

TIMOTHY LUTHERAN SCHOOL

Parent & Student Handbook Pre-School through 8th Grade



“Let’s Make A Joyful Noise” 2025-2026 Theme

Psalm 95:1-2 Oh come, let us sing to the Lord; let us make a joyful noise to the rock of our salvation! Let us come into his presence with thanksgiving; let us make joyful noise to him with songs of praise!

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

Dear Parents and Students:

Timothy Lutheran School offers a Christ-centered education for students in preschool through eighth grade. Rooted in the teachings of the Lutheran Church—Missouri Synod, the school partners with families to provide a strong academic foundation while nurturing each child's spiritual, emotional, and social growth. With a mission to prepare students for lives of Christian service, Timothy Lutheran School equips children not only with knowledge, but with character and a deep sense of purpose grounded in faith.

The school's dedicated faculty and staff strive to create a nurturing, structured environment where students are encouraged to grow in both their academic abilities and personal faith. Daily devotions, weekly chapel services, and Bible instruction are integrated into the curriculum, ensuring that God's Word is a central part of the learning experience. At Timothy, children are taught to see the world through the lens of Scripture, developing a Christlike perspective that guides their relationships, choices, and understanding of the world.

Academically, Timothy Lutheran School upholds high standards across all subject areas. A well-rounded curriculum includes instruction in language arts, mathematics, science, social studies, physical education, and the fine arts. The school also emphasizes critical thinking, creativity, and leadership, preparing students for future academic success. Technology is used purposefully to support learning, and small class sizes allow for personalized attention and meaningful student-teacher relationships.

Beyond the classroom, Timothy offers a variety of enrichment opportunities, including music programs, academic competitions, service projects, and athletics. These activities help students discover their God-given talents and develop confidence, teamwork, and a sense of responsibility. The school community places a strong emphasis on character education, encouraging students to live out their faith through acts of kindness, honesty, and respect.

Timothy Lutheran School is more than just an educational institution—it is a caring community where faith and learning grow together. Families appreciate the school's commitment to Christian values, academic excellence, and a safe, welcoming environment. Through a shared vision between church, school, and home, Timothy Lutheran School continues to impact lives and shape hearts for Christ. With God's guidance and blessing, Timothy remains steadfast in its vision: "Transforming Lives Through Christ-Centered Education."

Yours in Christ,

A handwritten signature in cursive script that reads "Ken Holland".

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

TABLE OF CONTENTS

Absences—Tardies ...	9
Activities List ...	23
Arrival & Departure Procedures ...	8
Athletic Program ...	14
Birthday Celebrations ...	14
Chapel Services ...	13
Child Abuse Reporting...	16
School Staff ...	4
Crisis Management Plan...	16
Curriculum...	6
Discipline Policy—Suspension/Expulsion ...	17
Dress Code ...	11
Enrollment Procedures ...	7
Enrichment Fee...	8
Extended School Care Program...	24
Family Communications ...	10
Field Trip Policy ...	15
Financial Policy ...	20
Food Service...	14
Grievance Policy ...	17
Illness—Immunizations—Medication—Injuries ...	12
Internet Use Policy ...	16
Library Use Policy ...	15
Mission & Vision Statement ...	5
Mission / Service Projects ...	13
Program—Classes—Child Care ...	6
Registration Procedures ...	7
Scholarship Opportunities ...	21
School Calendar...	25
School Closing ...	9
Special Mornings ...	13
Statement of Beliefs...	5
Visitor Policy ...	16
What is PTL...	6
Who Are We? ...	5
Worship—Sunday School—Midweek Education ...	19

CONTACTS

Timothy Lutheran Ministries (8:00 a.m.- 4:30 p.m.) (816) 228-5300

School Fax (816) 874-4025

School Website www.timothylutheralschool.com

Facebook Page www.facebook.com/timothylutheralschool

Pastoral Support

Associate Pastor-Children and Youth Minister – Ryan Hochgrebe

School Staff

Principal	Mr. Ken Holland
7 th /8 th Grade HR	Mr. Tyler Hutton
6 th Grade HR	Mrs. Jennifer Stevenson
6 th Grade HR	Mrs. Caitlin Bucy
5 th Grade HR	Mrs. Jill Otte
4 th Grade	Mrs. Kim Brunkhorst
3 rd Grade	Ms. Dawn Hicks
2 nd Grade/Vocal Music	Mrs. Beckie Hatcher
1 st Grade	Mrs. Susan Fansher
Kindergarten	Mrs. Ronda Krekel
Pre-school Half-Day	Mrs. Debbie Rose
Preschool 3s/4s combo	Ms. Chasity Reynolds
	Mrs. Kelly Butz
Preschool – Pre-K	Ms. Dana Purvis
	Ms. Phyllis Westermann
Preschool T-W-TH	Mrs. Melissa Hochgrebe
	Mrs. Stephanie Hamilton
Instrumental Music	Mrs. Janie Wilson
Interventionist	Mrs. Mary Beth Self
8 th Math	Mrs. Becky Barnett
Librarian	Mrs. Lindsey Haussmann
Recess Supervisor	Ms. Melissa Westermann
School Services Coordinator (Ext. 8017)	Ms. Kristen Anderson

WHO ARE WE?

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



MISSION STATEMENT

“Transforming Lives through Christ” is the mission of Timothy Lutheran Church and School. Our ministry is founded on the Great Commission which Jesus gave His church – to make disciples of all people (Matthew 28:18-20). As disciples of Jesus, we are committed to transform the lives of our students and their families through Christ as we **Gather** as God’s children, **Grow** spiritually and academically, **Go** into God’s world sharing Christ’s love, and **Give** our time, talents, and treasures to serve God and His people.

VISION STATEMENT

“Transforming Lives through Christ-Centered Education”

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

Internal Vision

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

STATEMENT OF BELIEFS

On Marriage and Sexuality

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

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

On Gender Identity

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.

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

PTL (PARENT/TEACHER LEAGUE)

Parents and teachers working together to cultivate a Christian community of families supporting the needs of Timothy Lutheran School.

PTL supports TLS by organizing fellowship events and fundraising for needs outside of the school's budget. It is a wonderful way to meet other Timothy families while helping our school grow. Meetings are on the second Tuesday of the month at 6:00. For more information, the school office can put you in touch with the current PTL president.

PROGRAM – CLASSES – CHILDCARE

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

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

CURRICULUM

Timothy Lutheran School believes that parents are the child's first teachers. We believe that children learn best by working with hands-on experiences using their five senses: touching, seeing, hearing, smelling, and tasting in a creative learning

atmosphere. We recognize the uniqueness of each child and offer opportunities for growth by providing them with a positive, creative, and stimulating environment in which to develop and learn. It is our hope that in focusing on the whole child, with a strong emphasis on self-esteem, our children will enjoy continued success in the world

REGISTRATION PROCEDURES

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

ENROLLMENT PROCEDURES

A. Enrollment–Guidelines

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

waiting list for all students who have completed the enrollment process by the March 1st deadline, will be determined with priority being given to families with the longest enrollment history. If a number of families have the same enrollment history, priority will be determined by date of payment.

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

C. Enrollment/Re-enrollment–Process

Parents are required to enter all student information in Sycamore, Timothy's student information system, or pay the registration fee to reserve a place for returning or to be a new student to Timothy. The student is not "enrolled" in TLS until both the enrollment fee and all information has been submitted in Sycamore. Enrollment fees are non-refundable except in extenuating circumstances.

D. 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, upon notification of acceptance. Childcare fees are due the following month. Tuition, not paid through an automatic deduction from a checking or savings account, is expected on the 1st of each month.

If outstanding tuition and fees exist, a family is required to make mutually acceptable arrangements with the administration to complete such payments prior to re-enrollment for the next school year. All Preschool records are kept for three years. All K-8 records are kept indefinitely.

E. Graduation

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

F. ENRICHMENT FEE To eliminate the constant ask for monies throughout the school year, an Enrichment Fee has been established for each school year. A one-time fee of \$150 per student will be collected and must be paid before July 1. This fee will be used to support key areas of student activities and classroom needs, including \$50 for field trip costs, \$25 for classroom supplies, \$25 for classroom parties, and \$50 for technology-related expenses.

ARRIVAL AND DEPARTURE PROCEDURES

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

Childcare fees will be assessed. (For more information on our Extended Care Program, see page 24).

Morning drop-offs will be at the south door (main entrance) and west doors. Pre-School through 2nd grade will use the south door. 3rd through 8th grade will use the west door. Doors will be opened at 8:15 a.m. For the safety of pedestrians crossing from the parking lot, do not make a U-turn by the covered entrance.

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

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

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

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

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

SCHOOL CLOSING

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

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

We will not schedule “delayed starts” or “early dismissals” unless parents are notified by phone. Students who are late arriving due to the weather will not be counted tardy. The makeup schedule for snow days will be determined by the administrator.

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

ABSENCES

The school office/teacher should be notified when your child is absent. Students will not be counted tardy/absent due to a medical appointment if the school office/teacher has been notified in advance. When requested, the teacher will prepare classwork to be

completed at home. If classwork is not requested when the student is absent, make-up work for K-8 students will be sent home upon return to class. The teacher will set his/her guidelines for completing the work.

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

TARDIES

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

The tardy policy will be as follows (per semester):

If a student has 5 tardies – conference with the principal

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

If a student has 15 tardies – they must spend 30 minutes after school

FAMILY COMMUNICATIONS

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

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

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

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

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

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

DRESS CODE

A. Purpose of a Dress Code

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

B. Student Dress Code

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

The administrator will set a procedure for instructing the teachers on enforcing the dress code and communicating the dress code to students and parents. This procedure will include a series of warnings and consequences for non-compliance.

1. All clothing should be neatly and properly worn. Frayed, dirty, or generally sloppy clothing is not allowed. Any patches on clothing should be neatly applied.
2. No student will be permitted to wear any clothing, emblems, or items bearing or implying an un-Christian witness, are unpatriotic, cause distractions or give offense such as those with tobacco logos, alcohol advertisements, etc.
3. Footwear must be worn at all times. Shoes must be laced and tied. Closed toe, non-marking shoes are required for PE classes and indoor/outdoor recess. No roller shoes are allowed at school.
5. Shorts of fingertip length are permitted. Cutoff jeans, short shorts and miniskirts are prohibited. No holes in jeans will be permitted.
6. Scanty clothing is not allowed (e.g., spaghetti straps, halter tops, low cut shirts, bare midriff). No undergarments should be showing. Shorts should be worn under dresses and skirts.
7. Extremes in hair styles, jewelry, and makeup are to be avoided. No piercings, except ears. No tattoos.
8. Students should come to school with coats/jackets, hats, and gloves appropriate for the predicted weather. Boots are required to play in snow. We will go outside every day except during severe weather conditions.
9. Caps and hats are not to be worn in the building. This applies to ALL students.
10. Specific situations not covered in the previous points will be dealt with on a case-by-case basis by the administrator.

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

HEALTH POLICY

A. Illness

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

Symptoms for keeping your student home include:

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

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

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

B. Immunizations

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

C. Medication

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

D. Injuries

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

CHAPEL SERVICES

Students receive religious instruction as part of the daily classroom curriculum. In addition, every Wednesday morning, all classes attend a chapel service. Parents and other visitors are always welcome to join us.

Chapel is a sacred time set aside for worship, learning, and reflection. As a courtesy to our students and staff, we ask all guests to help maintain a respectful and quiet environment. If attending with young children, please be mindful of noise and movement that may distract others. If a child becomes restless, we ask that you step out temporarily so the service may continue without disruption.

Students typically sit with their classes during chapel. However, if a parent is in attendance, they may choose to have their child sit with them. In such cases, parents are responsible for ensuring their child remains respectful and non-disruptive throughout the service.

Attendance at chapel as a guest is a valued opportunity to share in our school's spiritual life. In order to preserve a peaceful and focused environment for our students, we ask that all visitors honor the expectations outlined above.

We appreciate your understanding and partnership in making chapel a meaningful and reverent experience for all.

MISSION / SERVICE PROJECTS

Timothy Lutheran School believes that we reflect the love that God has shown to us by sharing of ourselves with others. The elementary school and early childhood center staff will determine mission/service projects to sponsor during the school year. These projects will help students learn what it means to be a steward of the blessings we have received. Details of the project are sent home with the students who are then invited to be a part of that project by contributing money or tangible items. If you have questions about a particular project, please speak with your child's teacher or the office staff.

SPECIAL MORNINGS

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

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

BIRTHDAY CELEBRATIONS

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

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

FOOD SERVICE

A. Lunch

Timothy Lutheran School offers a nutritious lunch program based on the Department of Health guidelines. Each lunch contains all the portions mandated by the state. Students have the option to purchase a school lunch for \$3.50 (including milk) or bring a lunch from home. Milk may also be purchased for \$.50 to accompany lunch brought from home.

Monthly lunch menus are available on the school's website on the parent page. (www.timothylutheralschool.com/parents). Lunch brought from home should be sent in an insulated lunch box and must be ready-to-eat. Refrigerators and microwaves are not available. Students are asked not to bring carbonated beverages to drink with their lunch. Parents are always welcome to join their child at lunch. If parents wish to eat a school lunch, they are asked to call the office beforehand so adequate seating can be arranged ahead of time.

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

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

www.timothylutheralschool.com/lunches

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

B. Breakfast and Snacks

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

ATHLETIC PROGRAM

Timothy provides a competitive sports program for 5th through 8th grade boys and girls. In the fall, volleyball is offered for girls and soccer for boys. Basketball is offered for both groups during the winter months. Basketball teams are comprised of 5th-6th graders and 7th-8th graders. In the spring co-ed track and field is available for students in grades 5-8.

Depending on the need for players to make a whole team, 4th grade students may be invited to join the team on case-by-case basis.

An annual physical exam is also required for all participants. A concussion baseline test is also recommended by the Lutheran Administrators of Kansas City (LAKC) but not required.

FIELD TRIP POLICY

Parents will be notified in advance of any planned field trips and will sign the permission slip for each field trip. However, there may be some impromptu trips such as a walk around the school campus.

Additional adult supervision is generally needed during field trips. Parents are encouraged to assist with field trips. All adults supervising/attending a field trip must have a background check through the school on file with the school office. If there are not enough volunteers to drive for a particular field trip, the trip may be cancelled.

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

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

LIBRARY USE POLICY

K-8 students will visit the school library weekly. The following rules apply to items they check out:

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

- All library items should be returned prior to summer break for inventory purposes.

INTERNET USE POLICY

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

Cell Phones and Electronic Devices

Students are not permitted to use cell phones, smartwatches, or other personal electronic devices during the school day unless directed by a teacher for educational purposes. All devices must remain powered off and stored in backpacks or lockers during school hours. Unauthorized use of electronic devices may result in consequences, including but not limited to confiscation of the device and submission to the principal. Continued violations may lead to additional disciplinary action as deemed appropriate by school administration.

VISITOR POLICY

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

CRISIS MANAGEMENT PLAN

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

Crisis management plans and procedures are in place at the school office and each teacher has a copy as well so that we are prepared as a staff to implement any necessary actions. Timothy Lutheran School has revisited our crisis manuals, and we will continue to provide training and drills to ensure that all employees are aware of our procedures. Current crisis manual plans include and are not limited to a potential kidnapping, intruder, bomb threat, fire, tornado, hazardous spill.

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

CHILD ABUSE REPORTING

In accordance with Missouri state law, our school staff is obligated, under penalty of fine or jail term, to report the reasonable suspicion of physical abuse, emotional abuse, emotional deprivation, physical neglect, inadequate supervision, sexual abuse, or

exploitation. In this very serious and legally narrow area, the school will not contact the parents in advance of making a report to legal authorities. The clear intent of the law, based on the seriousness of the crimes listed above, is to mandate that a report be made when there is a reasonable suspicion of abuse.

GRIEVANCE POLICY

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

1. We take our guidelines from the Bible (especially Matthew 18). Participants in a grievance have an obligation to communicate honestly and directly with each other. Rather than focusing on a singular viewpoint, every effort should be made to understand the other person's perspective. Communication between the parties involved will promote the most direct and effective solution.
2. If the concern is not resolved satisfactorily, then the matter should be brought to the school's administrator, who can help process and mediate the situation. The administrator will strive to bring resolution to the matter. If the initial grievance involves the administrator, then the matter should be directed to the school board president. If no resolution has been obtained, the senior pastor will help process the matter.

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

DISCIPLINE POLICY

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

every violation which may result in disciplinary action. We consider the age of the child and will discipline the children age appropriately.

Student Responsibility

Students are expected to respect all people with whom they come in contact within the school, church, and on the playground. This includes other students, teachers, principal, pastors, secretaries, custodians, volunteers, parents and visitors. Older students are encouraged to assume responsibility for younger students by helping them and setting a good example for them.

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

Parent Responsibility

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

B. Disciplinary Cycle

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

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

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

Disruptive behaviors include (but are not limited to):

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

C. Suspension

The principal shall suspend any student when, in his/her opinion, the best interests of the school and/or student would be served by such action. A suspension shall continue until a conference between parents, child, teacher, and principal has taken place. In all cases,

a written record of the action shall be maintained by the principal and included in the student's cumulative folder. The student may also be suspended from a particular class (i.e., "in-house" suspension) and be required to report to a specific place on campus during that time. Students are required to complete or makeup all the work missed during any suspension.

Students may be suspended for the following reasons:

- Willful disobedience to school authorities
- Open and persistent defiance, either in language or action, of school authorities
- Willfully defacing, in any way, property, real or personal, belonging to the school
- Possession, use, or being under the influence of narcotics or alcoholic beverages on the school grounds or at school sponsored events
- Excessive amount of incomplete homework assignments
- Stealing
- Gambling
- Forging or using forged notes
- Truancy
- Fighting
- Harassment
- Immorality
- Leaving campus without proper clearance
- On or off campus activities
- Other willful or unchristian-like behavior as determined by the Principal

D. Expulsion

Pupils may be expelled (dismissed permanently from the school) for extreme instance(s) of misconduct and/or refusal to demonstrate a cooperative attitude. Students may not carry or use weapons or instruments designed to cause bodily harm on the school premises or at school sponsored events. However, before such action, a case study and conference will involve the parent, principal, pastor, and a representative of the school board. Expulsion is to be used as a last resort after all discipline techniques and cooperative efforts between parent, child, teacher, and administrator have been exhausted. The pupil shall be expelled by action of the administration upon the mutual recommendation of the principal and the administrative commission. In all cases, a written record of the action shall be maintained by the principal and included in the student's cumulative folder.

WORSHIP & SUNDAY SCHOOL

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

Worship Services

- 301 E Wyatt Rd
Sunday— 9:00 AM Contemporary Service
10:30 AM Traditional Service

- The 9:00 service is more contemporary and led by our Praise Team. The service at 10:30 is more traditional style.
- Children are always welcome in worship. A nursery is available for children with parent supervision.

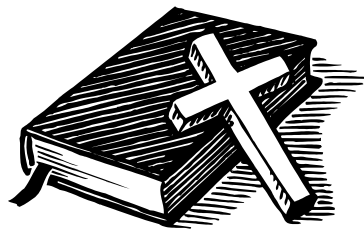
Sunday Education Hour

- Sunday School, Ages 3–5th grade—excused during service.
- Sunday Morning Adult Bible Study - Library; led by Fritz Barlag and Dale Russell

Midweek Education Opportunities

- Monday Morning Adult Bible Study 10-11am; POH Coffee House; led by George Zimmerschied
- Monday Evening Adult Bible Study (1st & 3rd Mondays) various topics; 6:30pm fellowship; 7pm study; Music Room; led by Roxanne Kerwood.
- Tuesday Morning Men's Bible Study 6:30-7:30am, led by various men.
- Tuesday Morning Women's Bible Study 9:00-10:30 am; POH Library; led by various ladies.
- Wednesday Night Sr High; 6:30-8pm; Youth Room; led by Ryan Kuecker.
- Wednesday Night Confirmation (6th-8th grade); 6:30-8pm; Auditorium; begins September 11.
- Thursday Evening Women's Bible Study 6:30-8pm, led by Miriam Lindemann.
- OASIS Family Ministry 6:30-8pm; includes dinner; occasional Wednesdays during school year; led by Ministry Staff

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



FINANCIAL POLICY

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

Monthly tuition not paid through an automatic deduction from a checking or savings account is due on the 1st day of each month. Because tuition is an annual fee, no refunds are given for illness, vacations, or snow days. There are snow days built into the calendar. In the rare case of an extreme event, adjustments may be made accordingly.

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

Parents who pay their child(ren)'s annual tuition in full, will receive an automatic scholarship of \$250 off the total tuition amount. Contact the school office for more information.

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

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

Timothy Lutheran School Scholarship Opportunities

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

Academic Scholarships offered through Timothy Lutheran Church

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

Theodore V. Schubkegel Scholarship: The Schubkegel family established this scholarship to serve as a living memorial to Theodore V. Schubkegel, whom the Lord called as Pastor to serve Timothy Lutheran Church from 1988 until his death in 2014. This scholarship is intended to support students who are Timothy members and attending Timothy Lutheran School.

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

Scholarships offered through Timothy Lutheran Church for further Lutheran Education

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

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

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

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



ACTIVITIES LIST



August 11 – New Student Social 6:00 pm
August 12 – Band Instrument Rental Night 6:00 pm
August 18 – Back to School Night Preschool 5:00 pm & Elementary 6:00 pm

September 18 - School Pictures 8:45 am
September 19-21 Fall Fun Fest (Parade Sept 20)

October 8 – Donuts with Dad 7:45 am
October 17 – Harvest Party 6:00 pm (tent)
October 27 – Retake Day for school pictures

November 11 – Veteran's Day Celebration 9:00 am
November 14 – Trivia Night 7:00 pm (tent)

December 4 – Christmas Student Shopping (tent)
December 15 – Preschool Christmas Program 6:00
December 16 – Band Christmas Program 6:00
December 17 – 6th – 8th Christmas Program 6:30 pm (grades tentative)
December 19 – All School Bowling/Caroling

January 25 – 31 - National Lutheran Schools Week
January 25 - 31 – Book Fair
January 30 – Grandparent's Day

Feb 27 – Deadline for Early Enrollment
February 28 – TLS Auction

March 4 – Morning with Mom 7:45 am
March 13 – Middle School Dance (tent)
TBD – School Ministries Host Lenten Dinner

April 7 - April 17 - Achievement Tests 3rd – 8th grades (tent)
April 16 – Preschool Spring Program 6:00
April 28 – K – 2nd Spring Program 6:00

May 5 – 3rd – 5th Spring Program 6:00 pm
May 7 – 5th – 8th Band Concert 6:00 pm
May 8 – Fun Day 9:00 am-3:00 pm
May 15 – Graduation Pre-K 5:30 pm & 8th Grade 7:00 pm

Updated May 20, 2025

Timothy Lutheran Extended School Care Program

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

Before School Care (BSC)

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

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

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

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

After School Care (ASC)

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

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

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

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

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

Timothy Lutheran School Calendar

2025-2026

AUGUST

S M T W TH F S

						1	2
3	4	5	6	7	8	9	
10	11	12	13	14	15	16	
17	18	19	20	21	22	23	
24	25	26	27	28	29	30	
31							

SEPTEMBER

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OCTOBER

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DECEMBER

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Early Dismissal

AUGUST

1 Teachers Return
18 Open House 5 pm PS & 6pm K-8
19 First Day of School With Chapel
26 1st Day for Home School Students

SEPTEMBER

1 Labor Day-NO CLASSES/NO DAY CARE
19 Mid-terms / 12:30 Dismissal Teacher PD

OCTOBER

1 12:30 Dismissal Teacher's Conference
2-3 NO SCHOOL Teacher's Conference
17 End of 1st Quarter-12:30 PM DISMISSAL 41
23-24 P/T Conferences- 12:30 Dismissal

NOVEMBER

14 Midterms /12:30 Dismissal Teacher PD
26-28 Thanksgiving Break-NO CLASSES

DECEMBER

19 End of Second Quarter 42
22 - Jan 2 Christmas Break

JANUARY

2 Teacher workday
5 Classes Resume
19 M.L. King Day-NO CLASSES/NO DAY CARE
30 Grandparents Day 12:30 Dismissal

FEBRUARY

6 Midterms /12:30 Dismissal Teacher PD
12-13 P/T Conf.- 12:30 Dismissal
16 President's Day-NO CLASSES/NO DAY CARE

MARCH

13 End of 3rd Quarter-12:30 PM DISMISSAL 48 Days

APRIL

2-6 Easter Break
10 Midterms / 12:30 Dismissal Teacher PD

MAY

14 Last Day for Home School Students
15 Last Day of School-12:30 PM DISMISSAL 42 Days
Graduation Day PreK 5pm & 8th 7pm
26 First Day of Summer Care
First/Last Day of School

JANUARY

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FEBRUARY

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MARCH

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APRIL

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MAY

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No School

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

Family Name

Parent Signature

Date

Parent Signature

Date

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