

## STATEMENTS OF PURPOSE

**Our Mission:** *The mission of Trinity Christian School is to guide our children in faith, learning, character and leadership by nurturing their relationship with Jesus Christ and educating them for a lifetime of service to God and man.*

**Fellowship:** Trinity students and their families will be involved in Christian events and activities that build relationships within our Christian family. They will develop relationships based on Christian principles and values. Those with athletic and scholastic interests will participate in extracurricular events. Through these activities, they will share their faith and grow in relationship with their fellow students.

**Education:** Students at Trinity will fully develop their God-given gifts through a challenging curriculum presented by a qualified staff. The goal is made more attainable because of personal attention given in small class settings where caring relationships are nurtured and each child is valued. We teach Bible-based Christianity with a Lutheran perspective. Everything we teach comes from the belief that the Bible is the true word of God.

**Worship:** We at Trinity believe we were created to worship God. Meaningful worship is integrated daily into students' lives at Trinity with school wide prayers, individual classroom devotions as well as weekly chapel services. While still holding strong to our beliefs, our worship includes Lutheran tradition as well as contemporary styles. Our worship is our interaction with God.

**Outreach:** In their genuine love for Jesus, our kids have carried that love outside the walls of Trinity by putting their faith into action. Parents and school staff partner with the students to engage them in local and global opportunities.

**Ministering:** Trinity students show Christ's action in love. Love is shown by helping others within Trinity's family as well as the community in which we live. Our students see that servanthood is essential to becoming a mature Christian.

## TRINITY CHRISTIAN SCHOOL PHILOSOPHY

We believe that children who receive a Christian education have the opportunity to become knowledgeable, kind and understanding Christian citizens, well equipped for the challenges that are in keeping with God's purpose and design for their lives.

Children in the Christian education settings of home, church and school learn to love and appreciate their Savior and Lord as the source and substance of their righteousness and eternal salvation. They are, in turn, motivated by thankfulness and a Spirit filled self-esteem to grow up in every way—spiritually, intellectually, aesthetically, socially, emotionally and physically.

## STATEMENT OF BELIEF REGARDING 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 that 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). We believe that God

intends sexual intimacy to occur only between a man and a woman who are married to each other (1 Cor. 6:18; 7:2-5; Heb. 13:4). We believe that God has commanded that no intimate sexual activity be engaged in outside of a marriage between a man and a woman.

We believe that any form of sexual immorality (including adultery, fornication, homosexual behavior, bisexual conduct, bestiality, incest, and use of pornography) is sinful and offensive to God (Matt. 15:18-20; 1 Cor. 6:9-10).

We believe that to preserve the function and integrity of Trinity Christian School as the local Body of Christ, and to provide a biblical role model to the Trinity community, it is imperative that all persons employed by Trinity Lutheran Church and School in any capacity agree to and abide by this Statement on Marriage, Gender, and Sexuality (Matt. 5:16; Phil. 2:14-16; 1 Thess. 5:22).

We believe that God offers redemption and restoration to all who confess and forsake their sin, seeking His mercy and forgiveness through Jesus Christ (Acts 3:19-21; Rom. 10:9-10; 1 Cor. 6:9-11).

We believe that every person must be afforded compassion, love, kindness, respect, and dignity (Mark 12:28-31; Luke 6:31). Hateful and harassing behavior or attitudes directed toward any individual are to be repudiated and are not in accord with Scripture nor the doctrines of Redeemer.

Although Trinity Christian School does not require parents or families to personally agree with Trinity's foundational statements of belief regarding marriage, gender, and sexuality, Trinity School does require parents and families to agree that their children will be taught according to Trinity's foundational statements and avoid being vocally or openly in opposition to Trinity's foundational statements.

- Parts taken from *Protecting Your Ministry: A Legal Guide for LCMS Congregations, Schools, and Ministries*

### **PRESCHOOL**

Part of the total offerings of Trinity Christian School is its early childhood programs for three-year-olds and four-year-olds. We offer a five-day (Monday-Friday) session for children who will be four years old by December 1st of that school year. They may attend from 8:45am-11:45am OR 8:45am-2:30pm. Also offered is a three-day (Monday, Wednesday, Friday) session for children who will be three by December 1st of that school year from 8:45-11:45 am OR 8:45 am-2:30 pm.

### **KINDERGARTEN**

A child must be five years old by December 1st in order to be eligible to enter kindergarten. We offer a full-day kindergarten program five days a week. Our curriculum provides learning experiences through the use of visual, listening, oral, reading, and many hands-on activities. It is comprehensive and basic with emphasis upon developing constructive attitudes toward learning and interpersonal relationships among children and their teacher, as well as establishing the firm academic foundation necessary for optimum development and progress in grade one.

### **CURRICULUM**

The curriculum of Trinity Christian School is integrated, to a limited extent, with NYS Next

Generation guidelines and *Integrating the Faith: A Teacher's Guide for Curriculum in Lutheran Schools*. From these, student textbooks, and other resources, teachers design their instructional program and, in turn, their daily lessons.

Upon graduation, our students are admitted to area public and non-public schools on the same basis as those attending PK-8 public schools. Graduates from Trinity Christian School do well as they enter and advance through high school. Their success can be attributed to the personalized instruction and the close and caring supervision they have received at Trinity, along with the support and cooperation of caring parents. Good study habits and a healthy attitude toward learning are the products of a curriculum that is current with the times and effectively taught by qualified teachers. In addition to holding teaching degrees, several of our teachers hold advanced degrees in education as well. All are totally dedicated to their callings as Christian educators.

Instructional methods range widely to meet the needs of the individual students who make up the classes. Students' individual learning styles are respected. Cooperative learning techniques, problem-based learning, and integrated and thematic approaches are used appropriately. Technology is used extensively and age appropriately. An 8th grade student may accelerate in math to take Algebra, with teacher recommendation. That student must have previously achieved an exceptional grade (consistently over 95%) and exhibit the commitment and organizational skills necessary for success at an advanced level of learning. A minimum of three students must be eligible for the course to be offered at Trinity. Students may also earn one high school credit in foreign language, Spanish; by the time they graduate from eighth grade at Trinity.

In addition to all the subjects commonly taught in the elementary and junior high grades, children at Trinity are taught to know and love their Lord and to follow His example in a life of Christian love, obedience, and service.

### **ACCREDITATION**

Trinity Christian School holds National Lutheran Schools Accreditation (NLSA), the Lutheran equivalent of Middle States Accreditation. NLSA requires the highest standards of purpose, community, curriculum, personnel, safety, facilities and student services available in that setting. Our outstanding strengths have been cited in the areas of mission/purpose and curriculum/instructional program as designed and carried out by our talented and dedicated teachers.

Also, the New York State Board of Regents registers only public and non-public secondary schools that meet their minimum standards. Local school district superintendents, then, are responsible for monitoring the instruction of non-public elementary schools. Trinity easily meets or exceeds the curriculum standards of the State Education Department. Our consistent record of success here entitles us to many of the services of the State Education Department as these programs are administered through the local public school districts.

All students receive specialized instruction in music, art, Physical Education and Spanish, by fully qualified instructors.

### **APPLICATION AND ADMISSION**

Application is open to all children. Priorities are given to those children of our congregation, to all sister congregations, to the unchurched, and to members of other denominations, in that order. Applicants are admitted based on space available to maintain an effective teaching/learning

environment. Individualized and personalized instruction is a major goal, and as such, it is the determining factor in admitting new students. Previous school records are required before admittance and entrance testing may be required.

**Admissions are subject to a six-week probationary period.** Weekly parent communication via the parent portal during this time and a parent-teacher conference midway through the trimester will determine ongoing enrollment. Any concerns that are beyond the scope of the classroom teacher or the school disciplinary plan will involve the principal, parents, teachers and student. An appropriate action plan will be developed and implemented.

Application forms for new enrollments can be found online at [thinktrinitychristian.com](http://thinktrinitychristian.com). If a child has special needs: physical, educational, or social, that cannot be met in the Trinity setting, a recommendation will be presented for enrollment or transfer to a more suitable educational site.

### **RENEWING ENROLLMENT**

Enrollment priority is given to students currently enrolled. Enrollment forms for the next school year will be available on Gradelink beginning at the end of January. Current enrollment is not a guarantee of continued enrollment. All enrollments and renewals are subject to Board approval.

Parents will have the opportunity to re-enroll their children, through Gradelink, beginning January 31<sup>st</sup>. Registration fees, which are non-refundable, will rise incrementally starting in mid-February. If your child/ren are not re-enrolled by May 31st, they will automatically be removed from the school roster.

### **COMPREHENSIVE ATTENDANCE POLICY**

Trinity Christian School has developed an attendance policy in accordance with New York State Law Section 3205. This policy will help uphold the mission and purpose of our school, as stated in our handbook. For in-person instruction, attendance will be taken daily by the homeroom teacher. In a remote learning situation, daily attendance will be registered through a variety of different means as outlined in the Remote Learning Plan. Daily attendance is still required during remote learning.

**The entrance door to the school will be locked at 8:30 am for K-8.** After 8:30 am a K-8 child will not be allowed to enter the building without an accompanying adult. A staff member will admit the child and the parent will sign the late admittance form.

#### **Excused and Unexcused Absences**

The following are considered excused absences:

- \* Illness
- \* Illness or death in family
- \* Attendance at health clinics or hospitalization
- \* Religious observance
- \* Quarantine
- \* Impassable roads
- \* Required legal activities

The following are considered unexcused absences:

- \* Unlawful detention
- \* Truancy

- \* Suspension
- \* Vacations

**Written Excuses** for absences or tardiness must be submitted to the classroom teacher in a timely manner, using the template provided or similar format.

### **Statement Regarding Course Credit and Excessive Absence**

No minimum standard of student attendance shall be imposed with regard to course credit.

A student with frequent absences or tardiness jeopardizes his/her ability to succeed, disrupts the flow of the classroom and adds to teacher organizational responsibilities. If an absence/tardy pattern develops, the teacher or administrator will call the parent to discuss the situation. A student absent more than 25% of the school days (44 days) is a candidate for retention.

### **Incentives/Sanctions**

- The principal will contact parents of students with excessive absences.
- Regular attendance will be considered for promotion.
- Excessive irregular attendance warrants notification of proper authorities.

### **Parental Notification of Parents.**

- **Parents notify school for absence or tardiness.**
- **A written excuse signed by the parent must be provided listing the name of the student, the dates) absent and the specific reason for the absence.**

### **Intervention Strategies**

Teachers will contact parents of students with unexcused absences greater than two days or whom they identify with unusual attendance or tardiness patterns. If attendance problems persist, the principal will contact the parents. Proper authorities will be contacted if attendance problems persist.

### **Student Vacations**

When a student will be absent for several days for a family vacation or other activity, the teacher is not required to provide homework for the student before the absence. In this case, the work must be completed upon return. A teacher may choose to provide work if they are able. If work is provided ahead of time, it must be completed upon return to school, unless other arrangements have been made with the teacher.

## **CORRIDORS**

As bus students arrive between 8:00 AM and 8:15 AM. They will be directed to the gym from 8:15-8:20 am, then proceed to classrooms. Students arriving by car may not arrive earlier than 8:15. Kindergarten through 8<sup>th</sup> grade classes begin promptly at 8:30 AM, and student arrival after this time is considered tardiness, and requires a written excuse. Students and guardians arriving after 8:30 AM must accompany their child into the vestibule and sign a late arrival form.

## **HEALTH SERVICE**

**Please review the Return to School Plan and Illness Protocols for complete safety**

**procedures. Those Protocols supersede those outlined below, when applicable.**

Trinity is provided the services of a school nurse by the West Seneca Central School District. It is her responsibility to maintain health records for each child, administer first aid, care for children who become ill, and act as a resource person to teachers. She screens for vision and hearing defects in all our students.

Parents are encouraged to cooperate with the health services of the school by keeping children who are ill at home and **informing the school of their absence and the nature of their illness.** A signed note from the parents to the child's teacher is required by law to explain any absence. **STUDENT MUST BE FEVER/VOMIT FREE FOR A FULL 24 HOURS BEFORE RETURNING TO SCHOOL.**

When it is necessary for a child to take internal medication during school hours, it must be administered following the State Education Department regulations as follows:

- The parent must submit a written request to the school authorities.
- This request must be accompanied by a written request from a licensed physician in which the physician indicates the frequency and dosage of the prescribed medication.
- Medication is to be brought in the original prescription container.
- Medication, including cough drops, must be brought to the office by an adult.

There are no exceptions to the above requirements. This regulation covers all medications, including "over the counter" drugs. Please do not send any aspirin, cold tablets, or stomach tablets to school with your child. The danger of this practice is that another child may take the medication and be highly allergic to it or choke. The results could be serious and possibly fatal. Please take along with you to your doctor's office the form provided in our school office. This will avoid a return trip, should medication be prescribed. Bring this form back to the school office with the medication.

The completion of health and immunization forms is the responsibility of the parents and should be returned promptly. Children are not permitted to attend school in New York State unless their immunization records are up to date and on file in the school office.

Physicals are required by the State of New York in grades K, 1, 3, 5 and 7 and for any students transferring to Trinity from another school. We also require that any child intending to play sports have a physical examination prior to participating annually.

Each year an emergency card is required for each student enrolled. This is used in case of an emergency. The school office should be informed of any changes in the information provided on this card.

### **PUBLIC CONDUCT ON SCHOOL PROPERTY**

Trinity Christian School is committed to providing a safe, orderly and respectful environment that is conducive to learning and reflects the cooperation and care of Christian administration, staff, parents, students, guests and visitors.

All persons on school property or attending a school or church function must conduct themselves in a respectful and orderly manner and are expected to be properly attired for their purpose on the property.

No child may be on the grounds or playground without a supervising adult. Parents may not allow children to use playground equipment unsupervised, even during school events.

No person, alone or with others, may disrupt the orderly conduct of classes, programs or functions within the school or church; injure another person or threaten to do so; intimidate, harass or discriminate against another person; use vile, obscene or inflammatory language or distribute or wear items displaying such language; possess, use or sell tobacco products, alcohol, drugs, or illegal or controlled substances or products; possess or use weapons; loiter; violate traffic laws; or intentionally damage or destroy the property or grounds of the school and church or any person lawfully on the property.

The principal or the acknowledged designee is responsible for enforcing this code. Upon observing prohibited behaviors, the Principal/designee will verbally advise the perpetrator to stop the behavior, and warn the perpetrator of the consequences, private and/or public. If the individual does not stop, or is posing an immediate physical threat to others, that individual will be immediately removed from the property and local law enforcement will be contacted to assist with the eviction and follow through accordingly, if necessary. The consequences may involve prolonged dismissal from the property, loss of employment or enrollment, or civil or criminal legal action.

### **DISCIPLINE AND CONDUCT**

In accordance with the Christian philosophy and purpose of Trinity Christian School, students are taught and expected to act in accordance with the teachings of Scripture. In an atmosphere where Christian love prevails, student behavior should reflect a harmonious relationship with God and fellow mankind. Where this is violated, the teacher is charged with the responsibility to administer appropriate corrective procedures as would be performed by a judicious Christian parent. In cases when disciplinary action must be taken, the following procedure will be followed:

- The classroom **teacher** has the authority to administer appropriate disciplinary action when student conduct interferes with the teaching/learning process, safety standards, or the proper moral development of children. The teacher has the right to expect a positive response to reasonable requests and directives.
- When a student responds negatively to disciplinary action taken by the teacher, the matter is brought to the attention of the **principal**. The primary issue at this point is the negative response of the student to the teacher, a much more serious offense than general misconduct.
- For 5<sup>th</sup>-8<sup>th</sup> grade students, the disciplinary plan, at this point, follows the Discipline Plan document that was discussed at Orientation and signed by parents, student and teacher. For younger students, parent conferences, action plans, and possible relocation of the student into a school that can more readily and appropriately meet the student's needs will be discussed.
- **Expulsion** - A student who fails to amend offensive conduct, responds only negatively to teachers and principal, and manifests insufficient improvement after suspensions, has already separated himself/herself from any benefits Trinity Christian School provides. The official process of expulsion acknowledges this reality. Possession of a weapon warrants immediate expulsion.

*Note: Specific student conduct may mandate an amended process to that recorded above.*

### **ANTI-BULLYING POLICY**

## **Belief Statement:**

God instructs us to:

- "Love the Lord your God with all your heart and with all your soul and with all your mind. This is the first and greatest commandment. And the second is like it: Love your neighbor as yourself." Matthew 22:37-39
- "...Love one another. As I have loved you, so you must love one another. By this all men will know that you are my disciples if you love one another." John 14:34-35.

Bullying behavior does not comply with this instruction—and it does not reflect God's love and grace. The bullying of any student, therefore, is unacceptable behavior at Trinity Christian School.

## **Definitions:**

Not all unkind behavior is bullying. Some behavior is "mean" or "rude". All forms of inappropriate behavior are dealt with by the classroom teacher. However, this policy specifically addresses bullying. Helpful definitions are listed below.

- *Rude* - someone does or says something *infrequently* and it is *unintentional*
- *Mean* - someone does or says something *infrequently* and it is *intentional*
- *Bullying* - someone does or says something *frequently* and *intentionally*, even though the student has asked him/her repeatedly to stop and shown/told him/her that it upsets the student. The acronym **RIP** is helpful to remember bullying is **R**epeated, **I**ntentional, and enforces a **P**ower imbalance.

Bullying has many forms, such as:

- *Verbal bullying* - the use of words and language to cause emotional distress to another person, exclude them, or make them feel threatened by others
- *Physical bullying* - the repeated unwanted violation of another person's body through hitting, touching, tripping, kicking, threats, and other forms of physical harm
- *Indirect bullying* - exclusion and spreading of rumors
- *Cyber bullying* - repeated bullying that occurs in an online space. (The school is limited in how much it can assist in cyber bullying that occurs outside of school hours.)

## **Roles and Responsibilities of All People Involved:**

*Students* - If you feel you are being bullied:

1. Say "Stop it!" loudly and clearly. This makes teachers and other students aware that something inappropriate is happening. Don't laugh about it or speak quietly. Laughing makes the other person think the action is ok with you. Be sure everyone around you knows that you do NOT like what is happening.
2. Avoid interactions with that student, when possible, for a period of time.



3. If saying “Stop it!” doesn’t make the behavior stop, talk to the teacher right away. The longer you wait to tell the teacher what happened, the harder it is to deal with the situation.
4. At any time, talk to your parent/guardian. They want to help and can give you good advice!

*Students* - If you are a witness/bystander

1. Speak up! Tell the person doing the bullying “STOP” loudly and clearly. Saying nothing is a form of participation.
2. If the behavior continues, tell the teacher right away.

*Parent/Guardian*

1. Help your child be vocally assertive. Instruct him/her in the techniques mentioned in “Students” above. This is an important life skill.
2. After you have tried to help your child handle the situation independently, or if the situation is severe in nature, contact the teacher.

*Teacher/Principal*

1. The teacher will conduct lessons throughout the year on kind vs. bullying behavior including role playing, writing, bible connections, etc.
2. The teacher will be a Christian role model for kind behavior in the classroom.
3. The teacher will deal with each situation as it arises and he/she is made aware.
4. The teacher will document bullying behavior when it becomes apparent, as well as actions taken
5. The teacher will bring bullying situations to the principal - at which time the principal will decide what next steps to take.

### **Disciplinary Procedures:**

All incidents of bullying that are reported to the school will be dealt with. Students who engage in bullying behavior can expect a progressive disciplinary route with the ultimate goal of changing negative behavior. Students can expect any of the following disciplinary measures (based on frequency and severity of bullying):

- Removal of privileges
- Office referrals
- Written apologies/plans moving forward
- Contact with parents
- Referrals to counseling
- Detentions
- In-school suspensions
- Out of school suspensions
- Possible expulsion
- Other disciplinary measures as approved by the principal

### **PROCEDURE FOR RESOLVING PARENTAL CONCERNS**

The Board of Education at Trinity Lutheran School has adopted a formal procedure for parents of students to communicate their concerns in an orderly and Christian manner.

**Step One:** Parents must discuss the situation with the student’s teacher. The teacher,

parent, and student need to make every effort, in good faith, to resolve the situation.

**Step Two:** The parent and the teacher meet with the principal to resolve the situation.

If attempts at the above two levels have failed to resolve the situation, it will be necessary for the parent to submit IN WRITING their complaint to the Board of Education. This written complaint must be submitted at least two weeks prior to the Board of Education meeting.

**Step Three:** The parent submits IN WRITING the situation to the Board of Education. The written submission must include a detailed explanation of the situation, the resolution attempts in Step One and the resolution attempts in Step Two. The Board of Education, at a regular session, will review the written complaint/situation. After consultation with the principal and, in its discretion, the pastor, the Board of Education will make a decision. The decision of the Board is final. All participants are expected to act with Christian courtesy, integrity and confidentiality throughout the procedure, lest positive results be jeopardized.

### **DRESS CODE**

Our uniform standard is designed to teach young people an “outward adornment” that reflects the inner beauty of our Lord Jesus Christ. It enhances the development of a “meek (submissive, yielding) and quiet spirit, which is in the sight of God a great price.”

The goal of the uniform is to help students present themselves in a neat and clean manner that is in accordance with our efforts to be a witness of Christ to those around us. We also want apparel to be safe and modest.

In order to achieve this goal, the following uniform dress code gives the standards appropriate for students in our school.

- Solid color polo shirt
- Khaki or Navy pants
- Girls may wear Khaki or Navy skirts, skorts or jumpers, polo dresses.
- Khaki or Navy shorts may be worn the months of September, October, May and June
- Solid color sweater or Trinity sweatshirt

Below is a more detailed description of each item in the uniform dress code.

#### Shirts:

- Solid button short sleeve polo; any color (No puffs sleeves for girl's shirts)
- Solid button long sleeve polo; any color
- Solid white turtleneck or crew neck long-sleeve t-shirt can be worn under the short sleeve or long sleeve polo.
- No visible printing, other than left chest Trinity or other “half-dollar” size logo.
- Shirts must be tucked in at all times, including sitting and reaching.

#### Trousers:

- Solid Khaki or navy
- Straight leg or flare
- Single seam stitching
- Flat front or pleated, elastic waist bands are acceptable
- Belts are required

- No rivets, cargo style, low-rise, embroidered, skinny pants, or leggings.

Shorts:

- Same as trousers, but no more than three inches above the knee
- Allowed for both boys and girls during the months of September, October, May, June

Skirts/Skortts:

- Solid Khaki or navy
- No more than three inches above the knee
- No rivets
- Single seam stitching
- Solid white/black/navy leggings with no embellishments or solid white/black/navy tights may be worn under the skirt/skort or solid white knee or ankle socks
- Polo dresses of any solid color

Sweaters/Sweatshirts:

- Solid color sweaters (not fleece)
- Any Trinity logo sweatshirt

For ALL Students:

- Socks/tights/nylons are required.
- Sneakers/shoes must have closed fronts and backs with heels/soles no more than 2 inches in height.
- No extreme hairstyles, chains, headwear, make-up or jewelry.
- No outerwear (other than listed above) to be worn during the school day unless there is an emergency situation in place (i.e. no heat).
- No logos larger than one inch diameter
- All clothing should fit properly.
- Students are expected to present a neat, clean, and modest appearance.
- No undergarments or any portions of undergarments, including waistbands and straps, may be exposed, may be revealed with movement or may be seen through sheer or semi-sheer fabric.
- No clothing may have holes, tears, cut-out designs, or are low cut so as to inappropriately reveal skin or undergarments. Clothing must be in good repair and clean.
- Shorts must be at least fingertip length and may not be cut-offs or spandex.
- Tank shirts or dresses may not be worn.
- No clothing may carry messages of death or violence, drugs, alcohol, smoking, or sexuality or the supernatural. These messages do not honor Jesus Christ in any way.
- Tight-fitting pants, such as leggings, yoga pants or “skinny” jeans may only be worn with a closed shirt or top that falls mid-thigh or longer front and back.
- The principal will determine the appropriateness of any items not covered in the uniform standard. Any questions should be referred to the principal.
- See guidelines for dress down days.
- Students who violate the uniform will be given a warning and parents will be notified by letter. The second violation will result in the students being removed from the classroom until appropriate clothing is brought to school. Cooperation of the parents is expected in order to maintain the high standards in the appearance of students attending Trinity Christian School.

Dress Down Days:

- No undergarments or any portions of undergarments, including waistbands and bra straps, may be exposed, may be revealed with movement, or may be seen through sheer or semi-sheer fabric.
- No clothing may have holes, tears, cut-out designs, or are low cut so as to

inappropriately reveal skin or undergarments. Clothing must be in good repair and clean.

- Shorts must be at least fingertip length and may not be cut-offs or spandex.
- Tank shirts or dresses may not be worn.
- No clothing may carry messages of death or violence, drugs, alcohol, smoking, sexuality or the supernatural. These messages do not honor Jesus Christ in any way.
- Skirts may be no more than 3 inches above the knee and shoes may not have heels higher than 2 inches.
- Tight fitting pants, such as leggings, yoga pants, or “skinny” jeans may only be worn with a closed shirt or top that falls mid-thigh or longer front and back.

## **HOMEWORK**

The development of self-discipline and good study habits can best be achieved by giving assignments that require some out-of-school time to complete. Homework is an important part of a student achieving their potential and each child is encouraged to put forth the effort to do their best work. As a child moves through the grades, more homework is given. This homework consists of assignments given following class to enhance and maintain skills taught in class, evaluate student’s progress and finish work not completed in class.

Parents should be aware of their child’s homework and encourage them to complete it to the best of their ability. Continued failure to complete or submit homework assignments could jeopardize passing a grade in a subject/subjects. Any questions regarding homework should be directed to the child’s teacher. Each teacher has his/her own policy for late/missing homework.

## **ATHLETICS**

Trinity provides students interested in a higher level of competition with the opportunity of participating in interscholastic team sports. There is a participation fee for each interscholastic sport. Students in the upper grades may choose to participate in soccer, volleyball and basketball. Cheerleading during the basketball season is an option for students in grades four through eight. All students in grades K - 8 participate in an annual inter-school track and field day.

Students may participate in interscholastic athletics if:

- They display proper Christian citizenship and attitudes in their total school interpersonal relationships and in all athletic activities.
- They have their parents’ consent.
- They are physically fit. (A physical examination by a medical doctor is required.)
- They faithfully attend practice sessions in order to be eligible to play in scheduled games.
- They maintain a passing grade in all subjects.

### **Eligibility Guidelines**

Students must **maintain** a passing average, 65% or above in all subjects. Grades will be **monitored** on a weekly basis. If a student is failing a subject, at the end of a week, they will not be able to participate in the athletics program until they improve their grade(s) to passing. While ineligible, students may not attend practices or participate in games.

Both intramural and interscholastic activities also help to develop sportsmanship while contributing to physical development and coordination. Boys and girls who participate in athletics are representing their school and as such are expected to uphold the Christian principles

for which Trinity Christian School stands.

All students in grades K-8 (unless they are a member of the participating team) who wish to stay for the sporting event must be accompanied by an adult (25+ years old).

*More specifics regarding athletics are in the Athletic Handbook.*

### **TELEPHONE**

The school telephone number is (716)674-5353. In special cases, students may request the school secretary to make calls for them after receiving permission from their teachers.

**Students will not be allowed to accept incoming calls at any time.** If you need to speak with your student, you may leave a message with the school secretary and the message will be given to your student's teacher. If the message necessitates a response, the teacher will determine a convenient time for the student to return your call.

Use of the telephone in the office will be limited for students, with permission from the teacher and/or school secretary only. Arrangements for after school events and other activities (arrangements made with friends, etc.) must be made by the student and parents prior to the student coming to school or after they get home.

### **CELL PHONES/ELECTRONIC GAMES/SMART WATCHES**

Use of cell phones, smart watch applications and electronic games is not allowed during the school day. Cell phones and games must be turned off and stored in the student's book bag from the time they enter the building until they leave the building. Students may not text or call parents without teacher permission. Watches may be used ONLY for time. (These devices may not be used on field trips, at school sporting events or any school sponsored activity, unless permission of a teacher or custodial adult is granted.) Phones, watches, and games used during the day will be taken from the student and returned at the end of the day. If a phone, watch or game is taken away a second time during the school year, the device will only be returned to the student's parent. Please see the Technology/Social Media Use Guidelines for Trinity, as well as the Technology/Social Media Management and Tips pages for the school's regulations in these areas.

### **AFTER SCHOOL ATTENDANCE / ACTIVITIES**

Students who are still in the building 15 minutes after dismissal will be sent to Aftercare (unless delay is due to district transportation problems). Parents will be responsible for Aftercare fees incurred.

A student may remain after school only when involved in an authorized and supervised activity or when requested to stay by a teacher. When a student remains for any activity or extra help he/she must remain on the school grounds at all times. Trinity cannot take the responsibility for a student who leaves school grounds when he/she is expected to stay for an authorized activity.

No student in grades kindergarten through grade eight may remain for an afterschool event unless a parent or guardian is in attendance.

### **BEFORE AND AFTER SCHOOL CARE**

The children of parents who apply for this service may participate in this program. Before school care begins at 7:30 AM and ends at 8:15 AM. After school care begins at 3:00 PM and ends at 5:30 PM. The cost is \$8.00 per hour for the first child in the family and \$5.00 per hour

for each additional child per family. There is a \$20.00 fee for each late pick-up after 5:30 PM. After the first hour (\$8 for 0-60 minutes) the hourly fees are calculated to the nearest 15-minute interval. The registration fee is \$25.00. Application forms can be obtained in the office.

### **ADMINISTRATION**

Trinity Christian School is owned and operated by Trinity Lutheran Church. It is under the control and supervision of the voting body of Trinity congregation. They annually appoint six members to serve on the Board of Day School Education. It is the function of this board to set all policies and to concern itself with the administration of the total program of the school. It has the responsibility and authority to ensure that the school, as the congregation's full-time educational agency, is functioning properly.

As the shepherd of the entire congregation, the pastor is the spiritual counselor and religious leader of the school. He has ultimate pastoral leadership responsibilities over all areas of the parish, including its education programs, which include the school.

The principals are the chief administrators of the school. With the help of the faculty, they plan the curriculum and instructional programs of the school, suggest policies and changes for the improvement of instruction to the School Board, and carry out the decisions of the congregation as expressed through the policies of the School Board.

Sarah Gabel and Katie Willert are co-principals. Sarah Gabel will handle any situations regarding grades PreK-2, and Katie Willert will handle situations regarding grades 3-8. Since Mrs. Gabel and Mrs. Willert are both teachers as well as principals, any issues that arise that are a conflict of interest will be handled by the other principal.

### **TESTING PROGRAM**

Tests mandated by the State will be administered as per State guidelines in grades 7 and 8. NorthWest Evaluation Association (NWEA) assessments are administered to grades K-6. These nationally normed standardized tests of readiness and skills development in ELA and Math (MAP) are given two times during the school year to guide and improve classroom instruction and as a progress benchmark.

### **COUNSELING AND GUIDANCE**

Teachers are always alert for opportunities to offer children good counsel and guidance toward happy and healthy Christian lives. Each child is personally encouraged to develop to his/her potential in all areas of Christian growth and development. Close communication and cooperation between home and school is maintained to monitor and direct individual growth effectively. Teachers, principal, pastor, and director of congregational ministry are ready to help each child with any concerns he/she might have. Parents and children are encouraged to seek their advice and assistance.

Trinity Lutheran Church has a team of professionally trained Stephen Ministers who confidentially and lovingly minister to those in any area of need.

On occasion, it may be advisable that a parent/guardian seek professional counseling services to allow a student to learn to their maximum potential. The names of organizations that provide children's counseling services, some free of charge, are available in the school office. If Trinity or the West Seneca School District, through screening procedures, recommends that a child

receive outside counseling, parents are strongly advised to obtain these important services for their child.

### **REPORT CARDS/PROGRESS REPORTS**

The main purpose of the report card is to inform parents concerning the performance of their children and to cooperatively plan for continued growth and achievement. Trinity issues report cards three times a year. After the first grading period, a parent-teacher conference is scheduled for each child. Through this conference a more complete understanding of the child's academic, social, and spiritual growth is obtained for the parents as well as the teachers. Special conferences with the teacher are encouraged when necessary. Parents are encouraged to call teachers at the school after school hours. Concerns will be dealt with as soon as possible. Progress reports (Mid-trimester reports) are sent home to 3rd-8th graders at approximately the 6-7 week mark of the trimester to increase student and parent awareness of the effort shown thus far, and to act as a warning of a possible poor grade if changes are not made.

It is hoped that report cards and progress reports will be given careful consideration by parents and that questions will be directed to the child's teacher(s). At the same time, grades should never become an end in themselves. The grading system should be a tool to encourage the child's progress and should not be used as an indication of personal superiority or inferiority. Grades are given on the basis of individual merit and, therefore, cannot be used in comparing one child with another. Each child is a unique creation of God.

### **HONOR ROLLS**

Honor roll certificates are awarded to students in grades 3-8 who aspire to the following established standards:

- High Honor Roll      *95.0-100% average in all subjects*
- Honor Roll            *90.0-94.9% average in all subjects*
- Merit Roll             *85.0-89.9% average in all subjects*
- Achievement Award   *5% improvement of average from previous quarter, at 75% or above*

All honor roll candidates must receive the unanimous approval of the faculty in the areas of conduct, attendance, service, and expressed attitude.

In addition, students in grades K-8 are recognized for perfect school, church, and Sunday school attendance.

### **DISMISSAL**

At 3 PM, all K-8 students will remain in their classrooms awaiting buses or pick-up. Buses will be dismissed first. Family cars will wait behind the buses and adults will remain in the car while their child/ren is dismissed from the building. Parents may not pick up their children prior to bus dismissal without a written notification provided to the teacher. This practice is *strongly* discouraged, however, and will not be allowed on a regular basis without substantial need.

### **TRANSPORTATION**

Under New York State law, the local school districts are required to provide school bus transportation for children within a fifteen-mile radius of Trinity. Applications for this service must be made by parents/legal guardians prior to the April 1st deadline annually. Please contact the school office for more information.

### **TRANSPORTATION SAFETY**

The school requests the cooperation of the home in stressing the importance of proper behavior both while waiting for and riding the school bus. A child's failure to comply with established rules will result in removal of the bus transportation privilege. Students are required to follow the directions of the bus driver at all times while on the bus.

### **LUNCH PROGRAM**

We will be participating with the National School Lunch Program for the 23-24 school year. A five component, nutritionally balanced lunch is offered Monday through Friday. The cost of each lunch is \$4.00. Payments for hot lunch must be made prior to purchasing lunch on Gradelink or to the classroom teacher. White milk and chocolate milk is included in the lunch, and will also be sold a la carte daily for .75 cents.

### **TUITION SCHEDULE FOR THE 2023-24 SCHOOL YEAR**

Preschool 3 (Mon., Wed., Fri.)	\$2,950.00	8:45 am-11:45 am
Preschool 3 (Mon., Wed., Fri.)	\$3,200.00	8:45 am-2:30 pm
Preschool 4 (Mon.-Fri.)	\$3,700.00	8:45 am-11:45 pm
Preschool 4 (Mon.-Fri.)	\$4,200.00	8:45 am-2:30 pm

Grades K-8

Cost to Educate Trinity Student	\$6,000.00	
Financial Aid from Trinity Church	<u>-\$1,525.00</u>	
	\$4,475.00	

Family Cap 3 or More Students PK4-8	\$10,885.00	
Church Member Discount per Family	\$500.00	

Additional Fees:

- \$35 per sport
- \$100 Technology Fee for all students in grades K-8 - due by July 15th for the upcoming school year (\$300 family cap)

Parents will have the opportunity to re-enroll their children, through Gradelink, beginning January 31<sup>st</sup>. Registration fees, which are non-refundable, will rise incrementally starting in mid-February. If your child/ren are not re-enrolled by May 31st, they will automatically be removed from the school roster.

If you know that your children will not be returning to Trinity, please inform the office as soon as possible, and you will be asked to provide a written notice of un-enrollment. You will also have the opportunity to meet with the Principal or a Board member to validate the departure.

There are three options for paying tuition:

- 1) A single payment payable to Trinity Christian School, due August 1, 2023.
- 2) Semester payments payable to Trinity Christian School, due August 1, 2023 and January 15, 2024.
- 3) Gradelink (Paysimple) payment plan. The plan is payments budgeted over 10 months beginning September 1, 2023 and automatically deducted from a checking or savings account. VISA and MasterCard may also be used to process payments through Gradelink (Paysimple.) An additional 2% fee will be added to your tuition to offset payment plan costs.

Families may be eligible for financial aid and may require filling out an online Benefaq Application. The deadline is April 30<sup>th</sup>. Aid will be awarded on the basis of financial need alone,



up to 30% of total tuition.

**It is expected that tuition be paid in full.** Failure to keep up with tuition payments risks the possible dismissal of the child from Trinity Christian School. Our school is supported only in part by tuition payments. Much financial support for our school's operation, for both members and non-members, comes from the contributions of the members of Trinity Lutheran Church. If extreme financial difficulties make a prompt payment impossible, it is necessary to contact the Board of Christian Education immediately.

As a not-for-profit organization, it is imperative that each family at Trinity Lutheran Church and School meet its financial commitment regularly. Trinity members are encouraged to tithe in their offerings over and above the tuition they pay for their child's Christian education.

### **NOTICE OF NONDISCRIMINATION**

Trinity Christian School admits students of any race, color, national and ethnic origin, to all the rights, privileges, programs and activities generally accorded or made available to students at the school. We do not discriminate on the basis of race, color, national and ethnic origin in the administration of their policies and athletic and other school administered programs.

### **SOCIAL MEDIA/FACEBOOK**

Students and a parent are required to sign a Technology Devices Use Policy for Students at the start of each school year. It is updated annually to reflect the current trends in social media and technology use. Please review the policy carefully with your child, as well as the Technology and Social Media Management and Tips pages. **Violation of this policy will result in suspension or expulsion.**

In many ways, it is appropriate for adults, as well, as Christian parents and as examples for our children of Godly stewardship. Also, we must be wary of posting photos of our children on social media sites. The school obtains your permission, via a signed form, to use your child's photo in context of school activities on the Trinity Christian School Facebook page only, and in newspapers and our church bulletin and newsletter. **Please do not post photos of children other than your own engaged in Trinity School activities on your personal page without permission of the parent.**

Our staff is strongly discouraged from friending current school families on Facebook. Opportunities for misunderstandings, misuse and personal agendas over social media can cause immeasurable damage to individuals and the school. Your understanding and adherence to this necessity is appreciated.

### **VOLUNTEERS**

Many events and student services at Trinity are dependent on our volunteers. Current regulations require that all volunteers be nationally background checked and have two documented references, as a regularly-scheduled volunteer. Parents, guardians and grandparents are welcome and encouraged to volunteer at any time for school events! Your presence is a valued and appreciated aspect of the Trinity experience.

Our school cannot thrive without the amazing volunteer efforts of the parents! It is expected that parents will volunteer for at least the following two functions for the 2022-2023 school year: 1 - Each class has been assigned one function that will need parental assistance. The classroom teacher will coordinate this function. 2 - The annual spaghetti dinner in the spring will require

the assistance of all parents in some way. There are many other opportunities to volunteer as well. Please be on the lookout for any way to help. We cannot say thank you enough to all of our awesome volunteers!

### **PTO**

The goal of the Trinity Parent Teacher Organization is to encourage and empower families and teachers as Christian leaders through physical and financial support of school activities and property. To this end, all parents and guardians are welcome and encouraged to participate on a PTO Team. PTO Teams assist the staff at Trinity in 3 important areas. All families are required to participate, in some capacity, in the Spaghetti Dinner/Basket Auction, which allows the school to raise its tuition minimally from year to year and slightly eases our financial dependence on the Trinity Lutheran Church congregation. The loving family atmosphere at Trinity is due, in large part, to the efforts of our PTO.

At this time, our PTO is divided into Teams. Please consider signing up for one of the following PTO Teams: Marketing/Fundraising, Maintenance, Hospitality. A brief description of each team is listed below.

Marketing/Fundraising: Help spread the word about our great school! This team will help promote our school through social media, print, advertising, and more. They will also help raise money for our programs and scholarships. This team will assist administration in heading up fundraising efforts.

Maintenance: Help our school stay in tip top shape! This team will assist as needed on various projects such as changing light bulbs, minor repairs, and painting.

Hospitality: Help run events at Trinity! This team will help shop, decorate, and assist administration in running events like Grandparents Day and Open House.

### **LIBRARY SERVICE**

Trinity maintains and operates a library containing periodicals, a fiction and non-fiction lending section, and many comprehensive reference volumes. In addition, teachers have their own classroom libraries that are available for student use. Individual classes have a scheduled library time each week. Individual students or groups work on projects that often require the use of the central or classroom libraries. Students are urged to make careful and full use of all the reference and other materials of classroom and library and to return all borrowed books promptly.

### **FIELD TRIPS**

Field trips are considered part of the curriculum of our school because they can contribute directly to student learning. As such, field trips that serve to enrich the curriculum will be taken periodically. In all cases children are prepared for field trips in advance and parents are informed. Parents are requested to cooperate by returning the permission slips in a timely manner and providing necessary materials and/or clothing for the trips. A written explanation of the event will be sent home in advance for the trip, and the signed permission slip (by parent/guardian) for it is required for the student to participate. If parents are asked to be drivers, the driver information form provided at orientation must be completed. Also, since field trips are learning opportunities provided for enrolled students, and under the authority of the school, no siblings or family members under the age of 18 may accompany the students or the drivers.

### **INSURANCE**

All children of the school are covered by student accident insurance. This policy provides coverage for the child while traveling to and from school, at school, and while involved in school sponsored activities.

## **STAFF**

The staff at Trinity are loving and dedicated professionals committed to Christ and to their students. Full-time staff participate regularly in professional growth opportunities and are evaluated several times annually. New teachers are mentored by an experienced staff member following the format provided in the Teacher Handbook. All staff members and volunteers are background checked, have training in first aid and CPR, have child abuse training and accept the school guidelines for expected Christian and Lutheran behavior while engaged with children and/or coworkers in any school setting.

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## **THE CHILD AND THE HOME**

Trinity Christian School is maintained by Trinity congregation as a fulfillment, in part, of its commitment to nurture the development of faith in children who are baptized into the Christian faith. Our school is a mission arm of our church as well; reaching out to the unchurched and marginally churched. Nurturing the development of faith is a responsibility that our school shares with both the home and the church. Parents have the primary responsibility to provide Christian training and a wholesome atmosphere for their children. Our school complements and supplements the atmosphere of love and care, which prevails in the Christian home and church.

The faculty stands ready to participate cooperatively with the parents of our students in remedying concerns which impact upon their children's lives at home and at school.

## **THE CHILD AND TEACHING THE FAITH**

Christian training and instruction are basic to Trinity Christian School's existence. Therefore, all children attending our school receive religious instruction as taught by the Confessional Lutheran Church, The Lutheran Church--Missouri Synod. Chapel services are held weekly for all children in grades PreK-8. Every school day opens with morning devotion and closes with prayer.

## **THE CHILD AND THE SCHOOL**

Parents who send their children to Trinity entrust to our teachers a very great responsibility. They, in turn, are charged to instruct, to lead, guide, and direct children, so that they may achieve their own individual and unique potential as gifts of God with varied abilities and talents.

The development of each child's spiritual and moral fabric is addressed not just during the teaching of religion lessons. God's Word permeates student relationships with each other and their teachers throughout every school day and in all subjects taught.

Teachers act in the place of parents as they interact with their students. At times, special guidance and correction are needed as children test their developing maturity and independence. They are taught to assume responsibility for their actions and to accept the consequences as well. On every such occasion, their misbehavior is forgiven as they come to an understanding of their errors in true repentance.

Direct communication with the home is maintained as needed. For effective, positive results in a given situation of student need, and for a meaningful learning experience at such times, parents and teachers must reinforce each other's efforts on behalf of the child. This can be done best through communication, thereby arriving at a course of action to be pursued together in the best

interests of the child.

When a problem arises with a child over a school concern, it is expected that a parent of the child will call the appropriate **teacher at school**. Please avoid just letting it “slide by” hoping that the situation will solve itself or communicating with others about the situation before seeking resolution. Communication from your end, also, is necessary to serve the needs and best interests of your child in a timely way.

### **THE CHILD AND THE CHURCH**

“And you will know them by their fruits.” (Matthew 7:16) The character of a child is formed by the agencies of home and its environs, church, and school **all working together** in his/her earthly and eternal best interests. It is certainly desirable and necessary for children to attend divine worship services in keeping with the Lord’s command and expectations. Sunday school or Bible class attendance is equally important to supplement the child’s Christian training. Attendance in the Christian day school does not diminish the importance of the Christian instruction and worship offered on Sunday morning. Also, attendance at either Sunday school or Bible class does not replace the need for church attendance. Any families in need of a church home are welcome to attend at Trinity Lutheran Church!

### **A MESSAGE FROM THE BOARD OF EDUCATION**

The purpose of this handbook is to acquaint students and their parents with the program, goals, policies, and procedures of Trinity Christian School. Please familiarize yourself with this handbook as it can be used to answer many questions that you may have about Trinity. If anything needs clarifying, please feel free to ask your child’s teacher. We are here to serve our Lord by serving you.

Trinity Lutheran Church has, by the grace of God, maintained the operation of a Lutheran school here in West Seneca since 1851. We thank God for the heritage of Christian education He has established here over the years. He has charged us to serve Him by providing children a quality education that meets the needs of young Christians living amid change in the society of today. Trinity has been an outstanding blessing to generations, educating children in the truest and most meaningful sense of the term --both quality and Christian.

Trinity Christian School meets or exceeds all the academic standards established by the New York State Education Department. Beyond that, what we have to offer is personalized instruction in a caring Christian family atmosphere. The teachers at Trinity consider it their responsibility and privilege to serve the spiritual, intellectual, aesthetic, emotional, social, and physical needs of children. Together with the Christian home and church they provide nurture and admonition in the Lord. They trust that their efforts, blessed by the Holy Spirit, will allow their students to grow up to be blessings to all those whose lives touch theirs.

Finally, we share the confident hope that we will all meet together in eternity to praise and glorify God forevermore.

Sincerely, in Christ,  
*Board of Education*

## STAFF CONTACT INFORMATION

If you need to contact any staff member via phone, you may do so at the school (716)674-5353. Please give staff members a couple of days to return your call. Listed below are email addresses for staff members:

Principals:

PreK-2nd grade: Sarah Gabel: [sgabel@trinitywny.org](mailto:sgabel@trinitywny.org)

3rd-8th grade: Katie Willert: [kwillert@trinitywny.org](mailto:kwillert@trinitywny.org)

PreK:

Angela Aures: [aaures@trinitywny.org](mailto:aaures@trinitywny.org)

Karen Schmidt: [kschmidt@trinitywny.org](mailto:kschmidt@trinitywny.org)

K:

Christine Harris: [charris@trinitywny.org](mailto:charris@trinitywny.org)

1&2:

Lindsay Schieber: [lschieber@trinitywny.org](mailto:lschieber@trinitywny.org)

Sarah Gabel: [sgabel@trinitywny.org](mailto:sgabel@trinitywny.org)

3&4:

Derek Robinson: [drobinson@trinitywny.org](mailto:drobison@trinitywny.org)

Noel Anderson: [nanderson@trinitywny.org](mailto:nanderson@trinitywny.org)

5-8:

Katie Willert: [kwillert@trinitywny.org](mailto:kwillert@trinitywny.org)

Ashley Kopra: [akopra@trinitywny.org](mailto:akopra@trinitywny.org)

Dave Cuviallo: [dcuviallo@trinitywny.org](mailto:dcuviallo@trinitywny.org)

Mark Willert: [mwillert@trinitywny.org](mailto:mwillert@trinitywny.org)

Stephanie Wright: [swright@trinitywny.org](mailto:swright@trinitywny.org)

PE and Music:

Noel Anderson: [nanderson@trinitywny.org](mailto:nanderson@trinitywny.org)

**Signature Page**

Please sign and date below to show you have read and understand the policies in the Trinity Christian School Parent-Student Handbook 2023-2024. Return this form to your child's homeroom teacher.

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**Parent Name (printed):** \_\_\_\_\_

I have read/understand the policies in this handbook.

Signature \_\_\_\_\_

Date \_\_\_\_\_