary personnel

By: Chairman of the School Board

Helpful Skills:

- Understanding of the educational process.
- Financial understanding.
- A good communicator.
- Interested in the training and education of children and adults.
- Good listener.
- Able to use problem-solving skills—and when evaluating the problem, to make the decision and then act.
- Spiritually discerning.

Term: 2 year terms; may seek re-election

II/D – School Board Meeting Attendance

1. As a general policy, School Board members shall make every attempt to attend all regular board and special assignment committee meetings. When attendance is not possible, the chairperson of the respective meeting shall be contacted and arrangements should be made by the absent member for reports due to be presented by an alternate.
2. If a member is absent for 3 consecutive meetings, or if assigned responsibilities are not being met, the officers of the Board shall meet with the member and determine if resignation/appointment of a new member is in the best interest of the Board.
3. Ultimately the Board is responsible to God. That is why every Board meeting opens and closes with prayer. Board members are confident that the Spirit is present at each meeting and that all decisions will be made in accordance with God's will and plan.

II/E – School Board Supervision of School Finances

1. Determine that responsible financial procedures for the receipt (within 48 hours) and disbursement of funds are established.
2. Supervise the administration of the school budget and the maintaining of accurate financial records in all school related purchases and expenditures.
3. The administrator will attend all budgetary committee meetings.
4. The Board and administrator will utilize the business office and the church treasurer as a resource in planning, implementing and evaluating the school budget.
5. The administrator will provide a list of needs for people wishing to make special gifts to Timothy Lutheran School Ministries. The board will receive a report of significant gifts.

II/F – School Board Officers

Board officers are elected annually, at the beginning of each year. The Vice-Chairperson will become Chairperson if the chairperson should choose to step down and until such time as a new Chairperson is elected.

II/F/1 Chairperson, School Board

Basic Description: Coordinator of the Timothy Lutheran School Board

Helpful Skills:

- Understanding of administrative and educational process.
- Good communication skills in dealing with various people and issues.
- Able to conduct group meetings.
- Strong leadership and organizational abilities.
- Ability to “see the big picture”.
- Spiritually discerning.

Duties to BOARD:

1. Schedule meetings, run all meetings, draft agenda after consultation with administrator.
2. Make committee assignments, follow-up on all School Board responsibilities and ensure successful completion of projects.
3. Become thoroughly familiar with the various congregational and educational programs, and staff members.

Duties to CHURCH:

1. Represent the Board and its interests at all Executive Board meetings or appoint the school administrator or a board member to attend in his/her stead.
2. Invite representative from Executive Board to all School Board meetings.
3. Report to voters as appropriate.

Supervision:

Of: the Administrator, School Board members

Given by: Church Executive Board

II/F/2 – Vice-Chairperson, School Board

Basic Description: Second in charge and assists the Chairperson in School Board business.

Helpful Skills:

- Understanding of administrative and educational process.
- Good communication skills in dealing with people and issues.
- Able to conduct group meetings.
- Strong leadership and organizational abilities.
- Ability to “see the big picture”.
- Spiritually discerning.

Duties:

1. Handles duties of the Chairperson of the School Board in the Chairperson’s absence, including attending Executive Board meetings and addressing the Voters’ Assembly, as appropriate.
2. Becomes thoroughly familiar with the various congregational and educational programs, and staff members.

Supervision:

Of: School Board in Chairperson’s absence
Given by: Chairperson of School Board

II/F/3 – Secretary, School Board

Basic Description: Responsible to record and maintain the transactions of all School Board meetings and activities.

Helpful Skills:

- Listening and accurately describing proceedings.
- Mental organization and writing skills.
- Impartial and prompt. Typing skills helpful.
- Spiritually discerning.

Duties:

1. Record minutes of scheduled monthly meetings and any special meetings called by Chairperson of the School Board.
2. Prepare a summary of minutes for inclusion in the` leaders’ report, “Ministry Matters.”
3. Prepare a copy of the minutes and submit it to the School Board within two weeks of the meeting. School Board members will notify the secretary regarding any proposed revisions. Minutes will be distributed via e-mail and also hard copies at the next meeting for final approval. The approved minutes will be distributed by the administrator to the Executive Board chairperson.
4. Maintain copies of other reports, letters, policies, proposals and agendas submitted at School Board meeting in the School Board Folder on the Web.
5. Write and send correspondence as assigned.
6. Maintain the School Board Policy Manual.

Supervision:

Of: Guidance to the School Board
Given by: Chairperson of School Board

II/F/4 – Marketing Committee

Basic Description: Committee works to promote visibility of the school, increase enrollment, and develop increased funding for the school. Comprised of School Board representative(s) and other church and school stakeholders.

II/F/5 – Scholarship Determination Committee

Basic Description: Committee comprised of 3 school board members, one church member-at-large and the Administrator who work together to approve/decline scholarship requests.”

II/F/6 – Evaluation Committee

Basic Description: Committee is comprised of 3 board members to annually evaluate the administrator and share the report with the School Board and Executive Board. The resulting evaluation is filed in the administrator’s personnel file. See Section V/E/2 for further information.

II/F/7 – PTL Representative

Basic Description: Represents the School Board to the PTL and its Board.

Duties:

1. Attends all PTL board meetings, gives a report on School Board activities, and acts as a liaison between the PTL board and the School Board.
2. Reports on PTL board activities to the School Board at the following board meeting.
3. Gives a report to the general PTL membership on School Board activities at the regularly scheduled PTL membership meetings as appropriate.

II/G – Visitor to School Board Meetings

Purpose Statement:

In order to conduct the business of the Board of Christian Education (School Board) in an orderly and God-pleasing manner, rules are established for the attendance and participation of visitors at meetings of the School Board.

General Prerequisite:

Issues and concerns may arise as a child progresses through his/her education. Problems should be referred to those closest to and most responsible for the issues. Under most circumstances the classroom teacher is able to address concerns. Problems that require additional intervention should then be directly presented to the administrator and an effort made to resolve the concern. If further assistance is needed and there is a belief that the policies and procedures of Timothy Lutheran School have not been adhered to, concerns may be presented to the School Board.

Policy:

Visitors are welcome to attend the meeting as observers. Visitors will be asked to excuse themselves when an Executive Session is called.

II/G/1 – Visitors Seeking to Give Input

The School Board welcomes input from its constituents and all members of the faith community. The following policy is to be observed by the persons making a presentation to introduce subjects to the School Board for consideration:

1. A written summary of the presentation shall be sent to the Administrator five working days prior to a scheduled meeting.
2. The presentation shall be limited to no more than ten (10) minutes.
3. Nothing of a confidential nature should be addressed such as discipline problems or personnel issues. Those may only be discussed in Executive Session.
4. The School Board chair may at any time stop the presentation if it is of a sensitive nature.
5. No decision, reply, or discussion will follow the presentation.
6. Response will be given in writing by the Board Chair within five working days.

If a topic of confidential nature is allowed by the School Board chair, the regular meeting is adjourned, all guests are asked to leave temporarily and the meeting is reopened in an Executive Session.

- A guest may be asked to present information in the Executive Session following the same rules for written submission and time as noted for guests in the above policy. The guest will then be removed prior to discussion.
- Anything said in the Executive Session is confidential and is not subject to disclosure unless required by law.

II/G/2 – Executive Session

Purpose Statement:

There are times when topics brought to the School Board are of such sensitivity that discussion needs to take place in a session closed to a general audience.

Definition:

Executive Session is a portion of a regular or special meeting of the School Board that is dedicated to topics of a sensitive nature.

Policy:

- Only School Board members, the Administrator, and the designated pastor may attend an Executive Session.
- Experts, consultants or guest presenter may be brought into the Executive Session to answer questions or offer expertise, but must be dismissed for discussion.
- The Board chair opens an Executive Session and only members of the School Board and the Administrator remain in the room until the Executive Session is closed.
- An agenda for the Executive Session is written and published prior to the meeting. It is separate from the regular agenda. It is distributed only to the Board members and the Administrator.
- During any Executive Session, any School Board member, the Administrator, or the designated pastor may be asked to leave the room. This will be confirmed with a

majority vote.

Items for Executive Session:

1. School personnel, hiring, supervision, support, discipline or termination of workers.
2. Reports relative to job performance appraisals are appropriate for executive session. This includes the annual job performance of the Administrator.
3. Students, including discipline related issues up to and including expulsion and academic progress.
4. School families

Discussions and information shared during executive session shall remain confidential. During executive sessions, the Board can deliberate on agenda items but may not take any actions related to those items. All discussion on executive session items takes place in executive session. When discussion is closed, a motion is made and passed to close the executive session.

All School Board actions, including voting, occur in open session. The motion and result are all that are reported in the minutes of the School Board meeting.

II/H – Responsibility for the School Board Policy Manual

It is the responsibility of all members of the School Board to read and be aware of the policies and procedures included in the policy manual. It is specifically the responsibility of the officers of the School Board to relate these policies and procedures to any business conducted by the School Board. The officers of the School Board should whenever possible determine the implications of a motion on the present handbook and assure that such motions include a statement to revise the handbook accordingly.

It is the responsibility of the Administrator and the staff to carry out the business of the school in compliance with these policies and procedures.

It is the responsibility of the secretary of the School Board to review all meeting minutes for such motions and give a copy to the Administrator in July for inclusion in the updated Handbook. All School Board members will return their Handbooks to the Administrator annually for the updates, which will be returned to them updated in a timely manner.

III. CURRICULUM, INSTRUCTION, AND SCHOOL ACTIVITIES

III/A – Accreditation

Timothy Lutheran School is administered according to the State of Missouri's required standards of elementary education. This applies to all subject areas being taught, the required time allotments to the various subjects, the number of school hours for classes to be in session, and the physical facilities of the school.

In addition, Timothy Lutheran School is accredited by National Lutheran School Accreditation (NLSA) of the Lutheran Church - Missouri Synod and The Missouri Non-Public School Accreditation Association (MNSAA) and will conduct such periodic reviews as necessary to maintain such accreditation.

III/B – Class Size

The School Board recognizes the need for guidelines regarding the number of students that an instructor has in class. The Board also recognizes that grade level, type of class, teacher personality, student maturity and even finances at times affect the appropriate class size. The School Board and Administration will strive to treat the following as maximums for normal classrooms.

Preschool:

3 year olds	10
4 year olds	10

Elementary:

Kindergarten	15
First Grade	15
Second grade	15
Third grade	15
Fourth grade	15
Fifth grade	22
Sixth grade	22
Seventh grade	22
Eighth grade	22

These populations will be exceeded at the administrator's discretion and communication with the teachers involved. These limitations do not apply in classes such as band, physical education, team-teaching situations, reading improvement and music education classes.

The following additional information will be used in determining classroom population:

- A. Maximum numbers
 1. Physical room capacity (20 desks)
 2. Educationally sound room population for one teacher as listed above.
- B. If student enrollment increases room population to above maximum, then the Board shall consider hiring an aide for that room. Hiring procedures as outlined elsewhere in this manual shall be followed.
- C. If maximum capacity is exceeded, then the School Board shall consider hiring an additional teacher for that grade. Hiring procedures as outlined elsewhere in this manual shall be followed.

III/C – Financial Policies

III/C/1 – Fees

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

III/C/2 – Scholarships

Timothy Lutheran School Scholarship Fund

The purpose of the Scholarship Fund is to offer financial assistance. The grant amounts may vary each year, according to the amount in the fund and the requests for assistance. Donations into this fund are encouraged and various fundraisers contribute to this fund. Tuition payments are supplemented from Scholarship fund for the following purposes.

Need-Based Scholarships

Scholarships based entirely on families' financial need are granted each year and must be applied for annually. The family must complete an application (which can be requested at the school office) and provide any supporting documentation when establishing the need. This application, distributed by administrator, will include language on expectations of the spirit of volunteerism. The application and supporting documentation to verify that the needs criteria are met must be submitted to the School Administrator and are kept anonymous. An interview with the School Administrator is scheduled. The findings and a recommendation are shared with the scholarship committee, consisting of three School Board members and the School Administrator, and they vote to approve or deny the request. Applicants will be informed of the awarded amount as soon as possible.

Scholarships are available to anyone without regard to race, color, national and ethnic origin, church membership, or whether the student is new or returning. Scholarships may be granted up to 50% of tuition. Funds will be derived from the Scholarship Fund. If these funds are exhausted, the amount required may be funded by tuition reduction upon the discretion of the scholarship committee.

Multiple Child Scholarship

Parents with more than one child enrolled in any of Timothy's Preschool and/or Elementary programs receive a 10% scholarship on additional children. The highest tuition is payable at full price, with the discount being applied to the lower tuition.

Staff Tuition Scholarship (K-8, and Church Employees)

Full-time church employees and full-time 10/12 month school employees of Timothy Lutheran Ministries or sister LCMS congregations and Lutheran High School of Kansas City shall receive 50% off tuition for all enrolled relatives as listed below. This scholarship also would apply to all called/full-time staff of sister LCMS congregations and Lutheran High School of Kansas City.

Part-time (20-29 hours/week) employees of Timothy Lutheran Ministries or sister LCMS congregations and Lutheran High School of Kansas City receive 25% off tuition for relatives as explained in bullet one. Permanent/part-time employees working less than 20 hours/week will receive 10% off tuition for each relative.

Additional guidelines:

- Employees may use this scholarship for their own children, grandchildren or children of whom they have legal custody or are financially responsible for their tuition.
- Scholarship is for tuition only. All fees, for each child, are due in full.
- Multiple child scholarship does not apply when using this scholarship.
- A full-time employee is defined as working 30+ hours/week.
- Scholarship is available only while employee is employed at Timothy, Lutheran High School of Kansas City, or sister LCMS congregation.
- Relatives of retired LCMS pastors would qualify for tuition at the Timothy member rate.

Early Payment Discount

Parents who pay their child(ren)'s annual tuition in full by the August deadline, will receive a 10% discount off the total tuition amount. This discount is at the discretion of the School Board to be reviewed on an annual basis.

Schubkegel Scholarship

Members of Timothy Lutheran Church are eligible to apply for the Theodore V. Schubkegel Scholarship for their children entering grades 3-8. This is a merit-based scholarship and is managed by the Truman Heartland Community Foundation. Applications are completed online at www.thcf.org.

Rosemary Thompson Scholarship

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

III/C/3 – Purchasing

The school Administrator shall put procedures in place for requisitioning supplies and materials.

III/C/4 – Teachers Handling Money

On occasions when money must be collected by the classroom teacher, it should not be kept in the classroom, but should be turned into the office for processing and handling. Monies turned into the office shall be clearly identified as to amount and purpose and within 24 hours of receipt.

III/C/5 – Returned Checks

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

III/C/6 – Outstanding Debt Procedure

All fees and tuition are due in full October 1 of each school year, unless a deferred payment schedule is approved by the Administrator. Any family with an outstanding balance at the end of the first semester will be denied admittance for the second semester until all fees have been paid.

III/D – Pledge Policy

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

As members of the body of Christ, our students will also have the daily opportunity to learn and say the Pledge of Allegiance to the Christian flag. Time will also be spent in discussing the meaning of the Pledges.

The student will stand, if able, and render proper respect to the flags.

III/E – Student Conduct & Discipline

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".

Establishing and maintaining a disciplined environment at Timothy's school is the shared responsibility of the students, teachers, parents, and Administrator. In dealing with behavioral problems, the Administrator makes recommendations for handling the problem and establishes procedures for using resource people to resolve behavioral problems. The Administrator is responsible for publishing student behavior guidelines, steps in the disciplinary cycle, and for administering discipline (including suspension and expulsion), and for training teachers within these guidelines.

III/E/1 – Violations of Student Conduct

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

Behavior Disruptions

Behavior disruptions could involve a wide spectrum of misconduct including, but not limited to:

- Tardiness
- Disrespect (backtalk, lack of courtesy, interrupting, bad language, disregard of instructions, general bad manners)
- Lying
- Damage to school property or the property of fellow students
- Tripping, pushing, biting, and spitting
- Incomplete work and cheating
- Unnecessary boisterousness in the room
- Public displays of affection

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

Specific Conduct Violations

- Assault or battery of a fellow student
- Assault of a faculty or staff Member
- Possession/use of any potentially dangerous, hazardous, or inappropriate item
- Possession or use of a weapon (see Appendix 7)
- Terrorist threats and false reports
- Hazing and bullying

III/E/2 – 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/guardians.
3. Teachers refer child to the School Administrator.
4. School Administrator conducts a private conference with the child.
5. School Administrator requests a conference with the parents/guardians.

*Due to the severity of the behavior, steps may be omitted or skipped and go straight to the School Administrator.

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

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

Corporal Punishment: Corporal punishment is strictly **prohibited**.

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

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

III/E/3 – Suspension

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

Ten (10) school days or less: A suspension of ten (10) days or less is the removal of the violating student from school property for that length of time determined and may be imposed by the School Administrator. Students shall not be allowed to attend any school function during the length of the suspension. Suspension may be extended if a student is found to be in attendance at a school function while on suspension. Any student who is suspended for violation of a Safe Schools Act offense shall not be allowed within 1000 feet of school property unless residing within that distance or given prior permission by school officials. In such a case the parent/guardian must request permission in writing and accompany the student if permission is granted. Students violating this provision shall be subject to further disciplinary action.

Eleven (11) to one hundred eighty (180) school days: A suspension of eleven (11) to one hundred eighty (180) school days is the removal of the violating student from school property for the length of time determined and may be imposed by the School Board, who may consider the recommendation of the School Administrator. This consequence shall conform to the procedure set forth above. The School Board shall conduct a conference upon the student’s return to school after a suspension of 11-180 school days. The conference shall include the student, his/her parent/guardian(s), and appropriate school officials who are directly involved with the conduct that resulted in suspension.

Students may be suspended for the following reasons:

- Continued willful disobedience to school authorities (insubordination)
- Open and persistent defiance, either in language or action, of school authorities
- The use of profanity or vulgarities
- Smoking, vaping, or having tobacco on school premises or at school-sponsored events
- Willfully defacing in any way, school property, real or personal, belonging to the school
- Carrying or use, on the school premises or at school-sponsored events, of weapons,

- or instruments designed to cause bodily harm
- Possession, use, or being under the influence of narcotics or alcoholic beverages on the school grounds or at school-sponsored events
- Excessive amount of incomplete homework assignments
- Stealing
- Gambling
- Forging or using forged notes
- Truancy
- Fighting (assault or battery of other students and/or teachers)
- Harassment/bullying
- Immorality
- Leaving campus without proper clearance
- Inappropriate public displays of affection

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

III/E/4 – Expulsion

The term “expulsion” refers to exclusion for an indefinite period. Expulsion is the removal of the violating student from school property and loss of academic credit. Pupils may be expelled for extreme instance(s) of misconduct and/or refusal to demonstrate a cooperative attitude. However, before such action, a case study and conference will involve the parent/guardian, School Administrator, pastor, and the School Board. Expulsion is to be used as a last resort after all discipline techniques and cooperative efforts between parent, child, teacher, and School Administrator have been exhausted. The pupil shall be expelled by mutual action of the School Administrator and the School Board. In all cases, a written record of the action shall be maintained by the School Administrator and included in the student’s cumulative folder.

III/E/5 – Relocation

In the event we cannot provide the classroom and curriculum support for a child to achieve success, the school administrator along with the classroom teacher will consult with the parent/guardian(s) on relocation to another learning environment.

III/F – Testing

Timothy Lutheran School conducts a complete program of standardized testing. Achievement tests, reading tests, and skills tests are administered during the course of the school year. The results of the various tests are used as a resource by teachers for assessing the intellectual endowment of the pupils and for measuring the achievement of curriculum objectives for each subject. Such information is then used for the guidance of students, to identify the gifted and those in need of special assistance, to improve instruction and learning, and to evaluate the entire educational program and curriculum objectives.

Some tests are administered during the first part of the school year and the results become a valuable aid to direct the teacher throughout the entire year. Other tests are given as needed,

enabling teachers to measure progress achieved during the school term.

All test results are communicated to the respective parents of the students. This gives our parents a better understanding of our testing program - its nature, scope and purpose, and helps to foster harmonious and cooperative relations between school and home.

III/G – School Calendar

A school calendar will be published on an annual basis after approval by the School Board. Normally the calendar will be published prior to the end of the school year for the next ensuing school year. Changes, additions, or deletions to the published schedule will be distributed to staff members, the School Board, and parents through other means as deemed appropriate as they occur.

The Timothy Lutheran School academic calendar shall accommodate the educational program of the school. The calendar shall be a minimum of 1144 hours for student instruction.

III/H – Field Trips

Many educational values can be gained by experiences that are not possible in a classroom situation. Therefore, a number of excursions and field trips for each class are planned during the school year.

Each class should take at least one educational field trip per year. Grades 7-8 may take one extended trip that goes beyond school hours. The children may be charged a fee to cover the cost of transportation and incidental expenses. Any field trip which is of an overnight nature shall have appropriate male/female staff and/or parent supervision if not provided for at the host facility.

III/I – Curriculum Evaluation and Textbook Adoption

The School Board has a responsibility to ensure that regular curriculum evaluation occurs using the Missouri Show Me standards provided they align with our Christian values. Curriculum evaluation and recommendations for revisions is the responsibility of the teachers and Administrator. Revisions and evaluation will be on a maximum six-year cycle and will cycle annually. This may be carried out most effectively through the use of committees. The committees study a subject area and have three major responsibilities:

- Continually evaluate the educational program assigned to them
- Discuss possible revisions in goals, content, methods, philosophy and materials
- Decide on all changes and recommend their adoption to the staff and School Board
- Incorporate test results

To be reviewed during the following years:

Year A	Math
Year B	Science
Year C	Social Studies
Year D	Religion and Fine Arts
Year E	Reading
Year F	English, Handwriting, Spelling

III/J – Worship

“All school” chapel services are to be conducted on a regular basis. The “all school” devotion and chapel services are to provide students with opportunities to participate in the school-wide worship setting. In addition, opportunities to participate in the planning and leading of worship are encouraged. Student offerings may be collected and distributed to the work of a designated mission project.

III/K – Music Programs

The school-wide curriculum is to include a variety of instruction in music. Music, as a creation of God, is a vehicle of worship and a medium for creative expression. Students at all grade levels are to have the opportunity for music instruction. Students in grades preK-8 will be in a choir class. Students in grades 5-8 have the opportunity to participate in band when offered. All students must participate in a music program.

III/L – Athletics

All athletic programs shall foster/demonstrate Christian sportsmanship. Because our bodies are “the temples of God,” it is imperative that we develop and nurture our growth physically as well as mentally.

Physical education, intramural and interscholastic sports are an integral part of the total school curriculum. They encourage physical welfare and vigor and provide opportunities for “reaching” children. These programs are full partners in the educational progress and contribute to the development of the whole child.

III/L/1 – Athletic Policies

A Christian Perspective of Athletics

Timothy Lutheran School is here to help train youth for a life of service to God and man. As Christian athletes, we are commanded by God Himself to strive for excellence and competence in our area of participation. The ultimate goal of our striving must be to give all glory to our God, who is the source of all our talents.

Athletics at Timothy places a Christian into a special position. This position gives us a special opportunity to witness our faith through our actions and words, both on and off the athletic field. It gives us the opportunity for individual growth through Christian fellowship. We show our Christian character in both winning and losing.

Timothy participates in the Kansas City Lutheran Athletic League (KCLAL), cooperating with all league rules and procedures. Sports typically offered for student participation are volleyball (girls), soccer (boys), basketball (girls and boys), track (girls and boys), and cross-country (girls and boys). Students in grades 4-8 may be eligible, depending on the specific sport.

Academic Eligibility Requirements

We believe that athletics are an extension of the curriculum. If a student works to capacity in the

classroom, the student is more apt to give the same effort as an athlete. We, therefore, expect every athlete to work hard mentally as well as physically to reach the student's potential.

- All Timothy students working toward academic potential will be eligible for athletic activities.
- All students participating in school-sponsored athletic activities who have below average grades in **two or more** subjects (below C-) or who have a failing grade in **one or more** subjects will be placed on suspension for a period of **two weeks**.
- Suspension means that such student cannot practice with the team or squad, play in any games or participate in the group's activities during those weeks of suspension. During the weeks of suspension, the student must raise all below average grades to a C- or above. If class work has not been successfully improved the student moves into dismissal.
- If a student is suspended from the team for a second time during the season, the student will automatically be dismissed from the team. Dismissal means the student is removed from the activity for the duration of the sport's season.
- Under special circumstances, the administrator, teacher, and athletic director may alter the probation or suspension policy on a week-to-week basis.

Insurance

Timothy Lutheran School does not assume any financial expense incurred because of athletic injuries. Therefore, we feel it is absolutely necessary for every athlete to be covered by the parent's health insurance. Athletics is a voluntary program in which the student may participate if the student so desires, but the student does so at the student's own risk of injury.

Transportation

The parents of all Timothy Lutheran athletes are responsible for transportation to and from practices and also to and from games. All Timothy Lutheran athletes should be picked-up and/or taken home within a reasonable amount of time after the practice or game.

Additional Athletic Policies and Information

Comprehensive information about athletic participation is found in the Timothy Lutheran School Athletic Handbook, available by request from the school office or Athletic Director.

III/M – Reporting Student Progress

Progress reports will be issued on a quarterly basis during the school year for grades 3-8. In addition, parent-teacher conferences will be scheduled at least twice during the academic year: after the first quarter and mid-February if needed.

Progress reports are based on the abilities and progress of each child. Therefore, students will receive an effort grade or a letter grade. Core subjects will receive a letter grade and special classes will receive an effort grade.

III/N – Special Student Events

All special events held during or after the normal school day must:

1. Have specific prior administration approval.
2. Involve staff in the supervision of the event.
3. Conform to all rules set forth in Sections III/F. Students not conforming will be excluded from the event and placed in the custody of a parent or guardian.
4. Assure that music and/or dance that is inappropriate or presents an ideology opposed to Christianity will not be used.

III/O – Student/Parent Grievance Procedure

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.

There are concerns that parents, teachers, administrators, and staff always have when working together within any organization. In order to establish a purposeful and positive procedure for approaching a situation in good faith and with a Christian attitude, together with a concern for the well-being of staff members, the students of our school and the ministry of Timothy Lutheran Ministries, the following steps are to be used in managing any concern in a forthright and Christian manner. The objective is to maintain a positive attitude in an attempt to equitably settle and resolve the matter at the lowest procedural level possible.

Forms will be available, by request, from the Administrator (see Appendix 10). Meeting(s) will be facilitated by the Administrator and/or School Board Chairperson.

STEPS:	PROCEDURE:	TIMING/MEETING DATE:
1.	Go see the individual first. Read Matthew 18:15-22. Pray about the matter and for strength and guidance to deal with the concern in a Christian	Within five school days

	manner. This needs to be the first step. Negative comments and criticisms are to be avoided. Always maintain a positive attitude toward resolution of the problem.	
2.	After both have prayed on the matter, return to the individual and share your views as presented on the reverse side. (Communicate your concerns on a feeling level with "I" messages.)	Within five school days
3.	Submit form to the Administrator. If necessary, he will call a meeting with you and the individual in question. If concern is with the Administrator submit to the School Board who will take appropriate action.	Within five school days
4.	Meet with the Administrator, the individual in question, board chairperson, and staff member of	Within five school days
5.	If not settled by this level, the board chairman will have a joint meeting with the individual in conflict and with the concerns committee of the school board which includes: Administrator Staff member of choice School Board Chairman Two School Board Members Pastor Representative to the School Board	Within ten school days
6.	If necessary, meet at a full School Board meeting, including the Administrative Pastor	Within ten school days
7.	Meet with the Executive Board	
8.	Finally, but hopefully not, a meeting would be held at the Voters Assembly.	

III/P – Weapons Policy

Timothy Lutheran School is a weapon-free zone. No student, faculty member, parent or other guest to the school campus may bring a weapon, as defined in the current Missouri Code (see Appendix 7), to or on school property. Should such an offense occur, the offender shall immediately be assigned appropriate consequences. Active law enforcement officers are exempt from this policy.

III/Q – 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. It is the policy of Timothy Lutheran School that each student be dressed in a way that will not hinder the educational process and will promote a positive image among our students. The current Dress Code can be found in the Parent Handbook. Specific situations not covered in the published Dress Code will be dealt with on a case-by-case basis by the School Administrator. The School Administrator will set a procedure for instructing the teachers on enforcing the dress code and communicating the dress code to students and parents. This procedure should include a series of warnings and consequences for non-compliance.

Students and their parents will be made aware of "dress corrections" that must be made. Appropriate attire will be provided for the remainder of the school day. These "loaner" clothes should be laundered and returned to the school office. Any student who consistently refuses to cooperate in matters of dress and appearance will be asked to withdraw from school.

IV. STUDENTS AND STUDENT SERVICES

IV/A - Lifestyle of the Student

Children are expected to conduct themselves in a Christian manner in school, on the playground, and during extra-curricular activities. This includes showing respect to all personnel and observing school rules.

When a personal adjustment problem interferes with the development of the other students, and class time has to be repeatedly sacrificed because of the individual's problem, then this matter will be brought to the attention of the Administrator.

Disciplinary measures (see Section III/E) will be used as required. If any parents think the disciplinary action was unjust or too severe, they are to notify the teacher and request an appointment so that the action may be discussed and the problem resolved.

IV/B – Enrollment and Admission

IV/B/1 - Enrollment Guidelines

Timothy Lutheran School unashamedly believes, teaches, and practices the lordship of Jesus Christ and acknowledges the authority of God's Word, the Holy Scriptures, without reservation. For example, if a question regarding biblical lifestyles arises in chapel or your child's classroom, the teacher will answer from a biblical viewpoint consistent with our mission and belief statement. If your beliefs and lifestyle choices are not in agreement with our beliefs, the teacher's answer may create conflict in your child's heart and mind.

Biblical principles are integrated into every subject taught at our school. Our staff is committed not only to academic excellence, but also to teaching students how to apply the truths of God's Word to every aspect of life.

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. A period of time is 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.
7. 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), emergency contact information and emergency medical authorization.
8. Timothy Lutheran School reserves the right to determine final grade placement for any applicant or present student based on educational need.
9. 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.
10. Admission to the school shall be with the understanding that parents have familiarized themselves with the philosophy and policies of Timothy Lutheran School.

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.

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. 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.

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 payment is due on receipt of invoice. 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.

IV/C – Promotion and Retention

Decisions to promote or retain should be based on such factors as achievement, ability, chronological age, physical maturity, social maturity, emotional maturity, and student and parent attitude. If retention is recommended, it shall be presented to the student and parents as an opportunity, not as a punishment.

Decisions concerning retention are initiated at the beginning of the second semester and are made by the administrator following consultation with parents and teachers.

Students must receive a D average, for the year, in each of the core subjects during the eighth grade to receive an academic diploma. Students who fail to meet this requirement will be issued a certificate of attendance.

This policy does not apply to students identified with special needs.

Parents may appeal, in writing, to the School Board if they are not in agreement with the school's position on retaining their child. The School Board will have a closed session meeting with the Parents, teacher and administrator to determine the placement of the student. **The School Board's decision is final.**

IV/D – Transportation

Timothy Lutheran students are transported by their parents to school. The school does not provide bus transportation to or from school.

Parents are responsible for transportation to and from extracurricular activities, unless arrangements have been coordinated by the school.

Pertaining to school activities, please adhere to field trip policy in Parent & Student Handbook.

IV/E – Safety

Regular safety drills are to be carried out periodically during the school year in compliance with state requirements. These drills should be done during the regular school day. Evacuation routes and procedures are to be posted in each occupied room.

Safety programs should be presented annually to each grade on an appropriate academic and interest level.

IV/F – Student Records

The keeping of accurate records is an important part of teaching. A permanent record folder is to be kept on file for each student. Teachers have the responsibility to keep records up to date for their students.

The permanent records of Timothy Lutheran School will consist of the following:

- Daily Attendance
- Standardized Test Results
- Yearly Summary of Grades
- Health Records

IV/G – Health Policy

IV/G/1 – Illness

Out of regard for the health and well-being of all students and staff, sick children shall be kept at home until the condition is remedied. Children should not be returned to school until they are well enough to participate in classroom activities.

In the event of injury or illness occurring at the school, parents shall be notified by the teacher or school office immediately. An updated emergency information card shall be kept on all students.

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.

IV/G/2 – Immunizations

Immunization records are monitored by the Jackson County Health Department and the State of Missouri and need to be kept current. The school administrator is required to report to these agencies. Should a child contract a communicable disease, the school administrator needs to be notified. Families will be notified of any exposure or a contraction of communicable disease within the program. See Appendix 8 for current State of Missouri Immunization Schedule.

IV/G/3 – Medication

Due to the high liability and risk factor, medication is not to be dispensed by teachers and/or kept in the classroom.

All medication will be given to the student by office personnel 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 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.

IV/G/4 – 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 remedy the problem. Any treatment dispensed will be recorded (e.g., bandage, temperature taken, wound cleansing).

IV/G/5 – Blood-borne Pathogen Infections

The School Board will use the State of Missouri statutes and other published recommendations as guidelines in handling students or employees who acquire infection by blood-borne pathogens. See Appendix 9.

IV/H – Students Leaving Campus

To assure the safety of the children no child of any age will be allowed to leave the campus during school hours unless accompanied by a legal parent or guardian, or by someone who that person has designated in writing with that responsibility. If special circumstances apply, parent/legal guardians should contact school administrator.

It is recommended that a written note from the parent must inform the teacher of any appointments and the parent/guardian **must come to the office** to pick the child up at the appropriate time.

IV/I – Middle School Student Participation in Extra-Curricular and Co-Curricular Events-

The same guidelines as published for Athletic Participation apply to all extra- and co-curricular activities. Formal worship services are not considered co-curricular events. Any activity where

the student is representing the school to the general public is a privilege afforded to any Timothy Lutheran student who meets minimum academic, social, and behavioral expectations. If a student works to capacity in the classroom, he/she is more apt to give the same effort in any area of involvement. We expect every student to work hard mentally as well as physically to reach his/her potential.

IV/J – Policy for Requests by Parents for Specific Teacher/Classroom Placement

As a general policy, requests by parents for classroom/teacher placement of students will not be considered, except in approved circumstances. Only when extreme special circumstances exist will requests be considered. Requests must be made in writing to the Administrator, must detail special circumstances, and will require the approval of the Administrator. Parental or student preference, or parental perspective of a teacher's qualification will not be considered as a special circumstance. The Administrator reserves the right to refuse any request.

V. STAFF

V/A – Lifestyle of Staff

It shall be the expectation of the staff to share:

With Students: Share Jesus Christ, the Savior, as he/she directs his/her students in their understanding of religious and secular subjects. Staff members will reflect God's love as they counsel, guide, and interact with students, endeavoring to develop their God-given capabilities to their fullest potential.

With One Another: Help students to see themselves as fellow sinner-saints who need Christ as their Savior. Staff members should help each student to see each other as children of God and therefore brothers and sisters in God's family. Staff members will provide means by which they can express their love to God and to each other. They will seek opportunities to share the joy of Christian faith with co-workers, students, parents, and congregation.

Within the Community: Participate and take an active interest in community affairs. Staff members should be a citizen of the community who realizes and capitalizes upon God-given opportunities to give a Christian witness. As a teacher he/she should impress upon students the realization that they are ambassadors for Christ in the neighborhood community in which they live.

With The World: Help his/her students become responsible Christian citizens by providing a quality Christ-centered education which meets the needs of his/her students. Staff members will keep abreast of current trends in education through professional study, in-service education, and attendance at workshops, conferences, and graduate study. They will emphasize the mission of the church in the world and a students' responsibility toward it.

The Saving Gospel: Help students to become more fully aware that Jesus Christ is their only Savior. By rightly dividing the Law and the Gospel, staff members will daily lead them to acknowledge their sinful condition, repent of their sins, and turn to Christ for forgiveness and strength to follow Him. Staff members should study the Word, enrich background as a teacher of the Word, and strive to continually improve teaching techniques in directing pupils learning of

the Word.

Through the Holy Spirit: Recognize that only through the power of the Holy Spirit can one serve the Lord and those entrusted to his/her care. Staff members must realize that they must be like Christ if Christ would speak and serve through them. Only the Holy Spirit can enable a staff member to be such a worker in Christ. He/she should acknowledge the fact that achievements are blessings from the Holy Spirit.

Carrying Out the Father's Business: To evaluate effectively the use of time, talents, and goods as to further the work of Christ's Kingdom. He/she must lead his pupils in such a way that they are motivated to dedicate their spiritual and intellectual resources to whatever service for His Kingdom that their Lord and Master, Jesus Christ, may assign them.

V/B – Educational Staff Job Descriptions

Position descriptions shall be maintained in the records of Timothy Lutheran Church. See Appendix 1 for current sample job descriptions.

V/C – Staff Responsibilities

Timothy Lutheran Ministries exists to support its members as they carry out the great commission. The professional church workers serving Timothy Lutheran School have chosen to dedicate their professional career to serving our Lord. The guidelines that follow are designed to assist in establishing and maintaining a sense of equality in responsibilities and compensation. The reality is that our Lord has called each of our staff members into service, equipped them with a variety of gifts, and has given them this place of service. The guidelines are designed to assist in ministry - not to restrict or limit but to enable. Indeed our Lord wants us all to use our gifts and talents to His glory!

All school staff are required to be familiar with and adhere to all policies contained within the Congregational Personnel Manual. This document is maintained by the church Executive Board and can be obtained by contacting the church office or the designated Personnel Committee Chairperson.

V/D – Teachers

Teachers who serve in the Timothy Lutheran School have responsibilities for their assigned teaching duties and all faculty committee, athletic and musical tasks that are assigned. Since the salary for such responsibilities is related to the completion of the tasks rather than a number of days served no specific time requirement is attached. It is expected that all teachers in this category are available for meetings and class work from the first day in August through the end of the third week in May (or the last day of school) each year unless they are on vacation. All workers are expected to be at school unless they are on a scheduled vacation. All vacation schedules must be submitted to and approved by the Administrator in advance of the days off.

Sample Additional Teacher Opportunities:

- Participation in congregational activities
- Coaching one sport or equivalent
- Directing a Quarterly school mission project
- Lead staff devotions
- Lead individual/class presentations at chapel
- Faculty committee responsibilities
- Athletic Coach

V/D/1 – Stipends and Salary

Teachers are paid at the base salary plus experience increments, as defined by Timothy Lutheran Church Personnel Policy.

V/D/2 – Changes – Teachers

Annually the Administrator and the School Board will assess the need for additional staff. This will take the form of replacements for positions previously held by other workers and any additional positions authorized by the appropriate board.

Teachers interested in a change in their duties must inform the Administrator no later than the end of January regarding changes for the next academic year.

V/D/3 – Teacher Certification

Timothy Lutheran requires all teaching staff members to hold appropriate State of Missouri certification.

V/D/4 – Professional Growth

The School Board encourages the Timothy Lutheran faculty members and administrators to continue their education beyond required levels for the following reasons:

1. The Board expects teachers to keep abreast of new developments in their fields of expertise and interest.
2. Educators can strengthen weaknesses by attending appropriate classes and learn new teaching techniques.
3. Teachers can empathize more readily with their own students, if they themselves are sometimes students.
4. Teachers can gain new skills in unfamiliar fields and thus enhance their value to the school and community.
5. Knowledge concerning learning and the psychology of the student is constantly increasing, and the board wants its staff to be able to use all possible tools.
6. The board expects the teachers and administrators to be involved in curriculum improvement and development.

V/D/5 – Teacher Evaluation and Supervision

Purpose

The purpose for the supervision and evaluation of teachers and instruction is to enhance student learning and assure the purpose and objectives of Timothy Lutheran School are achieved.

Observation

The Administrator will formally observe classroom instruction at least two times during the review period and record observations on the classroom observation form. (See Appendix 6.) These observations will become an integral part of the yearly teacher evaluation.

Evaluation

During the spring of each school year, the Administrator will complete a **Teacher Performance Appraisal** for each teacher. 1st-3rd year teachers be evaluated yearly by the administrator, but then continue on a 3-year evaluation rotation. The Administrator will review the appraisal with the teacher, discuss observations, set goals, and detail any required course of action. Careful records of goals and course of action must be kept assuring effective follow-up and evaluate progress. The Administrator will report to the School Board general observations, progress of the appraisal process, and any specific concerns at the February regular meeting. All appraisals will be completed and reviewed with the respective teacher by June 1. See Appendix 5.

V/D/6 – Teacher Correction Action Policy

The purpose of this policy is to address problems that are not able to be resolved, or are beyond the scope of the teacher performance appraisal procedures.

1. The Administrator will identify, document, and discuss the area of concern and plan of action with the teacher. The Administrator will evaluate the response to the plan of action within an appropriate timetable not to exceed 30 days.
2. If the area of concern is not resolved within 30 days, the Administrator will document the concern, plan of action, and consequence of further non-compliance in a letter addressed to the teacher. This letter will be reviewed with the teacher by the Administrator and Administrative Pastor and will be signed and dated by all three parties. The Administrator will report the area of concern to the School Board in executive session and will update the board periodically on the status.
3. If the area of concern is not resolved within the time frame detailed in step two, the Administrator will document the continuing non-compliance and recommend disciplinary action, which may include time off without compensation, in a letter to the School Board. The School Board will approve or recommend disciplinary action in executive session.
4. If the non-compliance continues after the disciplinary action of step three, the School Board will consider recommending dismissal. If it is a called position, it needs to go to the Elders.

V/D/7 – Calls and Contracts

Official Lutheran Church – Missouri Synod Policy, Procedures, Terminology and Call Documents shall be used.

A Divine Call is an official request, offer, or agreement extended by a calling body to a person eligible to receive such a Call. Eligible persons are those men and women who have completed the graduation or colloquy requirements of a synodical teacher's college, who have been approved for ministry by its faculty, and who are recent graduates, or are already engaged in the ministry.

Non-rostered salaried educators that have been hired by contract need not be members of Timothy Lutheran Church, but must be a member of the Lutheran Church-Missouri Synod. Lay educators contracted by Timothy Lutheran must complete their colloquy within **a five year period** beginning with the first year of their contract, after which time they would be considered for a Call. Upon accepting a Call the called worker would be required to become a member of Timothy Lutheran Church, unless alternate arrangements are approved by the School Board.

V/D/8 – Teacher Leaves (Sickness, Maternal, Personal)

Teacher leaves shall be considered within the guidelines of the Congregational Personnel Manual. Any situation not covered within established guidelines shall be approved by the administrator with the concurrence of the School Board.

V/E – Administrator

V/E/1 – School Ministries Administrator Qualifications Policy

An administrator who is on the roster of the Synod as a Minister of Religion - Commissioned, either through initial degree completion at an LCMS university or via colloquy, is preferred. Candidates who are otherwise qualified for the position but do not meet this requirement must complete their colloquy within a five year period beginning with the first year of their contract, after which time they would be considered for a Call. Upon accepting a Call the called worker would be required to become a member of Timothy Lutheran Church, unless alternate arrangements are approved by the School Board.

V/E/2 – Administrator Evaluation

The board shall conduct both an ongoing and annual review of the administrator's performance. Annually, by July 1st, the Chairperson of the School Board will consolidate an evaluation based on the individual feedback prepared by each School Board member and other methods outlined by the Board. The Chairperson of the Board may designate a committee to assist with this process. The Chairperson or designee will review the consolidated evaluation with the

Administrator. A copy of this evaluation will be given to the congregational Executive Board, via the Personnel Committee Chairperson, and will be filed in the Administrator's personnel file.

V/E/3 Administrator's Absence

In case the School Administrator is unable to perform their duties as assigned, the Senior Pastor or designee will be on site to support the teachers and staff until the administrator is able to return to his/her duties.

V/F – Anniversary/Retirement/Farewell Celebrations

Anniversary celebrations for teachers, pastors, and staff will be conducted in accordance with congregational guidelines established by the Executive Board as outlined in the Personnel Manual.

V/G – Termination of Employment

See also Congregational Personnel Manual Section 4.200

Reasons for termination of employment:

1. Resignation of employee
2. Adherence to false doctrines
3. Conduct unbecoming to a servant of the Word
4. Neglect of duty
5. Inability to perform the work for which he/she has been called
6. Non-renewal of contract or non-tenured position
7. Lay off or termination due to decreased student enrollment
8. Retirement
9. Reduction in staff

V/G/1 – Termination procedures

1. Termination due to resignation or retirement will be at the request of the individual with approval from the School Board.
2. Guidelines for the School Board for determining priority for retention are as follows (a. = highest priority):
 - a. Total church worker seniority* assuming qualifications meet needs. To be considered as a church worker, a teacher must be on this status for one school year preceding any reduction.
 - b. On basis of qualifications and school needs
 - c. Seniority of teacher-only status
 - d. Non-tenured positions
 - e. Non-tenured teacher only status
3. Terminations as a result of 2 through 5 will be made in accordance with the constitution of Timothy Lutheran Church. See also Section V/D/6 - Teacher Corrective Action Policy.
4. *Seniority defined as total years of service in Lutheran Church - Missouri Synod (church worker and/or teacher only)

V/H – Reduction in Staff

In situations where teacher calls/contracts cannot be renewed or must be terminated during the term of the call/contract because of a reduction in staff, the administrator shall use the following

in making recommendations to the School Board:

1. Synodical certification
2. Membership at Timothy Lutheran Church
3. Seniority
4. Teaching effectiveness and overall value of the teacher's gifts, strengths, and general qualifications to meet the needs of the school

Before an employee is terminated or not renewed because of reduction in staff, the employee shall be:

1. Notified in writing by the congregation's designated agent of the proposed action and the grounds of dismissal
2. Advised of his/her right to respond to the notice of termination or non-renewal by following the Policy on Employee Grievances

V/I – Procedure of Employing New Personnel

The process for selecting a staff member to fill the vacancy created when the teacher from Timothy Lutheran leaves or due to growth is as follows.

V/I/1 – Staffing Decision Tree & Process

When a vacancy on the staff occurs due to a release, resignation, retirement or other reason, the following decision model will be used:

1. Is there a need to fill the vacancy?
Yes [] No [] If yes go to 2. If no – finish
2. Notify the congregational Personnel Committee.
3. Is there a need to revise the position description?
Yes [] No [] If yes go to 4. If no go to 5.
4. Revise and approve the position description.
5. Is the position to be filled with an experienced candidate or a graduate?
If experienced candidate go to 6; If graduate go to 9.
6. Is the position to be filled with a called or contract position?
 If called go to 7
 If contract go to 8
7. If called:
 - a. Determine with Executive Board and Board of Elders whether a call committee is to be formed.
 - b. Announce the vacancy to the staff and congregation.
 - c. Make copies of the position description available upon request
 - d. Contact the Missouri District Office for a Call list
 - e. Open a call for candidates to the staff and congregation
 - f. Gather information on all candidates

- g. Candidates are interviewed by call committee or School Board
 - h. Call Committee/School Board forwards recommended candidate name to Board of Elders.
 - i. Voters vote to extend Call to candidate
8. If non-called/contract:
- a. Announce the vacancy to the staff and congregation.
 - b. Make copies of the position description available upon request
 - c. Open a call for candidates to the staff and congregation
 - d. Gather information on all candidates
 - e. Interview candidates
 - f. Select candidate and make recommendation to Executive Board.
 - g. The Executive Board will extend contract on behalf of the congregation.
9. If a graduate:
- a. Determine with Executive Board and Board of Elders whether a call committee is to be formed.
 - b. Contact the placement office at each of our Concordia campuses.
 - c. Secure the names and qualifications of potential candidates
 - d. Review all candidate information with the School Board
 - e. Interview candidates
 - f. Select a candidate
 - g. The School Board forwards recommended candidate name to Board of Elders.
 - h. Voters vote to extend Call to candidate
10. Extending Part-Time Positions
- a. The vacancy will be announced by the Administrator to the staff.
 - b. Other announcements may be made (e.g., to congregation) but are not required.
 - c. Candidate information is gathered.
 - d. Administrator conducts interviews
 - e. Administrator recommends a candidate to the Board for action.
 - f. If approved, the Administrator will extend a contract.
11. Priorities for all hiring decisions
- a. Priority is given to candidates who are synodically-trained.
 - b. Priority is given to candidates who are successfully serving on the staff.

The School Board and the Administrator shall screen and/or interview possible candidates for the position of either called or contracted teacher. In the case of a called teacher, the Board shall recommend to the Elders one candidate for submittal to the Voters to extend a call.

V/II/2 – Onboarding Process (checklist to appendix)

The Administrator is responsible for overseeing the orientation and onboarding process for all newly hired staff. See Appendix 2: Sample Onboarding Checklist.

V/J – Dual Spouse Employment

Dual calls and dual spouse employment is permissible.

V/K – Teacher/Administrator Records

The administrator shall keep a file of records for each staff (teacher) member. These records should include items such as date of birth and other personal information, teaching experience, education, certifications, areas of expertise, interests, and annual evaluation reports. Access to these records shall be restricted to the staff member, Administrator, School Board and Administrative Pastor only.

V/L – Substitute Teachers

The administrator is ultimately responsible for securing substitute teachers in the absence of regular staff members. The most qualified substitute for the vacancy should be selected within the time constraints allowed. During periods of planned absence the regular teacher has the responsibility in planning lessons for the substitute. The pay scale for substitute teachers is established annually by the administrator within the parameters of the School Ministry budget.

V/L/1 – Substitute Teacher Qualifications

The substitute teacher's function is not custodial but instructional. The substitute teacher is not on duty just to "keep the children"; he/she is there to teach. Therefore, the substitute should carefully use the regular teacher's lesson plans, class rolls, schedules, and other provided materials which will enable him/her to assume quickly the role of teacher.

The substitute is obligated to conduct herself in a professional, ethical manner in her relationship with pupils, colleagues, parents, and the teacher whose place he/she is filling. This should follow the lesson plans for the day as closely as possible. He/she should understand the policy regarding her responsibilities for correcting and grading written work assigned by the regular teacher and whether he/she should make assignments themselves.

The substitute teacher:

1. Is an example of Christian conduct and attitude.
2. Makes a good personal appearance.
3. Has a cooperative nature.
4. Is self-motivating.
5. Accepts the school's general philosophy and objectives.
6. Is cooperative and possesses a healthy self-concept.
7. Is structured for efficiency and is able to cope with flexibility.
8. Properly supervises the children and is in control of the classroom situation, even when offering limited freedom to students.
9. Keeps students profitably occupied.

10. Is able to retain confidential information.
11. Shows love and concern for children.
12. Is able to make wise decisions in the teacher's absence.

All persons interested in working as a substitute teacher at Timothy Lutheran shall possess either a valid Missouri teaching certificate in the appropriate area of instruction or a valid substitute permit. All arrangements for such a permit will be made through the school office, but the cost (if any) must be born by the applicant. Any emergency situation or extenuating circumstances requiring the hiring of a substitute teacher without valid certification or permit shall be considered and acted upon by the administrator in consultation with the School Board as needed.

V/M – Hiring Policy for Those in Temporary Instructional Positions

All candidates must meet the required qualifications for the position in question. Assuming candidates are equally qualified, hire with preference to:

1. Synodically trained candidates.
2. Candidates who are a member of a Lutheran Church-Missouri Synod congregation.

V/N – Supplemental Employment

Staff members may engage in outside employment providing such work does not interfere with their assigned school and church duties and responsibilities.

V/O – Extra Church and School Activities

All new activities and programs which require staff participation, supervision and/or management must have prior approval of the Administrator and the School Board.

The Administrator will assign staff members extra church responsibilities according to need and the qualifications of the individual staff members.

V/P – Congregational Membership

It is strongly preferred that full-time staff members be members of Timothy Lutheran Church, Blue Springs, Missouri. Membership at another Lutheran Church-Missouri Synod Congregation may be acceptable. It is preferred that part-time staff members are members of Timothy Lutheran Church, Blue Springs, Missouri.

VI – Pre-School

Timothy Lutheran Church has offered Pre-school to its members and the Blue Springs community since 1976. Classes are offered at the Wyatt Road campus.

Specific policies and procedures are found in the Parent Handbook, which is updated annually. The Handbook is available on the church and school websites or by contacting the School office.

VI/1 – Organizational Leadership Structure

The Preschool is part of Timothy Lutheran School Ministries, and as such, the School Administrator has authority and general supervision over the educational programs. The Preschool falls under the purview of the Timothy Lutheran School Ministries School Board and, ultimately, church leadership (Pastor(s), Elders, and Executive Board).

VI/2 – Accreditation

Timothy Lutheran Preschool is accredited through the National Lutheran School Association (NLSA). This accreditation helps Timothy Lutheran Preschool evaluate its curriculum and operations, especially from a Christian and Lutheran point of view.

VI/3 – Curriculum

All classes use the *One in Christ* religion curriculum from Concordia Publishing House (CPH). Each teacher is provided a teacher's guide and resources. This 36-week lesson program is in chronological order to go along with the school year calendar.

Focus areas of the curriculum include:

1. Gross Motor Development
2. Social Emotional Development
3. Language Development
4. Cognitive Development
5. Field Trips/In House Events
6. Child Assessment

VI/4 – Enrollment and Admissions

When a family desires to enroll their child in a Timothy program, the following is required:

- A fully completed enrollment form
- A fully completed provider contract
- A fully completed medical/immunization form
- Payment of the enrollment fee
- Completed ACH form or payment plan

If a class is full, parents may request for their child to be placed on a wait list.

Families must notify the office when enrollment information changes, such as addresses, phone numbers, work information, etc. If a parent gives new record information to the teacher, he/she should pass it on to the office.

VI/5 – Tuition

Tuition is set annually and approved by the School Board. Tuition increases are based on local market prices for pre-school, costs of staffing and program offerings, and the need to responsibly manage the fiscal needs of the school and church.

VI/6 – Discipline

At Timothy discipline is thought of as a process of teaching the child. This includes setting of limits and when necessary, enforcing those limits. Expectations for a child's behavior shall be appropriate for the development level of the child. Classroom rules shall be simple and understandable to each child. Praise and encouragement of good behavior shall be used instead of focusing only upon unacceptable behavior.

When enforcing rules, the teacher should follow a pattern that can be called the “three R's of discipline”. They are **Remind, Redirect, and Remove**. If a child exhibits a behavior that is unacceptable, the child will be reminded of the rule they are breaking. If the behavior continues, the staff member will redirect the child to a different activity. If there is still a problem, the child will be removed from the activities for a few minutes. At Timothy a fourth “R” is added, **Repentance**. When a child is sorry for what he/she had done or failed to do, the teacher will assure the child of the love and forgiveness Jesus has for them.

Physical punishment including, but not limited to, spanking, slapping, shaking, biting or pulling hair shall be prohibited. No discipline technique which is humiliating, threatening or frightening to children shall be used. Children shall not be shamed, ridiculed or spoken to harshly, abusively or with profanity.

Punishment or threat of punishment shall not be associated with food, rest or toilet training. Children shall not be placed in a closet, a locked or unlit room or any other place which is frightening. Children shall not be permitted to intimidate or harm others, harm themselves or destroy property.

No policy can list each and every violation which may result in the use of discipline action. We take into account the age of the child and will discipline the children age appropriately.

VI/7 – Safety

Timothy Pre-School adheres to the strictest safety measures so that children attending the school are safe. Safety and emergency procedures are universal for the entire school. Each staff person is to be aware of all safety and emergency procedures. The Emergency Operations Plan is kept current and is found in the Pre-School through Eight Grade Staff Handbook. An annual inspection is conducted by the Fire Department.

APPENDICES

Appendix 1 – Position Descriptions



POSITION DESCRIPTION – SCHOOL ADMINISTRATOR

HOURS: Full Time, Exempt
SALARY: Based on experience
REPORTS TO: Senior Pastor

PURPOSE: To serve the church by developing, coordinating and administering an effective and comprehensive ministry to the congregation and providing leadership to and supervision of volunteers and staff involved in total ministry. Engage in team ministry cross-training to become prepared for future ministry responsibilities.

QUALIFICATIONS: Rostered minister in the LC-MS or in the process of becoming rostered. Holds, or has applied for, a valid Principal's certificate issued by the Missouri Department of Elementary and Secondary Education, or a valid national certificate. At least two years of administrative or supervisory experience in a Lutheran School.

RESPONSIBILITIES INCLUDE:

1. Supervise implementation of policies and regulations.
2. Supervise and evaluate school personnel according to policies, procedures and regulations approved by the Board.
3. Maintain a safe, clean learning environment; plan and supervise drills as part of the emergency procedures program.
4. Prepare, supervise, and maintain all required records, reports, lists and other paperwork required or appropriate to the school's administration.
5. Plan, organize, implement and supervise all school activities.
6. Prepare all recess, cafeteria, and daily class schedules. These schedules shall be presented to the teaching staff at the beginning of the school year.
7. Maintain student conduct and enforce discipline as necessary according to Board policy and due process of the student.
8. Assist in the development, revision and evaluation of the curriculum.
9. Conduct staff meetings as necessary for the development and implementation of our environment conducive for student learning and achievement.
10. Prepare and submit the school's budgetary needs and provide oversight of the expenditure of funds.
11. Demonstrate professional growth and development through membership and participation in professional organizations, attendance at professional meetings, etc.
12. Act as liaison between the school and its community – parents, church and community.

Reviewed by the Personnel Committee 3/2/17

Approved by the Elders 03/20/2015



POSITION DESCRIPTION – SCHOOL TEACHER

HOURS: Full Time, Exempt
SALARY: Based on experience
REPORTS TO: School Administrator

Timothy Lutheran School Ministries expects its teachers to give constant examples of Christian love and dedication. The teachers are to present themselves in good taste and without offense. Promptness and initiative are to be commended. Teachers sell Christian education by their example. The teacher is always in complete charge of the children while in the classroom and on school grounds. Love for children is a prime trait that each teacher should have. Teachers shall welcome the visits of the principal in their classrooms. As they utilize every opportunity for professional growth, teachers seek to prepare themselves better for their sacred calling.

Qualifications:

Professional

1. Must be a graduate of a college/university of the Lutheran Church-Missouri Synod, or willing to go through a program of colloquy,
2. Must be a certified to teach by the State of Missouri
3. Will uphold the Biblical truths and confessions as contained in the Book of Concord, and
4. Will continue to advance professionally through reading, conference attendance, and further study.

Personal

1. Associates closely with God through prayer, Bible study, regular communion and church attendance and actively participates in their congregational activities,
2. Is able to clearly articulate the purpose of Timothy Lutheran School Ministries,
3. Sets annual goals for self, identifies priorities within these goals, and is able to implement them effectively, and understands and uses Christian leadership abilities.

Supervision of Children

1. Is responsible for implementing all discipline policies of Timothy Lutheran School or refer the problem to the principal to implement the "Christian Discipline Policy",
2. Shares in duties of playground supervision,
3. Is expected to see that all students show respect for the school building and property, including making sure that students keep the classrooms neat and clean.
4. Shares in responsibilities of various school activities (choir, plays, mission projects, etc.)

Education of Children

1. Understands and is able to communicate the subject matter,
2. Is able to give clear, concise instructions with thoughtful questions,
3. Maintains a good routine for teacher and students to follow,
4. Prepares weekly lesson plans,
5. And maintains a pleasant and enjoyable classroom spiritually, emotionally, and physically.

Staff Relationship

1. Must use time efficiently, organize teaching assignments systematically and prepare weekly lesson plans which are available for the principal to review,
2. Will review classroom goals with the principal periodically, to ensure goals and objectives are in place,
3. Must assist the principal in any way that will help promote Christian education within Timothy Lutheran School.
4. Is to communicate to the principal any problem related to ones teaching or classroom management.

Reviewed by the Personnel Committee 3/2/17

Approved by the Elders 03/20/2015



POSITION DESCRIPTION

SCHOOL SERVICES – ADMINISTRATIVE ASSISTANT

HOURS: Full Time (40 Hours, Monday-Friday) Non-Exempt
SALARY: Based on experience
REPORTS TO: School Administrator

JOB OVERVIEW: The Administrative Assistant is responsible for assisting the School Ministry Administrator in the day-to-day operation of the elementary school. This responsibility includes various functions and work with necessary individuals within the church as well as students and their parents.

QUALIFICATIONS: The Administrative Assistant is a church professional, forgiving, and willing to grow as a disciple, must be spiritually natured, and love the Lord. This person must function as a team member, have good written and verbal skills, basic office equipment skills, and the ability to meet deadlines, handle multiple tasks and generate accurate and quality work.

RESPONSIBILITIES INCLUDE:

1. Devote his or her time and energies during normal business hours to the business and affairs of the School Ministry Team, using his or her best efforts, skill and abilities to promote its interest.
2. Perform routine duties and special projects assigned by the School Ministry Administrator, as well as, assistance as needed to the elementary teaching staff.
3. This position requires confidentiality and sensitivity of the needs and concerns of those who seek the ministry of the Church.
4. Perform receptionist duties of receiving and directing visitors.
5. Perform inventory control of receiving new items and overseeing teachers' inventories at school year-end.
6. Perform enrollment recordkeeping which includes enrolling students by accepting applications from their parents, interviewing parents, putting together classes at the start of the school year, updating records as new students enroll or students drop from the program, and filling openings from a waiting list. Also includes maintaining records required by the Missouri Synod and the State of Missouri.
7. Perform tuition recordkeeping/bookkeeping which includes posting payments as they are received, collecting late tuition, and turning all monies over to the church bookkeeper on a timely basis.
8. Coordinate and oversee volunteers who assist the program on a regular or as needed basis.
9. Perform secretarial duties of correspondence in and out, phone calls, sorting mail, making copies, etc.
10. Assist School Ministry Administrator with correspondence, phone calls, mailings, etc., on an as needed basis.

Approved 3/2/17 by the Personnel Committee



POSITION DESCRIPTION EARLY CHILDHOOD CENTER TEACHER

HOURS: Part Time (24 Hours/Week Monday - Friday) Non Exempt
SALARY: Based on experience
REPORTS TO: ECC Administrator

The Early Childhood teachers are responsible for the general supervision and management of ten children between the ages of 3 and 5 years. (with the exception of infants, toddlers being 4 children, and 2 year olds being 8 children to one teacher.) The teachers have direct daily contact with the children and their families. The teacher plans and facilitates the daily routine and activities of the students. He/She must be able to assess each child's development, plan activities to enhance the development of each child and communicate to the family. The Early childhood teacher will represent the school ministry through a Christian lifestyle, a respect for confidentiality, and a devotion to the goals and objectives of Timothy Lutheran Church and School.

Qualifications:

Personal-

1. Reflect and commit to the school's Mission and Philosophy, its Statement of Faith and overall ministry and well-being of Timothy Lutheran Church and School.
2. Be a member in good standing at Timothy Lutheran Church, or another Christ-Centered (John 14:6) Christian Church with teachers we have salvation by the grace of God alone. (Eph 2:8-10)
3. Present a pleasant, friendly, and open mannerism, relating well to both children and adults.
4. Be sensitive to the needs of others, care about the feelings of others, and be tactful and courteous, showing respect for others at all times.
5. Be an effective communicator, a team player.
6. Demonstrate organizational skill.
7. Show the ability to take initiative in completing necessary tasks.
8. Practice neat and clean patterns of hygiene and dress.

Professional-

1. Enjoy children and be willing to learn and apply new found knowledge in the field of Early Education into practice.
2. Be knowledgeable of the growth and development of a preschool child.
3. Work diligently without immediate supervision.
4. Follow directions; be self-reliant and have strong problem solving skills.

Approved 3/2/17 by the Personnel Committee



POSITION DESCRIPTION EARLY CHILDHOOD CENTER AIDE

HOURS: Part Time (24 Hours/Week Monday - Friday) Non Exempt
SALARY: Based on experience
REPORTS TO: ECC Administrator

An aide provides support to the staff and may be assigned to work in the classroom, office and/or kitchen. The teacher's aide is under the supervision of the teacher, office administrator or cook, to assist with the children, classroom preparation, housekeeping, record keeping and/or clerical duties. The aid at Timothy should be someone who can work well with another person, who can take direction and follow-through with those directions. The aid has the responsibility for, but is not limited to:

- Working effectively with the assigned staff/teacher.
- Carrying out duties as assigned
- Substituting for the teacher in the teacher's absence.
- Performing any other duties as assigned.

Approved 3/2/17 by the Personnel Committee



POSITION DESCRIPTION COOK

HOURS: Part Time (24 Hours/Week Monday - Friday) Non Exempt
SALARY: Based on experience
REPORTS TO: ECC Administrator

JOB OVERVIEW: The cook is a vital part of the Timothy Lutheran ECC team. The cook maintains the Family Life Center kitchen, orders food and supplies and provides teachers with the supplies and food needed. The cook puts away orders from the food supplier in the kitchen storage room, orderly maintains the kitchen storage area and prepares and serves lunch for the children enrolled in childcare as well as the Elementary school.

RESPONSIBILITIES INCLUDE:

- stay up to date with the Department of Health (DOH) regulations regarding safety and sanitation
- keep the kitchen clean and maintain the following:
 - Refrigerator
 - Freezer
 - Stove
 - Oven
 - Microwave
 - Sinks
 - Dishwasher
 - Counters
 - Cabinet fronts
- keep the storage room stocked with food related supplies
- keep childcare classrooms stocked with food related supplies
- provide childcare with breakfast, snacks and beverages
- prepare menus for applicable classes
- order and shop for food
- operate food program within budget
- plan, prepare and serve snacks for special events
- wash needed items in the washing machine, dry them and fold them
- keep all stainless items in the kitchen clean daily
- keep on hand at least two day's supply of food and water in case of emergency
- keep sub note book current
- ability to lift large cans and trays of food
- ability to lift large boxes of food when orders arrive from food service
- order supplies for the Church as needed
- other duties as assigned

Appendix 2 – Sample New Employee Checklist



New Employee Checklist

Name: _____

Date Covered: _____

First Day to Work: _____

- ___ Mission & Vision Statement for the School
- ___ Personnel Manual
- ___ Parent Handbook
- ___ Staff Emergency Medical Information
- ___ Sick & Vacation Days: Who to call when you are sick?
- ___ Confidentiality
- ___ Curriculum – Goals/Standards
- ___ Friday Note to Parents – If classroom teacher
- ___ Staff Meetings
- ___ Injury/Accident Forms
- ___ School Weather Closings
- ___ Check In/Out Logs & Attendance Records
- ___ Medication Authorization and Policy
- ___ Personal Phone Call & Cell Phone Policy
- ___ School Directory
- ___ Field Trips
- ___ Discuss Other Timothy School Programs
- ___ Staff & Staff Birthday List
- ___ Lunch Count – If Classroom Teacher



- ___ Drills
 - ___ Fire
 - ___ Tornado
 - ___ Lock Down
- ___ Resources in Office/Copier Room
- ___ First Aid Kits/Emergency Procedures
- ___ Computer set up
- ___ Smartboard
- ___ Phone
- ___ Chapel
- ___ Mailboxes
- ___ Copy Machine
- ___ Art Room

Appendix 3 – Sample Tuition Worksheet Packet (Updated Annually)

Timothy Lutheran School K-8 20xx-202xx Tuition Worksheet

Family Name:			
Child 1:	Grade:	Child 2:	Grade:
Child 3:	Grade:	Child 4:	Grade:

K-8 20xx-20xx Tuition Schedule	Cost	# of students	Total
Cost of Education (full cost of education; offset by Timothy Lutheran church offerings, designated gifts, and fundraising)	\$xxxx		
Tuition (community member)	\$xxxx		
Tuition (Timothy Lutheran Church member)	\$xxxx		
TOTAL TUITION			A
Scholarships and Discounts			
Multiple child scholarship (10% for second student and beyond)	-\$		
Need-based scholarship award (Apply by contacting school office. Supported by TLS Auction, Rummage Sale, donations, and other fundraisers)	-\$		
Schubkegel Scholarship award (Merit-based scholarship for Timothy church members. Apply by June 1 at www.thcf.org)	-\$		
Early payment scholarship* (Tuition paid in full by August 7)	-\$250		
Scrip Rebate tuition credit (Submit annual report found at www.shopwithscrip.com by July 15)	-\$		
TOTAL SCHOLARSHIPS			B
TOTAL FAMILY TUITION (box A minus box B)			C

Payment Calculator			
(*Note: full amount of Box C is due on August 1 if Early Payment Discount is utilized)			
2 payments (August 7 and January 8)	9 Monthly ACH withdrawals (5 th or 20 th of each month)	12 Monthly ACH withdrawals (5 th or 20 th of each month)	
C ÷ 2 =	C ÷ 9 =	C ÷ 12 =	

Disclaimer: This worksheet is provided for tuition estimation purposes only. All figures will be verified by the school's Administrative Assistant.

Appendix 4 – Sample School Board Annual Comment and Reflection on Administrator Activities

A. Curriculum - Providing and/or allowing for development of curriculum, materials and resources, supervision of instruction, teaching of the Faith throughout the day, scope of curriculum	
Areas particularly well done	Areas needing attention
B. Staff - Formulating policies, recruiting, assigning and supervising of staff. Encourages professional and educational advancement. Promotes team ministry.	
Areas particularly well done	Areas needing attention
C. Students - Communicating philosophy of Christian education, formulating policies, providing for counseling, dealing with disciplinary problems, promoting extracurricular activities and general school spirit. Shows loving care and concern for students.	
Areas particularly well done	Areas needing attention
D. Parents - Communicating philosophy of Christian education and school policies, counseling regarding student behavior and activities, listening to problems and suggestions, enlisting support and cooperation. Properly and adequately advises P.T.L.	
Areas particularly well done	Areas needing attention
E. School Board - Reporting on school progress and problems, presenting suggested actions, enlisting cooperation, support and promotion of school, serving as resource, counselor and leader.	
Areas particularly well done	Areas needing attention
F. Congregation - Communicating school objectives and programs, enlisting cooperation and support. Exemplifying the Christian faith and life through active congregational membership and worship.	
Areas particularly well done	Areas needing attention
G. Community - Maintaining an active interest in community affairs, good public relations with community organizations and public and parochial schools.	
Areas particularly well done	Areas needing attention
H. Business Management - Organization and working with the business staff, providing for custody of school property, being knowledgeable in such areas as budgeting, large-scale fund raising, building programs, capitalization and debt service.	
Areas particularly well done	Areas needing attention
Signature of person completing this form _____	

Appendix 5 – Sample Teacher Performance Appraisal Form

Performance Evaluation (to be completed by the evaluator).

Staff Member: _____

Position: Teacher

Evaluator: _____

Date: _____

1. Are changes needed in the position description to provide a more accurate description of their responsibilities? If so, list all changes.
2. Are their gifts, talents and training what the members of this church need? How is this demonstrated? If not, what do I need to encourage?
3. Does the staff member have the ability to plan for the future, lead, direct, control and communicate plans and vision with others effectively? How is this demonstrated? If not, what would assist them?
4. What does the staff member do to manage their time effectively?
5. Staff member's major accomplishments this past year.
6. Areas that need to be improved next year.
7. Opportunities for training or development.
8. Is the staff member positive in their approach, treat their co-workers in an open, respectful manner? Do they work collaboratively toward the mission of the school and church?

Evaluator/s Signature: _____

Date: _____

Staff Members Signature*: _____

Date: _____

*I understand that my signature does not necessarily indicate agreement with the evaluation. I acknowledge that my evaluator has reviewed and discussed this appraisal with me.

Staff Member Evaluation Summary Sheet (to be completed by the evaluator).

Name: _____

Position: Teacher

1. Evaluator's summary statement after the formal evaluation. Be sure to include summary of discussion, revised job description and plans for the future.
2. Comments by staff member.
3. Professional Goals:
4. Personal Goals:

Evaluator's Signature: _____

Date: _____

Staff Member's Signature*: _____

Date: _____

*I understand that my signature does not necessarily indicate agreement with the evaluation. I acknowledge that my evaluator has reviewed and discussed this appraisal with me.

Appendix 6 – Sample Administrator Appraisal Form for Classroom Visitation

NAME				GRADE		DATE	
NO. OF YEARS IN THE TEACHING MINISTRY				NO. OF YEARS AT Timothy Lutheran			
				Exceptional	Effective	Needs Improvement	Unsatisfactory
<u>Classroom Atmosphere</u>							
Maintains a neat and attractive classroom							
Proper temperature and ventilation							
COMMENT:							
<u>Class and Classroom Control</u>							
Exceptional							
Is in control of the class situation							
Can control unexpected behavior							
Displays Christian concern in discipline							
There is attention, order, cooperation and respect							
COMMENT:							
<u>Gaining Attention and Establishing Focus</u>							
Lessons are taught in light of God's Word							
Well defined objectives							
Students become aware of purpose of lesson							
Attention and focus are attained							
COMMENT:							
<u>Asking Questions</u>							
Sees teaching as raising questions							
Conducting inquiry into matters of value and fact							
Help child establish beliefs and make value judgment							
COMMENT:							
<u>Recognizing Pupil Cues</u>							
Responds to facial and body cues							
Student participation							

Quality of responses				
Types of student questions				
COMMENT:				
<u>Varying the Stimulus Field</u>				
Teacher's body movements				
Gestures				
Oral expression				
Use of silence				
Use of repetition				
Demonstrates enthusiasm and displays creative teaching techniques				
COMMENT:				
<u>Visual Aids</u>				
Use of A-V material				
Smart Board				
Bulletin board				
Maps				
Models				
Computers				
COMMENT:				
<u>Planning and Daily Preparation</u>				
Daily and long-range plans				
Plans ahead so that texts, reference materials and other supplies are on hand when needed				
Preparation for pupil evaluation				
COMMENT:				
The teacher as an Effective Teacher (Global Rating)				

Administrator's Signature

Teacher's Signature

Appendix 7 – Missouri Revised Statutes (Weapons Definitions)

571.010. Definitions. — As used in this chapter, the following terms shall mean:

(1) **"Antique, curio or relic firearm"**, any firearm so defined by the National Gun Control Act, 18 U.S.C. Title 26, Section 5845, and the United States Treasury/Bureau of Alcohol Tobacco and Firearms, 27 CFR Section 178.11:

(a) **"Antique firearm"** is any firearm not designed or redesigned for using rim fire or conventional center fire ignition with fixed ammunition and manufactured in or before 1898, said ammunition not being manufactured any longer; this includes any matchlock, wheel lock, flintlock, percussion cap or similar type ignition system, or replica thereof;

(b) **"Curio or relic firearm"** is any firearm deriving value as a collectible weapon due to its unique design, ignition system, operation or at least fifty years old, associated with a historical event, renown personage or major war;

(2) **"Blackjack"**, any instrument that is designed or adapted for the purpose of stunning or inflicting physical injury by striking a person, and which is readily capable of lethal use;

(3) **"Blasting agent"**, any material or mixture, consisting of fuel and oxidizer that is intended for blasting, but not otherwise defined as an explosive under this section, provided that the finished product, as mixed for use of shipment, cannot be detonated by means of a numbered 8 test blasting cap when unconfined;

(4) **"Concealable firearm"**, any firearm with a barrel less than sixteen inches in length, measured from the face of the bolt or standing breech;

(5) **"Deface"**, to alter or destroy the manufacturer's or importer's serial number or any other distinguishing number or identification mark;

(6) **"Detonator"**, any device containing a detonating charge that is used for initiating detonation in an explosive, including but not limited to, electric blasting caps of instantaneous and delay types, nonelectric blasting caps for use with safety fuse or shock tube and detonating cord delay connectors;

(7) **"Explosive weapon"**, any explosive, incendiary, or poison gas bomb or similar device designed or adapted for the purpose of inflicting death, serious physical injury, or substantial property damage; or any device designed or adapted for delivering or shooting such a weapon. For the purposes of this subdivision, the term **"explosive"** shall mean any chemical compound mixture or device, the primary or common purpose of which is to function by explosion, including but not limited to, dynamite and other high explosives, pellet powder, initiating explosives, detonators, safety fuses, squibs, detonating cords, igniter cords, and igniters or blasting agents;

(8) **"Firearm"**, any weapon that is designed or adapted to expel a projectile by the action of an explosive;

(9) **"Firearm silencer"**, any instrument, attachment, or appliance that is designed or adapted to muffle the noise made by the firing of any firearm;

(10) **"Gas gun"**, any gas ejection device, weapon, cartridge, container or contrivance other than a gas bomb that is designed or adapted for the purpose of ejecting any poison gas that will cause death or serious physical injury, but not any device that ejects a repellant or temporary incapacitating substance;

(11) **"Intoxicated"**, substantially impaired mental or physical capacity resulting from introduction of any substance into the body;

(12) **"Knife"**, any dagger, dirk, stiletto, or bladed hand instrument that is readily capable of inflicting serious physical injury or death by cutting or stabbing a person. For purposes of this chapter, "knife" does not include any ordinary pocketknife with no blade more than four inches in length;

(13) **"Knuckles"**, any instrument that consists of finger rings or guards made of a hard substance that is designed or adapted for the purpose of inflicting serious physical injury or death by striking a person with a fist enclosed in the knuckles;

(14) **"Machine gun"**, any firearm that is capable of firing more than one shot automatically, without manual reloading, by a single function of the trigger;

(15) **"Projectile weapon"**, any bow, crossbow, pellet gun, slingshot or other weapon that is not a firearm, which is capable of expelling a projectile that could inflict serious physical injury or death by striking or piercing a person;

(16) **"Rifle"**, any firearm designed or adapted to be fired from the shoulder and to use the energy of the explosive in a fixed metallic cartridge to fire a projectile through a rifled bore by a single function of the trigger;

(17) **"Short barrel"**, a barrel length of less than sixteen inches for a rifle and eighteen inches for a shotgun, both measured from the face of the bolt or standing breech, or an overall rifle or shotgun length of less than twenty-six inches;

(18) **"Shotgun"**, any firearm designed or adapted to be fired from the shoulder and to use the energy of the explosive in a fixed shotgun shell to fire a number of shot or a single projectile through a smooth bore barrel by a single function of the trigger;

(19) **"Spring gun"**, any fused, timed or nonmanually controlled trap or device designed or adapted to set off an explosion for the purpose of inflicting serious physical injury or death;

(20) **"Switchblade knife"**, any knife which has a blade that folds or closes into the handle or sheath, and:

(a) That opens automatically by pressure applied to a button or other device located on the handle; or

(b) That opens or releases from the handle or sheath by the force of gravity or by the application of centrifugal force.

(L. 1981 H.B. 296, A.L. 1998 S.B. 496, A.L. 2008 H.B. 2034)

Appendix 8 – State of Missouri Immunization Requirements

2019-2020 Missouri School Immunization Requirements

- All students must present documentation of up-to-date immunization status, including month, day, and year of each immunization before attending school.
- The Advisory Committee on Immunization Practices (ACIP) allows a 4-day grace period. Students in all grade levels may receive immunizations up to four days before the due date.
- Required immunizations should be administered according to the current Advisory Committee on Immunization Practices Schedule, including all spacing. (<http://www.cdc.gov/vaccines/schedules/index.html>).
- To remain in school, students "in progress" must have an Immunization In Progress form (Imm.P.14) on file. In progress means that a child has begun the vaccine series and has an appointment for the next dose. This appointment must be kept and an updated record provided to the school. If the appointment is not kept, the child is no longer in progress and is noncompliant. (i.e., Hep B vaccine series was started but the child is not yet eligible to receive the next dose in the series.)
- Religious (Imm.P.11A) and Medical (Imm.P.12) exemptions are allowed. The appropriate exemption card must be on file. Unimmunized children are subject to exclusion from school when outbreaks of vaccine-preventable diseases occur.

Vaccines Required for School Attendance	Dose Required by Grade													
	K	1	2	3	4	5	6	7	8	9	10	11	12	
DTaP/DTP/DT ¹	4+	4+	4+	4+	4+	4+	4+	4+	4+	4+	4+	4+	4+	
Tdap ²									1	1	1	1	1	
MCV ³ (Meningococcal Conjugate)									1	1	1	1	2	
IPV (Polio) ⁴	3+	3+	3+	3+	3+	3+	3+	3+	3+	3+	3+	3+	3+	
MMR ⁵	2	2	2	2	2	2	2	2	2	2	2	2	2	
Hepatitis B ⁶	3+	3+	3+	3+	3+	3+	3+	3+	3+	3+	3+	3+	3+	
Varicella ⁷	2	2	2	2	2	2	2	2	2	2	1	1	1	

1. Last dose on or after the fourth birthday and the last dose of pediatric pertussis before the seventh birthday.
Maximum needed: six doses.
2. 8-12 Grades: Tdap, which contains pertussis vaccine, is required.
3. Grade 8-11: One dose of MCV is required. Dose must be given after 10 years of age.
Grade 12: Two doses of MCV are required unless the first dose was administered to a student who was 16 years of age or older, in which case only one dose is required. At least one dose must be given after 16 years of age.
4. Kindergarten-9 Grade: Last dose must be administered on or after the fourth birthday. The interval between the next-to-last and last dose should be at least six months.
10-12 Grades: Last dose on or after the fourth birthday. Any combination of four doses of IPV and OPV constitutes a complete series. **Maximum needed:** four doses.
5. First dose must be given on or after twelve months of age.
6. There must be at least four weeks between dose one and two; at least 8 weeks between dose two and three; at least 18 weeks between doses one and three and final dose must be given no earlier than 24 weeks of age.
7. First dose must be given on or after twelve months of age.
Kindergarten-9 Grade: As satisfactory evidence of disease, a licensed health care provider may sign and place on file with the school a written statement documenting the month and year of previous varicella (chickenpox) disease.
10-12 Grades: As satisfactory evidence of disease, a parent/guardian or MD or DO may sign and place on file with the school a written statement documenting the month and year of previous varicella (chickenpox) disease.



Appendix 9 – Blood-Borne Pathogens

Missouri Revised Statute

191.689. Schools to be given notice of identity of child with HIV infection, when, by whom — identity of infected child may be released to whom by school. —

1. Only after a school has adopted a policy consistent with recommendations of the Centers for Disease Control on school children who test positive for HIV shall the department of health and senior services give prompt and confidential notice of the identity of any child reported to the department to have HIV infection and the parent or guardian of any child confirmed by the department of health and senior services standards to have HIV infection shall also give prompt and confidential notice of the identity of such child to the superintendent of the school district in which the child resides, and if the child attends a nonpublic elementary or secondary school, to the chief administrative officer of such school.

2. The superintendent or chief administrative officer may disclose the identity of an infected child to those persons:

(1) Who are designated by the school district to determine the fitness of an individual to attend school; and

(2) Who have a reasonable need to know the identity of the child in order to provide proper health care.

(L. 1988 H.B. 1151 & 1044 § 15)

Effective 6-1-88

Recommendations regarding students with blood-borne pathogens include the following:

1. The best educational setting for a child with a blood-borne pathogen infection should be determined by a team approach involving the child's parents and doctor, public health officials and school personnel.
2. Each such case should be reviewed on a case-by-case basis where risks and benefits to both the infected child and other children in the school setting should be weighed
3. Most children with a blood-borne pathogen infection should be allowed to attend school because there is an apparent non-existent risk of transmission of the virus to classmates.
4. Mandatory screening of children for blood-borne pathogen infection as a condition for entry to school is not warranted.
5. Teachers and others involved in the care of children infected with a blood-borne pathogen should thoroughly wash their hands if exposed to the child's blood or body fluids. Gloves should be worn if the teacher or caretaker has open lesions on his or her

hands.

6. Surfaces soiled by the blood or body fluids of a child with a blood-borne pathogen infection should be promptly cleaned with disinfectants.
7. The hygienic practices of a child with a blood-borne pathogen infection may improve as the child matures or worsen as the child's condition deteriorates; evaluations of the condition of the child should be made on a regular basis.
8. A child with a blood-borne pathogen infection may need to be removed from the classroom for his/her own protection when cases of measles, chicken pox or other contagious diseases occur in the school population. Such a decision should be made by the child's physician and/or parent of guardian, in consultation with school health officials.
9. Because schools require that school children be routinely immunized against a variety of diseases, the need for such vaccination of a child infected with a blood-borne pathogen should be discussed with the child's own physician.
10. School and public health officials should inform parents, children and educators about the blood-borne pathogen and how it is transmitted.
11. When reliable evidence or information from a qualified source such as individual's parent, physician, or public health officer confirms that a student/staff member is known to have a communicable disease or infection that is known not to be spread by casual contact*, i.e., A.I.D.S., Hepatitis B and other like diseases, the decision as to whether the affected person will remain in the school setting will be addressed on a case by case basis following approved protocol. A case-by-case review is necessary to ensure that decisions are based upon sound, reasonable medical judgments and not on unwarranted fears or suspicions. Protocol and review panel membership is outlined in Employee recommendations approved by the state board include the following:
 - A. The determination of whether an employee with a blood-borne pathogen infection should be permitted to remain employed should be made on a case-by-case basis using a team of public health personnel, the employee's physician, the employee or his/her representative and appropriate school personnel.
 - B. In making the determination, the team should consider the physical/mental condition of the employee, the expected type of interaction with others in school, and the impact on both the employee and others in that setting.
 - C. Mandatory screening as a condition for employment or continued employment is not warranted.
 - D. A school employee shall be required to teach and provide other normal personal contact services unless a determination to the contrary has been made by the team established in Recommendation 9 1.
 - E. School employers should seek to assure that blood-borne pathogen-infected school employees, whether employed or not, should be eligible to receive medical disability, retirement, and other appropriate fringe benefits for which employees are eligible had they contracted any other infectious disease.

Appendix 10 – Student/Parent Grievance Form

Name_____

Home Phone (_____) _____

Date Submitted_____Date of Occurrence_____

What is your perception of "The Problem"?

What were the triggering events?

What do you feel are possible solutions?

What is your role in the "conflict"?

What strategies have you employed to manage the conflict?

What do you feel is the best possible solution?

What action do you recommend be taken?
