



Preparing Young Minds to Soar

TRINITY CHRISTIAN SCHOOL

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Table of Contents

A Message From The Principal	1
Statement Of Purpose	2
Trinity Christian School Philosophy	3
Preschool	3
Kindergarten	3
Curriculum	4
Accreditation	4
Application And Admission	5
Comprehensive Attendance Policy	5
Corridors	7
Health Services	8
Discipline And Conduct	9
Dress Code	10
Homework	11
Athletics	11
Telephone	12
After School Attendance / Activities	12
Before And After School Care	13
Administration	13
Testing Program	13
Counseling And Guidance	14
Progress Reports	14
Honor Rolls	14
Choir	15
Library Service	15
Field Trips	15
Insurance	15
Transportation	15
Transportation Safety	16
Lunch Program	16
Tuition Schedule For The 2008-09 School Yea19r	17
Notice Of Nondiscrimination	18
The Child And The Home	Appendix i
The Child And Teaching The Faith	Appendix i
The Child And The School	Appendix i
The Child And The Church	Appendix ii



A MESSAGE FROM THE PRINCIPAL

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 or me. 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 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,

Brian S. Makey

STATEMENT OF PURPOSE

OUR MISSION: Preparing Youngs Minds to Soar

FELLOWSHIP: Trinity students and their families will be involved in Christian events and activities that build relationships with our Christian family. They will develop relationships based on Christian principles and values. Those with athletic and scholastic interests will participate in extra curricular 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 children don't get lost.

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 classrom 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 student 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.

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 three-day (Monday, Wednesday, and Friday) morning session for children who will be four years old by December 1st of that school year. Also offered is a two-day (Tuesday and Thursday) morning session for children who will be three by December 1st of that school year. A separate handbook has been prepared and is available to parents with preschool children. Please call the school office if you would like a copy (674-5353).

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 with New York State syllabi 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 as well as integrated and thematic approaches are used appropriately. Audio-visual and computer assisted instruction and word processing is used quite extensively. Gifted students are challenged and accelerated. 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). Our outstanding strengths have been sited in the areas of curriculum and instructional program as designed and carried out by 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.

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 on the basis of 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. Entrance requirements include an interview with the parent and child, an entrance test of academic achievement (or readiness -- kindergarten), and consideration of available records.

Admissions are subject to a six-month probationary period. After the first year, a special Intent to Re-Enroll form is submitted yearly by the parents/guardians of each child. Enrollment priority is given to students currently enrolled. Application forms for new enrollments can be obtained from the school office.

COMPREHENSIVE ATTENDANCE POLICY

Trinity Christian School has developed an attendance policy in accordance with New York State Law Section 3205 to be implemented on July 1, 2002. This policy will help uphold the mission and purpose of our school, as stated in our handbook.

Objectives

- To ensure consistent and regular access to instruction in order to meet New York State learning standards.
- To ensure compliance with all compulsory attendance laws and provide accountability to parents while their children are in Trinity's care.
- To ensure the proper maintenance of all attendance records in accordance with law.

Strategies

- Use of a standard commercially published register of attendance.
- Recording daily attendance at the beginning of each day.
- Use of a recording system for excused and unexcused absence for a day or part of a day.
- Use of a recording system for tardiness or early departure.
- Collecting and maintaining excuse notes with the attendance register.
- Use of dates for entry and withdrawal of students.

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Excused and Unexcused Absences 7

The following are considered excused absences:

- 3 Illness
- 3 Illness or death in family
- 3 Attendance at health clinics or hospitalization
- 3 Religious observance
- 3 Quarantine
- 3 Impassable roads
- 3 Required legal activities
- 3 Visit to other educational programs

The following are considered unexcused absences:

- 3 Unlawful detention
- 3 Truancy
- 3 Suspension
- 3 Vacations

Coding System

Attendance is recorded in the register using a chevron “<” to indicate full or half day absence. “X” is used to denote excused partial day absence that is less than half of the school day. In addition, the following are used to explain all time lost from school.

S	illness
F	sickness or death in the family
P	other legal excuses
O	unlawful detention
T	Truancy
Su	Suspension

Statement Regarding Course Credit

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

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Incentives/sanctions

- Perfect Attendance awards will be given to students who are in attendance each day of the school year.
- 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.
- School office contacts parents if parent has not called due to absence.
- A written excuse signed by the parent must be provided listing the name of the student, the date(s) 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 patterns. If attendance problems persist, the principal will contact the parents. Proper authorities will be contact if attendance problems continue after school contacts.

Reviewing Procedures

Classroom teachers will review attendance registers monthly to identify unusual patterns. Any unusual attendance patterns will be brought to the principal for further review. The principal will review the attendance registers at the end of the school year.

CORRIDORS

Students who arrive early are to wait in the school gymnasium until 8:10 AM. Students who arrive after 8:10 AM are to go directly to their classrooms upon arrival at school. Movement in the corridors must be generally quiet and orderly. Excessive noise and running is not permitted.

HEALTH SERVICES

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 measures heights and weights and 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.

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 a 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, 2, 4, and 7 and for any students transferring to Trinity from another school. We also require that any child intending to play sports (including cheerleading) have a physical examination prior to participating annually. Each school year we receive the services of a physician (assigned by the West Seneca Central School District), who does the physical examinations here at school. It is recommended that if you want a more thorough check-up for your child, you obtain a physical exam form from the school office and have your family doctor examine your child in the privacy of his office.

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.

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.
- A negative student response at this point will result in a suspension by the principal of from one to five school days. Parent(s)/legal guardian(s) and the offending student will be notified orally or in writing concerning the charges against him/her. Recommended, also, is a hearing conducted by the principal. Students have no opportunity to make up work missed during the time of suspension. Most importantly, suspension is to be a time when exclusive attention is given to solving the problem.
- A one day out-of-school suspension will be issued for inappropriate behavior and/or misconduct following a student's third detention. Fourth detentions will not be issued.
- Expulsion—A student who fails to amend offensive conduct, responds only negatively to teachers and principal, and manifests insufficient improvement after suspension has already separated himself/herself from any benefits Trinity Christian School provides. The official process of expulsion acknowledges this reality.

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

DRESS CODE

Our dress code 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 dress code 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 list gives some guidance in appropriate clothing for students in our school.

For ALL Students:

Styles that are immodest or excessive will not be permitted. In the interest of safeguarding the health and safety of all whom enter our building:

- No sweatshirts, T-shirts, tank or sleeveless tops, mesh shirts, zippered sweatshirts, hooded shirts or “parachute” fabric shirts or tops.
- No slogans or phrases of any kind are allowed. Manufacturer’s logos are acceptable as long as they are not the theme of the shirt (e.g. Nike).
- No jeans, zupas, sweatpants, oversized pants, pants that drag on the floor or “parachute” fabric pants.
- No bare feet; socks/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 to be worn during the school day unless there is an emergency situation in place (i.e. no heat).
- No short shorts, spandex shorts, tight leggings or stretch pants are allowed.

For Boys: Belts are required. Shirts must be tucked in at all times, including sitting and reaching.

For Girls: Dresses, skirts, jumpers with a length of not more than one hand width above the knee.

Shorts (not more than one hand width above the knee) are allowed for both boys and girls during the months of September, October, May & June. Any colors and designs are acceptable. All shorts must meet the dress code requirements listed above. All clothing should fit properly.

Students are expected to present a *neat, clean, and modest* appearance. The above policy does not and cannot cover all the types of clothing that is available today. The principal will determine the

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appropriateness of any items not covered in the dress code policy. Any questions about the dress code should be referred to the principal.

Students who violate the dress code will be given a warning and parents will be notified by letter. The second violation will result in the student 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.

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 the best work they are capable of doing. 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 students progress and finish work not completed in class. The following is a guideline for the amount of homework at each level per week:

K/1 — 1 to 2 hours

2/3 — 2.5 to 4 hours

4/5 — 3 to 6 hours

6-8 — 5 to 10 hours

Parents should be aware of their child's homework and encourage them to complete it to the best of their ability. Any questions regarding homework should be directed to the child's teacher.

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 including cheerleading. Students in the upper grades may choose to participate in soccer, 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.)

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- 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 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 receive a warning. The next time they are failing any subject, they will not be allowed to participate in the athletics program for one week and until they improve their grades) to passing. Students who have failing grades at the end of a quarter or five-week marking period will not be allowed to participate in the athletics program for 2 weeks. Following the two-week period, grades will be monitored weekly. While ineligible, student 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).

TELEPHONE

The school telephone number is 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.

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.

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No student in grades kindergarten through grade eight may remain for an after school 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 7:00 AM and ends at 8:00 AM when students are allowed to go to their classrooms. After school care begins at 3:00 PM and ends at 6:00 PM. The cost is \$4.00 per hour for the first child in the family and \$3.00 per hour for each additional child per family. There is a \$5.00 fee for each additional 15-minute late pickup after 6:00 PM. The hourly fees are calculated to the nearest 15-minute interval. Application forms can be obtained in the office.

If you need to speak with the Before & After School Care Provider, you may call the school cell-phone at 704-5876.

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 elect 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 principal is the chief administrator of the school. With the help of the faculty, he plans the curriculum and instructional programs of the school, suggests policies and changes for the improvement of instruction to the School Board, and carries out the decisions of the congregation as expressed through the policies of the School Board.

The director of congregational ministries coordinates the ministries of both the church and the school so that all the families of Trinity may be fully involved and blessed by those ministries.

TESTING PROGRAM

Tests mandated by the State will be administered as per State guidelines. Standardized tests of readiness and skills development are given periodically in various subject areas to supplement teacher-made tests.

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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.

PROGRESS REPORTS

The main purpose of the progress report is to inform parents concerning the performance of their children and to cooperatively plan for continued growth and achievement. Trinity issues report cards four times a year. After the first grading period, a parent-teacher conference is scheduled for each child. Through this means 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.

It is hoped that report cards and grades 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 95-100% average in all subjects
- Honor Roll 90-94% average in all subjects
- Merit Roll 85-89% average in all subjects
- Achievement Award 5% improvement of average from previous quarter

A grade below 74% in any subject disqualifies a student from any of the above.

In calculating averages, music, art, and physical education are averaged first, and that percentage is then averaged with the rest of the academic grades.

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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.

CHOIR

Students in grades 3-8 are invited to join the Alleluia Choir of up to 25 voices. They practice during the school day and sing occasionally at nursing homes, chapel services, and Sunday morning worship.

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 providing necessary materials, clothes, or transportation for the field trips. A written explanation of the event will be sent home before the date of the trip. The return of the form, signed by a parent or legal guardian, is required before the child may go on the field trip.

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.

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 are part of the Federal Lunch Program and as such follow the guidelines for menu and meal preparation that accompany participation in this program.

A five component, nutritionally balanced lunch is offered every day of the school week. Students who participate are required to choose a minimum of three components. Four meal choices are offered daily. The entree changes daily. Three kinds of sandwiches remain constant daily. They include grilled cheese, peanut butter and jelly with grape jelly or peanut butter and jelly with strawberry jelly. There is also extra bread, pasta or rice available daily to the students. The menu is printed monthly and distributed to the students. It is also printed in local Pennysavers.

The price of a student lunch is \$3.00. Milk is included. Students may be eligible for free or reduced-price lunches. Families are encouraged to review the federal income guidelines to determine eligibility for free or reduced-price lunches.

Two percent white and chocolate milk is available **at a cost of \$0.60 per half-pint.**

All lunches MUST be prepaid. Lunch cards are available from the cafeteria and should be purchased prior to the start of the school day. Prepaid lunch service will begin on the first Monday following the start of the school year. **Lunch cards are available in increments of five at a cost of \$15.00 each. Milk cards are available in increments of five and cost \$3.00 each.**

TUITION SCHEDULE FOR THE 2008-09 SCHOOL YEA19R

Preschool 3 (Tues., Thurs.) \$700.00

Preschool 4 (Mon., Wed., Fri.) \$1,050.00

Grades K-8

First Child	\$2,800.00	Third Child	\$2,400.00
Second Child	\$2,550.00	Fourth Child	FREE

Note: The cost to educate a child is approximatesly \$4,000 a year.

- A non-refundable deposit of \$75.00 must accompany each re-enrollment and new enrollment application. The deposit will be deducted from your tuition total.
- There are three options for paying tuition. The first option is a single payment payable to Trinity Christian School, due August 1. The second option is semester payments to Trinity (August/January) The third to apply for the F.A.C.T.S. Payment Plan. If you decide to use F.A.C.T.S. payments are budgeted over 10 months beginning in August. VISA and MasterCard may also be used to process payments through F.A.C.T.S.
- Financial Aid applications are available in our school office for K-8. *FACTS Financial Aid* requires a fee of \$21.00 to apply. The deadline date for financial aid applications is April 16. A limited amount of financial aid may be available for the school year. Financial Aid will be awarded through a sponsorship program as sponsors become available. Aid will be awarded on the basis of financial need alone.

Note: FACTS fees are subject to change.

- The tuition of families with currently enrolled students in grades K-8 will be discounted \$100 through our Be-A-Winner - Recruit-A-Student Program for each new student they bring into enrollment at Trinity.
- Coupons are available for new students entering kindergarten to receive \$100 off their tuition for their first year of enrollment, if they register prior to June 1, 2010.
- Members of Lutheran Congregations call the school office for member discount.
- 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. Consequently, the tuition schedule for member tuition is less than the non-member tuition schedule.

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.

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 deal 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. 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 characters 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.